

November 10, 2014

Minutes of the Regular Meeting of the Yadkin Valley Sewer Authority (YVSA) held Tuesday, November 10, 2014, at 9:00 am at the YVSA Operations Center.

PRESENT

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

ABSENT

Directors Victor Varela and Harold Lee Wagoner and Operations Manager Brad Haynes.

I. WELCOME

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

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 October 14, 2014 Board Meeting (Regular Meeting).
 - Minutes of the October 21, 2014 Board Meeting (Special 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 three - zero with no discussion.*

IV. ACTION ITEMS/UPDATES FROM STAFF

- **Tab B – SW Elkin Collection System Resolution of Award – Benjie Thomas**
 - A discussion was held regarding the Resolution of Award on the SW Elkin Collection System Rehabilitation Project, consisting of but not limited to specific items included in the bid.
 - *Chairman Moore asked for a motion to award the SW Elkin Collection System Rehabilitation Project bid to Insituform Technologies and Carolina Grading and Utilities.*
 - ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens the motion was approved by a vote of three - zero with no discussion.*
- **Tab C – SW Elkin Capital Project Budget Ordinance – Benjie Thomas**
 - A discussion was held regarding the Budget Ordinance for the SW Elkin Collection System Rehabilitation Project.
 - *Chairman Moore asked for a motion to award the SW Elkin Capital Project Budget Ordinance.*
 - ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens the motion was approved by a vote of three - zero with no discussion.*
- **Tab D – Executive Director’s Update – Nicole Johnston**

- At the conclusion of Johnston's regular monthly update, she reminded the Board that she had included her Yearly Performance Evaluation Form in their packet for their review.
- Chairman Moore instructed the Board to complete the Evaluation Form and bring it to the December Board Meeting.
- **Tab E – Customer Service Policy Update – Nicole Johnston**
 - A discussion was held regarding two changes to the Customer Service Policy requested by Ms. Johnston. The changes dealt with customer ownership of private sewer pumping stations and credits issued to customers should the Towns find they have been accidentally overcharged.
 - *Chairman Moore asked for a motion to approve the two changes to the Customer Service Policy as they discussed them.*
 - ✚ *Following a motion made by Mr. Lowe and seconded by Mr. Casstevens the motion was approved by a vote of three - zero with no discussion.*

At 9:30 am, Vice-Chair Lowe was excused from the meeting for a prior engagement. As there was now no quorum, the remaining Board Members and Staff informally discussed the progress made on ongoing projects and the financial position of the company.

IV. BOARD OF DIRECTORS' COMMENTS

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

V. ADJOURN

Being no further comments or discussion and no quorum to make a motion to adjourn, Chairman Moore declared the meeting in recess without adjournment until Tuesday, December 9, 2014, at 9:00 am at the YVSA Operations Center

Respectfully submitted by:

Susan White
YVSA Administrative Assistant

Wayne Moore
Chairman of the Board

Attest:

John Holcomb
Secretary/Treasurer