AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

October 7, 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

Mark Popovich, ACSA Attorney

Staff Absent: Richard Hall, Assistant Director

Call to Order –

Vice Chairman Pugh called the meeting to order at 1:30 pm.

I. Approval of the Agenda

A. ACSA Board Meeting Agenda, October 7, 2025

By motion of Mr. Martin and with the following vote, the Board approved the agenda for the October 7, 2025, ACSA Board meeting:

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

II. Citizen Concerns / Comments

Seeing there were no citizens wishing to speak, Mr. Pugh closed Citizen Concerns / Comments.

IV. Employee Recognitions - 2025

A. Employee Recognitions – Excellence Awards 2025

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

1-year recognition:

- Patrice Marie Donigan-Baker began her career with the Authority on May 1, 2024.
- Seneca Terrell Haskins began his career with the Authority on October 14, 2024.

5-year recognition:

- Richard Wilson Hall began his career with the Authority on September 16, 2020.
- Graydon Tye Vickery-Plogger began his career with the Authority on September 16, 2020.

There was a unanimous congratulations from the Board members. Mr. Pugh also commented on how interactions with staff in the water office are always pleasant.

IV. Consent Agenda

i. Draft Meeting Minutes – September 2, 2025, ACSA Board meeting
ii. Financial Report August 2025
iii. Lynchburg Municipal Employees Federal Credit Union
iv. Cancellation of the November 4, 2025, ACSA Board of Director's Meeting

Mr. Castillo presented the Consent Agenda as written in the agenda packet. There were no other Board member comments.

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

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

V. Action Items

A. Bid Award Authorization – Advertisement for Bids, James River Bank Stabilization

Mr. Castillo presented the Advertisement for Bids, James River Bank Stabilization Phase II project, as written in the agenda packet. An additional hard-copy hand-out (not in the agenda packet) was provided to the Board with bid tabulations received after the agenda publication. A copy of this hand-out is available via request to ACSA's Executive Director.

In addition, Mr. Castillo indicated the Service Authority received four bids from contractors on October 3, 2025, for this project. Two bids were received electronically through eVA; two were received via hard copy delivered to ACSA's Water Office. Bids ranged from $2.4M to $1.5M. The engineer's estimated cost for this project is $2,606,600. The recommendation from the consulting engineering contract manager is to award this contract to Stonewall Bridge, Inc., for $1,499,550.00. This is a unit priced contract that will allow further management, either by extending or shortening the project as the work is completed.

By motion of Mr. Pugh and with the following vote, the ACSA Board voted to authorize the Executive Director to execute/award the James River Bank Stabilization Phase II project.

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

Mr. Perrow commented on how contractors have stated they enjoy working with the Amherst County Service Authority and thanked Mr. Castillo.

VI. Informational Report

Mr. Castillo presented the Informational Report as written in the agenda packet. Additional comments are provided.

1. Infrastructure Master Plan

Mr. Castillo has met with property owners to obtain easements.

2. Financial Master Planning/FY26 Budgeting
3. VWP Permit Process

The latest information from DEQ indicates ACSA will be receiving its VWP Permit in January, 2026. ACSA should be on track to be permitted for 3M GPD and continue to have the James River connection as an emergency back-up.

4. Leap Funding/Lead and Copper Service Line Inventory

The GIS portion of this project is complete.

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

Grinder pump housings were received for the Campbell Street Sewer Extension Project.

9. CVTC Infrastructure
10. DEQ SCAT Advisory Committee
11. Lead and Copper Rule Improved
12. Food Lion Water Line developer extension
13. Operations Center/Space Needs
14. Future Developments

Mr. Martin requested information concerning the project on Rt.210 that is being funded with ARPA funds, seeing survey stakes along the roadway. Mr. Castillo explained this is the Part 3 portion of the Gateway project that is currently underway.

Mr. Pugh commends Mr. Castillo for attending the National Rural Water and making useful connections that help the Authority. Mr. Castillo explained he has learned of some Utilities leasing AMI meters, an option to consider if the VDH grant funding applications do not result in funding allocations. He also explained he was able to purchase a push camera from a vendor at a conference.

VII. Citizen Concerns/Comments

There were no citizens wishing to speak.

VIII. Matters from the Members of the Service Authority Board

Mr. Perrow is requesting an update on financial reporting at the next Board meeting in December 2025.

There were no other

IX. Adjournment

With the motion of Mr. Pugh and with the following vote, the ACSA Board voted to adjourn the meeting at 1:55 pm.

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

Drew Wade, ACSA Board Chair

Timothy E. Castillo, Board Secretary