

**MINUTES**

**CALL TO ORDER/ROLL CALL**

The Wise County Public Service Authority held its regular monthly Board Meeting on Tuesday, January 12, 2021 at 6:00pm, via electronic meeting. Chairman, Ralph Gilley, called the regular monthly meeting to order and the Director, Cody McElroy, called roll.

***Members Present:***

Ralph Gilley, Chairman  
Fred Luntsford, Vice-Chairman  
JH Rivers  
Hibert Tackett, Jr.  
Bob Adkins  
Worley Smith  
Robby Robbins

***Absent:***

Ruthie Rainey

***Also Present:***

Cody McElroy, Executive Director  
Will Sturgill, Wise County PSA Attorney  
Jon Broskey, Lane Group

**PRAYER/PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

A motion was made by Robby Robbins, and seconded by Worley Smith, to approve the agenda as presented. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

**REORGANIZATION**

A motion was made by JH Rivers, and seconded by Bob Adkins, to nominate Cody McElroy to be the temporary Chairman. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

Temporary Chairman Cody McElroy opened nominations for election of officers.

JH Rivers nominated Ralph Gilley for Chairman. Bob Adkins made a motion to cease nominations and appoint Ralph Gilley Chairman by acclimation. The motion was seconded by Robby Robbins. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

Cody McElroy turned the meeting over to the re-elected Chairman Ralph Gilley.

JH Rivers nominated Fred Luntsford for Vice Chairman. Robby Robbins made a motion to cease nominations and appoint Fred Luntsford Vice Chairman by acclimation. The motion was seconded by Worley Smith. The vote was as follows.

Ayes	Nays	Abstain	Absent
			Ruthie Rainey
Ralph Gilley, Chairman			
Fred Luntsford, Vice-Chairman			
JH Rivers			
Hibert Tackett, Jr.			
Bob Adkins			
Worley Smith			
Robby Robbins			

The motion was passed.

Bob Adkins nominated JH Rivers for Treasurer. Robby Robbins made a motion to cease nominations and appoint JH Rivers Treasurer by acclamation. The motion was seconded by Worley Smith. The vote was as follows.

Ayes	Nays	Abstain	Absent
			Ruthie Rainey
Ralph Gilley, Chairman			
Fred Luntsford, Vice-Chairman			
JH Rivers			
Hibert Tackett, Jr.			
Bob Adkins			
Worley Smith			
Robby Robbins			

The motion was passed.

A motion was made by Ralph Gilley, and seconded by Robby Robbins to leave the meeting time every month at 6:00 p.m. on the dates recommended in the Board packet. The vote was as follows.

Ayes	Nays	Abstain	Absent
			Ruthie Rainey
Ralph Gilley, Chairman			
Fred Luntsford, Vice-Chairman			
JH Rivers			
Hibert Tackett, Jr.			
Bob Adkins			
Worley Smith			
Robby Robbins			

The motion was passed.

A motion was made by Ralph Gilley, and seconded by Robby Robbins, to adopt the Roberts Rule of Orders. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

Ralph Gilley advised the Board the Conflicts of Interest Filings need to be turned into Director Cody McElroy by February 1, 2021.

### **PUBLIC EXPRESSION**

### **APPROVAL OF MINUTES**

A motion was made by Bob Adkins, and seconded by Robby Robbins, to approve the minutes of the December 8, 2020 meeting as presented. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

### **PROJECT UPDATES**

Director Cody McElroy submitted project updates on behalf of T&L.

#### ***Airport Hollow Pump Station Replacement***

We are waiting on DEQ for approval to advertise.

**Hamilton Town Sewer Extension**

The design is starting. The survey is about to wrap up and once completed the preliminary design will get completed.

John Broskey submitted project updates on behalf of Lane Group

**Banner Sewer**

Railroad permit has been received. Still waiting on Wise County and the Town of Coeburn concerning the MOU.

**Glamorgan Sewer**

Dates are set for the aerial topo. Targets are going down this week and the survey can be completed next week. Hope to have CADD files within two to three weeks after that.

**Upper Guest River Sewer Phase 1**

Working on the PER. This project is estimated to have a couple of phases and some preliminary layouts have been done.

Director Cody McElroy submitted project updates for Mattern & Craig Projects.

**Natural Gas Study**

All the team is on board and under contract and we will have a kick off call soon.

**Garbage Collection Study**

The study is still in the data collection phase and should have more information next meeting.

Director Cody McElroy submitted project updates for PSA projects.

**High Knob Rec Area Water**

The well price came in a little over and we are asking the City of Norton and Wise County to come together with the PSA and make up a shortfall of \$15,000. We are waiting on the Forrest Service to complete their Environmental Process and once that's done, we will work on the well drilling and the Health Department will get all their testing completed. We hope to start early Spring.

**BOARD ACTION ITEMS**

Ms. Reba Hillman presented the FY20 Audit Report.

A motion was made by Robby Robbins, and seconded by Worley Smith, that the Board accept the FY20 Audit Report. The vote was as follows.

Ayes	Nays	Abstain	Absent Ruthie Rainey
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Ralph Gilley, Chairman  
Fred Luntsford, Vice-Chairman  
JH Rivers  
Hibert Tackett, Jr.  
Bob Adkins  
Worley Smith  
Robby Robbins

The motion was passed.

Discussion of having the February 2021 Board meeting virtually.

A motion was made by Robby Robbins, and seconded by Hibert Tackett, that the February Board meeting be held virtually due to COVID. The vote was as follows.

Ayes	Nays	Abstain	Absent Ruthie Rainey
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Ralph Gilley, Chairman  
Fred Luntsford, Vice-Chairman  
JH Rivers  
Hibert Tackett, Jr.  
Bob Adkins  
Worley Smith  
Robby Robbins

The motion was passed.

**DIRECTOR'S ITEMS**

Director Cody McElroy provided a monthly update regarding PSA operations during the COVID-19 pandemic. We are working on implementing remaining items with CARES funds from Wise County and monitoring revenues for fiscal sustainability. The following is a summary of COVID related items which have occurred since the last board meeting.

The software development is almost complete for the kiosk and we hope to be live within the next few weeks.

The disconnect moratorium is still in effect. The deadline to use COVID relief funds for utility arrears has been extended and we will be able to use those funds until the end of December 31, 2021. We will be contacting our customers that are in arrears to use these funds.

We have had two positive COVID employees since our last meeting, both have isolated per VDH/CDC guidelines. Both employees are back at work now. We are continuing to stress distancing, mask wearing, and disinfection with our staff.

Lastly, we continue to monitor local cases which continue to rise. We may request the Board approve closing the lobby again if we feel the risk to our staff warrants such. We want to have our kiosk online before doing so.

**FINANCIALS**

None

**CLOSED SESSION**

**BOARD COMMENTS**

Ralph Gilley wanted to thank everyone for re-electing him as the Chairman again and thankful to all the staff for a good audit report.

Hibert Tackett wanted to thank all the staff and Board and be safe.

JH Rivers wanted to thank all the staff for a good audit report and the trust in him to be the Treasurer again.

Fred Luntsford appreciates the confidence in placing him as Vice-Chairman again. Thank you to all the staff for the good audit report. He also wanted to express his condolences to Ruthie Rainey's family.

**ADJOURNMENT**

A motion was made by Worley Smith, and seconded by Robby Robbins, to adjourn the meeting at 6:31 p.m. The vote was as follows.

Ayes	Nays	Abstain	Absent
Ralph Gilley, Chairman Fred Luntsford, Vice-Chairman JH Rivers Hibert Tackett, Jr. Bob Adkins Worley Smith Robby Robbins			Ruthie Rainey

The motion was passed.

ATTEST:

Wise County Public Service Authority

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Chairman

**CERTIFICATION OF A CLOSED SESSION**

WHEREAS, The Wise County Public Service Authority has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and;

WHEREAS, Section 2.2-3711 (A) (1) of the Code of Virginia requires a certification by the Wise County Public Service Authority that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Wise County Public Service Authority hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Session to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered by the Wise County Public Service Authority.

VOTE:

AYES: 8

NAYS: 0

ABSENT DURING VOTE:

ABSENT DURING MEETING:

ATTEST:

C. A. N  
Executive Director, Clerk

WISE COUNTY PUBLIC SERVICE AUTHORITY

Ron B. [Signature]  
Chairman

Date: 2/9/21