

**Washington County Service Authority Board of Commissioners**  
**June 24, 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 6:01 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

General Counsel Present:

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

WCSA Staff Present:

Dave Cheek PE; Operations Manager  
James Denton; Process Engineer  
Holly Edwards; Customer Service  
Ryan Kiser, PE; Engineering Manager  
Kenneth Perrigan; Meter Manager

**3. Prayer and Pledge of Allegiance – *Kenneth Perrigan***

At Mr. McCall's request, Mr. Perrigan 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 7-0.

**5. Public Query and Comment – *Chairman***  
None

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

A. Approval of Minutes:

- May 20, 2019 Regular Meeting Minutes

B. Routine Reports: May 2019

- Water Production
- Meter Department
- Wastewater Operations
- Customer Service
- Maintenance
- Engineering
- Accounting
- Health & Safety Report

C. Financial Reports: May 2019

- Balance Sheet
- Income Statement
- Check Register / General Manager Financial Report Except for Check Numbers: 043011 and 043053

D. Consideration of Amendment No. 4 to the Hurt & Proffitt General Engineering Services Agreement - *Ryan Kiser*

Mr. Campbell motioned to approve the consent agenda, Mr. Orfield seconded and the Board approved with a unanimous vote.

**7. Consideration of Check Number 043011 to Food City for \$209.30, Check Number 042869 to Food City for \$69.99 and Check Number 042884 to Misty Mountain Spring Water for \$79.75 (Checks 042869 and 042884 were tabled at the May Board meeting) - *Chairman***

Mr. Orfield abstained for discussing or voting on Agenda item 7 as he is employed by Food City.

Mr. Campbell motioned to approve the check, Mr. McCall seconded and the motion carried with a 6-0-1-0 vote.

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**8. Consideration of Check Number 043053 to C W Williams for \$345.47 - Chairman**

Due to his employment with CW Williams, Mr. White abstained from discussing or voting on this Agenda item.

The motion to approve was made by Mr. Campbell, seconded by Mr. Orfield and passed by Board vote of 6-0-1-0.

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

Mr. Dene had nothing to report.

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

During Mr. Kiser's presentation (attached) he asked the Board to consider approving the advertisement of the Hall Creek Screening Upgrade Project.

Mr. McCall motioned to approve the advertisement of this project, Mr. White seconded and the motion carried with a unanimous Board vote.

**11. Operations Report and Update - Dave Cheek**

An outline of Mr. Cheek's presentation is attached.

**12. Consideration of Vehicle Bids - Melinda Jett**

Mrs. Jett reviewed the attached vehicle bid tabulation sheet.

Mr. McCall motioned to approve 4, ½ ton trucks from Dominion of Bedford, and a 1 ton 2 man crew truck from Worldwide Ford. Mr. Orfield seconded the motion and the Board approved voting 7-0.

**13. Consideration of Chemical Bids - Melinda Jett**

Mrs. Jett reviewed the attached chemical bid tabulation sheet and recommended the Board approve the low bidder for each chemical as listed.

Mr. Taylor motioned to approve the chemical bids as recommended. Mr. Campbell seconded and the Board approved voting 7-0.

**14. Consideration of a Pay Band Adjustment - Dave Cheek**

After his review of the attached presentation, Mr. Cheek asked the Board to consider replacing the existing Cross Connection Control Director position (pay band V) with the Environmental Compliance Officer position (pay band IV). The Board took no action.

**15. Consideration of the 2019 Strategic Plan - Robbie Cornett**

Mr. Cornett gave a recap of the Strategic Plan.

Mr. McCall motioned to approve the 2019 Strategic Plan, Mr. Campbell seconded and the Board approved with a 7-0 vote.

**16. Consideration of a Fire Line Metering Policy Amendment - Robbie Cornett**

An outline of Mr. Cornett's presentation is attached. The Board took no action requested information on the cost to meter all fire suppression systems.

**17. Motion to Closed Meeting –7:31 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): Probable Litigation:**

Consultation with legal counsel pertaining to probable litigation that has been specifically threatened or on which the Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party, where such consultation in open meeting

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would adversely affect the negotiating or litigating posture of the Board.

