

**HCSA Regular Board Meeting  
July 20, 2023**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on July 20, 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 the Executive Director. A moment of silence was observed.

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

Present:	LaTonya Hamilton	Hope Harris-Gayles
	Fields Thomas	George Leonard
	Daniel Lloyd	

Absent:	Kathy Bane
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The Secretary certified that a board quorum was present. The agenda was approved by the board with a motion by George Leonard and a second by Fields Thomas. The motion passed without opposition.

*Call to Order/Moment of Silence – Executive Director/Secretary*

*Roll Call – Executive Director/Secretary*

*Review of Agenda – Executive Director/Secretary*

*Public Comment Period – Executive Director/Secretary*

*New Business - Executive Director/Secretary*

1. *Organizational Meeting - Executive Director/Secretary*
  - a. *Board Reappointments*
  - b. *Election of Officers*
2. *Review of Minutes from May 18, 2023 Meeting – Chair*
3. *Review of Financial Reports – Treasurer/ Assistant Executive Director*
4. *Public Hearing on Rate Adjustments – Executive Director*
5. *Resolution of Appreciation for Gray Ramsey - Chair*
6. *Leigh Street Filter Plant Upgrade – Executive Director*
  - a. *USDA Application has been submitted*
  - b. *Real Estate- Lots are being surveyed for conveyance and purchase*
  - c. *Design and Engineering Proposal*
  - d. *Interim Financing*
7. *Candidate - Board Vacancy – Chair*

*Staff Reports – Executive Director/Staff*

- a. *Seymour Drive – Town Project – No Cost to HCSA - Inspections*
- b. *Westside – Waterline - SERCAP request for funding for Westside Wetwell*
- c. *VIR Industrial Park line Extension – VDH Construction Permit*
- d. *VIR Interconnect Line – Kick-Off meeting*
- e. *Historical Society – Bateau Location Near US 501*
- f. *DHCD Housing Rehabilitation – Riverdale, Springdale, Memorial*

*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.*

Adjournment

Next Regular Business Meeting – September 21, 2023

### **Public Comment Period:**

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

### **1. Organizational Meeting**

The Executive Director recommended the nomination and election a new slate of officers for the fiscal 2024 year. The slate of officers presented were:

Latonya Hamilton – Chair

Hope Harris-Gayles – Vice-Chair

Mark Estes – Secretary

Arnetta Roberts – Treasurer

Fields Thomas moved to close the nomination process for the Board Chairman position. George Leonard provided a second to the motion. The motion passed without opposition. Without additional candidates, the slate of officers was approved by acclamation as follows: Latonya Hamilton- Board Chair, Hope Harris-Gayles - Vice-Chair, Mark Estes – Secretary, Arnetta Roberts - Treasurer.

### **2. Review of Minutes from the May 18, 2023 meeting**

The minutes from the May 18, 2023 business meeting were reviewed by the Board. Corrections for board attendance were revised. Hope Harris-Gayles moved to approve the minutes as revised. Fields Thomas provided a second to the motion. The motion passed without opposition.

### **3. Review of the Financial Reports for May and June 2023**

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.

### **4. Public Hearing – Advertised Rate Adjustments**

At the May 18th meeting, the Board of Directors approved a resolution to advertise for a Public Hearing to allow for HCSA customers to comment on proposed and advertised rate changes. The resolution was advertised on May 24th and May 31st.

The public hearing was called to order at 4:00 pm. No one attended the public hearing. The public hearing was closed with a motion by Daniel Lloyd followed by Fields Thomas who provided the second to the motion. The motion passed without opposition.

The following rates were approved with implementation to begin October 1, 2023 with a motion by George Leonard. Daniel Lloyd provided a second to the motion. The motion passed without opposition.

**Halifax County Service Authority Water and Sewer Rates – Effective October 31, 2023**

Service Work or repairs done at a customer's request or to repair damage will be charged the cost of labor and materials required. Charges are assessed to the person requesting service or to the party responsible for damages. Extra trips to restore service where the water is turned off for nonpayment result in a service call charge being added to the customer's account. Additional charges may be assigned to the account holder for the service where there is evidence of tampering with the meter.

