

**Washington County Service Authority Board of Commissioners**  
**September 24, 2012 Regular Meeting Minutes**

The regular meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 7:07 PM.

**ROLL CALL**

Commissioners Present:

Mr. Joe Chase, Chairman  
Mr. D.L. Stout, Vice Chairman  
Mr. Prince Coleman  
Mr. Devere Hutchinson  
Mr. Dwain Miller

Commissioners Absent:

Mr. Kenneth Taylor  
Mr. Frank Stephon, IV

WCSA Staff Present:

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

Consultants Present:

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

Also Present:

Mrs. Dawn Figueiras, General Counsel

**3. Approval of the Agenda**

Mr. Cornett had no additions or corrections to the Agenda. Mr. Miller motioned to approve the Agenda, Mr. Coleman seconded the motion, followed by Board approval of 7-0-0-0.

**4. Public Query & Comment**

Mr. Gary Smith of Abingdon introduced himself to the Board and said he was there on behalf of area landlords. Since the last meeting, the area landlords have

discussed some of the same things talked about in the last meeting such as the law that was passed July 1<sup>st</sup>. We came up with some suggestions to work together and we feel like we have the same goals in common, to maximize assets and limit liability, stated Mr. Smith. If we manage our property well and screen our tenants well, you (addressing the Board) will have no need to file liens against the landlords property to recoup losses. One suggestion we would like to present to you is when someone comes in as a tenant to apply for water, you make it a requirement they present you with a lease from the landlord. Instead of putting the water under a dog's name or a child's name, you put the service under one of the names that is on the lease, so you could pursue the collection process. Mr. Smith asked if you have someone that is in arrears, do you have a database you can share with us who they are so we don't rent to those that don't pay their bills? We need to share that information.

Mrs. Figueiras said, from a legal prospective, WCSA is not permitted to share that information without the written consent of the tenant.

Mr. Smith said, so you can share if you have that consent.

Mrs. Figueiras said yes, if the tenant has signed.

Mr. Smith asked, how do you share it, is it put on a website?

Mrs. Figueiras answered no; it can only be shared individually not publically.

Mr. Smith said let's say it isn't public but like a landlords association; can you share it with a group of people that actually need to know without us coming? Who would we contact? Would we contact you Mr. Cornett and ask you if this person has bad debt with you? We

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have to come up with something Mr. Smith stated.

Mrs. Figueiras stated the Fair Debt Collection Processes Act, which is a Federal Act, would prohibit WCSA from doing that. By an individual signing the consent, they could share that information with a particular landlord.

Mr. Smith said everything was public knowledge at the General District Court. Do you have a process of collecting debts in small claims court? I have never seen anything from WCSA actually going after these people and trying to collect debt.

Mrs. Figueiras answered, yes we routinely do that.

Mr. Smith asked; then it is public knowledge?

Mrs. Figueiras said for the ones that have been filed in court and have a judgment against them.

Mr. Smith asked Mrs. Figueiras, do you do this on a regular basis.

She answered; we do it probably in batches.

Mr. Cornett said it first goes through a debt setoff collection program which is a state program that allows us to garnish their income tax or any monies due....

Mr. Smith asked, "Do you have to have a judgment to do that"?

Mrs. Figueiras answered, it goes through debt program first then if that program is unsuccessful, then it goes to General District Court....

That puts us in a bind; the landlord needs to know these things. How do you go about refusing service?

Mr. Cornett answered, if they have bad debt with us, then we do not provide them service.

So if you look on the General District Court cases system website, then you can pull up that they have outstanding debt; let's say unlawful detainers or debt

owe debt to the hospital. You know they are not paying their debts. You can look on the courts information and see that may be only \$300 or \$500 or \$1,000. For example, when someone comes to me and applies for a lease. I go on that system and there is a place on the application that says "have you ever been sued for non-payment of debt" and I see you have a list of a few, even a traffic citation; I would ask for a letter from your landlord or the hospital or the clinic saying that debt has been paid. I have had one lady that protested and she brought me a letter and I called him. This gentleman had been paid but did not go to the clerk's office and dismiss the case. Can you tell us? If you know I am the landlord, can you tell me within 24 hours when someone is behind instead of waiting 2 or 3 months, asked Mr. Smith?

Mr. Cornett said, the new consent form allows us to notify you as soon as the customer is delinquent. Something else we may be able to start doing is report those persons to credit agencies.

Mr. Smith said we all we can do, but if you apply to Equifax and go through the menu on the phone, one of the last things they ask is "are you a landlord", if I tell the truth and say yes, Equifax will not give info to landlords. We must form an association; the association can apply to Equifax. So we have to form an association, pay dues and get that info as an association and we don't do that, stated Mr. Smith.

Mr. Hutchinson said what I asked last meeting was do you do a reference check or require a reference from previous landlords.

Mr. Smith said if they tell us the truth and tell us who their previous landlord was. I have run into the problem where they will notify their brother or their

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Brother in Law or someone that they are going to be contacted and they need to claim to be their landlord. Just as you do with someone putting service in their dog's name, said Mr. Smith.

Mr. Smith continued saying, a few landlords have talked about different problems and ways of solving them. We would like to get any input we can from you all; we are willing to listen. We are talking to some attorneys and they are helping us minimize collections. We are developing a data base with the names of folks that have judgments that is public knowledge. Any information we can get from you to get rid of the ones that do not pay, and any information we can give to you, we will.

Mr. Smith addressed the Board saying, thank you so much, I appreciate your time.

Mr. Chase thanked Mr. Smith and said he appreciated his comments. He continues saying, we have backed off on some of those issues. The Board has formed a committee and will contact some of the landlords to join the committee so they can report back to you all.

Mr. Smith said if we do a good job screening it will reduce losses. Mr. Smith asked if WCSA could refuse service.

Mrs. Figueiras said if they have bad debt with WCSA. WCSA is a private entity so we can refuse if they have bad debt with WCSA only.

**5. Approval of the Consent Agenda**

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

Mr. Miller made the motion to approve the Consent Agenda. The motion was

seconded by Mr. Hutchinson and was approved by a 5-0-0-2 Board vote.

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

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

- **New Raw Water Intake and Water Treatment Plant – Task Order 9 Final Design of 12 MGD Water Plant Expansion, Raw Water Intake and Raw Water Line Replacement**

Mr. Lane updated the Board on the contractor's progress saying they were finishing the interior of the building. They are also working on the new filters and the absorption clarifiers. The installation of the new roof on the Treatment Plant Building is about 50% complete. The project is on schedule to be finished before February 2013. Mr. Lane said discussions regarding the use of remaining contingency funds continue with WCSA Staff. He also reported work on the Raw Water Intake will start in about two weeks.

- **Bristol Area Water Service Restructuring from BVU to WCSA**

Mr. Lane reported the additional work on Terrace Drive added by WCSA is now complete. TLG will complete the Change Order Work and process the clean-up Change Order and have available for Board approval at the October meeting. TLG commended WCSA employee Rick Boyd who served as the Project Representative. That project went well and was successfully completed.

- **Emory Meadowview Sewer Study**

Mr. Lane said they are winding down. We have identified 500 new customers on Route 11 and are beginning to look different funding options. We believe there are some good potential

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community block grant projects that we may be able to move forward on, stated Mr. Lane.

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

Mr. Lane reported construction is well underway. Frizzell Construction continues on schedule with Contract 1 (Pump Station) and is currently about 85% complete. Mendon is 99% complete with their work. Ramey continues to construct their Project, Contract 2A and are about 55% complete.

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

Mr. Lane work on the Phase 1 Project is winding down. Division 1 and Division 2 are complete. Division 3 (Abingdon) is about 95% complete with construction and is scheduled to complete the project in October. We have discovered additional galvanized line in Abingdon and are working to The preliminary design of the Phase 2 Galvanized Waterline Project is scheduled to be presented to WCSA Staff in October.

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

Mr. Lane said this was a study that is nearing completion. Russell County Public Service Authority does seem to be the best option to provide water to us. We are concluding that study in preparation of meeting with WCSA Staff.

- **Oak Park Sewer Project**

Mr. Lane reported the final design was complete. We will be asking the Board permission to advertise this project tonight in a separate Agenda Item.

- **Reedy Creek Water System Design – Task Order 0809-2**

Mr. Lane reported Teater's Trucking is working on the change order for the

addition of the line that the Board approved at the August meeting. Classic City Mechanical is cleaning up, repairing yards and pavement. We expect the Project to be finished within the next 30 days. Hope to have the final Clean-up Change Order and final paperwork for Board approval in October. Mr. Lane commended Mr. Stephen Sproles who served as the Resident Project Representative of WCSA for doing an outstanding job on that Project.

- **Western Washington County Sewer Study – Beaver Creek Discharge Permit.**

We have taken proposals for the new calculation of Total Maximum Daily Loading (TMDL) for Beaver Creek and reviewed those proposals. Because of their experience working with the Department of Environmental Quality (DEQ) in performing TMDL recalculations, Map Tech, has been selected.

*Mr. Joey Mullins of Maxim Engineering*

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

Mr. Mullins said they recently met with WCSA Staff on site to discuss Staff comments and select a location for the PRV station. We plan to resubmit plans and specifications to the Virginia Department of Health (VDH) and submit permit applications to appropriate agencies. He then reported on the schedule status saying they expect VDH engineering approval of plans and specifications and VDH funding approval to advertise bid by October 15. We hope to advertise for bids in November.

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

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Mr. Taylor of Maxim has been attempting to schedule a meeting with the developers of "The Pinnacle" Center, Maxim and WCSA Staff. Mr. Taylor has attempted several times to contact the developers but has been unsuccessful so far. Mr. Mullins said Maxim expects to submit a Task Order for approval at the October meeting.

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

- **Whites Mill Road Water Line Improvements Project**

AHE has received the USDA-RD approval of final clean-up Change Order for Contract 1 from Tipton. AHE has met with USDA-RD for warranty inspection. The Final Pay Request has been received and processed as well, Mr. Heath reported. This is the final report on this project. Once the final pay request is processed, we will close out this project, Mr. Heath reported.

- **Abingdon Water Storage Improvements Study**

AHE is nearing completion of the first draft study and will submit to WCSA for review.

- **Green Spring Water Line Replacement**

Mr. Heath said they have completed the design for this project and are waiting on permission to advertise for construction bids.

- **Route 58 Water Supply Improvements Project**

AHE has met with WCSA Staff to review the draft plans. We will be addressing WCSA comments and submit plans to the Health Department and are working on completing Environmental Review documents to submit to VDH-FCAP for review.

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

Mr. Heath said they have met with WCSA Staff to review draft plans. After making a few changes, we will submit the plans to the Health Department for review later this week, Mr. Heath reported.

**Mr. Dennis Amos of Anderson and Associates (A&A):**

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

Mr. Amos said the Project was in the potential customer survey stage. A&A is still working with WCSA collecting data to establish interest in this project. We are really close to the required 75% participation

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

Mrs. Helbert reported on the Sutherland Project saying we are waiting for responses from some of the agencies. Mrs. Helbert then reported on the Private Development Projects saying she has re-notified all the developers on those projects to get everything closed out. Several developers have responded and we were able to close out Harmony Hills today, Mrs. Helbert said.

**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 August:

**Water Production**

- Produced more than 221 million gallons of drinking water from

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WCSA and more than 31 million gallons of water for the Town of Chilhowie.

- Continued coordination and support of the expansion of our Middle Fork Drinking Water Plant.

**Distribution**

- Coordinated the outside purchase of more than 13 million gallons of drinking water.
- In total, 7.5 million gallons per day (MGD) of drinking water was distributed to our customers in August.
- Continued coordination and support of WCSA's ongoing capital projects.

**Meter Department**

- 181 customers were telephoned following unusually high usage.
- 519 customers were notified that their water was to be turned off for nonpayment.
- 129 meters were lifted for non-payment.

**Customer Service**

- \$13,580.85 was adapted for 64 customer water leaks.
- \$453.23 was written off as bad debt three years old.
- 4 water taps applied for.
- 192 reconnections/transfers of service.
- 3,622 accounts with late charges added.
- 1,073 disconnect notices processed.
- 129 disconnects for non-payment.

**Maintenance**

- 39 leaks.
- 8 major breaks repaired.
- 4 water taps.
- 1 wastewater tap.
- 44 after hour maintenance call-outs.
- Supported many of our waterline improvements projects.

**Wastewater**

- Treated 8,680,000 gallons of wastewater at Hall Creek.
- Treated 3,770,000 gallons of wastewater at Damascus.

**Administrative Items**

- Participated in a daylong meeting regarding the update of our Sewer Use Rules and Regulations and County Ordinance on August 9th. Legal Counsel was also involved in that meeting; not only for WCSA but for Washington County.
- Toured the Drinking Water Expansion Project with Mr. Miller and Mr. Hutchinson on August 13th.
- Attended the Central and Southwest Virginia Infrastructure Forum with Mr. Taylor and Mr. Miller on August 29th.
- Met with Danny Danko of Scott County Public Service Authority on August 30th to review final draft of the agreement between SCPSA and WCSA for the purchase and sale of water.
- Included in your packet, you have a copy of the 24th Annual Virginia Water and Wastewater Rate Report for 2012 for your review.

Mr. Hutchinson thanked Mr. Cornett for the tour of the Drinking Water Plant and Intake.

**9. Consideration of an Inter-municipal Agreement Between WCSA and Scott County Public Service Authority for Purchase and Sale of Water *Robbie Cornett***

Mr. Cornett said this Agreement was both for the sale of water to Scott County Public Service Authority (SCPSA) for the Boozy Creek/Cove Creek area and for the purchase of water from SCPSA for the Mendota area. Mr. Cornett stated he was pleased to report

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that as of September 11<sup>th</sup>, The Scott County Service Authority Board of Commissioners approved the Agreement.

Mr. Miller asked if Scott County had resolved their water quality issues.

Mr. Cornett said in terms of their system as a whole, their disinfection bi-products have improved. Leading up to this Agreement, WCSA did some water quality testing at the end of SCPSA's line where WCSA will be connecting and found those numbers were out of range, but Scott County is in the process of making changes at the Water Plant and in the process of making Operational changes to correct that issue. Mr. Cornett said we are confident, with the changes SCPSA is making, the water quality will be fine. We are in the process of setting up a testing process that will take us through the implementation and next steps of their water quality improvement projects and plan to monitor water quality through the implementation phase so we can be assured the water quality is fine, stated Mr. Cornett. They are required to supply us with water that falls under the Health Department Regulations.

Mr. Hutchinson motioned to approve the Agreement between WCSA and Scott County Public Service Authority for Purchase and Sale of Water. Mr. Stout seconded the motion and the Board approved voting 5-0-0-2.

**10. Consideration of Task Order #3 to the General Engineering Agreement Between WCSA and The Lane Group  
*April Helbert***

Mrs. Helbert began saying, WCSA Staff requested a task order from The Lane Group (TLG) to provide hydraulic modeling assistance in evaluating the provision of water in and around the Exit

1 / Bristol West property. The task order will provide us with a written report evaluating up to 200,000 gallons a day of drinking water and 1,000 gallons per minute of fire flow, Mrs. Helbert stated. The proposed cost of the task order is \$4,000. WCSA Staff and Legal Counsel has reviewed, commented and approved this agreement.

Stout motioned to approve Task Order #3 to the General Engineering Agreement between WCSA and The Lane Group. Mr. Coleman seconded the motion and the Board voted 5-0-0-2 approving the Task Order.

**11. Consideration of Change Order #4 for the 12 MGD Water Treatment Plant Upgrade, Raw Water Line and South Fork Intake Project – *Bobby Lane***

Mr. Lane presented the Board with a handout detailing items on Change Order # 4 (see attached). Mr. Lane then reviewed the description, reason and cost of the items on the Change Order. Mr. Lane this Change Order does increase the Contract time by 3 days (the handout states there is no change in Contract time).

After Mr. Lane reviewed the handout, Mr. Miller motioned to approve Change Order # 4. His motion was seconded by Mr. Hutchinson and approved by Board vote of 5-0-0-2.

**12. Consideration of an Engineering Agreement Between WCSA and The Lane Group for the Mendota Community Water System Improvement Project *April Helbert***

Mrs. Helbert began by reminding the Board that WCSA procured The Lane Group (TLG) to perform the Western Washington County Water Study several years ago. This agreement is for design

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and management of this Project. In this Engineering Agreement, the General Engineering costs are \$43,800, RPR costs are \$13,200 and Additional Engineering costs are \$10,200.

Mr. Hutchinson motioned to approve the Engineering Agreement, Mr. Stout seconded and the Board approved voting 5-0-0-2.

