

**Washington County Service Authority Board of Commissioners**  
**January 18, 2018 Lee Highway Corridor Sewer Procurement Committee Meeting**  
**Minutes**

**1. Call the Meeting to Order**

The Lee Highway Corridor Sewer Procurement Committee Meeting of the Washington County Service Authority Board of Commissioners was held on January 18, 2018 at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room. The meeting was called to order at 8:31 am.

**2. Roll Call**

Commissioners Present:

Mr. Jim McCall, Vice Chairman

Mr. Dwain Miller

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager

Carol Ann Shaffer, Assistant Secretary, Administrative Assistant

WCSA Staff Present:

Dave Cheek, Operations Manager

Ryan Kiser, Engineering Manager

Bobby Gobble, Assistant Maintenance Manager,

Lisa Browning, Administrative Assistant

**3. Approval of the Agenda**

With an Aye from Mr. McCall and Mr. Miller; the Agenda as approved as presented.

The Lee Highway Corridor Sewer Procurement Committee met to review and agree on the format and intent of our Request for Proposal.

**4. Closed Meeting – 8:33 am**

Mr. Miller 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. To discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, 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 Washington County Service Authority, specifically involving the award of an engineering services contract or contracts for the second phase (completion) of the preliminary engineering report (“PER”) for the Lee Highway Corridor Sewer Project.

In addition to the Committee the presence of Dave Cheek, WCSA Operations Manager, Ryan Kiser, WCSA Manager of Engineering, Lisa Browning, WCSA Administrative Assistant, Bobby Gobble, WCSA Assistant Maintenance Manager, and Robbie Cornett, WCSA General Manager were requested.

Mr. McCall seconded the Motion to Closed Meeting.

**Return to Public Session – 9:34 pm**

Mr. McCall and Mr. Miller approved the return to Public Session with an Aye from both.

Mr. Miller 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

**Washington County Service Authority Board of Commissioners**  
**January 18, 2018 Lee Highway Corridor Sewer Procurement Committee Meeting**  
**Minutes**

that such Closed Meeting was conducted in conformity with Virginia law; And Now, therefore, be it resolved that the Committee of the 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. McCall confirmed no outside discussion took place other than Closed Meeting topics.


**6. Late Items**

Mr. Miller said after evaluating the firms based on the criteria found in the RFSOQ, The Lane Group scored as the top ranked offeror to complete the PER and pursue the Abingdon option. Mr. McCall agreed.

**7. Adjourn – 9:36 am**

With an Aye from both Mr. McCall and Mr. Miller, the meeting adjourned at 9:36 am.

  
\_\_\_\_\_  
Mr. Jim McCall, Vice Chairman

  
\_\_\_\_\_  
Mr. Dwain Miller, Commissioner

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