

**Washington County Service Authority Board of Commissioners**  
**April 22, 2019 Special Called Meeting Minutes**

**1. Call the Meeting to Order**

The Recessed Meeting of the Washington County Service Authority Board of Commissioners was held in the Jack S. Cole Conference Room located at 25122 Regal Drive, Abingdon, Virginia. The meeting was called to order by the Chairman at 4:26 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

WCSA Staff Present:

Dave Cheek PE; Operations Manager  
Ryan Kiser, PE; Engineering Manager  
Holly Edwards, Customer Service Manager

**3. Approval of the Agenda - *Chairman***

With a motion from Mr. Campbell and a second from Mr. Orfield, the Agenda was approved by a 6-0-0-1 vote.


**4. 2020 Budget Workshop – *Robbie Cornett and Melinda Jett***


A copy of the presentation reviewed by Mr. Cornett and Mrs. Jett is attached. The following items were identified for further review prior to the next workshop:

- Health insurance expenses; are these accurate; are they related to Morgan White?
- Why are coverage ratios now projected to be lower than originally projected?
- Remove water maintenance pump station.
- Revise slide 3 to show 19 and 20 as projections and include the budgeted amounts for each year as a “line” graph overlay.
- With edits to slide 3, slide 4 can be removed.
- Slide 5, number of approved full time employees needs to reflect what we started and ended the year with (73/76).
- Slides 6, 7 and 8; we agreed to add the new coverage projections (21-25) and “stop” the actual line graph with 18.

**5. Adjourn – 5:40 pm – *Chairman***

Mr. Campbell made a motion to adjourn, Mr. Taylor seconded and the Board approved voting 5-0-0-2.

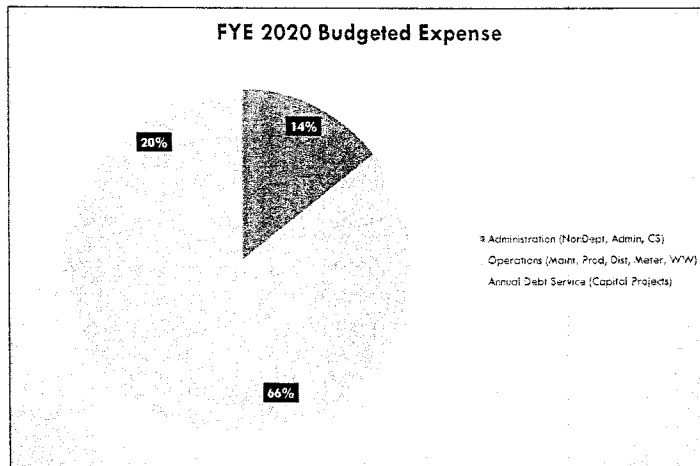
  
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Mr. Dwain Miller, Chairman

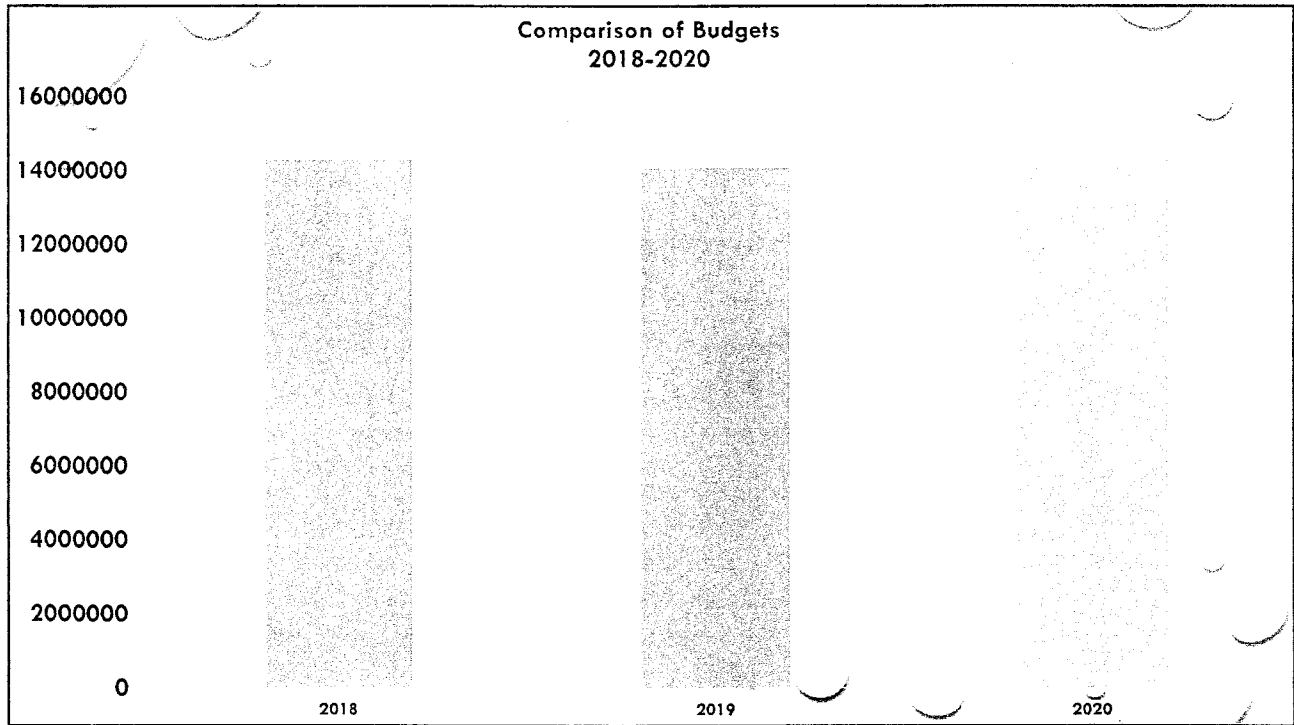
