

AGENDA FOR THE REGULAR MEETING OF THE  
NEW RIVER REGIONAL WATER AUTHORITY  
HELD AT THE TOWN OF WYTHEVILLE,  
MUNICIPAL BUILDING  
IN WYTHEVILLE, VIRGINIA  
THURSDAY, May 16, 2019, 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	\$11,735.44
2. Town of Wytheville	\$ 50,565.63

RE: CHIEF OPERATOR'S REPORT

1. SCADA / Raper Ridge
2. VOP/ VDH Silver Award / Reimbursement
3. 1<sup>st</sup> Quality Air
4. Raw Pump #2
5. VACORP Report
6. Chlorine Pumps
7. Raper Ridge Communication
8. Operator Meeting
9. VDH Variance Update

RE: BOARD TIME

1. VDH Variance Update
2. Intake Screens
3. Budget FY 19-20

RE: Closed Session

Discussion of Personnel 2.2-3711 a1

## Chief Operators Notes

1. AMR was onsite 4/24 and 4/25/2019 to troubleshoot a data logging issue and tie in the new Raper Ridge tank. Mr. Eric Herald, (VDH) said to try and get the data logging fixed before the May operating report. Roger, with AMR, tracked found an issue with an isolation card in a control cabinet as well as an electrical problem with our potable / non potable water flow meter. The flow meter has to be replaced and a new isolation card installed. The tie in from Raper Ridge is complete and we can see both tanks on our SCADA system.
2. We have received the Silver Virginia Optimization Program award for 2018 from the Virginia Health Department. The VA Optimization Program is based on goals for clarification, filtration, and backwash during year 2018. These goals are above and beyond the regulations. We have received a reimbursement check of \$1464.90 for the fluoride meter.
3. 1<sup>st</sup> Quality Air was onsite 5/1/19 to do preventive maintenance on our air compressor and air scour blower.
4. JP Industrial was onsite 5/2/19 to remove and rebuild raw pump #2.
5. VACORP's Jim McClellan sent his report from the safety visit. It is attached to the board packet. An atmospheric / gas meter was purchased and we have begun testing and logging the results for 12 different confined spaces. We will continue working towards completing the list of recommendations indicated in Jim's report.
6. Chlorine pump #3 has been out of service for a while. We put a new motor on the spare pump and it is installed. We now have 3 working chlorine pumps. I wanted to get this project finished to have it in place if and when we needed it, as well as to do calibrations on them for the VA Health Department. After installation we checked the amount pumped by the calibration tube. The new pump pumped a much greater volume of chlorine than the pump we had been running, at the same rate command. This indicates to me that we need to rebuild the other pumps. Rebuild kits have been ordered for the chlorine pumps. I'm also finding out that the pumps we're currently using may have been discontinued.

7. 5/3/19 we lost communication with Raper Ridge Tank. The only way to see the tank level was to physically look at the tank. AMR visited the site on 5/6/19 and determined the PLC had lost its program, both tank transducers were had lightning damage, and the internet wasn't communicating. AMR reloaded the PLC program along with replacing both transducers. Citizen's visited and corrected the internet problem. We were able to see the Raper Ridge tank level as of 5/9/19 though the accuracy is yet to be determined. Close to the same time we lost the ability to see what is in Carroll County's Pleasant View Tank, 620 tank, and associated pump station.
8. The operator meeting was held 5/8/19 at NRRWA. We discussed operational changes since the new Raper Ridge tank has been online. The localities represented didn't have any negative things to say about the new tank. We discussed SCADA upgrades amongst NRRWA, the Town of Wytheville and Wythe Co. AMR is to provide a quote for both Alan Bradley and Ignition software. I learned of Wythe County's threshold of 25ft in Raper Ridge. We also discussed Wythe County's future valve project which should be beneficial to NRRWA, Wythe Co. and The Town of Wytheville. The valve would allow Wythe Co. to turn water over without cutting flow to the Town of Wytheville.
9. I read over the current variance from the Health Department recently and noticed that it allows one operator to work 10hrs on Sundays and Holidays, and/or 4hrs of the evening. We are currently working 12hr days which makes it difficult to take advantage of the 10hr part of the variance. I would like to pursue requesting an updated variance allowing one operator 12hrs Saturdays, Sundays, and Holidays, and 8 total hours in a standard work day. This would allow for more staff during the week, a better flexible, and more appealing schedule, help with future retirement and/or operator turnover, and allow us to provide more water in common and emergency situations. I have a letter ready for a signature if this is ok.

**MINUTES OF THE REGULAR MEETING OF THE  
NEW RIVER REGIONAL WATER AUTHORITY  
HELD AT THE TOWN OF WYTHEVILLE,  
MUNICIPAL BUILDING IN WYTHEVILLE, VIRGINIA  
THURSDAY, APRIL 18, 2019 AT 10:00 A.M.**

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

**Members absent:** Tim Reeves (Wythe County), Jessica Montgomery (Carroll County), Joseph E. Hand, Jr. (Wytheville)

**Others present:** Beth Taylor, Zachary Slate, Trevor Hackler, Robby Krunich, Andrew Austin

**RE: CALL TO ORDER, QUORUM**

Chairman Bear established that a quorum of Authority members was present and called the meeting to order at 10:03 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 March 21, 2019 to the Authority members for approval. Chairman Bear inquired if there was any discussion on the minutes as presented. Chairman Bear noted one correction to be made to the March 21, 2019 minutes, removal of the wordage "to the agenda" in the last sentence under Board Time. Mr. Truitt made a motion, which was seconded by Mr. Sutherland, to approve the Consent Agenda including the minutes of the March 21, 2019 meeting. The motion passed unanimously with all members present voting to approve the Consent Agenda, including the minutes of the March 21, 2019 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 there were any vendors 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	\$13,842.42
2. Town of Wytheville	\$49,688.72
3. Wythe County	\$22,648.07
	\$25,112.61

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. 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 Bear turned the meeting over to Mr. Zachary Slate.

Mr. Slate reported Mrs. Patti Higgins, with DEQ, was onsite March 25th to conduct an inspection in reference to our withdrawal permit (VWP 04-2106). She reviewed records, the permit, and conducted a walkthrough of locations pertaining to the permit. This permit will expire on January 8, 2021. A new application will have to be sent in 180 days prior of the expiration towards a re-issuance of the permit. Mrs. Higgins noted that we may have to update our screens on the intake structure in the river to a 1mm mesh vs the current 2mm openings before the permit will be reissued. The main 2 pages of the report are attached to your board packet. There were no deficiencies noted other than the current screens.

Mr. Slate reported VACORP sent me an online safety training program which I have started using as of April. Mr. Jim McClellan from VACORP was onsite 4/10/19 to conduct a type of mock OSHA walkthrough of the facility. We discussed a variety of safety related items and ideas. Two of the major items discussed were the dechlorination pit and the raw well at the river pump station.

He suggested that we make sure that the contractor that enters the raw well has workers comp. insurance and that we have a copy of it.

The dechlorination pit at the plant is a confined space as well as a fall hazard. The operators are currently entering the pit to check or fill the dechlorinators regularly. Mr. McClellan did not have an easy or cheap solution to minimize risk. Ideally operators would

never have to enter the space. He suggested exploring options to move the dechlorination point. I have contacted Russell Jackson and Elvan Peed about this. I do believe we can find another point before or after the dechlorination pit that would be safer to service. Mr. McClellan will be sending a report of his findings.

One PPE suggestion he had was safety toe shoes for the operators. If safety toe shoes are required, I suggest that the NRRWA cover part of this. This is one item in which the employer does not technically have to purchase, as they can be used outside of work. This will be an item I plan to discuss during the budget meeting.

Throughout the facility there are many confined spaces. Mr. McClellan recommends checking the atmosphere of these areas and building a log of the results. He suggested starting weekly and then decreasing the frequency or as there are process changes. Our current gas meter was found inoperable. I purchased a battery which allowed it to turn on, only to find that the oxygen sensor was bad. The meter is no longer supported by the manufacturer which means we will need to purchase a new gas meter. (est. \$1000)

Mr. Slate reported Mr. Joe Farmer has taken his class 2 again and PASSED on 4/11/19. This means everyone [staff] has the class as required by the facility. I do have concerns as we now have two operators who have the key to open other doors as well as operators ages 70 [73], 65, and will be 62.

Mr. Slate reported we are going to be over budget on process chemicals for this FY. (Est. \$35-36,000) I have begun comparing process chemical prices from Lighthouse Chemicals, Brenntag, and Surry Chemicals. A comparison is attached. We haven't used Surry in the past, but their prices look promising. Mr. Roger Gravely general manager of Surry Chemicals was onsite 4/11/19 to discuss our recent chemical quotes. He quoted a new chemical (Surchem ELTH) for dechlorinating that may alleviate the need to enter the dechlorination pit as well as be a cheaper option. I plan to discuss this further with Elvan Peed and Russell Jackson at the operators meeting, tentatively scheduled for May 8th, 2019.

Mr. Slate reported he majority of the new Raper Ridge Tank filling began on March, 26th 2019. The Town of Wytheville worked 2 night shifts during this process as the Fort Chiswell pump station was turned off. Thank you to those operators for the extra work. We only had to work late one night. The tank was put online 4/16/19.

Mr. Slate reported Mr. Peed and Mr. Jackson were onsite March 28, 2019 to discuss the plant operations and budget. I enjoyed meeting with them and our discussion. It was very informative and helpful to me. We hope to have the budget ready by the May meeting.

Lastly Mr. Slate reported I have been working on inline turbidity meter quotes and hope to order them soon.

Chairman Bear proceeded with the agenda.

**RE: BOARD TIME**

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

**RE: ADJOURNMENT**

Chairman Bear inquired if there is any other business to come before the Authority. There being no other business, a motion was made, seconded, and carried to adjourn the meeting at 10:18 a.m.

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Stephen Bear, Chairman

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Steve Truitt, Secretary/Treasurer



**VACORP**

5/6/2019

Mr. Zack Slate, Chief Operator  
New River Regional Water Authority  
289 Kohler Ave.  
Austinville, VA 24312

RE: VACORP – Risk Control Visit

Dear Zack:

On April 10<sup>th</sup>, 2019, I met with you to complete a facility safety survey including the pump station that pulls water from the New River. During our meeting, we also discussed additional needs such as assistance with written safety programs and employee training. VACORP can assist in any of these areas.

A written safety program will generally include a safety policy, safety manual that outlines the agencies safety directives and finally written safety policies for each area of safety. Our conversation was mainly focused on Confined Space Entry, but we did touch on Respiratory Protection, and fall protection. I have attached a **sample program** and policies that you can use as a starting point to formulate your individual policy/program.

**Confined Space Definition**

- Worker can enter and perform work
- Limited means of entry or exit
- Not designed for continuous occupancy

**RECOMMENDATIONS**

**REC19-1 MULTI GAS METER FOR CONFINED SPACES**

Purchase a multi-gas meter that should be used to test each confined space before entry. Purchase it from a reputable company and ensure that training in its use is included in the purchase price. I would advise that at least 2-3 employees be trained in its use. Be sure to get one that allows remote (sample space without having to enter) sampling. Personal sampling models designed to be worn on the employee when entering the space generally do not allow for remote sampling.

**REC 19-2 CONFINED SPACE TESTING**

Treat all confined spaces as "Permit Required" initially before entering them. Employees should test the confined space with the multi-gas meter before each entry and it should be documented on a written permit. Permits can easily be found on the internet or ordered through various safety supply companies. After sustained testing showing no hazard exists in the space, you can label and treat it as a Non-Permit Confined Space.



**REC 19-3****PERMIT REQUIRED OR NON-PERMIT REQUIRED CONFINED SPACES**

Employers are required to label each confined space. They should be labeled either as "Permit Required" or "Non-Permit Confined Spaces". The Non-Permit designation can be made after long-term sampling in each confined space to determine if any hazard exist. If a hazard does not exist, then a permit is not required before entering the space. Even if no hazard has ever been detected, it is prudent practice to test the space periodically to confirm no hazard has been added. Retesting should be done anytime the process is changed that could impact the space.

**REC 19-4****RESPIRATORS**

Respirators had been purchased, but not currently used when working in the area 23% hydro fluorosilicic Acid. An updated SDS should be obtained. At very high levels, this chemical has the potential for serious injury; however, I think it is highly unlikely to produce those levels in your operation. As per your observation, the ventilation fan in this room should be fixed to lower concentrations. Currently, the door is left open and a nearby window is open. I would suggest reaching out to the supplier and manufacturer to get a better understanding of the real dangers posed and level of protection needed for your operation. I do not think that a respirator is needed unless you would have a significant leak. A written respirator policy should be implemented if respirators are needed for the operation. I have attached a sample policy.

**REC 19-5****FLAMMABLE LIQUID STORAGE**

Not more than 60 gallons of Category 1, 2, or 3 flammable liquids, nor more than 120 gallons of Category 4 flammable liquids may be stored in a flammable liquid storage cabinet. Category 4 flammable liquids would be those with flash points over 140 degrees. This would be something like diesel. Storage of flammable liquids outside of storage cabinets should be minimized to less than 10 gallons, but should be kept in storage cabinet when feasible.

**REC 19-6****DECHLORINATION PIT**

Employees must periodically enter the dechlorinator pit. It is about 15 ft. deep. Dechlorination tablets are manually lowered to the bottom of the pit in a bucket. The employee in the pit will then add the tablet to the tubes used to neutralize the chlorine in the water before it is released into the waterway. This is definitely a confined space by definition, but my greatest concern is the fall potential while climbing in/out of the pit. A fall would likely result in severe injury or possible death. We discussed possible alternatives for this pit. Eliminating the need to enter this pit should be a high priority.

**REC 19-7****SAFETY CANS FOR FLAMMABLE LIQUIDS**

Flammable liquids such as gas and gas mixtures should be kept in a safety can. Safety can shall mean an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

**REC 19-8****OUTSIDE CONTRACTORS**

Outside contractors completing work for New River Water Authority should be covered under a workers' compensation policy. This will protect New River Water Authority should an injury occur while performing a service on your property. You should request a current certificate of their WC policy to ensure they are currently covered. It would also be advisable to obtain a certificate for their General Liability policy which would cover any damage that may occur as a result of their work on your property.



**VACORP**

**REC 19-9      PUMP STATION AT NEW RIVER**

The pump station has two confined spaces located right next to one another. The one closest to the river is very deep and poses the greatest risk for anyone entering. The current contractor that enters the confined space ensured you that he has the knowledge to work safely in a confined space. Even though, VACORP would recommend working with the contractor to assure any entry is as safe as possible. We discussed the possibility of using the overhead crane as an anchor point for a hoist or life line in case of a fall. I do not feel that the space will present any environmental hazards, but the fall hazard and potential to drown while working in the space are potentials.

I will send the past OSHA 300 logs under a separate email. Thanks for using VACORP to help in your safety efforts. If we can do anything further to assist you, please let me know.

Sincerely:

Jim McClellan, CSP  
Sr. Risk Control Consultant