

**HCSA Regular Board Meeting
September 18, 2025**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on September 18, 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 the Secretary as acting 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	George Leonard
	Tim Davis	Ken Buckley
	Joe Griles	

Absent: Hope Harris-Gayles, Daniel Lloyd

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 – Executive Director

Roll Call – Executive Director

Review of Agenda - Executive Director

Organizational Meeting - Executive Director

Public Comment Period – Chair

New Business – Chair

1. *Welcome New Board Member – Joe Griles - Chair*
2. *Review of Minutes from May 15, 2025 Meeting – Chair*
3. *Review of Financial Reports – Treasurer*
4. *Resolution of Appreciation for Kathy Bane – Executive Director*
5. *PFAS/PFOA Litigation Update – Executive Director*
6. *Leigh Street Plant Upgrade – Executive Director*
7. *Funding and Loan Discussions – Executive Director*

Staff Reports – Executive Director/Staff

- a. *VIR Interconnection Project*
- b. *Halifax Resiliency Project*
- c. *Osborne Lane Water Line Extension*

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 – November 20, 2025

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

Organizational Meeting - Executive Director/Secretary

The following slate of Officers for FY 2027 was presented to the Board for consideration:

- LaTonya Hamilton Chair
- Hope Haris-Gayles Vice Chair
- Arnetta Roberts Treasurer
- Mark Estes Secretary

Ken Buckley moved to nominate the slate of Officers for FY 2027 as presented. Tim Davis provided a second to the motion. The motion passed without opposition.

George Leonard provided a motion to close the nomination. Joe Griles provided a second to the motion. The motion passed without opposition.

The slate of officers was approved through joint consent and acclimation.

Public Comment

The Chair opened the meeting for Public Comment. The Public Comment period was closed for lack of any registered guest or speakers.

1. Welcome New Board Member – Mr. Joe Griles - Chair

Madam Chair Latonya Hamilton and the current Board Directors welcomed Joe Griles to the HCSA Board and thanked him for his willingness to serve our customers and the communities we serve.

2. Review of Minutes from July 17, 2025 Meeting

The July 17, 2025 Board Meeting was held informally as a quorum of Board Directors was not established. No formal minutes were recorded.

3. 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.

4. Resolution of Appreciation for Kathy Bane

The Executive Director presented a Resolution of Appreciation for Kathy Bane to the Board for their review and approval. George Leonard moved to approve the Resolution of Appreciation. Tim Davis provided a second to the motion. The motion passed without opposition. The following Resolution was presented to Ms. Bane and entered here for the record.

**A Resolution of the
Halifax County Service Authority
Board of Directors
Honoring Board Director Katherine Bane**

THIS RESOLUTION is an expression of appreciation by the Board of Directors of the Halifax County Service Authority to Katherine "Kathy" Bane for her dedicated support, service and efforts on behalf of the Halifax County Service Authority; and

WHEREAS Kathy Bane began her service as a Board Director in July, 2014 bringing vast experiences in corporate financial and personnel management administration, bringing your leadership experiences to select committees, critical projects and policy decisions that have been most appreciated by the HCSA Board, staff, and, most importantly, by the customers and the community we serve; and

WHEREAS Kathy Bane was instrumental in the formation of the HCSA Strategic Plan, asset management development, customer service and financial management policies, facilitating annual economic growth, fiscal responsibility and sustainability, freely giving of her 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 Kathy Bane has diligently and willingly served each of our local communities as a member of the Board of Directors of the Service Authority, faithfully serving as a member of said Board for eleven (11) years and her term expiration on June 30, 2025, and

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

Presented this 18th day of September, 2025 by the Halifax County Service Authority Board of Directors

Attest:

LaTonya Hamilton – Board Chair

Hope Harris-Gayles – Board Vice-Chair

George Leonard, Board Director

Daniel Lloyd, Board Director

Tim Davis, Board Director

Ken Buckley, Board Director

5. PFAS/PFOA Litigation Update

The Director updated the Board on the status of the settlement disbursement. The total settlement agreement amount is \$118,983.34. The initial disbursement is \$13,048.31. Additional settlement disbursements are forthcoming.

6. Leigh Street Plant Upgrade

The project specifications, plans and bid documents are under review by VDH. Staff plans to advertise as soon as we have the agency approval.

7. Funding and Loan Discussions

The BIL funding allocations will be open until October 2026 and PFOS/PFOA Projects may be extended until 2030 under the new USEPA leadership. Bottom line, the loan will be subject to market rates until we know more in 2026. I will keep the board updated as we move forward with potential options.

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. VIR Interconnection Project
- b. Halifax Resiliency Project
- c. Osborne Lane Water Line Extension

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: 11/20/2025

**HCSA Regular Board Meeting
November 20, 2025**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on November 20, 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 the Secretary as acting Pro Tem Chair. A moment of silence was observed.

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

Present:	Hope Harris-Gayles	George Leonard
	Tim Davis	Ken Buckley
	Joe Griles	Daniel Lloyd

Absent: LaTonya Hamilton

The Secretary certified that a board quorum was present. The agenda was presented without any changes or additions. The following meeting agenda was approved with a motion presented by George Leonard. Ken Buckley provided a second to the motion. The motion passed without opposition. The following agenda was used for the meeting:

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 18, 2025 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *2026 HCSA Business Meeting Calendar – Executive Director*
4. *PFAS/PFOA Litigation Update – Executive Director*
 - a. *Dupont Phase I Settlement Award*
5. *VIR Interconnection Project – Bulk Water Sales Agreement- Executive Director*
6. *FEMA Resiliency Grant - Staff*
7. *Leigh Street Plant Upgrade – Executive Director*
8. *Maple Avenue Wastewater Treatment Plant – Staff*
 - a. *VOSH Inspection*
 - b. *Notice of Violation - DEQ*
9. *Annual Employee and Board Appreciation Luncheon – Executive Director*
 - a. *Tuesday, December 16, 2025 – Four Oaks*

Staff Reports – Executive Director/Staff

- a. *Halifax Resiliency Project*
- b. *Osborne Lane Water Line Extension*
- c. *HCSA SCADA Upgrade*

Old Business – Executive Director

Closed Session – As Directed by the Chair

Public Comment

The Chair opened the meeting for Public Comment. The Public Comment period was closed for lack of any registered guests or speakers.

1. Review of Minutes from September 19, 2025 Meeting

The Minutes from the September 19, 2025 Board Meeting were approved with a motion presented by Tim Davis. Daniel Lloyd provided a second to the motion. The motion passed without opposition and the September 19, 2025 meeting minutes were approved as presented.

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. 2026 HCSA Business Meeting Calendar

Staff provided an annual meeting calendar for the 2026. The Halifax County Service Authority will hold scheduled bi-monthly Board of Directors meetings on the 3rd Thursday of each month. The following meeting dates for the 2026 calendar year were presented to the board for consideration.

January 15, 2026

July 16, 2026

March 19, 2026

September 17, 2026

May 21, 2026

November 18, 2026

After some discussion it was decided to hold the January 15th meeting at 12:00 PM (noon) at the HCSA Conference Room. This was confirmed by with a motion by Joe Griles to approved the meeting calendar and the proposed meeting time. Ken Buckley provided a second to the motion. The motion passed without opposition.

4. PFAS/PFOA Litigation Update

Staff updated the board on a second award from the Dupont Phase (PFOS, PFOA) Settlement Fund in the amount of \$15,112.68. Staff applied the award toward the design and engineering expenses for the Water Plant Upgrade. Any future settlements will also be applied to the project.

5. VIR Interconnection Project – Bulk Water Sales Agreement

Staff presented a draft “Bulk Water Sales Agreement” for the future purchase of water from Pittsylvania County for the Virginia International Raceway (VIR) facility. The proposed agreement includes a “wheeling rate” structure that allows for a rate that would add an operational and maintenance cost “multiplier” to the transfer of water from the City of Danville and through the Pittsylvania County system and into the HCSA VIR water system. This is currently being reviewed by Pittsylvania County and the board will be updated on any future revisions and/or changes.

6. FEMA Resiliency Grant

Staff has been working with FEMA to complete an application for a Electrical Power Resiliency grant that would potentially fund up to 95% of the cost of the purchase and installation of a new and permanent generator for the North Main Water Pumping Station. The evaluation for eligibility has been completed by FEMA for the project and we anticipate an offer in the near future.

7. Leigh Street Plant Upgrade

The Leigh Street Water Plant Upgrade Project has been advertised for Bid Solicitation. A pre-bid meeting is scheduled for December 9th and a bid date of January 8, 2026 has been set. There was some discussion by the board regarding the January bid date and the potential lack of response due to the holiday season and the complexity of the project. Staff will consult with the design engineers regarding the time concerns expressed by the board.

8. Maple Avenue Wastewater Treatment Plant

Staff provided information on recent operational concerns at the Maple Avenue Wastewater Plant regarding a recent safety inspection by VOSH and on-going equipment and supply disruptions that prompted a Notice of Violation from the Department of Environmental Quality. Staff have addressed the safety issues and the plant is currently in full regulatory compliance. Staff will provide an update at the January meeting.

9. Annual Employee and Board Appreciation Luncheon

The Annual Holiday Staff and Board Appreciation lunch will be held on Tuesday, December 16, 2025 at 12:00 noon. The event will be held at Four Oaks Restaurant on Seymour Drive in South Boston. A calendar invite will be sent to the board and all department supervisors.

Staff Reports – Executive Director/Staff

Staff updated the board on the current projects listed below;

- a. Halifax Resiliency Project
- b. Osborne Lane Water Line Extension
- c. HCSA SCADA Upgrade

Without any additional business items or actions needed, Joe Griles provided a motion to adjourn the business meeting. Daniel Lloyd provided a second to the motion which passed without opposition.

The next scheduled business meeting will begin at 12:00 PM on January 15, 2026.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary

LaTonya Hamilton, Chair

Approved: 01/15/2026

**HCSA Regular Board Meeting
January 15, 2026**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on January 15, 2026 at 12:00 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 Vice-Chair Hope Harris Gayles. A moment of silence was observed.

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

Present:	Hope Harris-Gayles	George Leonard
	Tim Davis	Joe Griles
	Daniel Lloyd	

Absent: LaTonya Hamilton, 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 approved with a motion presented by Joe Griles. George Leonard provided a second to the motion. The motion passed without opposition. The following agenda was used for the meeting:

Call to Order/Moment of Silence/Prayer – Chair

Roll Call – Secretary

Review of Agenda - Chair

Public Comment Period – Chair

New Business – Chair

1. *Review of Minutes from November 20, 2025 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *2026 HCSA Business Meeting Calendar – Executive Director*
4. *Board Candidate Discussions – Executive Director*
5. *Benchmark Community Bank AMI Loan – Renewal Terms – Executive Director*
6. *HCSA Hydrant Use Policy – Executive Director*
7. *Leigh Street Plant Upgrade – Executive Director*
8. *Maple Avenue Wastewater Treatment Plant – Staff*
 - a. *VOSH Inspection – Corrective Actions*
 - b. *Notice of Violation – DEQ*
9. *Hamilton Boulevard Waterline Failure – New Year’s Day 2026*

Staff Reports and Old Business – Executive Director/Staff

- a. *Administration Metrics*
- b. *VIR Interconnection Project – Bulk Water Sales Agreement- Executive Director*
- c. *FEMA Resiliency Grant - Staff*
- d. *HCSA SCADA Upgrade*
- e. *Annual Employee and Board Appreciation Luncheon*

Old Business – Executive Director

Closed Session – As Directed by the Chair

Public Comment

The Chair opened the meeting for Public Comment. The Public Comment period was closed for lack of any registered guests or speakers.

1. Review of Minutes from November 20, 2025 Meeting

The Minutes from the November 20, 2025 Board Meeting were approved:

Motion by Joe Griles, Second by George Leonard. Unanimous Board Approval

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. 2026 HCSA Business Meeting Calendar

The Halifax County Service Authority will hold scheduled bi-monthly Board of Directors meeting on the 1st Thursday of each month. The following meeting dates for the 2026 calendar year were approved:

Motion – Daniel Lloyd, Second – George Leonard. Unanimous Board Approval

March 19, 2026	May 21, 2026
July 16, 2026	September 17, 2026
November 18, 2026	

4. Board Candidate Discussions

Staff reminded the board to consider the expiration Director George Leonard's final term. Candidates need to be selected and submitted to the localities prior to the July, 2026 meeting for board approval. No action was needed on this agenda item.

5. Benchmark Community Bank AMI Loan - Renewal

Staff presented to the board the new rate for the remaining balance on the loan as the initial fixed rate interest cap expired December 31, 2025. The new 60-month interest rate was presented to the board. No action was needed on this agenda item.

6. HCSA Hydrant Use Policy

Staff has developed a hydrant use policy that requires the localities to notify HCSA staff when hydrants are accessed for both non-emergency and in emergency events where water is used for any authorized and permitted use. VDH now requires an annual water audit from utilities that accounts for un-metered and un-accounted water use. Motion - George Leonard, Second – Tim Davis. Unanimous Board Approval

7. Leigh Street Plant Upgrade

The Leigh Street Water Plant Upgrade Project has been advertised for Bid Solicitation. A January bid-date of January 22, 2026 has been set. Staff report back to the board on the results of the public bid and any recommendations.

8. Maple Avenue Wastewater Treatment Plant

Staff provided an update on recent actions initiated by safety inspection operational concerns at the Maple Avenue Wastewater Plant regarding a recent safety inspection by VOSH and on-going equipment and supply disruptions that prompted a Notice of Violation from the Department of Environmental Quality. Staff have addressed the safety issues and the plant is currently in full regulatory compliance. Staff will provide an update at the March meeting.

Staff Reports – Executive Director/Staff

Staff updated the board on the current projects listed below;

- a. VIR Interconnection Project
- b. FEMA Resiliency Grant
- c. HCSA SCADA Upgrade
- d. Annual Employee and Board Appreciation Luncheon

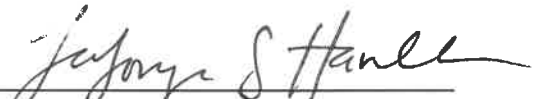
Motion to adjourn: Motion – George Leonard, Second – Tim Davis. Unanimous Board Approval

The next scheduled business meeting will begin at 12:00 PM on March 5, 2026.

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary



LaTonya Hamilton, Chair

Approved: 03/05/2026

