

**Washington County Service Authority Board of Commissioners**  
**November 20, 2013 Regular Meeting Minutes**

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:18 pm.

**ROLL CALL**

Commissioners Present:

Mr. Joe Chase, Chairman  
Mr. Ken Taylor, Vice Chairman  
Mr. Devere Hutchinson  
Mr. Jim McCall  
Mr. Dwain Miller  
Mr. Mark Nelson  
Mr. Frank Stephon, IV

WCSA Staff Present:

Robbie Cornett, General Manager  
Kimberly Harold, Controller  
April Helbert, Engineering Manager  
Carol Ann Shaffer, Administrative Assistant

Consultants Present:

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

Also Present:

Mr. Mark Lawson, General Counsel

**3. Approval of the Agenda**

There were no additions or corrections to the minutes.

Mr. Nelson motioned to approve the Agenda. Mr. Taylor seconded the motion and the Board approval voting 7-0-0-0.

**4. Public Query & Comment**

There was no public query or comment.

**5. Approval of the Consent Agenda**

- Minutes for September 25, 2013 Regular Meeting and September 25, 2013 Recessed Meeting (held October 21, 2013)

- Routine Reports for October 2013.
- Financial Reports for October 2013.
- Check Register and General Manager Financial Report for October 2013.

Mr. Nelson motioned to approve the Consent Agenda. Mr. Miller seconded the motion and the Board approved voting 7-0-0-0.

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

***Mr. Matthew Lane on behalf of Adams-Heath Engineering (AHE):***

- **Route 58 Water Supply Improvements Project**

Mr. Lane said AHE has prepared preliminary tank site and access road drawing prepared and provided to WCSA for use with the Purchase Option Agreement. They are also working on field markups and draft plan sheets for water line replacement areas. AHE continues to work on project design and submit draft plans to WCSA staff for review.

- **Rich Valley Road/Whites Mill Road/ Hillandale Road/ Red Fox Land Water Extension Project**

Construction has been completed on both the Hillandale and Red Fox projects and both projects are being closed out. Notice of Award and Construction Agreement for the Rich Valley/Whites Mill Road has been prepared and submitted to the Contractor, Mr. Lane reported.

AHE will review bonds and insurance from the Contractor for RV/WMR once received, execution of construction contract by WCSA, scheduling Preconstruction Conference, and then will begin construction around the first of the year, reported Mr. Lane.

- **Abingdon Water Storage Improvements Study**

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AHE has received WCSA staff review comments for draft PER and they are working on responses. AHE is also working on address the Draft PER comments and provide to WCSA staff for review.

- **Town of Damascus WWTP VPDES Permit Renewal**

AHE is waiting to receive the DEQ draft permit for review.

- **Smyth Chapel Area Water Improvements Study**

AHE has received and is working to address WCSA comments on the Draft PER.

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

- **Exit 13 Sewer Project Phases 2A**

A&A provided cost estimates and mapping to WCSA. That information will be discussed tonight in the presentation.

Mr. Amos said A&A has received comments from Rural Development on the environmental review. Those comments have been addressed and the environmental document has been resubmitted to Rural Development for approval.

Mr. Amos reported on the Phase 2A Design project saying a fee proposal was provided to WCSA on October 30<sup>th</sup>. The fee proposal went through a preliminary internal review and comments were addressed to A&A. Mr. Amos said A&A has addressed those comments, resubmitted to WCSA and A&A is working to get that approved.

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

- **New Raw Water Intake & Water Treatment Plant- Task Order 9 Final Design of 12 MGD Water Plant Expansion, Raw Water**

**Intake and Raw Water Line Improvements**

Mr. Lane said substantial completion has been issued for the 12 MGD Water Plant Expansion. The Contractor is finished with all the work that can be completed before the South Fork Intake is finished. They anticipate having all punch list items completed within the next 30 days.

The coffer dam at the Raw Water Intake is being restored and the Contractor expects to be complete with the construction of the coffer dam in December. The Contractor is starting a 7 day work schedule as soon as the coffer dam is constructed.

Mr. McCall said he was very impressed with the work that was going on at the Intake and thought the contractors were ahead of schedule.

- **Exit 13 Wastewater Project – Phase 1 and Exit 13 Force main Project**

Mr. Lane said this project was complete and fully operational.

- **Galvanized Waterline Replacement Project**

The Public Hearing was held November 18<sup>th</sup> and there were not comments from the public. TLG is working to complete the easement map for Mr. Lawson and expects to have the completed soon. Mr. Lane said they were hopeful to be able to advertise this project in December 2013.

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

We have completed preliminary drawings and have been given direction from WCSA staff, reported Mr. Lane. TLG will be working to correct any WCSA comments on the preliminary drawings and commence final plans and specifications. Mr. Lane also expects to identify all necessary needed easements and submit that list to WCSA. Mr. Lane expects 45 to 50 easements they will need to obtain for this project.

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- **Mendota Water System Source Improvements**

Additional testing for disinfection by products was completed and TLG is waiting on those sample results.

- **Mill Creek Water System Source Improvements**

A joint meeting to present the report to the Town of Chilhowie and WCSA was held on November 14, 2013. The Steering Committee will be meeting soon to make final recommendations for improvements at Mill Creek.

- **Nordyke Road Water System Project**

The Contract mailed the necessary Bonds and Insurances to TLG and they are waiting to receive those for review. Mr. Lane said we expect to begin work on this project in January 2014.

- **Oak Park Sewer Project**

A start-up/training for the pump station was held on November 19 and went very well, reported Mr. Lane. Boring Contractors has completed construction of the gravity line and has reached Substantial Completion. Mr. Lane said things look very good at the Pump Station.

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

The second TAC Meeting was held November 13, 2013 at the Higher Education Center and went well. Mr. Lane thanked Mr. Chase for attending that meeting.

- **Galvanized Waterline Replacement Project – Phase 3**

TLG and WCSA Staff have worked together to identify individuals that would be effected by Phase 3. Letters have been sent to all those who will be effected informing them of the work that will be taking place in that area. Mr. Lane hopes to begin making and

surveying the lines and begin preliminary project design in the next few weeks.

**Mr. Bill Skeen of Maxim Engineering**

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

Mr. Skeen said this Project has been advertised and the Pre-Bid Conference was held on November 19. Mr. Skeen said rock would be an issue on this project. Mr. Skeen hopes to begin work on this project in January 2014.

Mr. McCall informed the Board that he was a contract employee with King General Contractors and said King did intend to bid on this project.

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

Mr. Skeen discussed the Larwood Acres project saying recent efforts have been in the Exit 1 area which includes the Virginia portion of the Pinnacle. Mr. Skeen said they were evaluating a gravity line that would run under the interstate. Maxim has been in meetings with Bristol TN and BVU to evaluate downstream capacity.

**7. Water & Wastewater Construction Projects Report and Update April Helbert**

Mrs. Helbert said the Sutherland Project was under construction and things were going well. This project should be completed in February or March of 2014.

Mrs. Helbert then reported on Childress Hollow saying design is completed on the VDH funded portion and all easements have been obtained. Depending on the Board's decision during tonight's meeting, Staff will decide how to proceed with this project, she added.

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Mrs. Helbert said staff plans to begin design work on Haskell Station very soon.

**8. General Manager's Report & Update *Robbie Cornett***

Mr. Cornett referred to his General Manager's Report and Update at the Board's stations. He reported on the following noteworthy WCSA performance & accomplishments from all departments during the month of October:

**Water Production**

- Produced more than 201 million gallons of drinking water from WCSA and more than 28 million gallons of water for the Town of Chilhowie.

**Distribution**

- Coordinated the outside purchase of more than 10.5 million gallons of drinking water.
- In total, 6.8 million gallons per day of drinking water was distributed to our customers for the month.

**Meter Department**

- 122 customers were telephoned following unusually high usage.
- 595 customers were notified that their water was to be turned off for nonpayment.
- 142 meters were lifted for non-payment.
- 99.43% of all meters read by radio read.

**Customer Service**

- 21,028 active water accounts.
- 2,333 active sewer accounts.
- 26 water taps applied for. Most resulting from a mobile home park that transferred from a master meter to individual meters
- 0 wastewater taps applied for
- 4,695 accounts with late charges added.

- 203 reconnections/transfers of service.
- 1,387 disconnect notices processed.
- A little more than \$17,000 was adapted for 141 customer water leaks.
- \$7,127.16 was written off as bad debt three years old.

**Maintenance**

- 45 leaks.
- 4 major breaks.
- 25 water taps
- 32 after hour maintenance call-outs.
- Due to ongoing leaks, 13 homes on Monte Vista Drive were disconnected from a galvanized waterline and reconnected to an existing PVC line and the galvanized line was discontinued.
- Due to ongoing leaks, 5 homes on South Shady Avenue were disconnected from a galvanized waterline and reconnected to an existing ductile iron line and the galvanized line was discontinued.

**Wastewater**

- Treated more than 9 million gallons of wastewater at Hall Creek.
- Treated 2.7 million gallons of wastewater at Damascus.

**Administrative Items**

- We received two compliments recently that I wanted to share with you;
  - The DeBoard's took time to write a letter thanking staff Nancy White, April Helbert and J.L. Lunsford and Crew for their response to a call regarding low water pressure.
  - Mr. Johnston dropped us an email to express appreciation for improvements we have made to our website and online account information.

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- Continue to serve on the Washington County Comprehensive Plan Advisory Committee in supporting the county with efforts to update the comprehensive plan.

Mr. Miller thanked WCSA Staff for taking care of issues with the VDH in the past 3 to 4 months.

Mr. Cornett gave credit to Mr. Osborne and his group for addressing the regulatory issues.

Mr. Miller requested the current Abatement Policy for Board review.

Mr. Cornett offered to develop a report to update for the Board on the current Abatement Policy.

**9. 2012-2013 Fiscal Year Audit Report**  
**Deanna Cox**

Ms. Cox began her summary of the Audit saying the Audit was completed the end of August and she planned to present the findings at the October Meeting. Mrs. Cox said she used our Audit for employee training which took longer than expected, and delayed her Board summary until November.

Ms. Cox said the Audit went very well. There were no significant reporting deficiencies or minor management comments that needed to be brought to your attention. She continues saying she gave a clean opinion which was the best opinion you could get. In past years, Mrs. Cox has equated the Auditors Opinion to the Audit Report Card, in those terms; the Authority got an A again this year.

There were a couple of Government Accounting Standards that had to be implemented this year, said Ms. Cox. This basically changed terminology so you may notice a change from "net assets" to "net position". There is also a change in referring to items as "deferred revenues" to "deferred inflows" and

"deferred outflows". Overall, your financial position improved, said Ms. Cox. WCSA's Net Increase and Net Position was \$3.9 million; a significant change in your financial position, said Ms. Cox.

Ms. Cox said Ms. Harold asked if there was any rule of thumb or formula on how much debt the authority should have. Unfortunately, there is none, said Ms. Cox.

Ms. Cox then referred to a spreadsheet comparing of WCSA with other authorities (see attached). Mrs. Cox said they performed a comparison of WCSA in long term obligations as a percentage of capital assets and annual debt payments as compared to operating expenses. WCSA was above average in percentage of long term obligations and WCSA fell in line with other authorities in the average of annual debt payments per operating expenses, she added. Ms. Cox said, while WCSA may be a bit high on one end, you maintain a level of ability to make your repayments so that does not concern us from an auditing standpoint.

From 2010 to 2013, WCSA shows a 21% increase and a 22% increase in net position and cash, so you have experienced significant growth since 2010 which is a positive from an auditing standpoint, said Ms. Cox.

Ms. Cox thanked the Board for their time and offered to answer any questions.

Mr. Stephon said he would like to publically thank Mrs. Harold and her staff for doing such a good job.

**10. Consideration of the Exit 13 Phase 3 Project Service Area**  
**April Helbert,**  
**Dennis Amos**

Mrs. Helbert began saying, the Exit 13 Phase 3 Project is part of WCSA's

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overall plan to provide sewer service in the Exit 13 area. The project includes the subdivision of Fox Fire, a portion of McCray Drive in Westwood, and a portion of Old Jonesboro Road.

A total of 110 potential residential connections are in the entire project area. Staff collected user agreements earlier this year. Of the potential connections; 51 agreed to the service (46%), 49 declined service (45%), and 10 did not respond (9%; those who didn't respond are now considered a declination, increasing those numbers to 59% or 54%).

The collection of user agreements is complete and we currently have less than the 75% required participation levels. Anderson & Associates along with WCSA Staff have developed 3 options that will be presented.

Mrs. Helbert then began her review of the presentation titled:

**Exit 13 Phase 3 Wastewater Project – Consideration of Project Area.**

**Importance of Public Sewer**

Failing septic systems–

- Are known septic system failures in this area; Staff has been contacted by some of these residents.
- Repairs can be very costly and may require alternative treatment systems, which can be very costly.
- If failures continue, may be an increased interest in public sewer in future.
- Some lots in Fox Fire would not perk for a septic system at all.
- Some property owners of empty lots have signed user agreements, but empty lots do not count toward participation levels.

Mrs. Helbert then referred a map (see attached) which shows those that did sign user agreements, those who

declined service and those who did not respond.

Mr. Amos then discussed Option 1:

**The “Lower Pump Station Location”**

**Items of Consideration –**

- Allows pump station to remain in original planned location.
  - Will allow entire Phase 3 Project Area to be served if ever desired.
  - Will not place a sewer pump station in middle of a residential subdivision.
- Cost of proposed Option – \$1,052,450 (includes construction, engineering, and all related costs).
- Cost per connection is of proposed Option – \$37,588 for 28 customers.
  - More than the \$20,000 limit; therefore partial grant funding required in order to meet WCSA funding requirements.
- Two homes that thought they can be served with a gravity service lateral under the street would more easily be served by a future line extension (shown in teal on map).

Mr. Amos then referred to the map showing the service area for Option 1 (see attached).

Mr. Amos then discussed Option 2;

**The “Upper Pump Station Location”**

**Items of Consideration –**

- Option 2 provides more than 75% participation levels, serving 26 potential customers.
- Provides service to everyone within the project area that is servable by gravity (residents south of Hunt Club Road will not gravity flow to proposed sewer line; would require an extension to provide service to those residents).
- Two less connections than previous option; neither of the two individuals agreed to service.

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- Cost of proposed Option 2 – \$994,100 (includes construction, engineering, and all related costs).
- Cost per connection of proposed Option 2 – \$38,235.
- More than the \$20,000 limit; therefore partial grant funding will be required in order to meet WCSA requirements.

Mr. Amos then referred to the map (see attached) showing the service area for Option 2.

Additional Items of Consideration for Option 2 are:

- Pump station will be located in middle of subdivision
  - Neighbors within close proximity of sewer pump station; closest home less than 100 feet from proposed site
  - PER DEQ SCAT Regulations –
    - Sewage pump stations should be located as far as practicable from present or proposed built-up residential areas.
    - Stations should have a proper zone of controlled or limited use surrounding them; within such zones, residential uses or high density human activities or activities involving food preparation should be prevented.

Mr. Amos then discussed Option 3:

**The “Individual Grinder Pump Stations” Items of Consideration –**

- Option provides 100% participation levels within remainder of Westwood (McCray Drive).
- Cost of proposed Option – \$489,300 (includes construction, engineering, and all related costs).
- Cost per connection of proposed Option – \$34,950.
  - Cost per connection is more than the \$20,000 limit; therefore

partial grant funding will be required in order to meet WCSA requirements.

- Not a gravity system.
- Mandatory connection not required.
- Would need to provide these 14 residents another chance to decide if they still want service.
- Requires installation of grinder pump station that would be installed as part of the project but then owned, operated, and maintained by the property owner.
- Additional decisions may be required on system like this, including. –
  - Ownership, Operation and Maintenance Costs, Monthly User Fees.

Mr. Amos then referred to the map (see attached) showing the service area for Option 3.

Mrs. Helbert then discussed: WCSA Rates and this Project:

- Project costs were estimated at \$1,024,614 in the 2009 Rate Study.
  - This amount was included when setting existing rates.
  - If not utilized for this project, amount could be allocated toward another project in current rate study without rates increasing.
  - These funds were earmarked funds assumed participation from all of Phase 3.
- Option 1 would require an additional \$27,836 to be allocated to project with current rate study.
- Option 2 is less than original estimate; would allow \$30,514 to be allocated to another project in current rate study.
- Option 3 is less than original estimate; would allow \$535,314 to be allocated to another project in current rate study.

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Mr. Amos and Mrs. Helbert offered to answer any of the Board's questions.

Mr. McCall asked if there was any where it would be feasible to put the pump station in Option 2.

Mr. Amos said the problem was in in order to move the pump station; WCSA would have to purchase another lot for it. He said that there were so many individuals that did not sign user agreements that they had to pass a lot of lots for the pump station.

Mr. Chase said Option 1 is the only option that would provide sewer for Fox Fire, correct.

Mrs. Helbert said Hunt Club was considered part of Fox Fire so it would Option 2 would provide sewer to Fox Fire. The main difference between Option 1 and 2 is the ability to serve future sewer phases. Option 1 will allow for future growth with everything in place to support additional line extensions and will be considered in the design of the pump stations capacity, she added.

Mr. Cornett said Option 2 will pick up 12 existing homes in Fox Fire where Option 3 does not allow service for any homes in Fox Fire.

Mr. Cornett said Option 1 would service 14. He continued saying the pump station location in Option 1 would allow the rest of Fox Fire to flow by gravity to the same pump station.

Mr. Hutchinson said the difference in cost between Option 1 and 2 was \$58,350.

Mr. Miller asked if any of the homes on McCray Drive could be served by gravity flow.

Mr. Amos said from topography standpoint, it will be very difficult to provide gravity service to the first 4 homes on McCray Drive. The homes

that are able to be served on McCray are included, said Mr. Amos.

Mr. Miller felt the estimate for Option 3 was high.

Mr. Amos said the cost proposes to eliminate the existing system and put in a new pump in its own tank, making it a packaged grinder pump station. Typically, old tanks are pumped, then the top is removed and the tank is filled with stone and finally backfilled.

Mr. Hutchison asked if residents had been contacted about installing individual grinder pump stations.

Mrs. Helbert said those residents would have to be re-solicited. If 10 of those individuals were interested, the other would not be subject to mandatory connection.

Mr. Hutchinson asked how many of the potential customers had failing septic systems in the Option 1 and 3 areas.

Mrs. Helbert said she did not know.

Mr. Nelson asked if he was correct in saying Option 1 would provide the best opportunity for future growth.

Mr. Cornett said, yes sir.

Mr. Nelson said, in the big picture, Option 1 costs a little more, you do not have to put the pump station in the subdivision; which is going to be a problem; and you end up with potential to add more customers.

Mrs. Helbert said, yes sir.

Option 1 is the only forward thinking option, said Mr. Nelson.

Mr. Cornett said yes, correct.

Mr. Hutchinson said his thought was in 3 to 8 years, it will cost much more than \$58,350 to go back and add service that we can get now with Option 1.

Mr. Hutchinson said, I would think in looking what we will have to pay in the future, I would rather "bite the bullet" and go with Option 1 for the difference of \$58,350.00 than take the chance of



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spending more money in the future for the same option.

Mr. Nelson said at this point, you do not have any grant funding for Option 1 so it could cost less.

Mrs. Helbert said; correct. These project costs include all project related costs such as engineering costs; it is more than the construction costs. Mrs. Helbert said we need to know what option the Board chooses before we seek grant funding.

Mr. Nelson said when you boil all this down, there is really only one option and that is Option 1. The pump station location for Option 2 is going to be an issue and the residents have to be re-solicited to know if Option 3 is even a possibility.

Mr. Cornett said; we (Staff) thinks so too but wanted to provide information on all the Options in case there was a question.

Mr. Nelson said; so your recommendation is Option 1.

Mr. Cornett and Mrs. Helbert said yes sir.

Mr. Chase then opened up the floor to the public for favorable comments.

Mr. William Chaffin "Bill" of 19583 McCray Drive in Abingdon was the first to speak. He thanked WCSA for their service to the County.

Mr. Chaffin he thought listed for the Project were incorrect because he said there were several on McCray Drive that submitted their paperwork to WCSA at the same time. Mr. Chaffin said after he received the letter from WCSA in February, he called the office and was told since he would not have to resubmit his user agreement. Mr. Cornett confirmed that Mr. Chaffin would not have to resubmit his user agreement.

Mr. Chaffin said and I didn't.

Mr. Chaffin said he could help the numbers a little. He said he was at the

end of McCray Drive and there were 3 houses on the North side of McCray that would be easy to connect.

Mr. Chaffin then challenged the information discussed earlier about the gravity basins saying "they can be hit by gravity off McCray".

Mr. Chaffin asked if he would be included in the project.

Mr. Cornett said, yes sir.

Mr. Chaffin said he agreed with how the Board was thinking on this Project, especially the forward thinking of Mr. Nelson, Mr. Cornett and everyone else. He continued saying, sewer that comes from the highest point in the county is something you will never make any money on, because that is the most expensive sewer to "haul". What you are dealing with in Phase 3 is the highest sewer in the Project. Mr. Chaffin said he was in favor of it and said the Board held in their hands the ability for residents to sell their homes. There are very few people who could sell their home on McCray Drive, in the situation we are in and so we desperately need your help, said Mr. Chaffin.

Mr. Chaffin thanked the Board and their consideration in this matter. Mr. Chaffin said he thought Option 3 did not make any since.

Mr. Nelson asked Mr. Chaffin what his opinion was about the pump station being near the homes as discussed in Option 2.

Mr. Chaffin asked to shown where the pump station would be located on the map. He asked if the pump station was under ground or if they were visible.

Mrs. Helbert said they were typically in a building with visible components outside the building.

Mr. Chaffin said he would have to yield his opinion in fairness to the individuals living in Fox Fire. If I lived there I

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would like to work with WCSA in putting a nice facility in that would blend in well with the residents and "I think you would probably try to do that", stated Mr. Chaffin.

Mrs. Helbert said we would try to do that.

Mr. Chaffin said this project has the potential in making the difference of whether or not one could ever sell their home.

Mr. Michael Gonzales of 19311 Trotters Lane in Fox Fire in Abingdon was the next to speak.

Mr. Gonzales said he was for the sewer project. He said he was from California and they do not use septic systems often in California. He said he lived high on a hill but those who lived down below could smell the sewage.

Mr. Gonzalez did not think it made since to run sewer and not include all of Fox Fire in the system. He suggested putting a pump station in a field at the end of Trotters Lane.

Mr. Gonzales said they run sewer systems in California and make sewer mandatory. They do not think waste should be put in the ground in California.

Mr. Gonzales said if you run line later it will cost more. He said he understood not everyone approves of the project and it is a costly project but "it is also our land".

The next to speak was Mr. Reynolds. He began by saying, when we started the initial project in West Wood years ago, Some of the key people in drumming up interest are here tonight. At that time, said Mr. Reynolds, we did not know that some areas would be too low or high, we were just trying to get sewer for West Wood. Mr. Reynolds said there are some

here tonight that have had issues with their septic systems. If you have a septic system problem, it is not only the home owner's problem but the neighbor's problem as well, he stated.

Mr. Reynolds thought West Wood was a nice community with nice homes and asked to be included in the Westwood project for the sewer that is needed.

Jerry Hayes of 19508 McCray Drive was the next to address the Board.

Mr. Hayes said he moved here from Florida and was appalled at the lack of sewer in this area. Mr. Reynolds said sewer was essential for decent housing. Mr. Reynolds is a retired engineer and said, there is not option, Fox Fire was going to have to have sewer. Mr. Reynolds has replaced his septic system once and said he would have to again and did not think he had enough land to replace his septic system.

Mr. Reynolds said Option 1 was the only viable solution and doing nothing was not an option.

Mr. James Kinder of 19600 McCray Drive in Abingdon was the last to address the Board.

He said he had two septic systems now and would have to borrow land if he had to add another. Mr. Kinder would like to see this project proceed and get residents some help.

No one spoke opposing the project.

Mr. Nelson motioned to proceed with Option 1, Mr. Stephon seconded and the Board approved voting 7-0-0-0.

Mrs. Helbert then asked to consider the user agreements for this project and if those will be discontinued. Mr. Chase said he would like to delay action on that.

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Mr. Miller said the Board would have to know what the cost per connection will be for all of Fox Fire.

Mr. Nelson said this issue could be voted on at a later date. Mr. Nelson said it will be cheaper to do while we are in that area but had to consider the rules that are already established for projects.

Mr. Hutchinson asked where Mr. Gonzalez lived.

Mrs. Helbert said he lived on Trotters Lane, in the last house.

McCall asked about the new homes on Old Homestead.

Mr. Cornett said he spoke with Mr. Hagy who expressed interest in paying to relocate the pump station to the lower end of his lot if Phase 3 moves forward.

Mr. Nelson felt it was important to explore all possibilities to keep costs down and asked Mr. Cornett to discuss the possibility of adding private funds to keep project costs down.

Mrs. Helbert asked the Board what information they would like to review in regards to this project.

Mr. Hutchinson said he would like to know how many of those who are interested have failed sewer systems.

Mrs. Helbert said she did not know if we had access to that information.

Mr. Nelson said residents were worried about their system failing and not having an option. Mr. Nelson said two individuals already had septic systems and not enough land to install a new system if theirs failed.

Mr. Cornett offered to acquire that data for this project for Board review.

Mr. Hutchinson said there were individuals in his neighborhood with failing systems and it did make it difficult to sell a home.

**11. Consideration of a Resolution Authorizing and Approving the**

**Issuance, Award and Sale of Not to Exceed \$1,394,102 Water System Revenue Bond and Setting Forth the Form, Details, and Provisions for the Payment Thereof for the Rich Valley / Whites Mill Road Water System Extension Project**  
*Kim Harold*

The Rich Valley/Whites Mill Road Project has been advertised and bids were presented to the Board at the September 2013 meeting, said Mrs. Harold. The WCSA Board approved the award of the construction for this project to the lowest bidder, Tipton Construction at their October 23, 2013 meeting. The post-bid project cost is \$1,683,000 with a bond of \$1,394,102 being supplied by VDH. Mrs. Harold asked the Boards approval of the resolution to issue the bond.

Mr. Taylor motioned to approve the Resolution, Mr. McCall seconded and the Board approved voting 7-0-0-0.

**12. Consideration of Water Service Extension to Childress Hollow Road**  
*April Helbert*

During the June and July Board Meetings, Staff presented information regarding possible discontinuation of a portion of the original Childress Hollow Road Project due to lack of participation, said Mrs. Helbert. A community meeting was held on August 15, 2013.

During the meeting, Staff discovered two problems with the 2010 user agreement solicitation process.

- Mr. McCracken was never contacted by WCSA during the user agreement solicitation process because his home does not show up on the GIS system. The address still does not show up on the GIS system. Though, after further research, it does appear there has been a home on this site since at least 2008.

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- Also discovered as a result of the meeting is that 17055 CHR is owned by Ms. Watson. Per the GIS and what we have gone on all along is that this home as well as 17059 CHR are on the same parcel and owned by the Dyes. We had previously contacted the Dyes concerning this property and Ms. Watson was never given the opportunity to sign a user agreement and was never contacted with any project related information.

Due to these circumstances, Staff gave both Mr. McCracken and Ms. Watson a chance to sign a user agreement at the \$1,600 rate. Both have signed and returned the user agreements, said Mrs. Helbert.

In addition, Staff received a call from Mr. Jackson. It was determined by Staff that Mr. Jackson did not pick up his certified letter. Mr. Jackson was given 30 days to sign at the original \$1,600 rate, which he did, reported Mrs. Helbert.

Had these 3 signed in 2010, there would have been 54% participation level; 12 of 22 existing homes.

Mrs. Helbert continued saying, based on all of this, the project would have been pursued as a whole project initially and never scaled back if we had these 3 user agreements in hand.

Mrs. Helbert said based on this information, WCSA could:

1. Consider the project as a whole.
- Ask VDH to consider funding the remainder of the project with loan or grant OR cash fund the remainder from WCSA reserves (operating account). This would require WCSA to use \$262,378.50 (includes our typical cash contribution of \$1,500 per connection or \$18,000 plus an additional \$244,378.50) of its

approximately \$7 million operating reserve.

- Staff contacted VDH to discuss the possibility of obtaining the additional funding. VDH appears to be optimistic that we could obtain a 30 year loan at 2.5% interest to fund the additional \$244,378.50. WCSA would still cash fund \$1,500 per connection or \$18,000.
  - If funded, the project may be able to proceed in two phases or one.
2. Proceed with a second standalone project.
    - A second standalone project, which includes the entire remaining portion of Childress Hollow Road, would not result in 50% participation because of where the interested residents are, and therefore would not be eligible for VDH funding.
    - A second standalone project that cuts the center portion of the area out (17291 and 17253 Childress Hollow Road on map) would give us 12 potential connections and 7 committed (58%). This option will not create a loop and Staff is unsure how this would be viewed from a funding agency standpoint. We would have essentially 2 project areas on the same road that do not interconnect simply to get the percentage to greater than 50%, Mrs. Helbert stated. Mrs. Helbert was concerned the funding agency may not look favorably on funding for this option.

If approved by VDH, said Mrs. Helbert, approximately \$180,795.75 would be funded by VDH loan or grant (plus the original \$80,656.50 grant) and \$81,582.75 (includes our typical contribution of \$1,500 per connection or \$18,000 plus an additional \$63,582.75 to close the gap) would be funded by

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WCSA from its operating account to close the gap.

Mr. Chase asked which option the Staff recommends.

Mrs. Helbert said she did not want to speak for the staff as a whole but she felt the best option would be to consider the project as a whole.

Mr. McCall asked what the cost difference would be in a 4 inch line and a 6 inch line.

Mrs. Helbert said a 4 inch line should be sufficient for this project and the cost difference was about \$55,000.

Mr. Cornett said this project predated the \$20,000 per connection policy. He continued saying the difference between needing a 4 inch or 6 inch line is fire flow; we would not be able to provide fire flow with a 4 inch line.

Mr. McCall said "you need circulation more than you need fire flow in that short of a distance".

Mrs. Helbert said Childress Hollow was different. This project would basically be serving each side with a shut off valve in the middle.

Mr. McCall asked what the pressure was in that area.

On the Black Hollow side, a little more than 100 pounds, said Mr. Cornett.

Since the pressure is no more than 100 pounds, Mr. McCall felt using the plastic pipe would be better and would save money.

Mr. Cornett proposed bidding both 4 inch and 6 inch pipe and bidding both PVC and duct line for this project.

Mr. Hutchinson motioned to approve moving forward with this Project as a whole, and bids for both size and type of pipes.

Mr. Cornett asked if this motion allowed WCSA to go back to VDH for funding.

Mr. Hutchinson said yes.

Mr. Nelson seconded and the Board approved with a 7-0-0-0 vote.

Mr. Hutchinson motioned to approve the project as a whole project, requesting bids for both a 4 inch and 6 inch waterline, allowing WCSA to request additional funding from the VDH. Mr. Nelson seconded and the Board approved voting 7-0-0-0.

**13. Consideration of a Holiday Cash Gift and Luncheon for WCSA Employees *Robbie Cornett***

For approximately 25 years, the Board of Commissioners has considered a cash gift for WCSA's full and part-time employees, said Mr. Cornett. Over the past 15 years, the Board has considered a cash gift and a luncheon. In 2009, that gift was increased from \$200 to \$300 after taxes, along with a barbeque lunch. In 2011, in addition to the luncheon, the Board increased the cash gift to \$400 after taxes, said Mr. Cornett.

Mr. Cornett then discussed some continued improvements made over the past year.

The Board approved recommended changes to our property and casualty insurance that resulted in three new coverage's, an increase in property coverage from \$29 million to \$63 million and a savings in premiums of \$26,992/annually.

WCSA recommended and the Board approved changed to our health insurance that will result in \$35,885 in annual savings.

Staff also made changes to the type of water service line we use (copper to HDPE) and the estimated annual savings for new connections is \$13,000 to \$15,000. For the upcoming Galvanized Line Phase 2 Project, not to mention

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other projects, the savings is estimated at \$175,000, reported Mr. Cornett.

Staff has evaluated all overtime in an effort to make wise use of time and resources. Though the new protocol has been in place a short time, overtime hours thus far have decreased by 533 hours and compensation has decreased by \$17,570 for this past quarter (July-September 2013) compared to the prior quarter (April-June 2013).

He continued saying, changes were made to our secondary on-call crew in maintenance saving \$10,400/year on on-call compensation.

And last, two positions that were considered at one time were reevaluated and eliminated. Since the positions were not occupied, there is no actual savings but a budgetary reduction of \$59,000 in compensation alone.

Mr. Cornett said the Water Treatment Plant upgrade was recognized in Water and Waste Digest as one of the top ten water projects in 2012. For the third year in a row, the Middle Fork Drinking Water Plant has achieved the VDH highest ranking in operations in excellence, said Mr. Cornett.

Mr. Taylor felt looking at a \$400 gift for a 1 year employee versus a 20 year employee saying in our business, longevity means something. Mr. Taylor said he appreciated all the hard work and but felt a bonus was to represent employees time and hard work. "A 20 year employee to me is worth something", he said.

Mr. Taylor said employees who have been here 15, 20, 25 years have to be good or we wouldn't have kept them.

Mr. Taylor suggested setting a minimum with so much money per year of service with a cap Mr. Taylor said we were here to serve the county and save every bit of money we could.

Mr. Taylor said you have to be thankful that someone gives you a bonus or gift. Mr. Taylor said decide on a structure with a minimum, a dollar amount per year of service with a cap.

Mr. Nelson agreed with Mr. Taylor saying we are trying to run this as a business. Mr. Taylor said your employees either make you or break you. People with sustained loyalty that stay are paid more because they can do more. Those employees are the ones that are going to be there for you and they are the ones who we should be rewarding, said Mr. Nelson. Mr. Taylor said he thought it was a bonus not a gift. Mr. Nelson said it was a morale booster and if you give the same amount across the board, it deflates that.

Mr. Nelson said he would like the Board consider a minimum of \$100 with \$25.00 per year of service with a maximum of \$500.00 and approve the luncheon.

Mr. Chase suggested the Board approve the luncheon and ask Mrs. Harold work on figures the amount Mr. Nelson suggested. Mr. Chase also suggested there be a committee of two Commissioners, chaired by Mr. Taylor to review and make a recommendation to the Board.

Mr. Hutchinson said this was something he proposed in the last 3 years. He said he felt there should be a structure as opposed to giving the same gift across the board. This should be something that provides an incentive for employees to work harder and be more loyal, said Mr. Hutchinson. Mr. Hutchinson said he would be willing to serve on the committee with Mr. Taylor.

Mr. Nelson said he supported some type of incentive program that rewarded employees for making suggestions on how to save money.

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Mrs. Harold offered to calculate different Bonus scenarios for the Board to review after closed meeting.

Mr. Miller said it every employee was important no matter how long they have been here or how much they make. Mr. Miller you shouldn't shaft someone because they haven't been here as long; it doesn't mean that they are not important.

Mr. Taylor said "I am not saying they are not important; I am saying longevity means something."

Mr. Hutchinson said we are talking about years of service. It doesn't matter what their job is we are talking about years of service and loyalty to WCSA.

Mr. Cornett suggested the Board allow the committee the authority to vote on and move forward with the bonus on behalf of the Board based on the figures presented to them.

Mr. Stephon said he would like to see figures showing a minimum of \$100, \$200, and \$300 with \$20, \$25, and \$30 per year of service.

Mr. Hutchinson said he agreed with Mr. Nelson about an incentive program saying he would like employees to turn in written statement on how it can be accomplished and they should be rewarded for that.

Mr. McCall said he agreed with allowing the committee to make a decision on the employee bonus on behalf of the Board. If you are not comfortable with that, I am also willing to meet again before Christmas to discuss it, Mr. McCall added.

Mr. Taylor said he was willing to pass what is suggested and set a standard going forward starting next year.

Mr. Chase suggested the Board discuss the figures presented to them after Closed Meeting.

#### **14. Closed Meeting**

At 7:07 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) (6): investment of public funds; 1. To discuss various inter-municipal and other agreements and potential agreements and 2. To discuss various agreements existing and proposed related to the South Fork Intake.

Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice; 3. To discuss litigation, contract litigation or both related to the South Fork Intake and 4. To discuss various inter-municipal and other agreements. In addition to the Board the presence of Mr. Mark Lawson / Mrs. Dawn Figueiras], Mr. Arnie Mason, Ms. Melisa Roy WCSA Counsel, and Mr. Robbie Cornett WCSA General Manager are requested.

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

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

Mr. Miller motioned to return to Public Session at 8:31 pm. Mr. Nelson seconded and read the following **Return to Public Meeting**; Mr. Chairman, I move that the Board return to Public Session. 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 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,

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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. Chase, Mr. Nelson, Mr. Taylor and Mr. McCall confirming no outside discussion took place other than Closed Meeting topics.

**15. Late Items:**

**1. Employee Holiday Cash Gift Analysis – Kim Harold**

Mrs. Harold reviewed information showing the different options for the employee Christmas bonus as requested earlier by the Board (see attached).

Mr. Stephon motioned to approve Option 6. His motion did not receive a second.

Mr. Nelson motioned to approve the Christmas luncheon and to allow the Committee (Mr. Taylor and Mr. Hutchinson), the authority to decide on the Employee Christmas Bonus for the Board. Mr. Taylor seconded Mr. Nelson's motion and the Board approved voting 7-0-0-0.

**2. VML Resolution – Kim Harold**

At the October meeting, the Board voted to opt out of VRS and enroll in VML for short and long term disability coverage, stated Mrs. Harold. This VML resolution will authorize that vote.

Mr. Stephon motioned to approve the VML Resolution, Mr. Taylor seconded and the Board approved voting 7-0-0-0.

**3. Galvanized Line Phase 2 Resolution – Kim Harold**

This resolution will authorize the issuance of the Rural Development Bond Resolution for Bond Counsel for the Phase 2 portion of Galvanized Line.

Mr. Stephon motioned the approval of the resolution, Mr. Hutchinson seconded and the Board approved voting 5-2-0-0 with Mr. Nelson and Mr. Taylor opposing.

**4. Water and Sewer Reserve Balances – Kim Harold**

Mrs. Harold began with a description of the reserve account balance information at the Board's stations.

The total of unprojected water reserves for 2013 is \$550,000 and sewer is a negative \$289,454.28.

Mr. Nelson said he appreciated the information but it concerned him. Mr. Nelson said WCSA was projecting that the Bond Covenants for 2014 would not be met.

Mr. Nelson said he was concerned that we were getting ourselves in a position that we will not be in compliance with our Bond Covenants.

Mr. Nelson said the reason he wanted to see the information was to see the real effect of moving money around.

He continued saying he was concerned with the debt service coverage ratio saying we continue to build this debt. Where are we going to end up, he asked. An additional \$10 million tonight takes us to \$72 million including the interest. We are going to have a slight reduction in bonds this year due to the repayment of principal. Mr. Nelson again stated his was concerned where WCSA would end up in Bonds at the end of 2014.

Mr. Nelson said we would need to figure out how we were going to meet our bond covenants. He is concerned WCSA will



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get in a position where the bond holders may declare us in default and expect full payment of the bonds.

Mr. Cornett said the financial planning element of the Rate Study is just as important as the Study itself. We will be retiring significant debt in 2014. Next year's debt service payment is about \$775,000.

Mr. Cornett said what Mr. Nelson said was very important; in addition to evaluating rates; we must look at our capital programs and determine when the debt will occur and make sure the revenue is there to cover the debt.

Mr. Nelson said the principal for 2014 is \$2.4 million and WCSA just added \$10 million and have approved additional projects that will add to the debt. Mr. Nelson he would like to see figures showing the anticipated debt load for 2014.

Mr. Nelson said when joining the Board, he evaluated the financials to see if they would support fee reductions. "I don't see it and I don't know how we are going to get there", he stated.

Mr. Nelson said there were only two ways to get there; increase revenues or decrease expenses. Mr. Nelson again stated his concern.

**16. Adjourn**

At 10:51pm, Mr. Nelson motioned to adjourn. Mr. Miller seconded and the Board voted 7-0-0-0 approving the motion to adjourn.



Mr. Joe Chase Chairman



Carol Ann Shaffer, Assistant Secretary

WASHINGTON COUNTY SERVICE AUTHORITY  
Comparisons to Other Authorities

	<u>Washington County Service Authority</u>	<u>Tazewell County Public Service Authority</u>	<u>Dickenson County Public Service Authority</u>	<u>Pulaski County Public Service Authority</u>	<u>Western Virginia Water Authority</u>	<u>Average</u>
Total Assets	112,523,030	74,135,183	34,158,461	29,369,896	368,852,459	
Long Term Obligations	61,732,609	33,037,468	8,130,093	11,885,039	81,825,389	
Capital Assets	112,523,030	73,135,804	31,018,564	26,036,893	282,528,428	
Long Term Obligations as a Percentage of Capital Assets	54.86%	45.17%	26.21%	45.65%	28.96%	40.17%
Operating Expenses	11,607,913	7,064,649	3,191,974	7,553,996	23,710,753	
Annual Debt Payments	2,668,094	2,469,767	631,384	1,263,166	8,645,117	
Annual Debt Payments as a Percentage of Operating Expenses	22.99%	34.96%	19.78%	16.72%	36.46%	26.18%

WASHINGTON COUNTY SERVICE AUTHORITY

4 YEAR TREND INFORMATION

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Operating Revenues	14,128,480	12,780,560	13,150,163	11,828,931
Operating Expenses	11,607,913	10,532,748	10,365,343	10,632,818
Net Assets	48,759,679	44,827,786	42,170,547	39,912,786
Unrestricted Cash and Investments	7,263,393	8,289,410	7,773,702	5,956,811

21.93% Increase in unrestricted cash and investments since 2010

22.17% Increase in net assets since 2010

# Childress Hollow Road Financial Feasibility

				Scenario 1 <sup>[1]</sup>	Scenario 2 <sup>[2]</sup>
1	connections who agreed to take service			5 of 8	12 of 22
2	WCSA Cash Contribution (\$1500 per connection)			\$ 12,090.00	\$ 18,000.00
3	Total Outside Funding				
	Principal Forgiveness (Grant)			\$ 80,656.50	\$ 80,656.50
	Loan			\$ -	\$ 244,378.50
4	Total Project Costs				
	Construction			\$ 80,300.00	\$ 297,000.00
	Admin			\$ 2,107.88	\$ 7,796.25
	ROW			\$ 2,107.88	\$ 7,796.25
	Inspection			\$ 4,215.75	\$ 15,592.50
	Engineering Design			\$ -	\$ -
	Engineering Additional			\$ -	\$ -
	Contingency			\$ 4,015.00	\$ 14,850.00
	TOTAL			\$ 92,746.50	\$ 343,035.00
5	Total funding for project			\$ 92,746.50	\$ 343,035.00
7	Cost / Committed Connection of Extension (taking grant into consideration)			\$ 2,418.00	\$ 21,864.88
8	Loan Amount			\$ -	\$ 244,378.50
9	Annual Debt Service Payment (2.5% for 30 years)			\$0.00	\$11,675.83
10	Interest on Loan (43% of the loan amount)			\$ -	\$ 105,896.35
11	Principal and Interest (P&I)			\$ -	\$ 350,274.85
12	Annual Revenue - Year 1				
	Connection Fee Revenue <sup>[3]</sup>			\$ 8,000.00	\$ 19,200.00
	User Income ( _ users @ \$40.10/month) (primarily reserved for O&M) <sup>[4]</sup>	\$ 40.10		\$ 2,406.00	\$ 5,774.40
	TOTAL			\$ 10,406.00	\$ 24,974.40
13	Annual Revenue - Years.....			Years 2 - 30	Years 2 - 21
	Connection Fee Revenue <sup>[3]</sup>			\$ -	\$ -
	User Income ( _ users @ \$40.10/month) (primarily reserved for O&M) <sup>[4]</sup>	\$ 40.10		\$ 2,406.00	\$ 5,774.40
	TOTAL			\$ 2,406.00	\$ 5,774.40
14	Annual Revenue - Years.....				Years 22 - 30
	Connection Fee Revenue <sup>[3]</sup>				\$ 4,560.00
	User Income ( _ users @ \$40.10/month) (primarily reserved for O&M) <sup>[4]</sup>	\$ 40.10			\$ 6,255.60
	TOTAL				\$ 10,815.60
15	Annual Net Income = Annual Revenue - Annual Debt Service Payment - Cash Contributions (for comparison purposes only)(negative number indicates remaining system will have to subsidize those years) <sup>[5]</sup>				
	Year 1			-\$1,684.00	-\$4,701.43
	Years 2 - 30			\$2,406.00	
	Years 2 - 21				-\$5,901.43
	Years 22 - 30				-\$860.23
16	Net Income (30 years) (for comparison purposes only)(positive number = amount profit; negative number = amount deficit) <sup>[5]</sup>				
	Scenario 1			\$68,090.00	
	Scenario 2			-\$130,472.05	

