

**Washington County Service Authority Board of Commissioners
July 28, 2008 Regular Meeting Minutes**

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Vice-Chairman at 7:04 PM.

ROLL CALL

Commissioners Present:

- Mr. Scott Rector, Vice-Chairman
- Mr. Joe Chase
- Mr. Frank Stephon, IV
- Mr. D.L. Stout
- Mr. Kenneth Taylor

Commissioners Absent

- Mr. Gerald Cole, Chairman
- Mr. Sam Blaylock

Staff Present:

- Robbie Cornett, General Manager
- Kim Roberts, Controller
- Ella Ratcliffe, Information Systems Manager
- Mark Osborne, Engineer in Training

Consultants Present:

- Bill Aden, PE, Draper Aden Associates
- Randall Hancock, PE, Draper Aden Associates
- Bobby Lane, PE, Lane Engineering
- Kevin Heath, Adams Heath Engineering

Also Present:

- Mr. Mark Lawson, General Counsel
- Mr. William Roberts
- WCSA Employees

3. Public Query and Comments

Mr. William Roberts, builder and developer of Meadowwood of Wallace next to Wallace Meadows, Bristol, Virginia addressed the Board stating that he has been working for about a year and a half to get the this project (Meadowwood) started with all of the utilities. He said that he had tapped into Wallace Meadows sewer line that was already installed and he had put in

all of the manholes. He said that he had tapped into WCSA's 8" main line and had installed all the copper to the houses and installed all the meters and yokes. He said that after his evaluation he probably had spent \$125,000 for 13 duplexes which would require 26 taps. He stated that WCSA would be installing all the water meters and the sewer connection fees would be around \$3700 per duplex. He said that he may need a total of 60 units before the development is completed. He had concerns that the only thing that WCSA would be supplying to him in the development would be the water meter. He said that BVU would be supplying the electricity which would run around \$54,700. He stated that he would be receiving vouchers back on this which would be around half of the cost incurred. He also said that United Cities Gas costs would be around \$4000 to receive gas service. He said that United Cities Gas had previously installed a connection for him in Eagle Ridge and set the meter and the cost was only \$40.00. He was concerned that other utilities have helped substantially with their programs and he feels that WCSA does not account fairly on their contribution back to the developer. He said that he had met with Mr. Cole previously before the meeting and he stated that he would address the Board on considering an additional credit to the developers for these types of situations. He requested the Board consider allowing more toward the voucher program to help them with expenses.

Mr. Cornett stated that he had a presentation to present to the Board

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regarding this program and would address this later in the meeting under late items.

4. Approval of Agenda

Mr. Cornett stated that he had no changes to the agenda. A motion was made by Mr. Chase to approve the agenda. Mr. Chase's motion was seconded by Mr. Stout and approved by a unanimous vote.

5. Consent Agenda

- Minutes from June 3, June 16 and June 23, 2008
- Routine Reports for June 2008
- Financial Statements for May 2008
- Check Register ending 06/30/08

Items removed from Consent Agenda

Mr. Cornett had no additions or corrections to the Consent Agenda.

Mr. Chase made a motion to approve the Consent Agenda. Mr. Chase's motion was seconded by Mr. Stephon. The motion was approved by a unanimous vote.

6. Engineer's Report and Update

Mr. Bill Aden and Mr. Randall Hancock with Draper-Aden reported on the following projects:

Sewer O & M Analysis

Mr. Hancock stated that this would be covered later in the meeting as an agenda item.

Glove Drive Waterline Improvements

Mr. Hancock reported that they had received the comments back from the WCSA staff and had completed the final

specifications and would be requesting for this project to be submitted to the Virginia Department of Health and bid the project. Mr. Cornett stated that this would be contingent on the Health Department approval and the obtainment of one easement. Mr. Hancock requested a motion to bid the Glove Drive Water line improvement project. Mr. Stephon made a motion to advertise the project being contingent that they receive the one easement required and Health Department approval. Mr. Stephon's motion was seconded by Mr. Stout and approved by a unanimous vote.

Route 58 Water Storage Facilities

Mr. Hancock reported that this would also be discussed later in the meeting.

Route 58/Watauga Road Waterline Improvements

Mr. Hancock reported that this project is moving on very well. Mr. Hancock stated that Little B had installed approximately 57% of water line and Boring Contractors had installed around 74% of water line. He stated that Mr. Canody had received some calls from customers concerning crop damage during this project.

Mr. Bobby Lane with Lane Engineering reported on the following projects:

Lime Hill/Walker Mountain Road Project

Mr. Lane reported that this project was bid some time ago and all the paperwork had been completed and a notice to proceed has been issued. This project is projected to be completed by the middle of January 2009.

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Raw Water Intake and Water Treatment Plant Expansion

Mr. Lane reported on **Task Order #1- Interim Water Withdrawal Permit-** a modification request has been made and a public notice has been issued and it has been around 30 days since this notice was posted. He also said that the Department of Environmental quality to move forward with the permit application and hoped to have news on this by the upcoming meeting. **Task Order #2 and Task Order #3 & 4 which is the Preliminary Engineering Report and Raw Water Intake and Water Treatment Plant Expansion-** they have submitted Technical Memorandum Order #5 which is the identification of alternatives for the intake and treatment plant. They are also completing the Technology Tours in the next week. He also said that they were behind around 20 days on the projects due to vacations and he had discussed with Mr. Cornett a revised schedule to get back on track since August will be hectic for everyone's schedules.

Mr. Kevin Heath reported on the following projects:

White's Mill Road

Mr. Heath said that they do have Health Department approval and easement acquisition is still ongoing on this project by the WCSA staff.

Orchard Hill Road

Mr. Heath said that they also have Health Department approval in the project and easement acquisition is still ongoing on this project by the WCSA staff.

7. General Manager's Report and Update

Mr. Cornett reported on the following:

Significant Work

Water Production

- Produced 195,193,692 gallons of drinking water

Distribution

- Coordinated the outside purchase of 23,188,400 gallons of drinking water

Meter Department

- 190 customers were telephoned following unusually high usage
- 105 customers were notified that there water was to be turned off due to non-payment

Customer Service

- \$5,186.45 was abated for 46 customer water leaks
- \$10,706.61 was written off as bad debt three years old (June 2005)

Maintenance

- 34 Leaks
- 11 major break
- 37 water taps
- 6 wastewater taps
- 56 after hours maintenance call-outs

Wastewater

- Treated 7,925,000 gallons of wastewater

Construction in Progress

Mr. Cornett presented to the Board a handout showing detailed information on construction and progress of all current WCSA projects.

Administrative Items

- We received a complimentary letter from customer Geraldine Carbary complimenting WCSA on what a "bargain" water is based on what she spends each month and how thankful she is for the service.
- In the month of June the accounting firm of Robinson, Farmer and Cox of Christiansburg was selected as

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the new auditing firm for WCSA and the firm of Hickok and Fern was selected to prepare our financial statement. On June 30, 2008 our yearend inventory with representatives from Robinson, Farmer and Cox were present. Jim Fern is scheduled to be here on August 11th to begin preparing our financial statement and Robinson, Farmer and Cox are scheduled to be here the week of September 8th to continue and finalize the annual audit.

- The addition of surveillance cameras around the exterior and interior of our warehouse is now complete.
- Another finished water pump impeller was replaced at the Drinking Water Plant at Mill Creek. This is at least the fifth impeller to be replaced since the plant went online in 1999.
- We are pleased to report that Amanda Paukovitz has agreed to become WCSA's first Administrative Assistant. Amanda possesses a Bachelor of Arts in Communications specializing in Advertising/Public Relations from Spring Arbor University where Amanda graduated with honors. Amanda also served at Spring Arbor as Presidential Ambassador and served as a campus leader in many areas. Amanda's most recent work experience has been with Johnston Memorial Hospital where, among other things, Amanda organized, coordinated and directed various meetings, press releases and interacted with hospital staff and public regularly.

8. Election of Officers 2008-2009 Fiscal Year

The Board annually selects officers and authorizes the officers to sign

the Authority's checks (two signatures are required on checks).

- **Chairman-** Mr. Rector opened the floor for nominations for Chairman. A motion was made by Mr. Stephon and seconded by Mr. Stout to re-elect Mr. Gerald Cole. Mr. Chase moved that the nominations be closed and elect the new Chairman by a unanimous vote. The motion was passed by a unanimous vote.
- **Vice Chairman-** Mr. Rector opened the floor for nominations for Vice-Chairman. Mr. Stout made a motion to re-elect Mr. Scott Rector for Vice-Chairman. Mr. Stout's motion was seconded by Mr. Stephon and passed by a unanimous vote with Mr. Rector abstaining.

The following appointments were suggested for Treasurer, Secretary, and Assistant Secretary.

- **Treasurer** – This position is currently being held by Ms. Kim Roberts, WCSA Controller. A motion was made by Mr. Chase that Ms. Roberts remain in this position. Mr. Chase's motion was seconded by Mr. Taylor and passed by a unanimous vote.
- **Secretary** – This position is currently being held by Mr. Robbie Cornett, WCSA General Manager. A motion was made by Mr. Chase and seconded by Mr. Taylor for

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Mr. Cornett to remain in this position.

- **Assistant Secretary** – This position is currently being held by Ms. Ella Ratcliffe, Information Systems Manager. A motion was made by Mr. Chase and seconded by Mr. Taylor for Ms. Ratcliffe to remain in this position.

9. Appointments to Represent WCSA, for the Washington County Joint Utilities Committee and Chilhowie Regional Water Treatment Facility Steering Committee

Washington County Joint Utilities Committee

This committee is comprised of two representatives from the Board of Supervisors, two from WCSA, and one representative from the Industrial Development Authority. The representatives for 2007-2008 were Mr. Stephon and Mr. Stout. A motion was made by Mr. Chase and seconded by Mr. Taylor that both of these representatives remain on this Committee for the 2008-2009 year.

Chilhowie/WCSA Regional Water Treatment Plant Steering Committee

This committee is comprised of two representatives from the Town of Chilhowie and two from WCSA. The representatives for 2007-2008 were Mr. Scott Rector and Mr. Robbie Cornett. A motion was made by Mr. Chase and seconded by Mr. Stout that the same two members remain on this Committee for the 2008-2009 year.

10. Approval of the 2007-2008 WCSA Regular Board Meeting Schedule

The Board approved the following regularly scheduled meetings for 2008-2009 year. Meetings begin at 7:00 PM in the WCSA Potts Board Room. Except as otherwise noted (*), the meetings are held on the fourth Monday of each month.

- August 25, 2008
- September 22, 2008
- October 27, 2008
- November 24, 2008
- December 22, 2008
- January 26, 2009
- February 23, 2009
- March 23, 2009
- April 27, 2009
- *May 18, 2009
- June 22, 2009

A motion was made by Mr. Stout to approve the Regular Board Meeting Schedule that was recommended. Mr. Stout's motion was seconded by Mr. Stephon and passed by unanimous vote.

11. Banking Resolution

Ms. Kim Roberts stated that normally, a corporation's Treasurer and Controller would be included on the resolution authorizing endorsement of checks and other instruments. Additionally, enough other persons should also be

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included so as to ensure that the Authority can conduct necessary routine business.

Presently the following people are authorized to sign checks: the Chairman, Mr. Gerald Cole, Vice Chairman, Mr. Scott Rector, General Manager/Secretary, Mr. Robbie Cornett, Controller/Treasurer, Ms. Kim Roberts, Chief Engineer, Doug Canody, and Information Systems Manager/Assistant Secretary, Ms. Ella Ratcliffe.

Therefore, we recommended the Board empower the Treasurer / Controller Kimberly Roberts, and at least four additional persons to be included on the HUB resolutions item #3 and #5. It is suggested the Chairman, Mr. Gerald Cole, Vice Chairman, Mr. Scott Rector, WCSA General Manager/Secretary, Robbie Cornett and Information Systems Manager/Assistant Secretary, Ella Ratcliffe serve as the four additional persons authorized to sign checks.

Further we would also recommend the Board limit two persons the authority to open new accounts, borrow money, or obtain safe deposit boxes (currently Cornett and Roberts). We recommend the Board select two of the above persons to be included on the HUB resolution for item #1, #2, #4 and #6 (opening new accounts, borrowing money, safe deposit boxes and "all powers"). In addition to the above two persons included on item #6, we recommend the Board empower Ella Ratcliffe to be able to access the safe deposit boxes (#6) due the necessity to store information system backups in the safety deposit box.

A motion was made by Mr. Stephon to approve the HUB Banking Resolution and WCSA Banking Resolution Item 11 as recommended. Mr. Stephon's motion was seconded by Mr. Stout and passed by a unanimous vote.

12. Resolution for Commendation for Daniel Reynolds

WHEREAS, Daniel Reynolds, esteemed citizen of Washington County, Virginia, served with dedication and diligence as a Commissioner of the Washington County Service Authority from July 1992 to June 2008; and **WHEREAS**, Commissioner Reynolds represented the customers of the Service Authority in the Jefferson Magisterial District of Washington County in a worthwhile and capable manner; and **WHEREAS**, Commissioner Reynolds contributed to the expressed purpose and goals of the Service Authority by serving in the finest tradition as commissioner, **NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of said Washington County Service Authority, duly assembled to conduct business on this the 28th day of July, 2008, does hereby unanimously adopt this **RESOLUTION OF COMMENDATION**, in full recognition of, and in gratitude for, the above enumerated services and contributions, and wish Mr. Reynolds well in all future endeavors.

A motion was made by Mr. Chase to accept the Resolution of Commendation for Mr. Reynolds. Mr. Chase's motion was seconded by

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Mr. Stephon and passed by a unanimous vote of the Board.

13. Intermont and Scott County Water Rates

Mr. Cornett presented an outline in the Board of Commissioners update showing the recent rate increase that the Board approved in June of a \$1.98 which did not include a rate increase for the Intermont and Scott County Utilities. He said that the Authority staff would like to recommend changing the utilities' rates from \$1.80 per thousand to \$2.20 per thousand gallons. He said that this increase had not gone into effect for these utilities until the Board could approve the increase. Mr. Cornett said that he would contact them after a decision was made on the rate. A motion was made by Mr. Stout to increase the rates that were recommended by the staff for both Scott County and Intermont Utilities. Mr. Stout's motion as seconded by Mr. Chase and passed by a unanimous vote.

14. Route 58 Water Storage Tank Task Order Amendments

Mr. Mark Osborne stated that the first task order that was presented to the Board was inclusive of the preliminary design and final design and construction. Mr. Osborne said that during Mr. Sam Kiser's tenure on the Board as a Commissioner he had recommended that WCSA separate the task order so that they could have an addendum or amendment so a preliminary design could be completed prior to the final design and construction. He said that this was a very prudent suggestion and saved WCSA around

\$675,000 on this project on construction and engineering fees. Mr. Osborne said they had reviewed the addendum to the initial task order and recommended the Board's approval. A motion was made by Mr. Chase to approve the task order presented. Mr. Chase's motion was seconded by Mr. Stout and approved by a unanimous vote.

15. Procurement Committee Recommendation, Seven Springs Secondary Supply Project

Mr. Mark Osborne presented a handout outlining the project description, general vicinity maps of 2008 Capital Improvement Projects and Project Map areas. Mr. Osborne stated that the Procurement Committee met on July 10th to discuss the Seven Springs Secondary Supply Project. He said that WCSA was honored to receive many statements of qualifications from engineering firms to perform the work on the Capital Improvement projects. Mr. Osborne said that after review and discussion of the Committee it was decided to recommend to the Board that the WCSA staff and Draper Aden Associates begin to negotiate a contract for design of the project. Draper Aden Associates was selected because of their knowledge of the project and they had already prepared the preliminary engineering report. Mr. Osborne requested that the Board enter into negotiations with Draper Aden Associates for design of the Seven Springs Secondary Supply Project. A motion was made by Mr. Stephon to begin negotiations with Draper Aden Associates for design of the Sevens Springs Secondary Project. Mr.

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Stephon's motion was seconded by Mr. Stout and approved by a unanimous vote.

16. Procurement Committee Recommendations, Engineering Services for Capital Projects

Mr. Mark Osborne said that the Procurement Committee met on July 24th to discuss the 2008 Capital Improvement Projects with the exception of the already mentioned Seven Springs Secondary Project and the Mill Creek Water Treatment Plant. Mr. Osborne was pleased to receive statements of qualifications from several competent firms. He said that after review and discussion that interview of four engineering firms be conducted. These included Adams Heath, Draper Aden Associates, The Lane Group and Thompson and Litton. Mr. Osborne requested approval from the Board to interview the Engineering firms selected. A motion was made by Mr. Chase to interview the four Engineering firms requested by the Committee. Mr. Chase's motion was seconded by Mr. Taylor and approved by unanimous vote.

17. Denton Valley Waterline Extension

Mr. Mark Osborne said that at the last Board meeting it was approved by the Board that the WCSA staff request additional funding from DWSRF to make up for the financial shortfall on the Denton Valley Waterline Extension project. Mr. Osborne reported that they had recently been informed from DWSRF that additional funds are unavailable. He said that the WCSA staff also met with Mr. Charlie

Johnson of Central Builders to attempt to review the contract amounts by means to not compromise the integrity of the bids or that of the Virginia Procurement Act. He said that after further discussion and evaluation by staff that it would be prudent to recommend to the Board that the project be reduced to its original state and scope and rebid accordingly. He said by doing this we would remain within the financial means that DWSRF have already provided to us. Mr. Taylor questioned when the bid was approved. Mr. Osborne said that this was approximately 45 days ago. Mr. Osborne said that the only way to do the total project would require WCSA provide around \$100,000 shortfall to the project since we cannot get the funding. Mr. Cornett said the reasoning of why the bids came in so much higher than the available funding was because after we had applied for the funding we later discovered that there was a significant portion of water line was a 2" line and we thought it was originally a 6" inch line. He said that in the original bidding we included in replacing the 2" line and added a pressure reducing valve and filled in a gap in this project and an existing project which benefited some of the surrounding area. He said that by doing this it caused a substantial increase in the price of the project. Mr. Cornett said that in order not to exceed our funding we are requesting to scale the project back to provide service to the three residents that solicited us for water service and not replace the 2" line or install a pressure reducer. A motion

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was made by Mr. Chase to rescale the project back to its original content for the three residents that solicited WCSA for water service. Mr. Chase's motion was seconded by Mr. Taylor and passed by a unanimous vote.

18. WCSA's Intent to Apply for Rural Development Funding Exit 13 Area Wastewater Collection Project, Phase 1

Mr. Randall Hancock of Draper Aden Associates reviewed with the Board that recently he had been informed by Rural Development that there may be an opportunity to receive some additional funding called "gap" funding for a significant amount of grant money to meet the funding needs for this project. Mr. Hancock said that subsequently they had assisted the Authority in preparing the application for funding. He said that they had more additional information that they didn't have when they did the original PER in January. This included some certifications from the Department of Historic Resources to receive the grant money but unfortunately they found two properties that had unspecified historic significance. He said that there were some reports filed but they don't know who they are. He said that since this had arisen the Authority would now need to reach an agreement with the Department of Historic Resources and Rural Development to do further exploration on these properties. He said this is a very standard procedure that is required. Mr. Hancock said in order to file for this funding application that WCSA would be required to do a public

notification of their intent within 60 days of the application date. He also said this would require a public meeting. He said that they had met on July 16th with WCSA's public relations firm, the local Health Department and some of the Commissioners on how they wanted to handle the public meeting and easement acquisition. He said that this meeting may not happen within the 60 day time frame. He indicated this meeting may not happen until around September or October.

19. Closed Meeting; Personnel, Acquisition and Disposition of Property, Investment of Public Funds, and Legal Advice

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: Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specified public officers, appointees, or employees of any public body; and evaluation of the performance of departments where such evaluation of performance of departments necessarily involve discussed specific individuals; and Code of Virginia Section 2.2-3711 Paragraph A (6): Investment of Public Funds, Discussion or Consideration of the investment of public funds where competition or bargaining is involved where if made public initially the financial interest of the governmental unit could be adversely affected and

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Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition and Disposition of Property; the discussion or consideration of the acquisition of real property for public purposes, or of the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and Code of Virginia Section 2.2-3711 Paragraph (A) (7): Legal advice; Consultation with Legal counsel and briefing by staff members or consultations pertaining to actual or probable litigation, where such consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on this matter.

In addition to the Board, the presence of Mr. Mark Lawson, WCSA Counsel and Mr. Robbie Cornett, WCSA General Manager. The motion by Mr. Stephon was seconded by Mr. Stout. The motion passed (5-0-2). The Board adjourned to Closed meeting at 7:58 p.m.

Return to Public Session

Upon motion by Mr. Stephon and second by Mr. Stout, the Board returned to Public Session at 10:10 p.m.

Certification of Closed Meeting

Whereas, the Washington County Service Authority has convened to a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision 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. The motion passed 5-0-2.

AYE: Mr. Chase, Mr. Stephon, Mr. Stout, Mr. Taylor, Mr. Rector

NAY: none

Absent: Mr. Cole, Mr. Blaylock

20. Late Items

Mr. Cornett presented the Board with a handout requesting to extend time payment terms for the Exit 13 Area Wastewater Collection Project Phase 1. He stated that WCSA currently offers time payments for

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water and waste water connections and they may finance the \$2400 connection fee for 12 months at no interest with a down payment of \$300 and \$175 per month. WCSA is preparing for wastewater collection project to serve primarily the area of Westwood and Spring Creek Road. This project will serve 218 existing residents. This would be a significant number of households who would be expected to pay a \$2400 connection fee. Mr. Cornett said that we are now in preparation of this project and will be holding a public information meeting tentatively scheduled for early September where area residents will be informed of the Project and have an opportunity for questions and answers. At the conclusion of this meeting WCSA will attempt to collect user agreements from the area residents. Mr. Cornett presented two new alternatives for payment which would give these residents the option of a payment plan over a 48 month period with a 0 down payment with a payment of \$50.00 per month. The second alternative presented would require a down payment of \$300 and pay \$50.00 for a total 42 months. Mr. Cornett respectively requested that the Board approve the two additional payment alternatives for this project. Mr. Stephon questioned what would happen if they did not pay for this connection during the payment plan contract. Mr. Cornett said that this was a very good question because we have been thinking about different ways to collect unpaid debt. Mr. Cornett said that we are now looking at a lien on the property as one alternative and also garnishing their state income

tax return. Mr. Stephon said that he would like to see them pay some type of down payment when they sign the contract. Mr. Cornett said that instead of a 0 down payment on the 48 month agreement that \$50.00 could be collected at the time of application. Mr. Chase made a motion to accept both alternatives for payment with the exception that they would need to pay at least \$50.00 on alternative number one when signing a time payment contract. Mr. Chase's motion was seconded by Mr. Stout and passed by a unanimous vote.

Mr. Cornett presented the Board a handout showing information concerning WCSA's Water and Wastewater Voucher program. This handout stated that the voucher program began in August 2003. This program provides a private developer who has satisfactorily installed at their expense all required water and wastewater infrastructure including the water and wastewater taps a voucher for each tap. Prior to August 2003, the developer paid his contractor to install the entire infrastructure and paid WCSA full price for a water and wastewater tap. Mr. Cornett said that the required infrastructure for both water and wastewater includes everything except the water meter, water meter register, water meter (MXU reading device), the administrative cost for processing an application, a trip to the meter by WCSA to install the meter and a trip to the wastewater lateral to inspect the line from the tap to the home. In August 2003 the voucher water was set at \$400 each for \$850 tap fee and wastewater was

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set for \$750 each for an \$800 tap fee. The voucher for water was decreased from \$400 to \$200 and for wastewater from \$750 to \$400 effective July 1st, 2006. On July 18, 2008 an itemized evaluation of the cost of water and wastewater connections was conducted. The result of this evaluation showed that WCSA' average cost for a water tap is about \$350. We charge \$1100 for the water tap fee and the evaluation also showed the wastewater tap cost for WCSA was around \$160 versus the \$800 fee charged. Mr. Cornett recommended the Board consider amending the water voucher from \$200 to \$750 and the wastewater voucher from \$400 to \$640. He stated that this did not impact the system fee which we collect at full price which is \$800 for water and \$1600 for wastewater per residential connection. A motion was made by Mr. Stephon to accept the recommendation presented by Mr. Cornett. Mr. Stephon's motion was seconded by Mr. Taylor and passed by a unanimous vote.

21. Adjournment

Mr. Stephon made a motion to adjourn. Mr. Stout seconded. The motion passed 5-0-2. The Board adjourned at 10:35 p.m.

Mr. Scott Rector, Vice-Chairman

Ella Ratcliffe, Assistant Secretary