

October 21, 2014

Minutes of the Special Meeting of the Yadkin Valley Sewer Authority (YVSA) held Tuesday, October 21, 2014 at 9:00 am at the YVSA Operations Center.

## **PRESENT**

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

## **ABSENT**

Director Harold Lee Wagoner; Secretary/Treasurer John W. Holcomb; and Operations Manager Brad Haynes.

## **I. WELCOME**

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

## **II. Public comments 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 August 10, 2014 Board Meeting (Regular Meeting).
  - Minutes of the September 9, 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.*
- ❖ *At this time, 9:10 am, Chairman Moore announced he would be leaving the meeting for a previously scheduled appointment and Vice-Chair Lowe would continue presiding over the meeting.*

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

### ***YVSA Website Update – Theresa Knops***

- Knops stated she was pleased to be able to create a new website for the Yadkin Valley Sewer Authority.
- In speaking with YVSA staff she picked up on a couple of key things - who Staff considers its target audience and who they want it to be.
- They want the target audience to be their customers. Want them to have a place they can come to find answers to their questions and learn things.
- Stated she has learned a lot herself just working with Staff.
- Has an educational tool built in the site.
- Billing questions and reporting a problem are the two main focuses of the main page.
- She looked at a lot of other Sewer Authority websites to see what they have on their websites and give YVSA Staff some ideas for their new site.
- She has also been out with Brad (Haynes) several times to take pictures. She has put a lot of new pictures on the site with many more to come.
- The new site will be all about building a relationship with your customers.
- When you click on or google “sewer problems in Elkin, Jonesville, and Ronda”, the Sewer Authority is very far down the list of items to choose from.
- Will use search engine optimization to get our Authority to come up on the first page and hopefully in the first few items. She will continue to see what she can do on the back end to get our site closer to the top.

- Found a very informative item on the Orange County (CA) website called “What 2 Flush”. They make it available for other companies to use free of charge and in fact, encourage others to use it. They only ask that you sign a release with them so they can make sure it is used in the proper way. It shows you very basically the only things that you can flush – the three P’s: poop, paper, and pee.
- Stated she is excited to show the Board the new website.
- What you will see on the cover page is “Questions About Billing”, Reporting a Problem”, and “What 2 Flush”.
- This page also shows where we are located and is now linked to MapQuest so people can put in our address and actually come straight here.
- Things will link up nicely throughout the website. It is very user friendly.
- Shows our new Twitter account so people can keep up with our projects and developing stories, as well as announcements and emergencies/problems as they come up.
- Site will also be very community oriented at the same time.
- Three widgets at the bottom will let you read more about the title when you scroll over it while only using a small amount of precious front page space to show a couple of lines of the story. They will take you directly to the page with information that answers your question.
- The Board is under who we are on the first page. Tried to use some things from the original website but Wayne and Harold Lee’s pictures are the only ones that transferred over. Will take pictures of the remaining Board members today while I am here.
- Have pictures of the boys out working in the community. This helps people put a name with a face when they see the boys out working.
- History was pulled from the old site, just reconstructed.
- We will have a lot of slide presentations. People like to see pictures.
- There will also be basic bullet points of the Wastewater Treatment Plant. We want to make sure the information we have to have on here is on here.
- Will also have a little about “going green” in the future.
- Will put some pictures of the office so people are familiar with who and where we are. People can report a problem here but still call in if they can’t solve their problem online or if they just want to call to begin with.
- Let’s people know other phone numbers they may need to call also, like the different Town’s numbers.
- When all the information is loaded and we get ready to release the website live, we will call the Towns and ask them to put a little announcement on their websites.
- We can put links to the Towns and any other agencies you want to.
- There is a Business link that covers doing business with the YVSA. Projects will be listed here.
- Capital Projects tab is a slide show presentation showing pictures of the ongoing projects. Pictures will be updated as the Projects progress. When someone in Jonesville says what is happening on my street, they can look at the website and actually see what the guys are doing.
- These things are so important for the public to look at and learn about, seeing how it really benefits them. Website is made to be very user-friendly and very educational
- Under the tab “Press Releases and Archives”, she piled as much as she could find from the local papers in this area.
- Annual Reports tab – one report on there now. Will add more as we get them.
- Added a learning center tab which included what to do if you want to take a tour of the Treatment Plant.
- Will also put videos of what a grease trap looks like with grease in it and what it can do if not maintained properly.
- Will also make some pictures of the equipment and the projects into coloring pages for the kids.
- Brad will have a page on there called “Guess what this is made of”.
- Any other questions you feel like your customers will want to know can certainly be included at any time.

- If customers feel they still need to contact us, they can hit a button and send us a message.
- Varela suggested putting the contact information and emergency numbers at the top of the page.
- Theresa told the Board any other suggestions they had could be given to Nicole and Nicole would pass them along to her.
- She stated she had been working on this website for a few weeks now and it is still a work in progress. Her goal is to have it up and running by the end of the year.
- As we progress with projects we will have a lot of other things on there.

