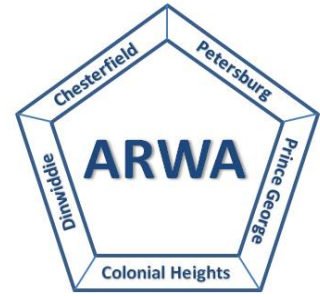


Appomattox River Water Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

APPOMATTOX RIVER WATER AUTHORITY

Board of Directors Meeting

DATE: November 19, 2020

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 10, 2020 (Exhibit A, pages 2 to 4)
3. Public Comment (Exhibit B, page 5)
4. Executive Director's Report:
 - Proposed In-plant Phase III Project Award (Exhibit C, pages 6 to 7)
 - Annual Financial Report Year Ended June 30, 2020: Robinson, Farmer, Cox Associates (Exhibit D, page 8)
 - Proposed 2020 Board Meeting Dates (Exhibit E, page 9)
 - Status Report (Exhibit F, pages 10 to 12)
 - DCWA request for a second river crossing (Exhibit G, pages 13 to 19)
 - Financials (Exhibit H, pages 20 to 23)
5. Board Officer Elections (Exhibit I, page 24)
6. Items from Counsel
7. Closed Session
 - Closed Session to discuss personnel matters Virginia Code Section 2.2-3711(A)7
8. Other items from Board Members/Staff Not on Agenda
9. Adjourn

EXHIBIT A

BOARD OF DIRECTORS MEETING
Appomattox River Water Authority
September 10, 2020 at 2:00 p.m.
Location: South Central Wastewater Authority
900 Magazine Road, Petersburg, VA 23803

MEMBERS PRESENT:

Doug Smith, Chairman (Colonial Heights)
Kevin Massengill, Vice-Chairman (Dinwiddie)
Joseph Casey, (Chesterfield)
Aretha Ferrell-Benavides, (Petersburg) by conference call

ALTERNATES PRESENT:

George Hayes, Secretary/Treasurer (Alternate, Chesterfield)
Frank Haltom, (Alternate, Prince George)
Lionel Lyons, (Alternate, Petersburg)
Todd Flippen, (Alternate, Colonial Heights)

ABSENT:

Percy Ashcraft, (Prince George)
Scott Morris, (Alternate, Chesterfield)

STAFF PRESENT:

Robert B. Wilson, Executive Director, (ARWA & SCWWA)
James C. Gordon, Asst. Executive Director (ARWA & SCWWA)
Arthur Anderson, (McGuire Woods)
Melissa Wilkins, Business Manager/FOIA Officer, (ARWA & SCWWA)
Kathy Summerson, Administrative Assistant (SCWWA)

OTHERS PRESENT:

Chris Tabor, (Hazen)
Keith Boswell, (VA Gateway)

1. Call to Order/Roll Call

The ARWA meeting was called to order by Mr. Smith, Chairman, at 2:03 p.m.

The roll was called:	Doug Smith	Present
	Kevin Massengill	Present
	Joseph Casey	Present
	Frank Haltom	Present
	Aretha Ferrell-Benavides	Present (by phone)

2. Approval of Minutes: Minutes of the Regular Meeting of the Board on July 16, 2020

Upon a motion by Mr. Massengill and seconded by Mr. Haltom the following resolution was adopted:

RESOLVED, that the Minutes of the Regular Meeting of the Board on July 16, 2020 are hereby approved:

For: 5 Against: 0 Abstain: 0

3. Public Comment

There were no Public Comments.

4. Public Hearing for Amended FY21 Budget

Mr. Wilson reported on the Amended FY21 Budget. He stated the amended budget was advertised on August 23, 2020 and August 30, 2020. This revised budget reflected the deletion of two positions, the removal of proposed FY21 salary adjustments and minor health care costs adjustments.

Dr. Casey asked if economic conditions improve and there is the opportunity to provide salary adjustments at a later time, does the Authority have funds to draw upon to make salary adjustments? Mr. Wilson stated the Authority does have other line items that may not be totally spent and reserves to draw from in the future if the Board determines salary adjustments are warranted. Dr. Casey suggested salary adjustments be added to the agenda for the February 2021 agenda.

Mr. Smith stated Mr. Anderson will have a slightly revised third WHEREAS clause in the Resolution Mr. Anderson had emailed to members prior to the meeting, which will state none of the jurisdictions have implemented across the board salary increases this fiscal year. Mr. Smith further stated Colonial Heights will be talking with their Council about

doing a small flat bonus payment for employees who did not get hazard pay, and they will come back and look at a COLA at the mid-year time frame depending on how things are going with revenues.

Mr. Smith opened the Public Hearing at 2:09 p.m. on the FY21 Budget. No one had signed up to speak and there were no comments. Mr. Smith closed the public comment portion of the public hearing. Mr. Anderson stated the Resolution wording was revised to “none of the jurisdictions have implemented across the board salary adjustments”.

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

RESOLVED, that the Board approves the FY2020-21 budget dated July 16, 2020 and the Resolution provided by Legal Counsel as amended:

For: 5 Against: 0 Abstain: 0

Doug Smith	Aye
Kevin Massengill	Aye
Joseph Casey	Aye
Frank Haltom	Aye
Aretha Ferrell-Benavides	Aye (by phone)

5. Executive Director’s Report:

- **Award of the Construction Contract for Prince George Meter Vault Relocation**

Mr. Wilson reported on the Award for the Construction Contract for Prince George Meter Vault Relocation. He stated the Authority received six proposals with the low bid from Perkinson Construction for \$262,300. The engineer’s estimate was \$263,679. The Authority’s engineering consultant reviewed all the documents, and everything was found in order. Mr. Wilson stated he called Mr. Haltom of Prince George County as Perkinson Construction is an on-call contractor for the Prince George Utility Department. Mr. Haltom stated that Perkinson was used for their emergency utility repairs, and they have had nothing but great experiences with them. They are very easy to work with and he would recommend them.

Mr. Wilson stated we would like to recommend the award for the Prince George Meter Vault Replacement to Perkinson Construction in the amount of \$262,300, and also ask the Board to consider a 10% contingency of approximately \$26,230 to be added for a total construction cost of \$288,530. In addition, the Executive Director would be responsible for providing an audit back to the Board at the completion of the project.

Mr. Lyons commented that it should be reflected in the text in the report the \$26,230 as it relates to the 10% being requested. He stated the actual dollars requested was not stated in the agenda item.

Upon a motion by Mr. Haltom and seconded by Mr. Massengill the following resolution was adopted:

RESOLVED, that the Board awards the construction contract for the Prince George Meter Vault Replacement to Perkinson Construction in the amount of \$262,300 and authorizes the Executive Director to execute the necessary documents. The Board also authorizes a contingency of 10% in the amount of \$26,230 for potential change orders for a total construction cost of \$288,530:

For: 5 Against: 0 Abstain: 0

- **Status Report: Ongoing Projects**

Mr. Wilson reported on the Status Report. He stated one of the main things is the new VOSH standards for Covid-19, where certain notifications were required to be made to staff, as well as taking temperatures and completing health questionnaires daily. He further stated the notifications were developed in-house, and we would be happy to provide copies upon request.

- **Financials**

Ms. Wilkins reported on the Financials. She stated that without last year’s fiscal audit being complete the balance sheet figures have not yet rolled forward so those will change in November when we finalize the CAFR. She further stated our year-to-date O&M expenses are up to date.

Ms. Wilkins reported on the Alum Litigation Proceeds. She stated through the end of August 2020 ARWA has received additional proceeds payments of over \$400,000. This will be credited back to the members with the September 30 first quarter revenue billing.

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

Mr. Smith introduced Todd Flippen, who is the new Director of Public Works for Colonial Heights. Mr. Flippen will be the Alternate on both ARWA and SCWWA Board of Directors.

Mr. Wilson stated that we had been approached by solar representative working with Dominion Energy. He further stated they would probably come in with some type of proposal. They will come out and do an evaluation, determine how much acreage is needed for an individual solar farm for the plant and provide a cost proposal. Mr. Wilson advised the representative the Authority was happy with the power we currently had, but we would review his proposal. Mr. Wilson advised that we need a minimal of 3 megawatts. The representative advised that would take 10 to 15 acres.

There was discussion on the Cares Act funding and distribution billing. Dr. Casey asked if the Authority was eligible for any CARES funding. Mr. Wilson advised he had reviewed the guidance provided by Joe Ruffa of the CPD, and water and sewer utilities are not directly eligible for any CARES funding. Mr. Wilson advised that the Authority is considered a vendor and all five wholesale customers are up to date on payments.

Ms. Ferrell-Benavides left at 2:30 p.m. and Mr. Lyons took her place.

9. Adjourn

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

Upon a motion by Mr. Haltom and seconded by Mr. Massengill the meeting was adjourned at 2:36 p.m.

MINUTES APPROVED BY:

George Hayes
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.

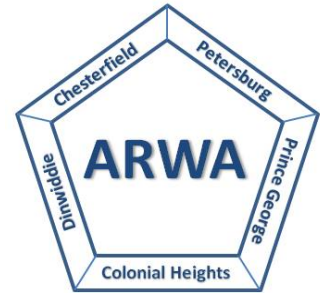
When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group 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.

Appomattox River Water Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

EXHIBIT C

TO: Appomattox River Water Authority Board of Directors

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

DATE: November 19, 2020

SUBJECT: Change Order #2 - Phase III In-plant Projects

Substantial completion was issued for the Phase I In-plant projects on April 22, 2020 and September 12, 2020 for the Phase II In-plant projects. There is approximately \$450,000 remaining that has not been appropriated against the bond.

We met with staff and developed a scope of work for the remaining funds. The proposed Phase III project includes the following:

- Adding a 42" electric actuated butterfly valve to finished pump station number 1 header and tying into the SCADA system for control and isolation.
- Adding a 16" surge relief valve to finished pump station number 1 to allow surge relief in the event of a power failure or pumping into a closed system.
- Adding a 54" electric actuated butterfly valve to finished pump station number 2 piping and tying into SCADA system for control and isolation.
- Adding a 16" surge relief valve to finished pump station number 2 to allow surge relief in the event of a power failure or pumping into a closed system.
- Relocating the fluoride pumps out the room adjacent to the Board room. We anticipate reclaiming this area in the future for a training room.
- Relocating the fluoride fill ports and the two sodium hypochlorite lines from the side employee entrance to the new horizontal sodium hypochlorite tank farm (moving existing fill areas not included in the Phase I project).
- Removing the fluoride feed line and sodium hypochlorite feed lines out of the pipe gallery and installing in the pipe trench that goes to mixer 3 and clear well 3. This is a shorter run in containment and resolves a gassing issue.

To maximize the use of the remaining funds we recommend the following:

○ Authority purchase materials (no contractor markup):	
42" butterfly valve with limitorque actuator	\$ 27,848.16
54" butterfly valve with limitorque actuator	\$ 42,274.35
Two 16" pressure relief valves	<u>\$ 45,862.00</u>
Total Materials	\$115,984.51
○ Labor	
MEB labor to install valves and pressure relief	\$171,632.27
MEB to perform fluoride and hypo improvements	<u>\$146,694.00</u>
Total Labor	\$318,326.27
○ Project Cost	
Labor plus materials	<u>\$434,310.78</u>

There is approximately \$450,000 of unused proceeds on the bond. The remaining difference, \$16,000, would fund the integration by Emerge into the SCADA system.

Both the Phase I and Phase II In-plant projects are still open. In each case we have a contract with MEB. The value of the Phase I contract is \$6,103,323.08 and Phase II contract is \$1,389,600.00 for a total of \$7,492,923.08.

Board Action Requested:

Staff recommends that the Board authorize the executive director to purchase the butterfly valves, actuators and surge relief valves in the amount of \$115,984.51 and process a change order with MEB for the labor to install the valves and perform the fluoride and hypo improvements in the amount of \$318,326.27 with the Phase I project.

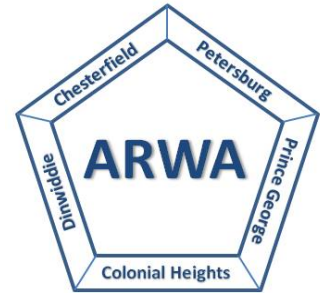


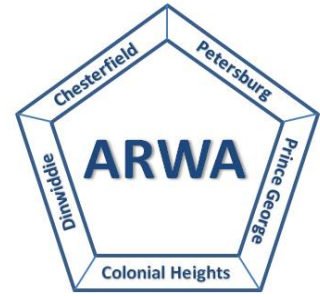
EXHIBIT D

Annual Financial Report Year Ended June 30, 2020

Robinson, Farmer, Cox Associates

(With size of the digital file, the report is being sent under separate cover)

Appomattox River Water Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

EXHIBIT E

TO: Appomattox River Water Authority Board of Directors

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

DATE: November 19, 2020

SUBJECT: Proposed Meeting Schedule for Calendar Year 2021

Staff is proposing the following calendar year 2021 meeting schedule:

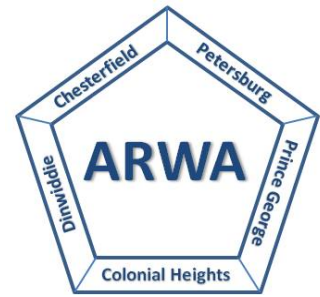
January 21 st	Appomattox River Water Authority
March 18 th	South Central Wastewater Authority
May 20 th	Appomattox River Water Authority
July 22 nd	Appomattox River Water Authority
September 23 rd	South Central Wastewater Authority
November 18 th	South Central Wastewater Authority

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 approved the proposed meeting schedule for regular scheduled meetings for calendar year 2021 as presented above.

Appomattox River Water Authority



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EXHIBIT F

TO: Appomattox River Authority Board of Directors

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

DATE: November 19, 2020

SUBJECT: Ongoing Projects\Operations

Operating Status Report

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

➤ General

- The next scheduled Board of Directors Meeting is Thursday, January 21, 2021 at the Appomattox River Water Authority at 2:00 pm.
- We will be scheduling a preliminary budget meeting with member director's in December.
- We will be advertising for chemical in December and proposing to award in January.
- We are working on the annual maintenance inspection (AMI) report for the plant. This report helps us identify and set priorities for the capital improvement program. It is also required in our bond documents.

➤ Operations

- Finished water met all permit requirements for September.
- The average daily finished water consumption for September was 40.16 mgd and the total delivered was 1.205 BG. The average daily finished water consumption for October was 37.69 mgd and the total delivered was 1.168 BG.
- The lead operator on "A" Shift has taken another position in Goochland County. We are advertising for his position which is a Class 1 Water Operator. Currently his position is being filled by one of the Class 1 floaters. We are down three Class 1 operators – assistant operations manager and two lead shift operators. We do have three operators taking their Class 1 test in the near future. We also have a class 1 operator that retired in February that will be coming back on a part time basis to work on an assigned shift. The business manager did

go through VRS to identify the rules and retirement implications.

- With the remnants of Zeta, we experienced +14" in the lake. Similar to the last hurricane, the treatment was a little challenging to remove color associated with all the runoff.
- Completed quarterly cleaning of sedimentation basins.
- Cleaned the partial flume for old side of plant (46 mgd side).
- Switched to lagoon cell #1. We are decanting cell #2.
- Flushed out caustic tanks switching from 50% to 32% for the cooler temperatures.
- Calibrated all dry chemical feeders.

➤ Maintenance

- Ordered spare 200 hp, 300 hp and 600 hp motors.
- Laydown yard under construction.
- Ordered spare transmission pipeline materials.
- Ordered for a spare Lightning mixer and Philadelphia mixer.
- Completed quarterly maintenance on flocculators.
- Tested all plant backflow devices and repaired as necessary.
- Spent two days with two boats cleaning up trash around the lake – two pickup loads of trash.
- Repaired lagoon #2 tower valves.
- New maintenance supervisor and new maintenance mechanic started October 1st.

➤ Instrumentation

- Continue to work with our SCADA vendor to develop a strategy to update the existing SCADA system.
- Working with our SCADA vendor on replacing the outdated PLC cabinet for Rapid Mix.
- Installing the new power monitoring relays for both generators, raw (at the dam) and finished (at the plant site). This provides power quality monitoring and only lets one power source be engaged at a time for safety.

➤ Laboratory

- Met all the VPDES requirements for September for the outfalls.
- Met monthly requirements for VDH report submittals.
- Supporting members on repeat bac-t samples.
- Ongoing groundwater monitoring for lagoons.
- Purchased new AA and put in service.

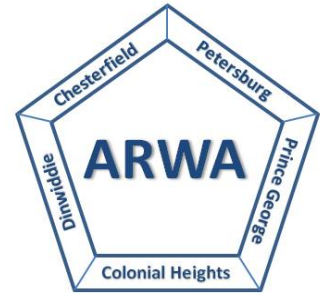
➤ Phase I In-plant Project

- Substantial completion issued April 22, 2020.
- Addressing minor, outstanding punch list items.

➤ Phase II In-plant Project

- Substantial completion issued on September 12, 2020.
 - Completing punch list items.
- *Proposed* Phase III In-plant Project
- See separate agenda item. Requesting Board action to proceed with additional in-plant projects.
- 30” Transmission Fortification
- Purchase order has been issued to contractor. Waiting for a dryer time to minimize the pumping around operation.
 - Water line checked during heavy rains – no visible issues.
- Prince George Meter Replacement
- Notice to proceed issued November 2, 2020.
 - Contractor submitting shop for review.
- Hydrilla
- Reservoir surveys for the fall completed.
 - Hydrilla brochure completed. Chesterfield County and Dinwiddie County provided address lists for residents on both sides of the lake. Consultant, Golder & Associates, is mailing the brochure to residents. We still have to distribute brochures to marinas and campgrounds.
- Docks
- No new dock permits for this reporting period.
- Miscellaneous
- We did have one property owner discussion in Eagle Cove about access to the lake between two properties. Formal action had been taken by the ARWA Board at that time to grant access. It appeared some improvements, a sand beach, were made outside what the Board approved. We solicited assistance from Chesterfield County Environmental Engineering. Our understanding is the issue has been resolved.

Appomattox River Water Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

EXHIBIT G

TO: Appomattox River Water Authority Board of Directors

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

DATE: November 19, 2020

SUBJECT: DCWA Request for a second 30" river crossing

The acting executive director for the Dinwiddie County Water Authority (DCWA), Roger O. Hart, P.E., stopped by my office on October 20th to discuss a parallel river crossing to the existing 30" water line crossing the Appomattox River east of the Ferndale Road bridge. Attachment A illustrates the location of the existing Appomattox River Crossing that serves Dinwiddie County, the City of Petersburg and Prince George County (Richard Bland Area). Mr. Hart requested a letter from ARWA stating that the Authority would take over the operations and maintenance of the new crossing after they had it installed. DCWA is applying for a FEMA BRIC (Building Resilient Infrastructure and Communities) grant to pay for 75% of the project. The estimated cost is \$3.6 million. Mr. Hart indicated DCWA would be responsible for the remaining 25% and would talk with the other member jurisdiction on possible cost sharing.

A similar situation, not involving a grant, was where one of the Authority's members, Chesterfield County, had a 36" water line installed in Colonial Heights to get additional water to the Swift Creek Meter. The line was paid for by Chesterfield County and given to the Authority. At the time this project took place, the Board took formal action to accept the project. A copy of the Board action related to this project is included as Attachment B.

Mr. Hart stated the permit application would be submitted to FEMA on November 10th. I advised Mr. Hart the next scheduled Board meeting is November 19th. To accommodate DCWA's deadline, I provided the letter included as Attachment C. In this letter I stated that approval for projects of this nature where asset transfers take place, Board approval is required and the next meeting is November 19th. On Wednesday, November 4th I was advised that the permit writer accepted the letter and approval contingent on Board action.

Board Action Requested:

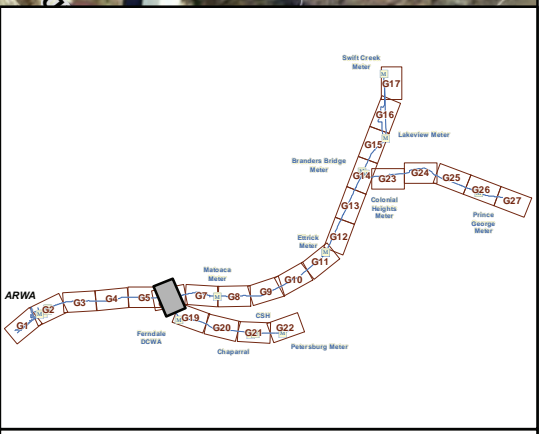
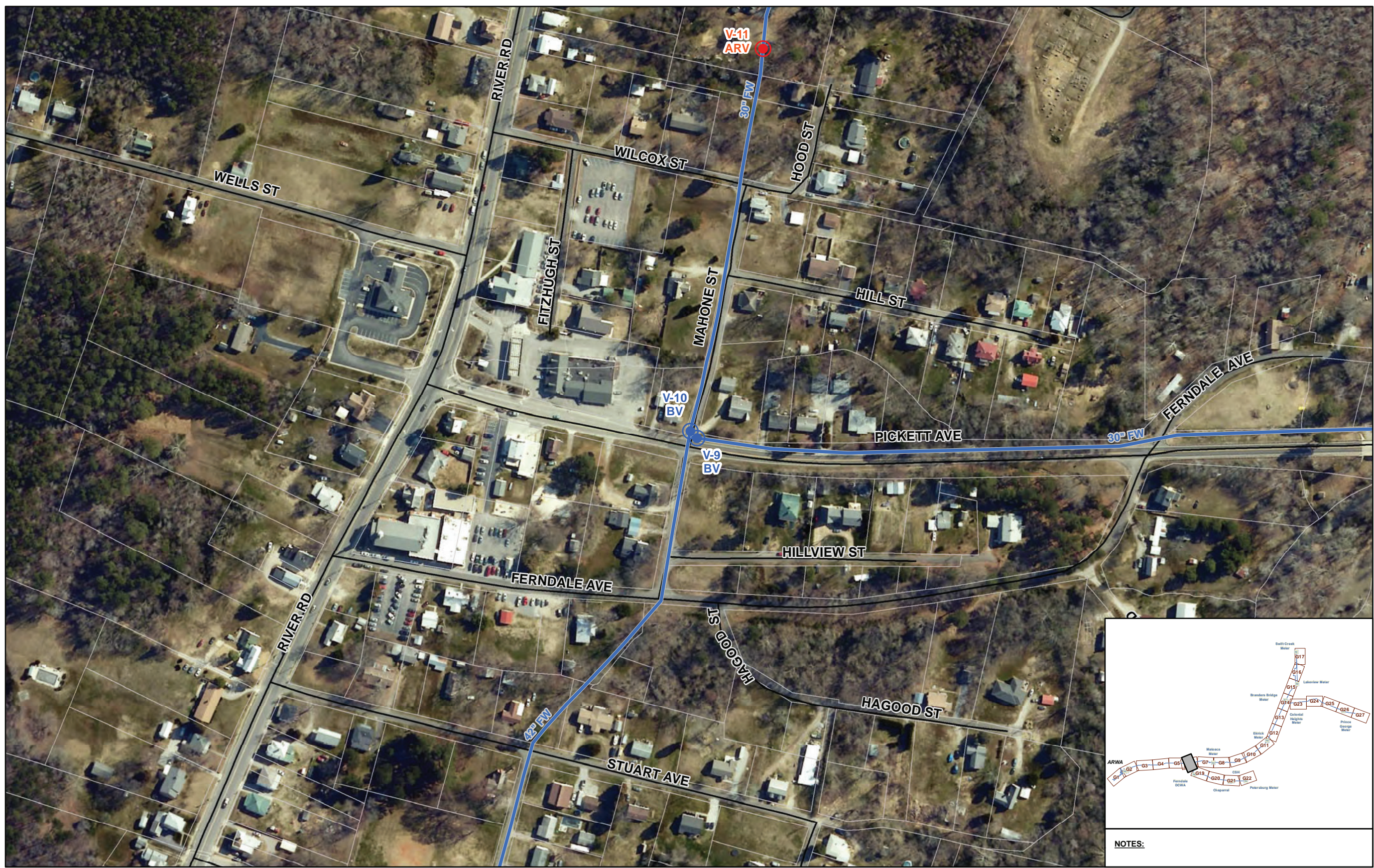
Staff requests that the Board take action to allow DCWA to proceed with obtaining a grant for a second river crossing parallel to the existing 30" water line crossing of the Appomattox River east of the Ferndale Bridge at no cost to the Authority. Staff also requests that the Authority agree to accept the new asset when it is installed per Authority standards and specifications and take over the operation and maintenance of the new 30" water line crossing at the conclusion of the warranty period.



DATE: AUGUST 2016
PREPARED BY: WW ASSOCIATES
AERIAL IMAGERY © 2015 ESRI

ARWA Water Transmission System

Revision Date:



NOTES:

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Source: ARWA, WW Associates, Chesterfield, Dinwiddie, Crater PDC



MAP SHEET: G18



Appomattox River Water Authority

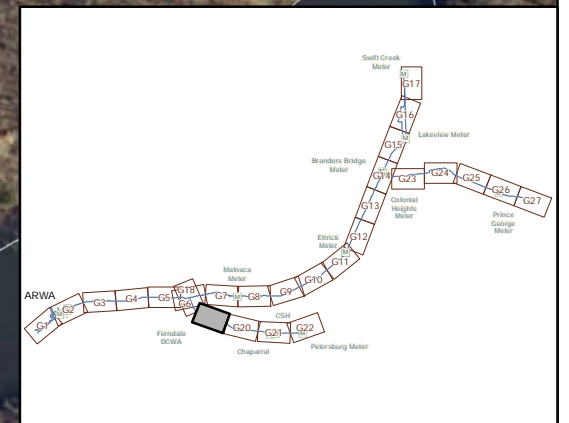
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DATE: AUGUST 2016
PREPARED BY: WW ASSOCIATES
AERIAL IMAGERY © 2015 ESRI

ARWA Water Transmission System

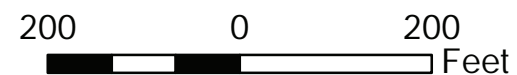
Revision Date: _____



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Source: ARWA, WW Associates, Chesterfield, Dinwiddie, Crater PDC

SCALE: 1" = 200'



MAP SHEET: G19



Appomattox River Water Authority

VIRGINIA: At a regular meeting of the APPOMATTOX RIVER WATER AUTHORITY held December 17, 1997 at 1:30 P.M. in the Board Room of S C W A, Petersburg, Virginia

PRESENT:

Lane Ramsey, Chairman
W. Robert Harrison, Vice Chairman
Robert E. Taylor, Sec Treasurer
Steve McBride, Alternate, Prince George
David Canada, Petersburg
Lewis Wyche, Jr. ARWA Counsel
W. L. Daniel, Financial Consultant
Richard D. Hartman, General Manager
Jacque B. Hatcher, Adm Assistant

ABSENT:

John Kines, Prince George

GUESTS:

Herb White, Wiley & Wilson
Joel Lembo, SCWA
Arthur Anderson, McGuire, Woods, Battle, Boothe
Craig Bryant, Alternate, Chesterfield

The meeting was called to order by the Chairman, Lane Ramsey at 1:35 P.M.

1. Upon a motion by Mr. Taylor, seconded by Mr. Harrison, the Minutes of June 26, 1997 were approved as presented. (4-0)
Mr. Canada arrived a 1:45.

The Manager handed out copies of the Annual Maintenance Inspection done by Wiley & Wilson.

Mr. Hartman explained that TXI, a steel manufacturer, will be coming to Dinwiddie County. The DCWA has indicated they may wish a new water tap for up to 1MGD. A formal request may be made soon. There were some discussion on these two items but not vote was necessary.

2. Manager's Agenda:

a) Mr. Hartman informed the Board that he had issued docks, retaining walls, and dredging for several individuals since the last time that the Board had met. No action or vote was necessary.

b) Mr. Hartman stated that the annual audit was completed and that there were no problems with audit. No action or vote was necessary.

c) Chloramine Project Update - Mr. Hartman informed the Board that the chloramine project began in Mid September and that the project is on schedule. If things go as planned, without bad weather, the project will be in good shape for spring completion.

d) ICR Study - This study, as Mr. Hartman suspected in July, will be necessary. EE&T was asked to make a proposal. The proposal is for \$95,000 and should begin April 1, 1998. Mr. Hartman recommended that we accept this proposal. A motion was made by Mr. Taylor, seconded by Mr. Harrison that we accept proposal. (5-0)

e) Salary Survey - Mr Hartman stated that he has reviewed the Authority's pay scale and compared it to several others in this area. Overall it appears that no adjustments are necessary. No vote and no action was necessary.

f) Board Meeting dates - The Board needs to establish a new meeting date, time and place. Mr Hartman recommended that our Board meet quarterly and alternate the meeting place with SCWA. On a motion by Mr. Taylor, seconded by Mr. McBride, the Board will meet on the third Wednesday of March, June, September and December at 2:00P.M. (5-0) The By-Laws will be amended.

g) Chesterfield Couty Water Needs - Mr. Hartman informed the Board that Chesterfield County is developing an industrial Park at I-95 & Route #10. Part of the improvements for this site is to get 10MGD more water. Chesterfield has proposed that they pay for a new 36" Authority waterline from Lakeview to Swift Creek in Colonial Heights. Wiley & Wilson had been asked and has evaluated the Authority Mains. A motion was made by Lane Ramsey, seconded by Mr. Taylor, that this proposal is accepted. (5-0)

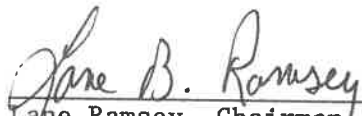
3. Financial Report - report was sent to the Board but no discussion was necessary on this item.

4. There were no items from the Board Members.

5. Executive Session - The Board went into Executive Session to discuss Personnel Matters under Va Code 2.1344 (A)(1)

The Board came out of Executive Session. Mr. Ramsey asked that the Certification of Executive Session be read by the Administrative Assistant. The roll was called with all members voting that no other matters except those stated werre discussed. (5-0)

There being no further business the meeting adjourned at 2:30 P.M. on a motion by Mr. Harrison, seconded by Mr. Taylor.


Lane Ramsey, Chairman


Robert E. Taylor, Sec Treasurer

Appomattox
River
Water
Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

October 21, 2020

Roger O. Hart, P.E.
Acting Executive Director
Dinwiddie County Water Authority
23008 Airpark Drive
North Dinwiddie, VA 23803

RE: FEMA BRIC Grant Application
Parallel River Crossing

Dear Mr. Hart:

Per our meeting of October 20th the Dinwiddie County Water Authority (DCWA) is requesting permission to install a parallel river crossing to the existing 30" water line crossing the Appomattox River east of the Ferndale Road Bridge and be connected of the Appomattox River Water Authority's (ARWA) transmission system. This new water line would be funded by a FEMA BRIC grant with the local share portion being paid by DCWA. The new crossing would be installed per ARWA specifications, in an easement, and be given to ARWA at the completion of the warranty period. ARWA staff would review the plans and assist with installation via coordinating shutdowns and operating ARWA transmission valves.

Acceptance of asset transfers of this nature require Board review and approval. The next scheduled Board meeting is Thursday, November 19th. I support this river crossing and will recommend approval to the Board. I have placed this item on the November 19th agenda. I will notify you on November 20th of the action taken.

If you have any questions or need any additional information, please contact me at (804) 590-1145 ext. 101.

Sincerely,

Robert B. Wilson, P.E.
Executive Director

Cc: ARWA Board Members

Appomattox River Water Authority-Balance Sheet
For Month Ending October 31, 2020

Assets

Current Assets

Petty Cash	\$	400
SunTrust Operating Fund	\$	944,934
SunTrust Replacement Fund	\$	-
<i>Total Unrestricted Cash</i>	\$	945,334
Water Revenue	\$	9,820,492
Reserve Account	\$	3,816,536
Replacement Account	\$	452,177
Debt Service Reserve	\$	2,141,353
Bond Principal/Interest	\$	100,975
Bond Construction	\$	1,124,764
<i>Total Restricted Cash</i>	\$	17,456,297
Total Checking/Savings	\$	18,401,632
Accounts Receivable	\$	14,995
Other Current Assets	\$	515
Inventory	\$	296,179

Total Current Assets **\$ 18,713,320**

Fixed Assets

Land and Land Rights	\$	1,044,167
Water System	\$	85,599,031
Equipment	\$	1,708,459
Hydro	\$	34,873
Construction in Progress	\$	11,720,554
Accumulated Amortization	\$	(34,873)
Accumulated Depreciation	\$	(51,620,296)
Total Fixed Assets	\$	48,451,914

