

**Washington County Service Authority Board of Commissioners**  
**March 23, 2020 Regular Board Meeting Minutes**

**Agenda Item: 1**



Call the Meeting to Order

**Presenter(s):**

Chairman

**Beginning Time:**

6:00 pm

**End Time:**

6:00 pm

**Agenda Item: 2**



Roll Call

**Presenter(s):**

Chairman

**Beginning Time:**

6:01 pm

**Present:**

Mr. Campbell, Mr. D. Miller, Mrs. C. Miller, Mr. Orfield, Mr. Taylor and Mr. Thayer

**Absent:**

Mr. Smith

**End Time:**

6:01 pm

**Agenda Item: 3**



Prayer and Pledge of Allegiance

**Presenter(s):**

Mr. Taylor opened in prayer and lead the Pledge of Allegiance.

**Beginning Time:**

6:02 pm

**End Time:**

6:03 pm

**Agenda Item: 4**



Approval of the Amended Agenda

**Presenter(s):**

Chairman

**Beginning Time:**

6:03 pm

**Potential Conflict(s) of Interest and Abstention(s):**

None

**Discussion:**

None

**On the Record:**

None

**Actual Motion:**

Motion to approve the Amended Agenda as presented.

**Motion By:**

Mr. Campbell

**Second By:**

Mr. Thayer

**Voting:**

**Ayes:** 6


**Nays:** 0


**Abstain:** 0

**End Time:**


6:04 pm


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<b>Agenda Item: 5</b>  COMMUNICATION	Public Query and Comment
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	6:04 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Speakers:</b>	None
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Actual Motion:</b>	None
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	6:04 pm

<b>Agenda Item: 6</b>  COMMUNICATION	Consent Agenda
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	6:05 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Discussion:</b>	Mr. Cornett noted the Contracts for Item 6D were at their stations and proposed they be considered at an upcoming meeting.
<b>On the Record:</b>	None
<b>Actual Motion:</b>	Move to approve the Consent Agenda.
<b>Motion By:</b>	Mr. Taylor
<b>Second By:</b>	Mr. Campbell
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
<b>End Time:</b>	6:05 pm


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<b>Agenda Item: 7</b>  COMMUNICATION	Consideration of Check Numbers 044622 to Food City for \$68.43 and 044658 to Food City for \$63.96 and 044669 to Misty Mountain Spring Water for \$31.90
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	6:05 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	Mr. Orfield abstained from discussion or voting as he is an employee of Food City.
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Actual Motion:</b>	Move to approve the above listed checks.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Thayer
<b>Voting:</b>	<b>Ayes:</b> 5
	<b>Nays:</b> 0
	<b>Abstain:</b> 1 (Mr. Orfield)
<b>End Time:</b>	6:05 pm

<b>Agenda Item: 8</b>  COMMUNICATION	Legal Counsel Report and Update
<b>Presenter(s):</b>	Thomas Dene
<b>Beginning Time:</b>	6:05 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	D. Miller asked Mr. Dene if he could elaborate on participation in meetings electronically. Mr. Dene outlined what the Code of Virginia requires. The Board requested Mr. Dene prepare a policy on this for Board consideration.
<b>On the Record:</b>	None
<b>Actual Motion:</b>	None
<b>Motion By:</b>	None
<b>Second By:</b>	None
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	6:09 pm




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<b>Agenda Item: 12</b>  COMMUNICATION	Consideration of a Request by the Brumley Gap Volunteer Fire Department for Space on WCSA's Brumely Tower (at the request of Taylor, this was move ahead of Agenda Item 9 and after Agenda Item 8)
<b>Presenter(s):</b>	Mike White
<b>Beginning Time:</b>	6:10 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None.
<b>Background:</b>	<p>Mr. White reported that the Brumley Gap Volunteer Fire Department (BGVFD) had been working for the past two years to have its own two-way radio system. He indicated that the licensing process is nearly complete and there is no frequency interference expected.</p> <p>Mr. White requested the Board consider allowing the BGVFD to place its repeater on the tower and in the trailer owned by WCSA at no charge or a reduced charge considering the who the requester is.</p>
<b>Discussion:</b>	The board expressed a willingness to help the BGVFD and asked Cornett where we are in the lease process with the Department of Game and Inland Fisheries (DGIF). Cornett reported that, thanks to the help of others, the previously negotiated lease price of \$10,000/year has been reduced to \$3,000/year plus half of any subtenant lease proceeds. The Board suggested consideration of the lease with the BGVFD once the lease with DGIF is finalized..
<b>On the Record:</b>	None
<b>Enclosures:</b>	None
<b>Recommendation:</b>	None
<b>Proposed Motion:</b>	None
<b>Actual Motion:</b>	None
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	6:17 pm


<b>Agenda Item: 9</b>  COMMUNICATION	General Manager Report and Update
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	6:18 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Mr. Cornett explained the aggregate correction from last month's meeting.


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		Mr. Miller asked Mr. Cornett to explain the recent operational changes made to protect employees while meeting the public's needs. Mr. Cornett explained that 1) mission critical functions were confirmed from our emergency response plan, 2) employees who can perform the critical functions were identified, and 3) as a result of #1 and #2, all WCSA employees were divided into two teams such that each team had at least one person who could perform mission critical functions. The idea is, if one person becomes ill on one shift, there is a second team who can backfill.
<b>On the Record:</b>		None
<b>Actual Motion:</b>		None
<b>Motion By:</b>		
<b>Second By:</b>		
<b>Voting:</b>	<b>Ayes:</b>	
	<b>Nays:</b>	
	<b>Abstain:</b>	
<b>End Time:</b>		6:37 pm

<b>Agenda Item: 10</b>  <b>COMMUNICATION</b>		Operations Manager Report and Update
<b>Presenter(s):</b>		Dave Cheek
<b>Beginning Time:</b>		6:37 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>		None
<b>Discussion:</b>		None
<b>On the Record:</b>		None
<b>Actual Motion:</b>		None
<b>Motion By:</b>		
<b>Second By:</b>		
<b>Voting:</b>	<b>Ayes:</b>	
	<b>Nays:</b>	
	<b>Abstain:</b>	
<b>End Time:</b>		6:38 pm

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<b>Agenda Item: 11</b>  INFRASTRUCTURE	Engineering Report / Construction Projects Update
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	6:38 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Mr. Cornett reported that staff is looking into ways that it can adjust its conventional pre-bid meeting and bid opening so that recommended social distancing could be maintained. This would impact the Galvanized Phase 3 /Abingdon Water Storage Tank Projects.
<b>On the Record:</b>	None
<b>Actual Motion:</b>	None
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	6:41 pm

<b>Agenda Item: 13</b>  INFRASTRUCTURE	Consideration of Sole Source Procurement for Advanced Metering Infrastructure Project
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	6:41 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	Mrs. C. Miller announced that she would abstain from discussion or voting as her husband is employed by American Electric Power.
<b>Background:</b>	<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>




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	<p>AEP underwent a thorough and competitive selection process to identify and procure a network partner and service provider. Itron was chosen.</p> <p>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.</p> <p>Applying the above summarized work to the Virginia Public Procurement Act, Rev 2019 (Article 2 Contract Formation&amp; 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.</p> <p>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.</p> <p>Step 2: At a proposed Special Called Meeting on <b><u>Monday, April 6, 2019</u></b> or at a time convenient for the Board, 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.</p> <p>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.</p>
<b>Discussion:</b>	<p>Cornett asked if there were questions about the written report and reminded the Board that this is the same procurement considered twice by the Board before.</p> <p>The Board asked about the status of negotiations between Itron and AEP. Cornett reported that those negotiations were essentially complete.</p> <p>The Board asked if there were any comments or protests from the earlier advertisements. Cornett reported that there were not.</p>
<b>On the Record:</b>	None
<b>Enclosures:</b>	<ol style="list-style-type: none"> <li>1) Virginia Public Procurement Act, Rev 2019, Article 2 Contract Formation &amp; Administration, Section 2.2-4303 Methods of Procurement, Paragraph E, Non-Competitive Procurement</li> <li>2) WCSA Procurement Guidelines, Rev 2017</li> <li>3) Sole Source Procurement Notice</li> </ol>
<b>Recommendation:</b>	Subject to answering any questions that you may have, Staff recommends the board consider approval of the enclosed non-competitive procurement notice.


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<b>Proposed Motion:</b>	Move to approve the non-competitive procurement notice.
<b>Actual Motion:</b>	Move to approve the non-competitive procurement notice.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Thayer
<b>Voting:</b>	
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstain:</b>	1 (Mrs. C. Miller)
<b>End Time:</b>	6:50 pm

<b>Agenda Item: 14</b>  EMPLOYER OF CHOICE	Consideration of Personnel Policy and Procedures Manual Amendment
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	6:50 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>In the administration of the WCSA Personnel Policies and Procedures Manual, an amendment has been identified for consideration in Section, 5.3 COMPENSATION AND ADMINISTRATION OF THE PAY PLAN.</p> <p>Text proposed for deletion has been <del>struck</del> through. Text proposed for addition has been <u>underlined</u>. The primary addition recognizes the Board as the proper party to approve the overall compensation budget and authorizes the General Manager to determine which Pay Band is proper for a position.</p> <p>All other proposed edits are explanatory notes and examples of the merit raise budget and administration process that has been in place since 2009.</p>
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Enclosures:</b>	1) Suggested Policy
<b>Recommendation:</b>	Subject to answering any questions the Board may have, the Board is kindly requested to favorably consider approving the enclosed amendment.
<b>Proposed Motion:</b>	Move to approve the enclosed amendment.
<b>Actual Motion:</b>	Move to approve the enclosed amendment.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mrs. C. Miller
<b>Voting:</b>	
<b>Ayes:</b>	6
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	6:55 pm





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<b>Agenda Item: 15</b>  INFRASTRUCTURE	Consideration of Request to Discontinue the Sewer Pump and Haul General Permit
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	6:56 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>In 2005, WCSA applied for and received a general permit from the Commonwealth of Virginia State Department of Health Commissioner to allow WCSA to issue permits to pump and haul sewerage. WCSA had an interest in the ability to issue its own permit to accommodate a development that may need short-term arrangements for sewer until infrastructure can be installed. At that time, the permit was issued to haul wastewater from a proposed development near Exit 7 until such time permanent facilities were in place and functional.</p> <p>Since 2005, WCSA has issued 1 pump and haul permit in 2013. This business now has public sewer service and no longer needs to pump and haul. More recently, the Virginia Department of Health began considering and issuing pump and haul permits to haulers. This was done most recently in 2019 for a business that did not have access to public sewer at the time.</p> <p>There are a few downfalls to the pump and haul including:</p> <ul style="list-style-type: none"> <li>• Pumping and hauling sewer involves resources and risk with no revenue.</li> <li>• WCSA is currently not able to receive the sewerage therefore there has to be coordination with another utility who charges for the treatment.</li> <li>• Requirements for pump and haul are in place, but accidents can happen. This adds another layer of risk.</li> <li>• The process requires several man-hours for permit coordination.</li> </ul> <p>For these reasons and now that the local Virginia Department of Health has the ability to issue permits, Staff believes it is WCSA's best interest to discontinue the pump and haul General Permit with the Virginia State Department of Health Commissioner's Office in Richmond</p>
<b>Discussion:</b>	Mr. Cornett provided the background. The Board recognized the risk.
<b>On the Record:</b>	None
<b>Enclosures:</b>	None
<b>Recommendation:</b>	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider discontinuing the Sewer pump and haul General Permit.
<b>Proposed Motion:</b>	Authorize the approval of discontinuing the sewer pump and haul General Permit.
<b>Actual Motion:</b>	Authorize the approval of discontinuing the sewer pump and haul General Permit.

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<b>Motion By:</b>	Mr. Taylor
<b>Second By:</b>	Mr. Thayer
<b>Voting:</b>	
<b>Ayes:</b>	6
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	7:02 pm

<b>Agenda Item: 16</b>  COMMUNICATION	Late Items
<b>Presenter(s):</b>	Commissioner / General Manager
<b>Beginning Time:</b>	7:02 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	none
<b>Background:</b>	Mr. Cornett asked if it would be acceptable with the Board to negotiate for a pump station site within the Hidden Valley Phase 2 Project area, if staff did so on the same basis of terms and conditions approved by the Board in recent and similar purchases.
<b>Discussion:</b>	The Board gave their consensus.
<b>On the Record:</b>	None
<b>Enclosures:</b>	None
<b>Recommendation:</b>	None
<b>Proposed Motion:</b>	None
<b>Actual Motion:</b>	
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	
<b>Ayes:</b>	
<b>Nays:</b>	
<b>Abstain:</b>	
<b>End Time:</b>	7:04 pm

<b>Agenda Item: 17</b>  COMMUNICATION	Adjourn
<b>Presenter(s):</b>	Commissioner
<b>Beginning Time:</b>	7:04 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	None

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<b>Discussion:</b>		None
<b>On the Record:</b>		None
<b>Enclosures:</b>		None
<b>Recommendation:</b>		
<b>Proposed Motion:</b>		Motion to Adjourn.
<b>Actual Motion:</b>		Motion to Adjourn.
<b>Motion By:</b>		Mr. Campbell
<b>Second By:</b>		Mr. Orfield
<b>Voting:</b>	<b>Ayes:</b>	6
	<b>Nays:</b>	0
	<b>Abstain:</b>	0
<b>End Time:</b>		7:04 pm



Dwain Miller, Chairman



Robbie Cornett, Secretary