AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

January 6, 2026
1:30 pm

Members Present: David Pugh, Jr., Vice Chairman
Frank Campbell, Member
Tom Martin, Member
Trevor Gillispie, Member

Staff Present: Timothy Castillo, Executive Director

Mark Popovich, ACSA Attorney

Members Absent: Edgar J.T. Perrow, Jr., Member

I. Call to Order – Vice-Chairman Pugh called the meeting to order at 1:30 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, January 6, 2026

By motion to approve by Mr. Martin and with the following vote, the Board approved the agenda for January 6, 2026, ACSA Board meeting:

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

III. Amherst County Service Authority Board Organization 2026

A. Election of ACSA Board Chair and Vice Chair for 2026

Mr. Pugh turned the meeting over to Mr. Castillo who accepted nominations for Chairman.

By nomination of Mr. Martin, and with the following vote, the ACSA Board approved the nomination, appointing Mr. Pugh as Chairman of the Amherst County Service Authority Board for 2026.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

By nomination by Mr. Martin, and with the following vote, the ACSA Board approved the nomination, appointing Mr. Perrow as Vice Chairman of the Amherst County Service Authority Board for 2026.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

B. Appointment of Treasurer for 2026

By Motion of Mr. Pugh and with the following vote, the ACSA Board voted to appoint the current Amherst County Treasurer to be the 2026 Treasurer for the Amherst County Service Authority:

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

IV. Citizen Concerns / Comments

There were no citizens wishing to speak.

V. Consent Agenda

i. Draft Meeting Minutes – December 2, 2025 ACSA Board of Director's Meeting
ii. Finance Report – November 2025
iii. Schedule and Location of Regular ACSA Board Meetings in 2026
iv. Reaffirmation of ACSA Board adherence to a Code of Ethics and adoption of Rules of Procedure

Mr. Martin reaffirmed that the monthly ACSA Board meeting schedule will remain the same in 2026.

By motion of Mr. Martin and with the following vote, the Board approved the Consent Agenda:

AYE: Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSTAIN: Mr. Campbell
ABSENT: Mr. Perrow

VI. Recognitions

A. ACSA Board Member Recognitions

Mr. Castillo presented Resolution ACSA-2026-CR-1 commemorating Mr. Wesley Woods for his service as an ACSA Board Vice Chair and member. Mr. Pugh and Mr. Martin offered thanks for his financial expertise and well thought out, calm approach to ACSA matters.

By motion of Mr. Pugh and with the following vote, the ACSA Board adopted Resolution ACSA-2026-CR-1.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

Next Mr. Castillo presented Resolution ACSA-2026-CR-2 commemorating Mr. Drew Wade for his service as an ACSA Board Chair and member. Mr. Pugh and Mr. Martin offered thanks for Mr. Wade's thoughtful demeaner, bringing his engineering expertise and analytical skills to ACSA Board matters.

By motion of Mr. Pugh and with the following vote, the ACSA Board adopted Resolution ACSA-2026-CR-2.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

B. Employee Recognitions

Mr. Castillo recognized Mrs. Melissa Moorefield for a "Can Do Attitude Award," as written in the Board packet. The ACSA Board expressed thanks to Melissa for her accomplishments.

VII. Action Items

A. Financial Consulting Service Award Authorization

Mr. R.T. Taylor with Crews and Associates was introduced by Mr. Castillo. Mr. Taylor indicated he has historically worked as a financial consultant on behalf of the Authority for more than a decade, while representing a different firm. He continues to offer the same service to ACSA while representing Crews and Associates.

By motion of Mr. Martin and with the following vote, the ACSA Board voted to authorize the Executive Director to sign an Engagement Letter for Financial Services to be provided by Crews & Associates:

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

B. Cellular Lease Agreement – Lyttleton Lane Storage Tank

Mr. Castillo Presented the agenda topic of Cellular Lease Agreement – Lyttleton Lane Storage Tank, as written in the agenda packet.

Mr. Pugh asked Mr. Popovich, ACSA Attorney, if the lease contained typical verbiage. Mr. Popovich confirmed the verbiage was standard and asked Mr. Castillo if he is comfortable with the lease payment amount. Mr. Castillo indicated he has been in contact with a recommended source by Mr. Perrow, and the amount is inline. There is a 3% annual increase for the lease amount. There was a Board consensus that this topic should be tabled until the next meeting, when the final lease amount is available.

