

Washington County Service Authority Board of Commissioners
April 20, 2015 Special Called Meeting Minutes

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

ROLL CALL

Commissioners Present:

Mr. Kenneth Taylor, Chairman
Mr. Devere Hutchinson
Mr. Jim McCall
Mr. Dwain Miller
Mr. Frank Stephon, IV

Commissioners Absent:

Mr. Mark Nelson, Vice Chairman
Mr. Mike White

WCSA Staff Present:

Robbie Cornett, General Manager
Dave Cheek, Operations Manager
Kim Boyd, Controller
Carol Ann Shaffer, Administrative Assistant

Also Present:

Mrs. Dawn Figueiras, General Counsel

3. Approval of the Agenda

Mr. Stephon made a motion to approve the Agenda. Mr. Miller seconded and the Board approved with a 5-0-0-2 vote.

4. Closed Meeting

At 6:01pm, Mr. Stephon 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 existing and proposed inter-municipal agreements.

Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice;

1. To discuss various existing and proposed inter-municipal agreements.

2. 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; Dave Cheek, WCSA Operations Manager; Kim Boyd, WCSA Controller and Mr. Robbie Cornett, WCSA General Manager was requested.

Mr. McCall seconded the Motion of Closed Meeting and the Board approved voting 5-0-0-2.

Return to Public Session:

Mr. Stephon motioned to Return to Public Session at 7:58 pm. Mr. McCall seconded the motion and the Board approved voting 5-0-0-2. Mr. Stephon 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. Stephon, Mr. Taylor and Mr. McCall confirming no outside

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discussion took place other than Closed Meeting topics.

15. Late Items

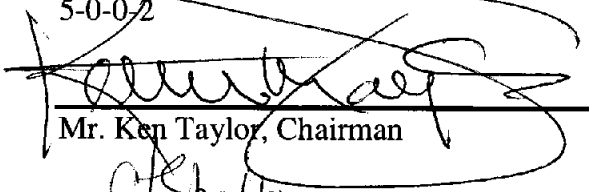
Mr. Hutchinson wanted to make the Board aware of some personal medical issues he recently addressed.

Mr. Hutchinson chose to keep these issues private and only informed a few individuals outside of family. My recovery is going well, he said.

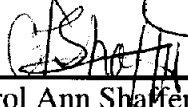
Mr. Hutchinson thanked the Board for their understanding.

16. Adjourn

At 8:08 pm, Mr. Stephon motioned to Adjourn. Mr. Miller seconded the motion and the Board approved voting 5-0-0-2



Mr. Ken Taylor, Chairman



Carol Ann Shaffer, Assistant Secretary

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April 27, 2015 Regular Meeting Minutes

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:01 pm.

ROLL CALL

Commissioners Present:

Mr. Kenneth Taylor, Chairman
Mr. Mark Nelson, Vice Chairman
(arrived at 6:05 pm)
Mr. Devere Hutchinson
Mr. Jim McCall
Mr. Dwain Miller
Mr. Frank Stephon, IV
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
April Helbert; Engineering Manager
Mark Osborne, PE; Distribution Manager
Don Cole, Water Treatment Plant Manager
Ken Perrigan; Meter Manager
Holly Edwards, Customer Service Manager
Bobby Gobble, Assistant Maintenance Manager
George Thomas, Utility Coordinator

Consultants Present:

Dennis Amos; Anderson and Associates, Inc.
Matthew Lane, PE and Kevin Heath, PE;
The Lane Group, Inc.

Also Present:

Mr. Mark Lawson, General Counsel

3. Approval of the Agenda

Mr. Cornett had no changes to the Agenda. Mr. Miller motioned to approve the Agenda. Mr. Hutchinson seconded and the Board approved with a 7-0-0 vote.

4. Public Query and Comment

There was no public query or comment.

5. Approval of the Consent Agenda

- Minutes: February 23, 2015 Regular Meeting Minutes, March 11, 2015 Special Called Meeting Minutes, February 23, 2015 Recessed Meeting Minutes (held March 19) and March 23, 2015 Regular Meeting Minutes
- Routine Reports: March 2015
- Balance Sheet: March 2015
- Income Statement: March 2015
- Check Register: March 2015
- General Manager Financial Report: March 2015

Mr. Cornett recommended the Board amend the Consent Agenda to include the Agenda Items and staff recommendations listed below:

- Agenda Item 13: Consideration of a Bond Resolution for the Hidden Valley Phase 1 Water System Extension Project.
 - Staff recommended the Board favorably consider approving the Bond Resolution.
- Agenda Item 14: Consideration of Amendment #1 to Task Order #2014-1 between WCSA and The Lane Group for services related to the WCSA Withdraw Permit from DEQ.
 - Staff recommended the Board favorably consider Amendment # 1 to Task Order # 2014 -1.
- Agenda Item 15: Consideration of Amendment No. 1 to the Engineering Agreement between

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WCSA and The Lane Group for the Sewer Use Regulations, Industrial/Commercial Pretreatment Program Development

- o Staff recommended the Board approve Amendment # 1.

Mr. Stephon motioned to amend the Consent Agenda as recommended by Mr. Cornett. Mr. White seconded the motion and the Board approved voting 5-0-1-1. Mr. McCall abstained from the vote.

“Mr. McCall, you can vote on the Consent Agenda”, Item 10 is not included in the additions to the Consent Agenda, said Mr. Lawson.

“No, I can’t; I won’t vote on the Consent Agenda...” This concerns the payment of bills, stated Mr. McCall.

Mr. Lawson said he understood.

The vote stands at 5-0-1-1.

Mr. Miller then made a motion to approve the Amended Consent Agenda.

Mr. Stephon seconded and the Board approved voting 5-0-1-1 with Mr. McCall abstaining.

Mr. Nelson arrived at 6:05 pm.

6. Engineer’s Report and Update

Mrs. April Helbert on behalf of Maxim Engineering

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

Mrs. Helbert reported that Mr. Skeen talked with a few utilities in Wise County and hopes to schedule field trips soon. Mrs. Helbert said two Board members may also attend and asked if any Commissioners were interested to inform Mrs. Helbert or Mr. Cornett.

Mr. Kevin Heath of The Lane Group (formally Adams-Heath Engineering):

- **Route 58 Water Supply Improvements Project**

Preliminary plans have been submitted to WCSA for review.

- **Smyth Chapel Area Water Improvements Study**

The revised PER has been submitted to Authority staff for review.

- **Abingdon Water Storage Improvements Study**

The Health Department approved the PER on March 2nd. AHE continues to work with USDA Rural Development exploring potential funding opportunities.

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

The Contractor is working to complete final punch list items.

Mr. Taylor asked what items remained on the punch list.

Paving and patching work was to be complete today, stated Mr. Heath, but has not confirmed that with the contractor.

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

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

Mr. Amos worked out details on easement sketches with Mr. Osborne and will be them to WCSA staff for review.

The last piece of the puzzle for this project is working out the availability of easements at the intersection of Route 11 and Spring Creek Road. Once that is accomplished, Mr. Amos states he will finalize plans and begin the review process.

- **Exit 13 Sewer Project Phases 3**

Mr. Amos received the base mapping and is in the process of overlaying the proposed alignments on the base mapping.

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

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