

Washington County Service Authority Board of Commissioners
February 22, 2016 Regular Meeting Minutes

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 5:58 pm.

ROLL CALL

Commissioners Present:

Mr. Kenneth Taylor, Chairman
Mr. Mark Nelson, Vice Chairman
(arrived at 6:02 pm)
Mr. Wayne Campbell
Mr. Devere Hutchinson
Mr. Jim McCall
Mr. Dwain Miller
Mr. Mike White

WCSA Staff Present:

Robbie Cornett; Secretary, General Manager
Kimberly Boyd; Treasurer, Controller
Carol Ann Shaffer; Assistant Secretary, Administrative Assistant
Dave Cheek; Operations Manager
Mark Osborne; Technical Manager
Ken Perrigan, Meter Manager

Consultants Present:

Bobby Lane, PE; The Lane Group, Inc.

General Counsel Present:

Mark Lawson; Elliott, Lawson & Minor

3. Approval of the Amended Agenda

Mr. Cornett presented an Amended Agenda. Mr. Campbell motioned to approve the Amended 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:

- January 25, 2016 Regular Meeting Minutes

B. Routine Reports: January 2016

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

C. Financial Reports: January 2016

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

D. Consideration of Proposed Gift Policy Update - *Robbie Cornett*

Mr. Miller made a motion to approve the Consent Agenda. Mr. Hutchinson seconded and the Board approved voting 6-0-0-1.

Mr. Nelson arrived at 6:02 pm.

6. Field Communications Presentation – *Robbie Cornett, Theresa Kingsley, Mike Roark, Randy Edwards*

Mr. Cornett was the first to address the Board. The Service Authority for many years has owned and operated a two way radio system. That system stopped working a number of years ago and since then WCSA has been trying to use cell phones for field communication that has not been very use in some our service area. We do not have reliable cell service in Taylors Valley, the Mendota area, Hyders Gap and in the area where our raw water intake is. Employees cannot communicate with the maintenance or office via cell phone while in these areas, explained Mr. Cornett. For that reason, WCSA has been looking into ways to improve field communications with a new two way radio being an option.

Mr. Cornett said the committee has been

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in talks with the Virginia State Police as they offer qualifying local government's use of their towers. Initially, WCSA was told we did not qualify to use their towers but found out recently, we do qualify, stated Mr. Cornett, and we will be looking into that option.

WCSA has talked to Appalachian Power 15 years ago about buying into their system but that option is no longer available. Mr. Cornett said the team has reached out to Verizon asking if there in a better option than our current service. Verizon has not yet provided the information.

Mr. Cornett then introduced the speakers.

Ms. Kingsley from Washington County Emergency Services was the next to speak. On a daily basis, said Ms. Kingsley, we work with the fire department, EMS and Sheriff's Department with mobile and portable radios. In Ms. Kingsley's experience, the two way radios provide more reliable service than cell phones do. Ms. Kingsley then offered to answer questions.

Mr. Hutchinson asked if there were any dead spots in the county that would affect the use of the two way radios.

There are some dead spots in far outer lying areas of the county and there aren't many. Ms. Kingsley finds there are some dead spots next to Scott County on the county line and in Russell County near the county line. Ms. Kingsley has checked with Two Way about adding boosters on their towers but it is not financially feasible. If we find ourselves in a dead spot, usually moving only a few feet will allow you to gain service.

Mr. Hutchinson asked how dependable the system was as far as maintenance and reliability.

Washington County EMS has a service and maintenance contract with Two Way, stated Ms. Kingsley. Anytime I have called, Two Way is very quick to respond and quick to address the problems; they have provided loaner equipment when needed as well, stated Ms. Kingsley. Ms. Kingsley said we are very happy with the service (from Two Way) we have received; they are very quick to respond, she stated.

Mr. Roark with the Town of Abingdon was the next to address the Board. Mr. Roark said the Town used Motorola two way radios and Two Way was their service provider. Two Way is a very good company and Mr. Roark said he could not think of a time they had any issues with Two Way for installs or equipment. Mr. Roark said the Town did have a couple of dead zones in low lying areas. The Town's equipment worked from their towers and they did not have any big problems (with dead zones). They so have quality handheld devices used by several police departments, stated Mr. Roark.

Mr. Roark said the handhelds come in handy to radio personnel near a truck when parts or equipment is needed. The Town has installed radios in some of their equipment such as back hoes.

Mr. Roark said they are great radio systems and he thought they would help WCSA greatly. Mr. Roark said he was not making any sales pitches but was saying that with the Town's equipment, the experience has been good.

Mr. Taylor asked what tower the Town used.

A tower located off Ivy Street that is part of the Town's division and networking, Mr. Roark said. The Town has their own tower located in the town of Abingdon.

Mr. Taylor asked what tower would be used when in Mendota.

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Mr. White said a tower in Brumley Gap.
Mr. Nelson asked if the tower in Abingdon would provide WCSA enough service reach.

Mr. White said the tower in Abingdon is only for the Town of Abingdon. The site we are looking at would cover the entire county.

Mr. Nelson asked if WCSA could cover the entire county using the tower in Abingdon.

No, said Mr. White.

Mr. Roark compared the old and new model and said there was no comparison. One option the new models offer Mr. Roark likes is a straight contact line so something isn't broadcast to everyone on the radios but talk with one person privately.

Mr. White was absent for the remainder of the meeting.

Mr. Taylor asked if adding a booster to the Town's tower would allow for service in Brumley Gap.

Mr. Roark said he heard Ms. Kingsley say it was not financially feasible and thought the option with State police towers may be a better option.

Mr. Cornett said if WCSA moves forward with two way radios, he would recommend conducting a propagation study to show coverage maps as it relates to tower placement.

A feasibility study and cost comparison for the different options has not been done, stated Mr. Nelson.

That is correct said Mr. Cornett. The State Police has different towers across the state including Brumley mountain, Whitetop mountain and Big Walker mountain. Mr. Cornett said he has been told the State Police has a large coverage area. Mr. Cornett said the next step would be propagation work.

Mr. White said the State Police charged a fee per mobile unit plus the radio

equipment infrastructure was much more costly to be compatible with their equipment.

Mr. Nelson said but you do not have the \$150,000 investment.

Mr. White said yes you do; you have to buy all the mobile units and pay either annually or monthly fee per radio to the State Police.

Mr. Nelson said you are going to bring proposals to us. We (the Board) are not accepting a proposal tonight.

Mr. Cornett said tonight is informational only.

Mr. McCall asked if this system was compatible with the new meters that have been discussed for future use.

Mr. Cornett said that has been part of our discussion; how to tie this into the new meter reading work as it requires 9 towers.

Mr. Nelson said what we (the Board) are doing tonight is decide if we are going to move forward with this.

Mr. Cornett said it is mostly informational, keeping the Board informed as we move forward with the different options.

Mr. Hutchinson asked Mr. Roark if the Town's base station was similar to what EMS uses with a dispatcher that dispatches calls to the service personnel. Most everything works out of the Police Department with the Information Technology group and they take care of it, stated Mr. Roark.

Mr. Miller said we continue to move forward with ESCO and energy savings; how it is associated with meters. As ESCO moves forward, we can learn more how this program may be able to piggy back that program.

Mr. Edwards was the last to address the Board. He provided the Board with a proposal for the MotoTrbo Radio System.

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The proposal covers:

1. Studies and licensing for multiple repeater sites, including coverage studies to show possible coverage of the system.
2. The system covers two repeaters and associated equipment including installation, to provide the best possible coverage for the county. One repeater on Brumley and the second is to be determined.
3. Base stations which will be located in the offices.
4. Mobile Radios for the vehicles.
5. Long Range Remote Speaker Mics, allowing users to leave their vehicles for about 100 meters but still have reliable communications.
6. Portable radios.
7. Computerized dispatch to allow coordination of employees and identify the location of vehicles. It also allows for address look-ups, identify the nearest truck, text messaging
8. Service Contract

Mr. Edwards said Two Way also had loaner equipment available on a first come first serve basis.

Mr. Edwards did not expect there to be many issues with the system but could see some growing pains with equipment in 3 to 5 years.

Mr. Edwards thought Two Way could provide coverage for most of the county but probably not all the county. He continued saying the State police does not have service in all of Washington County. No system covers 100 % of the area. "State Police equipment is rather expensive, you will want to check the

costs for that closely" stated Mr. Edwards.

Mr. Edwards said the system Ms. Kingsley uses is analog and Two Way was in talks with them about going to a digital system that would provide better coverage. A digital system is better than analog and that is what Mr. Edwards proposes WCSA start with.

Another common feature Mr. Edwards discussed was private calling which is similar to using a cell phone for a private conversation. The system also offers text messaging and GPS.

In summary, how much is the initial investment for the system and the service costs.

Mr. Edwards said the initial investment was \$165,790 and includes a one year service contract. The service contract with Two Way is \$12,067 annually and covers only the base stations, the computerized dispatch and the repeaters. It does not cover the mobiles and portables as they are covered by a 3 year warranty. They can be swapped out by one of the technicians or by Mr. Edwards if there is an issue. Licensing will have to be renewed every 10 years at a cost of about \$660 every 10 years.

7. Recess to Approximately 8:00 PM

At 6:25 pm, Mr. Nelson made a motion to Recess and announced the Board would Reconvene in the Administrative Conference Room located at the County Administrative Building, One Government Circle Place, Abingdon, VA 24210. Mr. Campbell seconded and the Board approved voting 7-0-0-0.

At 8:00 pm, Mr. McCall made a motion to Reconvene, Mr. Campbell seconded and the Board approved voting 6-0-0-1. Mr. White was absent for the vote and the remainder of the meeting.

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8. Closed Meeting

At 8:00 pm, Mr. Nelson moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act;

1. Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition and Disposition of Public Funds:
 - a. Discussion and consideration of the acquisition of reap property for public purposes, where discussion of such acquisition of property in open meeting would adversely affect the bargaining position of WCSA.
 - i. Easement acquisition related to the Exit 13 and Glade Spring Projects
2. Code of Virginia Section 2.2-3711 Paragraph (A) (6): Investment of Public Funds:
 - a. Discussion and consideration of public funds where bargaining is involved and if made known publically at this time, would adversely impact the bargaining position of WCSA.
 - i. Easement acquisition related to the Exit 13 and Glade Spring Projects
3. Code of Virginia Section 2.2-3711 Paragraph (A) (7): Legal Advice:
 - a. Consultation with legal counsel and briefings by staff pertaining to possible litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of WCSA.

In addition to the Board the presence of Mark Lawson, WCSA Counsel and Robbie Cornett, WCSA General Manager was requested.

Mr. McCall seconded the Motion of Closed Meeting and the Board approved voting 6-0-0-1.

Return to Public Session:

At 9:32 pm, Mr. Nelson made a Motion to Return to Public Session. Mr. Miller seconded and the Board approved with a vote of 6-0-0-1.

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

9. Late Items

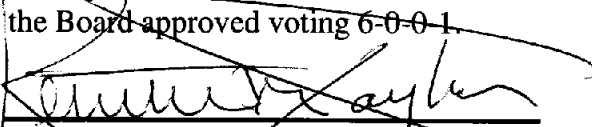
Mr. Nelson made a motion to move forward with obtaining a change order for The Lane Group's preliminary design work on the Galvanized Line Phase 3 Project to include the additional preliminary design work that was required as a result of the expansion of the Project. Mr. Campbell seconded and the Board approved voting 6-0-0-1.

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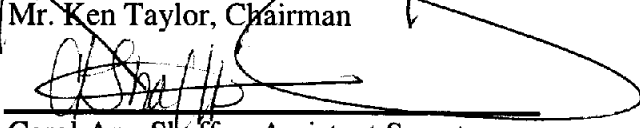
Mr. Nelson then made a motion that WCSA proceed with the Final Design of the Galvanized Line Phase 3. Mr. Campbell seconded and the Board voted 6-0-0-1 in favor of the motion.

10. Adjourn

At 9:35 pm, Mr. Nelson made a motion to Adjourn. Mr. McCall seconded and the Board approved voting 6-0-0-1.



Mr. Ken Taylor, Chairman



Carol Ann Shaffer, Assistant Secretary