

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

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on July 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 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
	Kathy Bane	Daniel Lloyd
Absent:	None	

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 May 16, 2024 Meeting – Chair***
- 2. Review of Financial Reports – Treasurer/ Assistant Executive Director***
- 3. Resolution(s) of Appreciation***
 - a. Fields Thomas– Board Director***
 - b. Arnetta Roberts – Assistant Executive Director***
- 4. Benchmark AMI Loan Discussions – 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. VIR Utility Extension Project***

Old Business – Executive Director

Closed Session – As Directed by the Chair

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

1. Review of Minutes from May 16, 2024 Meeting – Chair

The minutes from the May 16, 2024 business meeting were reviewed by the Board. Daniel Lloyd. Hope Harris-Gayles provided a second to the motion. The motion passed without opposition.

2. Review of Financial Reports

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

3. Resolution(s) of Appreciation for Fields Thomas and Arnetta Roberts

The Board unanimously approved and presented a Resolution of Service to Board Director Fields Thomas and to retiring Assistant executive Director Arnetta Roberts. The following resolutions were presented by LaTonya Hamilton, HCSA Chair.

**A Resolution of the
Halifax County Service Authority
Board of Directors
Honoring Board Director Fields Thomas**

THIS RESOLUTION is an expression of appreciation by the Board of Directors of the Halifax County Service Authority to Fields Thomas for his dedicated support, service and efforts on behalf of the Authority; and

WHEREAS Fields Thomas began service as a Board Director in July, 2016 bringing vast experiences in corporate management, engineering, project and personnel administration from local and regional industries, bringing your personal experiences and your dedicated service on committees 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 Fields Thomas 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, freely giving 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 Fields Thomas 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 eight (8) years and his term expires on June 30, 2024, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Halifax County Service Authority expresses its deepest and sincere appreciation to Mr. Fields Thomas 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 18th day of July, 2024 by the Halifax County Service Authority Board of Directors

Attest:

LaTonya Hamilton – Board Chair

Hope Harris-Gayles – Board Vice-Chair

Katherine Bane, Board Director

George Leonard, Board Director

Daniel Lloyd, Board Director

Tim Davis, Board Director

**A Resolution of the
Halifax County Service Authority
Honoring Arnetta F. Roberts Upon Retirement**

THIS RESOLUTION is an expression of appreciation by the Board of Directors of the Halifax County Service Authority to and for Arnetta F. Roberts recognizing her dedicated and unselfish service, abilities and time on behalf of the Authority; and

WHEREAS, on July 2, 1979, Arnetta F. Roberts began working for the City of South Boston in various clerical and accounting positions for the Department of Public Works and the Commissioner of Revenue's office; and

WHEREAS, on July 1, 1995, Ms. Roberts began serving in the Town of South Boston's Finance Office and admirably furthering her education, earning a Master's Degree in Business Administration from Averette University and using her education, skills and abilities to manage water, wastewater and solids waste utility billing and collections; and

WHEREAS, on January 1, 2008, upon the formation of the Halifax County Service Authority (HCSA), Ms. Roberts with her experience and management abilities was appointed Financial Services Director during the initial and critical early weeks and months of operations; and

WHEREAS, on July 1, 2013, Ms. Roberts was named as the Director of Finance and served in that capacity until promoted to Assistant Executive Director whereby she served until her retirement on May 31, 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Halifax County Service Authority duly and appropriately, appreciate, recognize and commend Arnetta F. Roberts for nearly forty-five (45) years of dedicated public service, providing fiduciary management for the citizenry and customers of Towns of South Boston, Halifax and Halifax County, wishing her continued success and future happiness in all of her endeavors; and

THIS RESOLUTION is presented this 18th day of July, 2024 by the Halifax County Service Authority Board of Directors.

Attest:

LaTonya Hamilton – Board Chair

Hope Harris-Gayles – Board Vice-Chair

Katherine Bane, Board Director

George Leonard, Board Director

Daniel Lloyd, Board Director

Tim Davis, Board Director

4. Benchmark AMI Loan Discussions

The board was updated on the status of the November 2020 Advanced Metering Infrastructure (AMI) loan from Benchmark Community Bank. The loan is in the amount of \$2,500,000 with a 15-year repayment at a 1.99 percent interest rate for the first sixty (60) payments. After this period, the loan will be subject to market rates. Staff will continue to monitor the rates offered by the Virginia Resources Authority (VRA) and USDA Rural Utilities. The board will be updated as the December 2025 rate transition approaches.

5. Leigh Street Water Plant Upgrade

The Executive Director updated the board on the ongoing engineering and design for the plant upgrade and conversion. The design of the project is nearing forty percent completion. Staff are in negotiations to purchase several parcels adjoining the Leigh Street Water Plant. This is needed in order to manage

stormwater retention, reduce nutrient credit costs, allow for greater vehicular access and several of the new treatment and chemical facilities for the new modular plant design. HCSA purchased parcels 3990, 3991, 3998 and are in negotiations for the purchase of parcels 3987, 3881, 3882 and 3884. The additional parcels will allow for storm water retention and new electrical service to the property. Motion to approve the purchase of Parcels 3990, 3991, 3998, 3987, 3881, 3882 and 3884 for the expansion and upgrade of the Leigh Street Water Treatment Plant. George Leonard provided a motion to allow staff to purchase parcels the 3990, 3991, 3998, 3987, 3881, 3882 and 3884 in order to facilitate the expansion and modification of the Leigh Street Filter Plant. Kathy Bane provided a second to the motion. The motion passed without opposition.

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.

Authority staff are working with the Halifax County and the Industrial Development Authority on a potential EDA funding application. Staff have also reached out to one of our consultants for an engineering proposal to develop a Preliminary Engineering Report (PER) and an Environmental Report (ER) that will meet the criteria for USDA, VDH and EDA.

8. Town of Virgilina – Water and Wastewater System

Staff update the board on the financials submitted to staff by the Town of Virgilina with regard to debt, revenues and expenses. Staff reviewed and presented those financials to the board for discussion. The board consented to staff's suggestion of a continued assessment and process of Authority ownership and operations of both water and wastewater systems. Staff will report and provide plan of action and recommendation to the board at the September meeting.

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

Director Field's Thomas term expired 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: 09/19/2024

**HCSA Regular Board Meeting
September 19, 2024**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on September 19, 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 as Pro-Tem Chair. 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	Kathy Bane
	Daniel Lloyd	Ken Buckley

Absent: Tim Davis

The Secretary certified that a board quorum was present. LaTonya Hamilton moved to approved the agenda as presented. George Leonard provided a second. The motion to approve the meeting agenda passed without opposition. The following meeting agenda was presented without discussion or changes:

Call to Order/Moment of Silence – Executive Director (Pro tem Chair)

Roll Call – Executive Director/Secretary

Review of Agenda – Executive Director/Secretary

Public Comment Period – Executive Director (Pro tem Chair)

New Business – Executive Director (Pro tem Chair)

1. *Board Approval of Director Ken Buckley*
2. *Election of Officers – Executive Director*
 - a. *Chair, Vice-Chair, Secretary, Treasurer*
3. *Review of Minutes from July 18, 2024 Meeting – Chair*
4. *Review of Financial Reports – Treasurer*
5. *Public Hearing – Town of Virgilina Water and Sewer System Acquisition – Chair*
6. *HCSA Legal Counsel/Letter of Engagement – Executive Director*
7. *Town of Virgilina – Water and Wastewater System Operations – Executive Director*
8. *Proposed Water and Wastewater Rates and Fees – Executive Director*
9. *Leigh Street Water Plant Upgrade – Executive Director*
10. *Halifax Community Strategic Plan Update – Executive Director*

Staff Reports – Executive Director/Staff

- a. *Administration and Operation Metrics*
- b. *Springbrook Software Integration & Update*
- c. *Lead Service Line Inventory Progress*
- d. *VIR Interconnection and Utility Extension Project*

Old Business – Executive Director

Closed Session – As Directed by the Chair

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

1. Board Approval of Director Ken Buckley

The Executive Director welcomed board candidate Ken Buckley to the meeting. The Executive Director relayed to the board that all three localities have approved Mr. Buckley for service on the HCSA Board. Mr. Buckley is eligible to serve two (2) consecutive four (4) year terms. George Leonard moved to approved Mr. Ken Buckley as a HCSA board member. Daniel Lloyd provided a second. The motion passed to approve Ken Buckley as a board member passed without opposition. Congratulations and appreciation were expressed to Mr. Buckley for his willingness to serve.

2. Election of Officers

The Executive Director opened the annual organizational meeting in order to elect officers for the FY 2025 operational year. Staff presented the following slate of offices for the board to consider; Chair – Latonya Hamilton, Vice-Chair – Hope Harris-Gayles, Secretary – Mark Estes, Treasurer – Arnetta Roberts. Hope Harris-Gayles moved to nominate the slate of officers as presented. Daniel Lloyd provided a second. The motion to approve the slate of officers passed without opposition. The following officers were elected by acclamation for the FY 2025 HCSA operational year: Chair – Latonya Hamilton, Vice-Chair – Hope Harris-Gayles, Secretary – Mark Estes, Treasurer – Arnetta Roberts.

3. Review of Minutes from July 18, 2024 Meeting

The minutes of the July 18 business meeting were presented to the board. Kathy Bane moved to approve the minutes as presented. George Leonard provided a second. The motion to approve the minutes passed without opposition.

4. Review of Financial Reports

Treasurer Arnetta Roberts presented the July and August financial statements to the board for their review. No action was needed on this agenda item.

5. Public Hearing – Town of Virgilina Water and Sewer System Acquisition

The Chair transitioned the meeting to a public hearing to allow for public comment on the acquisition and ownership of the Town of Virgilina's water and wastewater utilities, assets and liabilities. With no one signed up to speak, the public hearing was closed. Any action on the acquisition was deferred until after staff's presentation of the acquisition and proposed rates and fees.

6. HCSA Legal Counsel/Letter of Engagement

HCSA legal counsel, Mr. Sam Darby with Glenn, Feldman, Darby and Goodlatte (GFD&G) will retire. Sam has recommended Mike Lockaby of Spillman an Associates (National firm with Roanoke offices) as HCSA's general counsel and bond counsel. Mr. Lockaby is well known and highly recommended from working with several Authorities and local governments in Virginia. The firm's rates are identical to the rates given to us by GFD&G and a letter of engagement has been executed by staff due to the current need of services. Hope Harris-Gayles moved to engage and contract with Mr. Lockaby for general counsel and for both legal and bond counsel services. Kathy Bane provided a second to the motion. The motion passed without opposition.

7. Town of Virgilina – Water and Wastewater System Operations

Staff presented an overview of the Town of Virgilina's water and wastewater systems acquisition process. Town staff and HCSA staff have been engaged in the transition process and all assets and liabilities, including properties, easements and financial documents. Legal and bond counsel have been working on an agreement between the two entities and staff will execute those agreements. After some discussion, Kathy Bane moved to approve the acquisition of the Virgilina water and wastewater systems and to allow staff to proceed with the resolution/agreement(s) and to execute the necessary and related documents for the successful transfer of all assets and liabilities to the Authority. and the I will give an overview of the transition process and operational timeline. Daniel Lloyd provided a second to the motion as presented. The motion passed without opposition.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HALIFAX COUNTY SERVICE AUTHORITY AUTHORIZING ACCEPTANCE OF THE WATER AND SEWER UTILITY SYSTEMS OF THE TOWN OF VIRGILINA, VIRGINIA, TO ITS OWNERSHIP AND OPERATION, AND CERTAIN RELATED ACTIONS.

WHEREAS, the Halifax County Service Authority (the "Authority") is a body corporate and politic and a political subdivision of the Commonwealth of Virginia, formed in 1995, with its most recent Charter adopted in 2007, which is the primary provider of public potable water and sanitary sewer service in the incorporated and unincorporated areas of Halifax County; and

WHEREAS, the Town of Virgilina, Virginia (the "Town") is a municipal corporation of the Commonwealth of Virginia located in Halifax County, Virginia, incorporated in 1900 with its most recent Charter adopted in 1974, which owns and operates systems for the provision of potable water and sanitary sewer service (the "Systems") within and around the Town, including real and personal property associated with operation and maintenance of the Systems (the "Property"), and certain debt secured, in part, by the revenues of the Systems (the "Bonds"); and

WHEREAS, the Town and the Authority, having carefully considered their positions, have determined to transfer the Systems from the Town to the Authority, together with the Property, and for the Authority to own, operate, maintain and otherwise provide for the transfer of the Systems and the Property to the Authority, and the Authority's assumption of the Bonds; and

WHEREAS, the Council, as required by Section 15.2-1800(B) of the Code of Virginia, 1950, as amended, has duly advertised and has held a public hearing on the disposition of such of the Property a may be real property or fixtures to the Authority; and

WHEREAS, the Town and the Authority have agreed, on certain terms and conditions embodied in a draft Utility Transfer Agreement (the "Transfer Agreement"), the form of which has been presented to the Board of Directors at this meeting and filed with the Board of Directors' records.

NOW THEREFORE, the Board of Directors of the Halifax County Service Authority hereby resolves:

1. Incorporation of Recitals. The foregoing recitals above are found and determined to be a part of this resolution.
2. Approval of Transfer Agreement. The Transfer Agreement is hereby approved. The Chair, Vice-Chair, and Executive Director, any of whom may act, are hereby authorized and directed to execute and deliver the Transfer Agreement, as of its Effective Date, with such insertions, deletions, and emendations as may be necessary, not inconsistent with the forms presented at this meeting, the propriety of which shall be conclusively established by execution thereof.
3. Transfer of Property. The acceptance of the Property from the Town is hereby approved. The Chair, Vice-Chair, and the Executive Director, any of whom may act, are hereby authorized and directed to execute, deliver and accept such deeds, plats and bills of sale, or other instruments as may be necessary to transfer the Property described in the Transfer Agreement in accordance with the Transfer Agreement, including the parcels of real property referenced in **Exhibit A** to this resolution. The instruments of transfer shall be in such form as may be reasonably satisfactory to the Chair, Vice-Chair, or Executive Director, whose approval thereof shall be conclusively established by execution thereof.

1. Financing. In recognition that it may not be possible to arrange closing of the Authority's Assumption of the Bonds prior to the Effective Date, the Executive Director is authorized and directed to cooperate with the Mayor, Vice-Mayor and relevant agents of the Town, the Town's bondholders, and such other persons as may be necessary or desirable to effect the Authority's assumption of the Bonds. While recognizing that the Board of Directors may not bind future Boards of Directors with respect to such matters, the Board of Directors hereby authorizes and directs the Executive Director to bring before the Council such further resolutions as may be necessary or desirable to effect the Authority's assumption of the Bonds, and recommends to such future Board of Directors that it adopt such resolutions.
2. Effective Date. This resolution is effective upon adoption.

The undersigned Secretary of the Board of Directors of the Halifax County Service Authority hereby certifies that the foregoing constitutes a true, complete and correct copy of a resolution adopted on November 19, 2024, by Board of Directors at a regular meeting, and (b) during the consideration of the foregoing resolution, a quorum present. I hereby further certify that the minutes of such meeting reflect how each member of the Board of Directors voted with respect to the adoption of the foregoing resolution as follows:

Member	Vote
LaTonya Hamilton, Chair	Yes
Hope Harris-Gayles, Vice-Chair	Yes
Kathy Bane	Yes
George Leonard	Yes
Daniel Lloyd	Yes
Tim Davis	Yes
Ken Buckley	Yes



(SEAL)



 Secretary of the Board of Directors
 Halifax County Service Authority

8. Proposed Water and Wastewater Rates and Fees

Staff presented to the board the need to changes HCSA rates, fees and charges in order to meet the requirements of the Letter(s) of Condition that are mandated by the agreement(s) to borrow money form the Virginia Department of Health, Office of Drinking Water for the necessary improvements to the Leigh Street Water Filter Plant. The rates are required to support and meet the loan indentures and covenants that are associated with borrowing form the Virginia Resources Authority. The rates depict and project a five (5) year plan for rates. After discussions, Hope Harris-Gayles provided a motion to advertise for a public hearing where HCSA will present the proposed rates for public comment. LaTonya Hamilton provided a second to the motion. The motion passed without opposition. The following rate advertisement was approved.

9. Leigh Street Water Plant Upgrade

The Executive Director updated the board on the continued engineering and design that is at seventy-five percent completion. Staff have also requested a project cost update as we are seeing as much as thirty percent increase in project cost across the state. The board will be updated at the November meeting.

10. Halifax Community Strategic Plan Update

The board was updated on the Halifax Community Strategic Plan that was developed to suggest and provide initiatives and concepts that will increase community growth, pride and address the needs for schools, child-care and business development.

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. VIR Waterline Extension project

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: 11/21/2024

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

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on November 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 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
	Daniel Lloyd (Virtual)	Ken Buckley
Absent:	Kathy Bane	

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

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 September 19, 2024 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *Public Hearing – Proposed Water and Wastewater Rates and Fees – Chair*
4. *Economic Development Administration (EDA) Grant/Resolution – Executive Director*
 - a. *HCSA Water Resiliency Project*
5. *Leigh Street Plant Upgrade – Executive Director/Dewberry*
6. *Plywood Trail/Fairgrounds Sewer Agreement*
7. *Lead Service Line Inventory – Executive Director/Staff*
8. *Town of Virgilina – Executive Director*
9. *HCSA 2025 Bi-Monthly Meeting Calendar*

Staff Reports – Executive Director/Staff

- a. *Administration and Operation Metrics*
- b. *Springbrook Software Integration & Update*
- c. *VIR Interconnection and Utility Extension Project*
- d. *Annual Board/Staff Appreciation Lunch*

General Public Hearing

Mr. Detrick Easley, a resident of 1150 Salishan Drive, Halifax Virginia 24558 asked to address the board regarding his private well serving his residence. He noted that several other residents were have water quality and quantity issues and asked if the Authority would consider extending water to this subdivision. HCSA staff will investigate the best route and the potential cost of water service to this area. Mr. Easley also said that he would engage the property owners to understand their interest and potential commitment to the project. Staff will report at the next board meeting in January.

1. Review of Minutes from September 19, 2024 Meeting

The minutes of the September 19, 2024 business meeting were presented to the board. Hope Harris-Gayles moved to approve the minutes as presented. George Leonard provided a second. The motion to approve the minutes passed without opposition.

2. Review of Financial Reports

Treasurer Arnetta Roberts presented the September and October 2024 financial statements to the board for their review. No action was needed on this agenda item.

3. Public Hearing – Proposed Water and Wastewater Rates and Fees

Madam Chair Latonya Hamilton opened the advertised public hearing to receive comments on the proposed rates that were advertised in the local newspaper and posted on the HCSA website on November 1, 2024 and advertised a second time on November 15, 2024 in the local newspaper. The following rates were approved by the board with a motion from George Leonard. Tim Davis provided a second to the motion. The motion carried without opposition. The following rate schedule will become effective July 1, 2025:



HALIFAX COUNTY SERVICE AUTHORITY Rates and Fees

The Halifax County Service Authority (HCSA) held an advertised public hearing on November 21, 2024, at 3:30 p.m. at the HCSA Conference and Meeting Room located at 2529 Houghton Avenue, South Boston, Virginia 24592 to receive comments from the public about the proposed changes to various HCSA rates, fees, and charges. The following rate schedule was approved by the board during this meeting with the Fiscal Year (FY) effective date of July 1, 2025.

HCSA Rates, Fees, and Charges - Beginning July 1, 2025						
Water Monthly Base Charge = a monthly minimum charge based on meter size						
Meter Size	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
3/4"	\$ 21.00	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50	\$ 24.00
1"	\$ 24.00	\$ 25.00	\$ 25.50	\$ 26.00	\$ 26.50	\$ 27.00
1.5"	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
2"	\$ 37.00	\$ 40.00	\$ 42.00	\$ 44.00	\$ 46.00	\$ 48.00
3"	\$ 47.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00
4"	\$ 58.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00
6"	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00
8"	\$ 106.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00
10"	\$ 130.00	\$ 140.00	\$ 150.00	\$ 160.00	\$ 170.00	\$ 180.00
12"	\$ 156.00	\$ 170.00	\$ 180.00	\$ 190.00	\$ 200.00	\$ 210.00
Volumetric Water Charges (Per 1,000 Gallons)						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Residential and Commercial	\$ 5.00	\$ 5.50	\$ 6.00	\$ 6.50	\$ 6.75	\$ 7.00
Urban Planning Area (UPA)*	\$ 6.00	\$ 6.25	\$ 6.50	\$ 6.75	\$ 7.00	\$ 7.25
Clover and Virginia	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50	\$ 11.75	\$ 12.00
Virginia International Raceway Irrigation (All)	\$ 5.00	\$ 5.50	\$ 5.75	\$ 6.00	\$ 6.25	\$ 6.50
Wastewater Monthly Base Charge						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Residential and Commercial	\$ 21.00	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50	\$ 24.00
Residential - All Meter Sizes	\$ 46.00	\$ 46.00	\$ 47.00	\$ 48.00	\$ 49.00	\$ 50.00
Commercial - Business	\$ 125.00	\$ 150.00	\$ 200.00	\$ 250.00	\$ 300.00	\$ 300.00
Industrial (IPT)	\$ 46.00	\$ 47.00	\$ 48.00	\$ 49.00	\$ 50.00	\$ 51.00
Flat Rate Sewer	\$ 46.00	\$ 47.00	\$ 48.00	\$ 49.00	\$ 50.00	\$ 51.00
Volumetric Wastewater Charges (Per 1,000 Gallons)						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Residential and Commercial	\$ 5.70	\$ 6.00	\$ 6.25	\$ 6.50	\$ 6.75	\$ 7.00
Urban Planning Area (UPA)*	\$ 7.20	\$ 7.25	\$ 7.50	\$ 7.75	\$ 8.00	\$ 8.25
Clover and Virginia	\$ 10.20	\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50
Virginia International Raceway	\$ 10.20	\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50

*UPA = Town of South Boston, Town of Halifax and Halifax County

This document reflects only new and revised rates, fees, and charges. All existing rates, fees, and charges that are not proposed to change are omitted from this document.

4. Economic Development Administration (EDA) Grant/Resolution

Staff presented an updated project cost for the required improvements at the Leigh Street Water treatment plant necessary to address the removal of emerging contaminants under VDH and USEPA regulatory requirements. The engineer's estimate for the project has increased dramatically in the last four (4) years and additional funding will be needed. A large portion of the upgrade project is eligible for US Economic Development Association (EDA) funding and may provide grant funding up to eighty percent of the eligible project costs. A Preliminary Engineering Report (PER) has been developed and an Engineering Review (ER) is in process. Staff and Dewberry presented the following information to the board.

The water plant was awarded \$13,526,053 in grant funding for this project. This is a match and must include \$3,593,947 in below market rate loan(s) for a total package of \$17,120,000 of project funding through the Virginia Department of Health. The original engineer's (2020) estimate has increased from \$17,345,256.31 to \$25,945,450.00 or \$8,600,193.69. This has prompted Authority staff to explore additional funding for this project.

The project is eligible to be funded with both VDH DWRLF funding for emerging contaminants technology and US EDA funding for resiliency and economic stability. The proposed Berry Hill Lane water line extension coupled with the proposed electrical, security, increased capacity and additional onsite storage provides a project that meets the criteria for both funding sources.

With both projects combined and with separated components, the total project cost is \$28,724,950. The grant portion of the project, with the addition of EDA funding, now becomes \$22,270,053 (80%). This means the Authority may need to borrow \$6,454,897; of which \$3,593,947 (VDH loan) and \$2,860,950 which is the EDA 20% match from a private source or bank. The County has also agreed to provide \$800,000 towards this project because of the resiliency merits; decreasing the total debt to \$5,654,897.

George Leonard moved to approve the following actions by staff; submission of a grant application for US EDA funding, a memorandum of understanding (MOU) allowing the Southside Planning District to apply and to administrate the project upon award. Hope Harris-Gayles provided a second to the motion. The motion was approved without opposition. The following resolution and MOU were approved by the board.

**RESOLUTION SUPPORTING THE
HALIFAX COUNTY SERVICE AUTHORITY WATER RESILIENCY PROJECT**

VIRGINIA: At the Halifax County Service Authority (“Board”) Business Meeting on Thursday, November 21, 2024, the following Resolution was presented and adopted:

WHEREAS, The Halifax County Service Authority (HCSA) owns and operates a 3.0 MGD water treatment plant (WTP) and distribution system that serves large industry located along HWY 58 West on privately owned properties as well as properties still owned and managed by Halifax County Industrial Development Authority (IDA); and

WHEREAS, During natural disasters (particularly hurricane, tornado, and ice storm events) the poor condition of major components of the existing water system puts these industrial customers at great risk of service interruption; and

WHEREAS, Water system components that remain vulnerable and that do not provide adequate levels of resiliency to safeguard against future natural disasters include power supply, water storage, finished water pumping, SCADA, and a single dead-end and aged industrial watermain.; and

WHEREAS, The optimal solution is to:

- 1) Increase storage, upgrade finished water pumping, and upgrade power supply at the WTP
- 2) Replace SCADA system responsible for monitoring and operation of the distribution system
- 3) Provide an emergency/redundant waterline from the HCSA water system to the 58W Industrial Area

WHEREAS, the HCSA has secured \$2,206,000 of the \$11,030,000 total estimated project cost.;

WHEREAS, HCSA will be the lead applicant, fiscal agent, and project manager for this project; and

NOW THEREFORE, BE IT RESOLVED, the Halifax County Service Authority fully supports and application for funding to the U.S. Economic Development Administration.

Given under my hand this 21st day of November, 2025



LaTonya Hamilton, HCSA Board Chair



(SEAL)



Secretary of the Board of Directors
Halifax County Service Authority

SOUTHSIDE PDC GRANT WRITING MOU
EDA FY 2023 Disaster Supplemental Funding HCSA
WATER RESILIENCY PROJECT

The Halifax County Service Authority has formally requested assistance from the Southside Planning District Commission (SPDC) in applying to the Economic Development Agency (EDA) for funding to support the HCSA Water Resiliency Project.

This MOU outlines the grant application services to be provided to the APPLICANT by SPDC staff as follows:

- 1) Coordinate with the APPLICANT, funding agency, and other project partners as needed to gather information and documents required for grant application including maps, support letters, resolutions, budgets, scope of work, etc.; and
- 2) Prepare a draft copy of the application to the APPLICANT for review and approval prior to submission; and
- 3) Submit application with the assistance of the APPLICANT and project partners; and
- 4) Provide the APPLICANT with a copy of the final application for record keeping.

Services as defined under this agreement begin **October 28, 2024** and end upon the successful submission of the grant application.

1. In consideration of the services rendered by the SPDC, the amount billed for grant writing services is **estimated** to not exceed **\$7,500**. This amount will be recovered from the APPLICANT during the project management phase should the application be awarded.
2. Should the grant application be denied, the grant writing fee will be waived.
3. The APPLICANT is required to provide **first right of refusal** to SPDC for the management of the project if selected for an award to recover lost revenue and agrees to execute an Administrative Agreement with the COMMISSION for project management services in the amount of **\$100,000**.

If all requested documentation and/or information is not received by the SPDC's designated deadline, SPDC staff has the right to transfer the responsibility of application submission to the APPLICANT. It will then be the responsibility of the APPLICANT to complete the submission process should this occur. Fees for services rendered will be calculated according to SPDC hours expended at the time of transfer.

Southside PDC

Deborah Gosney

Deborah Gosney (Oct 28, 2024 14:53 EDT)

Deborah Gosney
Executive Director

Oct 28, 2024

Date

Halifax County Service Authority


Mark Estes
Executive Director

Oct 28, 2024

Date

Grant Writing MOU

Final Audit Report

2024-10-28

5. Leigh Street Plant Upgrade

Dewberry staff provided to the board a brief update of Halifax County Resiliency Project and answered board questions regarding the project cost increase, design completion and any potential and continued project cost concerns. Dewberry expects advertisement and bid documents to be completed by early 2025.

6. Plywood Trail/Fairgrounds Sewer Agreement

The board approved an agreement to provide oversight and inspection on the installation of sanitary sewer to serve the Plywood Trail area, the Halifax County Fairgrounds and the South Boston Speedway area. The entire project will be funded by the County and conveyed to the Authority upon completion. George Leonard provided a motion to allow staff to execute the agreement between the Authority and the County. Ken Buckley provided a second to the motion. The motion passed without opposition.

6. Lead Service Line Inventory – Executive Director/Staff

Staff updated the board on the submission of the water service line inventory to the Virginia Department of Health. Properties affected have been listed and reported to the state. The required consumer notifications will be sent to the affected residents and is also listed on our HCSA website. All reported service lines are eligible to be replaced under grant and loan funds awarded to HCSA.

7. Town of Virgilina – Executive Director

Staff has completed the transition of billing and operations from Virgilina to HCSA. The transfer of regulatory responsibility from Virgilina to HCSA through VDH and DEQ is near completion. Work continues on the transfer of Virgilina's debt and associated properties and infrastructure assets to the Authority. Staff has met a several times with Virgilina Town staff, council and residents to assure the completion of the transfer process.

8. HCSA 2025 Bi-Monthly Meeting Calendar

The board approved the annual board meeting calendar for 2025.

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

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

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



LaTenya Hamilton, Chair

Approved: 01/16/2024

HCSA Regular Board Meeting
January 16, 2025

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on January 16, 2025 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 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
	Daniel Lloyd	
Absent:	Kathy Bane, Ken Buckley	

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

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 November 19, 2024 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *Economic Development Administration (EDA) Grant/Resolution – Executive Director*
 - a. *HCSA Water Resiliency Project*
4. *Leigh Street Plant Upgrade – Executive Director/Dewberry*
5. *Lead Service Line Inventory – Executive Director/Staff*
6. *Town of Virgilina – Executive Director*

Staff Reports – Executive Director/Staff

- a. *Administration and Operation Metrics*
- b. *Springbrook Software Integration & Update*
- c. *VIR Interconnection Project*

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 20, 2025

The agenda was approved with a motion by George Leonard and upon a second by Daniel Loyd. The motion passed without opposition.

Public Comment

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

1. Review of Minutes from November 21, 2024 Meeting

The minutes of the November 21, 2024 business meeting were presented to the board. Hope Harris-Gayles moved to approve the minutes as presented. Tim Davis provided a second. The motion to approve the minutes passed without opposition.

2. Review of Financial Reports

Treasurer Arnetta Roberts presented the November and December 2024 financial statements to the board for their review. No action was needed on this agenda item.

3. Economic Development Administration (EDA) Grant/Resolution – HCSA Water Resiliency Project

Staff addressed the Board regarding the status of the application submission for the EDA grant. The USEPA Region 3 grant and loan funding sources have been depleted and there is no Federal Funding available for the resiliency request(s) for the Water Treatment Plant and the installation of a waterline interconnection between Berry Hill Lane and Confroy Drive.

Staff recommended that we remove and/or separate the waterline interconnection project from the total project cost(s) as we will need all available funding to focus on eligibility for the water plant project. The County has allocated the \$800,000 for the waterline interconnection and may not want to solely dedicate the funding to our water plant project. Staff will continue to seek other funding opportunities and no formal motion was needed.

4. Leigh Street Plant Upgrade – Executive Director/Dewberry

Staff reported potential and additional funding for the Water Plant Upgrade from other sources. There is recent Hurricane Helene funding that has some potential because it is not specific to areas directly affected by the storm.

The water plant was awarded \$13,526,053 in grant funding for this project. This is a match and must include \$3,593,947 in below market rate loan(s) for a total package of \$17,120,000 of project funding through the Virginia Department of Health. The original engineer's (2020) estimate has increased from \$17,345,256.31 to \$25,945,450.00 or \$8,600,193.69. This has prompted Authority staff to explore additional funding for this project.

Staff also discussed the current funding offers from the Virginia Department of Health, Office of Drinking Water and the requirement to close those offers (loans) within the current calendar year. A timeline for the closing of the current funding offers from VDH for the water plant upgrade was presented to the Board. A projected debt service scenario was presented to the Board for their review and consideration. No formal action was required.

5. Lead Service Line Inventory – Executive Director/Staff

Staff submitted for reimbursement for our inventory time and materials and in the amount of \$211,715.19. The submittal is less than the total offer from VDH for up to \$250,000 in principal forgiveness for the inventory portion of the federal regulation. The next step is to develop a plan to replace the two (2) lead service lines and the sixty-eight (68) galvanized water service lines from the meter to the dwelling foundation. Staff will continue to update the board as the project moves forward. No formal action was required.

6. Town of Virgilina – Executive Director

Staff presented two (2) agreements to the board for review and approval. Both documents require board consent before approval by the Executive Director. One document/agreement presented to the Board allows the legal transfer of all operations and assets to HCSA. The second agreement is an interim operating lease that will be used until the conveyance of all debt from Virgilina the Authority has been completed. Work continues on the debt (bonds) and property transfers to HCSA. George Leonard provided a motion to approve both agreements giving the Executive Director permission to execute. Daniel Lloyd provided a second to the motion as presented. The motion passed without opposition.

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

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: 05/15/2025

HCSA Regular Board Meeting

May 15, 2025

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on May 15, 2025 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 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	Kathy Bane
	Daniel Lloyd	Tim Davis
	Ken Buckley	

Absent: None

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

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 January 16, 2025 Meeting – Chair***
- 2. Review of Financial Reports – Treasurer***
- 3. Board Vacancy Candidate Discussions – Executive Director***
- 4. HCSA Annual Budget – Executive Director***
- 5. HCSA FY 2023 Financial Audit - Treasurer***
- 6. Leigh Street Plant Upgrade – Executive Director***
- 7. Halifax Resiliency Project – Executive Director***
- 8. Lead Service Line Inventory – Executive Director/Staff***
- 9. South Boston Energy Operations – Executive Director***
- 10. Commerce Lane Water and Sewer Utilities – Executive Director***
- 11. HCSA Master Plan and Facilities Plan – Executive Director***

Staff Reports – Executive Director/Staff

- a. VDH - 2024 Excellence in Waterworks Operations/Performance Award.***
- b. PFOS/PFOA Class Action Lawsuit***
- c. Springbrook Software Integration & Update***
- d. VIR Interconnection Project***

Old Business – Executive Director

Closed Session – As Directed by the Chair

Adjournment

The agenda was approved with a motion by George Leonard and upon a second by Daniel Loyd. The motion passed without opposition.

Public Comment

Mr. Steven Salley of 1192 Golf Course Road addressed the board regarding an observed sanitary sewer overflow on HCSA property near a tributary to Banister River. The overflow was reported by staff to Virginia Department of Environmental Quality and was not related to capacity. Staff identified the issue as an electrical relay failure and responded in a timely manner. Staff will investigate the conditions that caused the relay failure and evaluate the alarm system for any future enhancements

1. Review of Minutes from January 16, 2025 Meeting

The minutes of the January 16, 2025 business meeting were presented to the board. Hope Harris-Gayles moved to approve the minutes as presented. Daniel Lloyd provided a second. The motion to approve the minutes passed without opposition.

2. Review of Financial Reports

Treasurer Arnetta Roberts presented the latest financial statements to the board for their review. No action was needed on this agenda item.

3. Board Vacancy Discussions

The board discussed the expiration of Director Kathy's Board term that expires on June 30, 2025. The search for a replacement candidate is ongoing and several prospects were discussed. The board will continue discussions at the next business meeting in July.

4. Leigh Street Plant Upgrade

The Executive Director addressed the board and identifying (3) additional sources for grant funding to reduce the potential loan amount needed for the Water Treatment Plant Upgrade.

- Virginia Department of Health, Drinking Water Revolving Loan Fund (DWRLF) Spring Construction Funding Pool – This is the source for our initial three (3) of principal forgiveness/loan combination
- BRIC & FMA (Building Resilient Infrastructure Communities and Flood Mitigation Assistance) We are working with our Southside Planning District on the applications and resources.
- FY26 Congressionally Directed Spending Request Form – Senators Warner and Kaine

The plant modifications and design are at 95% and bid documents are under development. Staff plans to advertise the project and accept bid proposals by mid-summer.

5. HCSA FY 2026 Annual Budget

Staff presented the FY 2026 Annual Budget to the board for discussion. The Finance Committee reviewed the annual budget and submitted a motion from the committee to approve. Kathy Bane provided the motion to approve the FY 2026 Annual budget as presented Daniel Llyod provided a second to the motion to approve. The following FY 2026 Annual budget was approved by unanimous consent of the board.

Halifax County Service Authority (HCSA) FY 2026 Annual Budget (Comparative)			
HCSA Water Revenues		HCSA Water Expenditures	
WATER SERVICES		WATER SERVICES	
UPA Water Sales	\$ 3,200,000	UPA Water	\$ 1,244,000
Clover Water Sales	\$ 75,000	Clover Water	\$ 32,300
VIR Water & Tower Lease	\$ 115,000	VIR Water	\$ 18,100
Virgilina Water Sales	\$ 20,000	Virgilina Water	\$ 73,300
Fees, Penalties and Interest	\$ 160,100	Water Operations & Maintenance	\$ 637,250
		Water Administration	\$ 457,950
		Water Capital Projects	\$ 513,650
		Water Debt Service	\$ 230,029
Total Water Revenues	\$ 3,570,100	Total Water Expenditures	\$ 3,206,579
		Contingency/Engineering/Reserves	\$ 200,000.00
HCSA Sewer Revenues		HCSA Sewer Expenditures	
SEWER SERVICES		SEWER SERVICES	
UPA Sewer Sales	\$ 3,100,000	UPA Sewer	\$ 1,200,500
Clover Sewer Sales	\$ 40,000	Clover Sewer	\$ 31,000
VIR Sewer Sales	\$ 55,000	VIR Sewer	\$ 70,500
Virgilina Sewer Sales	\$ 45,000	Virgilina Sewer	\$ 27,200
Flat Rate Sewer Sales	\$ 185,000	Sewer Operations & Maintenance	\$ 637,250
Hauled Septage Sales	\$ 40,000	Sewer Administration	\$ 457,950
SBE Maintenance Charges	\$ 3,000	Sewer Capital Projects	\$ 443,250
Fee, Penalties & Interest	\$ 160,100	Sewer Debt Service	\$ 787,394
		SBE	\$ 7,300
Total Sewer Revenues	\$ 3,628,100	Total Sewer Expenditures	\$ 3,662,344
		Contingency/Engineering/Reserves	\$ 129,277
Total Water & Sewer Revenues	\$ 7,198,200	Total Water & Sewer Expenditures	\$ 7,198,200

6. HCSA FY 2023 Annual Audit

The board reviewed and approved the FY 2023 Financial Audit on a motion by George Leonard. Kathy Bane provided a second to the motion. The motion passed without opposition. The auditors have been engaged to begin the FY 2024 audit process.

7. Halifax Resiliency Project

Staff updated the board on the resiliency waterline interconnection between Berry Hill Lane and Confroy Drive. The County has allocated \$800,00 towards this project and additional funding is being sought through IDA and locality available funding sources.

8. Lead Service Line Inventory – Executive Director/Staff

Staff has successfully completed our initial lead and galvanized service line inventory and assessment. HCSA was awarded \$250,000 to conduct the inventory and surveys. Staff submitted a reimbursement for \$210,542.64 and payment has been made to the Authority.

9. South Boston Energy Operations – Executive Director

Staff updated the board on the current contractual fees and operational charges and conditions with South Boston Energy and electrical demand and requirements continue to evolve. No action was needed by the board

10. Commerce Lane Water and Sewer Utilities – Executive Director

Mason and Dorothy Day have requested that we assume ownership and operations of the water and sewer utilizes on Commerce Lane behind Smart Ford and Bojangles. The localities have serviced this area since the installation in the 1980's. Staff has reached out to legal counsel for assistance on information and how to structure an agreement and transfer documents.

11. HCSA Master Plan and Facilities Plan – Executive Director

Staff have recommended that we update our Water and Sewer Master Plan was created by the localities just prior and during the formation of the Service Authority. We also have a Facilities Plan that was developed in 2014 as part of our operational and asset management plan(s).

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

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

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



Hope Harris-Gayles, Vice-Chair

Approved: 07/17/2025