

April 8, 2014

Minutes of the regular meeting of the Yadkin Valley Sewer Authority (YVSA) held Tuesday, April 8, 2014 at 9:00 a.m. at the YVSA Office.

PRESENT

Directors: Chairman Wayne Moore, Directors Tommy Casstevens, Victor Varela, and Harold Lee Wagoner. Vice-Chair J L Lowe, Jr. arrived at 9:15 am.

Also present: Executive Director Nicole Johnston; Secretary/Treasurer John Holcomb; Jerry Twiggs, Engineer with West Consultants PLLC; Attorney James Freeman; YVSA Operations Manager Brad Haynes, and YVSA Administrative Assistant Susan White.

Also present: Adam McComb, Elkin Recreation and Parks Director.

I. WELCOME

- With a quorum of four present, Chairman Moore welcomed everyone and called the meeting to order.

II. CONSENT AGENDA

- *Tab A – Consent Agenda:*
 - *Minutes of the March 11, 2014 Board Meeting (Regular Meeting).*
- *Chairman Moore asked for a motion to approve the Consent Agenda in its entirety.*
 - ✚ *Following a motion made by Mr. Casstevens and seconded by Mr. Wagoner the minutes were approved by a vote of four - zero with no discussion.*

III. ACTION ITEMS/UPDATES FROM STAFF

- *Tab D– RV Parking for Fiddler’s Event on May 10th – Nicole Johnston/John Holcomb*

Chairman Moore announced Mr. Adam McComb, Elkin Recreation and Parks Director, was in attendance today to present a request to use the YVSA parking lot for a Recreation Department event. He asked McComb to share his request with the Board.

 - McComb shared a group is renting the park for a Fiddlers’ convention.
 - This is second year of event.
 - Several bands and people are coming in.
 - He is here on behalf of the Foothills Arts Council.
 - They are hosting the event and holding it in the park this year because of space and needing the band shell.
 - They also need to provide parking lots for overnight RV camping.
 - Bands will play all day and throughout the evening, beginning again the next morning. The Recreation Center does not have a lot of actual parking for RVs and campers, just recreation center patrons.
 - There is a big difference between parking for four wheel cars and RVs.
 - The Recreation and Parks Department Parks do not have much parking at all for heavy vehicles like the big RVs.
 - They feel the Sewer Authority’s parking lot is ideal for that.

- He is here today to see what the Board's feelings, ideas, and questions are on letting RVs park here over the weekend.
- Patrons are willing to clean up the area after the event is over.
- Logistically, things need to be mapped out before they get here and space roped off for them to park, limiting the number of RVs that can come in because of area in the parking lot that has to be kept open for YVSA trucks and equipment to enter/exit.
- There is a liability in housing the vehicles overnight. Need to consider if you want them to get an insurance policy to cover themselves while they are here. Do not know what type of waivers is needed – need to discuss with James (Freeman).
- Event will be held the weekend of May 9-11, the weekend before the Wine Festival.
- Must work this out soon as the event is close.
- Not a lot of areas around the park to house the large RVs.
- Had discussed using the High School parking lot but going up and down the hill all day and night was an issue.
- The Town has parking lots downtown within walking distance but the parking lot is in rough shape right now.
- Using the parks near Chatham are too far away and would require a shuttle bus to get patrons back and forth to the event.
- Need an asphalt parking lot within walking distance of the Park and this looked like the perfect place.
- Kruger Brothers and other big name bands are coming this year which necessitated needing the stage at the park.
- This would be a courtesy to let them come in.
- Moore asked if they would be parking here both Friday and Saturday nights.
- McComb stated probably whatever you agree to let them do. If the Board agrees to let them come in Friday through Sunday, that is when they will be here.
- Varela stated he recommends them getting a special event insurance policy to cover us and make sure they will clean up after themselves.
- McComb stated they would be cleaning up here and the Park after it is over. He would also say they must get their own insurance.
- Johnston stated she was worried about cleanup.
- Holcomb asked if the authority was expected to take the discharge from these campers.
- McComb stated no.
- McComb also stated he felt it was too late to advertise the availability of parking so he feels like they will just have to do an immediate press release.
- Holcomb stated he feels it might be ok to use the lower end of the parking lot.
- Johnston stated she doesn't need any damage to the building and will there be security here.
- McComb stated no security other than police.
- Moore asked if it was feasible to ask for a fee to park.
- Twiggs recommended \$10 per night and stated that is what they paid elsewhere at events like this.

- Johnston stated she had Haynes measure in the lower lot and up the far side of the parking lot. May be able to get eight to ten campers in the lot. Need to rope off so that the YVSA crew can get into the shop.
 - McComb stated yes, must rope off where they can park or they will assume they can park anywhere.
 - Lowe stated there needs to be some sort of ticket specifying where they can park.
 - Freeman stated among other things we would need a sign covering the conditions of parking in this lot, the time they can come in and when they will have to be gone, and making sure they know they are parking at their own risk.
 - Wagoner was concerned about the asphalt that was already breaking up in the parking lot. Thought large campers would break it up even farther.
- *Chairman Moore asked for a motion to allow the Foothills Arts Council to use the YVSA parking lot for RV and camper parking during the Fiddlers' Event the weekend of May 9-11 at a charge of \$10 per unit.*
- ✚ *Following a motion made by Mr. Varela and seconded by Mr. Casstevens, the request was approved by a vote of five - zero with no discussion.*
- McComb stated he would take the information back to the Foothills Arts Council and have Leighanne contact Nicole about the specifics.
- *Tab B - Executive Director's Update – Executive Director Nicole Johnston*
- No SSO's for March, even with yesterday's heavy rains.
 - Brad has a lot of good ideas to help control I & I.
 - Could not haul sludge last month because of the crazy weather.
 - Should haul in April as soon as Dennis (Key) can get his trucks into the plant and the fields.
 - Must haul soon as both of our digesters are full.
 - Brad came on board on March 24th and is doing a great job.
 - We have a few personnel issues that I hope the Board will back me on when we talk later in closed session.
- *Tab C – Water Usage by Breweries Discussion – Nicole Johnston*
- Holcomb and Johnston have been talking for a while about the new brewery going in at the old Basin Creek Store location.
 - Owners of Skull Camp Winery are opening the micro-brewery know as Skull Camp Brewery.
 - Facility will have four bathrooms - two outside, two inside. If we have them install two separate meters, the second one will not get the wash-down water.
 - Suggest having the Brewery install an Ultrasonic meter that will actually bend and be able to measure all the effluent coming to us. Will just need one ultrasonic that measures what comes to us versus two meters the other way.
 - Thinking cost will be around \$1,000 for the meter. Will not be the “inside the pipe” type.
 - Will give more accurate reading and will catch both inside and outside bathroom flow.
 - WM stated wash-down flow will be major flow we should be getting paid for.
 - Will be a separate line at the Brewery.

- We will now be measuring everything going in and out, which will give a more true reading for us and them.
 - We will want to amend our Sewer Use Ordinance to reflect this decision for future Breweries coming in.
- *Chairman Moore asked for a motion to require Skull Camp Brewery put an ultrasonic flow meter on their discharge line and coordinate its installation with our personnel.*
- ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens, the motion was approved by a vote of five - zero with no discussion.*
- *Tab E – Engineer’s Update – Jerry Twiggs, West Consultants, and PLLC.*
- Project #1 - SW Elkin Collections System Rehab Project (SRL and CWMTF) -
 - SRL and CWMTF are now completely funded. All plans have been submitted to NCDENR. We will advertise for bids as soon as DENR approves the plans
 - Project #2 – Pump Station Rehab/Upgrade Project (ARC and CWSRF) –
 - Easements are down to one left - Walter White on Jonesville Blvd. Mr. White has the easement for his people to sign off on. He will bring it to us as soon as it is finished. Twiggs will call him again today. We can advertise the project as soon as he brings us the easement. May advertise this week.
 - Project #3 - PGW Downstream Improvement Project –
 - ARC announced its approval of grant funding on March 5th.
 - EDA announced its approval of a \$355,500 grant on April 4th.
 - Grant documents will come to the Board for approval soon.
 - Approval of ARC and EDA awards will be submitted to the Department of Commerce for the Rural Center grant can be officially approved.
 - Project #4 – Sewer Extension for Weyerhaeuser –
 - Golden leaf has approved Weyerhaeuser’s request. ARC grant is being reviewed in Washington now. Surry County thinks they will have approval any time now.
- *Tab F – PGW Project Letter for CWSRF Loan – Nicole Johnston*
- The CWSRF award we had received has now been replaced with all grant money.
 - We can now release the loan money the State had been holding in our name. Would like the Board’s approval to send a letter to NCDENR – Division of Water Infrastructure advising them of our success in obtaining grant funds for this project and informing them we will no longer be utilizing their CWSRF loan.
 - Lowe asked if there was no other way we could get them to let us have this money for another project.
 - Twiggs stated it was specific to this project and was a loan, not a grant. We have replaced it with grant money.
 - We had not formally accepted the CWSRF money so far so we can release the funds back to them for this round with our sincere thanks.
 - Will look good to them for us to release the money back to them so they can award it to another entity needing it.

- *Chairman Moore asked for a motion to allow West Consultants to send a letter to NCDENR declining the CWSRF money with our gratitude as we have been able to secure all grant funding for the project.*
 - ✚ *Following a motion made by Mr. Varela and seconded by Mr. Lowe, the motion was approved by a vote of five - zero with no discussion.*

- *Tab G - Financial Update –Secretary/Treasurer John Holcomb*
 - Cash as of April 7th was \$39,086.17.
 - Currently running at a loss of \$21,453.40.
 - Recently made a large debt payment of \$82,795 to the Town of Elkin for Phase I of the WWTP project.
 - Revenue appears to be on track.
 - Now working on budget.
 - R&M-PS has spent \$111,000 so far this year. Spent around \$116,000 last year.
 - Still having trouble with Pump Stations.
 - Had a pretty large expense of \$19,000 on a Claremont Road repair this winter.
 - Have had our fair share of expenses this year.
 - Moore asked Holcomb if the included statement included eight months or revenue or nine.
 - Holcomb stated nine months' worth.
 - Holcomb also shared we had spent \$259,000 in debt payments year to date. Between now and June we will not make any more debt payments until the \$61,000 payment in June for the Jonesville GO Bond loan.
 - Sewer revenue from the Towns is all caught up through March.
 - Lowe asked Varela if he could give an update on Ronda's progress with their administration loss.
 - Varela stated he had hired a small management firm by the name of All American Cities, owned by Ron Niland.
 - They were doing the administrative part of the office while their accountants were helping with the accounting portion of the office.
 - They have two part-timers switching off in the front so people working in the back can get their work done.
 - Things are starting to smooth out.
 - Holcomb gave an update on PGW's flow:
 - January's flow was 1,135,540 gallons.
 - February's flow was 1,919,340 gallons.
 - March's flow was 1,524,900 gallons.
 - April's flow was 1,523,870 gallons.
 - Their flow is up and down.
 - Will share more of what their flow may look like next year at the Budget meeting in May. Will probably be around 29 gallons per minute.
 - Lowe asked if that was about what we had anticipated before in our budget and Holcomb stated it was.
 - Holcomb also stated grant projects will help show a drop in O&M costs and power bills as the new pumps will be much more efficient.
 - Labor costs should also go down as equipment will basically be newer.
 - Will also be eliminating four stations bringing our total down to 24.

- Staff has worked with our attorney on getting the items requested into the easements to get them signed.
- We will clean some drains, do some work on the homeowners' properties, install a few taps and pipes where wanted and needed, and cut some timber that needs cutting anyway.
- The small things were added into the easements as EXHIBITS.
- Timber will be cut on one property ready to sell with the proceeds going to the property owner. It is his timber anyway.

.Item #7 – Budget Workshop – Set up starting date(s) – Nicole Johnston/John Holcomb


- Holcomb would like to have a budget workshop the end of April or early May. Should have everything finished by Mid-May. Budget must be available for public inspection by June 1st.
- The 1st Budget Workshop should last a couple of hours. Already have the numbers from the SOG plugged in.
- Holcomb stated he could do either end of April or in May-9 am. Lowe stated he could not commit to either at this time.
- He will bring a complete budget to the Board at the first Budget Workshop. They can start tweaking it then.
- He has built in a COLA for employees.
- Will need to have a rate increase discussion.
- He will have the budget pretty far along at first workshop
- He recommends the first workshop on May 6th at 9 am.; then another two weeks later on May 20th. The Board agreed to the schedule.

Item #8 – Legal Update – Attorney James Freeman

- Freeman stated he had worked mainly with staff on getting easements completed for Gant Street and Welborn Pump Station rehab projects and discussions regarding personnel, which will be discussed further in closed session.

With no other business, Moore stated they would now go into closed session.


- *Chairman Moore asked for a Motion to go into closed session pursuant to G.S143.318 sec (3) (6) to discuss a personnel matter.*

 *Upon a motion by Mr. Varela and seconded by Mr. Lowe, the motion was approved with a vote of five to zero with no discussion.*

Others in the room were excused and the Board was officially in Closed Session.

After their closed session discussion, the Board returned to their regular meeting with no action taken.

- V. *Being no further business or discussion, Chairman Moore asked for a motion to recess the meeting until May 6, 2014, at 9am at the YVSA Operations Center for the purpose of Budget Workshop #1.*

 *Upon a motion to recess by Mr. Lowe and seconded by Mr. Casstevens, the meeting was recessed by a vote of five-zero in favor and the meeting was recessed.*

Submitted by:

Susan White
YVSA Administrative Assistant

Wayne Moore, Chair

Attest:

John W. Holcomb, Secretary/Treasurer