



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 Monthly Meeting of the PCSA Board of Commissioners

February 18, 2019

1. CALL TO ORDER

The regular monthly meeting of the Pittsylvania County Service Authority Board of Commissioners was held on February 18, 2019 at the PCSA Office, 405 R & L Smith Drive in Danville, Virginia and called to order at 7:30 P.M. by Coy Harville, Chairman with the following in attendance:

Members Present:

Coy Harville, Chairman
Willie Fitzgerald, Treasurer
Elton Blackstock
Tim Barber

Bobby G. Atkinson, Vice-Chairman
Hershel Stone
Joseph Rogers

Others Present:

Chris Adcock, Executive Director
Ted Hodges, Legal Counsel

Sharon Cassada, Finance Director

2. APPROVAL OF AGENDA

Mr. Atkinson moved to approve the agenda as submitted. The motion was seconded by Mr. Blackstock, there was no additional discussion and the motion passed unanimously.

3. APPROVAL OF PRIOR MEETING MINUTES

Mr. Atkinson moved to approve the minutes of the January 21, 2019 regular meeting as presented. The motion was seconded by Mr. Barber, there was no discussion and the motion passed unanimously.

4. PUBLIC COMMENT PERIOD

No one was present desiring to speak before the Board.

5. BILLS DUE AND PAID / FINANCIAL STATEMENT

Mr. Adcock discussed payments made during the month that were not regular expenditures. Mr. Atkinson moved to accept the financial statement and pay the bills due. The motion was seconded by Mr. Rogers, there was no additional discussion and all approved.

6. UNFINISHED BUSINESS

None

Commissioners:

Coy E. Harville • Bobby G. Atkinson • Willie T. Fitzgerald
Hershel M. Stone • Elton W. Blackstock • Tim R. Barber • Joseph H. Rogers

7. NEW BUSINESS

- A. 2018 Accounts Receivable Write-offs - Mr. Adcock presented the uncollected accounts receivable for 2018 which will be reported as a bad debt expense on the 2018 audit. Mr. Atkinson moved to accept the write-off report as submitted. The motion was seconded by Mr. Blackstock, there was no additional discussion and all approved.
- B. Surveying Proposal, 58 West Interconnection Project - Mr. Adcock reported that a request for proposals for engineering services was issued on December 5, 2018 and proposals were received on January 16, 2019. The only response received was from Hurt & Proffitt and they were selected to be awarded the contract. Hurt & Proffitt submitted a surveying proposal to prepare the topographic base mapping for the entire project in the amount of \$153,875.00. Any easement or subdivision plats that may be necessary will be at an additional cost, as needed. A motion to accept the proposal was made by Mr. Rogers and seconded by Mr. Barber. There was no additional discussion and the motion passed unanimously.

8. DIRECTOR'S REPORT

Mr. Adcock reported the following:

- The Old 97 rail bed sewer washout repair off of Ridge Road has been completed.
- Staff is in the processes of implementing a new billing software which will allow more payment options (automatic drafts, etc.). The project is projected to be under the budgeted amount.
- The sanitary sewer manhole in-flow catchment dishes for all of Franklin Turnpike have been ordered.
- A meeting is scheduled with Hurt & Proffitt to continue flow monitoring in our Mount Hermon sewer system to continue the investigation into our inflow and infiltration problems.

9. COMMUNICATION FROM COMMISSIONERS

Mr. Barber asked Mr. Adcock about discussions with VIR regarding their water needs. Mr. Adcock noted he has been in meetings with VIR, Halifax Co. Service Authority and other interested parties, but there have been no final decisions in the matter. Water is available to serve the project from our Ringgold system.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 7:58 P.M.

APPROVED:


Coy Harville, Chairman

ATTEST:


Christopher D. Adcock, Executive Director