

Washington County Service Authority Board of Commissioners
March 25, 2013 Regular Meeting Minutes

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:59 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

Commissioners Absent:

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.
Bill Skeen, Maxim Engineering, Inc.

Also Present:

Mrs. Dawn Figueiras, General Counsel

3. Approval of the Agenda

Mr. Cornett had no revisions or corrections to the Agenda. Mr. Stephon motioned the approval of the Agenda. Mr. Miller 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

- Routine Reports for February 2013.
- Financial Reports for February 2013.

- Check Register and General Manager Financial Report for February 2013.

Mr. Hutchinson made the motion to approve the Consent Agenda. Mr. Coleman seconded the motion and the Board approved voting 6-0-0-1.

6. Engineer's Report and Update

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

- **Route 58 Water Supply Improvements Project**

Mr. Heath said no funding commitments were made but we do have positive signs that it may happen in the future.

- **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 Study and plans to have a draft available soon.

- **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.

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

According to Mr. Heath's update of this Project, AHE plans to advertise Rich Valley/Whites Mill for Construction Bids once the necessary easements have been acquired. AHE went through Bid tabulations for Hillendale Road/Red Fox Lane and have a Resolution of Tentative Award provided. VDH was able to offer the additional monies, in the form of a grant, needed to complete the Project, Mr. Heath reported.

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Mrs. Helbert of WCSA representing Anderson and Associates (A&A):

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

In Mr. Amos' absence, Mrs. Helbert updated the Board on Exit 13 Phase 2A. WCSA will be presented with an Engineering Agreement from A&A with a PER update. A grant received from the Mount Rogers Planning District Commission will pay the majority of the Environmental Assessment on Phases 2A and 3, she reported.

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

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

BOS agreed to submit the funding application to DHCD for a Block Grant, said Mr. Lane. WCSA is also working on submitting applications to the Virginia Department of Health for a construction grant/loan for the first Phase of this Project.

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

Construction at the Water Treatment Plant is moving close to Substantial Completion and TLG expects the Contractors to reach that point of construction in April. There are some items the Contractor, Judy Construction, cannot finish because the Intake is not finished. We are working with WCSA Staff, the Contractor and Rural Development on the details of the Change Order, said Mr. Lane.

Mr. Lane then reported on the Intake Project saying, the South Fork Intake Completion Project has been advertised and Bid Opening on April 18, 2013. We hope to have Bid Results for the Board's consideration at the April Board Meeting.

- **Emory Meadowview Sewer Study**

According to Mr. Lane, the final report is being assembled for submittal to WCSA Staff. At a later meeting, TLG would like to present the findings of the Study.

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

The Final Completion Inspection with Frizzell Construction on Contract 1, the Pump Station, was held today, said Mr. Lane. The final Clean-up Change Order for Mendon Pipeline was approved at the February Board Meeting. Ramey expects to be complete with their work in about 7 days. The Clean-up Change order for Contract 1 will be discussed later this evening.

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

Mr. Lane reported construction to be complete on Phase 1. TLG will be presenting the Clean-up Change Order to the Board later this evening.

- **Mendota Water System Source Improvements**

Construction is expected to begin in March, stated Mr. Lane.

- **Nordyke Road Water System Project**

Mr. Lane reported the Public Hearing has been held for the Environmental Assessment. Easement acquisitions are now underway. TLG hopes to advertise the Project for Bid as soon as the necessary easements are acquired.

- **Oak Park Sewer Project**

Tipton Construction is nearing completion of the force main. Mr. Lane commended Tipton Construction on their work saying, Tipton Construction has done an excellent job on the Force Main Project.

Boring Contractors continue to work on Contract 1, the pump station, and Contract 2B, the gravity sewer line.

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Mr. Bill Skeen of Maxim Engineering

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

Maxim has received all required permits and they have prepared sketches to aid in acquiring easements. Mr. Skeen asked the Board's consideration in approving this Project for Bid Advertisement subject to obtaining the necessary easements.

