

At the regular meeting of the Nelson County Service Authority held on May 21, 2020 via electronic communication means (telephonically) pursuant to and in accordance with Virginia Code 15.2-1413 and Emergency Ordinance 2020-01 adopted on March 26, 2020 by the Nelson County Board of Supervisors due to the worldwide COVID-19 pandemic thereof:

Present: David S. Hight, Chairman  
Gary Sherwood, Vice-Chairman  
Ernie Reed  
Jesse Rutherford  
Justin Shimp  
George Miller, Executive Director  
Jennifer Fitzgerald, Secretary/Treasurer

Absent: Jim Bowling, Attorney

### **INTRODUCTION**

The May 21<sup>st</sup> meeting is being held and conducted pursuant to and in accordance with Virginia Code 15.2-1413 and the Emergency Ordinance 2020-01 adopted on March 26, 2020 by the Nelson County Board of Supervisors. This meeting is held by telephonic means due to the worldwide COVID-19 pandemic. Should the public want to review the ordinance and other documents they can be found on the County of Nelson website [www.nelsoncounty-va.gov](http://www.nelsoncounty-va.gov)

According to the Emergency Ordinance it shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set for in Virginia Code 15.2-1427 but in no event shall such ordinance be effective for more than 6 months.

This meeting is being audio recorded and minutes will be written accordingly.

This meeting will continue by telephonic means, the agenda has been disbursed to the public and media as requested. We will continue with the normal agenda and allow time at the end for public comments. When giving a report or making comments please identify yourself before speaking. All votes will remain a roll call vote.

\* \*Are there any questions about the process? \*\*

The Nelson County Service Authority is an essential business and has continued to operate to that effect.

Announce that a quorum exists and we shall proceed with the Approval of minutes.

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

On a motion duly made by Mr. Sherwood, seconded by Mr. Rutherford, with Mr. Shimp voting yes, Mr. Rutherford voting yes, Mr. Reed voting yes, Mr. Sherwood voting yes and Mr. Hight 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 April 16, 2020 regular meeting.

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

Mrs. Fitzgerald presented the Treasurer's Report for April 2020.

Mrs. Fitzgerald presented the Fiscal year 2020-2021 Budget information including the rate structure along with the operating, capital improvements and personnel budget. Mr. Miller stated there will be a payroll hold in which employees will not be given pay raises this fiscal year, which he states is not a pay freeze. As stated at the April 16, 2020 Board meeting, all capital projects have been halted due to the COVID-19 pandemic.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby approve the rate structure, operating, capital improvements and personnel budgets for fiscal year 2020-2021.

Mrs. Fitzgerald stated a grant application has been sent to Southeast Rural Community Assistance Project to apply for grant funds to assist with the Schuyler WWTP project.

Mrs. Fitzgerald stated the bid bond of 5% in the amount of \$6,095.10 was received from the CCTV contractor that backed out of the work on the Wintergreen WWTP project. The second lowest bidder will be awarded the contract for the CCTV work once the capital projects begin.

Mrs. Fitzgerald stated the Consumer Confidence Reports have been approved by the Virginia Department of Health and have been published on the Service Authority website. The customers will receive notice of the availability of these reports on their billing statement in May.

Mrs. Fitzgerald stated the Administrative Office will be closed on Monday, May 25, 2020 in observance of the Memorial Day Holiday.

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

Mr. Miller provided an update of the Schuyler WWTP project. The smoke testing has been completed and the mapping of the collection system and manholes is currently being done by staff. Mr. Miller stated CHA has included in their contract the CCTV work and GPS on the system that needs to be done in Schuyler.

Mr. Miller stated that CHA has provided him with an engineering agreement that needs to be signed to begin work on the Schuyler WWTP project.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby authorize Mr. Miller to sign the engineering agreement with CHA for the Schuyler WWTP project.

Mr. Miller stated Doug Hudgins with CHA plans to attend the June meeting if it is in person to discuss both the Wintergreen and Schuyler WWTP projects.

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

Mr. Shimp stated he will not be at the June 18, 2020 Board of Directors meeting. There was discussion about rescheduling the June meeting.

Mr. Hight stated the June meeting needs to be held in the basement so that we can adhere to social distancing.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby reschedule the June 2020 Board of Directors meeting from June 18<sup>th</sup> at 5pm to June 11<sup>th</sup> at 4pm.

**AGENDA ITEM 5. PUBLIC COMMENTS**

Mr. McSwain thanked Mrs. Fitzgerald for fixing the phone issue from last month.

Mr. Faulconer, Nelson County Times had questions about the approved budget. Mr. Hight directed Mr. Faulconer to email his questions to Mr. Miller.

**AGENDA ITEM 6. ADJOURNMENT**

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby adjourn this meeting until June 11, 2020.

Prepared by:

J Lynn Kigald