

**Washington County Service Authority Board of Commissioners
October 26, 2017 ESCO/Meter Replacement Committee Meeting Minutes**

The ESCO/Meter Replacement Committee Meeting of the Washington County Service Authority Board of Commissioners was held on October 26, 2017 at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room. The meeting was called to order at 8:01 am.

ROLL CALL

Commissioners Present:

Mr. Dwaine Miller
Mr. Wayne Campbell

WCSA Officers Present:

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

WCSA Staff Present:

Dave Cheek, Operations Manager
Holly Edwards; Customer Service Manager
Ken Perrigan, Meter Manager
Johnny Lester, Maintenance Manager

3. Approval of the Agenda

Mr. Miller and Mr. Campbell agreed to approve the agenda.

The ESCO/Meter Replacement Committee met to review and agree on the format and intent of our Request for Proposal.

4. Closed Meeting – 8:02 am

Mr. Campbell moved that the committee adjourned to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711 Paragraph (A) (29); Contracts,

1. Discussion of the award of a public contract involving the expenditure of

public funds, 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, specifically involving ,

- a. The terms and scope of a contract for the procurement of meters.

In addition to the Committee the presence of Dave Cheek, WCSA Operations Manager, Ken Perrigan, WCSA Meter Manager, Johnny Lester, WCSA Maintenance Manager, Eugene Rolen, WCSA Wastewater Manager, Melinda Jett, WCSA Controller, Jennifer Ball, WCSA Information Systems Manager, Holly Edwards, Customer Service Manager and Robbie Cornett, WCSA General Manager, were requested.

Mr. Miller agreed.

Return to Public Session – 10:30 am

Mr. Campbell made a motion to return to Public Session. Mr. Miller agreed.

Mr. Campbell 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.

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

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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 Board. Mr. Miller seconded.

Mr. Miller and Mr. Campbell confirmed no outside discussion took place other than Closed Meeting topics.

5. Late Items

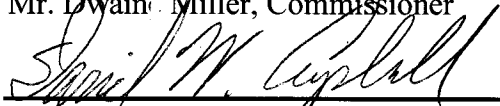
There were no late items discussed.

6. Adjourn – 10:32 am.

Mr. Miller and Mr. Campbell agreed to adjourn the meeting at 10:32 am.



Mr. Dwyain Miller, Commissioner



Mr. Wayne Campbell, Commissioner



Carol Ann Shaffer, Assistant Secretary