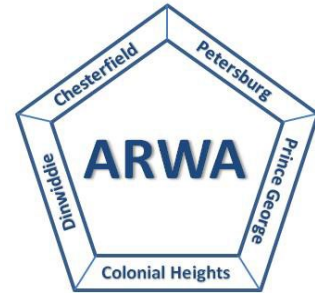


Appomattox  
River  
Water  
Authority



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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 16, 2023

TIME: 2:00 pm

LOCATION: **Appomattox River Water Authority**  
Board Room, Administration Building  
21300 Chesdin Road  
South Chesterfield, 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 5)
3. Public Comment (Exhibit B, page 6)
4. Executive Director's Report:
  - Annual Audit Presentation (Exhibit C, page 7)
  - Brasfield Dam Update (Exhibit D, pages 8 to 13)
  - Calendar Year 2024 Meeting Schedule (Exhibit E, page 14)
  - Status Report (Exhibit F, pages 15 to 18)
  - Financials (Exhibit G, pages 20 to 34)
5. Items from Counsel
6. Closed Meeting
7. Other items from Board Members/Staff Not on Agenda
8. Adjourn

**BOARD OF DIRECTORS MEETING**

**Appomattox River Water 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)  
Joseph Casey, (Chesterfield)  
Jeff Stokes, (Prince George)  
March Altman, (Petersburg)

**ALTERNATES PRESENT:**

Frank Haltom, (Alternate, Prince George)  
George Hayes, (Alternate, Chesterfield)  
Jerry Byerly, (Alternate, Petersburg)

**ABSENT:**

Todd Flippen, (Alternate, Colonial Heights)  
Eddie Pearson, (Alternate, Dinwiddie)  
Matt Rembold, (Alternate, Chesterfield)

**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)  
Steve Nebiker, (Hazen)

The ARWA meeting was called to order by Mr. Smith, Chairman, at 2:02 p.m.

**1. Call to Order/Roll Call**

The roll was called:

Participating members at the table were:

Doug Smith	Present
Kevin Massengill	Present
Joseph Casey	Present
Frank Haltom	Present
March Altman	Present

Mr. Stoke was present but Mr. Haltom voted.

Ms. Rondini was introduced by Mr. Wilson to the board as the new Administrative Assistant for ARWA and SCWWA replacing Kathy Summerson.

Ms. Tavel was introduced to the Board by Mr. Gordon and commended for being with the South Central Wastewater Authority for over 41yrs. Ms. Tavel was present to assist with taking notes in Ms. Wilkins' absence.

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

Mr. Wilson stated the Closed Meeting Resolution and Certification of Closed Meeting were not included in the Board package. Copies of these two documents were emailed to members on September 18<sup>th</sup>. Mr. Wilson requested these two pages be added to the May 18, 2023, meeting minutes.

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

**RESOLVED, that the Minutes of the Regular Meeting of the Board on May 18, 2023, with the addition of the Closed Meeting Resolution and Certification of Closed Meeting are hereby approved:**

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

**3. Public Comment**

There were no public comments.

**4. Executive Director's Report:**

- **Lake Modeling Presentation**

As part of the FY24 budget process, staff requested demand projections from each member's utility director for a ten-year planning window (through FY33/34). These demand projections were forwarded to Hazen (formally Hydrologics) to determine the impact on lake levels through the planning period. Mr. Nebiker of Hazen presented how projected finished water demands impacted the withdrawal limits outlined in the current Virginia Water Protection permit and system performance goals set by the Board. Mr. Nebiker explained that the current permit expires in 2028, which would prompt potential planning revisions soon based on the planning projections provided. He further explained that the current demand for raw water withdrawal is approximately 15% greater than finished water delivered to members. He stated finished water demands for Chesterfield, the Authority's largest customer, could have the most influence on the need for improvements. Chesterfield confirmed that they do expect a spike in demand but have made other improvements to their system such as purchasing an additional five mgd from the City of Richmond and permitting a new water treatment plant on the Appomattox River in Enon.

Mr. Nebiker stated that the system is currently reliable. However, if the demands provided during the FY24 budget process were realized, the Authority would need to begin to consider alternatives to supplement the raw water supply. Mr. Wilson stated that we have five years total invested in two off-river sources that have not proved successful and if we try to do any improvements in the next five to ten years we will need to decide if we are going to pursue another off-river storage facility. This could take time and planning to implement and guidance in this matter may be called upon in future meetings. Dr. Casey recognized this being from ARWA's standpoint but questioned if there was a statewide plan that we must define a certain geographical area with various interconnected systems of supplies. Wilson stated on the withdrawal side of operations (raw water) we go through DEQ with our Regional State Water Plan.

Mr. Hayes commended Mr. Wilson for reaching out to all the members to determine all their projections given the fact not every member has this as their sole supply. Chesterfield as an example has three different supplies. How the system is operated determines how hard Chesterfield pulls from ARWA. Mr. Hayes reinforced with their recent pump station installation and purchase of an additional five mgd from the City of Richmond and their new permitted water treatment plant on the Appomattox River the need for an additional ten mgd from ARWA will be delayed. He suggested this be discussed annually.

Mr. Smith stated that after discussing this matter he does not see the need to pursue the off-river sources at this time but would be open to feedback from other board members. Mr. Wilson agreed with Mr. Smith's assessment. Mr. Smith asked for communications to continue on this matter and any new points that may arise can be reviewed further with the Board.

- **Lake Safety Update**

Mr. Wilson provided an update on citations issued on the lake for this year by DWR and Chesterfield Police/Marine Division. Mr. Wilson stated there is not a conservation officer assigned to Dinwiddie and Lake Chesdin. DWR is searching for a conservation officer for this area.

Mr. Wilson provided updates on the First Annual Glow Party which occurred without incident and a recent air boat mishap.

- **Status Report**

Mr. Wilson provided an overview of the Status Report. He indicated that since the July meeting had been cancelled the report was longer than normal. Mr. Wilson highlighted that Operations received the 2023 VWEA/AWWA partnership award for the twenty-fifth year. There are three people on staff here for all twenty-five years: Mike Callen who has moved up to plant manager, Kenny Nugent who had retired and come back and is a lead operator, and Jerry Martin who is the maintenance chief. Mr. Smith congratulated staff on the award as well as the longevity of it.

Mr. Wilson updated the Board on the liquid lime project, inundation study for the lagoon dams and the new VPDES permit.

- **PFAS Update**

Mr. Wilson reported that both the City of Colonial Heights and Chesterfield County are participating in the UCMR 5. The UCMR 5 is testing for 29 PFAS constituents. Colonial Heights tested in April 2023 with results available in June 2023. They found exceedances for two constituents, PFBA and PFPeA. Since the purpose of the UCMR 5 is only to gather data currently, no action is required.

Chesterfield is scheduled to perform their sampling in January 2024. This will provide a second set of data points for comparison.

- **Purchase of Repair Materials**

Mr. Wilson stated the authority experienced a leak on the 54-inch water line between Clearwell #1 and Clearwell #2. A contractor was brought in and was able to perform the repairs without interruption of service to the members.

Mr. Wilson advised we do not have 54-inch materials in stock. Staff obtained quotes for a list of repair materials needed which totaled between \$275,000.00-\$300,000.00. These materials were not budgeted, and everything that needs to be purchased has a long lead time. The preliminary results for the FY23/24 audit show a surplus that could be used to fund the purchase of these materials. These materials can either be purchased out of the surplus or from the operating reserve. Since some of these materials take up to thirty-four weeks to produce, Mr. Wilson requested the Board allow staff to place the order now and decide on the method of payment after the presentation of the FY23/24 audit at the November meeting.

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

**RESOLVED, that the Board approves the ordering of 54” materials for inventory as requested by Staff:**

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

**Vote:**

**Participating members at the table were:**

<b>March Altman</b>	<b>Aye</b>
<b>Frank Haltom</b>	<b>Aye</b>
<b>Joseph Casey</b>	<b>Aye</b>
<b>Kevin Massengill</b>	<b>Aye</b>
<b>Doug Smith</b>	<b>Aye</b>

**Absent During Vote:    None**

- **Financials**

Mr. Wilson stated the Board authorized the management team to make investments for up to ten years if these investments met certain criteria. He advised that staff consulted with counsel and Davenport to invest both the ERRF and debt service reserve which are held by the trustee for an additional three years in one or more U.S. Treasury Bonds with a final maturity on or before 10/1/2027. In addition, staff reviewed this proposal, via email, with member financial representatives and did not receive any comment.

Staff will collaborate with representatives from Davenport in the next couple of weeks to make the described investments.

**5. Items from Counsel**

There were no items from Counsel.

**6. Closed Session**

There were no closed sessions.

**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 Mr. Wilson 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. Altman and seconded by Mr. Haltom the meeting was adjourned at 3:11 p.m.

MINUTES APPROVED BY:

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**Frank Haltom/Secretary/Treasurer**



APPOMATTOX RIVER WATER AUTHORITY  
21300 Chesdin Road  
Petersburg, VA 23803



SOUTH CENTRAL WASTEWATER AUTHORITY  
900 Magazine Road  
Petersburg, VA 23803

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**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.

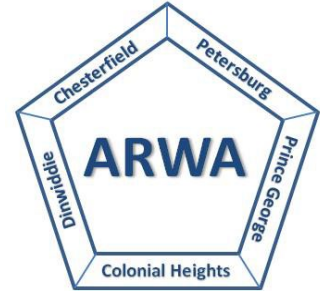
When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group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



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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 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.

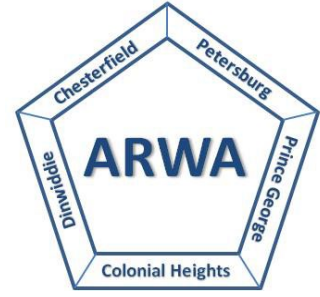
Representatives from Robinson, Farmer, Cox Associates will be at the meeting to go over the audit and present their findings.

For FY23 the Authority did exceed its projections and collected a surplus. A recommendation for the true-up will be provided at the board meeting.

### **Board Action Requested:**

Staff requests the Board accept the findings of the FY23 audit as presented by Robinson, Farmer, Cox Associates.

# Appomattox River Water Authority



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

## Exhibit D

TO: Appomattox River Water Authority Board of Directors

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

DATE: November 16, 2023

SUBJECT: Brasfield Dam Update

At the March 15, 2018 meeting, the Board directed the executive director to prepare an update on the eighteen-inch Dam Raise Project based on the following parameters:

- Every five years beginning October 31, 2023.
- During any period where the reservoir drops more than 30-inches below the spillway.
- One year prior to January 1, 2026, to facilitate informed discussion with respect to Appomattox River Associates, L.P. and prior to any future Hydro Electric Facility Contract renewal.

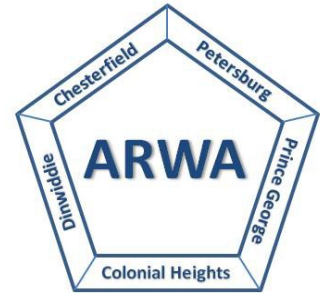
The milestone to provide an update by October 31, 2023 was reached this year. A report was distributed via email to members on October 2<sup>nd</sup>. In that report staff reviewed and provided a summary of the lake level statistics from 2018 to present, the limitations outlined in the Virginia Water Protection Permit, the 2023 Bathymetric Study, member provided consumption projections, the 2012 Alternative Analysis, and Hydro Contract. From this review staff is recommending that the current raw water provided by Lake Chesdin is sufficient to meet the requested needs of the Authority's members and improvements to raw water are not warranted at this juncture which included raising the dam. Staff did determine that discussions are necessary with the new DEQ new Director of Water Programs. Staff is also recommending that the Alternative Analysis be updated.

A copy of the report excluding the attachments is included as Attachment D1.

### Board Action Requested:

Staff requests that the Board advise if additional information is needed and that staff should proceed with updating the Alternative Analysis report evaluating the factors outlined in the report.

# Appomattox River Water Authority



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

TO: Appomattox River Water Authority Board of Directors

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

DATE: October 2, 2023

SUBJECT: 18" Brasfield Dam Raise  
October 2023 Update

At the March 15, 2018 meeting, the Board directed the executive director to prepare an update on the eighteen-inch Dam Raise Project based on the following parameters:

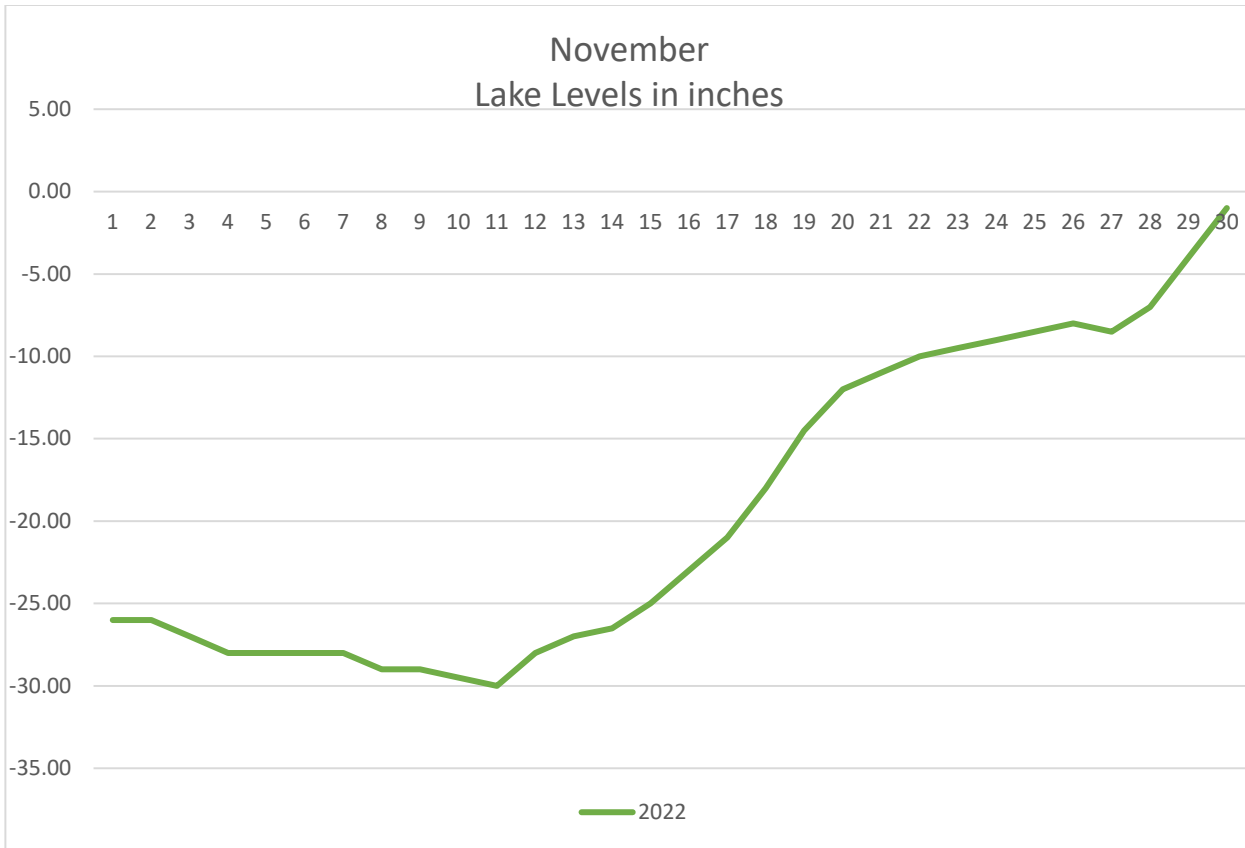
- Every five years beginning October 31, 2023.
- During any period where the reservoir drops more than 30-inches below the spillway.
- One year prior to January 1, 2026, to facilitate informed discussion with respect to Appomattox River Associates, L.P. and prior to any future Hydro Electric Facility Contract renewal.

## **Review of lake statistics from 2018 to present:**

For calendar year 2018 to present, the minimum, maximum and average lake levels were: (The information for 2023 is through 9/28/2023)

Lake Level Comparison 2018 to Present						9/28/2023
Annual	2018	2019	2020	2021	2022	2023
Lake Level	(inches)	(inches)	(inches)	(inches)	(inches)	(inches)
Minimum	-5.28	-18.36	-4.20	-9.60	-30.00	2.12
Maximum	42.96	20.40	28.80	22.92	18.50	17.64
Average	5.33	1.49	4.28	3.39	-2.58	2.85

The lake level dropped to -30.00" on November 11, 2022. The next day the lake level began to climb, -28.00". Remnants from Hurricane Nicole filled the lake through the end of November with the lake overflowing on December 1<sup>st</sup>.



The main factor that influences water consumption and lake level is precipitation. The difference from winter demands to summer demands is irrigation, i.e., the dryer the summer, the larger the consumption and vice versa, the wetter the summer, the lower the consumption. Except for calendar year 2022, the lake has remained at or above overflow from rain into the drainage basin. Over 65% of the drainage basin is in Prince Edward, Amelia, and Nottoway Counties.

**Virginia Water Protection Permit Review:**

The limiting factors for raw water withdrawal from the lake in the VWP Individual Permit No. 01-1719 are:

- A maximum daily withdrawal of 86.24 million gallons per day (mgd)
- A maximum monthly withdrawal of 2.289 billion gallons (BG) which works out to an average day of 76.3 mgd.
- A maximum annual withdrawal of 17.934 BG which works out to an average day of 49.1 mgd.

For calendar year 2018 to present, the maximum daily withdrawal, maximum monthly withdrawal and annual withdrawal were:

Raw Water Withdrawn from Lake Chesdin						9/28/2023
						(to date)
Raw Water	2018	2019	2020	2021	2022	2023
Maximum day (mgd)	51.00	58.00	56.60	59.80	60.00	54.22
Maximum month (BG)	1.23	1.35	1.43	1.42	1.42	1.38
Annual Withdrawal (BG)	13.12	13.70	12.84	13.96	12.93	

**2023 Bathymetric Study update:**

The bathymetric study update was completed in April of this year and presented to the Board at the May 18<sup>th</sup> meeting. The results of the update were very encouraging showing that the annual sedimentation rate for the lake had reduced from the last update in 2011. From 2000 to 2011 the annual lake capacity reduction because of sedimentation was 0.28%/year. From 2011 to 2023 the annual lake capacity reduction because of sedimentation was 0.07%/year. For 2023, the lake has lost approximately 12.4% of storage capacity because of sedimentation since 1968. If we project the current reduction rate of 0.07%/year for fifty years, that means in 2073 the lake will have a storage capacity of 8.824 BG and the capacity reduction because of sedimentation will be 15.9%.

**Member consumption projections:**

As part of the FY23/24 budget process ARWA staff requested flow projections from each member’s utility director. Seeing a significant increase in consumption by our largest customer, Chesterfield County, we forwarded the projections to our lake modeler, Hazen, to determine the impact on future lake levels and the performance goals for the lake established by the Board.

The results of the model simulations were presented to the Board at the September 21<sup>st</sup> meeting. The results illustrated that there would be a deficit for raw water beginning in 2025 (worst case) using the current raw water demands plus the additional ten mgd requested in FY25 and projecting forward or 2030 using the projected demands by members plus the ten mgd requested. If the ten mgd demand does not come to fruition and we use the demands provided by each member, the current raw water capacity takes us out beyond 2045.

Prior to the meeting we did share the model run results and implications with the Chesterfield County utilities director and assistant director. At the September 21<sup>st</sup> meeting Mr. Hayes presented improvements Chesterfield has made and is making to their water system. These improvements include building a new water pump station and ground tank to take an additional five mgd (project completed) from the City of Richmond on Huguenot Road and permitting a forty mgd water treatment plant on the Appomattox River in Enon to initially supply thirty mgd. The implementation of these two projects will delay the need for the additional raw water for ARWA. This conversation and consumption review will be included as part of the annual budget presentation to determine the potential impact of the lake’s raw water supply.

**Alternative Analysis Review:**

As part of the VWP permit renewal process in 2012, the Authority contracted with Black & Veatch to perform the Raw Water Supply Alternatives Analysis. This analysis compared six alternatives to increase the raw water capacity for Lake Chesdin:

- Raise the dam 18”
- Raise the dam 24”
- Raise the dam 36”
- Offsite storage reservoir
- Relocate the SCWWA effluent
- Dredge the reservoir

This analysis explains each alternative with a cost estimate and then ranks the six alternatives on eight criteria. The results of the evaluation, ranked in order below, illustrate the offsite storage reservoir at the time as the best alternative:

1. Offsite storage reservoir
2. Relocate the SCWWA effluent
3. Dredge the reservoir
4. Raise the dam 36”
5. Raise the dam 18”
6. Raise the dam 24”

Two of the main concerns in the evaluation were the potential effect on wetlands and streams and the ability to obtain the necessary permits from the Corps of Engineers for construction.

**Hydro Contract:**

At the March 17, 2016 Board meeting, the Board, by resolution, extended the Krueger contract to produce power at the dam through January 1, 2032. This was formally accomplished with the execution of the First Amendment to Amended and Restated Deed of Easement. In the First Amendment it states the Authority will provide notice to Krueger prior to January 1, 2026, if the Authority wants to extend the contract beyond January 1, 2032.

Both Mr. Gordon and I met with Mr. Lewis Loon of Krueger on site on September 12<sup>th</sup> to discuss dam improvements requested by FERC and the Hydro contract. Mr. Loon stated Krueger was interested in extending the contract beyond January 1, 2032 and asked that I convey that to the Board. This request was mentioned to the Board at the September 21<sup>st</sup> meeting. From a planning perspective, we suggest that the Board provide a decision on the contract back to Krueger in early 2025. We will formally follow up with Board as we get closer to 2025.

**Recommendation and path forward:**

After reviewing the lake statistics from 2018 to present, the raw water withdrawn during the same period, the 2023 bathymetric study update, members projections for the next ten years including Chesterfield County’s water system improvements, review of the 2012 Alternative Analysis and the Hydro Contract, we conclude that the current raw water provided by Lake Chesdin is sufficient to meet the requested needs of our members and improvements to raw water are not warranted at this juncture.

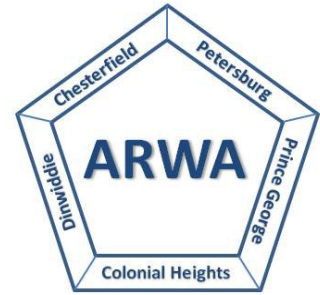
We do recommend updating the 2012 Alternative Analysis to obtain updated cost estimates, see if there are additional alternatives to consider, formally determine if each alternative can be permitted, and if the evaluation criteria have or should be changed. We also suggest updating the Regional Water Supply Plan to include the recently supplied member projections and the improvements that Chesterfield County and Prince George County are pursuing. Both tasks will require consultant support. The Authority does have a budget to support these tasks where funds were set aside to renew the VWP permit in 2028. Both tasks were anticipated in the budget for the permit renewal.

In addition, there is a condition in the current VWP permit, page 8 – paragraph 4e. This paragraph states that the Authority will need to “...secure an additional raw water supply by the end of the permit term, including a proposed timeline with implementation milestones.” With the changes in demand and the supporting documentation, we will need to meet with the new Director of Water Permitting, Meghan Mayfield, and discuss this requirement. I broached this subject earlier with Mr. Kudlas who has retired and been replaced by Ms. Mayfield. I did not get a formal response from Mr. Kudlas.

**List of Attachments:**

- Appendix A                    March 15, 2018 meeting minutes
- Appendix B                    VWP Permit 01-1719
- Appendix C                    2023 Bathymetric update summary – no maps
- Appendix D                    FY23/24 member projections
- Appendix E                    Model Results
- Appendix F                    Alternative Analysis
- Appendix G                    Hydro Contract

# Appomattox River Water Authority



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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 16, 2023

SUBJECT: Proposed Meeting Schedule for Calendar Year 2024

Staff is proposing the following calendar year 2024 meeting schedule:

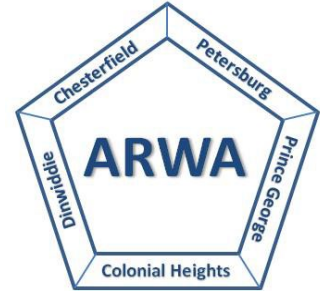
January 18 <sup>th</sup>	Appomattox River Water Authority
March 21 <sup>st</sup>	Appomattox River Water Authority
May 16 <sup>th</sup>	Appomattox River Water Authority
July 18 <sup>th</sup>	South Central Wastewater Authority
September 19 <sup>th</sup>	South Central Wastewater Authority
November 21 <sup>st</sup>	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.

# Appomattox River Water Authority



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

## Exhibit F

TO: Appomattox River Water Authority Board of Directors

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

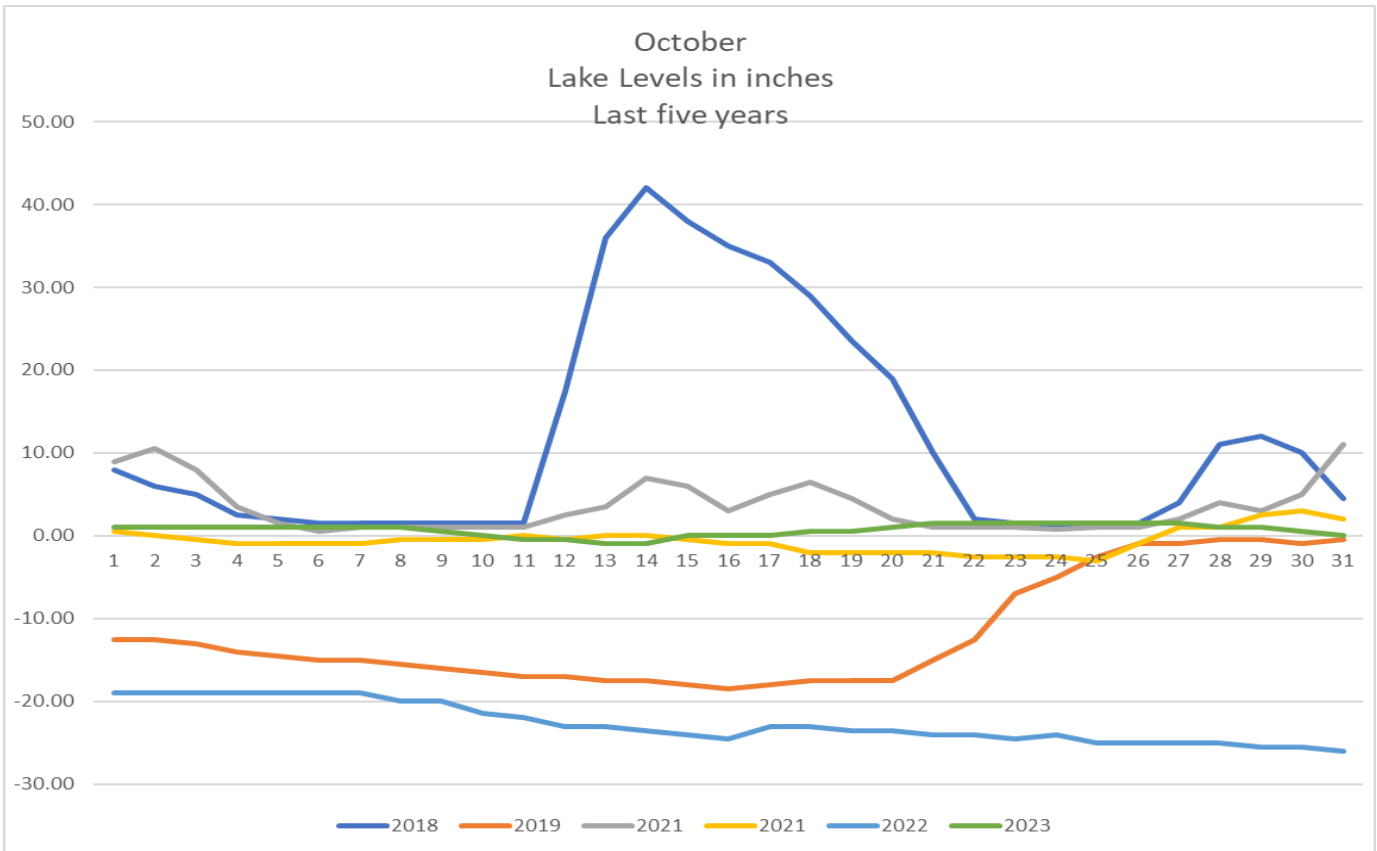
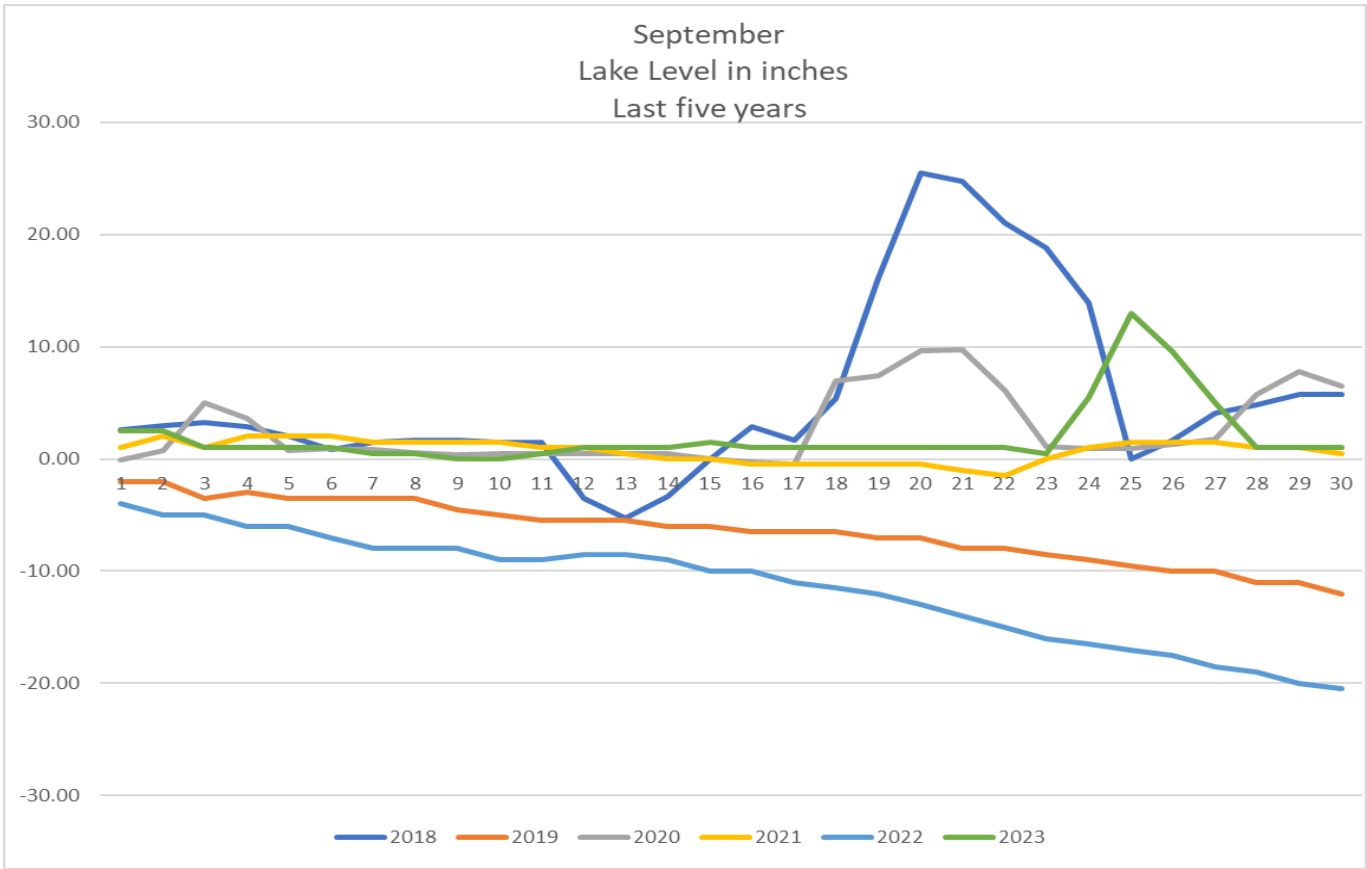
DATE: November 16, 2023

SUBJECT: Status Report  
September/October

### ➤ General

- Authority staff are scheduling a meeting with the member directors to begin the budget process in December. As we did last year, we will meet with member directors, capture input from that meeting and distribute to member financial representatives. The initial presentation to the Board will be at the January 18, 2024 meeting.
- The next meeting is scheduled for January 18, 2024 at the Appomattox River Water Authority.
- Proposed transmission line flushing for calendar year 2024 will be April 16<sup>th</sup> – 18<sup>th</sup>. This is a little later than normal to accommodate maintenance activities by one of the members. Additional reminders will be sent in the future.
- 54” repair materials ordered.

### ➤ Lake Level Update



➤ Operations

- Flushed all caustic tanks for conversion from 50% strength to 32% for the winter.
- New flow meters installed for ammonia and phosphate chemical feed systems.
- Cleaned all twelve sedimentation basins.
- Cleaned flume for filters 1 through 16.
- Calibrated all NTU monitors for filters and sedimentation basins.
- Performing filter drop tests.
- Calibrated dry lime feeders.
- Mike Manns obtained his Class II license. Tatum Branch obtained his Class III license.
- Hired a new operator trainee, Jay Hinton.
- The average daily finished water consumption for September was 38.06 mgd and the total withdrawn from the lake was 1.275 BG. The average daily finished water consumption for October was 39.68 mgd and the total withdrawn was 1.322 BG.  
The maximum VWP permit criteria is:
  - Daily maximum withdrawal is 86.24 mgd.
  - Monthly maximum withdrawal is 2.289 billion gallons.
  - Maximum annual withdrawal is 17.934 billion gallons (49.1 mgd average)
- Month of October was extremely dry, approximately 2” below normal for precipitation.
- Took carbon core samples for filters for Calgon. Calgon required PFAS sampling for this event.
- Updating SOP’s and JSA’s for better and safer handling of chemicals.
- Continuing to work with IT for commissioning of new IFIX SCADA package.

➤ Maintenance

- Assisted SCWWA with locating underground utilities.
- Treated lake for algae control.
- Cut asphalt, dug out for slab and tied rebar for new fluoride building slab.
- Replaced broken flocculator shaft and coupling in Floc Basin #2.
- Maintenance on transmission line easement.
- Installed 4” air release valve on backwash pump P-11.
- Removed P-24 motor (again) and sent back to shop for warranty work.
- Assisted laboratory staff with lake study.
- Removed and rebuilt four air release valves on the transmission line.
- Worked with engineer on annual maintenance inspection.

➤ Instrumentation

- Continuing to work with SCADA vendor on operations conversion. Working with operations to determine requested improvements to operating screens.
- Working on switchgear improvements.

➤ Laboratory

- Monthly eDMR submittals to DEQ for September and October. This is for lagoons.
- Monthly Compliance Monitoring Data Portal (CMDP – bac-t and chemistry) submitted to VDH.

- Monthly Water Quality Reports submitted to industries.
  - Performed lake analysis for algae to support decisions to treat lake.
  - Continuing to build Flow Cam library for algae analysis.
  - Bac-t testing for members.
  - Providing laboratory training for new operators.
- Liquid Lime System
- Secondary containment area completed.
  - Laying out foundation for chemical building
  - Open cut driveway for chemical and electrical lines.
  - Working through issue on water feed to chemical building. Excavated down to existing water line and found that it is encased in concrete. Not shown encased on any record drawings.
- Hydrilla
- The Hydrilla Stakeholders Committee met October 5<sup>th</sup> at the ARWA. There were three representatives from Chesterfield County and one from Dinwiddie County. The Authority's consultant gave an overview of hydrilla on the lake. The group provided some ideas for managing hydrilla. The group is working on a mission statement and will be meeting more often.
- Mr. Hayes from Chesterfield provided some good references for developing a mission statement and updates on how Chesterfield County's program works.
- Lead and Copper Rule
- We are forwarding information to members via email as we get it.
  - As a reminder, the service inventory for each member is due to VDH by **October 16, 2024**.
- Elevated Tank Study
- The Authority has received preliminary plans for comment.
  - After the comments are addressed, the consultant will prepare the package for Chesterfield County planning and zoning.
- Inundation Study for waste lagoons
- The study has been submitted to DCR for review.
- VPDES renewal for waste lagoons
- Staff reviewed the proposal from WSP to prepare the required Site Characterization Plan and issued the purchase order to proceed.
  - This plan is due to DEQ within 180 days.
  - The results of the DEQ review will determine the path forward. There is an appropriation request in the FY25/26 construction fund section of the budget.

➤ Replace Pontoon Boat

- The new tritoon boat has been delivered and is in service.

➤ Miscellaneous

- The executive director met with the Lake Chesdin Yacht Club on Saturday, September 23<sup>rd</sup>. The executive director updated the group on:
  - Maintenance of Lake Level
  - Maintenance of algae in the lake by ARWA staff
  - Miry Run algae
  - Lake Chesdin patrols and enforcement

Exhibit G

**Appomattox River Water Authority-Balance Sheet**

For Month Ending October 31, 2023

**Assets**

**Current Assets**

Petty Cash	\$	400
SunTrust Operating Fund	\$	1,681,853
SunTrust Replacement Fund	\$	-
<i>Total Unrestricted Cash</i>	<b>\$</b>	<b>1,682,253</b>

Water Revenue	\$	3,893,233
LGIP-O&M Reserve	\$	6,886,208
LGIP-Revenue Surplus	\$	2,184,527
ERRF (Equipment Repair/Replacement)	\$	2,558,975
Debt Service Reserve	\$	2,140,209
Bond Principal/Interest	\$	670,330
Bond Construction	\$	-
<i>Total Restricted Cash</i>	<b>\$</b>	<b>18,333,481</b>

<b>Total Checking/Savings</b>	<b>\$</b>	<b>20,015,735</b>
-------------------------------	-----------	-------------------

Accounts Receivable	\$	513,800
Other Current Assets	\$	59,471
Inventory	\$	907,236

<b>Total Current Assets</b>	<b>\$</b>	<b>21,496,241</b>
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**Fixed Assets**

Right to Use Lease Assets	\$	21,869
Accum amort-right of use lease	\$	(11,841)
Land and Land Rights	\$	1,044,167
Water System	\$	99,933,139
Equipment	\$	1,893,883
Hydro	\$	34,873
Construction in Progress	\$	635,475
Accumulated Amortization	\$	(34,705)
Accumulated Depreciation	\$	(56,760,355)

<b>Total Fixed Assets</b>	<b>\$</b>	<b>46,756,502</b>
---------------------------	-----------	-------------------

**Other Assets**

Def Outflow-OPEB GLI	\$	20,809
Def Out Res-Post ER Pension Costs	\$	-
Deferred Outflow-OPEB GLI	\$	-
Def Out Res-Net Dif Pension Inv	\$	-
Def Out Res-OPEB Experience	\$	24,843
Def Out Res-OPEB Assumptions	\$	3,182
Def Out Res-OPEB Subsequent	\$	13,173

Total Other Assets	\$	62,007
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<b>Total Assets</b>	<b>\$</b>	<b>68,314,750</b>
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## Appomattox River Water Authority-Balance Sheet

For Month Ending October 31, 2023

### Liabilities & Equity

#### Current Liabilities

Accounts Payable	\$	173,773
Retainage Payable	\$	10,161
Accrued Interest Payable	\$	106,942
Accrued Interest-GASB 87	\$	23
Lease Liability-current portion	\$	6,010

#### Total Current Liabilities

**\$ 296,909**

#### Long Term Liabilities

Def Inf Res-Net Dif Pension Inv	\$	468,320
Def Inf Res-Pen Chg Assumptions	\$	(62,672)
Def Inf Res-Pens Dif Proj/Act E	\$	215,138
Net Pension Liability	\$	(1,738,602)
Def Infl-OPEB Chg of Assumptions	\$	13,925
Deferred Inflow-OPEB GLI	\$	25,976
Deferred Inflow-Expect & Actual	\$	55,359
Bonds Payable-2010	\$	-
Bonds Payable-2012	\$	1,399,000
Bonds Payable-2017	\$	8,702,000
Bonds Payable-2019 Refunding Bond Payment	\$	5,065,000
Bonds Payable-2019 Def Amt on Refunding	\$	(74,959)
Lease Liability-non-current	\$	4,265
Accrued Leave Payable	\$	215,938
Post Employment Benefit	\$	37,888
OPEB Liability-GLI	\$	83,805

#### Total Long-Term Liabilities

**\$ 14,410,380**

### Total Liabilities

**\$ 14,707,289**

### Equity

Retained Earnings	\$	1,366,502
Reserve for Water Revenue	\$	16,498,969
Reserve for Operations	\$	-
Reserve for Suplus	\$	-
Reserve for Replacements	\$	2,500,000
Reserve for Bond Interest	\$	106,942
Reserve for Debt Service	\$	2,094,831
Reserve for Bond Principal	\$	-
Reserve for Reserve	\$	-
Fixed Assets, Net of Debt	\$	31,970,278

#### Total Equity

Net Income	\$	(930,061)
	\$	53,607,461

### Total Liabilities & Equity

**\$ 68,314,750**

\$ -

Appomattox River Water Authority  
YTD Income Statement for the period ending October 31, 2023

Water Rate Center  
Revenues and Expenses Summary

Budget	Budget	Actual	YTD Budget	Variance
FY 22/23	Year-to-Date	Year-to-Date	vs. Actual	Percentage

**Operating Budget vs. Actual**

**Revenues**

Water Sales	\$ 12,318,213	\$ 3,079,553	\$ 3,793,833	\$ 714,279	23.19%
Rent/Misc. Income	\$ 30,000	\$ 7,500	\$ 1,150	\$ (6,350)	-84.67%
<b>Total Operating Revenues</b>	<b>\$ 12,348,213</b>	<b>\$ 3,087,053</b>	<b>\$ 3,794,982</b>	<b>\$ 707,929</b>	<b>22.93%</b>

**Expenses**

Personnel Cost	\$ 3,006,372	\$ 1,002,124	\$ 935,265	\$ (66,859)	-6.67%
Contractual/Professional Services	\$ 1,218,289	\$ 409,430	\$ 326,765	\$ (82,665)	-20.19%
Utilities	\$ 953,100	\$ 317,700	\$ 368,929	\$ 51,229	16.12%
Communication/Postal/Freight	\$ 46,500	\$ 15,500	\$ 19,145	\$ 3,645	23.52%
Office/Lab/Janitorial Supplies	\$ 105,000	\$ 35,000	\$ 54,327	\$ 19,327	55.22%
Insurance	\$ 125,000	\$ 125,000	\$ 139,423	\$ 14,423	11.54%
Lease/Rental Equipment	\$ 20,000	\$ 6,667	\$ 5,989	\$ (678)	-10.16%
Travel/Training/Dues	\$ 62,500	\$ 20,833	\$ 19,422	\$ (1,411)	-6.77%
Safety/Uniforms	\$ 40,000	\$ 13,333	\$ 7,767	\$ (5,566)	-41.74%
Chemicals	\$ 3,750,000	\$ 1,250,000	\$ 1,631,616	\$ 381,616	30.53%
Repair/Maintenance Parts & Supplies	\$ 350,000	\$ 116,667	\$ 97,952	\$ (18,715)	-16.04%
<b>Total Operating Expenses</b>	<b>\$ 9,676,761</b>	<b>\$ 3,312,254</b>	<b>\$ 3,606,602</b>	<b>\$ 294,348</b>	<b>8.89%</b>
<b>Operating Results Suplus/(Deficit)</b>	<b>\$ 2,671,452</b>	<b>\$ (225,201)</b>	<b>\$ 188,381</b>	<b>\$ 413,581</b>	<b>-183.65%</b>

**Replacement Outlay Budget vs. Actual**

Machinery & Motors-Process	\$ 157,500	\$ 157,500	\$ 26,942	\$ (130,558)	-82.89%
Instrumentation	\$ 68,000	\$ 68,000	\$ 27,775	\$ (40,225)	-59.15%
Computer Equipment	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	-100.00%
Furniture/Fixtures	\$ 30,000	\$ 30,000	\$ 22,867	\$ (7,133)	-23.78%
Motor Vehicles	\$ -	\$ -	\$ 30,930	\$ 30,930	#DIV/0!
Maintenance Equipment	\$ 115,000	\$ 115,000	\$ 41,515	\$ (73,485)	-63.90%
Valve Replacement	\$ -	\$ -	\$ 72,118	\$ 72,118	#DIV/0!
Roof Repairs	\$ -	\$ -	\$ 35,653	\$ 35,653	#DIV/0!
Elevated Tank-Engineering Report	\$ 200,000	\$ 200,000	\$ 17,485	\$ (182,516)	-91.26%
<b>Total Capital Outlay</b>	<b>\$ 585,500</b>	<b>\$ 585,500</b>	<b>\$ 275,285</b>	<b>\$ (310,215)</b>	<b>-52.98%</b>

**Construction Outlay Budget vs. Actual**

In-Plant Capital Upgrade	\$ -	\$ -	\$ -	\$ -	#DIV/0!
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**BOD Designated Surplus Fund**

Liquid Lime System	\$ -	\$ -	\$ 648,574	\$ -	#DIV/0!
Repair Material For Pipeline	\$ -	\$ -	\$ 59,600	\$ 59,600	#DIV/0!
Replacement Doors	\$ -	\$ -	\$ -	\$ -	#DIV/0!
VWP Permit	\$ -	\$ -	\$ -	\$ -	#DIV/0!
FlowCam	\$ -	\$ -	\$ 2,868	\$ -	#DIV/0!

**Debt Service Budget vs. Actual**

Interest Income	\$ -	\$ -	\$ 295,936	\$ 295,936	#DIV/0!
Other (Income)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Sell of Asset	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Interest Expense	\$ 406,952	\$ 203,476	\$ 165,051	\$ (38,425)	-18.88%
Int on Purchase of US Treas	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Principal Payments	\$ 1,679,000	\$ 1,679,000	\$ 263,000	\$ (1,416,000)	-84.34%

**Other Income/Other Expense**

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

**Appomattox River Water Authority  
Executive Review  
Cash And Debt Highlights  
As of September 30, 2023**

<b>Highlights: ARWA Cash Positions</b>		<b>30-Jun-23</b>		<b>31-Oct-23</b>	<b>Change</b>	<b>Explanation</b>
<b>Unrestricted Cash &amp; Investments:</b>						
Petty Cash	\$	400.00	\$	400.00	\$ -	see explanation (a) below
SunTrust Operating Account	\$	455,919.40	\$	1,681,853.33	\$ 1,225,933.93	see explanation (b) below
SunTrust Replacement Fund	\$	-	\$	-	\$ -	see explanation (c) below
<b>Restricted Cash and Investments:</b>						
Water Revenue	\$	3,090,283.77	\$	3,893,232.71	\$ 802,948.94	see explanation (d) below
LGIP-O&M Reserve	\$	6,761,467.76	\$	6,886,207.52	\$ 124,739.76	see explanation (e) below
LGIP-Revenue Surplus	\$	2,783,851.20	\$	2,184,526.58	\$ (599,324.62)	see explanation (f) below
ERRF (Equipment Repair/Replacement)	\$	2,558,975.00	\$	2,558,975.00	\$ -	see explanation (g) below
Debt Service Reserve	\$	2,089,495.89	\$	2,140,209.45	\$ 50,713.56	see explanation (h) below
2012 Bond           Principal/Interest	\$	619,851.45	\$	345,778.42	\$ (274,073.03)	
2017 Bond           Principal/Interest	\$	492,972.60	\$	160,635.51	\$ (332,337.09)	
2019 Bond           Principal/Interest	\$	752,898.33	\$	163,916.03	\$ (588,982.30)	
2017 Construction	\$	146,998.32	\$	-	\$ (146,998.32)	
<b>Total Cash and Investments</b>	<b>\$</b>	<b>19,753,113.72</b>	<b>\$</b>	<b>20,015,734.55</b>	<b>\$ 262,620.83</b>	

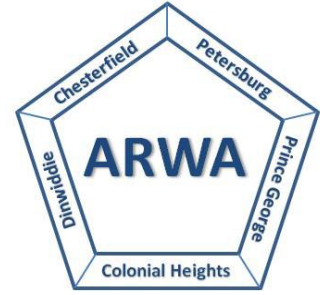
<b>Highlights: ARWA Outstanding Bonds</b>		<b>30-Jun-23</b>		<b>31-Oct-23</b>	<b>Change</b>
2012 Bond	\$	1,399,000.00	\$	1,399,000.00	\$ -
2017 Bond	\$	9,553,000.00	\$	9,553,000.00	\$ -
2019 Bond	\$	5,630,000.00	\$	5,065,000.00	\$ (565,000.00)
2019 Bond-Def Amt on Refund	\$	(74,959.43)	\$	(74,959.43)	\$ -
<b>Total Bonds Outstanding</b>	<b>\$</b>	<b>16,507,040.57</b>	<b>\$</b>	<b>15,942,040.57</b>	<b>\$ (565,000.00)</b>

**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. Board Approval: Surplus Revenue approved for specific projects.
- g. Financial Policy: Must maintain a minimum of \$2.5M
- h. Financial Policy: Held by Trustee, funded at such amount as may be necessary.



# Appomattox River Water Authority



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

## Exhibit G-a

TO: Appomattox River Water Authority Board of Directors

FROM: Melissa Wilkins, Business/HR Manager/FOIA Officer

DATE: November 16, 2023

SUBJECT: In-plant Construction Project Completion

At the November 19, 2020 meeting the executive director advised that any surplus bond funds borrowed for the In-plant upgrades would be used to pay down the debt on the bond. The In-plant projects have been completed and the Certificate of Completion has been issued to U.S. Bank.

In discussions with counsel, it was recommended the surplus bond proceeds be placed in the Interest Account of the Bond Fund. To accomplish this transfer of surplus funds to the Interest Account of the Bond Fund, the Authority needed to appoint an authorized representative which was not included with the Bond issuance. Counsel drafted the appropriate document authorizing the executive director as the authorized representative. Per the Bond documents, the chairman of the Board of Directors is authorized to appoint the authorized representative.

As part of the closeout for the project the Board asked staff to provide a brief summary of the expenses for the project:

In-plant Financial Summary		
<b>Bond Issuance</b>		
	2017 Revenue	
	Bond	Comments
Project Engineering/Construction	\$ 12,688,351.00	
Debt Service Reserve	\$ 611,649.00	with existing DSR brought new DSR balance to \$1,080,936
Cost of Issuance	\$ 200,000.00	
Total Uses of Funds	\$ 13,500,000.00	
<b>Actual Expenses</b>		
Engineering	\$ 1,091,039.62	
Prepurchase	\$ 2,365,491.99	Generator, pumps at dam, surge valves, large butterfly valves
Construction	\$ 8,182,880.32	
Instrumentation	\$ 1,471,651.27	Authority contracted directly with IT vendor
Total Project Cost	\$ 13,111,063.20	exceeds original construction with interest added to bond
Surplus proceeds applied to interest	<b>\$ 148,878.07</b>	

Supporting information is included in Attachments G-a1 thru G-a4.

- 2017 Bond Summary by Davenport and Company
- November 19, 2020 meeting minutes
- Certificate of Completion
- Certificate of Appointment of Authorized Representative

Board Action Requested:

No Board action is requested. This summary is provided as part of the project closeout.



# Original and Proposed Revised Sources & Uses of Funds

## Original 2017 Revenue Bond

Sources of Funds	Authority Contribution	2017 Revenue Bond	Total
Par Amount	\$ -	\$ 13,500,000	\$ 13,500,000
Authority Contribution	469,287	-	469,287
<b>Total Sources of Funds</b>	<b>\$ 469,287</b>	<b>\$ 13,500,000</b>	<b>\$ 13,969,287</b>

Uses of Funds	Authority Contribution	2017 Revenue Bond	Total
Project Engineering / Construction	\$ -	\$ 12,688,351	\$ 12,688,351
DSRF Requirement	469,287	611,649	1,080,936
Cost of Issuance	-	200,000	200,000
<b>Total Uses of Funds</b>	<b>\$ 469,287</b>	<b>\$ 13,500,000</b>	<b>\$ 13,969,287</b>

## Proposed Revised Sources & Uses

Sources of Funds	
Par Amount	\$ 13,500,000
Authority Contribution	-
<b>Total Sources of Funds</b>	<b>\$ 13,500,000</b>

Uses of Funds	
Project Engineering / Construction	\$ 12,219,064
DSRF Requirement	1,080,936
Cost of Issuance	200,000
<b>Total Uses of Funds</b>	<b>\$ 13,500,000</b>

**BOARD OF DIRECTORS MEETING**  
**Appomattox River Water Authority**  
**November 19, 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)  
Aretha Ferrell-Benavides, (Petersburg)  
Joseph Casey, (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 (ARWA & SCWWA)  
Kathy Summerson, Administrative Assistant (SCWWA)

**ALTERNATES PRESENT:**

Frank Haltom, (Alternate, Prince George)  
Scott Morris, (Alternate, Chesterfield)

**OTHERS PRESENT:**

Chris Tabor, (Hazen and Sawyer)  
Benjamin Packett, (Robinson, Farmer, Cox Associates)  
Alec Brebner, (Executive Director, Crater Planning District)

**ABSENT:**

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

The ARWA meeting was called to order after the conclusion of the SCWWA Board meeting by Mr. Smith, Chairman, at 2:56 p.m.

**1. Call to Order/Roll Call**

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

Mr. Smith stated Ms. Ferrell-Benavides would be joining the meeting by conference call due to the City of Petersburg’s policy that does not permit meeting in person when more than four individuals are present. Mr. Anderson stated the policy adopted by the Authority does require that the Board vote to permit remote participation.

Upon a motion made by Dr. Casey and seconded by Mr. Haltom the Board voted to approve Ms. Ferrell-Benavides to be present by conference call.

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

**2. Approval of Minutes: Minutes of the Regular Meeting of the Board on September 10, 2020**

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

**RESOLVED, that the Minutes of the Regular Meeting of the Board on September 10, 2020 are hereby approved:**

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

**3. Public Comment**

There were no Public Comments.

**4. Executive Director’s Report:**

**• Proposed In-plant Phase III Project Award**

Mr. Wilson reported on the proposed change order #2 for the in-plant projects. He stated there is approximately \$450,000 remaining. He reported what we are proposing to do is add two butterfly valves, actuators, and pressure relief valves. MEB is the contractor who has completed Phase #1 and Phase #2 inside the plant. He stated our recommendation is to treat this as a change order for the labor with MEB. The Authority would purchase the materials and then we would move forward with that project. He stated we are not looking for a contingency in this project.

Mr. Haltom asked if there were any other priority projects eligible for these funds, and Mr. Wilson answered as far as what is in the project we have used the bond proceeds for everything inside the fence. This project involved pre-purchasing and we borrowed the money before we had the project fully identified, and we ended up with surplus funds. Dr. Casey asked if this consumed all the remaining bonds funds or were there more left over after this project, and Mr. Wilson stated we still have a little bit of interest left over that has not been spent. If there is enough left to do the next project in the plant, we

would come back to the Board to request approval. Dr. Casey asked if there was a certain period, we needed to consume the funds or apply that to a debt service payment and bring closure to arbitrage and things like that. Mr. Anderson stated these bonds were issued in 2017 and they are yield restricting now. He further stated that by next year he would want the money to be out of there, so we do not become a target on an audit basis. Mr. Anderson stated we could use it to pay or reimburse ourselves for paying debt service. Dr. Casey suggested that by June 30<sup>th</sup> staff bring a recommendation to the board.

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

**RESOLVED, that the Board authorizes 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 1 project:**

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

Doug Smith	Aye
Kevin Massengill	Aye
Joseph Casey	Aye
Frank Haltom	Aye
Aretha Ferrell-Benavides	Aye

- **Annual Financial Report Year Ended June 30, 2020: Robinson, Farmer, Cox Associates**

Mr. Wilson stated he received a late email from Mr. Hayes that Mr. Morris would have some comments about this Agenda item. He then introduced Benjamin Packett of Robinson, Farmer, Cox Associates, who provided a presentation on SCWWA's Annual Financial Accounting Audit. He stated ARWA received a clean compliance report.

Dr. Casey referenced footnote one about describing an entity and there have been some changes in that description. He stated Mr. Morris is going to summarize what Mr. Hayes' points were. Mr. Morris stated on pages 15 and 16 it states that they complied with some of the recommendations from Chesterfield County, but it is unclear how they complied with the deletion of that table. He further stated Chesterfield can assist ARWA in future development of financial tables, if you wish to update the future CAFR to meet those compliance obligations that they recommended in their previous audit. Dr. Casey stated this is something we could talk about next year in the preliminary planning phases for the audit report. He further stated he respected the way GASB is and the rules that are followed, but it seems like the description of the history of this entity is longer than the description in Chesterfield's audit report. He does not know if that is the quirk of service agreements and disclosures, etc. Mr. Packett stated they did not typically make changes to Note 1 unless management recommends it.

Mr. Smith asked Mr. Morris for clarification what the table was that was referenced, and Mr. Morris replied it was the table that broke down the capacity. Mr. Anderson stated he was asked to look at a couple of the points and he does not normally involve himself in writing these. He stated to Mr. Morris that the chart he was referring to has no legal or financial basis or effectiveness.

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

**RESOLVED, that the annual financial report is hereby approved as presented:**

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

Doug Smith	Aye
Kevin Massengill	Aye
Joseph Casey	Aye
Frank Haltom	Aye
Aretha Ferrell-Benavides	Aye

- **Proposed 2021 Board Meeting Dates**

Mr. Wilson presented the proposed schedule for 2021 Board of Directors meetings.

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

**RESOLVED, that the Board approves the proposed schedule of regular meetings dates for 2021 as presented:**

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

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

Mr. Wilson reported on the Status Report.

- **DCWA request for a second river crossing**

Mr. Wilson stated that the Dinwiddie County Water Authority has applied for a federal BRIC grant to put in a second parallel crossing on the 30" line on the Appomattox River. He further stated back when he was with DCWA they started looking at the AWIA to identify critical assets. He stated the two most critical issues they saw for the DCWA was either loss of the plant or loss of the river crossing. He further stated DCWA had gone as far as working with VDOT to develop a MOU to lay a temporary line across the bridge. He stated if you lose that line it is probably 12 to 18 months minimum to get it reestablished. Mr. Wilson stated that one of the unfortunate things he has found out so far is that DCWA did not go to the host locality, which is Dinwiddie County, and make them aware of this project. He stated when he made the Board aware of this project, that it was the first time Mr. Massengill had heard of it. Mr. Wilson stated he had talked to Mr. Hayes and the amount of grant given on an annual basis is only about \$5 million. He does not know if they will be successful in getting this, but he knows that it has been submitted. He stated the Authority's recommendation is that if DCWA is successful in getting it and willing to pay for it, the ARWA would end up with another asset at no cost to the members.

Mr. Massengill stated that he was not familiar with the project until Mr. Wilson told him. He further stated the project is \$3.6 million, the grant is 75% of that, so the question he has is what happens if they are successful in obtaining the grant, and no one else assists them with the 25%. He imagines it would only be the City of Petersburg, who would receive any benefit to this. He further stated if it is the will of the Authority to move forward he is okay with it. He stated he just wanted to let the Authority know this is not typically how he would go about bringing a project such as this to the Authority.

Upon a motion made by Mr. Massengill and seconded by Mr. Haltom the following resolution, with modification of it not being a capital expense to the Authority, was adopted:

**RESOLVED, that the Board approves 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 capital expense to the Authority. Also, the Authority agrees 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:**

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

- **Financials**

Ms. Wilkins reported on the Financials. She stated the balance sheet now includes the true up from the past fiscal year

**5. Board Officer Elections**

Mr. Smith stated that he and Mr. Massengill would be willing to remain as Chairman and Vice-Chairman if the Board approves. Also, Mr. Haltom stated he is willing to step into the Secretary/Treasurer role.

Upon a motion made by Dr. Casey and seconded by Mr. Haltom, the following officers were elected for 2021 starting January 1, 2021 for a term of two years:

Mr. Doug Smith	Chairman
Mr. Kevin Massengill	Vice-Chairman
Mr. Frank Haltom	Secretary/Treasurer

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

**6. Items from Counsel**

There were no items from Counsel.

**7. Closed Session**

Mr. Anderson read the Resolution to go into Closed Session (attached).

Upon a motion made by Mr. Massengill and seconded by Mr. Haltom the Board went into Closed Session at 3:35 p.m.

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

Upon a motion made by Mr. Massengill and seconded by Mr. Haltom the Board came out of Closed Session at 3:42 p.m.

Mr. Anderson read the Certification regarding the Closed Session and, upon a motion made by Mr. Massengill and seconded by Mr. Haltom, it was approved by a unanimous roll call vote (attached).

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

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

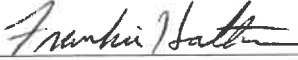
Mr. Smith thanked staff for their work on the financial report. Mr. Haltom stated he heard that the SCC has CARES funding available that we can apply for.

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 3:46 p.m.

MINUTES APPROVED BY:

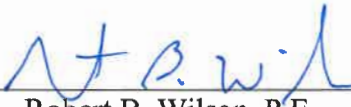
 1/21/21  
Frank Haltom  
Secretary/Treasurer

**APPOMATTOX RIVER WATER AUTHORITY**

**CERTIFICATE OF COMPLETION**

The undersigned Authorized Representative of the Appomattox River Water Authority ("ARWA") hereby certifies that all of the Costs of the System to be financed by the proceeds of ARWA's Water Revenue Bond, Series 2017 (the "2017 Bond"), have been paid and no proceeds need to be reserved in the Construction Fund to pay any unpaid Costs of the System. The undersigned has been advised that the balance in the Debt Service Reserve Fund is not less than the Debt Service Reserve. Therefore, the undersigned hereby directs that the balance of the proceeds of the 2017 Bond in the Construction Fund be transferred to the Interest Account of the Bond Fund on or before October 25, 2023, pursuant to Section 505 of the Amended and Restated Agreement of Trust dated as of January 15, 2022 (the "Trust Agreement"), between ARWA and U.S. Bank National Association, as Trustee.

Dated: October 18, 2023

By:   
Robert B. Wilson, P.E.,  
Authorized Representative

APPOMATTOX RIVER WATER AUTHORITY

CERTIFICATE OF APPOINTMENT OF  
AUTHORIZED REPRESENTATIVE

The undersigned certifies on behalf of the Appomattox River Water Authority ("ARWA") that Robert B. Wilson, P.E., Executive Director, has been appointed as an Authorized Representative as such term is defined in the Amended and Restated Agreement of Trust dated as of January 15, 2022, between ARWA and U.S. Bank National Association, as Trustee, with all of the powers and responsibilities attendant to such role.

I also certify that the signature opposite his name is the signature of such individual.

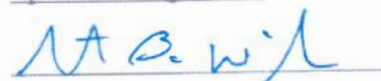
Name:

Title:

Specimen Signature:

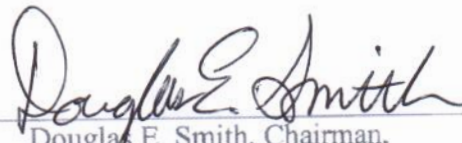
Robert B. Wilson, P.E.

Executive Director

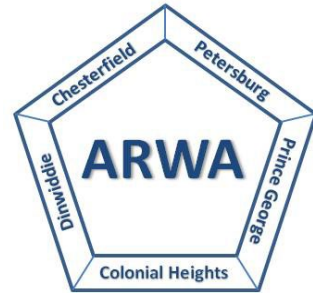


Dated: October 18, 2023

By:

  
Douglas E. Smith, Chairman,  
Appomattox River Water Authority

Appomattox  
River  
Water  
Authority



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

**Exhibit G-b**

TO: Appomattox River Water Authority Board of Directors

FROM: Melissa Wilkins, Business/HR Manager/FOIA Officer

DATE: November 16, 2023

SUBJECT: Debt Service Reserve and ERRF Investing

At the September 21<sup>st</sup> meeting the executive director advised the Authority discussed investing the ERRF and debt service reserve in U. S. Treasury Bonds for the next three years per the Authority's investing policy.

Staff worked with Davenport and invested both funds in U. S. Treasury bonds through October 15, 2026. This is in line with the investing strategy that Davenport originally recommended.

Board Action Requested:

No Board action is requested.