

**MEMBERS OF THE BOARD**

William R. Knocke, Chairman  
Marc A. Verniel, Vice-Chairman  
Wayne O. Nelson, Secretary  
F. Craig Meadows, Treasurer  
Christopher H. Kiwus

Caleb M. Taylor, P.E.  
Executive Director

**Meeting Minutes**  
**NRV Regional Water Authority Board**

December 16, 2020

Board / Staff Members Present: William R. Knocke, Marc A. Verniel, Wayne O. Nelson, F. Craig Meadows (via Teams), Christopher Kiwus, Caleb M. Taylor, Sharon T. Huff, Jim Guynn, Guynn, Waddell, Carroll, & Lockaby

Guests Present: Doug Hudgins, CHA; Paula Moore, Whitman, Requardt, & Associates

Absent:

Location: Electronic via Microsoft Teams Meeting

1. The meeting convened at approximately 4:03.
2. Wayne made a motion to accept the agenda as presented. Craig seconded the motion. All were in favor.
3. Secretary's Report:
  - a. Board minutes for the Wednesday, October 28, 2020 meeting were reviewed.
  - b. A motion to accept the October 28, 2020 meeting minutes was made by Wayne and seconded by Marc. All were in favor.
4. 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. There are a few accounts where spending is higher than normal for this time of year. As Craig mentioned, these are expected given the current situation (pandemic). Craig made a motion to accept the financial reports as presented. Marc seconded the motion. All were in favor.

5. Executive Director's Report

a. Operations Highlights:

None at this time.

b. Metered Consumption:

Caleb provided the water consumption chart as well as the October and November water reports in the Board packet. Water consumption for October was 3.1% lower than compared to the past five year's consumption in the month of October. Water consumption for November was 1.8% lower than compared to the past five year's consumption in the month of November.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

Jim, Eric Anderson with CHA, and Caleb were on a Teams conference call this afternoon. They are working on closing out the Phase 1 Contract 2 project. Construction has started on Phase 2. The old office building was demolished on November 11<sup>th</sup>, 2020. Site excavation has started for the new clearwell and the finished water storage tank. The pretreatment building has been cleaned out. Existing equipment has started to be demolished and removed from the old 1956 abandoned raw pump station.

ii. Joinder Project (Plum Creek):

Contracts 1 and 2 are substantially complete. Caleb hopes to start testing at the Chrisman Mill pump station by the end of the month. Substantial completion for Contract 3 will be issued upon the test out of the pump station.

iii. Route 114 and Route 460 Pump Station Evaluation:

The design is underway. Stevie Steele and Michael Estes are working together on the design of the pump station.

iv. Action Items:

- a. WTP Construction Video - Caleb recently worked with Ulliman Schutte and they shot a video of the plant before construction started. Caleb recently installed two, time lapse cameras to capture the construction as it progresses at the plant and raw water pump station sites.
- b. DEQ/VDH water withdrawal rate – Caleb, Doug Hudgins, Eric Anderson, and Lawrence Hoffman held a conference call with Aqua Law. Aqua Law advised the Authority to wait a year and then pursue the removal of the gpm limit on the withdrawal rate in the permit. They believe it will be more likely to be approved later at that time. In November 2021, Caleb will be reaching back out to Aqua Law to work with the Authority on pursuing this matter.

d. New Business

i. Surplus of the Authority Van:

Caleb recommended to surplus the van and purchase an AWD SUV that would be better suited for the staff. The van is fully depreciated and isn't safe to drive during inclement weather conditions. Bill asked where the funding will come from to purchase this. Craig indicated Caleb can use the capital improvements account to fund the vehicle purchase. Everyone agreed with the surplus of the van.

ii. Updates to the Personnel Policy Manual:

Jim discussed how there were a few gaps in how the hybrid employees were accruing their Paid Time Off (PTO) hours according to the personnel policy manual. The original accruals were based on days instead of hours. This was causing some confusion because most of the staff work 12 hour shifts and at the time the Personnel Policy Manual was written, staff worked an 8-hour shift and that was how the PTO was developed. The shifts are expected to change once the plant upgrade is complete. The proposed changes that Jim made to the PTO accrual will help clarify this better for Authority staff. There was some discussion about the maximum accruals for the hybrid employees. The Board did not want the proposed maximum accrual amount to be the same amount for when an employee leaves or retires from the Authority. Caleb recommended that the maximum number of hours to be paid out be set at 480. This would follow what the Towns and County are currently doing for their Hybrid employees. Craig made a motion to accept the changes recommended by Jim and elaborated on by Caleb. Marc seconded the motion. All were in favor.

6. Public Comments: None

7. Closed Meeting:

Craig made a motion to enter into closed session pursuant to Virginia Code §2.2-3711(A)(1). Craig stated that the purpose of the closed meeting was the personnel evaluation of the Executive Director. Marc seconded the motion. Sharon took roll call and the Board unanimously voted to enter into closed session. Craig asked for a motion to exit out of closed session and that the items identified for the closed meeting were the only items discussed. Marc seconded the motion. Craig requested that it be certified. Marc seconded the motion. Sharon again took roll call and the Board unanimously voted to exit out of closed session.

Results of roll call vote by the Secretary:

	<u>Aye</u>	<u>Nay</u>
William R. Knocke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marc A. Verniel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wayne O. Nelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

F. Craig Meadows              
Christopher H. Kiwus      Absent

Craig indicated that the Board voted during the closed session to give Caleb the same allowances as the rest of the staff recently received.

8. Comments from the Board:


- Wayne mentioned how he has a Town Council member that has asked about PFAS testing again. There was some discussion about this topic. Bill offered to talk to the Town Council members if need be. This will be further discussed at next month's Board meeting.

9. Other Business:

- Craig and Caleb provided an update on the PSA system connection plans as it relates to the Joinder Study.

10. The meeting adjourned at 5:20

  
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Chairman

  
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Secretary