

**James River Water Authority
Board of Directors Meeting
214 Commons Blvd.
Palmyra, VA 22963
June 9, 2021
9:00 A.M.**

Regular Meeting of the James River Water Authority Board of Directors

- I. Call to Order**
- II. Adoption of Agenda**
- III. Items from the Public**
- IV. Approval of Minutes of Preceding Meeting**
 - a. May 12, 2021 – Regular Meeting
- V. Financial Report**
 - a. Bills Approval
 - i. AquaLaw
 - ii. Timmons Group
- VI. Discussion/Information Items**
 - a. Discussion – COE Permit
 - b. Discussion – VRA Loan Refunding
- VII. Action Items**
- VIII. Consent Agenda**
- IX. Closed Meeting**
- X. Adjournment**

The James River Water Authority Board of Directors reserves the right to amend and/or change the Agenda the day of the meeting.

BY ORDER OF:
D.D. WATSON, CHAIRMAN
BOARD OF DIRECTORS
JAMES RIVER WATER AUTHORITY

**JAMES RIVER WATER AUTHORITY BOARD OF DIRECTORS
FLUVANNA COUNTY LIBRARY, 214 COMMONS BLVD.
PALMYRA, VIRGINIA
MAY 12, 2021
9:00 A.M.**

Due to the continuing impact of the COVID-19 pandemic, the meeting was held electronically via Zoom.

Present: D. D. Watson (Chairman), Mark Dunning (Vice Chairman), Joe Chesser (Treasurer), Eric Dahl, Troy Wade (arrived 9:05) and Christian Goodwin

Absent: (none)

CALL TO ORDER

Chairman Watson called the meeting of the James River Water Authority (JRWA) Board of Directors to order at 9:01 a.m., and led the Board in the Pledge of Allegiance.

ADOPTION OF AGENDA

On the motion of Mr. Chesser seconded by Mr. Dahl, which carried by a vote of 5-0, the agenda was adopted.

ITEMS FROM THE PUBLIC

There were no comments made by the public.

APPROVAL OF MINUTES OF PRECEDING MEETING

On the motion of Mr. Goodwin, seconded by Mr. Dahl, which carried by a vote of 5-0, the Board approved the minutes of the April 14, 2021 meeting.

FINANCIAL REPORT

Mr. Chesser reviewed the bills as presented in the board's packet, noting a current balance of \$595,421.01 and a balance after the proposed bills of \$558,147.23. On the motion of Mr. Dahl, seconded by Mr. Dunning, which passed by a vote of 6-0, the report and bills were approved.

DISCUSSION/INFORMATION ITEMS

COE Permit Update

The Board received an update from Justin Curtis on the Corps of Engineers (COE) permit process. Mr. Justin Curtis reported that the JRWA was in the process of getting the cultural resources efforts underway at the Alternative 1C site, pending Board action on the proposal from Gray and

Pape. Landowner permission for the survey and artifacts is also necessary, and the Authority is working directly with the three landowners whose properties require deep testing, and sending letter to those on the remainder of the route which requires shovel testing. A form agreement has been circulated to the Board and Board approval for Mr. Dahl to sign the letters is necessary.

Mr. Curtis also reported that Gray and Pape has submitted a final proposal to complete the cultural resources survey on 1C. Last year, Gray and Pape's estimate for the efforts totaled \$155,000. This estimate was based on preliminary data. Engineering has added specificity, resources to be avoided, and a more precise footprint based on the updated bathymetric study's location of the pump station. The resulting cultural resources survey increases by roughly 60 acres. The quote includes multiple quotes for the deep trenching work, and GAI has worked with Gray and Pape in several efforts in an effort to control costs where reasonable. The next step is finalizing a work plan for review by GAI, the COE, and the Monacan Indian Nation. Gray and Pape's proposal estimates the entire process to take 135 days.

Mr. Wade motioned to allow Mr. Dahl to sign the landowner letters on the Authority's behalf. Mr. Dunning seconded the motion, which passed by a vote of 6-0.

Mr. Wade motioned to approve Gray and Pape's proposal for the cultural resources study. Mr. Chesser seconded the motion.

Mr. Dahl asked if the price was a not to exceed figure. Mr. Curtis responded that the quote included a set number of stated assumptions, such as the number of features to evaluate. The figure should not increase unless the proposal's assumptions are exceeded.

Mr. Goodwin asked about communications with regulatory agencies and other parties. Mr. Curtis stated that this alternative was recommended by the Monacans, and that they had agreed to a number of conditions per their earlier letter. Requirements include communication of the work plan with them, and the use of Gray and Pape. The work plan will also be communicated with COE and DHR, even though we are not technically in a formal consultation process for this location yet.

By a vote of 6-0, Gray and Pape's proposal was approved.

ACTION ITEMS

FY20 JRWA Audit

Mr. Dahl reported that the audit was slightly delayed due to COVID, and that Mr. David Foley from Robinson Farmer Cox Associates was also in the meeting to provide further detail. Mr. Dahl reviewed the audited financial statements. Mr. Foley reviewed the two results in the report, noting that the Independent Auditor's Report was an unmodified opinion, which is the most favorable opinion possible. He also stated that the Internal Controls review found no significant deficiencies or weaknesses. Mr. Foley noted that management was very responsive and helpful. On the motion of Mr. Goodwin, seconded by Mr. Chesser, the audit report was approved by a vote of 6-0.

Timmons Group – Additional Professional Services

Mr. Hines reported that Timmons had expended its initial \$30,000 project management budget over the past few months, noting that the JRWA had requested budgetary milestones to maintain fiscal transparency. The current request increases that initial amount by another \$30,000 for ongoing management and support at an estimated rate of \$10,000 per month. He also reviewed Timmons' proposal to support the cultural resources efforts through the expanded bathymetric survey, additional pump station engineering, limits of disturbance delineation, and survey work since GPS signals at the site are weak. These efforts would comprise an additional \$41,000 of work beyond the project management budget.

Mr. Dahl noted that the approval would need to be retroactive to 4/1 since some of these efforts were underway, and motioned to approve the entire \$71,000. Mr. Dunning asked if the motion could be broken into two parts, and Mr. Dahl agreed to do so. On Mr. Dahl's motion, seconded by Mr. Dunning, the proposal to increase the project management budget by \$30,000 was approved.

Mr. Dahl motioned to approve the \$41,000 for further tasks as noted in the proposal. Mr. Goodwin asked about the survey work and when Gray and Pape was aware that a GPS signal was insufficient. Mr. Hines responded that it was possible that not all of the survey work would be necessary, but that any survey work now would serve to reduce survey requirements during construction. Mr. Goodwin seconded the motion, which passed by a vote of 6-0.

CONSENT AGENDA

(none)

CLOSED SESSION

(none)

ADJOURNMENT

On the motion of Mr. Goodwin, seconded by Mr. Dunning, which carried by a vote of 6-0, the Board voted to adjourn the meeting at 9:54 a.m.

BY ORDER OF:

D.D. WATSON, CHAIRMAN
BOARD OF DIRECTORS
JAMES RIVER WATER AUTHORITY

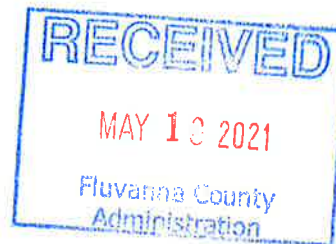
AQUALAW

CHRISTOPHER D. POMEROY
CHRIS@AQUALAW.COM

PH: 804.716.9021
Fx: 804.716.9022

May 14, 2021

Mr. Eric Dahl
Administrator
Fluvanna County
P.O. Box 540
Palmyra, VA 22963



Re: James River Water Authority

Dear Eric:

Enclosed is our invoice for services rendered during April.

We greatly appreciate the opportunity to work with you. Please let me know if you have any questions.

Best regards,



Christopher D. Pomeroy

Enclosure

cc: Brendan Hefty, Esq.

AQUALAW

May 13, 2021

James River Water Authority
P.O. Box 540
Palmyra, VA 22963

Attention: Eric Dahl
RE: General

Our File #: 0293-001
Inv #: 13498

| DATE | WORK PERFORMED | HOURS | AMOUNT | LAWYER |
|---------------------------------|--|-------------|--------------------------|--------|
| Apr-09-21 | Teleconference with project team to review current status and next steps for survey of alternative pump station location | 0.70 | 290.50 | JWC |
| Apr-14-21 | Prepare for and attend JRWA Board meeting; review and comment on draft meeting minutes | 1.00 | 415.00 | JWC |
| Apr-23-21 | Teleconference with agency staff re status of the Forsyth alternative evaluation; send update on week's developments re the same to C. Goodwin and E. Dahl | 0.50 | 207.50 | JWC |
| Apr-28-21 | Teleconference with J. Glenn re cultural resource study tasks and timeline; teleconference with E. Dahl and K. Harris to coordinate landowner outreach and survey permission forms; review and comment on survey permission forms and cover letter; draft outline of key issues to discuss with landowners at pump station site and Rivanna River crossing to facilitate outreach by Fluvanna County staff | 2.40 | 996.00 | JWC |
| Subtotal | | <u>4.60</u> | <u>\$1,909.00</u> | |
| TOTAL AMOUNT THIS PERIOD | | | <u>\$1,909.00</u> | |
| Previous Balance | | | \$1,411.00 | |
| Previous Payments | | | \$0.00 | |
| BALANCE DUE NOW | | | <u>\$3,320.00</u> | |

Payment Remit Address: AquaLaw PLC, 6 South 5th Street, Richmond, Virginia 23219

Thank you for choosing AQUALAW PLC. (Tax ID No. 45-0484029)

Please call (804) 716-9021 ext. 224 with invoice questions.

Payment is appreciated within 30 days.



June 4, 2021

Mr. Eric Dahl
James River Water Authority
Fluvanna County Office Building
132 Main Street
PO Box 540
Palmyra, VA 22963

Re: JRWA – Additional Professional Services for Project Management / Coordination and Additional Analysis of Alternative 1C: Invoices for Professional Service through April 30, 2021 and May 30, 2021

Dear Mr. Dahl:

Attached is the invoice for additional time & material services for the professional services completed through April 30, 2021 and May 30, 2021 by Timmons Group related to general project management / coordination and associated meetings as well as the invoice for Additional Analysis of Alternative 1C.

Following is a summary of the work completed associated with the above referenced invoices:

Project Management / Coordination

- Coordination and preparation of materials for JRWA, GAI & AquaLaw review.
- Preparation for and attendance of the April and May 2021 JRWA Board Meeting
- Coordination related to potential limits of disturbance (LOD) for Alternative 1C such that GAI can provide Gray & Pape. Discussion of construction related items and logistics for downstream Alternative 1C and PS location (across from Cobbs Creek PS site).
- Environmental Coordination for Alt 1C routing.
- Bi-Weekly Coordination Call for CR Coordination
- Phone and email communications with above parties throughout the invoice period.
- Key personnel related to above activities included Eli Wright, Lina Kim, David Saunders & Joe Hines.

Task 1 - Bathymetric Survey / Riverbank Survey

- Original and Expanded Scope 100% Complete

Task 2 - Concept Design & Location of Intake and Pump Station

- Original and Expanded Scope 100% Complete.

Task 3 - Develop potential Limits of Disturbance for Alternative 1C

- Original and Expanded Scope 100% Complete.

Task 4 – Coordination with GAI

- Included in the Project Management / Coordination Invoice.

Task 5 - Field Survey in support of Cultural Resources Work

No work to date has been completed under this T&M Scope of Services.

Thanks for your the opportunity to be of continued service to the JRWA on this important project. Please feel free to contact us with any questions regarding this invoice or our team's services.

Respectfully submitted,



Joseph C. Hines, PE, MBA
Senior Principal



David J. Saunders, PE, DBIA
Senior Principal

Attachments:

Invoices for Professional Services through April 30, 2021 and May 30, 2021



INVOICE

Eric Dahl
 James River Water Authority
 Fluvanna County Office Building
 132 Main Street
 PO Box 540
 Palmyra, VA 22963

May 11, 2021
 Project No: 39677.002
 Invoice No: 263367
 Due Date: June 10, 2021

| | |
|----------------------|-----------------|
| Invoice Total | 5,115.00 |
|----------------------|-----------------|

Project 39677.002 JRWA - Management/Coordination & Svcs

Professional Services through April 30, 2021

Phase U03 General Project Management Services

Professional Personnel

| | Hours | Rate | Amount |
|-----------------------------|-------|--------|------------------------|
| Sr. Principal | 18.00 | 275.00 | 4,950.00 |
| Sr. Environmental Scientist | 1.50 | 110.00 | 165.00 |
| Totals | 19.50 | | 5,115.00 |
| Total Labor | | | 5,115.00 |
| Total this Phase | | | 5,115.00 |
| Total this Invoice | | | <u>5,115.00</u> |

Outstanding Invoices

| Number | Date | Balance |
|--------------|----------|------------------|
| 257620 | 3/9/2021 | 9,379.28 |
| 259373 | 4/6/2021 | 9,202.50 |
| Total | | 18,581.78 |

Please Remit to:
 1001 Boulders Pkwy, Suite 300
 Richmond, VA 23225
 804.200.6500

Federal Tax ID: 54-1301413

EFT Remittance:
 Towne Bank | Glen Allen, VA
 ABA #051408949 | A/C #0281001456
 ap@timmons.com



INVOICE

Eric Dahl
 James River Water Authority
 Fluvanna County Office Building
 132 Main Street
 PO Box 540
 Palmyra, VA 22963

June 3, 2021
 Project No: 39677.002
 Invoice No: 264665
 Due Date: July 3, 2021

Invoice Total 4,000.00

Project 39677.002 JRWA - Management/Coordination & Svcs

Professional Services through May 30, 2021

Phase U03 General Project Management Services

Professional Personnel

| | Hours | Rate | Amount | |
|---------------------|--------------|-------------|---------------|---|
| Sr. Principal | 12.00 | 275.00 | 3,300.00 | |
| Project Engineer II | 7.00 | 100.00 | 700.00 | |
| Totals | 19.00 | | 4,000.00 | |
| Total Labor | | | | 4,000.00 |
| | | | | Total this Phase 4,000.00 |
| | | | | Total this Invoice <u>4,000.00</u> |

Outstanding Invoices

| Number | Date | Balance |
|---------------|-------------|-----------------|
| 263367 | 5/11/2021 | 5,115.00 |
| Total | | 5,115.00 |

Please Remit to:
 1001 Boulders Pkwy, Suite 300
 Richmond, VA 23225
 804.200.6500

Federal Tax ID: 54-1301413

EFT Remittance:
 Towne Bank | Glen Allen, VA
 ABA #051408949 | A/C #0281001456
 ap@timmons.com



INVOICE

Eric Dahl
 James River Water Authority
 Fluvanna County Office Building
 132 Main Street
 PO Box 540
 Palmyra, VA 22963

June 3, 2021
 Project No: 39677.003
 Invoice No: 264666
 Due Date: July 3, 2021

Invoice Total 16,000.00

Project 39677.003 JRWA Additional Analysis for Alter 1C

Professional Services through May 30, 2021

| | | | |
|------------------|--------|---------------------------------------|-----------------|
| Phase | U01 | Bathymetric Survey / Riverbank Survey | |
| Total | | 12,400.00 | |
| Percent Complete | 100.00 | Total Earned | 12,400.00 |
| | | Previous Fee Billing | 9,900.00 |
| | | Current Fee Billing | 2,500.00 |
| | | Total | 2,500.00 |
| | | Total this Phase | 2,500.00 |

| | | | |
|------------------|--------|--|------------------|
| Phase | U02 | Concept Design & Location of Intake & PS | |
| Total | | 19,500.00 | |
| Percent Complete | 100.00 | Total Earned | 19,500.00 |
| | | Previous Fee Billing | 9,500.00 |
| | | Current Fee Billing | 10,000.00 |
| | | Total | 10,000.00 |
| | | Total this Phase | 10,000.00 |

| | | | |
|------------------|--------|--|-----------------|
| Phase | U03 | Develop Potential LOD for Alternative 1C | |
| Total | | 13,000.00 | |
| Percent Complete | 100.00 | Total Earned | 13,000.00 |
| | | Previous Fee Billing | 9,500.00 |
| | | Current Fee Billing | 3,500.00 |
| | | Total | 3,500.00 |

Please Remit to:
 1001 Boulders Pkwy, Suite 300
 Richmond, VA 23225
 804.200.6500

Federal Tax ID: 54-1301413

EFT Remittance:
 Towne Bank | Glen Allen, VA
 ABA #051408949 | A/C #0281001456
 ap@timmons.com

| | | | | |
|---------|-----------|---------------------------------------|---------|--------|
| Project | 39677.003 | JRWA Additional Analysis for Alter 1C | Invoice | 264666 |
|---------|-----------|---------------------------------------|---------|--------|

| | |
|-------------------------|-----------------|
| Total this Phase | 3,500.00 |
|-------------------------|-----------------|

| | | |
|-------|-----|--|
| Phase | U04 | Survey Service Support Cultural Resource |
|-------|-----|--|

| | |
|-------------------------|----------|
| Total this Phase | - |
|-------------------------|----------|

| | |
|---------------------------|-------------------------|
| Total this Invoice | <u>16,000.00</u> |
|---------------------------|-------------------------|

Please Remit to:
1001 Boulders Pkwy, Suite 300
Richmond, VA 23225
804.200.6500

Federal Tax ID: 54-1301413

EFT Remittance:
Towne Bank | Glen Allen, VA
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ap@timmons.com