Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

June 11, 2025
6:00 pm

Members Present:	Drew Wade, Chairman Tom Martin, Member Edgar J.T. Perrow, Jr., Member Wesley Woods, Member
Members Absent:	David Pugh, Jr., Vice Chairman
Staff Present:	Timothy Castillo, Executive Director Richard Hall, Assistant Director
Staff Absent:	Mark Popovich, ACSA Attorney

I. Call to Order – Chairman Wade called the meeting to order at 6:00 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, June 11, 2025

By motion of Mr. Perrow and with the following vote, the Board approved the agenda for the June 11, 2025, ACSA Board meeting:

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

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Consent Agenda

i. Draft Meeting Minutes – May 6, 2025, ACSA Board meeting
ii. Draft Meeting Minutes – June 3, 2025, ACSA Public Hearing and Special Presentation
iii. Financial Report September – May 2025

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

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

V. Action Items

A. ACSA Resolution ACSA-A-003-R

Mr. Castillo presented ACSA Resolution ACSA-A-003-R to request Board adoption of FY 26 Rate Adjustments. Recapped ACSA proposed rates and fees increases are as follows:

1) Water: Rate Increase of 3.5% from $6.22 / HCF to $6.44
2) Water Basic Fee: Increase from $24.00 / Billing Cycle to $25.00
3) Sewer: Rate Increase of 3.5% from $9.50 / HCF to $9.83
4) Sewer Basic Fee: Increase from $9.00 / Billing Cycle to $11.00
5) Fire Protection Systems 6IN or Smaller: Increase from $73.00 / Billing Cycle to $98.55
6) Fire Protection Systems 8IN or Larger: Increase from $78.00 / Billing Cycle to $105.30

Mr. Castillo also presented ACSA's proposed FY 26 Operating and Capital Budgets to request Board adoption for the upcoming fiscal year.

By motion of Mr. Perrow and with the following vote, the ACSA Board voted to adopt Resolution ACSA-A-003-R, for the FY 26 Rate Adjustments.

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

By motion of Mr. Perrow and with the following vote, the ACSA Board voted to adopt the FY 26 Operating and Capital Budgets as presented, effective July 1, 2025:

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

B. Gateway Project

Mr. Castillo presented updates to chronological, financial, and phasing/separations of the Gateway project. Mr. Martin requested further clarification/explanation for project 3 of the Gateway Sanitary Sewer project, properties wishing to connect to the force main along Rt. 210, and the potential sewer connections for homes in the Merrymore subdivision. Mr. Castillo described a new 6IN sewer force main along Rt. 210. Property owners wishing to connect to the available sewer force main will have to provide, operate, and maintain grinder pumps. Without the complete Gateway development providing adequate sewer flow, connections to the 6IN force main will present a maintenance issue for ACSA. The homes in the Merrymore subdivision (average septic system age is 41.9 years old) can potentially connect to the proposed pump station (project 1) by way of constructed gravity sewer lines located in a perpetual utility easement. Mr. Wade asked how soon Toney Construction could begin installing the force main, to which Mr. Castillo understands they could start right away.

Mr. Martin expressed his concern that Amherst County will be responsible for paying for the Gateway sewer infrastructure project with no return on the investment, should the Developer fail to move forward with the development. He explained that there needs to be easements and infrastructure in place to serve the neighboring subdivision with aged septic systems if ACSA completes the sewer infrastructure.

Mr. Terry Morcom (Developer) provided updates on this private development and presented project delays. First, the topographical and boundary survey was completed in the summer of 2024. Next, a major unforeseen water spring was revealed. Relocating this navigable waterway will cost $1.5M, causing the need for an alternate site design. A second issue was adding the location of the pump station on his property, reducing developable area. Another issue reflects the need to re-evaluate the number and types of units (memory care, patio, condo, villas, etc.) to adjust to market demands/rates. Altogether, over $510K has been spent (by the Developer) on the development to date. Mr. Martin thanked Mr. Morcom for the update and expressed the importance of communicating progress to the Board. Mr. Martin feels the trigger to continue ACSA's sewer infrastructure work is when the Developer begins moving dirt.

By motion of Mr. Wade, the ACSA Board voted to approve as amended the following: 1) execute the construction contract with Toney Construction for the force main (project 3); 2) place a hold on any ACSA work and long-term financing for ACSA sewer project portions to take place on the Morcom property, until there is an approved site plan and grading permit; 3) authorize the submission of the SEID grant application, and 4) continue to determine ways to reduce project costs. Mr. Martin added an amendment to the motion, amending the words "ACSA work," to become "ACSA construction" (to allow the continuance of the engineering design), and added "easements are obtained to allow sewer service to the neighboring properties".

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

VI. Informational Report

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. 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. Lead and Copper Rule Improved
12. Future Developments

Mr. Wade opened the Informational Report section of the agenda and inquired whether there were any comments or questions. There were no Board comments or questions concerning the Informational Report.

VII. Citizen Concerns/Comments

There were no citizens wishing to speak.

VIII. Matters from the Members of the Service Authority Board

Mr. Wade requested an update on a combined project with the Amherst Co. Sheriff's Department. Mr. Castillo responded that the project was completed. There were no additional Board member comments.

IX. Closed Session

Mr. Wade motioned that pursuant to Section 2.2-3711 (A)(1) and Section 2.2 3711 (A)(3) of the Code of Virginia, 1950, as amended, that the ACSA Board enter into Closed Session to discuss the Executive Director's annual performance and a possible land acquisition.

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

By Motion of Mr. Wade and with the following vote, the ACSA Board voted to come out of Closed Session:

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

Mr. Wade made a motion that the ACSA Board certify by recorded vote that, to the best of each Board Member's knowledge, only public business matters lawfully exempt from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing Closed Session were heard, discussed, or considered during the closed session:

ROLL CALL VOTE:

Mr. Wade - AYE
Mr. Pugh - ABSENT
Mr. Perrow - AYE
Mr. Martin - AYE
Mr. Woods - AYE

X. Adjournment

Mr. Wade announced the meeting was adjourned at 7:32 pm

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary