Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

March 4, 2025
1:30 pm

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

Members Absent: Drew Wade, Chairman
Wesley Woods, Member

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

Mark Popovich, ACSA Attorney

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

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, March 4, 2025

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

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

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Employee Recognitions

A. Employee Recognitions – 2025

Mr. Castillo recognized and thanked Mr. Willian David Fittro for 35 years of service to the Amherst County Service Authority. Mr. Fittro began his career with the Authority on February 26, 1990.

Mr. Pugh commended and thanked Mr. Fittro for a "working lifetime," and for his dedication and hard work for the Amherst County Service Authority.

Mr. Perrow commented on the thousands of people positively affected by Mr. Fittro's service of providing clean, fresh drinking water over the course of his career, and thanked him for his service.

Mr. Martin also thanked Mr. Fittro for his hard work and commitment.

V. Consent Agenda

i. Draft Meeting Minutes – February 4, 2025, ACSA Board meeting
ii. Financial Report September – January 2025

Mr. Perrow abstained from the approval of February 4, 2025, meeting minutes due to his absence from this meeting.

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

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

VI. Action Items

A. ACSA Infrastructure Master Pan

Mr. Castillo presented information and requested Board approval concerning ACSA's Infrastructure Master Plan, as presented in the agenda packet.

Mr. Perrow recommends follow up annual periodic progress comparisons, using this Master Plan as a benchmark for guidance. This document allows for Board directions as funding permits and is a great step forward. Mr. Perrow also requested that the Chair and Vice-Chair be involved in any real-estate selections for a new Operations Center. Mr. Castillo explained he intends to bring several real-estate choices to a closed session for board discussions.

Mr. Martin fully supports and appreciates all the work going into this Master Plan and especially likes the CIP listing of projects that provides direction for the Authority as funding becomes available.

Mr. Pugh thanked everyone involved in this Plan, recognizing their extra efforts beyond normal duties. Mr. Pugh also reiterated that this Master Plan is a living document with objectives to strive for; it also has the flexibility to be adjusted as needed.

By motion of Mr. Pugh and with the following vote, the ACSA Board adopted the 2025 ACSA Infrastructure Master Pan as provided and presented by Pennoni Associates, Inc.

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

B. Virginia Pooled Financing Program (VPFD) Series 2020C Bond Arbitrage Rebate Liability

Mr. Castillo presented the information and requested Board approval to enter into an agreement concerning the Virginia pooled Financing Program, Series 2020C Bond, as presented in the agenda packet allowing a direct transfer of funds to the IRS when due. There were several discussions by Board members surrounding the Authority's liability, and an explanation by the Executive Director clarifying how interest was earned during the Emergency Spillway project. These earned interest funds are required to be transferred to the IRS.

By motion of Mr. Perrow and with the following vote, the ACSA Board authorized the Executive Director to act on behalf of the Authority regarding arbitrage rebate liability due to interest earnings from its Virginia Pooled Financing Program Series (VPFP) 2020C bond/loan.

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

VII. Informational Report

A. Informational Report – March 4, 2025

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

1. Infrastructure Master Plan

Mr. Castillo informed the ACSA Board that projects within the Master Plan has been forwarded to Davenport & Associates, LLC., Financial Consultants for pro forma calculations / considerations.

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. CVTC Infrastructure
10. DEQ SCAT Advisory Committee
11. Westbriar WWTP VPDES Permit Renewal
12. Legislative General Assembly Matters
13. Future Developments
14. Orchard Hills Estates Water System

Mr. Martin has requested information concerning the location and travel distance from Authority infrastructure to this water system. In addition, Mr. Martin commented that this water source is by way of a well and may not be in the Authority's best interest to assume operations.

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

1. Sewer Overflow on the James River

Mr. Castillo informed the Board of a sanitary sewer overflow that occurred along the James River stream bank, where sewer infrastructure drains to

ACSA's Williams Run Sewer Pump Station. This overflow was the result of a plastic disc that lodged in a manhole causing a blockage. There may be cause to believe this incident may be vandalism. Required clean-up and notifications were executed by the Authority.

VIII. Citizen Concerns/Comments

There were no citizens wishing to speak.

IX. Matters from the Members of the Service Authority Board

There were no other Board member comments.

X. Adjournment

Mr. Pugh motioned to dismiss the meeting and with the following vote the meeting was adjourned at 2:04 pm.

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

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary