

December 9, 2014

Minutes of the Regular Meeting of the Yadkin Valley Sewer Authority (YVSA) held Tuesday, December 9, 2014, at 9:00 am at the YVSA Operations Center.

### **PRESENT**

Directors: Chairman Wayne Moore; Vice-Chair J. L. Lowe, Jr.; Director Tommy Casstevens; Director Harold Lee Wagoner, Executive Director Nicole Johnston; Secretary/Treasurer John Holcomb; Attorney James Freeman; and Engineer Benjie Thomas with West Consultants, PLLC.

*Mark Preston with Preston Sims & Darden P.A. was also present for the meeting to provide a brief audit report for the YVSA Board for Fiscal Year Ended June 30, 2014.*

### **ABSENT**

Directors Victor Varela, Operations Manager Brad Haynes, and Administrative Assistant Susan White.

**I. WELCOME** *Mark Preston with Preston Sims & Darden P.A. was also present for the meeting to provide a brief audit report for the YVSA Board for Fiscal Year Ended June 30, 2014.*

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

### **IV. ACTION ITEMS/UPDATES FROM STAFF (moved to first item from Part IV)**

- **Item 5 – Audit Approval for FY 2014:**
  - Due to Mr. Preston’s attendance, Chairman Moore asked him to present his audit presentation first. Mr. Preston did provide that the YVSA had received a “clean audit” opinion from their firm. After a brief ten-minute presentation by Mr. Preston and little discussion, Mr. Preston was excused.

### **II. PUBLIC COMMENT PERIOD**

- Chairman Moore opened the Public Comment Period of the meeting. Hearing none, Moore closed the period.

### **III. CONSENT AGENDA**

- **Tab A – Consent Agenda:**
  - Minutes of the November 10, 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. Lowe and seconded by Mr. Casstevens, the minutes were approved by a vote of four - zero with no discussion.*

### **IV. ACTION ITEMS/UPDATES FROM STAFF**

- **Tab B – Executive Director’s Update – Nicole Johnston**
  - Ms. Johnston provided a brief monthly report about the Operations for the YVSA.
- **Tab C – Engineer’s Update – Benjie Thomas**
  - A discussion was held regarding the current ongoing and upcoming projects for YVSA:
    - Southwest Elkin Collection System Rehab (SRL and CWMTF funded);
    - Pump Stations Rehab / Upgrade Project (ARC and CWSRF funded);
    - Sewer Improvements to Serve PGW (EDA, IDF, and Rural Authority funded);

- Sewer Extension for Weyerhaeuser (GLF, IDF, and ARC funded);
  - 2015 Wastewater Treatment Plant Upgrades; and
  - Historic Jonesville Technical Assistance Grant (TAG) Application.
- **Tab D – Pump Station Rehab Phase II Change Order – Benjie Thomas**
    - A discussion was held regarding Change Order #3 for Locke-Lane Construction to complete three items, with the primary item concerning the Ghant Street Pump Station abandonment for the amount of \$18,360.50 (including \$5,300.00 for the additional clearing needed). The other two items involved the installation of culverts at the creek crossing to allow YVSA staff access to the sewer easement near the to be abandoned Welborn Street Pump Station as well as additional fencing to be needed for the Highway 268 & Johnson Ridge Road Pump Station; these two items totaled \$1,863.00. The total change order as proposed was in the amount of \$20,223.50.
    - During the discussion, it was provided that the total change order could be reduced by \$5,300.00 to allow for the additional clearing for the Ghant Street Pump Station abandonment to be completed by YVSA staff. This would reduce the amount of the change order from \$20,223.50 to \$14,923.50.
      - *Chairman Moore asked for a motion to approve the YVSA Change Order #3 for the Pump Station Rehab Phase II Project for the amount of \$14,923.50.*
      - ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens the motion was approved by a vote of four - zero with no discussion.*
  - **Tab E – Financial Update – John Holcomb**

A brief discussion was provided by Mr. Holcomb about the current financial position of the company.
  - **Tab F – 2015 Holiday Calendar – Nicole Johnston**
    - Ms. Johnston presented the Holiday Calendar for the 2015 upcoming year. A brief discussion followed.
      - *Chairman Moore asked for a motion to approve the Holiday Calendar for the 2015 upcoming year.*
      - ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens, the motion was approved by a vote of four - zero with no discussion.*
  - **Item No. 7 – Legal Update – James Freeman**
    - A brief discussion was provided by Mr. Freeman about completing the minutes with only the items addressed and including all motions and seconds.

**V. 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 N.C.G.S §143.318.11(a)(6) to discuss a personnel matter.*
- ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens, the Board approved going into Closed Session by a vote of four - zero.*

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

- *Upon returning to Open Session, the Board took action on their Closed Session discussion. After a motion by Mr. Lowe and seconded by Mr. Casstevens, the Board voted four - zero in favor of awarding the Executive Director a one-time bonus of \$2,500.00 with a follow up review in six months.*

**VI. BOARD OF DIRECTORS' COMMENTS**

- Chairman Moore asked if there were any comments from the remaining Board members. There were none.

**VII. ADJOURN**

- *Being no further business or discussion, Chairman Moore asked for a motion to adjourn the meeting.*
- ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens, the meeting was adjourned by a vote of four - zero.*

Respectfully submitted by:

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Nicole Johnston  
YVSA Executive Director

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Wayne Moore  
Chairman of the Board

Attest:

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John Holcomb  
Secretary/Treasurer