

**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:

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|----------|------------------|--------------------|
| 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