

**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 18<sup>th</sup> day of July, 2024 by the Halifax County Service Authority Board of Directors

Attest:

\_\_\_\_\_  
LaTonya Hamilton – Board Chair

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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 18<sup>th</sup> 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

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George Leonard, Board Director

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Daniel Lloyd, Board Director

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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**

