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South Central Wastewater Authority Board of Directors Meeting

DATE: August 18, 2016
TIME: 3:00 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 July 21, 2016.
3. Public Comment
4. Executive Director's Report:
 - Resolution on ARWA/SCWWA Salary Split on Board Approved IT/Instrument Positions
 - Status Report: Ongoing Projects/Financials
5. Items from Counsel
6. Closed 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 July 21, 2016.

Following are the minutes of the July 21, 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
July 21, 2016 at 2:00 p.m.
Location: Appomattox River Water Authority
21300 Chesdin Road, Petersburg, Virginia

PRESENT:

Robert B. Wilson, Chairman (Dinwiddie)
Percy Ashcraft, Vice-Chairman (Prince George)
Thomas L. Mattis, Secretary/Treasurer (Colonial Heights)
Joseph Casey, (Chesterfield)
Kevin Massengill, (Alternate, Dinwiddie)
Charles England, (Alternate, Prince George)

ABSENT:

Dironna Belton, (Petersburg)
George Hayes, (Alternate, Chesterfield)
William Dupler, (Alternate, Chesterfield)
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:

Brennan King (McGuire Woods)
Mike Nannery (Chesterfield County Utilities)

Mr. Wilson, Chairman, called the meeting to order at 4:54 p.m.

1. Call to Order/Roll Call.

The roll was called.

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

Upon a motion made by Mr. Mattis and seconded by Mr. Ashcraft the following resolution was adopted:

RESOLVED, that the minutes of the Regular Meeting of the Board on June 15, 2016 are hereby approved:

For: 3 Against: 0 Abstain: 1 (Casey)

3. Public Comment

There were no public comments.

4. Executive Director Report

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

Dr. Wichser stated that he had some recommendations for the Board to approve. They are:

1. 2016-17 construction projects, totaling \$2,315,000, to be placed on hold at this time until December 31, 2016. At that time, review and consideration will be completed to determine budget impacts related to the City of Petersburg invoice payments. Petersburg is starting to accrue penalties for late payment of invoices. City of Petersburg has one invoice past due at this time.
2. Annual FY 2015-16 budget rebates usually are presented with the Audit at the November meeting and distributed in December. Dr. Wichser recommended that the SCWWA hold any rebate funds until the January 2017 Board Meeting based on the status of the City of Petersburg's invoice payments. At the January 2017 Board Meeting, Dr. Wichser will present a payback schedule on how any rebates will be paid back to the members if this fund is not needed towards the City of Petersburg's debt to SCWWA.
3. SCWWA has presently permitted up to twenty landfill storm-water trucks/day (presently receiving about 16/day) from a Waste Management landfill. SCWWA would like to go up to 22 trucks/day, Monday-Friday 7:30 a.m. to 6:00 p.m. This would bring additional revenue into the budget as a backstop measure towards the City of Petersburg invoice payment issue. This would cause increased traffic on the island and some residents may complain. Waste Management is discussing with Oakley Trucking in Prince George and considering potentially putting 20 truckloads of landfill storm-water through Oakley and discharging into the Prince George Collection System. SCWWA concerns are: Can this liquid be treated with minimal impacts on the plant's treatment system with zero impacts on discharge permit compliance? This additional landfill storm-water could provide SCWWA a firm additional income revenue

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

RESOLVED, that the Board approves the Executive Director's recommendations with the stipulation that the rebate deadline be no later than January 2017 or sooner:

For: 4 Against: 0 Abstain: 0

Mr. Wilson requested that SCWWA contact the City of Petersburg's Interim Public Works Director to inform him of this change.

5. Items from Counsel

There were no items from Counsel.

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

There were no other items.

7. Closed Session

There was no closed session.

8. Adjourn

Upon a motion made by Dr. Casey and seconded by Mr. Mattis the meeting was adjourned at 5:05 p.m.

The next Board meeting is scheduled for Thursday, August 18, 2016 at 2:00 p.m. at the Appomattox River Water Authority.

MINUTES APPROVED BY:

Thomas L. Mattis
Secretary/Treasurer

3. Public Comment

4. Executive Director's Report:

- **Resolution on ARWA/SCWWA Salary Split on Board Approved IT/Instrument Positions.**

Following is a resolution concerning the Splitting of Salaries for the Board Approved joint ARWA/SCWWA employees

A RESOLUTION OF SOUTH CENTRAL WASTEWATER AUTHORITY ALLOCATING SALARY AND BENEFIT COSTS FOR CERTAIN JOINT EMPLOYEES

South Central Wastewater Authority ("SCWWA") currently employs certain key employees, its Instrumentation/IT Manager and Instrumentation/IT Technical Advisor (collectively, the "Joint Employee"), jointly with the Appomattox River Water Authority ("ARWA").

SCWWA and the ARWA each desire to, and have agreed to, allocate responsibility for the salaries and benefits of the Joint Employees between SCWWA and ARWA.

After careful consideration and to further the public purposes for which the Authority was created, **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE SOUTH CENTRAL WASTEWATER AUTHORITY THAT:**

Subject to adoption by ARWA of a corresponding resolution, SCWWA agrees to pay a portion of the salary and benefits of each Joint Employee below, expressed by the respective percentage set forth below:

- a. Instrumentation/IT Manager: 50%
- b. Instrumentation/IT Technical Advisor: 50%

The Members of the Board of SCWWA, the officers of SCWWA and such employees of SCWWA as any Member or officer may designate are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the foregoing resolutions, and any such action previously taken is hereby ratified and confirmed.

To the extent this Resolution conflicts with other resolutions of SCWWA, this Resolution shall control.

This Resolution shall be in effect from and after its adoption.

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

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.
- The final invoice has been approved and payment will be processed at the end of the month.

Electrical Project Phase 2

- Project is ongoing and a progress meeting was held on August 4, 2016.
- The new electrical building has been installed.
- Contractor will be requesting a PCO for miscellaneous changed conditions associated with the project for consideration by SCWWA.

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 delivered and clarifier launders are scheduled for delivery in mid-August.
- Fabric covers are scheduled for September 29, 2016.
- Contractor may request a delay claim due to slow fabric cover delivery.
- Construction for the secondary clarifiers is scheduled to start on September 6, 2016.

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: August 18, 2016

Financial Report:

- The Operating YTD Budget Performance for the period ending July 31, 2016 is attached for review.

Operating Fund:

- The South Central Wastewater Authority's checking account balance was \$3,801,147.61 as of July 31, 2016.

Equipment Replacement and Reserve Fund (ERRF):

- The South Central Wastewater Authority's ERRF Checking Account balance was \$2,042,181.04 as of July 31, 2016.

Status Report:

General:

- The next Board of Directors Meeting is scheduled for 2:00 PM on Thursday September 15, 2016 at the Appomattox River Water Authority.
- The plant is currently accepting up to 22 loads of storm water from Waste Management's Atlantic Landfill in Sussex.
- Authority accountants have completed onsite work for Audit preparations. Staff is in communication with them to answer any question to finalize work.
- Dixon Hughes Goodman will be onsite the last week of August to perform the Audit.

Status of Nutrient Waste-load

- Total Phosphorus (TP)
 - Waste-load allocation Total Phosphorus: 35,024 lbs. on a calendar basis
 - Proportional waste-load through July 2016 = 18,054 lbs.
 - Total actual waste-load through July 2016 was 20,431 lbs. (At this time, the SCWWA is 2,377 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 July 2016 = 204,306 lbs.
 - Total actual waste-load through July 2016 was 258,629 lbs. (At this time, the SCWWA is 54,323 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 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.
- Synagro removed the majority of the biosolids from the facility the week of August 8.

Maintenance:

- The 10 year old backflow preventer on the drinking water line coming into the plant failed testing and was replace by staff.
- Staff are contacting a roofer to repair the Lab roof membrane. A seam has separated.

- Staff will be switching their hours to 7am – 3pm.

Instrumentation

- Finishing installation of Fiber to the network upgrade. Emerge is scheduled to be onsite 8/15 or 8/16 to begin equipment configuration and programming.
- Advertising for the Computer Technician and Instrumentation Technician Sunday August 14th.

Laboratory

- Staff continue to perform their pretreatment inspections and sampling
- Staff and VLS are attempting to schedule a review of the Local Limit Assessment Hazen and Sawyer has conducted. This is paid for by VLS per the Consent Order issued by the SCWW IPP.

South Central Wastewater Authority
Year-to-Date Operating Budget Performance
July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 16</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
40200 · Septage/Misc Revenue	137,267.04	34,583.37	396.92%	137,267.04	34,583.37	396.92%	415,000.00
40700 · O&M Revenue	591,575.00	710,825.00	83.22%	591,575.00	710,825.00	83.22%	8,529,900.00
40710 · Reserve Policy	56,400.10	56,401.00	100.0%	56,400.10	56,401.00	100.0%	676,801.00
40720 · ER&RF Revenue	35,541.26	35,541.25	100.0%	35,541.26	35,541.25	100.0%	426,495.00
Revenue from FY14/15 for Electrical Phase 1 Project				43,577.75			
Revenue from FY15/16 for Electrical Phase 2 Project				333,252.43			
Revenue from FY15/16 for WW Improvements Project				476,717.98			
47000 · Purchase Discounts	1,107.88			1,107.88			
Total Income	821,891.28	837,350.62	98.15%	1,675,439.44	837,350.62	200.09%	10,048,196.00
Gross Profit	821,891.28	837,350.62	98.15%	1,675,439.44	837,350.62	200.09%	10,048,196.00
Expense							
51000 · Salary	140,544.57	152,916.63	91.91%	140,544.57	152,916.63	91.91%	1,835,000.00
52000 · Employee Benefits							
52100 · Employer FICA	10,281.11	11,500.00	89.4%	10,281.11	11,500.00	89.4%	138,000.00
52200 · Virginia Retirement System	11,525.77	13,333.37	86.44%	11,525.77	13,333.37	86.44%	160,000.00
52300 · Hospitalization Insurance	36,069.63	34,708.37	103.92%	36,069.63	34,708.37	103.92%	416,500.00
52400 · Group Life & Disability	1,624.45	1,916.63	84.76%	1,624.45	1,916.63	84.76%	23,000.00
52450 · Supplemental Group Life	99.86	125.00	79.89%	99.86	125.00	79.89%	1,500.00
52500 · Health Insurance Credit	0.00	1,500.00	0.0%	0.00	1,500.00	0.0%	1,500.00
52700 · Employee Promotions	0.00	5,500.00	0.0%	0.00	5,500.00	0.0%	5,500.00
Total 52000 · Employee Benefits	59,600.82	68,583.37	86.9%	59,600.82	68,583.37	86.9%	746,000.00
53000 · Contractual Services							
53121 · Auditing Services	0.00	5,666.66	0.0%	0.00	5,666.66	0.0%	17,000.00
53122 · Accounting Services	0.00	3,333.34	0.0%	0.00	3,333.34	0.0%	10,000.00
53140 · Consulting Engineers	25.00	5,000.00	0.5%	25.00	5,000.00	0.5%	60,000.00
53150 · Legal Services	3,950.76	5,000.00	79.02%	3,950.76	5,000.00	79.02%	60,000.00
53152 · Software Support	3,239.51	3,333.37	97.18%	3,239.51	3,333.37	97.18%	40,000.00
53160 · Medical	0.00	291.63	0.0%	0.00	291.63	0.0%	3,500.00
53162 · Bank Service Charges	0.00	291.63	0.0%	0.00	291.63	0.0%	3,500.00
53170 · Pmt In Lieu Taxes-Real Est Tax	0.00	2,791.63	0.0%	0.00	2,791.63	0.0%	33,500.00
53190 · Samples and Testing	1,688.00	3,708.37	45.52%	1,688.00	3,708.37	45.52%	44,500.00
53220 · VPDES Permit Fee	0.00	9,500.00	0.0%	0.00	9,500.00	0.0%	9,500.00
53320 · Maintenance Service Contracts	0.00	1,250.00	0.0%	0.00	1,250.00	0.0%	15,000.00
53600 · Grounds Maintenance	2,650.00	2,083.37	127.2%	2,650.00	2,083.37	127.2%	25,000.00
Total 53000 · Contractual Services	11,553.27	42,250.00	27.35%	11,553.27	42,250.00	27.35%	321,500.00
55000 · Other Charges							
55050 · Advertising	-171.39	375.00	-45.7%	-171.39	375.00	-45.7%	4,500.00
55110 · Electricity	32,447.48	37,500.00	86.53%	32,447.48	37,500.00	86.53%	450,000.00
55120 · Natural Gas	210.30	1,666.63	12.62%	210.30	1,666.63	12.62%	20,000.00
55130 · Solid Waste	164.93	208.37	79.15%	164.93	208.37	79.15%	2,500.00
55140 · Water	1,760.31	833.37	211.23%	1,760.31	833.37	211.23%	10,000.00

South Central Wastewater Authority
Year-to-Date Operating Budget Performance
July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul 16</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
55150 · Stormwater	472.13	458.37	103.0%	472.13	458.37	103.0%	5,500.00
55160 · Sludge Disposal	0.00	30,000.00	0.0%	0.00	30,000.00	0.0%	360,000.00
55210 · Postage and Freight	129.69	208.37	62.24%	129.69	208.37	62.24%	2,500.00
55230 · Telecommunications	630.98	1,250.00	50.48%	630.98	1,250.00	50.48%	15,000.00
55308 · General Liability Insurance	17,385.50	5,833.37	298.04%	17,385.50	5,833.37	298.04%	70,000.00
55410 · Lease/Rent of Equipment	0.00	916.63	0.0%	0.00	916.63	0.0%	11,000.00
55530 · Meals and Lodging	36.29	625.00	5.81%	36.29	625.00	5.81%	7,500.00
55540 · Education and Training	5,803.54	1,616.63	358.99%	5,803.54	1,616.63	358.99%	19,400.00
55550 · Safety Supplies	2,021.96	1,583.37	127.7%	2,021.96	1,583.37	127.7%	19,000.00
Total 55000 · Other Charges	60,891.72	83,075.11	73.3%	60,891.72	83,075.11	73.3%	996,900.00
56000 · Materials and Supplies							
56001 · Office Supplies	434.85	1,458.37	29.82%	434.85	1,458.37	29.82%	17,500.00
56004 · Laboratory Supplies	6,085.13	4,083.37	149.02%	6,085.13	4,083.37	149.02%	49,000.00
56005 · Process Chemicals	14,613.58	46,666.63	31.32%	14,613.58	46,666.63	31.32%	560,000.00
56007 · Repair and Maintenance Supplies	14,044.77	36,666.63	38.3%	14,044.77	36,666.63	38.3%	440,000.00
56008 · Vehicle and Equipment Fuels	1,729.34	2,666.63	64.85%	1,729.34	2,666.63	64.85%	32,000.00
56010 · Janitorial Supplies	225.00	666.63	33.75%	225.00	666.63	33.75%	8,000.00
56011 · Uniforms	1,107.51	1,875.00	59.07%	1,107.51	1,875.00	59.07%	22,500.00
56012 · Dues and Subscriptions	668.08	2,750.00	24.29%	668.08	2,750.00	24.29%	33,000.00
56015 · Small Equipment Purchases	0.00	708.37	0.0%	0.00	708.37	0.0%	8,500.00
Total 56000 · Materials and Supplies	38,908.26	97,541.63	39.89%	38,908.26	97,541.63	39.89%	1,170,500.00
57000 · Equipment Replacement							
57010 · Machinery and Equipment	12,998.00	5,000.00	259.96%	12,998.00	5,000.00	259.96%	60,000.00
57020 · Instrumentation	2,468.38	2,916.63	84.63%	2,468.38	2,916.63	84.63%	35,000.00
57030 · SCADA	0.00	1,250.00	0.0%	0.00	1,250.00	0.0%	15,000.00
57040 · Computer Software & Hardware	662.53	1,250.00	53.0%	662.53	1,250.00	53.0%	15,000.00
57060 · Construction	90,279.90	192,916.63	46.8%	90,279.90	192,916.63	46.8%	2,315,000.00
Total 57000 · Equipment Replacement	106,408.81	203,333.26	52.33%	106,408.81	203,333.26	52.33%	2,440,000.00
70500 · NutrientCreditPurchases-ExhC	3,125.00	85,000.00	3.68%	3,125.00	85,000.00	3.68%	1,020,000.00
Total Expense	421,032.45	732,700.00	57.46%	421,032.45	732,700.00	57.46%	8,529,900.00
Net Ordinary Income	400,858.83	104,650.62	383.05%	1,254,406.99	104,650.62	1,198.66%	1,518,296.00
Other Income/Expense							
Other Income							
80000 · Other Income							
80020 · Nutrient Reduction	1,272.00			1,272.00			
Total 80000 · Other Income	1,272.00			1,272.00			
Total Other Income	1,272.00			1,272.00			
Net Other Income	1,272.00	0.00	100.0%	1,272.00	0.00	100.0%	0.00
Net Income	402,130.83	104,650.62	384.26%	1,255,678.99	104,650.62	1,199.88%	1,518,296.00

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 18, 2016

June 2016 rainfall was the same as June 2016. With the exception of the drought in 2010 this July was the driest in the last 7 years. Flow comparisons for minimum, maximum and average were conflicting. Minimum and average flow number for July were about average while the maximum flow was low historically speaking. On July 16th we had the largest amount of rainfall for the month (1.30") and our flows increased from 10.739 mgd on July 15th to 16.404 mgd on July 16th.

Month	Rainfall (inches)	Average Flow (mgd)
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
July 2016	4.21	11.300

July	2016	2015	2014	2013	2012	2011	2010
Minimum (mgd)	9.232	9.784	7.892	10.287	8.582	8.548	8.163
Maximum (mgd)	16.404	21.085	17.110	22.918	20.726	25.845	10.250
Average (mgd)	11.300	13.490	9.965	12.172	10.541	12.836	8.900
Rainfall (inches)	4.21	5.15	4.75	7.33	7.14	7.46	1.75

5. Items from Counsel

6. Closed Session

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

8. Adjourn