

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

Present: Justin Shimp, Chairman
Sergio Sanchez, Vice-Chairman
Robert McSwain
Ernie Reed
David S. Hight
George Miller, Executive Director
Jennifer Fitzgerald, Secretary/Treasurer

Absent: Jim Bowling, Attorney

AGENDA ITEM 1. APPROVAL OF MINUTES

On a motion duly made by Mr. Hight, seconded by Mr. Reed, with Mr. Hight voting yes, Mr. Reed voting yes, Mr. McSwain not present for vote, Mr. Sanchez not present for vote 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 October 16, 2025 regular meeting.

AGENDA ITEM 2. ASSISTANT EXECUTIVE DIRECTOR'S REPORT

Mrs. Fitzgerald presented the Treasurer's Report for October 2025.

Mrs. Fitzgerald stated she had applied for a safety grant with Virginia Risk Sharing Association and has been awarded \$2000 that went towards the purchase of 2 sewer cameras and road signs.

Mrs. Fitzgerald stated the Administrative Office will be closed on November 27 and 28 in observance of the Thanksgiving holiday.

Mrs. Fitzgerald informed the Board of Directors that Robinson, Farmer Cox Associates is scheduled to be at the December meeting.

Mrs. Fitzgerald stated there are no updates for the Lovingson sewer project.

AGENDA ITEM 3. EXECUTIVE DIRECTOR'S REPORT

Mr Miller reported the Wintergreen WWTP progress meeting was held on November 18th. English Construction reported that they are waiting for Service Authority staff to have the plant performing at .7mgd in order to do the peak flow performance test and also to test the pinch valve. The new electrical contractor is working on tracing wiring and labeling breakers in the electric panel along with updating the electrical as-built records. Mr. Myers with English has said he would have a hard stop on December 1st. Mrs. Fitzgerald has reached out to Kiera Fitzgerald with Blu Coast Water to come out and look over the plant before ski season.

Mr. Miller reported that Aria Filtra arrived at the Schuyler WTP on October 27th and again on November 18th to install parts within the Schuyler WTP building and on the AP2 machine. The HAA5 and TTHM samples were collected on November 18th for the 4th quarter of 2025.

Mr. Miller asked the Board if a Christmas bonus will be given to all employees.

On a motion duly made by Mr. Reed, seconded by Mr. Sanchez, with Mr. Hight voting yes, Mr. Reed voting yes, Mr. McSwain voting yes, Mr. Sanchez 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 a Christmas bonus for all employees in the amount of \$500.

AGENDA ITEM 4. SYSTEM MAPPING

No update was available.

AGENDA ITEM 5. CLOSED SESSION

On a motion duly made by Mr. Sanchez, seconded by Mr. McSwain, with Mr. Hight voting yes, Mr. Reed voting yes, Mr. McSwain voting yes, Mr. Sanchez 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 closed session in reference to Code of Virginia §2.2-3711 (A)(1), personnel matter.

On a motion duly made by Mr. McSwain, seconded by Mr. Sanchez, with Mr. Hight voting yes, Mr. Reed voting yes, Mr. McSwain

voting yes, Mr. Sanchez 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 regular session.

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. McSwain, with Mr. Hight voting yes, Mr. Reed voting yes, Mr. McSwain voting yes, Mr. Sanchez 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 December 18, 2025.

Prepared by: 

LEGAL MATTERS: Section 82.2-3711 (A)(1) of the State Code of Virginia

MOTION: MCSWAIN

SECOND: SANCHEZ

DATE: NOVEMBER 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 82.2-3711(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: 5

AYES: 5

NAYES: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 0


Secretary of the Nelson County Service Authority Board of Directors

