

**Washington County Service Authority Board of Commissioners
July 23, 2018 Annual Meeting Minutes**

1. Call the Meeting to Order- Vice Chairman

The Regular Meeting of the Washington County Service Authority Board of Commissioners, held in the E. W. Potts, Jr. Board Room located at 25122 Regal Drive, Abingdon, Virginia, was called to order by the Vice Chairman at 6:01 pm.

2. Roll Call - Vice Chairman

Commissioners Present:

Mr. Jim McCall, Vice Chairman
Mr. Wayne Campbell
Mr. Dwain Miller
Mr. Tim Orfield
Mr. Vernon Smith
Mr. Kenneth Taylor

Commissioners Absent:

Mr. Mike White, Chairman

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager
Carol Ann Shaffer; Assistant Secretary, Administrative Assistant

General Counsel Present:

Thomas Dene, Esq.; Dene & Dene, P.C.

Consultants Present:

Dennis Amos, PE; Hurt & Proffitt, Inc.
Bobby Lane, PE; The Lane Group, Inc.
Kevin Heath, PE; The Lane Group, Inc.

WCSA Staff Present:

Dave Cheek PE; Operations Manager
Ryan Kiser, PE; Engineering Manager
Holly Edwards; Customer Service Manager
Bobby Gobble – Maintenance Assistant Manager
Wayne Smith – Cross Control Director
Karen Miller – Senior Customer Service Representative

Kayla Huff – Customer Service Representative
Rosa Montgomery – Customer Service Representative

3. Prayer and Pledge of Allegiance - Wayne Campbell

Mr. Campbell opened the meeting in prayer and led the Pledge of Allegiance.

4. Approval of the Amended Agenda - Vice Chairman

Mr. Taylor motioned to approve the Amended Agenda, Mr. Campbell seconded and the Board approved voting 6-0-0-1.

5. Public Query and Comment - Vice Chairman

There was no public query or comment.

6. Approval of the Consent Agenda with Exceptions - Vice Chairman

A. Approval of Minutes:

- June 25, 2018 Regular Meeting Minutes
- June 28, 2018 Special Called Meeting Minutes

B. Routine Reports: June 2018

- Water Production
- Water Distribution
- Meter Department
- Wastewater Operations
- Customer Service
- Maintenance
- Engineering
- Accounting
- Health & Safety Report

C. Financial Reports: June 2018

- Balance Sheet
- Income Statement
- Check Register / General Manager Financial Statement
Except for Checks 0410007, 041162, 041168 and 041170

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D. Budget Amendment-Regarding Exchange Server Upgrade and Backup Solution (Robbie Cornett)

E. Approval of Administration (General Manager's) Vehicle Procurement (Robbie Cornett)

F. Consideration of Amended and Restated By-Laws (Thomas Dene)

Mr. Dene recommended a change in Agenda Item 6F; In Article 2 Section of the By-Laws; Change the word "shall" to 'may'.

Mr. Miller motioned to approve the Consent Agenda as with the above mentioned change. Mr. Campbell seconded and the motion carried with a unanimous vote.

7. Consideration of Check Numbers 041168 to Misty Mountain Spring Water Company – Vice Chairman

Mr. Orfield abstained from voting or discussions on this item as he is an employee of Mid-Mountain Foods Inc. Mr. Taylor motioned to approve check number 041168. Mr. Campbell seconded and the Board approved voting 5-0-1-1.

8. Consideration of Check Number 041162 to King General Contractors – Ken Taylor, Acting Chairman

Mr. McCall stepped down as acting Chairman and abstained from discussions or voting on this Agenda Item as he is employed by King General Contractors.

Mr. Taylor took over as Acting Chairman for this item.

Mr. Campbell motioned to approve check number 041162. Mr. Orfield seconded and the Board approved voting 5-0-1-1.

9. Consideration of Check Number 041170 to Mountain Materials - Vice Chairman

Mr. Taylor abstained from voting or discussions on this item as he is an employee of W&L Construction who has an affiliated business entity relationship with Mountain Materials.

Mr. Campbell motioned to approve item check number 041170, Mr. Miller seconded and the Board approved with a 5-0-1-1 vote.

10. Consideration of Check Number 041007 to C.W. Williams - Vice Chairman-

Upon a motion from Mr. Miller and a second from Mr. Campbell, the Board approved check number 041007 voting 6-0-0-1.

11. Legal Counsel Report and Update – Thomas Dene

In the event Mr. Dene is unable to attend a Board Meeting, he recommended Mr. Matthew B. Crum be his replacement. The Board would like Mr. Crum to attend the next Board meeting for an introduction.

Mr. Dene would like to revisit the reissuance of the Articles of Incorporation for the Authority.

He also discussed COIA exemptions pertaining to three or more items on the Consent Agenda. Upon comment from Mr. Smith, Mr. Dene agreed to contact County Attorney, Lucy Phillips, for additional information.

12. Water and Wastewater Construction Projects Update – Ryan Kiser

Please see the attached presentation reviewed by Mr. Kiser.

During discussions, Mr. Kiser asked permission to advertise Sugar Cove Road pending VDH approval.

Mr. Taylor made a motion to approve the request to advertise Sugar Cove

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Road pending VDH approval. Mr. Miller seconded and the Board agreed voting 6-0-0-1.

Mr. Kiser explained that Mount Rogers is accepting applications up until August 31st for the 2019 SW VA Regional Water/Wastewater Grant Funding. Maximum grant award is \$100,000.

Mr. Kiser then requested the Board's consideration to approve a Resolution allowing staff to apply for the funding for the Hidden Valley Phase 2 Project. Mr. Taylor made a motion to approve the Resolution as requested. Mr. Campbell seconded and the Board unanimously approved.

13. Operations Manager's Report and Update – Dave Cheek

An outline of the presentation reviewed by Mr. Cheek is attached.

14. General Manager's Report and Update – Robbie Cornett

Please see the attached outline of the presentation reviewed by Mr. Cornett. During review of the bids for the Rate, Fee & Charge Study, Financial and Strategic Planning Procurement that is currently underway, Mr. Cornett asked the Board's consideration to authorize staff to interview, negotiate with top ranked offer and bring the contract to the Board for approval.

Mr. Miller made a motion allowing staff to interview bidders, negotiate with top ranked offer and bring the contract to the Board for approval. Mr. Campbell seconded and the motion carried with a unanimous vote.

**15. Engineer's Report & Update
The Lane Group – Bobby Lane**

- Galvanized Waterline Replacement Project – Phase III

Mr. Lane asked the Board permission to advertise this project upon finalization of easements and all necessary permits.

Mr. Taylor made a motion to advertise the Galvanized Waterline Replacement Project – Phase III once all necessary easements and permits were obtained. Mr. Campbell seconded and the Board voted 6-0-0-1 to approve the request.

Water Intake Permit Modification for South Fork and Middle Fork Intakes

- Mill Creek Water System Improvements

The Lane Group – Kevin Heath

- Abingdon Tank Improvements Project

Mr. Heath asked the Board's permission to advertise the Project pending receipt of regulatory and Rural Development approval.

Mr. Miller made a motion to approve the advertisement of the Abingdon Tank Improvements Project pending regulatory and RD approval. Mr. Orfield seconded and the motion carried with a 6-0-0-1 vote.

- Lee Highway Corridor Sewer Project Phase 1 – Study

Mr. Heath discussed different funding options for the Project. After discussions, the Board decided to have a workshop to discuss different funding options for the Project.

- Route 58 Water Supply Improvements Project

Mr. Heath presented Change Order No. 3 for Board's consideration.

Mr. McCall stepped down as acting Chairman and abstained from discussions or voting on as he is employed by King General Contractors, the contractor submitting the Change Order.

Mr. Taylor took over as Acting Chairman for this item.

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Mr. Miller motioned to approve Change Order No. 3 as presented. Mr. Campbell seconded and the Board approved with a 4-0-0-1 vote (Mr. Smith was out of the room during the vote).

Hurt & Proffitt – Dennis Amos

- Exit 13 Phase 3 Sewer Design

16. Consideration of Bids for Fuel, Propane and Chemicals - Robbie Cornett

Mr. Cornett asked the Boards permission to approve Addington Oil for fuel at \$0.175 over rack for unleaded and \$0.859 over rack for diesel.

Mr. Campbell motioned to approve the bid from Addington Oil, Mr. Taylor seconded and the Board approved voting 6-0-0-1.

Mr. Cornett requested the Boards consideration to approve Marsh for propane at \$.0340 per gallon over rack and to approve chemical bids as presented.

Mr. Campbell motioned to approve the Marsh bid for propane, Mr. Taylor seconded and the motion passed with a 6-0-0-1 vote.

Mr. Cornett presented a chemical bid tabulation sheet to the Commissioners for approval.

Mr. Miller motioned to approve the chemicals as requested, Mr. Campbell seconded and the Board agreed voting 6-0-0-1.

17. Consideration of the 2017-2018 Fiscal Year Banking Resolutions - Robbie Cornett

Mr. Taylor made a motion to approve the Chairman, Vice Chairman, Controller, General Manager, and Customer Service Manager to sign checks.

And to approve retain the General Manager and the Controller to be the two persons included on the Highlands Union Bank Resolution to opening new accounts, borrowing money, safe deposit boxes and “all powers”.

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

18. Consideration of VDH Funding Offer for Mendota and Mary’s Chapel/Archery Range Road – Ryan Kiser

Upon a motion from Mr. Taylor and a second by Mr. Miller, the Board requested an extension on the VDH funding offer for Mendota and Mary’s Chapel/Archery Range Road until September 25, 2018 voting 6-0-0-1.

19. Consideration of the Procurement of Professional Services – Ryan Kiser

Mr. Miller made a motion to procure for professional services named in this agenda item and authorize Staff to follow through with each step in the procurement process including but not limited to negotiating proposed contracts for the Board to consider. Mr. Campbell seconded and the Board unanimously approved. Mr. Miller and Mr. McCall volunteered to serve on the committee.

20. Consideration of Mini Excavator Purchase – Dave Cheek and Bobby Gobble

After Mr. Cheek’s and Mr. Gobble’s review of the attached bid worksheet for the mini excavator and trailer, they recommended the Board approve purchase of the Carter Cat mini excavator and the Cam Subline trailer.

Mr. Miller made a motion to approve the purchase of the Carter Cat mini excavator for \$ 64,796 and the purchase

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of the Cam Superline trailer at a cost of \$7,050.

Mr. Orfield seconded the motion and the Board voted in favor with a 6-0-0-1 vote.

21. Consideration of WCSA Property, Equipment and Personnel Rental Pricing – Robbie Cornett

After a brief discussion, the Board took no action but did recommend WCSA continue the practice of helping neighboring utilities when needed.

22. Election of Officers for August 2018 through July 2019 – Vice Chairman

Mr. Campbell nominated Mr. Miller for Chairman. Mr. Taylor seconded the nomination.

Mr. Campbell nominated Mr. Taylor as Vice Chairman; Mr. Orfield seconded.

Mr. Campbell nominated Mr. Cornett for Secretary. Mr. Taylor seconded.

Mr. Campbell nominated Carol Ann Shaffer for Assistant Secretary. Mr. Taylor seconded.

Mr. Campbell nominated Melinda Jett as Treasurer. Mr. Orfield seconded.

All officers were elected by acclamation.

23. Consideration of Committee Appointments – Vice Chairman

Chilhowie/WCSA Regional Water Treatment Plant Steering Committee:

Mr. Taylor and Mr. Cornett agreed to continue their service on this committee.

Dispute Committee: Mr. White and Mr. McCall were nominated to serve. Mr. McCall agreed to continue serving the Authority on this committee.

Company Picnic Committee: Mr. Taylor will continue to serve on this committee.

ESCO/Meter Replacement Committee: Mr. Campbell and Mr. Miller agreed to continue serving on this committee.

24. Consideration of the 2018-2019 WCSA Regular Board Meeting Schedule and 2019-2020 Annual Meeting Schedule – Vice Chairman

Mr. Campbell made a motion to approve the following meeting dates:

2018-2019 Regular Meetings:

August 27, 2018

September 24, 2018

October 22, 2018

November 26, 2018 (Monday after Thanksgiving)

December 17, 2018 (third Monday; Christmas Eve is the fourth Monday)

January 28, 2019

February 25, 2019

March 25, 2019

April 22, 2019

May 20, 2019 (Third Monday; week before Memorial Day)

June 24, 2019

2019-2020 Annual Meeting:

July 22, 2019

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

25. Closed Meeting –9:07 pm – Commissioner

Mr. Taylor moved that the Board of Commissioners of the WCSA adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711 Paragraph (A) (1): Personnel

1. To discuss and consider the compensation and performance of specific employees of the Washington County Service Authority.

Code of Virginia Section 2.2-3711 Paragraph (A) (7): Actual Litigation

2. Consultation with legal counsel and briefings by staff members pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the

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negotiating or litigating posture of the WCSA, specifically involving the case of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia.

Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition of Real Property

3. Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Code of Virginia Section 2.2-3711 Paragraph (A) (5): Prospective Business

4. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facility in the community

In addition to the Board of Commissioners the presence of Thomas Dene, WCSA General Counsel and Robbie Cornett, WCSA General Manager was requested.

Mr. Miller seconded the motion of Closed Meeting and the Board approved voting 6-0-0-1.

26. Return to Public Meeting – 11:25 pm – Commissioner

Mr. Taylor moved that the Board return to Open Session. Mr. Miller seconded and the motion carried with a 6-0-0-1 vote. Mr. Taylor then read the following Certification of Closed Meeting;

Whereas, the Board of Commissioners of 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;

And Now, therefore, be it resolved that the Committee of Board of Commissioners of the Washington County Service 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 Board.

Aye by Mr. Miller, Mr. Campbell, Mr. Taylor, Mr. McCall, Mr. Orfield and Mr. Smith confirming no outside discussion took place other than Closed Meeting topics.

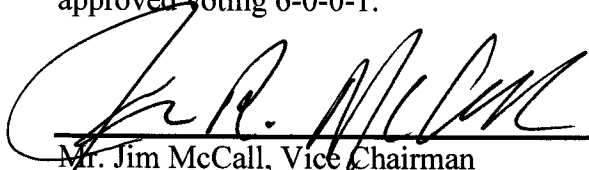
27. Late Items- Commissioner / General Manager

There were no late items discussed.

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28. Recess – 11:30 pm – Commissioner

Mr. Taylor made a motion to recess to August 27, 2018 at 4:00 pm for a workshop to discuss connection fees for water and sewer extension projects. Mr. Campbell seconded and the Board approved voting 6-0-0-1.



Mr. Jim McCall, Vice Chairman



Carol Ann Shaffer, Assistant Secretary

WASHINGTON COUNTY SERVICE AUTHORITY
RESOLUTION APPROVING ACQUISITION OF MOTOR VEHICLE

WHEREAS, the Board of Commissioners of the Washington County Service Authority ("Board") has elected to procure a new 2019 Ford Explorer with certain options (the Motor Vehicle); and

WHEREAS, the Commonwealth of Virginia, on behalf of itself and its political subdivisions, has publically procured for motor vehicles, with the Haley Ford dealership being the successful bidder for Ford Vehicles; and

WHEREAS, the price for the Motor Vehicle as quoted by Haley Ford is \$27,827.36, but also includes a delivery charge of \$466.22; and

WHEREAS, Board has received a quote from Empire Ford for the Motor Vehicle for \$27,991.68, without a delivery charge; and,

WHEREAS, Section 2.2-4302 of the 1950 Code of Virginia, as amended, permits the Washington County Service Authority (WCSA) to engage in a small purchase in an amount less than \$100,000 without observing some of the formalities which apply to larger purchases; and

WHEREAS, Chapter 3 of the WCSA Purchase Policy permits a small purchase less than \$30,000 if such steps as are reasonably necessary are taken, considering the nature and magnitude of the contract, the administrative time and costs involved, and all other relevant factors, to ensure that the price to be paid for such goods or services, the quality of same, and the source from which they are to be obtained are in the best interests of the WCSA, and wherever practicable, a procurement shall be made after a solicitation of written bids or proposals from three (3) valid sources; and

WHEREAS, Board is of the opinion that such steps have been taken and is the further opinion that procurement of additional quotes for the motor vehicle is not practicable in light of the totality of the circumstances; and

NOW, THEREFORE, the General Manager, or his designee is hereby authorized and directed to purchase the motor vehicle from Empire Ford for the price of \$27,991.68.

Adopted this 23rd day of June, 2018,


CHAIRMAN

ATTEST:


Recording Secretary



Water Line Extension Projects

- Rattle Creek – Project is ready to advertise. Staff is awaiting a hopeful good outcome from Mount Rogers Planning District Commission’s submission of an application of funding to DHCD for \$175,000 to supplement VDH funding.
- Chip Ridge – All line work has been completed. Line has passed pressure testing and bacteriological testing. Have a substantial completion walk thru tomorrow. Cleanup change order will be presented for your review at the August meeting.



Water Line Extension Projects

- Rich Valley Road – VDH has issued a construction permit for the project. Held a community meeting earlier in the month to acquire additional easements that were necessary for project. Did obtain a few easements at the meeting. Staff continues to work to acquire the additional easements. To date 24 of the 55 additional easements have been acquired.



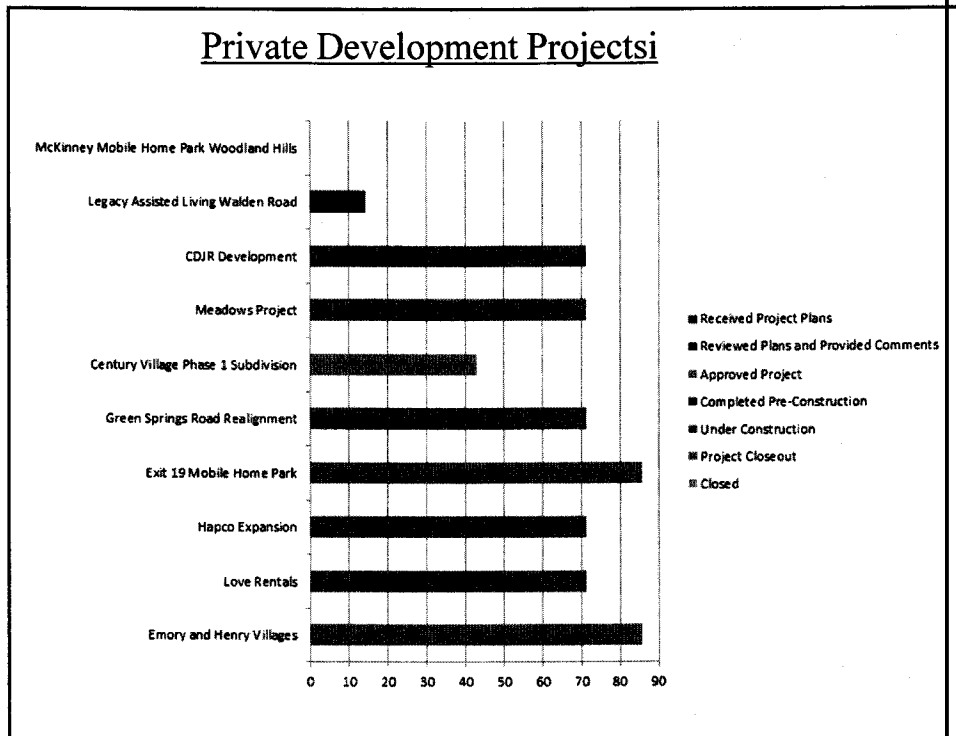
Water Line Extension Projects

- Sugar Cove Road – All easement have been acquired for the project. Staff will be finalizing plans to submit to VDH. Mount Rogers is also assisting staff with performing income surveys to determine grant eligibility.
- Hidden Valley Phase 2 – Purchase option has been signed and recorded. Next steps will be WCSA moving forward with procuring a well driller.
- Mount Rogers is accepting applications up until August 31st for the 2019 SW VA Regional Water/Wastewater Grant Funding. Staff feels Hidden Valley would be a good fit for these funds and plans to submit an application pending the boards approval. Maximum grant award is \$100,000. Staff asks the board to approve proposed resolution to apply for the funding.



Water Line Extension Projects

- Mendota and Archery Range Road/Mary's Chapel Road – Staff is working with Hurt and Proffitt on PER and Environmental Review for Rural Development.
- Potter Road and Friendship Road – Staff has received interest in public water on these two roads. Staff will be working with residents on these roads.



Agenda Item 19:

- Procurement for Professional Services
- WCSA has needs in (3) areas Water, Sewer and Other Engineering Services

Procurement Process

1. Requests boards permission to advertise for RFQ's
2. Advertise and direct solicit firms
3. Shortlist and rank firms based on qualifications and interview (Committee of WCSA Staff and board members if necessary).
4. Interview and re-rank firms for best qualified.
5. WCSA negotiate with firm or firms and provide a recommendation to the Board.



Agenda Item 19:

- What are we procuring for:

Mill Creek

Completion of Mill Creek Plant. Finished water pumping, security, water storage tank evaluation, chemical storage and feeding.

Improvements needed with finished water pumps, meters, and controls, evaluating the existing water storage tanks including their remaining life, personnel safety and site safety.

Procured services would include, but not be limited to any and all review, investigation, analysis, studies, reports, plans and specifications to complete the work and include all approvals from agencies. The Town and WCSA reserved the right to extend the contract for the PER to include construction services.



Agenda Item 19:

Enforcement and Maintenance of the WCSA Sewer Use Rules and Regulations, Local Limits and Wash Cty Sewer Ordinance.

WCSA recently updated its Sewer use Rules and Regulations and Local Limits for its Hall Creek facility.

With this procurement, WCSA would partner with a firm to develop a user friendly FOG (Fats Oils and Grease Program) that complement recently updated documents.

From time to time, WCSA has the need of a quick turnaround evaluation for a industrial prospect that may need evaluated for discharge compliance with WCSA policies, laws and any pretreatment that may be necessary to achieve program limits.



Agenda Item 19:

General Engineering Services

WCSA does have General Engineering Contracts.

However, WCSA has the need for more in depth services to assist staff

Needs including but not limited to: mechanical, electrical (including pipe and instrumentation, automation, control schemes and SCADA), security, OSHA and NIOSH code requirements, water and sewer process control.

Procured work may result in, but not be limited to reviews, investigations, analysis, studies, report, plans and specifications and bidding documents necessary to complete work, secure funding or obtain necessary agency approvals.

Washington County Service Authority

RESOLUTION

WHEREAS, the Mount Rogers Planning District Commission has partially funded several drinking water and wastewater projects in Washington County; and

WHEREAS, the Washington County Service Authority has applied for funding for various drinking water and wastewater projects in Washington County and in particular the Hidden Valley Phase 2 Water Line Extension Project ("the Project"); and

WHEREAS, the Washington County Service Authority's Board of Commissioners has reviewed and considered planning materials for the Project provided by Staff on December 19, 2016 and found that the pre-requirements have been met for submitting a funding application to the Mount Rogers Planning District Commission for the Project;

THEREFORE, BE IT RESOLVED, the Washington County Service Authority's Board of Commissioners do hereby vote to seek funding from the Mount Rogers Planning District Commission for the Project in the amount of \$100,000; and

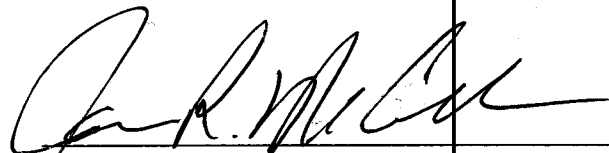
BE IT FURTHER RESOLVED that Robbie Cornett, General Manager, is hereby authorized to sign and submit an appropriate application and related documents to the Mount Rogers Planning District Commission for such funding on behalf of the Washington County Service Authority.

Motion by: Mr. Taylor

Seconded by: Mr. Campbell

Aye 6 Nay 0 Abstain 0 Absent 1

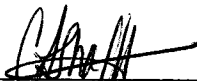
This 23 day of July 2018








Mike White, Chairman






Jim McCall,

Attest:















Carol Ann Shaffer, Assistant Secretary

- 1  **June 2018**
Operational Update
 July 23, 2018
- 2  **Discussion Items**
 - ▶ People
 - ▶ Safety
 - ▶ Department Highlights
 - ▶ Financials less Comp & Benefits
 - ▶ Forward Looking Statement
- 3  **2018 June Water Production Highlights**
 - ▶ SFI, MFDWP & Mill Creek Issue Resolution
 - Raw Water Feed to the Plant
 - ~~Cla-Val, Performing much better, still need to provide PID loop control to raw water pumps~~
 - Mill Creek Plant Replacement
 - ~~Koch plant decommissioned and removed~~
 - Evoqua Plant: 1st Skid Producing Water, Finishing 30 Day VDH Demonstration Trial
 - Working with TLG on Open Process Items
 - 2nd Skid being installed – Expected to be fully on line around Labor Day, then start remaining support item repair/replacement
 - ▶ System Operation
 - Water Quality
 - Brumley Gap Area, Systematic Approach – Definite Improvement
 - Hidden Valley DBP – Exploratory Well Approved, Site Acquired, Well Bid
 - – Latest DBP Results very, very good.
- 4  **2018 June Wastewater Process Highlights**
 - ▶ I&I
 - Team Approach with Maintenance
 - Need to Focus Sufficient Resources on this Area
 - ▶ Operational
 - Hall Creek Internal Plant SCADA
 - Collection System SCADA
 - After Hours Alarms causing excessive Overtime
 - ▶ Capital
 - Scoping Equipment needs for Hall Creek Headworks
 - Plan is to utilize RFP Process
 - Pumps Installed – Move to Higher Priority
 - Scoping Process to Retrofit Damascus Plant to extend useful life
- 5  **2018 June Distribution Highlights**
 - ▶ Providing Technical Support to SFI and MFDWP Issues
 - ▶ Executing PSV/PRV Preventive Maintenance Program
 - Establishing Baseline for each PRV, Hydraulic Grade lines
 - ▶ Continued with Customer Education & Inspections of Cross Connections and Back Flow Prevention

- ▶ Recall we are systematically approaching water losses, Non Revenue Water, NRW
 - Have Correlator in House
 - Training on it
 - Starting to utilize to locate leaks
 - ▶ Scheduling AWWA Water Audit in Near Future
- 6  **2018 June Metering Highlights**
- ▶ Meter Replacement, Very Large Project
 - Found Issue with >3" meters
 - Maintenance Inspecting each to determine Scope to Bring the vaults up to standards so meters can be tested or exchanged
 - Request for Statement of Qualifications – Published in Sunday's Bristol paper
- 7  **2018 June Water Maintenance Highlights**
- ▶ System Improvements
 - Next is Pocahontas towards Ramblewood
 - ▶ Department Management
 - Met with Crew Chiefs on Ideas to bring More Value to Dept
 - Met with CS, Metering, Water Prod, Waste Water & Dist to Brain Storm Interconnected (Customer <-> Supplier) Expectations
 - ▶ Routine Activities
 - Leaks – 22 (2015 Avg. 30)
 - Main Line Breaks – 1 (2015 Avg. 6)
 - After Hours Responses – 29 down from 38 (2015 Avg. 38) (See Overtime)
 - *After Hours Responses a Target Area for Improvement*
 - ▶ Costs
 - Preventive Maintenance
 - Mobile Equipment
 - Tanks
 - Pump Stations
 - Fire Hydrants
- 8  **Monthly We are Tracking Under Budget**
- 9  **Year to Date we are Tracking Under Budget**
- 10  **Forward Looking Statement**
- ▶ Customer Relationships
 - Fire Departments
 - Hydrants & Training – Well in Progress
 - Water & Sewer Customers
 - More Customer Engagement at Time of Contact
 - Door Hangers
 - ▶ Quality
 - System Pressure/Flow Variations as Detected During Hydrant Stress Tests
 - Hidden Valley DBP
 - ▶ Costs
 - Production Costs (Water Loss and I&I)
 - Continue to work with all Departments to reduce Non Revenue Activities (NRA)

- Hydrants as a Device to "Stress Test" our Water Delivery System to identify Problems Early
- Construct Hydraulic Grade lines in our GIS to aid in Troubleshooting and Early Detection
- Work with Engineering/Operations on How to Work Together to Obtain the Most Value in our Construction Projects

- 1  **General Manager's Report and Update**
July 23, 2018
- 2  **Introduction**
 - ▶ Safety
 - ▶ Financials
 - ▶ Customer Service
 - ▶ Accounting
 - ▶ Notable Items
 - ▶ Washington County Water Trivia
 - ▶ Looking Ahead
- 3  **Safety**
 - ▶ Reasonable Suspicion for Supervisors
 - Reasonable suspicion means the employer has a legitimate reason, based on logic and facts, to believe that the employee has been taking drugs or alcohol, and isn't just guessing, speculating, listening to hearsay or discriminating against them.
 - Reasonable Cause/Suspicion Documentation Form.
 - Developed for supervisors. Second opinion required. Designed for consistency and objectiveness.
- 4  **Financials: Water Revenue**
- 5  **Financials: Water Expenses**
- 6  **Financials: Water Expenses**
- 7  **Financials: Water Overtime**
- 8  **Financials: Wastewater Revenue**
- 9  **Financials: Wastewater Expenses**
- 10  **Financials: Wastewater Overtime**
- 11  **Customer Service**
 - ▶ Rules and Regulations Update
 - Marathon not a Sprint
 - ▶ Disputes
 - June: 0 Staff Response; 0 Committee Meeting
 - In-progress:
 - Lobby: Security, Island, Sunshade & Museum
 - Building: Carpet Research & Painting
- 12  **Customer Service**
 - ▶ HomeServe
 - Water Loss Reimbursement Program
 - Water Service Line "Plus" Coverage
 - Adds \$1.00/Month to Coverage Cost (\$5.49/Month)
 - Once Your Covered Repair is Complete, HomeServe Will Reimburse up to \$500 for the Cost of any Associated Water Loss.
 - Amount up to \$500 Determined by Comparing Leak Bill to Last Years Bill

- Managing Publication Review and Approval
- HomeServe Link at wcsa-water.com
- HomeServe Article in Customer Newsletter

13  **Accounting**

- ▶ Compensation & Benefit Study
 - Survey Complete
 - Post Survey Follow-up
 - Reviewing Results With Employees
- ▶ Debt Set-Off Collection
 - 2018: Matched 234 of 1,616 Accounts for \$31,508.56
- ▶ Build America Bond Refund
 - \$470,381 (2010 to Present)
- ▶ Health Insurance Aggregate (Oct-May)
 - \$214,973 (or 23% Reduction in Health Insurance Premiums)

14  **Accounting**

15  **Notables**

- ▶ Lee Highway Corridor Sewer Project
 - Proceeding With Application to USDA Rural Development for Phase 1 (Backbone) Funding.
- ▶ Mendota / Mary's Chapel Road Extension
 - VDH Funding Offer for Review Tonight.
 - Proceeding With Application to USDA Rural Development for Funding.
- ▶ Rate, Fee & Charge Study, Financial and Strategic Planning
 - Procurement Underway
 - Consider Authorizing Staff to Interview, Negotiate With Top Ranked Offer and Bring Contract to the Board.

16  **Washington County Water Trivia**

- ▶ Damascus
 - Water was first piped to Damascus homes in? 1902
 - The first two homes to have bathrooms were built in? 1903
 - Who built the first water system? Jackie Wright
 - He used a hydraulic ram to pump water from springs beside the river below Wilkinson dam to a small reservoir up the hill.
 - From the reservoir the water was piped across the river in a boxed pipe attached to a swinging bridge above the dam.

17  **Washington County Water Trivia**

- ▶ Damascus
 - When the dam was built for Wilkinson's Mill, a [WHAT] was put into the concrete of the dam.
 - Large pipe
 - In 1910 Clarence Baker leased the water system from Mr. Wright, and extended the lines to furnish water to the houses on the [WHERE].
 - Knoll
 - In 1912 Mr. Baker turned the system back to Mr. Wright and in the same year had a

water system built in the [WHAT] section.

- Extract

18  **Washington County Water Trivia**

▶ Damascus

- For the Extract system [WHO] was employed by the [WHAT] Company to build a reservoir at a spring on the mountain southwest of the Extract.
 - S.C. Legard
 - Smethport
- Pipelines were laid to the [WHAT] plant, to homes on the [LOCATION] and to other homes in the section.
 - Extract
 - Knoll
- This system was discontinued about?
 - 1932

19  **Looking Ahead**

- ▶ Water Quality
- ▶ Water Withdrawal Permit
- ▶ Lee Highway Corridor Sewer Project
- ▶ Meter Replacement
- ▶ Rate & Financial Plan

Mini Excavator Bid & Worksheet

Machine	Vendor	NJPA Machine Quote	48 month/3000 hour Warranty	Total Quote	Resale from Worksheet	\$/hour	Life Cycle Cost
Bobcat E50	Mountain Empire	\$ 59,946.84	\$ 2,500.00	\$ 62,446.84	\$ 40,566.67	\$ 7.29	\$ 21,880.17
Bobcat E50	Bobcat of Tazwell	\$ 60,035.84	\$ 4,808.00	\$ 64,843.84	\$ 40,566.67	\$ 8.09	\$ 24,277.17
Cat 305E2	Carter Cat	Included in Quote	Included in Quote	\$ 64,796.00	\$ 44,447.17	\$ 6.78	\$ 20,348.83

All Machines: 5 ton class

- cab
- long stick
- hyd. Thumb
- angle blade
- 18" & 24" buckets
- Lighting Package
- Aux. Hydraulics

Actual Sale Prices	Bobcat E50	Cat 305D/E
~4 years old and 3k hours	\$ 39,700	\$ 44,000
Cab & Hyd Thumb	\$ 47,000	\$ 46,683
	\$ 35,000	\$ 45,000
	\$ 44,000	\$ 44,000
	\$ 44,000	\$ 43,000
Average	\$ 40,567	\$ 44,447