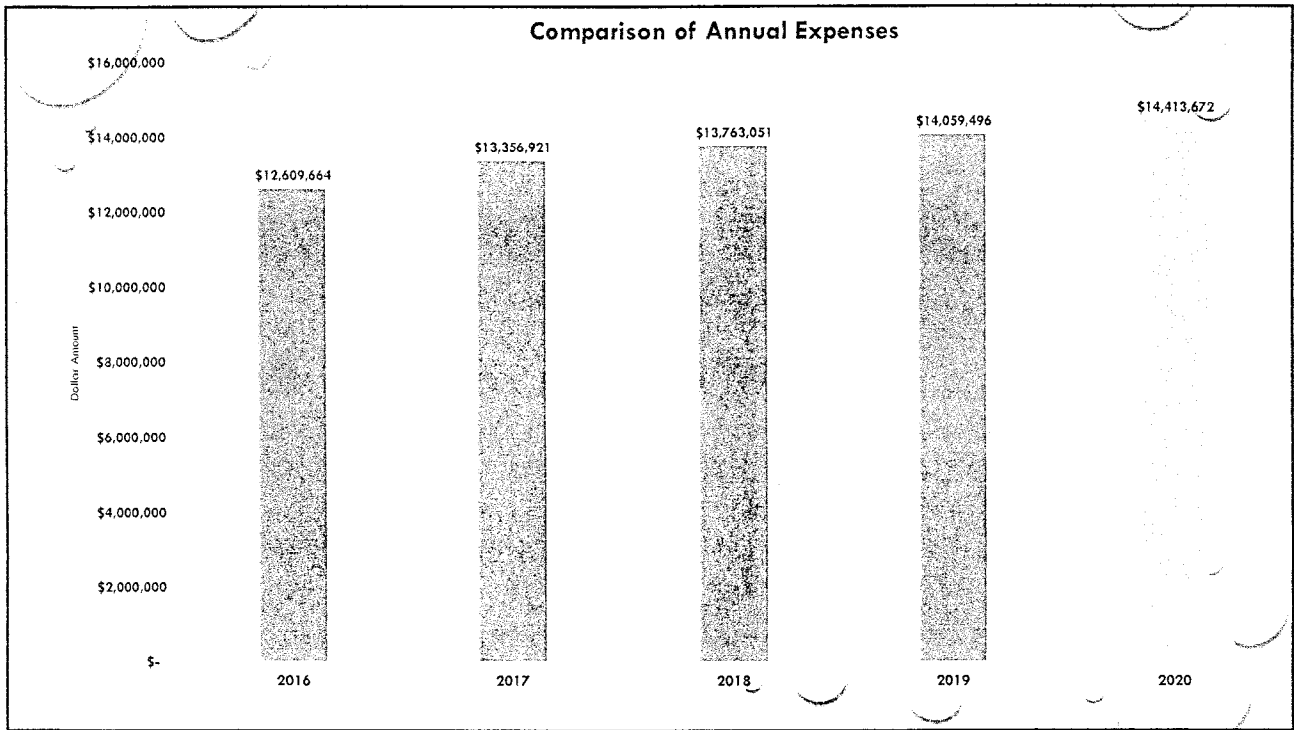
  
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Carol Ann Shaffer, Assistant Secretary

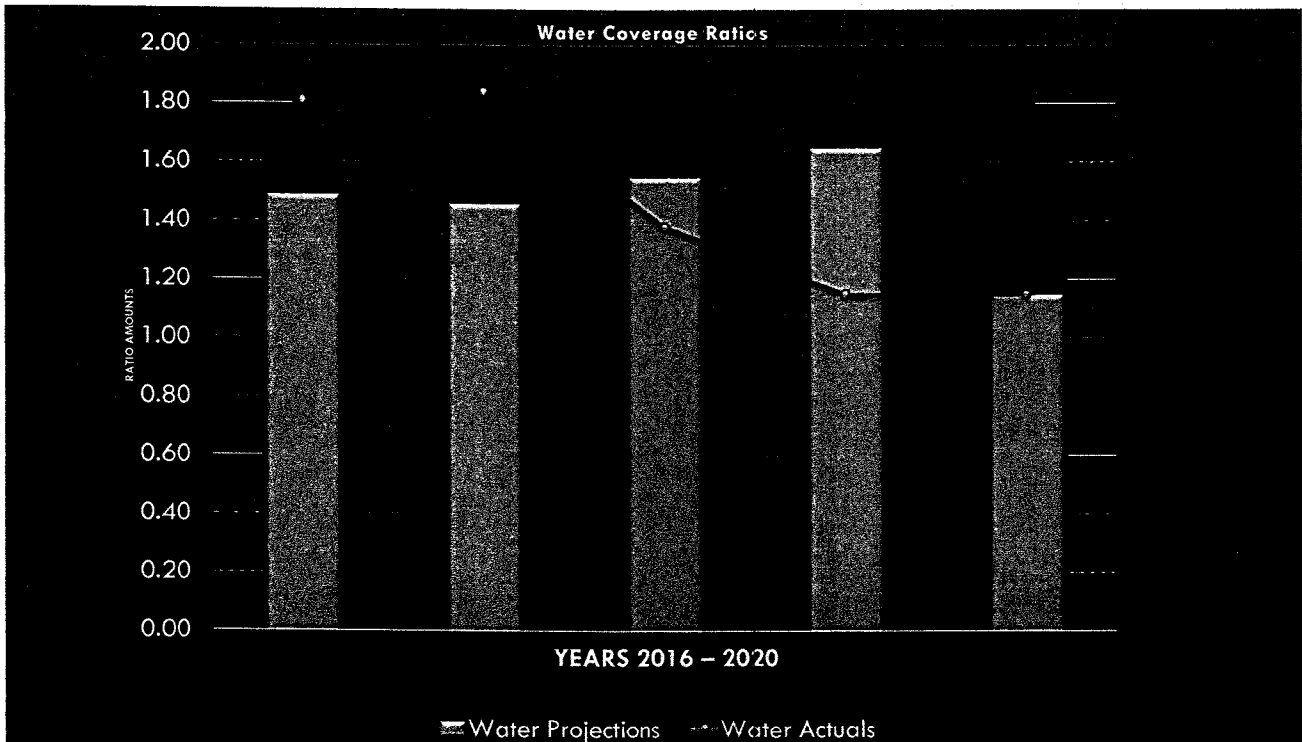
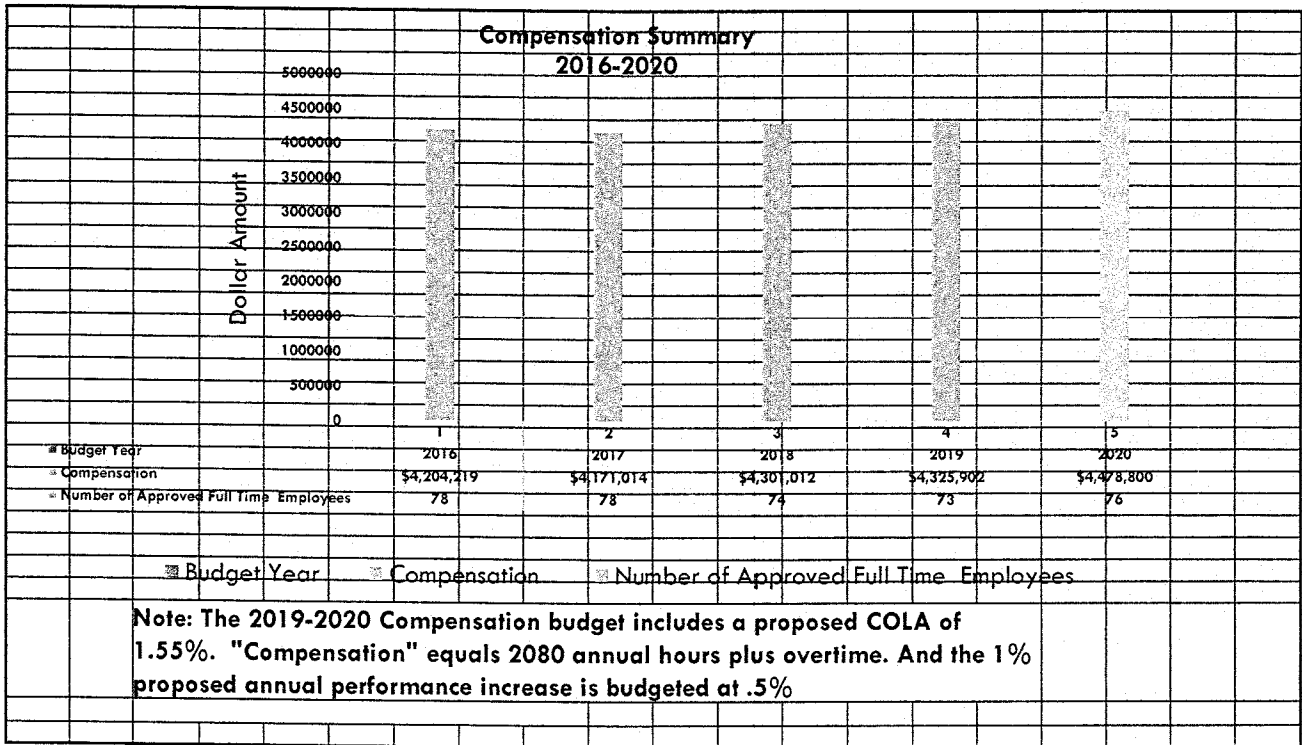
# WASHINGTON COUNTY SERVICE AUTHORITY – BUDGET WORKSHOP

