

At the regular meeting of the Nelson County Service Authority held on February 15, 2024 at the Nelson County Service Authority, Administrative Building thereof:

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

Absent: Sergio Sanchez  
Jim Bowling, Attorney

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

On a motion duly made by Mr. Hight, seconded by Mr. McSwain, with Mr. Shimp abstaining, Mr. McSwain voting yes, Mr. Hight voting yes and Mr. Reed 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 January 18, 2024 regular meeting.

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

Mrs. Fitzgerald presented the Treasurer's Report for January 2024.

Mrs. Fitzgerald provided the annual water withdraw information for each service area that was submitted to DEQ for 2023.

Mrs. Fitzgerald reported the line of credit with American National Bank is up for renewal. There is a renewal fee of \$250 for the \$1M line with current rates at prime + .25% with a floor of 7.25%, which are the same terms as last year. The bank has changed the renewal process and they will review NCSA financials annually, but the maturity date is extended until 2029, which alleviates the annual renewal fee through 2029.

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

line of credit renewal paperwork with the condition that the line of credit not be used without Board approval as established several years ago.

Mrs. Fitzgerald reported that on February 14, 2024, Rural Development presented the Nelson County Service Authority with the Letter of Conditions for financing the Lovingston sewer project. They have offered a 75% grant and 25% loan for the Lovingston sewer project anticipated to cost a total of \$2,235,000. The terms of the loan are 2.25% interest for 40 years with an annual payment of approximately \$28,000.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby accept the Letter of Conditions from Rural Development.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby moving forward with approaching the County of Nelson to pay the annual debt on the Lovingston sewer project by way of an availability agreement.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors authorizes Mr. Miller to sign RD Form 1940-1 (Request for Obligation of Funds) and RD Form 1942-46 (Letter of Intent to meet conditions). Both forms are in reference to the Lovingston sewer project.

Mrs. Fitzgerald reported CHA provided the Larkin property water and sewer study proposal to the County of Nelson on February 6, 2024. The Nelson County Board of Supervisors voted on February 13, 2024 to accept this proposal. Since, the Service Authority entered into the term contract with CHA and the County project was included in our RFP the Nelson County Service Authority Board will also need to authorize this proposal.

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors authorizes Mr. Reed, NCSA Chairman to sign the Larkin property water and sewer study proposal prepared by CHA.

Mrs. Fitzgerald stated there is no update on the Black Creek Reservoir dredging application.

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

Mr. Miller reported there was no progress meeting held in February for the Schuyler WWTP project. The contractor provided the following project information. The chlorine contact tank has been demolished. The trickling filter has been demolished. The generator at the new Wastewater Treatment Plant was started up and additional training was provided by the manufacturer. The old wet well has been demolished. The contractor is still targeting April 2024 for substantial completion.

Mr. Miller reported the progress meeting will be held next week for the Wintergreen WWTP project. The contractor provided the following project information. The motor control center was installed at the MBR building along with the automatic transfer switch and MBR control panel. The emergency eye wash station, utility sink, water heater, vent piping and water lines have also been installed. Backfilling continues around the headworks building along with installing the perimeter drain tile piping. The installation of the roof trusses and decking have been completed.

Mr. Miller reported that the Virginia Department of Health is still reviewing the Unidirectional Flushing Program information provided to them on January 31, 2024. After receiving VDH approval we plan to start the flushing program in March. Notices will be sent in advance to make customers aware of possible things to expect such as seeing hydrant running, lower than normal water pressure during the opening and closing of valves and discoloration of water.

### **AGENDA ITEM 4. SYSTEM MAPPING**

Mrs. Fitzgerald reported the mapping of the Schuyler area has been completed. CHA staff will be working on the Wintergreen area next.

**AGENDA ITEM 5. DIRECTOR'S COMMENTS**

Mr. Reed gave information about House Bill 2095. Mr. Reed will talk with Thomas Jefferson Planning about whether this affects Nelson.

Mr. McSwain suggested that others attend the next Hat and Black Creek meeting on February 27<sup>th</sup>. Mr. McSwain voiced concerns about the Larkin Property proposal and the ability of the engineering firm to forecast 30 years into the future with the help of the planning department due to several personnel being out of the office.

**AGENDA ITEM 6. PUBLIC COMMENTS**

None

**AGENDA ITEM 7. ADJOURNMENT**

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

BE IT RESOLVED, That the Nelson County Service Authority Board of Directors does hereby adjourn this meeting until March 21, 2024.

Prepared by: John James Boyd