Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

May 6, 2025
1:30 pm

Members Present:	Drew Wade, Chairman David Pugh, Jr., Vice Chairman Tom Martin, Member
Members Absent:	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 1:30 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, April 1, 2025

By motion of Mr. Martin and with the following vote, the Board approved the agenda for the May 6, 2025, ACSA Board meeting:

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

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Employee Recognitions

A. ACSA Commemorative Resolution ACSA-2025-CR-1

Mr. Castillo presented verbatim ACSA Commemorative Resolution ACSA-2025-CR-1, commemorating the retirement of Mr. John Stevens, recognizing his achievements, and offering sincere gratitude and appreciation for 30 years of dedicated service to the Authority.

By motion of Mr. Wade and with the following vote, the Board adopted Commemorative Resolution ACSA-2025-CR-1, commemorating retiring Utility Crew Leader John D. Stevens for 30 years to the Amherst County Service Authority and Amherst County.

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

B. Employee Recognitions – 2025

Mr. Castillo recognized two ACSA team members for 30 and 10 years of service to the Authority:

- John Stevens began his career with the Authority on May 1, 1995, completing 30 years of service.
- Melissa Moorefield began her career with the Authority on April 1, 2015, completing 10 years of service.

V. Consent Agenda

i. Draft Meeting Minutes – March 4, 2025, ACSA Board meeting
ii. Financial Report September – March/April 2025
iii. ACSA Resolution 2025-A-001-R (Resolution of Support) - VDH Funding Route 130, Parallel Water line
iv. ACSA Resolution 2025-A-002-R (Resolution of Support) – VDH Funding AMI

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

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

VI. Action Item

A. ACSA Rate Approval for Advertising of Public Hearing June 3, 2025

Mr. Castillo presented a memorandum highlighting changes in the FY26 budget, as written in the agenda. This included approved Goals from the April 1, 2025, ACSA Board meeting for Preparing the FY 26 Operating and Capital Improvements Program Budget. ACSA proposed rates and fees increases, which included:

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. Martin requested clarification concerning Fire Protection System fees. Mr. Castillo explained these fees cover the infrastructure costs for providing dedicated 6IN and 8IN Fire Protection systems that are billed monthly.

By way of this presentation, Mr. Castillo requested approval from the ACSA Board for the proposed rate structure to be advertised for a Public Hearing and for this hearing to be part of the June 3, 2025, regular Board of Directors' meeting.

By motion of Mr. Martin and with the following vote, the ACSA Board voted to approve the Executive Director to advertise for a Public Hearing on June 3, 2025, for FY 26 Rates and Fees adjustment:

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

Also included in this presentation were discussions concerning staff health insurance proposed changes from previous years' health benefits plans by offering a high-deductible plan with a health savings account (HSA) for ACSA employees. This proposal presents an affordable option and offers savings for the Authority and staff, paying 100% employee premiums for single coverage and 90% for dual and family enrollments. ACSA would also contribute $2500.00 to each employee health savings account. Mr. Castillo's proposed changes are a response to a request for ACSA to offer a more affordable health benefit plan.

Mr. Martin asked about employee feedback concerning these changes; he wants to do what is best for the employee. Mr. Martin also asked for further explanations concerning deductible and out-of-pocket limits. He also asked when a decision would have to be made concerning this change. Mr. Castillo explained the decision must be made at this Board meeting due to open enrollment dates of May 16th through May 30th, 2025. Mr. Martin is open to a special Board meeting about this decision.

Mr. Pugh requested clarification between a Health Savings account and a Flexible Spending Account. He understands the first year of this new plan is the most critical. He is concerned that not every employee will be responsible enough to invest employee health care cost savings in their HSA.

Mr. Wade asked if HSA funds will be available if the plan reverts to previous health insurance offered plans. Mr. Castillo responded yes.

Mr. Hall explained some staff are for the changes and some are anxious of the changes. There is also the opportunity for an employee to obtain a credit card for medical expenses that is potentially interest free if paid in full within a year.

Mr. Adam Wilburn, ACSA staff member, requested an opportunity to address the Board. He explained his concerns due to the "unknowns" concerning the health benefits plan, especially prescription drug coverage. He also mentioned some employees ae willing to forgo raises to keep the same insurance benefit plan that has been in place.

With the motion of Mr. Wade and with the following vote, the ACSA Board decided to continue offering the Key Advantage Expanded health benefit plan for ACSA staff as offered in previous plan years:

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

VII. Informational Report

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

Mr. Martin requested a schedule for construction that outlines the project development (Morcom project) vs ACSA's construction of the Sanitary Sewer Force Main. This schedule will assist with future conversations concerning a Memorandum of Understanding (MOU) between the County and ACSA regarding funding.

6. Seminole Plaza – South Madison Heights Infrastructure
7. South Madison Heights Infrastructure
8. James River Bank Stabilization Project
9. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects

Mr. Martin requested clarification concerning the Berkshire Place Sewer Extension project. He recalls the previous difficulty obtaining easements. Mr. Castillo explained his plan for a different sanitary sewer main route by way of an existing drainage easement.

10. CVTC Infrastructure
11. DEQ SCAT Advisory Committee
12. Legislative General Assembly Matters

There were no additional Board comments concerning the Informational Report.

VIII. Citizen Concerns/Comments

There were no citizens wishing to speak.

IX. Matters from the Members of the Service Authority Board

There were no additional Board member comments.

X. Adjournment

By motion of Mr. Pugh and with the following vote, Mr. Wade announced the meeting adjourned at 2:29 pm.

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

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary