

**Washington County Service Authority Board of Commissioners
August 22, 2018 Engineering Procurement Committee Meeting Minutes**

**1. Call the Meeting to Order -
Chairman**

The Engineering Procurement Committee Meeting of the Washington County Service Authority Board of Commissioners was held on August 22, 2018 at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room. The meeting was called to order at 9:00 am.

2. Roll Call - Chairman

Commissioners Present:

Mr. Dwain Miller - Chairman
Mr. Jim McCall

WCSA Officers Present:

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

WCSA Staff Present:

Dave Cheek, Operations Manager
Ryan Kiser, Engineering Manager
Lisa Browning, Administrative Assistant

3. Approval of the Agenda

Mr. McCall motioned to approve the agenda; Mr. Miller seconded.

4. Closed Meeting – 9:01am

Mr. Miller moved that the committee adjourned to Closed Meeting in accordance with the Virginia Freedom of Information Act,

Code of Virginia Section 2.2-3711 Paragraph (A) (29); Contracts,

1. For discussion of the possible award of a public contract or contracts involving the expenditure of public funds, and discussion of the terms or scope of such contract(s), where discussion in an open session would adversely affect the bargaining position or negotiating strategy of

the Washington County Service Authority, specifically involving the terms and scope of a contract or contracts for the procurement of engineering services.

In addition to the Committee the presence of Dave Cheek, WCSA Operations Manager, Robbie Cornett, WCSA General Manager, Holly Edwards, WCSA Customer Service Manager, Kenneth Perrigan, WCSA Meter Manager, Jennifer Ball, WCSA IT Manager, and Johnny Lester, WCSA Maintenance Manager were requested. Mr. McCall seconded.

5. Return to Public Session – 10:18 am

Mr. McCall made a motion to return to Public Session. Mr. Miller agreed.

Mr. Cornett then read the following Certification of Closed Meeting;

Whereas, a Committee of 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

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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.

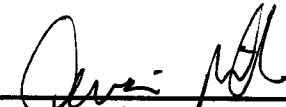
Mr. Miller and Mr. McCall confirmed no outside discussion took place other than Closed Meeting topics.

6. Late Items

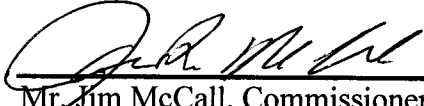
There were no late items discussed.

7. Adjourn – 10:19 am

Mr. Miller and Mr. McCall agreed to adjourn the meeting.



Mr. Dwain Miller, Chairman



Mr. Jim McCall, Commissioner



Carol Ann Shaffer, Assistant Secretary