





**Washington County Service Authority Board of Commissioners
January 27, 2020 Regular Board Meeting Minutes**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
Beginning Time:	5:58 pm
End Time:	5:58 pm


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Beginning Time:	
Present:	Mr. Campbell, Mr. Miller, Mr. Orfield, and Mr. Smith
Absent:	Mr. Taylor and Mr. Thayer
End Time:	5:59 pm

Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Miller opened in prayer and lead the Pledge of Allegiance.
Beginning Time:	
End Time:	6:00 pm


Agenda Item: 4  COMMUNICATION	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	6:01
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	
On the Record:	
Actual Motion:	Motion to approve the Agenda as presented.
Motion By:	Mr. Orfield
Second By:	Mr. Campbell
Voting:	Ayes: 4
	Nays: 0
	Abstain: 0
End Time:	6:01 pm

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
Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Speakers:	None
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:01 pm

Agenda Item: 6  COMMUNICATION	Consent Agenda
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Miller recognized Steve Carter for his 15 years of service.
On the Record:	
Actual Motion:	
Motion By:	Mr. Smith
Second By:	Mr. Campbell
Voting:	
Ayes:	4
Nays:	0
Abstain:	0
End Time:	6:02 pm

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Agenda Item: 6D  EMPLOYER OF CHOICE	Years of Service Awards
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>WCSA's dedicated employees lead the industry and the region by providing excellent, affordable, environmentally responsible water and wastewater service (<i>WCSA Mission Statement</i>).</p> <p>Years of service recognition by the Board is one of three ways WCSA recognizes the long-term commitment of our people to our customers. The following folks achieved a 5-year milestone during November 2019:</p> <ul style="list-style-type: none"> ▪ Steve Carter – 15 Years of Service
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Approve the years of service award for Mr. Carter.
Proposed Motion:	Move to approve the years of service award as presented.
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	
	Ayes:
	Nays:
	Abstain:
End Time:	6:04 pm

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Agenda Item: 6E  INFRASTRUCTURE	Consideration of Change Order 4 for Contract 1 - Rich Valley Road Waterline Extension Project															
Presenter(s):	Ryan Kiser															
Beginning Time:																
Potential Conflict(s) of Interest and Abstention(s):																
Background:	<p>Construction began in March for Contract 1. As part of Contract 1 of this project, approximately 39,000 feet of 12-inch and 8-inch waterline was installed. The Contract 1 project provided 52 new water connections.</p> <p>The Notice to Proceed for Contract 1 Little B Enterprises was issued on March 11, 2019.</p> <p>This proposed change order serves as a cleanup change order to reflect actual contract time and contract price.</p> <p>Original contract price was \$2,040,213.85. This proposed change order No. 4 provides for a \$9,535.95 <u>increase</u> in contract price for a total contract price of \$2,049,749.80. This increase will be covered by contract contingency funds. Below is a summary of the contractors request letter for addition of contract time for weather/holidays and addition of days by WCSA for bacteriological testing. During bacteriological testing, contractor continued to work to get the project to final completion. Contractor is allowed 30 days to reach final completion after substantial, however contractor progressed the project towards final completion by completing punch list items.</p> <ul style="list-style-type: none"> • <u>10 days</u> added to contract time due to weather days and holidays. • <u>21 days</u> of contract time added by WCSA to perform bacteriological sampling and obtain VDH acceptance. <p>A total of 31 days are added to the contract time by change order. Substantial completion was reached on January 14, 2020 and final completion on January 17, 2020.</p> <p>A summary of the proposed and as-built project budget for Contract 1 and 2 is found below.</p> <table border="1" data-bbox="521 1707 1463 1938"> <thead> <tr> <th><u>Funding Source</u></th> <th><u>Proposed Budget</u></th> <th><u>Budget Utilized</u></th> </tr> </thead> <tbody> <tr> <td>VDH Loan</td> <td style="text-align: right;">1,663,900.00</td> <td style="text-align: right;">1,663,900.00</td> </tr> <tr> <td>VDH Grant</td> <td style="text-align: right;">180,000.00</td> <td style="text-align: right;">180,000.00</td> </tr> <tr> <td>WCSA Contribution</td> <td style="text-align: right;">1,727,262.58</td> <td style="text-align: right;">1,607,245.88</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 3,571,162.58</td> <td style="text-align: right;">\$ 3,451,145.88</td> </tr> </tbody> </table> <p>Project did not require use of entire project contingency funds.</p>	<u>Funding Source</u>	<u>Proposed Budget</u>	<u>Budget Utilized</u>	VDH Loan	1,663,900.00	1,663,900.00	VDH Grant	180,000.00	180,000.00	WCSA Contribution	1,727,262.58	1,607,245.88	Total	\$ 3,571,162.58	\$ 3,451,145.88
<u>Funding Source</u>	<u>Proposed Budget</u>	<u>Budget Utilized</u>														
VDH Loan	1,663,900.00	1,663,900.00														
VDH Grant	180,000.00	180,000.00														
WCSA Contribution	1,727,262.58	1,607,245.88														
Total	\$ 3,571,162.58	\$ 3,451,145.88														


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	Staff has reviewed the contractor's request and found these requests to be reasonable.
Discussion:	
On the Record:	
Enclosures:	Change Order 4 Quantity Spreadsheet Letter of Request for Contract Time
Recommendation:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving Change Order 4 for Contract 1 of the Rich Valley Road Water Line Extension Project.
Proposed Motion:	Authorize the approval of Change Order 4 for Contract 1 of the Rich Valley Road Waterline Extension Project.
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:06 pm


Agenda Item: 7  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Dene gave an update on the Bundy case.
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:06 pm


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Agenda Item: 8  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Cornett provided a Brumley Tower Update
On the Record:	
Actual Motion:	The Board unanimously agreed to accept Delegate O'Quinn's offer to speak with DGIF, Attorney General and on behalf of WCSA regarding the Brumley Gap Tower lease.
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:12 pm

Agenda Item: 9  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	Dave Cheek
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	None
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:12 pm


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Agenda Item: 10  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Kiser updated the Board on the Galvanized Line Phase 3 Project and the Abingdon Water Storage Tank Project Mr. Kiser asked the Board's permission to apply for funding and contribute \$1,500 per committed connection for each of the following proposed projects: Abrams Falls Road Project, Fleenor's Memorial Road South Project, Hobbs Road Project, Prices Bridge Road Project and the Route 91 South to McCann Road Project.
On the Record:	
Actual Motion:	Motion to approve the projects listed above as requested and to re-advertise the Galvanized Line Phase 3 Project and the Abingdon Water Storage Tank Project pending funding approval from Rural Development and Virginia Department of Health.
Motion By:	Mr. Campbell
Second By:	Mr. Orfield
Voting:	Ayes: 4
	Nays: 0
	Abstain: 0
End Time:	6:16 pm

Agenda Item: 11  FINANCIAL VIABILITY	Consideration of Fiscal Year End – June 30, 2019 Financial Statements and Audit Report
Presenter(s):	Emily Viers – Robinson Farmer and Cox
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<u>Background:</u> Auditors from Robinson Farmer and Cox visited WCSA several times in calendar year 2019 in order to do preliminary field work, inventory count testing, and other onsite test work. Audit Committee meeting with Melinda Jett, Controller, Robbie Cornett, General Manager, Mr. D. Wayne Campbell, Board Member and Emily Viers, Member, Robinson Farmer and Cox will take place prior to the January Board Meeting on 1/27/20. Emily Viers, Member, Blacksburg Office of Robinson Farmer Cox will present the audit report and financial statements to the board.


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Discussion:	Mrs. Viers presented the Board with the audit report and financial statements.
On the Record:	
Enclosures:	None – will present final report at the board meeting .
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:32 pm

Agenda Item: 12  INFRASTRUCTURE	Consideration of Sugar Cove Road Water Line Extension Project Construction Bids										
Presenter(s):	Ryan Kiser										
Beginning Time:											
Potential Conflict(s) of Interest and Abstention(s):											
Background:	<p>Bids for the Sugar Cove Road Water Line Extension Project were received on January 3, 2020. The purpose and goal for this project is to provide water service to 12 residents along Sugar Cove Road. As part of this project, approximately 5,900 linear feet of 6-inch, 4-inch and 2-inch water line along with a booster pump station and appurtenances will be installed.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>CONTRACTOR</th> <th>Bid Price</th> </tr> </thead> <tbody> <tr> <td>McFall Excavating</td> <td>\$429,570.61</td> </tr> <tr> <td>Little B Enterprises</td> <td>\$444,854.70</td> </tr> <tr> <td>Central Builders</td> <td>\$737,450.00</td> </tr> <tr> <td>King General Contractors</td> <td>\$818,683.98</td> </tr> </tbody> </table> <p>Currently we have the following funding available in place for the project:</p> <ul style="list-style-type: none"> • VDH principal forgiveness (grant) - \$118,000 • VDH loan at 2.5%, 30-year - \$326,840 • WCSA Funds (1,500/committed connection, 12 connections) - \$18,000 <p>The following table provides a brief summary of the as-bid project budget:</p>	CONTRACTOR	Bid Price	McFall Excavating	\$429,570.61	Little B Enterprises	\$444,854.70	Central Builders	\$737,450.00	King General Contractors	\$818,683.98
CONTRACTOR	Bid Price										
McFall Excavating	\$429,570.61										
Little B Enterprises	\$444,854.70										
Central Builders	\$737,450.00										
King General Contractors	\$818,683.98										


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		<u>Project Budget</u>
	Actual Construction Bid	\$429,570.61
	Administrative and Permits	\$95.00
	Contingency	\$356.98
	Advertising	\$3,067.40
	Engineering	\$4,050
	Property	\$1,700
	Legal	\$6,000
	<u>TOTAL</u>	<u>\$444,840.00</u>
	With project budget of \$444,840.00 and available funding of \$462,840.00, project is within budget. Budget is also within the 5 year rate and financial plan.	
Discussion:		
On the Record:		
Enclosures:	Permission to Award Memo Bid Tabulation	
Recommendation:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider awarding the Sugar Cove Water Line Extension Project to McFall Excavating in the amount of \$429,570.61	
Proposed Motion:	Authorize the award of the Sugar Cove Water Line Extension Project to McFall Excavating in the amount of \$429,570.61	
Actual Motion:	As recommended	
Motion By:	Mr. Campbell	
Second By:	Mr. Orfield	
Voting:	Ayes:	4
	Nays:	0
	Abstain:	0
End Time:	6:35 pm	

Agenda Item: 13  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	There was no Closed Meeting
On the Record:	
Enclosures:	
Recommendation:	

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Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	

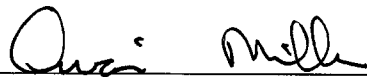
Agenda Item: 14  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	None
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	

Agenda Item: 15  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	There were no late items discussed.

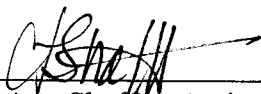
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On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:36 pm

Agenda Item: 16  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	Motion to Adjourn.
Actual Motion:	
Motion By:	Mr. Campbell
Second By:	Mr. Smith
Voting:	Ayes: 4
	Nays: 0
	Abstain: 0
End Time:	6:37 pm



Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary