

HCSA Regular Board Meeting August 18, 2022

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on June 16, 2022 at 3:30 PM in the Authority conference room located at 2529 Houghton Avenue in the Town of South Boston, Virginia.

The meeting was called to order by Chairman Gray Ramsey. A moment of silence was observed.

The Secretary called the roll for Directors present. The result was as follows:

Present:	Chair – Gray Ramsey	Kathy Bane
	George Leonard	LaTonya Hamilton
	Hope Harris-Gayles	Fields Thomas

Absent: Daniel Lloyd

The Secretary certified that a board quorum was present. The following agenda was approved by

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Comment Period – Chair

New Business - Chair

- 1. Review of Minutes from June 16, 2022 Meeting – Chair*
- 2. Review of Financial Reports – Treasurer*
- 3. VRA 2012A Bond Refund – Executive Director*
- 4. Organizational Meeting – Executive Director*
 - 1. Nomination & Election of Chair*
 - a. Election of Vice-Chair, Secretary and Treasurer*
- 5. Utility Billing and Collections Timeline – Executive Director*
- 6. Regulatory Update – Executive Director*
 - a. Community Task Force for Water Equity*
 - b. PFAS & PFOA, USEPA Health Advisories and Recommendations*
- 7. Request for Proposals (RFP) for Engineering Services – Executive Director*
- 8. STAG Grant – Senator Kaine's Office – Executive Director*

Staff Reports – Executive Director/Staff

- 1. Operations and Service Annual reports*
- 2. AMI Meter Project*
- 3. Water Smart Mobile Software Platform*
- 4. VIR & Sinai Utility Improvements*

Old Business – Executive Director

Closed Session pursuant to § 2.2-3711. A. 1, 3 & 6 Code of Virginia 1950 as amended. The specific topics for which the closed session is called are:

§ A.1 – Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

§ A.3 - Acquisition of real property for public purpose, where discussion in an open meeting would adversely affect the Authority's negotiating position or strategy

§ A.6 – Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

§ A.7 – Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Adjournment

Next Regular Business Meeting – October20, 2022

Public Comment Period:

No one registered to address the board during the scheduled public comment period.

1. Review of Minutes from the June 16, 2022 meeting

The minutes from the June 16, 2022 business meeting were reviewed by the Board. Corrections for board attendance were revised. George Leonard moved to approve the minutes as revised. Fields Thomas provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for June & July 2022 Financials

The Treasurer presented the financial statements to the board for review and discussion. It was noted that both water and sewer revenues are trending higher than projected. There were no suggested changes or modifications that were noted, required or approved.

3.VRA 2012A Bond Refund

The Executive Director presented a detailed refunding analysis from VRA for the HCSA Series 2012A VFPF loan. The analysis was based upon the projected 10/1/37 maturity as the original bond and is based on market rates as of 8/10/2022. The estimated net present value savings are estimated at \$97,309 (11.6% of refunded principal). This amount includes an estimated \$12,000 local cost of Issuance (COI) estimate for bond counsel. The Director also presented a resolution for action by the board. The board approved moving forward with a resolution. Hope Harris-Gayles provided a motion to move forward with a resolution to refund the 2012A VFPF loan. Latonya Hamilton provided a second to the motion. The motion passed without opposition.

4. Organizational Meeting

The secretary, act as the Pro Tem chair, asked for nominations for the office of Board Chairman. After initial discussions, Gray Ramsey moved to nominate George Leonard for Board Chairman. Latonya Hamilton provided a second to the motion. With no other nominees, the election was closed by acclimation. George Leonard is the new Board Chairman for the Authority.

Chairman Leonard asked for nominations for the office of Vice-Chairman. Hope Harris-Gayles provided a motion to nominate Fields Thomas as Vice-Chairman. Kathy Bane provided a second to the motion. With no other nominees, the election was closed by acclimation. Fields Thomas is the new Vice-Chairman for the Authority.

Gray Ramsey moved to nominate Mark Estes for Secretary and Arnetta Roberts for Treasurer. Kathy Bane provided a second to the motion. With no other nominees, the election was closed by acclimation. Mark Estes will continue to serve as Secretary and Arnetta Roberts will continue to serve as Treasurer.

5. Utility Billing and Collections Timeline

The Director presented a list of billing and collection timelines for board discussion. The board discussed the various locality timelines presented from a survey by the Virginia Water and Wastewater Authorities Association. HCSA practices were consistent with many of the localities. No formal action was taken by the board.

6. Regulatory Update

The Director updated the board on USEPA recommendations for recent health limits for PFAS & PFOA at 0.004 ng/l (parts per trillion). This is significantly under the limits of detection of 0.5 to 6.5 ng/l. Initial testing did not reveal any PFOA or PFAS in our source water within the limits of detection. The new and reduced limits only enforces our need for a modernized filter plant with technology that is adaptable to the emerging limits and standards.

7. Request for Proposals (RFP) for Engineering Services

Staff solicited for Engineering Services after July 1, 2022. The timing allows for selected term consultants to take advantage of legislation effective July 1, 2022 that allows for the sum of all projects performed in a contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million. This is up significantly from the previous \$1,000,000 and \$500,000 annual limits. The consultants selected were: Dewberry, Hurt & Proffitt, CHA, B & B, Summit and RK&K.

8. STAG Grant – Senator Kaine’s Office

The Director notified the board that staff was unsuccessful receiving any STAG grant funding through Senator Kaine’s office.

Staff Reports – Staff

Krystal Moore, HCSA Administrative Supervisor, provided insight to the board on the annual activities for the Customer Service and Finance Departments. The board was also updated on annual Operations and Maintenance data for FY 2021.

Closed Session

The Board did not need to meet for a closed session.

With no additional action needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



George Leonard, Chair

Approved: 10/20/2022

**HCSA Regular Board Meeting
December 15, 2022**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on December 15, 2022 at 3:30 PM in the Authority conference room located at 2529 Houghton Avenue in the Town of South Boston, Virginia.

The meeting was called to order by Chairman George Leonard. A moment of silence was observed.

The Secretary called the roll for Directors present. The result was as follows:

Present:	Chair – George Leonard	Kathy Bane
	LaTonya Hamilton	Fields Thomas

Absent: Hope Harris-Gayles, Daniel Lloyd, Gray Ramsey

The Secretary certified that a board quorum was present. The following revised agenda was approved by the board with a motion by Kathy Bane and a second by LaTonya Hamilton. The motion passed without opposition. The agenda was revised and combined listing of by a re-order of item # 6 – HCSA 2023 Business Meeting Calendar and Times.

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Comment Period – Chair

New Business - Chair

1. *Review of Minutes from October 20, 2022 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *Advanced Metering Infrastructure (AMI) Project Summary – Executive Director*
4. *Proposal for Sinai Road Waterline Extension – H & P – Executive Director*
5. *Project Reports – Executive Director*
 - a. *VDHODW SRLF – Grant – Lead Service Line Replacement*
 - b. *VDHODW SRLF – Grant - Water Plant Project*
 - c. *DEQ – Grant Application for Westside Improvements*
 - d. *VIR Industrial Park Utility Line Extensions*
6. *Board Discussion – Chair*
 - a. *HCSA 2023 Business Meeting Calendar and Meeting Time*

Staff Reports – Executive Director/Staff

Old Business – Executive Director

Closed Session – As Needed

Public Comment Period:

No one registered to address the board during the scheduled public comment period.

1. Review of Minutes from the October 20, 2022 meeting

The minutes from the October 20, 2022 business meeting were reviewed by the Board. Corrections for board attendance were revised. Fields Thomas moved to approve the minutes as revised. Kathy Bane provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for October & November

The Executive Director presented the financial statements to the board for review and discussion. It was noted that both water and sewer revenues are trending higher than projected. There were no suggested changes or modifications that were noted, required or approved.

3. Advanced Metering Infrastructure (AMI) Project Summary

Staff will present the status of the Advanced Metering Infrastructure (AMI) project. The presentation included the total project cost and the continued integration process expected to be completed this Spring. The system is reported to be performing very well and has been a very effective and informative customer service complement.

4. Proposal for Sinai Road Waterline Extension

Staff presented to the board a proposal for engineering services to provide engineering design and project procurement and oversight for this project. This is a joint project between HCSA and the County. HCSA will provide the engineering proposal and project oversight at our expense. The County will pay for the materials and construction. The Authority will continue to own and maintain the installed utilities. The proposed engineering and inspection costs based on the proposed project scope will be \$34,300.00. Kathy Bane provided a motion to accept and fund the project services based upon the proposal. Fields Thomas provided a second to the motion. The motion passed without opposition.

5. Project Reports

Staff updated the board on the status of the following projects and loan applications.

- a. VDHODW SRLF – Grant – Lead Service Line Replacement
 - b. VDHODW SRLF – Grant - Water Plant Project
 - c. DEQ – Grant Application for Westside Improvements
 - d. VIR Industrial Park Utility Line Extensions
- An offer letter for the VDHODW SRLF Lead Service Line Replacement was received by the Authority in the amount of \$285,000.00 in principal forgiveness. The loan application was in the amount of \$500,000.00.
 - An offer letter for the VDHODW SRLF Water Plant Project was received by the Authority in the amount of \$8,885,000.00 in principal forgiveness. The loan application was in the amount of \$17,100,000.00.
 - The DEQ – Grant Application for Westside Improvements was submitted on December 15, 2022.
 - The VIR Industrial Park Utility Line Extension(s) Project is in the process of developing bid documents for procurement of construction services.

6. HCSA 2023 Business Meeting Calendar & Meeting Times

The Board discussed the meeting time of day and a bi-monthly calendar that would schedule bi-monthly meetings around the month of December. Staff was asked to develop a meeting schedule that would work for staff and avoid a December meeting. A revised annual meeting schedule would be distributed to the board by email for comments and suggestions with subsequent review and action at the next business meeting.

Closed Session

The Board moved into a closed session to discuss personnel issues with a motion by LaTonya Hamilton. Fields Thomas provided a second to the motion. The motion passed without opposition.

The Board exited the closed session with a motion by Kathy Bane. Fields Thomas provided a second to the motion. The motion passed without opposition.

The Board moved to certify that discussions were limited to specific topics pursuant to § 2.2-3711. A. 1, 3 & 6 Code of Virginia 1950 as amended, and with a motion by LaTonya Hamilton. Kathy Bane provided a second to the motion. The motion passed without opposition.

With no additional action needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes - Executive Director - Secretary



George Leonard, Chair

Approved: 01/19/2023

**HCSA Regular Board Meeting
October 20, 2022**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on October 20, 2022 at 3:30 PM in the Authority conference room located at 2529 Houghton Avenue in the Town of South Boston, Virginia.

The meeting was called to order by Chairman George Leonard. A moment of silence was observed.

The Secretary called the roll for Directors present. The result was as follows:

Present:	Chair – Gray Ramsey	Kathy Bane
	George Leonard	Daniel Lloyd
	Hope Harris-Gayles	Fields Thomas

Absent: LaTonya Hamilton

The Secretary certified that a board quorum was present. The following agenda was approved by

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Comment Period – Chair

New Business - Chair

1. *Review of Minutes from August 18, 2022 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *VRA 2012A Bond Refund – Executive Director*
4. *Low Income Household Water Assistance Program (LIHWAP) – Executive Director*
5. *VDHODW SRLF – Grant – Lead Service Line Replacement Timeline – Hurt & Proffitt*
6. *VDHODW SRLF - Grant and Water Plant Project Timeline - Dewberry*
7. *DEQ – ARPA - SCS – Grant for Sewer Collection Systems – Executive Director*
8. *VRWA Representation Letter of Support – Executive Director*
9. *Board Discussion – Chair*
 - a. *HCSA Business Office Hours and Services*

Staff Reports – Executive Director/Staff

Virginia Tech-SVHEC College and Career Expo.

Old Business – Executive Director

Closed Session – As Needed

Public Comment Period:

No one registered to address the board during the scheduled public comment period.

1. Review of Minutes from the August 18, 2022 meeting

The minutes from the August 18, 2022 business meeting were reviewed by the Board. Corrections for board attendance were revised. Fields Thomas moved to approve the minutes as revised. Kathy Bane provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for August & September

The Treasurer presented the financial statements to the board for review and discussion. It was noted that both water and sewer revenues are trending higher than projected. There were no suggested changes or modifications that were noted, required or approved.

3.VRA 2012A Bond Refund

The Executive Director updated the board on the refunding analysis from VRA for the HCSA Series 2012A VFPF loan. The original analysis was based upon the projected 10/1/37 maturity as the original bond and is based on market rates as of 8/10/2022. The estimated net present value savings are estimated at \$97,309 (11.6% of refunded principal). This amount has now been reduced to only 3% of the refunded principal. Staff advised the board to suspend any additional bond counsel work on the bond until the market interest rates improve. No action was needed.

4. Low Income Household Water Assistance Program (LIHWAP)

The board was updated on the program since a third party (Promise) would handle customer outreach and screening. There are additional requirements on the water utility for data and customer information. No action was taken on the program participation.

5. VDHODW SRLF - Grant and Water Plant Project Timeline

Dewberry provided a timeline and proposed scenario for the \$8,800,000 principal forgiveness match with loan funds in order to finance the improvements at the Leigh Street Filter Plant. The timeline is subject to the award notice of the VDH finance proposal and may be adjusted moving forward. Estimated project completion is 2025.

6. VDHODW SRLF – Grant – Lead Service Line Replacement Timeline

Hurt & Proffitt provided a timeline and proposed schedule for use of the \$282K principal forgiveness funds that will be used to identify and inventory lead and galvanized service lines in the public right of way and on private property. The inventory and plan of action is due by October 2024.

7. DEQ – ARPA - SCS – Grant for Sewer Collection Systems

The Town and HCSA are seeking grant funding to replace and retrofit the Authority's existing Sinai sewage lift station and associated gravity sewer lines and force main. This application is awaiting a PER from B and B Consultants who will lead the project.

8. VRWA Representation Letter of Support – *Executive Director*

The Board approved for the Executive Director to continue to serve on the Virginia Rural Water Board of Directors should his employment status change. Daniel Lloyd provided a motion to approve the letter of support and representation. Fields Thomas provide a second to the motion.

9. Board Discussion – Chair

a. HCSA Business Office Hours and Services

The Board discussed the current hours of operation and the appointment only policy for one-on-one customer physical interviews. Staff related several incidents of customer interaction where verbal escalation reached a level that required intervention. No action resulted from the staff and board conversations.

Staff Reports – Executive Director/Staff

1. VIR & Sinai Utility Improvements

The Director presented a task order proposal from B & B Consultants in the amount of \$4,500.00 to review and develop a Preliminary Engineering Report (PER) for a grant application with Virginia DEQ (ARPA funding) in order to fund joint (Town of South Boston & HCSA) sewer improvements. This will be a grant application to improve HCSA's Westside Park Drive sewage pump station, force main and gravity sewer for the park as the Town develops the property for single family residential use. No action was needed.

1. AMI Meter Project

The meter project has been completed and staff is in negotiations with Springbrook to provide services for a financial suite that will include Utility Billing, General Ledger and Payroll services. The suite also includes the mobile app and bill pay that we will offer our customers. This gives HCSA customers (who subscribe) the ability to review historical usage as well as the ability to pay from their mobile device from the same screen. The proposed annual amount is less than we are paying for current financial services with Red Sail/QS1 technologies.

The initial contract included professional integration and software migration services with a ceiling of \$99,000.00 and staff was successful in negotiating a reduction to a \$65,810.00 limit on the integrations services. Also included in this contract are the IVR Services and the CivicPay Online services which will allow for the mobile app and historical payment and usage. The funding was allocated and appropriated within the AMI project budget and we have not spent those funds.

Old Business – Executive Director

Closed Session

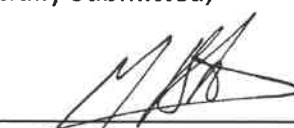
The Board moved into a closed session to discuss personnel issues with a motion by Hope Harris-Gayles. Fields Thomas provided a second to the motion. The motion passed without opposition.

The Board exited the closed session with a motion by Daniel Lloyd. Hope Harris-Gayles provided a second to the motion. The motion passed without opposition.

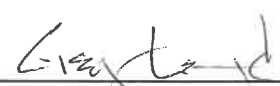
The Board moved to certify that discussions were limited to specific topics identified with a motion by Kathy Bane. Fields Thomas provided a second to the motion. The motion passed without opposition.

With no additional action needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



George Leonard, Chair

Approved: 12/15/2022

**HCSA Regular Board Meeting
January 19, 2023**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on January 19, 2023 at 3:30 PM in the Authority conference room located at 2529 Houghton Avenue in the Town of South Boston, Virginia.

The meeting was called to order by Chairman George Leonard. A moment of silence was observed.

The Secretary called the roll for Directors present. The result was as follows:

Present:	Chair – George Leonard ✓	LaTonya Hamilton
	Fields Thomas ✓	Hope Harris-Gayles
	Daniel Lloyd	✓Gray Ramsey

Absent: Kathy Bane

The Secretary certified that a board quorum was present. The following revised agenda was approved by the board with a motion by Hope Harris Gayles and a second by Fields Thomas. The motion passed without opposition.

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Comment Period – Chair

New Business - Chair

1. *Review of Minutes from December 15, 2022 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *HCSA 2023 Meeting Calendar – Executive Director*
4. *Project Status and Funding Discussions – Executive Director*
 - a. *VIR Industrial Park Utility Line Extensions – Status*
 - b. *Sinai Road Waterline Extension Project – Status*
 - c. *VIR interconnect Funding – Update*
 - d. *VDHODW SRLF – Grant – Lead Service Line Replacement*
 - e. *VDHODW SRLF – Grant - Water Plant Project*
 - f. *DEQ – Grant Application for Westside Improvements*
 - g. *Maple Avenue Aeration Basin Centrifugal Blower Installation/Connection*
 - h. *Seymour Drive and Hodges Street – Cost and Procurement*

Staff Reports – Executive Director/Staff

Old Business – Executive Director

Closed Session – As Directed by the Chair

Public Comment Period:

No one registered to address the board during the scheduled public comment period.

1. Review of Minutes from the December 15, 2022 meeting

The minutes from the December 15, 2022 business meeting were reviewed by the Board. Corrections for board attendance were revised. Fields Thomas moved to approve the minutes as revised. Daniel Lloyd Bane provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for December 2022

The Treasurer presented the financial statements to the board for review and discussion. It was noted that both water and sewer revenues are trending higher than projected. There were no suggested changes or modifications that were noted, required or approved.

3.HCSA 2023 Meeting Calendar

The Annual Bi-Monthly Business Meeting calendar was presented to the board for consideration. Fields Thomas provided a motion to approve the annual meeting calendar as presented. Gray Ramsey provided a second to the motion. The motion passed without opposition.

4. Project Status and Funding Discussions

Staff presented funding options to the board for funding strategy based upon the engineer's estimates, current bids and the status of our reserve funds for asset replacement. Several projects are collaborative projects with the Town of South Boston and Halifax County in which project funding and payment has been negotiated.

- a. Seymour Drive and Hodges Street – Cost and Procurement
- b. VIR Industrial Park Utility Line Extensions - Status
- c. Sinai Road Waterline Extension Project - Status
- d. VIR interconnect Funding – Update
- e. VDHODW SRLF – Grant – Lead Service Line Replacement
- f. VDHODW SRLF – Grant - Water Plant Project
- g. DEQ – Grant Application for Westside Improvements
- h. Maple Avenue Aeration Basin Centrifugal Blower Installation/Connection

The Town of South Boston will replace stormwater and curb and gutter in Seymour Drive and Hodges Street. They will be using VDOT funds and some of their ARPA funds to do this. This project has to be completed by the end of the 2023 calendar year. Of note, the Seymour Drive and Hodges Street projects(s) have an engineer's estimate of \$1,291,450 construction total.

HCSA is committed to the engineering and design costs and a portion of the total construction. To date; HCSA has paid \$77,100 in engineering and design fees. We have a balance of \$31,000 for remaining fees. The Town of South Boston will commit \$900,000.00 (75%) towards the \$1,202,450.00 in project cost. HCSA will have our water and sewer infrastructure replaced in both streets (including any lead service lines) under this contract. Our discussions will center around our potential cost for our share of the project, which is a balance of \$391,450.00 for construction and \$31,000.00 in remaining engineering fees. This cost can be split over the coming FY2024 fiscal year budget allocations.

The Maple Avenue Aeration Basin Centrifugal Blower Project has been bid and the lowest responsible bidder was WACO, Inc. with a total bid of \$184,700.00. The Authority's capital project budget allocation for this project was \$150,000.00. The remaining balance will be used from our asset reserves.

