

**Washington County Service Authority Board of Commissioners  
October 27, 2014 Regular Meeting Minutes**

The Annual Meeting of the Washington County Service Authority Board of Commissioners 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. Joe Chase  
Mr. Devere Hutchinson  
Mr. Jim McCall  
Mr. Dwain Miller  
Mr. Frank Stephon, IV

WCSA Staff Present:

Robbie Cornett, General Manager  
Dave Cheek, Operations Manager  
Kimberly Harold, Controller  
April Helbert, Engineering Manager  
Mark Osborne, Distribution Manager  
Don Cole, Water Treatment Plant Manager  
Tommy Dotson, Wastewater Treatment Plant Manager  
Johnny Lester, Maintenance Manager  
Kenneth Perrigan, Meter Manager  
Holly Edwards, Customer Service Manager  
Bobby Gobble, Maintenance Assistant Manager  
Carol Ann Shaffer, Administrative Assistant

Consultants Present:

Dennis Amos, Anderson and Associates, Inc.  
Kevin Heath, Adams-Heath Engineering  
Bobby Lane, PE, The Lane Group, Inc.  
Bill Skeen, Maxim Engineering

Also Present:

Mrs. Dawn Figueiras, General Counsel

**3. Approval of the Agenda**

Mr. Cornett presented the Board with an Amended Agenda. Mr. Nelson moved to approve the Amended Agenda. Mr. Hutchinson seconded and the Board approved with a 4-0-0-3 vote.

**4. Public Query and Comment**

Michael Turley; included in the North Fork River Road Project; addressed the Board. Mr. Turley said he was on the end of the project and so the meter was located far from his property. He requested a meter be placed closer to his property line because he cannot afford to run a line 525 feet across a ravine to connect to the proposed meter.

Mr. Turley contacted the Department of Transportation regarding the cost to install the line across the ravine to the meter 525 feet away. DOT said a tap permit would need to be purchased at a cost of \$150. DOT also said Mr. Turley would also have to purchase a continuous surety bond at a cost of \$1,000 per 100 feet which would total \$5,250 with an annual renewal fee. Mr. Turley said to install the line it would cost an additional \$14,000 so the initial investment would be about \$20,000.

Mr. Turley said he could not afford that and asked the Board to move the meter closer to his property line. Mr. Turley signed up for the project during the initial project solicitation because he said the VDH recommended he get county water.

Mr. Turley said he could not run the line through the ravine because that would require retaining permits from the EPA, Army Corps of Engineers, and the erosion department and that was out of the question because of the costs.

Mr. Turley asked the Board to please relocate the meter to the end of his driveway.

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Project Engineer Bill Skeen and Mrs. Helbert have been looking into Mr. Turley's request and could share their thoughts, Mr. Cornett said.

Mrs. Helbert said she and Mr. Skeen went on sight and it was about 550 feet from the end of the line to the entrance of Mr. Turley's driveway.

Mrs. Helbert said GIS shows the meter is located on Mr. Turley's property and is why the meter was placed there.

It will be difficult and costly to run the service line to Mr. Turley's location because the line would have to be installed through a very steep wooded area.

Mr. Skeen said it would be difficult to install the line. Mr. Skeen said when the Maxim inspector saw the line would not be extended to Mr. Turley's property line because of the terrain, he thought Mr. Turley would at least have access to water even though it was not the preferred meter location.

Mrs. Helbert said in short, Tumbling Creek Road and North Fork River Road at Tumbling Creek South were funded separately but have been treated as one project. With the Change Orders that will be discussed tonight associated with these two projects, there will be about \$7,700 that was previously committed to the two projects, will not be obligated to the Projects.

Mrs. Helbert estimates the cost to extend a 4 inch line, 550 feet to the driveway will be about \$16,500, based on current bid prices.

Mr. Miller asked if there was a chance to extend service down North Fork River Road (NFRR).

Mrs. Helbert said the initial project did include all of NFRR but there was little project interest past Mr. Turley.

Mr. Cornett said they surveyed all the way to Route 80, Wyndale Road, and the

interest in water service was about 40%, that is why the Project was scaled back. We are certainly interested in extended the line down NFRR, so if we move forward with this extension it could have future benefit, said Mr. Cornett.

Mr. Turley was concerned if he installed the line and WCSA decided to extend service, they would have to dig up the line he installed so the money he invested would be for naught.

Mrs. Helbert said the work to move the meter would be in the way of a change order or bid. She said it would take more research but though it would be best if WCSA Staff handled it and put the work up for bid. Otherwise, WCSA will have to go back through an environmental review process and with VDH.

Mr. Miller asked if service could be provided to Mr. Turley though a 2 inch line.

Mrs. Helbert thought that was a possibility. Mr. Skeen said the pressure in that area was good. If water pressure is good, said Mrs. Helbert, VDH has a 300 foot rule for 2 inch line.

Mr. McCall asked if they could go 2,500 feet with a one inch line.

Mr. Turley was concerned about the distance the meter would be from the house in case there was an issue and he had to turn the meter off, especially in the winter in snow and icy conditions.

Mr. Chase asked if he was on a well or spring.

Mr. Turley said he was had well water that contained magnesium sulfate. The last time VDH tested his well water, Mr. Turley said it tested positive for ecoli and VDH recommended he hook on to water service if it were ever offered.

That is why I signed up for water the first time it was offered, stated Mr. Turley.

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Mr. Nelson made a motion to ask WCSA staff to work with Mr. Turley on possible solutions and to be presented to the Board in November. Mr. Stephon seconded.

Mr. Hutchinson asked if the \$16,000 estimate was for a 2 inch line. Mrs. Helbert said it was for a 4 inch line. Mr. Hutchinson asked for estimates for both a 2 inch and 4 inch line.

Mr. Taylor asked if that price (\$16,000) included a meter. Mrs. Helbert said the price included the relocation of the new meter and blow off valve.

The Board approved to motion voting 7-0-0-0.

**5. Approval of the Amended Consent Agenda**

- Minutes: September 22, 2014 Regular Meeting Minutes
- Routine Reports: September 2014
- Balance Sheet: September 2014
- Income Statement: September 2014
- Check Register: September 2014
- General Manager Financial Report: September 2014

Mr. Chase motioned to approve the Amended Consent Agenda. The motion was seconded by Mr. Nelson and approved by a 7-0-0-0 Board vote.

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

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

• **Exit 13 Sewer Project PER**

A&A submitted a draft PER to WCSA staff for review. WCSA commented on the PER and A&A is working to address staff comments.

• **Exit 13 Sewer Project Phases 2A**

A&A is in the process of producing plans for the Exit 13 Sewer Project. Mr. Amos participated in a conference call with DEQ for a Project status update the first part of October. During the call, DEQ

expressed interest in having the Project ready for bid by or before March of 2015. Mr. Amos felt bidding the Project on or before March of 2015 was very doable.

***Mr. Bobby Lane of The Lane Group, Inc. (TLG):***

• **1 MGD Water Plant and Raw Water Intake**

TLG continues to work thought the last Change Order items. The Contractor is taking time to work on the most difficult items in the Change Order.

Change Order 11 will be discussed later in the meeting.

The Contractor has taken care of all the grounding issues and completed the punch list. TLG is currently working through some warranty items at the Intake.

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

All contractors are working and are moving along well. Mr. Cheek, WCSA Staff and TLG will be having 2 meeting a week regarding the Project. The Contractors has advised they will be bringing addition crews on board for Divisions 1, 2 and 3 of the Project.

• **Galvanized Waterline Replacement Project – Phase III**

Mr. Lane reported being almost complete with design of Phase III for submittal to WCSA soon.

• **Hidden Valley Water System Preliminary Engineering Report**

TLG continues to wait for the bidability review from VDH. Mr. Lane advised the Board TLG was contacting VDH daily requesting the bidability review.

• **Mendota Water System Source Improvements**

The Contractor ordered the equipment approved in the Final Change Order.

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DHCD did grant a time extension to the end of the year for funding.

- **Mid-Mountain (Zone 108) Water System Improvements**

The application for funding from the Tobacco Commission was not successful. Mr. Lane plans to meet with the Tobacco Commission to revise the application and reapply in 2015.

- **Mill Creek Water System Source Improvements**

Rural Development offered a 50, 50 loan grant. In the Board Book was a proposed schedule for design and construction of the facility. Mr. Lane said it would be important to have at least one membrane skid in place before a new member needs to be purchased.

- **Western Washington County Sewer Study – Beaver Creek Discharge Permit**

Mr. Lane and Mr. Cornett did have a joint meeting with will be presenting the Board of Supervisors and Planning Commission. Mr. Lane continues to receive comments from interested groups concerning the Special Exceptions Permit. TLG is working to address those comments.

**Mr. Bill Skeen of Maxim Engineering**

- **Tumbling Creek South & North Fork River Road Water Projects**

According to Mr. Skeen, the Tumbling Creek Project is complete and all connections have been made. The Final Change Order will be presented for consideration in November.

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

Maxim is working to address WCSA staff comments on the Study and expects to meet with WCSA staff in early October for review. Mr. Skeen met with Robert Hilt at Rural Development, who was very encouraging about funding. Mr. Skeen

thinks the Project fits the criteria for a 50, 50 grant loan.

**Mr. Kevin Heath of Adams-Heath Engineering (AHE):**

- **Rich Valley Road/Whites Mill Road/ Water Extension Project**

The contractor is working to pressure test the lines before the lines are connected, stated Mr. Heath. He hopes to have a Clean Up Change Order prepared for Board consideration in November.

- **Abingdon Water Storage Improvements Study**

AHE received and addressed staff comments on the PER. The PER was submitted to VDH for approval. .

- **Smyth Chapel Area Water Improvements Study**

Mr. Heath received WCSA staff comments on the PER and is working to address those comments.

- **Route 58 Water Supply Improvements Project**

AHE continues to negotiate the water storage tank site for this Project.

Mr. McCall said we did meet with the property owner and final paperwork is in process. Mark and crew did a good job, stated Mr. McCall.

**7. Water and Waste Construction Projects Update – April Helbert**

Construction continues on the Sutherland Project. The Contractor still lacks some paving and a few punch list items. Mrs. Helbert has been assured they will be wrapping up this week.

Mrs. Helbert is waiting on the bidability review for Childress Hollow.

Staff expects to begin design on Haskell Station once Childress Hollow has been advertised for bids.

Mrs. Helbert received a notice from DEQ saying they would be holding a Public Hearing in November for Exit 14

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Phase III Project. Mrs. Helbert said the Exit 14 Phase III Project was on DEQ's list for probable funding. Mrs. Helbert felt it was safe to say she expects to receive a funding offer for the scaled back Phase III area that will be presented for consideration in November or December.

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

Mr. Cheek addressed the Board reviewing the following points in his Operations presentation.

**Discussion Items:**

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

**2014 September Performance Against Plan (\$28,024 Under Budget):**

- Water Production \$12,695 Over Budget
- Chemicals: \$8k (Delivery Schedule, On Annual Target)
- Mill Creek: \$7k (Major Concern due to Component Failures, Well Above Annual Target)

**Year to Date: \$98,600 Under Budget**

**2014 September Water Production Highlights:**

- South Fork Intake
  - Continued to Work Through Operational Issues with Level Controls
  - Identified and Corrected Wiring Issue with Wet Well Level Sensor
- Middle Fork Drinking Water Plant
  - Continued to Work Through Operational Issues
  - Numerous Construction Related Items such as Chemical Feed Pumps
- Mill Creek Membrane Plant

- Concerned with Replacement Spare Parts Spend Rate

**2014 September Waste Water Process Highlights:**

- Met with the Abingdon Regional Jail and T&L:
  - Determined Course of Action to Address frequent Over flows
  - Determined Method to calculate Jail expansion on WCSA's Abingdon Steel Pump Station
- Damascus I&I
  - Continued to operate the plant during rain events

**2014 September Maintenance Highlights:**

- Galvanized Phase II Support
  - 3rd RPR in Place
    - Training and Preparing for RD Approval
    - Once RD & Engineer Approved will Schedule as RPR
  - Bi-Weekly Meetings with TLG to Identify and Correct Issues
  - WCSA RPR's Prospecting, Locating and Auditing Each Division on a Daily Basis
- Per our 2014/15 Budget Strategy, we will:
  - Start Advertising to Fill Some of the Approved Maintenance Positions
  - Start the Procurement Process for the Sewer Vac Truck
    - Used Truck Options
    - Board Approval to Negotiate

**2014 September Distribution Highlights:**

- Conducted Fire Hydrant Training with Field Demonstrations
  - Town of Abingdon FD
  - Brumley Gap FD
  - Building Relationships with Common Interests

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- Developing System to align District Meters with District Billable Metering to identify Water Loss Areas
- Started PSV/PRV Preventive Maintenance Program
- Negotiated Damascus Water Storage Tank Acquisition
- Real Estate Acquisitions/Easements
  - Western Washington Waste Water – Land Option – 100%
  - Stonegate Project 9 of 18 Easements
  - Galvanized Line Phase 2: 66 of 66 Easements
  - Childress Hollow Road Water Line Extension: 18 of 18 Easements
  - Hidden Valley Road Water Line Extension: Started on May 1 with a Community Meeting to start obtaining easements. Staff has obtained 37 of 37 easements.
  - Haskell Station Road Water Line Extension: Will start on the 20 Easements Required

**2014 September Metering Highlights:**

- Analyzing Meters for End of Life Replacement
  - Will Investigate Innovative Methods of Completing this task

Mr. Perrigan said it would cost about \$200,000 to replace the meters.

**Forward Looking Statement:**

- Working to get more Cost Information to the Department Heads so they can better run their “businesses”
- Working to Build Better Relationships to help minimize issues, especially with Fire Departments and Waste Water
- Departmental Capital Spending Plan – Continually Review & Execute per our Schedule

Mr. Miller appreciated the Maintenance Department for offering alternatives to a new sewer vac truck. For clarification, Mr. Miller then asked if Mr. Cheek was asking for someone to have the authority to purchase a used truck.

Mr. Cheek said he was not familiar with the process but thought they would need to be able to purchase a used truck quickly.

Mr. Miller asked if Mr. Cornett could authorize a down payment on a used sewer vac truck.

Mr. Cornett said he did have that authority but the truck would still have to go through the procurement process.

Mrs. Figueiras said the cost of a used sewer vac truck was more than the small purchase allowance. Mrs. Figueiras said the process to purchase a used truck would require more thought.

Mr. Cheek said the pricing for a used sewer vac truck was very attractive.

What are the prices for a used sewer vac truck, asked Mr. Chase.

Mr. Gobble said he located a 2007 sewer vac truck in south Florida that would be about half what a new truck would cost. Mr. Gobble also located a 2005 model in Cincinnati Ohio that was priced at \$148,000; less than half the cost of a new sewer vac truck. Mr. Gobble learned the price of a new truck with the new generation 4 motor will jump \$20,000 to \$30,000. Nationwide, there are less than 60 sewer vac trucks with the generation 3 motor, stated Mr. Gobble.

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

Mr. Cornett began by commending the Operations group, specifically Mr. Osborne and his group for their efforts in working with the local fire departments; the Maintenance group with their work

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on Galvanized Phase 2; Mr. Perrigan and his group working to identify meters that are soon coming of age; Mr. Dotson and group in wastewater. Mr. Cornett said he appreciated all their efforts.

Mr. Cornett discussed his General Managers Report & Update. Listed below are the discussion points outlined in his presentation.

**Review Items:**

- Safety
- Professional Development
- Financials
- Customer Service
- Notables
- What's Ahead

**Safety:**

- Zero Accidents and or Injuries in September:
  - No injuries for Four Months in a row!
- Ebola
  - The Centers for Disease Control (CDC) says, "Sanitary sewers may be used for the safe disposal of patient waste. Additionally, sewage handling processes (e.g. anaerobic digestion, composition, and disinfection) in the United States are designed to inactivate infectious agents."
  - The CDC and the World Health Organization (WHO) conclude that Ebola is not a foodborne, waterborne or airborne illness, it is transmitted through direct contact with infected bodily fluids and Ebola-infected cells don't live long in water because the cells do not have the same salt concentration as bodily fluids.
  - On October 13, 2014, the CDC indicated it is reconsidering its approach to decontamination and

equipment procedures for all health workers.

- The NRWA is in contact with the CDC and the U.S. Environmental Protection Agency regarding any additional guidance for wastewater or drinking water employees and will be distributing all related guidance.

• WCSA is:

- Emphasizing the proper use of Personnel Protective Equipment;
- Staying abreast of the latest guidance from WEF, NRWA, CDC, WHO and VML

**Professional Development:**

- Training Opportunities
  - Microsoft: Basic Access
  - Planning Microsoft Publisher and Advanced Excel, WORD, & PowerPoint
  - Planning next Leadership Training
    - The Principles & Qualities of Genuine Leadership
    - Essential Skills of Communication
  - Fraud, Ethics and Harassment Training

**Water - New Connections:**

Mr. Cornett said in September, there were 10 new walk-in connections and 10 new connections related to Projects.

**Monthly Water Revenue: Budget vs. Actual:**

Mr. Cornett said we were down \$4,608 in September as rents and or consumptions was \$26,825 less than expected but that is typical for the time of year.

**YTD Water Revenue: Budget vs. Actual:**

YTD actual is \$100,154 above YTD Budget.

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**Water – Monthly Expenses:**

Mr. Cornett was very pleased to report that Non-Departmental, Administration and Customer Service were all under Budget for September.

**Water – YTD Expenses:**

Mr. Cornett was just a pleased to report that Non-Departmental, Administration and Customer Service were all under Budget YTD.

**Monthly Wastewater Revenue-Budget vs. Actual:**

Mr. Cornett reported the revenue for September was \$6,717 better than budgeted.

**YTD Wastewater Revenue - Budget vs. Actual:**

Through September, the Wastewater Department fell \$4,661 under Budget, said Mr. Cornett.

**Wastewater - Monthly Expenses:**

In September, expenses were \$10,000 less than Budget.

**Wastewater - Monthly Expenses:**

YTD, expenses are \$30,605 less than Budgeted. Mr. Cornett commended the wastewater team for their tremendous efforts.

**Cash/Reserve Analysis:**

- Under Review
  - Enlisted Mr. Nelson and Mr. Stephon's review
  - October 30, 2014
  - First time is the most challenging
    - Pulling data from new software
    - Comparing to Audit and Rate Model

**Customer Service:**

- Active water accounts increased by 16
- Active wastewater accounts increased by 9
- 155 reconnection/transfers of service
- 127 disconnect for nonpayment

- \$28,590.42 was abated for 177 customer water leaks
    - (2013 average 89 abatements per month at \$11,084.76).
  - \$4,409.27 was written off as bad debt three years old
  - Customer Opportunities
    - Lead by Holly Edwards
    - Bringing Operations and Customer Service closer together
- Mr. Cornett thanked Mrs. Edwards, Mrs. Harold, and Mrs. Helbert for their efforts. Mr. Cornett commended the team for doing a very good job of building bridges and developing good systems to address customer issues in a timely manner.

**Notables:**

- VDH Waterworks Sustainability Program
  - Assist Waterworks to development and maintain business and technical practices to ensure consistency and reliability long-term
  - WCSA asked to share its experience
- VDGIF withdraws indigenous aquatic organisms study after South Fork completion
  - Estimated \$100,000 savings to WCSA

Mr. Cornett applauded The Lang Group and CHA for their continued efforts with the Project.

- Board of Supervisor – Planning Commission Joint Meeting and Public Hearing
  - Western Washington County Water Reclamation Facility
    - Tuesday, October 28th at 6:30 pm
    - Presentation and Request for Special Exception Permit
- Valve operation brainstorming



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- Thank you to Mr. McCall and Mr. Miller
- October 16th and 30<sup>th</sup>

Mr. Cornett then thanked Mr. Cole, Mr. Osborne, Mrs. Helbert, Mr. Cheek, Mr. Miller and Mr. McCall for time and efforts in the brainstorming session.

- Dispute Committee Volunteers
  - Two Pending
- Building Permit Report
  - 2000 to 2013
- Landlord Outreach
- Landlord Transfer Agreement
  - Automatic; 1 month service minimum
  - Notification of leaks and delinquencies
  - Leak adjustments for master meter accounts

The landlords have invited Mr. Cornett and Mrs. Edwards again to their meeting in January.

