



900 Magazine Rd.
Petersburg, VA 23803
Office: (804) 861-0111
Fax: (804) 861-3254

South Central Wastewater Authority Board of Directors Meeting

DATE: September 12, 2019
TIME: 2:00 PM
LOCATION: South Central Wastewater Authority
Board Room, Administration Building
900 Magazine 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 25, 2019
3. Public Comment
4. Executive Director's Report:
 - Discussion on WQIF Application/Preliminary Engineering Report
 - 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
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 July 25, 2019

Following are minutes of the Regular Scheduled Board Meeting held on July 25, 2019.

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

BOARD OF DIRECTORS MEETING
South Central Wastewater Authority
July 25, 2019 at 2:00 p.m.
Location: Appomattox River Water Authority
21300 Chesdin Road, S. Chesterfield, VA 23803

MEMBERS PRESENT:

Doug Smith, Chairman (Colonial Heights)
Robert B. Wilson, (Dinwiddie)
Joseph Casey, (Chesterfield)

ALTERNATES PRESENT:

George Hayes, Secretary/Treasurer (Alternate, Chesterfield)
Lionel Lyons, (Alternate, Petersburg)
Frank Haltom, (Alternate, Prince George)
Kevin Massengill, (Alternate, Dinwiddie)

ABSENT:

Aretha Ferrell-Benavides, Vice-Chairman (Petersburg)
Percy Ashcraft, (Prince George)
William Dupler, (Alternate, Chesterfield)
William Henley, (Alternate, Colonial Heights)

STAFF PRESENT:

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

STAFF ABSENT:

James C. Gordon, Asst. Executive Director (ARWA & SCWWA)

OTHERS PRESENT:

Chris Tabor, (Hazen and Sawyer)
Keith Boswell, (VGR)

Mr. Smith, Chairman, called the meeting to order at 4:27 p.m.

1. Call to Order/Roll Call

The roll was called.

2. Approval of Minutes: Minutes of the Regular Board Meeting May 16, 2019 and Minutes of the June 13, 2019 Special Board Meeting

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

RESOLVED, that the Minutes of the Regular Board Meeting May 16, 2019 and Minutes of the June 13, 2019 Special Board Meeting are hereby approved:

For: 5 Against: 0 Abstain: 0

3. Public Comment

There were no public comments.

4. Executive Director's Report

• Alum Settlement Payments to Capital Reserve Account

Dr. Wichser reported on the Alum legal settlement payments to Capital Reserve Account. He stated the total expected is \$130,000, and to-date we have received \$21,561.44.

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

RESOLVED, that the Board approves the Executive Director to deposit these settlement proceeds into the Capital Improvement Reserve bank account to be utilized for future capital improvement projects:

For: 5 Against: 0 Abstain: 0

- **Proposed Name Change for South Central Wastewater Authority**

Dr. Wichser discussed the reasons why and provided a proposed name change for South Central Wastewater Authority to the Appomattox River Water Reclamation Authority. The Board decided not to move forward on this item at this time, however would consider this action at a future time.

- **Upcoming Meeting with Virginia Secretary of Natural Resources**

Dr. Wichser reported on the upcoming meeting with the Virginia Secretary of Natural Resources on Thursday, August 1, 2019 at 2:00 p.m. related to the potential nutrient removal project and the funding needed. Ms. Wilkins stated an email would be sent to all members related to the meeting date and time.

- **Status Report: Status Report: Ongoing Projects/Operations/Financials/Flow/Leachate**

Dr. Wichser reported on Ongoing Projects/Operations/Financials/Flow/Leachate.

Mr. Hayes took over for Dr. Casey at 4:43 p.m.

5. **Items from Counsel**

There were no items from Counsel.

6. **Closed Session**

There was no Closed Session.

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

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

8. **Adjourn**

Mr. Smith stated, if there's no other business, and asked for motion to adjourn.

Upon a motion made by Mr. Lyons and seconded by Mr. Wilson the meeting was adjourned at 4:47 p.m.

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

- **Discussion on WQIF Application/Preliminary Engineering Report**

- **Status Report: Ongoing Projects/Operations/Financials/Flow/Leachate**

Following are status reports concerning the Ongoing Project, Operations, Financials, Flow, and Leachate Traffic for the SCWWA.



900 Magazine Rd.
Petersburg, VA 23803
Office: (804) 861-0111
Fax: (804) 861-3254

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: SEPTEMBER 12, 2019

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

Warehouse Project

- This project was completed in June, 2019

Solids Handling Project

- This study has been completed. Final report will be issued in September, 2019

Annual Maintenance Inspection

- WW Associates has been contracted to perform this inspection. Work is scheduled to begin in September 2019.



900 Magazine Rd.
Petersburg, VA 23803
Office: (804) 861-0111
Fax: (804) 861-3254

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: SEPTEMBER 12, 2019

Operating Status Report:

General:

- The next scheduled normal Board of Directors meeting is **November 14, 2019** at the South Central Wastewater Authority at 2:00 pm.
- Robinson, Farmer, Cox were onsite in August to perform field work for the annual audit.
- DEQ financial staff toured the South Central Wastewater Authority on September 4th.
- Staff has requested a cost proposal for a Preliminary Engineering Report to upgrade the SCWWA from our Trust Engineer.
- The old fencing and gates are being replaced.

Status of Nutrient Waste-load

- Total Phosphorus (TP)
 - Waste-load allocation Total Phosphorus: 28,404 lbs. on a calendar basis.
 - Total actual waste-load through August 2019 was 13,606 lbs. (Proportionally, the SCWWA was 5,330 lbs. of TP under our waste-load allocation for this time of year)
- Total Nitrogen (TN)
 - Waste-load allocation Total Nitrogen: 350,239 lbs. on a calendar basis
 - Total actual waste-load through August 2019 was 285,572 lbs. (Proportionally, the SCWWA was 52,079 lbs. of TN over our waste-load allocation for this time of year.)
 - Note: The SCWWA has a contract to purchasing 169,623 credits for 2019.

Operations:

- Plant effluent met all discharge permit requirements for August 2019. Copies of the discharge monitoring reports (DMR's) for the VPDES permit and the general permit are available.
- Our Senior Operator Darryl McCabe is retiring the end of this month. Bruce Thomas was promoted lead operator and will take over that shift.
- Staff has worked with our biosolids haulers to ensure minimal solids are stored onsite.

Maintenance:

- The new warehouse has the racks installed and inventory is being moved into the warehouse.
- Working on primary clarifier chain.

- Electrical systems and pumps are being updated in the alum feed building.
- Primary gate valve actuators have been installed.

Instrumentation

- Coordinating with maintenance for controls on the alum feed system.
- Working with our integrators to arrange for the delivery and installation of the new caustic and bisulfite PLCs.

Laboratory

- Whole Effluent Toxicity sampling was performed in August and results show no toxicity.
- Industrial Pretreatment inspections is ongoing. All industrials in the pretreatment program have been notified of the updated local limits for the SCWWA.

Financial Status Report:

Following is the Income Statement through August 31, 2019.

South Central Wastewater Authority
YTD Income Statement for the period ending August 31, 2019

Wastewater Rate Center
Revenues and Expenses Summary

<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>YTD Budget</i>	<i>Variance</i>
<i>FY 19/20</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	\$ -	\$ -	\$ 65,363	\$ 65,363	#DIV/0!
O&M Revenue	\$ 8,459,700	\$ 1,409,950	\$ 1,409,950	\$ 0	0.00%
Reserve Policy	\$ -	\$ -	\$ -	\$ -	#DIV/0!
ER&RF Revenue	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Operating Revenues	\$ 8,459,700	\$ 1,409,950	\$ 1,475,313	\$ 65,363	4.64%

Expenses

Personnel Cost	\$ 2,792,000	\$ 465,333	\$ 451,172	\$ (14,161)	-3.04%
Contractual/Professional Services	\$ 375,600	\$ 56,433	\$ 40,882	\$ (15,551)	-27.56%
Utilities	\$ 462,500	\$ 77,083	\$ 65,022	\$ (12,061)	-15.65%
Communication/Postage/Freight	\$ 31,500	\$ 5,250	\$ 4,644	\$ (606)	-11.54%
Office/Lab/Purification Supplies	\$ 75,000	\$ 12,500	\$ 7,982	\$ (4,518)	-36.14%
Insurance	\$ 67,000	\$ 67,000	\$ 65,556	\$ (1,444)	-2.16%
Lease/Rental Equipment	\$ 11,000	\$ 1,833	\$ 878	\$ (956)	-52.12%
Travel/Training/Dues	\$ 61,100	\$ 10,183	\$ 11,131	\$ 948	9.31%
Safety/Uniforms	\$ 44,500	\$ 7,417	\$ 5,190	\$ (2,227)	-30.03%
Chemicals/Sludge Disposal	\$ 910,000	\$ 151,667	\$ 91,313	\$ (60,354)	-39.79%
Repair/Maintenance Parts & Supplies	\$ 511,500	\$ 85,250	\$ 73,242	\$ (12,008)	-14.09%
Total Operating Expenses	\$ 5,341,700	\$ 939,950	\$ 817,013	\$ (122,937)	-13.08%
Operating Suplus/(Deficit)	\$ 3,118,000	\$ 470,000	\$ 658,301	\$ 188,300	40.06%

Replacement Outlay Budget vs. Actual

Machinery & Equipment	\$ 123,000	\$ 20,500	\$ 24,038	\$ 3,538	17.26%
Instrumentation	\$ 110,000	\$ 18,333	\$ -	\$ (18,333)	-100.00%
SCADA	\$ 15,000	\$ 2,500	\$ -	\$ (2,500)	-100.00%
Computer Equipment	\$ 10,000	\$ 1,667	\$ -	\$ (1,667)	-100.00%
Motor Vehicles	\$ 75,000	\$ 12,500	\$ -	\$ (12,500)	-100.00%
Construction	\$ 260,000	\$ 43,333	\$ 102,815	\$ 59,482	137.27%
Special Studies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Replacement Outlay	\$ 593,000	\$ 98,833	\$ 126,853	\$ 28,020	28.35%

Other Income/Expense Budget vs. Actual

Nutrient Credit Purchases (Expense)	\$ 525,000	\$ 87,500	\$ 87,500	\$ -	0.00%
Nutrient Reduction	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Interest-Income	\$ -	\$ -	\$ 26,744	\$ 26,744	#DIV/0!
Alum Litigation Settlement	\$ -	\$ -	\$ -	\$ -	#DIV/0!



900 Magazine Rd.
 Petersburg, VA 23803
 Office: (804) 861-0111
 Fax: (804) 861-3254

MEMORANDUM

TO: SOUTH CENTRAL WASTEWATER AUTHORITY BOARD OF DIRECTORS

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

SUBJECT: FLOW REPORT

DATE: SEPTEMBER 12, 2019

Below is the rainfall and flow information through August 2019.

Month	Rainfall (inches)	Average Flow (mgd)
August 2018	4.53	12.973
September 2018	4.43	11.572
October 2018	6.05	14.568
November 2018	5.7	20.758
December 2018	3.21	18.440
January 2019	3.27	17.865
February 2019	4.57	19.594
March 2019	4.55	19.236
April 2019	3.79	14.265
May 2019	3.54	11.172
June 2019	4.23	10.398
July 2019	4.24	10.254
August 2019	4.90	9.785

PRIMARY FLOW DATA

August	2019	2018	2017	2016	2015	2014	2013
Minimum (mgd)	8.835	10.011	7.942	8.130	8.480	8.128	9.761
Maximum (mgd)	11.541	18.782	36.422	10.663	12.365	15.212	23.012
Average (mgd)	9.785	12.973	13.098	9.030	9.835	10.279	11.817
Rainfall (inches)	4.90	4.53	8.78	0.64	2.38	5.86	3.17

South Central Wastewater Authority
Leachate Truck Log

Current Max # of WM Trucks Allowed per agreement	16
--	----

Date	Origination Site		Total Combined Trucks per day
	# from Amelia	# from Charles City	
7/1/2019	4		4
7/2/2019	4		4
7/3/2019	4		4
7/4/2019			
7/5/2019	4		4
7/6/2019			
7/7/2019			
7/8/2019	4		4
7/9/2019	4		4
7/10/2019	4		4
7/11/2019	4		4
7/12/2019	4		4
7/13/2019			
7/14/2019			
7/15/2019	4		4
7/16/2019	4		4
7/17/2019	3		3
7/18/2019	4		4
7/19/2019	4		4
7/20/2019			
7/21/2019			
7/22/2019	4		4
7/23/2019	4		4
7/24/2019	4		4
7/25/2019	4		4
7/26/2019	4		4
7/27/2019			
7/28/2019			
7/29/2019	4		4
7/30/2019	4		4
7/31/2019	4		4
Total	87	0	87

Notes:

- 1) On average each truck offloaded 6,665 gallons of leachate
- 2) The agreement with Waste Management is for \$0.095/gallon; on average the charge to offload a truck is \$633
- 3) Total leachate revenue for July 2019 is \$55,307.77

South Central Wastewater Authority
Leachate Truck Log

Current Max # of WM Trucks Allowed per agreement	16
--	----

Date	Origination Site		Total Combined Trucks per day
	# from Amelia	# from Charles City	
8/1/2019	4		4
8/2/2019	4		4
8/3/2019			
8/4/2019			
8/5/2019	4		4
8/6/2019	4		4
8/7/2019	4		4
8/8/2019	4		4
8/9/2019	4		4
8/10/2019			
8/11/2019			
8/12/2019	4		4
8/13/2019	4		4
8/14/2019	4		4
8/15/2019	3		3
8/16/2019	3		3
8/17/2019			
8/18/2019			
8/19/2019	4		4
8/20/2019	4		4
8/21/2019	4		4
8/22/2019	4		4
8/23/2019	4		4
8/24/2019			
8/25/2019			
8/26/2019	4		4
8/27/2019	4		4
8/28/2019	6		6
8/29/2019	6		6
8/30/2019	5		5
8/31/2019			
Total	91	0	91

Notes:

- 1) On average each truck offloaded 6,665 gallons of leachate
- 2) The agreement with Waste Management is for \$0.095/gallon; on average the charge to offload a truck is \$633
- 3) Total leachate revenue for August 2019 is \$57,405.29