

**HCSA Regular Board Meeting  
July 20, 2023**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on July 20, 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 the Executive Director. 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
	Fields Thomas	George Leonard
	Daniel Lloyd	

Absent:	Kathy Bane
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The Secretary certified that a board quorum was present. The agenda was approved by the board with a motion by George Leonard and a second by Fields Thomas. The motion passed without opposition.

*Call to Order/Moment of Silence – Executive Director/Secretary*

*Roll Call – Executive Director/Secretary*

*Review of Agenda – Executive Director/Secretary*

*Public Comment Period – Executive Director/Secretary*

*New Business - Executive Director/Secretary*

1. *Organizational Meeting - Executive Director/Secretary*
  - a. *Board Reappointments*
  - b. *Election of Officers*
2. *Review of Minutes from May 18, 2023 Meeting – Chair*
3. *Review of Financial Reports – Treasurer/ Assistant Executive Director*
4. *Public Hearing on Rate Adjustments – Executive Director*
5. *Resolution of Appreciation for Gray Ramsey - Chair*
6. *Leigh Street Filter Plant Upgrade – Executive Director*
  - a. *USDA Application has been submitted*
  - b. *Real Estate- Lots are being surveyed for conveyance and purchase*
  - c. *Design and Engineering Proposal*
  - d. *Interim Financing*
7. *Candidate - Board Vacancy – Chair*

*Staff Reports – Executive Director/Staff*

- a. *Seymour Drive – Town Project – No Cost to HCSA - Inspections*
- b. *Westside – Waterline - SERCAP request for funding for Westside Wetwell*
- c. *VIR Industrial Park line Extension – VDH Construction Permit*
- d. *VIR Interconnect Line – Kick-Off meeting*
- e. *Historical Society – Bateau Location Near US 501*
- f. *DHCD Housing Rehabilitation – Riverdale, Springdale, Memorial*

*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 – September 21, 2023

### **Public Comment Period:**

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

### **1. Organizational Meeting**

The Executive Director recommended the nomination and election a new slate of officers for the fiscal 2024 year. The slate of officers presented were:

Latonya Hamilton – Chair

Hope Harris-Gayles – Vice-Chair

Mark Estes – Secretary

Arnetta Roberts – Treasurer

Fields Thomas moved to close the nomination process for the Board Chairman position. George Leonard provided a second to the motion. The motion passed without opposition. Without additional candidates, the slate of officers was approved by acclamation as follows: Latonya Hamilton- Board Chair, Hope Harris-Gayles - Vice-Chair, Mark Estes – Secretary, Arnetta Roberts - Treasurer.

### **2. Review of Minutes from the May 18, 2023 meeting**

The minutes from the May 18, 2023 business meeting were reviewed by the Board. Corrections for board attendance were revised. Hope Harris-Gayles moved to approve the minutes as revised. Fields Thomas provided a second to the motion. The motion passed without opposition.

### **3. Review of the Financial Reports for May and June 2023**

The Executive Director 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.

### **4. Public Hearing – Advertised Rate Adjustments**

At the May 18th meeting, the Board of Directors approved a resolution to advertise for a Public Hearing to allow for HCSA customers to comment on proposed and advertised rate changes. The resolution was advertised on May 24th and May 31st.

The public hearing was called to order at 4:00 pm. No one attended the public hearing. The public hearing was closed with a motion by Daniel Lloyd followed by Fields Thomas who provided the second to the motion. The motion passed without opposition.

The following rates were approved with implementation to begin October 1, 2023 with a motion by George Leonard. Daniel Lloyd provided a second to the motion. The motion passed without opposition.

**Halifax County Service Authority Water and Sewer Rates – Effective October 31, 2023**

Service Work or repairs done at a customer's request or to repair damage will be charged the cost of labor and materials required. Charges are assessed to the person requesting service or to the party responsible for damages. Extra trips to restore service where the water is turned off for nonpayment result in a service call charge being added to the customer's account. Additional charges may be assigned to the account holder for the service where there is evidence of tampering with the meter.

All Customers Are Billed MONTHLY - Volume Rates Are Listed in ONE-THOUSAND (1,000) Gallon Units

**WATER BASE RATE Charges are Applied Based on Water Meter Size**

Water Meter Size (Inch)	Base Charge	Water Meter Size (Inch)	Base Charge
5/8"-3/4"	\$ 21.00	4"	\$ 58.00
1"	\$ 24.00	6"	\$ 80.00
1 1/2"	\$ 28.00	8"	\$ 106.00
2"	\$ 37.00	10"	\$ 130.00
3"	\$ 47.00	12"	\$ 156.00

**WATER VOLUME CHARGE – VOLUME RATES IN THOUSAND GALLONS**

Urban Planning Area (UPA) District	Clover District	VIR District
\$ 5.00	\$ 6.00	\$ 10.75

**SEWER BASE RATE Charges are Applied Based on Connection Type**

Residential	\$ 21.00
Business, Commercial, Industrial	\$ 46.00

**SEWER VOLUME CHARGE – VOLUME RATES IN THOUSAND GALLONS**

Urban Planning Area (UPA) District	Clover District	VIR District
\$ 5.70	\$ 7.20	\$ 10.20

**FLAT-RATE SEWER CHARGE**

All Districts - Residential, Business, Commercial & Industrial Connections	Grubby Road District Sinal School Contract Rate
\$ 46.00	\$ 450.00

HCSA WATER AND SEWER CONNECTION FEES – Water and sewer connections are to be installed by licensed contractors hired by the applicant and are inspected by Authority staff during construction. All requisite fees must be paid and permits obtained before work is done.

**HCSA FACILITY FEES**

Water Meter Size (Inches)	Meter Size Factor	Water Facility Fee	Sewer Facility Fee	Total Facility Fee
5/8" - 3/4"	1.0	\$ 1,250	\$ 1,500	\$ 2,750
1"	1.6	\$ 2,000	\$ 2,400	\$ 4,400
1 1/2"	2.4	\$ 3,000	\$ 3,600	\$ 6,600
2"	3.2	\$ 4,000	\$ 4,800	\$ 8,800
3"	4.8	\$ 6,000	\$ 7,200	\$ 13,200
4"	6.4	\$ 8,000	\$ 9,600	\$ 17,600
6"	9.6	\$ 12,000	\$ 14,400	\$ 26,400

**MONTHLY CHARGES FOR FIRE SUPPRESSION METERS**

The following charges are for customers with fire suppression systems. The following charges will be applied to the customer bill per billing period.

Meter Size	Monthly Charge	Meter Size	Monthly Charge
5/8 - 3/4 in Meter	\$ 5.00	4 - inch	\$ 50.00
1 - inch	\$ 6.00	6 - inch	\$ 80.00
1.5 - inch	\$ 7.00	8 - inch	\$ 100.00
2 - inch	\$ 10.00	10 - inch	\$ 125.00
3 - inch	\$ 20.00	12 - inch	\$ 150.00

**BILLING FEES AND MISCELLANEOUS CHARGES**

Item	Fee
Application/New Account Fee	\$ 25.00
Each request for service beyond initial turn on.	\$ 25.00
Each request for service beyond initial turn on. (After hours)	\$ 50.00
Meter test for removable meters (no charge if meter is defective)	\$ 50.00
Meter test for large stationary meters (no test if meter is defective)	\$ 200.00
Non-Payment Fee <sup>1</sup>	\$ 40.00
Bad Check Fee	\$ 35.00
Late Fees	10% of Outstanding bill
Unauthorized use of hydrant per occurrence	\$ 200.00
Tampering with a meter or meter setting per occurrence <sup>2</sup>	\$ 200.00
Engineering Field Service Inspection Fee	\$ 50.00
Grease trap Installation Inspection fees	\$ 50.00
New backflow Prevention Device Inspection	\$ 50.00
Annual Grease trap Inspection	\$ 25.00
Annual Backflow Prevention Device Fee	\$ 12.00
New Account Security Deposit - Owner	\$ 50.00-Water \$ 80.00-Sewer \$ 130 Combined
New Account Security Deposit - Tenant	\$ 125.00-Water - \$ 125 Sewer - \$ 250 Combined
Septage Disposal	\$ 95.00 per load ≥ 1500 gals. (\$ 1500gals \$ 15.00 min for ≤250 gals then →\$ 0.05 /gal ≤1500 gal
Bulk Water Sales from Hydrants	\$ 50.00 for first 6,000 gal then \$ 10.00/1000 gal thereafter

## 5. Resolution of Appreciation for Gray Ramsey

Retiring Director Gary Ramsey has served on the HCSA board since 2013 and has served as Chair, Vice-Chair and chair of several committees. Gray was present for the presentation.

Chair Latonya Hamilton presented the following resolution to former Board Director Gray Ramsey with a motion by Daniel Lloyd followed by a second from Fields Thomas. The resolution passed without opposition.



## 6. Leigh Street Filter Plant Upgrade

The Executive Director updated the board on the status of the Leigh Street Filter Plant Upgrade with regard to interim project financing and property acquisition. There are several financial scenarios, including a potential to refinance or consolidate the current AMI loan into the USDA RD terms and rates. Dewberry will develop a project scope and proposal of work for presentation to the board at the September business meeting. No action was needed on this item.

## 7. Candidate - Board Vacancy

George Leonard provided a motion to forward the selection of Mr. Tim Davis to each of the three localities as a candidate for the Board Director position vacated by Gray Ramsey. Daniel Lloyd provided a second to the motion. The motion passed without opposition.

## Staff Reports

Staff updated the board on several continuing projects and initiatives.

- a. Seymour Drive – Town Project – No Cost to HCSA - Inspections
- b. Westside – Waterline - SERCAP request for funding for Westside Project
- c. VIR Industrial Park line Extension – VDH Construction Permit
- d. VIR Interconnect Line – Kick-Off meeting
- e. Historical Society – Bateau Location Near US 501
- f. DHCD Housing Rehabilitation – Riverdale, Springdale, Memorial

With no additional business items or actions needed, the board moved to adjourn.

Respectfully Submitted,



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Mark S. Estes – Executive Director - Secretary

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LaTonya Hamilton, Chair

**Approved: 09/21/2023**