**What's Ahead:**

- Financial Audit Pending
- Employee Development/Engagement
- Succession Planning
- Consumption Decline
- Procure of Banking and Networking Services
- Promoting Timely Payment and Auto-draft

**10. Consideration of Employees Years of Service Recognition - Robbie Cornett**

Annually at the October Regular Board of Commissioners Meeting, we recognize employees of WCSA who have reach a five year "increment" milestone based on a hire date of September 30th or earlier, explained Mr. Cornett. Mr. Cornett mentioned the following employees and years of service.

**5 Year Employees:**

- Jennifer Ball

- Marvin Hawkins
- Sheila Poston
- Rosa Montgomery

Mr. Cornett recognized Mrs. Montgomery who was in the audience and thanked her for her service.

**10 Year Employee:**

- Danny Nunley

**15 year Employee:**

- Angie Burke

Mr. Cornett recognized Mrs. Burke who was in the audience and thanked her for her years of service.

**20 Year Employees:**

- Larry Thomas
- Alan Dillon
- Homer Baldwin (retiree/part-time)
- Joe Malone
- Melissa Elswick
- Harley Garland
- Richard Malcolm
- Anthony McFarlane

**25 Year Employee:**

- Randall Baker

**35 year Employee:**

- Clyde Belcher (retiree/part-time)

**11: Mill Creek Steering Committee Report and Update - Robbie Cornet, Mark Nelson**

According to Mr. Cornett, a Memorandum of Understanding is being developed and the current plan is as follows:

- The Town will obtain Bond Counsel and be reimbursed by funding proceeds after closing.
- The Town will obtain Legal Services including but not necessarily limited to control of property and be reimbursed by funding proceeds after closing.
- The Town will obtain necessary Accounting Services and be

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reimbursed by funding proceeds after closing.

- WCSA and the Town must Amend the Regional Water Agreement to reflect a term through the life of the loan and specify how WCSA will reimburse the Town based on its portion of owned capacity (44%).
- Per the Regional Water Agreement, WCSA must obtain Engineering Services, and per RD the Town must be a party to that Agreement. WCSA will pay for Engineering Services through loan closing and be reimbursed by funding proceeds after closing. After loan closing, Engineering Services will be paid by the Town with funding proceeds.

All costs associated with the improvements are expected to be divided based on capacity with WCSA paying 44% and the Town paying 56% of the cost.

Mr. Nelson said the Town of Chilhowie was very appreciative of the work that was going to be done on the Engineering side. The Town is looking forward to completing the Project to reduce operating costs at the Mill Creek Plant. Mr. Bobby Lane did a great job leading the discussion and having a plan to save costs related to the membrane. Mr. Nelson said everyone understood the need to move forward and accept the proposal; and this is what everyone agreed to. Mr. Nelson thought it was a great process; one that would really work.

**12. Consideration of the Proposed North Fork River Road @ Tumbling Creek South- Change Order No. 1 – Bill Skeen**

Mr. Skeen discussed Agenda Item 12 and 13 saying the total decrease for Change Order 1 (Agenda Item 12) is

\$2,526.50. The total increase for Change Order 2 (Agenda Item 13) is \$494.00

Mr. Taylor called for a vote on Change Orders 1 and 2.

Mr. Hutchinson motioned to approve Change Order 1 and Change Order 2, Mr. Stephon seconded and the Board approved voting 7-0-0-0.

**13. Consideration of the Proposed Tumbling Creek South- Change Order No. 2 – Bill Skeen**

As discussed in Agenda Item 12, Mr. Hutchinson motioned to approve d Change Order 2, Mr. Stephon seconded and the Board approved voting 7-0-0-0.

**14. Consideration of WCSA's 12 MGD Water Plant Expansion Change Order No. 11 – Bobby Lane**

Mr. Lane explained Change Order No. 11 includes an increase in contract price of \$8,153.00 and an increase in contract time of 120 days.

Mr. Chase motioned to approve Change Order No. 11. Mr. Miller seconded and the Board approved voting 7-0-0-0.

**15. Consideration of the Sutherland Community Water System Extension Project, Contract 2 – Change Order No. 2 – April Helbert**

Contract 2 is substantially complete, however several restoration issues remain, said Mrs. Helbert. This Change Order is a Final Clean-Up Change Order for quantities installed versus quantities bid. Change Order 2 adds 25 weather days plus 104 construction days due to changes in stream crossing to the Contract. The construction days were added to allow the change in the stream crossing on J. Perry Martin Lane, stated Mrs. Helbert. The changes allowed the contractor, owner, and engineer to develop an alternate solution to cross

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Beaverdam Creek; review the alternatives; obtain permission from various regulatory agencies having purview; design; and construct crossing. With these days added, the contract completion date; both substantial and final; was October 22, 2014. As of the writing of this report, said Mrs. Helbert, the Contractor has not achieved final completion.

The total decrease of this Change Order is \$37,646.80. The contract price including this change order for Contract 2; Base Bid plus five additive alternates; is \$531,972.70. This Change Order does not include liquidated damages, said Mrs. Helbert.

Mr. McCall asked who would receive liquidated damages.

Mrs. Helbert said the funding agencies typically receive liquidated damages.

Since this is a grant funded Project, the funding agency will receive any liquidated damages, added Mr. Cornett.

However, Mrs. Helbert is working with the funding agency to recoup some of the administrative costs.

Substantial completion was achieved on October 13 but they have not achieved final completion.

Mr. Taylor asked what the contractor lacked for final completion.

Mrs. Helbert said they lack paving on two roads, additional work on the tank station building on the forest service property and a couple of additional items.

Mrs. Helbert recommended the Board favorably consider Change Order No. 2 to Contract 2 of the Sutherland Community Water Line Extension Project with the revision to add liquidated damages from October 22, 2014; the completion date.

Mr. Cornett explained the funding agency would not provide funding past

Thursday, October 30. For that reason, the liquidated damages must be included before October 30, thus the recommended revision to add liquidated damages to Change Order No. 2.

Mr. Hutchinson motioned to approve Change Order 2, including the addition of liquidated damages. Mr. Nelson seconded and the Board approved voting 7-0-0-0.

#### **16. Closed Meeting**

At 7:34 pm, Mr. Nelson moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711 Paragraph (A) (3): acquisition and disposition of property; 1. To discuss the acquisition of property related to the Western Washington County Water Reclamation Facility.

Code of Virginia Section 2.2-3711 Paragraph (A) (6): investment of public funds. 2. To discuss various inter-municipal agreements and potential agreements.

In addition to the Board the presence of Mrs. Dawn Figueiras, WCSA Counsel; Mr. Bobby Lane of The Lane Group and Mr. Robbie Cornett, WCSA General Manager, was requested.

Mr. Chase seconded the Motion of Closed Meeting and the Board approved voting 7-0-0-2.

#### **Return to Public Session:**

Mr. Chase motioned to Return to Public Session at 8:37 pm. Mr. Hutchinson seconded the motion to Return to Public Session and the Board approved voting 7-0-0-0. Mr. Nelson read the following:

#### **Certification of Closed Meeting;**

Whereas, 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. Now, therefore, be it resolved that the 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 Authority. Aye by Mr. Miller, Mr. Hutchinson, Mr. Stephon, Mr. Taylor, Mr. Nelson, Mr. Chase and Mr. McCall confirming no outside discussion took place other than Closed Meeting topics.

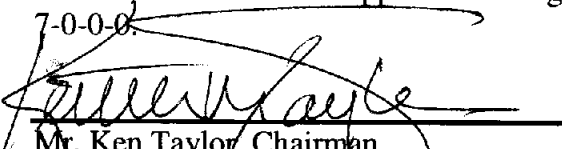
**15. Late Items**

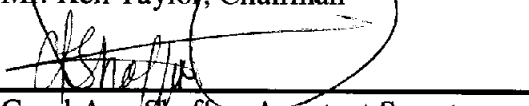
There were no late items to discuss.

**16. Adjourn**

At 8:39 pm, Mr. Stephon motioned to Adjourn. Mr. Chase seconded the motion and the Board approved voting

7-0-0-0.

  
Mr. Ken Taylor, Chairman

  
Carol Ann Shaffer, Assistant Secretary