





**Washington County Service Authority Board of Commissioners
February 24, 2020 Regular Board Meeting Minutes**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
Beginning Time:	
End Time:	6:02


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Beginning Time:	
Present:	Mr. Thayer, Mr. Campbell, Mr. Taylor, Mr. Miller and Mr. Orfield
Absent:	Mr. Smith
End Time:	6:02

Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Orfield opened in prayer and led the Pledge of Allegiance.
Beginning Time:	
End Time:	6:03


Agenda Item: 4  COMMUNICATION	Approval of the Amended Agenda
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting:	
Ayes:	5
Nays:	0
Abstain:	0
End Time:	6:04

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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:	Stephanie Hester 823 stoney battery Ms. Trivett Dover circle Bristol VA Major water leak costing over \$4000 Started making payments but could only do that for one year \$282. Asked the Board for help with the remaining \$1082 owed on Ms. Trivett's water bill.
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	6:09

Agenda Item: 6  COMMUNICATION	Consent Agenda
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting: Ayes:	5
 Nays:	0
 Abstain:	0
End Time:	6:11


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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 January 2020:</p> <ul style="list-style-type: none"> ▪ Todd Mitchell – 10 Years of Service
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Approve the years of service award.
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:	


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Agenda Item: 6E  EMPLOYER OF CHOICE	Consideration of General Managers Travel
Presenter(s):	Robbie Cornett
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>The Board is to consider and approve the travel for conferences, professional development and continuing education.</p> <p>The General Manager has been asked to present at the Virginia American Water Works Association (AWWA), Utility Management Conference on May 6th. This trip is estimated to cost \$400.</p> <p>The General Manager desires to attend the AWWA Annual Conference, June 14-17, 2020. Among other things, Asset Management, Hydraulic Modeling, Security and Management is the intended focus for this conference. \$2,500 is the estimated total cost of attending this conference.</p>
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions the Board may have, the Board is kindly requested to favorably consider approving both travel requests.
Proposed Motion:	Move to approve both travel requests.
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	<p style="text-align: right;">Ayes:</p>
	<p style="text-align: right;">Nays:</p>
	<p style="text-align: right;">Abstain:</p>
End Time:	

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Agenda Item: 6F  INFRASTRUCTURE	Consideration of Request to Pursue Funding and Contribute WCSA Funds for a Water Line Extension Along Green Springs Road Stateline, Monroe Road North McGhee and Taylor's Valley Road.
Presenter(s):	Ryan Kiser
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>Background: Recently, there has been interest in a waterline extension project for along Green Springs Road Stateline, Monroe Road North McGhee and Taylor's Valley Road. Staff received inquiries from residents of when a possible project may develop for these areas. Since the timing is very near for the deadline of submitting funding applications, Staff has sent out User Agreements for these projects. WCSA's policy is participation requirements greater than 50%. If that level of participation is received Staff will submit funding applications upon the Board's approval.</p> <p>Participation requirement to apply for VDH funding is a requirement of greater than 50% participation. Typically it is also WCSA's practice and policy to provide \$1,500 per committed connection.</p> <p>Projects are not in the five year rate and financial plan and will represent new revenue requirements should they be funded.</p>
Discussion:	
On the Record:	
Enclosures:	None
Recommendation:	<p>Recommendation: Subject to answering any questions that you may have, staff kindly recommends proceeding forward with an application of funding to funding agencies for Green Springs Road Stateline, Monroe Road North McGhee and Taylor's Valley Road, while also contributing \$1,500 of WCSA funds for each committed connection.</p>
Proposed Motion:	<p>Possible Motion: Authorize staff to apply for funding to funding agencies for Green Springs Road Stateline, Monroe Road North McGhee and Taylor's Valley Road, while also contributing \$1,500 of WCSA funds for each committed connection.</p>
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	


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Agenda Item: 7  COMMUNICATION	Consideration of Check Numbers 044395 to Misty Mountain Spring Water for \$31.90 and 044497 to Food City for \$380.95.
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	Tim Orfield
Background:	Mr. Orfield is an employee of Mid-Mountain Foods.
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	Mr. Campbell
Second By:	Mr. Taylor
Voting: Ayes:	4
 Nays:	0
 Abstain:	Mr. Orfield
End Time:	6:11


