Service Authority
AMHERST COUNTY | VIRGINIA

AMHERST COUNTY SERVICE AUTHORITY BOARD

MINUTES

June 2, 2026
1:30 pm

Members Present: David Pugh, Jr., Chairman
Frank Campbell, Member
Tom Martin, Member
Trevor Gillispie, Member (arrived at approx. 1:32 p.m.)

Members Absent: Edgar J. Perrow, Jr., Vice-Chair

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 1:30 pm.

II. Public Hearing

A. ACSA FY 27 Water & Sewer Rates Adjustments

Mr. Castillo presented proposed adjustments to Water & Sewer Rates as written in the agenda packet.

Mr. Campbell requested clarification concerning increases in Water & Sewer rates. Mr. Castillo explained the proposed rates will increase bimonthly billing by an average of $5.00 for water and sewer (based on 4000 gal/mo. usage) per customer.

Mr. Pugh opened the public hearing at 1:36 p.m., and invited citizens who wished to speak to come forward. There were no citizens wishing to speak; Mr. Pugh closed the public hearing.

III. Approval of Agenda

A. ACSA Board Meeting Agenda – June 2, 2026

Mr. Castillo informed the Board of a missing Section in the proposed agenda. A second opportunity for Citizen Concerns / Comments was not listed after the Informational Report, which is typical for ACSA Board meetings.

By motion of Mr. Martin and with the following vote, The ACSA Board adopted the June 2, 2026, Board meeting agenda, as amended, to include Section IX, Citizen Concerns / Comments.

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

IV. Citizen Comments / Concerns

Ms. Shirley Collins approached the ACSA Board for update to her request for a waterline extension on Crabapple Lane. Mr. Castillo reported he has attempted to contact the remaining 10 property owners on Crabapple Lane and received 2 verbal favorable confirmations for connections in addition to the two commitments by Ms. Shirley Collins. Once written confirmations for the four connections are received, ACSA can move forward with plans to install the requested water line extension.

V. Employee Recognitions

A. ACSA Commemorative Resolution ACSA-2026-CR-3

Mr. Castillo presented Commemorative Resolution ACSA-2026-CR-3, honoring Mr. William David Fittro for 36 years of service to the Amherst County Service Authority. Mr. Fittro was unable to attend this Board Meeting to be honored in person.

Mr. Pugh recognized the hard work and dedication and offered gratitude and congratulations to Mr. Fittro. Mr. Castillo will include this resolution in the next regularly scheduled ACSA Board meeting to provide the opportunity to honor Mr. Fittro in person.

By motion of Mr. Campbell and with the following vote, the ACSA Board adopted Commemorative Resolution ACSA-2026-CR-3.

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

B. Virginia Department of Health, Office of Drinking Water Silver Award

Mr. Castillo, as written in the agenda packet, shared the 2025 Silver Award that was presented to the Amherst County Service Authority for their excellence in operations of waterworks. Mr. Pugh offered congratulations to the staff and recognized their hard work and dedication. No Board Action was required.

VI. Consent Agenda

i. Draft Meeting Minutes – May 5, 206
ii. Financial Report – May 2026

Mr. Castillo presented items within the consent agenda as written in the agenda packet.

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

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

VII. Action Items

A. ACSA Resolution ACSA-A-001R

Mr. Castillo presented Resolution ACSA-A-001, as written in the agenda packet, resolving that ACSA will apply 3% adjustments to Water and Sewer Rates for FY 27.

With the motion of Mr. Pugh and with the following vote, the ACSA Board adopted Resolution ACSA-A-001R.

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

There was further Board discussion concerning a separate resolution for the adoption of the FY 27 budget. It was determined this could be accomplished by Board vote in this meeting followed by a drafted Resolution after the fact to be adopted.

By motion of Mr. Martin and with the following vote, the ACSA Board approved the FY 27 budget as presented, provided the Executive Director presents a Resolution for adoption in the next regularly scheduled ACSA Board meeting.

