

**Washington County Service Authority Board of Commissioners  
September 25, 2017 Recessed Meeting Minutes (held October 2, 2017)**

The Recessed Meeting of the Washington County Service Authority Board of Commissioners, held in the E. W. Potts, Jr. Board Room located at 25122 Regal Drive, Abingdon, Virginia, was called to order by the Chairman at 6:03 pm.

**ROLL CALL**

Commissioners Present:

Mr. Mike White, Chairman  
Mr. Jim McCall, Vice Chairman  
Mr. Mr. Wayne Campbell  
Mr. Eddie Copenhaver  
Mr. Dwain Miller  
Mr. Kenneth Taylor

Commissioners Absent:

Mr. Vernon Smith

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager  
Melinda Jett; Treasurer, Controller  
Carol Ann Shaffer; Assistant Secretary, Administrative Assistant

General Counsel Present:

Thomas Dene, Esq.; Dene & Dene, P.C.

WCSA Staff Present:

Dave Cheek; Operations Manager  
Ryan Kiser, PE; Engineering Manager

**3. Approval of the Agenda**

Mr. McCall motioned to approve the Agenda, Mr. Campbell seconded and the Board approved voting 6-0-0-1.

**4. By-Laws Workshop.**

Mr. Dene led board discussions regarding the By-Laws.

At the direction of the Chairman, the board took 15 minute break.

Upon reconvening the meeting, Mr. White invited Mr. Nurre to speak.

Mr. Ken Nurre, of 15365 Greenway Road in Meadowview, Virginia, addressed the Board from 6:32 pm to 6:45 pm to discuss, impart, his thoughts on suggested items to include in the WCSA By-Laws.

Mr. White asked if the Board had any questions or comments for Mr. Nurre. The Board had none.

Mr. Dene then continued discussions regarding WCSA's By-Law.

In conclusion and upon agreement of the Board, Mr. Dene will include the following items in his next draft of the WCSA By-Laws.

1. Provisions regarding the General Manager
  - Specification of Responsibilities and Duties
  - Emergency Grant of Power
2. Board Meeting Rules of Procedure
3. Complaint Process
  - Complaints against Commissioners
4. Conflicts of Interest
  - Continuation of check register monitoring and abstention
  - Commissioners shall notify staff of interim changes, if any, with conflicts
5. Other By-Laws
  - Governing Document regarding Standing Committees
  - Provision regarding Commissioners making public statements
  - Commissioners should not be involved in day-to-day operations.

Mr. White asked that meetings be opened with the Pledge of Allegiance and a prayer led by the Commissioners on a rotating basis.

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Mr. Taylor suggested the Chairman of the Board have a term limit of two consecutive years; unless all other members refuse to accept the position of Chairman. In such event, the existing Chairman may accept again.

**5. Late Items**

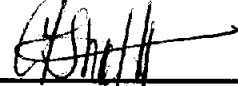
Mrs. Shaffer presented the board with three options for new Board Room chairs. The Commissioners agreed on chairs presented in option 3.

Mr. McCall suggested WCSA meet with the Washington County Board of Supervisors regarding the Western Washington County Sewer Plant upon completion of the sewer study.

**6. Adjourn – 8:06 pm**

Mr. Taylor made a motion to adjourn, Mr. Copenhaver seconded and the Board approved voting 6-0-0-1.

  
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Mr. Mike White, Chairman

  
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Carol Ann Shaffer, Assistant Secretary