Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

September 3, 2024
1:30pm

Members Present: Edgar J. T. Perrow, Jr., Chairman

Tom Martin, Member
David Pugh, Jr., Member
Drew Wade, Member

Members Absent: Wesley Woods, Vice Chairman

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

Mark Popovich, ACSA Attorney

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

II. Approval of the Agenda –

A. ACSA Board Meeting Agenda, September 3, 2024

By motion of Mr. Martin and with the following vote, the Board approved the agenda for the September 3, 2024, ACSA Board meeting:

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

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Consent Agenda

i. Draft Meeting Minutes – August 6, 2024, ACSA Board of Directors Meeting.
ii. Draft Monthly Financial Reports May 2024, June 2024.

Mr. Castillo presented the Consent Agenda as written in the agenda packet.

By motion of Mr. Wade and with the following vote, the Consent Agenda was approved:

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

V. Action Items

A. USGS Stream Gage Funding Agreement

Mr. Castillo presented Item V.A., as written in the agenda packet.

Mr. Wade asked how often the stream gage is monitored and have there been any issues? Mr. Pugh asked for clarifications regarding withdrawal amounts (from Harris Creek vs Dan E. French Reservoir).

Mr. Castillo explained the streambank gage is monitored daily. He directed the Board to on-line links (provided in the agenda report) to view related information. Gage readings allow Water Operators to determine the amount of water that can be safely withdrawn from Harris Creek and to determine sufficient ratios of creek vs reservoir withdrawals. He also added the safe yield capacity of ACSA's reservoir is sufficient with no concerns.

Mr. Perrow commented about the importance of having redundant water sources and asked if there is an alternative to executing the USGS Stream Gage Funding Agreement. Mr. Castillo explained that ACSA Water Operators would have to be trained to monitor and present acceptable required regulatory data pertaining to stream levels, if ACSA chooses not to participate. Mr. Castillo's perception is that the annual costs of the USGS agreement is adequate for the services provided and the expenses associated with hardware and software support.

By motion of Mr. Pugh and with the following vote, the ACSA Board authorized ACSA's Executive Director to sign and execute an agreement with the US Geological Survey / Virginia-West Virginia Science Center:

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

VI. Informational Report

Mr. Castillo presented the informational report as presented in the agenda packet; additional comments are provided:

1. Infrastructure Master Plan
2. FY 24 Annual Audit

Mr. Castillo reported all audit assignments were turned in by September 1st; ACSA is ahead of schedule!

3. James River Stabilization Project
4. Water and Sewer Rehabilitation/Extension/Replacement & other Infrastructure Projects
5. Gateway Project

Mr. Wade and Mr. Martin requested in-depth information regarding property owner's efforts to advance the project development. Mr. Martin has an interest in progress toward a VDOT traffic study and asked for regular updates concerning the entire project. To reiterate Mr. Martin's request, Mr. Perrow would like reports on milestones to key schedule points such as an engineering contract, etc. Mr. Pugh is concerned that the Board may have to reconsider its' contribution to this project due to non-progress by the developer.

6. LEAP Funding/Lead and Copper Service Line inventory

Mr. Castillo applauded staff for their efforts to encourage customer participation for providing service line inventory information via paper and on-line surveys.

7. Automated Meter Reading Program
8. CVTC Infrastructure

Mr. Perrow expressed his support for ACSA obtaining existing water and sewer infrastructure currently owned and operated by the State of VA.

There were no other Board member comments.

VII. Citizen Concerns/Comments

There were no citizens wishing to speak.

VIII. Matters from the Members of the Service Authority Board

Mr. Perrow mentioned the November 5th ACSA Board meeting may be cancelled, following suit, if the Board of Supervisor's determine their meeting on this day is cancelled (Election Day Holiday). A special ACSA Board of Director's meeting may need be called in November, (date to be determined), for the presentation/distribution of ACSA's finalized Master plan.

Mr. Martin requested an update concerning the Seminole Plaza infrastructure. Mr. Castillo explained that a Preliminary Engineering Report is underway to develop an infrastructure report for the South Madison Heights area, including the Seminole Plaza. This project is funded by a CDBG Planning Grant obtained by the CVPDC, on behalf of Amherst County. Mr. Wade thanked Mr. Castillo for his efforts to communicate information to the citizens of this area. Mr. Martin requests that progress reports, regarding this topic, be added to monthly ACSA Board meeting agendas.

There were no other Board member comments.

IX. Adjournment

Mr. Perrow announced the meeting adjourned at 2:11 pm.

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

Timothy E. Castillo, Board Secretary