

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

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 6:05 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 Officers Present:

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

General Counsel Present:

Dawn Figueiras; Elliott, Lawson & Minor

Consultants Present:

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

WCSA Staff Present:

Dave Cheek; Operations Manager
Ryan Kiser; Maintenance Manager
Holly Edwards; Customer Service Manager
Mark Osborne, Distribution Manager
Kenneth Perrigan, Meter Manager

3. Approval of the Agenda

Mr. Nelson motioned to approve the Agenda, Mr. Campbell seconded and the Board approved voting 7-0-0-0.

4. Public Query and Comment

Neal Mullins of 31670 Mont Heritage Drive of Glade Spring Mullins introduced himself to the Board as the project champion for the Rich Valley Road Project. Mr. Mullins requested the Board's consideration to reduce the connection fee or provide assistance for residence who could not afford the \$1,628 water connection fee for the Rich Valley Road Project.

The Board took no action.

5. Approval of the Consent Agenda

A. Approval of Minutes:

- January 31, 2017 Dispute Committee Meeting Minutes

B. Routine Reports: February 2017

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

C. Financial Reports: February 2017

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

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

6. General Manager's Report & Update - Robbie Cornett

Mr. Cornett discussed the attached General Managers Report and Update.

7. Water and Wastewater Construction Projects Update – Ryan Kiser

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Mr. Kiser reviewed the attached presentation.

Mr. Kiser requested the Board's permission to solicit User Agreements for the Mendota and Archery Range Road/Mary's Chapel Road projects pending VDH and RD approval.

Mr. Miller motioned to approve the request, Mr. White seconded. The Board voted 7-0-0-0 to approve the solicitation of User Agreements pending VDH and RD approval for the Mendota Road Project and the Archery Range Road/Mary's Chapel Road Project.

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

Mr. Cheek's reviewed the attached Operations Update.

Mr. Cheek requested the Board add the positions of Electrician, GIS Coordinator and Wastewater Operator to the Cell Phone Policy.

With a motion from Mr. White and second from Mr. McCall the Board approved the addition of the positions as requested with a Board vote of 7-0-0-0.

Mr. Tim Estes, Coordinator of Emergency Management at with the Washington County addressed the Board concerning Washington County's emergency services and the Nixle System.

Mr. White made a motion to authorize WCSA to use the Nixle System. Mr. Nelson seconded and the Board unanimously approved voting 7-0-0-0.

**9. Engineer's Report and Update
Dennis Amos of Hurt & Proffitt Inc.
(H&P):**

Mr. Amos provided updates on the following projects.

- Exit 13 Sewer Project Phase 2A
- Exit 13 Sewer Project Phase 3

Bobby Lane of The Lane Group (TLG):

Mr. Lane updated the Board on the following projects.

- Middle Fork South Fork DEQ Withdrawal Permit
- Abingdon Tank Improvements
- Galvanized Line Replacement Project – Phase II
- Galvanized Line Replacement Project – Phase III
- Mill Creek Water System Improvements
- Route 58 Water Supply Improvements Project

Mr. Lane asked the Board permission to advertise the Route 58 Project pending VDH and RD approval.

Mr. Campbell motioned to approve the request as stated. Mr. McCall seconded and the Board approved voting 7-0-0-0.

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

This agenda item was discussed during the Operations Report and Update.

**11. Consideration of Board Member's AWWA Conference Attendance –
Robbie Cornett**

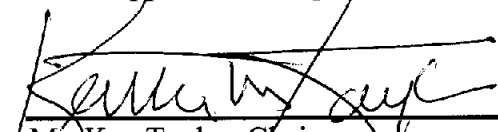
No action was taken.

12. Late Items

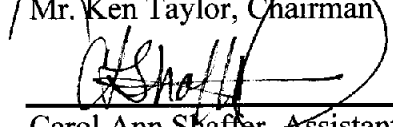
No late items were discussed.

13. Adjourn

At 7:35 pm, Mr. Nelson made a motion to adjourn. Mr. Smith seconded and the Board approved voting 7-0-0-0.



Mr. Ken Taylor, Chairman



Carol Ann Shaffer, Assistant Secretary