

**Washington County Service Authority Board of Commissioners
December 17, 2007 Regular Meeting Minutes**

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

ROLL CALL

Commissioners Present:

Mr. Sam Blaylock
Mr. Gerald Cole, Chairman
Mr. Scott Rector, Vice-Chairman
Mr. Joe Chase
Mr. Frank Stephon, IV
Mr. D.L. Stout
Mr. Daniel Reynolds

Commissioners Absent

None

Staff Present:

Robbie Cornett, Interim General Manager
Kim Roberts, Controller
Doug Canody, Chief Engineer
Ella Ratcliffe, Information Systems Manager
Rick Clevenger, Water Treatment Plant Manager

Consultants Present:

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

Also Present:

Ms. Dawn Figueiras, General Counsel
WCSA Employees

3. Public Query and Comments

None

4. Approval of Agenda

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

5. Consent Agenda

- Minutes from November 5th and 26th, 2007
- Routine Reports
- Financial Statements for October 2007
- Check Register ending 10/31/07

Items removed from Consent Agenda

None

Mr. Chase made a motion to approve the Consent Agenda. Mr. Chase's motion was seconded by Mr. Stout. The motion was approved by a 7-0-0 vote.

6. Engineer's Report and Update

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

Sewer O & M Analysis

Mr. Hancock reported that they had received preliminary indications from the Department of Housing and Community Development that they have approved the planning grant for the Exit 13 PER.

Glove Drive Waterline Improvements

Mr. Hancock reported that they had submitted the PER to the staff to review and they would be sending it to the Health Department. They have already completed the preliminary design and are working on the final design. They had received the final review comments from the staff and they would complete the final design for the Health Department review.

Route 58 Water Storage Facilities

Mr. Hancock reported that he had met with Mr. Cornett and the property owner

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the day after the last board meeting to discuss the road access to the storage tank. Mr. Hancock stated that Mr. Cornett had some additional topography done. They hoped after reviewing this that they could take another look at this.

Route 58/Watauga Road Waterline Improvements

Mr. Hancock reported that they thought they obtained all of the easements but there were problems with one easement and hoped to have this resolved so they could rapidly move ahead with the project.

Southern Rivers Watershed Enhancement Program

Mr. Hancock reported that they were working with the staff on filling out the applications to apply for this funding.

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

Lime Hill/Walker Mountain Road Project

Mr. Lane reported that staff has approached the property owners on purchasing property for the two pump stations. He stated that all of the property owners had agreed verbally to sell the property for the sites. He also stated that legal counsel was working on the deeds for these properties. He said that once these issues had been worked out the project should be ready for advertisement and competitive bids.

Mr. Kevin Heath reported on the following projects:

White's Mill Road

Mr. Heath stated that they had continued to work with the WCSA staff on a

potential alternative for the tank site for this project. He stated that once the tank site had been approved they would proceed on forwarding the plans to the Department of Health.

Orchard Hill Road

Mr. Heath stated that they had completed plan reviews and had addressed WCSA comments. The staff was still acquiring easements and permits that were required for this project.

7. General Manager's Report and Update

Mr. Cornett reported on the following:

Significant Field Work

- 41 leaks were repaired
- 9 breaks were repaired
- 22 water taps made
- 2 wastewater taps made
- 43 after hours maintenance call-outs
- 102 customers were telephoned following unusually high usage
- 539 customers were notified that their water was to be turned off
- \$4536.35 was abated for 53 customers with water leaks
- \$3993.75 was written off as bad debt three years old (November 2004)

Construction in Progress

- Green Valley Poultry Waterline and Fire Hydrant- The contractor has requested an extension and due to the circumstances we feel that this is was in order. Construction should begin this week and take about two weeks to compete.
- Caustic Tank Evaluation at the WTP- The soil analysis were sent to DEQ for evaluation to see if remediation would be required. We are awaiting a decision.

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Projects in Design or Pre-Construction Phase

- Raw Water Intake and Treatment Plant Expansion- Update by Doug Canody later in the meeting.
- Chestnut Mountain Road- Currently we have 4 of 16 easements acquired and one property for a hydropneumatic tank remaining to acquire. We have not received comments on environmental review.
- Mendota Road (Phase 1)- All easements have been obtained. Plans are 100% complete and submitted to all the various agencies for comment. We are still waiting on approval letters from DGIF.
- Denton Valley Road- We have acquired 1 of 8 easements. We have about two days of work remaining to finalize plans.
- Tumbling Creek Road- We have not worked on easements on Tumbling Creek yet. We have about two days of work remaining to finalize plans.
- Fire Hydrants in Westwood- This is our top priority presently, we are still working on hydraulics, and anticipate another couple of days of hydraulics analysis.

Administrative Items

- Our annual holiday lunch is scheduled for noon Thursday, December 20th, 2007. We hope that the Board would like to come and have lunch with us.
- We did receive a favorable response and extension from VDH on December 11th regarding our action plan for addressing water loss. We now have until the year 2016 to reduce water loss below 30% in our distribution system.

