

**Washington County Service Authority Board of Commissioners**  
**February 25, 2019 Regular Meeting Minutes**

**1. Call the Meeting to Order - *Chairman***

The Regular Meeting of the Washington County Service Authority Board of Commissioners, held in the E. W. Potts, Jr. Board Room located at 25122 Regal Drive, Abingdon, Virginia, was called to order by the Chairman at 6:00 pm.

**2. Roll Call – *Chairman***

Commissioners Present:

Mr. Dwain Miller, Chairman  
Mr. Kenneth Taylor, Vice Chairman  
Mr. Wayne Campbell  
Mr. Jim McCall  
Mr. Tim Orfield  
Mr. Vernon Smith

Commissioners Absent:

Mr. Mike White

WCSA Officers Present:

Robbie Cornett; Secretary, General Manager  
Melinda Jett; Treasurer, Controller  
Carol Ann Shaffer; Assistant Secretary,  
Administrative Assistant

General Counsel Present:

Thomas Dene, Esq.; Dene & Dene, P.C.

WCSA Staff Present:

Dave Cheek PE; Operations Manager  
Holly Edwards; Customer Service  
Bobby Gobble; Assistant Maintenance  
Manager  
Ryan Kiser, PE; Engineering Manager

**3. Prayer and Pledge of Allegiance – *Tim Orfield***

Mr. Orfield opened the meeting in prayer and led the Pledge of Allegiance.

**4. Approval of the Amended Agenda – *Chairman***

Mr. Taylor motioned to approve the Amended Agenda presented by Mr. Cornett.

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

**5. Public Query and Comment – *Chairman***

There was no public query or comment.

**6. Presentation of WCSA's Financial Statement (Audit) for the Year End June 30, 2018. *Emily Viers of Robinson Farmer Cox Associates***

Ms. Viers reviewed her Audit Presentation discussing the high points of the audit. Robinson Farmer Cox Associates reported a clean unmodified opinion of the audit.

**7. Approval of the Consent Agenda with Exceptions - *Chairman***

A. Approval of Minutes:

- January 17, 2019 Special Called Meeting Minutes
- January 28, 2019 Special Called Meeting Minutes
- January 28, 2019 Regular Meeting Minutes

B. Routine Reports: January 2019

- Water Production (Not Included)
- Water Distribution
- Meter Department
- Wastewater Operations
- Customer Service
- Maintenance
- Engineering
- Accounting
- Health & Safety Report

C. Financial Reports: January 2019

- Balance Sheet (Not Included)
- Income Statement (Not Included)
- Check Register / General Manager Financial Report; Except Check Numbers: 42227, 42310, 42407, and 42413.

Mrs. Shaffer presented Amended January 17, 2019 Special Called Meeting Minutes. Mr. Campbell motioned to approve the Consent Agenda including the Amended

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January 17, 2019 Special Called Meeting Minutes. Mr. Smith seconded and the motion carried with a 6-0 vote.

**8. Consideration of Checks 42227 to Misty Mountain Spring Water Company for \$31.90 and 42310 to The Corporate Image \$2,411.90 – Chairman**

Mr. Orfield abstained from discussions on Item 8 as he is employed by Food City.

Mr. Campbell motioned to approve Check Numbers 42227 and 42310. Mr. Taylor seconded and the Board approved with a 5-0-1-1 vote.

**9. Consideration of Check 42407 to King General Contractors Inc. for \$91,168.71 - Chairman**

As an employee of King General Contractors Inc., Mr. McCall abstained from discussing or voting on this Agenda Item.

Mr. Taylor motioned to approve check number 42407. Mr. Campbell seconded and the Board agreed voting 5-0-1-1.

**10. Consideration of Check 42413 to Mountain Materials LLC for \$122.04 - Chairman**

Mr. Taylor abstained from discussion or voting on check number 42413 as he is employed by Mountain Materials, LLC.

Mr. Campbell motioned to approve the check, Mr. McCall seconded and the motion carried with a 5-0-1-1 vote.

**11. Legal Counsel Report and Update - Thomas Dene**

Mr. Dene had nothing new to report.

**12. Operations Report and Update - Dave Cheek / Larry Thomas**

Mr. Cheek and Mr. Thomas reviewed the attached presentation (outline) with the Board.

**13. Administration Report and Update – Holly Edwards**

An outline of the presentation Mrs. Edwards discussed with the Board is attached.