- Note [1] Scenario 1 is the scaled back project area that is currently grant funded. The scenario assumes we have \$80,656.50 in grant from VDH and \$12,090 cash from WCSA; also assumes a total of 5 connections over typical life of loan (30 years)(assuming a growth rate of 0.5% does not equate to any new residents over 30 year).
- Note [2] Scenario 2 is the entire CHR (looped) (6" WL). The scenario assumes we have \$80,656.50 in grant from VDH, \$12,090 cash from WCSA, and that we accept \$244,378.50 in loan from VDH; also assumes all 12 residents connect once project is complete and 0.5% population growth per year over next 30 years (which equates to one new users around year 22)
- Note [3] Residents who signed UA can connect at \$1,600. Assumed any additional paying today's prevailing rate of \$4,560.
- Note [4] \$40.10/month bill based on 2013-14 rates of \$20.51 minimum bill and \$3.31 for first 3,000 gallons and \$4.83 for next 2,000 gallons (assumes 5,000 gallons/month usage)
- Note [5] IMPORTANT NOTE - The numbers above do not account for any O&M or reserves for replacement of the system.

**LEGEND**

- EXISTING SEWER LINE
- EXISTING FORCE MAIN
- EXISTING MANHOLE
- EXISTING PUMP STATION

**SERVICE AGREEMENTS:**

- YES
- NO
- NO RESPONSE

**LEGEND**  
 EXISTING SEWER LINE  
 EXISTING FORCEMAIN  
 EXISTING MANHOLE  
 EXISTING PUMP STATION

**SERVICE AGREEMENTS:-**

YES

22

**NO RESPONSE**

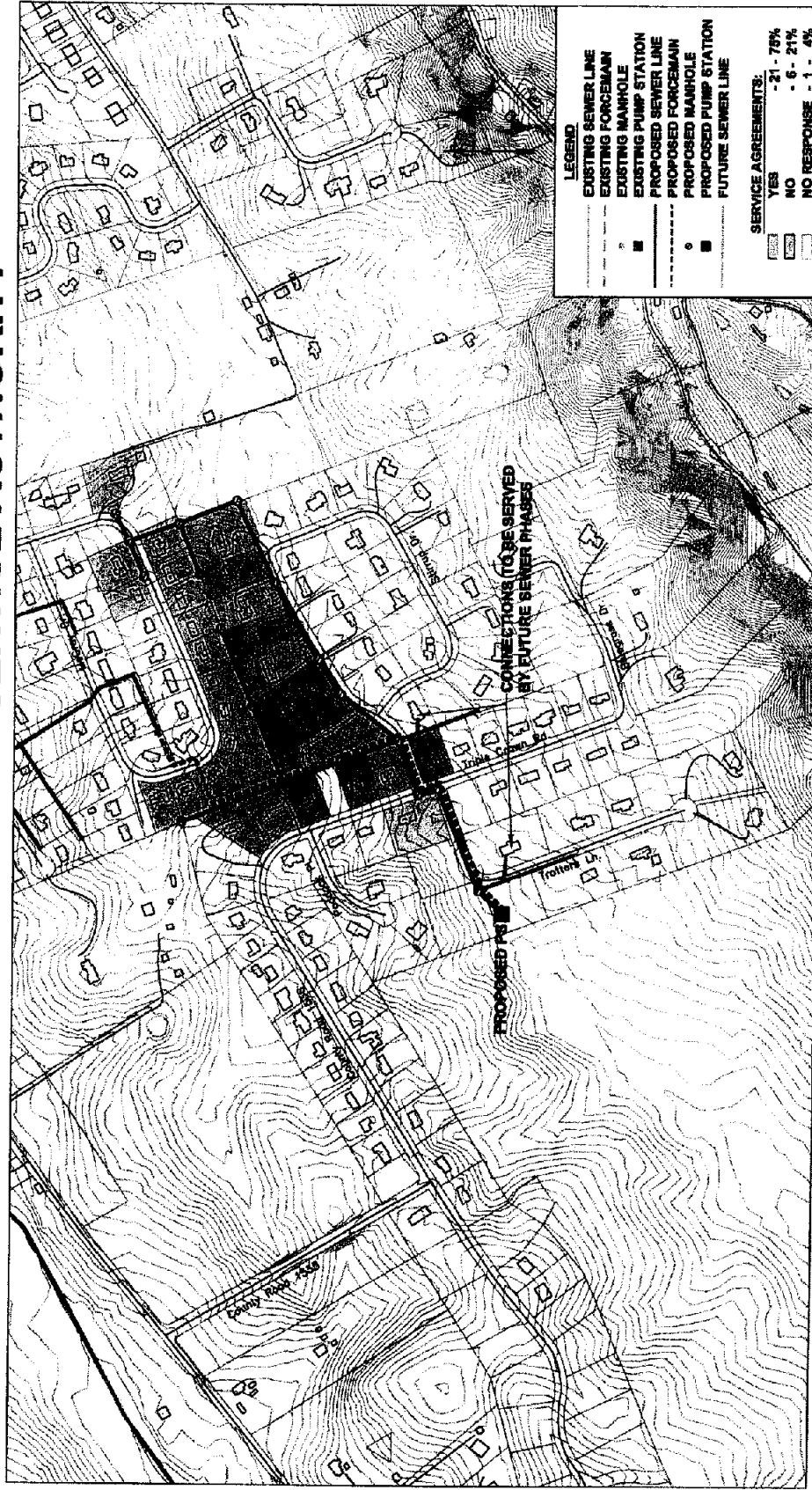
SCALE IN FEET

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**ANDERSON  
AND  
ASSOCIATES, INC.**

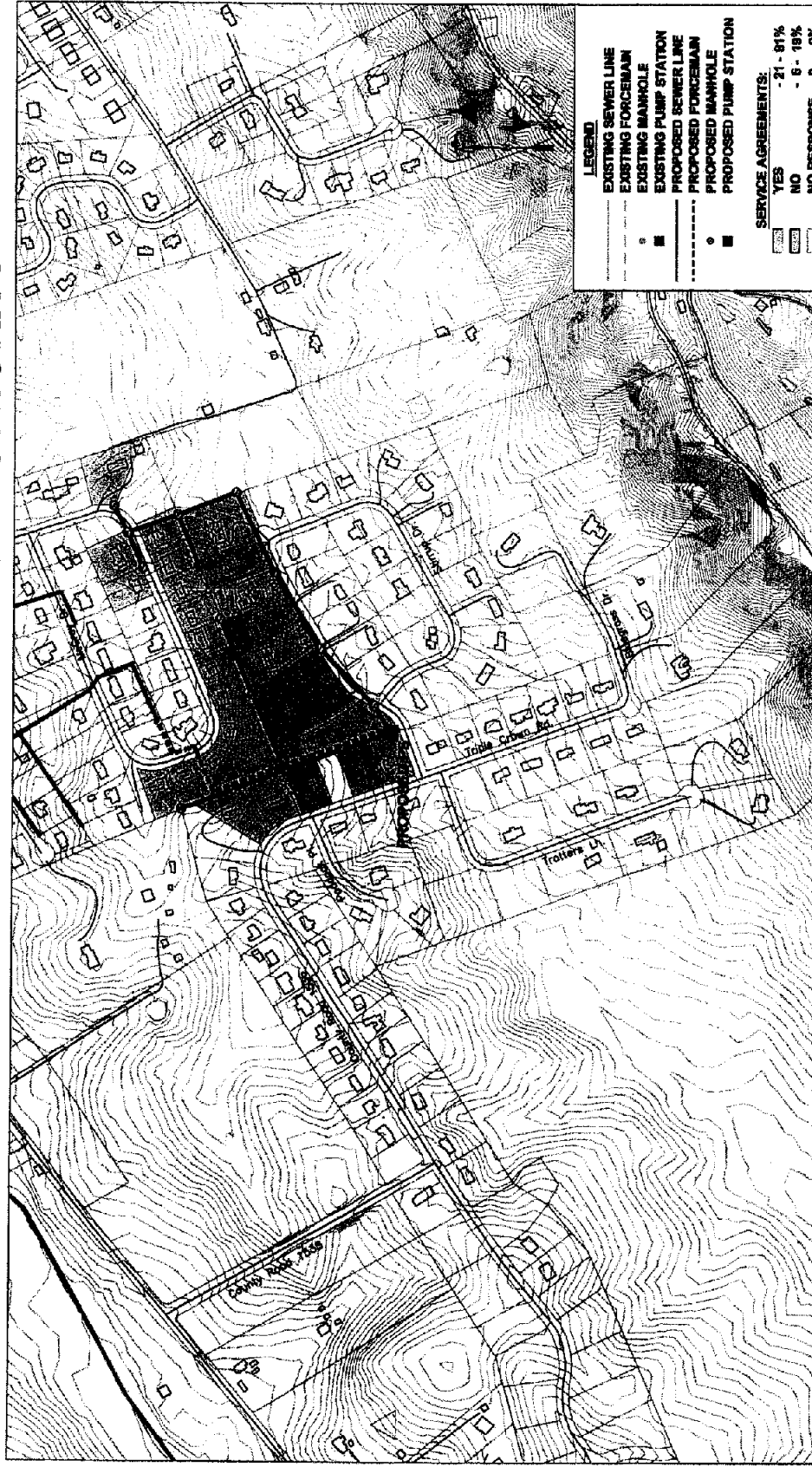
# WASHINGTON COUNTY SERVICE AUTHORITY



## PROPOSED EXIT 13 SEWER IMPROVEMENTS PHASE 3 SERVICE AREA - LOWER PUMP STATION LOCATION OCTOBER 23, 2013

ANDERSON  
AND  
ASSOCIATES, Inc.

# WASHINGTON COUNTY SERVICE AUTHORITY

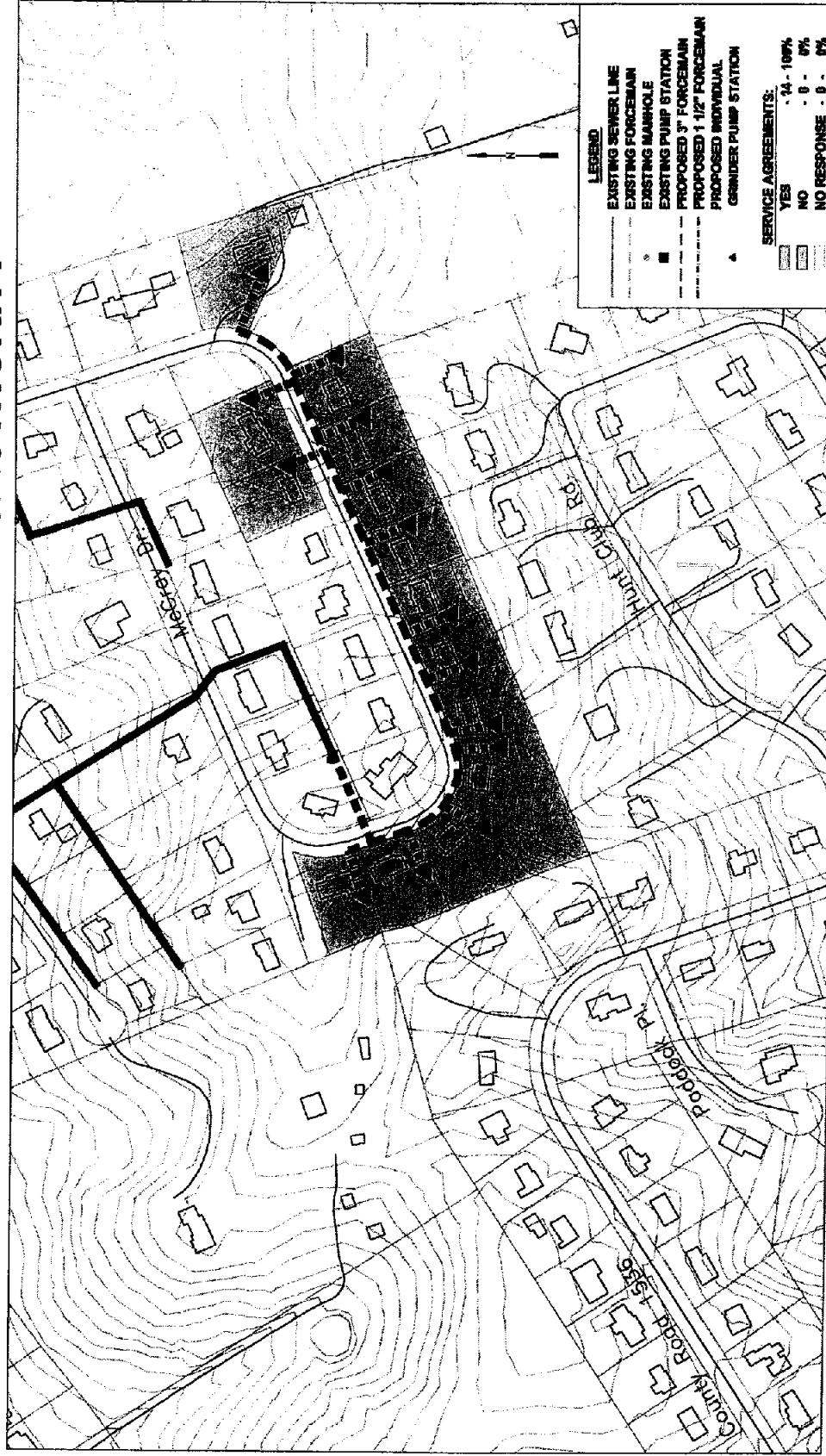


## PROPOSED EXIT 13 SEWER IMPROVEMENTS PHASE 3 SERVICE AREA - UPPER PUMP STATION LOCATION OCTOBER 23, 2013

ANDERSON  
AND  
ASSOCIATES, Inc.



# WASHINGTON COUNTY SERVICE AUTHORITY



## PROPOSED EXIT 13 SEWER IMPROVEMENTS PHASE 3 SERVICE AREA - INDIVIDUAL GRINDER PUMP STATIONS NOVEMBER 5, 2013

ANDERSON  
AND  
ASSOCIATES, INC.

[illegible]