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South Central Wastewater Authority Board of Directors Meeting

DATE: July 21, 2016
TIME: 2:00 PM
LOCATION: Appomattox River Water Authority
Board Room, Administration Building
21300 Chesdin Road
Petersburg, Virginia 23803

AGENDA

1. Call to Order/Roll Call
2. Approval of Minutes: Minutes of the Regular Meeting of the Board on June 15, 2016.
3. Public Comment
4. Executive Director's Report:
 - Status Report: Ongoing Projects/Financials/I&I Report
5. Items from Counsel
6. Executive Session
7. Other Items from Board Members/Staff Not on Agenda:
8. Adjourn

Cc:W. Dupler/George Hayes, Chesterfield
D. Harrison, Petersburg Public Works
C. England, Prince George
W. Henley, Colonial Heights
K. Massengill, Dinwiddie County
A. Anderson, McGuire Woods

1. Call to Order/Roll Call

2. Approval of Minutes: Minutes of the Regular Meeting of the Board on June 15, 2016.

Following are the minutes of the June 15, 2016 South Central Wastewater Authority Board of Directors Meeting.

Absent any corrections or revisions, we recommend approval of the minutes as submitted.

BOARD OF DIRECTORS MEETING
South Central Wastewater Authority
June 15, 2016 at 2:00 p.m.
Location: Appomattox River Water Authority
21300 Chesdin Road, Petersburg, Virginia

PRESENT:

Percy Ashcraft, Vice Chairman (Prince George)
Thomas L. Mattis, Secretary/Treasurer (Colonial Heights)
Kevin Massengill, (Alternate, Dinwiddie)
James J.L. Stegmaier, (Chesterfield)
Dironna Belton, (Petersburg)
George Hayes, (Alternate, Chesterfield)
William Dupler, (Alternate, Chesterfield)
Charles England, (Alternate, Prince George)

ABSENT:

Robert B. Wilson (Chairman, Dinwiddie)
William Henley (Alternate, Colonial Heights)
Daniel Harrison (Alternate, Petersburg)

STAFF:

Robert C. Wichser, Executive Director, (ARWA & SCWWA)
James C. Gordon, Asst. Executive Director (ARWA & SCWWA)
Arthur Anderson, (McGuire Woods)
Melissa Wilkins, Accounting/Office Manager (ARWA & SCWWA)
Kathy Summerson, Administrative Assistant (SCWWA)

OTHERS:

Herb White, WW Associates
Ted Cole, Davenport
Benjamin May, Womack Publishing
Mark Rubin, The McCammon Group

Mr. Ashcraft, Vice Chairman, called the meeting to order at 4:24 p.m.

1. Call to Order/Roll Call.

The roll was called.

2. Approval of Minutes: Minutes of the Regular Meeting of the Board May 19, 2016.

Upon a motion made by Mr. Stegmaier and seconded by Mr. Massengill the following resolution was adopted:

RESOLVED, that the minutes of the Regular Meeting of the Board on May 19, 2016 are hereby approved:

For: 5 Against: 0 Abstain: 0

3. Public Comment

There were no public comments.

4. Executive Director Report

• **Status Report: Ongoing Projects/Financials**

Mr. Gordon presented the Status Report of Ongoing Projects/Financials. Mr. Stegmaier asked if it was possible to look at the member I&I. Mr. Gordon stated staff could use the numbers provided by the member utility offices to attempt to develop a report for each member.

• **Discussion by Board on Authority Legal Services**

This item was discussed during the ARWA meeting. Upon a motion made by Mr. Mattis and seconded by Mr. Massengill the following resolution was adopted:

RESOLVED, that the Executive Director put out an RFP for legal services.

For: 5 Against: 0 Abstain: 0

5. Items from Counsel

There were no items from Counsel.

6. Executive Session

There was no Executive Session.

7. Other Items from Board Members/Staff Not on Agenda

There were no items from Board Members/Staff Not on Agenda.

8. Adjourn

Upon a motion made by Mr. Massengill and seconded by Mr. Mattis the meeting was adjourned at 4:28 p.m.

The next Board meeting is scheduled for Thursday, July 21, 2016 at 2:00 p.m. at the Appomattox River Water Authority.

MINUTES APPROVED BY:

Thomas L. Mattis
Secretary/Treasurer

3. Public Comment

The Guidelines for Public Comment are:

GUIDELINES FOR PUBLIC COMMENT AT SCWWA/ARWA BOARD OF DIRECTORS MEETINGS

If you wish to address the SCWWA/ARWA Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for "Public Comment Period." Each person will be allowed to speak for up to three minutes.

When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During the Public Comment Period, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion presentations may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meeting, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman;
- Come forward and state your full name and address. If speaking for a group, state your organizational affiliation;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the Public Comment Period has been closed;
- At the request of the Chairman, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

4. Executive Director's Report:

- **Status Report: Ongoing Projects/Financials/I&I Report**

Following are memoranda concerning the Ongoing Projects, Financial Status, and Inflow and Infiltration at the SCWWA

MEMORANDUM

TO: SOUTH CENTRAL WASTEWATER AUTHORITY BOARD OF DIRECTORS

FROM: ROBERT C. WICHSER, EXECUTIVE DIRECTOR
JAMES C. GORDON, ASSISTANT EXECUTIVE DIRECTOR

SUBJECT: STATUS REPORT – ON-GOING PROJECTS

DATE: July 21, 2016

The following projects are underway. This report includes sections on Capital projects and large replacement projects.

Electrical Project Phase 1

- The Phase 1 project is considered substantially complete. Final cleanup is ongoing.
- The Contractor has offered a deductive change order for MCC enclosures of \$ 4,350. SCWWA accepts this value.
- Had meeting with Emerge, Master, WW Associates, and staff on June 30th to discuss electrical wiring and control programming issues.

Electrical Project Phase 2

- Project is ongoing. A progress meeting with ICSE, WW Associates, and staff was held on June 30th.
- The new electrical building is scheduled to be shipped on July 13th.
- A large crane will be set to place the building.
- Contractor will need an outage August 16th to perform electrical switchovers.

Wastewater Treatment Plant Improvements Project

- This project includes replacement of scum troughs in the primary clarifiers, provisions for fabric covers on a section of the primary clarifiers, and launder covers on Final Clarifier No.'s 3 and 4.
- Scum troughs have been received onsite.
- Clarifier covers are scheduled for delivery August 1st.
- Fabric covers do not have a schedule at this time.

MEMORANDUM

TO: SOUTH CENTRAL WASTEWATER AUTHORITY BOARD OF DIRECTORS

**FROM: ROBERT C. WICHSER, EXECUTIVE DIRECTOR
JAMES C. GORDON, ASST. EXECUTIVE DIRECTOR**

SUBJECT: STATUS REPORT

DATE: June 15, 2016

Financial Report:

- The Operating YTD Budget Performance for the period ending June 30, 2016 is attached for review.

Operating Fund:

- The South Central Wastewater Authority's checking account balance was \$4,489,470.37 as of June 30, 2016.

Equipment Replacement and Reserve Fund (ERRF):

- The South Central Wastewater Authority's ERRF Checking Account balance was \$2,027,964.53 as of June 30, 2016.

Status Report:

General:

- The next Board of Directors Meeting is scheduled for 2:00 PM on Thursday August 18, 2016 at the Appomattox River Water Authority.
- The plant is currently accepting up to 16 loads of storm water from Waste Management's Atlantic Landfill in Sussex.

Status of Nutrient Waste-load

- Total Phosphorus (TP)
 - Waste-load allocation Total Phosphorus: 35,024 lbs. on a calendar basis
 - Proportional waste-load through June 2016 = 17,512 lbs.
 - Total actual waste-load through June 2016 was 14,489 lbs. (At this time, the SCWWA is 3023 lbs. of TP under our expected waste-load allocation for this point in the year)
 - Note: The SCWWA is locked-in to purchasing an additional 17,576 credits for 2016.
- Total Nitrogen (TN)
 - Waste-load allocation Total Nitrogen: 350,239 lbs. on a calendar basis
 - Proportional waste-load through May 2016 = 175,120 lbs.
 - Total actual waste-load through May 2016 was 224,126 lbs. (At this time, the SCWWA is 49,006 lbs. of TN over our expected waste-load allocation for this point in the year.)
 - Note: The SCWWA is locked-in to purchasing an additional 283,352 credits for 2016

Operations:

- Plant effluent met all discharge permit requirements for the month of June. Copies of the discharge monitoring reports (DMR's) for the VPDES permit and the general permit are available if anyone would like to see them.
- Synagro removed the majority of the biosolids from the facility. Staff has extended the biosolids transportation and land application contract with Synagro for another 12 months

Maintenance:

- Staff safely and successfully installed the new R.A.S. Pump Station Check valve.
- Staff is finalizing inventory updates for the accountants scheduled for the first week of August.

Laboratory

- Staff continue to perform their pretreatment inspections and sampling

- Pretreatment Semi Annual reports have been received by all industries in the program, sampling was completed, and Permits have been drafted.

South Central Wastewater Authority Year-to-Date Operating Budget Performance

	Jun 16	June 2016	% of Budget	Jul '15 - Jun 16	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
40200 · Septage/Misc Revenue	107,117.71	8,750.00	1,224.2%	805,252.28	105,000.00	766.91%	105,000.00
40300 · Electricity - Credit	0.00	187.50	0.0%	28,872.04	2,250.00	1,283.2%	2,250.00
40700 · O&M Revenue	576,077.33	576,077.34	100.0%	6,799,791.13	6,912,928.00	98.36%	6,912,928.00
40710 · Reserve Policy	40,673.81	40,673.80	100.0%	488,085.72	488,085.80	100.0%	488,085.80
40720 · ER&RF Revenue	48,126.20	48,126.20	100.0%	577,514.40	577,514.38	100.0%	577,514.38
Revenue from FY14/15 for Clarifier 3 Project				453,938.40		100.0%	
Revenue from FY14/15 for Electrical Phase 1 Project				513,350.00		100.0%	
Transfer from ERRF to O&M acct for Improvements Project				44,460.00		100.0%	
47000 · Purchase Discounts	7.82			830.20			
Total Income	<u>772,002.87</u>	<u>673,814.84</u>	<u>114.57%</u>	<u>9,712,094.17</u>	<u>8,085,778.18</u>	<u>120.11%</u>	<u>8,085,778.18</u>
Gross Profit	772,002.87	673,814.84	114.57%	9,712,094.17	8,085,778.18	120.11%	8,085,778.18
Expense							
51000 · Salary	166,918.60	147,416.66	113.23%	1,699,488.50	1,769,000.00	96.07%	1,769,000.00
52000 · Employee Benefits							
52100 · Employer FICA	9,887.79	11,292.00	87.57%	121,638.01	135,500.00	89.77%	135,500.00
52200 · Virginia Retirement System	17,724.68	13,000.00	136.34%	170,953.00	156,000.00	109.59%	156,000.00
52300 · Hospitalization Insurance	40,453.00	34,666.67	116.69%	436,439.47	416,000.00	104.91%	416,000.00
52400 · Group Life & Disability	1,538.55	1,933.33	79.58%	11,625.71	23,200.00	50.11%	23,200.00
52450 · Supplemental Group Life	99.86	125.00	79.89%	1,092.90	1,500.00	72.86%	1,500.00
52500 · Health Insurance Credit	0.00	0.00	0.0%	1,500.00	1,500.00	100.0%	1,500.00
Total 52000 · Employee Benefits	<u>69,703.88</u>	<u>61,017.00</u>	<u>114.24%</u>	<u>743,249.09</u>	<u>733,700.00</u>	<u>101.3%</u>	<u>733,700.00</u>
53000 · Contractual Services							
53121 · Auditing Services	0.00	0.00	0.0%	12,500.00	17,000.00	73.53%	17,000.00
53122 · Accounting Services	472.13	0.00	100.0%	6,967.10	10,000.00	69.67%	10,000.00
53140 · Consulting Engineers	100.00	5,000.00	2.0%	53,796.92	60,000.00	89.66%	60,000.00
53150 · Legal Services	13,899.51	3,750.00	370.65%	39,135.06	45,000.00	86.97%	45,000.00
53152 · Software Support	675.00	3,333.33	20.25%	32,187.76	40,000.00	80.47%	40,000.00
53160 · Medical	70.00	291.67	24.0%	3,059.00	3,500.00	87.4%	3,500.00
53162 · Bank Service Charges	0.00	291.67	0.0%	1,365.54	3,500.00	39.02%	3,500.00
53170 · Pmt In Lieu Taxes-Real Est Tax	0.00	2,791.67	0.0%	31,773.33	33,500.00	94.85%	33,500.00
53190 · Samples and Testing	2,793.07	3,725.00	74.98%	47,389.31	44,700.00	106.02%	44,700.00
53220 · VPDES Permit Fee	0.00	0.00	0.0%	9,557.00	9,500.00	100.6%	9,500.00
53320 · Maintenance Service Contracts	1,723.44	1,084.00	158.99%	8,518.86	13,000.00	65.53%	13,000.00
53600 · Grounds Maintenance	2,650.00	2,083.33	127.2%	24,417.53	25,000.00	97.67%	25,000.00
53000 · Contractual Services - Other	0.00			-42.97			
Total 53000 · Contractual Services	<u>22,383.15</u>	<u>22,350.67</u>	<u>100.15%</u>	<u>270,624.44</u>	<u>304,700.00</u>	<u>88.82%</u>	<u>304,700.00</u>
55000 · Other Charges							
55050 · Advertising	342.77	333.33	102.83%	7,994.14	4,000.00	199.85%	4,000.00
55110 · Electricity	30,084.08	34,166.67	88.05%	388,711.57	410,000.00	94.81%	410,000.00
55120 · Natural Gas	425.88	1,666.67	25.55%	11,206.39	20,000.00	56.03%	20,000.00
55130 · Solid Waste	164.16	208.33	78.8%	2,266.64	2,500.00	90.67%	2,500.00
55140 · Water	524.30	625.00	83.89%	5,767.64	7,500.00	76.9%	7,500.00
55150 · Stormwater	0.00	458.33	0.0%	4,249.17	5,500.00	77.26%	5,500.00
55160 · Sludge Disposal	15,127.41	30,125.00	50.22%	233,435.14	361,500.00	64.57%	361,500.00
55210 · Postage and Freight	88.46	166.67	53.08%	4,617.96	2,000.00	230.9%	2,000.00

South Central Wastewater Authority Year-to-Date Operating Budget Performance

	Jun 16	June 2016 Budget	% of Budget	Jul '15 - Jun 16	YTD Budget	% of Budget	Annual Budget
55230 · Telecommunications	1,922.75	1,166.67	164.81%	15,307.49	14,000.00	109.34%	14,000.00
55308 · General Liability Insurance	0.00	0.00	0.0%	55,687.00	70,000.00	79.55%	70,000.00
55410 · Lease/Rent of Equipment	451.39	917.00	49.23%	9,622.81	11,000.00	87.48%	11,000.00
55530 · Meals and Lodging	0.00	625.00	0.0%	4,489.97	7,500.00	59.87%	7,500.00
55540 · Education and Training	11,992.56	3,417.00	350.97%	31,247.20	41,000.00	76.21%	41,000.00
55800 · Other Expenses	0.00			155.42			
55999 · Reconciliation Discrepancies	0.00			-531.71			
Total 55000 · Other Charges	61,123.76	73,875.67	82.74%	774,226.83	956,500.00	80.94%	956,500.00
56000 · Materials and Supplies							
56001 · Office Supplies	142.25	1,458.33	9.75%	12,386.99	17,500.00	70.78%	17,500.00
56004 · Laboratory Supplies	1,390.09	4,125.00	33.7%	46,155.50	49,500.00	93.24%	49,500.00
56005 · Process Chemicals	71,034.11	47,834.00	148.5%	516,666.06	574,000.00	90.01%	574,000.00
56007 · Repair and Maintenance Supplies	42,653.67	36,334.00	117.39%	473,866.14	436,000.00	108.69%	436,000.00
56008 · Vehicle and Equipment Fuels	8,695.29	2,734.00	318.04%	34,021.90	32,800.00	103.73%	32,800.00
56010 · Janitorial Supplies	518.46	666.67	77.77%	7,430.27	8,000.00	92.88%	8,000.00
56011 · Uniforms	1,634.21	1,875.00	87.16%	18,192.99	22,500.00	80.86%	22,500.00
56012 · Dues and Subscriptions	344.00	2,666.67	12.9%	42,013.42	32,000.00	131.29%	32,000.00
56015 · Small Equipment Purchases	408.61	666.00	61.35%	3,535.74	8,000.00	44.2%	8,000.00
Total 56000 · Materials and Supplies	126,820.69	98,359.67	128.94%	1,154,269.01	1,180,300.00	97.8%	1,180,300.00
57000 · Equipment Replacement							
57010 · Machinery and Equipment	1,850.00	5,000.00	37.0%	66,516.17	60,000.00	110.86%	60,000.00
57020 · Instrumentation	0.00	2,916.67	0.0%	23,312.29	35,000.00	66.61%	35,000.00
57030 · SCADA	0.00	833.33	0.0%	7,855.48	10,000.00	78.56%	10,000.00
57040 · Computer Software & Hardware	371.25	1,333.33	27.84%	13,989.47	16,000.00	87.43%	16,000.00
57050 · Motor Vehicles	0.00	3,334.00	0.0%	28,874.21	40,000.00	72.19%	40,000.00
57060 · Construction	146,730.90	105,834.00	138.64%	1,256,837.97	1,270,000.00	98.96%	1,270,000.00
Total 57000 · Equipment Replacement	148,952.15	119,251.33	124.91%	1,397,385.59	1,431,000.00	97.65%	1,431,000.00
66000 · Payroll Expenses	0.00			-585.39			
70500 · NutrientCreditPurchases-ExhC	564,873.92	53,748.16	1,050.96%	564,873.92	644,978.00	87.58%	644,978.00
Total Expense	1,160,776.15	576,019.16	201.52%	6,603,531.99	7,020,178.00	94.07%	7,020,178.00
Net Ordinary Income	-388,773.28	97,795.68	-397.54%	3,108,562.18	1,065,600.18	291.72%	1,065,600.18
Other Income/Expense							
Other Income							
80000 · Other Income							
80020 · Nutrient Reduction	0.00			390,864.94			
Total 80000 · Other Income	0.00			390,864.94			
Total Other Income	0.00			390,864.94			
Net Other Income	0.00	0.00	0.0%	390,864.94	0.00	100.0%	0.00
Net Income	-388,773.28	97,795.68	-397.54%	3,499,427.12	1,065,600.18	328.4%	1,065,600.18

MEMORANDUM

TO: SOUTH CENTRAL WASTEWATER AUTHORITY BOARD OF DIRECTORS

**FROM: ROBERT C. WICHSER, EXECUTIVE DIRECTOR
JAMES C. GORDON, ASSISTANT EXECUTIVE DIRECTOR**

SUBJECT: INFLOW AND INFILTRATION

DATE: July 21, 2016

June 2016 rainfall was slightly above average when compared to the 6 years. Flow comparisons for minimum, maximum and average were accordingly slightly above average. One June 16th we had the largest amount of rainfall for the month (1.95") and our flows increased from 10.813 mg on June 15th to 20.335 mg on June 17th. Comparable flow increases can be seen with lesser rain events throughout the month.

Month	Rainfall (inches)	Average Flow (mgd)
June 2015	11.33	12.775
July 2015	5.14	13.490
August 2015	2.38	9.835
September 2015	3.42	9.365
October 2015	3.43	10.908
November 2015	4.72	11.575
December 2015	5.57	14.116
January 2016	2.66	15.309
February 2016	5.31	20.289
March 2016	1.43	12.667
April 2016	2.55	10.379
May 2016	8.86	15.369
June 2016	4.21	12.560

June	2016	2015	2014	2013	2012	2011	2010
Minimum (mgd)	10.322	8.804	8.191	10.289	9.628	8.727	8.951
Maximum (mgd)	20.207	36.317	16.633	16.434	16.644	13.125	16.089
Average (mgd)	12.560	12.775	9.7735	12.356	11.263	10.239	11.360
Rainfall (inches)	4.21	11.33	2.98	3.45	4.38	3.58	4.62

5. Items from Counsel

6. Executive Session

7. Other Items from Board Members/Staff Not on Agenda:

8. Adjourn