

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

The Regular Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:03 pm.

**ROLL CALL**

Commissioners Present:

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

Commissioners Absent:

Mr. Mark Nelson, Vice Chairman

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  
Johnny Lester, Maintenance Manager  
Ken Perrigan; Meter Manager  
Don Cole, Filter Plant Manager  
Bobby Gobble, Assistant Maintenance Manager  
George Thomas, Utility Coordinator

Consultants Present:

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

Also Present:

Mrs. Dawn Figueiras, General Counsel

**3. Approval of the Agenda**

Mr. Cornett had no changes to the Agenda. Mr. Hutchinson motioned to approve the Agenda. Mr. McCall seconded and the Board approved with a 6-0-0-1 vote.

**4. Public Query and Comment**

Mr. Vernon Deel of 13104 Porterfield Highway addressed the Board saying he purchased a water tap on July 7, 2014. The cost for the tap was \$1,628 and was paid in full. Mr. Deel said he has yet to get the tap installed and said he did purchase it on July 7, 2014; almost a year ago.

Mr. Deel asked why it has taken so long to get the service line installed. Mr. Deel said he was not new to the public water works as he has done this type work for 17 years and said he would really love an answer.

Mr. Cornett said WCSA has been looking into alternatives to cross the four lane highway. Due to past efforts in different locations have resulted in the loss of the tamper which was the only devise we had to enable us to cross the four-lane. Mr. Cornett said WCSA has also talked to about five contractors about the possibility of boring across 19; they are in the process of talking to VDOT about that. It has certainly took longer than we expected, said Mr. Cornett. Mr. Cornett hopes to obtain road crossing requirements from VDOT and pricing for that work soon.

Mr. Taylor asked where Mr. Deel was located.

Mr. Deel said it was a half mile below Big John's where the chain link fence was located.

Mr. Dell said he respected what Mr. Cornett said but did have to say; if WCSA has not even contacted VDOT and not contacted the contractor that said

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

they could do the work; Mr. Deel said he had a hard time understanding a year for a water meter. "That's really uncalled for and I would really like for someone to tell me when they are going to get this going because I need water", stated Mr. Deel.

Mr. Cornett said the target to get the work complete was 30 to 45 days. We hoped to be able to install the line ourselves and not have to use a contractor and not have to go through the VDOT process. If we sub the work out to a contractor, the work has to be permitted through VDOT, stated Mr. Cornett. WCSA has a continuing resolution with VDOT allowing us to install taps without having to obtain a permit. If we sub that work to a contractor we have to get a permit through VDOT to have that work bonded, explained Mr. Cornett.

Mr. Hutchinson asked if Mr. Deel was building a home.

Mr. Deel said he was in the process. Mr. Deel said the reason he was here today was everything else is done and he is waiting on water and felt like a year was ample time.

Mr. Taylor said he heard 30 to 45 days to install the line, so we will keep working toward that.

Mr. Deel provided his home and cell numbers to the Board and WCSA staff.

#### **5. Approval of the Consent Agenda**

A. Minutes: May 18, 2015 Regular Meeting

B. Routine Reports: May 2015

- Water Production
- Water Distribution
- Meter Department
- Wastewater Operations
- Customer Service
- Maintenance

- Engineering
  - Accounting
  - Health & Safety Report
- C. Financial Reports: May 2015
- Balance Sheet:
  - Income Statement:
  - Check Register / General Manager Financial Report

D. Consideration of a Request USDA Rural Development to De-obligate the \$10 Million Galvanized Line Phase 3 Funding - *Robbie Cornett*

E. Consideration of a General Engineering Agreement between WCSA and Maxim Engineering - *Robbie Cornett*

F. Consideration of a General Engineering Agreement between WCSA and The Lane Group - *Robbie Cornett*

G. Consideration of a General Engineering Agreement between WCSA and Anderson & Associates - *Robbie Cornett*

H. Consideration of a General Surveying Services Agreement between WCSA and Terra Tech - *Robbie Cornett*

I. Consideration of a General Surveying Services Agreement between WCSA and The Lane Group - *Robbie Cornett*

Mr. Miller motioned to approve the Consent Agenda with a second from Mr. Stephon. The Board approved the motion voting 6-0-0-1. Mr. McCall voted to approve the Consent Agenda but wanted the record to show he opposed the payment of \$10,944 for legal expenses saying "that is uncalled for."

#### **6. Engineer's Report and Update** *Bill Skeen of Maxim Engineering*

Mr. Skeen thanked the Board for approving Maxim's Engineering Agreement in the Consent Agenda.

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

Mr. Skeen continued saying, the WCSA staff and Board is one of the most professional groups he has been associated with he looks forward to working with them in the future.

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

Tours of the Wise County PSA decentralized wastewater facility has been confirmed for June 30<sup>th</sup>.

Mr. Skeen said the invitation was open to anyone who would like to attend

Mr. Cornett said anyone interested would meet at the WCSA offices at 8:30am.

Mr. McCall has been working on a road next to the Tusculum College wastewater treatment facility and asked Mr. Skeen if he was familiar with their system. Mr. McCall said it was amazing; you don't even know it is there; there is absolutely no smell he stated.

Mr. Skeen said he was not familiar with that system.

Mr. McCall suggested they contact John Foster at Tusculum College for more information. Mr. McCall said they welcome anyone to look at the facility.

Mr. Skeen said he would check into the facility at Tusculum College.

In conclusion, Mr. Lane said he appreciated the Board extending their engineering agreement with WCSA and he looks forward to working with WCSA on future endeavors.

***Dennis Amos of Anderson and Associates (A&A):***

Mr. Amos also thanked the Board for extending their General Services Agreement.

- Exit 13 Sewer Project Phase 2A  
A&A received comments from Mrs. Helbert on June 11<sup>th</sup> and they are working to address those comments and resubmit plans to WCSA. A&A will also submit plans to VDOT, DEQ and the county.

Mr. Amos continues to work on finalizing easement sketches for Phase 2A.

- Exit 13 Sewer Project Phase 3  
Mr. Amos is working to develop plans for Phase 3A. Mr. Amos will be presenting a Draft of the Plan Alignment to Mrs. Helbert tonight.

***Matthew Lane of The Lane Group (TLG) Chilhowie Office:***

- 12 MG Water Treatment Plant

Mr. Essor will be on site June 30 to work on the Cla-Val. On June 23<sup>rd</sup> a contractor will be onsite to replace a flush valve at the bottom of the wet well that has been problematic. Mr. Lane said TLG continues to meet with WCSA staff every Wednesday about the Project and will continue to do so until everyone is satisfied with the Project.

- Galvanized Waterline Replacement Project - Phase II

Contractors on Phase II are picking up their pace. Mr. Lane said there were a lot of crews working on Phase II and a lot of like going in the ground. Mr. Lane discussed the issue with oversized saddles and said the contractor was working very closely with staff. Mr. Lane said they were able to obtain a special guarantee from the supplier; a 10 year extended warranty on the section of pipe with the oversized saddles. Mr. Lane said all the issues have been resolved and he is happy about a positive resolution.

- Galvanized Waterline Replacement Project – Phase III

Mr. Lane was hopeful to be able to secure additional funding for this much needed project. Mr. Lane said he understands Rural Development approved the preliminary Engineering Report and Environmental Review Report for the Phase III Project. Mr. Lane hopes to receive a funding offer

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

from Rural Development for the Project which is about a \$16 million Project.

- **Hidden Valley Water System Improvement**

Mr. Lane said the tie-in to Russell County line has been made. Contractors lack the installation of about 500 feet of line on Route 19. There has been about 10,000 feet of water line installed on Hidden Valley. The Contractor is about 35% complete with the work and 25% with his time. There have been a couple more residents on Hidden Valley that have requested water.

