

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
October 24, 2018

Board / Staff Members Present: Sherwood G Wilson, Marc A. Verniel, F. Craig Meadows, William R. Knocke, Caleb M. Taylor, Sharon T. Huff

Guests Present: Travis Gilmer, Brown Edwards; Gary Fern, Whitman, Requardt, & Associates; Doug Hudgins, CHA

Absent: Wayne O. Nelson

Location: University Gateway Center - Room 4000

1. The meeting convened at approximately 4:05 p.m.
2. Secretary's Report:
 - a. Board minutes for the Wednesday, August 22, 2018 and the Thursday, September 6, 2018 meetings were reviewed.
 - b. A motion to accept the August and September 2018 meeting minutes was made by Bill and seconded by Craig. All were in favor.
3. Treasurer's Report:

The August and September financial reports were distributed to Board members prior to the meeting. There was some discussion about the financial reports. Craig discussed the new financial summary sheet that is now included at the beginning of the financial report. Craig asked Caleb about the legal services account nearing its budgeted amount for this fiscal year. Caleb indicated that the costs were due to Sam Darby's efforts related to the closings for the loans that the Authority is getting with the Virginia Department of Health on the Plant modernization and Plum Creek projects. Craig and Caleb agreed that a budget adjustment may

have to be done mid-year to properly account for expected legal services should expenses be anticipated to exceed budgeted amount.

A motion to accept the financial reports, as presented, was made by Craig. Marc seconded the motion. All were in favor.

4. Executive Director's Report

a. Operations Highlights:

Michael informed Caleb that the telemetry at the raw water pump station is no longer working. The equipment dates back to 1970 and replacement parts can no longer be ordered. Michael has tried to repair it but is not able to. Caleb has worked with Michael to come up with a solution that takes into account the anticipated plant modernization.

Caleb indicated that with the recent wet weather events, the plant has had a hard time treating the water. Caleb explained that during wet weather events, the organics in the river rise causing the alkalinity to drop making Authority staff add additional chemicals to the raw water entering the plant in order to treat it. The filters have gotten upset during these events too causing staff to backwash the filters more frequently than during normal operations.

b. Metered Consumption:

Caleb discussed the meter reports. Water consumption is trending similar to previous years but Caleb noted a higher than anticipated consumption for the month of August. The increased was seen among all the Authority members. Invoices were issued out the week of September 9th.

c. Previous and Current Business

i. FY2017-2018 Audit:

Caleb introduced the accountant, Travis Gilmer with Brown Edwards, to give the presentation on the FY2017-2018 audit report to the Board. Travis reviewed the FY2017-2018 audit report and associated letters with the Board. The auditor issued a clean opinion for the Authority's financials in FY2017-2018. The auditor recommended the Authority purchase a fixed asset software given the level of capital improvements that the Authority is undertaking in the next few years and better track the investment in fixed assets. Travis mentioned how great Caleb and Sharon are to work with; as well as Rebekah Stump, the Authority's bookkeeper/accountant.

Marc made a motion to accept the audit report as presented. Craig seconded the motion. All were in favor.

ii. Modified Agenda:

Craig made a motion to amend the agenda to enter into closed session at the end of the meeting regarding a personnel matter. Marc seconded the motion. All were in favor.

iii. Water Treatment Plant Modernization:

Caleb received the signed CMAR contract today. He will be signing the contract and getting the plant modernization design back underway. Phase I Contract 1 contract has been executed. Work is anticipated to begin around November 5th.

iv. Joinder Project (Prices Fork):

This project is nearing completion. The Authority, Engineer and Contractor are waiting on AEP to install new poles and run electric service to three control valve sites in order for the remaining work to be completed before testing of the new line and pump station can begin. The landscaper hired by the contractor to landscape the pump station site noted that some of the existing trees at the pump station site have died due to insect damage. This is an issue to the Authority because these trees were used in the County's canopy calculations for the site. A meeting was held with the Engineer, Contractor, Landscaper and County staff at the site to review the landscape plan and issue with dead trees. Results of the meeting were that all of the dead trees will be removed and some different type of trees and shrubs will be planted. Caleb expects the station to be ready to start testing after the Thanksgiving holiday. Caleb indicated that the Authority has been collecting existing pressures along Prices Fork and in the Merrimac area due to MCPSA concerns brought to his and Gary's attention at the PER and design phases. Caleb discussed about being contacted by the MCPSA regarding pressure recording and the project schedule. Caleb indicated that he was approached at the gym by a MCPSA customer in the Prices Fork area. The customer indicated to him that he had a new pressure reducing valve installed at his water meter by the Authority's contractor. Caleb agreed that his contractor replaced certain pressure reducing valves along Prices Fork area due to MCPSA concerns and at the MCPSA's request. The customer said that they did not have any pressure and asked the contractor to adjust the pressure reducing valve. The contractor indicated that the MCPSA staff would have to do that because the contractor could not make those adjustments. The customer contacted the MCPSA and MCPSA staff indicated to them that these changes were due to the Authority's project and anticipated increased pressures that concern the MCPSA. The customer had not heard from the MCPSA since then and did not have any pressure at their residence. The MCPSA customer approached Caleb this morning and said that MCPSA staff arrived on site the day before and adjusted the pressure reducing valve. Sherwood asked how the Water Quality Study was progressing. Caleb indicated that this study is now part of the Plum Creek project.

v. Joinder Project (Plum Creek):

This project continues. Easements are now being collected for the alignment associated with Phase II of the project. Caleb believes this project will go out for bid after the first of the year.

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

The RFP for the banking services was recently advertised. The Authority did not receive a proposal from any banks in the region. Caleb indicated that he is happy with the bank that the Authority is currently using (National Bank). He recommends moving forward with National Bank and establishing the accounts that VRA wants established to meet the qualifications for the loans the Authority is receiving from the Virginia Department of Health for the plant modernization and Plum Creek projects. Sherwood asked about the Sanitation Authority's RFP for Banking Services. Caleb mentioned that he had talked with Mike Vaught about his RFP. Mike received two proposals from his RFP. One was National Bank. Sherwood and Craig asked if the president of National Bank knew if they had not submitted to the Authority's RFP. Caleb did not know if they did or not. Craig indicated that he and Caleb would meet with National Bank's president about not submitting a proposal.

d. New Business

None at this time.

6. Public Comments: None

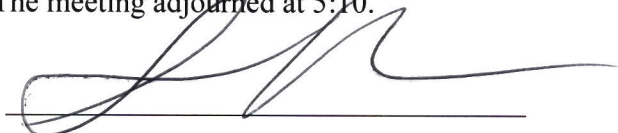
7. Closed Session: Craig made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(1). Craig stated that the closed meeting was for a personnel matter. Marc seconded the motion. Sharon took roll call and the Board unanimously voted to enter into closed session. Craig asked for a motion to exit out of closed session and that the items identified for the closed meeting were the only items discussed. 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>
Sherwood G. Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marc A. Verniel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wayne O. Nelson	<input type="checkbox"/>	<input type="checkbox"/>
F. Craig Meadows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
William R. Knocke	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8. Comments from Board: None

9. The meeting adjourned at 5:10.



Chairman



Secretary