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

Discussion regarding the performance and compensation of specific public officers, appointees, or employees of WCSA.

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

Consultation with legal counsel and 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 Board, specifically involving the case of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia.

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

Mr. McCall seconded and the Board approved voting 7-0.

**18. Motion to Open Meeting – 9:07 pm**

Mr. Taylor moved that the Board return to Open Session. Mr. Campbell seconded and the motion carried with a unanimous Board vote.

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.

**19. Late Items – Chairman**

The Commonwealth of Virginia is allowing an additional day for the Independence Day holiday on July 5<sup>th</sup>.

Mr. White motioned to approve July 5<sup>th</sup> as an additional holiday for Independence Day.

Mr. Campbell seconded and the Board approved with a 7-0 vote.

Mr. Taylor motioned to extend Mr. Cornett's contract, increase his salary by 1.55% (COLA) and approved a bonus of \$2,000.

Mr. Campbell seconded and motion passed by a unanimous Board vote.

**20. Adjourn – 9:54 pm**

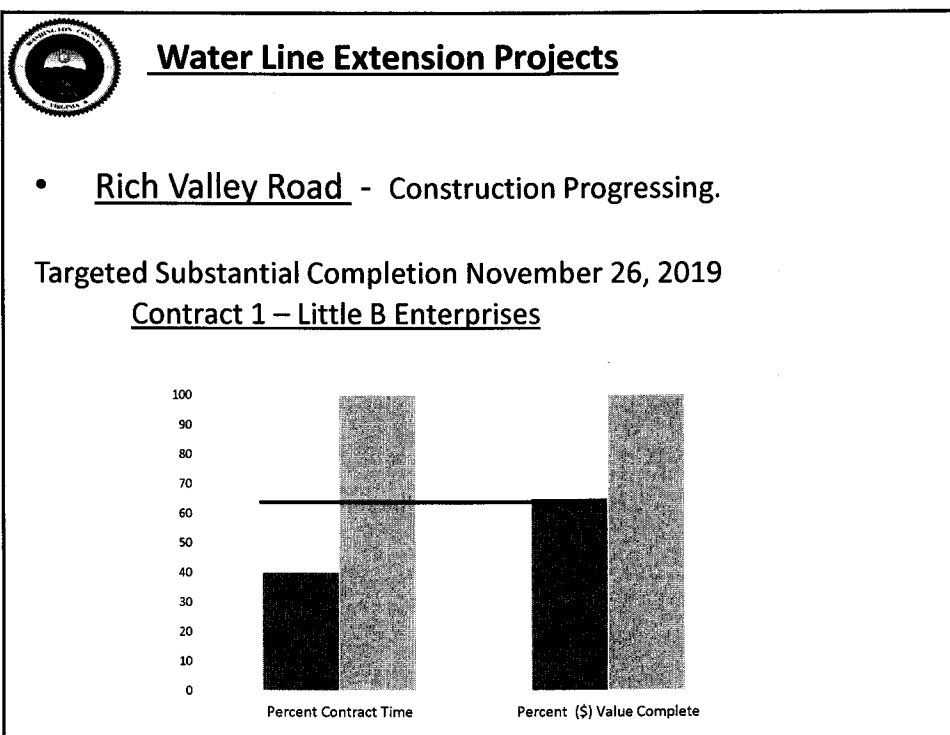
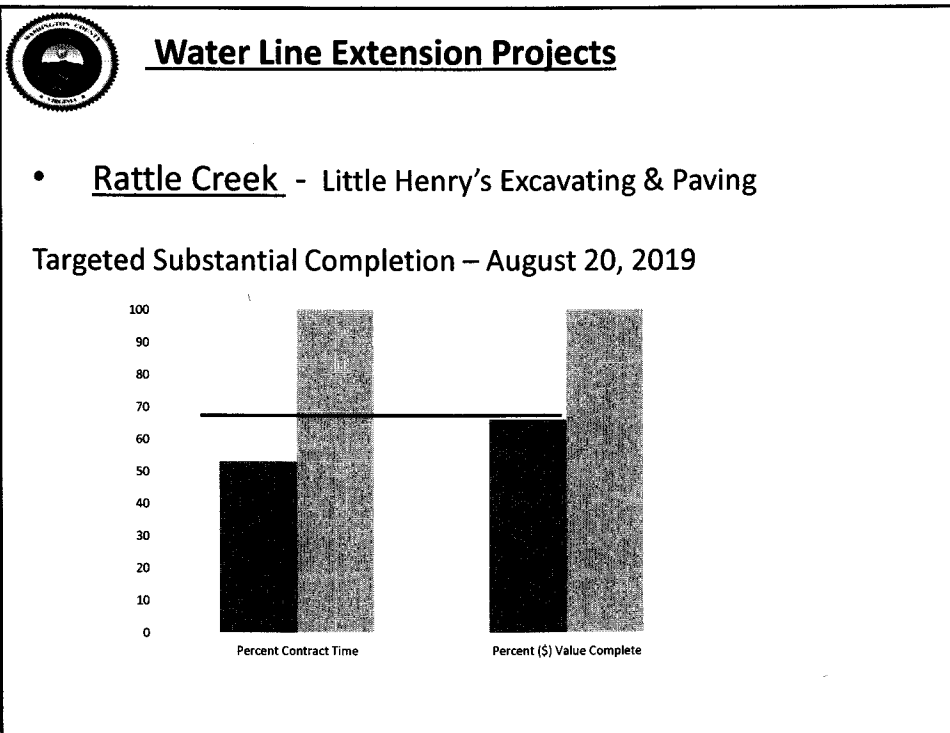
Mr. Taylor made a motion to adjourn, Mr. Campbell seconded and the Board approved with a unanimous vote.




Mr. Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary



**Water Line Extension Projects**

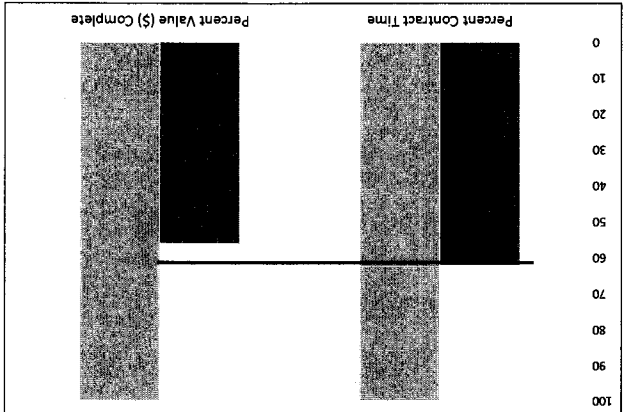


- Sugar Cove Road - Staff has met with Clay-Greene last week who flew up to talk with us about their pump station proposals. They manufacture packaged pump systems on a skid, much different than our pitless pump stations that we are accustomed to using. WCSA had our Electricians involved in the meeting.
- We were able to go thru particular items for the packaged pump station to see if there were any red flags of using this system.
- Next steps will be to discuss with Eric Herold at VDH any special requirements for redundancy and also requirements for number of pumps required.

**Rich Valley Road Contract 2 – McFall Excavating**

Project is behind due to complications with Route 19 Bore. Bore is in place and line work is continuing.

Targeted Substantial Completion August 15, 2019



Metric	Value (%)
Percent Contract Time	~55
Percent Value (\$) Complete	~45




### **Hall Creek WWTP Screening Upgrade**

- Staff has received Project Manual that includes bid documents and plans from Bennett & Associates and staff will be reviewing those documents for any revisions that need to be made.
- After documents are reviewed Staff would seek the Board approval to advertise this project for construction.
- WCSA staff will be administering the construction of the screen improvements project and utilize Bennett & Associates for QA/QC during the construction process.

### **Galvanized Line Phase 3 and Abingdon Water Storage Tank Projects**

- As you are aware WCSA pulled the Advertisement for the bids shortly after learning of some concerns related to the Abingdon Water Storage Tank and G3 Projects; specifically the bearing capacity to support the tank, settling, environmental concerns, such as oil sands and lead based paint.
- With these concerns in mind WCSA has reached out to (2) of our Engineering firms we have General Services Contracts with to formulate a task order for review to assist WCSA.
  1. Geotechnical analysis as outlined in the attachment from CROM;
  2. Environmental analysis;
  3. Revised bid form based on geotechnical and/or environmental analysis;
  4. Revised specifications; and
  5. Obtaining funding (USDA Rural Development) and regulatory (VDH, Town of Abingdon, etc.) as appropriate.

