Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

June 4, 2024
1:30pm

Members Present: Edgar J. T. Perrow, Jr., Chairman
Wesley Woods, Vice Chairman
Drew Wade, Member

Members Absent: Tom Martin, Member
David Pugh, Jr., Member

Staff Present: Timothy Castillo, Executive Director
Richard Hall, Assistant Director
Hunter Glass, Water Operator I
Berkley Taylor, Water Operator I / Wastewater Operator III

Mark Popovich, ACSA Attorney

I. Call to Order – Chairman Perrow called meeting to order at 1:30 pm.

Mr. Perrow congratulated ACSA for the achievement of being recognized by the (VLWA) Virginia Lakes and Watersheds Association for the 2024 VLWA Dam Safety Award, Category – Best Major Dam Rehabilitation Design & Construction.

II. Approval of the Agenda –

By motion of Mr. Wade and with the following vote, the Board voted to approve the agenda for the June 4, 2024, ACSA Board meeting.

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

III. Public Presentation

A. Virginia Department of Health, Office of Drinking Water Silver Award.

Mr. Thomas Thompson Jr., P.E, of the VA Department of Health, Office of Drinking Water, presented ACSA with the 2023 VA Optimization Silver Award for excellence in filtration and backwash.

Mr. Hunter Glass, Water Operator I and Mr. Berkley Taylor, Water Operator I/Wastewater Operator III, accepted this award on behalf of ACSA.

Mr. Castillo reiterated how this achievement of obtaining the Silver Award is outstanding. Mr. Perrow expressed how this award reflects the work of the water operators and offered thanks for doing a good job. He also thanked the Office of Drinking Water for their continued support over the years.

IV. Citizen Concerns / Comments

There were no citizens wishing to speak.

V. Consent Agenda

i. Draft Meeting Minutes for the May 7, 2024, ACSA Board of Directors Meeting
ii. Draft Monthly Financial Report – April 2024

By motion of Mr. Wade and with the following vote, the Board voted to approve the Consent Agenda.

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

VI. Action Items

A. Approval if FY25 Annual Operating & Capital Improvements Budget

Mr. Castillo presented the FY25 Annual Operating & Capital Improvements Budget as written in the agenda packet and added ACSA is using its SOAR strategy/strategic goals to move this budget forward.

Mr. Perrow requested clarifications concerning the FY24 Annual vs budgeted amount. Mr. Castillo explained the annual projections are values from the December financial report, that are doubled. Mr. Castillo also explained some items added include $1.25M of depreciation (non-cash expense) and other administrative cost increases such as a 9% increase in Health Care Costs. There are also ARPA funds to be transferred, that reflect a significant increase, some of which become capital transfers. Mr. Perrow commented that even with the listed budget increases and no rate increase, ACSA is projected to end the budget cycle on the net positive. Mr. Wade asked if the AMI project will be complete this year and if $50K will be enough. Mr. Castillo explained this is a pilot program. Successes from the pilot will lead to a larger project that will need funding to be obtained.

By motion of Mr. Wade and with the following vote, the Board voted to approve the FY25 Annual Operating & Capital Improvements Budget.

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

B. Employee Recognition Policy

Mr. Castillo presented the employee recognition policy as written in the agenda packet. Mr. Perrow would like to see this policy be re-visited to re-evaluate fixed-cost awards as time goes by.

By motion of Mr. Woods and with the following vote, the Board voted to approve the FY25 Annual Operating & Capital Improvements Budget.

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

VII. Informational Report

Mr. Castillo presented the Informational Report as written in the agenda. Mr. Perrow views the interconnection at CVTC as a very important potential asset for future growth planning. Mr. Castillo reiterated the importance of a redundant back-up water supply in the event of emergencies.

VIII. Citizen Concerns/Comments

There were no citizens wishing to speak.

IX. Matters from the Members of the Service Authority Board

There were no Board member comments.

X. Closed Session

By the following motion of Mr. Wade and with the following vote, the Board voted to go into closed session:

"I make a motion, pursuant to Section 2.23-3711 (A)(1) of the Code of Virginia, 1950, as amended, that the ACSA Board go into Closed Session with the ACSA Executive Director to discuss his annual performance evaluation."

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

By motion of Mr. Perrow and with the following vote, the Board voted to come out of closed session.

AYE: Mr. Perrow, Mr. Woods, Mr. Wade
ABSENT: Mr. Martin, Mr. Pugh

Roll Call Vote certifying by recorded vote that, to the best of each Board member's knowledge, only public business matters exempt from the open meeting requirements of the Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered during closed session:

Mr. Perrow	AYE
Mr. Woods	AYE
Mr. Martin	ABSENT
Mr. Pugh	ABSENT
Mr. Wade	AYE

Mr. Perrow announced the meeting adjourned at 2:28 pm.

Edgar J.T. Perrow, Jr. ACSA Board Chair

Timothy E. Castillo, Board Secretary