8. Southern Rivers Construction Grant

Mr. Cornett stated that he had provided this information to the Board in their update and would briefly recap this information. Mr. Cornett stated that Mr. Hancock had reported that we would be receiving the planning grant funds equal to \$20,000.00 from the Department of Housing and Community Development. He said that the deadline for this application to be submitted for construction funds was January 18th, 2008. He respectfully requested that the Board consider adopting this Resolution so they could apply for an amount not to exceed 1 million dollars for construction funds for the Exit 14 area. He also stated that the Board of Supervisors last week had adopted a similar Resolution to make a way so we could apply for these grant funds. Mr. Rector made a motion that they adopt the funding resolution. Mr. Rector's motion was seconded by Mr. Blaylock. Mr. Stephon questioned whether the Board of Supervisors would handle the money negotiations or would we handle this. Mr. Cornett stated that they would handle the money but they would authorize WCSA to decide how to spend the money. The resolution was passed by a 7-0-0 vote. Mr. Cornett stated that they also would need approval to award the development of a PER to be completed. Mr. Canody addressed the Board stating that they had sent out proposals via fax to qualified engineers. He stated that they received back three proposals for this development. Mr. Canody recommended that the contract be awarded to Draper Aden Associates. He stated that this contract should

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exceed not more than \$25,000.00. A motion was made by Mr. Chase that the Southern Rivers preliminary engineering report be awarded to Draper Aden Associates for development. Mr. Chase's motion was seconded by Mr. Stephon and passed by a 7-0-0 vote.

9. Raw Water Intake and Water Treatment Plant Procurement Update

Mr. Doug Canody stated that at the last Board meeting the Board endorsed a short list of candidate engineering firms for consideration for procurement for the Water Treatment expansion and construction of the Raw Water Intake. Mr. Canody recalled to the Board the teams that had been selected which included Draper Aden Associates and CH2M Hill, The Lane Group and Olver Inc., Maxim Engineering and Jordan Jones and Goulding, and Smith Seckman Reid, Inc. which had chosen to act alone in the process. He stated that all of the firms attended interviews with the WCSA Procurement panel on December 4th and 6th, 2007. The procurement panel included two members of the WCSA Board, Mr. Frank Stephon and Mr. Scott Rector, WCSA General Manager, Mr. Glen McManus, Mr. Robbie Cornett, Interim General Manager, Ms. Kimberly Roberts, Controller, Mr. Rick Clevenger, Water Treatment Plant Manager, Mr. Don Cole, WCSA Chief Operator, Mr. Mark Osborne, EIT, and Mr. Doug Canody, Engineering Services Manager. All were present for these interviews except for Mr. Glen McManus. All firms had a beginning

and closing statement and were presented questions during the interview process. These questions were collaborated by all WCSA panel members and covered a wide variety of subject matter. He stated that the interviews were very informative and the panel discussed, made notes and stayed for an extended period of time reviewing all of the aspects of the interviews. Mr. Canody said that ranking the firms was the most difficult part of the process because all of the firms interviewed put forth a great deal of effort and all of the panel members felt that all of them were very knowledgeable and experienced. Mr. Canody said that 2 firms stood out above the others and both were familiar to the Board of Commissioners. The engineering firms were Draper Aden Associates and Lane Engineering. Mr. Canody also stated that during this procedure of choosing the firms the panel did recommend that the expansion project and the raw water intake project not be separated between two different firms. Mr. Canody and the WCSA recommended that the Board negotiate a contract with The Lane Group and Olver Inc. which was ranked to be the number one team chosen for these projects. Draper Aden Associates and CH2M Hill were chosen as the number two firm. Mr. Canody stated that the panel was requesting the Board authorize for this firm to begin a preliminary engineering report only. Mr. Cornett stated that he would like to express his appreciation to all the people that served on the Procurement panel especially Mr. Canody and all the work that he had done being the head of the

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committee. He also expressed appreciation to all the WCSA employees and the Board members for taking time out of their busy day to serve on the committee. Mr. Rector and Mr. Stephon stated that they were grateful for being able to serve on the panel and appreciated everyone's efforts especially Mr. Canody for his commitment and knowledge of the process. Mr. Cole also commended Mr. Canody on his efforts and knowledge of these processes. A motion was made by Mr. Stout that they approve the committee's recommendation of Lane Engineering and Olver Inc. and negotiate a contract with them for these projects. Mr. Stout's motion was seconded by Mr. Chase and passed by a unanimous vote.

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

Mr. Chase 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 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 Mrs. Dawn Figuerias, WCSA Counsel and Mr. Robbie Cornett, WCSA Interim General Manager are requested. The motion

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by Mr. Chase was seconded by Mr. Rector. The motion passed (7-0-0). The Board adjourned to Closed meeting at 7:27 p.m.

Return to Public Session

Upon motion by Mr. Chase and second by Mr. Rector, the Board returned to Public Session at 08:25 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 7-0-0.

AYE: Mr. Blaylock, Mr. Cole, Mr. Chase, Mr. Stephon, Mr. Stout, Mr. Rector, Mr. Reynolds

NAY: none

Absent: none

11. Late Items

None

12. Adjournment

Mr. Rector made a motion to adjourn. Mr. Stout seconded. The motion passed 7-0-0. The Board adjourned at 08:28 p.m.

Mr. Gerald Cole, Chairman

Ella Ratcliffe, Assistant Secretary