

Washington County Service Authority Board of Commissioners
August 26, 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. Tim Orfield
Mr. Vernon Smith
Mr. Kevin Thayer

Commissioners Absent:

Mr. Jim McCall

WCSA Officers Present:

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

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
Drew Langston; Cross Connection Control Director
Kenneth Perrigan; Meter Manager

3. Prayer and Pledge of Allegiance – *Dwain Miller*

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

4. Approval of the Agenda – *Chairman*

Mr. Campbell motioned to approve the agenda Mr. Orfield seconded and the Board approved voting 6-0-0-1.

5. Public Query and Comment – *Chairman*

Mr. David Fleenor of 14292 Friendship Road addressed the Board about his lack of water pressure and asked for help from WCSA to identify and resolve the issue.

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

A. Approval of Minutes:

- June 17, 2019 Public Hearing Minutes
- June 24, 2019 Regular Meeting Minutes

B. Routine Reports: June 2019 and July 2019

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

C. Financial Reports: June 2019 and July 2019

- Balance Sheet – Not Included
- Income Statement – Not Included

(Financials Statements are Pending due to Adjusting Entries made by the Auditors.)

- Check Register / General Manager Financial Report Except for Check Numbers: 43201, 4324F and 43384

D. Consideration of Change Order No. 2 to Contracts 1 and 2 Rich Valley Road Project

E. Change Order No. 1 for Rattle Creek Waterline Extension Project

F. Consideration of Funding Resolution for SWVA Regional Water/Wastewater Funding and the Infrastructure Planning and Technical Assistance Funding with Mount Rogers Planning District

Mr. Taylor motioned to approve the consent agenda, Mr. Campbell seconded and the Board approved voting 6-0-0-1.

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7. Consideration of Check Number 43201 to Misty Mountain for \$31.90, 43246 to Food City for \$108.64 and 43384 to Food City for \$63.17 - *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. Taylor seconded and the motion carried with a 5-0-1-1 vote.

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

Mr. Dene had nothing to report.

9. Operations Report and Update - *Dave Cheek*

Mr. Cheek asked if the Board had any questions about his report contained in the Board Book. The Board had no questions

10. General Manager Report and Update - *Robbie Cornett*

Mr. Cornett offered to answer any questions from the Board about his report. There were no questions

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

During Mr. Kiser's presentation (attached) he asked the Board to consider approving the solicitation of user agreements for Prices Bridge Road and Abrams Fall Road.

A motion to approve the solicitation of user agreements as requested was made by Mr. Campbell, seconded by Mr. Thayer and approved by a 6-0-0-1 Board vote.

12. Election of Officers for August 2019 through July 2020 - *Chairman*

Mr. Taylor made a motion that Dwain Miller continue on as Chairman of the Board. Mr. Campbell seconded and the Board unanimously approved voting 6-0-0-1.

Mr. Taylor then made a motion for Mr. Campbell to serve as Vice Chairman. Mr.

Orfield seconded and the Board approved voting 5-0-1-1 with Mr. Campbell abstaining.

Mr. Campbell then made a motion that Robbie Cornett continue on as Secretary; Melinda Jett as Treasurer and Carol Ann Shaffer as Assistant Secretary. Mr. Taylor seconded the motion and the Board approved with a 6-0-0-1 vote.

13. Consideration of Committee Appointments - *Chairman*

Mr. Campbell made a motion for Mr. Taylor and Robbie Cornett to continue their service on the Chilhowie/WCSA Regional Water Treatment Plant Steering Committee. Mr. Orfield seconded and the Board agreed voting 5-0-1-1 with Mr. Taylor abstaining.

Mr. Taylor motioned that Mr. McCall and Mr. Campbell serve on the Dispute Committee with Mr. Orfield serving as an alternate. Mr. Thayer seconded and the motion carried with a 6-0-0-1 vote.

Mr. Taylor agreed to continue serving on the Hospitality Committee. Mr. Campbell made a motion that Mr. Taylor serve on the Hospitality Committee. Mr. Taylor seconded and the motion passed with a 6-0-0-1 vote.

14. Consideration of the 2019-2020 WCSA Regular Board Meeting Schedule and 2020-2021 Annual Meeting Schedule - *Chairman*

After a brief Board discussion, Mr. Taylor made a motion to table this item until the September meeting. Mr. Campbell seconded and the Board agreed voting 6-0-0-1.

Mr. Campbell then made a motion that the next Regular Board Meeting be held on September 23, 2019. Mr. Taylor seconded and the approved voting 6-0-0-1.

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15. Consideration of Commendation for Mike White – Chairman

Mr. Miller read the proposed Commendation for Mr. White. Mr. Campbell motioned to approve Mr. White's Commendation. Mr. Thayer seconded and the Board approved voting 6-0-0-1.

16. Consideration of the Fiscal Year 2019 2020 Banking Resolution – Melinda Jett

Mr. Taylor motioned to approve the Banking Resolution as presented, naming the Chairman, Controller, General Manager and Customer Service Manager as authorized check signers. Mr. Orfield seconded and the motion carried with a 6-0-0-1 Board vote.

17. Consideration of a Citizens Advisory Task Force Committee Commendation – Chairman

Mr. Campbell motioned to approve the commendation as read by Mr. Miller. Mr. Thayer seconded and the Board approved voting 6-0-0-1.

18. Consideration of the Renewal of WCSA Employee Health Benefits – Melinda Jett

Mrs. Jett reviewed a handout detailing the insurance proposals.

Her recommendation was to stay with MCA and Morgan White, allowing employees to continue with the same health benefits WCSA currently offers.

