



AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

February 4, 2025
1:30 pm

Members Present: Drew Wade, Chairman
Tom Martin, Member
Wesley Woods, Member

Members Absent: David Pugh, Jr. Vice Chairman
Edgar J.T. Perrow, Jr., 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 1:30 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, February 4, 2025

By motion of Mr. Woods and with the following vote, the Board approved the agenda for the February 4, 2024, ACSA Board meeting:

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

ABSENT: Mr. Perrow, Mr. Pugh

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Consent Agenda

i. Draft Meeting Minutes – January 7, 2025 ACSA Board meeting; January 21, 2025 ACSA Board meeting continuance

ii. Financial Report September – December 2024

Mr. Castillo informed Board members of a typo in the Cash Account reporting – the last column heading should indicate 12/31/24, in lieu of 12/31/21. Also,

expense reporting state 35%, however with depreciation added, the expense level reflects 47%. ACSA is in good standing financially.

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

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

V. Informational Report

A. Informational Report – February 4, 2025

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

1. Infrastructure Master Plan
2. Financial Master Planning/FY26 Budgeting
3. VWP Permit Process
4. Leap Funding/Lead and Copper Service Line Inventory
5. Gateway Project
6. Seminole Plaza – South Madison Heights Infrastructure
7. James River Bank Stabilization Project
8. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects
9. Automated Meter Reading Programs
10. CVTC Infrastructure
11. DEQ SCAT Advisory Committee
12. Westbriar WWTP VPDES Permit Renewal
13. Legislative General Assembly Matters

Mr. Castillo also informed the Board of additional miscellaneous items regarding items not in the Informational Report:

- i. Izaak Walton Road has discolored drinking water complaints. Recent issues appear to be related to a recent traffic incident during inclement weather in which there was damage to a fire hydrant. The Amherst Landfill operations to keep the roadway clean utilizing tanker truck filled on site may be another issue contributing to discolored water. ACSA staff are working to resolve issues.
- ii. Staffing levels have changed with recent resignations of a Water Operator and a Utility Mechanic. ACSA is in the process of recruiting a qualified Water Operator and has made an offer of employment.

Mr. Martin asked if ACSA customers are issued monetary credits for water being flushed through their connection. Mr. Castillo informed that customers are issued a credit on their account for flushing through their connections to clear discolored water.

Mr. Wade asked for assurance that customers are engaged in the process of clearing discolored water.

VI. Citizen Concerns/Comments

There were no citizens wishing to speak.

VII. Matters from the Members of the Service Authority Board

There were no other Board member comments.

VIII. Adjournment

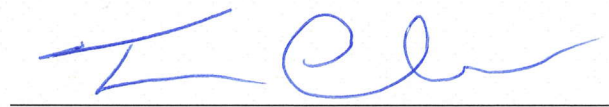
Mr. Martin moved to dismiss the meeting and with the following vote Mr. Wade announced the meeting adjourned at 1:46 pm.

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

ABSENT: Mr. Perrow, Mr. Pugh



Drew Wade, ACSA Board Chair



Timothy E. Castillo, Board Secretary