

At the regular monthly meeting of the Nelson County Service Authority held on September 16, 2021 at the Nelson County Service Authority, Administrative Building thereof:

Present: Justin Shimp, Chairman  
Ernie Reed, Vice Chairman  
Jesse Rutherford  
David Hight  
Gary Sherwood  
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. Sherwood, seconded by Mr. Reed, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford abstaining, Mr. Reed voting yes and Mr. Shimp abstaining the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby approve the minutes of the August 19, 2021 regular meeting.

### **AGENDA ITEM 2. OFFICE MANAGER'S REPORT**

Mrs. Fitzgerald presented the Treasurer's Report for August 2021.

Mrs. Fitzgerald provided an update on the COVID-19 Municipal Utility Relief Program allocations. In August, we were able to provide assistance in the amount of \$2,113.73 to our customers.

Mrs. Fitzgerald stated 2 employees Max Hartman, Operations Superintendent and Kayla Dooms, Operator in Responsible Charge of Wintergreen WTP were recognized for their hard work in obtaining their Class 2 water license.

Mrs. Fitzgerald stated that Brandon Campbell has been recognized as an employee of the Nelson County Service Authority for 20 years as of August 15<sup>th</sup>. Also, Greg Hensley has been recognized as an employee of the Nelson County Service Authority for 15 years as of September 5<sup>th</sup>.

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

Mr. Miller reported that we are working on obtaining easements for the Schuyler WWTP project. CHA plans to advertise the project for bid on October 17, 2021.

Mr. Doug Hudgins stated the Schuyler WWTP project will be in better shape with the budget.

Mr. Miller reported that a pre-construction meeting was held on September 9<sup>th</sup> for the 6" Schuyler Raw line project. The contractor informed us that the winter weather will not create a problem for this project. They are waiting for materials to arrive so that they can begin.

Mr. Miller reported there has been no change in the status on the 8" Force main/6" well line project. The contractor is still waiting on materials.

Mr. Miller reported that bids were opened on September 1<sup>st</sup> for the Wintergreen WWTP project and there were 5 bidders and as anticipated all bids were over the budget set for this project. There was a tie in the base bid amount between English Construction and Shook Construction in the amount of \$13,350,000. Mr. Miller stated that he is not suggesting awarding Alternate A the Replacement of Equalization Blower as part of the project award due to the ability of the work being performed in-house. Alternate B the addition of the Grit Removal Unit the low bidder was English Construction at \$413,563. There is a shortfall of \$3,750,000 from the budget to actual cost. Mr. Miller stated that he and Mrs. Fitzgerald had met with Jay Roberts of WPOA, to ask for assistance on the Wintergreen shortfall. Mr. Roberts was able to get communications started with Senator Tim Kaine about supporting efforts for grant money that may be available. Mr. Miller stated they have also met with Steve Carter, Candy McGarry and Tommy Harvey from the County of Nelson about the shortfall and how the County of Nelson can assist with obtaining Cares money, The American Rescue Plan funds and other state and federal funding to account for the shortfall. Several emails and calls have been made to senators, congressmen and their associates to try and find grant money to help with this deficit. Mr. Miller stated should this be unsuccessful we are looking at another rate increase.

Mr. Doug Hudgins with CHA provided a handout with information about the Wintergreen WWTP project and suggested the Board of Directors award the contract as presented to English Construction. Mr. Hudgins strongly suggested against rebidding the project. Mr. Hudgins will try to find additional grant money available with WQIF.

On a motion duly made by Mr. Reed, seconded by Mr. Hight, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford voting yes, Mr. Reed voting yes and Mr. Shimp voting no the following was resolved:

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby approve to proceed with English Construction as the lowest responsible responsive bidder for the base bid and Alternative B pending DEQ approval of the bid package and obtaining additional financing and/or funding to cover costs.

#### **AGENDA ITEM 4. DIRECTOR'S COMMENTS**

None

#### **AGENDA ITEM 5. PUBLIC COMMENTS**

Mr. McSwain commented that moving forward with the Wintergreen WWTP project award is a good plan.

#### **AGENDA ITEM 6. CLOSED SESSION**

On a motion duly made by Mr. Reed, seconded by Mr. Sherwood, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford 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 other specific personnel matter of tenure.

On a motion duly made by Mr. Reed, seconded by Mr. Rutherford, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford 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. Rutherford, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford 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 change in the Employee Handbook, Section 8.8 Bonuses, Subsection Tenure Service Award. As of January 1, 2021 a one-time bonus to recognize consecutive years of service. A service award of \$200.00 is paid on the employee's fifth anniversary of employment, \$400.00 is paid on the employee's tenth anniversary of employment, \$600 is paid on the employee's fifteenth anniversary of employment, \$800 is paid on the employee's twentieth anniversary of employment, \$1000 is paid on the employee's twenty-fifth anniversary of employment and \$2000 is paid on the employee's thirtieth anniversary of employment.

**AGENDA ITEM 7. ADJOURNMENT**

On a motion duly made by Mr. Rutherford, seconded by Mr. Hight, with Mr. Sherwood voting yes, Mr. Hight voting yes, Mr. Rutherford 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 October 21, 2021.

Prepared by:



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

MOTION: REED

SECOND: HIGHT

DATE: SEPTEMBER 16, 2021

CERTIFICATE 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

## **SECTION 8 – EMPLOYEE BENEFITS**

### **8.8 Bonuses**

Certification – Employees who are required to satisfactorily complete certification programs for the Authority will receive a certification bonus at the completion of such certification based on the application and use of the certification. Typically, this bonus will equal 2.5% of the employee's base annual pay. To be eligible for this bonus, employee must receive prior approval by Assistant Director.

Cost Savings – Employees are encouraged to make recommendations for process efficiencies that result in effective work processes and/or services that result in actual savings to the Authority. The employee (or group of employees) should make written recommendations to their Supervisor that detail the proposal and include the costs of implementation, costs of performing said task utilizing current method of operation, and the actual savings that the Authority would receive. The Assistant Director will review, determine the merits of the proposal and present the final proposal to the Executive Director for approval.

Employees who make recommendations for improvements that result in a cost savings to the Authority will be paid a bonus. Typically, this bonus will equal ten percent (10%) and not to exceed \$1000.00 of the first year annual savings and will be paid on a one-time basis.

Tenure Service Award - Employees are recognized for their service with the Authority. This bonus is for consecutive years of service. A service award of \$200.00 is paid on the employee's fifth anniversary of employment, \$400.00 is paid on the employee's tenth anniversary of employment, \$600 is paid on the employee's fifteenth anniversary of employment, \$800 is paid on the employee's twentieth anniversary of employment, \$1000 is paid on the employee's twenty-fifth anniversary of employment and \$2000 is paid on the employee's thirtieth anniversary of employment.