

AGENDA
New River Regional Water Authority
Thursday, May 19, 2022
10:00 a.m.
Conference Room
New River Regional Water Authority Water Plant
289 Kohler Avenue
Austinville, Virginia 24312

A. **CALL TO ORDER; ESTABLISHMENT OF QUORUM**

B. **INVOCATION AND PLEDGE OF ALLEGIANCE**

C. **CONSENT AGENDA**

D. **CITIZENS' TIME**

E. **VENDOR TIME**

F. **APPROVAL OF INVOICES**

1. AEP	April	\$16,026.85
2. Town of Wytheville	April	\$148,810.42

National Bank Balance: 4/29/22		\$1.855M
Budget Remaining: 4/30/22	\$257K of	\$2.394M

G. **CHIEF OPERATOR'S REPORT**

1. Expansion
2. Maintenance
3. Personnel

H. **BOARD TIME**

1. Service Agreements
2. Plant Expansion
 - a. Peed and Bortz – Updates
3. Budget Draft

I. **ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE
NEW RIVER REGIONAL WATER AUTHORITY
HELD IN THE CONFERENCE ROOM OF THE
NEW RIVER REGIONAL WATER AUTHORITY
ON THURSDAY, April 21, 2022, AT 10:00 A.M.**

Members present: Stephen D. Bear (Wythe County), Brian Freeman (Wytheville), Cathy D. Pattison (Wytheville), Rolland Cook (Wythe County), Michael Watson (Carroll County), Mark Bloomfield (Wytheville), R. Cellell Dalton (Carroll County)

Members absent:

Others present: Zachary Slate, Elvan Peed, Russell Jackson, Robby Krunich, Andrew Anderson, Beth Taylor

RE: CALL TO ORDER, QUORUM

Chairman Bear established that a quorum of Authority members was present and called the meeting to order at 10:01 a.m.

RE: INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Bloomfield led those present in the Invocation followed by the Pledge of Allegiance.

RE: CONSENT AGENDA

Chairman Bear presented the consent agenda. He inquired if there is a motion to approve the consent agenda as presented. A motion was made by Mr. Freeman and seconded by Mr. Dalton to approve the consent agenda with the minutes from the regular meeting on March 17, 2022. Chairman Bear inquired if there was any discussion on the motion. There being none, the motion passed unanimously to approve the consent agenda and minutes, as presented.

RE: CITIZENS' TIME

Chairman Bear advised that the next item on the agenda was Citizens' Time. He inquired if there were any citizens present who wished to address the Authority during Citizens' Time. There being none, Chairman Bear proceeded with the agenda.

RE: VENDOR TIME

Chairman Bear advised that the next item on the agenda was Vendor Time. He inquired if there were any vendors present who wished to address the Authority during Vendor Time. There being none, 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	March	\$15,750.82
2. Town of Wytheville	March	\$126,298.75
3. Wythe County	Debt Service	\$23,292.00
4. Peed & Bortz	PER	\$41,220.00

Chairman Bear inquired if there was a motion to approve payment of the invoices. A motion was made by Mr. Dalton and seconded by Mr. Freeman to approve payment of the invoices, as presented. Chairman Bear inquired if there was any discussion on the motion. Mr. Slate described some of the overages in the budget. The motion passed unanimously to approve payment of the invoices, as presented. Chairman Bear proceeded with the agenda.

RE: CHIEF OPERATOR'S REPORT

Chairman Bear turned the meeting over to Mr. Slate.

Mr. Slate's reviewed and discussed the Chief Operator report attached to the board packet which included the following:

1. Expansion
2. Maintenance
3. Personnel

Mr. Slate discussed an upcoming dewatering system pilot test, Raper Ridge tank status, networking security, lagoon valve leaking, surplus sale of eyewashes, education, and reported Mr. Woods passed the VA Waterworks Class 2 exam.

Chairman Bear proceeded to board time.

RE: BOARD TIME

Chairman Bear reported Webster Day will be using budget and expansion information to draft an amendment to the current service agreement. The 2 MGD (Million Gallon per Day) expansion breakdown as follows: Carroll County 10%, Wythe County 10%, and Town of Wytheville 80%.

Mr. Freeman expressed concerns of having 80% debt service if Blue Star did not meet their water demand projections or if the grant funding fell through. Discussion was made about project funding, performance guarantees in negotiations, shared concerns at Wythe County's Wastewater Treatment plant, and residential water usage.

Chairman Bear turned the meeting over to Mr. Jackson, of Peed and Bortz, to cover plant expansion. Mr. Jackson reported the transportation system was omitted from the recent preliminary engineering report (PER). They anticipate completing it early next week. They have discussed proceeding with submitting the plant expansion portion of the PER to VA Department of Health (VDH) for their review. Mr. Jackson explained the transmission system is a long-term discussion. This would allow for VDH to review and comment solely on the plant expansion portion. Mr. Jackson reported the plan is to add a third finish pump. The current finish pumps were tested and will produce over 9.0 MGD while Carroll County's pump station is running. Mr. Jackson inquired if the board would agree with proceeding with submitting the plant portion to VDH. The Authority Board advised Mr. Jackson to proceed with submitting the plant portion to VDH.

Mr. Jackson discussed raw pump options noting he budgeted for vertical turbine pumps for safety and reliability reasons. He also discussed requiring pilot tests for dewatering systems, meeting made in America requirements, and equipment lead times. Mr. Jackson anticipates completing design around the end of the year with the target advertising date after the first of the year. For the overall construction period, they are thinking to do a partial substantial deadline for the hydraulic capacity expansion within a years' time with a secondary deadline for solids handling.

Mr. Slate reported on the 2023 budget draft, noting minor changes and that personnel costs have been separated by full-time, part-time, and overtime. Mr. Peed reported we will have to adjust personnel pay and fringe benefits when information is provided by the Town of Wytheville. Discussion was made about when to hire future employees and operator requirements. Mr. Slate recommended hiring the two operators that are currently budgeted. Chairman Bear noted he would like to see the rate stay as close to the same if we can. Mr. Peed commented he did not think we would be able to fill the positions quickly which would provide vacancy savings. Comments were made about the lack of candidates for previous jobs and waiting to advertise positions till the budget was approved. Mr. Freeman reported he should have a good read from the Town Council of their direction towards personnel changes from their budget meeting on May 9th. Mr. Peed confirmed the Authority budget will follow the Town of Wytheville's recommendations and will adjust when he gets those numbers.

Chairman Bear reported we advertised for request for proposal (RFP) for professional engineering services for the plant expansion. Since there was the only one response to our request, there isn't other companies to interview. A motion was made by Mr. Freeman and seconded by Mr. Bloomfield to enter negotiations with Peed & Bortz for professional engineering services with the caveat that we add documentation to our procurement file that we only received one response and due to critical timing, we did not engage with two (2) or more proposals. Chairman Bear inquired if there was any discussion on the motion. There being none, the motion passed unanimously.

Chairman Bear proceeded with adjournment.

RE: ADJOURNMENT

Chairman Bear inquired if there was any other business to come before the Authority. There being none, Chairman Bear carried to adjourn the meeting at 10:40 a.m.

Stephen Bear, Chairman

Michael Watson, Secretary/Treasurer

Town of Wytheville

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

Invoice No.

1201

INVOICE

Customer

Name NEW RIVER REGIONAL WATER AUTHORITY
Address _____
City _____ State _____ ZIP _____
Phone _____

Date 5/2/2022

Qty	Description	Unit Price	TOTAL
1	MONTHLY INVOICE APRIL 2022 EXPENSES FOR APRIL 2022	\$148,810.12	\$148,810.12
	NRRWA		

Payment Details

Check
Check # _____

Make Checks
Payable to: **Town Of Wytheville**

SubTotal	\$148,810.12
	\$0.00
TOTAL	\$148,810.12

Amount Due 30 Days from Invoice Date

--DETAIL--

--DETAIL--

FUND 8-005 * NRRWA EXPENSES *

MAJOR ACCTS	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
999	* NRRWA EXPENSES *							
47000	NEW RIVER REG.WATER ADMINISTRATION							
1101	SALARIES AND WAGES REGULAR	321,475.00	321,475.00	37,350.66	244,952.05	.00	76,522.95	23.80
1102	SALARIES AND WAGES PART TIME	.00	.00	4,000.00	31,634.75	.00	31,634.75	100.00
1201	SALARIES AND WAGES OVERTIME	8,571.00	8,571.00	229.27	2,208.64	.00	6,362.36	74.23
1501	SALARIES - SPECIAL	.00	.00	.00	21,055.57	.00	21,055.57	100.00
2100	FICA	25,249.00	25,249.00	3,162.74	22,858.64	.00	2,390.36	9.46
2210	VRS	32,528.00	32,528.00	2,860.68	24,293.62	.00	8,234.38	25.31
2301	MEDICAL INSURANCE	59,931.00	59,931.00	4,318.40	33,818.32	.00	26,112.68	43.57
2401	GROUP INSURANCE	4,423.00	4,423.00	369.26	3,059.52	.00	1,363.48	30.82
2521	DISABILITY INSURANCE	.00	.00	174.34	14,300.36	.00	14,300.36	100.00
2601	UNEMPLOYMENT INSURANCE	560.00	560.00	334.43	539.66	.00	20.34	3.63
2710	WORKER'S COMPENSATION	12,793.00	12,793.00	.00	.00	.00	12,793.00	100.00
3110	PROFESSIONAL HEALTH SERVICES	180.00	180.00	223.00	223.00	.00	43.00	23.88
3130	O/S PROFESSIONAL SERVICES	13,000.00	13,000.00	.00	13,435.00	.00	565.00	4.34
3140	ENGINEERING SERVICES	60,000.00	60,000.00	41,229.00	49,920.00	.00	10,080.00	16.80
3160	REPAIR MAINTENANCE O/S VENDOR	150,000.00	150,000.00	6,410.33	123,126.26	.00	26,873.74	17.91
3161	O/S INSTRUMENTATION SERVICES	10,000.00	10,000.00	.00	6,552.33	.00	3,447.67	34.47
3162	O/S LABORATORY TESTING	2,000.00	2,000.00	122.00	2,635.59	.00	635.59	31.77
3163	O/S VENDOR - MOWING	5,200.00	5,200.00	.00	3,930.00	.00	1,270.00	24.42
3180	SLUDGE REMOVAL	27,000.00	27,000.00	.00	22,346.38	.00	4,653.62	17.23
3600	ADVERTISING	450.00	450.00	.00	.00	.00	450.00	100.00
3841	PYMT OF OTHER ENTITIES - WYTHE CO	1,000.00	1,000.00	110.00	605.00	.00	395.00	39.50
5111	ELECTRICAL SERVICES	166,504.00	166,504.00	15,750.82	151,872.69	.00	14,631.31	8.78
5231	TELECOMMUNICATIONS	8,000.00	8,000.00	617.44	6,121.37	.00	1,878.63	23.48
5302	FIRE/LIABILITY/PROPERTY INSURANCE	13,273.00	13,273.00	.00	13,273.00	.00	.00	.00
5510	TRAVEL MILEAGE	700.00	700.00	144.33	680.81	.00	19.19	2.74
5530	TRAVEL MEALS	300.00	300.00	105.94	190.82	.00	109.18	36.39
5540	TRAVEL CONVENTIONS & EDUCATION	1,000.00	1,000.00	630.00	1,087.60	.00	87.60	8.76
5810	PERMITS, LICENSES & MEMBERSHIPS	1,500.00	1,500.00	.00	1,418.16	.00	81.84	5.45
6001	OFFICE SUPPLIES	1,400.00	1,400.00	.00	392.12	.00	1,007.88	71.97
6004	LABORATORY SUPPLIES	6,000.00	6,000.00	946.42	4,404.16	.00	1,395.84	23.26
6005	JANITORIAL SUPPLIES	1,000.00	1,000.00	.00	318.77	.00	681.23	68.12
6006	PROCESS CHEMICALS	146,982.00	146,982.00	22,641.70	114,602.12	.00	32,379.88	22.02
6007	MATERIAL & SUPPLIES	3,000.00	3,000.00	.00	348.08	.00	2,651.92	88.39
6008	VEHICLE AND POWER EQUIPMENT SUPPLIE	5,000.00	5,000.00	.00	4,889.21	.00	110.79	2.21
6009	MAINTENANCE EQUIPMENT	4,000.00	4,000.00	3,109.98	6,857.34	.00	2,857.34	71.43
6012	BOOKS AND SUBSCRIPTIONS	300.00	300.00	.00	351.75	.00	51.75	17.25
6014	OTHER OPERATING SUPPLIES	1,000.00	1,000.00	.00	332.00	.00	668.00	66.80
6015	MINOR PLANT IMPROVEMENTS	2,000.00	2,000.00	.00	51.86	.00	1,948.14	97.40
6019	TOOLS AND SUPPLIES	400.00	400.00	.00	332.86	.00	67.14	16.78
6023	REPAIR/MAINTENANCE INSTRUMENTATION	1,500.00	1,500.00	.00	126.90	.00	1,373.10	91.54
6027	SAFETY EQUIPMENT	3,000.00	3,000.00	125.00	5,534.64	.00	2,534.64	84.48
8000	CONTINGENCY	89,162.00	89,162.00	.00	.00	.00	89,162.00	100.00
8010	CONSTRUCTION COST	38,500.00	38,500.00	3,862.32	12,317.07	.00	26,182.93	68.00
9100	SHARED DEBT SERVICE	255,012.00	255,012.00	.00	281,131.00	.00	26,119.00	10.24
9120	LOAN - U S BANK 2015A	788,906.00	788,906.00	184,200.00	788,906.25	.00	.25	.00

--DETAIL--

--DETAIL--

FUND 8-005 * NRRWA EXPENSES *

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
NEW RIVER REG. WATER ADMINISTRATION								
9125	LOAN - U S BANK 2020C	121,381.00	121,381.00	24,793.75	121,381.25	.00	.25-	.00
	NEW RIVER REG. WATER ADMINISTRATION	2,394,180.00	2,394,180.00	357,803.87	2,137,616.72	.00	286,563.28	10.71
	NEW RIVER REG. WATER ADMINISTRATION	2,394,180.00	2,394,180.00	357,803.87	2,137,616.72	.00	286,563.28	10.71
	--FUND TOTAL--	2,394,180.00	2,394,180.00	357,803.87	2,137,616.72	.00	286,563.28	10.71

148,810.12

1

11

RETURN SERVICE REQUESTED

>001686 8710913 0001 93499 10Z 23

NEW RIVER REGIONAL WATER AUTHO
PO BOX 966
WYTHEVILLE VA 24382-0966

Connect With Us

- ✉ Mailing Address P O Box 90002
Blacksburg, VA 24062-9002
- ☎ Toll Free 1-800-552-4123
- 📄 Lost/Stolen Cards 1-800-951-6235
- 🌐 Website Address www.nbbank.com
- ✉ Email Address custassist@nbbank.com



Summary of Accounts

Account Type	Account Number	Ending Balance
NOW - PUBLIC FUNDS	7511173	\$1,855,457.54

NOW - PUBLIC FUNDS-7511173

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$1,880,206.41
	4 Credit(s) This Period	\$184,244.88
	1 Debit(s) This Period	\$208,993.75
04/29/2022	Ending Balance	\$1,855,457.54

Interest Summary

Description	Amount
Annual Percentage Yield Earned	1.06%
Interest Days	29
Interest Earned	\$1,502.10
Interest Paid This Period	\$1,502.10
Interest Paid Year-to-Date	\$6,266.48

Other Credits

Date	Description	Amount
04/01/2022	DEPOSIT	\$84,133.32
04/06/2022	DEPOSIT	\$48,329.76
04/27/2022	DEPOSIT	\$50,279.70
04/29/2022	INTEREST	\$1,502.10
4 item(s) totaling		\$184,244.88

Other Debits

Date	Description	Amount
04/01/2022	Outgoing Wire 30453 US BANK CT SOUTHEAST WIRE CLEARING 91000022 US BANK MINNESOT	\$208,993.75
1 item(s) totaling		\$208,993.75

Daily Balances

Date	Amount	Date	Amount
04/01/2022	\$1,755,345.98	04/27/2022	\$1,853,955.44
04/06/2022	\$1,803,675.74	04/29/2022	\$1,855,457.54



HOW - PUBLIC FUNDS-7511173 (continued)

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



Chief Operators Notes

1. Expansion

Meetings: Budget Discussion, P&B sent plant PER to VDH for review. Initial PER conference and funding session with VDH on 4/26/2022: Went very well evidence of work and details put into PER. P&B had answers to almost all VDH questions and concerns. NRRWA - Will need an Asset Management Plan which VDH offers funding to cover.

- a. FCPS Test Data needed
- b. Dewatering: Screw Press - Received polymer for pilot testing. Visit from S&S Polymers 5/17/22
- c. P&B submitted application FY23 DWSRF to VDH for \$2.8M & \$7.8M w/o EDA.

2. Maintenance

- a. Raper Ridge Tank 1: offline – Wythe County looking into repair.
- b. Safety - Replacing exit signs at plant.
- c. Cyber Security: Met with AMR and River Trail Technology, they are working on proposal.
- d. Moving sludge to sand bed for drying, we are essentially maxed on sand bed capacity.
- e. Organizing: Control Room, Lab, etc.
- f. Rebuilt sodium permanganate pump.

3. Personnel

- a. 2 employees completed distance education course equivalent to 4.3 months of substitution through Sacramento State University.
- b. 2 others are currently working on another class through Sacramento.

Total Production									
2022	NRRWA	%	Wytheville	%	Wythe Co.	Carroll Co.	Total	Avg/Day	%
Jan	73.95 MG	3	77.27 MG	-5	3.07 MG	2.73 MG	157.02 MG	5.23 MG	-1.2
Feb	68.87 MG	3	70.09 MG	-2	2.30 MG	2.74 MG	144.00 MG	4.80 MG	-0.5
Mar	72.27 MG	-3	74.92 MG	-9	2.45 MG	2.90 MG	152.54 MG	5.08 MG	-6.5
Apr	68.38 MG	5	71.05 MG	-4	2.66 MG	2.70 MG	144.79 MG	4.83 MG	-0.2
May									
Jun									
July									
Aug									
Sept									
Oct									
Nov									
Dec									
Total	283.5 MG		293.3 MG		10.48 MG	11.07 MG	598.35 MG	1.64 MG	

**New River Regional Water Treatment Facility
Capacity Allocation**

Allocated Capacity	Carroll	Wytheville	Wythe County	NRRWA Plant Total
Allocation %	24.4%	37.8%	37.8%	100.0%
Avg Daily Capacity	0.976 MGD	1.512 MGD	1.512 MGD	4.0 MGD
80% of Allocation	0.781 MGD	1.210 MGD	1.210 MGD	3.2 MGD

Capacity Used per month

2022	Carroll County			Town of Wytheville			Wythe County			NRRWA Plant Total	
	Month	Avg MGD	% Capacity	% Allocation	Avg MGD	% Capacity	% Allocation	Avg MGD	% Capacity	% Allocation	Avg MGD
January	0.555	13.9%	56.9%	1.085	27.1%	71.8%	0.644	16.1%	42.6%	2.284	57.1%
February	0.639	16.0%	65.5%	1.059	26.5%	70.0%	0.783	19.6%	51.8%	2.481	62.0%
March	0.571	14.3%	58.5%	1.068	26.7%	70.6%	0.527	13.2%	34.8%	2.166	54.1%
April	0.614	15.3%	62.9%	1.116	27.9%	73.8%	0.770	19.2%	50.9%	2.499	62.5%
May	0.000			0.000			0.000			-	
June	0.000			0.000			0.000			-	
July	0.000			0.000			0.000			-	
August	0.000			0.000			0.000			-	
September	0.000			0.000			0.000			-	
October	0.000			0.000			0.000			-	
November	0.000			0.000			0.000			-	
December	0.000			0.000			0.000			-	