

Washington County Service Authority Board of Commissioners
July 23, 2007 Regular Meeting Minutes

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 7:00 PM.

ROLL CALL

Commissioners Present:

Mr. Sam Blaylock
Mr. Gerald Cole, Chairman
Mr. Daniel Reynolds
Mr. Joe Chase
Mr. Frank Stephon, IV
Mr. D.L. Stout

Commissioners Absent

Mr. Scott Rector, Vice-Chairman

Staff Present:

Robbie Cornett, Interim General Manager
Kim Roberts, Controller
Ella Ratcliffe, Information Systems Manager

Consultants Present:

Bill Aden, PE, Draper Aden Associates
Randall Hancock, PE, Draper Aden Associates
Bobby Lane, PE, Lane Engineering
Kevin Heath, PE, Adams-Heath Engineering

Also Present:

Mr. Mark Lawson, General Counsel
WCSA Employees

3. Public Query and Comments

Mr. Walter McNew from Route 700 stated that he had presented a petition to the Board requesting water service last May. Mr. McNew presented the Board with a sample of a cup of coffee that he had made before coming to the meeting. He stated that he was told not to drink this water. He also stated that their water quality was bad when he moved into the house. He said that he had spoken to Mr. Eric Herold from the Heath Department and he said that WCSA had other ways of

getting financial money to help put a new line in. He stated that he had turned in a petition in June 2006 for a proposed line for around a distance of 3.3 miles. He also stated that 74% of the residents would take the water. He said that also some of the residents had experienced cancer and other health related problems because of the water. Mr. Terry Gregory of 27322 Rich Valley Road also addressed the Board stating that he had his water tested 6 times because his children continually stayed sick with a stomach virus and had been hospitalized. It had been discovered that his water contained raw sewage and his children had been drinking this water for seven years. Ms. Jennifer Chapman also addressed the Board and stated that her father had terminal cancer and they had not been able to drink the water for two years because of the slime in the water from their well. She stated that her father and children also had been hospitalized because of the contamination.

Mr. McNew requested the Board please find a way for the financing of this project to help the residents of this community.

Mr. Cornett stated that they had continued to keep the Board informed of this situation in this area and WCSA had collected samples from the project area and the Board did choose this project to solicit for funding with the Virginia Department of Health. He stated that they had not heard back from the Department of Health on whether they funded the project and hoped to have an answer on this sometime next month. He stated that this project did look

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favorable for funding because of the interest of more than 50% of the residents in the area and the water samplings being contaminated. He hoped that they would be able to bring the funding consideration back to the Board in August. Mr. Cole requested that Mr. Cornett explain what to expect if funding is received and the timeframe of the project.

4. Approval of Agenda

Mr. Cornett stated that he had no changes or corrections to the agenda. A motion was made by Mr. Reynolds to approve the agenda. Mr. Reynolds motion was seconded by Mr. Blaylock and approved by a unanimous vote.

5. Consent Agenda

- Minutes from June 11 and 25th, 2007
- Routine Reports
- Financial Statements for May 2007
- Check Register ending 06/29/07

Items removed from Consent Agenda

None

Mr. McReynolds made a motion to approve the Consent Agenda. Mr. Reynolds motion was seconded by Mr. Stout. The motion was approved by a 6-0-1 vote.

6. Engineer's Report and Update

Mr. Bill Aden and Mr. Randall Hancock with Draper-Aden reported on the following projects:

Sewer O & M Analysis

Mr. Hancock reported that they had previously submitted some O & M costs and some updated construction costs for the Exit 13 and 14 area and were planning on having a meeting with the WCSA to discuss. They had met with the WCSA staff, 2 Committee members of the Board of Commissioners and the Board of Supervisors about two weeks ago and provided as needed assistance on negotiations with the agreement that had been proposed with the Town of Abingdon and the City of Bristol. They had also provided them with some information on the Southern Rivers Watershed Enhancement Program which Mr. Cornett would present to the Board later in the meeting.

Seven Springs Secondary Supply

Mr. Aden reported that they had submitted the PER to the staff for review and then would be sending the PER to the Health Department for approval. They are waiting to hear comments from the staff.

Glove Drive Waterline Improvements

Mr. Aden reported that they had submitted the PER to the staff to review and they would be sending it to the Health Department. They have already completed the preliminary design and are working on the final design. They are waiting to hear comments from the staff.

Route 58 Water Storage Facilities

Mr. Aden reported that they had met with Mr. Jones on site and will meet with him again to discuss the road location. They hoped after they reached this agreement they could proceed with the tank site.

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Route 58/Watauga Road Waterline Improvements

Mr. Aden reported that had completed the water line plan profile and was waiting on authorization from WCSA to compete the final design.

Bristol and Industrial Park Pump Station

Mr. Hancock reported that they had been assisting staff on getting some pumps located and approved for replacement of the pump station. He reported that they had done some hydraulic calculations and had sent them to the Health Department and they did get back a confirmation that they could proceed with the work.

Remington Drive

Mr. Hancock reported that were working with the staff on some pressure issues in this area and hoping to get some things installed to alleviate these problems.

Mr. Bobby Lane with Lane Engineering reported on the following projects:

Lime Hill/Walker Mountain Road Project

Mr. Lane reported that they had completed the final design and had submitted the project to the Health Department. He stated that Mr. Eric Herold had reviewed the plans and they have been approved. He stated that the Virginia Department of Transportation has reviewed the project in the field and has approved the layout of the project. There had been an environmental assessment completed and hoped to be approved soon. He also stated that as soon as they had all of the easements that they would proceed with advertisement for the project construction. He commended Mr. Herold

for working closely with the WCSA staff to get this project approved within a 60 day period.

Mr. Kevin Heath reported on the following projects:

White's Mill Road

Mr. Heath stated that they had continued to work with the WCSA staff on a potential alternative for the tank site for this project.

Orchard Hill Road

Mr. Heath stated that they received comments from the Health Department and responded to those and had also received approval to proceed. He stated the remaining items would be to secure the permits for stream crossings to be done.

7. General Manager's Report and Update

Mr. Cornett reported on the following:

Significant Field Work

- 44 leaks were repaired
- 9 breaks were repaired
- 86 water taps made
- 8 wastewater taps made
- 60 after hours maintenance call-outs
- 236 customers were telephoned following unusually high usage
- 128 customers were notified that their water was to be turned off
- \$3,678.00 was abated for 45 customers with water leaks

Construction in Progress

Mr. Cornett presented the Board with a Comprehensive update of all the projects that WCSA is actively involved in. There were a total of 54 projects on the update.

- **Administrative Items**

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- For Commissioners other than Mr. Chase and Mr. Stephon who received new Commissioner Resource Notebooks, we have included updated information such as an update cover sheet, contact information sheet, organization chart, rate and fee structure sheet, and personnel policy and procedure manual.
- Mr. Cornett presented the Board with a copy of correspondence from the Town of Saltville informing WCSA that our water rates are going up from \$2.05 to \$2.21 per thousand gallons, which is about and 8.5 percent increase. Our average monthly purchase is about 600,000 gallons.
- Mr. Cornett presented the Board with a copy of a notice to BVU from the Virginia Department of Health regarding a higher than allowable level of haloacetic acids over a one year period. He stated he felt that they should know about this since WCSA sells water to BVU at the location where this particular violation has occurred.
- Kimberly Roberts and Mr. Cornett met with a rate structure and finance consultant a couple of weeks ago. This was an informative meeting and we plan to procure for the rate structure analysis in September of this year.
- Mr. Cornett was pleased to announce that WCSA has hired Mr. Mark Osborne as its Engineer in Training. Mr. Osborne currently resides in Bristol Virginia and is a graduate of Virginia Highlands Community College and Bluefield State College where he obtained his Engineering degree. Most recently Mr. Osborne has been employed by Lane Engineering.
- Mr. Cornett was pleased to report that WCSA has recently made an offer of employment to two county

residents to fill the two open Crew positions in the Maintenance Department. They hope to hear back from these individuals soon.

- Mr. Cornett commended Mr. Doug Sullins at the Drinking Water Plant for serving on the WCSA's Safety Committee for four years.

8. Election of Officers 2007-2008 Fiscal Year

The Board annually selects officers and authorizes the officers to sign the Authority's checks (two signatures are required on checks).

- **Chairman-** Mr. Cole opened the floor for nominations for Chairman. A motion was made by Mr. Reynolds and seconded by Mr. Stout to re-elect Mr. Gerald Cole. Mr. Chase moved that the nominations be closed and elect the new Chariman by a unanimous vote. The vote passed by a 5-1-1 vote with Mr. Cole abstaining.
- **Vice Chairman-** Mr. Cole opened the floor for nominations for Vice-Chairman. Mr. Stout made a motion to re-elect Mr. Scott Rector for Vice-Chairman. Mr. Stout's motion was seconded by Mr. Reynolds and passed by a unanimous vote.

The following appointments were suggested for Treasurer, Secretary, and Assistant Secretary.

- **Treasurer** – This position is currently being held by Mr. Robbie Cornett, Interim General Manager. A motion was made by Mr. Reynolds to

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nominate Ms. Kimberly Roberts for this position. Mr. Reynolds motion was seconded by Mr. Chase and passed by a unanimous vote.

- **Secretary** – This position is currently being held by Mr. Robbie Cornett, Interim General Manager. A motion was made by Mr. Stout and seconded by Mr. Blaylock for Mr. Cornett to remain in this position.
- **Assistant Secretary** – This position is currently being held by Ms. Ella Ratcliffe, Information Systems Manager. A motion was made by Mr. Reynolds and seconded by Mr. Stephon for Ms. Ratcliffe to remain in this position.

9. Appointments to Represent WCSA, for the Washington County Joint Utilities Committee and Chilhowie Regional Water Treatment Facility Steering Committee

Washington County Joint Utilities Committee

This committee is comprised of two representatives from the Board of Supervisors, two from WCSA, and one representative from the Industrial Development Authority. The representatives for 2006-2007 were Mr. Sam Kiser and Mr. Gerald Cole. Mr. Stephon and Mr. Stout volunteered to serve on this Committee for the 2007-2008 year.

Chilhowie/WCSA Regional Water Treatment Plant Steering Committee

This committee is comprised of two representatives from the Town of Chilhowie and two from WCSA. The representatives for 2006-2007 were Mr. Scott Rector and Mr. Robbie Cornett. A motion was made by Mr. Reynolds that the same two members remain on this Committee for the 2007-2008 year. Mr. Reynold's motion was seconded by Mr. Stephon and passed unanimously.

10. Approval of the 2007-2008 WCSA Regular Board Meeting Schedule

The Board approved the following regularly scheduled meetings for 2007-2008 year. Meetings begin at 7:00 PM in the WCSA Potts Board Room. Except as otherwise noted, the meetings are held on the fourth Monday of each month.

- August 27, 2007
- September 24, 2007
- October 22, 2007
- November 26, 2007
- *December 17, 2007
- January 28, 2008
- February 25, 2008
- March 24, 2008
- April 28, 2008
- *May 19, 2008
- June 23, 2008

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A motion was made by Mr. Stout to approve the Regular Board Meeting Schedule that was recommended. Mr. Stout's motion was seconded by Mr. Chase and passed by unanimous vote.

11. Banking Resolution

Mr. Cornett stated that normally, a corporation's Treasurer and Controller would be included on the resolution authorizing endorsement of checks and other instruments. Additionally, enough other persons should also be included so as to ensure that the Authority can conduct necessary routine business. Presently the following people are authorized to sign checks: the Chairman, Vice Chairman, Interim General Manager Robbie Cornett, Chief Engineer, Doug Canody, and Information Systems Manager, Ella Ratcliffe.

Mr. Cornett recommended the Board empower the Treasurer / Controller Kimberly Roberts, and at least four additional persons to be included on the HUB resolutions item #3 and #5. Mr. Cornett suggested the Chairman, Mr. Gerald Cole, Vice Chairman, Mr. Scott Rector, WCSA Interim General Manager, Robbie Cornett and WCSA Chief Engineer, Doug Canody serve as the four additional persons authorized to sign. Mr. Cole recommended Mr. Robbie Cornett, WCSA Interim General Manager, Mr. Doug Canody, Chief Engineer, Ms. Ella Ratcliffe, Information System Manager, and Ms. Kimberly Roberts to serve as the additional persons authorized to sign checks.

Mr. Cornett also recommended the Board limit two persons the authority

to open new accounts, borrow money, or obtain safe deposit boxes. Mr. Cornett recommend the Board select two of the above persons to be included on the HUB resolution for item #1, #2, #4 and #6 (opening new accounts, borrowing money, safe deposit boxes and "all powers"). Mr. Stephon made a motion to nominate Mr. Robbie Cornett and Ms. Kimberly Roberts to have this authority on the HUB resolution. Mr. Stephon's motion was seconded by Mr. Stout and passed by a unanimous vote.

A motion was made by Mr. Stephon to approve the HUB Banking Resolution and WCSA Banking Resolution Item 11. Mr. Stephon's motion was seconded by Mr. Chase and passed by a unanimous vote.

12. Resolution for Commendation of Mr. Phil McCall

WHEREAS, Phil McCall, esteemed citizen of Washington County, Virginia, served with dedication and diligence as a Commissioner of the Washington County Service Authority from July 2003 to June 2007; and

WHEREAS, Commissioner McCall represented the customers of the Service Authority in the Harrison Magisterial District of Washington County in a worthwhile and capable manner; and

WHEREAS, Commissioner McCall contributed to the expressed purpose and goals of the Service Authority by serving in the finest tradition as commissioner,

NOW THEREFORE, BE IT

RESOLVED that the Board of Commissioners of said Washington

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County Service Authority, duly assembled to conduct business on this the 23rd day of July, 2007, does hereby unanimously adopt this **RESOLUTION OF COMMENDATION**, in full recognition of, and in gratitude for, the above enumerated services and contributions, and wish Mr. McCall well in all future endeavors.

A motion was made by Mr. Stephon to accept the Resolution of Commendation for Mr. McCall. Mr. Stephon's motion was seconded by Mr. Chase and passed by a unanimous vote of the Board.

13. Resolution for Commendation of Mr. Sam Kiser

WHEREAS, Mr. Sam Kiser III, esteemed citizen of Washington County, Virginia, served with dedication and diligence as a Commissioner of the Washington County Service Authority from July 2005 to June 2007; and **WHEREAS**, Commissioner Kiser represented the customers of the Service Authority in the Madison Magisterial District of Washington County in a worthwhile and capable manner; and **WHEREAS**, Commissioner Kiser contributed to the expressed purpose and goals of the Service Authority by serving in the finest tradition as commissioner, **NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of said Washington County Service Authority, duly assembled to conduct business on this the 23rd day of July, 2007, does hereby unanimously adopt this

RESOLUTION OF COMMENDATION, in full recognition of, and in gratitude for, the above enumerated services and contributions, and wish Mr. Kiser well in all future endeavors.

A motion was made by Mr. Stout to accept the Resolution of Commendation for Mr. Kiser. Mr. Stout's motion was seconded by Mr. Reynolds and passed by a unanimous vote of the Board.

14. Acceptance of Vehicle Bids

Ms. Kimberly Roberts presented the bid tabulations that were obtained on June 27th for vehicle bids. Ms. Roberts reported that they had received bids for 6 one half ton 4x4 pickup trucks and 3- ¾ ton utility trucks. Ms. Roberts stated that Family Ford was the low bidder and did meet all of the specifications on the 6- 4 x 4 pickup trucks and Empire Ford was the low bidder on the ¾ ton Utility Trucks. The Family Ford bid was \$16, 436.00 for each truck and Empire Ford's bid was \$20,300.00 for the ¾ ton trucks. She stated that a spreadsheet had been attached to their handout showing the specifications in the bid documents. Mr. Blaylock questioned if we were taking the beds off of the ones that needs to be replaced and putting on the new trucks. Mr. Cornett stated that they usually put new beds on the trucks when purchased. Ms. Roberts stated that they had specified in the bid documents that they needed trucks without beds. Ms. Roberts recommended that the Board accept the lowest bidders presented. A motion was made by Mr. Reynolds to

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accept the bids. Mr. Reynolds motion was seconded by Mr. Stout and passed by a unanimous vote.

15. Resolution Requesting Washington County Board of Supervisors Solicit Funding from Southern Rivers Watershed Enhancement Program and to make WCSA the Fiscal Agent of those Funds

Mr. Cornett presented to the Board a proposed resolution for the Board to consider for Washington County Board of Supervisors to solicit for funding from the Southern Rivers Watershed Enhancement Program and make WCSA the fiscal agent for these funds.

He reported that the Southern Rivers Watershed Enhancement Program is a program that has been established to improve water quality in the streams and groundwater of the "southern rivers" region of Virginia while directly enhancing the quality of life of communities and their residents through the installation and expansion of sewage treatment and collections systems. Mr. Cornett stated that they had an opportunity to secure \$20,000 of grant money to study the Exit 13 area of Washington County for the provision of wastewater collection. There is 1 million dollars available for planning if applied for before April 1, 2008. The 20,000 is available per planning project and is why we are requesting consideration in soliciting \$20,000 for the study of the Exit 13 area. Mr. Cornett stated that they have been looking into a wastewater collection system in the Exit 13 area of Washington County and have been

talking with the Town of Abingdon about treating the wastewater. Mr. Cornett recommended the Board consider the resolution seeking \$20,000 in grant funds from the Southern Rivers Watershed Enhancement Program. He stated that a draft resolution and mapping of the area had been provided to them to consider. Mr. Stephon questioned whether the Board of Supervisors would request the funding and would WCSA be the agent for the funding. Mr. Cornett stated that this would be correct. A motion was made by Mr. Stout to accept the resolution to solicit for this funding. Mr. Stout's motion was seconded by Mr. Reynolds and passed by a unanimous vote.

16. Closed Meeting, Personnel and Investment of Public Funds and Acquisition and Disposition of Property

Mr. Chase moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711 Paragraph A (1): Personnel: Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specified public officers, appointees, or employees of any public body; and evaluation of the performance of departments where such evaluation of performance of departments necessarily involve discussed specific individuals; and Code of Virginia Section 2.2-3711 Paragraph A (6): Investment of Public Funds,

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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 could be adversely affected and Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition and Disposition of Property; the discussion or consideration of the acquisition of real property for public purposes, or of the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

In addition to the Board, the presence of Mr. Mark Lawson, WCSA Counsel and Mr. Robbie Cornett, WCSA Interim General Manager are requested. The motion by Mr. Chase was seconded by Mr. Stephon. The motion passed (6-0-1). The Board adjourned to Closed meeting at 8:00 p.m.

Return to Public Session

Upon motion by Mr. Chase and second by Mr. Stephon, the Board returned to Public Session at 11:05 p.m.

Certification of Closed Meeting

Whereas, the Washington County Service Authority has convened to a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and Whereas, Section 2.2-3712 Paragraph D of the Code of Virginia requires a certification by this Authority that such Closed Meeting was conducted in conformity with Virginia law; Now, therefore, be it resolved that the

Authority hereby certifies that to the best of each member's knowledge, (1) 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 (2) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Authority. The motion passed 6-0-1.

AYE: Mr. Blaylock, Mr. Cole, Mr. Chase, Mr. Stephon, Mr. Reynolds, Mr. Stout,

NAY: none

Absent: Mr. Rector

10. Late Items

none

11. Adjournment

Mr. Stout made a motion to adjourn. Mr. Stephon seconded. The motion passed 6-0-1. The Board adjourned at 11:08 p.m.

Mr. Gerald Cole, Chairman

Ella Ratcliffe, Assistant Secretary