



**MEMBERS OF THE BOARD**

William R. Knocke, Chairman  
Marc A. Verniel, Vice-Chairman  
Wayne O. Nelson, Secretary  
F. Craig Meadows, Treasurer  
Christopher H. Kiwus

Caleb M. Taylor, P.E.  
Executive Director

**Meeting Minutes**  
**NRV Regional Water Authority Board**

April 22, 2020

Board / Staff Members Present: William R. Knocke, Marc A. Verniel, Wayne O. Nelson, F. Craig Meadows, Christopher Kiwus, Caleb M. Taylor, Sharon T. Huff, Jim Guynn, Guynn, Waddell, Carroll, & Lockaby

Guests Present: Doug Hudgins, CHA; Paula Moore, Whitman, Requardt, & Associates

Absent:

Location: Electronic via Microsoft Teams Meeting

1. The meeting convened at approximately 4:01 p.m.
2. Bill asked if there was a motion to approve the agenda presented to the Board for the April 22, 2020 Water Authority Board meeting. Wayne made a motion to accept the agenda as presented. Craig seconded the motion. All were in favor.
3. Secretary's Report:
  - a. Board minutes for the Wednesday, February 26 and April 15, 2020 meetings were reviewed.
  - b. A motion to accept the February 26 and April 15, 2020 meeting minutes was made by Wayne and seconded by Marc. All were in favor.
4. Treasurer's Report:

The February and March financial reports were distributed to Board members prior to the meeting. There was some discussion about the financial reports. Caleb explained why some of the accounts were over budget. Craig made a motion to accept the financial reports as presented. Marc seconded the motion. All were in favor.

5. Executive Director's Report

a. Operations Highlights:

None at this time.

b. Metered Consumption:

Caleb provided the water consumption charts as well as the February and March water reports in the Board packet. Water consumption for February was 1.0% higher than compared to the past five year's consumption in the month of February. Water consumption for March was 6.7% lower than compared to the past five year's consumption in the month of March. The drop in sales is a result of the COVID-19 pandemic resulting in the closure of Virginia Tech and some local businesses. Chris indicated that normally they have 10,000 students on campus but because of the COVID-19 pandemic, they have around 500. Some classrooms are being utilized along with labs for research. The 2020 fall semester plan will be available by early June.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

Phase 1 Contract 2 construction continues to progress. The schedule continues to move forward. The water treatment plant modernization project will be advertised around the first part of May. The project was delayed due to VDH wanting to review the contract documents for the CMAR. Jim has been working with Ulliman Schutte's legal counsel on the contract documents. The documents should be to VDH by the end of this week for review. Once VDH approves the contract documents, advertisement will go out and there will be at least a 30-day bid phase. Caleb hopes to have the GMP information by the June meeting. Bill asked if the Phase 1 Contract 2 work and delays had gotten any better. Caleb indicated that the things have improved. He believes that substantial completion for the administration and shop buildings will be by the end of July. He hopes final completion and move in will happen in August.

ii. Joinder Project (Plum Creek):

Contract 1 construction is almost complete. There are a few minor things that needs to be completed and then construction will be finished. Construction for Contracts 2 and 3 continue to move forward. Caleb was on site today and things are looking good.

The Regional Water Quality Modeling Study is almost complete. The County/MCPSA provided their final alignments to Stevie for analysis in the regional water model. Those results will be formalized and presented in the study submitted to VDH for approval. Once the results are complete, Caleb would prefer to have Stevie Steele make a presentation at the next in-person meeting.

d. New Business

i. FY2019-2020 Budget Amendment:

In the Board packet, Caleb presented a FY2019-2020 budget list of accounts for revenues and expenses. He identified which accounts he wanted to amend by text color and bolding the specific accounts. Caleb discussed the reasons behind why these accounts were over budget in detail along with the amended amount for these accounts to have them balance out at the end of the fiscal year. Craig indicated that Caleb reviewed all these changes with him, and he agrees that these are all in good order. Craig made a motion that the budget amendment be approved as presented. Wayne seconded the motion. All were in favor.

ii. FY2020-2021 Budget:

Caleb provided the Board the FY2020-2021 budget prior to the meeting. Caleb went over some budget highlights with the Board. Wayne asked what will happen if there is a short fall in water sales. It was discussed that there won't be as much money going into the reserves account if water sales continue to decline. Caleb referred Wayne and the other Board members to Appendix A where Sheryl Stephens, with Draper Aden, analyzed the impacts to revenues related to the COVID-19 pandemic. Marc indicated how the Town of Blacksburg is entering into the new year with some flexibility and be conservative with the spending up front. There was some discussion about the salary increases for staff and what the other localities are doing. After some discussion, everyone agreed to leave the salary increases in the budget but look at where things are as we enter into the new fiscal year. Marc made a motion to approve the budget as presented. However, the salary increases for FY 20-21 are on hold until the Board deems it appropriate and the percent of salary increase will be determined at that time. Craig seconded the motion. All were in favor.

iii. Annual Meeting:

Typically, this is time the Annual Meeting is being scheduled for planning purposes. Caleb discussed with the Board about potentially postponing or canceling this year's Annual Meeting in light of the current pandemic. Everyone agreed. The Annual Meeting will be canceled this year and the Board members will convey this to their respective constituents.

Craig indicated that he had an emergency arise and had to exit off of the electronic meeting.

6. Public Comments: None

7. Closed Meeting:

Marc made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(1). Marc stated that the purpose of the closed meeting was the personnel evaluation of the Executive Director. Wayne seconded the motion. Sharon took roll call and the Board unanimously voted to enter into closed session. Marc asked for a motion to exit out of closed session and that the items identified for the closed meeting were the only items discussed. Marc also requested that it be certified. Bill seconded the motion. Sharon again took roll call and the Board unanimously voted to exit out of closed session.

Results of roll call vote by the Secretary:

	<u>Aye</u>	<u>Nay</u>
William R. Knocke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marc A. Verniel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wayne O. Nelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Craig Meadows	Absent	
Christopher H. Kiwus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Comments from the Board:

9. Other Business:

10. The meeting adjourned at 5:27.

WRK  
Chairman

Wayne O. Nelson  
Secretary