Other Assets

Def Out Res-Post ER Pension Costs	\$	61,836
Deferred Outflow-OPEB GLI	\$	27,370
Def Out Res-Net Dif Pension Inv	\$	-
Total Other Assets	\$	89,206

Total Assets **\$ 67,254,440**

Liabilities & Equity

Current Liabilities

Accounts Payable	\$	67,840
Retainage Payable	\$	175,442
Accrued Interest Payable	\$	139,596
Total Current Liabilities	\$	382,878

Long Term Liabilities

Def Inf Res-Net Dif Pension Inv	\$	289,931
Def Inf Res-Pen Chg Assumptions	\$	(69,688)
Def Inf Res-Pens Dif Proj/Act E	\$	55,697
Net Pension Liability	\$	(477,262)
Def Infl-OPEB Chg of Assumptions	\$	176
Deferred Inflow-OPEB GLI	\$	9,788
Deferred Inflow-Expect & Actual	\$	16,819
Bonds Payable-2010	\$	4,139
Bonds Payable-2012	\$	2,140,000
Bonds Payable-2017	\$	11,192,000
Bonds Payable-2019 Refunding Bond Payment	\$	6,730,000
Bonds Payable-2019 Def Amt on Refunding	\$	(99,946)
Accrued Leave Payable	\$	185,257
Post Employment Benefit	\$	79,079
OPEB Liability-GLI	\$	129,368
Total Long-Term Liabilities	\$	20,185,358

Total Liabilities **\$ 20,568,237**

Equity

Retained Earnings	\$	(230,175)
Reserve for Operations	\$	3,675,319
Reserve for Water Revenue	\$	6,093,832
Reserve for Replacements	\$	500,000
Reserve for Bond Interest	\$	139,604
Reserve for Debt Service	\$	2,090,663
Reserve for Bond Principal	\$	1,558,000
Reserve for Reserve	\$	3,785,013
Fixed Assets, Net of Debt	\$	29,000,143

Net Income	\$	73,805
Total Equity	\$	46,686,203

Total Liabilities & Equity **\$ 67,254,440**

\$ (0)

Appomattox River Water Authority
YTD Income Statement for the period ending October 31, 2020

Water Rate Center

Revenues and Expenses Summary

<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>YTD Budget</i>	<i>Variance</i>
<i>FY 20/21</i>	<i>Year-to-Date</i>	<i>Year-to-Date</i>	<i>vs. Actual</i>	<i>Percentage</i>

Operating Budget vs. Actual

Revenues

Water Sales	\$ 10,794,656	\$ 2,698,664	\$ 3,580,379	\$ 881,715	32.67%
Rent/Misc. Income	\$ 30,000	\$ 7,500	\$ 1,220	\$ (6,280)	-83.74%
Total Operating Revenues	\$ 10,824,656	\$ 2,706,164	\$ 3,581,598	\$ 875,434	32.35%

Expenses

Personnel Cost	\$ 2,460,200	\$ 820,067	\$ 697,650	\$ (122,416)	-14.93%
Contractual/Professional Services	\$ 1,188,000	\$ 396,000	\$ 266,285	\$ (129,715)	-32.76%
Utilities	\$ 845,500	\$ 281,833	\$ 264,611	\$ (17,222)	-6.11%
Communication/Postal/Freight	\$ 51,200	\$ 17,067	\$ 14,841	\$ (2,226)	-13.04%
Office/Lab/Janitorial Supplies	\$ 112,000	\$ 37,333	\$ 30,490	\$ (6,844)	-18.33%
Insurance	\$ 96,000	\$ 96,000	\$ 95,969	\$ (31)	-0.03%
Lease/Rental Equipment	\$ 20,000	\$ 6,667	\$ 7,842	\$ 1,175	17.62%
Travel/Training/Dues	\$ 50,000	\$ 16,667	\$ 7,300	\$ (9,367)	-56.20%
Safety/Uniforms	\$ 28,000	\$ 9,333	\$ 6,635	\$ (2,698)	-28.91%
Chemicals	\$ 2,300,000	\$ 766,667	\$ 847,478	\$ 80,811	10.54%
Repair/Maintenance Parts & Supplies	\$ 355,000	\$ 118,333	\$ 76,662	\$ (41,672)	-35.22%
Total Operating Expenses	\$ 7,505,900	\$ 2,565,967	\$ 2,315,762	\$ (250,204)	-9.75%
Operating Results Suplus/(Deficit)	\$ 3,318,756	\$ 140,197	\$ 1,265,836	\$ 1,125,639	802.90%

Replacement Outlay Budget vs. Actual

Machinery & Motors	\$ 520,000	\$ 173,333	\$ -	\$ (173,333)	-100.00%
Instrumentation	\$ 40,000	\$ 13,333	\$ 33,005	\$ 19,671	147.53%
SCADA	\$ 250,000	\$ 83,333	\$ -	\$ (83,333)	-100.00%
Computer Equipment	\$ 12,500	\$ 4,167	\$ 12,321	\$ 8,155	195.71%
Motor Vehicles	\$ 40,000	\$ 13,333	\$ -	\$ (13,333)	-100.00%
Valve Replacement	\$ 100,000	\$ 33,333	\$ -	\$ (33,333)	-100.00%
Security Infrastructure Upgrade	\$ 250,000	\$ 83,333	\$ -	\$ (83,333)	-100.00%
PG Meter Vault	\$ -	\$ -	\$ 2,500	\$ 2,500	#DIV/0!
Total Capital Outlay	\$ 1,212,500	\$ 404,167	\$ 47,826	\$ (356,341)	-88.17%

