

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

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

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

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

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

Absent: Kathy Bane

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

Call to Order/Moment of Silence – Chair

Roll Call – Secretary

Review of Agenda – Chair

Public Comment Period – Chair

New Business - Chair

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

Staff Reports – Executive Director/Staff

Old Business – Executive Director

Closed Session – As Directed by the Chair

Public Comment Period:

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

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

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

2. Review of the Financial Reports for December 2022

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

3.HCSA 2023 Meeting Calendar

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

4. Project Status and Funding Discussions

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

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

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

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

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

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

5. Staff Reports

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

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

Closed Session

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

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

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

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

Respectfully Submitted,



Mark S. Estes – Executive Director - Secretary

George Leonard, Chair

Approved: 03/16/2023