Mr. Miller motioned to approve the Project for Bid Advertisement pending the acquisition of all necessary easements. Mr. Stephon seconded and the Board approved voting 6-0-0-1.

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

Mr. Skeen reported that Maxim Engineering was developing alternatives and cost estimates for public wastewater service and treatment in the study areas.

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

Most of the issues have been worked out with TDOT, said Mrs. Helbert. TDOT has agreed to allow the overcut of driveways and is no longer asking that the existing lines be moved. The main issue now is TDOT is requiring all service lines be bored which will be more costly. WCSA Staff will have to decide what to do with future connections since Maintenance does not have the means to bore new lines, stated Mrs. Helbert.

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 February:

Water Production

- Produced more than 189 million gallons of drinking water from WCSA and more than 26 million gallons of water for the Town of Chilhowie.

Distribution

- Coordinated the outside purchase of 10.7 million gallons of drinking water.
- In total, 6.4 million gallons per day of drinking water was distributed to our customers for the month.

Meter Department

- 162 customers were telephoned following unusually high usage.
- 522 customers were notified that their water was to be turned off for nonpayment.
- 100 meters were lifted for non-payment.
- 99.06% of all meters read with radio with the remainder (148) requiring a manual read.

Customer Service

- More than \$9,000 was adapted for 58 customer water leaks.
- \$8,764.98 was written off as bad debt three years old.
- 3 water taps applied for.
- 4 wastewater taps applied for.
- 168 reconnections/transfers of service.
- 3,765 accounts with late charges added.
- 1,119 disconnect notices processed.
- 100 disconnects for non-payment.
- 20,948 active water accounts
- 2,060 active sewer accounts

Maintenance

- 22 leaks.
- 3 major breaks.
- 1 water tap.

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- 1 wasetwater tap.
- 38 after hour maintenance call-outs.
- Our Maintenance Department has spent time every day this year, in the Damascus and/or Sinking Creek sewer drainage basins addressing in flow and infiltration issues. Those two areas in particular have been troublesome this year.

Wastewater

- Treated 10,852,000 gallons of wastewater at Hall Creek
- Treated 8.1 million gallons of wastewater at Damascus

Administrative Items

- Our compensation and benefits committee met on March 21 to consider benefits. A presentation was made by WCSA Insurance Agent Patsy Akridge regarding healthcare Reform. Summarized, though there will be potions, many changes are coming.
- THE WCSA Washington County joint Utilities Committee had a productive meeting on February 4, 2013. Reminder: the nest JUC is scheduled for next Monday, April 1 at 4:00 pm at Washington County's Administrative Offices.
- The Mill Creek Steering Committee had a productive meeting on February 27, 2013 and a second meeting is scheduled for 9:00 am, March 27 at Chilhowie Town Hall.
- In 2007, WCSA Implemented annual performance evaluations. The 2012 Annual Performance Evaluations for staff concluded in February. The evaluation process has challenged, in a good way, both the person performing the evaluation and the person being evaluated. Overall, 2012 evaluations were very good.
- WCSA Personnel have been overwhelmed in the Damascus and

Sinking Creek area performing inflow and infiltration work.

- The current status of User Agreements for the Exit 13 Phase 3 service are:
110 Potential; 36 Agreed; 27 Declined; 63 Total Responses and 47 No Response.

9. Hidden Valley Water System Extension Project Report and Update
Robbie Cornett

The Hidden Valley Water System Extension Project is an unusual Project and for that reason, we believe it is important to devote more time to upcoming decisions before they are required by the Board, said Mr. Cornett.

In 2001, after Board review, our Water and Sewer Line Extension Projects Policy was comprehensively updated. Many important issues were considered. One of the two issues was, funding agency requirements and how they impact projects and WCSA. The second issue was the financial feasibility of projects. The Hidden Valley Project will likely be challenged in these two areas.

Traditionally, we have used the Drinking Water State Revolving Funds (DWSRF) has been our primary source of loan and grant funds for waterline extension projects. Participation requirements are more than 50% of the area to be served and mandatory connection is not required.

Rural Development (RD) is an option for funding of waterline extension projects. However, due to mandatory connection requirements, we have not used RD to fund waterline extensions.