Construction Outlay Budget vs. Actual

In-Plant Capital Upgrade	\$ -	\$ -	\$ 628,818	\$ 628,818	#DIV/0!
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Debt Service Budget vs. Actual

Interest Income	\$ -	\$ -	\$ 2,804	\$ 2,804	#DIV/0!
Other (Income)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Interest Expense	\$ 532,655	\$ 532,655	\$ 279,192	\$ (253,463)	-47.58%
Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Principal Payments	\$ 1,558,000	\$ 1,558,000	\$ 239,000	\$ (1,319,000)	-84.66%

Other Income/Other Expense

Alum Litigation Proceeds-Received YTD	\$ -	\$ -	\$ 438,692	\$ 438,692	#DIV/0!
Alum Litigation Proceeds-Credited to Members YTD	\$ -	\$ -	\$ 438,692	\$ 438,692	#DIV/0!

Appomattox River Water Authority
Executive Review
Cash And Debt Highlights
As of October 31, 2020

<i>Highlights: ARWA Cash Positions</i>	<i>30-Jun-20</i>		<i>31-Oct-20</i>		<i>Change</i>	<i>Explanation</i>
Unrestricted Cash & Investments:						
Petty Cash	\$	400.00	\$	400.00	\$ -	see explanation (a) below
SunTrust Operating Account	\$	2,812,184.00	\$	944,934.28	\$ (1,867,249.72)	see explanation (b) below
SunTrust Replacement Fund	\$	2.70	\$	-	\$ (2.70)	see explanation (c) below
Restricted Cash and Investments:						
Water Revenue	\$	4,919,509.91	\$	9,820,491.86	\$ 4,900,981.95	see explanation (d) below
Reserve Account	\$	3,784,839.46	\$	3,816,535.76	\$ 31,696.30	see explanation (e) below
Replacement Account	\$	434,099.50	\$	452,176.77	\$ 18,077.27	see explanation (f) below
Debt Service Reserve	\$	2,141,333.97	\$	2,141,353.37	\$ 19.40	see explanation (g) below
2010 Bond Principal/Interest	\$	390,235.20	\$	12.97	\$ (390,222.23)	
2012 Bond Principal/Interest	\$	215,765.23	\$	20,514.51	\$ (195,250.72)	
2017 Bond Principal/Interest	\$	747,404.34	\$	80,447.79	\$ (666,956.55)	
2019 Bond Principal/Interest	\$	-	\$	-	\$ -	
2017 Construction	\$	1,956,769.11	\$	1,124,764.23	\$ (832,004.88)	
Total Cash and Investments	\$	17,402,543.42	\$	18,401,631.54	\$ 999,088.12	

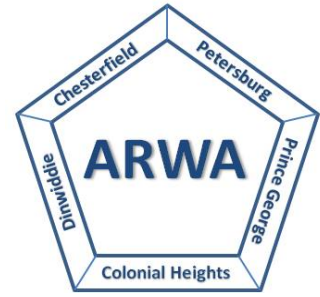
<i>Highlights: ARWA Outstanding Bonds</i>	<i>30-Jun-20</i>		<i>30-Sep-20</i>		<i>Change</i>
2010 Bond	\$	440,000.00	\$	-	\$ (440,000.00)
2010 Bond-Def Amt on Refund	\$	(33,556.22)	\$	(33,556.22)	\$ -
2010 Bond-Premium	\$	37,695.22	\$	37,695.22	\$ -
2012 Bond	\$	2,140,000.00	\$	2,140,000.00	\$ -
2017 Bond	\$	11,981,000.00	\$	11,192,000.00	\$ (789,000.00)
2019 Bond	\$	6,820,000.00	\$	6,730,000.00	\$ (90,000.00)
2019 Bond-Def Amt on Refund	\$	(99,945.89)	\$	(99,945.89)	\$ -
Total Bonds Outstanding	\$	21,285,193.11	\$	19,966,193.11	\$ (1,319,000.00)

Explanation of Unrestricted and Restricted Cash positions:

- a. On-Hand Petty Cash for incidental expenses
- b. Financial Policy: Based on next four months of O&M expense
- c. Pass-through account: From US Bank to SunTrust Bank for Replacement Fund Requisitions
- d. Financial Policy: Held by Trustee for all operating water revenues
- e. Financial Policy: 50% of current FY O&M Budget
- f. Financial Policy: Must maintain a minimum of \$500K
- g. Financial Policy: Held by Trustee, funded at such amount as may be necessary.

[illegible]

Appomattox River Water Authority



21300 Chesdin Rd. - S. Chesterfield, VA 23803 - Phone (804) 590-1145 - Fax (804) 590-9285

EXHIBIT I

TO: Appomattox River Water Authority Board of Directors

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

DATE: November 19, 2020

SUBJECT: Officer Elections

Officer elections are held on the final annual meeting of even numbered years. The term for an officer is two years. There are no term limits outlined in the bylaws. The chairman and vice chairman are required to be a primary member whereas the secretary and treasurer may be an alternate. The bylaws allow for a separate secretary and treasurer. The Board has consistently voted to have one representative be the secretary/treasurer. The current list of officers is:

Chairman	Doug Smith	Primary Member	City of Colonial Heights
Vice Chairman	Kevin Massengill	Primary Member	Dinwiddie County
Secretary/Treasurer	George Hayes	Alternate Member	Chesterfield County

Board Action Requested:

Staff requests the Board hold officer elections for the 2021 – 2022 term beginning January 1, 2021.