

Washington County Service Authority Board of Commissioners
January 28, 2013 Regular Meeting Minutes

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 7:01pm.

ROLL CALL

Commissioners Present:

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

Commissioners Absent:

Mr. Devere Hutchinson (arrived at 7:03 pm)

WCSA Staff Present:

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

Consultants Present:

Dennis Amos, PE; Anderson and Associates, Inc.
Kevin Heath, PE; Adams-Heath Engineering, Inc.
Bobby Lane, PE; The Lane Group, Inc.
Joey Mullins, Maxim Engineering, Inc.

Also Present:

Mrs. Dawn Figueiras, General Counsel

3. Approval of the Agenda

Mr. Cornett had no additions or corrections to the Agenda. Mr. Stephon motioned the approval of the Agenda. Mr. Stout seconded the motion and the Board approval voting 6-0-0-1.

4. Public Query & Comment

There was no public query or comment.

5. Approval of the Consent Agenda

Minutes for the November 26, 2012 Regular Meeting; November 26, 2012 Recessed Meeting (held December 12, 2012) and December 17, 2012 Regular Meeting.

- Routine Reports for December 2012.
- Financial Reports for December 2012.
- Check Register and General Manager Financial Report for December 2012.

Mr. Coleman made the motion to approve the Consent Agenda. Mr. Coleman's motion was seconded by Mr. Miller and approved by a 6-0-0-1 Board vote.

Mr. Hutchinson arrived after the Board vote to approve the Consent Agenda.

6. Engineer's Report and Update

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

• **Raw Water Intake and Raw Water Line Replacement**

The forth filter will be online this week or next, reported Mr. Lane, enabling the plant to produce 9.6 million gallons of water. A justification for an increase in time has been prepared and submitted by the Contractor for review. Mr. Lane intends to present the Contractors request to the Board at the February Board Meeting.

• **Emory Meadowview Sewer Study**
TLG is in the process of completing the study for WCSA and the funding agencies review, said Mr. Lane. The next challenge will be how to implement and fund the project.

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

According to Mr. Lane, the Contractors are moving along well with the project and expect to be finished in February 2013. Mr. Miller asked if the

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Contractors were having issues with boring.

Mr. Matthew Lane answered saying Ramey was having issues with boring because the rock was so hard. They are boring about 1.5 feet per day.

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

The Division 3 (Abingdon) Contractor, Boring Contractors has completed the work associated with the Change Order approved in October. Mr. Lane expects to have Final Close-out paperwork for Board approval at the February meeting. Final Plans for Phase 2 Galvanized Waterline Project construction are now complete. TLG hopes to advertise for construction of Phase 2 in March 2013.

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

The PER is complete and TLG will be working with WCSA staff and Mt. Rogers to prepare the application for funding of Phase 1. TLG is also reviewing the feasibility of utilizing DHCD Block Grants and DHCD “self-help” funds for part of the Project. Mr. Cornett added, if Washington County does agree to sponsor an application to DHCD for Hidden Valley, there will be two Public Hearings. One likely in February and one in March since both meetings must be held before the end of March. Mr. Cornett encouraged the Board members to attend the Public Hearings.

- **Mendota Water System Source Improvements**

A Bid Opening was held on January 15th with Crosspointe Construction being the low bidder. TLG will be making contract award recommendations to the Board later in tonight’s meeting.

- **Nordyke Road Water System Project**

Mr. Lane reported to the Board that final plans and specifications have been approved. Mr. Lane asked the Board’s consideration to advertise the Project for Bids in February 2013, pending easement acquisition.

Mr. Miller made a motion allowing advertisement for Bids pending easement acquisition. Mr. Hutchinson seconded Mr. Miller’s motion and the Board approved with a unanimous vote of 7-0-0-0.

- **Oak Park Sewer Project**

Both Contractors are now working on construction. Boring Construction is working on Contract 1 (Sewer Lift Station) and Contract 2B (Gravity Sewer Line). Tipton Construction is working on Contract 2A (Force Main), reported Mr. Lane.

- **Western Washington County Sewer Study.**

Mr. Lane said work on obtaining the Beaver Creek Discharge Permit continues. MapTech is now well under way with the TMDL study and calculation.

- **Reedy Creek Water System**

Mr. Matthew Lane gave a presentation summarizing the Reedy Creek Project. Mr. Lane discussed some challenges the Contractors faced while working on the Project. One challenge the Contractors faced was the fact most of the roads where the new lines were constructed only had prescriptive easements. Because of that, the new line had to be located within 10 feet of the old line. Another challenge was working on narrow roads with little shoulder allowing little room for construction. These roads are heavily traveled as well, Mr. Lane added. Working during

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a very wet year was also challenging for the Contractors.

Mr. Lane then discussed Project accomplished; including the dramatic improvement of fire flow in the Reedy Creek area. Another accomplishment is the rate of increase to transfer water into the Reedy Creek Tank. The new line is much stronger now, Mr. Lane added, decreasing line breaks which also decreases maintenance and operation costs. Replacing the old galvanized line, also allows for future system extensions of the water line. Mr. Lane concluded his presentation saying, Project construction was completed on time and under budget.

In closing, Mr. Bobby Lane announced to the Board, as of this year, Adams Heath Engineering and The Lane Group have reached an agreement and would be joining forces; working together as one firm going forward. The Galax office will continue to carry the name, Adams Heath Engineering. Mr. Lane expressed his enthusiasm having Mr. Kevin Heath and staff join their team.

Mr. Joey Mullins of Maxim Engineering

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

Mr. Mullins said Project plans, specifications and hydraulic design reports have been resubmitted to the Virginia Department of Health for approval. Maxim has also submitted permit applications to appropriate agencies for approval. Maxim is addressing comments from those agencies. Maxim expects to request approval from the WCSA Board for Bid advertisement at the February 2013 meeting, Mr. Mullins indicated.

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

Currently, we are gathering and reviewing existing studies, reports and service agreements, Mr. Mullins stated. We expect the study to be completed by the end of April, he added.

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

• **Green Spring Water Line Replacement**

Bids for the project were opened on January 10, 2013 and will be discussed as an Agenda Item later tonight, Mr. Heath stated.

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

Mr. Heath said the Environmental information for all three projects has been submitted to the VDH. Hillandale Road and Red Fox Lane were categorical exclusions and have been advertised as such. The advertisement period has expired. Easements for those areas have been acquired and accepted by VDH. There was no environmental categorical exclusion for Rich Valley Road/Whites Mill Road and that information has been advertised. A Public Hearing will be scheduled for Rich Valley/Whites Mill Road after the comment period expires.

Mr. Heath requested permission from the Board to advertise Hillandale and Red Fox Lane for Bid.

Mr. Hutchinson made a motion granting permission to advertise Hillandale and Red Fox Lane. Mr. Stout seconded the motion and with a vote of 7-0-0-0, the Board approved.

• **Abingdon Water Storage Improvements Study**

AHE has submitted a draft PER to WCSA for staff review.

• **Smyth Chapel Area Water Improvements Study**

Mr. Heath expects to submit a draft PER to WCSA for review very soon.

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

This project has been temporarily placed on hold at the request of WCSA, said Mr. Heath.

- **Eastern Washington County Water Study**

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

- **Route 58 Water Supply Improvements Project**

A Draft Environmental Review Document and PER Amendment 1 has been reviewed by WCSA staff and submitted to USDA-RD for their review and comment, Mr. Heath reported.

April Helbert on behalf of Anderson and Associates (A&A):

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

In Mr. Amos' absence, Mr. Helbert updated the Board on the Project. A&A is working to narrow the project down, she reported. The participation level for Phase 2A is about 78%. Mrs. Helbert mentioned the Phase 3 meeting held at the Higher Ed Center saying the meeting went well. Mr. Cornett said WCSA would follow up with residence in the Phase 3 project area with a letter and user agreement. The letter will provide background information about the project. We also plan to begin the Project Champions identification process, identifying those who are willing to go door-to-door in the community, He added. We typically support the work of the Project Champions as necessary by answering questions, said Mr. Cornett, but find that area residence going door-to-door it is more meaningful.

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

Mrs. Helbert reported on the Sutherland Project, saying Plans, Specifications and contract documents have been approved by all agencies except TDOT. The Engineering department continues to work through issues with TDOT as their requirements are very strict, she added.

Mrs. Helbert then reported on Childress Hollow saying project design has started and she expects to have the project ready for advertisement the week of Labor Day.

When the project was advertised on 2006, the only requirement I recall, is the assurance we would fix the road if damaged, stated Mr. Cornett.

There was a brief discussion regarding the strict requirements TDOT placed on the Project.

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 December:

Water Production

- Produced more than 193 million gallons of drinking water from WCSA and more than 30 million gallons of water for the Town of Chilhowie.

Distribution

- Coordinated the outside purchase of more than 12 million gallons of drinking water.
- In total, 6.6 million gallons per day of drinking water was distributed to our customers for the month.

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Meter Department

- 147 customers were telephoned following unusually high usage.
- 654 customers were notified that their water was to be turned off for nonpayment.
- 80 meters were lifted for non-payment.
- 98.98 % (21,827) of all (22,046) meters read with radio with the remainder (109) requiring a manual read.

Customer Service

- \$3,551.28 was adapted for 32 customer water leaks.
- 5 water taps applied for.
- 1 wastewater tap applied for
- 111 reconnections/transfers of service.
- 4,985 accounts with late charges added.
- 1,223 disconnect notices processed.
- 71 disconnects for non-payment.
- 20,899 active water accounts as of December 31st, 2012
- 2,072 active sewer accounts

Maintenance

- 21 leaks
- 15 major breaks repaired
- 5 water taps
- 1 wastewater tap
- 43 after hour maintenance call-outs.

Wastewater

- Treated 8.8 million gallons of wastewater at Hall Creek
- Treated 4.3 million gallons of wastewater at Damascus

Administrative Items

- Our compensation and Benefits Committee met today to consider the condition of our compensation and benefits.
- Though it occurred in January and not December, I wanted to summarize some of the recent

rain/snow related issues that we managed, said Mr. Cornett.

- Reservation Spring (about 0.9 MGD) was offline due to high turbidity for more than five days. Turbidity levels were the highest on record following a rain event. Turbidity levels have not been higher however those events appear to follow earthquake.
- For six days we had to perform nine chemical washes (3 per stage for 3 stages) at Mill Creek due to high turbidity. Chemical washes require an operator to be there and resulted in 4 million gallons less production over the six day period. During one of the six days, the power was out requiring us to operate the facility on our standby generator.
- At the (under construction) Middle Fork Drinking Water Plant, our production rate and hours of operation had to increase to make up for the decrease from Reservation Spring and Mill Creek. For six days our average production rate was 5.393 MGD and the Plant operated 22.3 hours per day. The filter rate was increased from 3.75 gpm/ft² to 3.93 gpm/ft² which resulted in a 200 gpm increase. This is significant! The Plant was impacted by a combination of circumstances that created challenges: 1) construction, 2) operating new systems, 3) cold water (difficult to treat and 4) high turbidity (difficult to treat). Results: Water quality that not only met but greatly exceeded water quality standards; there was hardly a

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measurable difference in finished water quality.

- As the Board may be aware, WCSA has won a prestigious project-of-the-year award from a major industry trade publication. *Water & Wastes Digest (WWD)* recently recognized WCSA's South Fork Intake and Middle Fork Water Treatment Plant Expansion Project as one the 10 Top Water & Wastewater Projects for 2012. The editorial staff of *WWD* judger entries on a variety of obstacles met and overcome, as well as final goals achieved. Nominated projects differed in terms of goal and size, with budgets ranging from \$950,000 to \$80 million. Submissions were accepted during June, July and August of 2012, and 10 were selected from a field of approximately 100 entries.
- The *WWD* award has also resulted in favorable publicity from the Bristol Herald Courier and Washington County News.
- Moreover, regarding the *WWD* award, United States Senator Mark Warren, issued a congratulatory to WCSA on January 22, 2013. At your stations is a copy of the *WWD* award, WCSA Release and Senator Warner's letter (see attached).

Mr. Chase congratulated Mr. Cornett and the WCSA Staff for their accomplishment, winning the award from *WWD*.

9. Consideration of Vehicle Bids *Kim Harold*

Mrs. Harold reviewed the Bid information sheet at the Board stations (see attached). She discussed the purchase of the ¾ 4X4 with a bed saying, in the past, the Meter department has used an SUV for reading meters, and

another truck for daily use. This truck was originally included in the Bid for use by the Meter Department. Since then, the Meter Manager requested only one vehicle (the SUV, a Ford Escape)., Because of the change in technology and being able to use smaller equipment, Mr. Cornett added, we can consolidate the Meter Manager in one vehicle and not have to maintain two vehicles.

After Mrs. Harold's review, she recommended purchasing all vehicles listed on the bid sheet from the lowest bidder, Empire Ford.

Mr. Stephon motioned to approve the purchase of all vehicles from Empire Ford. Mr. Taylor seconded the motion and the Board approved with a 7-0-0-0 vote.

10. Consideration of the Reedy Creek Water System Improvements Project Division 2—Change Order No. 2 *April Helbert*

This Change Order provides for a final "clean-up" of all quantities of items installed versus quantities bid, stated Mrs. Helbert. The Contractors added a French drain costing \$5,750. The Contractor found meters that were connected to the old line on Haskel Station and they provided a switchover of those meters. The Change order also includes the installation of two 6 inch gate valves. Additionally, the Change Order provides an additional 65 days; 30 days to obtain approvals and or easements for the additional line work; an additional 25 days to complete the additional work and 10 days to bring substantial completion date up to that of final completion. The Substantial Completion and Final Completion Dates will now be December 4, 2012. Change Order 2 decreases the contract price by

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\$5,040.10, making the final contract price \$491,901.40.

Mr. Coleman motioned to approve the Change Order 2. His motion was seconded by Mr. Hutchinson. Voting 7-0-0-0, the Board approved the motion.

11. Consideration of the Reedy Creek Water System Improvements Project Division 1—Change Order No. 1 April Helbert

Mrs. Helbert presented the Board with a revised copy of Change Order 1 for Division 1. Change Order 1 provides a decrease in contract price for quantities installed bid versus quantities bid in the amount of \$278,020.25, making the Final Contract Price \$2,454,856.75. Additionally, this Change Order provides an additional 45 days to Substantial Completion and 45 days to Final Completion, stated Mrs. Helbert.

The motion to approve Change Order 1 for Division 1 was made by Mr. Taylor, seconded by Mr. Stephon and approved with a 7-0-0-0 Board vote.

12. Consideration of Green Springs Road Water System Improvement Project Bids Kevin Heath

As discussed earlier in the meeting, Bids for Green Springs Road Water Line Replacement Project were opened on January 10, 2013, Mr. Heath said. The lowest responsible bidder, of the eight Bids received, was Tipton Construction. After reviewing the Bids, Mr. Heath recommended the Bid be awarded to the lowest bidder, Tipton Construction, with a base bid of \$282,634.

Mr. Stephon made a motion awarding the Bid to Tipton Construction. His motion was seconded by Mr. Stout and the Board approved voting 7-0-0-0.

13. Consideration of Mendota Water System Improvement Project Bids Bobby Lane

Mr. Lane presented the Board with a handout regarding the WCSA Mendota Water Project award recommendation (see attached). The low bid of nine bids received was from Crosspointe Constructions, with a base bid of \$149,599.50. Mr. Lane recommended the Project be awarded to Crosspointe Construction pending review and concurrence from WCSA Legal Counsel and the Department of Housing Community Development.

Mr. Taylor motioned to award the Bid to Crosspointe Construction, contingent on preliminary reviews. His motion was seconded by Mr. Miller and approved by the Board with a 7-0-0-0 vote.

14. Closed Meeting

At 7:59 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) (6): investment of public funds, 4. To discuss various inter-municipal and other agreements existing and proposed; Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice, 5. To discuss potential litigation, contract litigation or both. 6. To discuss various inter-municipal and other agreements, In addition to the Board, the presence of Mrs. Dawn Figueiras, WCSA Counsel, and Mr. Robbie Cornett, WCSA General Manager was requested. A second to the Motion of Closed Meeting was made by Mr. Stout and was approved by Board vote of 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

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Session. The motion was seconded by Mr. Stout and approved by Board vote of 7-0-0-0. The Board returned from Closed Meeting at 9:21 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.

16. Late Items

Late Item #1: Request that the Board Ratify Termination of M.B. Kahn dated December 20, 2012 *Robbie Cornett*

Mr. Cornett reminded the Board of the recommendation from TLG on December 20th to terminate M.B. Kahn, For Cause. Subsequently, Mr. Lawson; WCSA General Counsel; issued

termination of M.B. Kahn, For Cause and asks the Board to consider ratifying that termination, Mr. Cornett stated.

Mr. Stephon motioned to ratify termination of M.B. Kahn. Mr. Hutchinson seconded the motion and the Board approved with a unanimous vote of 7-0-0-0.

Late Item #2: Report on the schedule for completing the South Fork Intake *Robbie Cornett*

- January 28, 2013 - start design, specifications and contract documents for remaining South Fork Intake work and acquisition of above name approvals.
- March 1, 2013 - date by which all necessary approvals are required for advertisement.
- March 3, 2013 - advertise remaining South Fork Intake work.
- April 18, 2013 - open bids.
- April 22, 2013 - award bid to low responsive and responsible bidder (Board Meeting).
- June 15, 2013 - issue notice to proceed.
- August 15, 2013 - order casing pipe.
- September 15, 2013 - begin mobilize.
- October 15, 2013 - start work.

In closing, Mr. Cornett stated, WCSA expected to request permission to advertise the Project at the February 2013 meeting.

Mr. Taylor asked who the design team was.

The Lane Group partnering with CHA (Clough, Harbor and Associates), Mr. Cornett answered.

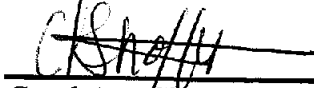
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17. Adjournment

At 9:26 pm, Mr. Miller motioned to Adjourn. The motion was seconded by Mr. Stephon and unanimously approved by the Board voting 7-0-0-0.



Mr. Joe Chase, Chairman



Carol Ann Shaffer, Assistant Secretary

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Nominated projects differed in terms of goal, size and price from \$950,000 up to \$80 million. The editorial staff selected the winners based on a variety of obstacles

faceted and overcome by all parties involved with the projects, as well as final goals achieved and success met. WWD is proud to highlight these achievements in its annual list of Top Projects.

Thanks to all project leaders who took the time to submit entries and photos for our program, and congratulations to the owners, designers and contractors honored in WWD's 2012 Top Water & Wastewater Projects. [www](#)

Winner profiles, compiled by WWD assistant editor Amy McIntosh, are featured on pages 25 to 38.

For more information, contact WWD at wwdeditor@sage.com or write in 1102 on this issue's reader service form on page 66.

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