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

B. Acquisition of Parcel 148 A 82

Mr. Popovich explained the parcel ACSA desires to purchase is a portion of a larger tract formerly purchased by Amherst County. Mr. Popovich suggests a survey be conducted to ensure the accuracy of the land purchase. Once this is accomplished, formal documentation and a public hearing can proceed. Mr. Castillo will move forward with the recommended land survey and requested that the Board consider authorizing ACSA to make and submit a formal purchase offer.

By motion of Mr. Pugh and with the following vote, the ACSA Board authorized the Executive Director to submit a formal offer, on behalf of the Authority, to purchase Parcel 148 A 82.

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

VIII. Informational Report

A. Informational Report – June 2, 2026

Mr. Castillo presented the Informational Report as written in the agenda packet. Items of discussion that were not listed in the agenda packet are added as additional items.

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

Mr. Castillo reported that the required Public Notice for the Permit issuance is being advertised in the News & Advance on June 3, 2026.

4. Gateway Project
5. Seminole Plaza-South Madison Heights Infrastructure
6. South Madison Heights CDBG Grant Application
7. Fire Protection Issues

Mr. Castillo reported ACSA's efforts for unidirectional flushing of water mains in the areas of Windridge and Ashmont subdivisions.

8. James Riverbank Stabilization Project

Mr. Castillo shared photos taken June 2, 2026, of project progress, and informed of a balance of $126,000, after project final payment and retainage is paid. Mr. Castillo will be submitting a change order for the recommended use of the $126,000 available grant funds.

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

Mr. Castillo asked for Board guidance concerning a request for extending approximately 1 mile of water line on Father Judge Road to serve 13 homes affected by dry wells. These homes are located beyond Amherst County's designated growth boundary. Mr. Martin advised that this request doesn't appear financially feasible.

10. CVTC Infrastructure
11. Lead and Copper Rule Improved
12. Staff Hires
13. Future Developments
14. VOSH inspection of the Henry Lanum Water Treatment Plant
15. EPA Inspection of Public Water System Amherst County Service Authority VA5009250

Additional items provided by Mr. Castillo that are not listed in the Informational Report:

1. Mr. Castillo provided a report on the Ivanhoe Sewer Treatment Plant (STP) that became buoyant when emptied for rehabilitation efforts. This has become an emergency repair to re-install the STP and adjacent structures that are impacted. Local contractors, engineering, survey services, pump and hauling vendors, and the Department of Environmental Services have been notified. Mr. Castillo complimented the ACSA team for their response and efforts concerning this event.

IX. Citizen Concerns/Comments

There were no citizens wishing to speak.

X. Matters from the Members of the Service Authority Board

Mr. Campbell requested an update concerning the Gateway Project and requested that ACSA invite Mr. Morcom to present an update on the developer's progress.

Mr. Castillo mentioned the July Board meeting has been historically cancelled and asked for guidance.

My motion of Mr. Pugh and with the following vote, the ACSA Board voted to follow suit with the Amherst Board of Supervisors concerning a July 2026, ACSA Board meeting.

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

XI. Closed Session

Mr. Pugh, motioned, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia, 1950, as amended, that the ACSA Board go into closed session to discuss the Executive Director's annual performance.

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

Following the Closed Session, Mr. Martin made a motion that the ACSA Board certify that by recorded vote that, to the best of each Board Member's knowledge, only public business matters lawfully exempt from the open meeting requirements of the Virginia Freedom of Information Act, and identified in the motion authorizing the Closed Session, were heard, discussed, or considered during the Closed Session.

ROLL CALL VOTE:

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

With the motion of Mr. Martin and with the following vote, the ACSA Board voted to adjourn the meeting at 2:38 pm.

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

David W. Pugh, Jr., ACSA Board Chair

Timothy E. Castillo, Board Secretary