

**Washington County Service Authority Board of Commissioners**  
**August 28, 2017 Regular Meeting Minutes**

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 Chairman at 6:00 pm.

Mr. White welcomed Mr. Eddie Copenhaver, Monroe District representative, to the Board.

**ROLL CALL**

Commissioners Present:

Mr. Mike White, Chairman  
Mr. Jim McCall, Vice Chairman  
Mr. Mr. Wayne Campbell  
Mr. Eddie Copenhaver  
Mr. Dwain Miller  
Mr. Vernon Smith  
Mr. Kenneth Taylor

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager  
Melinda Jett; Treasurer, Controller  
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.  
Bill King, PE; Thompson & Litton, Inc.  
Scott Wilson, PE; Thompson & Litton, Inc.

WCSA Staff Present:

Dave Cheek; Operations Manager  
Holly Edwards; Customer Service  
Ryan Kiser, PE; Engineering Manager  
Don Cole; Water Production Manager  
Ken Perrigan; Meter Manager

**3. Approval of an Amended Agenda**

Mr. Taylor motioned to approve the Amended Agenda, Mr. Smith seconded and the Board approved voting 7-0-0-0.

**4. Public Query and Comment**

There was no public query or comment.

**5. Approval of the Consent Agenda**

A. Approval of Minutes:

- July 18, 2017 Picnic Committee Minutes
- July 24, 2017 Annual Meeting Minutes
- August 3, 2017 Special Called Meeting Minutes

B. Routine Reports: July 2017

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

C. Financial Reports: July 2017

- Balance Sheet (June and July 2017)
- Income Statement (June and July 2017)
- Check Register / General Manager Financial Statement (Excluding Check Number 038816)

D. Consideration of Task Order #2017-3 to the General Engineering Agreement between WCSA and The Lane Group - *The Lane Group*

E. Consideration of Bond Resolution for the Route 58 Water Supply Improvements Project - *Melinda Jett*

F. Consideration of Amendment #3 to the Engineering Agreement between WCSA and The Lane Group for the Galvanized Line Phase 2 Water Project - *The Lane Group*

G. Consideration of Task Order #2017-4 to the General Engineering Agreement

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between WCSA and The Lane Group - *The Lane Group*

Mr. Miller motioned to approve the Consent Agenda.

Mr. McCall abstained from discussion or voting on the Consent Agenda due to Item E as his employer, King General Contractors, was awarded part of the contract for the Route 58 Water Supply Improvements Project.

Mr. Copenhaver asked that Items F and G be pulled out for discussion during Late Items.

Mr. Smith made a Substitute Motion to pull Items F and G from the Consent Agenda as requested. Mr. Copenhaver seconded and the Board approved voting 7-0-0-0.

Mr. Smith motioned to approve the Consent Agenda with the removal of Items F and G. Mr. Copenhaver seconded and the Board approved voting 6-0-1-0 with Mr. McCall abstaining.

**6. Consideration of Check Register-  
Check Number 038816 - Chairman**

Mr. Miller motioned to approve check number 038816. Mr. Campbell seconded and the Board approved voting 6-0-1-0.

Mr. Taylor abstained as he is employed by W & L Construction & Paving, Inc.

**7. Water and Wastewater  
Construction Projects Update – Ryan  
Kiser**

During Mr. Kiser's review of the attached presentation, he requested the Board's consideration to approve a resolution that, under Code of Virginia 2.2-4318, would allow for negotiations with the lowest responsible bidder in instances where the bids exceed available project funds.

Upon a motion by Mr. Taylor and a second by Mr. Campbell seconded, the Board approved the resolution with a

vote of 7-0-0-0. The resolution is attached.

**8. Operations Manager's Report and  
Update – Dave Cheek**

An outline of Mr. Cheek's presentation is attached.

Mr. Cheek requested the Board's consideration to add \$6,180.00 to the Non-Departmental G/L code 100-50-705830 for the annual radio maintenance contract.

Mr. Campbell motioned to approve the request. Mr. McCall seconded and the Board approved voting 7-0-0-0.

Mr. Smith asked that any future request, such as this, be added to the Agenda for consideration.

**9. General Manager's Report &  
Update - Robbie Cornett**

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

**10. Legal Counsel Report and Update  
– Thomas Dene**

Mr. Dene provided a brief update to the Board.

**11. Engineer's Report and Update**

***The Lane Group – Mr. Kevin Heath***

- Abingdon Tank Improvements Project
- Route 58 Water Supply Improvements Project
- Lee Highway Corridor Sewer Project Phase 1 – Study

***The Lane Group – Mr. Bobby Lane***

- Water Intake Permit Modification for South Fork and Middle Fork Intakes
- Galvanized Line Replacement Project – Phase III
- Mill Creek Water System Improvements
- Intermont Utility District Project

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**Hurt & Proffitt – Mr. Dennis Amos**

- Exit 13 Phase 2A Sewer Design
- Exit 13 Phase 3 Sewer Design

**Thompson & Litton – Mr. Scott Wilson**

- Lee Highway Corridor Sewer Project  
– Phase 1

**12. Consideration of WCSA Employee Health Insurance Proposals – Jeff Greene of Healthcare Choice; Sheila Poston of WCSA**

Mr. Greene of Health Care Choice presented the Board with employee health insurance options.

Mrs. Poston reviewed positive opinions from others that participate in the MCA health insurance plan.

After lengthy Board discussions, Mr. McCall motioned to approve the MCA health insurance plan option. Mr. Taylor seconded and the motion carried with a Board vote of 6-1-0-0. Mr. Copenhaver voted in opposition of the motion.

**13. Consideration of Joint Utilities Committee Appointment - Chairman**

Mr. Miller volunteered to serve on the Joint Utilities Committee.

Mr. Taylor motioned to appoint Mr. Miller to serve alongside Mr. Campbell on the Joint Utilities Committee. Mr. McCall seconded and the Board approved voting 7-0-0-0.

**14. Late Items**

**Agenda Item F.**

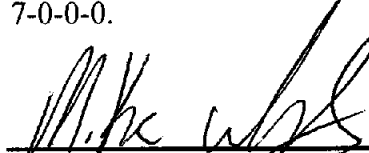
Following a Board discussions regarding Amendment # 3, Mr. Miller motioned to approve the Amendment. Mr. Campbell seconded and the motion carried with a 5-2-0-0 vote. Mr. Copenhaver and Mr. Smith were opposed.

**Agenda Item G.**

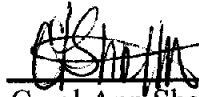
Precluding Board discussions, Mr. Miller motioned to approve Task Order #2017-4. Mr. Campbell seconded and the Board approved voting 7-0-0-0.

**15. Adjourn**

At 8:51 pm, Mr. Taylor made a motion to adjourn. Mr. Campbell seconded and the Board unanimously approved voting 7-0-0-0.



Mr. Mike White, Chairman



Carol Ann Shaffer, Assistant Secretary



## Inside Engineering Projects

### Ritchie Road Water Line Project-

- At July meeting, bids were rejected due to contractor not submitting all requested information according to contract documents. Bids were rejected and the Board approved WCSA to re-bid the project.
- Project will be re-bid once VDH releases some updated MBE/WBE guidance and WCSA's plan is to mirror that guidance.



## Inside Engineering Projects

### Ritchie Road Water Line Project-

- At your station is a proposed "resolution" according to the Code of Virginia § 2.2-4318 that allows negotiation with lowest responsible bidder in instances where bids are in excess than the available funding.



## Inside Engineering Projects

### Ritchie Road Water Line Project-

- This provision must be approved by the public body prior to issuance of the Invitation to Bid and outline conditions and procedures to be included with the Information to Bidders.
- With that being said, Staff would respectfully ask the Board to approve the resolution you have been presented.



## Inside Engineering Projects

### Haskell Station Road Extension Project

- Contractor has completed Line 100, Line 200 and Line 300.
- Line 100 and 200 are in service and Line 300 has passed pressure testing. Bacteriological testing should be complete this week.
- It is anticipated that a clean-up change order will be presented to you at the September meeting to reflect actual quantities.



### Potential New Water Line Extensions

- Rattle Creek – staff has started Environmental Assessment
- Chip Ridge – staff has requested Categorical Exclusion from VDH
- Rich Valley Road – staff has started Environmental Assessment.
- Sugar Cove Road – staff has initiated the Categorical Exclusion process.
- Hidden Valley Phase 2 – finalizing PER, environmental studies will begin when design parameters are nailed down.



### Potential New Water Line Extensions

#### Mendota

- Staff reviewed Mendota road and there were a few vacant houses that were taken out of the count.
- To date we have 40 out of 86 = 47%
- Staff plans to reach out hopefully with help of project champion to increase participation levels by contacting those we have not heard from.

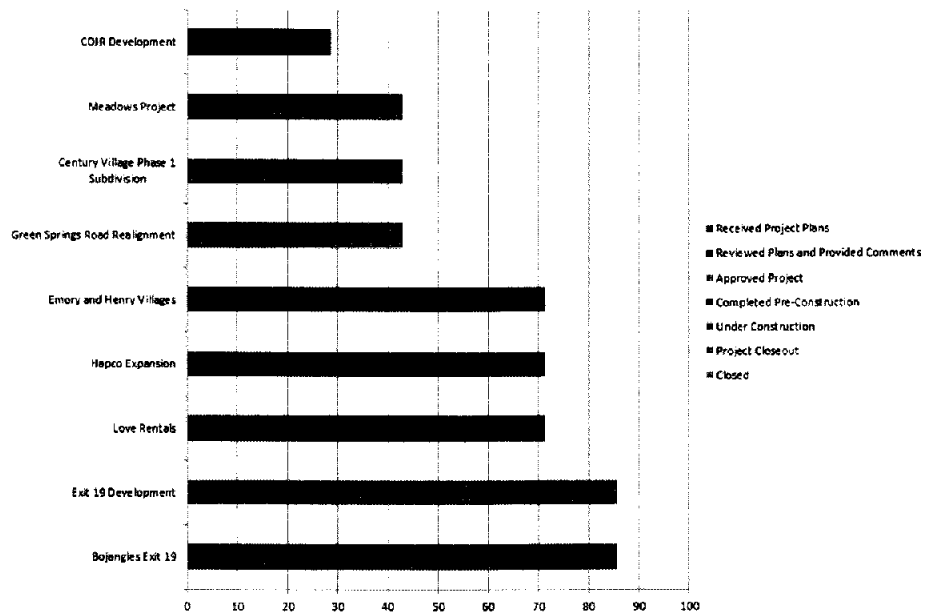


## Potential New Water Line Extensions

### Archery Range Road/Mary's Chapel

- Participation levels are at 14 of 24 potential connections = 57%
- Staff plans to reach out hopefully with help of project champion to increase participation levels by contacting those we have not heard from.
- Upcoming months ask permission to apply for project funding.

### Private Development Projects



Washington County Service Authority

RESOLUTION

**WHEREAS**, the Washington County Service Authority ("WCSA") receives funding for water and sewer projects from time-to-time; and

**WHEREAS**, to complete such projects WCSA sometimes engages in the procurement of contractors pursuant to the Virginia Public Procurement Act; and

**WHEREAS**, from time-to-time, the lowest bid from a responsible bidder exceeds available funds; and

**WHEREAS**, Code of Virginia Section 2.2-4318 provides that unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the public body may negotiate with the apparent low bidder to obtain a contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the public body prior to issuance of the Invitation to Bid and summarized therein; and

**WHEREAS**, the Board of Commissioners of WCSA ("Board") wishes to establish conditions and procedures for such negotiation; and

**NOW, THEREFORE, BE IT RESOLVED** that

1. In the event the lowest bid from any responsible bidder in any WCSA project exceeds available funds, the General Manager, or his designee, is authorized and directed to undertake negotiations with such apparent low bidder to obtain a contract price within available funds. The General Manager or his designee may negotiate in person, by telephone, in writing or in any other manner deemed appropriate by the General Manager. Should the General Manager or his designee secure the agreement in writing of such bidder to a contract price within available funds such written contract and contract price shall be submitted for approval to the Board at an open meeting of the Board. No bid or contract shall be deemed accepted or approved until it receives at least four (4) affirmative votes at an open meeting of the Board.

2. The conditions and procedures described herein above shall be included in all Invitations to Bid issued by WCSA hereafter.