**Water Line Extension Projects**



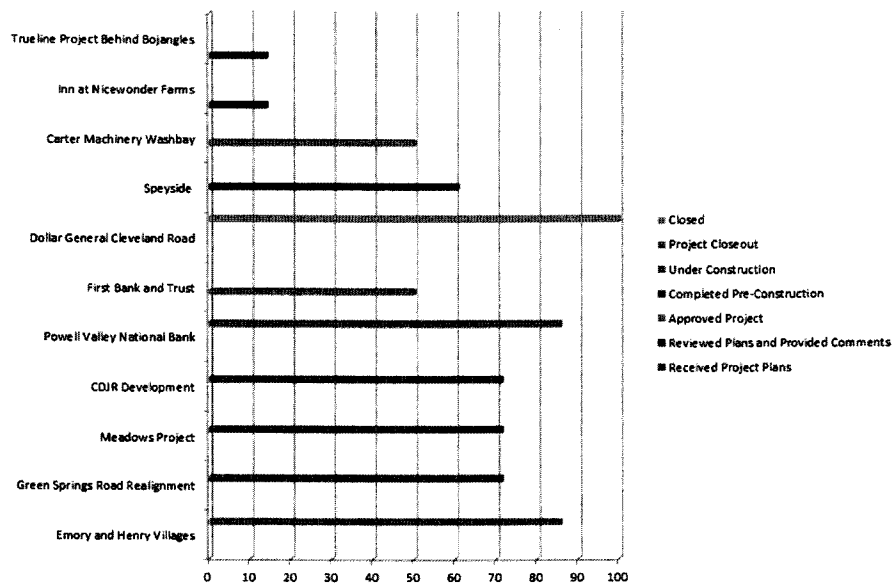
- Hidden Valley Phase 2 -
- Staff is reviewing a Task Order from T&L for hydraulic assistance.

- Staff also continues to work with the (2) Engineering Firms that are our final two candidate for Construction Administration and RPR assistance with the Abingdon Storage Tank Project.
- Staff should have a recommendation for both the Construction Administration Assistance and also for the Task Order associated with the Abingdon Tank Project.









**Lee Highway Corridor Sewer Project**

- Continue to have monthly progress status meetings.
- This past month we had a meeting with VDOT and AEP. AEP is ready to install fiber in the same areas we desire to install sewer. Meeting was very productive and both parties are working collectively to install their utilities in best location AEP and WCSA.
- Letters have been sent out to residents to notify them that T&L will be on their property performing surveying. That surveying began today.
- Work continues on routing of force main and gravity lines.








**Private Development Projects**





- 1  **May 2019  
Operational Update**  
June 24, 2019
- 2  **Discussion Items**
  - ▶ People
  - ▶ Safety
  - ▶ Department Highlights
  - ▶ Forward Looking Statement
- 3  **Team Members**
  - ▶ Sadly reporting that Rick Clevenger passed away. Rick was former Drinking Water Department Head and continued to work part time for WCSA at MFDWP.
    - Rick was instrumental in organizing and conducting Filter Schools with VDH and other Utilities
    - Rick also provided data entry and analysis for WCSA at the MFDWP
      - (This is very Significant)
- 4  **Safety**
  - ▶ Confined Space and Trench Safety
    - Classes Conducted in June
      - Excellent Feedback
    - Goal Now is to Continue to Reasonably Apply this Knowledge
      - Brainstorming Session Held on Wednesday Mornings to "Make it Real"
- 5  **Safety**
- 6 
- 7  **2019 May Water Production Highlights**
  - ▶ MFDWP
    - Stable Operation
      - Developing HMI system to allow for unmanned periods when the plant is not producing water
        - Currently only 1 Operator at night when the plant is not in operation
      - Continuing to Replace 3 Bowl SFI Raw Water Pumps with 4 Bowl and Modified Seals
      - Continued to work on Withdrawal Permit – Ready for Public Inquiry
    - ▶ Mendota
      - On Well for Summer with pre-flush system to reduce Fe
    - ▶ Taylor's Valley
      - No Changes
- 8  **2019 May Water Production Highlights**
  - ▶ Mill Creek
    - Mill Creek Plant Replacement
      - Built to Approved Plans and Specifications
      - Working Toward Final Acceptance
    - 90 Day Owner Acceptance Test
      - Started April 6, 2019
      - Currently now at 5 Days without an unexpected shutdown

- See Link
- On Budget
- Currently Our Records show us to be about \$500,000 under budget for Project

- 9  **2019 May Water Production Highlights**
- ▶ Quality – Brumley Gap (Started weekly samples to confirm Cl levels as water temperature increases)
- 10  **2019 May Water Production Highlights**
- ▶ Quality – Hidden Valley (Started weekly samples to confirm Cl levels as water temperature increases)
- 11  **2019 May Wastewater**
- 12  **2019 May Wastewater Process Highlights**
- ▶ I&I
    - Damascus Exceeded Permit – WCSA supplied DEQ with Action Plan
- 13  **2019 May Wastewater Process Highlights**
- 14 
- 15  **Monthly We are Tracking Under Budget (April 2019)**
- 16  **Monthly We are Tracking Under Budget (May 2019)**
- 17  **Year to Date we are Tracking Under Budget**
- 18  **2019 May Wastewater Process Highlights**
- ▶ Smoke Testing Procedure
    - Letter
    - Door Hanger
    - App to Document back to GIS
  - ▶ Smoke Testing Greenbrier Area
    - Several Areas such as Open Lines
- 19 
- 20  **2019 May Wastewater Process Highlights**
- ▶ Sinking Creek the Next Area
  - ▶ Have Confirmed PS Draw Down Rates
  - ▶ Have Compared to Billed Water Consumption
  - ▶ Identified Areas with Significant Imbalance
- 21  **2019 May Distribution Highlights**
- ▶ Per VDH Sanitary Survey
    - No Major Deficiencies in Water Production
    - Only Major Deficiency is Water Loss
  - ▶ Water Loss Strategy
    - Utilize Existing Data (District Meter Data, Billed Water Consumption), Hand Calculations
    - Draw Circle around areas and Perform Mass Balance
    - Check Water Pressures

- Squeeze Valves
- Use Correlator and Listeners
- Upgrade Billing Meters

22  **2019 May Distribution Highlights**

23  **2019 April Metering Highlights**

24  **2019 May Metering Highlights**

25  **2019 April Metering Highlights**

26  **2019 April Water Maintenance Highlights**

- ▶ Department Management
  - Really utilizing Planner to Maintain Assets
  - Engaging Crew Chiefs in Coverage
- ▶ More small line, galvanized, than normal, but main breaks down
- ▶ Concerned with Pressure Spikes causing Main Line Breaks
  - PM Program on Pressure Reducing Valves in the System
  - Investigating Relief Valves that might work on cast and transite sections

27  **Forward Looking Statement**

- ▶ Safety
  - Build on Thinking Before you Act and Solving issues as a Team
  - Continue to Search and Acquire Effective Training
- ▶ Customer Relationships
  - 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
  - Work with Engineering/Operations on How to Work Together to Obtain the Most Value in our Construction Projects

**Washington County Service Authority**  
**Vehicle Bid Opening**  
**Tuesday, June 11, 2019 - 2:00 p.m.**



Item number

1

2

Vehicle Bidder	(4) 1/2 Ton Pickup - each	Total	(1) One Ton 2-Man Crew Truck
Dominion of Bedford	\$24,452	\$97,808	No Bid
Ken's Chrysler	\$24,699	\$98,796	\$40,292
Worldwide Ford	\$26,195	\$104,780	\$38,793
Empire Ford	\$26,000	\$104,000	No Bid

We recommend bids be awarded as indicated.

