

**Washington County Service Authority Board of Commissioners  
December 18, 2017 Regular Meeting Minutes**

**1. Call the Meeting to Order**

The Regular 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 6:00 pm.

**2. Roll Call**

Commissioners Present:

Mr. Mike White, Chairman  
Mr. Jim McCall, Vice Chairman  
Mr. Mr. Wayne Campbell  
Mr. Dwain Miller  
Mr. Tim Orfield  
Mr. Vernon Smith  
Mr. Kenneth Taylor

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.

Consultants Present:

Dennis Amos, PE; Hurt & Proffitt, Inc.  
Bobby Lane, PE; The Lane Group, Inc.  
Kevin Heath, PE; The Lane Group, Inc.  
Scott Wilson, PE; Thompson & Litton, Inc.

WCSA Staff Present:

Dave Cheek, Operations Manager  
Ryan Kiser, PE; Engineering Manager  
Holly Edwards; Customer Service  
Ken Perrigan; Meter Manager

**3. Prayer and Pledge of Allegiance.**

Mr. Campbell opened the meeting in prayer and led the Pledge of Allegiance.

**4. Approval of the Amended Agenda**

Mr. Taylor motioned to approve the Amended Agenda, Mr. Campbell seconded and the Board approved with a unanimous vote.

**5. Public Query and Comment**

There was no public query or comment.

**6. Approval of the Consent Agenda**

A. Approval of Minutes:

- November 27, 2017 Regular Meeting Minutes

B. Routine Reports: November 2017

- Water Production
- Water Distribution
- Meter Department
- Wastewater Operations
- Customer Service
- Maintenance
- Engineering
- Accounting
- Health & Safety Report

C. Financial Reports: November 2017

- Balance Sheet
- Income Statement
- Check Register / General Manager Financial Statement, Excluding Check # 39528 and 39555

D. Consideration of a Resolution to Amend Section C (1)(c) of Chapter III of the Procurement Policy of the Washington County Service Authority

E. Consideration of the Route 58 Water Supply Improvements Project Contract 1 Change Order No. 1

Mr. McCall asked that Agenda Item 5E be pulled out as Item 6B.

Mr. Miller motioned to approve the Consent Agenda excluding 5E. Mr. Smith seconded and motion carried with a unanimous vote.

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**6A. Consideration of Check Numbers 39528 and 39555 – *Chairman***

As an employee of Food City, Mr. Orfield abstained from voting. Mr. Campbell motioned to approve check numbers 39528 and 39555. Mr. Taylor seconded and the Board approved voting 6-0-1-0.

**6B. Consideration of the Route 58 Water Supply Improvements Project Contract 1 Change Order No. 1 - *The Lane Group***

Mr. McCall abstained from voting as he is employed by King General Contractors. Mr. Miller motioned to approve Change Order No. 1, Mr. Taylor seconded and the motion carried with a 6-0-1-0 vote.

**7. Legal Counsel Report and Update – *Mr. Dene***

Mr. Dene had nothing new to report on.

**8. Water and Wastewater Construction Projects Update – *Mr. Kiser***

Mr. Kiser reviewed the attached presentation.

During Mr. Kiser presentation review, he requested the Board's permission to advertise the Chip Ridge Project.

Mr. Campbell made a motion to approve the advertisement of the Chip Ridge Project. Mr. McCall seconded and the motion carried with an Aye from all Commissioners.

**9. Operations Manager's Report and Update – *Mr. Cheek***

An outline of the Operations Report and Update reviewed by Mr. Cheek is attached.

**10. General Manager's Report & Update – *Mr. Cornett***

An outline of Mr. Cornett's presentation is attached.

**11. Engineer's Report & Update Thompson & Litton – *Mr. Scott Wilson***

- Lee Highway Corridor Sewer Project – Phase 1

**The Lane Group – *Mr. Bobby Lane***

- Mill Creek Water System Improvements
- Galvanized Line Replacement Project - Phase III
- Water Intake Permit Modification for South Fork and Middle Fork Intakes

**The Lane Group – *Mr. Kevin Heath***

- Route 58 Water Supply Improvements Project
- Lee Highway Corridor Sewer Project Phase 1 – Study
- Abingdon Tank Improvements Project

**Hurt & Proffitt – *Mr. Denis Amos***

- Exit 13 Phase 3 Sewer Design

**12. Closed Meeting – 6:49 pm**

Mr. Taylor moved that the Board adjourn for Closed Meeting in accordance with the Virginia Freedom of Information Act,

Code of Virginia Section 2.2-3711 Paragraph (A) (3); Acquisition of Real Property

1. Discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body.

- a. Negotiations related to a new sewer line on the Lilly property.

In addition to the Board, the presence of Thomas Dene, WCSA Counsel and

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Robbie Cornett, WCSA General Manager were requested.

Mr. Miller seconded and the Board approved with an Aye by all Commissioners.

**Return to Public Meeting – 7:22 pm**

Mr. Taylor motioned to return to Open Session. Mr. McCall seconded and the motion carried with an Aye by all Commissioners.

Mr. Taylor then read the following Certification of Closed Meeting;

Whereas, a Committee of the Board of Commissioners of the Washington County Service Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions 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;

And Now, therefore, be it resolved that the Committee of Board of Commissioners of the Washington County Service 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.

Aye by Mr. Miller, Mr. Campbell, Mr. Taylor, Mr. White, Mr. McCall, Mr. Orfield and Mr. Smith, confirming no outside discussion took place other than Closed Meeting topics.

**13. Late Items**

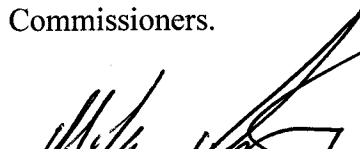
**Task Order 2017-5 from The Lane Group**


Mr. Miller made a motion to approve Task Order 2017-5, Mr. McCall seconded and the motion carried with an Aye from all Commissioners.

Upon a request from Mr. McCall, Mr. Taylor and Mr. Cornett will schedule a meeting with Mr. Bundy to discuss a paving issue agreed upon as part of previous tank site land purchase agreement.

**14. Adjourn – 7:28 pm**

Mr. McCall made a motion to adjourn, Mr. Taylor seconded and the Board concurred with an Aye by all Commissioners.

  
\_\_\_\_\_  
Mr. Mike White, Chairman

  
\_\_\_\_\_  
Carol Ann Shaffer, Assistant Secretary



## 'Inside Engineering Projects

### Ritchie Road Water Line Project-

- All line installation is complete.
- Working on pressure and bacteriological testing on Line 200. Once this is complete meters will be tied over and line placed in service.
- Final Cleanup work remains.
- Final change order will be presented at January Board meeting.



### FY-2018 Water Line Extension Projects

- Rattle Creek – Staff had Public Hearing for environmental comments on December 5th, no comments were received. Staff will be submitting erosion and sediment control plan and also submitting Plans and Contract Document to VDH for review to VDH in upcoming weeks.
- Chip Ridge – Plans and Contract Documents have been reviewed and approved by VDH. Staff would like to ask the Boards permission to advertise the Chip Ridge Project.
- Rich Valley Road – Staff had environmental Public Hearing at WCSA on Dec. 12<sup>th</sup>, no comments for project. Work will be finalizing plans in early 2018.




### FY-2018 Water Line Extension Projects

- Sugar Cove Road – Staff is working with TLG on proposed pump station site and hydraulics. Will be working on easements in upcoming month.
- Hidden Valley Phase 2 – Staff continues to work with property owner for proposed well site.
- Working with Mount Rogers Planning District on Pre-Contract Items for the DHCD Grant.



- Lee Highway Corridor Sewer Project 50% PER–
- Staff has received the 50% PER from TLG and T&L.
- Staff is reviewing the Preliminary Engineering Reports (PER's).
- PER's so far are suggesting as much as 70% grant needed to be able to cash flow the project.
- Staff will be providing final comments to Engineer and determine next step of moving forward.

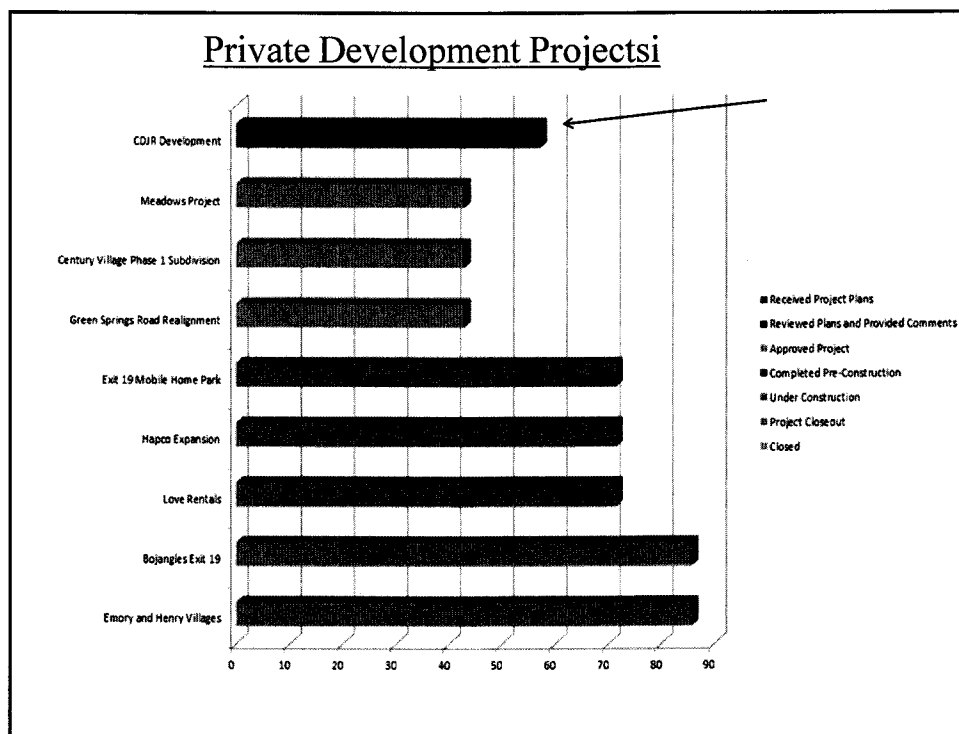









## Potential New Water Line Extensions

### Mendota and Mary's Chapel Road

- No new developments on these projects.

### Friendship Road – begin soliciting user agreements



- 1  **November 2016  
Operational Update**  
Dec 19, 2016
- 2  **Discussion Items**
  - ▶ Financials Less Comp & Benefits, including Overtime
  - ▶ Department Highlights
  - ▶ Forward Looking Statement
- 3  **Year to Date we are Tracking Under Budget (\$298k)**
- 4  **2016 Nov Water Production Highlights**
  - ▶ SFI & MFDWP Issue Resolution
    - Installed 3<sup>rd</sup> Rebuilt Raw Water Pump
    - Will Remove and Rebuild 4<sup>th</sup> Pump After Jan 1<sup>st</sup>.
    - Ran through a Couple of Heavy Rain Events
    - Scheduling 12 MGD Operation at low river levels
  - ▶ System Operation
    - Extended Hot Weather made maintaining adequate Residual Chlorine Levels a Challenge
      - Data was Inconsistent, focused on getting repeatable data
      - With Good Data shows that Brumley Tank Water is not mixing, looking at simple ways to mix the water
- 5  **2016 Nov Water Production Highlights (SFI)**
  - ▶ Proposed DEQ Withdrawal Permit
    - Evaluating How it would work in the current low water conditions
    - Awaiting to Document how it will work when heavy rain develops
  - ▶ Short Term Plan to:
    - ~~Remove Rocks from River Side of Upstream Vault~~
    - Form a diversion in the river with left over Jersey Barriers
      - Army Corp of Engineers Permit Application in Process
    - Perform a Draw down test with the low water levels
- 6  **2016 Nov Metering Highlights**
  - ▶ Meter Replacement
    - Working to Understand Value of the Proposals
      - Met with Johnson Controls and fleshed out Proposal
    - Working to Understand How this Process Really works
    - Investigating Different Metering Options
- 7  **2016 Nov Wastewater Process Highlights**
  - ▶ System Operation
    - Continue to Focus on Process Stability
      - Both Hall Creek & Damascus well within Control Limits
  - ▶ I&I
    - Team Approach with Maintenance
      - Prioritized and Categorized I&I Issues
  - ▶ Capital

- Scoping Equipment needs for Hall Creek Headworks
- Plan is to utilize RFP Process

#### 8 **2016 Nov Water Maintenance Highlights**

- ▶ Galvanized Phase II Support
  - Tuesday Morning Meetings with TLG
  - Good Progress, Minimal Issues
- ▶ Routine Activities
  - Leaks – 19 (2015 Avg. 30)
  - Main Line Breaks – 16 (2015 Avg. 6)
  - After Hours Responses – 38 (2015 Avg. 38)
    - *After Hours Responses a Target Area for Improvement*
- ▶ Costs
  - Preventive Maintenance
    - Mobile Equipment
    - Tanks
    - Pump Stations
    - Fire Hydrants – American Darling Recall

#### 9 **2016 Nov Distribution Highlights**









- ▶ Non-Revenue Water
  - Focusing on Fundamentals
- ▶ Executing PSV/PRV Preventive Maintenance Program
- ▶ Establishing Preventive Maintenance Programs for Pump Stations, Tanks, Gate Valves, & Fire Hydrants
- ▶ Continued with Customer Education & Inspections of Cross Connections and Back Flow Prevention
- ▶ Investigating and Correcting System Pressure/Flow Issues
- ▶ Providing Technical Support to SFI and MFDWP Issues
  - Tremendous Effort with SFI Support

#### 10 **Forward Looking Statement**

- ▶ Customer Relationships
  - Fire Departments
    - Hydrants & Training – Winter Slowdown
  - Water & Sewer Customers
    - More Customer Engagement at Time of Contact
- ▶ South Fork Intake
  - Complete Low Water Level Work
- ▶ Costs
  - Production Costs (Water Loss and I&I)
  - After Hours Call In
  - Base Knowledge and Tracking Ability
  - Hydrants as a Device to “Stress Test” our Water Delivery System to identify Problems Early
  - Work with Engineering/Operations on How to Work Together to Obtain the Most Value in our Construction Projects
- ▶ Quality



- System Pressure/Flow Variations as Detected During Hydrant Stress Tests
- Brumley Tank water turnover improvements

- 1  **General Manager's Report and Update**  
December 18, 2017
- 2  **Introduction**
  - ▶ Financials
  - ▶ Customer Service
  - ▶ Accounting
  - ▶ Notable Items
  - ▶ Looking Ahead
- 3  **Financials: Water Revenue**
- 4  **Financials: Wastewater Revenue**
- 5  **Financials: Water Expenses**
- 6  **Customer Service**
  - ▶ Highlands Union Bank - Remit Plus
    - Three Months in; Stable Results
  - ▶ HomeServe
    - Water Loss Reimbursement Material Expected in February 2018
  - ▶ Bill/Collect/Process 21,000+ Accounts
  - ▶ 1,298 Disconnect for Nonpayment Processed
    - 114 Disconnected for Nonpayment
  - ▶ 77 Leaks Abated for \$22,484.33
  - ▶ 5 New Water Connections
  - ▶ Various Customer Inquiries
- 7  **Accounting**
  - ▶ FYE 2017 Audit Finalization
    - Good Audit; No Qualifications
    - November 10<sup>th</sup>, Audit Reviewed With Mr. Campbell
    - January 22, 2018 Board Presentation
  - ▶ Fringe Benefit Audit
    - Working With Vendor to Address Pants and Coveralls
  - ▶ Compensation & Benefit Study
    - Four Proposals Received
    - Interviews and Negotiations to Follow
  - ▶ Reserve Investment
    - Continue to Research Best Option for WCSA
- 8  **Looking Ahead**
  - ▶ Water Quality
  - ▶ 17-18 Budget
  - ▶ Water Withdrawal Permit
  - ▶ Lee Highway Corridor Sewer Project
  - ▶ Meter Replacement
  - ▶ Comp. & Benefit Study