**Tab B – SW Elkin Rehab Project Bid Approval– Benjie Thomas**

- We will table taking action on the SW Elkin Rehab Project Resolution and Bid Award due to John Holcomb being out sick. It will be on the November agenda.
- In Tab B you will see a letter to Johnston outlining project bid specifics.
- West used results from a smoke testing project previously performed by WK Dickson to design the SW Elkin Project. WK Dickson's testing revealed where a lot of rain water was getting into the YVSA system.
- We got funding to find and fix these issues. We have also done a lot of Right-Of-Way clearing and cleaning of lines to remove roots and map out cracks and other issues.
- Sewer pipe rehab will consist of putting epoxy resin heated with steam that becomes a ridged structure inside the current pipe, known as CIPP – Cured in Place Pipe. Life of these lines is longer than PVC or concrete pipe and is similar to enamel.
- Cost for this process has come down over the years. Currently about \$30 per foot.
- Another option called slip lining involves inserting a new pipe inside the old one but is not good for this application because of all the cracked and missing pieces of pipe. CIPP is preferable because it is cured in place.
- Insituform Technologies, Inc. was the low bidder at \$310,063.20. West has worked with them throughout western NC.
- Contract B was for various sewer system repairs including lining manholes, raising the lids, replacing lids, etc. Will have to dig down and replace lines in areas they cannot slip line. Where lines are cracked or have holes in them, they will have to dig in to them.
- Carolina Grading & Utilities, Inc. was low bidder on Contract B with \$568,583. Three legitimate bids came in in time; one was late.
- Low bid was quite a bit lower than the other three. West has just finished a project in Jefferson with Carolina Grading and seemed to go well.
- He checked out other projects Carolina has done and seemed to get positive response on them. They are bonded and have experience in sewer repairs.
- YVSA staff will install the inflow dishes but the project will pay for the dishes themselves. This is shown on the revised Capital Projects Budget Ordinance included in your packet.
- Lowe stated we would table approving the revised Ordinance until Holcomb could be with us.
- Thomas went on to say we had applied to Clean Water Management Trust Fund (CWMTF) for \$800,000 and got \$600,000. You can score higher on the application if you show you are putting some of your own money in. We will put in at least \$200,000.
- Johnston stated the next time Holcomb is here we will try and secure these bids and get the contracts signed. Hopefully we will adopt the Ordinance at the next meeting.

**Tab C – Executive Director's Update – Nicole Johnston**

- We had no SSOs (Sanitary Sewer Overflows) for the month of September.
- No sludge hauling.
- Will probably haul late in November for the last time, before the land freezes.
- No further action for the August SSOs.
- Still working on the updates for the Customer Service Policy.
- Had a meeting with Hal (Transou – YVSA WWTP Operator) and Dennis Atkinson (Weyerhaeuser) to see where Weyerhaeuser is and is not now.
- We are looking to put UV in at the WWTP so Weyerhaeuser's flow must be much cleaner than it is now.

- When we add in Weyerhaeuser's effluent discharge we are two transmittants.
- Also, our current chlorine can't treat their effluent either.
- Their effluent looks like dark coffee. We watched their new pretreatment work and could tell no difference in color before and their pretreatment process was turned on.
- The more pretreatment they do, the more solids it creates and the more solids created means more for us to haul.
- The more they do at the beginning the more costs it causes for us on the back end.
- Lowe asked if all this information had been distributed to the County and Johnston said yes.

**Item #4 – Change November Board Meeting due to Holiday – Nicole Johnston**

- Johnston requested a change in the November meeting date due to the Veteran's Day Holiday on Tuesday, November 11, 2014. Asked if the Board would rather meet on Monday or postpone the meeting a week.
- The only comments made by the Board members were that it made no difference to them.

➤ *Vice-Chairman Lowe asked for a motion to approve moving the November Board Meeting to Monday, November 10, 2014, due to the Veteran's Day Holiday on November 11.*

✚ *Following a motion made by Mr. Casstevens and seconded by Mr. Varela the motion was approved by a vote of three- zero with no discussion.*

Attorney Freeman stated to post a notice on the door noting the date and time change, notify the media outlets, post on the website and post on our YVSA Bulletin Board.

