

**HCSA Regular Board Meeting
December 15, 2022**

A regular meeting of the Board of Directors of the Halifax County Service Authority was held on December 15, 2022 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	Kathy Bane
	LaTonya Hamilton	Fields Thomas

Absent: Hope Harris-Gayles, Daniel Lloyd, Gray Ramsey

The Secretary certified that a board quorum was present. The following revised agenda was approved by the board with a motion by Kathy Bane and a second by LaTonya Hamilton. The motion passed without opposition. The agenda was revised and combined listing of by a re-order of item # 6 – HCSA 2023 Business Meeting Calendar and Times.

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 October 20, 2022 Meeting – Chair*
2. *Review of Financial Reports – Treasurer*
3. *Advanced Metering Infrastructure (AMI) Project Summary – Executive Director*
4. *Proposal for Sinai Road Waterline Extension – H & P – Executive Director*
5. *Project Reports – Executive Director*
 - a. *VDHODW SRLF – Grant – Lead Service Line Replacement*
 - b. *VDHODW SRLF – Grant - Water Plant Project*
 - c. *DEQ – Grant Application for Westside Improvements*
 - d. *VIR Industrial Park Utility Line Extensions*
6. *Board Discussion – Chair*
 - a. *HCSA 2023 Business Meeting Calendar and Meeting Time*

Staff Reports – Executive Director/Staff

Old Business – Executive Director

Closed Session – As Needed

Public Comment Period:

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

1. Review of Minutes from the October 20, 2022 meeting

The minutes from the October 20, 2022 business meeting were reviewed by the Board. Corrections for board attendance were revised. Fields Thomas moved to approve the minutes as revised. Kathy Bane provided a second to the motion. The motion passed without opposition.

2. Review of the Financial Reports for October & November

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.

3. Advanced Metering Infrastructure (AMI) Project Summary

Staff will present the status of the Advanced Metering Infrastructure (AMI) project. The presentation included the total project cost and the continued integration process expected to be completed this Spring. The system is reported to be performing very well and has been a very effective and informative customer service complement.

4. Proposal for Sinai Road Waterline Extension

Staff presented to the board a proposal for engineering services to provide engineering design and project procurement and oversight for this project. This is a joint project between HCSA and the County. HCSA will provide the engineering proposal and project oversight at our expense. The County will pay for the materials and construction. The Authority will continue to own and maintain the installed utilities. The proposed engineering and inspection costs based on the proposed project scope will be \$34,300.00. Kathy Bane provided a motion to accept and fund the project services based upon the proposal. Fields Thomas provided a second to the motion. The motion passed without opposition.

5. Project Reports

Staff updated the board on the status of the following projects and loan applications.

- a. VDHODW SRLF – Grant – Lead Service Line Replacement
 - b. VDHODW SRLF – Grant - Water Plant Project
 - c. DEQ – Grant Application for Westside Improvements
 - d. VIR Industrial Park Utility Line Extensions
- An offer letter for the VDHODW SRLF Lead Service Line Replacement was received by the Authority in the amount of \$285,000.00 in principal forgiveness. The loan application was in the amount of \$500,000.00.
 - An offer letter for the VDHODW SRLF Water Plant Project was received by the Authority in the amount of \$8,885,000.00 in principal forgiveness. The loan application was in the amount of \$17,100,000.00.
 - The DEQ – Grant Application for Westside Improvements was submitted on December 15, 2022.
 - The VIR Industrial Park Utility Line Extension(s) Project is in the process of developing bid documents for procurement of construction services.

6. HCSA 2023 Business Meeting Calendar & Meeting Times

The Board discussed the meeting time of day and a bi-monthly calendar that would schedule bi-monthly meetings around the month of December. Staff was asked to develop a meeting schedule that would work for staff and avoid a December meeting. A revised annual meeting schedule would be distributed to the board by email for comments and suggestions with subsequent review and action at the next business meeting.

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 Kathy Bane. Fields Thomas 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 LaTonya Hamilton. Kathy Bane 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: 01/19/2023