All Customers Are Billed MONTHLY - Volume Rates Are Listed in ONE-THOUSAND (1,000) Gallon Units

**WATER BASE RATE Charges are Applied Based on Water Meter Size**

Water Meter Size (Inch)	Base Charge	Water Meter Size (Inch)	Base Charge
5/8"-3/4"	\$ 21.00	4"	\$ 58.00
1"	\$ 24.00	6"	\$ 80.00
1 1/2"	\$ 28.00	8"	\$ 106.00
2"	\$ 37.00	10"	\$ 130.00
3"	\$ 47.00	12"	\$ 156.00

**WATER VOLUME CHARGE – VOLUME RATES IN THOUSAND GALLONS**

Urban Planning Area (UPA) District	Clover District	VIR District
\$ 5.00	\$ 6.00	\$ 10.75

**SEWER BASE RATE Charges are Applied Based on Connection Type**

Residential	\$ 21.00
Business, Commercial, Industrial	\$46.00

**SEWER VOLUME CHARGE – VOLUME RATES IN THOUSAND GALLONS**

Urban Planning Area (UPA) District	Clover District	VIR District
\$ 5.70	\$ 7.20	\$ 10.20

**FLAT-RATE SEWER CHARGE**

All Districts - Residential, Business, Commercial & Industrial Connections	Grubby Road District Sinal School Contract Rate
\$ 46.00	\$ 450.00

HCSA WATER AND SEWER CONNECTION FEES – Water and sewer connections are to be installed by licensed contractors hired by the applicant and are inspected by Authority staff during construction. All requisite fees must be paid and permits obtained before work is done.

**HCSA FACILITY FEES**

Water Meter Size (Inches)	Meter Size Factor	Water Facility Fee	Sewer Facility Fee	Total Facility Fee
5/8" - 3/4"	1.0	\$ 1,250	\$ 1,500	\$ 2,750
1"	1.6	\$ 2,000	\$ 2,400	\$ 4,400
1 1/2"	2.4	\$ 3,000	\$ 3,600	\$ 6,600
2"	3.2	\$ 4,000	\$ 4,800	\$ 8,800
3"	4.8	\$ 6,000	\$ 7,200	\$ 13,200
4"	6.4	\$ 8,000	\$ 9,600	\$ 17,600
6"	9.6	\$12,000	\$ 14,400	\$ 26,400

**MONTHLY CHARGES FOR FIRE SUPPRESSION METERS**

The following charges are for customers with fire suppression systems. The following charges will be applied to the customer bill per billing period.

Meter Size	Monthly Charge	Meter Size	Monthly Charge
5/8 - ¾ In Meter	\$ 5.00	4 - Inch	\$ 50.00
1 - Inch	\$ 6.00	6 - Inch	\$ 80.00
1.5 - Inch	\$ 7.00	8 - Inch	\$ 100.00
2 - Inch	\$ 10.00	10 - Inch	\$ 125.00
3 - Inch	\$ 20.00	12 - Inch	\$ 150.00

**BILLING FEES AND MISCELLANEOUS CHARGES**

Item	Fee
Application/New Account Fee	\$ 25.00
Each request for service beyond initial turn on.	\$ 25.00
Each request for service beyond initial turn on. (After hours)	\$ 50.00
Meter test for removable meters (no charge if meter is defective)	\$ 50.00
Meter test for large stationary meters (no test if meter is defective)	\$ 200.00
Non-Payment Fee <sup>1</sup>	\$ 40.00
Bad Check Fee	\$ 35.00
Late Fees	10% of Outstanding bill
Unauthorized use of hydrant per occurrence	\$ 200.00
Tampering with a meter or meter setting per occurrence <sup>2</sup>	\$ 200.00
Engineering Field Service Inspection Fee	\$ 50.00
Grease trap Installation Inspection fees	\$ 50.00
New backflow Prevention Device Inspection	\$ 50.00
Annual Grease trap Inspection	\$ 25.00
Annual Backflow Prevention Device Fee	\$ 12.00
New Account Security Deposit - Owner	\$ 50.00-Water \$ 80.00-Sewer \$ 130 Combined
New Account Security Deposit - Tenant	\$ 125.00 Water \$ 125 Sewer \$ 250 Combined
Septic Disposal	\$ 95.00 per load ≥ 1500 gals (≤ 1500gals \$ 15.00 min for ≤250 gals then >\$ 0.05 /gal ≤1500 gal)
Bulk Water Sales from Hydrants	\$ 50.00 for first 6,000 gal then \$ 10.00/1000 gal thereafter

## 5. Resolution of Appreciation for Gray Ramsey

Retiring Director Gary Ramsey has served on the HCSA board since 2013 and has served as Chair, Vice-Chair and chair of several committees. Gray was present for the presentation.

Chair Latonya Hamilton presented the following resolution to former Board Director Gray Ramsey with a motion by Daniel Lloyd followed by a second from Fields Thomas. The resolution passed without opposition.

**A Resolution of the  
Halifax County Service Authority  
Board of Directors  
Honoring Board Director Graham Ramsey**

**THIS RESOLUTION** made this 20<sup>th</sup> day of July, 2023 as an expression of appreciation by the Board of Directors of the Halifax County Service Authority to Graham "Gray" Ramsey, for his support and leadership on behalf of the Authority, and

**WHEREAS** Gray Ramsey began service as a Board Director in July, 2013 bringing vast experiences in government project administration, telecommunications infrastructure and operations, including project management and construction accounting, and

**WHEREAS** your experience and recommendations through your dedicated service as Board Chair, Co-Chair and on committee assignments during several critical project and policy decisions have been most appreciated by the HCSA Board, staff, and, most importantly, by the customers and the community we serve, and

**WHEREAS** Gray Ramsey was instrumental in the formation of the HCSA Strategic Plan, asset management development, customer service and management policies, facilitating annual economic growth, fiscal responsibility and sustainability, and

**WHEREAS** during these years of service, Gray Ramsey has freely given of his time and valuable experience to promote the regional well-being and interests of the citizens and customers of these localities through the work of the Authority, and



**WHEREAS** Gray Ramsey has diligently and willingly served each of the communities as a member of the Board of Directors of the Service Authority, faithfully serving as a member of said Board for ten (10) years, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Halifax County Service Authority expresses its deepest and sincere appreciation to Graham "Gray" Ramsey for his dedicated service and his unselfish donation of time, effort, and experience to the collective efforts necessary to enable and sustain the Halifax County Service Authority, wishing him continued success and future happiness in all of his endeavors.

Presented this 20<sup>th</sup> day of July, 2023 by the Halifax County Service Authority Board of Directors

Attest:



  
Latonya Hamilton - Chair  
  
Mark Estes - Secretary

## 6. Leigh Street Filter Plant Upgrade

The Executive Director updated the board on the status of the Leigh Street Filter Plant Upgrade with regard to interim project financing and property acquisition. There are several financial scenarios, including a potential to refinance or consolidate the current AMI loan into the USDA RD terms and rates. Dewberry will develop a project scope and proposal of work for presentation to the board at the September business meeting. No action was needed on this item.

## 7. Candidate - Board Vacancy

George Leonard provided a motion to forward the selection of Mr. Tim Davis to each of the three localities as a candidate for the Board Director position vacated by Gray Ramsey. Daniel Lloyd provided a second to the motion. The motion passed without opposition.

## Staff Reports

Staff updated the board on several continuing projects and initiatives.

- a. Seymour Drive – Town Project – No Cost to HCSA - Inspections
- b. Westside – Waterline - SERCAP request for funding for Westside Project
- c. VIR Industrial Park line Extension – VDH Construction Permit
- d. VIR Interconnect Line – Kick-Off meeting
- e. Historical Society – Bateau Location Near US 501
- f. DHCD Housing Rehabilitation – Riverdale, Springdale, Memorial

With no additional business items or actions needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



LaTonya Hamilton, Chair

**Approved: 09/21/2023**



The Board moved to allow staff to issue and award and a notice to proceed for the Sinai and VIR water and sewer utility extension projects pending the County's approval of project funding. George Leonard moved to proceed forward with the projects as recommended by staff. Kathy Bane provided a second to the motion. The motion passed without opposition.

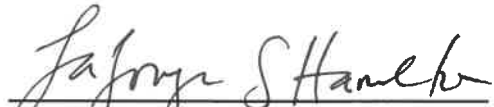
Without any additional business items or actions needed, the board moved to adjourn.

Respectfully Submitted,



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Mark S. Estes - Executive Director - Secretary



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LaTonya Hamilton, Chair

**Approved: 03/21/2024**



**HCSA Regular Board Meeting  
January 18, 2024**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on January 18, 2024 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 the Executive Director. A moment of silence was observed.

