# AMHERST COUNTY SERVICE AUTHORITY BOARD

## MINUTES

December 2, 2025
1:30 pm

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

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, December 2, 2025

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

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

III. Citizen Concerns / Comments

Mr. Terry Morcom, Developer, presented an update to the ACSA Board of Directors concerning the "Senior Project on Rt.163" (Gateway Project Development). They are very close to having a final design. Massive cuts, approx. 40 feet in places, have created costly construction issues that include the effect on an annual stream. The latest concept includes condensing the site while maintaining the original concept/number of units. Two additional specialists have been recently hired that specialize in DEQ requirements and site developments for sites like theirs. They hold 3 to 4 meetings per month.

Mr. Wade asked for clarification concerning the condensed site design and a date for the final design completion (Mr. Martin also requested a completion date). Mr. Morcom explained approx. 300K yards of dirt would have to be hauled with the original concept, with one dump truck capacity being 13 yards. To offset this massive expense, a revised concept is being designed to reduce removing/relocating this amount of soil. Mr. Morcom could not provide a conclusive date for site design completion, however, indicated it would be soon.

Mr. Pugh asked how long the process will take to secure funding once the final design is complete. Mr. Morcom did not provide a conclusive timeline, however, indicated it should not take long.

There were no other Board comments or questions.

IV. Consent Agenda

i. Draft Meeting Minutes – October 7, 2025
ii. Finance Report – October/November 2025
iii. Award for Contract for Lining Westbriar and Ivanhoe Forest Wastewater Treatment Plant Tanks – Rehab Project
iv. Consideration of Christmas Bonus for Staff

Mr. Wade asked that item iv. Consideration of Christmas Bonus for Staff, be removed from the consent agenda, for Board consideration as a separate item.

By motion of Mr. Perrow and with the following vote, the Board approved items i., ii, & iii of the Consent Agenda.

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

Following the vote to approve Consent items i. through iii., Mr. Wade proposed a $300.00 Christmas Bonus for Staff in lieu of the proposed $150.00, listed as item iv. on the Consent Agenda. Mr. Perrow commented that the cost of a $300 bonus is less than $8K, ACSA has a good team, and it's a tough hiring market – he is supportive.

There were no other Board member comments.

By motion of Mr. Wade and with the following vote, the ACSA Board approved the Consideration of Christmas Bonus for Staff, with an increased amount totaling $300 per staff member in lieu of $150 per staff member as proposed.

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

Mr. Castillo offered thanks to the Board on behalf of ACSA staff.

V. Action Items

A. Financial Consulting Service Award Authorization

Mr. Castillo Presented the agenda topic of Financial Consulting Service Award Authorization as written in the agenda packet.

Mr. Perrow mentioned he is not familiar with Crews and Associates. Mr. Castillo informed ACSA's Board that R.T. Taylor, who was formerly with Davenport & Associates, is now representing Crews & Associates, a national firm, and will be working directly with ACSA.

Mr. Martin also is not familiar with Crews and Associates; for this reason, he is not comfortable with a decision to approve utilizing them. Mr. Martin mentioned he is sure the County will continue to utilize Davenport, stating they have previously served well.

Mr. Castillo explained the $50K proposal from Davenport seems extreme since they already have ACSA's data.

Mr. Wade asked if there are contractual obligations with Davenport, which Mr. Castillo reported there are none that he is aware of.

Mr. Pugh is comfortable approving Crews and Associates, since R. T. Taylor represents them.

Mr. Woods would like to have additional background information concerning Crews & Associates.

Mr. Wade requests a formal, in-person, introduction of Crews & Associates at the ACSA January Board meeting.

There were no additional Board comments concerning the Financial Consulting Service Award Authorization.

B. Salary Equity Report

Mr. Castillo presented the Salary Equity Report as written in the Agenda Packet.