Mt. Rogers Planning District Commission (PDC) typically awards small grants in the \$100,000 range. They have neither participation nor mandatory connection requirements.

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Southeast Rural Community Assistance Program (SERCAP) typically awards small grants less than \$100,000. They have neither participation nor mandatory connection requirements.

Community Development Block Grant (CDBG) has been a source of grant funds for water projects. CDBG requires that the LMI customer connection fees are waived. WCSA Bond Covenants prevent WCSA from waiving connection fees but the Board may approve on a case-by-case basis. Another option explored by Staff and Legal Counsel is to use "certain" project funds to pay for the LMI connection fees. We have approval to use this option as well.

The Hidden Valley Project has many challenges. One challenge is (high) elevation relative to WCSA's existing system rules out a feasible way for WCSA to supply the water. For that reason, we are looking to Russell County for water.

After consulting with Mt. Rogers Planning District Commission (PDC), it was determined that the Hidden Valley Project may be a good candidate for CDBG funds stated Mr. Cornett. Income Surveys revealed that 75% of residents of the Phase 1 Project area are LMI. For that reason, we are applying for approximately \$337,500 in CDBG grants for the Phase 1 Hidden Valley Project.

WCSA is committed to provide \$54,000 (\$1,500 per committed connection) and is seeking \$100,000 in grant from the PDC, any available grant from SERCAP and the unfunded balance (~\$363,500) from DWSRF though we do not know if funds will be loan or grant.

There will be some challenging decisions ahead for the Board. Whether or not the Board is willing to use project funds or contributed capital to pay for

LMI connection fees; whether the Project is financially feasible and whether an agreement with Russell County will meet WCSA's needs.

Mr. Hutchinson asked how many homes would be serviced by this project.

Mr. Cornett said there were 56 potential connections in this Phase; 37 residential, 11 non-residential, 8 homes are currently vacant and 28 are LMI.

Mr. Chase asked who was developing the feasibility data.

Mr. Cornett said project funding feasibility is presented to the Board based on the funding offers we receive. We can sometimes speculate on funding options but in this case, we have four potential funding sources making it more difficult to forecast funding for the Project. According to Mr. Cornett, in order to determine the financial feasibility of this Project, funding offers from all four agencies need to be received.

In closing, Mr. Cornett added, this particular area was surveyed in 2009, so the participation level predates the 2011 policy of 75% participation.

10. Consideration of an Engineering Agreement for Surveying Services between WCSA and The Lane Group
April Helbert

Mrs. Helbert began with some background information saying, in 2010, WCSA procured for general surveying services.

She continued saying, services would be provided on an as needed basis and costs would be agreed to prior to proceeding. The Lane Group's standard billing rates are included in the Agreement, she added.

Mr. Miller motioned to approve the Engineering Agreement for surveying services between WCSA and TLG. Mr.

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Hutchinson seconded and the Board approved voting 6-0-0-1.

11. Reconsideration of Hillandale Road Water System Extension Bids
April Helbert, Kevin Heath

Last year WCSA approached the Virginia Department of Health (VDH) for additional funding. VDH felt confident there would be additional funding available. After receiving Bids for this Project and presenting those to the VDH, they did not have additional grant funding for this Project and they did not think loans were an option for either project (Item 11 and 12), Mrs. Helbert stated.

The Board has agreed to contribute \$4,500 and WCSA has received a grant from VDH for \$56,950. The total Project Cost is \$80,414. Without considering grant funds, the total cost per connection is \$26,805. The total cost per connecting including grant funds is \$7,821. This Project has a shortfall of \$19,000, said Mrs. Helbert. If it be the Board's pleasure to pay the amount of our shortfall, the total amount of WCSA's responsibility would be \$23,464.

The Connection Fee Revenue for this Project would be \$3,450. Total cash less Connection Fee Revenue is \$20,014.

Assuming the estimated monthly bill per customer will be \$35.37, an estimated \$38,200 will be generated over a 30 year period. The Project User Income per year would be \$1,273. Even though WCSA does not use Monthly User Fees to pay for projects, this Project would pay for itself using Monthly User Fees in 16 years, said Mrs. Helbert, leaving \$18,186 for operation and maintenance.

Mr. Miller asked if there was potential for more connections.

Mr. Heath said he did not expect there to be much growth in that area.

Mr. Chase then asked Mr. Cornett what the Staff recommended.

At \$7,821 per connection, this Project falls below the \$20,000 per connection limit established on projects, Mr. Cornett stated. To make it work, you must use the monthly user fee revenues that are ordinarily set aside for operation, maintenance and replacement. If you do that, the Project pays for itself, and does so before the assets are the end of their useful life, said Mr. Cornett. The Project meets all current policy requirements.

There was a brief discussion detailing the area this Project would serve.

The Board tabled Item number 11 until information on Item 12 was discussed.

12. Reconsideration of Red Fox Lane Water System Extension Bids
April Helbert, Kevin Heath

WCSA has agreed to contribute \$4,500 toward Red Fox Lane and a grant from VDH in the amount of \$59,700. The total Project cost is \$77,118 explained Mrs. Helbert.

Without grant consideration, the cost per connection would be \$25,706. Considering the grant funding received for the Project, the cost per connection is \$5,776. The total amount contributed by grants and WCSA is \$64,290, leaving a shortfall of \$12,828. If the Board chooses to pay the shortage of \$12,828, WCSA's total contribution will be \$17,328.

The Connection Fee Revenue for this Project would be \$3,450. Total cash less Connection Fee Revenue is \$13,878. Assuming the monthly bill per customer will be approximately \$35.37, an estimated \$38,200 will be generated over a 30 year period. Even though WCSA does not use Monthly User Fees to pay for projects, this Project would pay for itself using Monthly User Fees in about

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11 years, said Mrs. Helbert, with \$24,322 remaining for operation and maintenance costs.

Both Projects predate the most recent version of the Water Line Extension Policy, said Mr. Cornett, yet both Projects meet current policy requirements. It is for that reason we recommend the Board favorably consider both Projects.

Mr. Chase asked if there would be opportunity for additional connections in this area.

Mr. Heath said there was potential for additional connections on Red Fox Lane.

Mr. Hutchinson motioned to approve the Hillandale Road Water System Extension Project (Item 11). Due to the fact we have 100% participation and that Hillandale will pay for its self with user fees within 16 years, I motion to move forward with the Hillandale Project, Mr Hutchinson said. Mr. Stout seconded the motion and the Board approved voting 6-0-0-1.

Mr. Hutchinson again motioned to approve the Red Fox Lane Project for the same reasons as the Hillandale Project. "I believe everyone is entitled to clean, safe water and sewer", said Mr Hutchinson. He also felt this Project should be approved since it had been in the works for so many years. Mr. Stout seconded, and the Board voted 6-0-0-1 approving the motion.

13. Consideration of Change Order No. 4 to the Galvanized Line Phase 1, Division 3 Contract *Bobby Lane*

Division 3 of the Galvanized Line Phase 1 Project is now substantially complete, stated Mr. Lane. This Change Order provides for a final "clean-up" for all

quantities of items installed vs. quantities bid.

Though a significant amount of line was added during the Project, we were able to save money, particularly in grading and paving, explained Mr. Lane.

The Change Order decreases the contract price \$323,779.44. Mr. Lane went on to say, this was a team effort from WCSA Staff and WCSA's RPR's. It is Mr. Lanes opinion that the Contractor did an excellent job on the project as well.

Mr. Lane recommended approving Change Order No 4.

Mr. Stephon motioned to approve Change Order No. 4 to the Galvanized Line Phase 1, Division 3 Contract.

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

14. Galvanized Line Phase 1 Post Project Report and Update *Robbie Cornett, Matthew Lane*

Mr. Cornett was the first to address the Board regarding the Galvanized Line Project Report. He began by giving a recap of the Project. At one time, customers came to Board Meeting with mason jars of discolored water, he said. It became very common for customers to come to Board Meetings with jars of discolored water and with discolored laundry.

Between the late 1990's and early 2000, WCSA began to recognize more and more that the cause of the water quality and aesthetic issues was galvanized line. Mr. Cornett explained, when water sets overnight in galvanized line, it makes the water dingy. We realized we had too much galvanized line to be able to replace it quickly, so we first replaced manual flush valves with automatic flush valves. Mr. Cornett discussed some issues with manual flush valves. One issue was not having enough man power

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to constantly manually attend the valves. If you flushed during the day, you didn't have enough water to get through the pipes to flush the line and service customers. So, we went to an automatic flush valve, Mr. Cornett stated. The automatic flush valves were installed on the end of the galvanized lines that were problematic. They were set up on a timer to cut on at night when customers were not ordinarily using water. It would flush the dingy colored water out of the system at night.

Blowing off all that water creates problems, explained Mr. Cornett, since it is costly to produce that water and distribute it through the system, taking up capacity in your plants, pumps, tanks and lines.

We then began to look at maintenance activity in the area of leaks. In a 2002, 2003 study, we learned that 86% of all leaks and breaks were on galvanized pipe. Mr. Cornett directed the Board's attention to the galvanized line on the table pointing out repairs made to the pipe. One galvanized pipe was banded three times to repair leaks.

Mr. Cornett then read the following excerpt from *The Galvanized Line – May 14, 2004* newsletter:

There were 47 water utilities that provided information on performance to AWWA's benchmarking survey.

Service Complaints / 1,000 Accounts – Median: 7.1; WCSA 71.8.

Quality Complaints / 1,000 Accounts – Median: 6.2; WCSA – 42.2.

Mr. Cornett said there was 200 miles of galvanized line in our 900 mile long system. It made up about 22% of our total distribution system with 40%, or about 8,000, of our customers being tied directly to galvanized pipe.

We were able to document the issues with galvanized line over about a 10

year. We then employed The Lane Group who utilized much of this information and more of their own, stated Mr. Cornett, to validate what we discovered about galvanized pipe. That resulted in the 3 Phase Project with Phase 1 complete and Phase 2 soon to be advertised.

Mr. Cornett then turned over discussions to Mr. Matthew Lane.

Mr. Lane presented a plaque to the Board with a piece of galvanized pipe attached.

He also presented the Board with a presentation called "Galvanized Waterline Replacement Project Phase 1". In the presentation, Mr. Lane discussed the following:

The Beginnings of a Project

- The PER identified over \$30 million in project cost to replace most of the system's galvanized waterline.
- The PER recommended dividing the project into three, \$10 million Phases.
- The PER was utilized to secure 100% funding for the Project from USDA-Rural Development.
- The Lane Group began design of Phase 1, which included replacing the galvanized line in the Town of Glade Spring, Town of Abingdon and the Exit 10 area of Washington County.

Project Design

- Design of the Phase 1 Project included several challenges.
- Because of the age of the galvanized waterline (some 55 years old) accurate locations of the existing lines were in many instances not available. The knowledge of WCSA's staff and water crews were invaluable in the process.

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- The areas selected for Phase 1 are some of the most developed in Washington County. Existing utilities are everywhere.
- Many of the existing galvanized lines were located beneath pavement and sidewalks. Many of the existing meters were located directly adjacent to structures.
- Multiple pressure zones were impacted. The hydraulic analysis therefore had to model the entire system from Glade Spring to Bristol.
- Restricted timeframe for design – In order to acquire a lower interest rate, project loan closing was required by December 2010.
- Engineering contract was signed by WCSA on June 28, 2012. Project was designed, advertised and awarded on November 8, 2010.
- Division 1- Glade Spring – was awarded to Classic City Mechanical in the amount of \$986,794.85.
- Division 2 – Western Washington County – was awarded to Classic City Mechanical in the amount of \$1,769,604.00.
- Division 3 – Town of Abingdon – was awarded to Boring Contractors in the amount of \$5,181,422.50
- Construction of all three divisions began in early January 2011.

Project Construction

- At one time over 8 construction crews were working on the Phase 1 Project.
- The Contractors experienced many Challenges during construction:
 - Varying field conditions
 - Existing utilities
 - Maintaining existing water service
 - High water pressure
 - Traffic control

- Many times conditions encountered in the field differed from the plans. Our Resident Project Manager (RPR), Project Engineers and Project Managers acted quickly to address and rectify situations in the field as they arose. This required and inordinate amount of time to be spent on the project site.
- WCSA staff worked tirelessly to notify customers of the project progress, record and coordinate customer complaints, assist in line testing, approve necessary changes to the project plans, acquire necessary easements and to review project progress.
- WCSA water crews worked daily with the contractors to locate existing waterlines, fix broken waterlines and to make necessary main line connections. Their importance to the project success cannot be overstated.

Project Accomplishments

Division 1 – Glade Spring

- Replaced over 32,200 linear feet of galvanized line with new 6 inch thru ¾ “ waterline
- Installed 6 new Fire Hydrants and improved flow to countless others.
- Reconnected 234 meters and relocated 33 meters.
- Total Construction Cost - \$1,043,558.86

Division 2 – Western Washington County

- Replaced over 39,600 linear feet of galvanized line.
- Installed 31 new Fire Hydrants
- Reconnected 308 meters and relocated 8 meters
- Total Construction Cost – \$1.3 million

Division 3 – Town of Abingdon

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- Replaced over 150,200 linear feet of galvanized line
- Installed 42 new Fire Hydrants
- Reconnected 1,053 meters and relocated 341 meters
- Total Construction Cost – \$4.9 million
- In total, over 42 miles of waterline constructed.
- 271 Gate Valves and 79 Fire Hydrants installed
- Over 1,950 customers were directly effected and thousands more will benefit from better water pressure, increased fire flow, improved service reliability and enhanced water quality.
- Total Project Construction Cost - \$7.4 million; \$522,902.5 under Bid Price.

Mr. Cornett added, we had to issue moratoriums on connections in some areas of the system, because of galvanized line for inability to meet Health Department regulations. Those moratoriums have since been lifted in all those areas. We can now connect in areas that formally could not connect to public water, Mr. Cornett added.

Mr. Chase commended The Lane Group, the Contractors and WCSA Staff on their efforts.

15. Exit 13 Phase 1 Sewer Project Contract 1 – Change Order No. 1
Bobby Lane

Frizzell Contractor is the contractor for Contract 1, the pump station, stated Mr. Lane.

This Change Order includes an increase in contract price amounting to \$23,189.00, as well as increase of 86 days to substantial completion and 102 days to final completion, added Mr. Lane.

Mr. Lane then discussed the items that make up Change Order No 1.

Item #1 is for additional rock excavation. The original contract included the excavation of 150 cubic yards of rock. The Contractor ended up excavating 326.5 cubic yards of rock.

Item #2 for the installation of an 18-inch drainage pipe at the entrance of the site.

Item #3 is to extend and raise the monorail system.

TLG has asked the Contractor to break this down into installation costs and fabrication costs. This was in the original drawings. Since the design did not work, TLG will share the cost of work done on the monorail system, \$7,742.00, with the Contractor.

Mr. Stephon motioned to approve Change Order 1, followed by a second from Mr. Miller. Voting 6-0-0-1, the Board approved the motion.

16. Closed Meeting

At 8:27 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 ligation or both related to the South Fork Intake. 7. To discuss various inter-municipal and other agreements.

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In addition to the Board, the presence of Mrs. Dawn Figueiras, 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 6-0-0-1 vote.

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. Stout and approved by Board vote of 6-0-0-1. The Board returned from Closed Meeting at 10:14 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 and Mr. Stout confirming that no outside discussion took place other than Closed Meeting topics.

17. Late Items

There we no late items

18. Adjournment

At 10:16 pm, Mr. Stout motioned to adjourn His motion was seconded by Mr. Stephon. The Board approved with a 6-0-0-1 vote.



Mr. Joe Chase, Chairman



Carol Ann Shaffer, Assistant Secretary