

**Washington County Service Authority Board of Commissioners**  
**October 26, 2015 Regular Meeting Minutes**

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 5:59 pm.

**ROLL CALL**

Commissioners Present:

Mr. Kenneth Taylor, Chairman  
Mr. Wayne Campbell  
Mr. Devere Hutchinson  
Mr. Jim McCall  
Mr. Dwain Miller  
Mr. Mike White

Commissioners Absent:

Mr. Mark Nelson, Vice Chairman

WCSA Staff Present:

Robbie Cornett; Secretary, General Manager  
Kimberly Boyd; Treasurer, Controller  
Carol Ann Shaffer; Assistant Secretary, Administrative Assistant  
Dave Check; Operations Manager  
Ken Perrigan, Meter Manager  
Ryan Kiser, Staff Engineer  
Bobby Gobble, Assistant Maintenance Manager  
George Thomas, Utility Coordinator  
Karen Miller, Senior Customer Service Representative  
Floyd Wyatt; Crew Worker

Consultants Present:

Dennis Amos; Anderson and Associates, Inc.  
Bobby Lane, PE; The Lane Group, Inc.  
Matthew Lane; The Lane Group  
Bill Skeen; Maxim Engineering

General Counsel Present:

Mr. Mark Lawson; Elliott, Lawson & Minor

**3. Approval of the Agenda**

Mr. Cornett had no changes to the Agenda. Mr. Miller motioned to approve the Agenda. Mr. Hutchinson seconded and the Board approved voting 6-0-0-1.

**4. Public Query and Comment**

There was no public query or comment.

**5. Approval of the Consent Agenda**

A. Approval of Minutes:

- August 24, 2015 Regular Meeting
- August 24, 2015 Recessed Meeting (held September 28, 2015)
- September 28, 2015 Regular Meeting

B. Routine Reports: September 2015

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

C. Financial Reports: September 2015

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

D. Consideration of Fuel Bids – *Kim Boyd*

Mr. Campbell made a motion to approve the Consent Agenda, Mr. McCall seconded and the Board approved voting 6-0-0-1.

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

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

**• New Raw Water Intake & WTP**

Mr. Lane said Mr. Cornett, Mr. Check, Mr. Cole and Mr. Lane took a trip to tour intakes similar to WCSA's. The tour took the team to Henrico County, Spotsylvania County, Stafford County and the Town of

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Strasberg. Mr. Lane thought it was important for the new intakes are different than old intakes. DEQ and Division of Fish and Wildlife and the Division of Game and Inland Fisheries have adopted new regulations for raw water intakes and have set a maximum size Intake opening to 1 millimeter and set max velocity for the screens. The normal intake opening a few years ago was 2 and 3 millimeters. The reason for the more than 50% reduction in intake opening size is to protect fish larvae and keep them from being impinged on the intakes.

When planning the trip, the team looked for 1 millimeter Intakes. Mr. Lane submitted a draft trip report to Mr. Cornett, Mr. Cheek and Mr. Cole for review. Summarized, the requirements for smaller intake opening have created challenges for water system operators. It appears that regardless of the location or size of the facility or method used to clear the screens, it has been tough for water production facilities to meet the new requirements during periods of high turbidity, especially during the fall with a lot of leaf litter.

Mr. Lane said WCSA uses an air burst system to clean the screens. Loudon County is designing a new screen and they intend to use the air burst system. Once the screens are cleaned with the air burst, it is essential to get the debris away from the screen. Once you blow the debris off the screen, you have to have a way to carry the debris away from the screen or it will settle right back on the screen. Mr. Lane said he believed the enhancement of the water flush would improve the ability to remove the material from the face of the screen. Mr. Lane said in his opinion, the water flush system at Intake was the better than the ones they saw on the trip.

The air bubbler system used for de-icing is the same system used by the intakes the team visited. This system is reported to be effective against ice formation. The key is the area around the screen must be clean. The air bubbler has to be in-place before the water starts to freeze and left on until freezing events are over. Those at the intakes visited reported the air bubbler system was very effective in eliminating icing.

Mr. Lane said what he learned from the visit is what WCSA has is what the others have. We all have problems in the fall leaf litter collecting on the screens and WCSA should be able to handle the icing in the winter with the bubbling system.

