



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

June 06, 2023
1:30pm

Members Present: Edgar J.T. Perrow, Chairman
Wesley Wood, Vice Chairman
Tom Martin, Member
David Pugh, Member

Members Absent: Drew Wade, Member

Staff Present: Timothy Castillo, Executive Director
Richard Hall, Assistant Director

Mark Popovich, County Attorney

- I. Call to Order – Chairman Perrow called meeting to order at 1:30pm.
- II. Citizen Comment – There were no citizens wishing to speak.
- III. Approval of the Agenda – Chairman Perrow requested to amend the agenda, adding Section IVA: Personnel, to occur after Section IV.

By motion of Mr. Pugh and with the following vote, the Board voted to amend and approve the agenda as recommended for the June 6, 2023, Board Meeting:

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

- IV. Approval of Minutes -
 - A. By motion of Mr. Pugh and with the following vote, the Board approved the Meeting Minutes for the May 2, 2023, Board Meeting:

AYE: Mr. Perrow, Mr. Woods, Mr. Martin & Mr. Pugh
 - B. By motion of Mr. Pugh and with the following vote, the Board approved the Meeting Minutes for the May 10, 2023, Special Board Meeting:

AYE: Mr. Perrow, Mr. Martin & Mr. Pugh
ABSTAIN: Mr. Woods

IVA. Personnel

- A. Resolution 2023-A-0008-R (Resolution 2023-A-0008-R was not a part of the Agenda Packet, however, a copy is available by request to the Executive Director)

By motion of Mr. Pugh and with the following vote, the Board approved and executed Resolution 2023-A-0008-R:

AYE: Mr. Perrow, Mr. Woods, Mr. Martin & Mr. Pugh

V. Monthly Financial Report

- A. ACSA Financial Report, April 2023

The monthly financial report was presented as written by Mr. Castillo; there were no Board comments or questions.

VI. Old Business

- A. Assistant Directors Report

The Assistant Director report was presented as written by Mr. Hall; significant notable written items were reiterated.

Mr. Martin suggested the Seminole Plaza Shopping Center - 2022 Sewer Overflow Complaints be discussed with DEQ at the scheduled June 12, 2023, meeting concerning the James River Raw Water intake.

There were no other Board comments or questions.

VII. New Business

- A. ACSA Proforma Cash Flow Update – (Revised from May 2, 2023, ACSA Board Draft Presentation)

Mr. R.T.Taylor from Davenport and Associates presented a revised Pro-Forma Cash Flow Update Dated June 6, 2023. (A copy of the revised Pro-Forma Cash Flow Update was not a part of the agenda packet, however, is available by request to the Executive Director)

There were various discussions ensued by Board members for clarity of the presentation. No Board action was required concerning the revised Pro-Forma Cash Flow Update presentation.

- B. ACSA Resolution 2023-A-007-R, FY 23-24 Rates and Fees Adjustment

By Motion of Mr. Perrow and with the following vote, the Board approved Resolution 2023-A-007-R with the following adjustments to rates and fees and subsequent Public Hearing Date:

- 1) Water: Rate increase of 5.5% from \$5.93 / HCF to \$6.22 / HCF.
- 2) Water Basic Fee: No Increase in Water Basic Fee, staying at \$24.00.
- 3) Sewer: Rate Increase of 6.5% from \$8.92 / HCF to \$9.50 / HCF.
- 4) Sewer Basic Fee: Increase Sewer Basic Fee by \$2.00 from \$7.00 to \$9.00.

5)

A public Hearing was scheduled for June 29, 2023, at 5:30 p.m.

AYE: Mr. Perrow, Mr. Woods, Mr. Martin & Mr. Pugh

C. ACSA FY 23-24 Budget Proposal – Final FY 23-24 Budget Proposal -Final draft was presented as written by Richard Hall.

By motion of Mr. Pugh and with the following vote, the Board approved the execution of the FY 23-24 Budget Proposal – Final.

AYE: Mr. Perrow, Mr. Woods, Mr. Martin & Mr. Pugh

D. July 2023 ACSA Board Meeting

By motion of Mr. Woods and with the following vote, the Board approved to cancel the July 4, 2023 regularly scheduled Board meeting due to the Independence Day Holiday.

AYE: Mr. Perrow, Mr. Woods, Mr. Martin & Mr. Pugh

VIII. Miscellaneous Matters

A. Recovery Costs (DEQ Investigation & DWR Fish Replacement Value) & DEQ Enforcement Action – Order by Consent

Information was presented by Mr. Hall as written concerning Recovery Costs (DEQ Investigation & DWR Fish Replacement Value) & DEQ Enforcement Action – Order by Consent for information only. There were no questions or comments by the Board.

B. VDH 2022 Silver Award Certificate

The Silver Award was presented by Mr. Castillo recognizing excellence in performance by ACSA for receiving their 12th consecutive VDH Silver award. Mr. Perrow offered congratulations to the Water staff for their recognition of excellence offered by VDH and for the excellent water quality provided to the Amherst County citizens.

IX. Citizen Comment – There were no citizens wishing to speak.

X. Matters for the Members of the Service Authority Board

Mr. Perrow offered thanks to Mr. Hall for stepping up as the Interim Director during the period ACSA was without an Executive Director, noting things were handled efficiently and timely. Efforts are very much appreciated.

XI. Adjournment

Mr. Perrow announced the meeting adjourned at 2:25 p.m.



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

Timothy E. Castillo, Board Secretary



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

June 29, 2023
5:30pm

Members Present: Wesley Wood, Vice Chairman
Tom Martin, Member
David Pugh, Member
Drew Wade, Member

Members Absent: Edgar J.T. Perrow, Chairman

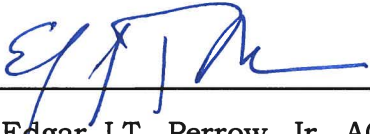
Staff Present: Timothy Castillo, Executive Director

- I. Call to Order – Vice Chairman Wood called meeting to order at 5:30pm; a quorum was determined to be present.
- II. Public Hearing – Vice Chairman Wood called the public hearing open. for FY 23-24 Rates and Fees Adjustments. There were no public members present and Vice Chairman Wood called the public hearing closed.
- III. Enacting Rates for FY 23-24 – Mr. Castillo stated that the public hearing for the FY 23-24 Rates and Fees Adjustments was advertised in accordance with Code of Virginia on June 8 & June 22, 2023. Mr. Castillo stated the proposed Rate and Fee adjustments for FY23-24 were as follows:
 - Water: Rate increase of 5.5%
 - Sewer: Rate increase of 6.5%
 - Water Basic Fee - no change
 - Sewer Basic Fee increase of \$2.00

Mr. Wade moved to approve Resolution NO. 2023-A-0009-R. with no further discussion the resolution was approved with the following vote:

AYE: Mr. Wood, Mr. Martin, Mr. Pugh, Mr. Wade
NAY: None
ABSENT: Mr. Perrow
ABSTAIN: None

- IV. Adjournment – Mr. Pugh moved for adjournment with the following vote:
AYE: Mr. Wood, Mr. Martin, Mr. Pugh, Mr. Wade
NAY: None
ABSENT: Mr. Perrow
ABSTAIN: None



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



Timothy E. Castillo, Board Secretary