By motion of Mr. Martin and with the following vote, the ACSA Board voted to table this agenda item until the next Board meeting.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

C. Operations Center Report

Mr. Castillo presented the Operations Center Report as written in the agenda packet. Mr. Pugh suggested that Mr. Castillo approach the Amherst County Administrator to determine if there is a suitable land opportunity that is County owned for this Operations Center.

By motion of Mr. Pugh and with the following vote, the ACSA Board authorized the Executive Director to begin locating developable sites for an Operations Center, to be brought before the Board for further approval:

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

VIII. Informational Report

Mr. Castillo presented the Informational Report as written in the agenda packet, except for item no. 4, Gateway Project. Additional comments are provided.

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

Communications with DEQ has occurred since the agenda packet was published. There was a discrepancy found concerning capacity. DEQ has located the correct document to clear up any questions.

4. Gateway Project

Mr. Castillo presented a project update presentation that is not included in the published Board packet. This presentation will also be presented at the next Amherst Co. Board of Supervisors meeting. A printed copy of this presentation was provided to the ACSA Board; printed copies can be provided via request to the Executive Director.

Mr. Castillo showed a revised project estimated cost, indicating significant savings ($1,899,000 vs $3,696,000). With an approved $500K SEID (State Economic & Infrastructure Development Program) grant, and ARPA (American Rescue Plan Act) funds applied, this project can be solely funded with grant funding in lieu of bond issuance. The force main is near completion (part 3 of the Gateway Project).

Mr. Pugh thanked Mr. Castillo for the information. He would like to see the Gateway developer begin moving dirt.

Mr. Campbell asked if the existing sewer infrastructure on Main Street is sized appropriately to accept sewer from the new development. Mr. Castillo confirmed that the existing infrastructure has adequate capacity.

Mr. Martin asked what will become of the current interim financing of $2.5M. Will we let it sit there or pay it back? Also, when will the ARPA funds have to be spent? Mr. Morcom (developer) needs to be pulling permits soon or ACSA will need to find other ways to spend the appropriated funds.

Mr. Castillo will be recommending the $2.5 M bond and another $7.5M bond be defeased. He understands the ARPA funds must be invoiced by the end of November 2026. Mr. Castillo informed the Board of a press release concerning the SEID grant in which the Amherst Co. Gateway Grant was listed.

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

The $290K reimbursement request has been returned to ACSA. The payment/reimbursement process now has about a 3-day turnaround.

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

The Briarcliff water line extension project is moving along, starting on December 1, 20225, however has had delays due to ACSA's crew having to address 16 leaks in the month of December.

8. CVTC Infrastructure
9. DEQ SCAT Advisory Committee
10. Lead and Copper Rule Improved
11. Food Lion Water Line developer extension
12. Operations Center/Space Needs
13. Future Developments
14. EPA Inspection of Public Water System Amherst County Service Authority VA5009250
15. Annual Inspection of the Dan E. French Reservoir Dam

There were no additional Board Member comments or discussions.

IX. Citizen Concerns/Comments

There were no citizens wishing to speak.

X. Matters from the Members of the Service Authority Board

Mr. Martin asked for an update/status of the investigations concerning hydrants with insufficient flows on Morman Drive and the nearby areas. Mr. Castillo indicated this investigation was postponed due to inclement weather.

Mr. Martin also mentioned another hydrant on Parrish Rd. that recently had inadequate flows during a fire event. Mr. Martin emphasized that ACSA has hydrants that lives are dependent on and are expected to be working and provide the amount of fire flows they are supposed to, and they are not. If there are infrastructure improvements needed, then ACSA needs to focus on them. If water models are showing something different than field observations, then ACSA needs to understand why. Hopefully, next month, we will understand why. He wants to have information concerning water tanks and head pressures. He believes there are existing issues that need to be dealt with.

Mr. Pugh commented that there is aging infrastructure in our community that must be replaced. There is often focus on expansion, however further expenditures must be utilized to ensure the existing infrastructure/system is adequate.

There were no Board member comments.

XI. Adjournment

With the motion of Mr. Campbell and with the following vote, the ACSA Board voted to adjourn the meeting at 2:34 pm.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow

David W. Pugh, Jr., ACSA Board Chair

Timothy E. Castillo, Board Secretary