

**Washington County Service Authority Board of Commissioners**  
**February 27, 2017 Regular Meeting Minutes**

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:00 pm.

**ROLL CALL**

Commissioners Present:

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

WCSA Staff Present:

Robbie Cornett; Secretary, General Manager  
Melinda Jett; Treasurer, Controller  
Carol Ann Shaffer; Assistant Secretary  
Dave Cheek; Operations Manager  
Mark Osborne, Distribution Manager  
Kenneth Perrigan, Meter Manager

Consultants Present:

Dennis Amos; Hurt & Proffitt, Inc.  
Bobby Lane, PE; The Lane Group, Inc.

General Counsel Present:

Mark Lawson; Elliott, Lawson & Minor

**3. Approval of the Agenda**

Mr. Cornett presented an Amended Agenda for consideration. Mr. Nelson motioned to approve the Amended Agenda, Mr. Campbell seconded and the Board approved voting 7-0-0-0.

**4. Public Query and Comment**

Johnny Dotson of 8292 Hidden Valley Road, Abingdon Virginia asked the Board to extend public water service on Hidden Valley Road. Mr. Dotson is on well water that tested positive for e-coli. The well is limited and water will not

last through a shower, he also needs water for his cattle.

The resident of 15332 Shirley Drive in Abingdon made a request that the Board extend water service as his well failed the water quality test and is contaminated with fecal matter. He said he depends on spring water to support his household and to water cattle.

Don Reynolds, 15214 Cliff Hanger Road Abingdon, requested WCSA extend water service on Hidden Valley as his water source tested positive for e-coli.

Gene Martin of Hidden Valley Road said he was able to connect to WCSA water on Phase 1 but has many family members that are in need of public water service. He too asked the Board to extend water on Hidden Valley.

Mr. Miller asked how many houses were included in Phase 2.

Mr. Kiser said, as far as funding is concerned, about 30 houses. We have been tasked with applying for any funding we can get for Hidden Valley Phase 2. Currently, we are working with DHCD and Mount Rogers Planning District Commission and VDH. VDH funding applications are due in April. Mr. Kiser said WCSA qualified for DHCD funding that will allow for a good deal of financial assistance. Mr. Kiser reported that WCSA has been performing water sampling in the community.

Nancy Campbell appeared on behalf of her son, Samuel Campbell of 220 South Railroad Avenue in Abingdon, Virginia. Mrs. Campbell asked the Board to consider an additional abatement for her son's water leak. Mrs. Campbell said the leak was at the meter, about 40 feet from the house, and was fixed as soon as Mr. Campbell was made aware of the leak by WCSA staff. There was no sign of a leak, no loss in water pressure or

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flooding. Mrs. Campbell didn't understand why WCSA did not catch the leak. Mrs. Campbell also questioned the rates for usage for leaks over 6,000 gallons.

Mr. Cornett said he was not familiar with this particular leak but would get some information and look into it.

Mr. Perrigan said the meter department tried to contact the customer the day after the reading was taken but the number on the account was not correct.

Mr. Perrigan sent someone in the meter department to Mr. Chapman's home, the next morning and informed him of the leak while turning off the water. From the time the meter department knew of the leak until the time Mr. Chapman was informed was less than 20 hours.

We read meters every 30 days. If there is an issue, we try to call the customer that same day. If we can't get in touch with the customer, we go to the home, Mr. Perrigan explained.

Mr. Cornett said he was not aware of the issue but would look into it.

Eddie Copenhaver of 29391 Rivermont Drive in Meadowview, Virginia addressed the Board with questions and concerns regarding HomeServe. Mr. Copenhaver represents the Monroe District on the Board of Supervisors but said he was not there representing the Board of Supervisors.

Mr. Copenhaver asked if WCSA made their customer list available to HomeServe.

We did, said Mr. Cornett.

Mr. Copenhaver asked if WCSA had a privacy policy about what information is available and what is not?

I believe we do, it is FACTA stated Mr. Cornett.

WCSA did not give any confidential customer information. That information

is between the customer and HomeServe, stated Mr. Lawson.

But you did give them a list of customers, stated Mr. Copenhaver.

Names and addresses, said Mr. Cornett.

But nothing confidential, stated Mr. Lawson.

