

Washington County Service Authority Board of Commissioners
March 23, 2015 Regular Meeting Minutes

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:00pm.

ROLL CALL

Commissioners Present:

Mr. Kenneth Taylor, Chairman
Mr. Mark Nelson, Vice Chairman
Mr. Jim McCall
Mr. Dwain Miller
Mr. Frank Stephon, IV
Mr. Mike White

Commissioners Absent:

Mr. Devere Hutchinson

WCSA Staff Present:

Robbie Cornett; Secretary, General Manager
Kimberly Boyd; Treasurer, Controller
Carol Ann Shaffer; Assistant Secretary, Administrative Assistant
Dave Cheek; Operations Manager
April Helbert; Engineering Manager
Mark Osborne, PE; Distribution Manager
Ken Perrigan; Meter Manager
Johnny Lester; Maintenance Manager
Bobby Gobble, Assistant Maintenance Manager

Consultants Present:

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

Also Present:

Mrs. Dawn Figueiras; General Counsel

3. Approval of the Agenda

Mr. Cornett asked to revise the Agenda, switching items 10 and 11; moving Closed Meeting before Agenda Item 10. Mr. Nelson motioned to approve the

Revised Agenda. Mr. Stephon seconded and the Board approved with a 6-0-0-1 vote.

4. Public Query and Comment

There was no public query or comment.

5. Approval of the Consent Agenda

- Routine Reports: February 2015
- Balance Sheet: February 2015
- Income Statement: February 2015
- Check Register: February 2015
- General Manager Financial Report: February 2015

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

6. Engineer's Report and Update

Mr. Bobby Lane of Adams-Heath Engineering (AHE):

- **Abingdon Water Storage Improvements Study**

The Health Department approved the PER on March 2nd. AHE continues to have discussions with USDA Rural Development concerning potential funding in conjunction with Galvanized 3 fund restructuring.

- **Smyth Chapel Area Water Improvements Study**

AHE submitted a revised PER to WCSA for review and will address comments once they are received.

- **Route 58 Water Supply Improvements Project**

Preliminary plans have been submitted for WCSA review.

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

The Contractor is working to complete final punch list items. Mr. Lane hopes to present the Final Report at the April Board Meeting.

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

- **12 MGD Water Plant and Raw Water Intake - Task Order 9**

Mr. Lane said American Electric Power approved test results for the energy recover units. TLG is working with the Contractor to correct the alignment issue and install a remote on/off switch.

Mr. Lane then reported on the Raw Water Intake saying TLG is working with WCSA staff to address problems resulting from ice at the intake. TLG made suggestions for program changes to the flushing program that will improve screen cleaning efficiency during times of high turbidity for WCSA Staff to review. The withdrawal modification application continues to move through the DEQ review process. The pre-approval public notice has been posted in the Bristol Herald Courier by DEQ.

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

Hall Creek Plant tours were on March 28th. The tour was not attended as well as we had hoped, said Mr. Lane, but the plant was “standing tall and the Authority would have been proud”. The plant was in great condition and operating very efficiently, stated Mr. Lane.

A Community Meeting was held on March 5th at the Higher Ed Center. Mr. Cornett presided over that meeting and answered questions.

Tomorrow evening is the Board of Supervisors meeting. Mr. Lane hopes they will approve the Special Exemptions Permit during the meeting.

- **Mill Creek Water System Source Improvements**

Mr. Lane mentioned the issue with the Koch Membrane. TLG submitted Final

Designs to the Town of Chilhowie today.

Mr. Lane said “it is a sign of strength in your WCSA staff and system” to be able to provide service to a town immediately so there is no interruption in service. During their public meeting the Town of Chilhowie’s Board expressed their appreciation for the continued working relationship with WCSA’s Board and staff.

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

Since the last meeting, Mr. Cornett met with SWIFA and they have authorized WCSA to re-file the funding application. Mr. Lane had a conference call with Sara Williams and Tim Foley of the Tobacco Commission. Mount Rogers will be assisting TLG file the Tobacco Commission and ARC report.

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

The pre-construction conference is scheduled for March 24 at 1:00 pm. Mr. Lane hopes to issue a notice to proceed the first of April and the Contractor expects to begin work on the Project the second week of April.

- **Galvanized Waterline Replacement Project - Phase III**

TLG is working to restructure the application in an effort to obtain additional grant funding.

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

Due to the improved weather, the Contractors have additional crews on site. TLG continues to work with WCSA on RPR’s for the Project. Because of the distance between the line replacements and the number of crews on site, Mr. Lane expects the RPR budget to be exceeded. He is working on an amendment for Engineering Services to cover the additional RPR and

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engineering budget. Mr. Lane Phase II was moving along well and Contractors are working hard to get back on schedule.

Mr. Miller asked about the problem at the Intake and asked if it was a manufacturer or contractor issue. Mr. Lane said it was a contractor issue and they were looking for a local Mill Right to work with to correct the alignment issue.

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

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

Mr. Amos continues to work with WCSA staff to revise plans for submittal to DEQ.

- **Exit 13 Sewer Project Phases 3**

WCSA staff alerted property owners in the project area that surveying will begin. The aerial targets are in place and the mapping phase will soon be underway, reported Mr. Amos.

Mr. Bill Skeen of Maxim Engineering

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

He will arrange tours of decentralized wastewater facilities in Wise County now that the weather is cooperating.

7. Water and Waste Construction Projects Update – April Helbert

On March 12, 2015 bids were opened for the Childress Hollow Project and will be discussed as an agenda item.

Mrs. Helbert reported that design for both the Haskell Station Project and the Richie Road Project would begin very soon so those.

Mr. Miller asked if Mr. Turley contacted her about the North Fork River Road Project.

Mrs. Helbert said she and Mr. Cheek discussed how they plan to move forward with that Project. Due to the situation at Mill Creek, that has been put

on hold. Mrs. Helbert talked with Mr. Turley and he said he was in no rush but wanted to be sure the Project was moving forward.

8. Operations Report and Update – Dave Cheek

Mr. Cheek reviewed the following presentation in his Operations Report and Update:

Discussion Items:

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

2015 February Performance Against Plan (\$47,318 Under Budget):

Mr. Cheek group is working to replace fire hydrant and meters and to expect spending to increase.

Year to Date we are \$292,700 Under Budget:

Mr. Cheek said all departments were under budget for the year.

2015 February Water Production Highlights

- South Fork Intake
 - Continued to Work Through Operational Issues with Level Controls, Flushing & Icing
- Middle Fork Drinking Water Plant
 - Continued to Work Through Operational Issues
 - Hydro-Turbine Start-Up
 - Water Flow Regulation
 - Line Strainers
- Mill Creek Membrane Plant
 - February was a Quiet Month, March has Major Issues
 - Working with TOC & TLG on New Plant Design

2015 Mill Creek Event

- Between March 2nd & 3rd Noticed that Stage Turbidities were Increasing More than Normal

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- Still within VDH Guidelines, but not Normal
- Raw Water Turbidities also Increasing
- Plant Ceased Operation March 6th
 - Consulted with VDH
- Restarted Plant on March 9th to Test Various Functions
 - Could Not Pass Integrity Test
 - Consulted with VDH
- Plant Ceased Operation on Friday, March 10th at 12:00pm

Mr. Cheek then referred to a slide that showed the spike in turbidity on February 1, 2009 to 2015.

- Stage Turbidities are normally 100/200. After March 2, turbidity was 0.19/0.20

**2015 Mill Creek Event
Immediate Actions**

- Provide Immediate Water Supply from the Middle Fork Drinking Water Plant to Chilhowie and Eastern Washington County
- Operating Pumps Near Capacity
- Identified Spare Pumps which can be Pressed into Service if Needed
- Installing Temporary Additional Spare Pumps at Wise & Lee Highway Pump Stations
- Seek Expert Help
 - Koch (Membrane Plant OEM)
 - Paid for Technical Assistance to Visit the Site
 - Could not Get the Plant to Pass VDH Integrity Standards
 - Inspected and Passed Pre-Filters
 - Discovered Fine Brown Powder in Membranes
 - Sent 2 Cartridges to Koch for Analysis, about 7 to 10 days
- Seek Expert Help
 - Virginia Municipal League (VML) our Insurance Provider

who in turn Contracted Hazen & Sawyer to Assist with the Root Cause Problem Solving

- Contracted CHA via TLG to provide technical analysis and Membrane Compatibility Analysis with current Water Quality
- WCSA must have confidence in the Root Cause with Fundamentally Sound Countermeasures to Prevent Future Occurrences

**2015 Mill Creek Event
Next Steps**

- Many Options that we are Quickly Working Through with the help of TLG:
 - Lease a Pall 1.8 MGD Skid
 - Install in the Parking Lot at Mill Creek
 - Continue to Supply from MFDWP with System Upgrades
 - Shorten Procurement & Installation Time as Much as Practical

2015 February Waste Water Process Highlights

- System Operation
 - Both Plants Operating Well Within Control Limits
 - Have Designated Damascus Capital Improvements
 - Making Extra Effort to confirm that we have a Solid Specifications.
- Inflow and Infiltration
 - Team Approach with Maintenance
 - Developing Spring Rain Inspection and Reaction Plan
 - Despite Massive Rain and Snow Events
 - No DEQ Violations
 - Plant Aerator Low Usage for about 3 days in Damascus

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- Capital Improvements
 - Will Piggy Back with Metering on Energy Reduction Program

2015 February Maintenance Highlights

- Galvanized Phase II Support
 - Bi-Weekly Meetings with TLG to Identify and Correct Issues
 - Try to Immediately Resolve Issues
- System Operation
 - Water Leaks 31 (2014 avg. 34)
 - Breaks 6 (2014 avg. 6)
 - After Hours Responses 69 (2014 avg. 44)
 - Freeze Up Repairs
 - Customer Side: 34
 - WCSA Side: 2

2015 February Distribution Highlights

- Continued Fire Hydrant Training with Field Demonstrations
 - Will Begin Additional Training and Inspections in April (Better Weather)
 - Working on in-house Data Management
- Developing System to align District Meters with District Billable Metering to identify Water Loss Areas
- Executing PSV/PRV Preventive Maintenance Program
- Real Estate Acquisitions/Easements

2015 February Metering Highlights

- Analyzing Meters for End of Life Replacement
 - Investigating Innovative Methods of Completing this task
 - Have Presentations set with Companies that Finance Meter Replacement
- Analyzing ROI for Remote Meter Read
 - Completed Initial Zone Map (1 Vendor, want another)

- Completed Presentation by Johnson Controls to Design/Build

- Will Obtain Other Proposals
- Will Meet with Division of Mines & Minerals on Energy Reduction Program

- Analyzing Billable Water Reductions from 2008 to Present

Forward Looking Statement

- Working to get more Cost Information to the Department Heads so they can better run their "businesses"
 - Unit Cost \$/1,000 gal
 - How Each Department Contributes to this
- Working to Build Better Relationships to help minimize issues, especially with Fire Departments and Waste Water

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

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

Review Items:

- Safety
- Financials
- Customer Service
- Notable
- What's Ahead

Safety:

- Four Accidents
 - No.1: Twisted Ankle.
 - Out of work 5 days.
 - No. 2: Slipped on Ice; slight concussion
 - Out of work 1 day.
 - No. 3: Slipped on Ice.
 - No lost time.
 - No. 4: Mirror's Touched.

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- No fault of WCSA. WCSA employee on the right side of the road. Oncoming vehicle could not get over due to icy road conditions
- **Safety Training**
 - Asbestos (Maintenance)
 - SCBA (Water Production)
 - VDOT Work Zone (Maintenance) Canceled by VDOT

Water - New Connections:

For the month of February, there were four walk-in connections and one project related connection. In 2014 there were 166 total connections; an average of 13.8 per month, stated Mr. Cornett.

Monthly Water Revenue: Budget vs. Actual:

Water Revenue is \$74,852 under projection for February.

Year to Date Water Revenue: Budget versus Actual:

Water Revenue is \$191,670 below the year-to-date projection. Mr. Cornett expects revenue to increase with the February billing cycle and with the onset of spring.

Water – Monthly Expenses:

Administration was over budget due to a onetime training and software maintenance expenses that hit in February resulting in the slight deviation.

Non-departmental and customer service were under budget in February, stated Mr. Cornett.

Water – Year to Date Expenses:

Excluding depreciation, compensation and benefits but including overtime, we are performing better than projections in all three areas year to date.

New Wastewater Connections:

There were no new wastewater connections in the month of February.

Monthly Wastewater Revenue: Budget vs. Actual:

Wastewater revenue was \$2,783 below projections for February, Mr. Cornett reported.

Year to Date Wastewater Revenue - Budget versus Actual:

Year to date revenue is \$19,425 below projections.

Wastewater - Monthly Expenses:

Excluding planning expenses, wastewater expenses for February were \$977 under budget.

Wastewater –Year to Date Expenses:

Excluding planning expenses, wastewater expenses were \$25,649 under budget year to date as well.

Customer Service:

- Active water accounts decreased by 31 to 21,066.
- Active wastewater accounts increased 3 to 2336.
- 135 reconnections or transfers of service.
- 93 disconnect for nonpayment.
- \$12,682.30 was abated for 96 customer water leaks
- \$1,666.10 bad debt written-off

Notable Items:

- Special Exception Permit - March 24th
- VDH Program Change
 - Maximum Grant \$12,500/Connection
- Exceptional February/March
 - Weather
 - Mill Creek
- Department of Mines Minerals and Energy
 - Energy Efficiency and Performance Contracting
 - \$700 Million and Counting

Mr. Cornett explained that any state agency may enter into an energy performance-based contract with an energy performance contractor to

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significantly reduce energy costs of a state facility through one or more energy conservation or operational efficiency measures.

Energy Performance Contracting is primarily equipment replacement to provide energy savings and installation of building control systems to control energy consumption, which are defined as maintenance projects. They are impacted by the Virginia Uniform Statewide Building Code. State agencies shall comply with the CPSM for all design and construction work under this contract. Other public bodies shall comply with their local building codes.

What's Ahead:

- Mill Creek
- 2015-2016 Fiscal Year Budget
 - Board Workshop?
- Energy Service Companies & B.O.E.
- Western Washington County Wastewater
 - DEQ Discharge Permit
 - BVUA
 - TOA

11. Closed Meeting

At 6:44 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.

Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice; 3. To discuss various inter-municipal and other agreements and potential agreements. 4. Consultation with Legal Counsel and Staff regarding specific legal matters requiring the provision of legal advice by Legal Counsel.

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

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

Return to Public Session:

At 8:34 pm, Mr. Nelson made a motion to Return to Public Session. Mr. Stephon seconded and the Board approved voting 6-0-0-1.

Mr. Nelson then 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. Stephon, Mr. Taylor, Mr. Nelson and Mr. White confirming no outside discussion took place other than Closed Meeting topics. Mr. McCall abstained. Mrs. Figueiras noted that the record should reflect that Mr. McCall attended a portion of the Closed Meeting and had excused himself from a portion of

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Closed Meeting. Mrs. Figueiras asked if Mr. McCall could certify as to the portion of Closed Meeting he attended. Mr. McCall agreed and certified as to the portion of Closed Meeting he attended.

10. Consideration of Childress Hollow Road Water Line Extension Project Bids - April Helbert

Bids for the above referenced Project were received until 2:00 pm on Thursday, March 12, 2015 at the Washington County Service Authority then publicly opened and read aloud. The Project was bid in the Alternate. Alternative #1 consists of the installation of approximately 9,600 linear feet of 4-inch water line and all associated appurtenances. Alternative #2 upgrades the water line and valves to 6-inch diameter and adds fire hydrants to the project. Bids for both Alternatives #1 and #2 were required for the bid to be considered complete. A total of nine bids were received for the project.

In tabulation of the bids, there were two calculation errors found. Both errors were on Alternative #2 and both were corrected in accordance with the Bid Documents.

One bid was deemed non-responsive because the wrong bid forms were utilized. That contractor, Crosspointe Contracting, was originally the apparent low bidder for Bid Alternative #1. The contractor has been notified that his bid was declared non-responsive and the reason why.

The bid results of the three lowest, responsive bidders are:

Alternative # 1 –

<u>Bidder:</u>	<u>Base Bid:</u>
Little B Enterprises	\$212,370.70
King Gen. Contractors	\$228,881.45
McFall Excavating	\$237,076.00

Alternative # 2

<u>Bidder:</u>	<u>Base Bid:</u>
Little B Enterprises	\$263,409.25
King Gen. Contractors	\$278,294.45
McFall Excavating	\$295,410.00

Under either Alternative, Little B Enterprises is the low, responsive Bidder.

Available Project Funding -

- WCSA Cash Contribution - \$18,000
- VDH grant - \$90,000
- VDH loan - \$235,035
- TOTAL - \$343,035

The Project was included in the 2014-15 Approved Budget as and in the latest Rate Model as \$90,000 (26%) in grant; \$235,035 (69%) in loan; and \$18,000 (5%) in cash.

Based on the revised loan amount above (\$180,550 – Alt.1; \$207,345 – Alt. 2) with 2.5% interest for 30 years. The annual debt service for Alternative #1 and #2 respectively would be about \$8,626 and \$9,906. Assuming the customers who have agreed to service (12 of 22) connect to the system and utilize 5,000 gallons per month, the average annual revenue from those new customers would be about \$6,101. This revenue would not pay for the debt service for either Alternative. Operations, maintenance, and replacement costs are not included in any of these calculations. The annual deficit for Alternative #1 and #2 respectively would be about \$2,525 and \$3,805.

Because the two alternatives are so close in cost and the line could potentially be upgraded if desired in the future to be an interconnection between the Route 19 and Industrial Park Pressure Zones with the installation of a pressure control valve, it is recommended Alternative #2 be awarded to Little B Enterprises.

Mr. Nelson made the following motion: "After consideration of a letter received

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that questioned the submission of bids in one sealed envelope, rather than two sealed envelopes and after receiving legal advice relating to what constitutes an "informality" in the bidding process, I make a motion to accept the low bid from Little B Enterprises for Alternative 2, the 6 inch line." Mr. Stephon seconded Mr. Nelson's motion.

Mr. McCall said he would like to ask a question. For the record, I am a contract employee of King General Contractors, stated Mr. McCall, and this has nothing to do with King General Contractors.

He continued saying, "for the record, the two envelope thing should have been noted in this thing" (the information previously reviewed By Mrs. Helbert). Mr. McCall said her information said there were two errors. Mr. McCall assumed they were calculation errors.

Mrs. Helbert said yes, it says there were two calculations errors. In the tabulation of the bids there were two calculation errors found.

Mr. McCall said "there was another error in the envelopes, however you all reacted; that has nothing to do with it." He continued saying "I would like to ask April, why was the two envelopes in the letter to the bidders?" Mr. McCall said he attended bid openings all the time and he just wanted to ask the question.

Mrs. Helbert said she was sorry but did not understand the question.

Mr. Cornett said "why did we require two envelopes?"

"Why did you require two envelopes?" asked Mr. McCall.

We used the standard documents, explained Mrs. Helbert. The reason the two envelope requirement is in the bid document is due to mailing. The outside envelope is meant to get it here and the seal not be broken to the inside

envelope. It is for mailing purposes, she explained.

Mr. Cornett asked if federal bidding requirements talk about two envelopes as well.

Mrs. Figueiras said yes, it does. It mentions the mail as the reason. It says if it is hand delivered a second outside envelope....

Mr. McCall spoke up and said "the thing is, it needs to be clarified, because if you read the thing (the bid documents) it clearly states two envelopes; period". "Even amongst those gentleman sitting here that day at the bid opening; a couple of the high bidders said, I guess we are out now cause we didn't follow the thing" (bid documents), stated Mr. McCall.

"For the record", stated Mr. McCall, "if we are going to talk about...sure we have got calculation errors and they were corrected; and that's the way you do it. But we also had an error in the two envelopes, because that is the way it (bid documents) clearly states. I have a copy of it (bid documents) and everybody else has a copy of it."

Mr. McCall thought it should be done the same for everyone. Mr. McCall said "that was a discrepancy that day and it was not caught until the final bid was opened." Mr. McCall repeated his previous statement saying "it (the bid being in one envelope) was not caught until the final bid was opened, and that was King General Contractor's bid."

For future bids, Mr. McCall proposed including a spreadsheet that lists all the bid requirements so there will be "no question what-so-ever".

Mr. Taylor said he agreed with what Mr. McCall said about the meeting process. "It has to be black and white", stated Mr. Taylor. Mr. Taylor said there has to be a dialog of time and any insurance

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requirements; if we reject the bid. "This wasn't done", stated Mr. Taylor.

Mr. McCall discussed a time he was almost too late for a bid opening saying he only had 30 seconds to turn in his bid. Mr. McCall addressed Mrs. Helbert saying; the thing is, there were three people in here for the bid opening. "You all should have caught that because it is plain." "You all wrote it (bid documents); I didn't, he didn't. You all wrote it (bid documents), you all should have followed it", Mr. McCall said to Mrs. Helbert.

Mr. McCall said when the gentleman from King General Contractors called WCSA to ask about it, "the answer was, well you didn't put so and so on that envelope." "Wrong answer, wrong answer; these are professional people we are dealing with, let's deal professionally", Mr. McCall stated.

Mr. McCall requested "tightening" things up so there would be no question. Mr. McCall suggested Mrs. Helbert attend a VDOT bid opening saying "you would learn a lesson right quick".

He then thanked the Board and said he was sorry.

Mrs. Helbert said it was discussed in the pre-bid andis in the minutes. Mrs. Helbert said she may have complicated the situation in the pre-bid, but she discussed one envelope in the pre-bid and how that one envelope needs to be addressed. Mrs. Helbert said "that was in the addendum with the minutes".

Mr. Taylor asked if there were any more questions. There were no more questions.

Mr. Taylor then asked for those in favor of Nelson's motion to raise their right hand.

The Board voted 3-2-1-1 with Mr. Miller, Mr. Stephon and Mr. Nelson in favor of the motion. Mr. Taylor and Mr. White

were opposed to the motion and Mr. McCall abstained from voting. The motion did not carry.

Mr. McCall noted that she had abstained from voting. He noted that four bids [votes] were required.

In response Mr. Cornett verified that for votes were for the motion to pass.

Mr. McCall laughed and said "you are close, this late. I abstain."

Mr. McCall said "the things I said were not personal. Please, let's just tighten up; all of us; us (the Board) too because it reflects on us too. We (the Board) reflect on you all too."

Mr. Miller asked what would happen now.

Mr. Cornett said bids have an expiration date and if the Board takes no action, bids were only good for so long. Without looking at the bids, Mr. Cornett did not know when they would expire.

Mrs. Helbert said she did not know without looking but typically, bids were good for 60 days.

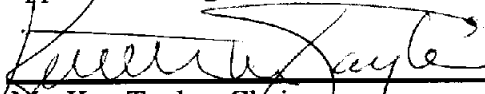
12. Late Items

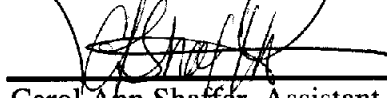
There were no late items to discuss.

13. Adjourn – 8:51 pm.

Mr. Stephon made a motion to adjourn.

Mr. Nelson seconded and the Board approved voting 6-0-0-1.


Mr. Ken Taylor, Chairman


Carol Ann Shaffer, Assistant Secretary