

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
February 26, 2020

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

Guests Present: Doug Hudgins, CHA

Absent:

Location: NRV Regional Water Authority

1. The meeting convened at approximately 4:02 p.m.
2. Bill asked if there was a motion to approve the agenda presented to the Board for the February 26, 2020 Water Authority Board meeting. Marc made a motion to accept the agenda as presented. Wayne seconded the motion all were in favor.
3. Secretary's Report:
 - a. Board minutes for the Wednesday, January 22, 2020 meeting were reviewed.
 - b. A motion to accept the January 22, 2020 meeting minutes was made by Craig and seconded by Wayne. All were in favor.

4. Treasurer's Report:

The January financial reports were distributed to Board members prior to the meeting. There was some discussion about the financial reports. Craig mentioned how the other professional services and the general liabilities accounts are a little high. Caleb mentioned there might need to be a budget amendment to those accounts. Caleb indicated how the Authority currently receives Virginia Tech's payment electronically. Caleb believes it would be a good idea if the Towns and the County start sending payments electronically instead of a paper check. The

check amounts are very high and should not be going through the mail. Everyone agreed that is a good suggestion and will look to their finance departments to see if this is something that can be done. Craig made a motion to accept the financial reports as presented. Wayne seconded the motion. All were in favor.

5. Executive Director's Report

a. Operations Highlights:

Caleb indicated to the Board that staff have taken filters #1 and #2 offline to determine how the plant will respond when the plant upgrade is taking place and filter(s) will have to be taken offline to be upgraded. Caleb indicated that staff along with the Authority's engineer (CHA) were evaluating how the plant was responding so that phasing and sequencing of operations would be scheduled.

b. Metered Consumption:

Caleb provided the water consumption chart as well as the January water report in the Board packet. Water consumption was 4.7% lower than compared to the past five year's consumption in the month of January.

c. Previous and Current Business

i. Water Treatment Plant Modernization:

Phase 1 Contract 2 construction continues to progress. The contractor continues to be behind schedule. Progress meetings for Phase 1 Contract 2 are now being held every two weeks.

The 90% design meeting for the WTP Modernization Project was held. The 90% target proposal price is approximately \$44.8 million. This is in concurrence with the revised 60% cost estimate. The project is continuing to move forward with 100% design plans to be complete in late March. The CMAR contractor will then advertise the project with a Gross Maximum Price (GMP) to be provided at the first of May. The proposal should be ready to present at the May meeting.

ii. Joinder Project (Plum Creek):

Contracts 2, and 3 construction continues to progress. Contract 1 construction is complete. The contractor is doing final punch list items to close out the contract in the next month or two. The contractor has started construction activities for Contract 2 including the boring across Route 114. The boring is scheduled for Tuesday, March 3rd. For Contract 3, the pipe trench is being poured today and the rebar ties for the walls have been installed.

Waiting to hear from the County/MCPSA on the approved alignments for connecting the water systems to finalize the regional water study for submittal to VDH. Craig updated the Board on the County/MCPSA status of the alignments. Craig believed that final alignments were selected and that the County/MCPSA's engineer, Hurt and Proffitt, would be contacting Stevie at CHA with their alignment information.

d. New Business

None at this time.

6. Public Comments: None

7. Comments from the Board: Craig made a motion allowing the Treasurer and Executive Director an Authorized Representative for the Authority for the VFPF 2019C Series Bond. The Chair will need to sign the document for the Authority affirming the Treasurer and Executive Director as authorized representatives. Marc seconded the motion. All were in favor.

Craig said Chuck Campbell with the PSA would like to start attending the meetings. Craig asked that Chuck be included in distribution list for Board meetings.


8. Other Business: Jim mentioned that there is a Small Purchasing Policy in place. Caleb has been adhering to the \$10,000 or less policy. Anything over \$10,000 has to be brought before the Board.

Caleb wanted to address Bill's concern for the need of cyber security. He reached out to the County to get a contact for the National Guard and attempted to see what he could find from their website. He could not find anything out. He has discussed this item with the Authority's IT consultant and SCADA systems Integrator. Steps have been taken to secure the Authority and additional measures are planned as part of the plant upgrades. Caleb agrees and understands the needs for cyber security but would like to wait until the upgrades are complete to have an evaluation of the systems that will be put in place to determine if any additional measures need to be made. As part of the upgrade, the Authority is getting dedicated fiber to the plant which will significantly reduce any unnecessary internet traffic from being on the Authority's system. Additionally, all SCADA transmissions are encrypted and have to pass through the Authority's firewall before it can get to the SCADA server. Both the IT consultant and the SCADA systems Integrator have been taking measures and will be taking additional measures in the upgrade to keep the Authority secure. There was some discussion about the importance of protecting the Authority's system.

9. The meeting adjourned at 4:41.



Chairman



Secretary

