

**Washington County Service Authority Board of Commissioners**  
**January 25, 2010 Regular Meeting Minutes**

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

**ROLL CALL**

Commissioners Present:

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

Commissioners Absent:

Mr. Gerald Cole, Chairman

Staff Present:

Robbie Cornett, General Manager  
Kim Roberts, Controller  
Amanda Paukovitz, Administrative Assistant  
Doug Canody, Chief Engineer  
Mark Osborne, Distribution Manager

Consultants Present:

Kevin Heath, PE, Adams-Heath Engineering  
Randall Hancock, PE, Draper Aden Assoc.  
Bobby Lane, PE, The Lane Group, Inc.  
Matthew Lane, PE, The Lane Group, Inc.  
Doug Covington II, AIA/LEED AP, The Lane Group, Inc.

Also Present:

Mr. Mark Lawson, General Counsel  
WCSA Employees

**3. Public Query & Comment**

***George Price of 24113 Rich Valley Rd.***

Mr. Price came to encourage the Board to encourage all that they meet to continue to pursue the Rich Valley Road Project. Mr. Price brought in his home's well filter to show the conditions of his house. He has a seven-year-old and a four-year-old child who are endangered by his water's conditions. Mr. Price wanted to encourage the Board that despite any bumps in the road, please

remember that they are still in need of clean water.

Mr. Chase thanked Mr. Price and affirmed him that the residents of Rich Valley Road have not been forgotten.

**4. Approval of the Agenda**

Mr. Cornett referenced an amended agenda at the Board's stations that he asked them to consider.

Mr. Stephon moved to approve the agenda. Mr. Stephon's motion was seconded by Mr. Coleman and was approved by a 6-0-0-1 vote of the Board.

**5. Approval of the Consent Agenda**

- Minutes for December 28, 2009.
- Routine Reports for December 2009.
- Financial Statement for December 2009.
- Check Register and General Manager Financial Report for December 2009.

Mrs. Paukovitz requested that the approval of the Consent Agenda include the adjustment of last meeting's Board Meeting Minutes; all Commissioners were erroneously marked present when Mr. Blaylock and Mr. Cole were absent. Mr. Stout made a motion to approve the Consent Agenda. Mr. Stout's motion was seconded by Mr. Blaylock and was approved by a 6-0-0-1 vote of the Board.

**6. Engineer's Report and Update**

***Mr. Randall Hancock of Draper Aden Associates (DAA) reported on the following projects:***

• **Glove Drive Water Line**

Contract 1 is substantially complete. They are in the process of getting the interstate ready. There have been some weather days; the contractor is supposed to get a request in for a weather extension.

• **Seven Springs Secondary Supply**

Held a progress meeting on January 12.

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Contractor has given most submittals; is in the process of getting work started. They are shooting for Substantial Completion on May 13 and Final Completion on June 12.

- **Route 58 Water Storage Tank**

Hopefully had their last question from RD on Friday regarding the PER. Will see if it is cost effective to prime and seal the access way. Have received all environmental and are awaiting comments in regards to funding.

- **Route 58 Corridor Study & Monte Vista Drive Study**

Received a copy of the report today for internal review. Hope to get to Staff by the end of the week.

- **Exit 13/14 Sewer Project**

Project is progressing fairly well. They met with Staff last Tuesday to review preliminary plans. Are working to secure the pump station site; project is running according to schedule.

*Mr. Bobby Lane of The Lane Group, Inc. reported on the following projects:*

- **Interim Drinking Water Plant Improvements (4.6 to 6.6 MGD)**

Received permission from RD to advertise the project for bid and the project has been advertised. Pre-bid meeting is on January 28. Bid opening is scheduled for February 16. Hope to have bids for consideration at the February Board Meeting; the prospects look good.

- **DWP Expansion (6.6 to 12 MGD)**

They are well into the design of final plans. Have had two meetings with WCSA Staff and are proposing to submit preliminary drawings to Staff this week. They are scheduled to have final plans and specs submitted in April.

- **Lobby & Building Renovations**

The Committee received direction by the Board at the last meeting. Hope to come

forward with plans and a budget soon to get the renovations underway.

- **Western Washington Co. Study**

Reported at the last meeting that the Western Washington County Study has been completed. The Lane Group is looking forward to presenting their report during Item #13 tonight.

- They will be presenting Item #9 (**Consideration of the Middle Fork Water Treatment Plant Building Appearance**) later in the meeting as well

- The **Mill Creek Agreement** was executed by the Town of Chilhowie. The kick-off meeting is scheduled for February 8.

*Mr. Kevin Heath of Adams-Heath Engineering reported on the following projects:*

- **White's Mill Road Improvements**

Are continuing to await word from RD on funding; they are optimistic. RD has approved the PER and Environmental. Adams-Heath is yet to have a firm commitment on the letter of conditions.

- **Orchard Hill Road Improvements**

During the past month, there has not been much progress due to weather; the contractor is waiting to complete the last drill stream crossing. The Contractor is saying that due to the extreme conditions he has encountered, they are requesting that the Board consider giving them another 90 days to complete the project. Initially, the extended contract pushed the deadline to December 1. They have made progress up until November 30. Mr. Heath brought forward the letter to the Board for their consideration.

Mr. Cornett expressed that this line creates better fire flow for the area. This bore is not essential, but was put in to increase our system's reliability for a

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future industrial prospect. Mr. Cornett is speaking on behalf of himself, Mr. Canody, Mrs. Figueiras and Mr. Heath.

Mr. Taylor asked if the extension was for 90 days from the original date. Mr. Heath clarified that the requested extension was for 90 days from today.

Mr. Blaylock asked if the Board has already extended this deadline; Mr. Heath expressed that yes, they have.

Mr. Stout inquired of what all does King Contractors have left to do and "Why did they not cross near Mountain City and come down this way?" Mr. Cornett explained that the water is going down the other direction. The road being worked on runs parallel to Route 58 and the Creeper Trail. Mr. Heath said [King] has tried drilling each side of the creek; have encountered a number of problems with breaking off bits. He noted that the second subcontractor is off the project and the first contractor (Crosspointe) has been remobilized.

Mr. Taylor wondered why the extension was for 90 days from today. Mr. Heath explained that when King first requested a time extension, [Adams-Heath and WCSA] expressed that King needed to indicate a time limit. King feels 90 days is adequate time to complete the crossing; "This is King's request to us."

Mr. Taylor inquired if it is going to take 90 days. Mr. Heath indicated that he hopes not; he cannot say and no one else can. He expressed that under ideal conditions, that type of crossing should take 2-3 weeks to bore and install the pipe. Mr. Taylor asked for clarification; "they are not requesting any additional money?" Mr. Heath clarified that no, they are not.

Mr. Cornett noted that King has been making efforts all along to complete the bore. He explained that if WCSA had

been doing the bore on its own, we would have used the same techniques and there is nothing we would have done differently.

Mr. Stout asked if they have hit their bits on big stones. Mr. Heath explained that yes, they have hit their bits and if it is not bored straight (and they are finding it's not straight when they turn back up), the drill bit is coming out in different directions.

Mr. Taylor wondered if there is a way to help King Contractors. Mr. Heath noted that the only way to do that would be to move the drilling location and that would involve an easement. He doesn't know if we would be in any better conditions. Mr. Blaylock clarified that no matter the location, the drilling would occur in the same type of rock. Mr. Taylor expressed his desire for us to help King, if possible; they have tried and so have both subcontractors.

Mr. Blaylock noted that a deadline extension doesn't slow getting the water to customers, but it simply increases fire flow. Mr. Cornett affirmed this; the last crossing increases the line's fire flow from 100 or 200 gallons per minute (gpm). He expressed that this project brings about another option on the other side of the river. Mr. Cornett explained that they undertook the project for liability reasons and to increase fire flow. Mr. Blaylock made the motion to grant a 90 day extension [from today] to King Contractors. Mr. Blaylock's motion was seconded by Mr. Stout and was passed by a 6-0-0-1 vote of the Board.

## **7. Water & Wastewater Construction Projects Report and Update**

Mr. Canody noted the following changes and project updates:

- **Chestnut Mountain Road**

The meeting with the property owner has

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been scheduled for tomorrow to discuss the pump station location and access.