Agenda Item: 8  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
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:	


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Agenda Item: 9  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Holly Edwards read an email from the town of Abingdon regarding the census and adding a memo regarding the census in WCSA's bill. Melinda Jett reviewed a presentation regarding reserves
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	

Agenda Item:10  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:	6:18

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Agenda Item: 11  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. King provided updates on the Lee Highway Sewer Project.
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	

Agenda Item: 12  INFRASTRUCTURE	Consideration of Sole Source Procurement for Advanced Metering Infrastructure Project
Presenter(s):	Dave Cheek
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<p>WCSA wishes to procure for the Advanced Metering Infrastructure (AMI) Project (the Project) in a manner which provides WCSA with the best value over the life of the Project (15-years). WCSA's primary concerns are coverage (how many water meters can be read by the system), reliability, capital and ongoing operations and maintenance costs.</p> <p>WCSA applied the Virginia Public Procurement Act, Rev 2019 and WCSA Procurement Guidelines, Rev 2017 relative to sole source procurement to the Project.</p> <p>The Project under consideration is unique in that American Electric Power (AEP) is deploying their own AMI network and has offered to allow WCSA to use it. Based on evaluations and estimates by third parties, the shared network infrastructure will reduce WCSA's cost of ownership (construction, operation and maintenance) and result in significantly better coverage.</p> <p>AEP underwent a thorough and competitive selection process to identify and procure a network partner and service provider. Itron was chosen.</p>

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The AEP/Itron network, offered to WCSA, provides the lowest cost of ownership over the life of the Project and better coverage than anyone else (best value). Accordingly, the Board of Commissioners approved the Project financial analysis at the October 2019 BOC Meeting. This financial analysis utilized the WCSA/AEP/Itron combined network infrastructure as one of the options.

Applying the above summarized work to the Virginia Public Procurement Act, Rev 2019 (Article 2 Contract Formation & Administration, 2.2-4303 Methods of Procurement) and WCSA Procurement Guidelines, Rev 2017, it appears that this aligns with non-competitive procurement. Please reference attached chart. This will require two key steps.

Step 1: WCSA's Board of Commissioners consider a notice of non-competitive procurement at its February Meeting. If approved, the notice will be advertised and other vendors will have 10-days to protest. The notice would be posted in the WCSA lobby, WCSA web site and VA Department of General Services central electronic procurement website for 10 days.

Step 2: At a proposed Special Called Meeting, Monday, March 9, 2019 at 6:00 PM, consideration would be given to any protests followed by consideration of the agreement with Itron and authorization of the WCSA's General Manager to execute the agreements.

WCSA would like to ask the Board to consider authorizing non-competitive procurement for the Project with Itron to utilize the existing Itron/AEP network.

Discussion:

On the Record:

Enclosures:

- 1) Virginia Public Procurement Act, Rev 2019, Article 2 Contract Formation & Administration, Section 2.2-4303 Methods of Procurement, Paragraph E, Non-Competitive Procurement
- 2) WCSA Procurement Guidelines, Rev 2017
- 3) Sole Source Procurement Notice

Recommendation:

Subject to answering any questions that you may have, Staff recommends the board consider approval of the enclosed non-competitive procurement notice. Dave requested no action be taken on this item at this time.

Proposed Motion:

Actual Motion:

Motion By:

Second By:

Voting:

Ayes:


Nays:

Abstain:

End Time:

6:46


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Agenda Item: 13  TECHNOLOGY	Consideration of a New Information Technology Position and Budget Amendment
Presenter(s):	Robbie Cornett
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<p>One of six strategic plan goals is technology. As the chart below (in “red”) indicates, WCSA had 28 “pieces” of technology in 1990 (30-years ago) but now has approximately 286 pieces (in “blue”); 10 times as much. Pieces may not be the best way to measure technology but it gives you a sense of how we have grown.</p> <div data-bbox="506 871 1469 1459" style="text-align: center;"> <p style="font-size: 24pt; font-weight: bold;">30-Year Technology Growth 10-Fold Increase</p> <p style="font-size: 12pt;">• 2020 1990</p> </div> <p>It may go without saying, but if we are not embracing technology, in a wise and systematic way, we will not meet our customers’ expectations nor will we fulfill another of our strategic plan goals; financial viability (stewardship). Take our supervisory control and data acquisition (SCADA) system as an example. Prior to SCADA in 1996, WCSA had two fulltime employees drive around 7 days/week checking tank levels and making adjustments to pump timers and throttling valves. Though thankful for the dedication of these employees, once/day interaction with our water storage tanks resulted in tanks that would run over or run dry causing service disruption.</p> <p>With SCADA, we now 24/7/365 monitoring of all water storage tanks, pumps and control valves. This way of operating results in the best water quality while still meeting the fire flow demands. Often, if there is a line break, we see it on the SCADA system and are able to intervene before a water outage.</p>


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		<p>Though a brief story about one element of our technology portfolio, similar stories could be told about each of our technology offerings.</p> <p>One thing we try to do at WCSA is run efficient in the spirit of stewardship. As it stands, WCSA has one fulltime employee who is responsible for all of our technology. They do have access to service providers to assist with certain aspects of the work but in large part, WCSA relies on one person. This is asking a lot of one person. They are on-call 24/7, have a lot of coworkers asking for help during normal hours and respond to customer facing technology such as electronic bill pay and telephone systems. Considering the range of expertise, multiple different types of hardware all of which has one or more pieces of software. And perhaps most important is security of our systems. Combined, this is a lot to ask of one person. Lastly, is risk assessment. What if something happened to this one person.</p> <p>After much internal thought and discussion, we believe the best response to this need is to hire a second person who has skillsets that complement our current person so that the division of work makes sense. Both would be cross-trained to cover for the other but on a day-in-day-out basis, their work would be complimentary but not the same. For example, one might be focused on networks and devices while the other is focused on applications and their performance.</p>
Discussion:		
On the Record:		
Enclosures:		
Recommendation:		Authorize one new information technology position and a compensation and benefits budget amendment of \$25,000 for the remainder of the 2020 fiscal year.
Proposed Motion:		I move to authorize a new information technology position and budget amendment of \$25,000 for the remainder of the 2020 fiscal year.
Actual Motion:		approve
Motion By:		Campbell
Second By:		Thayer
Voting:	Ayes:	5
	Nays:	
	Abstain:	
End Time:		6:59

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Agenda Item: 14  INFRASTRUCTURE	Consideration of an Engineering Agreement Between WCSA and McGill Associates for the Abingdon Water Storage Tank Project
Presenter(s):	Ryan Kiser
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>Background: The Abingdon Water Storage Tank Project consists of replacing the existing .5 MG and 1 MG water storage tank with a single 1.5 MG Tank within the Town of Abingdon. The project is funded by Rural Development. The project will be advertised concurrently with the Galvanized Line Phase 3 project. WCSA has procured for Construction Administration and Resident Project Representative Services.</p> <p>Associated fees related to this Agreement are on an hourly basis setup as not to exceed, unless further approved by WCSA.</p> <p>Bidding Phase - \$10,000 Construction Administrative Phase Services - \$166,000 (166,323) Post-Construction Phase - \$2,000 Resident Project Representative - \$112,060 and an additional \$17,940 in mileage and other reimbursable totaling \$130,000. (\$131,714)</p> <p>The WCSA and legal counsel has reviewed the Agreement.</p> <p>Rural Development is in the process of reviewing and approving the Engineering Agreement.</p>
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	Accept
Motion By:	Taylor
Second By:	Campbell
Voting: Ayes:	5
Nays:	
Abstain:	
End Time:	7:08


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Agenda Item: 15  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:08
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	Closed Meeting
Actual Motion:	
Motion By:	Campbell
Second By:	Taylor
Voting:	Ayes: 5
	Nays:
	Abstain:
End Time:	7:10

Agenda Item: 16  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	8:59
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	Taylor
Second By:	orfield
Voting:	Ayes: 5
	Nays:
	Abstain:
End Time:	9:00

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Agenda Item: 17  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	

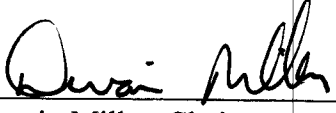
Agenda Item: 18  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	Taylor
Second By:	campbell
Voting:	Ayes: 5
	Nays:

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Abstain:

End Time:

9:01



Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary