



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

SOUTH CENTRAL WASTEWATER AUTHORITY Board of Directors Meeting

DATE: November 16, 2023

TIME: 2:00 pm

LOCATION: **South Central Wastewater Authority**
Board Room, Administration Building
900 Magazine Road
Petersburg, VA 23803

AGENDA

1. Call to Order/Roll Call
2. Approval of Minutes: Minutes of the Board Meeting held on September 21, 2023 (Exhibit A, Pages 2 to 4)
3. Public Comment (Exhibit B, Page 5)
4. Executive Director's Report:
 - Annual Audit Presentation (Exhibit C, pages 6 to 9)
 - Nutrient Reduction Project Update (Exhibit D, Page 10 to 16)
 - Calendar Year 2024 Meeting Schedule (Exhibit E, page 17)
 - Status Report (Exhibit F, Pages 18 to 19)
 - Financials (Exhibit G, Pages 20 to 22)
5. Items from Counsel
6. Closed Meeting
7. Other items from Board Members/Staff Not on Agenda
8. Adjourn

BOARD OF DIRECTORS MEETING

South Central Wastewater Authority

September 21, 2023, at 2:00 p.m.

Location: South Central Wastewater Authority 900 Magazine Rd. Petersburg VA 23803

MEMBERS PRESENT:

Doug Smith, Chairman (Colonial Heights)
Kevin Massengill, Vice-Chairman (Dinwiddie)
March Altman, (Petersburg)
Jeff Stokes, (Prince George)

ALTERNATES PRESENT:

Frank Haltom, Secretary/Treasurer (Alternate, Prince George)
George Hayes, (Alternate, Dinwiddie)

ABSENT:

Matt Rembold, (Alternate, Chesterfield)
Eddie Pearson, (Alternate, Dinwiddie)
Todd Flippen, (Alternate, Colonial Heights)
Joseph Casey, (Chesterfield)
Jerry Byerly (Alternate, Petersburg)

STAFF PRESENT:

Robert B. Wilson, Executive Director, (ARWA & SCWWA)
James C. Gordon, Asst. Executive Director (ARWA & SCWWA)
Arthur Anderson, (McGuireWoods)
Tiffanee Rondini, Administrative Assistant (ARWA & SCWWA)
Pamela Tavel, Administrative Assistant (SCWWA)

STAFF ABSENT:

Melissa Wilkins, Business Manager/FOIA (ARWA & SCWWA)

OTHERS PRESENT:

Jay Ellington, (Crater Planning District)

The SCWWA meeting was called to order by Mr. Smith, Chairman, at 3:27 p.m.

1. Call to Order/Roll Call

The roll was called:

Participating members at the table were:

| | |
|------------------|---------|
| Doug Smith | Present |
| Kevin Massengill | Present |
| George Hayes | Present |
| Frank Haltom | Present |
| March Altman | Present |

Mr. Stoke was present but Mr. Haltom voted.

2. Approval of Minutes: Minutes of the Regular Meeting of the Board on May 18, 2023

Upon a motion made by Mr. Altman and seconded by Mr. Hayes the following resolution was adopted:

RESOLVED, that the Minutes of the Regular Meeting of the Board on May 18, 2023, are hereby approved:

For: 5 Against: 0 Abstain: 0

3. Public Comment

There were no public comments.

4. Executive Director's Report:

• **Nutrient Reduction Project Update**

Mr. Gordon reported at the last meeting on March 16th, 2023, there was an additional approval of \$500,000 for design task orders identified through the cost/benefit analysis. Task order number three has been authorized in the amount of \$495,000. The total authorized for work is \$975,000 of the \$1,000,000.

Mr. Gordon stated that currently we are not going to pursue the access road across the EDA property and the bid expired on 09/20/2023.

Mr. Gordon stated that SCWWA submitted the phased construction program to DEQ on July 31st. DEQ reviewed and accepted the proposed plan via letter dated August 24, 2023.

Mr. Gordon stated a conference call was held on September 5, 2023, with Mr. Anderson and VRA staff to discuss timing for borrowing the local share and describe how the Authority anticipates spending the ARPA grants and WQIF grant. Mr. Gordon further stated that there will be an additional meeting held on October 5, 2023, with Mike Crocker and Karen Doran of DEQ and counsel to discuss further how ARPA and WQIF reimbursements can be dispersed.

On September 11, 2023, a bid was opened for Phase I, Sludge Conditioning Improvements, of the Nutrient Reduction Project. Three bids were submitted with the lowest bid being from MEB Contractors. The Authority's engineer has reviewed the bids and recommends award. Staff agrees with the engineer's recommendation. The Phase I project is slated for 40% reimbursement from the WQIF grant.

Staff requested the Board award Phase I - Sludge Conditioning Improvements Project to the low bidder, MEB Contractors, in the amount of \$10,183,700 and authorize the executive director to execute the necessary documents. Staff also requested the Board authorize a contingency of five percent, an additional \$509,185 for this project. The executive director will be responsible for reporting back to the board on project completion with a summary of total construction costs.

Upon a motion made by Mr. Altman and seconded by Mr. Hayes the following resolution was adopted:

RESOLVED, that the Board approves the award of the Sludge Conditioning Improvements Project to MEB Contractors in the amount of \$10,183,700.00 and authorizes the executive director to execute the necessary documents, as well as authorizes a 5% contingency of \$509,185.00:

For: 5 Against: 0 Abstain: 0

Roll Call:

| | |
|-------------------------|------------|
| Doug Smith | Aye |
| Kevin Massengill | Aye |
| George Hayes | Aye |
| Frank Haltom | Aye |
| March Altman | Aye |

Absent During Vote: None

- **Service Agreement First Amendment:**

Mr. Gordon stated that there was a revision to the service agreement allocations after an upgrade gained an additional three MGD capacity in the plant. The Board decided to split the additional three mgd between the incorporating subdivisions by percent ownership in the plant. Each incorporating subdivision went back to their respective governing body and obtained approval. Unfortunately, the Authority did not obtain the signatures of the SCWWA Board members at the time on the First Amendment. This agenda item is to request the current incorporating subdivision representative obtain the necessary approval to sign the first amendment. Counsel will compile the signatures and a copy of the executed First Amendment will be distributed to each incorporating subdivision.

It was mentioned that staff were happy to attend any incorporating subdivision meetings and assist in any way possible.

- **Wastewater General Permit and Nutrient Exchange Update:**

Mr. Gordon stated in January 2023 the wastewater general permit registration list was updated resulting in significant waste load allocation reductions. Working through the Virginia Nutrient Exchange, SCWWA submitted a compliance statement to the Commonwealth stating we were in the process of a nutrient reduction project and to meet any additional reductions we would need additional funding. The only option outside of adding additional treatment facilities is to purchase nutrient credits for the SCWWA needs until new facilities are in place to meet the new facility requirements. Once the Nutrient Reduction Project is complete, we should be able to meet the waste load allocations. Each year we must submit to the Nutrient Exchange our nutrient needs for five years and commit to any purchases to meet short falls. The expectation was to meet the original 2026 deadline for the NRP, and we anticipated meeting the WLA in 2026.

With the current construction market, we are unable to meet the 2026 deadline. Therefore, we were successful with new legislation to receive a time extension through 2030. However, general permit allocations will still need to be met, which will require SCWWA to purchase phosphorous credits. SCWWA submitted our phosphorus needs for 2028 and requested modification for 2026 and 2027. SCWWA needs approximately 13,000lbs of phosphorus credits for each year until the Nutrient Reduction Project is complete. The additional cost to SCWWA per year will be approximately \$85,000 in 2026 and increase to \$96,000 in 2028. This is an additional expense not shown in the projections provided to our members last fall/winter during the budget development. The purchase of these additional credits will be in the operating budget.

- **Status Report:**

Mr. Gordon provided a review of the status report.

Mr. Gordon recognized David Morris as a class I Senior Operator that retired as of September 1, 2023, after more than twenty-five years with the authority.

Mr. Gordon reported that the plant effluent met all permit requirements for May, June, July, and August. Ron Major obtained his class II license, Cerrone Rainey obtained his class I license and is a senior operator, and Allan Bilicki obtained his class IV license. SCWWA is advertising for three open operator trainee/operator positions.

- **Financials:**

Mr. Gordon reported that currently everything was on task and expenses are within budget.

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

Mr. Wilson provided an update on Ms. Wilkins' surgery and recovery to date. He advised that staff set up an office for Ms. Wilkins at her house at her request. Ms. Wilkins is working from home at her own pace, which is keeping up with everything. Ms. Rondini, the authority's new administrative assistant, has already taken her one of her favorite cakes. "Death by Chocolate." Staff are planning to take her some meals.

Mr. Smith stated that everyone was extremely glad she is doing well and that they will continue to keep her in their prayers moving forward. Mr. Smith also commented that with Ms. Wilkins continuing to work from home it not only gives her something to focus on but speaks volumes of her high level of dedication that she has.

The Board asked Mr. Wilson to keep them informed of Ms. Wilkins progress and to let them know if they could assist in any way. Members asked the executive director to email them Ms. Wilkins' home address.

8. Adjourn

Mr. Smith asked if there is no other business and asked for a motion to adjourn.

Upon a motion by Mr. Masengill and seconded by Mr. Altman the meeting was adjourned at 3:51 p.m.

MINUTES APPROVED BY:

Frank Haltom/Secretary/Treasurer



APPOMATTOX RIVER WATER AUTHORITY
21300 Chesdin Road
Petersburg, VA 23803



SOUTH CENTRAL WASTEWATER AUTHORITY
900 Magazine Road
Petersburg, VA 23803

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.



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Exhibit C

TO: South Central Wastewater Authority Board of Directors

FROM: Robert B. Wilson, Executive Director
James C. Gordon, Assistant Executive Director

DATE: November 16, 2023

SUBJECT: FY23 Annual Audit

The annual Financial Report for year ended June 30, 2023 was sent under separate cover to members because of its digital file size. Digital copies were also forwarded to each members' financial representative for review and comment.

Representatives from Robinson, Farmer, Cox Associates will be at the meeting to go over the audit and present their findings.

During budget development, the South Central Wastewater Authority (SCWWA) estimates the annual flows originating from each Incorporating Subdivision using the average from the prior 5 years. The SCWWA uses these flow estimates to calculate a percent of Operation and Maintenance Charges per member for the upcoming budget. Per the Authority's Service Agreement, at the end of each fiscal year, the Authority shall provide to each Incorporating Subdivision a statement showing in respect of such Fiscal Year its calculation of the Incorporating Subdivision's actual share of total aggregate Operating and Maintenance Charges and the excess or deficit in the amount of Operating and Maintenance Charges actually paid by the Incorporating Subdivision during such Fiscal Year.

On July 11, 2023, the SCWWA distributed the 4th quarter flow summary for FY2023 (Attachment C1) to the utility directors of each incorporating subdivision that shows the estimated and actual percent of flows. On page 11 of the FY2023 audit report, it states that the additional amount due from member localities is \$27,705. This amount and the actual percent of flows were used to calculate the annual true-up (Attachment C2).

Incorporating subdivision that are due a refund can have the amount credited to their bill on December 1, 2023, or the Authority can issue a check with the December 15, 2023, vendor payments. Incorporating subdivision that show a shortfall and owe additional funds will be issued an invoice with a balance due by June 30, 2023.

Board Action Requested:

Staff requests the Board accept the findings of the FY23 audit as presented by Robinson, Farmer, Cox Associates and authorize true-up action as presented per board action.

South Central Wastewater AuthorityFiscal Year 22/23

Summary of Use (%)

| | Dinwiddie | Prince George | Colonial Heights | Chesterfield | Petersburg | Total | | Rainfall(Inches) |
|------|-----------|---------------|------------------|--------------|------------|----------|-------|------------------|
| July | 6.079% | 3.593% | 15.954% | 9.808% | 64.566% | 100.000% | July | 6.01 |
| Aug | 6.370% | 3.916% | 16.955% | 8.805% | 63.954% | 100.000% | Aug | 3.89 |
| Sept | 5.966% | 4.469% | 20.347% | 9.569% | 59.649% | 100.000% | Sept | 3.77 |
| Oct | 6.031% | 3.794% | 21.781% | 8.607% | 59.788% | 100.000% | Oct | 2.55 |
| Nov | 6.108% | 4.277% | 16.866% | 8.341% | 64.408% | 100.000% | Nov | 4.12 |
| Dec | 8.220% | 3.781% | 20.054% | 8.627% | 59.317% | 100.000% | Dec | 3.86 |
| Jan | 5.112% | 3.743% | 18.626% | 6.371% | 66.148% | 100.000% | Jan | 3.28 |
| Feb | 6.080% | 3.975% | 19.672% | 8.576% | 61.697% | 100.000% | Feb | 1.92 |
| Mar | 8.120% | 4.155% | 22.392% | 10.293% | 55.040% | 100.000% | Mar | 1.79 |
| Apr | 6.814% | 3.882% | 16.418% | 8.672% | 64.214% | 100.000% | Apr | 5.65 |
| May | 6.950% | 3.782% | 20.710% | 8.023% | 60.535% | 100.000% | May | 1.49 |
| June | 5.534% | 3.888% | 20.882% | 8.600% | 61.095% | 100.000% | June | 6.72 |
| | | | | | | | TOTAL | 45.05 |

Budget

| | | | | | | |
|---------------------|----------------|----------------|----------------|---------------|----------------|----------|
| Projection | 8.674% | 5.652% | 17.170% | 8.202% | 60.301% | 100.000% |
| 1st Quarter | 6.166% | 3.957% | 17.529% | 9.340% | 63.009% | 100.000% |
| 2nd Quarter | 6.884% | 3.953% | 19.465% | 8.524% | 61.174% | 100.000% |
| 3rd Quarter | 6.217% | 3.927% | 19.955% | 8.119% | 61.781% | 100.000% |
| 4th Quarter | 6.473% | 3.847% | 19.339% | 8.415% | 61.927% | 100.000% |
| Year to Date | 6.432% | 3.920% | 19.116% | 8.576% | 61.957% | 100.000% |
| Budget Adj. | -2.242% | -1.733% | 1.947% | 0.373% | 1.655% | |

Subtotals (gallons)

| | | | | | | Total |
|-------------|------------|------------|-------------|------------|-------------|---------------|
| 1st Qtr | 56,268,105 | 36,105,860 | 159,948,618 | 85,223,000 | 574,949,484 | 912,495,067 |
| 2nd Quarter | 65,360,184 | 37,530,240 | 184,817,006 | 80,939,000 | 580,841,818 | 949,488,248 |
| 3rd Quarter | 66,110,149 | 41,757,170 | 212,197,632 | 86,336,000 | 656,954,160 | 1,063,355,111 |
| 4th Quarter | 65,838,549 | 39,133,350 | 196,702,801 | 85,591,000 | 629,890,086 | 1,017,155,786 |

Attachment C2

SOUTH CENTRAL WASTEWATER AUTHORITY

FY 2023 Budget

BUDGET ADJUSTMENT

Operations and Maintenance, Equipment Repair and Replacement Funds and Debt Service billing per July 2, 1996 Service Agreement

Operation and Maintenance, Section 10, Para. 2 Budget: 6,521,816.92

| Community | <u>Petersburg</u> | <u>Colonial Heights</u> | <u>Chesterfield</u> | <u>Prince George</u> | <u>Dinwiddie</u> | |
|--------------|-------------------|-------------------------|---------------------|----------------------|------------------|----------|
| % O&M Budget | 60.301% | 17.170% | 8.202% | 5.652% | 8.674% | 1.000000 |

| | | | | | | |
|-------------------------------|--------------|--------------|------------|------------|------------|--------------|
| O&M Amount Billed Off % Above | 3,932,750.86 | 1,119,771.99 | 534,943.80 | 368,641.15 | 565,709.12 | 6,521,816.92 |
|-------------------------------|--------------|--------------|------------|------------|------------|--------------|

| | | | | | | | |
|--|-------------------|-------------------------|---------------------|----------------------|------------------|----------------|------------|
| Actual: | | | | | | 6,549,522.20 | -27,705.28 |
| Community | <u>Petersburg</u> | <u>Colonial Heights</u> | <u>Chesterfield</u> | <u>Prince George</u> | <u>Dinwiddie</u> | | |
| % O&M Actual | 61.957% | 19.116% | 8.576% | 3.920% | 6.432% | 1.000000000000 | |
| O&M Amount Actually Due | 4,057,861.57 | 1,252,038.00 | 561,654.96 | 256,709.45 | 421,258.22 | 6,549,522.20 | |
| | | | | | | 0 | |
| Option 1 (Arrear continue to be paid month thru August 2020) | | | | | | | |
| O&M SHORTFALL OWED/(REFUND DUE) | 125,110.71 | 132,266.01 | 26,711.16 | (111,931.70) | (144,450.90) | 27,705.28 | |
| | ar | ar | ar | ap | ap | | |



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

Exhibit D

TO: South Central Wastewater Authority Board of Directors

FROM: Robert B. Wilson, Executive Director
James C. Gordon, Assistant Executive Director

DATE: November 16, 2023

SUBJECT: Nutrient Reduction Project Update

The following tasks have been performed since the September 21st board meeting:

- The contract between MEB and SCWWA for NRP Phase 1 (Solids conditioning building) was executed.
- A pre-construction meeting with MEB was held on November 9th.
- The Certificate to Construct (CTC) for the Phase 1 NRP Sludge Conditioning Building was received from DEQ on November 1, 2023. Attached D1 is a copy of the letter.
- The new Gravity Belt Thickeners (GBTs) and Belt Filter Presses (BFPs) are now onsite. Thank you to Petersburg for posting the road for delivery and thank you to the Colonial Heights Police Department for traffic assistance on the Boulevard.
- Engineers continue coordinating with Dominion Energy for the design to provide two new electrical services onsite. Dominion has the load letters for the services and will proceed with designing the system.
- A design meeting was held on October 18th. The discussions included design of new electrical services and process modeling,
- Staff and counsel met with DEQ Clean Water Fund (CWF) staff on October 5th to discuss the spending of the ARPA and WQIF funds. We are still discussing how ARPA funds can be exhausted.
- A meeting was held on November 8th with DEQ CWF staff, Petersburg, and Staff to discuss the NRP and funding.
- Conduit and fiber optic cable are being installed from the blower building to Headworks and the warehouse to provide a new fiber ring for the plant. The current ring will be decommissioned when the South Tank is constructed in the field. Activation and setup of the new fiber ring will be performed by staff.

- Task Order #4 for design service to relocate the Return Activated Sludge (RAS) Pump Station #2 for \$25,000 has been authorized. Attachment D2 is a copy of the executed task order and Attachment D3 is a summary of all task orders executed to date.
- Attachment D4 is a spreadsheet outlining funds used to this point toward the NRP. This does not include WQIF reimbursements for engineering.

Board Action Requested:

No Board action requested



Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

PIEDMONT REGIONAL OFFICE
4949-A Cox Road, Glen Allen, Virginia 23060
(804) 527-5020
www.deq.virginia.gov

Travis A. Voyles
Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director
(804) 698-4020

Jerome A. Brooks
Regional Director

November 1, 2023

Mr. Robert B. Wilson
South Central Wastewater Authority Executive Director
900 Magazine Road
Petersburg, VA 23803

Transmitted electronically: rwilson@arwava.org

Subject: Certificate to Construct (CTC)
Project Name: South Central Wastewater Authority Nutrient Reduction Project – Phase 1 Sludge Conditioning Improvements
PT Log # 27987, VPDES Permit No. VA0025347

Dear Mr. Wilson:

In accordance with the Code of Virginia, Title 62.1, Section 62.1-44.19, attached please find the Certificate to Construct (CTC) for the subject project. Please be aware that construction must be in accordance with the requirements of the Virginia Sewage Collection and Treatment Regulations (9VAC25-790). It is the responsibility of the design engineer to ensure that all design requirements of those regulations are met.

Please be advised that local government approval may be necessary before construction or operation of this system. Additionally, disturbance of any streams and/or wetlands may require authorization under a Virginia Water Protection (VWP) permit from DEQ, and/or permits from the Virginia Marine Resources Commission and the U.S. Army Corps of Engineers. Please contact the DEQ Piedmont Regional Office's VWP Permit Program staff for further information on that permitting process, if applicable to this project.

Construction activities resulting in land disturbance of one acre or greater, or less than an acre and part of a common plan of development or sale, may require a General VPDES Permit for Discharges of Stormwater from Construction Activities from DEQ. Please contact the DEQ Piedmont Regional Office, Construction Stormwater Program for further information on the Construction General Permit, if applicable. For projects less than an acre and not part of a common plan of development located within a Chesapeake Bay Preservation Act area, contact the locality to determine if additional stormwater requirements apply. Should the design be subsequently altered from the specifications cited in your CTC application, a revised CTC application will need to be submitted and authorized prior to initiating project construction.

A Certificate to Operate (CTO) is required by the Code of Virginia ([9 VAC 25-790-50](#)) prior to placing the system into operation. Please contact our office if you require any forms or assistance with the future CTO application process for this project. Should you have any questions regarding this matter, please contact Sandra Poulos at (804) 754-6846 or email sandra.poulos@deq.virginia.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jaime B. Robb".

Jaime B. Robb
Deputy Regional Director

cc: Herbert F. White, hwhite@wwassociates.net
Jason A. Clark, jclark@wwassociates.net

Attachment D2

NRP Task Order Tracking Spreadsheet
 Limit \$500,000 (approved January 26, 2023)
 Additional \$500,000 (Approved March 16, 2023)
 Total Approved Funds \$1,000,000

| Task Order Number | Purchase Order Date | Vendor | Description | Cost | Comments |
|-------------------------|---------------------------|---------------|---|-----------------|--|
| 1 | 2/23/2023 | WW Associates | Verify electrical on solids conditioning. Move controls from lime silo #1 to solids MCC room. Overall Power distribution for entire site, generators, removal of duct banks, coordination with VEPCO, new stamped drawings and specs, elimination of EB1. NPW pump process design. Project management and coordination | \$ 205,000.00 | Estimate \$10 million in construction savings from original design |
| 2 | 3/7/2023 | WW Associates | Intermediate pump station and disk filter design phase services. Replace archemedes screw pumps with verticla turbine pumps equipped with variable frequency drives to allow for level based control. Allowance will be made to discharge to a flocculation tank if needed int he future. Filtration tank design to allow for personnel access for maintenance move the backwash pumps above grade. Weirs provided for NPW water pumps. Bypass lift station/filter facility bypass piping provided. Junction box 2 will be designed as a pipe junction without overflow weirs. | \$ 275,000.00 | Lift station has less footprint and pumps are easier to acess and maintain. Improved filter access for maintenance, and NPW and bypass improvements were needed for operational concerns. |
| 3 | 8/22/2023 | WW Associates | The North and South tanks will be reconfigured to a traditional 5-stage Bardenpho design regime (3 trains). The NRCY pumps will be located in the rear of the Aeration Zone in the North Tank and will convey this flow to the Anoxic Swing Zone/Anoxic Zone. The NRCY pumps will be sized for 69 MGD with a 60-inch diameter force main. Bardenpho process design includes electrical power and controls for these processes. The electrical power design has already been funded with the NRP Phase 2 electrical design fee. Site and utility plan updates will be submitted for each phase of the 7- phase project to Chesterfield County and the City of Petersburg, depending on which jurisdiction applies. Stormwater Management and Erosion and Sediment Control will be addressed for each phase of the 7-phase project to Chesterfield County and the City of Petersburg, depending on which jurisdiction the land disturbance resides. | \$ 495,000.00 | Bardenpho design will meet the permit requirments and provide a more operable and robust plant |
| 4 | 11/6/2023 | WW Associates | Relocate the Return Activated Sludge Pump Station #2 to the North West side of Clarifier #5. | \$ 25,000.00 | This location eliminates the need to route the large pipe around the clarifier. The original postion was to capture clarifiers 5 and 6. Clarifier 6 is not going to be constructed as part of this project and, in the future, clarifier 6 will be placed in the current location of clariers 1 and 2. This pump station location will be better to capture this new location in the future as well. |
| | | | | \$ 1,000,000.00 | A/E Basic Fees |



October 31, 2023

Mr. Robert B. Wilson, P.E.
Executive Director
South Central Wastewater
Authority 700 Magazine Road
Petersburg, VA 23803

Ref: SCWWA Nutrient Reduction Project, Task Order No. 4 – Relocation of RAS Pump Station No. 2

Dear Mr. Wilson:

We are pleased to provide this fee proposal for the design of the referenced facilities. The following is a description of these design elements:

This project will relocate RAS Pump Station No. 2 to the northwest side of Clarifier No. 5. This position allows for shorter piping runs and minimization of earthwork and paving issues. The existing RAS Pump Station design will be site adapted to this new location. The design will include:

- Revised site grading and paving plan
- Revised site piping plan, including RAS piping and NPW piping
- Revised electrical ductbank plan

We propose to provide these engineering services for a lump sum fee of \$ 25,000.

Invoicing for lump sum fee services will be on a monthly basis based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

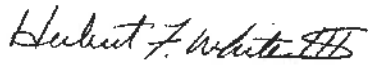
We appreciate the opportunity to be of continued service to SCWWA and look forward to working with you on this project. Should you agree with this proposal, please sign, date and return to my attention. Your signature will be considered our Notice to Proceed.

P.O. Box 4119 ■ Lynchburg, VA 24502 ■ (434) 316-6080
968 Olympia Drive, Suite 1 ■ Charlottesville, VA 22911 ■ (434) 984-2700
Lynchburg ■ Charlottesville

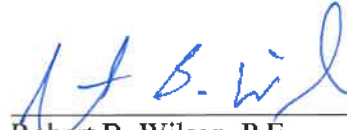
Should you have any questions, please feel free to call.

Sincerely,

WW Associates, Inc.



Herbert F. White III, P.E.
President



Robert B. Wilson, P.E.
Executive Director

WW Associates, Inc.

Lynchburg ■ Charlottesville
Page 2 of 2

Attachment D4

| Vendor | PO # | Original Amount | YTD Expenditures | Remaining |
|-------------------------|--------|------------------|------------------|-----------------|
| WW Associates | 5975 | \$ 3,650,000.00 | \$ 461,500.00 | \$ 3,188,500.00 |
| WW Associates | 6095 | \$ 495,000.00 | \$ 4,500.00 | \$ 490,500.00 |
| Hazen & Sawyer | 5376 | \$ 3,316,735.00 | \$ 3,304,369.00 | \$ 12,366.00 |
| Hazen & Sawyer | 5845 | \$ 656,420.46 | \$ 656,420.46 | \$ - |
| Endress+Hauser | 5679 | \$ 3,086.38 | \$ 3,037.77 | \$ 48.61 |
| Endress+Hauser | 5914 | \$ 52,697.77 | \$ 51,802.03 | \$ 895.74 |
| Schwing BioSet | 5723 | \$ 999,004.00 | \$ 409,564.00 | \$ 589,440.00 |
| Alfa Laval | 5734 | \$ 946,714.00 | \$ 94,671.40 | \$ 852,042.60 |
| Electric Power Systems | 5947 | \$ 3,600.00 | \$ 2,400.00 | \$ 1,200.00 |
| McGuireWoods Consulting | 5906 | \$ 20,000.00 | \$ 20,000.00 | \$ - |
| Sherwood Logan | 5725 | \$ 83,683.00 | \$ 83,683.00 | \$ - |
| WW Associates | 5997 | \$ 275,000.00 | \$ 137,500.00 | \$ 137,500.00 |
| WW Associates | 5987 | \$ 205,000.00 | \$ 65,500.00 | \$ 139,500.00 |
| A&R Electric | 5718 | \$ 138,189.00 | \$ - | \$ 138,189.00 |
| EAT-N | 5793 | \$ 143,711.00 | \$ - | \$ 143,711.00 |
| WW Associates | 6130 | \$ 25,000.00 | \$ - | \$ 25,000.00 |
| | | \$ 11,013,840.61 | \$ 5,294,947.66 | \$ 5,718,892.95 |
| | | | | |
| Aqualaw PLC | Aqua | \$ - | \$ 18,844.50 | \$ - |
| City of Petersburg | City | \$ - | \$ 2,250.00 | \$ - |
| Comcast Cable | Cable | \$ - | \$ 2,194.64 | \$ - |
| Hazen & Sawyer | Rebid | \$ - | \$ 179,241.68 | \$ - |
| McGuireWoods | Legal | \$ - | \$ 58,213.25 | \$ - |
| WW Associates | ENR | \$ - | \$ 11,485.00 | \$ - |
| WW Associates | WW Eng | \$ - | \$ 450.00 | \$ - |
| | | \$ - | \$ 272,679.07 | \$ - |
| | | \$ 11,013,840.61 | \$ 5,567,626.73 | \$ 5,718,892.95 |



