

Washington County Service Authority Board of Commissioners
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Constriction of this Project began today and the Contractor has installed about 200 feet of line. Russell County has almost completed their part of the Project as well.

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

Mr. Lane is working with WCSA staff on issues with the screen at the Intake. In order to address the issues, Mr. Lane plans to hold weekly meetings every Wednesday morning at the Treatment Plan.

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

This Project continues to progress well. Contractors have multiple crews working. There will be a Division V the will include about \$700,000 of additional line work. Division V will be advertised for Construction Bids soon.

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

TLG is working with Rural Development to put a funding packet together for the increased Project. All the remaining galvanized line replacement and remaining tank projects in Abingdon have been combined into one larger Project. TLG addressed comments from Rural Development on the PER and has resubmitted the PER to for review. TLG is currently working on the environmental review.

- **Mill Creek Water System Source Improvements**

A joint meeting with the Town of Chilhowie and WCSA is scheduled on Thursday, April 30th at 7:00 pm. The Lane Group will make a recommendation for a short term fix, discuss the Koch membrane failures and update the Board on the Final Design.

Mr. Miller said there were several issues at the Intake and asked Mr. Lane to stay on top of them.

Mr. Lane said the weekly meetings would allow the team to focus on a solution.

7. Water and Waste Construction Projects Update – April Helbert

Mrs. Helbert reported on Haskell Station saying work continues on the environmental review process and joint permit application. Mrs. Helbert is waiting on some of the environmental agencies to respond which can take as long as two months.

Mrs. Helbert continues to engage property owners for easement acquisitions on Richie Road.

Mrs. Helbert said there were not many options for the Richie Road Project. She said they could not install line on the right side of Richie Road as the property owner would not sign an easement.

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 March Performance Against Plan (\$53,464 Under Budget):

Mr. Cheek said sending will increase o fire hydrants and meter replacements

Year to Date we are \$378,000 Under Budget:

Mr. Cheek was pleased to report all departments are under budget for the year.

2015 March Water Production Highlights

- South Fork Intake

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- 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
- SFI & MFDWP Issue Resolution
 - Scheduled Weekly Meeting with TLG until we can correct open issues
- Mill Creek Membrane Plant
 - Major Plant Failure – Lost Membrane Cartridges

2015 March Wastewater Process Highlights

- System Operation
 - Heavy Rain/Snow Melt Exposed Additional I&I Issues
 - Damascus did exceed daily inflow limits by 0.01 MGD, must have 3 consecutive months for violation
- Inflow and Infiltration
 - Team Approach with Maintenance
 - Aggressively Investigating In-Situ Repair Methods
 - Common Problem across the Country, What can we SWIPE from Others
- Capital Improvements
 - Will Piggy Back with Metering on Energy Reduction Program

2015 March Maintenance Highlights

- Galvanized Phase II Support
 - Bi-Weekly Meetings with TLG to Identify and Correct Issues
 - Try to Immediately Resolve Issues
- Mill Creek Support
 - In-Plant and Distribution Efforts

2015 March Metering Highlights

- Analyzing Meters for End of Life Replacement
 - Investigating Innovative Methods of Completing this task
- Analyzing ROI for Remote Meter Read
 - Completed Initial Zone Map (Have One Vendor, Second Vendor in Process)
 - 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

2015 March 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
 - Additional In-House Trained Personnel
- Developing System to align District Meters with District Billable Metering to identify Water Loss Areas
- Executing PSV/PRV Preventive Maintenance Program

Mr. Cheek offered to answer question. There were none.

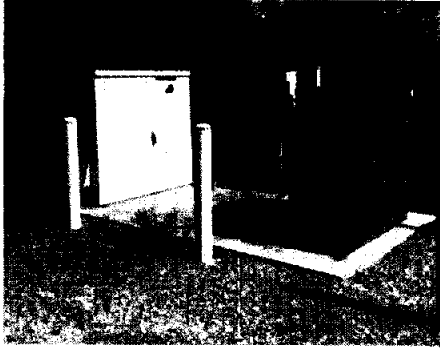
Mr. Cheek then turned the meeting over to Mark Osborne.

Mr. Mark Osborne discussed the following presentation.

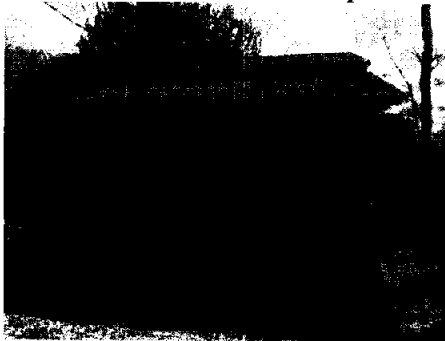
**The Western Washington County
Water System Rerouting
Discussion Items**

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- Second Lee Hwy Pump, shown below.



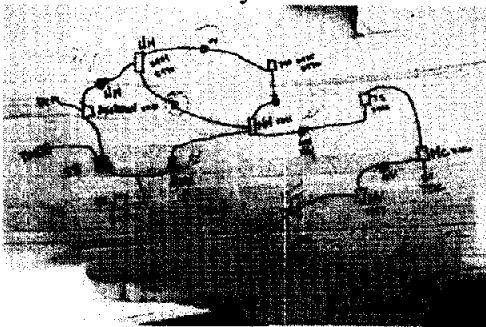
- Started Second Wise Pump



As a result of the discussions, the WCSA team decided to take water from the Mid- Mountain storage tank through the Lee Highway Pump Station to 7 Springs and then to the Mill Creek Plant. As a result, the Wideners Valley Pump Station was put into service to fill the Wideners Valley Tank. The Wideners Valley Pump Station had not been in use for about 10 years. Because things have well kept, we were able to adjust a few valves and restart the pump, Mr. Osborne said. A check valve also had to be replaced and now, the pump is working very well, stated Mr. Osborne.

WCSA's Immediate Response

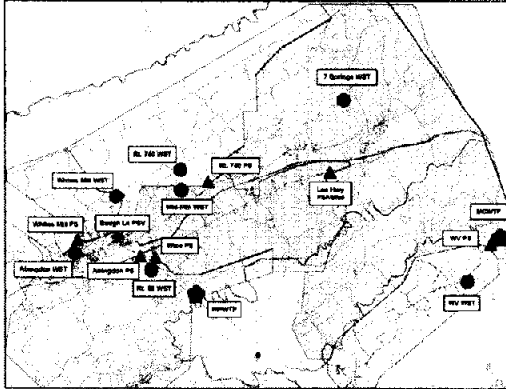
According to Mr. Osborne, the team immediately drew the water system on a piece of cardboard so they could discuss how to adjust the flow so service to the Town of Chilhowie would not be interrupted and no boil water notice would be necessary.



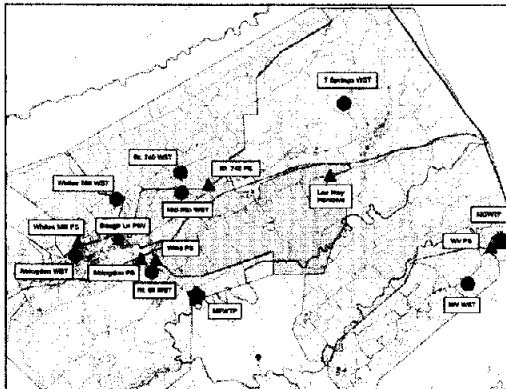
The pressure sustaining valve that was installed last year on Ball Lane has enabled the team to supplement water distribution into the Mid-Mountain zone from the 740, Whites Mill Zone. This has allowed us to increase fire flow demands. Mr. Osborne said we were able to get an additional 240 gallons per minute by opening the valve at Ball Lane and support the upper half of the system.

The two tanks located in the pink and yellow areas of the map below now work on the same hydraulic **radiant**.

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Mr. Osborne said the two tanks in the pink and yellow zones (above) would now operate as one zone (below).



Additional System Changes and or Improvements

- Installed a 10 horse power Pump Station at the Separation Point of Mid-Mountain & 7 Springs Zones as seen below.



- Transfer of 100 horse power Pump & Motor from Bristol Industrial Park to Lee Hwy Pump Station for Tertiary

Pump, see below. It is an exterior rated pump.



- Tertiary Pump at Wise Pump Station. The digitally added pictures represent changes that will be made to the pump to increase flow and efficiency.



Mr. Osborne discussed some changes that were being made to the Tertiary Pump at the Wise Pump Station (above).