Fields Thomas moved to award the Maple Avenue Aeration Basin Centrifugal Blower Project to WACO, Inc. Hope Harris-Gayles provided a second to the motion. The motion passed without opposition or additional discussions.

5. Staff Reports

Staff requested the board to approve advertisement of intent to solicit funds from USDA for the remaining loan portion of the Leigh Street Water Treatment Plant improvements. The following advertisement will be placed in the local news media and posted to the Virginia EVA website.

Hope Harris-Gayles provided a motion to advertise the intent to borrow funds. Fields Thomas provided a second to the motion. The motion passed without opposition.

Closed Session

The Board moved into a closed session to discuss personnel issues with a motion by LaTonya Hamilton. Fields Thomas provided a second to the motion. The motion passed without opposition.

The Board exited the closed session with a motion by Fields Thomas. Hope Harris-Gayles provided a second to the motion. The motion passed without opposition.

The Board moved to certify that discussions were limited to specific topics pursuant to § 2.2-3711. A. 1, 3 & 6 Code of Virginia 1950 as amended, and with a motion by Gray Ramsey. Fields Thomas provided a second to the motion. The motion passed without opposition.

With no additional action needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes - Executive Director - Secretary



George Leonard, Chair

Approved: 03/16/2023

**HCSA Regular Board Meeting
March 16, 2023**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on March 16, 2023 at 3:30 PM in the Authority conference room located at 2529 Houghton Avenue in the Town of South Boston, Virginia.

The meeting was called to order by Chairman George Leonard. A moment of silence was observed.

The Secretary called the roll for Directors present. The result was as follows:

Present:	Chair – George Leonard	LaTonya Hamilton
	Fields Thomas	Hope-Harris Gayles
	Gray Ramsey	

Absent: Kathy Bane, Daniel Lloyd,

The Secretary certified that a board quorum was present. The following revised agenda was approved by the board with a motion by Gray Ramsey and a second by Fields Thomas. The motion passed without opposition.

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Hearing and Comment Period and Advertised (01/23/2023) Public Hearing with Notice of Intent to Apply for funding through USDA Rural Development for the proposed Water Treatment Plant Improvements. - Chair

New Business - Chair

1. *Review of Minutes from January 19, 2023 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *Local Choice Health Insurance – Assistant Executive Director*
4. *DEQ – Grant Application for Westside Improvements – Executive Director*
5. *Seymour Drive and Hodges Street Project – Executive Director*
6. *IperionX – Industrial Pretreatment Application Discussions – Executive Director*
7. *Water Plant Upgrade Project Update – Property Acquisition Discussions – Executive Director*
8. *Water Treatment Plant Sodium Hydroxide Bulk Storage Tank – Operations Director*

Staff Reports – Staff

- a. *VIR Industrial Park Utility Line Extensions – Status*
- b. *Sinai Road Waterline Extension Project – Status*
- c. *VDHODW SRLF – Grant – Lead Service Line Replacement*
- d. *Maple Avenue Aeration Basin Centrifugal Blower Installation/Connection*

Old Business – Executive Director

Closed Session – As Directed by the Chair

Closed Session pursuant to § 2.2-3711. A. 1, 3 & 6 Code of Virginia 1950 as amended. The specific topics for which the closed session is called are:

§ A.1 – Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

§ A.3 - Acquisition of real property for public purpose, where discussion in an open meeting would adversely affect the Authority's negotiating position or strategy

§ A.6 – Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

§ A.7 – Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Public Comment Period:

No one registered to address the board during the scheduled public comment period.

Advertised (01/23/2023) Public Hearing with Notice of Intent to Apply for funding through USDA Rural Development for the proposed Water Treatment Plant Improvements.

No one was present or registered to speak during the Public Hearing. The Public Hearing was closed and a motion was presented by Fields Thomas to move forward with the application process and to solicit funding from USDA RD for improvements to the Water Treatment Plant. LaTonya Hamilton provided a second to the motion. The motion passed without opposition. The following voted in the affirmative and a vote from the Chair was not needed:

LaTonya Hamilton

Hope Harris-Gayles

Fields Thomas

Gray Ramsey

1. Review of Minutes from the December 15, 2022 meeting

The minutes from the January 19, 2023 business meeting were reviewed by the Board. Hope Harris-Gayles moved to approve the minutes as presented. LaTonya Hamilton provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for January and February 2023

The Treasurer presented the financial statements to the board for review and discussion. It was noted that both water revenues continue to trending higher than projected and supported the decision to move to an AMI metering system. There were no suggested changes or modifications that were noted, required or approved.

3. Local Choice Health Insurance

The Assistant Executive Director Arnetta Roberts updated the board on our FY 2024 Local Choice Health Insurance Rates. The new rates have not increased or changed from the current FY 2023 fiscal year. No action was needed on this agenda item.

4. DEQ – Grant Application for Westside Improvements

HCSA staff worked with B & B Consultants to submit an application and PER for funding through Virginia Department of Environmental Quality for funding to upgrade/replace/rehab the Westside Pump Station and improvements to the gravity and force mains within the project area. The total project cost is \$2,163,935.00. Funding was not awarded for this project. There is a meeting scheduled later this week to discuss the scoring matrix and funding letter for this project.

5. Seymour Drive and Hodges Street Project – Executive Director

A formal public bid opening was held for both projects on March 7th at 2:00 PM. There were no bidders present. In discussions with the Town staff, it was decided that we would narrow the scope of the project to only the improvements to Seymour Drive.

After some discussion, staff presented an option in which the Town will purchase the stormwater and street related materials and HCSA will purchase the water and wastewater materials for the project. The Authority will request a bid from a licensed contractor to provide the equipment and labor to complete the described work. Gray Ramsey moved to allow staff to pursue the option as described. LaTonya Hamilton provided a second to the motion. The motion passed without opposition. Staff will update the board at the scheduled May business meeting.

6. IperionX – Industrial Pretreatment Application Discussions

A new Titanium recovery industry will be locating to the new shell building at the Southern Virginia Technology Park. All industrial facilities that discharge to our HCSA sanitary sewer system must have a permit issued by HCSA and approved by the Virginia department of Environmental Quality. Staff has been working with their engineering consultant on a pretreatment application for potential discharge rates and constituents into the sanitary sewer system that will be treated at the maple Avenue WWTP. The discussions are on-going and a permit review is in progress.

7. Water Plant Upgrade Project Update – Property Acquisition Discussions

The Water Plant Upgrade will require the purchase of a parcel located at 108 Leigh Street and adjacent to the plant property. The Southside Planning District is assisting staff with contacting the owner for voluntary property acquisition discussions. An offer has been sent to the owner for consideration. Staff requested permission from the board to enter the discussions and to negotiate the purchase. Latonya Hamilton moved to allow staff to pursue the purchase of the property and to continue working with the property owner and the Planning District. Fields Thomas provided a second to the motion. The motion passed without opposition.

Staff also presented a proposal from Dewberry to evaluate the Authority's current debt, operation and capital expenditures as related to current rates and expenses. Dewberry will also look at the Authority's long-range Facilities Plan for future improvements, including the current Water Plant Improvement Project and the required Lead Service Line Replacement project. An assessment is needed to understand the potential impact on rates, future borrowing operational costs and debt consolidation within the next ten (10) years. This study will also provide an updated Business Operations Plan and a financial plan as we move forward with both projects. The cost for developing the proposal is \$15,500.00. Hope Harris-Gayles moved to approve the proposal and to move forward with the study. Gray Ramsey provided a second to the motion. The motion passed without opposition.

8. Water Treatment Plant Sodium Hydroxide Soda Bulk Storage Tank

Operations Director Bryant Francisco expressed staff's concern with the safety of a 12,000-gallon bulk storage tank located at the Leigh Street Water Plant. The soil around and under the tank has become unstable and is moving. The tank will be replaced as part of the new plant upgrade and will be located in a different area of the site. However, the new tank cannot be installed in the newly designed location because it will interfere with water plant site construction under the improvements project.

Staff have asked Dewberry Inc. to provide a proposal to design a temporary as an engineered design is required under the Virginia Waterworks Regulations for any chemical feed system modifications or changes. The

With no additional action needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes - Executive Director - Secretary



George Leonard, Chair

Approved: 05/18/2023