# AGENDA FOR THE REGULAR MEETING OF THE NEW RIVER REGIONAL WATER AUTHORITY HELD AT THE TOWN OF WYTHEVILLE, MUNICIPAL BUILDING IN WYTHEVILLE, VIRGINIA THURSDAY, JUNE 21, 2018, AT 10:00 A.M.

RE: CALL TO ORDER, QUORUM

RE: INVOCATION AND PLEDGE OF ALLEGIANCE

RE: CONSENT AGENDA

RE: CITIZENS' TIME

RE: VENDOR TIME

RE: APPROVAL OF INVOICE

1. AEP	\$12,335.20
2. Town of Wytheville	\$58,050.93
3. Wythe County	\$21,461.06 (May)
4. Wythe County	\$22,030.60 (June)
5. VACORP (insurance Policy)	\$16,314.00
6. VSC Fire and Security, Inc.	\$920.00
7. ENERNOC (Capacity Payment)	\$1,597.62 (Credit)

# RE: CHIEF OPERATOR'S REPORT

- 1. River Pump Station Emergency Connection Project
- 2. Received New VPDES Permit From DEQ.
- 3. Plant Operation Has increased
- 4. Raw Water Pump Number 1 Reinstalled

RE: RAPER RIDGE TANK PROJECT

RE: ROBINSON, FARMER, COX ASSOCIATES ENGAGEMENT LETTER

RE: BOARD TIME

# **Chief Operators Notes**

- 1. We received two quotes for the river pump station emergency connection project. The first quote was from Central Builders Inc. in the amount of \$33,400.00. The second quote was from R&R Enterprises, Inc. in the amount of \$28,776.85. The job has been awarded to R&R Enterprises and I have been informed that they plan to start work sometime after the Fourth of July holiday.
- 2. We received our new VPDES permit from the Department of Environmental Quality. This permit allows us to continue to discharge our wastewater into Buddle Branch. This new permit is good for five years and will expire on June 30, 2023.
- 3. Water demand has been up since the first of June and plant operating hours has increased to approximately 14 hours per day since June 12<sup>th</sup>. This is normal for this time of year as Pepsi and Gatorade usually increase their water usage just before the Fourth of July holiday. I have been in touch with workers in Carroll County and they believe they have a leak in their system. Their water usage has increased by approximately 200,000 gallons/day since June 6<sup>th</sup>.
- 4. Raw pump number one was reinstalled on June 8th by Jack Parks. Jacked informed me that he could see nothing wrong with the pump that would have caused a seal failure alarm. The pump was serviced, oil changed and a new moisture probe installed. After installing the pump Jack used a megger to check and see if the control wire for the seal failure alarm was good. The test showed that the current was going to ground. Jack then tested the control wire on pump number two to see what it showed and it was not going to ground. Jack suggested that we call our SCADA service providers and let them check things on their end next.

# MINUTES OF THE REGULAR MEETING OF THE NEW RIVER REGIONAL WATER AUTHORITY HELD AT THE TOWN OF WYTHEVILLE MUNICIPAL BUILDING IN WYTHEVILLE, VIRGINIA, THURSDAY, MAY 17, 2018, AT 10:00 A.M.

**Members Present:** Steve Truitt (Carroll County), Stephen Bear (Wythe County), C. Wayne Sutherland, Jr. (Wytheville), Gene Horney (Wythe County)

**Members Absent:** Tim Reeves (Wythe County), Jessica Montgomery (Carroll County), Thomas F. Hundley (Wytheville)

Others Present: Shawn Brooms, Trevor Hackler, Keri Vass, Elvan Peed

### RE: CALL TO ORDER, QUORUM

Chairman Truitt established that a quorum of Authority members was present and called the meeting to order at 10:00 a.m.

# **RE: PLEDGE OF ALLEGIANCE**

Chairman Truitt led those present in the Pledge of Allegiance.

### **RE: CONSENT AGENDA**

Chairman Truitt presented the consent agenda consisting of the minutes of the regular meeting of April 19, 2018. He inquired if there was any discussion on the minutes, as presented. A motion was made by Mr. Sutherland and seconded by Vice-Chairman Bear to approve the consent agenda consisting of the minutes of the regular meeting of April 19, 2018, as presented. The motion passed unanimously with all members present voting to approve the consent agenda consisting of the minutes of the regular meeting of April 19, 2018.

## RE: CITIZENS' TIME

Chairman Truitt inquired if there were any citizens present with topics of discussion during the meeting. There being no one to address the Authority, Chairman Truitt proceeded with the agenda.

### RE: VENDOR TIME

Chairman Truitt inquired if any vendors were present who wished to address the Authority. There being no vendors to address the Authority, Chairman Truitt proceeded with the agenda.

### RE: APPROVAL OF INVOICES

Chairman Truitt advised that the next agenda item is the approval of the invoices as follows:

1. AEP \$12,772.27 2. Town of Wytheville \$60,280.27

3. Wythe County \$21,651.04 (April)

Chairman Truitt inquired if there was any discussion on the invoices presented. There being none, he inquired if there was a motion to pay the invoices. A motion was made by Mr. Horney and seconded by Mr. Sutherland to pay the invoices as presented. The motion passed unanimously with all members present voting to pay the invoices.

# **RE: CHIEF OPERATOR'S REPORT**

Chairman Truitt turned the meeting over to Chief Operator Shawn Brooms for the Chief Operator's Report.

Mr. Brooms reported on the cleaning of sedimentation basin number two and lagoon number two. He explained that sedimentation basin number two was cleaned on May 15, 2018, and lagoon number two was cleaned April 30 through May 2, 2018. Mr. Brooms stated that they planned to get basin number one cleaned as soon as the weather allowed.

Mr. Brooms updated the board on a letter from Mr. Scott Bortz concerning Mr. Crowgey and locating water lines. Mr. Brooms explained that the letter he received from Mr. Bortz indicated that Mr. Crowgey would be pursuing the use of ground penetrating radar to locate the field locations of the waterlines. Chairman Truitt explained that he had been in touch with Mr. Crowgey and that Mr. Crowgey agreed that if the Authority pays Lead Mine Estates \$2,000 then the Authority would be held blameless for any other costs incurred by Mr. Crowgey and Lead Mine Estates concerning the easements and locating of the waterlines.

Mr. Brooms reported regarding Mr. Jonathan Hanks passing his Class 3 Waterworks exam. He stated that Mr. Hanks was successful in passing his Class 3 Waterworks exam, and that Mr. Hanks is now studying for his Class 2 exam and will sit for the test as soon as he is eligible. Mr. Brooms explained that he would like to see a policy put in place by the Authority giving the operator trainees salary increases for each higher class license they obtain. Mr. Brooms stated that this is a common practice in the water and wastewater field. Chairman Truitt inquired of Mr. Brooms on what the current policy is regarding these matters. Mr. Brooms stated that the Authority does not currently have an adopted policy regarding employees passing an exam and being compensated for this. Chairman Truitt inquired of Mr. Brooms if he was asking for a written HR policy that essentially states that when an exam is passed, the employee would receive a pay increase. Mr. Brooms stated that is correct. He explained that at other water treatment facilities, it is common practice to give pay increases at the time an exam is passed by an employee.

Mr. Brooms gave an update on the Emergency Pump Connection Project. He stated that proposals have been sent out, and the information is located on the Town of Wytheville website and/or the Wythe County website. Chairman Truitt inquired of Mr. Brooms if he would like the information placed on the Carroll County website, as well. Mr. Brooms stated that he would appreciate that and it would be a big help. Mr. Brooms also noted that the deadline for quotes would be May 31, 2018.

Mr. Brooms reported on a seal failure alarm. He stated that they received a seal failure alarm on raw water pump number one earlier that morning and shortly after the operators started the plant. Mr. Brooms explained that the pump was taken out of service, and the other raw water pump was started. He stated that this is the same pump that was overhauled in September 2017, and then pulled again in January for a seal failure alarm. Mr. Brooms explained that the seal failure alarm that was received in January was not a seal failure, but, rather, a condensation problem in the motor housing. He explained that he did not know if this was the

same issue, but he would be calling Mr. Jack Parks to come assess what was going on with the pump.

Chairman Truitt inquired if Mr. Brooms could send him an email simply explaining what the agreement is between Lead Mine Estates and the New River Regional Water Authority. concerning the water line easement. He explained that he would write the official letter that would outline the terms and conditions of the agreement, and, if those terms are agreed upon and the letter is signed by Lead Mine Estates, Mr. Brooms would be authorized at that time to have a check issued to Lead Mine Estates in the amount of \$2,000, on behalf of the Authority. Chairman Truitt inquired if there is a motion authorizing him to write an official letter outlining the terms and conditions of an agreement between the New River Regional Water Authority and Lead Mine Estates and upon those terms and conditions being agreed upon by both parties, authorizing Mr. Brooms to issue a check in the amount of \$2,000 to Lead Mine Estates. A motion was made by Mr. Sutherland and seconded by Vice-Chairman Bear authorizing Chairman Truitt to write an official letter outlining the terms and conditions of an agreement between the New River Regional Water Authority and Lead Mine Estates, and upon those terms and conditions being agreed upon by both parties, authorizing Mr. Brooms to issue a check in the amount of \$2,000 to Lead Mine Estates. The motion passed, unanimously, with all members present voting to authorize Chairman Truitt to write an official letter outlining the terms and conditions of an agreement between the New River Regional Water Authority and Lead Mine Estates, and upon those terms and conditions being agreed upon by both parties, authorizing Mr. Brooms to issue a check in the amount of \$2,000 to Lead Mine Estates.

### **RE: BUDGET**

Chairman Truitt stated the next agenda item is the budget for Fiscal Year 2018-19. Mr. Elvan Peed addressed the Authority members to give them an overview of the new budget. He stated that the overall budget was \$10,000 more than last year. Mr. Peed explained that he increased the projected water demands and interest on investments. He stated that the water rates will remain the same at \$1.25 per thousand gallons. Mr. Peed advised board members that the plant is approaching ten years of operation, and, with the increased need of maintenance and repairs, the water rates may need to be adjusted in the future. He explained that the budget includes a two percent raise for all employees and new loan amounts based on the new bond refinancing. Mr. Peed also reviewed the construction line items in the budget, listing new items that were added and explaining that there were three items carried over from the FY 2017-18 budget. He stated that the budget was complete, unless any board members had comments. Chairman Truitt inquired if there is a motion to adopt the budget for Fiscal Year 2018-19. A motion was made by Mr. Sutherland and seconded by Mr. Horney to adopt the budget for Fiscal Year 2018-19, as presented. The motion passed unanimously with all members present voting to adopt the budget for Fiscal Year 2018-19, as presented.

### RE: BOARD TIME

Chairman Truitt inquired if any board members had anything they wished to discuss. Mr. Sutherland stated that he had received an email from Mr. Peter D'Alema of the Virginia Resources Authority (VRA) about the possibility of refinancing of the water authorities 2008A VPFP loan. He explained that the email stated that there could be a possible savings of approximately \$200,000. Mr. Sutherland remarked that the next board meeting is scheduled for June 21, 2018, and, if we want to participate, then the NRRWA would need to let Mr. D'Alema know something by June 22. He stated that he would like for either Carroll County or Wythe County to take the information to their Finance Director for review. Vice-Chairman Bear stated that he would have Mr. Bruce Grant review the information.

Chairman i	Truitt inquired it	f there were any	other items	of discussion	that needed to	come before
the Author	ity.	_				

# **RE: ADJOURNMENT**

There	being	no	further	business	to	discuss,	а	motion	was	made,	seconded	and	carried	to
adjour	n the n	neet	ing at 1	0:21 a.m.						·				

teve Truitt, Chairman	
C. Wayne Sutherland, Jr., Secretary/Treasurer	



# Bruce Grant M.B.A.

Finance Director

# **Finance Director's Office**

340 South Sixth Street - Administration Building Wytheville, VA 24382-2598 Telephone (276) 223-4526 FAX (276) 223-4515

May 18, 2018

# INVOICE

New River Regional Water Authority Attn: Mr. Shawn Brooms Post Office Box 533 Wytheville, VA 24382

Please accept this letter as an invoice for the New River Regional Water Authority payroll cost for the month of April 2018.

Monthly Operations of Payroll for NRRWA \$21,461.06

Adjustments:

Net Billable Expenses \$21,461.06

Total Due \$21,461.06

If you have any questions, please feel free to call.

Sincerely.

Bruce Grant Finance Director

CC: Mr. Michael Stephens

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# Finance Director's Office

340 South Sixth Street – Administration Building Wytheville, VA 24382-2598 Telephone (276) 223-4526 FAX (276) 223-4515

Bruce Grant M.B.A. Finance Director

June 4, 2018

# INVOICE

New River Regional Water Authority Attn: Mr. Shawn Brooms Post Office Box 533 Wytheville, VA 24382

Please accept this letter as an invoice for the New River Regional Water Authority payroll cost for the month of May 2018.

Monthly Operations of Payroll for NRRWA

\$22,030.60

Adjustments:

**Net Biliable Expenses** 

\$22,030.60

**Total Due** 

\$22,030.60

If you have any questions, please feel free to call.

Sincerely,

Bruce Grant Finance Director

CC: Mr. Michael Stephens

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Invoice No.

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Town of Wytheville
P.O. Box 533, 150 E. Monroe St.
Wytheville, VA 24382
276-223-3333 fax 276-223-3315

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Name Address	NEW RIVER REGIONAL WATER AUTHORITY	Date	5/25/2018
City Phone	State ZIP		
Qty	Description MONTHLY INVOICE-MAY 2018	Unit Price	TOTAL
1	EXPENSES FOR MAY 2018	\$58,050.93	\$58,050.93

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 Payment Details  Check  Check #		SubTotal	\$58,050.93 \$0.00
Make Checks Payable to:	Town Of Wytheville	TOTAL	\$58,050.93

Amount Due 30 Days from Invoice Date

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100 South Main Street P.O. Box 90002 Blacksburg, Virginia 24062-9002 540-552-2011 • 800-552-4123 www.nbbank.com

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100 South Main Street P.O. Box 90002 Blacksburg, Virginia 24062-9002 540-552-2011 • 800-552-4123 www.nbbank.com

NEW RIVER REGIONAL WATER AUTHO

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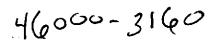


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VSC Fire and Security, Inc. Roanoke Inspections 773 Union Street Salem, VA 24153 (540) 765-1300 Please remit payments to: VSC Fire and Security, Inc.

10343-B Kings Acres Road

Ashland, VA 23005

INVOICE

Invoice Number: 05- 935350 Invoice Date: 6/14/2018

Customer Number: 01066N0076

Location Number: 0602033

Bill to:

New River Regional Water 289 Kohler Avenue Austinville, VA 24312 Service location:

NRV Water Treatment Plant 289 Kohler Avenue Austinville, VA 24313

IMANTA DVOT	7.5 (1000 AMESS) 120 A	2000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	:	:	4 × 1 × 15 × 177
06/14/2018		Net 30	147	36720	RI14736720
ITEM ID	DESCRIPTION		QTY	UNIT PRICE	EXT PRICE
INSP03	INSP03-Quarterly Fire	Sprinkler Inspec	1.00	350.00	350.00
X0106NONINV	Annual Alarm Inspection	2	1.00	570.00	570.00

TERMS: Net 30 days. Interest will be charged on past due accounts at the rate of 1.5% per month (annual interest rate - 18%) or the maximum permissible by law whichever is the lesser. In the event we incur expenses for collection, reasonable collection charges including attorney's fees, will be added to the balance due and the buyer shall pay all such charges. We accept payment by VISA and MasterCard.

Alarm Systems	Sales Total	920.00
Alarm Inspection Sprinkler	Disc. Amount	0.00
Sprinkler Inspection	Tax Total	0.00
	Net Amount	920.00



## HAVE A QUESTION ABOUT THIS STATEMENT?

Contact us at 888-ENERNOC [888.363.7662] or support@enernoc.com



■ Visit login.enernoc.com for performance details

Shawn Brooms New River Regional Water Authority 289 Kohler Avenue Austinville VA 24312

Payment Date: Account ID:

5/13/2018 055510 Check Number: 254175

# Your Earnings this Period:

\$1,597.62

# SUMMARY

**ENERNOC DR:** 

\$2,197.62

**ENERNOC EIS:** 

(\$600.00)

# **ENERNOC DR STATEMENT DETAIL**

DR TOTAL:

\$2,197.62

Period	Product	Description		Amount
Site: New Riv	er Regional Water	Authority - 243 Store Hill - Austinvill (PJM0297357680)	Subtotal:	\$1,131.21
01/2018	PJM EMER	Capacity (190 kW @ \$3.72/kW, 60% Split)		\$424.08
01/2018	PJM EMER	Enablement Fee		(\$33.33)
02/2018	PJM EMER	Enablement Fee		(\$33.33)
02/2018	PJM EMER	Capacity (190 kW @ \$3.36/kW, 60% Split)		\$383.04
03/2018	PJM EMER	Capacity (190 kW @ \$3.72/kW, 60% Split)		\$424.08
03/2018	PJM EMER	Enablement Fee		(\$33.33)
Site: New Riv	er Regional Water	Authority - 289 Kohler Ave - Austinvill (PJM0217666660)	Subtotal:	\$1,066.41
01/2018	PJM EMER	Capacity (180 kW @ \$3.72/kW, 60% Split)		\$401.76
01/2018	PJM EMER	Enablement Fee		(\$33.33)
02/2018	PJM EMER	Capacity (180 kW @ \$3.36/kW, 60% Split)		\$362.88
02/2018	PJM EMER	Enablement Fee		(\$33.33)
03/2018	PJM EMER	Capacity (180 kW @ \$3.72/kW, 60% Split)		\$401.76
03/2018	PJM EMER	Enablement Fee		(\$33.33)

# **ENERNOC EIS STATEMENT DETAIL**

EIS TOTAL:

(\$600.00)

Period	Product	Description		Amount
Customer Le	evel Credits & Charg	ges	Subtotal:	(\$600.00)
03/2018	EIS	Q1 2018 EIS Offset		(\$600.00)

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Locality	Date	Usage Billed	Total Delivered	Raw Water
Carroll County	March	14,226,000		
Wythe County	2018	9,035,680		
Wytheville		28,825,000		
Total		52,086,680	53,318,250	53,775,000
<u> </u>			Water Loss	Water Loss In Plant
			1,231,570	456,750
			2.31%	0.85%

Locality	Date	Usage Billed	Total Delivered	Raw Water
Carroll County	April	15,467,000		
Wythe County	2018	12,057,330		
Wytheville		26,531,584		
Total		54,055,914	56,143,800	56,506,000
			Water Loss	Water Loss In Plant
			2,087,886	362,200
			3.72%	0.64%

Locality	Date	Usage Billed	Total Delivered	Raw Water
Carroll County	May	15,857,000		
Wythe County	2018	10,325,750		
Wytheville		30,901,400		
Total		57,084,150	58,278,900	59,120,000
·		<u> </u>	Water Loss	Water Loss in Plant
			1,194,750	841,100
			2.05%	1.42%