

YADKIN VALLEY SEWER AUTHORITY BOARD MEETING MINUTES
Tuesday, November 14th, 2017, 9:00 a.m.
YVSA Operations Center

THOSE PRESENT:

Directors: Chairman Wayne Moore; Vice-Chair J. L. Lowe, Jr; Director Rheajean Benge; Director Anita Darnell; Director Woody Faulk.

Staff: Executive Director Nicole Johnston; Office Assistant Nikki Hembree; Collections Supervisor/ORC Alvin Hayes

Also Present: Hal Transou of Suez; Gary Stainback of Suez; Benjie Thomas of West Consultants; Attorney James Freeman; Secretary/Treasurer John W. Holcomb; Jonesville Town Manager Michael Pardue

Absent: Administrative Assistant Susan White

WELCOME

Chairman Wayne Moore welcomed everyone and called the meeting to order with a quorum of five (5) directors present at 9:00 a.m.

I. PUBLIC COMMENT PERIOD

Chairman Wayne Moore opened the public comment period for the meeting. Hearing none, Chairman Moore closed the public comment period.

II. Consent Agenda

1. Tab A - Minutes of the Regular Board Meeting on October 10th, 2017.

➤ Chairman Wayne Moore asked for a motion to approve the minutes of the Regular Board Meeting on October 10th, 2017.

❖ This motion was made by Vice-Chair J. L. Lowe Jr., and seconded by Director Rheajean Benge. The vote was five (5) to zero (0) in favor, with no discussion.

2. Tab A – Minutes of Regular Board Meeting on October 17th, 2017.

➤ Chairman Wayne Moore asked for a motion to approve the minutes of the Regular Board Meeting on October 17th, 2017.

❖ This motion was made by Vice-Chair J. L. Lowe, Jr., and seconded by Director Rheajean Benge. The vote was five (5) to zero (0) in favor, with no discussion.

III. Election of Chairman and Vice-Chairman – Board of Directors

➤ Chairman Wayne Moore made a motion to elect Vice-Chair J. L. Lowe, Jr., to Chairman.

❖ This motion was seconded by Director Woody Faulk. The vote was five (5) to zero (0) in favor, with no discussion.

➤ Vice-Chairman J. L. Lowe, Jr. made a motion to elect Chairman Wayne Moore to Vice-Chairman.

❖ This motion was seconded by Director Woody Faulk. The vote was five (5) to zero (0) in favor, with no discussion.

IV. Tab B - Oath of Office for Chairman and Vice-Chairman

The oath of office for Chairman J. L. Lowe, Jr. and Vice-Chairman Wayne Moore was conducted by Attorney James Freeman Notary Public.

V. Action Items / Updates from Staff

1. Tab C - Executive Director's Update – Nicole Johnston

I. OPERATIONS DISCUSSION

- There has been two (2) reportable SSO's since our last meeting on October 10th, 2017.
- The SSO was on 10/15/17 at Manhole # 482 near Vemeer Street in Elkin.
- The main cause for this SSO was grease, and was only about 20 gallons.
- The other SSO was on 11/2/17 at Candlewyck PS in Elkin.
- The reason for this SSO was an issue with the bypass pump.
- We are also working on our FOG program, trying to get awareness out to residential and the Towns on what to do and what not to do with the disposal of grease.

II. 2015 WWTP Improvements Project

- The 2015 WWTP Project is underway at the treatment plant. The construction of the laboratory building is also underway.
- WWTP staff have been documenting the construction process with pictures.

III. UPDATE ON PERSONNEL POLICY

- Nicole and Susan have been working with Ann Hyatt Taylor with the Piedmont Triad Regional Council on updating our personnel policy. They have completed 65% of the revision. They will try to have a rough draft version available for review by the December 12th, 2017 Board Meeting.

1. Tab D - Resolution to Accept Grant and Loan for 2017 Collection System Rehab Project, E-SRP-W-17-0034 - Nicole Johnston

- Chairman J. L. Lowe, Jr. asked for a motion to approve the Resolution to Accept Grant and Loan for the 2017 Collection System Rehab Project, E-SRP-W-17-0034
 - ❖ This motion was made by Vice-Chair Wayne Moore and seconded by Director Woody Faulk. The vote was five (5) to zero (0) in favor, with no discussion.

