

MINUTES

The Wise County Public Service Authority held its annual organizational meeting on Tuesday, January 13, 2009 at 6:00pm in the auditorium of the PSA office in Coeburn. A motion was made by Jim Flanary and seconded by J.H. Rivers to elect Fred Luntsford as temporary Chairman. All ayes were recorded and the motion passed.

ELECTION OF OFFICERS

J.H. Rivers nominated Dana Kilgore for Chairman.

Jim Flanary nominated Fred Luntsford for Chairman.

A motion was made by J.H. Rivers, and seconded by Dana Kilgore to close nominations for Chairman.

The roll call vote to nominate Dana Kilgore as Chairman was as follows:

Ayes	Nays	Abstain	Absent
Ralph Gilley	Fred Luntsford		Jeff Salyers
Albert Elkins			
Jim Flanary			
J.H. Rivers			
Dana Kilgore			

Mr. Luntsford turned the meeting over to the newly elected Chairman to preside over the organizational meeting.

Jim Flanary nominated Fred Luntsford for Vice-Chairman. A motion was made by Albert Elkins, and seconded by Jim Flanary, to close nominations for Vice-Chairman.

Fred Luntsford was elected Vice-Chairman by acclamation.

Dana Kilgore nominated J.H. Rivers for Treasurer. A motion was made by Jim Flanary to close nominations for Treasurer. J.H. Rivers was elected Treasurer by acclamation.

A motion was made by J.H. Rivers, and seconded by Jim Flanary, to set the terms of office for the newly elected officers to a 1 year term, expiring December 31, 2009. All ayes were recorded and the motion passed.

A motion was made by Jim Flanary, and seconded by J.H. Rivers, to hold the regular monthly meetings on the 2nd Tuesday of every month at 6:00 p.m. at the PSA office. All ayes were recorded and the motion passed.

A motion was made by J.H. Rivers, and seconded by Jim Flanary, to approve the current Roberts Rules of Order, the By-Laws, and in the event of a tie vote, the motion dies. All ayes were recorded and the motion passed.

J.H. Rivers addressed the need for updated terminology in the By-Laws. It was agreed to have the attorney look over the current By-Laws and make any necessary updates in the terminology and report back to the Board at the next meeting.

A motion was made by J.H. Rivers, and seconded by Ralph Gilley, to close the organizational meeting and enter into the regular scheduled meeting. All ayes were recorded and the motion passed.

Madam Chairman Dana Kilgore called the regular monthly meeting to order and the secretary called the roll.

Members Present:

Ralph Gilley
Fred Luntsford, Vice-Chairman
Albert Elkins
Jim Flanary
J.H. Rivers, Treasurer
Dana Kilgore, Madam Chairman

Members Absent:

Jeff Salyers

Also Present:

Donnie Dowell, Assistant Director
Bella Phipps, Recording Secretary
Steven Mullins, Attorney

The Director requested that closed session, 2.2-3711A-7, Consultation with Legal Counsel, be added to the agenda. A motion was made by Jim Flanary, and seconded by J.H. Rivers, to approve the agenda with the added items. All ayes were recorded and the motion passed.

PUBLIC EXPRESSION

No one appeared before the Board.

MINUTES

Mr. Dowell mentioned that a correction be made to the recessed meeting, in which Danny Buchanan did not attend this meeting. Also, Ralph Gilley mentioned that Albert Elkins left before Closed Session at the regular scheduled meeting, therefore the roll call for the resolution of Closed Session needed to reflect that Albert was absent. A motion was made by Ralph Gilley, and seconded by Albert Elkins, to accept the minutes with the corrections. All ayes were recorded and the motion passed.

FINANCIAL

A motion was made by Ralph Gilley, and seconded by Jim Flanary, to approve the financial statements as presented. All ayes were recorded and the motion passed.

PROJECT UPDATES

Bill Skeen stated that a celebratory function is usually scheduled for completed projects, however, there has not been such a function for the Dunbar water project. He stated that Mr. Buchanan had contacted Lenowisco regarding this, but has yet to hear back from anyone. Chairman Kilgore asked Mr. Dowell to keep in contact with Lenowisco regarding this issue.

Bill Skeen stated that the bids for a wireless/radio system for telemetry control on the Banner/Sandy Ridge Interconnect Project will be received on February 6, 2009.

Mr. Skeen stated that the Lower Birchfield Water Project is complete, with a few punch list items that need to be completed.

Mr. Skeen also informed the Board that the engineering design work is complete for the Right Fork Bold Camp Sewer Project. This project is scheduled to be bid in February 2009.

Donnie Dowell stated that the contractor has completed his section of work on Hickory Gap, however a PRV vault still needs to be set. Mr. Dowell stated that the Foreman is almost ready for the PRV to be installed. There was discussion regarding how much longer for this project to be completed. Madam Chairman asked Mr. Dowell if five good working days would finish it up, and he stated that should be sufficient. Mr. Dowell hoped that the residents would have water by the end of February or 1st of March.

Mr. Skeen informed the Board that several options continue to be evaluated for the final transmission route for the Esserville/Rt 757 Sewer Project. Engineering design is underway for a sewer interceptor system extending from the Esserville/Guest River bridge to the Stephens community. Mr. Luntsford questioned whether there is a PER for this project. Mr. Skeen stated that DEQ does not require a PER, only the funding agencies. There was an urgency to get this project ready for construction hoping the PSA could receive funding from the stimulus package. If it turns out a PER is required for a certain type of funding, there would be no problem to back up and complete it. Mr. Luntsford stated that he is supportive of this project, but just had a few concerns such as the unknown number of residents who would actually want public sewer service.

Mr. Skeen also updated the Board regarding the Coeburn Mountain improvements. This project includes a 150,000 gallon storage tank to be located at the fairgrounds in Wise. The plans and specs will be submitted and reviewed by VDH the week of January 12.

Mr. Skeen also updated the Board regarding the raw water delivery system to Dominion and the Josephine Sewer Project.

J.H. Rivers questioned whether all the appropriate contacts, such as funding agencies or appropriate delegates, are being made to let them know that our projects are construction ready. There was discussion regarding this issue. Board members requested that all projects and preliminary cost estimates be drawn up and sent to Shannon Scott by January 26th, so that it can be taken to Richmond.

A motion was made by Fred Luntsford, and seconded by Albert Elkins, to accept the revisions for the employee handbook section 3-14, Alcoholic Beverages & Drugs. All ayes were recorded and the motion passed.

Jim Flanary inquired about fire protection on a 4-inch waterline in Needmore. After some discussion, Mr. Flanary stated he would appreciate any assistance on this issue, if possible.

A motion was made by J.H. Rivers and seconded by Fred Luntsford, to enter into Closed Session under Section 2.2-3711A-7, Consultation with Legal Counsel and Section 2.2-3711A-1, Personnel. All ayes were recorded and the motion passed.

The Board went into Closed Session at 6:59 p.m.

A motion was made by Fred Luntsford and seconded by J.H. Rivers to return to Regular Session. All ayes were recorded and the motion passed.

The Board returned to Regular Session at 7:40 p.m.

CERTIFICATE OF 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 2.2-3711A-7, Consultation of Legal Counsel, and Section 2.2-3711A-1, Personnel, of the Code of Virginia require 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 members knowledge, (1) only public business matters lawfully exempted from open public 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. The vote was as follows:

<i>Ayes</i>	<i>Nays</i>	<i>Abstain</i>	<i>Absent</i>
Ralph Gilley			Jeff Salyers
Fred Luntsford			
Albert Elkins			
Jim Flanary			
J.H. Rivers			
Dana Kilgore			

The motion passed.

A motion was made by J.H. Rivers, and seconded by Fred Luntsford, to revise the personnel handbook to include that smoking in all PSA vehicles is prohibited, just the same as in any public building and to add this to the employee handbook. All ayes were recorded and the motion passed.

BOARD COMMENTS

Dana Kilgore thanked the Board for their confidence in electing her Madam Chairman.

A motion was made by Ralph Gilley and seconded by Fred Luntsford to adjourn the meeting. All ayes were recorded and the motion passed. The meeting adjourned at 7:43 p.m.

ATTEST:

Wise County Public Service Authority

Director

Chairman