

MEMBERS OF THE BOARD

Sherwood G. Wilson, Chairman
Marc A. Verniei, Vice Chairman
Wayne O. Nelson, Secretary
F. Craig Meadows, Treasurer
William R. Knocke

Caleb M. Taylor, P.E.
Executive Director

Meeting Minutes
NRV Regional Water Authority Board
August 22, 2018

Board / Staff Members Present: Sherwood G Wilson, Wayne O. Nelson, F. Craig Meadows, William R. Knocke, Caleb M. Taylor, Sharon T. Huff

Guests Present: Gary Fern, Whitman, Requardt, & Associates; Eric Anderson, CHA

Absent: Marc A. Verniel

Location: University Gateway Center - Room 4000

1. The meeting convened at approximately 4:01 p.m.
2. Caleb asked to make some amendments to the agenda. He asked to remove the bond resolutions and add WTP Modernization Phase 1 Contract 1 (civil work) contract and the WTP Modernization CMAR Pre-Construction Services award. Craig made a motion to amend the agenda as the Executive Director stated. Bill seconded the motion. All were in favor.
3. Secretary's Report:
 - a. Board minutes for the Wednesday, July 25, 2018 meeting were reviewed.
 - b. A motion to accept the July 2018 meeting minutes was made by Craig and seconded by Wayne. All were in favor.
4. Treasurer's Report:

The July financial report was distributed to Board members prior to the meeting. There was some discussion about the financial reports.

A motion to accept the financial report, as presented, was made by Wayne. Bill seconded the motion. All were in favor.

5. Executive Director's Report

a. Operations Highlights:

None at this time.

b. Meter Reports:

Caleb provided the Board members with the July water consumption reports prior to the Board meeting. Caleb discussed the reports. The July consumption was approximately 6% higher compared to the last five years. Caleb updated Montgomery County's wheeling fee and the Town of Christiansburg's wheeling credit for the new fiscal year.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

VDH sent an email to Caleb indicating that they approved the CMAR Procurement process for funding purposes. Caleb needed this approval before executing the Pre-Construction Services contract for the CMAR project. Caleb has been negotiating the CMAR contract with Ulliman Schutte with the assistance of legal counsel. Caleb and Doug have been discussing the civil work with the low bidder, (should we add the contractor's name here, for the WTP Modernization Phase 1 project.

ii. Joinder Project (Prices Fork):

The transmission main construction has been completed. The Thomas Lane control valve vault easement is being finalized for construction. SCADA for the remote sites and valves for the project continue to be built. Caleb doesn't believe the September 1st deadline is going to be met. He believes it will be complete by the end of September.

iii. Joinder Project (Plum Creek):

Caleb met with CHA on August 21, 2018. The plans are 60% complete and have been reviewed by Authority staff. Easement negotiations and acquisitions continue. Caleb indicated there are just a couple more easements left to be negotiated and signed and then all the easements will be acquired. The design plans can be finalized and submitted to VDH for approval. Caleb anticipates the plans will be submitted to VDH for approval by October. Caleb and CHA met with the MCPSA on August 20, 2018 and reviewed the project and provided property owner information on interested potential water customers in the area. At the meeting on Monday, Bob Fronk indicated that he will be issuing availability letters to the potential customers in the area. On August 13, 2018, CHA met with the Town of Christiansburg and Shah Development to review connections and alignment compared to the Town's sewer project on the former Meadows golf course property.

iv. NRV Regional Water Quality Study:

A kickoff meeting was held on July 24th. CHA is continuing to work on the study scope. Sherwood asked about the timeline on the study. CHA doesn't have a completion date at this time. Caleb believes the study will be complete by March or April of 2019.

v. FY 2017-2018 Audit:

The fieldwork was performed on August 13-14, 2018. Caleb anticipates the audit report will be presented at the October meeting.

vi. Request for Proposals (RFP) for Authority Financial Institution Services:

Montgomery County sent Caleb a copy of the Financial Institution RFP that they issued a few years ago. Caleb used that RFP as a template and drafted an RFP for the Authority based on the business that the Authority conducts with financial institutions. Caleb had the accountant review the Authority's draft RFP prior to sending to legal for review. Following legal review, Caleb will then send it out for advertisement. Caleb plans on sharing the RFP with the Sanitation Authority and was going to check with legal regarding if it is possible to include the Sanitation Authority in the RFP or if it needed to be only for the Water Authority.

d. New Business

i. WTP Modernization Phase 1 Contract 1:

Snyder & Associates was the low bidder for the civil work for Phase I. Caleb explained the benefits to going ahead with the civil work now. The bid came close to the engineer's civil work estimate. Executing the civil work will enable the plant site to be ready when Phase 1 Contract 2 (building construction) is re-advertised at the beginning of 2019 and the CMAR construction gets underway in the spring of 2019. Wayne made a motion that Caleb award the bid to Snyder & Associates for \$545,000 for the civil work. Craig seconded the motion. All were in favor.

ii. CMAR:

Wayne made a motion that Caleb move forward with the Pre-Construction Services contract with CMAR. Bill seconded the motion. All were in favor.

iii. RFP for Legal Services:

Theresa is going to be leaving Guynn & Waddell. Caleb indicated that he believes now is a good time to put out an RFP for legal services. Caleb would like to have some representation from the Board since the attorney occasionally guides the Board on issues. Everyone believes that will be a good idea. Caleb will ask a couple of Board members to sit in on the interviews.

6. Closed Meeting

Craig made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(1)(7). Craig stated that the closed meeting was for a discussion pertaining to actual or probable litigation, where probable litigation means litigation on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Wayne seconded the motion. Sharon took roll call and the Board unanimously voted to enter into closed session. Craig asked for a motion to exit out of closed session and that the items identified for the closed meeting were the only items discussed. Craig also requested that it be certified. Wayne seconded the motion. Sharon again took roll call and the Board unanimously voted to exit out of closed session.

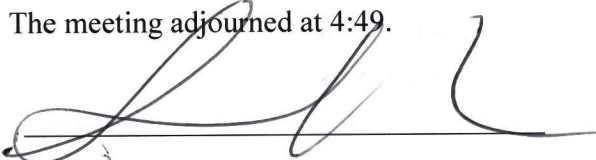
Results of roll call vote by the Secretary:

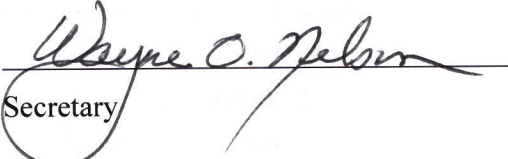
	<u>Aye</u>	<u>Nay</u>
Sherwood G. Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wayne O. Nelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gregory D. Boardman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Craig Meadows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marc A. Verniel	<input type="checkbox"/>	<input type="checkbox"/>

7. Public Comments: None

8. Comments from Board:

9. The meeting adjourned at 4:49.


Chairman


Secretary