2. Tab E - Capital Budget Ordinance for 2017 Collections System Rehab Project. Nicole Johnston-

- Chairman J. L. Lowe, Jr. asked for a motion to approve the Capital Budget Ordinance for 2017 Collections System Rehab Project (Jonesville).

- ❖ This motion was made by Director Woody Faulk and seconded by Vice-Chair Wayne Moore. The vote was five (5) to zero (0) in favor, with no discussion.

3. Tab F- Capital Budget Ordinance for 2017 Wastewater Treatment Plant Rehab Project. - Nicole Johnston

- Chairman J. L. Lowe, Jr. asked for a motion to approve the Capital Budget Ordinance for 2017 Wastewater Treatment Plant Rehab Project.

- ❖ This motion was made by Director Rheajean Benge and seconded by Vice-Chair Wayne Moore. The vote was five (5) to zero (0) in favor, with no discussion.

4. Tab G – Collection System Extension to Serve Weyerhaeuser OSB Mill Capital Project Budget Ordinance Amendment No. 1 – Nicole Johnston

- Chairman J. L. Lowe, Jr. asked for a motion to approve the Collection System Extension to Serve Weyerhaeuser OSB Mill Capital Project Budget Ordinance Amendment No. 1.

- ❖ This motion was made by Director Woody Faulk and seconded by Vice-Chair Wayne Moore. The vote was five (5) to zero (0) in favor, with no discussion.

5. Tab H – Amendments to By-Laws – James Freeman

- Attorney James Freeman found some by-laws from other Water and Sewer Authorities that he looked at to address additional changes to the By-Laws. One thing Mr. Freeman found that he thought would be advisable, was the last sentence for Article IV Officers, 1. DESIGNATION. He saw that another Authority had put that only the Chair and Vice Chair had to be Directors. This would allow the Authority to appoint non-Directors as Secretary and Treasurer. This is also at the discretion of the Board.
- Furthermore, as a side note, Attorney James Freeman came across a statute that he wanted to make sure the Board was following. According to G.S. 159-29, any finance officer of a “public authority” must have a fidelity bond in at least the amount of \$50,000. According to the statute and the Institute of Government's blog, John W. Holcomb should have a separate bond for the work he does with the Authority.
- The Treasurer shall have custody of all funds, property, and securities of the Authority, subject to such rules and revisions as may be imposed by the Authority. He or she may be required to give bond for the faithful performance of his or her duties in such sum and with such sureties as the Authority may require. He or she shall, in general, perform all the duties incident to the Office of Treasurer subject to the control of the Authority. Nothing herein shall preclude the Authority from employing Finance Officer, Budget Officer, bookkeepers and other personnel, and defining their duties.

6. Tab I – Weyerhaeuser Update- Gary Stainback

On October 10, 2017: Weyerhaeuser provided an updated Industrial User Survey and Discharge Permit Application to the YVSA.

On October 30, 2017: YVSA, Suez, and West Consultants met to summarize findings of review of the latest Weyerhaeuser updated information. Review indicates that while a great deal of information has been added to the package, there are still numerous areas that will need revisions, corrections and additional information to provide a complete package. Several areas that require diagrams or attachments are missing as well as accurate completion of questions and tables. In regard to the section dealing with the chemicals and pollutants, there is a lack of consistency in the responses that will need to be corrected.

October 31, 2017: Suez began the development of a draft Industrial User Permit for Weyerhaeuser. This permit will be a first draft for review and comment by the YVSA staff and West Consultants on November 14, 2017.

November 2, 2017: Suez (Gary Stainback) provided Weyerhaeuser with a letter detailing the review of the latest Industrial User Survey and Discharge Permit Application. The letter itemizes the areas that will require attention from the reviews of the YVSA, West Consultants and Suez.

November 7, 2017: Gary Stainback e-mailed Dennis Atkinson Part 429, Timber Products pages from the 40 CFR (Code of Federal Regulations) to determine what Subpart the Weyerhaeuser operation should fall under. Gary Stainback called Dennis Atkinson by phone to review any questions that he may have from the November 2nd, 2017 letter regarding the Industrial User Survey and Discharge Permit Application review.

Their entire package wasn't consistent. Weyerhaeuser staff did not attach all the requirements requested for the IWS (Industrial Waste Survey). The material needed to be easier to read. Furthermore, when it is sent to the state for review, they will need to be able to look at each item tab by tab as well. It does not need to be so hard to follow and understand

Per Executive Director Nicole Johnston, Weyerhaeuser will have to sample at least three (3) times a week.

- Vice-Chairman Wayne Moore gave a huge thank you to YVSA, Gary Stainback, Nicole Johnston, and Benjie Thomas for getting this Weyerhaeuser project moving forward.
- Chairman J. L. Lowe, Jr. asked for a five (5) minute intermission.

7. Tab J – Engineer’s Update – Benjie Thomas

A. Sewer Extension to Serve Weyerhaeuser:

- The pretreatment system design by Weyerhaeuser’s engineers is now complete. The industrial user application is still incomplete.
- The low bidder, Gilbert Engineering, agreed to extend its bid price until October 1st, 2017 except that PVC pipe price increases would have to be passed on. Engineer Benjie Thomas has notified Gilbert Engineering that YVSA is ready to award the contract to them if their bid price is the same and if the PVC pipe increase is reasonable. We are waiting for their response.
- TVA is continuing to administer ARC funds but needs the project to move forward very soon.

B. 2015 Wastewater Treatment Plant Upgrades:

- The concrete structure of the clarifier is nearly complete.
- The lab building under-slab piping and electrical is nearly complete.
- As of the last application for payments, the WWTP contract is 33% complete.
- Effluent Line Rehab (Insituform) - 100% complete, but additional CCTV may reveal more rehab needed.
- Change order # 2 will add epoxy coating to the clarifier trough to improve its maintenance.
- The site waterlines need to be repaired or replaced due to leaks. A plan for this is in progress.

C. 2017 Wastewater Treatment Plant Improvements Project:

- \$966,000 (50% Grant)
- The Engineering & Environmental report has been approved and preliminary design is underway. The next DWI milestone is to submit a bid and design package by May 1, 2018.

D. 2017 Collection System Rehabilitation Project:

- \$2,645,500 (75% Grant)
- The Engineering report has been approved and preliminary design is underway. The next DWI milestone is to submit a bid and design package by May 1st, 2018.
- Jaamco began CCTV inspection and cleaning work last month, which continues. There have been complaints of water backing up into houses during the cleaning process. Jaamco will likely be responsible for the cleanup from these incidents.
- Jonesville agreed to provide water for the CCTV/Cleaning work, at no cost to YVSA.

E. North Bridge Street CCTV Investigations:

- The additional CCTV inspections completed by KRG are being reviewed. Any new repairs will be incorporated with the previous repair plan that was completed.

8. Tab K – Financials- John W. Holcomb

- There is approximately \$1,035,000 in the bank as of November 9th, 2017.
- Sewer Revenue exceeded \$115,330.
- Payments from the towns have all been on time.
- Sludge hauling budget was \$65,000. YVSA has only spent \$15,000 on record thus far.
- January and February are the months that YVSA does not haul sludge because the ground is frozen.
- Currently have about 8 debts currently on our books.

9. Legal Update - James Freeman

- Mr. Freeman has been working on the By-laws, other than that it has been quiet.
- Chairman J. L. Lowe, Jr. asked for a motion to go into **Closed Session Discussion pursuant to N. C. G. S. §143-318.11 (a)(6).**
 - ❖ This motion was made by Director Rheajean Bengé and seconded by Director Woody Faulk.
- After discussion, Chairman J. L. Lowe, Jr. ask for a motion to bring the Board out of Closed Session.
 - ❖ This motion was made by Director Woody Faulk and seconded by Director Rheajean Bengé. The vote was five (5) to zero (0), in favor with no discussion.

10. ADJOURNED:

- Chairman J. L. Lowe., Jr. ask for a motion to adjourn the meeting.
 - ❖ This motion was made by Director Rheajean Bengé and seconded by Director Woody Faulk. The vote was five (5) to zero (0) in favor, with no discussion.

The next meeting of the YVSA will be held on December 12th, 2017, at 9:00 a.m. at the YVSA Operations Center.

Respectfully Submitted By:

Nikki Hembree
Office Assistant

J. L. Lowe, Jr.
Chairman of the Board

Attest:

John W. Holcomb
Secretary/Treasurer