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

Exhibit E

TO: South Central Wastewater Authority Board of Directors

FROM: Robert B. Wilson, Executive Director
James C. Gordon, Assistant Executive Director

DATE: November 16, 2023

SUBJECT: Proposed Meeting Schedule for Calendar Year 2024

Staff is proposing the following calendar year 2024 meeting schedule:

| | |
|----------------------------|------------------------------------|
| January 18 th | Appomattox River Water Authority |
| March 21 st | Appomattox River Water Authority |
| May 16 th | Appomattox River Water Authority |
| July 18 th | South Central Wastewater Authority |
| September 19 th | South Central Wastewater Authority |
| November 21 st | South Central Wastewater Authority |

Meetings will be scheduled for 2:00 pm at the stated plant location. The Appomattox River Water Authority is located at 21300 Chesdin Road, South Chesterfield, VA and the South Central Wastewater Authority is located at 900 Magazine Road, Petersburg, VA.

Board Action Requested:

Staff requests that the Board approve the proposed meeting schedule for regular scheduled meetings for calendar year 2024 as presented above.



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Exhibit F

TO: South Central Wastewater Authority Board of Directors

FROM: Robert B. Wilson, P.E., Executive Director
James C. Gordon, Assistant Executive Director

DATE: November 16, 2023

SUBJECT: Status Report

This report hits the highlights and does not cover the day-to-day maintenance or preventive maintenance summaries.

The following is an update for September and October plant operations. General

- The next proposed Board of Directors Meeting is Thursday, January 18, 2024, at the Appomattox River Water Authority at 2:00 pm.
- Septage revenues were:

| Month | Septage |
|-----------|-------------|
| September | \$11,988.27 |
| October | \$13,545.27 |
- SCWWA's annual total nitrogen (TN) waste load allocation (WLA) is 350,239 lbs. TN discharged through October 2023 was 304,486 lbs. We have a contract with Chesterfield to purchase 50,000 credits to cover any WLA overage.
- SCWWA's annual total phosphorus (TP) WLA is 28,404 lbs. TP discharged through October 2023 was 20,433 lbs.
- FY25 Budget development started. Staff is planning to schedule a meeting day to discuss the proposed budget with member utility directors the week of December 11th.
- Invitations for bids for process chemicals will be sent in December.

➤ Operations

- Plant effluent met all permit requirements for September and October 2023.
- Average daily effluent flows were:

| Month | Average Effluent Flow (mgd) | Total Monthly Precipitation (inches) |
|-----------|-----------------------------|--------------------------------------|
| September | 10.686 | 5.94 |
| October | 9.484 | 1.40 |

- Two new operator trainees (Michael Payne and Seth Martin) were hired. There is still one position to be filled.
- Allan Bilicki passed his Class 3 Wastewater Operators license exam.
- Jacob Lawson, Allan Bilicki, and Quaseen Muhammad are enrolled in the Virginia Western Community Collect Wastewater Operator Math Class.

- Quaseen Muhammad completed the DEQ100, Wastewater Works Operator Licensure Review.
- Jacob Lawson completed the DEQ 101, License Prep and Math Review

➤ Maintenance

- Bypass pump was set at the filtrate and pumps were rebuilt and put back in service.
- Chad Creech and Patrick McBride attended a weeklong fiber optic training class
- Replaced mixing pump in aeration tank 1A.
- Waiting on parts to repair the actuator for gate to isolate aeration tank 2AB.
- Inspecting Sodium Hypochlorite tank 5. There appears to be a small leak in the tank. Investigating if it is repairable or needs replacing.
- Repaired Mixer 1 at the sludge conditioning building.
- Replacing lighting in the basement of the pump buildings.
- Replaced grinder blades at the filtrate pump station

➤ IT

- Working with instrumentation staff to expand wifi throughout the plant.
- Participating in the VAMWA Cybersecurity Committee.
- Advising on the PLC for remote pH monitoring in our member pump stations
- Installation of the new truck scale kiosk system is scheduled for November 8th.

➤ Laboratory/Industrial Pretreatment

- Discharge permits renewed for Southside Medical Center and International Paper.
- Final Biosolids sample for the year will be taken in November.
- Issued new Hauled Waste Permit to Rent Equip for septage waste.
- Annual inspection at Bleachtech November 16th.
- Internal laboratory audit will take place in November.

