





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


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
Beginning Time:	6:00 pm
End Time:	6:00 pm


Agenda Item: 2  COMMUNICATION	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  COMMUNICATION	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  COMMUNICATION	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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Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:04 pm
Potential Conflict(s) of Interest and Abstention(s):	
Speakers:	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:04 pm


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


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Agenda Item: 7  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
Presenter(s):	Chairman
Beginning Time:	6:05 pm
Potential Conflict(s) of Interest and Abstention(s):	Mr. Orfield abstained from discussion or voting as he is an employee of Food City.
Discussion:	None
On the Record:	None
Actual Motion:	Move to approve the above listed checks.
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting:	Ayes: 5
	Nays: 0
	Abstain: 1 (Mr. Orfield)
End Time:	6:05 pm

Agenda Item: 8  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:05 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	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.
On the Record:	None
Actual Motion:	None
Motion By:	None
Second By:	None
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:09 pm


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Agenda Item: 12  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)
Presenter(s):	Mike White
Beginning Time:	6:10 pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<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>
Discussion:	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..
On the Record:	None
Enclosures:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:17 pm


Agenda Item: 9  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:18 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	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.
On the Record:		None
Actual Motion:		None
Motion By:		
Second By:		
Voting:	Ayes:	
	Nays:	
	Abstain:	
End Time:		6:37 pm

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

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Agenda Item: 11 	Engineering Report / Construction Projects Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:38 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	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.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:41 pm

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

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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 & 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 <u>Monday, April 6, 2019</u> 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>
Discussion:	<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>
On the Record:	None
Enclosures:	<ol style="list-style-type: none"> 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.