

Washington County Service Authority Board of Commissioners
April 22, 2013 Regular Meeting Minutes

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 7:00 pm.

ROLL CALL

Commissioners Present:

Mr. Joe Chase, Chairman
Mr. D.L. Stout, Vice Chairman
Mr. Prince Coleman
Mr. Devere Hutchinson
Mr. Dwain Miller
Mr. Frank Stephon, IV
Mr. Kenneth Taylor

WCSA Staff Present:

Robbie Cornett, General Manager
Kimberly Harold, Controller
April Helbert, Engineering Manager
Carol Ann Shaffer, Administrative Assistant

Consultants Present:

Kevin Heath, PE; Adams-Heath Engineering, Inc.
Matthew Lane, PE; The Lane Group, Inc.
Tom Taylor, Maxim Engineering, Inc.

Also Present:

Mr. Mark Lawson, General Counsel

3. Approval of the Agenda

Mr. Cornett had no additions or corrections to the Agenda. Mr. Taylor motioned the approval of the Agenda. Mr. Coleman seconded the motion and the Board approval voting 7-0-0-0.

4. Public Query & Comment

Mr. Harvey Mitchell was the first to speak. Mr. Mitchell resides in the Westwood area of Abingdon VA. Mr. Mitchell addressed the Board asking "WCSA re-review the demands made on March 20, 2013 for those that did not

receive this alleged Agreement of Usage for the new sanitary sewer system." We are now being penalized an increase of 60%, a fee of \$3,800, whether we connect or not to the system; Mr. Mitchell expressed. "Many people in the neighborhood attest that we did not receive any such agreement", Mr. Mitchell stated. We received the easement but no agreement. He continues saying "to receive such a letter is unacceptable; it's not the American way."

The demands on the back of the letter say if you do not participate, the \$3,800 will be included on the water bill, and if not paid WCSA will cut water off. I have asked the WCSA to issue a stay on the repercussions for those not paying the \$3,800 to make sure all are treated fairly. Mr. Mitchell thanked the Board for their time.

Mr. Chase said, Staff is reviewing and will present that information to us (the Board) and we will make a decisions based on the information we receive from all sides. Mr. Chase asked if he filed a dispute.

Mr. Mitchell said he was advised by Mrs. Edwards of WCSA that nonpayment would simply lead to water disconnection. Mr. Mitchell asked the Board how that would affect the elderly or homes with minor children where the residents could not pay since "we are experiencing one of the worst economic down turns since 2008, since the 1930's." "To make those demands with seemingly unlawful, inhumane repercussions that we will cut one of your most basic needs off, your water, I pray does not represent Washington County", stated Mr. Mitchell. Mr. Mitchell asked the Board issue a stay before water is to be cut off for non-payment.

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We will make that decision when we review all the information, replied Mr. Chase.

Mrs. Aubrey Newbury, of Jonesboro Road, was the next to address the Board. I told the first man that came by for easements that I would be glad to sign as soon as he resolved the issues with the neighbor, Mrs. Newbury reported. After the neighbor's issues were resolved, I offered to sign the easement, she said. "The Service Authority said I was never interested in having the sewer", said Mrs. Newbury. She continued by asking, why did I have estimates if I wasn't interested in connecting to the sewer?

"I called once to pay the \$2,400 but they (WCSA) said they were not taking payment at that time", she added. Mrs. Newbury then stated she asked when, where and how she would be notified. WCSA said notification would be by mail. Mrs. Newbury explained the next notification she received for payment was for \$3,800 instead of \$2,400. "I would have gladly paid it a long time ago, said Mrs. Newbury, but they said they weren't accepting payment." Mrs. Newbury received payment notification recently. She said when she went to pay the \$2,400; WCSA told her, the rate was now \$3,800.

Mr. Doyle Boothroy, of 19373 Pleasant View Drive, was the next to address the Board. He said he was not representing himself, but his neighbor; Johnny Richardson. He explained that he helped Mr. Richardson by "looking out for his house" since Mr. Richardson works out of town during the week. Mr. Boothroy explained that Mr. Richardson did receive the letter saying they must pay \$3,800 or their water would be cut off on May 31. Mr. Boothroy said the Richardson's did not receive the first notice and he felt it was unfair the

Richardson's were being "punished" since there are others who still haven't paid the \$2,400. I paid mine a long time ago, so you have been operating on my money and I think that is find that to be "highly inconsiderate", Mr. Boothroy said.

5. Approval of the Consent Agenda

- Minutes for February 25, 2013 Regular Meeting; February 25, 2013 Recessed Meeting (held March 25, 2013) and March 25, 2013 Regular Meeting.
- Routine Reports for March 2013.
- Financial Reports for March 2013.
- Check Register and General Manager Financial Report for March 2013.

Mr. Stephon made the motion to approve the Consent Agenda. Mr. Miller seconded the motion and the Board approved voting 7-0-0-0.

6. Engineer's Report and Update

Mr. Tom Taylor of Maxim Engineering

- **Tumbling Creek South & North Fork River Road Water Projects**

Maxim is working to secure all necessary permits and easements. Once they are secured, that Project will go to Bid, said Mr. Taylor.

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

Mr. Taylor reported Maxim continues work on cost analysis and evaluation of alternatives for public sewer service.

Mr. Kevin Heath of Adams-Heath Engineering (AHE):

- **Rich Valley Road/Whites Mill Road/ Hillandale Road/ Red Fox Land Water Extension Project**

According to Mr. Heath, AHE plans to complete the FONSI Public Notice period for the Rich Valley/Whites Mill

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project and final acceptance by VDH – FCAP. They will then advertise for construction bids upon securing all the easements. Mr. Heath said only one easement is lacking.

Contracts have been circulated to the contractors for the Red Fox Land Water Extension Project. As of today, we have received on set of contracts back with bonds and insurance and expect the second set this week, Mr. Heath reported.

- **Green Springs Road Water Line Replacement Project**

AHE plans to issue a Notice to Proceed and begin construction since all the easements have been secured, stated Mr. Heath.

- **Route 58 Water Supply Improvements Project**

AHE has been addressing review comments from Rural Development on funding application upon their receipt and continue to wait on funding offers from Rural Development.

- **Abingdon Water Storage Improvements Study**

Mr. Heath reported the Draft PER has been submitted to WCSA for review.

- **Smyth Chapel Area Water Improvements Study**

AHE continues to work on the draft PER for WCSA review.

- **Eastern Washington County Water Study**

At the request of WCSA, this project has also been placed on hold temporarily.

- **Monte Vista/Crescent Drive Water Line Improvements**

This project has been temporarily placed on hold at WCSA's request.

Mr. Dennis Amos of Anderson and Associates (A&A):

- **Exit 13 Sewer Project Phases 2A**

Mr. Amos updated the Board on Exit 13 Phase 2A, saying A&A continues to work on revisions to the PER. WCSA Staff has been successful in securing funding for this work, he added.

Mr. Matthew Lane of The Lane Group, Inc. (TLG):

- **Raw Water Intake and Raw Water Line Replacement**

The remaining work at the Raw Water Intake was advertised and Bids were received on April 18th. Plan to have a special called meeting the first of May to discuss the Bids.

- **Western Washington County Sewer Study**

The first TAC meeting is scheduled for May 23rd at 2:00.

- **Exit 13 Wastewater Project Phase 1 & Exit 13 Force Main Project**

Mr. Lane said folks were connecting to that system now. The pump station Contractor is working on a few electrical issues to ensure it is operating properly. Mr. Lane also reported Ramey was working on final clean-up. S.B. Construction has completed the Force Main and is working on final clean-up.

- **Galvanized Waterline Replacement Project – Phase 1 & 2**

Mr. Lane updated the Board on Phase 2 of the Galvanized Waterline Project saying final construction plans and specifications for Phase 2 have been approved by the Virginia Department of Health (VDH). TLG will be sending the Bid packet to Rural Development for their approval. TLG has prepared the necessary easement sketches and is currently working with WCSA Staff on acquiring the necessary easements.

- **Hidden Valley Water System Preliminary Engineering Report**

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After receiving approval from WCSA, TLG is working on PER revisions. Funding applications have been submitted to DHCD and the Virginia Department of Health. Mr. Lane said we hope to get an attractive funding offer for Project.

- **Mendota Water System Source Improvements**

TLG held the Preconstruction Conference. Mr. Lane said construction on this Project is expected to begin before the end of April.

- **Mid-Mountain Water System Improvements**

There were improvements recognized in the Mid-Mountain PER that will be addressed in the Galvanized Line Phase 2 Project. Design of Phase 2 Galvanized Line had to be completed before the Mid-Mountain PER could be finalized. The PER has been submitted to the VDH for their review and approval, said Mr. Lane.

- **Nordyke Road Water System Project**

Easement acquisitions are now underway. TLG is working with VDOT to find ways to avoid troublesome easements.

- **Oak Park Sewer Project**

The Contractor is somewhat behind schedule due to the recent rain events, but feels he can get caught up as he has four crews working on that Project now. The Project's Substantial Completion date is July 5, 2013.

7. Water & Wastewater Construction Projects Report and Update April Helbert

We expect to send Sutherland revisions back to TDOT by the end of the week said Mrs. Helbert, and hope to advertise shortly.

Mr. Chase asked if Mrs. Helbert had an idea of when that may happen. It depends on how quick TDOT turns it around, she answered.

8. General Manager's Report & Update Robbie Cornett

Mr. Cornett referred to his General Manager's Report and Update at the Board's stations. He reported on the following noteworthy WCSA performance & accomplishments from all departments during the month of March:

Water Production

- Produced more than 210 million gallons of drinking water from WCSA and more than 29 million gallons of water for the Town of Chilhowie.

Distribution

- Coordinated the outside purchase of more than 10 million gallons of drinking water.
- On average, 7.1 million gallons per day of drinking water was distributed to our customers for the month.

Meter Department

- 141 customers were telephoned following unusually high usage.
- 558 customers were notified that their water was to be turned off for nonpayment.
- 63 meters were lifted for nonpayment.
- 99.23% of all meters read with radio.

Customer Service

- More than \$26,000 was adapted for 127 customer water leaks.
- More than \$3,600 was written off as bad debt three years old.
- 9 water taps applied for.
- 1 wastewater tap applied for.
- 179 reconnections/transfers of service.

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- 4,002 accounts with late charges added.
- 1,021 disconnect notices processed.
- 93 disconnects for non-payment.
- 20,857 active water accounts
- 2,078 active sewer accounts

Maintenance

- 22 leaks.
- 3 major breaks.
- 1 water tap.
- 1 wastewater tap.
- 38 after hour maintenance call-outs.

Wastewater

- Treated more than 11 million gallons of wastewater at Hall Creek
- Treated more than 8 million gallons of wastewater at Damascus

Administrative Items

- The WCSA Washington County Joint Utilities Committee had a productive meeting on April 1, 2013.
- The Mill Creek Steering Committee had a productive meeting on February 27 and March 27, 2013 and a third meeting is scheduled for 9:00 am on April 24 at Chilhowie Town Hall.
- The current status of User Agreements for the Exit 13 Phase 3 service area is:
110 Potential; 41 Agreed (37.27%); 43 Declined (39.09%); 26 No Response (23.64%).
- At your stations, there is a "last chance" letter to be issued in the very near future to the 26 individuals we have not heard from in the Exit 13 service area.
- I would also like to mention divers are cleaning and inspecting six of our water storage facilities this week. If any of the Board is interested in seeing that process, we would be happy to set that up, said Mr.

Cornett. It is a very interesting process.

- Mr. Cornett then referred the Board to the CD located at their stations, which has copies of Board photos take last month.

9. Consideration of an Agreement for Professional Services for the Exit 13 Phases 2A and 3 Sewer Projects Between WCSA and Anderson & Associates – April Helbert

This is an Agreement with Anderson and Associates (A&A) that will allow them to revise the PER and also provides for an Environmental Assessment of Phase 2A and 3.

With all of the changes that have occurred with Phases 2 and 3, PER needs to be revised in order to meet R&D requirements to seek funding for this Project. Mrs. Helbert reported to the Board. Additionally, this Agreement provides for the Environmental Assessment (EA) that will be needed for Phases 2A and 3. We have included Phase 3 in this Agreement, because it is much less expensive to do the PER Update and EA together than to come back later and do Phase 3. She continues saying, the PER Update and EA will cost \$13,000. WCSA previously secured \$11,045 in grant funding from Mount Rogers Planning District Commission. The remaining funds (\$1,955) are to be cash funded by WCSA and will be included in the 2013-14 Budget. WCSA Staff negotiated this agreement with Anderson & Associates. WCSA Legal Counsel have also reviewed, commented, and approved this Agreement.

Mr. Miller motioned to approve the Agreement, Mr. Hutchinson seconded the motion and the Board approved voting 7-0-0-0.

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10. Presentation and Consideration of Sewer Use Rules and Regulations Governing WCSA Sewer Collection and Treatment Facilities – Bobby Lane

The topics Mr. Lane will be covering in his presentation, WCSA Sewer Use Rules and Regulations, are:

- Industrial Pretreatment Regulatory Overview
- Program Objectives
- Applicability
- Local Wastewater Regulations
- WCSA Sewer Use Rules and Regulations
- Industrial User Discharge Limits
- Pretreatment Program Nest Steps

Industrial Pretreatment Regulatory Overview

- Regulatory Basis:
 - Federal (General Pretreatment Regulations – 40CFR Part 403 and 2005 EPA Streamlining Regulation).

This Federal Regulation states, localities must adopt Sewer Use Rules and Regulations.

- State (VPDES Permit Regulations).
- Local (Sewer Use Rules and Regulations).

It is because of the regulations at Federal and State levels, localities must adopt Sewer Use Rules and Regulations, said Mr. Lane

- Goal-Protected collection system, WWTP, workers, public and the environment.
- These regulations are required:
 - To accept wastewater from industries.

Mr. Lane explained to ensure we can treat waste from industries; we have to develop these regulations. It would not be financially feasible at all to build or maintain a plant that could treat the non-

treated waste from industries. Industries must pretreat their waste before received at the WWTP.

- To receive Federal and State wastewater funding.

Program Objectives

- Prevent pollutant pass through.
 - Prevent interference with the treatment process.
- Receiving waste that is not pretreated, it can certainly interfere with the bacteria used to treat wastewater. Excessive flow can also interfere with the treatment process, explained Mr. Lane
- Support recycle/reuse of wastewater & sludge.
 - Protect POTW facilities and staff.
 - Protect the public.

Applicability

- Pretreatment Programs Required for:
 - POTW's with combined total design flow > 5MGD
 - Any System with a Significant Industrial User (SIU):
 1. Discharge > 25,000 gpd process wastewater.
 2. Subject to Categorical pretreatment standards.
 - Metal Finishers, Electroplaters, Inorganic Chemical Manufacturers, Electric & Electronic Components, etc.
 3. Discharge comprises > 5% of average dry weather hydraulic or organic capacity of POTW.
 4. Determined by POTW to have potential to adversely impact POTW or violate a standard.

Mr. Lane said, when industries become classified as a SIU, they fall under the pretreatment guidelines. This means SIU

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must get a permit stating these same rules and regulations will then apply to that industry. Mr. Lane then discussed various prohibited discharges listed in the Rules and Regulations. These prohibited discharges include excessive grease and food discharge at food establishments. Excessive rain water flows are also included in prohibited discharge. The Sewer Use Rules and Regulations will not apply to normal domestic waste from a household, only those classified as SIUs.

Local Wastewater Regulations

- February 2010 – Wastewater Service Agreement established between the Town, the WCSA and the County:
 - Repeated Prior agreements and amendments.
 - Designated:
 - Amended Service Areas for each provider.
 - Points of wastewater entry.
 - Wastewater treatment terms.
 - Included pretreatment standards for protection of the Town's wastewater treatment plant.
 - Required County/WCSA to adopt an ordinance that is consistent with the Town's.
- August 2012 – Initiated Development of WCSA Sewer Use Rules and Regulations:
 - Developed simultaneously with new County Sewer Use Ordinance (SUO).
 - Consistent with Town ordinance.
 - Consistent with new County ordinance.

WCSA Sewer Use Rules and Regulations

- Establishes requirements for discharges.

Industries must pretreat their waste so it is no stronger than normal domestic waste when it enters the sewer system, said Mr. Lane.

- Incorporates EPA Streamlining Requirements.
- Includes:
 - Definitions
 - Purpose and Policy
 - Prohibited Discharge Standards
 - Categorical Discharge Standards
 - Local Limits (Specific to WWTP's)
 - Discharge Permits and Applications
 - Reporting Requirements
 - Enforcement
 - Confidential Information

Industrial User Discharge Limits

1. General Discharge Standards – similar for all communities and wastewater plants.
2. Categorical Limits – the same for certain industrial groups regardless of discharge location.
3. Local Limits:
 - Designed to protect individual treatment plant.
 - Each treatment plant has its own local limits.
 - Limits are based on size of treatment plant, receiving stream and treatment process.
 - Limits determined using standard EPA/DEQ methods.

Pretreatment Program Next Steps

1. Prepare Program Documents:
 - Organization, Responsibilities and resources.
 - General Operating Procedures Plan.
 - Enforcement Response Plan

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2. Establish Technically Based Local Limits:

- Specific to each WWTP.
- Used to determine “acceptable” pollutant concentrations from industries.

Pretreatment Program Next Steps

3. Program Implementation:

- SIU Surveys
- Permit Development
- Facility Inspections
- Monitoring
- Compliance determination
- Enforcement
- Reporting

If there is any damage to the stream, the permit holder will have the responsibility of rectifying any stream damage, explained Mr. Lane. Mr. Lane then asked the Board for questions or comments.

Mr. Chase asked if this is something new.

Mr. Lane said this (Sewer use Rules and Regulations) is not new but it is something new to the Authority. We have tried to update the rules and regulations to include all the requirements from the EPA and Federal Government. Washington County has an existing Sewer Use Ordinance. Their ordinance needs to be updated to include EPA’s streamline regulations and to include WCSA’s rules and regulations as the county’s sewer treatment agent.

Mr. Lane then discussed enforcement, saying it will start with the survey of SIUs. It will be determined through the survey if and industry is a SIU. Once that designation is made, the industry will be issued a permit stating what they are allowed discharge they are allowed to send into the system and what pretreatment steps they must take. We

will then monitor the pretreatment system and monitor their discharge. If the industry exceeds the discharge limits from DEQ, there will be penalties. The seriousness and frequency of the violation(s) will determine the harshness of the penalty, explained Mr. Lane. This will only apply to users whose discharge has the potential to harm the system.

Mr. Taylor asked if all existing industries would be surveyed.

In my opinion, said Mr. Lane, that would be an implementation step.

Mr. Taylor asked if there would be any Industries Grandfathered.

Mr. Lane said, my opinion as a consultant, there would be any industries grandfathered. That will ultimately be a decision made by the Board. My recommendation is that no industries be grandfathered in.

Mr. Cornett asked, is it fair to say if industries are complying with rules and regulations and ordinance, there will be no enforcement; there is nothing to enforce.

Mr. Lane said, if the industries comply with the rules and regulations there will be no enforcement what so ever. It is just like a speeding ticket, if you do not break the speed limit, you don’t get a ticket.

Mr. Cornett elaborated saying, much like speeding, the penalty depends on how much over the speed limit you are and how many times you are caught. The same principals apply to the sewer ordinances and discharge penalties. The sewer discharge penalty will depend on the frequency and severity of the offence.

If we have an industry that is discharging something other than domestic waste, the type of discharge will impact how aggressively we act to get that under control, said Mr. Cornett.

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Mr. Lane said our rules and regulations are the same Sewer Use Rules and Regulations any County in Virginia, with very slight modifications, either currently have or will have in the very near future. The Sewer Use Rules and Regulations we are proposing for WCSA and the Sewer use Ordinance we are proposing for Washington County are based on the EPA and DEQ guidelines and are no more or no less stringent than the rules and regulations or ordinances found in other Virginia counties.

We are updating the rules and regulations to protect us from damage to our sewer systems.

Mr. Taylor said the three entities are the County, Town and WCSA. One does not overrule the other.

Mr. Cornett said the Sewer Use Ordinance would be superior to our Sewer use Rules and Regulations. All three entities; the County, Town and WCSA; have reviewed the new Sewer Use Rules and Regulations and the new Sewer Use Ordinance to ensure they are consistent.

Mr. Lawson said, where the customer is located will determine if they fall under the Town or County. The county attorney, Lawson and Minor, Lawrence Hoffman of CHA and WCSA Staff have all endorsed these documents.

Mr. Cornett added, the Town of Abingdon's Chief Engineer and WWTP Manager have also reviewed and endorsed both our rules and regulations and the county ordinance.

Mr. Hutchinson asked what the pretreatment limitations for hospitals and funeral homes, those discharging diseased materials would be.

Mr. Lane's response was hospitals, nursing homes and clinics will more than likely be classified as SIU because of the strength and type of waste they

discharge. They definition of normal domestic waste says there are two constituents in the waste that measured to determine if it is normal domestic waste; total suspended solids (TSS) and biochemical oxygen demand (BOD). Mr. Lane further explained that the BOD and TSS in normal residential waste will be about 250 mg / liter. All non-residential users will be asked that their discharge strength be no higher than 250mg / liter. If a hospital discharges waste that is higher than 250 mg / liter, we recommend they be asked to pretreat, to remove bandages or anything that would interfere with waste treatment operations. TLG recommended those types of facilities be surveyed for permits and pretreat discharge according to the limits of their permit.

Mr. Hutchinson asked if it would be more expensive to pretreat waste containing Biohazards.

Not as much as you might think said Mr. Lane. A lot of the waste from medical facilities that create problems for sewer systems contain rags, bandages and those types of things, said Mr. Lane. Those facilities need to throw bandages, rags and those things in the trash instead of flushing them because the system cannot process them. If the strength of the waste is too high, medical facilities may be able to separate that kind of waste. They may be able to do things in house to lower the strength of their discharge to eliminate the need to pretreat, added Mr. Lane.

Mr. Lane went on to say, the permits will have a self-monitoring requirement that explains to the industry how often to take samples, any tests required the information they are required to submit to the Authority for review. If we see they are above their discharge limits, we

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will work with them to get their limits back in specification.

Mr. Miller asked how a WWTP would be affected if you transferred if an existing customer is transferred to a different WWTP, would impact the plants.

Mr. Lane said in most cases, there will be no impact. Facilities in Hall Creek, Damascus and the Town of Abingdon are all biological treatment plants. So, they can all handle normal domestic type waste as well as non-domestic type waste. Local limits, with very minor differences, will be developed to protect the local facilities.

Mr. Chase asked if the new facility will be able to handle stronger more serious discharge than older facility.

Mr. Lane said, not necessarily. Years ago, local governments tried to treat everything that came through the system. They found that changing the system to accommodate all the different types of discharges compromised the whole system. It just simply cannot be done, said Mr. Lane. You treat to a level of normal domestic waste and count on industries and SIUs to get their strength down to that level, said Mr. Lane.

Mr. Hutchinson: Oak Park will be handling industrial waste and be able to take care of everything that may arise in Western Washington County as far back as Exit 7. So will that plant be designed to handle the capacity and different types of material that may come through the system, Mr. Hutchinson asked

Mr. Lane answered saying, capacity yes, but different types of material, not necessarily. Industries may be required to pretreat their waste depending on the type of waste they discharge. The Oak Park plant will be able to handle the volume of flow.

Industries will see the same impact in pretreating their discharge anywhere they locate, whether it be Virginia or Wyoming, because these rules and regulations are driven by the EPA and so are nationwide.

Mr. Cornett said, if we are able to construct the WWTP we envision in the western part of the county, the quality of the effluent will such that it can be reused for other purposes, such as irrigation and processed water for industry. Unlike other WWTPs in Washington County, the wastewater effluent quality will be at a much higher standard than other facilities.

Mr. Lane said one of the objectives of the plan is to recycle and reuse wastewater and plan to do this at the Beaver Creek facility.

Mr. Harvey Mitchell said that in his day job, his facilities on occasion qualify as SIUs, discharging 115,000 to 120,000 gallons a day. I have found that we have been able to avoid the need to pretreat our waste discharge just through educating the owners and simply changing some of the processes.

Mr. Cornett added to that saying, the Board may recall that we adopted Cross Connection Backflow Prevention Rules and Regulations that brought us in compliance with waterworks regulations and we are in the education phase of that. Some customers who are through the education phase are taking necessary steps to be in compliance with our rules and subsequently the waterworks regulations. The public education phase, working with the customer to explore the various options they may have is a key component. In fact, in the upcoming edition of our newsletter, we will have a public education piece on our Cross Connection Backflow Rules and Regulations.

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Mrs. Newbury then asked "How some property owners were paid monetarily for easements. How did you determine who would be paid money and who would not be.

Mr. Chase suggested Mrs. Newbury get an appointment with Staff as the Board does not have information.

Mrs. Newbury also asked how many people were charged the \$3,800. She asked if that information was available tonight.

Mr. Cornett said he did not have that information available tonight but would get that information and share with Mrs. Newbury.

Mr. Hutchinson motioned to approve the WCSA Sewer Use Rules and Regulations governing WCSA's sewer collection and treatment facilities. Mr. Miller seconded his motion and the Board unanimously approved voting 7-0-0-0.

11. Consideration of Change Order No. 7 for the WCSA 12 MGD Water Plant Expansion Project - April Helbert

Mrs. Helbert reviewed the Change Order items. The first item is to add soffit and trim to the WTP Building. This was not included in the original Project Bid.

Item 2 is to run Taylor's Valley Water to the laboratory. This addition consists of relocating the existing Taylor's Valley sample line to discharge in the sink in the new laboratory of the water treatment plant. The change would make periodic sampling of the Taylor's Valley water easier for the Staff, stated Mrs. Helbert.

Item No. 3 is to run the sample sink drain to the pond rather than the septic tank. Prior to construction, the laboratory sample sink discharged into the lagoons.

Because multiple sample sink taps run continuously, there is significant flow discharging from this sink. Staff is very concerned that the amount of flow may negatively impact the existing septic system. This change would reroute the new sample sink discharge to the lagoons, added Mrs. Helbert.

Item 4 is to repair cracks in filter #1, 2, 3 south walls.

This Change Order a total increase in contract price of \$20,731.00 and 5 days of additional time. Including the changes in contract price and time of the first six change orders, the total Contract Price will be \$10,320,810.74. Mrs. Helbert said the total Contract Times would increase to 823 days to substantial completion (or 05/17/2013) and 883 days to final completion (or 07/16/2013). Mr. Taylor motioned to approve Change Order No. 7. Mr. Coleman seconded Mr. Taylor's motion and with a unanimous vote of 7-0-0-0, the Board approved Change Order No. 7.

12. Consideration of Chemical Bids - Kim Harold

Mrs. Harold referred to the Chemical Bid Tabulation sheet located at the Board's stations. Chemical Bids were received on April 15, 2013 at 2:00 pm with Bid submissions that arrived on time and two arrived late. Mrs. Harold recommended the Bid be awarded to the low bidders, Univar for the 15 gallon 12.5% Sodium Hydrochlorite and F2 Industries for the 20% Sodium Permanganate. She recommended approving Benntag for items 1-12 as they were the low bidder

Mr. Stout motioned to approve the lowest Chemical Bids. Mr. Stephon seconded and the Board approved voting 7-0-0-0.

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13. Consideration of Fuel Bids – Kim Harold

Mrs. Harold then referred the Board to the Fuel Bids tabulation sheet located at their stations. She recommended awarding the Bid to Addington Oil Corp since they were the lowest bidder for gas and diesel.

Mr. Stephon motioned to award the fuel Bid to Addington Oil. Mr. Stout seconded and the Board approved with a 7-0-0-0 vote.

14. Closed Meeting

At 8:21 pm, Mr. Stephon moved that the Board 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 prospective candidates for employment, assignment, appointment, performance, demotion, salaries, disciplining, or resignation of employees of the public body; Code of Virginia Section 2.2-3711 Paragraph (A) (6): investment of public funds, 4. To discuss various inter-municipal and other agreements; 5. To discuss various agreements existing and proposed related to the South Fork Intake. Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice, 6. To discuss potential litigation, contract litigation or both related to the South Fork Intake. 7. To discuss various inter-municipal and other agreements.

In addition to the Board, the presence of Mr. Mark Lawson, WCSA Counsel, and Mr. Robbie Cornett, WCSA General Manager was requested.

Mr. Stout seconded the Motion of Closed Meeting and the Board approved with a 7-0-0-0.

Return to Public Session:

Mr. Stephon read the following **Return to Public Meeting**; Mr. Chairman, I

move that the Board return to Public Session. The motion was seconded by Mr. Miller and approved by Board vote of 7-0-0-0. The Board returned from Closed Meeting at 10:01 pm. Mr. Stephon 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 the Authority. Aye by Mr. Miller, Mr. Hutchinson, Mr. Stephon, Mr. Chase, Mr. Coleman, Mr. Taylor and Mr. Stout confirming that no outside discussion took place other than Closed Meeting topics.

15. Late Items

1. Small Purchases resolution of the Board of Commissioners of the Washington County Service Authority. Mr. Cornett said on September 27, 2006, the Board adopted the Small Purchase Policy. The Small Purchases Provisions have been amended by the Virginia General Assembly, which amendments

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include increases in the dollar limits for Small Purchases from \$50, 000 to \$100,000 for goods and services other than professional services, and from \$30,000 to \$60,000 for professional services. Our policies from the Board's resolution, adopting small purchases in 2006 and procurement guidelines of 2008 did not recognize the VPPA as amended. This resolution, if the Board chooses to adopt it, would recognize the revisions made to the Procurement Act and subsequent revisions if made by the Virginia General Assembly.

Adopting this resolution this will keep us consistent with other changes in the law, so we will not have to revisit them as often, offered Mr. Lawson.

The Board's customary approval of the Budget and dollar amount of items will not change; this will just allow us to forgo procurement for small purchases from \$50,000 to \$100,000 and Professional Services from \$30,000 to \$60,000.

Mr. Stephon motioned followed by a second from Mr. Stout. The Board approved with a 7-0-0-0 vote.

2. General Manager may execute small purchases resolution of the Board of Commissioners of the Washington County Service Authority.

This resolution is the companion resolution to the first. In 2006, the Board authorized the General Manager to conduct purchases in accordance with the Small Purchase Procedure. That resolution specifically identified the dollar amount limitations in the Small Purchases Guidelines. This resolution would recognize the new code as amended and future codes amended later on.

Mr. Stout motioned to approve the resolution, Mr. Coleman seconded and the Board approved voting 7-0-0-0.

3. Mr. Cornett outlined some recent Customer Service Enhancements. In March, we have added new bill payment options to customers, he said. Customers may pay 24 hours a day, 7 days a week using visa MasterCard or Discover. Customers can now call us, press #2 and make a payment. Or, they have the option of calling a toll free number to make a payment. To do so, the customer must have their account number, zip code and credit card information. This system will tell the customer's account balance, provide a verification number once the payment has been made and the customer can see that their payment has been posted to their account immediately. We think this will aid customers who may be out of town, those who are about to be turned off for non-payment or those who have trouble getting to our office to make a payment, Mr. Cornett explained.

We also have an on line bill payment option. Customers can create their account, view past charges, past payments, current charges and current payments and due dates. Customers can choose to have their bill emailed to them instead of receiving it through the mail. Mr. Chase asked if there was a fee associated with online payment. Mr. Cornett explained that WCSA pays a fee to the credit card companies but does not directly pass that fee onto the customer.

Mr. Lawson asked if there was a fee for paying through E-Banking. Mrs. Harold said there was no fee to pay through E-Banking.

4. Possible Procurement of Sewer Camera and Sewer Jet/Vacuum Equipment was the next item. Mr. Cornett referred the Board to the handout located at their stations. He said, summarized, we are looking at purchasing sewer equipment; camera

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equipment, a jet vacuum truck and flow monitoring devices. With the inflow and infiltration issues we have, particularly at our Sinking Creek and Damascus system, we are at the point where we need to purchase equipment. With the regulatory issues we are facing in Damascus, I have developed a draft Plan of Action to satisfy the influent flow violations from January, February and March of 2013, said Mr. Cornett. A part of that is cataloging our existing Damascus system and identifying inflow and infiltration (I & I). The camera comes into play when identifying I & I issues. The jet vac truck and monitoring equipment will also help facilitate those efforts. So, these are three pieces of equipment that we desperately need to successfully identify and correct issues in Damascus and Sinking Creek. There are funds remaining with DEQ we can use to purchase the camera equipment, explained Mr. Cornett. We will have R & D monies (about \$100,000 in grants) that can also be used. The truck will cost around \$300,000. We will continue to seek other funding, said Mr. Cornett.

5. Mr. Cornett said the Beaver Creek Discharge Technical Advisory Committee Meeting is set for May 23, 2013 at the Higher Ed Center from 2:00 to 4:00 pm. This meeting is being coordinated by DEQ.

The total maximum daily load analysis at Beaver Creek, particularly the benzoic and bacteria modeling, has to be updated to provide for our discharge. It is a prerequisite for getting the Discharge Permit.

The TAC Committee is made up of localities such as; the Town of Abingdon, Washington County, the City of Bristol; DEQ and the Holston River Round Table Group. We are expecting 25 to 35 in attendance for this meeting.

In the meeting, we will present our project to DEQ. DEQ will present the testing they are performing on Beaver Creek. Our consultant, MapTec, will be modeling Beaver Creek with the DEQ data. Updating TMDL is a process you go through to get the permit to discharge into Beaver Creek, said Mr. Cornett.

Mr. Hutchinson and Mr. Chase plan to attend the meeting.

6. Mr. Cornett then referred the Board to the Debt per Customer per Captia Report (see attached), saying; one thing localities are gauged by is their debt load per number of people within the locality. In terms of evaluating the financial health and strength of an entity, different modeling has emerged throughout the years, said Mr. Cornett.

Kim Harold and Deanna Cox of Robinson, Farmer and Cox worked together to put this information together, said Mr. Cornett. Mrs. Cox came up with the concept of debt per person based on the population in the various service areas. Mrs. Harold added the debt per customer calculations, based on the number of customers each utility has. There is no standard of where you should be versus where you are, stated Mr. Cornett. Even though there is no benchmark for this information at this time, stated Mr. Cornett, I feel the information will be very useful in the future.

7. Lastly, Mr. Chase said, in light of the potential customers disputing the General Manager, we need to form a Dispute Committee. Mr. Chase added, at this time the volunteers to serve on the Dispute Committee are Mr. Miller and Mr. Stout.

Mr. Hutchinson motioned to approve the Committee and the members to serve on the Dispute Committee. Mr. Stephon

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seconded and the Board approved voting
7-0-0-0.

16. Recess

At 10:26 pm, Mr. Taylor motioned to recess until Monday, May 6, 2013 at 7:00 PM to consider various aspects of the South Fork Intake Project completion. His motion was seconded by Mr. Miller and approved by Board vote of 7-0-0-0.



Mr. Joe Chase, Chairman



Carol Ann Shaffer, Assistant Secretary

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
WASHINGTON COUNTY SERVICE AUTHORITY**

WHEREAS, the Board of Commissioners of the Washington County Service Authority is dedicated to securing high quality goods and services at reasonable cost while ensuring that all purchasing actions be conducted in a fair and impartial manner with no impropriety or appearance thereof, that all qualified vendors have access to WCSA business and that no offeror be arbitrarily or capriciously excluded, that procurement procedures involve openness and administrative efficiency, and that the maximum feasible degree of competition is achieved; and

WHEREAS, The Code of Virginia, 2.2-4300 *et seq.* (as amended from time to time) enunciates the public policies pertaining to governmental procurement from nongovernmental sources by public bodies which may or may not result in monetary consideration for either party, which sections shall be known as the Virginia Public Procurement Act; and

WHEREAS, the Board of Commissioners adopted a Small Purchases Procurement Policy by Resolution of September 25, 2006, and Procurement Guidelines document by Resolution of June 23, 2008, which adopted the Virginia Public Procurement Act as the basic policy for the conduct of all purchasing by the WCSA.; and

WHEREAS, the Virginia Public Procurement Act's provisions applicable to small purchases found in Va. Code § 2.2-4303(G) (the "Small Purchases Provisions") have since been amended by the Virginia General Assembly, which amendments include increases in the dollar limits for Small Purchases from \$50,000 to \$100,000 for goods and services other than professional services, and from \$30,000 to \$60,000 for professional services; and

WHEREAS, the Board of Commissioners desires to conform Washington County Service Authority Small Purchases procurement policy to the most current Virginia Public Procurement Act Small Purchases Provisions;

THEREFORE BE IT RESOLVED, that the Washington County Service Authority hereby adopts the revisions and amendments to the Virginia Public Procurement Act Small Purchases Provisions, including the increases in dollar amounts for procurement of small purchases; and

THAT the Washington County Service Authority's Small Purchases Procurement Policies are hereby revised and deemed to be coextensive with the dollar limits included in the Virginia Public Procurement Act Small Purchases Provisions as may be amended from time to time in the future, without necessity of additional Resolution.

This resolution shall take effect immediately.

VOTE BY BOARD OF COMMISSIONERS:

Motion by: STEPHEN Seconded by: STOUT

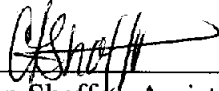
Aye 7 Nay 0 Absent 0 Abstain 0

This 22 day of April 2013



Joe Chase, Chairman

Attest:



Carol Ann Shaffer, Assistant Secretary/Treasurer

Service Authorities Debt per customer/capita

2012 Debt per Audit Report Exhibit 1:	Buchanan Co. Service Authority	Carroll Co. PSA	Craig-Newcastle PSA	Giles Co. PSA	New River Regional Water Authority	Pulaski County PSA	Tazewell County PSA	Virginia Carolina Water Authority	Washington County Service Authority	Western Virginia Water Authority
Compensated Absences	7,899,945	22,367,332	1,183,408	5,154,512	14,903,651	11,736,294	31,493,099	2,649,805	50,131,239	145,378,176
Leases & Other Obligations	230,233	70,404	20,399	56,451	11,332	115,145	208,866		606,855	2,292,765
Due to County		32,502			3,464,643		45,934		297,685	17,462,263
Net OPEB Obligation						33,600	406,100			188,354
Revenue Bonds	7,927,632	19,756,614	1,183,408	5,154,512	14,580,000	11,690,746	30,286,794		5,913,713	140,924,161
Unamortized Premium	101,696				323,651	45,548				4,454,015
Deferred amount on refunding	(148,037)									(95,819)
Notes Payable	18,654	789,533								
VRA Loans		1,651,059								
Promissory Note		170,126								
Deferred loss on early retirement										
	\$ 7,899,945	\$ 22,367,332	\$ 1,183,408	\$ 5,154,512	\$ 14,903,651	\$ 11,736,294	\$ 31,493,099	\$ 2,649,805	\$ 50,131,239	\$ 145,282,357
							(1,114)			95,819

2012 Population estimate
 U.S. Dept of Commerce - Population (via website)
 Debt per person
 Ranking-lowest to highest

	\$ 23,859	29,851	5,213	16,928		34,736	44,268		55,190	246,026
	\$ 331.11	\$ 749.30	\$ 227.01	\$ 304.50	#DIV/0!	\$ 337.87	\$ 711.42		\$ 908.34	\$ 590.52
	3	7	1	2		4	6		8	5

Total Debt (Bonds & Notes Payable)
 Total Population
 Average Debt per Person

Not included in Average Calculation

2012 Customer Base Estimate	Water	Sewer
	7400	1600
	3133	964
	495	380
	1247	84
	4345	1181
	6543	2360
	2702	942
	672	2078
	3374	2290
	875	23032
	1,352.47	3,537.36
	\$ 3,872.66	\$ 1,157.12
	\$ 4,417.21	\$ 2,176.59
	\$ 9	\$ 2
	\$ 5	\$ 6
	\$ 7	\$ 3
	\$ 1	\$ 3

Debt per customer
 Ranking-lowest to highest