In Mr. Lanes opinion, the WCSA intake and Water Treatment Plant is the best in the state of Virginia. Mr. Lane said the Authority should be very proud!

Mr. Lane said TLG continues to work on obtaining the modified withdrawn permit. TLG has answered all DEQ's comments and are waiting for DEQ to approve the permit.

- **Abingdon Water Storage Tank**

This The Authority combined this Project with the Phase III Galvanized Line Project.

- **Galvanized Waterline Replacement Project – Phase II**

TLG had the final walk through today with Division 1. No report from Little B. Little Henry and Thomas Construction is very close to being complete. Division 5 will be constructed with the money remaining from Phase II combined with the contingency amounting to about \$1.5 million. Mr. Lane hopes to have permission to advertise from Rural Development before the November meeting. Mr. Lane asked permission from the Board to advertise Division 5 pending Rural Development and WCSA approval.

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Mr. Miller made a motion to approve Mr. Lane's request, Mr. Hutchinson seconded and the Board approved unanimously with a 6-0-0-1 vote.

- **Hidden Valley Water System**

Work on Hidden Valley is nearing completion, Mr. Lane reported. He expects flushing and testing to be completed this week.

- **Mill Creek Water System Improvements**

The Koch plant is on line and doing fine, stated Mr. Lane. Electrical, mechanical and other revisions for the new water plant are being completed. TLG continues to meet weekly with the Town of Chilhowie and to speed the Project along.

- **Route 58 Water Supply Improvements Project**

TLG continues to address staff review comments for preliminary plans. Field surveying is complete and TLG has initiated environmental clearinghouse reviews along Drake Road. Mr. Lanes anticipates the completion of the preliminary plan review and comment revisions and initial design of Drake Road for submittal to WCSA in late October.

- **Smyth Chapel Area Water Improvements Study**

TLG completed review of WCSA Plans for Treetop Drive line extension, updated the PER to include that and submitted the PER to WCSA for approval.

Mr. Hutchinson asked how the Intake was positioned in the river.

Mr. Lane said the Intake was in a vault and the vault was buried in bottom of the river. The top of the vault extends about 8 to 10 inches from the bottom of the river. There is a rack on the top of the box and the water comes in from the top. The screens are about 3 feet deep in the box.

During lake conditions with the enhanced water flush and air burst, we are discoloring the water even with 20 feet above the box. Mr. Lane said they were flushing at about 2,400 gallons per minute.

Mr. Hutchinson then asked about Phase 2. He said Little B came back in his neighborhood to dig up asphalt because of VDOT stipulations. Mr. Hutchinson said Little B had to repave an area about 25 feet long.

Mr. Lane said they did pay for asphalt but not pay Little B to do that work.

Mr. Hutchinson asked if Little B knew about the VDOT stipulations.

Mr. Matthew Lane said Little B did know about the requirements. Little B made as small a trench as possible to lay the water line and cover it with temporary asphalt. To finish they have to bench that portion and mill the section to repave it to VDOT specifications. Mr. Matthew Lane said that work was expected and mill that portion of asphalt.

Mr. Hutchinson said Little B told him they did not anticipate having to repave that portion of the road.

Mr. Matthew Lane said VDOT always had the specification but in the past, VDOT has worked with contractors and may not have enforced that detail but is now enforcing it.

Mr. Bobby Lane ensured the Board that The Contractors did know of the stipulation. Mr. Lane said TLG pointed it out at that requirement at the Pre-Construction Conference, at the Pre-Bid Conference and VDOT pointed out that requirement as well. Mr. Bobby Lane though the Contractors hoped they would not have to do it but said it was well known to the Contractor if VDOT wanted it done, they would have to do it.

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**Bill Skeen of Maxim Engineering:**

• **Larwood Acres / Exit 1 Wastewater Feasibility Study**

Mr. Skeen the Study resulted in the recommendation of three separate Projects; with the primary Project in Larwood Acres Subdivision.

The second Sewer Project Maxim recommended was Exit 1/ Gate City Highway and the third was Miller Road / Dishner Valley Road.

All three Projects are conventional gravity flow system with no pump stations required. All three Projects are in the same price range, about \$2.3 to \$2.4 million. All three Projects will require crossing Interstate 81.

Mr. Skeen said the Larwood Acres Project would create the most revenue with some 120 potential sewer connections. There other two Projects have about 50 potential connections. The Exit 1 / Gate City Highway Project has the potential for commercial and industrial connections. The Miller Road / Dishner Valley Project is a point of connection for the Pinnacle development. Mr. Skeen said all three Projects have advantages and are relevant. The next step is for WCSA to prioritize them and Mr. Skeen offered his assistance.

**Dennis Amos of Anderson and Associates (A&A):**

• **Exit 13 Sewer Project Phase 2A**

WCSA staff and A&A are still working through the easements and approvals process. As soon as those are in place A7A will request authorization to advertise the Project.

• **Exit 13 Sewer Project Phase 3**

The field survey work is now complete, reported Mr. Amos. He plans to have a draft set of plans available for WCSA

staff review by the November Board Meeting.

**7. Water and Waste Construction Projects Update – Ryan Kiser**

Mr. Kiser updated the Board on the following In-House Capital Improvements Projects:

• **Childress Hollow**

WCSA issued a Notice of Award to Little Henry on October 7, 2015. WCSA received Bonds and Insurances from the Contractor which were submitted to counsel for review. Legal Counsel did review the documents and made comments and the Contractor is answering those comments.

• **Haskell Station**

Staff is about 70% complete on draft plans.

• **Richie Road**

Staff continues to contact the property owner regarding the remaining easement.

Mr. Kiser then provided the Board with an update on the following Projects Under Review:

• **Glade Spring Industrial Park**

This Project involves the relocation of about 750 feet of line. Mr. Kiser has reviewed the plans and provided a clearance letter. The next step is a pre-construction with the Contractor.

• **Loves Travel Stop**

Construction is under way. WCSA's RPR continues to monitor the work. Staff has been reviewing pump station shop drawings.

• **Exit 19 Development (Shops at Fifteen Mile)**

WCSA staff has made preliminary contact with the developer, have questions about metering for the site.

• **Pippen Sewer Phase 4**

Line work is complete and WCSA is working to close out the Project. Mr.

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Kiser has yet to receive some project documentation from the developer needed to complete the close out. WCSA staff has written to the developer requesting the information needed to close out the Project.

• **Fairfield Inn Project –**

WCSA Staff has made contact with the project's Engineer and requested information concerning water utility plans. The Engineer said plans should be available by the end of the month.

• **Legacy Village**

Staff reviewed preliminary plans, made comments and responded to fire flow information requests.

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

Mr. Cheek's reviewed the following Operations Update for September 2015:

**Discussion Items:**

- Financials (All Excluding Salaries & Benefits, (Does Include Over Time)
  - Over Budget Items
- Department Highlights
- Forward Looking Statement

**Year to Date we are \$144,000 Under Budget:**

- With Adjustments for Accrual Reversals Removed; Otherwise \$234,000 Under Budget.

**2015 September Water Production Highlights:**

- SFI & MFDWP Issue Resolution
  - Scheduled Weekly Meeting with TLG until we can correct open issues
    - Completed Site Visits to Similar Intakes
    - Cautiously Optimistic that with the Flushing Tools & Air Bubblers we can Operate
    - Modify Controls to Start Bubblers as a Function of Air/Water Temperature

- Mill Creek Membrane Plant – Koch Restart
  - Making Very Good Quality Water (24/7 Operation)
- Mill Creek Membrane Plant – New Plant
  - Working with TLG to define Simple Layout & Solid Fundamental Engineering
  - Focusing on Most Cost Effective Method to Complete the Project
  - Contract Review
- System Operation
  - Addressing System Time / Temperature Relationship as it Impacts Quality

**2015 September Metering Highlights:**

- Division of Mines Minerals and Energy (DMME) Design/Build Process for Energy Reduction
  - Working with DMME (Charlie Barksdale)
  - Additional Information in General Manager's Report
  - Proposals will Address Various Energy Saving Opportunities as a Result of Each ESCO's Analysis
- Received 1 of the 2 Dodge Pick-Ups
  - 2nd Lost in Shipping

Mr. McCall asked how they lost the truck. He asked if Mr. Cheek had the number for the CEO and suggested calling the CEO about the lost truck.

Mr. Cheek said the person that sold the truck has apologized about losing the truck.

Mr. Hutchinson asked how the dealer lost a truck in shipment. If it is put on a truck and shipped they should have a tracking number and know where the truck is at all times.

There was a brief discussion about what could have happened to the truck.

Mr. Cheek thought not allowing the dealer to bid on trucks in the future may be an option.

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Mr. Hutchinson asked if the dealer was saying they could not provide a replacement for the lost truck. Mr. Cheek said that is what they are saying; yes.

**2015 September Wastewater Process Highlights:**

- System Operation
  - Continue to Focus on Process Stability
    - Both Hall Creek & Damascus well within Control Limits
    - Damascus did have a Chlorine Meter Failure
    - DEQ Issued a Warning Letter to WCSA
      - No Additional Action Items

- Inflow and Infiltration

Mr. Cheek said flow rates were very good, in fact, the flow rate was so low in Damascus, the flow meters were giving errors. The vendor came in and rescaled the flow meters to allow better control of the amount of chlorine that enters the system.

- Team Approach with Maintenance
  - Damascus Did Not Exceed Daily Inflow in September
  - Issue Around Greenbrier Pump Station
    - Significant Improvements
      - ❖ Issue under Lee Highway that working to find a reasonable solution

- Capital Improvements

- Developing a Procurement Strategy to Obtain Competitive Concepts and Costs

**2015 September Water Maintenance Highlights:**

- Galvanized Phase II Support
  - Bi-Weekly Meetings with TLG to Identify and Correct Issues

- Try to Immediately Resolve Issues
- Making Good Progress
- Utilizing our Resources where Practical to Close out G2 in the most Cost Effective Manner
- Preparing for Phase III, Documenting Segments
- Routine Activities
  - Leaks – 37 (2014 Avg. 34)
  - Main Line Breaks – 6 (2014 Avg. 6)
  - Fire Hydrant Flow Tested – 20
  - Fire Hydrant Repaired - 2
  - After Hours Responses – 30 (2014 Avg. 44)
    - After Hours Responses a Target Area for Improvement

- Costs

- Preventive Maintenance

**2015 September Distribution Highlights:**

- Intermont Bulk Water Distribution Analysis
- Oak Park Fire Suppression System
  - NFPA 25 Compliant
- Continued Fire Hydrant Training with Field Demonstrations
  - In-house Data Management
  - Additional In-House Trained Personnel
- Developing System to align District Meters with District Billable Metering to identify Water Loss Areas
- Executing PSV/PRV Preventive Maintenance Program
- Establishing Preventive Maintenance Programs for Pump Stations, Tanks, Gate Valves, & Fire Hydrants

**Forward Looking Statement**

- Customer Relationships
  - Fire Departments
  - Water & Sewer Customers
  - Working with Customer Service for more In House Training and

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Processes to Assist Both our Customers and Our Teams Understand Each Other's Concerns and Issues Better

- Costs
- Quality

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

Mr. Cornett discussed the items below in his presentation.

**Introduction:**

- Safety
- Financials
- Customer Service
- Notable
- Reserves
- Ahead

**Safety:**

- September 2015
  - 11,991 Hours Worked
  - Two Accidents
    - Windshield
    - Posthole Digger
  - One Injury
    - Fractured Thumb
    - Out of Work September 9-30
- Safety Training
  - Updated and Started Personal Protective Equipment

**Financials - New Water Connections:**

There were 6 new water connections for the month of September.

**Financials – Water Revenue:**

Water Revenue is above projections for the month of September and above projections year to date.

**Financials – Expense:**

Excluding compensation and benefit but including overtime, Non-Departmental, and Customer Service.

Year to date, Administration and Customer Service are both below budget. Due to a one time water permitting fee, Non-Departmental is

over budget but Mr. Cornett expects that to even out in time.

**Financials - New Wastewater Connections:**

There have been no new wastewater connections in the past four months. Mr. Cornett said there were about a dozen areas across Washington county WCSA could extend sewer service to.

**Financial - Wastewater Revenue:**

For the month of September Wastewater revenue was \$7,819 above projections and \$8,900 above projections year to date.

**Financials - Wastewater Expenses:**

Expenses were better than budgeted in September, excluding \$15,000 for local limits.

Excluding \$45,000 for local limits, year to date Wastewater expenses is \$182 over budget,

**Customer Service:**

- Active Water Accounts increased by 30
- Active Wastewater Accounts increased by 3
- 193 Reconnection / Transfers of Service
- 87 Disconnects for Nonpayment

Mr. Cornett said customer service and the team continues to look at abatements. Mrs. Edwards has developed a Request for Proposal for an insurance program. The committee will be presented with thoughts and recommendations of the insurance program request very soon.

**Notables:**

- Funding
  - \$75,000 Grant Award!
  - Mount Rogers Planning District Commission
  - Additional Membrane Filters at New Mill Creek
  - Capacity from 2.5 to 3.1 MGD

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- Lower Cost / Increased Revenue of \$182,500 / Year
- Gifts and Gratuities Policy
  - Staff Reviewing Current Policy
  - Proposed Revisions Soon
- Mill Creek Loss Claim
  - \$503,721 Gross
  - \$39,469 Ineligible
  - \$464,252 Eligible Expenses

The Virginia Municipal League has handled this claim well. They have been very personable, very friendly and cooperative.

- Notice of Special Exception Permit
  - Construct and Operate a crushed Stone Operation
  - Near WCSA's Proposed Western Washington County Water Reclamation Facility
  - Planning Commission, Monday, October 26, 2015 @ 7:00 PM
  - Board of Supervisors, Tuesday, November 10, 2015 @ 6:30 PM

This operation would be constructed on about 121 acres West of Bordwine Road. This property is adjacent to the property WCSA has a purchase option on for the Western Washington County Wastewater Plant.

- Energy Performance Audit

Mr. Cornett recognized and commended Mr. Perrigan who has very ably lead efforts to look at the energy performance.

- Received Back of the Envelop Audits from Three Firms
- Committee Interviewed all Three Companies
  - Committee included Commissioners Campbell and Miller
- Next Steps:
  - Committee to Consider Pros and Cons

- Aye or Nay to Investment Grade Audit
- Recommendation to the Full Board (November)

Mr. Cornett said the recommended system is a fixed based, drive by system of about 19,000 meters. This would allow WCSA to read the meters from a fixed base system multiple times a day. If a customer has a leak, we would know about the leak the same day instead of perhaps weeks later and could notify the customer of the leak much sooner; reducing abatement amounts significantly. This system would reduce the amount of labor involved with reading meters.

Other technology being considered in conjunction with the new system is leak detection, acoustic listeners that work through the system. Another advancement coming in January 2016 is the ability to record pressure at the meter. That would help WCSA to identify main line breaks system wide very rapidly. With this technology, WCSA could also view water pressure readings at the customer's meter if they, for example, called to report low water pressure. A third technology, explained Mr. Cornett, is the possibility to incorporate a Wi-Fi system that would enable WCSA to transmit work orders to mobile units.

- Building Permit Report
  - Annual Informational Report
- TLG's Lunch & Learn
  - November 12, 2015
  - 10:00 AM-12:30 PM
  - PVC Pipe and Innovation Water Products
- David Bradley Relocation Estimate
  - 2 Manholes & 400' of Pipe
  - \$8,315 Materials Only (Includes 15% Contingency)



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- \$8,000 (4 People Two Weeks to Construct)
- Easements Required; Availability Uncertain

Mr. Cornett recognized Mr. Kiser and Mr. Wyatt for their work to evaluate Mr. Bradley's line relocation.

- Audit Review Committee
  - Up to Two Volunteers?

The Board nominated Mr. Nelson to serve on the Audit Review Committee. Mr. Hutchinson volunteered his service as well.

- Present Audit to Committee and Board OR Committee Only?

Mr. Taylor suggested the auditor present the report to the Committee and the Committee would then report the findings to the Board.

- Budget Amendment
  - Existing Chairs to Maintenance Department

Mr. Cornett explained the need for new chairs in the Maintenance department and planned to move the existing chairs in the Board Room to Maintenance.

- Board Room Chairs: \$4,000 Administration

Mr. Hutchinson asked if the new chairs being considered were stackable.

Mr. Cornett said they were stackable.

Mr. Taylor asked how many chairs they were looking to purchase.

Mrs. Edwards said 50 new chairs.

Mr. Hutchinson asked if there was room in the budget for the new chairs.

There is, said Mrs. Boyd.

Mr. Hutchinson made a motion to approve the purchase of 50 new Board Room chairs for under \$4,000. Mr. White seconded and the Board approved with a 6-0-0-1 vote.

**Ahead:**

- Energy Performance

- Committee to Consider Merit of Investment Grade Audit (November)

- Water Withdrawal Permit
  - DEQ VWP (Virginia Water Protection) Permit
- Western Washington County Water Reclamation Facility
  - DEQ VPDES (Discharge Virginia Pollutant Discharge Elimination System) Permit
  - BVUA & TOA Talks
  - Special Exception Permit

**10. Consideration of the Loves Betterment Project – Robbie Cornett:**

In June 2014, the Board unanimously approved a betterment to the wastewater portion of the Loves Travel Stop Project. Tysinger Hampton & Partners (Loves Engineer) estimated that approximately 1,300' of 8" gravity sewer line could be constructed by "open cut" at the same time the 6" force main was constructed under I-81 for about \$100,000.

The actual proposal from the Contractor was \$373,632. Significantly more than we hoped for, stated Mr. Cornett. Following receipt of the proposal from the Contractor, Staff began to brainstorm about alternate solutions that might get a gravity line under I-81 now by "open cut" or another method but with a reduced cost. Staff has solicited pricing from the Contractor to construct the 8" gravity line (600') underneath I-81. This would leave a 700' gap in the line but if feasible, would address the more challenging portion of the work. Loves has agreed to allow us until October 27th to obtain the pricing and make a decision. WCSA has yet to hear from the Contractor about pricing.

At this point, Mr. Cornett recommended respectfully declining the proposal from Loves Travel Shop.

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The Board took no action.

**11. Consideration of Years of Service Awards – Robbie Cornett**

Mr. Taylor said the Authority this speaks for itself; having employees with 20, 25 and 35 years of service. It is good to keep good employees, but good employees are hard to keep, said Mr. Taylor.

Mr. Taylor said in the future he would like to see the Authority set up a type of safety award. The money you put into safety, you get back by being safe. If you reward people for being safe, you make money in the end, stated Mr. Taylor. Mr. Taylor said in the future the Authority should put a safety reward program in place. Mr. Taylor said the way he saw it, for 20 years, the employees deserve something.

Mr. Hutchinson said over the years he has learned one way you can judge the quality of any business or industry is the number of turnovers. If you have a high turnover rate that is an indication you have problems with middle and upper management. WCSA has a low turnover rate and that is a reflection of the quality middle and upper management and personnel you have. Mr. Hutchinson commended Mr. Cornett and the management personnel, the office personnel and managers in the field. Their expertise and quality speaks loudly for the low turnover rate resulting in employees with 20, 25 and 35 years of service at WCSA.

Mr. Cornett said the Board's thoughts were very much appreciated by the employees, as they often said to him. All businesses to some extent depend on the knowledge of their employees, we are no different. In some ways we stand out over some businesses. WCSA has over 900 miles of pipe line spread out over

300 square miles, more than 20 water storage tanks, 26 water pump stations, 26 wastewater lift stations and 4 treatment plants pump stations. You can write a lot of procedures, develop a lot of programs which are good and are things we need to have. It is nice to have those things documented and in the computer when our mind fails us, but the employee a lot of what we do is from intuitional knowledge. That is not limited to what we do in the field but includes what the treatment plant does when turbidities rise and what they address at the wastewater plant. It also includes the employees in the office; how we handle customer accounts and work with customers.

"It is a group of folks, I certainly have been very proud; privileged to work with for 25 years", stated Mr. Cornett

Annually at the October Regular Board of Commissioners Meeting, WCSA recognizes employees who have reached a five year "increment" milestone based on a hire date of September 30<sup>th</sup> or earlier. Those employees are:

- **5 Year Employees:**
  - Jeff Alexander
  - Chris Howington
  - Kirk Maiden
  - Chris Mitchell
  - Jimmy Mullis
  - Travis Fritz
- **10 Year Employees:**
  - Steve Carter
  - Jerry Fields
  - Cindy Freedman
  - Shane Hall
  - Danny Nunley
- **15 year Employees:**
  - Rick Boyd
  - Ronnie Nunley
  - Doug Sullins
  - Nancy White
- **20 Year Employees:**