Mr. Perrow appreciates the market-based study and recommendations. He shared concerns that ACSA's financial reporting position is not clear. Mr. Perrow is supportive of a proposed 5% increase. Mr. Castillo added ACSA is following its cash position daily and is working with the County's new Finance Director for updated income statements.

Mr. Martin typically likes to see these types of changes during budget proposal periods, however, is supportive of this juncture.

Mr. Woods supports the 5% increase and appreciates the work put into this study.

By motion of Mr. Woods and with the following vote, the ACSA Board approved the Executive Director's recommended salary and salary grade adjustments per the Salary Equity Report:

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

C. Cellular Service Lease Agreement

Mr. Castillo presented the Cellular Service Lease Agreement as written in the agenda packet and mentioned he was anticipating being able to present a copy of a proposed lease agreement to be shared at this Board meeting. A proposed agreement has not been forwarded by the lessee at this time. There was a consensus from all Board members that a copy of a proposed lease agreement must be presented for Board consideration. This agenda item was tabled pending further information.

There were no additional Board comments concerning this agenda item.

VI. Informational Report

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

The first item of discussion for the Informational Report provides information regarding a significant house fire that took place in the early a.m., the day of the ACSA Board meeting. This information is not a part of the published agenda packet, however, can be made available via a request to the Executive Director.

The address of the house fire is 238 Morman Drive. Fire Fighters connected to a hydrant adjacent to the scene, report manganese (black coloration associated with the hydrant water supply) and insufficient water flow. ACSA staff was contacted and responded, however, was turned away from the fire scene. The Operations Manager began the start-up of transmission pumps and followed up on site, once additional water plant staff arrived to resume pumping operations. Mr. Castillo shared a water model map and calculations showing water distribution piping, hydrant locations, and flow calculations. The hydrant utilized should have provided over 700 gpm's per calculation. Reports from Fire Fighters indicate this calculated volume did not happen. ACSA will be taking flow readings for corrective measures, and meeting with Emergency Management staffing to improve communications.

Mr. Perrow asked if worst-case scenarios were considered for calculations. He also pointed out the 12IN water line on Rt. 210 is not connected. Mr. Castillo explained normal operations were considered and agreed the 12IN line should be connected

Mr. Martin reiterated that hydrants need to be flushed and exercised to ensure proper operations. Mr. Perrow agreed with Mr. Martin and mentioned that there may be a valve closed affecting system operations.

There were no additional Board member comments.

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. Seminole Plaza-South Madison Heights Infrastructure
7. James Riverbank Stabilization Project

Mr. Castillo reported he received an email from EPA indicating the $290K pay application was approved for this project. The next step involves requesting the approved funding via ASAP.gov.

8. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects

Mr. Castillo anticipates the Berkshire project will go out for bid in the next month.

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

15. EPA Inspection of Public Water System Amherst County Service Authority VA5009250

Mr. Castillo informed the Board of EPA (Office of Drinking Water District and Deputy Engineers also participated) reviews and discussions, some of which include reviews that are not a part of the list in the agenda packet:

1. Staffing
2. System Demands
3. Safety program
4. Emergency Action Plan
5. Risk and Resilience assessment
6. Cyber Security

An EPA report should be received 60 to 90 days from the assessment date.

Mr. Wade asked if there are any updates concerning the Seminole Plaza sewer issue? Mr. Castillo indicated there is nothing at this time to report.

Mr. Wade, Mr. Pugh & Mr. Martin request that Mr. Castillo follow up with the Gateway Developer to get accurate milestone dates concerning completion of project phases. December 2026 is the deadline for submitting grant funding invoices for this project and time is dwindling. Mr. Martin reiterated the next phase of Service Authority planned work to is paused until a site plan is approved and the contractor has permission to start moving dirt. Mr. Pugh is also concerned about Developer comments that the site is being condensed which may affect anticipated long-term revenue.

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. Pugh and with the following vote, the ACSA Board voted to adjourn the meeting at 2:23 pm.

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

ACSA Board Chair

Timothy E. Castillo, Board Secretary