

At the regular monthly meeting of the Nelson County Service Authority held on November 18, 2021 at the Nelson County Service Authority, Administrative Building thereof:

Present: Justin Shimp, Chairman
David Hight
Gary Sherwood
George Miller, Executive Director
Jennifer Fitzgerald, Secretary/Treasurer

Absent: Ernie Reed, Vice-Chairman
Jesse Rutherford
Jim Bowling, Attorney

AGENDA ITEM 1. AUDIT

Mr. Matt McLearn with Robinson, Farmer, Cox Associates presented the annual audit.

AGENDA ITEM 2. APPROVAL OF MINUTES

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

AGENDA ITEM 3. OFFICE MANAGER'S REPORT

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

Mrs. Fitzgerald provided an update on the COVID-19 Municipal Utility Relief Program allocations. In October, we were able to provide assistance in the amount of \$2,953.40 to our customers. Any unappropriated relief money needed to be returned to the state by December 1, 2021. On November 8th, we sent a check to the County of Nelson as our financial agent for this project to return the funds in the amount of \$14,295.09 back to the State.

Mrs. Fitzgerald stated she received an award letter from the Virginia Department of Housing and Community Development in the amount of \$32,387.39 from the ARPA Municipal Utility Assistance Program. The

County of Nelson has agreed to serve as the financial agent once again for this program. All paperwork was submitted to pre-qualify our customers for this assistance.

Mrs. Fitzgerald stated the updated Moral Obligation was signed by the County of Nelson and has been returned to bond counsel for the Wintergreen WWTP loan closing scheduled for Friday, November 19, 2021.

Mrs. Fitzgerald read a letter prepared to the County Board of Supervisors in reference to showing interest in allocating some of the ARPA funds recently received by the County of Nelson towards the Wintergreen WWTP project. The consensus was to send the letter with a few minor changes.

Mrs. Fitzgerald stated the Administrative Office will be closed on November 25 & 26th for the Thanksgiving Holiday.

AGENDA ITEM 4. EXECUTIVE DIRECTOR'S REPORT

Mr. Miller reported the Schuyler WWTP project pre-bid meeting was held on November 10th with 5 general contractors and 1 electrical sub in attendance. This was not a mandatory meeting but it gave contractors a change to ask questions and see the job site. Bids will be open December 7th.

Mr. Miller reported the Notice of Award was sent to English Construction for the Wintergreen WWTP project. The contractor has asked to hold off on issuing the Notice to Proceed until after the first of the year due to the possible winter weather delays.

Mr. Miller reported the contractor for the 8" force main/6" well line project has received most of the parts ordered and a couple of weeks will be in the "pause" phase per WPOA and this project should begin in mid-March.

Mr. Miller reported the 6" Schuyler Raw water line project status has not changed. The contractor is still waiting on materials to become available. Weather will not be a factor in this project.

AGENDA ITEM 5. DIRECTOR'S COMMENTS

Mr. Shimp and Mr. Hight discussed partitioning off a section of the basement for a permanent meeting room in the basement with adequate heat for the winter months.

AGENDA ITEM 6. PUBLIC COMMENTS

None

AGENDA ITEM 7. ADJOURNMENT

On a motion duly made by Mr. Hight, seconded by Mr. Sherwood, with Mr. Sherwood voting yes, Mr. Hight 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 16, 2021.

Prepared by: *Oliver J. Hight*