

PITTSYLVANIA COUNTY SERVICE AUTHORITY
REGULAR MEETING

Tuesday, January 19, 2020; 3:30 p.m.
Board Meeting Room
39 Bank Street
Chatham, VA 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 (*December 15, 2020, Regular Meeting*)

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. **PRESENTATIONS**

A. COVID-19 Municipal Utility Relief Program update (*Adcock*)

B. Utility Extension Policy Outline (*Charles Archer; (Freese & Nichols)*)

8. NEW BUSINESS

A. Bill List Approval

B. EDA Public Works Funding Application Discussion

9. MATTERS FROM AUTHORITY MEMBERS

10. ADJOURNMENT



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

**MINUTES OF THE REGULAR MEETING OF PITTSYLVANIA COUNTY
SERVICE AUTHORITY**

Tuesday, December 15, 2020, Chatham Community Center,
115 South Main 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. Scearce
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)
Kim 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 Davis, seconded by Dudley, without discussion, Agenda approved unanimously.

5. **CONSENT AGENDA**

On Motion by Davis, seconded by Ingram, without discussion, Consent Agenda approved unanimously.

A. Minutes Approval (October 20, 2020 Regular Meeting)

PCSA Members:

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

6. **HEARING OF THE CITIZENS**

None.

7. **PRESENTATIONS**

A. **PCSA Employee Spotlight**

Adcock recognized Charles McWilliams, Water and Sewer Operations Technician, for his dedicated service to the Authority.

B. **PCSA Audit Presentation**

Mr. Scott Wickham, CPA, with Robinson, Farmer, Cox presented a review of the highlights of a six-month audit, for the period ending June 30, 2020. The Authority changed its fiscal year to June 30, 2020 and it resulted in a short (six month) one-time audit.

8. **NEW BUSINESS**

A. **Staff Reports**

1. **EDA Public Works Funding Application Discussion**

Adcock reported on a potential application for grant funding through an Economic Development Administration (EDA) Public Works program. The projects identified for the application include upgrades to some water and wastewater pump stations that had a high criticality score from our recent pump station study. The grant, if awarded, would require a 50% match from the County. Davis moved to authorize staff to prepare a resolution in support of the application and approving the County's 50% match. The motion was seconded by Ingram and, without discussion, approved unanimously. On a question by Warren, Adcock clarified that the final amount of match would be discussed and determined at a later meeting prior to the resolution approval.

2. **Utility Shut-Offs Update**

Adcock explained the recent Virginia budget bill amendment prohibits municipal utilities from disconnecting service to residential customers for non-payment of bills or fees until the Governor determines the prohibition is no longer necessary or 60 days after the declared state of emergency had ended. In addition, all utilities must offer a payment plan which allows for payment of utility debt incurred during the designated pandemic time period. These payment plans must have a minimum and maximum payback period of 6 and 24 months respectively, based on what the Customer determines is affordable.

3. **Use of Grant Funds for Delinquent Account Payments**

Adcock reported that the PCSA was awarded \$13,773.73 in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds to assist with payment of outstanding utility bills for all eligible customers of the PCSA. Warren moved to accept the grant funding awarded and to partner with Pittsylvania County to act as the fiscal agent to receive the funds. The motion was seconded by Ingram and, without discussion, approved unanimously.

9. **MATTERS FROM AUTHORITY MEMBERS**

Warren asked for confirmation that the process of dissolving the Authority was underway. Hunt reported the necessary documents had been drafted and the process would begin in early 2021.

10. **ADJOURNMENT**

Miller adjourned the Meeting at 3:59 P.M.

MEMORANDUM



Innovative approaches
Practical results
Outstanding service

1017 Main Campus Dr., Suite 1200 + Raleigh, North Carolina 27606 + 919-582-5850 + FAX 817-735-7491

www.freese.com

TO: Chris Adcock, Pittsylvania County Public Works Director
CC: Brain White, Marsha Leroux
FROM: Charles Archer, 919-637-3438, charles.archer@freese.com
SUBJECT: Board of Supervisors January 19, 2021 Presentation
DATE: 1/11/2021
PROJECT: Pittsylvania County Water/Wastewater Master Plan

The Water and Wastewater Master Plan Project's scope of work includes an assessment of the County's current water and wastewater extension policies. Freese and Nichols is currently researching extension policies of several local governments in Virginia and North Carolina. The goal of this research is to identify best practices and recommend adjustments to the County's current extension policies that may be warranted.

We would like to solicit input from the Board of Supervisors on two aspects of the extension policy. First, how the policy addresses extensions of the County's water and wastewater lines to serve new private development. Second, updating the County's current policy for extension of the utilities through a petition process to serve existing homes and businesses. During the January 19th meeting, we would like to present a policy outline to the Board of Supervisors to get their feedback on the philosophy of the potential policy amendments. We will have a short PowerPoint that touches on the key questions about the direction of the policy.

We look forward to visiting with the Board members on January 19th. If you have any questions or need additional information, please feel free to call me or send an e-mail.

CBA