

At the Regular meeting of the Nelson County Service Authority held on August 18, 2026 at the Nelson County Service Authority, Administrative Building thereof:

Present: Justin Shimp, Chairman
Robert McSwain
David S. Hight
Sergio Sanchez
George Miller, Executive Director
Jennifer Fitzgerald, Secretary/Treasurer
Michael Derdeyn, Attorney

Absent: Ernie Reed, Vice-Chairman

AGENDA ITEM 1. CLOSED SESSION

On a motion duly made by Mr. McSwain, seconded by Mr. Hight, with Mr. Sanchez voting yes, Mr. Hight voting yes, Mr. McSwain 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 involving performance evaluation of a specific employee and Code of Virginia §2.2-3711 (A) (7), consultation with legal counsel about probable future litigation.

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

On a motion duly made by Mr. Hight, seconded by Mr. McSwain, with Mr. Sanchez voting yes, Mr. Hight voting yes, Mr. McSwain 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 2. APPROVAL OF MINUTES

On a motion duly made by Mr. McSwain, seconded by Mr. Hight, with Mr. Sanchez voting yes, Mr. Hight voting yes, Mr. McSwain 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 special joint meeting of the Nelson County Service Authority Board of Directors and Nelson County Board of Supervisors held on June 30, 2026.

On a motion duly made by Mr. McSwain, seconded by Mr. Hight, with Mr. Sanchez voting yes, Mr. Hight voting yes, Mr. McSwain 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 21, 2026 Public hearing and Annual meeting.

AGENDA ITEM 3. ASSISTANT EXECUTIVE DIRECTOR'S REPORT

Mrs. Fitzgerald presented the Treasurer's Report for July 2026.

Mrs. Fitzgerald stated USDA-Rural Development provided a Letter of Conditions for the Lovington Sewer project on February 14, 2024 for a loan of \$641,000 and grant of \$1,594,000 for 40 years with an interest rate of 2.25%. After receipt of the letter of conditions the County of Nelson approved a support agreement for this revenue bond with Resolution R2024-59. On August 3, 2026 USDA-Rural Development provided an amended Letter of Conditions for the Lovington Sewer project for the project overrun. The letter offers an additional loan of \$451,000 and additional grant of \$1,439,000 for a total of \$1,890,000 for 40 years with an interest rate of 2.875%. Because the initial and subsequent loans were obligated in different fiscal years, it will be necessary to issue two bonds. An additional resolution from the County of Nelson will be needed for the additional funding amount to prevent a rate increase.

Mr. Shimp stated he would like to have the County to make a decision on the engineering firm used for this project, since it would be their money used to do the project.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does authorize Mr. Miller to sign the USDA Form RD 1942-46, Letter of Intent to Meet Conditions and RD 1940-1, Request for Obligation of Funds.

AGENDA ITEM 4. EXECUTIVE DIRECTOR'S REPORT

Mr. Miller provided a timeline of events that have happened in reference to the Wintergreen WWTP since last month's meeting. On August 4th the membrane replacement proposal was signed and countersigned. Also, on August 4th CHA, OVIVO and English Construction were mailed a Notice of Claim. On August 6th, an Emergency Work Notice for the purchase of membranes was posted on the NCSA website and posted on the foyer window. On July 30th, a check for the civil charge was mailed to DEQ, the check was cashed on August 8th for \$35,741.26. On August 11th, the revised short term corrective action was emailed to DEQ-no comments received as of yet. On August 20th, a virtual kickoff meeting is scheduled with IWS about the membrane replacement, coordination of draining/cleaning tanks while membranes are being replaced, delivery of new membranes, removal of current membranes, training, O&M manuals, operational considerations, etc.

Mr. Miller reported there was a malfunction of the sand filters at the Regional sewer treatment facility in July. Altavista Instruments was called out several times to diagnosis the problem and found a purchase power interruption caused the PLC to be reset to factory settings. This resulted in pumping and hauling to several facilities to prevent overflows. DEQ was notified of the events surrounding the malfunction and made a site visit. The Superintendent kept DEQ informed of the progress. Through efforts of all staff there were no overflows at this facility.

Mr. Miller reported on July 21st, he received an Administrative Consent Order for the Regional Sewer treatment plant due to an excessive amount of daily monitoring reports being issued to DEQ with mathematical errors and reporting issues. To reduce the civil charge, these reports were revised and resubmitted. An updated section to the O&M manual to include a schedule for testing the integrity of the PLC communications and automated units was required and submitted.

AGENDA ITEM 5. SYSTEM MAPPING

Mrs. Fitzgerald provided information about the GIS mapping program. A meeting with Civil Vanguard has been scheduled to move forward with getting the program set up and secure access for employees to view data and maps.

AGENDA ITEM 6. DIRECTOR'S COMMENTS

Mr. Sanchez asked if all plants and facilities have no trespassing, unauthorized personnel prohibited signs in place.

Mr. Shimp stated he would like to review and possibly revise the performance evaluation scale and adopt a yearly CPI increase across the board.

AGENDA ITEM 7. PUBLIC COMMENTS

None

AGENDA ITEM 8. ADJOURNMENT

On a motion duly made by Mr. Hight, seconded by Mr. McSwain, with Mr. Sanchez voting yes, Mr. Hight voting yes, Mr. McSwain 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 15, 2026.

Prepared by: 

LEGAL MATTERS: Section §2.2-3711 (A)(7) of the State Code of Virginia

MOTION: MCSWAIN

SECOND: SANCHEZ

DATE: AUGUST 18, 2026

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)(7) 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.

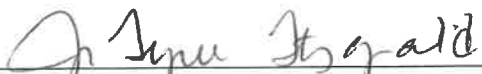
VOTE: 4

AYES: 4

NAYES: 0

ABSENT DURING VOTE: 1

ABSENT DURING MEETING: 1


Secretary of the Nelson County Service Authority Board of Directors

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

MOTION: MCSWAIN

SECOND: SANCHEZ

DATE: AUGUST 18, 2026

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.

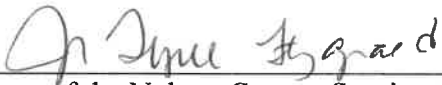
VOTE: 4

AYES: 4

NAYES: 0

ABSENT DURING VOTE: 1

ABSENT DURING MEETING: 1



Secretary of the Nelson County Service Authority Board of Directors