- **Rich Valley Road Projects**

Mr. Canody referenced Mr. Price's appearance earlier (during Public Query and Comment). He expressed that this project has been submitted to VDH for approval. He expects to come back next meeting to request permission to bid the project. This is assuming that we have the three easements that are needed for the straight away; these easements have yet to be obtained. There may be some further discussion on this project later.

- **Sutherland**

They received good news last week. Mr. Canody met with the US Forest Service concerning their possible need for water. It turns out that they are undergoing surface water influence. This problem will cost the US Forest Service a lot of money to fix. In result, they have offered WCSA \$70,000 to extend the water line 500-600 ft. With this new advancement, WCSA may have enough money to complete the project.

- **Tumbling Creek**

There have been a lot of bad weather days since January 2. There have been about 14 days with weather below freezing, but the project is coming along.

- **Membrane Plant Study**

The kick-off meeting is scheduled with WCSA, The Lane Group and the Town of Chilhowie for the first part of February.

- They still have not heard back for funding from last March for the following projects: the **Rich Valley Road projects, Whites Mill, Red Fox Lane and Mendota Phase 2.**

- **Century Village**

The project has been approved with conditions.

- Have had resubmittal for **Damascus**

**Estates.**

- Waiting to hear back regarding the **Highlands Commercial Park.**
- For all other inquiries, he referenced the Engineering Department Report in Section 2 of the Board Books.

## **8. General Manager's Report & Update**

Mr. Cornett referenced his General Manager's report at the Board's stations. He reported on the following noteworthy WCSA performance and Staff accomplishments:

### **Water Production**

- Produced over 194 million gallons of drinking water.

### **Distribution**

- Coordinated the outside purchase of little more than 23 million gallons of water.
- In total, an average of 7.0 million gallons per day of drinking water was distributed to our customers.

### **Meter Department**

- 110 customers were telephoned following unusually high usage.
- No customers were notified that their water was to be turned off for nonpayment.

### **Customer Service**

- Little over \$9,000 was abated for 63 customer water leaks.
- Just over \$2,600 was written off as bad debt [more than three years old].

### **Maintenance**

- Repaired 31 leaks and 8 major breaks.
- Constructed 12 water taps & 0 wastewater taps.
- Responded to 68 after hours maintenance call-outs.  
(Note: this number of call-outs is unusually high, but expected when taking the weather conditions into consideration.)

### **Wastewater**

- Treated little over 11 million gallons of wastewater.

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**Administrative Items**

- December was an extremely challenging and busy month for our Operations Personnel; they had some of the coldest weather in years to contend with. He thanked them for their tireless service.
- Currently, WCSA is advertising for the positions of Staff Engineer, Wastewater Operator, Wastewater Operator Trainee and Draftsman/GIS Specialist.
- Mr. Cornett would like to welcome WCSA's newest staff member; Todd Mitchell has accepted an offer to become a new Crewman in the Maintenance Department. He will be replacing the retiring Buddy Mann.

**9. Consideration of the Middle Fork Water Treatment Plant Building Appearance**

Mr. Doug Covington with The Lane Group explained that there have been some revisions made to the renderings that were in the Board's packet; these are computer generated designs.

He revealed that Scheme 2 displays a curved entry with an off-center entrance towards the parking side. This set-up allows the locker rooms to be farther away from the entrance. The Observation Area is centrally located and windows will allow some light.

Mr. Covington moved on to Scheme 3, which displays an entrance turned towards the parking area; this gathers some square footage. He noted that the scenario calls for individuals to enter from the left and offices would be behind the training room; they could have direct access to training. Essentially the locker and control rooms are laid out pretty similarly. The Front entrance is in direct access of the observation area, with a little more glass for lighting purposes.

Mr. Blaylock asked if Scheme 3 was shorter than Scheme 2. Mr. Covington

affirmed that the two schemes are about the same height.

Mr. Covington noted that Scheme 2's façade was fairly stark, while the rock does not appear in Scheme 3.

Mr. Chase asked if there would be a significant difference in cost. Mr. Covington expressed that Scheme 2 may be a little more expensive, but with the overall cost per square footage, the two schemes cost about the same. Scheme 3 may have a little more space.

