

Washington County Service Authority Board of Commissioners
May 23, 2016 Recessed Meeting Minutes (held June 16, 2016)

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Vice Chairman at 6:04 pm.

ROLL CALL

Commissioners Present:

Mr. Ken Taylor, Chairman
Mr. Mark Nelson, Vice Chairman
Mr. Wayne Campbell
Mr. Devere Hutchinson
Mr. Jim McCall
Mr. Mike White

Commissioners Absent:

Mr. Dwain Miller

WCSA Staff Present:

Robbie Cornett, General Manager
Dave Cheek, Operations Manager
Kim Boyd, Controller
Holly Edwards, Customer Service Manager
Ryan Kiser, Staff Engineering
Carol Ann Shaffer, Administrative Assistant

3. Approval of the Agenda

Mr. Nelson made a motion to approve the Agenda. Mr. Hutchinson seconded the motion and the Board approval voting 5-0-0-2.

Mr. White arrived at 7:33 pm.

4. Closed Meeting

At 7:34 am, 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) (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 Bill Allis, WCSA Engineer, Arnie Mason and Dawn Figueiras, WCSA Legal Counsel, Dave Cheek, WCSA Operations Manager and Robbie Cornett, WCSA General Manager was requested.

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

15. Return to Open Meeting

Mr. Taylor and Mr. White excused themselves during Closed Meeting.

At 10:25 am, Mr. McCall motioned to return to Public Session, Mr. Hutchinson seconded and the Board approved voting 4-0-0-3.

Mr. McCall 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

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the Authority. Aye by Mr. Hutchinson, Mr. Campbell, Mr. Nelson, and Mr. McCall confirming no outside discussion took place other than Closed Meeting topics.

Mr. Nelson asked if any matters that needed to be addressed from Closed Session.

Mr. Hutchinson made a motion that WCSA notify The Lane Group in writing of potential defects in the design of the South Fork Intake and invoke the disputes process to engage in good faith negotiations over a 30 day period in compliance with the contract between WCSA and The Lane Group. Mr. Campbell seconded the motion and the Board approved voting 4-0-0-3.

Mr. Nelson asked if the Board would like to consider appointing two Commissioners to participate in meetings with The Lane Group.

"I so move", stated Mr. McCall.

Mr. Nelson asked if there were any specifics that the Board would like to designate for those two Commissioners; that they be present at the meetings and bring any information back to the Board for discussion.

Mr. Hutchinson recommended two Commissioners be present only to witness the conversations between all parties.

Mrs. Figueiras said there is a motion on the floor that needs to be seconded and considered before moving on.

Mr. Campbell seconded the motion.

Mr. Nelson asked if there was any discussion on the motion.

Mr. Hutchinson recommended the Commissioners that are chosen to attend the meetings, be there to observe only and not to participate in any discussion during those meetings.

Mr. Nelson asked if Mr. McCall accepted the amendment to the motion. Yes, said Mr. McCall.

The Board approved voting 4-0-0-3. The motion carried.

Mr. Nelson then asked for two volunteers to attend the meetings with The Lane Group.

Mr. McCall volunteered and recommended the Chairman, Mr. Taylor, also attend the meetings if he is available.

Mr. Cornett said he did not know if Mr. Taylor would be available to attend the meetings as his term is up the end of June. Mr. Nelson appointed Mr. Miller as the second representative.

6. Abingdon Water Storage Tank Project Considerations – Ryan Kiser

- **Authorization to Advertise for Professional Services**
- **Up to Two Volunteers to Serve on the Procurement Committee**
- **Authorize the Committee to all Make Decisions up to Recommendation of the Top Ranked Firm**

Mr. Ryan said the goal was to select an Engineering firm to assist with the Abingdon Water Storage Tank Project.

WCSA staff is requesting to proceed with the Statement of Qualifications (SOQ) and procurement process to seek Professional Service assistance from and Engineering firm. The RFSOQ was advertised in the Bristol Herald Courier on May 29, 2016.

Staff is also requesting the assistance from up to two Board Members to serve on the Procurement Committee. Mr. Taylor and Mr. McCall were members of a past committee.

As part of the process the Committee will keep records and provide the Board with a summary of the firms submitting

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SOQ's for review, select firms for interviews and who the Committee feels is the top ranked firm, explained Mr. Kiser. This information will be presented to the Board as a recommendation.

Lastly, authorize Committee to make all decisions up to recommendation for the top ranked firm.

Mr. Kiser offered to answer questions from the Board.

Mr. Campbell motioned to authorization the advertisement for Professional Services and to authorize the Committee to all make decisions up to recommendation of the top ranked firm.

Mr. Hutchinson seconded and the Board approved voting 4-0-0-3.

The Board tabled the appointment of Committee members until the June 27, 2016 Board Meeting.

7. Consideration of VML Insurance Renewal – *Kim Boyd*

Mrs. Boyd said the Board should have received a memo regarding the upcoming liability insurance renewal in the mail. The Board is asked to approve the renewal since the cost is over the General Managers limit. A contract firm; McNeary and Associates; reviews WCSA's insurance and makes recommendations whether WCSA is insured accurately. McNeary and Associates recommend an increase in the crime employee dishonesty coverage, the cyber limit, the business income and extra expense limits.

McNeary and Associates was also asked to include in their report an analysis to eliminate comprehensive and collision coverage on all WCSA vehicles.

Based on their recommendations, this would allow for an expected savings of \$12,931.

Subsequent to the memo, Mrs. Boyd did further research and decided it would

probably not be in the best interest of WCSA to eliminate comprehensive coverage on the dump trucks and the Jet Vac truck, so the savings would not be as significant.

Mr. Cornett said he thought WCSA increased the deductible.

We did increase the deductible on the property, said Mrs. Boyd.

Mr. Cornett said this also lowers the premium but we cover the increase in the deductible in 15 or 16 months.

Mr. Nelson said he did not disagree with eliminating coverage on the other vehicles. Mr. Nelson would like staff to consider opening a reserve account for those monies so if there should be an unfortunate occurrence, WCSA utilizes the monies that would have been paid for insurance to pay those situations. Mr. Nelson would like the reserve account to be evaluated on an annual basis to ensure it is adequate for the risk taken. Self-insurance is a good think if you prepared for it, said Mr. Nelson. Mr. Hutchinson asked if WCSA has had to utilize it in the past.

Mrs. Boyd explained that McNeary and Associates provided an analysis of saving that we would have seen since WCSA has been with VML. In 2014 WCSA paid almost \$12,000 in premiums and had \$6,800 in expenses paid by insurance. WCSA would have saved \$5,100 in 2014. WCSA would have saved \$11,537 in the 2014-2015 fiscal year and the savings for the current year would have been \$10,151.

If those monies were in a reserve account, WCSA would have about \$26,000, you could basically pay for a new vehicle, stated Mr. Nelson.

Mr. Hutchinson agreed with Mr. Nelson's suggestion to put those monies in a reserve account.

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Mr. Nelson asked if there was a motion to the recommendation to move forward with the VML insurance renewal.

“So moved”, stated Mr. Hutchinson. Mr. Campbell seconded the motion and the Board approved with a 4-0-0-3 vote.

The motion carried.

8. Consideration of 2016-2017 WCSA Budget – Kim Boyd

Mr. Nelson asked if any Commissioners had questions pertaining to the Budget. He said one thing that has been discussed is ensuring we keep quality individuals working for WCSA. Based on the cost savings WCSA has been able to accumulate, Mr. Nelson said he thought the budget was reasonable. Mr. Nelson asked for a motion to approve the 2016-2017 Budget.

Mr. McCall and Mr. Hutchinson thought it would be best to vote on the budget at the upcoming June 27th meeting in case the Commissioners not present had questions about the budget.

This item was tabled.

9. Consideration of Board Committee to Participate in WCSA Field Communications Assessment and Procurement – Robbie Cornett

Mr. Cornett said Mr. White has been the Board representative with his experience in fire, police and EMS and has expressed an interest to continue his participation if the Board so pleases.

Mr. Nelson nominated Mr. Miller to serve on the committee.

Mr. Cornett thought Mr. Miller would be very busy in the upcoming weeks with his service on another committee.

Mr. Nelson asked Mr. Campbell if he would serve on the committee. Mr. Campbell graciously accepted.

Mr. White and Mr. Campbell will serve on the WCSA Field Communications

Assessment and Procurement Committee.

10. Late Items

Mr. McCall said he was visiting with the maintenance group before today’s meeting and was told that a couple of supervisors were dragging their feet and not getting paperwork complete for employee merit raises.

Mr. Cornett said that increase would be going into effect in the first payroll in July.

Mr. Nelson asked if the increase Mr. McCall was taking about was the merit increase for this year.

We are taking about performance evaluations, said Mrs. Boyd For 2015, added Mr. Cornett.

6. Adjourn

At 10:37 am, Mr. Hutchinson made a motion for Adjournment. Mr. Campbell seconded and the Board approved voting 4-0-0-3.



Mr. Mark Nelson, Acting Chairman



Carol Ann Schäffer, Assistant Secretary