





Washington County Service Authority Board of Commissioners
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| Agenda Item: 1  COMMUNICATION | Call the Meeting to Order |
| Discussion: | The Chairman noted that masks are required if we could not maintain 6' of separation. |
| Presenter(s): | Chairman |
| End Time: | 6:01 pm |


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| Agenda Item: 2  COMMUNICATION | Roll Call |
| Presenter(s): | Chairman |
| Present: | Mr. Thayer, Mr. Taylor, Mr. Campbell, Mr. D. Miller, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson |
| Absent: | None |
| End Time: | 6:02 pm |

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


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| 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: | Approve the Amended Agenda |
| Motion By: | Mr. Campbell |
| Second By: | Mrs. C. Miller |
| Voting: | Ayes: 7 |
| | 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: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Speakers: | Mike White, 524 Nicholas Street, Abingdon, VA, with Kenneth Nurre. Mr. White expressed concern with water pressure and flow. He indicated he is the highest resident in the Town of Abingdon. He reported having this problem for (?) 40-years with no satisfaction He then turned it over to Kenneth Nurre who had undertaken pressure and flow analysis. Mr. Nurre provided and reviewed a handout dated, June 22, 2020 which concluded by requesting eight items. Mr. Dave Cheek, WCSA Operations Manager, agreed to provide the requested information and to work with Mr. Nurre. Mr. White closed by suggesting he wanted WCSA to do what it had done for the Litton's in Stone Mountain, on Treetop Drive in Emory and at Bella's. |
| Discussion: | |
| On the Record: | |
| Actual Motion: | |
| Motion By: | |
| Second By: | |
| Voting: Ayes: | |
| Nays: | |
| Abstain: | |
| End Time: | 6:27 pm |


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| 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: | Approve the Consent Agenda |
| Motion By: | Mr. Campbell |
| Second By: | Mr. Thayer |
| Voting: Ayes: | 7 |
| Nays: | 0 |
| Abstain: | 0 |
| End Time: | 6:29 pm |

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| Agenda Item: 6D  INFRASTRUCTURE | Consideration of Request to Pursue Virginia Clean Water Revolving Funds with Department of Environmental Quality | |
| Presenter(s): | Ryan Kiser | |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Background: | <p>WCSA has been diligently working to reduce Inflow and Infiltration (I & I) in all parts of its sewer collection system. Smoke testing and line camera truck (CCTV) have allowed WCSA to reduce I & I in parts of the system. To really hone in reducing I&I further, studies need to be made in the WCSA collections system.</p> <p>Future efforts to reduce I & I would be to delineate certain areas into drainage systems and monitor flows with flow meters being placed at pump stations and measuring flumes placed in manholes. These meters would give more accurate readings compared to data collected in pump station draw-downs. These meter readings could then be compared to water use. This would allow WCSA to prioritize their efforts to certain areas where I & I is the greatest. After areas are prioritized, WCSA could move to aggressive smoke testing, manhole inspections and CCTV'g of the sewer lines that show the highest percentages of I & I.</p> <p>Recently the Department of Environmental Quality has announced the FY 2021 Virginia Clean Water Revolving Fund. The deadline to apply for funding is July 10, 2020. There are potential grant funds available for utilities like that of WCSA to formulate sanitary sewer evaluation surveys. If eligible, WCSA could contribute as much as \$25,000 and be awarded \$75,000 in grant monies. WCSA plans to apply for funding for (2) parts of its system, Damascus and the Lee Highway system associated with the Lee Highway Corridor Sewer Project. Monies from Rural Development could be utilized as matching funds for the Lee Highway portion.</p> | |
| Discussion: | | |
| On the Record: | | |
| Recommendation: | To proceed with an application of funding to pursue Virginia Clean Water Revolving funds with Department of Environmental Quality and contribute necessary local matching funds | |
| Proposed Motion: | Authorize staff to apply for funding from the Virginia Clean Water Revolving funds with Department of Environmental Quality and contribute local matching funds. | |
| Actual Motion: | Approved with the Consent Agenda | |
| Motion By: | Mr. Campbell | |
| Second By: | Mr. Taylor | |
| Voting: Ayes: | 7 | |
| Nays: | 0 | |
| Abstain: | 0 | |
| End Time: | 6:29 pm | |


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| Agenda Item: 6E  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 the past few months.</p> <ul style="list-style-type: none"> ▪ Kirk Maiden – 10 Years of Service in March ▪ Jimmy Mullins – 10 Years of Service in March ▪ Chris Howington – 10 Years of Service in April ▪ Harry Frye – 10 Years of Service in May ▪ Judy Manning – 25 Years of Service in May ▪ Gary Thomas – 25 Years of Service in May |
| Discussion: | |
| On the Record: | |
| Recommendation: | Approve the years of service award. |
| Actual Motion: | Approved as part of the Consent Agenda |
| Motion By: | Mr. Campbell |
| Second By: | Mr. Taylor |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 6:29 pm |

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| Agenda Item: 7  COMMUNICATION | <p>Consideration of the Following Checks:</p> <ul style="list-style-type: none"> • #044622 Food City \$68.43 • #044658 Food City \$63.96 • #044669 Misty Mountain Spring Water \$31.90 • #044802 Food City \$428.24 • #046381 Misty Mountain Spring Water \$31.90 • #046665 Misty Mountain Spring Water \$31.90 |
| Presenter(s): | Chairman |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | Mr. Orfield is an employee of Mid-Mountain Foods. |

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| Background: | | |
| Discussion: | | |
| On the Record: | | Mr. Orfield abstained as he is an employee of Mid-Mountain Foods. |
| Actual Motion: | | Approve the above listed checks. |
| Motion By: | | Mr. Campbell |
| Second By: | | Mr. Thayer |
| Voting: | Ayes: | 6 |
| | Nays: | 0 |
| | Abstain: | 1; Mr. Orfield |
| End Time: | | 6:30 pm |


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| Agenda Item: 8  COMMUNICATION | | Legal Counsel Report and Update |
| Presenter(s): | | Thomas Dene |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Discussion: | | Mr. Dene had nothing to discuss during open meeting. |
| On the Record: | | |
| Actual Motion: | | |
| Motion By: | | |
| Second By: | | |
| Voting: | Ayes: | |
| | Nays: | |
| | Abstain: | |
| End Time: | | 6:31 pm |

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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: | | Mr. Cornett notes the proposed rezoning of the neighboring Jones property from agriculture to industrial; that the Brumley Tower lease had been signed and sent to Richmond; and the summer picnic needed to be postponed until a later date due to COVID-19. |
| On the Record: | | |
| Actual Motion: | | None made. |
| Motion By: | | |

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
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| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 6:35 pm |

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| Agenda Item:10  COMMUNICATION | Operations Manager Report and Update |
| Presenter(s): | Dave Cheek |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Discussion: | Mr. Cheek asks if there were any questions about his report and noted that a review of discharge monitoring reports recently submitted to the Department of Environmental Quality (DEQ) for the Damascus WWTP indicates monthly average flow values greater than or equal to 95 percent of the design flow (0.25 MGD) of the Facility for three consecutive months (0.47 MGD for February 2020, 0.33 MGD for March 2020, and 0.33 MGD for April 2020) for which an action plan would be established and submitted to DEQ. |
| On the Record: | |
| Actual Motion: | No motion. |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 6:37 pm |

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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. Kiser notes that all pipe on Sugar Cove is installed; Hidden Valley Phase 2 has been advertised for construction bids; notice of award was submitted for the Abingdon Water Storage Tank Project; Galvanized Phase 3 is expected to advertise in July 2020 and the Hall Creek Headworks Project was nearing completion. |
| On the Record: | |


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| Actual Motion: | None made. |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 6:42 pm |

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| Agenda Item: 12  FINANCIAL VIABILITY  COMMUNICATION  INFRASTRUCTURE | Consideration of 2020-2021 Budget |
| Presenter(s): | Melinda Jett and Robbie Cornett |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Discussion: | <p>Mrs. Jett reviewed the Board's request to know what the percent (%) increase in bills were supposed to be come July. Mr. Cornett updated the Board on the status of the financial plan and forecast saying: 1) rainfall had been compared to consumption since 2006 and there appears to be a trend (as expected); 2) COVID appears to have had little impact so far; 3) delinquencies are up but not overly so; 4) biggest driver is the increase related to our meter project and expected increase with Galvanized Line Phase 3 and Abingdon Water Storage Tank Projects.</p> |
| Background: | <p>Budget Process: To arrive at the budget figures for 2020-2021, department heads carefully examined their expenses to date, followed by meetings held with department heads and senior management who reviewed their 2020 budget and made changes accordingly. For instance, if something is now more expensive or needed more often, the 2021 budget would be raised in relation to the increase. If a product can be purchased for a lower price or is not used as often, the 2021 budget would be lowered.</p> <p>Several things to note:</p> <ul style="list-style-type: none"> • Our 'budgeted expenses' compared to our 'actual expenses' has a very close margin overall; meaning we are not "over" or "under" budgeting. Over the past five years, we over budgeted three times (2017, 2018 and 2020) and under budgeted two times (2016 and 2019). We can almost guarantee that we will not budget exactly right. It's the margin that we should keep an eye on and that has been +/- 4% with an average of 1.24%. To develop a \$14,000,000 budget and be within 4% or an average of 1.24% is very good. • Between 2016 and 2019, revenue was better than projected by an average of 6.21%. However, the current fiscal year (2020), revenue is projected to be approximately 3.73% less than expected. Record |


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| | <p>rain fall/industry slowdown from COVID-19 and meter inaccuracy could help to explain the projected shortfall. Although expenses are under budget by about \$1 million dollars through April 30, the gap will close sharply in June when several year-end expenses hit.</p> <ul style="list-style-type: none"> • Compensation expenses are included in each department's spreadsheets. Traditionally, WCSA has followed historical inflation for a cost of living adjustment (COLA). Though historic inflation would reflect a 1.65% increase for the proposed 2021 budget, the budget does not include a COLA adjustment nor has a 1% performance adjustment been included. We realize many of our consumers and fellow rate payers have been suffering and some are out of work due to business shut downs, etc. brought on by COVID-19. This can be re-evaluated in December 2020 when the budget is reviewed again. The total compensation budget for WCSA is approximately 1% lower than last year. With no COLA, performance estimates, a decrease in overtime and retirements/separations that have been backfilled at lower rates, compensation decreased. • Taking into consideration questions and comments from the Board, the budget was reviewed again by department heads and senior management. The final budget request has been presented tonight for your review. |
| Discussion: | |
| On the Record: | |
| Recommendation: | Approval of the budget as presented on June 11, 2020 with a month-to-month check afterwards and a comprehensive review in December 2020. |
| Actual Motion: | Move to approve the budget as recommended. |
| Motion By: | Mr. Taylor |
| Second By: | Mr. Campbell |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 6:54 pm |

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| Agenda Item: 13  COMMUNICATION | Consideration of Permanently Closing the Lobby |
| Presenter(s): | Holly Edwards |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | Edwards asked the Board if there were questions from the meeting last week where the consensus seemed appeared to be, closing the lobby, and see how it |

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| | | goes over time. Edwards also report that the cost of the pneumatic tube system was about \$15,000 plus related cost to modify the building and drive. | |
| On the Record: | | | |
| Recommendation: | | | |
| Actual Motion: | | Close the lobby and revisit if there are any issues. | |
| Motion By: | | Mr. Taylor | |
| Second By: | | Mr. Hutchinson | |
| Voting: | Ayes: | 6 | |
| | Nays: | 0 | |
| | Abstain: | 1 (Mr. Orfield) | |
| End Time: | | 7:05 pm | |

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| Agenda Item: 14 | | Consideration of Waiving Penalties and Offsetting Delinquent Accounts less CARES Act Funds from March 2020 through June 2020 | |
|  FINANCIAL VIABILITY | | | |
| Presenter(s): | | Holly Edwards | |
| Beginning Time: | | | |
| Potential Conflict(s) of Interest and Abstention(s): | | | |
| Background: | | Mrs. Edwards discussed waiving penalties from March 2020 to June 2020. | |
| Discussion: | | | |
| On the Record: | | | |
| Recommendation: | | | |
| Actual Motion: | | After a lengthy discussion, the Board took no action. | |
| Motion By: | | | |
| Second By: | | | |
| Voting: | Ayes: | | |
| | Nays: | | |
| | Abstain: | | |
| End Time: | | 7:31 pm | |


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| Agenda Item: 15 | | Consideration of Continuing the Suspension of Disconnection for Nonpayment Through July 31, 2020. | |
|  FINANCIAL VIABILITY | | | |
| Presenter(s): | | Holly Edwards | |
| Beginning Time: | | | |
| Potential Conflict(s) of Interest and Abstention(s): | | | |
| Background: | | | |
| Discussion: | | After lengthy discussion, the Board resolved to: Resume disconnection for nonpayment effective Wednesday, August 5, 2020; customers who pay their | |


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| | bill or make arrangements to pay their bill before close of business (5:00 pm), Friday, July 31, 2020, will have penalties between January 1, 2020 and July 31, 2020, waived. Customers who have already paid penalties during this time will receive a credit, if they continue as a customer, or will receive a refund if they are no longer a customer. |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | Resume disconnection for nonpayment effective Wednesday, August 5, 2020; customers who pay their bill or make arrangements to pay their bill before close of business (5:00 pm), Friday, July 31, 2020, will have penalties between January 1, 2020 and July 31, 2020, waived. Customers who have already paid penalties during this time will receive a credit, if they continue as a customer, or will receive a refund if they are no longer a customer. |
| Motion By: | Mr. Thayer |
| Second By: | Mrs. C. Miller |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 7:58 pm |

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| Agenda Item: 16  FINANCIAL VIABILITY | Consideration of Applying WCSA's High Bill Financing Policy to Outstanding Customer Balances January 1, 2020 to June 30, 2020 |
| Presenter(s): | Holly Edwards |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | This Item was removed from the agenda as part of the Amended Agenda |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | |



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| Agenda Item: 17  INFRASTRUCTURE | | Consideration of Meter Bids |
| Presenter(s): | | Dave Cheek |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Background: | | <p>WCSA has recently procured for the Advanced Metering Infrastructure Project. This project will replace all meters up to 2" in size throughout the WCSA system. Bids for the Metering Replacement Project were received on June 12, 2020.</p> <p>Bids will be evaluated and a recommendation presented to the Board at the June Board Meeting.</p> |
| Discussion: | | Mr. Cheek updated the Board on the status of procurement and expectation that a Special Called Meeting early in July may be requested to consider award. |
| On the Record: | | |
| Recommendation: | | |
| Actual Motion: | | |
| Motion By: | | |
| Second By: | | |
| Voting: | Ayes: | |
| | Nays: | |
| | Abstain: | |
| End Time: | | 8:16 pm |

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| Agenda Item: 18  COMMUNICATION | | Consideration of an Amendment to WCSA's Small Purchase Policy |
| Presenter(s): | | Robbie Cornett |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Background: | | |
| Discussion: | | Mr. Cornett handed out a redlined version of the policy and explained that the proposed edits were designed to recognize purchasing opportunities via the world wide web, where the competitive pricing process had already been undertaken. |


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| On the Record: | |
| Recommendation: | |
| Actual Motion: | Approve the changes as recommended. |
| Motion By: | Mr. Thayer |
| Second By: | Mr. Campbell |
| Voting: Ayes: | 4 |
| Nays: | 3 (Mr. Orfield, Mr. Taylor and Mr. Miller) |
| Abstain: | 0 |
| End Time: | 8:23 pm |

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| Agenda Item: 19  COMMUNICATION  EMPLOYER OF CHOICE | Employee Benefit Consultant Proposals and Recommendation |
| Presenter(s): | Melinda Jett |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | <p>Five years ago, an Employee Benefit Consultant was procured by a Request for Proposal. In order to ensure we are being good stewards of the rate payors' money, we advertised in February 2020 for an Employee Benefit Consultant. The advertisement for the RFP ran in the local newspaper on February 9, 2020 and was posted to the Electronic Virginia (eVA) website on February 10, 2020.</p> <p>Proposals were due and opened on March 12, 2020. The senior management team reviewed the proposals and decided to interview the top three companies who scored the highest during this review. The companies were Health Care Choice from Bristol, TN, Trust Point from Bristol, VA and One Digital from Richmond/Roanoke, VA.</p> <p>Both companies were interviewed in May (interviews were delayed partially due to COVID-19 and the way WCSA was working in split shifts and not allowing any outside vendors in the administration building).</p> <p>After the interviews management determined Health Care Choice and One Digital to be very close in rankings. Management met again to discuss the two companies and what they could provide to WCSA for the best value. It was determined to recommend Health Care Choice, our current Employee Benefit Consultant to the Board for approval, based on the good service we have received in the past, the excellent coverage they have procured for us, and the fact that over the last 5 years our coverage has gotten better and the price for that coverage has not increased significantly.</p> |
| Discussion: | Mrs. Jett reviewed the process and recommendation of Healthcare Choice to the Board. |
| On the Record: | |


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| Recommendation: | | Subject to answering any questions you have, staff recommends the approval of Health Care Choice as WCSA's Employee Benefit Consultant. |
| Actual Motion: | | Move to approve Health Care Choice as the Employee Benefit Consultant for WCSA. |
| Motion By: | | Mrs. C. Miller |
| Second By: | | Mr. Orfield |
| Voting: | Ayes: | 7 |
| | Nays: | 0 |
| | Abstain: | 0 |
| End Time: | | 8:28 pm |

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| Agenda Item: 20  INFRASTRUCTURE | | Consideration of accepting VDOT's Purchase Option for Tax Map #149-A-75, Parcel 015, 2.19 AC for \$14,500.00 in Damascus. |
| Presenter(s): | | Dave Cheek |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | None. |
| Background: | | <p>Currently WCSA owns 8.43 AC of land acquired with the Damascus Waste Water Plant from the Town of Damascus. The parcel follows the South Fork River and is more or less bordered by the Creeper Trail, extending towards the current Hwy 58 bridge ending in a point.</p> <p>VDOT approached WCSA to acquire 2.19 AC of the 8.43 AC partial. VDOT provided appraisal documentation supporting a total offer of \$14,500.00. The property is required for the Hwy 58 – South Fork Bridge replacement.</p> <p>WCSA inspected the portion being considered. The portion is down stream from the existing trash trans loading facility. The terrain is rugged and quite rocky.</p> <p>At this time cannot envision WCSA being able to reasonably utilize this property for other uses.</p> <p>Prints will be available before the Board Meeting for review.</p> |
| Discussion: | | Mr. Cheek reviewed the proposal from VDOT. |
| On the Record: | | |
| Enclosures: | | 1) March 27, 2020 Letter from Virginia Department of Transportation "Right of Way – Property of Washington County Service Authority Parcel 015" 2) Appraisal of Property 30077 & 30071 Drowning Ford Road 3) VDOT Purchase Option, Tax Map #149-A-75, Parcel 015 |
| Recommendation: | | Accepting VDOT's Purchase Option for Tax Map #149-A-75, Parcel 015, 2.19 AC for \$14,500.00 |
| Actual Motion: | | Move to approve VDOT's Purchase Option for Tax Map #149-A-75, Parcel 015, 2.19 AC for \$14,500.00 |
| Motion By: | | Mr. Taylor |
| Second By: | | Mr. Campbell |
| Voting: | Ayes: | 7 |

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| Nays: | 0 |
| Abstain: | 0 |
| End Time: | 8:33 pm |


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| Agenda Item: 21  COMMUNICATION | Consideration of a Task Order Between WCSA and Bennett and Associates for the Mill Creek Water Storage Tank Design |
| Presenter(s): | Ryan Kiser |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | Mr. Kiser presented the attached Task Order to the Board. |
| Discussion: | |
| On the Record: | |
| Recommendation: | Approve the Task Order. |
| Actual Motion: | Approve the Task Order as proposed. |
| Motion By: | Mr. Campbell |
| Second By: | Mrs. C. Miller |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 8:38 pm |

| | |
|---|---|
| Agenda Item: 22  COMMUNICATION | Consideration of a Task Order Between WCSA and Bennett and Associates for the Demolition of the Route 58 Water Storage Tank |
| Presenter(s): | Ryan Kiser |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | Mr. Kiser discussed the attached Task Order. |
| On the Record: | |
| Recommendation: | Approve the Task Order as proposed. |
| Actual Motion: | Approve the Task Order as proposed |
| Motion By: | Mr. Campbell |
| Second By: | Mr. Thayer |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |


Washington County Service Authority Board of Commissioners
June 22, 2020 Regular Board Meeting Minutes


End Time: 8:44 pm

| | | |
|--|-----------------|--|
| Agenda Item: 23 | | Consideration of Chemical Bids |
|  COMMUNICATION | | |
| Presenter(s): | | Melinda Jett |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Background: | | |
| Discussion: | | Mrs. Jett reviewed the attached bids. |
| On the Record: | | |
| Recommendation: | | Approve the low bidder, Brentag, for all chemicals bid except for 20% Sodium Permanganate where Chemrite was the low bidder. |
| Actual Motion: | | Approve as recommended. |
| Motion By: | | Mr. Campbell |
| Second By: | | Mr. Orfield |
| Voting: | | |
| | Ayes: | 7 |
| | Nays: | 0 |
| | Abstain: | 0 |
| End Time: | | 8:49 pm |

| | | |
|--|-----------------|--|
| Agenda Item: 24 | | Consideration of Sludge Disposal Bids |
|  COMMUNICATION | | |
| Presenter(s): | | Melinda Jett |
| Beginning Time: | | |
| Potential Conflict(s) of Interest and Abstention(s): | | |
| Background: | | |
| Discussion: | | Mrs. Jett reviewed the attached sludge bids. |
| On the Record: | | |
| Recommendation: | | Approve the low bidder, Dwayne Fields, C-5. |
| Actual Motion: | | Approve Dwayne Fields, C-5. |
| Motion By: | | Mr. Campbell |
| Second By: | | Mr. Hutchinson |
| Voting: | | |
| | Ayes: | 7 |
| | Nays: | 0 |
| | Abstain: | 0 |
| End Time: | | 8:53 pm |

Washington County Service Authority Board of Commissioners
June 22, 2020 Regular Board Meeting Minutes

| | |
|--|---|
| Agenda Item: 25  COMMUNICATION | Consideration of an Amendment to the WCSA Bylaws |
| Presenter(s): | Thomas Dene |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | Mr. Dene, in response to a request from the Board, reviewed an amendment to the bylaws to provide that the Board may vote to authorize the General Manager to preside over the portion of the Annual Meeting where the Offices of Chairman and Vice Chairman are nominated and elected. |
| On the Record: | |
| Recommendation: | Consideration to approve an amendment to the bylaws to provide that the Board may vote to authorize the General Manager to preside over the portion of the Annual Meeting where the Offices of Chairman and Vice Chairman are nominated and elected. |
| Actual Motion: | Approve an amendment to the bylaws to provide that the Board may vote to authorize the General Manager to preside over the portion of the Annual Meeting where the Offices of Chairman and Vice Chairman are nominated and elected. |
| Motion By: | Mr. Hutchinson |
| Second By: | Mr. Campbell |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 8:56 pm |

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|--|----------------|
| Agenda Item: 26  COMMUNICATION | Closed Meeting |
| Presenter(s): | Commissioner |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | Closed Meeting |
| Motion By: | Mr. Campbell |
| Second By: | Mr. Taylor |
| Voting: | Ayes: 7 |
| | Nays: 0 |

**Washington County Service Authority Board of Commissioners
June 22, 2020 Regular Board Meeting Minutes**

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| Abstain: | 0 |
| End Time: | 8:56 pm |

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting June 22, 2020**


I, Mr. Campbell, move that the Board of Commissioners of the Washington County Service Authority adjourn to Closed Meeting in accordance with the Virginia Freedom of Information Act for,

1. 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 and briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, specifically involving the cases of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia and Fields v. Washington County Service Authority, currently pending in the United States District Court for the Western District of Virginia; and

2. Code of Virginia Section 2.2-3711 Paragraph (A) (8): Consultation with Legal Counsel

Consultation with legal counsel employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, and specifically involving the administration of the agreement(s) between the Authority and the Town of Chilhowie for the development and operation of Mill Creek Water Treatment Plant.

| | |
|---|-------------------------|
| Agenda Item: 27  COMMUNICATION | Return to Open Meeting |
| Presenter(s): | Commissioner |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | Return to Open Meeting. |
| Motion By: | Mrs. C. Miller |
| Second By: | Mr. Thayer |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 11:08 pm |

**Washington County Service Authority Board of Commissioners
June 22, 2020 Regular Board Meeting Minutes**

Return to Public Meeting

Mrs. C. Miller made a motion that the Board return to Open Session.

Certification of Closed Meeting

Mrs. C. Miller moved that the Board adopt the following resolution:

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.

Mr. Thayer seconded.

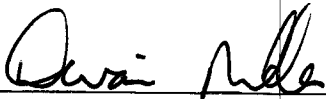
With an Aye from Mr. Thayer, Mr. Taylor, Mr. Campbell, Mr. Miller, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson, the Board voted to adopt the resolution.

| | |
|--|--------------------------------|
| Agenda Item: 28  COMMUNICATION | Late Items |
| Presenter(s): | Commissioner / General Manager |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | No late items were discussed. |
| On the Record: | |
| Recommendation: | |
| Proposed Motion: | |
| Actual Motion: | |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 11:09 pm |

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| Agenda Item: 29  COMMUNICATION | Adjourn |
|--|---------|

**Washington County Service Authority Board of Commissioners
June 22, 2020 Regular Board Meeting Minutes**

| | |
|---|-------------------|
| Presenter(s): | Commissioner |
| Beginning Time: | |
| Potential Conflict(s) of Interest and Abstention(s): | |
| Background: | |
| Discussion: | |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | Adjourn |
| Motion By: | Mr. Campbell |
| Second By: | Mr. Orfield |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 11:10 pm |



Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary

WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS

A Resolution to Amend and Restate Chapter III, Section B of the
Procurement Policy of the Washington County Service Authority

WHEREAS, the online or electronic marketplace constitutes a growing percentage of the markets for goods and services that the Washington County Service Authority (WCSA) routinely purchases in the ordinary course of its business; and

WHEREAS, WCSA wishes to participate in online or electronic marketplaces in connection with its Small Purchase Contract Procedures for the purpose of obtaining the best prices for goods and services for the benefit of WCSA and the public it serves; and

NOW, THEREFORE, Chapter III, Section B of the Procurement Policy of the Washington County Service Authority is amended and restated this 22nd day of June, 2020, with immediate effect, to provide as follows:

B. Small Purchase Contract Procedures

The Authority has adopted a Small Purchases Policy that complies with Va. Code §2.2-4303.

1. Purchases not exceeding \$5,000: The Contracting Officer or designee may purchase goods or services costing in the aggregate \$5,000 or less upon the receipt of one written quote. The Authority may request quotations verbally or in writing and may make use of quotes published on the world wide web.
2. Purchases exceeding \$5,000, but not expected to exceed \$30,000; purchases of goods and services other than professional services exceeding \$30,000 but not expected to exceed \$100,000:
 - a. Where the cost of goods or services to be procured by single or term contract is expected to be greater than \$5,000 but not greater than \$30,000, the Contracting Officer shall take such steps as are reasonably necessary, considering the nature and magnitude of the contract, the administrative time and costs involved, and all other relevant factors, to ensure that the price to be paid for such goods or services, the quality of same, and the source from which they are to be obtained are in the best interests of the Authority. Wherever practicable, the procurement shall be made after a solicitation of written bids or proposals from three (3) valid sources, and the Authority may obtain and consider written bids or proposals from vendors who publish offers on the world wide web. In the event written bids or offers are published on the world wide web, the Authority may rely on what is published and need not solicit a separate quotation.

- b. Where the cost of goods or services other than professional services to be procured by single or term contract is expected to be greater than \$30,000 but not greater than \$100,000, the Contracting Officer shall take such steps as are reasonably necessary, to ensure that the price to be paid for such services, the quality of same, and the source from which they are to be obtained are in the best interests of the Authority. At a minimum, the steps shall include the written informal solicitation of a minimum of four (4) bidders or offerors, which may include the consideration of bidders or offerors who publish bids or offers on the world wide web. In the event written bids or offers are published on the world wide web, the Authority may rely on what is published and need not solicit a separate quotation.
- c. In all cases where multiple bids or proposals are sought, the invitations or requests extended, if any, and the offers received or obtained shall be documented by memorandum or other writing and shall be placed in the contract file.
- d. When multiple proposals are received or obtained, the award shall be made to the lowest responsive and responsible bidder, or, in the event a written solicitation is utilized, to the bidder providing the best value as specified in the request for quotations or proposals.
- e. The name and address of each vendor contacted, the name and address of each vendor from whom a quote is obtained, the name of the individual providing the quote, if known, the date, FOB point (if goods are being acquired), delivery date (for goods) or start date (for services), payment terms and the amount of each bid quoted shall be recorded and maintained as a public record. If bids are not obtained, a statement of the reasons why bids were not received or obtained, to the extent known, shall be recorded and maintained as a public record.

TASK ORDER 3
Mill Creek WTP Contact Tank Replacement

This is Task Order No. 3,
consisting of 3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 26, 2018 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: June 1, 2020
- b. Owner: Washington County Service Authority
- c. Engineer: Bennett Associates, Inc.
- d. Specific Project (title): Mill Creek WTP Contact Tank Replacement
- e. Specific Project (description):

The Mill Creek Water Treatment Plant is designed to produce 3.1 MGD. WCSA shares the water produced with the Town of Chilhowie. Of the 3.1 MGD produced, 2.1 MGD is available to WCSA.

The WTP has two 276,000 gallon tanks that serve as chlorine contact tanks. The tanks were inspected and need to be replaced. The tanks are to be replaced in the same location and approximately the same size. WCSA anticipates that glass lined tanks will be selected as the replacement materials.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

Assist the Owner with the engineering to replace the tanks including:

Defining the requirements to confirm the suitability of the existing foundation and subgrade.
Staging demolition and construction equipment.
Preparing demolition and plans and specifications to replace the tanks.

B. Other Services

Assist the Owner during bidding and construction including reviewing shop drawings and providing consultation during construction.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.
Owner shall provide available system drawings and other information required to prepare the design of the replacement tanks.

4. Task Order Schedule

| | |
|--|-----------|
| Review the site and existing information | + 30 days |
| Define geotechnical requirements | + 10 days |
| Prepare Design and Specifications | + 45 |

5. Payments to Engineer

- A. Engineer's costs shall be reimbursed by hourly rates for actual hours worked based on the following estimated hours and costs:

| Title | Hours | Rate | Total |
|-----------------|-------|-------|-----------------|
| Senior Engineer | 200 | \$140 | \$28,000 |
| Engineer | 60 | \$120 | \$7,200 |
| TOTAL | | | \$35,200 |

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 6-01-2020.

OWNER:

By:

Print Name:

Title:

ENGINEER:

By:

Print Name:

Title:

Engineer License or Firm's
Certificate No. (if required):
State of:

58830

VA

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:

Title:

Address:

E-Mail

Address:

Phone:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:

Title:

Address:

E-Mail

Address:

Phone:

TASK ORDER 4
Water Tank Demolition

This is Task Order No. 4,
consisting of 3 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 26, 2018 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: June 1, 2020
- b. Owner: Washington County Service Authority
- c. Engineer: Bennett Associates, Inc.
- d. Specific Project (title): Water Tank Demolition
- e. Specific Project (description):

WCSA constructed a new water storage tank and abandoned the water storage tank located east of Jeb Stewart Highway across from the WCSA office. The abandoned tank is to be demolished and removed from the site.

Exhibit K – Amendment to Task Order

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

Assist the Owner with the engineering to demolish an abandoned water storage tank. Work will include defining the sampling and analysis requirements for paint and soil to define appropriate disposal, and preparing demolition drawings and specifications.

B. Other Services

Assist the Owner during bidding and construction including reviewing shop drawings and providing consultation during construction.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B. Owner shall provide available drawings and other information required to prepare drawings and specifications for tank demolition.

4. Task Order Schedule

| | |
|--|-----------|
| Review the site and existing information | + 30 days |
| Prepare Design and Specifications | + 60 days |

5. Payments to Engineer

- A. Engineer's costs shall be reimbursed by hourly rates for actual hours worked based on the following estimated hours and costs:

| Title | Hours | Rate | Total |
|-----------------|-------|-------|----------------|
| Senior Engineer | 65 | \$140 | \$9,100 |
| TOTAL | | | \$9,100 |

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is 6-01-2020.

OWNER:

By:

Print Name: Dave L. Cheek

Title: Ops. Mgr.

ENGINEER:

By:

Print Name: Brian A. Frederick

Title: Vice President

Engineer License or Firm's

58830

Certificate No. (if required):

State of: VA

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: RYAN KISER

Title: ENGINEERING MGR

Address: 25122 RESAL DRIVE
ABINGDON, VA 24211

E-Mail
Address: rkiser@wesa-water.com

Phone: 276-676-6777

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Brian Frederick

Title: Vice President

Address: 310 Simmons Rd. Suite K, Knoxville, TN
37922

E-Mail
Address: bfrederick@bennett-assoc.com

Phone: 865-966-8943

Exhibit K - Amendment to Task Order

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services - Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

| | # 1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | #9 | #10 | #11 | #12 | #13 | #14 | #15 | #16 | #17 | #18 |
|------------------------|--|---------------------------------------|--------------------------------|---|---|----------------------|---------------------------------------|--|-------------------------------------|--|--|------------------------------------|------------------------|-----------------------------------|--|---------------------------------------|------------------------------------|--|
| Name of Bidder | Liquid Chlorine 150 lb cylinder \$/lb. | Liquid Chlorine 1-Ton Cylinder \$/lb. | Granular Sodium Fluoride (98%) | Hydrofluosilicic Acid (23%) Tanker Load | Sodium Hypochlorite 55 Gallon container | Orthophosphate Blend | Sulfur Dioxide 150 lb steel container | Liquid Caustic Soda 55 gallon containers | Liquid Caustic Soda 275 gallon tote | Sodium Thiosulfate 55 gallon container | Sodium Hypochlorite 55 gallon containers | Sulfuric Acid 55 gallon containers | Dechlorination Tablets | 20% Sodium Permanganate (Carusol) | Sodium Hypochlorite 15 gallon containers | Sodium Bisulfite 55 gallon containers | Citric Acid - 55 gallon containers | Hydrofluosilicic Acid - 55 gallon containers |
| Chemrite | | | 1.04 | | | | | | | | | | 3.98 | 8.65 | | | | |
| UMC Corp | | | | | | | | | | | | | | 13.05 | | | | |
| Shannon | | | | | | 29.29 | | | | | | | | 11.44 | | | 7.17 | |
| Carus Corp | | | | | | | | | | | | | | 9.3208 | | | | |
| Control Equip | | | | | | | | | | | | | 3.87 | | | | | |
| Brenntag | 0.424 | 0.283 | 0.92 | 2.15 | 1.85 | 9.93 | 0.66 | 5.86 | 5.71 | 3.36 | 1.75 | 2.40 | 3.48 | 12.20 | 1.92 | 2.79 | 5.99 | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Last Years Winning Bid | \$ 0.409 | \$ 0.268 | \$ 0.935 | \$ 1.5506 | \$ 1.72 | \$ 9.99 | \$ 0.64 | \$ 4.15 | \$ 4.00 | \$ 3.34 | \$ 1.74 | \$ 2.65 | \$ 3.48 | \$ 8.979 | \$ 2.60 | \$ 2.78 | \$ 5.99 | \$ 1.82 |
| Dollar Diff | \$ 0.015 | \$ 0.015 | \$ (0.015) | \$ 0.490 | \$ 0.110 | \$ 0.940 | \$ 0.020 | \$ 1.710 | \$ 1.710 | \$ (0.280) | \$ 0.010 | \$ (0.250) | \$ (0.500) | \$ 3.221 | \$ (0.560) | \$ - | \$ - | \$ 0.009 |
| Difference | 3.67% | 5.68% | -1.60% | 29.55% | 6.1% | 10.46% | 2.13% | 41.20% | 42.75% | -7.68% | 0.57% | -8.43% | -12.56% | 35.87% | -10.20% | 0.00% | 0.0% | 0.00% |

We recommend the chemical bids be awarded as indicated by the Yellow Highlights.

Chemicals #1 - #13 and #15 - #17 should be awarded to Brenntag

Chemical #14 should be awarded to Chemrite

There were no bids for Chemical #18 - this chemical is no longer used by WCSA.

Washington County Service Authority
Sludge Removal Bid Opening
Friday, May 15, 2020 - 2:00 PM



| Bidder | Removal & disposal of residuals per ton | On Site transfer of residuals per hour |
|----------------------------|---|--|
| Arian Kestner | \$57.50 | \$240.00 |
| Robert Montgomery | \$48.50 | \$190.00 |
| Dwayne Fiends - C-5 | \$48.00 | \$170.00 |
| Synagro Central LLC | No Bid | No Bid |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Last winning bid | \$48.25 | \$170.00 |
| | | |

Opened By: Karen Lester, Staff Accountant

Witnessed By: Lisa Browning, Administrative Assistant

Date: 5/15/2020

We recommend Dwayne Fields - C-5 for our Sludge Removal services.