

**Washington County Service Authority Board of Commissioners  
August 21, 2018 ESCO/Meter Replacement Committee Meeting Minutes**

**1. Call the Meeting to Order -  
Chairman**

The ESCO/Meter Replacement Committee Meeting of the Washington County Service Authority Board of Commissioners was held on August 21, 2018 at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room. The meeting was called to order at 1:30 pm.

**2. Roll Call - Chairman**

Commissioners Present:

Mr. Dwain Miller - Chairman

Mr. Wayne Campbell

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager

Carol Ann Shaffer; Assistant Secretary, Administrative Assistant

WCSA Staff Present:

Dave Cheek, Operations Manager

Ken Perrigan, Meter Manager

Johnny Lester, Maintenance Manager

Jennifer Ball, Information Systems Manager

Holly Edwards, Customer Service Manager

**3. Approval of the Agenda**

Mr. Miller motioned to approve the agenda, Mr. Campbell seconded.

**4. SOQ Review – Dave Cheek and  
Robbie Cornett**

Mr. Cheek and Mr. Cornett gave a brief review of the Statement of Qualifications and Request for Qualifications for the Meter Replacement Program.

**5. SOQ Proposal Opening – Dave  
Cheek**

Mr. Cheek opened the Statements of Qualifications.

**6. Closed Meeting – 2:05 pm**

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. For discussion of the possible award of a public contract or contracts involving the expenditure of public funds, and discussion of the terms or scope of such contract(s), where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Washington County Service Authority, specifically involving the terms and scope of a contract or contracts for the procurement of meter services.

In addition to the Committee the presence of Dave Cheek, WCSA Operations Manager, Robbie Cornett, WCSA General Manager, Holly Edwards, WCSA Customer Service Manager, Kenneth Perrigan, WCSA Meter Manager, Jennifer Ball, WCSA IT Manager, and Johnny Lester, WCSA Maintenance Manager were requested.

Mr. Miller agreed.

**7. Return to Public Session – 3:50 pm**

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

Mr. Miller 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

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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 Board.

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

**8. Late Items**

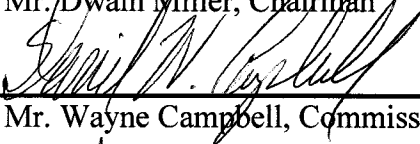
There were no late items discussed.

**9. Adjourn – 3:51pm**

Mr. Miller and Mr. Campbell agreed to adjourn the meeting.



Mr. Dwain Miller, Chairman



Mr. Wayne Campbell, Commissioner



Carol Ann Shaffer, Assistant Secretary