Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

August 5, 2025
1:30 pm

Members Present:	Drew Wade, Chairman David Pugh, Jr., Vice Chairman Tom Martin, Member Wesley Woods, Member
Members Absent:	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 1:31 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, August 5, 2025

By motion of Mr. Woods and with the following vote, the Board approved the agenda for the August 5, 2025, ACSA Board meeting:

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

III. Citizen Concerns / Comments

Mr. Terry Morcom, Developer, provided the ACSA Board with an update regarding progress made concerning the Gateway project. He explained that the site plan is complete. A study is underway to determine if there is significant rock to be dealt with that could affect the final site plan. The Board of Supervisors will be presented with a request to rezone the commercial section of the site to R3. Communication continues with potential partners for the senior living / assisted living operations. Mr. Wade asked for a timeline for the completion of the rock study. Mr. Morcom expects to have a proposal for this work by the end of the week (August 8th).

Seeing no others were wishing to speak, Mr. Wade closed Citizen Concerns / Comments.

IV. Employee Recognitions

A. Employee Recognitions – Excellence Awards 2025

Mr. Castillo presented three employee recognitions as written in the agenda packet.

Mr. Graydon Vickery – Plogger and Mr. John Martin were present to be recognized; Mr. Reginald Shelton was not able to attend this Board meeting.

There was a unanimous expression of thanks and gratitude by the ACSA Board, with Mr. Wade specifically mentioning that their hard work does not go unnoticed.

IV. Consent Agenda

i. Draft Meeting Minutes – June 11, 2025, ACSA Board meeting
ii. Financial Report May – June 2025
iii. Acknowledgement of Action from the Closed Session in the June 11, 2025 Meeting
iv. Engineering Agreement Berkshire Sewer Extension Project

Mr. Castillo presented the Consent Agenda as written in the agenda packet, except for adding a correction to the Cash Account sheet. The balance forward for the Local Government Pool was not carried forward and should reflect an increase of $45,000 to ACSA's net position.

Mr. Martin requested confirmation that the Berkshire Sanitary Sewer Extension is being funded by ARPA funds. Mr. Castillo confirmed.

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

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

V. Action Items

A. Engineering Agreement – Operator Center Space Needs Study

Mr. Castillo presented the Facility Needs Study Engineering proposal from Hurt & Proffitt, as written in the agenda packet.

By motion of Mr. Pugh and with the following vote, the ACSA Board voted to authorize the Executive Director to execute/award the engineering agreement proposal from Hurt & Proffitt to begin an Operations Center Facility Needs Study.

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

B. Engineering Agreement – Seminole Plaza Engineering Proposal

Mr. Castillo presented the Seminole Plaza Engineering Agreement as written in the agenda packet. Mr. Martin mentioned that the Seminole Plaza sanitary sewer infrastructure is a private system that has been causing issues/overflows, to which Mr. Castillo confirmed. Mr. Martin reiterated that this proposed work will be funded initially by ACSA with ARPA funds and asked, what responsibility does the property owner have? Mr. Woods stated that if the FEMA Brick grant isn't approved, ACSA will be out approximately. $40K for the proposed engineering. Mr. Martin recalled that the estimated construction cost to fix this private sanitary sewer is approximately. $1/2M. Mr. Woods would like the private owner to have some responsibility for a portion of the engineering. Mr. Wade assumes the owner is hoping ACSA will facilitate all of the front work and wouldn't object to this item being tabled.

Mr. Castillo will contact the owner for their level of participation and bring this topic back to the ACSA Board with an update.

VI. Informational Report

1. Infrastructure Master Plan
2. Financial Master Planning/FY26 Budgeting

Mr. Castillo explained that ACSA is seeking to create a proactive model with an interactive dashboard.

3. VWP Permit Process

Mr. Martin asked how ACSA can operate without the finalized approved permit. Mr. Castillo explained DEQ is allowing continuous operation under the current permit until the new permit is finalized. Mr. Castillo explained how DEQ has had turnover in staffing, and they are working through the process of issuing permits.

4. Leap Funding/Lead and Copper Service Line Inventory
5. Gateway Project
6. Seminole Plaza-South Madison Heights Infrastructure
7. South Madison Heights Infrastructure
8. James River Bank Stabilization Project

Mr. Castillo shared that one missing item being waived was the required signage that will be in place for phase II.

9. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects
10. CVTC Infrastructure
11. DEQ SCAT Advisory Committee
12. Lead and Copper Rule Improved
13. Future Developments

Mr. Castillo brought a topic not found in this Board meeting packet, proposing an approved change to the rules of procedure that will allow remote electronic Board participation. Mr. Popovich, ACSA Attorney, has provided language for Board approval. Mr. Martin has reviewed the language and commented that it seems to be similar to the language provided to the Amherst Board of Supervisors for this topic.

By motion of Mr. Wade and with the following vote, the ACSA Board voted to approve the proposed language allowing remote Board participation in ACSA Board meetings by way of electronic communications.

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

VII. Citizen Concerns/Comments

There were no citizens wishing to speak.

VIII. Matters from the Members of the Service Authority Board

There were no Board member comments.

IX. Adjournment

With the motion of Mr. Wade and with the following vote, the ACSA Board voted to adjourn the meeting at 1:59 pm.

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

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary