

**Washington County Service Authority Board of Commissioners  
October 22, 2018 Regular Meeting Minutes**

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

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 6:06 pm.

**2. Roll Call - *Chairman***

Commissioners Present:

Mr. Dwain Miller, Chairman  
Mr. Kenneth Taylor, Vice Chairman  
Mr. Wayne Campbell (Arrived at 6:27 pm)  
Mr. Jim McCall  
Mr. Tim Orfield  
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:

Thomas Dene, Esq.; Dene & Dene, P.C.

WCSA Staff Present:

Dave Cheek PE; Operations Manager  
Holly Edwards; Customer Service  
Ryan Kiser, PE; Engineering Manager  
Karen Miller – Senior Customer Service Representative  
Johnny Lester; Maintenance Manager  
Ken Perrigan; Meter Manager

**3. Prayer and Pledge of Allegiance – *Mike White***

Mr. White opened the meeting in prayer and led the Pledge of Allegiance.

**4. Approval of the Agenda - *Chairman***

Mr. White motioned to approve the Agenda as presented. Mr. Smith seconded and the Board approved voting 6-0-0-1.

**5. Public Query and Comment - *Chairman***

Mr. Donald Hinchey of 846 Edgemont North Street in Abingdon addressed the Board regarding WCSA's rate structure, specifically asking why the rate per gallon increases for customers using more than 3,000 gallons.

**6. Approval of the Consent Agenda with Exceptions - *Vice Chairman***

A. Approval of Minutes:

- September 18, 2018 Engineering Procurement Committee Meeting Minutes
- September 19, 2018 Engineering Procurement Committee Meeting Minutes
- October 10, 2018 Citizens Advisory Task Force Committee Meeting Minutes

B. Routine Reports: September 2018

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

C. Financial Reports: September 2018

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

*Except for Checks:*

- CW Williams 041558 and 041679
- Food City 041641
- Mountain Materials 041575

D. Consideration of Amendment #6A for the Mill Creek Regional Water Treatment Plant Upgrade and Improvements Project - *Bobby Lane*

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E. Consideration of Change Order No. 2 for the Chip Ridge Road Water Line Extension Project - *Ryan Kiser*

Mr. White motioned to approve the Consent Agenda. Mr. Smith seconded and the motion carried with a 6-0-0-1 vote.

**7. Consideration of Check Number 041641 to Food City – *Chairman***

Mr. Orfield abstained from discussions or voting on this item as he is employed by Food City.

Mr. McCall made a motion to approve the above listed check, Mr. Taylor seconded and the Board approved voting 5-0-1-1.

**8. Consideration of Check Numbers 041558 and 041679 to C.W. Williams - *Chairman***

Mr. White abstained from discussions or voting on this item as he is an employee of C. W Williams.

With a motion from Mr. Taylor and a second from Mr. Orfield, the motion was approved with a 5-0-1-1 Board vote.

**9. Consideration of Check Number 041575 to Mountain Materials – *Chairman***

Mr. Taylor abstained from discussions or voting on this item as he is employed by Mountain Materials.

Mr. McCall motioned to approve check number 041575, Mr. Orfield seconded and the Board approved with a 5-0-1-1 vote.

**10. Strategic Planning and Rate, Fee & Charge Workshop - *Raftelis***

Mr. Cornett introduced Bart Kreps, Catherine Carter and Doug Bean of Raftelis and discussed their credentials.

Mr. Kreps, Mr. Bean and Ms. Carter held a Board workshop to discuss pricing objectives, strategic planning and also explain the SOAR analysis.

Mr. Campbell arrived during the workshop.

**11. Consideration of an Agreement Between WCSA and Utility Meter Service for Advanced Metering Program - *Robbie Cornett***

Mr. Cornett recommended the Board approve the agreement for the first phase of the metering project.

Mr. White motioned to approve the agreement as recommended. Mr. Campbell seconded and the motion carried with a unanimous vote.

**12. Consideration of Years of Service Awards - *Robbie Cornett***

Mr. Cornett recognized the WCSA employees that have reached a milestone in years of service from September 30, 2017 to October 1, 2018.

Mr. Campbell motioned approve the awards and to honor those employees reaching years of service milestones. Mr. White seconded and the Board approved voting 7-0-0-0.

**13. Consideration of the Virginia Department of Health Offer of Funding for the Mendota and Mary's Chapel Road Water System Extension Project - *Melinda Jett***

Mrs. Jett reviewed the funding offer. Since the project does not cash flow, Mrs. Jett recommended the board consider declining the Virginia Department of Health offer of funding and continue to pursue USDA Rural Development and/or other funding opportunities.

Mr. McCall made a motion to decline the Virginia Department of Health offer of funding and continue to pursue USDA Rural Development and/or other funding opportunities. Mr. Smith seconded and the Board approved the motion to decline with a 7-0-0-0 vote.

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**14. Closed Meeting –7:48 pm**

Mr. Campbell moved that Board of Commissioners of the WCSA adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711

Paragraph (A) (7): Actual Litigation :

1. Consultation with legal counsel and briefings by staff members pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the WCSA, specifically involving the case of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia.

Code of Virginia Section 2.2-3711  
Paragraph (A) (8): Consultation with Counsel:

2. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically involving possible termination of a contract to which WCSA is a party.

Code of Virginia Section 2.2-3711  
Paragraph (A) (1): Personnel

3. Discussion and consideration of the performance, salaries, and disciplining of specific officers and employees of WCSA.

In addition to the Board the presence of Robbie Cornett, WCSA General Manager, Dave Cheek, WCSA Operations Manager, and Thomas Dene, WCSA General Counsel, and were requested.

Mr. Taylor seconded and the Board approved voting 7-00-0-0.

**15. Return to Public Meeting – 11:05 pm**

Mr. Campbell made a motion to return to Public Session, Mr. Orfield seconded and the Board approved with a unanimous vote.

Mr. Campbell then read the following Certification of Closed Meeting:

Whereas, 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;

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.

Aye by Mr. White, Mr. Campbell, Mr. Taylor, Mr. Miller, Mr. McCall, Mr. Orfield and Mr. Smith confirming no outside discussion took place other than Closed Meeting topics.

**16. Late Items – Chairman**

- Mr. Cornett discussed a complaint from Tony Lloyd about the noise level in the lobby saying the noise was deafening. In his complaint, Mr. Lloyd asked WCSA to notice OSHA laws as they are meant to protect ones hearing.

Mr. Cornett said as part of the approved budget, we are looking into renovations to address the noise problem.

- Mr. Cornett was very pleased to report the Lee Highway Sewer Project has been funded by USDA Rural Development. WCSA received a grant in the amount of

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\$9.1 million and a \$9.3 million loan. According to Robert Hilt, they believe this is the second largest grant for a water/sewer project ever awarded in Virginia.

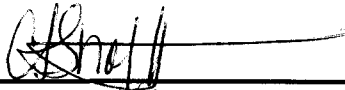
- Mr. Campbell moved that the grievance by Jerry Fields be denied. Mr. Taylor seconded and the Board approved with a 7-0-0-0 vote.
- Mr. McCall motioned to approve the Resolution to authorize budget amendments for payroll. Mr. White seconded. The motion carried with a unanimous Board vote.
- Mr. Taylor made a motion to approve the Resolution to terminate the user agreement for the Brinsons. Mr. McCall seconded and the motion carried with a 7-0-0-0 vote.

**17. Adjourn – 11:13 pm**

Upon a motion from Mr. Campbell and a second from Mr. Orfield, the Board unanimously voted to adjourn.



Mr. Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary

WASHINGTON COUNTY SERVICE AUTHORITY  
 BOARD OF COMMISSIONERS  
 RESOLUTION AUTHORIZING AMENDMENTS TO BUDGET  
 October 22, 2018

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WHEREAS, the Board of Commissioners of the Washington County Service Authority, following a review of its compensation and benefits, is of the opinion that the Washington County Service Authority, Pay Schedule, be Amended; certain positions be moved from one Pay Band to another; and certain positions be added to the Pay Schedule.

NOW, THEREFORE, be it hereby RESOLVED that,

1. Pursuant to Section 5.3 of the WCSA's Personnel Policies and Procedure Manual, the Board of Commissioners, Amend the 2018/2019 Pay Schedule as follows:

<i>Band</i>	Minimum	TARGET	Maximum	Maximum for Existing Persons in Band II
I	\$36.56	\$46.62	\$52.56	
IA	\$33.01	\$42.17	\$46.62	
IB	\$29.55	\$38.13	\$42.17	
II	\$26.10	\$34.25	\$38.13	\$45.68
III	\$22.30	\$30.92	\$34.25	
IIIA	\$21.29	\$27.89	\$30.92	
IV	\$20.28	\$25.34	\$27.89	
V	\$18.28	\$22.81	\$25.34	
VI	\$16.22	\$20.28	\$22.81	
VII	\$14.60	\$18.28	\$20.28	
VIII	\$13.83	\$16.79	\$18.28	

2. Pursuant to Section 5.3 of the WCSA's Personnel Policies and Procedure Manual, the Board of Commissioners hereby resolve that the following positions shall change Pay Bands:
  - a. Controller from Pay Band II to Pay Band IA
  - b. Staff Accountant from Pay Band V to Pay Band IV
  - c. Administrative Assistant from Pay Band VII to Pay Band VI
  - d. Resident Project Representative from Pay Band VI to Pay Band V
  - e. Each employee currently occupying these positions shall be moved to the new Pay Band relative to their % to TARGET in the current Pay Band.

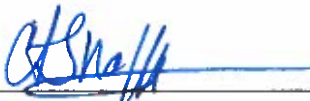
3. Pursuant to Section 5.3 of the WCSA's Personnel Policies and Procedure Manual, the Board of Commissioners hereby resolve that the following positions shall be added to the Pay Schedule and their Pay Band shall be as follows:
  - a. Payroll/HR Staff Accountant - Pay Band IV
  - b. Engineering Assistant - Pay Band VI
  - c. Each employee currently occupying these positions shall be moved to the new Pay Band relative to their % to TARGET in the current Pay Band.
4. Pursuant to Section 5.1 of the WCSA's Personnel Policies and Procedure Manual, the General Manager, [Operations Manager] and Department Heads shall update Job Descriptions to include but not be limited to the essential functions of the job, recognize changing business conditions and other conditions as applicable. To the extent that job description changes support a Pay Band change, this will be presented to the Board for consideration at a later time.
5. As currently occupied positions become vacant, delegate to the General Manager, [Operations Manager] and Department Heads, the authorization to realign positions within the Pay Schedule as appropriate to a lower Pay Band.

Adopted at the regular October meeting this 22<sup>nd</sup> day of October, 2018 by the Board of Commissioners of the Washington County Service Authority, with immediate effect.



Dwain Miller, Chairman

ATTEST:



(SEAL)

Carol Ann Shaffer, Recording Secretary