

**JAMES RIVER WATER AUTHORITY  
BOARD OF DIRECTORS  
BEAR ISLAND PUMP STATION  
13500 MEADOW FARM ROAD  
DOSWELL, VIRGINIA 23047  
AND  
ASHLAND TOWN HALL  
101 THOMPSON STREET  
ASHLAND, VIRGINIA 23005  
OCTOBER 14, 2014  
9:00 A.M.**

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Present: Goodman B. Duke, Joe Chesser, Christian R. Goodwin, Steven M. Nichols, and Erick Gomez

Absent: D.D. Watson

Others Present: Brendan Hefty, Hefty & Wiley, P.C., Legal Counsel; Joe Hines, Timmons Group; David Saunders, Timmons Group; Bobby Popowicz, Community Development Director, Fluvanna County; and Andy Wade, Economic Development Director, Louisa County

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The group toured the Bear Island Pump Station beginning at 9:15 a.m. A few citizens from Fluvanna County were present.

**CALL TO ORDER**

Chairman Duke called the October 14, 2014, regular meeting of the James River Water Authority (JRWA) Board of Directors to order at 10:10 a.m.

**ADOPTION OF AGENDA**

On the motion of Mr. Chesser, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board approved the October 14, 2014, agenda.

**READING AND APPROVAL OF MINUTES OF PRECEDING MEETINGS**

**August 5, 2014**

On the motion of Mr. Chesser, seconded by Mr. Nichols, which carried by a vote of 5-0, the Board approved the minutes of the September 9, 2014, meeting.

## **FINANCIAL REPORT**

### **Approval of Bills**

Discussion was held amongst the JRWA regarding the bill submitted by McGuire Woods.

It was noted that there was a deposit for \$5,000.00 from English for their PPEA proposal submittal, as well as a bill from Fluvanna County in the amount of \$49.09 for two (2) Fedex shipments and a bill from MBP in the amount of \$5,527.50 for their PPEA proposal analysis.

On the motion of Mr. Goodwin, seconded by Mr. Nichols, which carried by a vote of 5-0, the Board approved deposit and payment for the following:

- Deposit: English Construction - \$5,000.00
- County of Fluvanna (Fedex shipments) - \$49.09
- MBP - \$5,527.50

Mr. Nichols noted that he received a bill from McGuire Woods every month and he would continue filing those.

Mr. Chesser noted that he contacted Monfalcone Accounting Group for QuickBooks support, which would be billed at a rate of \$60 per hour. Mr. Nichols said he thought it would be a good idea to officially record the fact that an outside agency had cloud-based access to the JRWA's bills. Additional discussion ensued with regards to whether or not an agreement was necessary and it was determined that Monfalcone Accounting Group was only currently providing advice, guidance, and training and therefore, an agreement was not necessary.

### **Update – Firm for Audit of JRWA Funds**

Mr. Goodwin said he was responsible for obtaining quotes for audit services for the JRWA and the quotes he received ranged from about \$1,700 to \$5,000. Mr. Goodwin noted that the firm with the lowest quote was Stephen Wunsh, located in Louisa. Mr. Goodwin added that he recommended proceeding with the low cost provider.

On the motion of Mr. Nichols, seconded by Mr. Gomez, which carried by a vote of 5-0, the Board voted to proceed with Stephen Wunch for audit services for the JRWA.

Mr. Goodwin added that he expected that the firm would contact the JRWA with a planning letter.

## **ACTION ITEMS**

### **Update – Permit Relocation**

Mr. Joes Hines, Timmons Group, said he provided the JRWA with an update on October 6, 2014, via email, indicating where the process stood with Department of Environmental Quality (DEQ), which he briefly reviewed. Mr. Hines indicated that any additional required information

would be provided to them. Additionally, Mr. Hines noted that Timmons Group received a letter from the Marine Resource Commission about the application and stated that they would provide additional clarification regarding the final construction drawings, as requested by the Commission.

Mr. Hines said for the next step in the process, he would suggest performing the bathometric survey. Mr. Hines said Timmons Group would formulate a price and submit it to the JRWA for consideration. Mr. Gomez questioned if that survey was budgeted for when the expense analysis was developed. Mr. Hines said yes.

#### **Update – PPEA Engineer Consultant**

The JRWA requested that this item be discussed in Closed Session.

#### **Update – Financial Advisor**

There was no update by the financial advisor.

#### **Discussion – Service Agreement with Louisa and Fluvanna Counties**

Mr. Hefty said he made some updates and amendments to the service agreement, which had been sent to the County Attorneys from both counties, along with the JRWA’s financial advisor and bond counsel for review.

#### **CLOSED MEETING**

On the motion of Mr. Goodwin, seconded by Mr. Nichols, which carried by a vote of 5-0, the Board voted to enter Closed Session at approximately 10:50 a.m. for the purpose of discussing the following:

1. Discussion of PPEA Proposals - In accordance with §2.2-3711.A.29 VA Code Ann., for the purpose of discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

#### **RESUMPTION OF REGULAR SESSION**

On the motion of Mr. Goodwin, seconded by Mr. Nichols, which carried by a vote of 5-0, the Board voted to regular session at approximately 11:07 a.m.

#### **RESOLUTION - CERTIFICATION OF CLOSED SESSION**

On the motion of Mr. Goodwin, seconded by Mr. Nichols, which carried by a vote of 5-0, the Board voted to adopt the following resolution:

**WHEREAS**, the James River Water Authority Board of Directors has convened a Closed Meeting pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712.D of the Code of Virginia requires a certification by the James River Water Authority Board of Directors that such closed meeting was conducted in conformity with the Virginia Law.

**NOW, THEREFORE BE IT RESOLVED** that the James River Water Authority Board of Directors does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the James River Water Authority Board of Directors.

<u>NAME</u>	<u>VOTE</u>
D.D. Watson	Absent
Joe Chesser	Yes/Aye
Erick Gomez	Yes/Aye
Christian R. Goodwin	Yes/Aye
Steven M. Nichols	Yes/Aye
Goodman B. Duke	Yes/Aye

**OTHER ITEMS FROM BOARD OR STAFF NOT ON THE AGENDA**

On the motion of Mr. Chesser, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board voted to proceed with competitive negotiation under the PPEA guidelines for the JRWA water intake/pump station proposal.

**ADJOURNMENT**

On the motion of Mr. Chesser, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board voted to adjourn the October 14, 2014, meeting at approximately 11:08 a.m.

BY ORDER OF:

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GOODMAN B. DUKE, CHAIRMAN  
BOARD OF DIRECTORS  
JAMES RIVER WATER AUTHORITY