**AMHERST COUNTY SERVICE AUTHORITY BOARD**

**MINUTES**

January 7, 2025
1:30 pm

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, January 7, 2025

By motion of Mr. Wade and with the following vote, the Board approved the agenda for the January 7, 2024, ACSA Board meeting:

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

III. Amherst County Service Authority Board Reorganization – 2025

A. Election of ACSA Board Chair and Vice Chair for 2025

Mr. Turner Perrow turned the meeting over to Mr. Castillo, ACSA Executive Director, who requested from the Board a nomination for a Board Chair and Vice Chair for 2025.

By nomination / motion of Mr. Tom Martin, followed with a second nomination /motion by Mr. Perrow, and with the following vote, Mr. Drew Wade is the elected 2025 Board Chair for the Amherst County Service Authority.

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

Following the closed nomination and voting by the ACSA Board, Mr. Castillo turned the meeting over to Mr. Wade, Chairman.

By motion / nomination of Mr. Wade and with the following vote, Mr. David Pugh, Jr., is elected 2025 Board Vice-Chaiman for the Amherst County Service Authority.

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

B. Appointment for Treasurer

By Motion of Mr. Martin and with the following vote, the ACSA Board voted to appoint the current Amherst County Treasurer to serve as ACSA Treasurer.

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

IV. Consent Agenda

i. Draft Meeting Minutes – December 3, 2024, ACSA Board of Directors Meeting
ii. Financial Report September – November 2024
iii. Schedule and Location of Regular ACSA Board meetings in 2025 (First Tuesday of each month at 1:30 pm in the public meeting room on the main floor of the Amherst County Administration Building, 153 Washington St., Amherst, VA 24521)
iv. Reaffirmation of ACSA Board adherence to a Code of Ethics and adoption of Rules of Procedure.

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

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

V. Citizen Concerns / Comments

There were no citizens wishing to speak.

VI. Employee Recognitions - 2024

Mr. Castillo presented Item VI.A., as written in the agenda packet, recognizing 1) Mr. T.R. Saunders for Outstanding Effort, and for achieving thirty (30) years of Service to the Amherst County Service Authority; 2) Ms. LaMoria Jones for Outstanding Customer Service.

Mr. David Pugh thanked both staff members for their dedication and service to the Service Authority - they "represent what we strive to be as an organization."

Mr. Perrow recognized the challenges and importance of "customer facing aspects" of our business and expressed appreciation.

Mr. Wade thanked the recognized staff for what they do and expressed appreciation for their hard work.

VII. FY 24 Annual Auditor Financial Comments and Response

Mr. Castillo presented the FY 24 Annual Auditor Financial Comments and Response as presented in the agenda packet.

Mr. Perrow thanked Mr. Castillo for his responses and maintaining a record of audit response. He further recommends this report be brought back at the next audit to compare findings at that time.

Mr. Martin suggests audit issues requiring funding be considered during budget discussions.

VIII. Informational Report

A. Informational Report – January 7, 2025

Mr. Castillo presented the Informational Report as written in the agenda packet.

1. Infrastructure Master Plan
2. Special ACS Board Meeting scheduled for Tuesday, January 21, 2025, at 5:00 pm
3. LEAP Funding/Lead and Copper Service Line Inventory

The LEAP Funding package closed on January 1, 2025; submission of invoices for reimbursement is forthcoming.

4. Gateway Project

ACSA received a citizen complaint concerning an odor coming from the abandoned property at 582 River Road. By responding to this complaint (findings involved required maintenance of an existing grinder pump), the Executive Director further recognizes the need for the Authority to be responsible for the maintenance of grinder pumps to protect the environment. These grinder pumps on River Road were discussed in the early planning of the Gateway Project.

5. Seminole Plaza-South Madison Heights PER
6. James River Stabilization Project
7. Water and Sewer Rehabilitation/Extension/Replacement & Other Infrastructure Projects

During the Gateway project discussions (item no. 4), Mr. Castillo referred to the need for ACSA to be responsible for the maintenance of grinder pumps to be installed in the Campbell Street sewer low pressure forced main project.

8. Automated Meter Reading Program
9. CVTC Infrastructure
10. DEQ SCAT Advisory Committee
11. Westbriar WWT VPDES Permit Renewal
12. Mill Creek Lake Water Quality

Mr. Castillo informed the Board of additional miscellaneous recent events:

i. Fire Hydrant damage from a vehicle accident during the recent snow / ice storm – ACSA's response time utilizing the on-call policy was excellent. There have been discolored water complaints that are to be addressed.

Mr. Perrow asked if there is an insurance claim for fire hydrant damage. Mr. Castillo informed that an insurance claim will be pursued.

ii. Williams Creek Sewer Pumping Station lost power due to the recent snow/ice storm event.
iii. Abbitt Sewer Lift Station lost power during the recent snow/ice storm event.
iv. Watts Street Sewer Lift Station had heavy rags causing pump blockages. Staff restored operations by utilizing redundant parts from a similar pump station.

Mr. Pugh, Mr. Martin, and Mr. Wade recognized the difficulties, efforts and hard work of the ACSA staff during harsh weather conditions and offered their gratitude.

IX. Citizen Concerns/Comments

There were no citizens wishing to speak.

X. Matters from the Members of the Service Authority Board

Mr. Perrow thanked the Board for the opportunity to serve as Board Chair for the past two years.

There were no other Board member comments.

