

At the regular meeting of the Nelson County Service Authority held on August 20, 2025 at the Nelson County Service Authority, Administrative Building thereof:

Present: Justin Shimp, Chairman  
Robert McSwain  
Ernie Reed  
David Hight  
George Miller, Executive Director  
Jennifer Fitzgerald, Secretary/Treasurer

Absent: Sergio Sanchez, Vice-Chairman  
Jim Bowling, Attorney

### **AGENDA ITEM 1. APPROVAL OF MINUTES**

On a motion duly made by Mr. Reed, seconded by Mr. Hight, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes, the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby approve the minutes of the July 17, 2025 annual meeting.

### **AGENDA ITEM 2. ASSISTANT EXECUTIVE DIRECTOR'S REPORT**

Mrs. Fitzgerald presented the Treasurer's Report for July 2025 and noted the new sewer rate will be reflected on the sewer revenue listed on the August 2025 treasurer's report.

Mrs. Fitzgerald reported the NCSA company picnic was held at Lake Monacan on July 23<sup>rd</sup> consisting of good food, good company, and beautiful weather.

Mrs. Fitzgerald reported that CHA has provided an update on the Lovington Sewer Project. They are currently revising the tables and cost associated with the project within the Preliminary Engineering Report (PER) originally approved in November 2023.

Mrs. Fitzgerald reported the Black Creek dredging project has been completed for this year. The contractor was able to remove over 4,000 cubic yards of sediment and had it transported to the Henderson's Store location to dry.

Mrs. Fitzgerald reported the Piney River meeting scheduled for August 5<sup>th</sup> was cancelled and has not been rescheduled.

Mrs. Fitzgerald reported she was contacted by Atlantic Union Bank that the signers on the accounts need to be updated.

On a motion duly made by Mr. Hight, seconded by Mr. Reed, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby authorize Mr. Robert McSwain be added as a signer on the current Atlantic Union Bank account along with previously authorized Mr. David S. Hight, Mr. George T. Miller, Jr., and Mrs. Jennifer Tyree Fitzgerald.

Mrs. Fitzgerald reported the Nelson County Board of Supervisors has waived the sewer connection fees for the Nelson County Community Development Foundation duplex housing complex in Roseland.

Mrs. Fitzgerald reported the FY 24-25 annual audit is scheduled for the last week of August 2025.

On a motion duly made by Mr. Hight, seconded by Mr. McSwain, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby authorize Mr. George T. Miller, Jr., Executive Director and Mr. Justin Shimp, Chairman to sign the engagement letter with Robinson, Farmer Cox Associated for the FY 24-25 audit.

### **AGENDA ITEM 3. EXECUTIVE DIRECTOR'S REPORT**

Mr. Miller reported the progress meeting for the Wintergreen WWTP project was held on August 19, 2025. The punch list of 255 items was discussed along with the need to include everyone on email communications. The paving was also discussed and with the difference of temperatures and weather on Wintergreen in mind; Mr. Miller stated it should not be done in October or November if he is responsible for it. Mr. Hight disagreed with Mr. Miller's understanding of temperature restrictions when it comes to asphalt. Mr. Shimp gave a directive to Mr. Miller to draft a letter to English Construction and copy CHA that the Board of Directors have requested the punch list completion date of November 1, 2025.

Mr. Miller reported the Wintergreen Water Treatment Plant finished water pump #5 is scheduled to be returned and put back in service the last week of August. At that time the finished water pump #4 will be removed and sent to be inspected and have preventative maintenance performance.

Mr. Miller reported the fire hydrants in Schuyler were flushed prior to the TTHM and HAA5 samples being taken this week.

**AGENDA ITEM 4. SYSTEM MAPPING**

Mrs. Fitzgerald reported that she received a letter from the Virginia Department of Health (VDH) approving an extension from the original deadline of October 16, 2025 to February 19, 2026 on the VDH lead service line program.

**AGENDA ITEM 5. CLOSED SESSION**

On a motion duly made by Mr. McSwain, seconded by Mr. Hight, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby enter into Closed Session pursuant to the Virginia Code §2.2-3711 (A)(1), a personnel matter involving: performance evaluation or job assignments of specific employees.

On a motion duly made by Mr. Hight, seconded by Mr. Reed, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby return to regular session.

On a motion duly made by Mr. Hight, seconded by Mr. McSwain, with Mr. Hight voting ye, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby authorize a 4% salary increase for Mr. Miller based on his annual evaluation.

**AGENDA ITEM 6. DIRECTOR'S COMMENTS**

None

**AGENDA ITEM 7. PUBLIC COMMENTS**

None

**AGENDA ITEM 8. ADJOURNMENT**

On a motion duly made by Mr. Hight, seconded by Mr. Reed, with Mr. Hight voting yes, Mr. McSwain voting yes, Mr. Reed voting yes and Mr. Shimp voting yes the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby adjourn this meeting until September 18, 2025.

Prepared by: 

LEGAL MATTERS: Section §2.2-3711 (A)(1) of the State Code of Virginia

MOTION: HIGHT

SECOND: MCSWAIN

DATE: AUGUST 20, 2025

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Nelson County Service Authority Board of Directors has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section §2.2-3711(A)(1) of the Code of Virginia requires a certification by the Nelson County Service Authority Board of Directors that such executive meeting was conducted in conformity with Virginia law;

Now, THEREFORE, BE IT RESOLVED that the Nelson County Service Authority Board of Directors hereby certifies that, to the best of each member's knowledge (1) only business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Nelson County Service Authority Board of Directors.

VOTE: 4

AYES: 4

NAYES: 0

ABSENT DURING VOTE: 1

ABSENT DURING MEETING: 1



Secretary of the Nelson County Service Authority Board of Directors