**13. Consideration of Amendment #1 to the WCSA Lane Group Contract for the 12 MGD Water Treatment Plant Upgrade, Raw Water Line and South Fork Intake Project April Helbert**

Mrs. Helbert began saying WCSA has a single Engineering Agreement for this Project. Construction of the South Fork Intake portion of the project is currently on hold due to the contractor failing to complete his work in the river before it became a lake earlier this year. They are expected to begin working on the Intake again in the next couple of weeks, she added. Due to this, RPR services will be an additional \$38,400 and Construction Administrative Services will be an additional \$9,194.40 for a total of \$47,594.40. WCSA Staff have been advised by our funding agency Rural Development that additional items, such as these that are caused by the contractor being late with a project, will not be funded as part of the project and the Owner is expected to recoup the costs by enforcing liquidated damages.

Mr. Coleman motioned to approve Amendment #1 to the WCVSA Lane Group Contract. Mr. Stout seconded and the Board approved voting 5-0-0-2.

**14. Oak Park Wastewater Collection System Project Easement Status Report and Public Hearing Regarding Possible Condemnation of**

**Outstanding Easements Bobby Lane and Dawn Figueiras**

Mr. Lane provided the Board with handouts showing easements that are still needed for this project. Mr. Lane said there are 7 property owners that have not signed easements they continue to work.

He referred to Sheet C-1 showing the Virginia Company and Exit 6 Associates. Both those companies have requested descriptions of easements.

Sheet C-2 highlights Carrico Investment Company, a property owner TLG continues to work with. Carrico Investment Company is also highlighted on Sheet C-3, along with Patrick Tobacco Outlet.

Sheet C-4 highlights the Ann Colley property. Mrs. Colley is seeking the advice of her son and we continue to work with Mrs. Colley to obtain her signed easement.

Sheet C-6 shows the Howard property and the Lilly Die and Tool property. Mr. Lane finished saying, those are the easements we still need for this project.

Mrs. Figueiras began addressing the Board saying she was pleased to report we are down to only seven outstanding property owners right now. Matthew Lane and Mark Osborne together have met with all those property owners and feel positive about things but have not been able to obtain an easement yet. That is why you (the Board) will be asked to consider initiating the process of condemnation if necessary, on these particular easements for this Project. We have had discussions at many meetings over the past couple of years on the necessity of the Oak Park Project. I don't feel like, unless you (the Board) have questions, there is any need to discuss the need for this Project in particular or the public use of these easements in



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particular, which of course is for the construction of the Oak Park Wastewater System; but for purposes of the Minutes and for public record, if you would like to go over those reasons previously discussed we may do so. Mrs. Figueiras then asked the Board if there were any questions.

This is the final time to initiate the authorization for the process because the usual process of having all the easements or at least the authority to obtain the easements in hand at the time the Project is advertised. The Board will be asked later to consider advertisement for that Project. That is the reason for having the Resolution tonight. In reality it is due to the timing of this project.

Mr. Cornett said they do not anticipate a contractor being under construction before the first of the year. We will be coming back to the Board to award project bids and will keep the Board informed of our progress in securing these easements. Our policy requires we have all easements in hand or the Board's willingness to move forward with condemnation for easements before we advertise for bids. We have to start that process now but have every confidence these easements will be obtained before that process. The timing of the project and the commitments do not allow us to delay in this process any longer, Mr. Cornett stated.

Mr. Miller asked if any of the above mentioned parties knew the Board may have to initiate this process.

Mr. Cornett said there was discussion at a recent Joint Utilities Committee Meeting, but generally speaking they may be aware from that but not specifically.

There was no public comment and the Board had no questions.

Mr. Hutchinson motioned to begin the Condemnation of Easements process by reading the following:

Whereas, the Board of Commissioners of Washington County Service Authority (the "Board") has considered the information and evidence put forth regarding the public necessity of the Oak Park Wastewater Collection System (the "Project"); and

Whereas, the Board has considered the information and evidence regarding the necessity of acquiring easements for construction of the Project; and

Whereas, the Board has considered the information and evidence regarding the public use of those easements; and

Whereas, the Board believes it to be in the best interests of the residents of Washington County, Virginia to proceed with the construction of the Project and with the acquisition of those easements; and

Whereas, it appears to the Board that there are no reasonable practical and financially feasible alternative solutions to the acquisition of those easements, It is hereby RESOLVED that:

- 1) It is necessary to proceed with construction of the Project.
- 2) It is necessary to obtain easements across the properties identified on the attachment hereto in order to construct the Project.
- 3) The use of the easements for construction of the Project is a public use.
- 4) Mr. Robbie Cornett, WCSA General Manager, and the law firm of Elliott, Lawson and Minor are hereby authorized to initiate and conduct the process of eminent domain, as necessary to obtain the identifier easements.

Mr. Stout seconded Mr. Hutchinson's motion. The Board approved voting 5-0-0-2.

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**15. Consideration Oak Park Wastewater Collection System Project Advertisement for Construction Bids**  
**Robbie Cornett**

Mr. Cornett said, based on the outcome of the previous agenda item, we will be seeking the Board's permission to advertise the Oak Park Project for construction bids.

Mr. Hutchinson motioned to allow advertisements of the Oak Park Project for construction bids. Mr. Stout seconded the motion and the Board approved with a vote of 5-0-0-2.

**16. Closed Meeting**

At 8:19 PM, Mr. Hutchinson 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) (3): acquisition and disposal of property 2. To discuss and consider the acquisition of real property, Code of Virginia Section 2.2-3711 Paragraph (A) (6): investment of public funds, 4. To discuss various Inter-municipal and other agreements; Code of Virginia Section 2.2-3711 Paragraph (A) (7): legal advice, 5. To discuss potential litigation, 6. To discuss various Inter-municipal and other agreements, 7. To discuss potential contract litigation. In addition to the Board, the presence of Mrs. Dawn Figueiras, WCSA Counsel, and Mr. Robbie Cornett, WCSA General Manager was requested. A second to the Motion of Closed Meeting was made by Mr. Miller and was approved by Board vote of 6-0-0-1. Mr. Taylor arrived at the meeting at 8:25 PM. For the Record, Mr. Taylor voted in favor of Closed Meeting.

**Return to Public Session:**

Mr. Hutchinson 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 7-0-0-0. The Board returned from Closed Meeting at 8:51 PM. Mr. Hutchinson 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. Chase, Mr. Coleman, Mr. Taylor and Mr. Stout confirming that no outside discussion took place other than Closed Meeting topics.

**17. Late Items**

**Late Item #1: Review of Letter addressed to Mr. Straten for Board Consideration**  
**Robbie Cornett**

Mr. Cornett presented the Board with a handout for their review. Along with Mr. Lawson and Mrs. Figueiras, Mr. Cornett prepared a letter addressed to Mr. Straten for Mr. Chase to send in response to Mr. Bays' presentation at the September Board of Supervisors

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Meeting. Mr. Cornett then presented the letter to the Board for review. The Board reviewed the information for several minutes.

Mr. Chase asked how long the presentation would last. Mr. Cornett said there was no time allotted for the presentation. Mr. Cornett said the information provided for the Board's review was printed from the Board of Supervisors website.

The Board had a brief discussion regarding the information provided by Mr. Cornett.

It was decided that Mr. Hutchinson would attend the Board of Supervisors meeting. Mrs. Figueiras recommended caution in answering questions that may be directed toward him. She advised that Mr. Hutchinson attend as part of the public only.


After his review, Mr. Chase approved the letter for distribution.

A brief discussion took place among the Board.

Mr. Cornett advised the Board to Recess the September 24<sup>th</sup> Regular Meeting if they would like further review of Revenue Requirements.

**19. Adjourn or Recess**

At 9:12 PM, Mr. Stout motioned to Recess until 6:00 PM on Monday, October 22, 2012. Mr. Miller seconded the motion and the Board approved voting 6-0-0-1.

  
\_\_\_\_\_  
Mr. Joe Chase, Chairman

  
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Carol Ann Shaffer, Assistant Secretary

**WCSA 12 MGD Water Plant  
Contract Change Order # 4**

The following table shows Change Order Items requested by the Contractor (Judy Construction) for the 12 MGD Water Plant Expansion. After completing a thorough review of these items and the associated Contract Document requirements, the Engineer is recommending approval of the Proposed Change Order # 4. The items, cost and justification are as follows:

Contractor Proposal Number	Description	Cost
20 & 24	<b>Add Ceiling and Insulation in Room 303 Chemical Feed Building and insulation above ceiling in the Energy Recovery Building.</b>	<b>\$8,459.00</b>
	Ceiling and insulation was not provided in the original drawings to save capital outlay cost. Since contingency funds are available for the work it is now recommended to save operation and maintenance cost.	
21	<b>Change Polymer feed system to provide additional flexibility in operation.</b>	<b>\$5,742.00</b>
	The polymer feed system designed and bid was a "batch feed" system. The improved system proposed will allow continuous operation and gives the operators the ability to feed two polymers at once if necessary.	
22 & 31	<b>Change location of Carbon Room Control Panel and change hopper valve from electric to pneumatic operation.</b>	<b>\$2,027.00</b>
	The Carbon Room must be explosion proof since carbon is combustible. To accomplish this, the control panel was installed outside the room and the proposed electric hopper valve is being replaced with a pneumatic valve. This cost is being covered by the engineer.	
23	<b>Add Steel Framing to eliminate a column in the conference room.</b>	<b>\$2,733.00</b>
	Elimination of the column provides more space in the conference room.	
26	<b>Change laboratory countertops from laminate to phenolic resin and change stainless steel lab sink to epoxy resin.</b>	<b>\$8,402.00</b>
	These changes are requested by the operators for durability and appearance reasons as the resin materials are more resistant to laboratory chemicals.	
27	<b>Add additional data and telephone connections in the WTP offices as requested by operators and add additional light switches in the plants lower level.</b>	<b>\$8,684.00</b>
	Additional data and phone connections are needed to allow flexibility in room layout and space utilization. Light switches are needed for operator efficiency.	

29	<b>Relocation of air piping installed in Interim Project to eliminate a conflict with the location of construction forms</b>	<b>\$2,226.00</b>
	The conflict occurred as the result of coordination between the two construction phases. This cost is being covered by the engineer.	
32	<b>Power Company charge for installing protective covering for the overhead lines installed from the new substation to the plant.</b>	<b>\$2,893.00</b>
	The protective covering is needed due to the proximity of the power lines to the new building.	
33	<b>Add piping and valves to allow the Adsorption Clarifiers to be by-passed if desired by the operators.</b>	<b>\$17,615.00</b>
	Due to the performance of the sedimentation basins and the projected quality of the raw water, there may be instances where it may be advantageous to by-pass the Adsorption Clarifiers. This added piping and valving will allow the operators to take these units off-line if desired.	
35	<b>Add guttering and downspouts to the Intermediate Booster Pump Station Building</b>	<b>\$1,578.00</b>
36	<b>Add replacement doors and frames to the existing chlorine room and the lower level of the plant. This includes one double door and frame and one electrically operated overhead door and frame.</b>	<b>\$15,250.00</b>
N/A	<b>Balance allowance bid quantities to those actually used in the field for over excavation and backfill</b>	<b>(\$80,643.75)</b>
	During the Bidding process an allowance of \$82,500 was given for over excavation of unsuitable material and select backfill. Only \$1,826.75 of this allowance was used and since excavation is complete, this quantity can now be adjusted.	
	<b>Total Change Order # 4 Amount</b>	<b>(\$5,034.75)</b>

Note: The Contract time is <sup>increased by 3 days</sup> unchanged by this Change Order. Total Change Orders to date including Number 4 = \$118,410.75

# Exit 13 Sewer Project (Near Oak Park)

Easements for the following properties have not yet been obtained as of Sept. 24, 2012:

Parcel #	Plan Sheet #	Owner(s)' name(s) and addresses
123-A-122	EM-1	Lilly's Die & Tool Mfg. Corp. 17295 Lee Highway, Abingdon
123B-2-1	EM-1	Franklin Howard, Dianna Howard, Timothy Howard, Christy Howard & Christopher Howard 17329 Lee Highway, Abingdon
123-12-2	EM-3	Anne Colley 18475 Ridgewood Road, Abingdon
124-11-6	EM-4	Michael A. Patrick (Tobacco Outlet) PO Box 346, Abingdon
124-11-7, 124-11-8, 124-11-9, 124-11-10	EM-4, 5	Carrico Investment Co. 18188 Lee Highway, Abingdon
124-A-24	EM-5, 6	Exit 6 Associates 148 Bristol East Road, Bristol
124-15-17, 124-15-16, 124-15-15, 124-15-14, 124-15-13	EM-6	Virginia Company, LP PO Box 2780, Grundy

**Washington County Service Authority Board of Commissioners**  
**September 24, 2012 Recessed Meeting Minutes (held on October 22, 2012; 6:00 PM)**

The August 24<sup>th</sup> Recessed Meeting of the Washington County Service Authority Board of Commissioners was called to order by the Chairman at 6:06 PM.