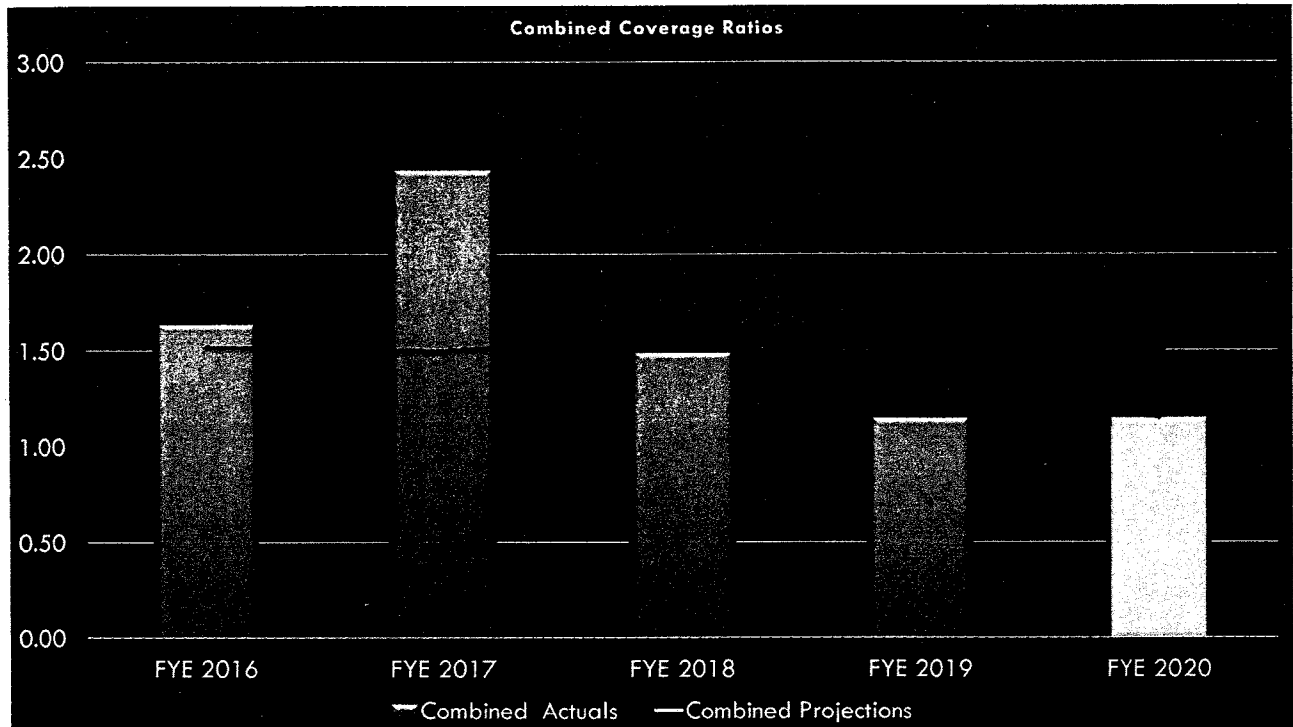
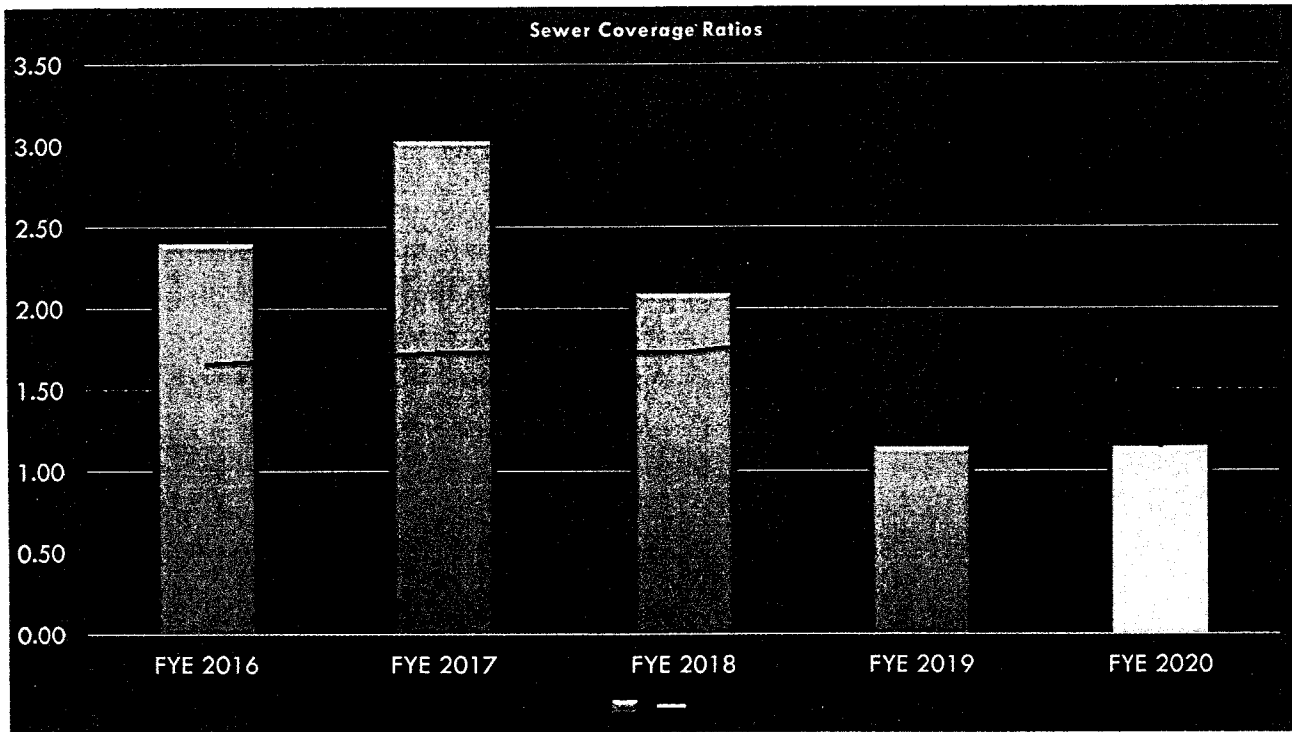
APRIL 22, 2019

## FISCAL YEAR 2020 BUDGETED EXPENSES









## BUDGET PROCESS

- THE 2020 BUDGET PROCESS WAS HANDLED THE SAME WAY AS IT HAS BEEN FOR THE PAST FEW YEARS. THE CONTROLLER MET WITH THE VARIOUS DEPARTMENT HEADS AS WELL AS THE OPERATIONS MANAGER AND GENERAL MANAGER TO DISCUSS CAPITAL EXPENDITURE NEEDS, ACTUAL BUDGET EXPENSES YTD FOR 2019 AND ANY ANTICIPATED INCREASES OR DECREASES, ETC.
- THIS PROPOSED BUDGET IS BASED ON YEAR TO DATE FIGURES THROUGH 2/28/19 (THAT WERE ANNUALIZED TO SHOW WHAT ANTICIPATED EXPENSES SHOULD BE FOR FISCAL YEAR 2019 IF EXPENSES STAY ON TRACK WITH WHAT THEY HAVE BEEN FOR THE FIRST EIGHT MONTHS OF THE YEAR.

## QUESTIONS?