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- Bobby Gobble
- Judy Manning
- Doug Sullins
- Nancy White
- **25 Year Employees:**
  - Robbie Cornett
  - Craig DeBusk
  - Tommy Dotson
  - Karen Miller
  - Gary Thomas
- **35 Year Employees:**
  - Buddy Mann
  - George Thomas

Mr. McCall said he has had the privilege and pleasure of working with a lot of water and sewer systems. I have personally worked with about every county in Southwest Virginia and most of the counties in Eastern Tennessee and I do a lot of bragging on you all (WCSA employees) and I mean every word of it, stated Mr. McCall. He continued saying "it's heads above, it's heads above. Mr. McCall said he worked with other utilities on almost every level and just finished working with the John Flannagan Dam and they were very complimentary on our new Water Mr. Treatment Plant setup and management. Mr. McCall said It is very easy to see you all are heads above and he said he certainly appreciated it.

**12. Consideration of Combination Sewer Vacuum Truck Bids – Dave Cheek**

Mr. Cheek discussed the following presentation regarding the procurement of the Sewer Vac Truck:

**Discussion Items (Objective):**

- Procurement Process
- Recommendation
- Decision

**Procurement Process:**

- Utilized Same Basic Process as with the Mini-Excavator, Establish

Minimum Requirements then Clearly Identify Best Value Items to provide an Equitable System of Comparing Refurbished and New Vehicles

- Published in the Bristol Paper as well as Direct Solicitation (Sent out 5 Bid Packages in Response to both Paper & Direct)
- Held Public Bid Opening Oct. 14th at 2 pm
- Bids received from 2 companies, both present for bid opening
- All Agreed to Best Value Section Scoring for Each Bid
- Per RFQ: Site Visit (Mr. Gobble & Mr. Hawkins) to Validate the Offer
- Recommendation Based on the Results from this Procurement Process

**Minimum Equipment Requirements:**

<b>Item</b>	<b>Minimum Requirements</b>
Year Model	2005 or Newer
Engine	250 HP or Larger
GVW	51,000 or Higher
Axles	Tandem
Auxiliary Engine	Yes
Debris Body	9 Cubic Yards Min/11 Cubic Yard Max
Water Storage Capacity	1,000 gallons min
Boom Type	Telescoping
Transmission Type	Allison Automatic
Hose Reel	Front Mounted Telescopic & Rotating
Vacuum Source	Fan System
Hydro-Excavation	Yes

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Overall Condition and  
Functionality)

**Best Value Scoring:**

Scoring for Best Value will be as Detailed in the following table: (1= Worst, 5 = Best)

<b>Component</b>	<b>Score = 1</b>	<b>Score = 3</b>	<b>Score = 5</b>
Warranty (Above Chassis Components)	<=1 Year	1 to 3 Years	>3 Years
Warranty (Chassis & Power Train)	<=1 Year	1 to 3 Years	>3 Years
Overall Equipment Condition	Average	Above Average	Excellent (New)
Operating Records	None		New or Yes
Refurbishment	None	Basic Inspection	Complete Through Shop or New
Chassis Mileage	>50,000	20,000 to 50,000	<20,000
Auxiliary Engine Hours	>2,000	750-2,000	<750

**Decision Based On:**

- Equipment Must Meet Minimum Equipment Requirements
- Overall Score – (Offer Price / Best Value Score = Overall Score)
  - WCSA Equipment Inspection – (If Used/Refurbished, We will inspect the top scoring Offer to Validate the Offer and Determine

**Final Procurement Results:**

Mr. Cheek explained that after inspection of the used Sewer Vac Truck and because there were no maintenance or service records, the ranking for the used and new truck changed. After the evaluation, the new Sewer Vac Truck was ranked first with a total score of 17 and the used truck dropped to second with a total score of 13.

**WCSA Staff Recommendation:**

- Accept Best Value as Determined in this Bid Process:
  - Bid #3, 2016 Model at \$260,700
- Maintenance Sewer Capital Budget \$250,000 for this Item
- Additional \$10,700 be Appropriated from Maintenance Water Operating Budget for the Hydro-Excavation Unit

**Vacuum Truck Decision:**

- As we understand the Virginia Procurement Laws we can either:
  - Approve Staff Recommendation
  - Reject All Bids

Mr. McCall asked thought the cost associated with using the truck for excavation would be charged back to water.

Mr. Cornett said we discussed that since the unit will be used to address main breaks and we may also be using it to clean raw water intakes so we could charge some of the costs to water.

Mr. Hutchinson suggested renting the unit out to other authorities.

Mr. Cornett agreed.

WCSA has rented sewer vac truck from the Town of Abingdon, Chilhowie and from BVU.

Mr. Hutchinson asked if this truck was a 2016 model and if it was a Freightliner.

Mr. Cheek said it was a 2016 model.

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Mr. White said it was a Freightliner with a Cummings engine and Allison transmission.

Mr. Taylor asked if it came with everything they wanted or needed on it.

Mr. Cheek presented the Board with a list of items they planned to add in the future with costs associated with each.

Mr. Miller asked if the vendor, Atlantic, knew was the low bidder for the new and used truck.

Mr. Cheek said he did know as he was present at the bid opening.

Mr. Campbell asked if the new truck was a 2015 truck.

Mr. White said the truck would take 60 to 90 days to build so it will be a 2016 model.

Mr. Cornett said the bid documents.

Mr. Cornett said Atlantic submitted a 2016 in the bid package.

Mr. Campbell asked if the new truck is rented out, would a WCSA operator go with it.

Mr. Cheek said yes.

Mr. Cornett said a rental rate would have to be established.

Mr. Hutchinson asked what the total cost for the additions was.

Mr. Taylor said the total for all the additions would be about \$18,000.

Mrs. Boyd said Mr. Cheek only wanted the additions listed with two dots.

We might as well get all the additions on the truck said Mr. White.

Mr. Taylor said, if you have it listed you might as well get it all.

Mr. Taylor said the total cost for the sewer vac truck including all the additions was about \$280,000.

In response to the discussion about renting the truck, Mr. Taylor said sometimes you have to be a good neighbor and not charge; they (other utilities) may help us in return, he stated.

Mr. McCall said, they probably already have (helped WCSA).

Mr. Hutchinson said the Board approved \$250,000 for the truck. These additions are another \$30,000. Mr. Hutchinson asked if Mr. Cheek was comfortable that these additions would take care of all their needs. Mr. Cheek directed that question to Mr. Gobble and he confirmed by nodding his head yes.

Mr. Hutchinson made a motion to amend the offer to extend it an additional \$30,000 to purchase the new truck with the items that have the two dots.

Mr. Cornett said the cost of the new truck with all the additions listed is \$278,689.

Mr. Taylor said the cost with everything is \$278,689; you might as well "go for the goodie bag."

Mr. Miller said if they don't need the additions, there is no reason use to add them; there is no need throwing money away.

Mr. Cheek said all the additions would be needed in the future and asked Mr. Gobble to confirm that.

Mr. Gobble said all the options listed are very much needed but "we were just trying to get within the budget".

Mr. Hutchinson said we are already beyond the \$250,000 budget we allotted with the basic price of the new truck at \$260,700.

Mr. Cheek said the truck would have to have strobe lights, a light board and we have to have a tool box on it. He continued saying, we've got to have the cutter heads.

So, actually everything on the list are things you really need on the truck, said Mr. Hutchinson.

Mr. Taylor said the truck had to have air boards.

Mr. White said by law, you had to have air boards.

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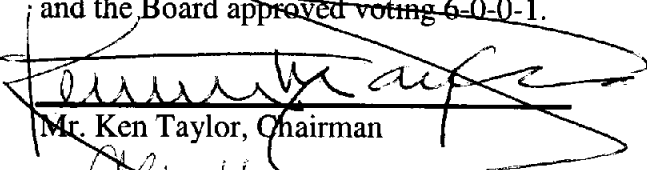
Mr. Hutchinson made a motion to increase the original \$250,000 budget for the sewer vac truck to \$279,689 for the purchase the new truck with all the additional options. Mr. White seconded and the Board approved voting 5-1-0-1 vote with Mr. Miller opposed.

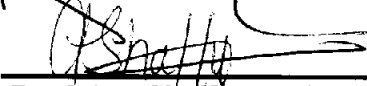
**13. Late Items**

There were no late items.

**14. Adjourn.**

At 7:41 pm, Mr. Miller made a motion for adjournment. Mr. McCall seconded and the Board approved voting 6-0-0-1.

  
Mr. Ken Taylor, Chairman

  
Carol Ann Shaffer, Assistant Secretary