XI. Adjournment

Mr. Wade announced the meeting was in recess at 2:16 pm., until January 21, 2025, at 5:00 pm, for the Infrastructure Master Plan presentation by Pennoni Associates Inc., Engineering Consultant.

January 21, 2025

5:00 pm

Members Present: Drew Wade, Chair
David Pugh, Jr., Vice Chair
Tom Martin, Member
Edgar J.T. Perrow, Jr., Member
Wesley Woods, Member

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

Mark Popovich, ACSA Attorney

I. Call to Order – Chairman Wade called the meeting to order at 5:00 pm.

II. Citizen Concerns / Comment

There were no citizens wishing to speak.

III. Approval of the Agenda –

A. ACSA Board Meeting Agenda, January 21, 2025

By motion of Mr. Perrow and with the following vote, the Board approved the agenda for the January 7, 2024, ACSA Board meeting:

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

IV. Presentation of Infrastructure Master Plan

A. January 21, 2025, continuance of the Amherst County Service Authority Board of Director's meeting on January 7, 2025.

Mr. Castillo introduced and turned the presentation over to Mr. Thomas Frederick, Pennoni Associates, Inc.

Mr. Frederick presented item IV.A., Presentation of Infrastructure Master Plan, providing a visual presentation summarizing highlights of the Master Plan. *This visual presentation is not a part of these meeting minutes, however, is available via request to Mr. Timothy Castillo, ACSA Executive Director.*

Significant Discussions - Water:

It is estimated approximately 50K gal./day needs to be flushed to prevent water from being stored over five days in certain areas of ACSA's system that contain dead end piping. ACSA is currently performing flushing activities, according to Mr. Castillo, maintaining operations well within compliance requirements.

Mr. Perrow asked for further explanations concerning "boil water" requirements. Mr. Frederick explained when pressures drop below 20 psi, there is a concern for backflow contamination.

Mr. Frederick presented water modeling, highlighting fire hydrants that do not meet minimum flows of 500 gpm. Suggestions were made for long-term solutions.

There is a pressure drop of approx. 20 psi in the Wright Shop and Faulconerville pressure zone areas vs Prices Store and Littleton Lane areas due to lower elevations. Suggestions were made for long-term solutions. It is recommended ACSA's future operations involve three pressure zones.

The existing state-owned water infrastructure for the vacant Central VA Training Center campus can provide nearly 1M gpd of water to the Wright Shop tank. This is a consideration for resiliency; suggestions were made for long-term solutions, should ownership of this infrastructure become the Authority's.

Operating improvement recommendations include the lowest levels that storage tanks should operate. Annual unidirectional flushing, adding mixers to tanks that are currently not equipped, etc. were discussed. A capital recommendation is for the installation of an Advanced Metering Infrastructure (AMI).

Mr. Martin mentioned that population projections for growth may be low. He is concerned about fire flow in the 29-business corridor, areas that include larger structures such as Walmart, large apartment complexes, industrial development areas, etc. He would like to see additional studies for fire flow in these areas. How asked Pennoni ranks the total costs for recommended improvements presented by Pennoni (approx. $36M)? Mr. Martin indicated he is pleased with work presented by Pennoni; this puts us well into the future.

Mr. Perrow asked for a benchmark for non-revenue water. Mr. Frederick replied the AWWA suggests non-revenue water be at 15% or below; 10% is excellent. For ACA, 5% of non-revenue water involves required flushing. AMI will assist in achieving this goal. It is calculated that ACSA is currently operating at less than 20% for non-revenue water.

Mr. Frederick indicated recommendations are ranked by short-term and long-term, not hard years. Short-term might be a five-year plan; long-term might be 20-to-30-year plans.

<u>Significant Discussions – Sewer:</u>

It is cheaper to continue operations of the two sewer treatment plants (Ivanhoe and Westbriar), with some improvement recommendations, than to replace them.

ACSA's sewer system model indicates in all conditions, piping sizes are adequate (this information includes future known development potential).

A standby generator is recommended for the Williams Creek sewer pump station.

Management Recommendations:

- Developing a strong GIS database for water and wastewater infrastructure.
- Develop an asset management program, linking different programs such as financial to the GIS system for data reference, etc.
- Perform an inflow and infiltration study to address wet weather issues.
- Construct a new Administration / Operations Center.

Mr. Wade asked if short-term and long-term recommendations listed in this study are prioritized in any specific order. Mr. Frederick indicated could be done in other discussions, however this report only lists short-term and long-term recommendations.

Mr. Martin asked if a cost estimate is available for the AMI infrastructure recommendation. Mr. Castillo indicated he is working on getting this information together and should have this for budgetary discussions.

Mr. Woods requested further clarifications concerning the budget estimates for sewer infrastructure improvements. Mr. Frederick indicated that some of the initial estimated costs have been modified due to some having already been addressed.

Mr. Perrow is interested in how recommendations of this Master Plan will apply to the unspent bond that the Service Authority currently has. Mr. Frederick indicated the costs presented are earmarked as of December 2024.

Mr. Martin expressed great work! He also asked what's the next step? Mr. Castillo replied that he will be bringing forth a recommendation to the Board to adopt this Infrastructure Master Plan, once all comments and questions from this Board meeting have been addressed.

V. Citizen Concerns / Comment

There were no citizens wishing to speak.

VI. Matters from the Members of the Service Authority Board

There were no additional matters brought forth by Board members.

VII. Adjournment

Mr. Wade announced the meeting was adjourned at 6:42 pm.

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary