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## **South Central Wastewater Authority**

### **Regular Meeting of the Board of Directors**

**DATE:** August 16, 2018

**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 June 14, 2018
3. Public Comment
4. Executive Director's Report:
  - Additional Discussion on Receipt of Leachate from Outside of Service Area
  - Status Report: Ongoing Projects/Operational/Financials/I&I
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  
L. Lyons, Petersburg  
W. Henley, Colonial Heights  
F. Haltom, Prince George  
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 14, 2018**

Following are the minutes of the Regular Meeting of the South Central Wastewater Authority Board of Directors on June 14, 2018.

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

## **BOARD OF DIRECTORS MEETING**

**South Central Wastewater Authority**

**June 14, 2018 at 2:00 p.m.**

**Location: Appomattox River Water Authority  
21300 Chesdin Road, South Chesterfield, Virginia 23803**

### **PRESENT:**

Percy Ashcraft, Chairman (Prince George)  
Robert B. Wilson, (Dinwiddie)  
Joseph Casey, (Chesterfield)  
Aretha Ferrell-Benavides, (Petersburg)  
William Henley, (Alternate, Colonial Heights)  
George Hayes, Secretary/Treasurer (Alternate, Chesterfield)  
Kevin Massengill, (Alternate, Dinwiddie)  
Frank Haltom, (Alternate, Prince George)  
Lionel Lyons, (Alternate, Petersburg)

### **ABSENT:**

Douglas Smith, Vice-Chairman (Colonial Heights)  
William Dupler, (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)  
Kathy Summerson, Administrative Assistant (SCWWA)

### **OTHERS:**

Jeff Oakley, (Oakley Logistics)  
Roger B. Arnold, (Hazen and Sawyer)  
Keith Boswell, CEO, Virginia's Gateway Region

Mr. Ashcraft, Chairman, called the meeting to order at 2:06 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 May 17, 2018**

Upon a motion made by Mr. Wilson and seconded by Ms. Ferrell-Benavides the following resolution was adopted:

**RESOLVED, that the minutes of the Regular Meeting of the Board on May 17, 2018 are hereby approved:**

**For: 5                  Against: 0                  Abstain: 0**

Mr. Lyons arrived at 2:10 p.m.

#### **3. Public Comment and Public Hearing on Proposed FY 2018/2019 Budget**

There were no public comments.

#### **4. Presentation by Mr. Jeff Oakley-Oakley Logistics**

Dr. Wichser introduced Mr. Jeff Oakley, who is the President and Owner of Oakley Logistics. Dr. Wichser stated that during the period of 2016-2017 Oakley Logistics assisted Waste Management with delivery of leachate to SCWWA.

Mr. Oakley gave a presentation on Leachate, which is derived from landfills and requires treatment before this liquid is released to the environment. He stated they would like to bring more leachate back to SCWWA. He further stated if they became the authorized broker and brought leachate into SCWWA, it would help to return the revenue level from leachate treatment back closer to what it used to be in 2016-17.

Dr. Casey stated that his perception is that SCWWA is a vulnerable plant already with a hundred-million-dollar project ahead of us, which should have been done five years ago. He further stated that because of SCWWA's plant discharge, we have to buy hundreds of thousands of dollars of nutrient credits. He feels we are creating something that is causing us more work to do. Mr. Ashcraft asked how much we had lost from the intake of leachate and Dr. Wichser replied we did not lose anything; we actually gained approximately \$160,000 per month in additional revenue. Mr. Ashcraft asked if it came in tonnage and Dr. Wichser replied it came in gallons, and we received about sixteen trucks per day times six to seven thousand gallons per truck load. Mr. Ashcraft asked Mr. Oakley if that's the kind of volume he was talking about, and Mr. Oakley stated there is one customer that would be six truck loads per day. Mr. Henley asked if there was a public procurement side to this, and Mr. Anderson replied yes, but he can't delve into that until you hear the presentation. Mr. Ashcraft asked if we had procurement with our other leachate contract, and Dr. Wichser stated that we didn't have a sole broker. Mr. Oakley stated from the legal standpoint they would not have to be the sole broker, they just need a relationship that states that you will not hunt down the source of their incoming leachate. Mr. Wilson stated we have an existing policy which states "X" miles which has to be changed. He further stated if we get to a point where we have this relationship, it creates a pass interference or we have a

capacity issue with nutrients and asked if that would be spelled out in a contract. Mr. Anderson stated it would be in a contract or in standard operating procedures where anybody that met their criteria could deliver.

Mr. Ashcraft asked if members were interested in a future proposal, and Dr. Casey answered that if the region needs a service of some sort that is a topic for us. He stated that this plant is one of the most vulnerable plants he has ever seen in his career, and if we have a hundred-million-dollar project in front of us, he does not want to do anything to turn up the dollars on that. He further stated we are already buying some of the highest credits on the market right now. Dr. Casey stated that we are in the business of just treating sewage, and you have to be careful where there is a revenue opportunity even if it's a good one. Dr. Wichser stated a pretreatment permit would be required, the Pocahontas Island is small and there are citizens living on it, and we have to make sure they are acceptable to any and all traffic caused by trucks coming in. He further stated with the Waste Management leachate treatment, we worked with the community, the chemistry of the leachate treatment, and we made it happen. He stated we had a consultant come in that spent time with us and studied the material before we accepted it. Dr. Wichser stated we actually did extensive bench testing and then a calculation on the amount we could take before we entered into an Agreement with a company to bring it in. Mr. Wilson stated that in the last situation the revenue was much needed, but we are at a point now that this is just straight revenue and asked if this was correct and Dr. Wichser replied yes.

Mr. Ashcraft asked if this item should be on the agenda for the August 2018 Board meeting for further discussion. Mr. Oakley stated they could provide some analytical to everyone, and if you wanted to see a real SOP on a real sample there's a possibility they could provide that. Mr. Ashcraft asked Dr. Wichser if the previous agreement had an SOP, and Dr. Wichser stated the SOP was very specific about the number of trucks, time of day, the holidays, weekends, concentration of material, etc. He further stated we spent quite a bit of money analytically determining what was in the received Waste Management leachate and also determining could the plant biologically treat it. He stated this cost was all covered by the leachate generator.

## 5. Executive Director's Report:

- **Award of Warehouse Construction Contract**

Dr. Wichser reported on the award of the warehouse construction contract. He stated this bid was re-advertised on April 29, 2018 and the bids were opened on May 23, 2018. He further stated that Concrete Foundation Construction was disqualified from the project since they did not meet the specification of a certain section of the Project Manual. He stated there was a math error and the contractor refused to adjust the math error, which was favorable to SCWWA. He further stated that the contractor submitted a request that their bid be increased to \$699,350 from \$648,257.50. Mr. Wilson asked if there were any legal ramifications from the contractor who was disqualified, and Dr. Wichser stated the contractor has been notified and he has not contested it. He further stated we do have a statement from McGuire Woods on this. Dr. Casey stated change orders should be a future topic. Dr. Wichser stated if the contingency went over the \$72,340, he would have to come back to the Board to appropriate funds for the project.

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

**RESOLVED, that the Board approves awarding the SCWWA Maintenance Warehouse construction to Brooks & Company Construction of Chesterfield, Virginia in the amount of \$723,400 with Staff approved to use \$84,304 from excess 2018 nutrient funds which includes a contingency of ten percent (\$72,340) and that the Executive Director be authorized to execute necessary change orders in additional amounts if deemed necessary to complete this project:**

**For: 5                  Against: 0                  Abstain: 0**

- **July 1, 2018 to December 31, 2018 Work Plan Summary/Update**

Dr. Wichser reported the Work Plan Summary/Update runs from July 1, 2018 through December 31, 2018. Dr. Casey spoke on the rate study. Dr. Wichser stated we would get into the rate plan and look at what impacts it would have. Mr. Ashcraft asked if there were any projects like the leachate proposal that aren't listed that could affect the plan, and Dr. Wichser stated our door is always open for any other potential revenue sources. Mr. Wilson asked if there were any \$1 to \$2 million projects out there, and Dr. Wichser stated the solids building upgrade is estimated at \$5 million to \$6 million. He further stated it could be halted until the major upgrade comes, or we could go after it in late 2019-2020 and that would most likely require bond funding.

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

Mr. Gordon reported on the Status Reports of Ongoing Projects/Financials and I&I.

## 6. Items from Counsel

There were no Items from Counsel.

## 7. Closed Session

There was no Closed Session.

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

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

**9. Adjourn**

Upon a motion made by Dr. Casey and seconded by Mr. Wilson the meeting was adjourned at 2:51 p.m.

The next Regular Meeting is scheduled for Thursday, August 16, 2018 at 2:00 p.m. at the Appomattox River Water Authority.

MINUTES APPROVED BY:

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**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:**

- **Additional Discussion on Receipt of Leachate from Outside of Service Area**

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

Following are status reports concerning the Ongoing Project, Operations, Financials, 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 16, 2018

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

### Wastewater Treatment Plant Improvements, Phase 2

- Scum concentrators have been installed and are currently operational.
- The first grit concentrator is being installed and has warranty issues that has been resolved.
- The second grit concentrator is onsite but not installed.
- The clarifier grout removal has started back up. Once the grout has been removed staff, our engineer, and the contractor will inspect the concrete floor prior to re-grouting the floor.

### Warehouse Project

- Contract has been awarded to Brooks and Company, General Contractors.
- Brooks is working on obtaining a building permit.
- We anticipate site work to begin this month.



## 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 16, 2018**

### Operating Status Report:

#### **General:**

- The next scheduled Board of Directors meeting is September 13, 2018 at the South Central Wastewater Authority at 2:00 pm.
- In June, Waste Management informed the Authority that they would like to increase the number of offloads per day. They are currently offloading 4-6 trucks per day.
- Work continues on transitioning to the COV 457 program. The funds are currently available to staff and complete balance transfer should take place in early October.
- The Authority's accountants were onsite the week of July 30<sup>th</sup> to perform pre-audit work and true-up verification.
- The Auditors are scheduled to be onsite the week of August 13<sup>th</sup>.
- Nutri Blend Inc. was the lowest bidder and was selected to manage the Biosolids Disposal for the SCWWA.

#### **Status of Nutrient Waste-load**

- Total Phosphorus (TP)
  - Waste-load allocation Total Phosphorus: 28,404 lbs. on a calendar basis.
  - Proportional waste-load through July 2018 = 16,569 lbs. Total actual waste-load through July 2018 was 13,658 lbs. (At this time, the SCWWA is 2,911 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 July 2018 = 204,306 lbs. Total actual waste-load through July 2018 was 256,258 lbs. (At this time, the SCWWA is 51,952 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 167,685 credits for 2018.

#### **Operations:**

- Plant effluent met all discharge permit requirements for the months of June and July. Copies of the discharge monitoring reports (DMR's) for the VPDES permit and the general permit are available.
- Staff continues to work with Synagro to remove biosolids on a routine basis. Staff is in contact with Nutri Blend Inc. and are preparing for the transition of contractors
- We are currently advertising and accepting application for an operator position.

#### **Maintenance:**

- Work on to test and repair the breakers for the Backup Generator is Complete.
- We are currently advertising and accepting application for a mechanic position.

**Instrumentation**

- Staff is preparing to construct the new PLCs. Supplies are onsite and this will be built in-house

**Laboratory**

- All Annual Proficiency Tests for the laboratory certified parameters have been acceptably completed.

**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 2018.

# South Central Wastewater Authority

For Month Ending July 31, 2018

## Assets

### Current Assets

Petty Cash	\$	250
Wells Fargo Operating Account	\$	2,115,691
<b>Total Unrestricted Cash</b>	<b>\$</b>	<b>2,115,941</b>

Wells Fargo Reserve	\$	3,916,414
Wells Fargo Capital Improvement Reserve	\$	1,989,616
ERRF	\$	2,905,841
<b>Total Restricted Cash</b>	<b>\$</b>	<b>8,811,872</b>

**Total Checking/Savings** \$ **10,927,813**

Accounts Receivable	\$	381,751
Long Term Receivable (Petgs/Legal)	\$	-

**Total Current Assets** \$ **11,309,564**

### Fixed Assets

Sewer System Plant	\$	8,352,033
Equipment & Vehicles		974,264
Plant Machinery		7,008,956
Construction in Progress	\$	2,007,962
Land		92,968
Accumulated Depreciation		(27,480,849)
<b>Total Fixed Assets</b>	<b>\$</b>	<b>18,255,333</b>

### Other Assets

Inventory	\$	656,081
Pension	\$	113,903

**Total Other Assets** \$ **769,985**

## Total Assets

**\$ 30,334,882**

## Liabilities & Equity

### Current Liabilities

Accounts Payable	\$	77,275
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**Total Current Liabilities** \$ **77,275**

### Other Current Liabilities

Payroll Accruals	\$	215,595
Retainage Payable	\$	-
Suspense-Clearing Account	\$	51,417
Refunds Due Member Localities	\$	-

**Total Other Current Liabilities** \$ **267,012**

### Long Term Liabilities

Net OPEB Obligation	\$	71,800
Def Inf Res-Net Dif Pension Inv	\$	100,446
Net Pension Liability	\$	495,295

**Total Long-Term Liabilities** \$ **667,541**

## Total Liabilities

**\$ 1,011,828**

## Equity

Retained Earnings	\$	15,067,335
Initial Locality Contribution Cap.	\$	14,166,822

Net Income	\$	88,898
	\$	29,323,054

**Total Equity**

## Total Liabilities & Equity

**\$ 30,334,882**

South Central Wastewater Authority  
YTD Income Statement for the period ending July 31, 2018

Wastewater Rate Center

Revenues and Expenses Summary

**Operating Budget vs. Actual**

**Revenues**

	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>YTD Budget</i>	<i>Variance</i>
	<i>FY 18/19</i>	<i>Year-to-Date</i>	<i>Year-to-Date</i>	<i>vs. Actual</i>	<i>Percentage</i>
Septage/Misc Revenue	\$ -	\$ -	\$ -	\$ -	#DIV/0!
O&M Revenue	\$ 8,199,100	\$ 683,258	\$ 683,258	\$ -	0.00%
Reserve Policy	\$ -	\$ -	\$ -	\$ -	#DIV/0!
ER&RF Revenue	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Operating Revenues</b>	<b>\$ 8,199,100</b>	<b>\$ 683,258</b>	<b>\$ 683,258</b>	<b>\$ -</b>	<b>0.00%</b>

**Expenses**

Personnel Cost	\$ 2,700,000	\$ 225,292	\$ 260,659	\$ 35,367	15.70%
Contractual/Professional Services	\$ 350,000	\$ 51,084	\$ 15,926	\$ (35,158)	-68.82%
Utilities	\$ 462,500	\$ 38,542	\$ 34,905	\$ (3,637)	-9.44%
Communication/Postage/Freight	\$ 31,500	\$ 2,625	\$ 1,045	\$ (580)	-22.09%
Office/Lab/Purification Supplies	\$ 74,000	\$ 6,281	\$ 2,579	\$ (3,701)	-58.93%
Insurance	\$ 65,000	\$ 5,417	\$ 1,163	\$ 11,746	216.84%
Lease/Rental Equipment	\$ 11,000	\$ 917	\$ 2,800	\$ 1,952	212.98%
Travel/Training/Dues	\$ 61,100	\$ 6,595	\$ 1,287	\$ 7,692	116.64%
Safety/Uniforms	\$ 44,500	\$ 3,708	\$ 2,676	\$ (1,033)	-27.85%
Chemicals/Sludge Disposal	\$ 910,000	\$ 75,833	\$ 79,697	\$ 3,863	5.09%
Repair/Maintenance Parts & Supplies	\$ 501,500	\$ 4,993	\$ 42,495	\$ 302	0.72%
<b>Total Operating Expenses</b>	<b>\$ 5,211,100</b>	<b>\$ 458,440</b>	<b>\$ 475,301</b>	<b>\$ 16,815</b>	<b>3.67%</b>
<b>Operating Suplus/(Deficit)</b>	<b>\$ 2,988,000</b>	<b>\$ 224,772</b>	<b>\$ 207,958</b>	<b>\$ (16,815)</b>	<b>-7.48%</b>

**Replacement Outlay Budget vs. Actual**

Machinery & Equipment	\$ 210,000	\$ 17,500	\$ 40,013	\$ 22,513	128.64%
Instrumentation	\$ 80,000	\$ 6,667	\$ 11,402	\$ 4,735	71.03%
SCADA	\$ 10,000	\$ 2,500	\$ 3,840	\$ 1,340	53.60%
Computer Equipment	\$ 15,000	\$ 1,250	\$ -	\$ (1,250)	-100.00%
Motor Vehicles	\$ 16,000	\$ 500	\$ 6,326	\$ 5,826	1165.20%
Construction	\$ 75,000	\$ 24,583	\$ 7,092	\$ (17,491)	-71.15%
Special Studies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Replacement Outlay</b>	<b>\$ 636,000</b>	<b>\$ 53,000</b>	<b>\$ 68,673</b>	<b>\$ 15,673</b>	<b>29.57%</b>

**Other Income/Expense Budget vs. Actual**

Nutrient Credit Purchases (Expense)	\$ 617,000	\$ 51,417	\$ 51,417	\$ -	0.00%
Nutrient Reduction	\$ -	\$ -	\$ 1,030	\$ 1,030	#DIV/0!
Interest-Jurisdictions (Income)	\$ -	\$ -	\$ -	\$ -	#DIV/0!

## 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 16, 2018**

July 2018 brought 9.44 inches of rain around the South Central Wastewater Authority. Since 2012, this is the largest rain event recorded. July 2018 also had the lowest and highest influent flows since 2013. The major rain events did not occur until the second half of the month. Average flows through July 20<sup>th</sup> were 9.67mgd and 18.46 mgd for the 21<sup>st</sup> – 31<sup>st</sup>. This explains the reason for the large swing on the monthly flows and indicates I&I in the collection system(s).

Month	Rainfall (inches)	Average Flow (mgd)
July 2017	4.38	9.741
August 2017	8.78	13.098
September 2017	1.27	11.028
October 2017	3.64	8.988
November 2017	1.52	9.464
December 2017	1.43	9.487
January 2018	3.69	11.842
February 2018	2.64	13.606
March 2018	2.94	12.093
April 2018	4.73	11.974
May 2018	8.46	15.221
June 2018	6.28	14.629
July 2018	9.44	12.785

### PRIMARY FLOW DATA

July	2018	2017	2016	2015	2014	2013	2012
Minimum (mgd)	7.089	8.400	9.232	9.784	7.892	10.287	8.582
Maximum (mgd)	30.975	17.188	16.404	21.085	17.110	22.918	20.726
Average (mgd)	12.785	9.741	11.300	13.490	9.965	12.172	10.541
Rainfall (inches)	9.44	4.38	4.21	5.15	4.75	7.33	7.14

**5. Items from Counsel**

**6. Closed Session**

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

**8. Adjourn**