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South Central Wastewater Authority Board of Directors Meeting

DATE: August 17, 2017
TIME: 2:00 PM
LOCATION: Appomattox River Water Authority
Board Room, Administration Building
21300 Chesdin Road
South Chesterfield, Virginia 23803

AGENDA

1. Call to Order/Roll Call
2. Approval of Minutes: Minutes of the Regular Meeting of the Board on July 20th, 2017
3. Public Comment
4. Executive Director's Report
 - Status Reports: Ongoing Projects/Operational/Financial/I & I
5. Items from Counsel
6. Closed Session
7. Executive Director's Annual Review
8. Other Items from Board Members/Staff Not on Agenda
 - Change in location for September Board Meeting: ARWA not SCWWA
9. Adjourn

Cc:W. Dupler/George Hayes, Chesterfield
D. Harrison, Petersburg Public Works
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 July 20th, 2017

Following are the minutes of the Regular Meeting of the South Central Wastewater Authority Board of Directors on July 20th, 2017.

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

BOARD OF DIRECTORS MEETING

South Central Wastewater Authority

July 20, 2017 at 2:00 p.m.

Location: Appomattox River Water Authority
21300 Chesdin Road, S. Chesterfield, Virginia

PRESENT:

Percy Ashcraft, Chairman (Prince George)
William Henley, Vice Chairman (Colonial Heights)
Joseph Casey, (Chesterfield)
Robert B. Wilson (Dinwiddie)
Aretha Ferrell-Benavides, (Petersburg)
Douglas Smith, (Alternate, Colonial Heights)
Kevin Massengill, (Alternate, Dinwiddie)
William Dupler, (Alternate, Chesterfield)
Daniel Harrison (Alternate, Petersburg)
Jerry Byerly, (Alternate, Petersburg)

ABSENT:

George Hayes, Secretary/Treasurer (Alternate, Chesterfield)

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)
Cindy Nester, Administrative Assistant (ARWA)

OTHERS:

Brennen Keene, (McGuire Woods)
Ted Cole, (Davenport)
Jimmy Sanderson, (Davenport)
Jack Berry, (Petersburg)
Chris Tabor, (Hazen & Sawyer)
Mike Wooden, (Arcadis)
John Mastracchio, (Raftelis)
Scott Morris, (Chesterfield County Utilities)
Tom Yeager, (Resident)

Mr. Ashcraft, Chairman, called the meeting to order at 2:08 p.m.

1. Call to Order/Roll Call.

The roll was called.

Mr. Ashcraft introduced Ms. Ferrell-Benavides, City Manager of Petersburg.

2. Approval of Minutes: Minutes of the Regular Board Meeting on May 18, 2017:

Upon a motion made by Dr. Casey and seconded by Mr. Wilson the following resolution was adopted:

RESOLVED, that the minutes of the Regular Meeting of the Board on May 18, 2017 are hereby approved:

For: 5 Against: 0 Abstain: 0

3. Public Comment

There were no public comments.

4. Executive Director's Report

• Status Report: Ongoing Projects/Operational/Financial

The SCWWA Executive Level Strategic Work Plan Summary Update for January 1, 2017 through June 30, 2017 was presented to the Board by the Executive Director, which also included projects and goals looking forward from July 1, 2017 to December 2017. Mr. Henley commended staff on their handling of the leachate for additional revenue. Dr. Casey asked if there were any currently approved projects on hold now and Dr. Wichser replied no.

Mr. Gordon reported on the Status Report of Ongoing Projects/Operational/Financial and the I&I Report.

5. Items from Counsel

There were no items from Counsel.

6. Closed Session

There was no Closed Session.

7. Executive Director's Annual Review

This item will be taken up during Closed Session at ARWA's meeting.

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

Mr. Henley thanked Staff for holding an emergency operation planning meeting. He further stated that Dr. Wichser and Mr. Gordon did an excellent job in putting this all together. Ms. Ferrell-Benavides thanked everyone for welcoming her and stated Petersburg has a lot of things happening now specifically about privatization issues. She further stated that when she has more details of which direction they are heading she will inform Members of the Board.

9. Adjourn

Upon a motion made by Dr. Casey and seconded by Mr. Wilson the meeting was adjourned at 2:32 p.m.

The next regularly scheduled Board meeting is Thursday, August 17, 2017 at 2:00 p.m. at the Appomattox River Water Authority.

MINUTES APPROVED BY:

George Hayes
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 Project, Operation, Financial, and Inflow and Infiltration**

Following are status reports concerning the Ongoing Project, Operation, Financial, and Inflow and Infiltration for 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: August 17, 2017

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

Waterline Replacement Project

- This project is under construction.
- It is estimated that 50% of the waterline has been installed.
- The last meeting with the contractor was held on August 9th.

Wastewater Treatment Plant Improvements, Phase 2

- This project includes 2 new grit classifier assemblies, and 2 new scum concentrators.
- Bid opening was August 9th. The Authority's Engineer is currently evaluating the bids

Warehouse Project

- Evaluating the regulatory framework associated with Resource Protection area requirements and how that relates/impacts the construction of a warehouse.

MEMORANDUM

TO: SOUTH CENTRAL WASTEWATER AUTHORITY BOARD OF DIRECTORS

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

SUBJECT: OPERATING & FINANCIAL STATUS REPORT

DATE: August 17, 2017

Operating Status Report:

General:

- The next scheduled Board of Directors Meeting is Thursday September 21, 2017 at the Appomattox River Water Authority at 2:00 pm.
- The plant is currently accepting up to 20 loads of leachate originating from the Charles City and Amelia.
- Pre-audit work is complete and Auditors will be onsite the week of August 14th.
- The SCWWA has received and commented on the VPDES Permit from DEQ and it is being public noticed in the Progress Index on August 7 and August 14.

Status of Nutrient Waste-load

- Total Phosphorus (TP)
 - Waste-load allocation Total Phosphorus: 28,404 lbs. on a calendar basis (reduced from 35,024 in 2016)
 - Proportional waste-load through June 2017 = 16,569 lbs. Total actual waste-load through July 2017 was 8,106 lbs. (At this time, the SCWWA is 8,463 lbs. of TP under our expected waste-load allocation for this point in the year)
- Total Nitrogen (TN)
 - Waste-load allocation Total Nitrogen: 350,239 lbs. on a calendar basis
 - Proportional waste-load through June 2017 = 204,306. Total actual waste-load through June 2017 was 318,479 lbs. (At this time, the SCWWA is 114,173 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 165,451 credits for 2017

Operations:

- Plant effluent met all discharge permit requirements for the month of July. 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.
- Clarifier 1 is currently being sand blasted and painted. Clarifier 2 will be dropped and painted once clarifier 1 is completed.
- Working with waterline contractor to ensure plant operation is maintained.

Maintenance:

- The electrical upgrade for the Vehicle storage building is complete. Electrical drop testing will be done in-house to see if voltage is internal or Virginia Power.
- Preparing for electrical upgrade to the Chlorine contact tanks. This work will be performed in-house.
- Upgrading the eyewash stations to meet new standards.
- Scheduling and planning the in-house projects for the year.

Instrumentation

- Trouble shooting the polymer feed pumps for the Belt filter presses.
- Developing a backup level indicating system for the filtrate pump station.

Laboratory

- Finalized an overdue Industrial Pretreatment Permit now that negotiations are complete.

Financial Status Report:

Following is the Executive Summary of the Monthly Financial Statement that includes the YTD Budget Performance and the Financial Statement for July 2017.

South Central Wastewater Authority
Monthly Financial Statements-July 2017

Wastewater Rate Center

Revenues and Expenses Summary

<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
<i>FY 16/17</i>	<i>Year-to-Date</i>	<i>Year-to-Date</i>	<i>vs. Actual</i>	<i>Percentage</i>

Operating Budget vs. Actual

Revenues

Septage/Misc Revenue	\$ 1,500,000	\$ 125,000	\$ 164,985	\$ 39,985	31.99%
O&M Revenue	\$ 7,084,300	\$ 590,358	\$ 590,358	\$ (0)	0.00%
Reserve Policy	\$ 685,868	\$ 57,156	\$ 57,156	\$ (0)	0.00%
ER&RF Revenue	\$ 429,215	\$ 35,768	\$ 35,768	\$ (0)	0.00%
Total Operating Revenues	\$ 9,699,383	\$ 808,282	\$ 848,266	\$ 39,984	4.95%

Expenses

Personnel Cost	\$ 2,629,500	\$ 219,125	\$ 266,154	\$ 47,028	21.46%
Contractual/Professional Services	\$ 346,300	\$ 49,862	\$ 21,661	\$ (28,201)	-56.56%
Utilities	\$ 490,000	\$ 40,833	\$ 32,393	\$ (8,441)	-20.67%
Communication	\$ 20,000	\$ 1,667	\$ 621	\$ (1,046)	-62.76%
Office/Lab/Purification Supplies	\$ 73,500	\$ 6,258	\$ 8,426	\$ 2,167	34.63%
Insurance	\$ 65,000	\$ 10,833	\$ 17,023	\$ 6,189	57.13%
Lease/Rental Equipment	\$ 11,000	\$ 917	\$ -	\$ (917)	-100.00%
Travel/Training/Dues	\$ 63,600	\$ 8,263	\$ 7,718	\$ (545)	-6.59%
Safety/Uniforms	\$ 41,500	\$ 3,458	\$ 1,276	\$ (2,182)	-63.11%
Chemicals/Sludge Disposal	\$ 910,000	\$ 75,833	\$ 28,723	\$ (47,110)	-62.12%
Repair/Maintenance Parts & Supplies	\$ 492,500	\$ 41,042	\$ 30,351	\$ (10,690)	-26.05%
Total Operating Expenses	\$ 5,142,900	\$ 458,092	\$ 414,345	\$ (43,747)	-9.55%
Operating Suplus/(Deficit)	\$ 4,556,483	\$ 350,190	\$ 433,921	\$ 83,731	23.91%

Replacement Outlay Budget vs. Actual

Machinery & Equipment	\$ 350,000	\$ 58,333	\$ -	\$ (58,333)	-100.00%
Instrumentation	\$ 43,500	\$ 7,250	\$ -	\$ (7,250)	-100.00%
SCADA	\$ 36,000	\$ 6,000	\$ -	\$ (6,000)	-100.00%
Computer Equipment	\$ 25,600	\$ 4,267	\$ -	\$ (4,267)	-100.00%
Motor Vehicles	\$ 75,000	\$ 12,500	\$ -	\$ (12,500)	-100.00%
Construction	\$ 1,540,000	\$ 256,667	\$ -	\$ (256,667)	-100.00%
Special Studies	\$ 35,000	\$ 5,833	\$ -	\$ (5,833)	-100.00%
Total Replacement Outlay	\$ 2,105,100	\$ 350,850	\$ -	\$ (350,850)	-100.00%

Other Income/Expense Budget vs. Actual

Nutrient Credit Purchases (Expense)	\$ 860,000	\$ 71,667	\$ 74,792	\$ 3,125	4.36%
Nutrient Reduction	\$ -	\$ -	\$ 4,342	\$ 4,342	#DIV/0!
Interest-Jurisdictions (Income)	\$ -	\$ -	\$ 2,233	\$ 2,233	#DIV/0!

South Central Wastewater Authority
For Month Ending July 31, 2017

Assets

Current Assets

Petty Cash	\$	250
Wells Fargo Operating Account	\$	3,342,768
Wells Fargo FY 15/16 Carryover	\$	996,000
Total Unrestricted Cash	\$	4,339,018

Wells Fargo Reserve	\$	2,056,678
ERRF	\$	2,500,769
Total Restricted Cash	\$	4,557,447

Total Checking/Savings	\$	8,896,465
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Accounts Receivable	\$	853,373
Long Term Receivable (Petgs/Legal)	\$	116,376

Total Current Assets	\$	9,866,213
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Fixed Assets

Sewer System Plant	\$	32,400,354
Equipment & Vehicles	\$	2,835,761
Plant Machinery	\$	7,319,643
Construction in Progress	\$	2,024,835
Land	\$	92,968
Accumulated Depreciation	\$	(26,503,908)
Total Fixed Assets	\$	18,169,654

Other Assets

Inventory	\$	538,664
Pension	\$	136,390
Total Other Assets	\$	675,054

Total Assets	\$	28,710,921
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Liabilities & Equity

Current Liabilities

Accounts Payable	\$	30,312
Total Current Liabilities	\$	30,312

Other Current Liabilities

Payroll Accruals	\$	179,686
Retainage Payable	\$	5,999
Suspense-Clearing Account	\$	71,667
Refunds Due Member Localities	\$	-
Total Other Current Liabilities	\$	257,351

Long Term Liabilities

Net OPEB Obligation	\$	59,700
Def Inf Res-Net Dif Pension Inv	\$	165,276
Net Pension Liability	\$	526,652
Total Long-Term Liabilities	\$	751,628

Total Liabilities	\$	1,039,292
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Equity

Retained Earnings	\$	13,139,103
Initial Locality Contribution Cap.	\$	14,166,822

Net Income	\$	365,705
Total Equity	\$	27,671,630

Total Liabilities & Equity	\$	28,710,921
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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: August 17, 2017

Historically, the rainfall and flows for July are below normal when compared to flows and precipitation since 2011. This July resulted in the lowest average flow and second lowest minimum flow since 2011. On July 5th we received the largest amount of precipitation for the month at 2" and on the same day we received the highest flows from our members at 17.188 mg almost doubling the monthly average of 9.741 mgd.

Month	Rainfall (inches)	Average Flow (mgd)
July 2016	4.21	11.300
August 2016	0.64	9.030
September 2016	8.45	10.565
October 2016	3.65	14.198
November 2016	1.16	9.194
December 2016	2.28	9.980
January 2017	3.31	14.509
February 2017	1.03	10.873
March 2017	4.90	11.681
April 2017	1.46	11.152
May 2017	6.88	12.444
June 2017	2.19	10.264
July 2017	4.38	9.741

PRIMARY FLOW DATA

July	2017	2016	2015	2014	2013	2012	2011
Minimum (mgd)	8.4	9.232	9.784	7.892	10.287	8.582	8.548
Maximum (mgd)	17.188	16.404	21.085	17.110	22.918	20.726	25.845
Average (mgd)	9.741	11.300	13.490	9.965	12.172	10.541	12.836
Rainfall (inches)	4.38	4.21	5.15	4.75	7.33	7.14	7.46

5. Items from Counsel

6. Closed Session

7. Executive Director's Annual Review

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

- **Change in location for September Board Meeting: ARWA not SCWWA**

9. Adjourn