

Washington County Service Authority Board of Commissioners
May 5, 2017 Legal Counsel Procurement Committee Meeting Minutes

A Legal Services Procurement Committee Meeting of the Washington County Service Authority Board of Commissioners was held on May 5, 2017 at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room. The meeting was called to order at 8:30 am.

ROLL CALL

Commissioners Present:

Mr. Wayne Campbell
Mr. Jim McCall

WCSA Staff Present:

Robbie Cornett; Secretary, General Manager
Melinda Jett; Treasurer, Controller
Dave Cheek; Operations Manager

Closed Meeting – 8:30 am

Adjournment to Closed Meeting in accordance with the Virginia Freedom of Information Act,

1. Code of Virginia Section 2.2-3711 Paragraph (A) (6): Investment of Public Funds where discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
2. Code of Virginia Section 2.2-3711 Paragraph (A) (29): Contracts for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of offers, and discussion of the terms and scope of such contract, where discussion in an open session would adversely affect the bargaining position and negotiating strategy of the public body.

The committee interviewed the following firms:

- Penn Stuart & Eskridge: 9:00 am to 10:00 am
- Elliott Lawson & Minor: 10:30 am to 12:00 pm
- Dene & Dene: 12:30 pm to 1:30 pm

Return to Public Session- 1:55 pm.

Late Items:

Subject to answering any questions the Board may have, the committee recommends the following:

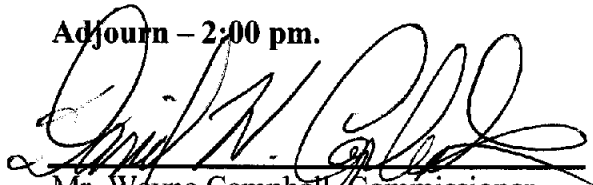
1. Recognize Elliott Lawson & Minor as the top ranked offeror followed by Dene & Dene (second) and Penn Stuart & Eskridge (third), if the Board is willing to declare the apparent incomplete proposals of Dene & Dene and Penn Stuart & Eskridge as an informality.
 - a. The importance of identifying the order is, if we are unable to negotiate an acceptable agreement with the top ranked offeror or if the engagement is terminated before the end of the procurement term (5 years), WCSA has the ability (if it wishes) to award to the second ranked offeror without a new procurement.
2. Authorize staff to begin negotiations with Elliott Lawson & Minor for a
 - a. one-year contract,
 - b. renewable upon authorization by the Board for up to 4 additional one-year terms (max of 5 years),
 - c. reserve the right to terminate the contract with 30 days' notice,
 - d. and if a suitable contract is reached, authorize the General Manager to execute the contract.
3. Implement a quarterly report card. Part of a healthy relationship is for

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the firm to know 1) what we want them to do and 2) how they are doing.

- a. Staff proposes to develop an evaluation sheet for each Board member and staff who interact with Counsel to complete each quarter. Once complete, the Chairman and General Manager will review and meet with Counsel. As we move forward, we can adjust the evaluation sheet and frequency as necessary. From this process, we expect a much healthier relationship with Counsel.

Adjourn - 2:00 pm.


Mr. Wayne Campbell, Commissioner


Mr. Jim McCall, Commissioner


Carol Ann Shaffer, Assistant Secretary