Mr. Copenhaver said his second point was the necessity of this (service). How many leaks per month do you have caused by natural wear and tear?

In January 2017, we had 57 customer leaks resulting in an abatement of about \$11,900 which is an average month for us.

How much of that is from average wear and tear asked Mr. Copenhaver.

Mr. Cornett said he did not have that information in front of him.

Mr. Copenhaver said he was sure the Board was familiar with HomeServe; they are the ones that send you something from the power company that tell you how great they are. If you read the fine print it is not really as good as it sounds, he stated. In May 2012, Consumer Reports said to think twice before you buy a maintenance contract, it is really not good money spent. The LA Times said water line insurance was money down the drain said Mr. Copenhaver.

He continued saying he looked on HomeServe's website and according to them, the average cost to replace a water line was \$2,500. Mr. Copenhaver called three different contractors and they all said the cost to replace a water line is normally around \$500 to \$600. The contractors told Mr. Copenhaver the cost should not be more than \$1,000 in this area.

HomeServe says they will either fix or replace the line. If HomeServe fixes the line, it will not be close to \$2,500 said Mr. Copenhaver. Who will determine if

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the customer gets a new line or a patch put on the old line asked Mr. Copenhaver.

If you have this maintenance contract and your line breaks, HomeServe has up to 72 hours to respond. Is WCSA going to refuse a customer abatement because they have the maintenance insurance, asked Mr. Coepenhaver.

The abatement policy applies whether a customer has insurance or not, stated Mr. Cornett.

Mr. Copenhaver continued to discuss information about HomeServe USA. In 2010, Kentucky, Ohio and Massachusetts issued an order for false advertising. HomeServe paid Kentucky \$7,500, Ohio \$10,000 and Massachusetts \$75,000 in penalties for deceptive advertising. In 2013, the Las Vegas Water District sent alerts to customers saying breaks were no a major issue in that area. In 2015, Maryland and New York issued an assurance of discontinuation for deceptive advertising, stated Mr. Copenhaver.

If the company is so reputable, why do they state in their contract you cannot file a class action suit and why can't you have a jury trial, asked Mr. Copenhaver.

Mr. Copenhaver said he wanted to be sure the customers in his district and the whole county knew the whole story and had the whole facts to make an informed decision.

Mr. Smith said he too researched HomeServe and they have a lot of negative feedback.

Mr. Nelson said when the Board discussed offering the service we talked about it being the rate payer's decision. The Board decided they were not going to advocate for HomeServe. The Board unanimously voted to approve HomeServe for the maintenance service. Mr. Nelson said it was his understanding

WCSA would not recommend the service but offer the service to customers; just like a car warranty. All the information provided is important so someone could make an informed decision. But, what we (the Board) wanted, as Mr. Nelson understood, was to identify some product that could be available to customers. It is up to the rate payer to make the decision to participate or not. I believe we all voted for it, stated Mr. Nelson.

I believe so, stated Mr. Cornett.

WCSA has many customers that have leaks due to long service lines. It is harder to find leaks on long service lines, and may take months after a customer knows about a leak to resolve the issue. Though not every customer will want the insurance, it may be a good option, stated Mr. Cornett.

Mr. Nelson then discussed meter reading. WCSA is in the process of replacing meters. We want to have a better device to identify leaks in this county and meter replacement is something the Board has been looking into with the study going on now. Mr. Nelson agreed, it is difficult he said. He discussed an issue with a customer that had cattle. His valve broke and his water bill was far greater than what he paid for his land lease. It is tough for us because we don't have a device to be able to identify leaks quick enough. We have tried to address that as a Board by creating a high bill policy and abatement policy so we can be fair to all rate payers. This is a tough area for every one of us. I know how hard people work for their money, stated Mr. Nelson.

Mr. Nelson's hope is to be able to have meters that can be read electronically.

Jason Harris of Hidden Valley was the last to speak expressing to the Board the need for public water for the entire

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Hidden Valley community. He discussed his struggle with the quantity and quality of from a spring that services his family and two other families. Mr. Harris said he had to walk about .25 miles in the mountains during the winter to check the spring and the spring goes dry many times during the summer.

**5. Approval of the Consent Agenda**

A. Approval of Minutes:

- January 16, 2017 Special Called Meeting Minutes
- January 23, 2017 Regular Meeting Minutes

B. Routine Reports: January 2017

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

C. Financial Reports: January 2017

- Balance Sheet
- Income Statement
- Check Register / General Manager Financial Statement

D. Consideration of a Request for WCSA to Supplement Potential Rattle Creek Road Water Line Extension Funding (Ryan Kiser)

E. Consideration of a WCSA Cellular Telephone Policy (Robbie Cornett)

F. Consideration of a High Bill Finance Policy (Holly Edwards)

Mr. Miller questioned the amount listed in the High Bill Finance Policy Draft for 12 month financing.

Mr. Cornett said it should read \$300 instead of \$400.

G. Consideration of General Manager's AWWA Conference Attendance (Robbie Cornett)

H. Consideration of Exit 13 Phase 2A Change Order No. 2 (Hurt and Proffitt)

I. Consideration of a Request to Pursue Funding for Rich Valley Road and Sugar Cove Road (Ryan Kiser)

J. Consideration of Rural Development Loan Resolution for the Route 58 Water Supply Improvements Project (Melinda Jett)

K. Consideration of Amendment #3 for the Mill Creek Regional Water Treatment Plant Upgrade and Improvements Project (The Lane Group) Mr. Nelson motioned to approve the Consent Agenda with the change on the High Bill Finance Policy Draft from \$400 to \$300 for the 12 month finance amount. Mr. Miller seconded and the Board approved with a 7-0-0-0 vote.

**6. Operations Report and Update –  
*Dave Cheek***

Mr. Cheek's reviewed the following Operations Update for January 2017:

**Discussion Items:**

- Financials less Compensation and Benefits, Including Overtime
- Department Highlights
- Forward Looking Statement

**Year to Date We Are Tracking under Budget \$371,000**

**2017 January Water Production Highlights**

- South Fork Intake (SFI) & Middle Fork Drinking Water Plant (MFDWP) Issue Resolution
  - Brainstormed and Conducting Precise Pressure Drop Tests
  - Cameraed the 20" Raw Water Lines from the River to the Wet Well
    - Trying to understand what we see and correlate to Pressure Drops
  - Ran Extended 12 MGD Operation

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- System Operation
  - Working Through Winter Plans to Insure Water Quality in Hotter Months
    - Bi-Weekly Focus Discussion

**2017 January Metering Highlights**

- Meter Replacement of 22,000 Meters
  - 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 2017 January Metering Highlights

**2017 January Wastewater Process Highlights**

- System Operation
  - Continue to Focus on Process Stability
    - Both Hall Creek & Damascus well within Control Limits
- Inflow & Infiltration (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
- Scoping Process to Retrofit Damascus Plant to Extend Useful Life

**2017 January Water Maintenance Highlights**

- Galvanized Phase II Support
  - Tuesday Morning Meetings with TLG
  - Good Progress, Minimal Issues, Wrapping up D5
- System Improvements
  - Abandoning Transite along Lee Highway
- Routine Activities

- Leaks – 22 (2015 Avg. 30)
- Main Line Breaks – 6 (2015 Avg. 6)
- After Hours Responses – 27 (2015 Avg. 38)
  - After Hours Responses a Target Area for Improvement

- Costs
  - Preventive Maintenance
    - Mobile Equipment
    - Tanks
    - Pump Stations
    - Fire Hydrants

**2017 January Distribution Highlights**

- Providing Technical Support to SFI and MFDWP Issues
  - Tremendous Effort with SFI Support
  - Pump Exchange
  - Video and Precision Pressure Drop Tests
- Executing PSV/PRV Preventive Maintenance Program
  - Establishing Baseline for each PRV, Hydraulic Grade lines
- Continued with Customer Education & Inspections of Cross Connections and Back Flow Prevention
- Investigating and Correcting System Pressure/Flow Issues
  - Meeting every other week to align priorities and review findings

**2017 January Radio Update**

- Mr. Cheek and Mr. Edwards with TwoWay Radio discussed it here this morning, and we feel the time to order is upon us.
- Licensing is moving forward at 145w, over 48km radius, based upon info from Dave.
- Motorola is going to shut down for 2 to 4 weeks April 1st. We need to have the order placed before then, to avoid an extended delay in order taking and delivery. We're

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estimated massive delays after April 1. We're already starting to see delays attributed to that shutdown.

- Ordering equipment now and using TwoWay's frequency will give you 2 voice channels, and allow us to start implementing the system. While we do not expect any changes, this will allow us and you to test the system, and implement any changes before the final stage.
- We will require a Purchase Order to order, as well as a down payment.
- I will be in Bristol Wednesday, and I'd suggest we sit down and discuss the final quantities and the order.
- Per the latest Pricing from 2-Way in Response to our RFP:
- \$158,104 (11/28/2016, R. Edwards)
- Will Review Scope and Function against our RFP on Wednesday.
- Payment Terms: 30% With Order
- 60% Installation (Acceptance per RFP)
- 10% Final Hold Back
- Issue PO to TwoWay per our RFP Requirements

**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

**7. General Manager's Report & Update - Robbie Cornett**

Mr. Cornett discussed the following information for January 2017.

**Introduction:**

- Safety
- Financials
- Notables
- Looking Ahead

**Safety:**

- January 2017
  - OSHA Recordable Incidents
    - NONE
  - Preventable Vehicular Accidents
    - NONE
- Safety Training
  - Hearing Conservation
    - Maintenance, Meter, Wastewater & Distribution
  - Slips, Trips and Falls
    - Production

**Financials – Year to Date Water Revenue:**

- \$451,702 above projections.

**Financials – Year to Date Expenses:**

- Non-Departmental \$65,255 Under Budget
- Administration \$13,622 Under Budget

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- Customer Service \$4,844 Over Budget due to high postage and the number of bills mailed.

**Financials - New Wastewater Connections:**

- No new connections
  - 7 new connections year to date

**Financials – Year to Date Wastewater Revenue:**

- \$114,998 above Projections.

**Financials – Year to Date Wastewater Expenses:**

- Non-Departmental \$1,499 Over Budget
  - \$2,100 Easement Filing Fees

**Notables:**

- Ryan Kiser, Promoted to Manager of Engineering
- 2017 Compensation and Benefit Survey
  - Goal: Attract and Retain Best-in-Class Workforces
- March 1, 2017, HomeServe Rollout to Residents
- InHANCE Server (Customer Data) Safely Migrated to Virtual
- 2017/2018 Budget Preview
  - Financial Health Good!
  - Number of Cost Reduction Measures
  - Recommend Rescinding July 1 Wastewater Rate Increase
  - A LOT of Hard Work by Staff!!!
  - Plan to Mail DRAFT This Week

Mr. Cornett discussed several projects that have received 50% plus participation levels; Rich Valley Road, Hidden Valley Phase 2, Sugar Cove Road, Rattle Creek Road and Chip Ridge. All these projects have been submitted applications to VDH for funding. WCSA has received approval from DCHD for Hidden Valley Phase 2 and Rattle Creek Road.

Mr. Cornett would also like to apply for funding from Rural Development for all

the above listed projects or a couple of reasons. One reason is VDH has a limit of about \$22 million state wide meaning they will probably have more applications than available funds. VDH's grant offers are typically limited and their average funding per project is typically about \$1 million. Mr. Cornett thinks there will be some limitations with securing funding for all five projects through VDH. For those reasons, Mr. Cornett proposed submitting funding applications to Rural Development. VDH funding applications are due in April. Mr. Cornett proposed working on VDH funding applications in April and hopes to be in a position to present applications to Rural Development around August expecting to receive funding offers late summer or early fall.

Mr. Cornett asked the Board to consider permission to apply to USDA Rural Development for necessary Funds for the above listed projects.

Mr. Miller asked if the line at Rich Valley Road was galvanized line.

Mr. Cornett said it was cast iron line on Route 19 and a fairly new 6 inch PVC line from Route 19 to Providence.

Mr. Miller asked why Sugar Cove was estimated to cost so much.

That project will require a pump station and storage tank, said Mr. Cornett.

Mr. Smith asked how much in grant funds Mr. Cornett expected to receive for Rich Valley Road.

The maximum we can get from DHCD is \$12,500 per qualified connections up to \$900,000. VDH generally looks a project based on the severity of the need in the community. Rural Development uses what they call an equivalent dwelling unit calculation and so it does not look like we are eligible for grant funds from Rural Development.

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Mr. Cornett said of the \$4.7 million in estimated costs for all five projects, he thought about \$4 million would be loan and \$700,000 would be grant.

Mr. Nelson said though all the projects were very important but asked if it would be more beneficial to work hard to get some of the projects completed versus all the projects completed. Which of the five projects do you believe we need to push forward; Mr. Nelson asked Mr. Cornett

Mr. Cornett said we are inching all five projects forward. Mr. Cornett said it would be hard to prioritize them. The oldest project is Hidden Valley Phase 2, dating back to 2009. Chip Ridge, Rich Valley, Rattle Creek and Sugar Cove all follow in chronological order.

How much money will WCSA have to commit to in order to move forward with Hidden Valley Phase 2, Mr. Nelson asked.

If we secure a funding offer from DHCD and VDH, Mr. Cornett hoped no more than the \$1,500 per committee connection.

Mr. McCall asked if the water testing on Hidden Valley would help move that project forward with VDH.

We try to test all the private water supplies for those that have signed up for water; whether that be at Rich Valley, Sugar Cove, Rattle Creek or Chip Ridge, stated Mr. Cornett.

Mr. Kiser said all the water testing has been completed as of today.

We try to include that testing as part of the application to give the projects the best chance we can for grant and loan funding, stated Mr. Cornett.

Mr. Nelson said the goal is \$20,000 per connection. In the areas with no water service, it is costing more than that to get water to those areas. Mr. Nelson asked when the \$20,000 per committed

connection was set and if it has been updated.

Mr. Cornett thought it was last updated 4 to 5 years ago. If we are fortunate enough to secure grant funding, it will bring the cost per connection down. Another thing that may help is the loan term for a project.

Mr. Nelson thought the cost per committed connection is something the Board may want to revisit.

The cost per committee connection amount was based on the break-even point of a 5,000 gallon per month customer over 30 years, the term of the loan stated Mr. Miller.

Mr. Cornett said the cost per committed connection is based solely on principal and does not include any operations and maintenance costs or interest.

Does the funding agency look more favorably at applications where there is some money contributed from the Authority, asked Mr. Nelson?

To some extent, yes, stated Mr. Cornett. DHCD like to see that and there is a question on the VDH application. In this case we are also proposing doing some of the engineering in house, with the exception of outsourcing some of the hydraulics and electrical work associated with the Hidden Valley and Sugar Cove pump stations, explained Mr. Cornett.

Mr. Cornett thought the \$29,000 per committed connection cost would only improve with funding offers. Mr. Cornett does expect to receive some grant funding from DHCD and VDH.

Mr. McCall thought the list was a good one, but asked about projects like Mendota Road where community hearings have been held.

Mr. Cornett said WCSA was working with the community to get interest where it needs to be for a project.



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There are three things Rural Development requires for a funding application; the environmental, PER and the audit. If the Board approves us to apply to Rural Development, we are going to do the environmental to cover Mendota Road, Walker Mountain, Mary's Chapel and Archery Range. In the event, between now and the time we apply to Rural Development for funding the user interest is above 50% we will come back to the Board for permission to apply for funding.

If we extend our line about a mile past the original plan for Mendota Road, user surveys are about 50% stated Mr. Cornett.

Mr. Kiser said there is about 48% participation for the first segment of Mendota Road. Participation for the project as a whole is about 36%.

Mr. Cornett said the plan is to hold at least one community meeting for Mendota Road. We have two willing, capable and eager project champions willing to go door to door there. Instead of soliciting user surveys, begin to solicit user agreements that can be used with funding applications.

Rural Development accepts applications anytime. DCHD and VDH accept applications the first of April.

Mr. Nelson motioned to approve and move forward with apply for any and all grants to move as quickly as possible to provide water to areas in such need. Mr. White seconded and the Board approved with a vote of 7-0-0-0.

- Lee Highway Sewer Engineering Procurement
  - Advertised January 8, 2017
  - 27 Direct Solicitations Made
  - 15 Firms Requested RFSOQ
  - 5 Statement of Qualifications Received

- March 13, 2017, Committee Shortlist for Interviews
- Legal Counsel Procurement
  - Advertised January 15, 2017
  - Directly Solicited Through Bar Association January 16, 2017
  - 5 Firms Requested RFP
  - Proposals Due March 3, 2017
- Virginia General Assembly
  - SB1569: If Applied to Authorities, Would Change how Connection Fees may be Calculated
  - HB1540: (FOIA), 1) Revises Open Meeting Exemptions; 2) Where Meeting Notices and Minutes are Posted; and 3) Requires Proposed Agenda be Made Available
  - HB2017: (VPPA) May Waive Bid, Performance and Payment Bond for Projects in Excess of \$100,000 but Less Than \$500,000
  - HB2024: (Condemnation) Immanent Threat to Public Health, Safety and Welfare Required
  - HB2402: (FOIA) Employee who Willfully, Deliberately and Knowing Fails to Respond to a FOIA Request may be Terminated
  - SB1153: (Condemnation) Adds "Damages" to Inverse Condemnation

**Looking Ahead**

- 2017-2018 Budget
- Workshop March 27, 2017
- Water Quality
- Water Withdrawal Permit
- Energy Audit / Meter Replacement
- Strategic Planning

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

Mr. Kiser updated the Board on the following projects.

**Inside Engineering Projects:**

- Ritchie Road Water Line Project
  - Next project going out to bid.
    - VDH environmental clearance has been obtained.
    - Waiting on railroad permit and hydraulics to be completed.
    - Send plans and specs to VDH to review in March.
    - Request for permission to advertise pending VDH approval.

Mr. Kiser requested the Board's permission to advertise the Ritchie Road Water Line Project pending VDH approval.

Mr. Nelson motioned to approve the request, Mr. Campbell seconded and the Board approved with a 7-0-0-0 vote.

- Haskell Station Road Extension Project
  - Pre-construction will be held next week with work beginning in March
- Hawthorne- Plan approved, need easements and then maintenance will begin project
- Osceola – Plans have been submitted to VDH, once plans are approved maintenance will begin line replacement.
- Bradley Sewer Relocation in Glade Spring
  - Staff is waiting on David Bradley Jr. to sign the easement documents.
  - After easement is secured, Staff will complete design of the sewer relocation.

Mr. Kiser will follow up with Mr. Bradley Jr. to get some closure on the easement.

**Potential New Water Line Extensions:**

- Preparing VDH funding applications to submit in April and working with DHCD.
  - Rattle Creek
  - Chip Ridge
  - Sugar Cove
  - Hidden Valley Phase 2
  - Rich Valley Road

Mr. Kiser asked the Boards permission to solicit User Agreements for Mendota Road.

Mr. Miller motioned to approve the request, Mr. White seconded and the Board approved voting 7-0-0-0.

**Private Development Projects:**

- The following projects are under the construction:
    - Fairfield Inn
    - Emory and Henry Villages
- Plans and specifications for the Meadows Project have been sent to VDH for approval.

**9. Engineer's Report and Update**

***Bobby Lane of The Lane Group (TLG):***

- Abingdon Tank Improvements  
Preliminary plans have been submitted to WCSA. An extended systems operations test is being scheduled by WCSA. Mr. Heath is attending the Town of Abingdon's Planning Commission meeting tonight at their request.

- Galvanized Line Replacement Project – Phase II

The contractor is currently finishing the last line in the Stonegate Subdivision and is beginning final clean-up activities. Completion of Division 5 is expected in the next 30 to 45 days.

- Galvanized Line Replacement Project – Phase III

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All work on the hydraulic work for the project is complete. Calibration testing has yielded good results. Meetings continue with WCSA staff to review and revise preliminary drawings. The total project is broken into three divisions. Revisions are nearing complete on Division 1 and work is continuing on the revisions for Divisions 2 and 3.

- Mill Creek Water System Improvements

A preconstruction has been held for the Mill Creek Project. TLG expects to issue a notice to proceed around March 6<sup>th</sup>.

- Route 58 Water Supply Improvements Project

Plans and specifications were submitted to VDH and Rural Development for review. VDH and Rural Development review comments have been received and TLG is in the process of addressing those comments.

Mr. Lane then commended the Board and WCSA staff for working aggressively on the new water projects. Mr. Lane said he understands there will potentially be additional funding for "shovel ready" projects.

Mr. Lane said he has been advised from Rural Development, VDH and DEQ that the federal government has requested from them a list of "shovel ready" projects.

***Dennis Amos of Hurt & Proffitt Inc. (H&P):***

- Exit 13 Sewer Project Phase 2A

The contractor reported to be 70 % complete with the project at the last progress meeting.

- Exit 13 Sewer Project Phase 3

H&P submitted plans and specs to the Washington County and VDOT for the Erosion and Sediment Control review.

VDOT has approved plans and the county submitted minimal comments that are being addressed by H&P.

Mr. Amos asked the Boards approval to advertise the project pending approval from VDOT and WCSA.

Mr. Taylor asked how long approval is expected to take.

Mr. Amos said DEQ approval is expected in a couple of weeks. Mr. Cornett said WCSA was ready.

Mr. Campbell motioned to approve the request to advertise pending approvals with a second from Mr. McCall.

Mr. Miller asked about the status for easements.

Two of the three easements discussed previously have been secured and staff is working to secure the third easement. WCSA has secured the pump station property.

Mr. Taylor asked for a vote on the motion. The motion passed with a 4-3-0-0 vote. Mr. Campbell, Mr. McCall, Mr. Taylor and Mr. Nelson were in favor of the motion; Mr. Miller, Mr. Smith and Mr. White were opposed.

Mr. Taylor asked if the projects in progress were on schedule.

Mr. Amos said yes.

Mr. Taylor asked if they were ahead of schedule.

Mr. Amos said the contractor was slightly ahead of schedule (for Phase 2A) last month and he felt they were still ahead of schedule this month but would know more on Thursday.

Mr. Taylor asked when he expected semi-closure (for Phase 2A).

The contractor expects to wrap up the project in late April or early May, stated Mr. Amos.

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**10. Washington County's Nixle System Presentation - Tim Estes**

This item was stricken from the Amended Agenda due to a scheduling conflict.

**11. Consideration of a Volunteer to Serve on the Joint Utilities Committee - Ken Taylor**

According to Mr. Smith, if he attends the Joint Utilities Committee meetings representing WCSA, The Board of Supervisors is concerned the Joint Utilities Meetings could be considered an official meeting of the Board of Supervisors since there will be three members there from the Board of Supervisors present. Mr. Campbell volunteered to serve on the Joint Utilities Committee.

**12. Closed Meeting - 7:39 pm**

Mr. Nelson moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act;

1. Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition and Disposition of Property:

a. Discussion and consideration of the acquisition of real property for a public purpose, where discussion of such acquisition of property in open meeting would adversely affect the bargaining position of WCSA.

i. Easement and property acquisition related to the Oak Park Project; and

ii. Negotiation of property lease

In addition to the Board the presence of Mark Lawson, WCSA Legal Counsel and Robbie Cornett, WCSA General Manager was requested.

Mr. Campbell seconded the Motion of Closed Meeting and the Board approved voting 7-0-0-0.

**Return to Open Meeting - 8:24 pm**

Mr. Nelson motioned to return to Public Session. Mr. Campbell seconded and the Board approved voting 7-0-0-0.

Mr. Nelson read the following Certification of Closed Meeting;

Whereas, 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 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. Smith, Mr. Campbell, Mr. Taylor, Mr. Nelson, Mr. White and Mr. McCall confirming no outside discussion took place other than Closed Meeting topics.

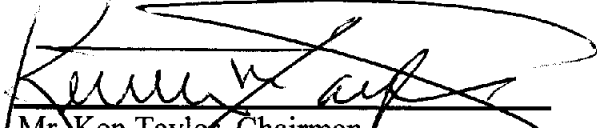
**11. Late Items**

No late items were discussed.


**Washington County Service Authority Board of Commissioners**  
**February 27, 2017 Regular Meeting Minutes**

**12. Recess to March 27, 2017 for a  
2017/2018 Budget Workshop at 4:00  
pm**

At 8:25 pm, Mr. Miller made a motion to Recess. Mr. McCall seconded and the Board approved voting 7-0-0-0.



Mr. Ken Taylor, Chairman



Carol Ann Shaffer, Assistant Secretary