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

Present:	Hope Harris-Gayles	Kathy Bane
	George Leonard	Daniel Lloyd

Absent: LaTonya Hamilton, Fields Thomas, Tim Davis

The Secretary certified that a board quorum was present. The following meeting agenda was presented without discussion or changes:

***Call to Order/Moment of Silence – Chair***

***Roll Call – Executive Director/Secretary***

***Review of Agenda – Executive Director/Secretary***

***Public Comment Period – Chair***

***New Business - Chair***

1. *Review of Minutes from November 16, 2023 Meeting – Chair*
2. *Review of Financial Reports – Treasurer/ Assistant Executive Director*
3. *VIR Interconnection Joint Resolution – Executive Director*
4. *Leigh Street Water Plant Upgrade – Executive Director*
  - a. *Property Acquisition*
  - b. *Design Considerations*
5. *Springbrook Software Integration & Update – Assistant Executive Director*
6. *Virginia 2024 Legislative Session Highlights – Executive Director*
7. *Board Candidate Discussions – June 30, 2024 Vacancy – Executive Director*
8. *HCSA Leadership Succession and Timeline – Executive Director*

***Staff Reports – Executive Director/Staff***

- a. *Administration and Operation Metrics*
- b. *Lead Service Line Inventory Progress*
- c. *Sinai & VIR Utility Extension Projects – Award of Contract(s)*

***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.*

*Adjournment*

*Next Regular Business Meeting – March 21, 2024*

**Public Comment Period:**

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

**1. Review of Minutes from November 16, 2023 Meeting – Chair**

The minutes from the November 16, 2023 business meeting were reviewed by the Board. A date correction was made and the board was presented a copy of the minutes with revisions. Kathy Bane moved to approve the minutes as presented. George Leonard provided a second to the motion. The motion passed without opposition.

**2. Review of Financial Reports – Treasurer/ Assistant Executive Director**

The Treasurer presented the financial statements to the board for review and discussion. There were no suggested changes or modifications that were noted, required or approved.

**3. VIR Interconnection Joint Resolution – Executive Director**

The Executive Director presented a resolution supporting the operational framework for a water main extension to the Virginia International Raceway Facility. The Southside Planning District is working on an EDA grant with Halifax County who is the primary applicant for project funding. The resolution memorializes HCSA as a co-applicant for funding for VIR as we are currently the owner and operator of the facility. There are several localities involved in the financing of this project and there will be memorandums of understanding and other contractual obligations that may need to be negotiated as a project framework begins to emerge. After several comments and discussion, George Leonard moved to approve the resolution as presented. Daniel Lloyd provided a second to the motion. The motion passed without opposition. The approved resolution is below:



HALIFAX COUNTY SERVICE AUTHORITY  
BOARD OF DIRECTORS RESOLUTION 01-18-2024

RESOLUTION SUPPORTING THE OPERATIONAL FRAMEWORK FOR A WATER MAIN  
EXTENSION TO THE VIRGINIA INTERNATIONAL RACEWAY FACILITY

VIRGINIA: At the Halifax County Service Authority ("Board") Business Meeting on Thursday, January 18, 2024, the following Resolution was presented and adopted:

WHEREAS, the Virginia International Raceway ("VIR") and its Virginia Motorsports Technology Park is a tremendous asset to the Commonwealth of Virginia and the Southern Virginia region with a significant economic impact to the region including Pittsylvania County, the City of Danville, and Halifax County; and

WHEREAS, Halifax County Service Authority (HCSA) owns, maintains and operates the current water and wastewater utilities and appurtenances and has developed several Preliminary Engineering Reports to actively seek the best long term and sustainable solution for additional drinking water and fire suppression needs; and

WHEREAS, Halifax County is taking the lead role to provide consistent and sustainable water source for the Raceway and Technology Park to ensure its long-term presence and to fully realize the potential economic growth and job creation in the region; and

WHEREAS, the optimal solution is to extend the existing potable water main from the intersection of Ringgold Depot Road and Shawnee Road in eastern Pittsylvania County, eastward along U.S. Highway 58 to Halifax County and then onto the VIR facilities campus. The City of Danville will be the water source origination; and

WHEREAS, Halifax County, with the help of others, has secured \$5.0 million of the \$8.9 million total estimated project cost and, in an effort to reduce the reliance on local funds from the three (3) governmental entities, is currently compiling an application to the U.S. Economic Development Administration for the balance of the funding; and

WHEREAS, the application process requires an agreement between the parties as to ownership and roles for the project. The parties declare the portions of the pipeline will be owned and operated by the respective County entities in which the pipeline resides, and the role of the City of Danville is to provide for the availability of water under current sales agreements; and

WHEREAS, Halifax County will be the lead applicant, fiscal agent, and project manager for this project and the Halifax County Service Authority (HCSA) will be the owner and operator of the potable water main subject to the conveyance of ownership and with the understanding of mutual agreements between Halifax County and the Halifax County Service Authority; and

WHEREAS, Pittsylvania County believes this expansion would have a great impact on the future growth of the southern and eastern portions of the County; and

NOW, THEREFORE, BE IT RESOLVED, that Pittsylvania County, the City of Danville, Halifax County and the Halifax County Service Authority fully support an application for funding to the U.S. Economic Development Administration and reaffirm each's role and ownership in a fully funded project.

Given under my hand this 18th day of January, 2024

  
Hope Harris-Gayles, Vice-Chair

ATTEST:

  
Mark S. Estes, Secretary

#### 4. Leigh Street Water Plant Upgrade – Executive Director

The board was presented with an alternative design and layout that was requested by staff. Dewberry was directed to either shorten the height of the two (2) finished water tanks on Carrington Street or move the tanks to the southside of the plant and on the south side of Leigh Street where the Authority purchased several properties. In your packet is a layout of that scenario.

This new layout presented and offered several advantages;

- The elimination of in-ground stormwater storage related to the proportional impervious area added on the NW property that discharges offsite separately from stormwater on the SE property. All stormwater retention can be confined to one stormwater outfall toward the SE outfall.
- Eliminates potential special phasing of tank construction to accommodate existing power swap-out.
- Shorter larger diameter tanks are typically more cost effective than tall slender tanks.

- Provides for improved flexibility in future hydraulics to accommodate future treatment (potential future cost savings). The space provided for a cul-de-sac and with space reserved for future treatment.

The new layout and re-configuration will relocate both above ground tanks to a less conspicuous area and will offer significant savings to the overall project. HCSA will need to meet new stormwater regulations and purchase nutrient credits for stormwater outflows and retention. In order to do this, we will need to purchase additional property located south of Logan Street. An offer was sent to the property owner and staff have yet to receive any response.

## **6. Virginia 2024 Legislative Session Highlights**

Staff presented an over view and the calendar for the Virginia Legislative Session for House and Senate Bills that make affect HCSA. The proposed bills that could impact our industry and the way we operate were included in the presentation. With each bill, a brief summary and an active link to the actual bill was presented in the meeting information.

Many of the listed bills have been introduced in previous sessions and were tabled and/or left in committee. Both the Senate and the House have moved from a Republican majority to a Democratic majority for the 2024 session and we anticipate that several of the Landlord/Tenant and Disconnection of services related bills may make it to the floor and into state law. Staff will follow the legislative process and will keep the board updated as the session progresses.

## **7. Board Candidate Discussions – June 30, 2024 Vacancy – Executive Director**

Director Fields Thomas' term will expire on June 30, 2024 and he is ineligible to serve another term. Staff encouraged the board to have discussions and to seek a candidate as soon as possible in order to solicit candidate approval from the Town of South Boston, Town of Halifax and the County before their respective June, 2024 meetings.

### **Staff Reports – Executive Director/Staff**

- a. VT/SVHEC Career Expo & CTE Showcase** - HCSA staff participated in both the Career Expo and the CTE Showcase events held at the SVHEC and the Prizery. Both were very well attended and supported by many of the industries in our area.
- b. Dominion Energy Expansion Project** – This project is an expansion of the Dominion facility on North Main Street that began more than 5 years ago and has been on hiatus until this past month. The improvements will require the closure of Estes Street, the relocation of our utilities and a new access route to our 850,000 - gallon water standpipe behind the Dominion property.
- c. Sinai & VIR Utility Extension Projects** – Award of Contract – A contract has been awarded for the Sinai Water Line interconnection. HCSA has paid for the engineering and the design of the interconnection. The County will fund this project. The VIR Utility Extension Project came in over budget and is currently being scaled back by the County. The County is funding this project as well.

**HCSA Regular Board Meeting  
March 21, 2024**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on March 21, 2024 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 the Executive Director. A moment of silence was observed.

