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PITTSYLVANIA COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING

Tuesday, May 19, 2020; 3:30 p.m.
Chatham Community Center
115 South Main Street, Chatham, Virginia 24531

AGENDA

1. **CALL TO ORDER** (3:30 p.m.)
2. **ROLL CALL**
3. **ANY REVISIONS/ADDITIONS TO AGENDA**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. Minutes Approval (April 21, 2020, Regular Meeting)
6. **HEARING OF THE CITIZENS**
7. **NEW BUSINESS**
 - A. County/PCSA Service Agreement Approval (*Smitherman*)
 - B. Staff Reports (*Adcock*)
 1. Grit Road Water System and Robin Court Water System Grant Application Submission Approval
 2. Comprehensive Water/Wastewater Resources Plan Review
8. **MATTERS FROM COMMISSIONERS**
9. **ADJOURNMENT**

Commissioners:

Robert "Bob" Warren • Ronald Searce • William "Vic" Ingram
Joe Davis • Tim W. Dudley • Dr. Charles Miller • Ben Farmer



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Minutes of the Regular Monthly Meeting of the PCSA Board of Commissioners

April 21, 2020

1. CALL TO ORDER

The regular monthly meeting of the Pittsylvania County Service Authority Board of Commissioners was held on April 21, 2020 at the Chatham Community Center, 115 S. Main Street, Chatham, VA, and called to order at 3:30 P.M. by Robert Warren, Chairman, with the following in attendance:

Commissioners Present:

Robert "Bob" Warren
Ronald Scarce
Joe Davis
Tim W. Dudley
Ben Farmer
William "Vic" Ingram (arrived at approximately 3:40 p.m.)

Commissioners Absent:

Dr. Charles Miller

Others Present:

David Smitherman, County Administrator	J. Vaden Hunt, County Attorney
Richard Hicks, Assistant County Administrator	Kim Van Der Hyde, County Finance Director
Chris Adcock, PCSA Director	Sharon Cassada, PCSA Finance Director

2. APPROVAL OF AGENDA

Mr. Scarce moved to approve the agenda as presented. The motion was seconded by Mr. Davis, there was no discussion and the motion passed unanimously.

3. APPROVAL OF PRIOR MEETING MINUTES

Mr. Dudley moved to approve the minutes of the March 10, 2020 regular Board meeting as presented. The motion was seconded by Mr. Davis, there was no further discussion and the motion passed unanimously.

4. HEARING OF THE CITIZENS

No one was present desiring to speak before the Board.

Commissioners:

Robert "Bob" Warren • Ronald Scarce • William "Vic" Ingram
Joe Davis • Tim W. Dudley • Dr. Charles Miller • Ben Farmer

5. NEW BUSINESS

- A. Resolution # 2020-04-01 Adoption - Mr. Smitherman and Mr. Hunt presented a resolution (# 2020-04-01) that outlines several administrative changes to the Authority including a change in meeting date/time, appointment of a new Chairman and Vice-Chairman, and various changes to the financial operations. Mr. Searce moved to approve the resolution as presented. The motion was seconded by Mr. Dudley, there was no further discussion and the motion passed unanimously.
- B. 2019 Financial Audit Presentation
Mr. Stephen M. Gay, CPA with Harris, Harvey, Neal & Co presented the 2019 financial audit. Mr. Searce moved accept the audit as presented. The motion was seconded by Mr. Ingram, there was no discussion and the motion passed unanimously.
- C. PCSA Operations Overview
In order to familiarize the newly appointed Commissioners with the Authority's systems and service areas, Mr. Adcock presented a general operations overview. There was no action taken on this item.

6. MATTERS FROM COMMISSIONERS

Mr. Searce recognized his former appointee to the PCSA Board, Mr. Hugh Mitchell, and thanked him for his prior service. Mr. Warren thanked all former PCSA Board members for their service and, in particular, his appointee, Mr. Hershel Stone.

7. ADJOURNMENT

Being no further business, the meeting adjourned at 4:17 P.M.

SERVICES AGREEMENT

This **SERVICES AGREEMENT** (“Agreement”), made and entered into this 19th day of May, 2020, by and between **PITTSYLVANIA COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia ("County"), and **THE PITTSYLVANIA COUNTY SERVICE AUTHORITY**, an authority created under the provisions of the Virginia Water and Sewer Authorities Act ("PCSA"); (individually (“Party”); collectively (“Parties”).

WITNESS

In consideration of the mutual promises and covenants contained herein, the County and the PCSA agree as follows:

Section 1. Provision of Services.

Annually, the County will provide the PCSA the general services detailed on Exhibit “A,” attached hereto and made a part fully hereof.

Section 2. Term of Agreement.

The term of this Agreement shall be one (1) year (“Initial Term”). The Initial Term shall be renewed automatically for an indefinite period of time (“Successive Term”), unless terminated in a manner set forth above.

Section 3. Cost.

For the services rendered under this Agreement detailed in Exhibit “A,” the PCSA shall pay to the County the annual flat fee of **\$713,200.00**. Said fee payment shall be made by the PCSA to the County in twelve (12) equal installments of **\$59,433.33**, due on or before the first day of each month. For all Successive Term(s), the annual flat fee paid by the PCSA to the County shall automatically increase by three percent (3%).

Section 4. Termination.

Either Party may terminate this Agreement by providing six (6) months’ written notice to the other Party.

Section 5. Review of Agreement.

This Agreement may be reviewed in the following manner:

(a) *Annual Review*: The Parties to this Agreement may mutually agree to annually conduct a review of this Agreement and the effect of its implementation; and/or

(b) *Interim Review*: Upon the request of any Party to this Agreement, an interim review of this Agreement and the effect of its implementation may be conducted.

Section 6. Reciprocal Use.

Subject to mutual consent of each Party, which shall not be unreasonably withheld, each Party shall be able to use the other Party's facilities and equipment.

IN WITNESS WHEREOF, the Parties have set forth their signatures and seals, date, month, and year aforesaid.

PITTSYLVANIA COUNTY, VIRGINIA

By: _____
Robert ("Bob") W. Warren
Its: Chairman
Date: May 19, 2020

PITTSYLVANIA COUNTY SERVICE AUTHORITY

By: _____
Robert ("Bob") W. Warren
Its: Chairman
Date: May 19, 2020

APPROVED AS TO FORM

J. Vaden Hunt, Esq.
County Attorney/PCSA Attorney
Date: May 19, 2020

EXHIBIT “A”

Annually, the County shall render to the PCSA the following services:

GENERAL ADMINISTRATION **\$585,900**

- Finance
- Audit
- Benefits Administration
- Human Resources
- Payroll
- General Administration
- Overhead
- Billing
- Collections
- Procurement
- Project Management
- Public Relations
- Grants Administration
- Information Technology Assistance

OPERATION AND MAINTENANCE LABOR **\$117,000**

DEBT REPAYMENT **\$20,000**

- Debt Repayment
- Infrastructure Repayment
- Building Construction
- Equipment Purchase

BUILDING AND EQUIPMENT MAINTENANCE **\$10,300**

- Building Maintenance and Upkeep
- Equipment Maintenance: \$10,300

TOTAL: **\$713,200**