➤ PB3 and PB5 MCC Replacement

- Variable Frequency Drives (VFDs) have been received.
- Working with Motor Control Center (MCC) manufacturer for cost and availability.

Exhibit G

South Central Wastewater Authority For Month Ending October 31, 2023

Assets

Current Assets

| | | |
|----------------------------------|-----------|------------------|
| Petty Cash | \$ | 500 |
| Wells Fargo Operating Account | \$ | 4,153,820 |
| Payments In-Transit To LGIP Fund | \$ | (47,056) |
| Total Unrestricted Cash | \$ | 4,107,264 |

| | | |
|-----------------------------------|-----------|-------------------|
| Wells Fargo Reserve | \$ | 3,916,414 |
| LGIP-ERRF | \$ | 2,710,468 |
| LGIP_Capital Improvements Reserve | \$ | 11,844,599 |
| Total Restricted Cash | \$ | 18,471,482 |

| | | |
|-------------------------------|-----------|-------------------|
| Total Checking/Savings | \$ | 22,578,746 |
|-------------------------------|-----------|-------------------|

| | | |
|--------------------------------|----|-----------|
| Accounts Receivable | \$ | 492,185 |
| Additional Accounts Receivable | \$ | 284,088 |
| Accounts Receivable-DEQ | \$ | 2,764,887 |
| Prepaid Expenses | \$ | 56,909 |

| | | |
|-----------------------------|-----------|-------------------|
| Total Current Assets | \$ | 26,176,814 |
|-----------------------------|-----------|-------------------|

Fixed Assets

| | | |
|---------------------------|-----------|-------------------|
| Sewer System Plant | \$ | 33,836,540 |
| Equipment & Vehicles | \$ | 2,569,833 |
| Plant Machinery | \$ | 7,406,821 |
| Construction in Progress | \$ | 5,363,339 |
| Land | \$ | 92,968 |
| Accumulated Depreciation | \$ | (30,033,313) |
| Total Fixed Assets | \$ | 19,236,188 |

Other Assets

| | | |
|-----------------------------------|-----------|------------------|
| Inventory | \$ | 882,309 |
| Def Out Res-Post ER Pension Con | \$ | 115,472 |
| Deferred Outflows-GLI OPEB | \$ | 23,647 |
| Deferred Outflows-Pension related | \$ | 129,927 |
| Def Out Res-OPEB Assumptions | \$ | 5,145 |
| Def Out Res-OPEB Experience | \$ | 27,867 |
| Def Out Res-OPEB Contributions | \$ | 6,681 |
| Right of Use Lease Assets | \$ | 10,643 |
| Accum amort-right of use lease | \$ | (5,940) |
| Total Other Assets | \$ | 1,195,751 |

| | | |
|---------------------|-----------|-------------------|
| Total Assets | \$ | 46,608,754 |
|---------------------|-----------|-------------------|

Liabilities & Equity

Current Liabilities

| | | |
|----------------------------------|-----------|---------------|
| Accounts Payable | \$ | 17,973 |
| Total Current Liabilities | \$ | 17,973 |

Other Current Liabilities

| | | |
|--|-----------|----------------|
| Payroll Accruals | \$ | 245,383 |
| Health Ins-ARWA | \$ | (697) |
| Retainage Payable | \$ | - |
| Accrued interest-GASB87 | \$ | 11 |
| Accrue for Nutrient Credit Purchases | \$ | 62,500 |
| Lease Liability-Current | \$ | 3,020 |
| Lease Liability- non-current | \$ | 1,799 |
| Refunds Due Member Localities | \$ | 256,383 |
| Total Other Current Liabilities | \$ | 568,398 |

Long Term Liabilities

| | | |
|------------------------------------|-----------|----------------|
| Net OPEB Obligation | \$ | 110,561 |
| Net OPEB Liability-GLI | \$ | 100,301 |
| Def Infl-OPEB-Chg of Assumption | \$ | - |
| Deferred Inflows-GLI OPEB | \$ | 26,636 |
| Def Inf-Chg in Ex and Act | \$ | 42,089 |
| Def Inf Res-Net Dif Pension Inv | \$ | 13,471 |
| Def Inf Res-Pens Chg Assumption | \$ | - |
| Def Inf Res-Pens Dif Proj/Act E | \$ | 173,852 |
| Net Pension Liability | \$ | 119,429 |
| Total Long-Term Liabilities | \$ | 586,339 |

| | | |
|--------------------------|-----------|------------------|
| Total Liabilities | \$ | 1,172,711 |
|--------------------------|-----------|------------------|

Equity

| | | |
|------------------------------------|----|------------|
| Retained Earnings | \$ | 29,005,118 |
| Initial Locality Contribution Cap. | \$ | 14,166,822 |

| | | |
|---------------------|-----------|-------------------|
| Net Income | \$ | 2,264,102 |
| Total Equity | \$ | 45,436,043 |

| | | |
|---------------------------------------|-----------|-------------------|
| Total Liabilities & Equity | \$ | 46,608,754 |
|---------------------------------------|-----------|-------------------|

South Central Wastewater Authority
YTD Income Statement for the period ending October 31, 2023

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 22/23</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 | \$ - | \$ - | \$ 49,724 | \$ 49,724 | #DIV/0! |
| O&M Revenue | \$ 7,081,398 | \$ 2,360,466 | \$ 2,360,466 | \$ 0 | 0.00% |
| Capitol Improvements Reserve | \$ 2,500,000 | \$ 833,333 | \$ 833,333 | \$ (0) | 0.00% |
| ER&RF Revenue | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Total Operating Revenues | \$ 9,581,398 | \$ 3,193,799 | \$ 3,243,523 | \$ 49,724 | 1.56% |

Expenses

| | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|----------------|
| Personnel Cost | \$ 3,356,198 | \$ 1,118,732 | \$ 1,021,085 | \$ (97,647) | -8.73% |
| Contractual/Professional Services | \$ 331,200 | \$ 113,733 | \$ 78,314 | \$ (35,419) | -31.14% |
| Utilities | \$ 526,500 | \$ 175,500 | \$ 192,490 | \$ 16,990 | 9.68% |
| Communication/Postage/Freight | \$ 37,500 | \$ 12,500 | \$ 11,867 | \$ (633) | -5.07% |
| Office/Lab/Janitorial Supplies | \$ 80,500 | \$ 26,833 | \$ 28,878 | \$ 2,045 | 7.62% |
| Insurance | \$ 70,000 | \$ 70,000 | \$ 74,413 | \$ 4,413 | 6.30% |
| Lease/Rental Equipment | \$ 11,000 | \$ 3,667 | \$ 3,651 | \$ (16) | -0.43% |
| Travel/Training/Dues | \$ 57,000 | \$ 19,000 | \$ 14,090 | \$ (4,910) | -25.84% |
| Safety/Uniforms | \$ 49,000 | \$ 16,333 | \$ 19,341 | \$ 3,008 | 18.42% |
| Chemicals/Sludge Disposal | \$ 1,650,000 | \$ 550,000 | \$ 449,162 | \$ (100,838) | -18.33% |
| Repair/Maintenance Parts & Supplies/Purchases | \$ 550,000 | \$ 183,333 | \$ 98,550 | \$ (84,783) | -46.25% |
| Total Operating Expenses | \$ 6,718,898 | \$ 2,289,632 | \$ 1,991,842 | \$ (297,790) | -13.01% |
| Operating Suplus/(Deficit) | \$ 2,862,500 | \$ 904,167 | \$ 1,251,681 | \$ 347,515 | 38.43% |

Replacement Outlay Budget vs. Actual

| | | | | | |
|---------------------------------|-------------------|-------------------|------------------|---------------------|----------------|
| Machinery & Equipment | \$ 65,000 | \$ 65,000 | \$ 10,462 | \$ (54,538) | -83.91% |
| Instrumentation | \$ 10,000 | \$ 10,000 | \$ 26,070 | \$ 16,070 | 160.70% |
| SCADA | \$ 85,000 | \$ 85,000 | \$ - | \$ (85,000) | -100.00% |
| Computer Equipment | \$ 15,000 | \$ 15,000 | \$ 9,409 | \$ (5,591) | -37.28% |
| Motor Vehicles | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Plant Equipment | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Roof Repairs | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Fixtures/Furniture | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Total Replacement Outlay | \$ 175,000 | \$ 175,000 | \$ 45,940 | \$ (129,060) | -73.75% |

Nutrient Upgrade Budget vs. Actual

| | | | | | |
|----------------------------------|------|------|------------|------------|---------|
| Nutrient Upgrade-Engineering | \$ - | \$ - | \$ 248,524 | \$ 248,524 | #DIV/0! |
| Nutrient Upgrade-Equipment | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Nutrient Upgrade-Solids Handling | \$ - | \$ - | \$ 16,604 | \$ 16,604 | #DIV/0! |

Other Income/Expense Budget vs. Actual

| | | | | | |
|-------------------------------------|------------|-----------|--------------|--------------|---------|
| Nutrient Credit Purchases (Expense) | \$ 187,500 | \$ 62,500 | \$ 62,500 | \$ - | 0.00% |
| Nutrient Reduction | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Interest-Income | \$ - | \$ - | \$ 288,233 | \$ 288,233 | #DIV/0! |
| Gain/Loss on Disposal | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Other Income-Other | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| WQIF Reimbursement | \$ - | \$ - | \$ 1,097,756 | \$ 1,097,756 | #DIV/0! |

**South Central Wastewater Authority
Executive Review
Cash and Debt Highlights
As of September 30, 2023**

| | | | | | | | | | |
|--|---|--|--|--|-------------------------|-------------------------|----------------------|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | Highlights: SCWWA Cash Positions | | | | 30-Jun-23 | 31-Oct-23 | Change | Explanation | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Unrestricted Cash & Investments: | | | | | | | | |
| | | Petty Cash | | | \$ 500.00 | \$ 500.00 | \$ - | On-Hand Petty Cash for incidental expenses | |
| | | Wells Fargo Operating Account | | | \$ 3,495,567.76 | \$ 4,153,819.66 | \$ 658,251.90 | Financial Policy: All incoming O & M charges under service agreement | |
| | | Wells Fargo Reserve Account | | | \$ 3,916,414.45 | \$ 3,916,414.45 | \$ - | Financial Policy: 50% of Authority's Annual O & M Budget | |
| | | Payments In-Transit to LGIP Fund (Performed Quarterly) | | | \$ (117,979.42) | \$ (47,055.73) | \$ 70,923.69 | Incoming Leachate Revenues-Moved Quarterly to LGIP Account | |
| | | | | | | | | | |
| | Restricted Cash and Investments: | | | | | | | | |
| | | LGIP-ERRF | | | \$ 2,710,467.97 | \$ 2,710,467.97 | \$ - | Resolution adopted by BOD, January 2018 | |
| | | LGIP-Capital Improvement Reserve | | | \$ 11,865,739.42 | \$ 11,844,599.41 | \$ (21,140.01) | Resolution adopted by BOD, January 2018 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Total Cash and Investments | | | | \$ 21,870,710.18 | \$ 22,578,745.76 | \$ 708,035.58 | | |