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

Present:	LaTonya Hamilton	Hope Harris-Gayles
	Kathy Bane	George Leonard
	Tim Davis	

Absent: Daniel Lloyd, Fields Thomas

The Secretary certified that a board quorum was present. The following meeting agenda was presented without discussion or changes:

***Call to Order/Moment of Silence – Chair***

***Roll Call – Executive Director/Secretary***

***Review of Agenda – Executive Director/Secretary***

***Public Comment Period – Chair***

***New Business - Chair***

- 1. Review of Minutes from January 18, 2024 Meeting – Chair*
- 2. Review of Financial Reports – Treasurer/ Assistant Executive Director*
- 3. FY 2022 Financial Audit – Treasure/Assistant Executive Director*
- 4. Leigh Street Water Plant Upgrade – Executive Director*
- 5. Springbrook Software Integration & Update – Assistant Executive Director*
- 6. Virginia 2024 Legislative Session Highlights – Executive Director*
- 7. Board Candidate Discussions – June 30, 2024 Vacancy – Executive Director*

***Staff Reports – Executive Director/Staff***

- a. Administration and Operation Metrics*
- b. Lead Service Line Inventory Progress*
- c. Sinai & VIR Utility Extension Projects*

***Old Business – Executive Director***

***Closed Session – As Directed by the Chair***

**Public Comment Period:**

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

**1. Review of Minutes from January 18, 2024 Meeting – Chair**

The minutes from the January 18, 2024 business meeting were reviewed by the Board. Kathy Bane moved to approve the minutes as presented. Tim Davis provided a second to the motion. The motion passed without opposition.

**2. Review of Financial Reports – Treasurer/ Assistant Executive Director**

The Treasurer presented the January and February 2024 financial statements to the board for review and discussion. There were no suggested changes or modifications that were noted, required or approved.

### **3. FY 2022 Financial Audit – Treasurer/Assistant Executive Director**

The FY 2022 Financial Audit was presented to the board. Mrs. Roberts went through the audit report with emphasis on the reporting standards, separation of duties and overall net position and financial health of the Authority. The board raised several questions regarding overall debt and the pension plan as reported in the audit. The audit report did not reveal any material weaknesses and the Authority continues to meet both standard and GASB accounting standards. George Leonard moved to approve the FY 2022 Financial audit. Kathy Bane provided a second to the motion. The motion passed without opposition.

### **4. Leigh Street Water Plant Upgrade – Executive Director**

The board was presented with an update on the alternative design and layout that was requested by staff. Staff continues to work with adjacent property owners to acquire the additional properties and right-of-way needed to meet the anticipated stormwater retention requirements of the Department of Environmental Quality (DEQ). Staff also provided a layout of the new facility and the protective barriers needed to assure facility security and safety from vehicle and pedestrian access.

The design of the membrane type, regulatory approval and the permitting process continues with the Virginia Department of Health (VDH). Staff have pilot tested both ceramic and polymeric resin type membrane filters with very good results. Ceramic membranes outperformed the polymeric membranes in flux rate and cleaning cycles. However, ceramic membranes have not been approved in Virginia. Ceramic membrane history and performance is well documented in other areas of the United States, mostly in the Midwest and the southwest. Vendor representation and operational history for the membrane technology are not available in Virginia.

Another factor that will be considered is the current market cost of ceramic membranes. This will add a significant cost increase to the project that may be difficult to justify. Dewberry and staff will explore the newest technology in polymeric membranes and the potential application for this project.

### **5. Springbrook Software Integration & Update – Assistant Executive Director**

Mrs. Roberts and staff provided an update on the financial software conversion process. There has been several data uploads and interaction with the software vendor regarding general ledger and trial balances. Several inconsistencies and formulas have been identified and corrected. Staff will continue to work with the vendor to address and correct any “data field” and “formulas” that have to be reviewed and verified before we can move forward with live data and implementation. Utility Billing and Payroll suites will be imported and vetted by staff before we perform a virtual “sandbox” evaluation.

We have requested Springbrook to import at least seven (7) years of historical utility billing data for access within the new utility billing database. Staff will manually need to verify and correct any and all account data before we can initiate a live deployment.

## 6. Virginia 2024 Legislative Session Highlights

Staff presented several bills that have passed both the House and the Senate that could have an impact on our current policies and may have regulatory implications. The new legislation focuses on emerging contaminant testing for PFAS and PFOA, source water and withdrawal limitations and the disconnection of services during extreme climate and emergency conditions. Several bills may not be signed into law and could return to a veto session for resolution.

## 7. Board Candidate Discussions – June 30, 2024 Vacancy – Executive Director

Director Fields Thomas' term will expire on June 30, 2024 and he is ineligible to serve another term. Staff encouraged the board to have discussions and to seek a candidate as soon as possible in order to solicit candidate approval from the Town of South Boston, Town of Halifax and the County before their respective June, 2024 meetings.

