



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
BOARD OF COMMISSIONERS REGULAR MEETING

Tuesday, June 16, 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 (*May 19, 2020, Regular Meeting*)
6. **HEARING OF THE CITIZENS**
7. **NEW BUSINESS**
 - A. FY20/21 PCSA Budget Adoption (*Van Der Hyde*)
 - B. Amendment to PCSA/County Service Agreement Approval (*Van Der Hyde*)
 - C. PCSA Employee Spotlight (*Sharon Cassada*)
 - D. Staff Reports (*Adcock*)
 1. Pump Station Assessment and Improvements Projects Update
 2. Horseshoe Road Waterline Update
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

Tuesday, May 19, 2020

1. CALL TO ORDER

The regular monthly meeting of the Pittsylvania County Service Authority Board of Commissioners was held on May 19, 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 Searce
Joe Davis
Tim W. Dudley
Ben Farmer
William "Vic" Ingram
Dr. Charles Miller

Others Present:

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

2. APPROVAL OF AGENDA

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

3. CONSENT AGENDA

A. Minutes Approval (April 21, 2020, Regular Meeting) - Mr. Searce moved to approve the minutes of the April 21, 2020 regular Board meeting as presented. The motion was seconded by Dr. Miller, 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 Searce • William "Vic" Ingram
Joe Davis • Tim W. Dudley • Dr. Charles Miller • Ben Farmer

5. NEW BUSINESS

- A. County / PCSA Service Agreement Approval - Mr. Smitherman explained the transition and reorganization of the Pittsylvania County Service Authority's staff and operations within County operations and the establishment of a new County Public Works Department. The new Public Works Department will be responsible for water & wastewater, building & grounds and the landfill operations. Some employees will be transitioned into other County departments and some will become employees of the new Public Works Department.

In order to pay for the services the County will provide in running the PCSA's operations, a "Services Agreement" was presented that outlines the services to be provided by the County, the costs of such services to be paid by PCSA funds to the County, and other related provisions. Mr. Searce moved to approve the agreement as presented. The motion was seconded by Mr. Davis. Mr. Ingram asked how termination of the agreement would work. Mr. Smitherman explained that if a future Board of Supervisors decided, at some point in the future, that they didn't want the County to continue management of the water and wastewater operations, the agreement could be terminated as stipulated in the agreement. With no further discussion, the motion passed unanimously.

B. Staff Reports

1. Grit Road Water System and Robin Court Water System Grant Application Submission Approval - Mr. Adcock explained the application that PCSA staff was making to the Virginia Department of Health (VDH), Office of Drinking Water Planning and Design Fund Program. If the application is accepted, grant funds would be available to study issues two of our water systems are experiencing with regulated contaminants. Depending on costs of the study, enough funding may also be available to begin design work on recommended solutions to address the contamination issues.
2. Comprehensive Water / Wastewater Resources Plan Review - Mr. Adcock explained that the last water and sewer master plan for the entire County was prepared in 1991. Utilizing land use plans, population growth trends, economic development desires and other County studies, a master plan will help guide existing and future staff and leadership in the planning and implementation of future water and sewer infrastructure projects. In addition, most grant and loan opportunities require an updated comprehensive water and sewer plan. Due to the age of this plan, staff is moving forward with the preparation of a new master plan.

6. MATTERS FROM COMMISSIONERS

Mr. Warren thanked staff for their work and for accepting the new responsibilities that will be created from the merging of the PCSA with the existing County operations.

7. ADJOURNMENT

Being no further business, the meeting adjourned at 3:59 P.M.

Pittsylvania County Service Authority
FY2020-2021 Budget Request

ACCOUNT NUMBER	DESCRIPTION	2021 BUDGET REQUEST
REVENUE:		
501-3-000000-110601	PENALTIES	35,000
501-3-000000-150101	INTEREST	60,000
501-3-000000-150214	SALE OF ASSETS-GRETNA	25,000
501-3-000000-150215	SALE OF SURPLUS PROPERTY	5,000
501-3-000000-160750	WATER CHARGES	1,787,500
501-3-000000-160751	SEWER FEES	962,500
501-3-000000-160752	WATER CONNECTION FEES	20,000
501-3-000000-160753	SEWER CONNECTION FEES	8,000
501-3-000000-160754	ACCOUNT PROCESSING FEES	2,500
501-3-000000-160755	RECONNECTION FEES	20,000

	TOTAL	2,925,500

ACCOUNT NUMBER	DESCRIPTION	2021 BUDGET REQUEST	65%
501-4-043220-101100	COMPENSATION-BOARD MEMBERS	9,945	
501-4-043220-110000	SALARIES AND WAGES-REGULAR	163,175	
501-4-043220-120000	SALARIES AND WAGES-OVERTIME	9,100	
501-4-043220-210000	FICA	13,940	
501-4-043220-221000	VRS	19,679	
501-4-043220-230000	BCBS-CO. SHARE	26,525	
501-4-043220-230100	DENTAL	506	
501-4-043220-240000	VRS-LIFE INSURANCE	2,187	
501-4-043220-260000	UNEMPLOYMENT INSURANCE	172	
501-4-043220-270000	WORKMAN'S COMP INSURANCE	5,571	
501-4-043220-280000	LT DISABILITY INSURANCE	127	
501-4-043220-312000	AUDITING FEES	7,800	
501-4-043220-316000	ADP FEES	325	
501-4-043220-316100	METER READING FEES	24,375	
501-4-043220-316200	WATER TAX (VDH FEES)	11,600	
501-4-043220-316220	WATER SAMPLES/TESTING	17,000	
501-4-043220-316300	ENGINEERING	22,750	
501-4-043220-317300	MISS UTILITY	1,300	
501-4-043220-331200	MAINTENANCE WELLS	3,500	
501-4-043220-331400	MAINTENANCE WATER MAINS	30,000	
501-4-043220-331600	MAINTENANCE WATER TANKS	116,000	
501-4-043220-331700	HYDRANT MAINTENANCE	1,500	
501-4-043220-332000	SVC CONTRACT-OFFICE EQUIP	780	

501-4-043220-332200	MAINTENANCE-EQUIPMENT	2,925
501-4-043220-350000	PRINTING	650
501-4-043220-360000	ADVERTISING	2,860
501-4-043220-370000	UNIFORM RENTALS	2,860
501-4-043220-511300	ELECTRICITY-PUMPING	46,800
501-4-043220-514100	PURCHASED WATER	790,000
501-4-043220-521000	POSTAGE	8,001
501-4-043220-523000	TELEPHONE	5,850
501-4-043220-530200	FIRE INSURANCE	7,555
501-4-043220-530500	VEHICLE INSURANCE	2,735
501-4-043220-530700	PUBLIC OFFICIALS LIABILITY	982
501-4-043220-550000	TRAVEL	975
501-4-043220-554000	TRAINING	1,300
501-4-043220-581000	DUES AND MEMBERSHIP	1,300
501-4-043220-584100	SOFTWARE SUPPORT	11,050
501-4-043220-589900	ADMINISTRATIVE FEE	131,375
501-4-043220-600100	OFFICE SUPPLIES	650
501-4-043220-600600	WATER SERVICE MATERIALS	5,850
501-4-043220-600640	OPERATION & MAINT-WATER PUMP	1,500
501-4-043220-600800	FUEL	6,825
501-4-043220-600900	VEHICLE-SUPPLIES	325
501-4-043220-810200	CAPITAL OUTLAY-EQUIPMENT	5,525
501-4-043220-830000	CAPITAL RESERVE	224,083

TOTAL PCSA-WATER DEPARTMENT 1,749,833

35%

501-4-043221-101100	COMPENSATION-BOARD MEMBERS	5,355
501-4-043221-110000	SALARIES AND WAGES-REGULAR	87,864
501-4-043221-120000	SALARIES AND WAGES-OVERTIME	4,900
501-4-043221-210000	FICA	7,506
501-4-043221-221000	VRS	10,596
501-4-043221-230000	BCBS-CO. SHARE	14,283
501-4-043221-230100	DENTAL	272
501-4-043221-240000	VRS-LIFE INSURANCE	1,177
501-4-043221-260000	UNEMPLOYMENT INSURANCE	92
501-4-043221-270000	WORKMAN'S COMP INSURANCE	3,000
501-4-043221-280000	LT DISABILITY INSURANCE	69
501-4-043221-312000	AUDITING FEES	4,200
501-4-043221-316000	ADP FEES	175
501-4-043221-316100	METER READING FEES	13,125
501-4-043221-316300	ENGINEERING	12,250
501-4-043221-317300	MISS UTILITY	700
501-4-043221-331900	MAINTENANCE SEWER LINES	27,000
501-4-043221-332000	SVC CONTRACT-OFFICE EQUIP	420

501-4-043221-332100	MAINTENANCE SEWER PUMPING	14,000
501-4-043221-332200	MAINTENANCE EQUIPMENT	1,575
501-4-043221-350000	PRINTING	350
501-4-043221-360000	ADVERTISING	1,540
501-4-043221-370000	UNIFORM RENTALS	1,540
501-4-043221-511300	ELECTRICITY-PUMPING	25,200
501-4-043221-514200	SEWER TREATMENT	680,000
501-4-043221-521000	POSTAGE	4,308
501-4-043221-523000	TELEPHONE	3,150
501-4-043221-530200	FIRE INSURANCE	4,068
501-4-043221-530500	VEHICLE INSURANCE	1,473
501-4-043221-530700	PUBLIC OFFICIALS LIABILITY	528
501-4-043221-550000	TRAVEL	525
501-4-043221-554000	TRAINING & EDUCATION	700
501-4-043221-581000	DUES AND MEMBERSHIP	700
501-4-043221-584100	SOFTWARE SUPPORT	5,950
501-4-043221-589900	ADMINISTRATIVE FEE	106,091
501-4-043221-600100	OFFICE SUPPLIES	350
501-4-043221-600600	SEWER SERVICES MATERIALS	3,150
501-4-043221-600800	FUEL	3,675
501-4-043221-600900	VEHICLE-SUPPLIES	175
501-4-043221-810200	CAPITAL OUTLAY-EQUIPMENT	2,975
501-4-043221-830000	CAPITAL RESERVE	120,660

TOTAL PCSA-SEWER DEPARTMENT 1,175,667

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TOTAL PCSA - WATER & SEWER 2,925,500

SERVICES AGREEMENT

This **AMENDED SERVICES AGREEMENT** (“Agreement”), made and entered into this 16th day of June, 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 (“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 **\$303,116.00**. Said fee payment shall be made by the PCSA to the County in twelve (12) equal installments of **\$25,259.67**, 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: June 16, 2020

PITTSYLVANIA COUNTY SERVICE AUTHORITY

By: _____
Robert ("Bob") W. Warren
Its: Chairman
Date: June 16, 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 **\$241,940**

- Finance including Payroll/Grants/Procurement
- Human Resources including Benefits
- Legal
- General Administration
- Collections
- Public Relations
- Information Technology Assistance

DEBT REPAYMENT **\$40,368**

- Debt Repayment
- Infrastructure Repayment

BUILDING AND EQUIPMENT MAINTENANCE **\$20,808**

- Building Maintenance and Upkeep
- Equipment Maintenance

TOTAL: **\$303,116**