**14. Water and Wastewater Construction Projects Update - Ryan Kiser**

During Mr. Kiser's review of his presentation (attached) he asked the Board to consider authorizing staff to apply for VDH funding for Mendota and Archery Range Road / Mary's Chapel and approve WCSA contributing \$1,500 per committed connection:

Mr. McCall motioned to approve, Mr. Taylor seconded and the Motion carried with a unanimous vote of 6-0-0-1.

Mr. Kiser also asked the Board to consider approving the solicitation of User Agreements for the future Phase 2B Sewer Project.

Mr. Taylor motioned to approve the solicitation of User Agreements, Mr. Campbell seconded. The Board agreed voting 6-0.

**15. Consideration of Rattle Creek Road Water System Extension Bids - Ryan Kiser**

Mr. Kiser asked the Board's consideration to award Option 1 to Little Henry's Excavating and Paving Inc. in the amount of \$310,501. Mr. Campbell motioned to award Option 1 to Little Henry's Excavating and Paving, Inc. Mr. McCall followed with a second and the Board voted 6-0 approving the motion.

**16. Motion to Closed Meeting –7:27 pm**

Mr. Campbell moved that Board of Commissioners of the WCSA adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act,

**1. Code of Virginia Section 2.2-3711 Paragraph (A) (7): Actual Litigation:**  
Consultation with legal counsel and

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briefings by staff members pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the WCSA, specifically involving the case of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia.

**2. Code of Virginia Section 2.2-3711 Paragraph (A) (7): probable Litigation**

Consultation with legal counsel and briefings by staff members pertaining to probable litigation, which the Board or its legal counsel has a reasonable basis to believe will be commenced by or against a know party, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the WCSA.

**3. Code of Virginia Section 2.2-3711 Paragraph (A) (8): Consultation with Legal Counsel:**

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically involving the WCSA's rights and obligations under one or more contracts to which WCSA is a party

**4. Code of Virginia Section 2.2-3711 Paragraph (A) (1): Personnel**

Discussion regarding the disciplining of a specific public employee of the WCSA.

**5. Code of Virginia Section 2.2-3711 Paragraph (A) (3): Disposition of Public Property**

Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the WCSA.

In addition to the Board the presence of Thomas Dene, WCSA General Counsel and Robbie Cornett, WCSA General Manager and were requested.

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

**17. Motion to Open Meeting – 9:05 pm**

Mr. Taylor moved the Board return to Open Session. Mr. McCall seconded and the Board approved voting 6-0-0-1.

Mr. Campbell read the following Certification of Closed Meeting:

Whereas, the Board of Commissioners of 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;

And Now, therefore, be it resolved that the Board of Commissioners of the Washington County Service 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 Board.

Aye by Mr. Campbell, Mr. Taylor, Mr. Miller, Mr. McCall, Mr. Orfield and Mr. Smith confirming no outside discussion took place other than Closed Meeting topics.

**18. Late Items – Chairman**

Mr. Campbell made a motion to approve the attached Resolution. Mr. Taylor seconded and the Board approved voting 6—0-0-1.

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Mr. Taylor made a motion to authorize and direct the General Manager to advertise, to request Statements of Qualifications from engineering professionals, for the completion of the PER for the Lee Highway Corridor Sewer Project; reserving the right to award design, bidding and construction: Mr. Campbell seconded and the Board approved voting 5-0-1-1 with Mr. Orfield abstaining.

**19. Adjourn – 9:10 pm**

Mr. Smith made a motion to adjourn, Mr. McCall seconded and the Board approved voting 6-0-0-1.




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Mr. Dwain Miller, Chairman




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Carol Ann Shaffer, Assistant Secretary


1  **January 2019  
Operational Update**  
February 25, 2019

- 2  **Discussion Items**
- ▶ People
  - ▶ Safety
  - ▶ Department Highlights
  - ▶ Forward Looking Statement

- 3  **Safety**
- ▶ Confined Space and Trench Safety
    - Working with Hands on Confined Space and Trench Safety Training in 2019