Mr. Campbell motioned to approve Mrs. Jett's recommendation. Mr. Orfield seconded the motion and the Board approved voting 6-0-0-1.

19. 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 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 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.

4. Code of Virginia Section 2.2-3711 (A) (19): Facilities Security

Discussion of information subject to the exclusion in subdivision 14 of Section 2.2-3705, 2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, or structure, specifically involving the security plans and measures of the Washington County Service Authority regarding its facilities and buildings.

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

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

Campbell seconded and the motion carried with a 6-0-0-1 vote.

20. Motion to Open Meeting – 9:20 pm

Mr. Campbell moved that the Board return to Open Session. Mr. Thayer seconded and the motion carried with a unanimous Board vote of 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. Thayer, Mr. Campbell, Mr. Taylor, Mr. Miller, Mr. Orfield and Mr. Smith confirming no outside discussion took place other than Closed Meeting topics.

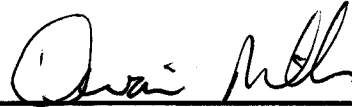
21. Late Items – Chairman

Mr. Cornett has been asked to speak at the next Planning Commission Meeting on September 23rd starting at 7:00 pm and will miss part of next month's Board meeting.

Mr. Taylor motioned to renew Mr. Dene's contract to include a COLA raise. Mr.

22. Adjourn – 9:23 pm

Mr. Taylor made a motion to adjourn, Mr. Campbell seconded and the Board approved with a 6-0-0-1 vote.



Mr. Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary



Water Line Extension Projects

- Rattle Creek - Little Henry's Excavating & Paving

Project was completed on August 1st.

14 connections were installed as part of project.

Project will be working towards closeout with our funding agencies DHCD and VDH.

Once VDOT Land Use Permit and County Land Disturbing Permit is closed out, WCSA will pay final pay request of project retainage.

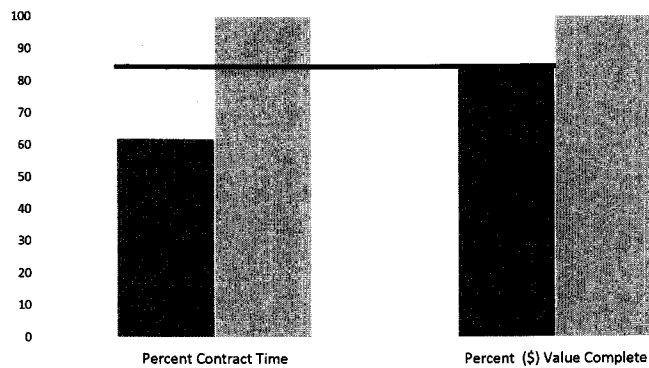


Water Line Extension Projects

- Rich Valley Road - Construction Progressing.

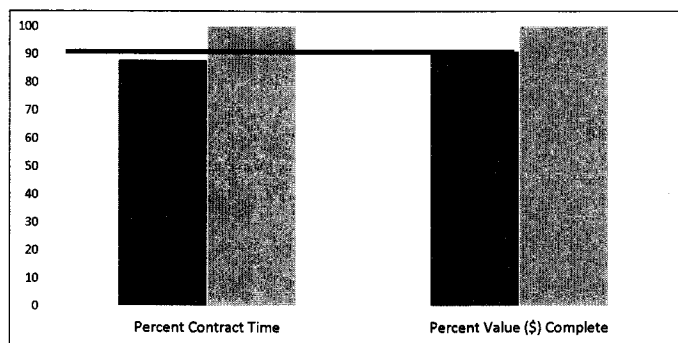
Targeted Substantial Completion December 8, 2019

Contract 1 – Little B Enterprises



Rich Valley Road Contract 2 – McFall Excavating

- Project is nearing completion. Main 12" line has passed pressure testing.
- Contractor has @ 400' of 6" line remaining, service tie overs and service installations to complete
- Targeted Substantial Completion September 16, 2019



Water Line Extension Projects

- Sugar Cove Road -
- Staff will be submitting plans and specifications to VDH for review this week.



Water Line Extension Projects Request

- Prices Bridge Road and Abrams Fall Road.
- Received request for water line extension project on these roads.
- WCSA sent survey letter to residents to gauge interest in public water.
- Survey indicated proposed participation above 50%
- Staff would like to request permission to solicit User Agreements for these projects.

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.
- Rural Development also requires WCSA to advertises G3 and Abingdon Tank Project at the same time.
- Staff met with designer last week to review geotechnical report.
- Next steps will be to finalize this report and work with designer to revise bid forms.



Water Line Extension Projects

- Hidden Valley Phase 2 –
- Staff finalized Task Order for hydraulic assistance with T&L for hydraulic assistance with project.
- WCSA will be working with Russell County PSA to modify the existing Agreement.
- Once Agreement is modified staff will work with T&L on setting the proposed pump station locations.

Lee Highway Corridor Sewer Project

- Continue to have monthly progress status meetings.
- Design efforts continue along the project corridors for routing of force main and gravity lines.
- T&L has received aerial mapping and is working on surveying.
- Staff has worked to draft a User Agreement for project that takes into account free connection for new connections.



Funding Applications

- Meter Replacement Project- Submitted application for funding to VRA for the project,
- Mount Rogers Planning District Southwest VA Water/Waste Water Funds and Planning Funds
- \$20,000 request for planning funds related to Task Orders with the Mill Creek Regional Drinking Water Plant
- \$55,000 request for construction funds for proposed WCSA/Town of Saltville Interconnect
- \$100,000 request for construction funds related to improving the finished water pumping at Mill Creek from 2.5 MGD to 3.1 MGD.

Private Development Projects

