AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

September 2, 2025
1:30 pm

Members Present: Drew Wade, Chairman
Edgar J.T. Perrow, Jr., Member
Tom Martin, Member

Members Absent: David Pugh, Jr., Vice Chairman
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 1:31 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, August 5, 2025

By motion of Mr. Martin and with the following vote, the Board approved the agenda for the September 2, 2025, ACSA Board meeting:

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

III. Citizen Concerns / Comments

There were no citizens wishing to speak.

IV. Consent Agenda

i. Draft Meeting Minutes – August 5, 2025, ACSA Board meeting

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

AYE: Mr. Wade, Mr. Martin
ABSTAIN: Mr. Perrow (Due to his absence at the August 5, 2025, meeting)
ABSENT: Mr. Pugh, Mr. Woods

ii. Financial Report July 2025

By motion of Mr. Wade and with the following vote, the ACSA Board approved the July 2025 Financial Report.

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

V. Action Items

A. Briarcliff Lane Public Water Line Extension Request

Mr. Castillo presented the Briarcliff Public Water Line Extension request as written in the agenda packet.

Mr. Wade and Mr. Perrow asked if sufficient resources are available to move forward with this project utilizing contracted and/or in-house resources. Mr. Castillo replied there are sufficient financial resources, further evaluation is needed to determine in-house labor resource availability.

Mr. Wade also requested further clarification regarding whether the signed petition was clear concerning the 50% financial obligation by the benefiting property owners. Mr. Castillo will follow up with correspondence to each property owner for clarity. The financial obligation is $8000 for contracted or $4500 for in-house installations. With Board approval, work can begin almost immediately per Mr. Castillo.

As an additional comment, Mr. Perrow mentioned having fire hydrants in the area potentially improves ISO (Insurance Services Office) ratings.

By motion of Mr. Perrow and with the following vote, the ACSA Board authorized the Executive Director to proceed as proposed with the Briarcliff Waterline Extension, subject to 50% of the cost being covered by the residence, in accordance with ACSA's policy.

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

VI. Informational Report

Mr. Castillo presented the Informational Report as listed in the agenda packet, unless otherwise noted as follows:

1. Infrastructure Master Plan

Mr. Castillo explained that he has re-submitted two funding/grant applications to VDH for consideration, once being the AMI, and the other the parallel water main/feed on Route 130.

2. Financial Master Planning/FY26 Budgeting

Mr. Castillo explained that ACSA has requested proposals from Davenport and Crews & Associates for an updated financial model.

3. VWP Permit Process

Mr. Castillo indicated ACSA continues conversations with DEQ and is on target to receive the final withdrawal permit on December 16, 2025.

4. Leap Funding/Lead and Copper Service Line Inventory

Mr. Castillo updated the information from 50% complete to 60% complete for collecting meter location GIS point data.

5. Gateway Project
6. Seminole Plaza-South Madison Heights Infrastructure
7. South Madison Heights Infrastructure

Mr. Castillo shared CVPDC's update informing ACSA that the CDBG (Community Development Block Grant) application was not submitted by the August 26, 2025, deadline. Another opportunity to submit is forthcoming in January 2026.

8. James River Bank Stabilization Project
9. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects

Mr. Castillo was approached with a request to wave fees for the Berkshire Place Sewer Extension. He explained that ACSA's bond covenants does not allow free services and recommends that Habitat partner with SERCAP (Southeast Rural Community Assistance Project, Inc.).

10. CVTC Infrastructure
11. DEQ SCAT Advisory Committee
12. Unidirectional Flushing Program
13. Lead and Copper Rule Improved
14. Future Developments

Mr. Castillo added Stratford Place / Todd Lane to the list of Future Developments.

Mr. Castillo added information not found in this Board meeting packet:

- ACSA received a warning letter from DEQ regarding ACSA's February 2025, sanitary sewer overflows (2 overflows reported to DEQ). The letter indicates no further action is required. All tabulated points by DEQ have rolled off and ACSA is clean as far as DEQ is concerned.
- Mr. Castillo informed the Board that ACSA hired Marc Gyopyos, Utility Mechanic, to replace a vacant position.
- Verizon has followed up with ACSA concerning installing a cell tower on ACSA's Lyttleton Lane Water Storage Tank. There will be additional information shared at a future ACSA Board meeting. Mr. Perrow mentioned there are resources to assist in negotiations for these types of agreements and recommends the Executive Director research this assistance.

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 1:57 pm.

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

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary