

PITTSYLVANIA COUNTY SERVICE AUTHORITY REGULAR MEETING

Tuesday, February 16, 2021; 3:30 p.m.; Board Meeting Room; 39 Bank Street; Chatham, Virginia 24531

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ANY REVISIONS/ADDITIONS TO AGENDA**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Minutes Approval (*January 19, 2021 Regular Meeting*)**
 - B. **Bill List Approval (*January 2021, online*); (*Included with Other County Disbursements*)**
6. **HEARING OF THE CITIZENS**

Each person addressing the Authority under Hearing of the Citizens shall be a resident or landowner of the County, or the registered agent of such resident or landowner. Each person shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes. No person shall be permitted to address the Authority more than once during Hearing of the Citizens. All remarks shall be addressed to the Authority as a Body and not to any individual Member thereof. Hearing of the Citizens shall last for a maximum of forty-five (45) minutes. Any individual that is signed up to speak during said section who does not get the opportunity to do so because of the time limit, shall be given speaking priority at the next Authority Meeting. Absent Chairman's approval, no person shall be able to speak who has not signed up.

7. **NEW BUSINESS**
 - A. **PCSA Future Meeting Schedule Discussion (*Adcock*)**
 - B. **Resolution # 2021-02-01 (Supporting Submission of EDA Public Work Funding Application for Sewer System Improvements) Adoption (*Adcock*)**
 - C. **Water Line Extension Fund Recommendation (*Adcock*)**
 - D. **PCSA/Chatham Master Water Meter Construction/Installation Approval (*Adcock*)**
8. **MATTERS FROM AUTHORITY MEMBERS**
9. **ADJOURNMENT**



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	Minutes Approval (Staff Contact: Chris Adcock)		
Staff Contact(s):	Chris Adcock		
Agenda Date:	February 16, 2021	Item Number:	4.a
Attachment(s):	PCSA MINUTES_January_19_2021		
Reviewed By:			

SUMMARY

For the Authority's review and consideration, attached are the January 19, 2021, PCSA Regular Meeting Minutes.

FINANCIAL SOURCE/FISCAL IMPACT

None.

RECOMMENDATION

PCSA Staff recommends the Authority approve the attached January 19, 2021, PCSA Regular Meeting Minutes as presented.

MOTION

"I make a Motion to approve the attached January 19, 2021, PCSA Regular Meeting Minutes as presented."



**Pittsylvania
County
Service
Authority**

405 R&L Smith Drive • Danville, Virginia 24540-9805
P.O. Box 209 • Blairs, Virginia 24527
Phone (434) 836-7135 • Fax (434) 836-7139
Website: pcsa.co

PITTSYLVANIA COUNTY SERVICE AUTHORITY REGULAR MEETING MINUTES

Tuesday, January 19, 2021, Board Meeting Room,
39 Bank Street, Chatham, Virginia 24531

1. CALL TO ORDER

Miller called the Meeting to order at 3:30 P.M.

2. ROLL CALL

Staff conducted the following Roll Call:

Members Present

Charles H. Miller, Jr., Chairman
Joe B. Davis, Vice-Chairman
Tim W. Dudley
Ben L. Farmer
William (“Vic”) Ingram
Ronald S. Scarce
Robert (“Bob”) W. Warren

Staff Present

David Smitherman (County Administrator/PCSA Chief Administrative Officer)
J. Vaden Hunt, Esq. (County Attorney/PCSA Legal Counsel)
Richard N. Hicks (Deputy County Administrator)
Kimberly Van Der Hyde (County Finance Director)
Chris Adcock (County Director of Public Works/PCSA Secretary)

3. ANY ADDITIONS/REVISIONS TO AGENDA

None.

4. APPROVAL OF AGENDA

On Motion by Dudley, second by Davis, without discussion, Agenda approved unanimously.

5. CONSENT AGENDA

On Motion by Davis, second by Dudley, without discussion, Consent Agenda approved unanimously.

A. Minutes Approval (December 15, 2020 Regular Meeting)

PCSA Members:

Joe B. Davis • Tim W. Dudley • Ben L. Farmer • William (“Vic”) Ingram • Charles H. Miller, Jr. •
Ronald S. Scarce • Robert W. (“Bob”) Warren

6. HEARING OF THE CITIZENS

None.

7. PRESENTATIONS**A. COVID-19 Municipal Utility Relief Program update**

Adcock reported that the Authority had approved twenty-three (23) applications for the utility relief program and expended approximately one-half (1/2) of the received allocation. The program deadlines have been extended and Staff will continue to contact customers who may be eligible for this relief.

B. Utility Extension Policy Outline

Charles Archer, Vice President with Freese and Nichols, presented some information regarding the extension policy development task item of the Water and Wastewater Master Plan Project.

8. NEW BUSINESS**A. Bill List Approval**

Van Der Hyde explained that Authority expenditures will now be included in the Bill List link provided on the County website, which includes all County Department expenditures and will be for consideration as a Consent Agenda item for future Meetings. This Bill Listing, as recommended by the County Auditors, provides transparency by providing for review by any interested party.

B. EDA Public Works Funding Application Discussion

Adcock discussed the proposed application for EDA Public Works funding for improvements to the Authority's sanitary sewer infrastructure. Adcock will provide some additional information for the Board. A proposed Resolution supporting the Grant Application will be presented at next month's Authority Meeting.

9. MATTERS FROM AUTHORITY MEMBERS

None

10. ADJOURNMENT

Miller adjourned Meeting at 4:25 P.M.



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	Bill List Approval (Staff Contact: Kimberly G. Van Der Hyde)		
Staff Contact(s):	Kimberly G. Van Der Hyde		
Agenda Date:	February 16, 2021	Item Number:	4.b
Attachment(s):			
Reviewed By:	KH		

SUMMARY

For the Authority's review and consideration, the PCSA's Bill List is found at the below link:

<https://weblink.pittgov.net/WebLink/Browse.aspx?id=397870&dbid=0&repo=PittGovDocs>

FINANCIAL IMPACT AND FUNDING SOURCE

None.

RECOMMENDATION

PCSA Staff recommends the Authority approve the PCSA's 2021 February Bill List as presented.

MOTION:


"I make a Motion to approve the PCSA's 2021 February Bill List as presented."



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	PCSA Future Meeting Schedule Discussion (Staff Contact: Chris Adcock)		
Staff Contact(s):	Chris Adcock		
Agenda Date:	February 16, 2021	Item Number:	6.a
Attachment(s):			
Reviewed By:			

SUMMARY

Chris Adcock, Director of Public Works, will lead Authority discussion on whether it makes sense in the future to hold PCSA Meetings every other month.

FINANCIAL SOURCE/FISCAL IMPACT

None.

RECOMMENDATION

For the Authority's consideration.

MOTION

For the Authority's consideration.



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	Resolution # 2021-02-01 (Supporting the Submission of an EDA Public Work Funding Application for Sewer System Improvements (Requires a Fifty Percent (50%) Match by the Authority); (Adcock)		
Staff Contact(s):	Chris Adcock		
Agenda Date:	February 16, 2021	Item Number:	6.b
Attachment(s):	2021-02-01 PCSA		
Reviewed By:	VA		

SUMMARY

The PCSA is seeking authority to apply to the Economic Development Administration's ("EDA") Public Works Funding Program ("Program") for potential funding of a sewer extension and pump station replacement project ("Project"). The Project's total estimated cost is \$570,000 and requires a fifty percent (50%) funding match (or \$285,000) by the PCSA. To indicate support of the Project and a commitment to providing the funding match, the EDA and the West Piedmont Planning District Commission recommends the PCSA adopt a support Resolution. For the PCSA's review and consideration, Resolution # 2021-02-01, evincing the same, is attached.

FINANCIAL SOURCE/FISCAL IMPACT

PCSA recommends using PCSA Capital Reserves in the amount of \$285,000 for the Program's fifty percent (50%) match. This Project was previously identified as a Capital Improvement item in the PCSA's 2020 Budget and was approved by the prior PCSA's Board. If approved by the EDA, the funding will allow the PCSA to complete the Project at a significantly reduced cost.

RECOMMENDATION

PCSA Staff recommends the PCSA adopt Resolution #2021-02-01 as presented.

MOTION

"I make a Motion to adopt Resolution #2021-02-01 as presented."

PITTSYLVANIA COUNTY SERVICE AUTHORITY
RESOLUTION # 2021-02-01

RESOLUTION AUTHORIZING THE SUBMISSION OF AN ECONOMIC
DEVELOPMENT ADMINISTRATION GRANT APPLICATION FOR THE PITTSYLVANIA
COUNTY SERVICE AUTHORITY’S CRITICAL WASTEWATER INFRASTRUCTURE
IMPROVEMENTS PROJECT

WHEREAS, upgrades and improvements to the Pittsylvania County Service Authority’s (“PCSA”) wastewater system are primary components of Pittsylvania County, Virginia’s (“County”), economic development goals; and

WHEREAS, the completion of these upgrades and improvements to the wastewater system is essential for existing industries and industries being recruited to the County; and

WHEREAS, the Critical Wastewater Infrastructure Improvements Project (“Project”) is currently supported by the West Piedmont Regional Comprehensive Economic Development Strategy; and

WHEREAS, the estimated total cost of the Project is \$570,000.00.

THEREFORE, BE IT HEREBY RESOLVED, that PCSA authorizes the submission of an application for Grant funding for the Project to the Economic Development Administration and certifies that David M. Smitherman, County Administrator and PCSA’s Chief Administrative Officer, will serve as the authorizing agent and is responsible for the accuracy of the application and for the appropriate use of all funds granted; and

BE IT FURTHER RESOLVED that the PCSA will provide funding of \$285,000.00 as a required one-half (1/2) match for the Economic Development Administration Grant and to ensure the Project is fully funded; said funds are available, unrestricted, and unencumbered.

Given under my hand this 16th day of February, 2021.

Charles H. Miller, Jr.
PCSA Chairman

David M. Smitherman
PCSA Chief Administrative Officer

Vote

Charles H. Miller, Jr. Chairman	_____
Joe B. Davis	_____
William V. (“Vic”) Ingram	_____
Robert (“Bob”) W. Warren	_____
Ronald S. Searce	_____
Ben L. Farmer	_____

Tim W. Dudley

—

Ayes —

Nays —

Abstentions —



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	Water Line Extension Fund Creation Recommendations (Staff Contact: Chris Adcock)		
Staff Contact(s):	Chris Adcock		
Agenda Date:	February 16, 2021	Item Number:	6.c
Attachment(s):			
Reviewed By:	<i>CA</i>		

Chris Adcock, Public Works Director, will present options for PCSA consideration regarding the potential creation of a Waterline Extension Fund.



Pittsylvania County Service Authority

EXECUTIVE SUMMARY

ACTION ITEM

Agenda Title:	PCSA/Chatham Master Water Construction/Installation Meter Approval (Staff Contact: Chris Adcock)		
Staff Contact(s):	Chris Adcock		
Agenda Date:	February 16, 2021	Item Number:	6.d
Attachment(s):			
Reviewed By:	VA		

SUMMARY

There is no Master Water Meter between the Town of Chatham, Virginia's ("Chatham"), Water System and the PCSA's Water System. When the PCSA does its end-of-year settlement with Chatham, it provides the PCSA's Auditor with usage from all PCSA accounts individually to determine costs. This is not a good situation for either the PCSA or Chatham, as it makes for a complicated end-of-year settlement and it does not allow us to notice usage differences that would indicate leaks in the PCSA's system or other non-revenue water (*i.e.*, theft, etc.). Accordingly, Chatham has requested a fifty percent (50%) cost sharing arrangement for the construction/installation of a Master Water Meter. The PCSA's share of said cost would be approximately \$25,000 to \$35,000.

The end-of-year settlement between the PCSA and Chatham must be completed before the PCSA's Audit can be finished. The complicated nature of the end-of-year settlement with Chatham many times causes delays in providing necessary information for completing the PCSA's Audit in a timely manner. Construction/installation of the Master Meter is one (1) step in creating a more accurate and cooperative utility arrangement between the PCSA and Chatham.

FINANCIAL SOURCE/FISCAL IMPACT

\$25,000 to \$35,000 from the PCSA's Capital Reserves/Budget Surplus lines.

RECOMMENDATION

PCSA Staff recommends participating with Chatham in the construction/installation of a Master Water Meter in an amount up to \$35,000.

MOTION

"I make a Motion to participate with Chatham in the construction/installation of a Master Water Meter in an amount up to \$35,000."