Washington County Service Authority Board of Commissioners April 22, 2019 Regular Board 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 6:02 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

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 Ryan Kiser, PE; Engineering Manager

3. Prayer and Pledge of Allegiance – *Mike White*

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

4. Approval of the Agenda – Chairman

Mr. Cornett asked that Board consider striking Agenda Items 12 and 13.

Mr. Campbell motioned to approve the Agenda striking items 12 and 13. Mr. McCall seconded and the Board approved with a 7-0 vote.

5. Public Query and Comment – Chairman

Mr. Dwaine Ball addressed the Board of Commissioners thanking them for their hard work in securing the grant to expand sewer service as approved in the First Amendment to Wastewater Service Agreement Among the Town of Abingdon, Washington County Service Authority and Washington County, Virginia.

6. Approval of the Consent Agenda with Exceptions - Chairman

A. Approval of Minutes:

- March 25, 2019 Regular Meeting Minutes
- B. Routine Reports: March 2019
- Water Production
- Water Distribution (Not Included)
- 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: 042669 and 042717

A motion to approve the consent agenda was made by Mr. Campbell, seconded by Mr. Orfield and approved by a 7-0-0-0 Board vote.

7. Consideration of Check Numbers 042669 and 042717 to Mountain Materials for \$107.45 and \$193.63

Mr. Taylor abstained from discussion or voting on this item as he was affiliated with Mountain Materials, LLC at the time the checks were written.

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Mr. McCall motioned to approve the checks, Mr. Campbell seconded and the motion carried with a 7-0 vote.

8. Legal Counsel Report and Update - Thomas Dene

Mr. Dene reported on employment discrimination and discussed statistics on EEOC cases.

9. Administration Report and Update – Robbie Cornett

An outline of the Mr. Cornett's talking points is attached.

10. Water and Wastewater Construction Projects Update - Ryan Kiser

A copy of the presentation reviewed by Mr. Kiser is attached.

11. Operations Report and Update - Dave Cheek

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

12. Consideration of an Engineering Agreement Between WCSA and Thompson & Litton for the Lee Highway Corridor Wastewater Project - Ryan Kiser

This item was stricken from the Agenda.

13. Consideration of a General Warranty Deed Between the WCSA and Clifton-Stewart Rentals, LLC - Robbie Cornett

This item was stricken from the Agenda.

14. Motion to Closed Meeting -7:15 pm Mr. Campbell moved that Board of Commissioners of the WCSA adjourn to Closed Meeting in accordance with the

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

Virginia Freedom of Information Act,

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) (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 for the rendition of engineering services to which WCSA is a party

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

Discussion regarding (a) the performance and (b) the salaries of specific public officers, appointees, or employees of WCSA.

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

Discussion or consideration of the acquisition of real property for public purpose, 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 7-0.

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15. Motion to Open Meeting – 9:20 pm

Mr. Taylor moved the Board return to Open Session. Mr. Orfield seconded and the Board approved voting 7-0.

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

16. Late Items – Chairman

Mr. Taylor read and made a motion to approve the attached Resolution. Mr. Campbell seconded and the motion carried with a unanimous vote.

Mr. Cornett then informed the Board of a request from SWIFFA to re-examine the 2014 agreement with SWIFFA to secure water service for the industrial park.

The Board agreed to make review the 2014 agreement at the May meeting.

19. Adjourn - 9:36 pm

Mr. Taylor made a motion to adjourn, Mr. White seconded and the Board approved voting 7-0.

Mr. Dwain Miller, Chairman

Carol Ann Shaffer, Assistant Secretary

Administration Report and Update

1. Exercise

- a. Everyone stand up
- b. If you are over the age of 40, please set down
- c. If we lived in the 1800's, only those standing are likely to have been here tonight
- d. Why?
- e. By 1880 (140 years ago), the average life expectancy from birth was about 40 years
- f. Clean water (sanitation) is credited for making a significant difference
- g. By 1940, the year penicillin was first administered, the expected life expectancy was 65 years old; today, the average life expectancy is more than 79 years' old
- h. We touch the lives of some 50,000 people each day
- i. How many people do you think all of the doctors in Washington County see in a day, week, month or even a year?
- j. You might be thinking, okay Cornett, its not that big of a deal...
 - i. Ask
 - 1. Flint, Michigan
 - 2. Martin County, Kentucky
 - 3. Waukesha, Wisconsin
 - 4. Tacoma, Washington 317,600
 - 5. Brady, Texas
 - 6. Corpus Christi, Texas
- k. 41 states with action level exceedances
- I. 431 of 7,000 schools exceed the EPA lead and copper rule
- m. USA Today: Nearly 1/5 of U.S (63 million people) exposed to potentially unsafe water in past decade
- n. Thankfully, WCSA achieved is 9th consecutive Gold Award for water quality and optimization from the VDH ODW for the Middle Fork DWP. Providentially, thanks to access to good quality sources and decades of forwarding thinking and good decision making have resulted in WCSA being proactive, not reactive.
- 2. VMLIP Elected Officials Conference
 - a. WCSA Administrative Building
 - b. April 23, 2019 9:00 am to 4:00 pm
 - c. Agenda at your stations
 - d. Looking into other options to not only meet RD continuing education requirements but meaningful to the board/authority
 - i. Perhaps a daylong board retreat nearby lead by a special facilitator based upon our strategic plan.
- 3. Billing Date Change
 - a. Runs in cycles between 28 and 35 days with average of 30.4

- b. Avoid weekend and Holidays
 - i. If we move the billing date to suit one customer, it would undoubtedly not suit others
 - ii. Moving the billing date at the request of a customer might set a precedent for similar requests from other customers
 - iii. Moving billing dates also impacts 1) reading, 2) late fees, and 3) cutoff dates
 - iv. Budget billing
 - 1. 12 months of actual consumption divided by 12 to establish the monthly rate
 - 2. Over/under is settled up at the end of the year
 - 3. In theory, the customer could choose the time of the month that the bill is issued or due
 - 4. Would require a new policy and new/upgraded billing program
 - 5. And, if you think about it, it might be that the same things the customer would have to think about with respect to budget billing, are the same things they have to think about now, which is, budgeting. If they can get ahead one time, ahead of not being able to pay until after the late fee hits, they could pay without a penalty. In the span of one year, late fees on average total more than one month's bill.
- 4. Withdraw Pump & Haul
 - a. Issued February 2005
 - Once applicant attains approved plans, specifications and P&H vendor commitment from WCSA, up to 120 days in Richmond. Blueridge Beverage P&H took 6 months.
 - c. Currently, local VDH can issue a permit in a matter of a few days' now
 - i. This takes WCSA out as the middle man
 - d. Liability for WCSA; no control over the owner or hauler but responsible
 - e. May wish to cancel our permit
 - i. If we or anyone else needs one, we can obtain it from VDH
- 5. Lee Highway Procurement
 - a. Continue to negotiate with T&L with good progress. Anticipate an agreement by your May 20 meeting.
- 6. HomeServe
 - a. Recently came to the end of our fiscal year, and as part of that process they completed our annual partner review. The objective of this review is for us to analyze the performance of each partner over the past twelve months. During the review of our partnership, they noticed an increase in repair costs across all of our products. In order to offset this additional cost, HomeServe indicates they

- will need to implement a minor price increase to customers **upon their renewal**, beginning in September 2019.
- b. Customers will receive their renewal communications approximately 45 days prior to their renewal. Customers always have the option to discontinue coverage upon receipt of their renewal notice.
- c. We have requested more information related to what "an increase in repair costs across all of our products" means.
- d. Proposed increases are as follows:

7. Product	Current Price (Renewal)	New Price (Renewal)
WSL	\$5.74	\$7.74
SSL	\$6.99	\$7.49
IPD	\$10.49	\$10.99



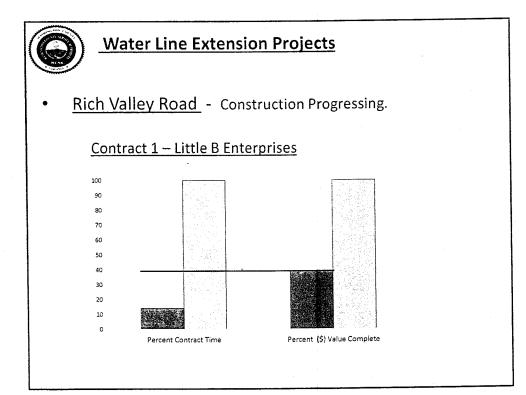
Water Line Extension Projects

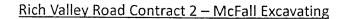
• Rattle Creek - Little Henry's Excavating & Paving

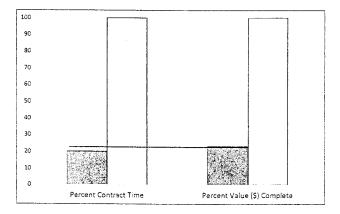
Notice to Proceed - April 22, 2019

Substantial Completion – August 20, 2019

Final Completion – September 19, 2019









Water Line Extension Projects

 Sugar Cove Road - Staff is working thru pump solutions from suppliers and will be finalizing design and submitting to VDH.



Water Line Extension Projects

- Hidden Valley Phase 2 -
- An initial 905' was drilled. No water was encountered except surface water in the top 50'.
- Staff worked with coordinating with a couple Geologist. Looked for geological maps for the formation, but that areas was not mapped. Goal was to try to get to a limestone formation.
- Decision was made to drill an additional 200'
- As of 04-16-2019, well was drilled to 1105', no water, no change in rock formation.



Water Line Extension Projects

- At this depth and no water, it has been determined to abandon the drilled well.
- Staff will be working on progressing the project with an extension of water service from the Phase 1 project. Water comes from Russell County
- Staff will be working on a Task Order for hydraulic assistance.

Private Development Projectsi Carter Machinery Washbay Speyside Dollar General Cleveland Road 羅 Received Project Plans First Bank and Trust # Reviewed Plans and Provided Comments Approved Project Powe IValey National Bank # Completed Pre-Construction □ Under Construction CDIR Development 3 Project Close gut Close d Meadows Project To the Green Springs Road Realignment Emory and Henry V Tages 0 10 20 30 40 50 60 70 80 90

<u>Agenda Item 15</u> – Consideration of Awarding Construction Bids for the Rattle Creek Water Lien Extension Project

- Bid –opening last week on the 21st. Received (3) bids on the project.
- Lowest responsive bidder was from Little Henry's Excavating & Paving in the amount of:

Option 1 (PVC/Ductile) - \$310,501.00 Option 2 (Ductile Iron) - \$349,716.00

Staff believes Option 1 is more desirable and financially feasible for the following reasons:

- Additional cost/foot for ductile would be \$12.65/foot. For a recent project the cost difference between the 2 pipe types were \$9/ft.
- With pressure being below 150 psi and Rattle Creek not being a trunk line, option 1 lends itself more feasible.

• The project budget is \$350,967.05 with available funding of \$421,280.

Staff would like to make a recommendation to the Board to consider awarding Option 1 to Little Henry's Excavating & Paving Inc. in the amount of \$310,501.00.

March 2019 Operational Update

April 22, 2019

Discussion Items

- ▶ People
- ▶ Safety
- ▶ Department Highlights
- ▶ Forward Looking Statement

Team Members

- ▶ James Denton has joined WCSA as Process Engineer
 - Focused on Supporting all Departments and Leading Improvement Initiatives
- ▶ Cross Control/Backflow Prevention Director Advertised both internally and externally. Revised and Updated Position Description
- ▶ Maintenance Manager Advertised both internally and externally. Revised and Updated Position Description

4 🗒 Safety

- ▶ Confined Space and Trench Safety
 - · Working with Hands on Confined Space and Trench Safety Training in 2019
 - · Competitive Bid, PO to Sean Boyles Team
 - · Completed Asbestos & Flagger Training

5 2019 March Water Production Highlights

- ▶ Mill Creek
 - Mill Creek Plant Replacement
 - Built to Approved Plans and Specifications (Currently Less than 10 Change Orders)
 - · Achieved Substantial Completion March 25, 2019 (Contractor Signed)
 - On Time (Currently Our Records show 297 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

6 2019 March Wastewater Process Highlights

- ▶ Sure has rained a lot
- ▶ Team Assembled to work on I&I
 - Identified and Corrected Several issues
 - Tested simple man hole rehab
 - Night time plug work
 - Smoke Testing Protocol and execution

Tosues

- 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

BVU and TOA billing did not hit this month, but will push WW Budget
 2019 March 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
- ▶ Miss Utility Locates Lot of AEP fiber along Lee Highway towards Bristol
- 8 2019 March Metering Highlights
- 9 2019 March Metering Highlights
- 10 2019 March Metering Highlights
- 11 2019 March Water Maintenance Highlights
 - ▶ Department Management
 - Really utilizing Planner to Maintain Assets
 - Engaging Crew Chiefs in Coverage
 - ▶ Routine Activities
- 12 Monthly We are Tracking Under Budget
- 13 Year to Date we are Tracking Under Budget
- 14 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

WASHINGTON COUNTY SERVICE AUTHORITY BOARD OF COMMISSIONERS April 22, 2019

Resolution Regarding Galvanized Line Replacement Project, Phase 3 and Abingdon Water Storage Tank Project

WHEREAS, the Washington County Service Authority (WCSA) engaged The Lane Group to develop plans, specifications, bidding documents and necessary permits and approvals for the Galvanized Line Replacement Project, Phase 3 and the Abingdon Water Storage Tank Project (the Projects); and

WHEREAS, Ryan Kiser, WCSA Manager of Engineering (Kiser), has managed said engagements from inception to now; and

WHEREAS, WCSA needs to publically advertise the Projects for construction bids; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of WCSA authorizes Kiser to proceed with all things necessary to publically advertise the Projects for construction bids and to place said advertisement for publication as quickly as is feasible.

Adopted this 22nd day of April, 2019 with immediate effect by the Board of Commissioners of the Washington County Service Authority at its regularly scheduled April, 2019 meeting.

	(SEAL)
CHAIRMAN	

RECORDING SECRETARY

ATTEST: