AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

February 3, 2026
1:30 pm

Members Present: David Pugh, Jr., Chairman
Edgar J. Perrow, Jr., Vice-Chair
Frank Campbell, Member
Tom Martin, Member
Trevor Gillispie, Member

Staff Present: Timothy Castillo, Executive Director
Richard Hall, Assistant Director

Mark Popovich, ACSA Attorney

I. Call to Order –Chairman Pugh called the meeting to order at 1:33 pm.

II. Approval of the Agenda

A. ACSA Board Meeting Agenda, February 3, 2026

By motion of Mr. Cambell and with the following vote, the Board approved the agenda for the February 3, 2026, ACSA Board meeting:

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow (absent for this vote)

III. Citizen Concerns/Comments

There were no citizens wishing to speak

IV. Consent Agenda

i. ACSA Board Meeting Agenda, January 6, 2026
ii. Financial Report – December 2025

By Motion of Mr. Pugh and with the following vote, the Board approved the Consent Agenda.

AYE: Mr. Campbell, Mr. Gillispie, Mr. Pugh, Mr. Martin
ABSENT: Mr. Perrow (absent for this vote)

Mr. Castillo mentioned he will be sharing an update to financial information later in this Board meeting with information that was received just ahead of this Board meeting.

V. Action Items

A. Cellular Lease Agreement – Lyttleton Lane Storage Tank

(Mr. Perrow joined the meeting during this discussion at approximately 1:37 pm.)

Mr. Perrow thanked Mr. Castillo for ensuring a clause is listed in the agreement to require the cellular company to remove their equipment at their cost should it be necessary for the maintenance of the tank, mentioning this step is often overlooked.

By Motion of Mr. Martin and with the following vote, the Board approved the Lyttleton Lane Cellular Lease Agreement with Verizon

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

B. ARPA Funding Grant Subrecipient Agreement

Mr. Castillo presented the ARPA Funding Grant Subrecipient Agreement as written in the agenda packet, reiterating how ARPA funds were allocated from the County to ACSA and remaining balances. According to the Department of Treasury rules, if the county accepted the funds for revenue loss, the November 2026 deadline to spend down the funds does not apply. Mr. Castillo is working with the County Finance Director to determine the ARPA fund rules.

This agenda item offers 2 options concerning the Gateway Project and is requesting Board direction.

Mr. Martin is not prepared to decide in this Board meeting concerning either option presented for the Gateway project, due to the developer's lack of permits to proceed. He would like to re-visit the ARPA funding Subrecipient Agreement and determine if there is an opportunity for a time extension beyond November 2026 to spend the grant funding.

Mr. Perrow indicated if a decision had to be made in this meeting, he is leaning on option no. 2, however, he is not in favor of purchasing materials and equipment a head of time to place in storage due to manufacturer warranties, etc.

Mr. Pugh would also like to revisit the Subrecipient Agreement and determine the spend down requirements. He recalls the ACSA Board requested the developer to obtain a building permit before proceeding with any further ACSA work.

By motion of Mr. Perrow and with the following vote, the ACSA Board voted to defer this agenda item until the next meeting, pending 1) information regarding ARPA fund spending deadline requirements from the Treasury Department, and 2) the ACSA Board's review of the ARPA Funding Grant Subrecipient Agreement between the Amherst Board of Supervisors and the ACSA Board.

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

C. Bid Award Authorization – Berkshire Sanitary Sewer Extension

Mr. Pugh asked for clarification, to be sure this sewer line installation will serve the Habitat for Humanity owned properties. Mr. Castillo confirmed and added this sewer line extension will also serve additional homes on this street that do not have sewer public utilities available to them. He recommends the Board authorize him to award the contract to the successful bidder, and proceed with this project, funded with ARPA (American Rescue Plan Act) funds for sewer extensions. There are four additional homes that will be able to connect to this sewer extension when their private septic system fails.

Mr. Perrow asked for additional information concerning the bid range and comparison to the engineer's estimate.

Mr. Gillispie asked if certain line items in the bids could be performed in-house to reduce the cost of the bid award, e.g. tree removal. Mr. Castillo explained this may be a step taken if bids were above the funds available for the project. This is not the case concerning this project bid.

By motion of Mr. Perrow and with the following vote, the ACSA Board authorized the Executive Director to award and execute the contract per the consultant's recommendation, to install the Berkshire sanitary sewer extension for $354,276:

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

VI. Informational Report

A. Informational Report – February 3, 2026

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

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

Mr. Castillo presented an informative table regarding the 2023 A & B Bond closings. This information is not a part of the Board packet but is available via request to the Executive Director.

3. VWP Permit Process

Mr. Martin requested clarification regarding ACSA's ability to withdraw water from the James River in an emergency. Mr. Castillo explained the Authority has the ability to utilize existing infrastructure that will allow a temporary portable pump to be utilized for transferring water from the James River during an emergency. This capability has not changed.

4. Gateway Project
5. Seminole Plaza-South Madison Heights Infrastructure
6. James Riverbank Stabilization Project
7. Water and Sewer Rehabilitation/Extension/Replacement and other Infrastructure Projects
8. CVTC Infrastructure

Mr. Perrow expressed concerns regarding existing connections to building water laterals to water mains that ACSA intends to acquire from the State.

9. Lead and Copper Rule Improved

10. Operational Center/Space Needs
11. Future Developments
12. EPA Inspection of Public Water System Amherst County Service Authority VA5009250
13. Annual Inspection of the Dan E. French Reservoir Dam
14. General Assembly Legislative Session

Mr. Castillo presented additional information that is not in the agenda packet concerning ACSA's water modeling, and fire hydrants that are shown in the model to be under 500 gpms. Recent areas of concern for low hydrant flows are not on this list. ACSA's engineering consultant is working with Mr. Castillo to re-calibrate ACSA's water model that was calculated utilizing static pressures, not hydrant flows. ACSA has performed field testing and reporting for areas of concern; this will continue as part of the Authority's flushing program. In addition, ACSA is meeting with Amherst's Emergency Management team to improve communication concerning ACSA's water system and hydrant flow capabilities. Discussions and plans include color coding hydrant caps that indicate hydrant water flow capacities. Mr. Martin requests that this topic is added to the monthly Informational Support for future ACSA Board meetings.

VII. Citizen Concerns/Comments

There were no citizens wishing to speak.

VIII. Matters from the Members of the Service Authority Board

Mr. Pugh made the statement that he is an advocate of taking care of existing infrastructure ahead of making major additions to ACSA's utility infrastructure.

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 2:54 pm.

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

David W. Pugh, Jr., ACSA Board Chair

Timothy E. Castillo, Board Secretary