

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**  
May 27, 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

Absent:

Location: Electronic via Microsoft Teams Meeting

1. The meeting convened at approximately 4:04 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. Marc made a motion to accept the agenda as presented. Chris seconded the motion. All were in favor.
3. Secretary's Report:
  - a. Board minutes for the Wednesday, April 22, 2020 meetings were reviewed.
  - b. A motion to accept the April 22, 2020 meeting minutes was made by Wayne and seconded by Marc. All were in favor.
4. Treasurer's Report:

The April financial reports were distributed to Board members prior to the meeting. There was some discussion about the financial reports. Craig made a motion to accept the financial reports as presented. Wayne 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 April water reports in the Board packet. Water consumption for April was 16.1% lower than compared to the past five year's consumption in the month of April. This is a direct impact from COVID-19. At this time, Caleb indicated that the Authority is above budget due to the increase in water sales from earlier this year. Marc asked how this will impact the budget for next year if this trend continues. Caleb explained how he was very conservative on his growth for next year when he prepared the budget.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

Phase 1 Contract 2 continues. At this time, it looks like final completion will be in August or September. There has been a lot of progress on this project.

The WTP Modernization project is going to be advertised around the first part of June. VDH has been reviewing the General Conditions documents and bid packages. Caleb expects to present the Gross Maximum Price (GMP) at the July meeting unless the bidding phase is extended.

Caleb received an email from DEQ that the WTP Modernization project can move forward. Caleb explained to the Board that the Authority has a grandfathered water withdrawal permit. The grandfathered permit does not specify a maximum instantaneous withdrawal amount. When the upgrade was discussed with DEQ, the need for the permit was discussed. DEQ had not responded to anything regarding the project for four years. However, VDH is putting in the Authority's plant permit (with DEQ's concurrence), a not to exceed daily limit (in gallons per minute) on the permit for the Modernization project. Caleb indicated that this will have direct impact on how the plant will have to be operated and could have an impact to the wholesale water rates in the future if the Authority were required to apply for a water withdrawal permit. Caleb anticipates DEQ requiring anyone that has a grandfathered permit to apply for a new water withdrawal permit in the future. Bill asked if there is any reason to push back and ask why this is being added now. Doug indicated that once bids have been received it might be a good idea to try to discuss this with DEQ and VDH. At this point, it is not feasible to approach this with DEQ because it could cause delays to the project. Everyone agrees that it would be a good idea to discuss this with DEQ at a later date. Caleb recommended discussing the maximum water withdrawal rate with DEQ and VDH later this fall once the construction permit has been issued and the Modernization project is underway.

Included in the Board packet are commitment letters from VRA on the WTP Modernization Project. Craig made a motion authorizing Caleb to sign the commitment letters from VRA. Wayne seconded the motion. All were in favor. Mike Lockaby, one of Jim Guynn's partners, is working on the loan closing with VRA, VDH, and the Authority members. The loan closing will be held in late June or in July.

ii. Joinder Project (Plum Creek):

Contract 1 construction is almost complete. Contracts 2 and 3 continue to move forward.

At the beginning of this week, Stevie Steele turned in the PER for the Water Quality Study to VDH. Once the Board is able to meet in person, Caleb plans on Stevie making a presentation on the study. If the electronic meetings continue for the next few months, Caleb will discuss with Stevie about presenting the information electronically.

d. New Business

None at this time.

6. Public Comments: None

7. Closed Meeting:

Craig made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(1). Craig stated that the purpose of the closed meeting was the personnel evaluation of the Executive Director. Marc 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. Wayne seconded the motion. Craig also requested that it be certified. Marc 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christopher H. Kiwus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Comments from the Board:

9. Other Business:

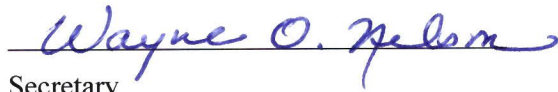
Craig indicated that the Authority received the audit RFPs. Robinson, Farmer, Cox (RFC) and Brown Edwards were the only firms that submitted a proposal. Caleb, Craig, Sharon, and Rebekah held interviews with both firms. Everyone agreed that RFC did a great job during the interview and they would be a good firm to go with moving forward. Their rates were also lower than Brown Edwards.

Marc asked what impacts COVID-19 will have on the modernization bids. Caleb hopes that everyone will be looking for work and hopes that bids will reflect that. Chris believes that by not pushing Caleb to open the bids there may be better prices a little further out as the economy begins to stabilize.

10. The meeting adjourned at 5:15.



Chairman



Secretary