- 4  **2019 January Water Production Highlights**
- ▶ Mill Creek
    - Mill Creek Plant Replacement
      - Built to Approved Plans and Specifications (Currently Less than 10 Change Orders)
        - Partial Substantial Completion Certificate Received by Owner from Engineer
        - Owner Requested Testing Verification from Engineer to Support Partial Completion Certificate
      - On Time (Currently Our Records show 269 days after Revised Completion Date (June 1, 2018))
        - Owner has been generous with additional days
        - Owner Liability in Additional Project Administration and RPR Costs
        - TOC has Additional Water Costs
        - WCSA has Additional Water Cost to Customers in that area
      - On Budget
        - Currently Our Records show us to be about \$500,000 under budget for Project

- 5  **2019 January Water Production Highlights**
- ▶ Mill Creek
    - Mill Creek Plant Replacement – Current
      - Evoqua Engineer just completed 2<sup>nd</sup> site visit.
        - Maintenance Wash in Automatic – Confirmed
        - Both Units Operate Simultaneously – Confirmed
        - All Alarms and Set-Points Verified – Confirmed
      - WCSA now operating both units at the same time – Putting Water back into the WCSA system towards Mid-Mountain
      - Anticipate Discussions with Engineer and Contractor on Partial Substantial, Substantial, Final and Owner Acceptance Test (90 Day Trial) in the next 5 to 10 working days.

- 6  **Water Quality**  
PRESENTED BY:  
LARRY THOMAS  
FEBRUARY 25, 2019

- 7  **Points of Interest**

- Water Temperature and Time Travel
- Line Size Compared to Line Usage
- Water Flow
- Tank Turnover

8  **Points of Interest**

9  **Points of Interest**

10  **Points of Interest**

11  **Points of Interest**

12  **Water Temperature**

- Monitoring the Water Temperature at the Water Treatment Plant
- Start Flushing at 68 F
  - Critical to Chlorine Loss
- Begin at 70 F

13  **Water Temperature**

Tank Temperature of Water on August 8, 2018

<u>TANK SITE</u>	<u>Water Temperature</u>	<u>Flush</u>
Water Treatment Plant	73 F	2.5
Concrete Rt. 58	73.4 F	2.2
Metal Abingdon	75.4 F	1.72
Metal Rt. 19	76.8 F	1.44
Metal Brumley Gap	76.6	.71

- Average Chlorine Loss at Brumley Gap Tank in 24 Hours is .2 to .3
- Leaving the Water Treatment Plant at 2.5

14  **Line Size and Usage**

- Looking to Add Additional Flush Points
  - Keep Chlorine Levels up
    - ✕ Brumley Gap
    - ✕ Poor Valley

15  **Line Size and Usage**

Brumley Gap and Poor Valley

- Average of 147 gpd per House
  - 4.2 Miles of 10" Line = 90,478 Gallons
  - 2.8 Miles of 8" Line = 38,586 Gallons
  - 4.7 Miles of 6" Line = 36,479 Gallons
  - 11.7 Miles of Line 165,543 Gallons TOTAL

- 154 Taps -147 gpd = 23,100 gpd Usage
- Line Turnover Every 3 Days
- Need 366 Taps
- 1100 Taps to Turnover in 1 Day

16  **Water Flow**

- Looking and Working on the Different Systems

- Flow Each Tank and Zone Each Tank Feeds
  - Fleet Road

#### 17 **Tank Turnover Rates**

- Looking for the Best Way to Fix Single Line Feeds at Different Tanks to Help with Turnover
  - Brumley Gap
  - Poor Valley

#### 18 **Results**

#### 19 **Results**

#### 20 **Looking Forward**

- Hyter's Gap
  - Modify Piping so that water will flow back to Smyth Co. Line
- Brumley
  - Start flushing when MFDWP discharge temperature > 68F
  - Let Data tell us where to flush more or less
- Other Areas
  - Use same process and procedures to identify areas that could benefit from precision flushing
- Will Report Findings back to the Board in October

#### 21 **Questions**

#### 22 **2019 January Wastewater Process Highlights**

- ▶ Sure has rained a lot
- ▶ Team Assembled to work on I&I
  - Multiple Maintenance Crews Popping Man hole covers
    - Found sump pumps & storm water connections
  - Customer Service helping call customers who may have an issue
  - Waste Water working other areas of the system with insertion flowmeters to confirm I&I points and correlate flows to river levels. Goal is to identify man hole to man hole where we need to camera
  - Lot of good effort and communication
  - Seeing very good critical thinking
- ▶ Issues
  - Cardinal Lane Overflow – small but persistent (Think sumps and drains)
  - Damascus Waste Water Treatment plant exceeding permit – lot of man holes under water that do not normally go underwater

#### 23 **2019 January Distribution Highlights**

- ▶ GIS working with field crews to develop app for fire hydrant annual inspections and fire flow documentation
  - Now closing the loop with Washington County Emergency Management to insure they know and can distribute accurate information on when a hydrant is taken out of service or put into service
- ▶ Utility Coordinator – Announced Retirement by end of July
  - Working on updated job description and will internally post due to system knowledge requirement

- ▶ Cross Control/Back flow Prevention – Holding meetings with Customer Service, Metering and other individuals who can help identify high risk customers.
  - Identified several and already working with these high risk customers to install approved devices

24  **2019 January Metering Highlights**

25  **2019 January Metering Highlights**

26  **2019 January Water Maintenance Highlights**

- ▶ Department Management
  - Really utilizing Planner to Maintain Assets
  - Engaging Crew Chiefs in Coverage
- ▶ Routine Activities

27  **Monthly We are Tracking Under Budget**

28  **Year to Date we are Tracking Under Budget**

29  **Forward Looking Statement**

- ▶ Customer Relationships
  - Fire Departments
    - Hydrants & Training – Well in Progress
  - Water & Sewer Customers
    - More Customer Engagement at Time of Contact
    - Door Hangers
- ▶ Quality
  - System Pressure/Flow Variations as Detected During Hydrant Stress Tests
- ▶ Costs
  - Production Costs (Water Loss and I&I)
  - Continue to work with all Departments to reduce Non Revenue Activities (NRA)
  - Hydrants as a Device to “Stress Test” our Water Delivery System to identify Problems Early
  - Construct Hydraulic Grade lines in our GIS to aid in Troubleshooting and Early Detection
  - Work with Engineering/Operations on How to Work Together to Obtain the Most Value in our Construction Projects



## 1 **ADMINISTRATION REPORT & UPDATE**

FEBRUARY 25, 2019

## 2 **CUSTOMER SERVICE UPDATE**

- ❖ Harris Training
  - Training the week of March 18, 2019 on updated version of ICIS
- ❖ LNP-Lift for Non-Payment
  - February 6<sup>th</sup> we had 9 cut-offs; average for this class is 26
  - Record lowest number of cut-offs for all classes since 2016

## 3 **ADMINISTRATION UPDATES**

- ❖ Strategic Planning & Rate Study Workshop #2
  - Monday March 4, 2019 at 5:00
  - All Board Members are encouraged to participate
- ❖ Health Insurance Consultant Procurement
  - In January Board meeting we reported that this service was in its 5<sup>th</sup> year and would need to be procured this year. After verifying this information we are in our fourth year; therefore we will procure for these services next year.
- ❖ Savings Account for Funds from MCA
  - Staff is taking steps to establish a new savings account to place the aggregate funds from MCA.
- ❖ FY 2020 Budget
  - Staff to begin work soon
  - Anticipate a budget workshop in April 2019

## 4 **BOARD INFORMATION**

- ❖ Board Training provided by VMLIP
  - Will be held at WCSA on April 23, 2019
  - Training is expected to last all day
  - Other local Government Officials are invited which will make for a good networking opportunity
  - More details regarding the agenda and topics are expected soon and will be shared with the Board and USDA Rural Development to see if this will meet some of the training now required by RD.

## 5 **ENGINEERING UPDATES**

- ❖ Water Withdrawal Permit from DEQ
  - WCSA has received the DRAFT permit
  - Initially the permit appears positive. Don, Dave, Robbie & Lawrence Hoffman of CHA plan to review together soon
  - If acceptable, a 30 day comment period will have to be publically advertised
  - Based on comments received by DEQ, DEQ will determine the next step; hopefully it will be to issue the permit

## 6 **ENGINEERING UPDATES**

- ❖ Lee Highway Corridor Preliminary Engineering Report
  - WCSA is awaiting the 100% Lee Highway Corridor Preliminary Engineering Report from the Lane Group
  - Notice to proceed was issued December 13, 2018
  - The first scheduled submission date was late December 2018
  - The second scheduled submission date was early January 2019

- The third & last scheduled submission date was the last week of January 2019
- The amended agreement discussions with the Town of Abingdon have continued and been positive
- Targeting April 9, 2019 as a possible joint meeting date