

MEMBERS OF THE BOARD

Sherwood G. Wilson, Chairman
Marc A. Verniei, Vice Chairman
Wayne O. Nelson, Secretary
F. Craig Meadows, Treasurer
William R. Knocke

Caleb M. Taylor, P.E.
Executive Director

Meeting Minutes
NRV Regional Water Authority Board
December 19, 2018

Board / Staff Members Present: Marc A. Verniel, Wayne O. Nelson, F. Craig Meadows, William R. Knocke, Caleb M. Taylor, Sharon T. Huff

Guests Present: Gary Fern, Whitman, Requardt, & Associates; Doug Hudgins, CHA; Jim Gwynn, Gwynn, Waddell, Carroll, & Lockaby

Absent: Sherwood G. Wilson

Location: University Gateway Center - Room 4000

1. The meeting convened at approximately 4:02 p.m.
2. Secretary's Report:
 - a. Board minutes for the Wednesday, October 24, 2018 meeting were reviewed.
 - b. A motion to accept the October 2018 meeting minutes was made by Craig and seconded by Bill. All were in favor.
3. Treasurer's Report:

The October and November financial reports were distributed to Board members prior to the meeting. There was some discussion about the financial reports. Caleb indicated that there are a few accounts that might need adjusting. He plans to meet with Craig before the January meeting to discuss what adjustments, if any, need to be made to the FY2018-2019 Budget. The net balance sheet has not been included in this financial report because Rebekah needs to speak with Travis about the auditor's journal entries and adjustments to be sure the balance sheet is correct. A motion to accept the financial reports, as presented, was made by Craig. Bill seconded the motion. All were in favor.

4. Executive Director's Report

a. Operations Highlights:

The water plant has had some issues with raw water pump number five. The pump leads melted. The motor is out for re-winding and new bearings and staff are running new wire to the pump. The pump will be out of service until after the holidays.

b. Metered Consumption:

Caleb provided the Board Members the reports for October and November prior to today's meeting. There was some discussion about the reports.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

A CMAR kickoff meeting was held on November 15, 2018. The Phase 1 Contract 1 (civil work) commenced on December 3, 2018. All of the asbestos has been removed from the residence adjacent to the plant. Once the contractor gets approval and demolition permit from the County, they will demolish the house. The contractor has been performing tree removal and installing erosion and sediment control measures on site.

ii. Joinder Project (Prices Fork):

A progress meeting was held December 13, 2018. A walk through was conducted as part of the meeting as part of substantial completion. The project is still on hold due power being needed at the Hightop Control Valve site. Once Appalachian Power's subcontractor installs the electrical service to the site, the site will be ready to have the electrical and SCADA completed. After this work is complete, the testing of meters and valves along with line flushing and project start up can commence.

iii. Joinder Project (Plum Creek):

This project continues. Phase 2 easements are being completed. CHA has indicated that some of the land owners have not responded to the initial letter sent to them about the Authority obtaining an easement for the transmission line construction. Caleb and Stevie talked about what the next steps were that needed to be taken before eminent domain discussions need to be brought before the Board. Caleb requested that Stevie contact the Authority's attorney to discuss the steps that have currently been taken prior to a second letter being issued to property owners.

CHA continues to work with Authority members to build the regional water model. Stevie has been conducting coordination meetings with Authority members to discuss their model and its operation.

iv. Request for Proposals (RFP) for Authority Financial Institution Services:

After the October Board meeting, National Bank contacted Caleb and indicated that they let the RFP deadline date slip by them and asked if they could still submit a proposal.

Caleb allowed them to submit a proposal since the Authority didn't receive any other proposals. Caleb reviewed and discussed the proposal with Craig and Rebekah, the Authority's accountant. Everyone agreed that the terms and conditions were favorable to the Authority. Caleb executed a contract with National Bank of Blacksburg (NBB). The Authority's accounts are now earning approximately 1% more interest than before the executed contract.

v. Request for Proposals (RFP) for Legal Services:

This was advertised in The Roanoke Times. RFP's are due December 20, 2018.

d. New Business

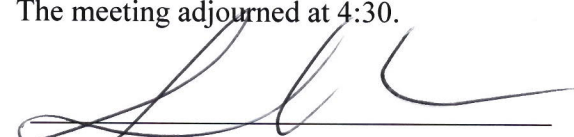
i. Authority Transmission System:

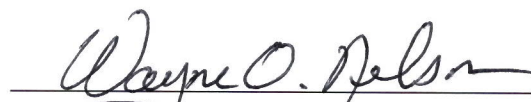
Caleb indicated that he needs some framework indicating what the Water Authority owns and is responsible for. Caleb included in his report to the Board what he understood the Authority owns and maintains. Prior to the Board meeting, Caleb discussed this list with Authority staff as well as with the Authority attorney for concurrence. Marc indicated that this is just documenting what the Authority has always done in the past. Craig indicated that according to the County Attorney that when the MCPSA turned over the Prices Fork line to the Authority in the Chattel Deed, that the fire hydrants were also included in that transfer of ownership along that portion of Prices Fork Road. Caleb indicated that there had been an issue with a fire hydrant on Prices Fork during the time the Authority was recording water pressures prior to the completion of the Prices Fork Project. Marc indicated that he believes it is a good idea to have what the Authority owns and maintains identified in either an agreement or document so all parties have a framework to work from moving forward for future generations. The attorney (Jim Guynn) indicated that there are some maintenance issues mentioned in the Mutual Aid Agreement and may be where it could be captured but he wanted to look deeper into the different agreements to determine the best means for capturing this for all parties. There was some discussion about whether this could be added to a pre-existing agreement or could it be a standalone document. Once Jim determines the best way to approach this, he will present it to the Board.

6. Public Comments: None

7. Comments from Board: None

8. The meeting adjourned at 4:30.


Chairman


Secretary