Motion by: Ms. Taylor

Seconded by: Mr. Campbell







Aye 7 Nay 0 Abstain 0 Absent 0

Adopted this 28 day of August 2017

Mike White  
Mr. Mike White, Chairman

Attest:

Carol Ann Shaffer  
Carol Ann Shaffer, Assistant Secretary

- 1  **July 2017  
Operational Update**  
August 28, 2017
- 2  **Discussion Items**
  - ▶ People
  - ▶ Safety
  - ▶ Department Highlights
  - ▶ No Financials pending final numbers
  - ▶ Forward Looking Statement
- 3  **People**
  - ▶ Authored Job Description for Maintenance Planner Position which will now be posted both Internally and Externally
    - Will Not Add to Total Headcount
    - In current budget as PB VI
  - ▶ Waste Water Maintenance Crew
    - Adding 2 Employees per Approved Budget
      - Adam Fogleman declined after initially accepting
      - Jarod Cox has accepted and started
- 4  **Safety**
  - ▶ Chlorine Mask Fit Training completed August 23<sup>rd</sup>.
  - ▶ Additional SCBA air packs on order for Water and Waste Water Plants
    - Same Model
    - Will Schedule Training when units are on site
- 5  **2017 July Water Production Highlights**
  - ▶ SFI & MFDWP Issue Resolution
    - Raw Water Feed to the Plant
      - Layne Conducting Flow Verification tests Today
        - Supplier Committed to providing replacement pumps
      - Supplier Ordered John Crane Seals to see replace at their expense if the Chestron seals do not provide the service we expect
  - ▶ System Operation
    - Water Quality
      - Brumley Gap Area, Systematic Flushing
        - Awaiting DBP Results – HAA5 45 ppm, RLAA 36 (60 ppm PMCL, so Under)
      - Hidden Valley DBP – NOV on HAA5, 54 ppm, RLAA 66.25 (60 ppm PMCL, Still Over)
      - Starting Tank Chlorine Analysis to determine if we have significant chlorine stratification in our tanks – Will Report on Next Month
    - Water Production
      - Raw Water Production down about 5% to 4.79 MGD, due to many accomplishments, but leak repair from TV major contributor. Additional Work in Progress
- 6  **2017 July Water Production Highlights**
  - ▶ TN Public Water Source ID (PWSID), Started Process
    - Initial Audits
      - Awaiting Audit Results

- Filed Employee Records and fees
- Awaiting TN Action on Employee Credentials

#### 7 **2017 July Water Production Hidden Valley (Update)**

- ▶ Hidden Valley Water System Currently Under Notice of Violation (NOV) from VDH as of June 30, 2017.
  - Discuss Current Efforts
    - Customer Notifications
    - Solutions
      - Efforts to Date
      - Future Plans

#### 8 **2017 July Water Production Hidden Valley – Cont'd**

- ▶ NOV Plan
  - ~~Hand Deliver before June 30<sup>th</sup>~~
  - ~~With Important Information About Your Drinking Water to help answer questions in simple terms~~
  - ~~Trained Customer Service, June 23<sup>rd</sup>~~
    - ~~Provided FAQ Sheet which we will keep updated~~
    - ~~Will Train Maintenance and Filter Plant this week~~
    - ~~Also turning the mirror on ourselves with extensive DBP sample collection audit.~~
- ▶ Next Sample Date: Early August
  - DBP's are temperature dependent and will likely increase with warmer weather – HAA5 – 54 ppm down from 61 in May, but 4 Quarter Rolling Average, RLAA still 66.25 ppm over the PMCL of 60.
  - Town of Lebanon made process changes with Chlorine injection points to top of filters in mid-August, after we took our sample.
  - WCSA will take another sample this week to send to private lab to confirm TOL's effect on DBP's.

#### 9 **2017 July Water Production Hidden Valley – Cont'd**

#### 10 **2017 July Wastewater Process Highlights**

- ▶ I&I
  - Team Approach with Maintenance
    - Prioritized and Categorized I&I Issues
      - Working on Customer Notifications for Smoke Testing
- ▶ Operational
  - Hall Creek Internal Plant SCADA
    - Had Significant Overflow, SCADA Failure
  - Collection System SCADA
- ▶ Capital
  - Scoping Equipment needs for Hall Creek Headworks
    - Plan is to utilize RFP Process – Move to Higher Priority
  - Scoping Process to Retrofit Damascus Plant to extend useful life

#### 11 **2017 June Wastewater Process Highlights**

#### 12 **2017 July 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
  - Drew Circle around the MFDWP to mass balance
  - Found Imbalance from Taylor's Valley Spring water to what was being supplied to the MFDWP
  - Located Leaks which then increased the spring line pressure and created more leaks. Valve issue with maintaining consistent hydraulic grade line.
- ▶ Results are promising more once verified.

### 13 **2017 July Metering Highlights**

- ▶ Meter Replacement, Very Large Project
  - Held Meeting with Meter Sys, not sure this is the best fit for WCSA
  - Met with Badger on Cell/Collector Hybrid System
  - Met with Suez on their initial offering
  - Now know enough to bring Sensus back to the table to answer real questions.
  - Then start on RFP
- ▶ This is critical in determining WCSA's cash flow basis. We do not want this project to warrant a rate increase, but need facts to make this determination.

### 14 **2017 July Water Maintenance Highlights**

- ▶ System Improvements
  - ~~Abandoning Transite along Lee Highway~~
  - ~~Replacing problematic area along Hawthorne~~
  - ~~Slip Line Under Lee Highway @ Industrial~~
  - ~~Osceola Road In Final Testing~~
  - ~~Universal Fibers~~
  - Tranbarger Road
- ▶ Routine Activities
  - Leaks – 26 (2015 Avg. 30)
  - Main Line Breaks – 5 (2015 Avg. 6)
  - After Hours Responses – 38 (2015 Avg. 38)
    - *After Hours Responses a Target Area for Improvement*
- ▶ Costs
  - Preventive Maintenance
    - Mobile Equipment
    - Tanks
    - Pump Stations
    - Fire Hydrants

### 15 **2016/17 End of Year Financials**

### 16 **Year to Date we are Tracking Under Budget**

### 17 **Radio Budget Adjustment**

- ▶ Problem Statement: In WCSA's 2017/18 Budget we placed the Annual Radio Maintenance Budget under Non-Departmental. However we failed to allocate any















funds toward it, budget shows \$0.

- ▶ Actual Annual Maintenance Contract is \$6,180.00
- ▶ Would like to ask that the Board approve that we add \$6,180.00 to the Non-Departmental Budget G/L 100-50-705830, Two Radio Contract

18  **Forward Looking Statement**

- ▶ Customer Relationships
  - Fire Departments
    - Hydrants & Training – Well in Progress
  - Water & Sewer Customers
    - More Customer Engagement at Time of Contact
- ▶ Quality
  - System Pressure/Flow Variations as Detected During Hydrant Stress Tests
  - Brumley Tank water turnover improvements
  - 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

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- 1  **General Manager's Report and Update**  
August 28, 2017
- 2  **Introduction**
  - ▶ Financials
  - ▶ Customer Service
  - ▶ Accounting
  - ▶ Looking Ahead
- 3  **Financials: New Water Connections**
- 4  **Financials: New Wastewater Connections**
- 5  **Financials: Water Revenue**
- 6  **Financials: Wastewater Revenue**
- 7  **Financials: Water Expenses**
- 8  **Financials: Wastewater Expenses**
- 9  **Customer Service**
  - ▶ HomeServe
    - Began March 2017
    - 1,546 Contracts (July 31)
    - 16 Claims
  - ▶ Remit Plus / VSoft
    - On Hold Until Bank Issues Resolved – August 2017
- 10  **Customer Service**
- 11  **Customer Service**
- 12  **Customer Service**
- 13  **Accounting**
  - ▶ FYE 2017 Audit Preparation
  - ▶ 2017 Health Insurance Decision
    - Thank you for Allowing Employee Input
  - ▶ Preparing for Open Enrollment
    - August 30, 2017
  - ▶ Compensation & Benefit Survey
  - ▶ Debt Set-Off Collection
    - \$30,897 This Year
- 14  **Accounting**
  - ▶ Internal Controls and Fringe Benefit Updates
    - Cell Phone Policy: Approved
    - Door Prizes: Record/Gross up Wages to Offset tax
    - Cashing Personal Checks: Discontinued
    - Uniform Taxing: Considering Policy Revision
    - Cash Receipts/Disbursements: In Progress
    - Inventory Cycle Counts: In Progress

15  **Looking Ahead**

- ▶ Water Quality
- ▶ Water Withdrawal Permit
- ▶ Lee Highway Corridor Sewer Project
- ▶ Meter Replacement
- ▶ Strategic Planning
- ▶ Bylaws Workshop