Mr. Bobby Lane expressed that these are two schemes among four or five. Scheme 2 and 3 are the two that they, along with WCSA Staff, have liked the best. They wanted to be cost effective, but wanted the Plant to have a unique appearance. The Lane Group hopes to have the drawings finished by April of this year, which would allow the Board a little bit of time for review. Mr. Lane asked that the Board take the revised renderings and floor plans, look at them, give them to Mr. Cornett, and they will take the Board's input into consideration.

Mr. Covington said the renderings with more color give a better idea of the overall appearance of the facility. They will also work on revising the lobby project. They hope to get a finalized report and cost estimate back by February 8; this will ensure that they are ready for the next meeting.

Mr. Taylor asked if there is a particular design that the Staff likes. He likes having similar parts together. Mr. Taylor likes the second discussed scheme, but he is not sure about the set-up. Mr. Cornett shared that they have not voted. Mr. Taylor feels that Scheme 2 looks like a church. Scheme 3 has an unusual look as well. He feels the importance of thinking energy efficient; anytime there

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is a lot of glass used in a design, it is not as energy efficient as utilizing brick. Mr. Covington affirmed that aesthetically, they can reduce the amount of glass used in the design without affecting much.

Mr. Cornett explained that in respect to heating and cooling in an area with a lot of glass, he noted that most of the windows are in the top of the design (opposed to the first couple designs); the glass is over the observation area, which is not heated or cooled.

Mr. Blaylock wondered if there was a lot of wasted space in Scheme 2. He wondered if the door could be moved slightly. Mr. Covington affirmed that the door's location could be worked out.

Mr. Chase expressed that he likes the exterior look of Scheme 3.

Mr. Lane thanked the Board and affirmed that The Lane Group will continue to refine those drawings to get the designs where they need to be.

Mr. Blaylock wondered if it would be cheaper to angle the roof on Scheme 3.

Mr. Covington explained that if the roof is pitched towards the front, it would reduce costs in regards to drainage.

Mr. Cornett thanked The Lane Group for their presentation and their efforts.

**10. 2010-2011 Fiscal Year Budget Review**

Ms. Roberts noted that WCSA's main goal at this meeting is to get the Board prepared to begin a full budget analysis in the next two months. Due to advertising requirements, if WCSA needs to make adjustments to the rates, fees, and charges for the upcoming year, we would need to make changes somewhere around the March Board Meeting.

Ms. Roberts explained that at this meeting, she wanted to update the Board

on the budget progress and standings. The budget is incomplete at this time. The departmental supervisors are currently developing their departmental and capital budgets requests for submission this week.

Doug Canody, Jack Garrett, Mark Osborne, Robbie Cornett and herself had a meeting this past Friday to discuss the Capital Improvement Projects in detail. Ms. Roberts is in the process of updating those numbers per their discussions; she can provide a brief look at where the capital and departmental budgets stand thru December 31<sup>st</sup>.

Ms. Roberts referred to the handout with the red tab. She noted that this document contains the water budget summary. The first column shows the budget summary through December 2009. WCSA had budgeted to receive \$5,062,000 in revenue by the end of December; we have received approximately \$5,096,000. She also noted that as one glances down the "Variance" column, it is indicated that all departments have kept their expenses under budget to date except the Chilhowie Treatment Facility. This is due to a budget reclass from last year. Although WCSA was billing Chilhowie for their percentage of the payroll, the expenses were being classified as Production instead of under this separate department. WCSA felt this reclassification would accurately represent the expenses at the Chilhowie Treatment Plant. The second group of three columns are year to date projections. The first column labeled "budget" is what was budgeted for the whole 2009-2010 fiscal year. The last column, "projections", takes the actual expense numbers from the first set of columns and projects those expenses forward for six more months. With these numbers,

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WCSA is currently projected to have \$2.2 million that could offset capital expenditures for the year with these being capital projects and/or equipment purchases. Ms. Roberts included copies of the capital and departmental expenditures to date.

She noted that upon turning the page to review the Wastewater's summary, one can see the same sets of columns. WCSA budgeted \$1.3 million in annual revenues and are projecting \$1.6 million. For Total Income, WCSA budgeted \$100,543 and are projecting \$633,404 to offset capital expenditures for the year. The remainder of the packet includes departmental capital expenditures, the updated CIP List, showing amounts spent thru December and departmental expenses. Ms. Roberts asked the Board to keep in mind that this document represents just a summary of WCSA preliminary six month numbers. Over the next two months, she will continually update the spreadsheets with the most updated information and go in greater detail to specifically speak to revenue requirements and expense projections.

Ms. Roberts opened up the floor for questions.

Mr. Chase asked if Ms. Roberts has seen anything unusual so far. She noted that they have seen some irregularities with the Exit 13 Sewer project, but will be investigating even further. Mr. Cornett noted that Ms. Roberts has done very well, as she has brought about the budget information three months sooner than usual in case the Board wants to make adjustments to rates, fees and charges; these changes would take effect in July.

Mr. Blaylock noted that if things keep up, WCSA's finances look really good. He inquired if the projections also

included December's statistics. Both Mr. Cornett and Ms. Roberts affirmed that yes, December's information is included and they have been very pleased.

**11. 2010-2011 Fiscal Year Rates, Fees and Charges Review**

Ms. Roberts referenced the yellow-tabbed document, which includes a summary of revenues. The first report, located on page 1, is labeled July-December 2009. This summary provides a breakdown of the revenue numbers that were previously reviewed in the summary. The "rents", which are obtained through monthly water usage, was projected to be at \$4.6 million by the end of December 2009. WCSA fell a little shy of that mark at \$4.516 million; a variance of approximately \$90,000. On the next line, one will see that \$169,380 was budgeted for connections and \$203,821 in connection fees have been received for this current fiscal year. The Total Revenue numbers (indicated by bolded text) show that other connection fees made up the difference by giving WCSA a positive revenue gain of \$34,000 so far this year.

She noted that the Sewer Revenues below show just the opposite. Monthly "rents" have exceeded the projections thru December 2009. Ms. Roberts also brought to the Board's attention the line labeled "Exit 13 Connection Fees", where they allocated revenue for the Exit 13 Sewer Connections. This will not be a recurring number to this magnitude in future years.

Ms. Roberts continued with page 2 of this summary, where revenues from January-December 2009 are revealed on a calendar year basis. For the calendar year, the monthly rents have exceeded the budgeted numbers for the calendar

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year. These statistics cover two different fiscal years with two different sets of rates. The overall Actual Revenues have exceeded the Budget Revenues for the calendar year of January-December 2009. She showed the next two pages, which are graphs of revenues for the past two calendar years. She indicated that most of the fluctuations are due to weather related changes. Mr. Cornett affirmed that rents were slightly down due to unusually high rain.

Ms. Roberts enclosed on the last page a summary of abatements, bad debt written off and new connections made since 2003, as well as the averages for each of those years. She opened up the floor for questions from the Board.

Mr. Stout asked if Westwood residents are already paying connection fees. Mr. Cornett affirmed that residents are currently paying connection fees in order to take advantage of long-term financing. Ms. Roberts added that the summary by Staff was created from monthly activity reports. Mr. Cornett noted that each of these categories do have bearing on our overall financial position.

Mr. Chase asked what kind of payment plans have been utilized by Westwood residents. He wanted to know if most have paid for the connection fee in a lump sum. Mr. Cornett clarified that most residents have committed to the \$50/month (interest-free) plan.

**12. Consideration of Amendment No. 1 to Task Order No. 06-02 for the Glove Drive Water Line Extension Project**

Mr. Canody explained that the purpose of this amendment is to extend the inspection services for about 90 days. The amendment extends DAA services, including the statement of completion,

which will come in the next week or two with additional services.

Mr. Taylor asked if the amendment added additional lines. Mr. Cornett expressed that a small line was added, along with two or three things that resulted in additional time needed.

Mr. Canody clarified that there was a property owner who threatened them if they came on his land; this took a few extra days to straighten out.

Mr. Stephon made the motion to approve the amendments. Mr. Stephon's motion was seconded by Mr. Taylor and was approved by a Board vote of 6-0-0-1.

**13. Western Washington County Water Supply Study Presentation**

Mr. Matthew Lane made a 20 minute presentation to the Board on the results of the Western Washington County Water Supply Study. He invited the Board to openly ask questions throughout his presentation. He noted the involvement of Mr. Cornett, Mr. Canody and Mr. Osborne, who were very instrumental in the study. Those involved believe that the study provides a tool WCSA can utilize from now on.

Mr. Taylor asked if the referenced \$35.5 million was in today's terms, and it could go as high as \$50 million. Mr. Lane affirmed both questions and reviewed each project's cost summary.

Mr. Chase wondered if this Study could still be usable in 10-15 years. Mr. Lane expressed that yes, it will still be usable.

Mr. Cornett expressed that he sees the study as useful, both now and into the future. When someone comes in to WCSA interested in water service, it gives an opportunity to begin helping them help themselves acquire interest amongst communities for projects. This area can also be made into smaller



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project sections. The Study's results give WCSA a road map, as to where PRVs, pumps, etc. are to be located. Some residents have already signed user agreements or petitions to show interest. Undertaking a study for WCSA would have been a huge undertaking if this area is to be served (even in the next 40 years) without knowing where PRVs, pumps, etc. would need to be located. The referenced costs could be adjusted easily. He also explained that if an industrial prospect comes in and lines need to be adjusted for size, this can be referenced and in response, adjusted as well. With the newly completed Study, WCSA will have to simply update numbers when necessary, opposed to starting from scratch. Mr. Lane explained that he wanted to make a dramatic observation.

Mr. Taylor asked for clarification; "the Study results are not concrete?" Mr. Lane explained that they wanted to make the Study so that if there was a change that needed to be made, it could be changed. For example, with breaking these subsystems down, they don't know where the need to expand water service will be next. Mr. Cornett is convinced that this Study's results will prove to be a useful tool even when we all are gone. Mr. Chase asked if The Lane Group is now done with this project, or are they in it as well. Mr. Cornett explained that the procurement is now good for five years. WCSA may need to re-procure the project in the future. However, this may need to be done on a case by case basis. Mr. Lane affirmed that the project does not simply consist of a paper report. There will be the need for a hydraulic analysis, cost estimates, etc. He expressed that The Lane Group wants to be involved with this project just as long

as the Board will have them.

Mr. Cornett also wanted to compliment The Lane Group staff for their hard work and their effort on the completion of this study. Mr. Cornett explained that over the last four years, they have received many requests for service, both in and out of this area. This project was definitely needed, but was more than WCSA could chew on its own. The Lane Group has done a great job completing this Study.

**14. Draft Water and Sewer Line Extension Policy Review (Financial Component)**

Mr. Cornett made a 20 minute presentation on WCSA's Drafted Water and Sewer Line Extension Policy. He explained that the policy was reviewed at the December meeting. However, he expressed the need to discuss the financial component of the policy at this meeting. Mr. Cornett made a correction to Slide #6; the referenced value should be \$10 million, not \$20 million (as referenced on the slide). Throughout the presentation, he referenced seven possible policy alternatives.

Mr. Cornett wanted to receive feedback from the Board. He inquired of who they think should pay. He recommended that the Board recess this meeting to right before the February 22 Meeting for a workshop. If the Board decides to do so, they could consider action on the Policy at the March Board Meeting. At this point, Mr. Cornett opened the floor for questions from the Board.

Mr. Taylor noted that there is a lot of information to absorb.

Mr. Blaylock inquired if Staff has received much feedback from the Supervisors; he feels their outlook is challenging to predict. Mr. Cornett

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expressed that perhaps any changes the Board makes to requirements could generate questions or complaints from those who want service, the Supervisors, etc.; they could certainly object.

Mr. Cornett explained that Staff has spent well over a year documenting how WCSA currently does Line Extensions. They all have noted some consistencies within the policies in the past. This drafted policy is establishing the procedures for building a waterline extension, but does not change rates, fees and charges; changes in the rates, fees and charges would require a public hearing. In Options 1 & 2, all changes would be made through monthly user fees. Again, this would involve a public hearing. These changes would also require the Board of Supervisor's consent. However, the policy itself should not require a public hearing.

Mr. Cornett added that he and Mr. Lawson have reviewed the various alternatives and they do not see anything illegal about any of the alternatives; all of the options are viable. Option #3 would be the most consistent with the policy that has already been adopted by the Board. Options #1 & #2 are the most different. With a front footage fee, it would require everyone to participate. He explained that any adjustment in any area could have bearing on the whole process.

Again, Mr. Cornett proposes that the Board recess this meeting until 5 PM on February 22 (prior to the February Board Meeting). If so, between now and then, he could provide the Board with a report from MFSG of projects pending, etc. for the Front Footage Alternative, Surcharge on Usage and Equal Assessment Options. He hopes to have this info to them in 1-2 weeks. He feels the February

Meeting is where they want to start looking at the options seriously; they can look at the proposed policy for consideration at the March Board Meeting. There is no rush, and the policy is a complex issue that deserves careful attention.

**15. Closed Meeting: Acquisition and Disposition of Property, Investment of Public Funds & Legal Advice**

Mr. Taylor moved that the Board adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act, Code of Virginia § 2.2-3711 Paragraph (A) (3): Acquisition and Disposition of Property, 2. To Discuss and Consider the Acquisition of Real Property and to Discuss and Consider the Disposition of WCSA Real Property, Code of Virginia § 2.2-3711 Paragraph (A) (6): Investment of Public Funds, 3. To Discuss Various Inter-municipal and Other Agreements, Code of Virginia § 2.2-3711 Paragraph (A) (7): Legal Advice, 4. To Discuss Various Inter-municipal and Other Agreements.

In addition to the Board, the presence of Mr. Mark Lawson, WCSA Counsel, and Mr. Robbie Cornett, WCSA General Manager, are requested (Note: Mr. Stephon read the motion).

Mr. Taylor's motion was seconded by Mr. Blaylock and was approved by a 6-0-0-1 vote of the Board. The Board adjourned to Closed meeting at 9:18 PM.

**Return to Public Session**

Upon a motion by Mr. Stephon, a second by Mr. Blaylock, and a 6-0-0-1 vote by the Commissioners, the Board returned to Public Session at 10:36 PM.

**Certification of Closed Meeting**

Whereas, the Washington County Service Authority has convened a Closed Meeting on this date pursuant to an

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affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; And whereas, § 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: Mr. Blaylock, Mr. Chase, Mr. Stephon, Mr. Coleman, Mr. Taylor and Mr. Stout.

**16. Late Items**

Mr. Cornett noted that the Washington County Board of Supervisors have asked that the Board of Commissioners meet jointly with them in February to discuss rates, fees and charges. The possible dates that the Board of Supervisors have suggested are February 16, 17 and 18. If the Board can give Mr. Cornett an idea of what date would work best for the Commissioners, the Supervisors would like to know by tomorrow. A location has still not been decided upon. After some discussion, Tuesday, February 16 at 7 PM seems to be what the Board seemed most in favor of; the Board affirmed this day and time. Mr. Cornett proposed putting together a presentation on rates, fees and charges to bring the

two new Board of Supervisor members up to speed; he has not heard what the two newcomers think of WCSA's rates. The Board encouraged him to put together such a presentation.

Mr. Blaylock asked if the Board needed to make a motion on the date. Mr. Lawson affirmed that no, they did not.

Mr. Cornett also mentioned that WCSA has been compiling some research regarding issued building permits within Southwest Virginia for the purpose of comparing and contrasting. He expressed that the hope is to have this information to the Board at the next meeting.

**17. Adjournment or Recess**

Mr. Blaylock made the motion to recess the meeting to Monday, February 22, 2010 at 5:00 PM at the Washington County Service Authority Office Building located at 25122 Regal Drive, Abingdon, Virginia in the Jack S. Cole Conference Room to consider policy regarding the extension of water and sewer lines. Mr. Blaylock's motion was seconded by Mr. Stephon and was approved by a 6-0-0-1 vote of the Board at 10:42 PM.



Mr. Joe Chase, Vice Chairman



Amanda Paukovitz, Assistant Secretary