

Informational Agenda for the next meeting of BVU Authority Board

The meeting will start at 12:00 p.m. on July 26, 2019 at the following location:

BVU Administrative Building
Designated Conference Room
15022 Lee Highway
Bristol, Virginia 24202

The BVU Authority Board of Directors will hold a meeting at the above time and place to consider the proposed matters listed below and any other matter added. A meal will be provided to official attendees. The public is invited to attend.

1. The Chair will call the meeting to order and determine a quorum is present.
2. The Chair will lead the meeting in opening ceremonies:
 - a. Moment of Reflection
 - b. Pledge of Allegiance to the United States of America
3. The Chair will recognize members of the public that wish to address the board. There is a three-minute time limit for non-agenda items that may be extended with consent of the Chair.
- *4. The Chair will request a motion to adopt a meeting agenda:
 - a. The Chair will ask members and/or CEO if they have any motions to add, delete, or revise items on the agenda.
 - b. The Chair will conduct a separate roll call vote to formally adopt or reject each motion.
 - *c. The Chair will conduct a roll call vote to formally adopt the proposed agenda to include any approved motions to add, delete, or revise.
5. The CEO will review upcoming events/calendar and make comments.
- *6. The Chair will ask for a motion to approve the following minute(s):
 - a. June 28, 2019 regular board meeting
 - b. June 28, 2019 reorganization board meeting
7. The Finance Director will provide a preliminary cash flow analysis for FY2019. The preliminary financial statement for FY2019 will be presented at the August 2019 regular board meeting.
8. The CEO and Finance Director will provide an update on the FY2019 Audit. This year's audit will be performed by BCS. Auditors are scheduled to begin work onsite in August.

*9. The Finance Director will present a proposed Cash, Check and Coin Acceptance Policy for review. The Chair will request a motion to approve the policy. If moved, the Secretary will conduct a roll call vote.

*10. The CEO and Administrative Services Manager will review salary and wage increase data for BVU Employees from FY2012 to FY2018. The CEO will then recommend a uniform cost of living increase for all BVU employees effective with payroll period number 17, for worked performed beginning July 29, 2019. The Chair will request a motion to approve a pay increase. If moved, the Secretary will conduct a roll call vote.

11. The General Counsel will present the annual BVU Conflict of Interest Training as required under the BVU Authority Act. At the conclusion of the presentation the CEO will discuss options for revising BVU's Code of Conduct.

12. The CEO and Customer Service and Contracts Manager will provide an update on the Home Serve Agreement.

13. The CEO and Customer Service and Contracts Manager will provide an update on TVA's Plan for Rate Adjustments for FY2020. We will also discuss the option of removing the TVA Variable Energy Charge (Fuel Cost Adjustment) as a separate line on customer bills. This breakout is not required by TVA and causes a lot of confusion with our customers. BVU has several other tools to communicate the cost of our energy sales to our customers.

14. The CEO and Finance Director will discuss the opportunity to collect credit card fees (commonly known as "convenience fees") directly from customers. Currently, BVU is spending close to \$200,000 per year to process credit card transactions. With new software and hardware being installed, BVU will soon have the option of passing these fees on to customers. This would be consistent with many other TVA local power providers and many government institutions.

*15. The CEO and Administrative Services Manager will review two new BVU Handbook policies listed below that are requested to be approved, and seven BVU Handbook policies listed below that are requested to be revised. The Chair will request a motion to approve the policies listed below. If moved, the Secretary will conduct a roll call vote. If approved, employees will be made aware of the new and revised policies.

<i>New</i>	Social Media Company Policy
<i>Revised</i>	Confidential Information Policy
<i>Revised</i>	Conflicts of Interest Policy
<i>Revised</i>	Attendance Policy
<i>Revised</i>	BVU Property Policy
<i>Revised</i>	Employee Confidential Records Policy
<i>Revised</i>	Solicitation and Distribution Policy
<i>Revised</i>	Smoking Policy
<i>New</i>	Tardiness and Leaving Early Policy

16. Adjournment.

*Board Vote Required

The next regular board meeting is scheduled for Friday, August 23, 2019 at noon. For more information, please contact Donna Biggs, BVU Board's secretary, at (276) 669-4112. Please note that BVU attempts to videotape all open sessions of BVU board meetings. The videotapes are uploaded to www.youtube.com and are available for members of the public to view.