Opened By: Karen H Lester, Staff Acct

Witnessed By: Sheila Poston, Staff Acct

Date: 6/11/2019

**Washington County Service Authority**  
**CHEMICAL BID TABULATION**  
**May 17, 2019, 1:00 PM**



Name of Bidder	#15 12.5% Sodium Hypochlorite - 15 gal	#16 Sodium Bisulfite (38%)	#17 Citric Acid 55 gallon containers	#18 Hydrofluosilicic Acid - 55 gallon containers
Blue Ridge	2.50			9.90
ChemRite				
Specialty		3.2368	6.7107	4.9585
Corechem	3.61	3.275	7.94	3.82
Carus				
Shannon Chem				
Univar				
Brenntag	3.55	2.79	5.99	4.00
<b>Last Years Winning Bid</b>	\$ 3.55		\$ 8.16	\$ 4.999

Opened By: Karen Lester, Staff Acct

Witnessed by: Melinda Jett, Controller

Date: May 17, 2019

We recommend bids be awarded as presented.

# Consideration of Pay Band Adjustment Environmental Compliance Officer

June 24, 2019



Dimension	Current Cross Connection Control Director	Proposed Environmental Compliance Officer
Pay Band	V	IV
Pay Band Entry	\$18.28	\$20.28
Pay Band Mid-Point	\$22.81	\$25.34
Pay Band Maximum	\$25.34	\$27.84
Education & Experience	High school Diploma or equivalent (GED) (required)	Bachelor's Degree in Engineering, Chemistry or Environmental Sciences 10 years of on-the-job training at the Authority or another employer deemed equal by the Authority may be substituted for a Bachelor's Degree
Cross Connection and Back Flow Prevention (Compliance)	Executes Cross Connection Control & Back Flow Prevention Policy as approved by VDH and WCSA Board of Commissioners Provide Complete Monthly Status Reports aligned with WCSA's Approved Cross Connection Back Flow Prevention Policy.	Executes Cross Connection Control & Back Flow Prevention Policy as approved by VDH and WCSA Board of Commissioners Provide Complete Monthly Status Reports aligned with WCSA's Approved Cross Connection Back Flow Prevention Policy.
Fats, Oils and Grease (FOG) (Compliance)		Develop and Gain Approval of WCSA FOG Policy. Then execute per the approved Policy.
Water/Waste Water Quality (QA/QC)		Prepare and oversee the generation and distribution of WCSA's Annual CCR. Oversee, review, interpret and distribute internally various water/waste water quality data provided by WCSA production facilities on a monthly basis. Provide internal review of external audits and assist with Action Items Assist with developing Standards, Training on Standards and Standardized Audits Responds to customers' concerns/questions regarding water/waste water quality
Environmental Management System (QA/QC)		Develop program which aligns with WCSA Strategic Vision and Plan. Which may include setting an ISO compliant and registration goal Review all nonconformance resulting from all internal/external audits. Assist in tracking and implementing countermeasures.
Training and Community Support (Out Reach)	Understand internal and external information gaps, develop training materials and conduct training to fill these gaps with respect to Cross Control Connections and Backflow	Understand internal and external information gaps, develop training materials and conduct training to fill these gaps all assigned areas Serve as community liaison to support WCSA's Environmentally Related programs

## Request

- ▶ WCSA Requests that the Board of Commissioners consider replacing the existing Cross Connection Control Director Position (PB V) with the Environmental Compliance Officer (PB IV)
- ▶ Questions



1  **Fire Line Metering Policy Amendment**

June 24, 2019

2  **Policy**

- Adopted April 21, 2003
- Augmented (pumped) fire suppression systems shall be metered
- Cost of installing meters on existing lines was to be borne by WCSA
- Cost of new meters to be borne by the customer
- Policy was not implemented

3  **Proposed Policy Amendment**

- Consider adopting June 24, 2019 or future meeting
- All fire suppression systems shall be metered
- Cost of installing meters on existing lines to be borne by WCSA
- Cost of new meters to be borne by the customer (to be determined after existing lines become metered)
- Implement concurrent with the meter replacement project
- Why meter unmetered fire lines?
  - Public Health.
    - WCSA has found several fire lines that customers have tied in to for domestic use (no backflow protection for these people).
    - No way to know if a backflow event occurred. Newer AMI meters have a backflow feature.
  - Cost.
    - Most cross connections occur unintentional when the customer connects a line for consumption/process to an unmetered fire line inequity among customers.