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

Tuesday, July 21, 2020, Chatham Community Center, 115 South Main Street,  
Chatham, Virginia 24531

### **I. CALL TO ORDER**

Smitherman called the Meeting to Order at 3:30 P.M.

### **II. ROLL CALL**

McCluster conducted the following Roll Call:

#### **Members Present**

Joe B. Davis  
Tim W. Dudley  
Ben L. Farmer  
William ("Vic") Ingram  
Charles H. Miller, Jr.  
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)  
Kim Van Der Hyde (County Finance Director)  
Chris Adcock (County Director of Public Works/PCSA Secretary)  
Kaylyn M. McCluster (BOS Deputy Clerk)

### **III. ANY ADDITIONS/REVISIONS TO AGENDA**

None.

### **IV. APPROVAL OF AGENDA**

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

On Motion by Warren, seconded by Dudley, with no discussion, Meeting unanimously recessed at 3:33 PM. The Meeting was reconvened at 4:11 P.M.

#### **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

**V. CONSENT AGENDA**

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

**A. Minutes Approval (June 16, 2020, Regular Meeting)**

**VI. HEARING OF THE CITIZENS**

None.

**VII. PRESENTATIONS**

**A. PCSA Employee Spotlight**

Adcock recognized Reggie Harper, Authority Water and Sewer Operations Supervisor, for his long and dedicated service to the Authority.

**VIII. NEW BUSINESS**

**A. Officers Election**

**1. Chairman**

Smitherman opened the floor for nominations for Authority Chairman for Fiscal Year 20/21 (July 1, 2020 - June 30, 2021). Ingram nominated Mille, which was seconded by Warren. Being no other nominations, Smitherman closed the nominations and called for a vote. Without discussion, the vote was unanimous in favor of Miller for Authority Chairman.

**2. Vice-Chairman**

Smitherman relinquished presiding duties to Miller. Miller opened the floor for nominations for Authority Vice-Chairman for FY 20/21 (July 1, 2020 - June 30, 2021). Warren nominated Davis, which was seconded by Dudley. Being no other nominations, Miller closed the nominations and called for a vote. Without discussion, the vote was unanimous in favor of Davis for Authority Vice-Chairman.

**B. Bylaws Adoption**

Mr. Hunt noted the revised bylaws were included in the agenda packet sent to all board members and recommended their approval and adoption. Mr. Warren reminded the board and staff that the consensus of the Board of Supervisors, with the creation of the Public Works Department and the inclusion of PCSA's operations into that department, was to dissolve the PCSA and asked staff to move forward with that dissolution. Mr. Scarce moved to adopt the revised bylaws. The motion was seconded by Mr. Dudley, there was no additional discussion, and the motion passed unanimously.

**C. Staff Reports**

**1. FY 21 Budget Update**

Van Der Hyde noted there was a minor correction to the administrative fee paid from the Authority to the County in the FY 20/21 Budget due to a calculation error. The new fee differs slightly to the one previously presented to the Authority and the Board of Supervisors.

**2. Long Range Plan Update**

Adcock noted that a Request for Proposal has been issued for the previously discussed update to the Authority's Water and Wastewater Master Plan. Those proposals from engineering firms to assist the Authority with this plan are due near the end of August.

**IX. MATTERS FROM AUTHORITY MEMBERS**

Ingram desired for the Authority to consider adding a water extension along Stony Mill Road as part of a previously discussed Horseshoe Road water extension, if and when said Project may move forward.

On Motion by Warren, seconded by Dudley, without discussion, Meeting was recessed at 4:28 PM. The Meeting was reconvened at 4:32 P.M.

**X. CLOSED SESSION**

On Motion by Davis, seconded by Ingram, without discussion, the Authority unanimously approved to enter Closed Session on the following items at 4:33 P.M.

**A. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.**

**Legal Authority:** Virginia Code § 2.2-3711(A)(8)  
**Subject:** Grit Road Water Supply Waterworks  
**Purpose:** Discussion of State Board of Health Order by Consent

**B. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.**

**Legal Authority:** Virginia Code § 2.2-3711(A)(5)  
**Subject:** Project Matterhorn  
**Purpose:** Discuss of Prospective Business or Industry and Related Water Needs

**XI. RETURN TO CLOSED SESSION AND CLOSED SESSION CERTIFICATION**

The Board returned to Open Session at 5:09 P.M. and the following Closed Session Certification was recorded:

**CLOSED MEETING CERTIFICATION**

BE IT RESOLVED that at the Pittsylvania County Service Authority ("Authority") Meeting on July 21, 2020, the Authority hereby certifies by a recorded vote that to the best of each Authority member's knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act ("Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Authority Member believes that there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Authority's Minutes.

**Roll Call Vote**

Davis - Yes  
Dudley - Yes  
Farmer - Yes

Ingram - Yes  
Miller - Yes  
Scearce - Yes  
Warren - Yes

**XII. ADJOURNMENT**

Miller adjourned the Meeting at 5:10 P.M.