## Staff Reports – Executive Director/Staff

- a. **Sinai & VIR Utility Extension Projects** – A contract and Notice to Proceed has been awarded for the VIR Utility Extension Project.
- b. The Sinai Water Line interconnection has been substantially completed.
- c. Krystal Moore provided the board an update on the customer financial metrics regarding new connections, deposit refunds, disconnection of services and the number of active accounts.

Without any additional business items or actions needed, the board moved to adjourn.

Respectfully Submitted,

  
\_\_\_\_\_  
Mark S. Estes – Executive Director - Secretary

  
\_\_\_\_\_  
LaTonya Hamilton, Chair

Approved: 05/16/2024



**HCSA Regular Board Meeting  
May 16, 2024**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on May 16, 2024 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 the Madam Chair LaTonya Hamilton. A moment of silence was observed.

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

Present:	LaTonya Hamilton	Hope Harris-Gayles
	George Leonard	Tim Davis

Absent: Kathy Bane, Daniel Lloyd, Fields Thomas

The Secretary certified that a board quorum was present. The following meeting agenda was presented without discussion or changes:

**Call to Order/Moment of Silence – Chair**

**Roll Call – Executive Director/Secretary**

**Review of Agenda – Executive Director/Secretary**

**Public Comment Period – Chair**

**New Business - Chair**

1. Review of Minutes from March 21, 2024 Meeting – *Chair*
2. Review of Financial Reports – *Treasurer/ Assistant Executive Director*
3. VDH Gold Award – Leigh Street Water Plant – *Executive Director*
4. FY 2025 Annual Budget – *Executive Director*
5. Leigh Street Water Plant Upgrade – *Executive Director*
6. VIR Interconnection Project Funding – *Executive Director*
7. FY 2025 Congressionally Directed Spending Request – Berry Hill – *Executive Director*
8. Town of Virgilina – Water and Wastewater System Operations – *Executive Director*
9. Board Candidate Discussions – June 30, 2024 Vacancy – *Executive Director*

**Staff Reports – Executive Director/Staff**

- a. Administration and Operation Metrics
- b. Springbrook Software Integration & Update
- c. Lead Service Line Inventory Progress
- d. Sinai & VIR Utility Extension Projects
- e. Cowford Pump Station Access Road
- f. Town of Halifax Roundabout

**Old Business – Executive Director**

**Closed Session – As Directed by the Chair**

**Public Comment Period:**

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

**1. Review of Minutes from March 21, 2024 Meeting – Chair**

The minutes from the March 21, 2024 business meeting were reviewed by the Board. Hope Harris-Gayles. Tim Davis provided a second to the motion. The motion passed without opposition.

## 2. Review of Financial Reports – Treasurer/ Assistant Executive Director

The Treasurer presented the March and April 2024 financial statements to the board for review and discussion. There were no suggested changes or modifications that were noted, required or approved.

## 3. VDH Gold Award – Leigh Street Filter Plant - Executive Director

The Virginia Department of Health Office of Drinking Water (ODW) has presented our waterworks with a Gold 2023 Excellence in Waterworks Operations/Performance Award for 2024. This is the 14<sup>th</sup> year of receiving the highest award level in Virginia. This is a reflection of the ability and caliber of our plant operating staff and their dedication of setting a standard of excellence. The board expressed their gratitude and appreciation of the staff at our Leigh Street facility.

## 4. FY 2025 Annual Budget – Executive Director

The Director presented the proposed HCSA Annual Budget for FY 2025. The Personnel Committee met with staff prior to the meeting and approved the salaries presented in the budget. The Finance Committee also met with staff and reviewed the proposed budget. The information presented during the meeting included a memorandum, health insurance comparative table, debt service projection, Capital Expenses and a Comparative Annual Budget for FY 2025. The Finance Committee conveyed support for the proposed budget. The following FY 2025 Annual Budget was approved on a motion by Tim Davis. Hope-Harris Gayles provided a second to the motion. The motion passed without opposition.

Halifax County Service Authority (HCSA) FY 2025 Annual Budget (Comparative)			
HCSA Water Revenues		HCSA Water Expenditures	
<b>WATER SERVICES</b>			
UPA Water	\$ 2,730,000	UPA Water	\$ 1,147,600
Clover Water	\$ 70,000	Clover Water	\$ 35,000
VIR Water & Tower Lease	\$ 102,000	VIR Water	\$ 24,100
Fees, Penalties and Interest	\$ 189,850	Water Operations & Maintenance	\$ 540,600
		Water Administration	\$ 421,150
		Water Capital Projects	\$ 477,750
		Water Debt Service	\$ 230,029
		Reserve Contribution	\$ 68,154
		Engineering/Contingency	\$ 100,000
<b>Total Water Revenues</b>	<b>\$ 3,091,850</b>	<b>Total Water Expenditures</b>	<b>\$ 3,044,383</b>
<b>HCSA Sewer Revenues</b>		<b>HCSA Sewer Expenditures</b>	
<b>SEWER SERVICES</b>			
UPA Sewer	\$ 2,820,000	UPA Sewer	\$ 1,197,300
Clover Sewer	\$ 35,000	Clover Sewer	\$ 32,500
VIR Sewer	\$ 55,000	VIR Sewer	\$ 50,400
Flat Rate Sewer	\$ 175,000	Sewer Operations & Maintenance	\$ 540,600
Hauled Septage	\$ 75,000	Sewer Administration	\$ 421,150
SBE Maintenance	\$ 3,000	Sewer Capital Projects	\$ 256,250
Fee, Penalties & Interest	\$ 189,850	Sewer Debt Service	\$ 787,394
		Reserve Contribution	\$ 68,154
		SBE	\$ 6,300
		Engineering/Contingency	\$ 40,269
<b>Total Sewer Revenues</b>	<b>\$ 3,352,850</b>	<b>Total Sewer Expenditures</b>	<b>\$ 3,400,317</b>
<b>Total Water &amp; Sewer Revenues</b>	<b>\$ 6,444,700</b>	<b>Total Water &amp; Sewer Expenditures</b>	<b>\$ 6,444,700</b>

## 5. Leigh Street Water Plant Upgrade – Executive Director

The Executive Director updated the board on the ongoing engineering and design for the plant upgrade and conversion. Design continues. Staff visited a similarly proposed membrane plant in South Carolina and Operations Director Bryant Francisco reported on the visit and provided the board some insight

into the operation and maintenance of a membrane plant, including several implications and design considerations for our facility. No action by the board was needed.

#### **6. VIR Interconnection Project Funding – Executive Director**

HCSA was a co-applicant with Halifax County on a U.S. Department of Commerce - Economic Development Agency (EDA) grant for the VIR Waterline inter-connection with the Pittsylvania County/Danville water system near Ringold Virginia. The application was successful and up to 80% of the project will be funded by EDA for the project. Current ARPA funding should be enough of a match to allow the project to be fully funded and without debt. The Southside Planning District assisted the localities with the grant application process.

Staff will need to consult with legal counsel to assist in the formulation of any the inter-jurisdictional ownership, operations and agreements to assure water quality and affordable rates and fees. HCSA will be a consecutive water system and will own the section of the interconnection within Halifax County.

#### **7. FY 2025 Congressionally Directed Spending Request – Berry Hill – Executive Director**

Staff applied for a spending request from Senator Kaine's Congressional Office to fund a waterline on Berry Hill Road to interconnect Sutphin Road and Berry Hill with a large waterline on River Road that serves the Berry Hill Resort area. The line will provide water service for properties both east and west of Berry Hill Road and provide much needed water circulation, resiliency and increased fire protection. A portion of the project will connect Berry Hill to the Southern Virginia Technology Park on U.S. 58 West of Riverdale to provide an interconnection that will provide a much-needed interconnection to the Riverdale area that serve both business and disadvantaged residential customers.

#### **8. Town of Virgilina – Water and Wastewater System**

The Town of Virgilina approached staff regarding Authority ownership and operating their water and wastewater systems. I have requested a proposal from our consultants to evaluate the Virgilina systems to establish its value, debt, capital needs and a rate evaluation that will be used for underwriting their existing system debt.

#### **9. Board Candidate Discussions – June 30, 2024 Vacancy – Executive Director**

Director Field's Thomas term will expire on June 30, 2024 and he is ineligible to serve another term. The board continues to seek a candidate in order to solicit a candidate for approval by the Town of South Boston, Town of Halifax and Halifax County before the candidate is eligible to serve.

#### **Staff Reports – Executive Director/Staff**

Staff update the board on the projects listed below and they updated the board on operational and administrative metrics.

- a. Administration and Operation Metrics
- b. Springbrook Software Integration & Update
- c. Lead Service Line Inventory Progress
- d. Sinai & VIR Utility Extension Projects
- e. Cowford Pump Station Access Road
- f. Town of Halifax Roundabout

Without any additional business items or actions needed, the board moved to adjourn.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



LaTonya Hamilton, Chair

**Approved: 07/18/2024**