**Tab D – Engineer's Update– Benjie Thomas**

- Project updates per timeline included in packet:
- A) SW Elkin Collection System Rehab Project – we have already discussed this project.
- B) Pump Station Rehab/Upgrade Project – in progress now. Close to being done.
  - Should finish pipe up to Welborn Pump Station next week.
  - Can abandon Welborn Pump Station after that.
  - Have received the new pipe for the new stations.
  - Second and most difficult part is the Ebenezer Pump Station.
- C) Sewer Improvements to serve PGW – All DOT Right-of-Way agreements and easements have been completed.
  - Only need DENR's Erosion Control Plan now.
  - Should have all complete by the end of the year.
  - Project will be completed by end of 2017.
- D) Sewer Extension for Weyerhaeuser – working on plans now.
  - About 60% complete with those plans.
- E) 2015 Wastewater Treatment Plant Upgrades – Turned in the loan application for improvements at the WWTP.
  - Thought the project would run around \$1.5 Million.
  - Estimates came in at \$2.5 Million.
  - Clarifier is the big ticket item.
  - More than likely we will have to get a loan.
  - Waiting for confirmation from the state.
- Jonesville TAG grant to do smoke testing on Jonesville's side of the river. Should hear back the last week in next month.
  - Lowe asked how we were to handle this \$2.5 Million project if there are no grants.
  - Johnston said they were waiting to talk to John Holcomb.
  - Lowe stated remember John is not a miracle worker.
  - Thomas stated replacing the lab building at the WWTP is another big piece of the \$2.5 Million project.
  - Lab building will be \$400,000. It is a new building.

- A metal building might save some but the building would be cheaper. We are using a block and brick building built on site.
- Building will be about 2,000 square feet.
- Varela asked what all do we need for \$400,000 and 2,000 square feet.
- Thomas stated it would have offices, a lab room, storage, an equipment area, bathrooms, etc.
- Lowe and Varela stated they would like to take a tour of the current building. They would like to see what they have now.
- Varela stated he had set up several lab buildings over the years and would be glad to help with this one.
- Lowe stated he feels like they need to take a tour anyway.
- Lowe asked (Attorney) Freeman how to do that, meeting wise.
- Freeman stated we would have to call a special meeting to all go together to tour the plant.
- Varela stated it seems 2,000 is rather large for a lab building.
- Freeman stated we should use the same process for that special meeting as we did for today's meeting – post a sign on the bulletin board stating the purpose of the special meeting, and post it on the website 48 hours previous to the meeting.

***Tab E – Financial Update – John Holcomb***

- Johnston will give the Financial Update in Holcomb's Absence.
- Cash as of October 16<sup>th</sup> was \$122,107.66.
- Sewer revenue payments are up-to-date.
- Loan payments are all up-to-date.
- Vac-Tron is paid out.
- Will pay out the camera today. It is in the back being put together today.
- Should receive a reimbursement check on the Phase II Pump Station Rehab Project soon for \$76,278.
- This is the second reimbursement check on this project, but the first one that includes Locke-Lane invoices for reimbursement.
- First reimbursement request was for all engineering fees. This request is a little engineering fees but mostly construction invoices.
- On Expenses, we have spent over half of the budgeted amount for Professional Services but are not half-way through the year yet.
- Spent over \$5,500 for Supplies and Maintenance–System last month.
- Tracking good on fuel – fuel costs is lower now than when projected.
- Utilities are also tracking well.
- One of the biggest expenses so far this year was the \$21,000 payment to DENR for the Loan Administration Fees. This fee is 2%. The more money we borrow, the more this fee will be.
- Spent about \$25,000 so far in Pump Station Repairs and Maintenance. Still have to replace/repair pumps in Ronda and pay for the by-pass pump up there.
- Street paving is already over half spent - \$3,150. We have to fix a lot of streets in the Jonesville/Arlington area. The original contractor did not compact the lines right so now we have to fix the roads. We're finding two or three each week and we are left to fix them.
- Have spent \$55,776 on Contracted Services so far.
- Capital Outlay of \$55,798 is for the Vac-Tron and the Zero-turn Mower.
- A debt payment of \$86,675.25 was also made to the Town of Elkin for the WWTP Upgrades debt this month.

- The \$40,000 debt payment for the building has also been paid but is just not showing up on this report.
- Revenue collected so far this month: John has moved Elkin's mid-month payment up to \$50,000. Ronda's monthly payment is up to around \$6,000 per month. Jonesville's mid-month payment is still \$15,000 but the end of the month is around \$30,000. John will ask Jonesville to move their mid-month payment up since their end-of-the-month payment is much higher.

***Item #7 – Legal Update – James Freeman***

- Freeman stated there was not much to report other than what had already been discussed.
- All easements are now finished and recorded.
- Just putting out small fires as they come along now.

**IV. BOARD OF DIRECTORS' COMMENTS**

- Vice-Chair Lowe asked if there were any comments from the Board. There were none.
- Vice-Chair Lowe then asked if there were any comments from Staff. There were none.

**V. ADJOURN**

Being no further comments or discussion, Mr. Casstevens made a motion to adjourn. The motion was seconded by Mr. Varela and the meeting was adjourned.

Respectfully submitted by:

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Susan White  
YVSA Administrative Assistant

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J. L. Lowe, Jr., Vice-Chair

Attest:

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James Freeman, Attorney