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

Tobacco Commission Applications are due July 24. TLG will be working with the Mount Rogers staff to put together and submit a good funding application to the Tobacco Commission for this Project.

- **Mill Creek Water System Source Improvements**

Things are on track for Mill Creek. Mr. Lane said he hoped to have Koch skids back in operation by September. It has taken longer than expected to get the cartridges back from Koch. Mr. Lane hopes to have the Mill Creek Plant operational in September.

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

Mr. Lane said there has been no change. In conclusion Mr. Lane said on behalf of The Lane Group, he is very appreciative to continue working with WCSA.

“It has been a pleasure to work with you Mr. Stephon”, said Mr. Lane and he wished Mr. Stephon his best.

**Kevin Anderson of The Lane Group (TLG) Galax Office:**

- **Smyth Chapel Water Improvements Study**

TLG staff continues to review the revised PER. Mr. Anderson said TLG has met with WCSA staff about this project and how it relates to WCSA’s efforts regarding long service lines.

- **Abingdon Water Storage Improvements Study**

Mr. Anderson continues to work with Rural Development as it relates to the restructuring of Galvanized Line Phase III funding. Mr. Anderson hopes to receive a funding offer for this portion of the Project soon.

- **Route 58 Water Supply Improvements Project**

TLG has received staff review comments of preliminary plans and TLG is working to address those comments. Mr. Amos and WCSA staff met with Mr. Essor of Cla-Val to review the number of control valves included in that Project and then met with staff to review the valve requirements.

- **Rich Valley Road/Whites Mill Road**  
TLG received final contract closeout forms and certifications from the Contractor. Mr. Anderson will be reviewing those documents with WCSA’s legal counsel to be sure the documents are in order. Mr. Anderson hopes that is the final report on this Project.

**7. Water and Waste Construction Projects Update – April Helbert**

Mrs. Helbert updated the Board on Childress Hollow saying she did receive permission to re-advertise from VDH. VDH does want Mrs. Helbert to re-advertise for 30 days and is looking to re-advertise the middle of July and provide a Board update at the August meeting.

Mrs. Helbert then asked the Board’s permission to re-advertise the Childress Hollow Road Project. Mr. Miller made a

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

motion to re-advertise, Mr. Hutchinson seconded and the Board approved voting 6-0-0-1.

According to Mrs. Helbert, work continues to evaluate the Richie Road Project. Since Richie Road is a very narrow gravel road, Mrs. Helbert expects constriction to be complex. One property owner wants the line to stay on the outside of his property line and there is a gas line there so we expect portions of the project will have to be hand dug.

Mr. Taylor asked how much hand digging would be required for Richie Road.

There are several short sections; 10 feet here then 12 feet on down; that will have to be hand dug. There are sections with only 3 or 4 feet between the property owner's fence and the road and within 24 inches of the gas line, explained Mrs. Helbert.

Mr. McCall asked what size the gas line was.

Mr. Cornett thought it was a 6 inch line and thought it was the line that from feeds the Industrial Park.

Mrs. Helbert referred to a resolution at the Board stations (see attached).

WCSA and the Town of Chilhowie are undertaking a \$3.7 million improvements Project at the Mill Creek Plant. The existing skids, cartridges are capable of 2.5 MGD. The new skids being considered are capable of 4.0 MGD however they will only be outfitted with enough cartridges to produce 2.5 MGD, Mrs. Helbert explained.

After review of other plant and distribution system capabilities, said Mrs. Helbert, it was determined that the plant capacity could easily be expanded from 2.5 to 3.1 MGD if additional cartridges were purchased costing \$75,000, followed by the installation of a

new finished water pump already existing and starter at a cost of \$10,000. No improvements would be needed in the distribution system.

Mrs. Helbert then discussed the following advantages of expanding the plant from 2.5 to 3.1 MGD.

- When the additional production, the overall production cost at Mill Creek would decrease
- Based on current costs at Mill Creek versus the Middle Fork Plant, production costs would be \$0.85 per thousand less resulting in a minimum of \$182,500 in additional annual revenue; and,
- Prolongs capacity improvements needed for the Seven Springs and Mid-Mountain service areas.

Mrs. Helbert then asked the Board approval to seek \$75,000 from Mount Rogers Planning District Commission to purchase the additional cartridges to bring Mill Creek's production to 3.1 MGD.

For \$85,000 total, we will gain 600,000 gallons a day, said Mr. Miller.

Mrs. Helbert said we discussed installing the pump as part of the regular Project which the Town of Chilhowie has RD funding for. With RD funding, you spend the loan first and the grant second. Mrs. Helbert thinks the installation of the pump should be included as part of the Project. Mrs. Helbert said she was not confident there would be enough funding left over to purchase it.

Mr. Cornett said Mount Rogers funds are pure grant funds.

Mr. Stephon motioned to approve Mrs. Helbert request to seek funding from Mount Rogers to purchase additional cartridges and install a pump. Mr. McCall seconded and the Board approved with a 6-0-0-1 vote.

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

**8. Operations Report and Update –  
Dave Cheek**

Mr. Cheek reviewed the following Operations Report and Update presentation for May:

**Discussion Items:**

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

**2015 May Performance Against Plan (\$34,950 Under Budget):**

- BVU Sewer Bill Over Budget due to Heavy Rains in April (Billed in May) \$15,000 Over Budget in Wastewater.

**Year to Date we are \$420,000 Under Budget:**

Year to date, all departments are under budget for the year, said Mr. Cheek.

**2015 April Water Production Highlights**

- South Fork Intake & MFDWP Issue Resolution
  - Scheduled Weekly Meeting with TLG until we can correct open issues
    - Starting to Make Progress
    - Level Controls Functioning (Replaced with Ultra-Sonic) Final Test during Drawdown on 6-23-1523
    - Flush System Functioning – Logic, Failed Valve Replacement 6-23-15
  - Should Move into 8 MGD Operation from SFI then to 12 MGD after Mill Creek Back on Line
    - Sustained Operation to Identify Limiting Components
- Mill Creek Membrane Plant – Koch Restart
  - Scheduled Weekly Meetings with TLG and TOC to Identify,

Assign and Complete Critical Path Items

- Interconnect
- Cartridge Replacement, Cleaning and Start-Up

Mr. Cheek said he wanted Koch involved with the two above listed items to be sure it is done correctly.

**2015 May Wastewater Process Highlights**

- System Operation
  - Heavy Rain/Snow Melt Exposed Additional Inflow and Infiltration Issues
    - Damascus did not exceed daily inflow in May
    - Issue at Greenbrier Pump Station
      - Flow Meters in Place to Compare to Pumping Rates to Locate Problem Areas

Employees in the Wastewater Department are using the excel training offered last year to develop spreadsheets tracking flow and pumping rates.

- 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 May Maintenance Highlights**

- Galvanized Phase II Support
  - Bi-Weekly Meetings with TLG to Identify and Correct Issues
    - Try to Immediately Resolve Issues
    - Making Good Progress
- Routine Activities
  - Leaks – 29 (2014 average 34)

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

- Main Line Breaks – 4 (2014 average 6)
- Fire Hydrant Repairs – 4
- After Hours Responses- 34 (2014 average 44)
  - After Hours Responses and Target Area for improvement

The picture below shows employees in the Maintenance Department working on a leak. Notice the water line is just below a gas line making the work to repair the water line much more difficult than normal. Mr. Cheek said in this one part, there have been 6 patches on the water line. Mr. Cheek is looking for help from Atmos experts to find a solution for the corrosion.



**2015 May Metering Highlights**

- Analyzing Meters for End of Life Replacement
  - Investigating Innovative Methods of Completing this task
    - Division of Mines and Minerals (DMMA) Design. Build and process for Energy Reduction.

Mr. Cheek said Mr. Perrigan has a meeting with DMMA on June 25<sup>th</sup>.

- Working with DMMA (Charlie Barksdale)

Mr. Cheek said Mr. Barksdale has been very helpful in developing a “road map”. DMMA has also discussed the significant cost advantages associated with using C&G vehicles and guarantee

the cost savings return. Mr. Cheek said DMMA will also provide a project manager 24 hours a day free of charge.

- Will Obtain four proposals from ESCO’s
- Analyzing ROI for Remote Meter Read
  - Completed Initial Zone Map (One Vendor, Second Vendor in Process)
- Analyzing Billable Water Reductions from 2008 to Present

**2015 May Distribution Highlights**

- Coordinated 195 Distribution System Inquiries and or Adjustments
- Coordinated 266 System Locates
  - 22,004 Ft (0.46% of WCSA System)
- GPSed and or Mapped 10,140 Ft of Waterline & Associated Appurtenances
- Coordinated the Testing, Repair, Replacement of 84 Backflow Prevention Devices with 16 WCSA Customers
- Managed the following Easement/Property Acquisition & Agreements:
  - Lamar Advertisement
  - Jonesboro PS Relocation (BVUB & VDOT)
  - Galvanized WL Phase 2
  - Twin Rivers Trail
  - Exit 13 Sewer Project Phase 2A
- Coordinated the 42” WL Leak Repair at the Middle Fork Plant
- Assisted with the TOC/WCSA Permanent Interconnection Project
- Solidifying Mill Creek Water Delivery System
  - Wise Pump Station
  - Lee Highway Pump Station
- Continued Fire Hydrant Training with Field Demonstrations

**Washington County Service Authority Board of Commissioners**  
**June 22, 2015 Regular Meeting Minutes**

- Will Begin Additional Training and Inspections in July 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

Mr. Cheek thought water loss is the greatest loss in costs for WCSA.

- Executing PSV/PRV Preventive Maintenance Program
- Establishing Preventive Maintenance Programs for Pump Stations, Tanks, Gate Valves, & Fire Hydrants

**Forward Looking Statement**

- Mill Creek
  - Solid Engineering on Replacement Plant
  - Start-Up Planning in Process
- Costs
  - After Hours Call In
  - Base Knowledge and Tracking

Mr. Miller asked if the gas line depicted in the picture above showed any sign of repair.

Mr. Cheek said in that section there were no visible repairs to the gas line.

Mr. Miller said he attended one of the Wednesday meeting regarding the Treatment Plant and Intake. They are doing a good job sorting through everything and cover all the bases to be sure the Intake is working properly. Mr. Miller said he was very confident “they will get it right.”

**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.

**Introduction:**

- Safety

- Financials
- Customer Service
- Notable
- Ahead

**Safety:**

- May 2015
  - 11,365 Hours Worked
  - A Backing Accident (jackknife)
  - A Minor Back Injury
- Safety Training
  - Grounds Keeping (Wastewater)
  - Asbestos Abatement (Maintenance)
  - Distribution (Mr. Gobble and Mr. Saltz)

**Financials - New Water Connections:**

May was the best month for 2015 with 12 connections; 39 total connections or an average of 7.8 connections per month so far this year.

**Financials – 2014 New Water Connections:**

Mr. Cornett answered a questions question Mr. Hutchinson had about the number of connections since the fee was changed in 2014. Mr. Cornett said, including projects, there were 166 total connections including 105 connections from June 2014 to December 2014. Excluding projects there we had 91 total connections in 2014 including 62 connections from June 2014 to December 2014.

**Financials – Water Revenue:**

Water Revenue \$56,944 better than projected for May and \$184,700 below year to date projections.

**Financials – Expenses:**

Excluding compensation and benefits but including overtime, all departments were under Budget for expenses for May and year to date.

**Financials - New Wastewater Connections:**

There were two new wastewater connections for May.