- Changing one section from a 6 inch to 8 inch line to provide an additional 100 gallons per minute.
- Install a pressure relief valve
- Install a 12 X 12 cross section
- Install a pump

Thanks too...

- Don Cole & Employees of Production Dept.
- George Thomas
- Johnny Lester, Bobby Gobble, & Employees of Maintenance Department.

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Special Thanks too...

- Steve Carter
- Chris Howington
- Todd Mitchell
- Wesley Saltz

Mr. Osborne said all the gentleman listed above have an excellent mind and great work ethic.

In closing, Mr. Osborne offered to answer any questions from the Commissioners.

Mr. Taylor said you did a really good job.

He asked if we were at our maximum for water production and asked what would happen if a pump went out.

Mr. Osborne said if the Wise Pump stops working, we will be fine. If the Wise Pump Station goes out we can change it out in only a few hours.

Mr. Hutchinson said he would like to commend Mr. Cheek and his crew on all the work they have done at Mill Creek and to provide Chilhowie with water. Mr. Hutchinson commended Mr. Osborne and his entire crew for the work they have done.

Mr. Cornett echoed Mr. Hutchinson's comments. Since the middle of February, said Mr. Cornett, the entire Operations group has been challenged with two weeks of winter weather; snow, ice, power outages and turbidity issues. Then the Mill Creek Issue followed and dealing with the challenges Mill Creek offered. Next, how to keep the Town of Chilhowie and WCSA customers in water without a boil water notice and was not easily accomplished. Mr. Cornett said there were a lot of employees that put in a lot of extra hours without a thought. He then said he would like to tip his hat to Mr. Osborne, Mr. Cheek, Mr. Cole, Mr. Lester and all the team for everything they have done. Mr. Cornett said the customers probably do

not know what has been going on and that is how he likes it, stated Mr. Cornett.

Mr. Taylor echoed the same thing. "Thanks to a job well done" he stated.

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: March 2015

- No Accidents
- Safety Training
 - Self-Contained Breathing Apparatus (Water Production)
- Other Training
 - Ethics
 - Harassment
 - Fraud
 - Gifts & Gratuities
 - Conflicts of Interest
- Effective Communication

Water - New Connections:

For the month of March, there were 11 walk-in connections.

Monthly Water Revenue: Budget vs. Actual:

Water Revenue is \$15,959 below projections for March (actually February consumption).

Year to Date Water Revenue: Budget versus Actual:

Water Revenue is \$210,083 below the year-to-date projections.

Water - Monthly Expenses:

Administration was \$4,827 over budget. Mr. Cornett noted that there were two expenses that were significantly more

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than budget: (1) telephone and (2) membership dues. Regarding telephone, the T1 internet line was being charged under maintenance but should have been administration. Mr. Cornett said we propose to change this in the upcoming year's budget. Membership dues are a onetime fee for AWWA memberships that will even out over the year.

Non-departmental and customer service were under budget.

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, stated Mr. Cornett.

New Wastewater Connections:

There were no new wastewater connections.

Monthly Wastewater Revenue: Budget vs. Actual:

Wastewater revenue was \$15,700 above projections for March (actually February consumption), Mr. Cornett reported.

Year to Date Wastewater Revenue - Budget versus Actual:

Year to date revenue is \$3,700 below projections.

Wastewater - Monthly Expenses:

Mr. Cornett said WCSA was well under Budget for the month.

Wastewater –Year to Date Expenses:

Things are better than better than projected year to date as well.

Customer Service:

- Active water accounts decreased by 10.
- Active wastewater accounts increased by 7.
- 189 reconnection or transfers of service.
- 88 disconnects for nonpayment.
- We continue to have a large number of abatements and with a large amount being abated for the month.

Mr. Cornett said Mr. Miller and Mr. Stephon met last week to discuss opportunities in the leak abatement policy to better help WCSA and its customers in this area.

Mr. Cornett then discussed a record day for transactions handled by customer service.

• April 6, 2015 Day Work

- Transactions:
 - 127 Angie
 - 117 Beverly
 - 234 Kayla
 - 227 Night Drop
 - 1,135 Mail
 - 1,840 Total
- \$160,407.71

Two of the eight person Customer Service team was absent that day, so they were working two people short that day, explained Mr. Cornett. He thanked the Customer Service Team for their invaluable efforts and Mr. Edwards for her leadership.

Notable Items:

• Earth Day

Mr. Cornett gave a big thanks to Mrs. Shaffer, Mrs. Rosa Montgomery, Mr. Jimmy Mullins and son Jerimiah and Mr. Cole for representing WCSA at the Earth Day event. Mr. Mullins and his microscope and explanation of the wastewater treatment processes were a big hit. Mr. Mullin's son Jerimiah is also very engaging. Mr. Cornett said it is a great opportunity for WCSA to share with the community what we do in the water and wastewater fields.

• Ammonia Limits

Mr. Cornett explained the DEQ "regulation" change likely in 2015 or 2016. "Application" of new regulation is at permit renewal (D: 3/2019 & H: 5/2017). Limits are to be based on receiving stream characteristics. DEQ to use historic data (may be representative

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or not). WCSA is planning now to preform stream monitoring and data and plan to start in the near future to compare to DEQ historic data. If limits are so low that simple practices cannot meet limits, new processes (capital) may be required, stated Mr. Cornett.

- VML / VACo AEP Steering Committee

Regarding AEP rates (proposed, compliance, accuracy, and refunds); the committee represents PSA's, Counties and Towns. The annual cost to WCSA to be represented is in the \$4,000 to \$8,000 range. If we do not pay our dues, they have no obligation to represent WCSA, stated Mr. Cornett. According to the SC, approximately 80% of all PSA's are participating members and recent savings directly attributable to WCSA was \$115,800.

- Western Washington County Water Funding

Mr. Cornett recently talked with Rural Development about how to go about getting funding for the entire project or if it is feasible.

- Customer Engagement

Mr. Cornett is working to prepare a visitation initiative starting with our large (industry) and sensitive customers. We want to learn what we can do to better serve them, stated Mr. Cornett and ensure our emergency response plans align with theirs.

- Volunteers

- Dispute Committee Alternate
 - Could be Based on Commissioner Availability

The Board agreed with Mt. Cornett's suggestion that other Commissioners would serve on the Dispute Committee if the committee members are unavailable.

- Health Insurance Agent/Broker Procurement

Mr. Nelson and Mr. Stephon volunteered to serve on the Health Agent/Broker Procurement Committee.

While we are on the subject of health insurance; Mr. Nelson said, one of the things I heard all night is how well the employees have done to continue to reduce costs and continue to help this agency. In looking at the financials, WCSA is about \$21,000 ahead of Budget for health insurance. Mr. Nelson said he would like the Board to consider, as part of the Budget, rethinking the 5% increase in employee health insurance premiums this year. Mr. Nelson continued saying, based on all the outstanding work that has been done throughout. I am sure you have told the employees what a great job they have done. "I think recognizing them for the work they have accomplished and all the extra hours and all these things, but there is a way we can reward them. I believe this health is the way to do it" stated Mr. Nelson. He went on to say he would like the Board to revisit that and would like to see alternatives in the Budget. "I think the money is there and I would like to see us (the Board) consider it", stated Mr. Nelson.

Mr. Nelson volunteered to serve on the Committee. He encouraged Mr. Stephon to serve and he agreed.

Mr. Nelson and Mr. Stephon will serve on the Health Agent/Broker Procurement Committee.

Mr. Cornett said staff would look at the employee contribution in the upcoming Budget meetings and offer other options or alternatives. Mr. Cornett thanked Mr. Nelson.

I think it is great to recognize them (employees) but if we (WCSA) continue to benefit from their extra efforts, we have to figure out a way to reward employees for their efforts, said Mr.

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Nelson. He went on to say, it is so easy to just do the job you have to do and get by. You are fortunate if you have employees that are willing to give the extra effort. In today's world it is too easy to spend the money and not worry about how it is spent. In listening to each and every presentation, there were positive impacts made to this organization by the employees and leadership, said Mr. Nelson.

I am biased, said Mr. Cornett, but we have a very conscientious group when it comes to how we conduct business and being very cost conscious. Mr. Cornett used the Mill Creek situation as an example. He said WCSA did purchase a new spare pump and motor for the Wise Pump Station but took existing pumps from the Wallace Pump Station and Bristol Industrial Pump Station rather than purchasing new ones.

- o Long Service Line

Mr. Cornett said WCSA has a number of areas in the service area that have very long service lines. Some are a few hundred feet and some more. For years, customers have asked the Authority of anything can be done to eliminate the long service lines. These long service lines are a maintenance issue and a liability to the customer. A number of the long service lines are on the abatement list because of the list. The lines may also have numerous meters on them making it difficult to match meters to customers. Mr. Cornett asked for two Board volunteers to serve on the Committee.

Mr. Nelson volunteered because it affects constituents that are outspoken about it, in his District. Mr. Miller also volunteered to serve on this committee.

- VDH Resolution
 - o Chip Ridge Road Application

The VDH is now requiring a resolution when we seek funding from them, explained Mr. Cornett. At the February 23rd Meeting, the Board approved a funding application to the VDH for the Chip Ridge Road Project. This resolution ratifies the decision that was made in February.

Mr. Nelson motioned to approve the Resolution ratifying the Board's decision. Mr. Hutchinson seconded and the Board approved voting 7-0-0-0.

- 2015-2016 Budget Updates
 - o May 18, 2015 (End of Regular Meeting)

Mr. Cornett said the idea is to review notable updates to the proposed budget.

1) Is possible BVU rate increases. 2) Employee contribution to health insurance premiums ideas and opportunities.

Mr. Nelson said he was comfortable with the Budget except for the purchase of the jet vac truck. Mr. Nelson said he would like Mr. Cornett to think about because it is the wild card in Capital Expenses that pushes us to the marginal number for Cash Increases and Reserves, said Mr. Nelson. He would like WCSA to think about working with other utilities on an arrangement to utilize their jet vac truck at a cost. Mr. Nelson questioned how much a jet vac truck would be used. He asked if we could build a relationship with the Town of Abingdon or BVU and pay to lease their jet vac truck.

Mr. McCall said part of the cost of the jet vac truck would be allocated to water since it will be used for both water and sewer.

Mr. Nelson said it would still be a cost. Mr. McCall thought the jet vac truck would be very beneficial.

Mr. Cornett said if we bout the hydro excavation option on the jet vac truck, it

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would have dual use. It could also be used to pull sludge and sediment out of the intakes.

Mr. Cornett offered to consider at and present alternative options to the Board. He went on to say that there have been times when the Town of Abingdon has allowed WCSA the use of their truck. The problem is when we need the jet vac truck; they also need it, stated Mr. Cornett. Since the Town of Abingdon has two jet vac trucks, there may be some options there, said Mr. Cornett.

What's Ahead:

- WCSA Town of Chilhowie Joint Meeting
 - April 30, 2015 @ 7:00 PM (Carpool?)
- Mill Creek Restoration
 - June 2015
- 2015-2016 Budget
 - Updates: May 18, 2015 / June 2015 Adoption
- Energy Service Companies
 - B.O.E.
- Western Washington County Wastewater
 - Recent Media Interest from WJHL and WCYB
 - DEQ Discharge Permit
 - BVUA & Town of Abingdon Discussions
- Continued Interest in Water Service to Pine Hill

Mr. Cornett said he continues to work with Ms. Flannery and other residents. MR. Cornett talked with Ms. Flannery about options Mount Rogers was considering for her but have not come to fruition. WCSA is working with SERCAP and other service companies that may be able to provide some help.

Mr. Cornett continues to work with Ms. Flannery to engage residents and generate interest in the extension project. Mr. Cornett said WCSA and Mount

Rogers staff would be meeting with Ms. Flannery soon to help explain the process and who has and has not agreed to service. Mr. Cornett said Ms. Flannery was the Project Champion.

10. Consideration of Childress Hollow Road Water Line Extension Project Bids – Robbie Cornett

Mr. Taylor asked Mr. Lawson if Mr. McCall could participate in Item 10.

Mr. Lawson said Mr. McCall had to state on record....

Mr. McCall said "I am abstaining, I'm not saying a thing. I'm abstaining."

Mr. Lawson said; the way it should work is once the presentation is made, then it would be appropriate for Mr. McCall to state for the record why he is abstaining.

Mr. Cornett said he would be brief. In your packet is an update. Staff and Legal Counsel recommend the Childress Hollow Road Water rejected and re-advertise the Project for bids.

Mr. Lawson said now it is appropriate for Mr. McCall to state for the record why you are abstaining.

Mr. McCall said "I am just abstaining; possible conflict of interest."

Mr. Lawson asked Mr. McCall if he could state the basis for the conflict, please, for the record.

Mr. McCall said he could but did not think that was necessary. Mr. McCall then said he was a contract employee of King General Contractors; who was one of the bidders. "Whether they re-bid or not, I do not know" stated Mr. McCall.

Mr. McCall said he was abstaining and not participating.

Mr. Lawson said that was fine and thanked Mr. McCall.

Mr. Stephon motioned to reject all Childress Hollow Road Water Extension Project bids and rebid the Project. Mr. White seconded and the Board approved

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voting 6-0-1-0 with Mr. McCall abstaining.

11. Consideration of Chemical Bids – Kim Boyd

Bids for chemicals used by WCSA were advertised in the Bristol Herald Courier on March 29th. WCSA directly solicited bids from 14 chemical vendors. Bids were opened on April 15, 2015 from eight vendors.

Mrs. Boyd recommended the Board approve the following low bids:

- F2 Industries – Orthopolyphosph at 150 gallons; \$/gallon
- Carus – 20% Sodium Permanganate (Carusol) 20% 2640 gallons \$/gallon
- Univar – Granular Sodium Fluoride (98%), Liquid Caustic Soda (25%), Liquid Caustic Soda (55%) 55 gallon container, Liquid Caustic Soda 250 gallon container and Sodium Thiosulfate
- Brenntag – Liquid Chlorine 28,000 lbs. \$/gallon, Liquid Chlorine 70,000 lbs. \$/gallon, Sodium Hypochlorite (12.5%) 55 gallons, Sulfur Dioxide 12,000 lbs. \$/pound, Sodium Hypochlorite (12.5 %) - 1,500 gallons WTP \$/gallon, Sulfuric Acid (50%) 1,000 gallons \$/gallon, Dechlorination Tabs 3,600/lbs. \$/lbs., 12-5% Sodium Hypochlorite - 15 gallons

Mr. Nelson motioned to approve the chemical bids as presented, Mr. McCall seconded and the Board approved voting 7-0-0-0.

12. Consideration of Fuel Bids – Kim Boyd

Bids for fuel; gas and diesel; used by WCSA were advertised in the Bristol Herald Courier on March 29th. WCSA directly solicited bids from seven fuel

vendors. Bids were opened from two bidders on April 20, 2015.

Bids were as follows:

- Addington Oil
 - Unleaded Over Rack - .1118
 - Diesel Over Rack - 0.0869
- Buck Oil
 - Unleaded Over Rack – No Bid
 - Diesel Over Rack - 0.0889

Mrs. Boyd recommended the fuel bid be awarded to the low bidder, Addington Oil, for unleaded and diesel fuel service.

Mr. Nelson made a motion to accept staff recommendations. Mr. Miller seconded and the Board approved with a 7-0-0-0 vote.

16. Closed Meeting

At 7:18 pm, Mr. Nelson moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act;

Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition and disposition of property; 1. To discuss the acquisition of property related to the Damascus Wastewater Treatment Facility property.

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

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

Return to Public Session:

At 7:37 pm, Mr. Miller made a motion to Return to Public Session. Mr. Stephon seconded and the Board approved voting 7-0-0-0.

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

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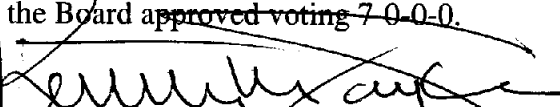
an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; And Whereas, Section 2.2-3712 Paragraph D of the Code of Virginia requires a certification by this Authority that such Closed Meeting was conducted in conformity with Virginia Law. Now, therefore, 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, Mr. Nelson, Mr. White and Mr. McCall confirming no outside discussion took place other than Closed Meeting topics.

17. Late Items

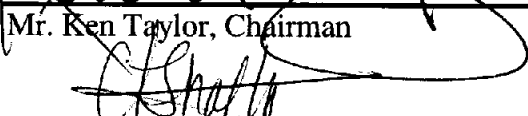
There were no late items to discuss.

18. Recess – 7:38 pm.

Mr. Nelson motioned to recess the meeting until Thursday, April 30, 2015 at 7:00 pm for a Joint Meeting with the Town of Chilhowie at the Chilhowie Town Hall. Mr. McCall seconded and the Board approved voting 7-0-0.



Mr. Ken Taylor, Chairman



Carol Ann Shaffer, Assistant Secretary