

AGENDA FOR THE REGULAR MEETING OF THE  
NEW RIVER REGIONAL WATER AUTHORITY  
HELD AT THE TOWN OF WYTHEVILLE,  
MUNICIPAL BUILDING  
IN WYTHEVILLE, VIRGINIA  
THURSDAY, DECEMBER 20, 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	\$12,057.24
2. Town of Wytheville	\$41,290.27
3. Wythe County	\$21,664.29
4. E&L Diamond Electric	\$1,250.00
5. R & R Enterprises, Inc	\$550.00 (Valve Repair)
6. Enel X (Prev. ENERNOC)	\$2,196.99 (Credit)

RE: CHIEF OPERATOR'S REPORT

1. Basin Number One Flocculators Cleaned
2. Replacement of 2 Inline PH Probes
3. Repair of Waterline Valve at Plant
4. Gary Johnson Now Signee for DMR Reports
5. Class 2 Examination Scheduled For Mr. Hanks

RE: BOARD TIME

RE: CLOSED SESSION

Discussion of Personnel – Chief Water Operator 2.2-3711 A.1

## Chief Operators Notes

1. Flocculation basin number one was cleaned on December 18, 2018. Both flocculation and sedimentation basins have been cleaned and are ready for the winter season.
2. On December 12, 2018, PH probes were replaced on #1 and #2 treatment train inline PH monitors. Replacement was decided due to irregular readings on the SCADA.
3. A plastic, cracked shut-off valve was dug-up and replaced by R & R Enterprises, Inc on November 30, 2018. The damage was due to freezing temperatures and occurred on a 2 inch waterline connecting the lagoon yard hydrant to the main plant 8 inch waterline. The broken valve was replaced by a coupling fitting rather than a new valve.
4. Due to Shawn Brooms' recent departure and his possession of a Virginia Wastewater Works Class 2 license, no one at NRRWA is currently licensed to sign the quarterly Discharge Monitoring Reports (DMR) for D.E.Q. Therefore, Gary Johnson will sign the operator portion and Stephen Bear will sign the Authorized Agent portion. D.E.Q. has received notice of this change.
5. Mr. Jonathan Hanks has been approved to sit for his Virginia Class 2 Waterworks exam. The exam will take place January 3, 2018.

**MINUTES OF THE REGULAR MEETING OF THE  
NEW RIVER REGIONAL WATER AUTHORITY  
HELD AT THE TOWN OF WYTHEVILLE,  
MUNICIPAL BUILDING  
IN WYTHEVILLE, VIRGINIA  
THURSDAY, NOVEMBER 15, 2018, AT 10:00 A.M.**

**Members Present:** Stephen Bear (Wythe County), C. Wayne Sutherland, Jr. (Wytheville), Steve Truitt (Carroll County), Tim Reeves (Wythe County), Joseph E. Hand, Jr. (Wytheville)

**Members Absent:** Jessica Montgomery (Carroll County), Gene Horney (Wythe County)

**Others Present:** Shawn Brooms, Elvan Peed, Trevor Hackler, Keri Vass, Robby Krunich, Andrew Austin, Don Crisp

**RE: CALL TO ORDER, QUORUM**

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

**RE: INVOCATION AND PLEDGE OF ALLEGIANCE**

Chairman Bear led those present in the invocation, followed by the Pledge of Allegiance.

**RE: CONSENT AGENDA**

Chairman Bear presented the consent agenda consisting of the minutes of the regular meeting of October 18, 2018, to the Authority members for approval. Chairman Bear inquired if there was any discussion on the minutes as presented. Vice-Chairman Sutherland made a motion, which was seconded by Mr. Reeves to approve the consent agenda including the minutes of the October 18, 2018, meeting. The motion passed unanimously, with all members present voting to approve the consent agenda including the minutes of the October 18, 2018, meeting.

**RE: CITIZENS' TIME**

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

**RE: VENDOR TIME**

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

**RE: APPROVAL OF INVOICES**

Chairman Bear advised that the next item on the agenda was the Approval of the Invoices as follows:

1. AEP	\$11,717.20
2. Town of Wytheville	\$87,939.21
3. Wythe County	\$19,964.99

4. Diversified Integration, Inc.	\$2,580.00
5. 1 <sup>st</sup> Quality Air, Inv.	\$700.79

Chairman Bear inquired if there was any discussion on the invoices presented. There being no discussion, Chairman Bear inquired if there was a motion to pay the invoices. A motion was made by Mr. Truitt and seconded by Mr. Hand 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 Bear 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 one. He stated that the number one sedimentation basin was cleaned on November 7, 2018. Mr. Brooms explained that they are caught-up with the basin cleanings and the basins should last until the spring before they need cleaning again.

Mr. Brooms reported on the preventative maintenance and winterization of the plant. He stated that the oil had been changed in the flocculator motors, high service pumps and chemical feed motors. Mr. Brooms, also, stated that the insulation covers had been placed back on the air ventilation system throughout the plant. He explained that 1<sup>st</sup> Quality Air, Incorporated was onsite to change the oil and service the air compressors at the plant and river pump station. Mr. Brooms mentioned that the heat tape had been turned on to the main water line, which runs underneath the bridge crossing the New River.

Mr. Brooms reported on the calibration checks of flow meters throughout the plant and system. He stated that flow meter checks were conducted by Mr. Greg Kimble, who is with Diversified Integrations, Incorporated on October 23, 2018, and October 24, 2018. Mr. Brooms explained to new board members how the calibration check is performed. He stated that the following flow meters in the plant were checked, three filter effluents, back-wash, finished water and two treatment trains. Mr. Brooms explained that the meters out in the system that were checked included the Austinville Pump Station, Raw Water Pump Station, Fort Chiswell Pump Station and Mark IV Valve Vault. Mr. Brooms mentioned that he has a more detailed report of the calibration checks that were provided to him by Diversified Integrations, Inc. and that he can provide the reports to Board members should they ever need it.

Mr. Brooms stated that he was going to report on the interviews for the Operator/Trainee position, but because of inclement weather the interviews had to be postponed. Chairman Bear asked for Mr. Brooms to reschedule the interviews and complete them as quickly as possible.

**RE: CLOSED SESSION**

Chairman Bear advised that the next agenda item is a Closed Session as permitted by the Code of Virginia Section 2.2-3711 (A)(1) to discuss Personnel Matters. Vice-Chairman Sutherland moved, and Mr. Reeves seconded the motion that the New River Regional Water Authority go into a Closed Session as permitted by the Code of Virginia Section 2.2-3711 (A)(1), to discuss Personnel Matters. Chairman Bear inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Stephen Bear, C. Wayne Sutherland, Jr., Steve Truitt, Tim Reeves, Joseph E.

Hand, Jr. Against: None. The motion passed unanimously, with all members present voting to go into a Closed Session.

**RE: RECONVENE TO OPEN SESSION**

A motion was made by Mr. Reeves and seconded by Mr. Truitt to reconvene to open session. The motion was approved with the following voting in favor and there being no opposition: For: Stephen Bear, C. Wayne Sutherland, Jr., Steve Truitt, Tim Reeves, Joseph E. Hand, Jr. Against: None.

**RE: CERTIFICATION OF CLOSED MEETING**

A motion was made by Mr. Truitt and seconded by Mr. Hand that in the closed meeting just concluded, noting was discussed except that matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Chairman Bear inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Stephen Bear, C. Wayne Sutherland, Jr., Steve Truitt, Tim Reeves, Joseph E. Hand, Jr. Against: None.

**RE: PERSONNEL MATTERS**

A motion was made by Mr. Reeves and seconded by Mr. Hand to approve the Chief Operator job description and advertise for a new Chief Operator/Director at the Austinville Water Treatment Plant.

**RE: BOARD TIME**

Chairman Bear inquired if there were any other items of discussion that needed to come before the Authority. With no further topics of discussion, Chairman Bear proceeded with the agenda.

**RE: ADJOURNMENT**

Chairman Bear inquired if there was any other business to come before the Authority. There being no further business to discuss, a motion was made, seconded and carried to adjourn the meeting at 10:40 a.m.

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Stephen Bear, Chairman

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Steve Truitt, Secretary/Treasurer