**ROLL CALL**

Commissioners Present:

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

WCSA Staff Present:

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

Also Present:

Mr. Mark Lawson, General Counsel

**3. Approval of the Agenda**

Mr. Cornett had no additions or corrections to the Agenda. Mr. Coleman motioned to approve the Agenda. The motion was seconded by Mr. Taylor and approved with a Board vote of 7-0-0.

**4. Consideration of Rates, Fees and Charges and Revenue Requirements**

*Mr. Cornett*  
Mr. Cornett referred the Board to the new report on WCSA's Rates, Fees and Charges, Revenue Requirements and Alternatives on postponing the fifth year installment in light of current economic conditions.

In order to delay the fifth water system fee increase, we must reduce (growth) revenue requirements by \$80,000

annually, either in this fiscal, the upcoming fiscal or both.

Mr. Cornett then described the layout of the spreadsheet presented to the Board.

Ten capital improvement projects (9 water and 1 sewer) and a hiring freeze were among items that received the most consideration at the September meeting and will be reviewed further.

The sewer project (Exit 13 Phase 3) has no bearing on the water system fee, unless of course the Board wishes to use sewer revenue for water, explained Mr. Cornett. Having said this, Exit 13 Phase 3 is off the radar.

Next, remember that hiring of staff has no bearing on water system fee or growth revenue (connection fee), and so to delay hiring of staff will require a second step; the allocation of monthly user fee (non-growth) revenue to pay for a growth related expense.

Mr. Cornett referred the spreadsheet and discussed different options with the Board.

The first option, to delay the following study and capital projects for the remainder of this fiscal year and the next:

- Eastern Washington County Water Supply Study
- Monte Vista Drive / Route 91 Water System Improvement Project
- Route 58 Corridor Water System Improvement Project
- Smyth Chapel Road Water System Improvement Project
- Abingdon Water Storage Tank Improvement Project

The Route Corridor and Abingdon Water Storage Tank Projects are the most problematic for us to delay, Mr. Cornett said. Commitments have been made by WCSA to our customers and to

**Washington County Service Authority Board of Commissioners**  
**September 24, 2012 Recessed Meeting Minutes (held on October 22, 2012; 6:00 PM)**

others that we should not forget, he stated.

Draper Aden specifically identified the problems however summarized the problems result in low or no water pressure for some customers on a regular basis. This is not only a real but regulatory problem as well. Customers have attended Board meetings in the past and continue to call today to inquire about the status of the project we have told them will solve these problems, Mr. Cornett explained.

The Town needed matching funds to qualify for the Taylor Hill Revitalization Project grant.

For reasons mentioned above, I have concerns about delaying Route 58 Corridor and Abingdon Water Storage Tank Projects, Mr. Cornett expressed.

The next option Mr. Cornett discussed was to delay hiring for the open positions. Saying, we need to also authorize the payment of a growth expense with non-growth (monthly user fee) revenue.

Mr. Cornett then made his recommendation to the Board. He proposed the delay of Eastern Washington County Water Supply Study and Monte Vista Drive / Route 91 Water System Improvement Project. Delaying these two will result in a savings of \$100,000 and are lower priority.

Mr. Cornett also recommended they revisit all that has been considered when they undertake the next rate study.

Delaying this will accomplish the \$80,000 goal.

There was a brief discussion among the Board.

Mr. Stephon motioned to approve delaying the Eastern Washington County Water Supply Study and delaying the Monte Vista Drive / Route 91 Water System Improvement Project saving

\$100,000. Mr. Hutchinson seconded the motion and the Board approved voting 7-0-0-0.

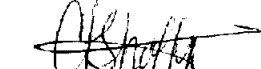
**5. Adjourn or Recess**

At 6:38 PM, Mr. Taylor motioned to Adjourn. Mr. Stout seconded the motion and the Board approved with a vote of 7-0-0-0.



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Mr. Joe Chase, Chairman



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Carol Ann Shaffer, Assistant Secretary