

AGENDA FOR 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.

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	\$11,717.20
2. Town of Wytheville	\$87,939.21
3. Wythe County	\$19,964.99
4. Diversified Integration, Inc.	\$2,580.00
5. 1 st Quality Air, Inc.	\$700.79

RE: CHIEF OPERATOR'S REPORT

1. Sedimentation Basin Number One Cleaned
2. Preventative Maintenance and Winterization
3. Calibration Check of Flow Meters
4. Interviews for the Operator/Trainee Position

RE: CLOSED SESSION

Personnel Matters

RE: BOARD TIME



Chief Operators Notes

1. Sedimentation basin number one was cleaned on November 7, 2018. Both basins have been cleaned and are ready for the winter season.
2. The oil has been changed in both high service pumps and all six flocculators. All chemical feed motors have been greased. Insulated covers have been placed over air vents throughout the plant. The heat tape has been turned on for the main waterline under the bridge crossing New River. 1st Quality Air was onsite October 23, 2018 to service and change oil in both air compressors.
3. On October 23rd and 24th Diversified Integrations, Inc. was on site to check flow meters at the plant and at various pump stations. Meters checked at the plant include three filter effluents, backwash, high service and the two meters on both treatment trains. Meters checked out in the system include Austinville pump station, Raw water pump station, Ft. Chiswell pump station and Mark IV valve vault. All meters that were checked tested good and were determined to be within acceptable tolerances.
4. Interviews for the operator/trainee position will be conducted after today's board meeting starting at 10:30 a.m. We have received three applications and hope to have a candidate picked by the end of the day.



**MINUTES OF THE REGULAR MEETING OF THE
NEW RIVER REGIONAL WATER AUTHORITY
HELD AT THE TOWN OF WYTHEVILLE,
MUNICIPAL BUILDING
IN WYTHEVILLE, VIRGINIA
THURSDAY, OCTOBER 18, 2018, AT 10:00 A.M.**

Members Present: Stephen Bear (Wythe County), C. Wayne Sutherland, Jr. (Wytheville), Steve Truitt (Carroll County), Jessica Montgomery (Carroll County), Gene Horney (Wythe County), Tim Reeves (Wythe County), Joseph Hand, Jr. (Wytheville)

Members Absent: None.

Others Present: Shawn Brooms, Scott Bortz, Trevor Hackler, Keri Vass, Robby Krunich

RE: CALL TO ORDER, QUORUM

Chairman Bear established that a quorum of Authority members were 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 September 20, 2018, to the Authority members for approval. Chairman Bear inquired if there was any discussion on the minutes as presented. Mr. Reeves made a motion, which was seconded by Mr. Truitt to approve the consent agenda including the minutes of the September 20, 2018, meeting. The motion passed unanimously, with all members present voting to approve the consent agenda including the minutes of the September 20, 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:

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|-----------------------|----------------------|
| 1. AEP | \$11,454.42 |
| 2. Town of Wytheville | \$313,459.23 |
| 3. Wythe County | \$24,280.56 (August) |

4. Wythe County	\$24,175.89 (September)
5. Virginia Carolina Htg&Cooling	\$9,800.00 (New HVAC Unit)
6. ThyssenKrupp Elevator	\$707.85 (Maintenance Plan)
7. JP Industrial Services, Inc.	\$8,325.00
8. Peed & Bortz, L.L.C.	\$2,500.00 (Emergency Connection Project)

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. 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 lagoon number two and sedimentation basin number two. Mr. Brooms stated that lagoon number two was cleaned on October 1 and 2, and sedimentation basin number two was cleaned on October 9. Mr. Brooms explained that they are planning to get sedimentation basin number one cleaned before winter. Mr. Brooms also stated that the residuals from these cleanings were hauled to the Carroll County Regional Landfill.

Mr. Brooms reported on the repair of a gasket on the discharge pipe for raw water pump number one. Mr. Brooms stated that JP Industrial removed the section of pipe associated with the gasket and resurfaced, painted and installed a new gasket. Mr. Brooms explained that after the installation of the pipe and new gasket, raw water pump number one was started and the gasket was checked for leaks. Mr. Brooms stated that no leaks were found and the flow meter on the SCADA was showing a normal flow rate.

Mr. Brooms reported on the installation of a new HVAC unit. Mr. Brooms stated that a new 7.5 ton YORK HVAC unit was installed on October 9, 2018, by Virginia Carolina Heating & Cooling. Mr. Brooms explained that Virginia Carolina Heating & Cooling were the low bidders in this process. Mr. Brooms also stated that the new unit comes with a five year compressor warranty and fifteen month labor warranty.

Mr. Brooms reported on continuing education for two operators at the plant. Mr. Brooms stated that two operators would be attending the Wytheville Community College water class on October 22 through 24. Mr. Brooms explained that this class allows the operators to obtain their required 20 hours of continuing education units so they can renew their water license.

Mr. Brooms reported on the resignation of Ms. Marcie Rosas an operator trainee. Mr. Brooms stated that Ms. Rosas has decided to pursue a different career path. Mr. Brooms explained that she had struggled with the certifications exams and felt that it was time to try something else. Mr. Brooms stated that her last day was on September 28, 2018. Vice-Chairman Sutherland questioned if a replacement had been hired. Mr. Brooms explained that a replacement had not been hired yet, but that the job has been advertised.

Vice-Chairman Sutherland questioned Mr. Brooms on the condition of the river since the floods. Mr. Brooms stated that the river continues to clean-up and the newly installed pad didn't seem



to suffer any damage. Mr. Brooms explained that the first flood deposited so much mud and silt on the gravel pad that it was protected from this current floods swift moving water.

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 10:10 a.m.

Stephen Bear, Chairman

Steve Truitt, Secretary/Treasurer

