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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

October 28, 2020

Board / Staff Members Present: William R. Knocke (via Teams), 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; Scott Wickham, Robinson, Farmer, & Cox

Absent: Marc A. Verniel

Location: NRV Regional Water Authority, Administration Building/Electronic via Microsoft Teams Meeting

1. The meeting convened at approximately 4:04.
2. Bill asked for a discussion about staff salaries be added to the agenda.
3. Secretary's Report:
 - a. Board minutes for the Wednesday, September 23, 2020 meetings were reviewed.
 - b. A motion to accept the September 23, 2020 meeting minutes was made by Wayne and seconded by Chris. All were in favor.
4. Treasurer's Report:

The September financial reports were mistakenly left out of the Board packet. Caleb provided the statement during the meeting. There was some discussion about the financial report. The Authority received reimbursement from the bond proceeds from the Plum Creek bond. Craig made a motion to accept the financial reports as presented. Chris 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 charts as well as the September water reports in the Board packet. Water consumption for September was 5.3% lower than compared to the past five year's consumption in the month of September.

c. Previous and Current Business

i. FY2019-2020 Audit Report:

Scott Wickham with RFC Associates made a presentation to the Board. Scott was very pleased with the condition of the Authority's financials. He commended how the controls were set up considering how small the staff is at the Authority. The Authority received a "clean opinion" on the report. Craig made a motion to accept the audit as presented for FY 19-20. Craig also wanted to commend the staff for having another clean report this year. Wayne seconded the motion. All were in favor.

ii. Water Treatment Plant Modernization:

Phase 1 Contract 2 is substantially complete. Caleb anticipates final completion in November. The loan closed for Phase 2 on October 7th. The first requisition has been turned in and we have already received the reimbursement. Ulliman Schutte's subcontractor for the Phase 2 plant work, Shook Construction, has mobilized onsite. Once Caleb receives all the permits (county building and VDOT), construction will begin.

iii. Joinder Project (Plum Creek):

Contract 1 construction is complete. Construction for contract 2 is complete. Contract 3 construction continues. Progress meetings were held this morning. Caleb anticipates substantial and final completion by the end of 2020.

iv. Route 114 and Route 460 Pump Station Evaluation:

The PER has been submitted to VDH for review and approval. Once VDH approves the PER, the design phase will begin.

v. Staff Salary Adjustment:

Bill wanted to revisit the discussion that the Board held in May regarding personnel salary increases. In May, the budget was approved but did not authorize salary increases at that time due to the COVID pandemic and determining how revenues would turn out during the first quarter of FY2021. Now, that the Authority is a third of the way into the fiscal year he feels this needs to be revisited. Craig said the County did implement a 3% COLA retroactive back to July. They also provided a one-time bonus of \$2,500 for

hazard pay. They also provided a one-time bonus to regular staff of \$2,000. Christiansburg and Blacksburg are looking at what they are going to do. Bill indicated that revenues were on track according to the budget. Craig mentioned that he is waiting on some information he has requested from Rebekah Stump so that they can continue to look at what they are going to be doing with Caleb's agreement. He hasn't gotten that information at this point. Chris mentioned the impacts of the pandemic to the University but that he did not see any impacts with the Authority. Caleb said the staff at the Authority has continued to step up and do whatever is necessary to provide safe drinking water to the community. Recently, a transmission line break took place in front of the Corning plant. Authority staff along with Town of Christiansburg staff reacted quickly and got the issue resolved without any disturbances to the customers. Based on this discussion, Chris believed it would be good to retroact the salaries back to July 2020 for the staff. Everyone agreed. Chris made a motion to the salaries being implemented based on the approved FY2020-21 budget and that the salaries be retroactive to July 1, 2020. Craig seconded the motion. All were in favor.

d. New Business

i. November and December meeting dates:

Due to the holidays, Caleb proposed that the November and December meetings be held mid-December. Caleb said if the meeting is held on December 16th, that will give enough time for the December financials to be complete. That date worked for everyone else. Therefore, the next meeting is on December 16th.

6. Public Comments: None

7. Comments from the Board: None

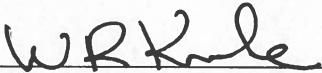
8. Other Business:


9.

10. Action items:

- DEQ/VDH water withdrawal rate – Caleb, Doug, Eric and Lawrence had a conference call with AquaLaw. AquaLaw attorneys were brought in under retainer to assist the Authority in navigating through this new "GPM" withdrawal rate placed in their operating permit from VDH and DEQ. Lawrence provided a document that will be provided to Aqua Law for the purposes of getting the attorneys up to date on the Authority's situation and how to best proceed.

11. The meeting adjourned at 5:00.


Chairman


Secretary