





**Washington County Service Authority Board of Commissioners**  
**July 27, 2020 Annual Board Meeting Minutes**


<b>Agenda Item: 1</b>  COMMUNICATION	Call the Meeting to Order	
<b>Discussion:</b>	None	
<b>Presenter(s):</b>	Chairman	
<b>End Time:</b>	6:00 pm	

<b>Agenda Item: 2</b>  COMMUNICATION	Roll Call	
<b>Presenter(s):</b>	Chairman	
<b>Present:</b>	Mr. Taylor, Mr. Thayer, Mr. Campbell, Mr. Miller, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson	
<b>Absent:</b>	None	
<b>End Time:</b>	6:00 pm	

<b>Agenda Item: 3</b>  COMMUNICATION	Prayer and Pledge of Allegiance	
<b>Presenter(s):</b>	Mr. Orfield opened the meeting in prayer and led the Pledge of Allegiance.	
<b>Beginning Time:</b>	6:00 pm	
<b>End Time:</b>	6:01 pm	


<b>Agenda Item: 4</b>  COMMUNICATION	Approval of the Amended Agenda	
<b>Presenter(s):</b>	Chairman	
<b>Beginning Time:</b>	6:01 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Discussion:</b>	Mr. Cornett presented and Amended Agenda for consideration.	
<b>On the Record:</b>	None	
<b>Actual Motion:</b>	Approve the Amended Agenda as presented.	
<b>Motion By:</b>	Mr. Campbell	
<b>Second By:</b>	Mrs. C. Miller	
<b>Voting: Ayes:</b>	7	
<b>Nays:</b>	0	
<b>Abstain:</b>	0	
<b>End Time:</b>	6:01 pm	

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<b>Agenda Item: 4.</b>  COMMUNICATION	Nicholas Street Water Pressure and Flow
<b>Presenter(s):</b>	Mike White and Ken Nurre
<b>Beginning Time:</b>	6:01 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Speakers:</b>	None
<b>Discussion:</b>	Mr. White and Mr. Nurre discussed their findings after analyzing low water pressure at 524 Nicholas Street in Abingdon, Virginia.
<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>	7:20 pm


The meeting was recessed until 7:35 pm.

Mr. Campbell said we have some of the best minds there are in this organization. Between Mr. Cheek, Mr. Langston, Mr. Denton, Mr. Cornett, and Mr. Kiser we can figure this out for Mr. White. Even if it takes a letter from us where he needs to purchase a booster pump and install it at his house and that may be the fix.

<b>Agenda Item: 5</b>  COMMUNICATION	Public Query and Comment
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	7:36 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<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>	7:37 pm


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<b>Agenda Item: 6</b>  COMMUNICATION	Approval of the Consent Agenda
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	7:37 pm
<b>Potential Conflict(s) of Interest and Abstention s):</b>	None
<b>Discussion:</b>	Mrs. Shaffer presented Amended Minutes for the June 27 <sup>th</sup> meeting and a minutes for the June 15, 2020 Special Called Meeting for consideration.
<b>On the Record:</b>	
<b>Actual Motion:</b>	Approve the Consent Agenda including changes to the June 27, 2020 Regular Board Meeting and June 15, 2020 Special Called Meeting Minutes
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mrs. C. Miller
<b>Voting:</b>	<b>Ayes:</b> 7
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
<b>End Time:</b>	7:37 pm

<b>Agenda Item: 6D</b>  INFRASTRUCTURE	<b>Consideration of Change Order 1 for the Hall Creek Wastewater Treatment Plant Headworks Modification Project</b>
<b>Presenter(s):</b>	Ryan Kiser
<b>Beginning Time:</b>	7:38 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>Wastewater is conveyed to the Hall Creek Wastewater Treatment Plant (WWTP) by a 12-inch interceptor. The flow enters a channel where it passes thru a mechanical screen with 1-inch openings. Slide gates can be utilized to direct the flow through a 2-foot wide bar screen. The screenings are then discharged into a collection device for disposal. The mechanical screen generates wear on the drive chain and experiences significant wear. Staff at the WWTP has made frequent repairs to the mechanical screen to maintain operation. Material then passes thru an open grinder to reduce size of influent that will pass thru coarse screen.</p> <p>The problem that Operators and the Plant Manager experienced was “pass by” material that gets passed thru screen and continues on thru the plant.</p> <p>With the bar screen being recently completed, this problem has been corrected.</p> <p>Staff awarded the project for construction to J.S Haren Company from Athens, TN with a bid of \$223,500.00 with a total construction budget of</p>


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	<p>\$245,850 including 10% contingency. Contract time was decreased by 24 days to reflect actual contract days to substantial completion.</p> <p>This proposed Change Order No. 1 reconciles quantities bid vs. quantities installed. WCSA requested omission of canopy/awning over the control cabinet and that provided a \$2,040 credit to the project. Electrical conduit was shown to be running across the concrete pad around the control box and it was requested by WCSA that this conduit be ran below the concrete. This required the concrete to be hammered out and concrete placed back over conduit. This request provided an increase cost of \$1,500. Overall Change Order No. 1 provides for a \$540.00 decrease, resulting in total cost of project to be \$222,960.</p>
<b>Discussion:</b>	Mr. Kiser discussed the above information with the Board.
<b>On the Record:</b>	None
<b>Recommendation:</b>	Subject to answering any questions that you may have, staff recommends that the Board consider approving Change Order No. 1
<b>Proposed Motion:</b>	Move to approve Change Order No. 1
<b>Actual Motion:</b>	Motion to approve Change Order no. 1 as recommended was included in the approval of the Consent Agenda.
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	7:39 pm

<b>Agenda Item: 7</b>  COMMUNICATION	Consideration of the Following Check # 046847 to Misty Mountain Spring Water for \$47.85.
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	7:39 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	Mr. Orfield as he is an employee of Mid-Mountain Foods.
<b>Background:</b>	None
<b>Discussion:</b>	None
<b>On the Record:</b>	Mr. Orfield abstained for discussions or voting on this item as employed by Food City.
<b>Actual Motion:</b>	Motion to approve check # 046847.
<b>Motion By:</b>	Mr. Taylor
<b>Second By:</b>	Mr. Thayer
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0


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<b>Abstain:</b>	1 (Mr. Orfield)
<b>End Time:</b>	7:39 pm

<b>Agenda Item: 8</b>  COMMUNICATION	Legal Counsel Report and Update
<b>Presenter(s):</b>	Thomas Dene
<b>Beginning Time:</b>	7:40 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Mr. Dene had no report.
<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>	7:40


<b>Agenda Item: 9</b>  COMMUNICATION	General Manager Report and Update
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	7:40 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	A copy of Mr. Cornett's points of discussion is attached.
<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>	8:02 pm


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<b>Agenda Item:10</b>  COMMUNICATION	Operations Manager Report and Update
<b>Presenter(s):</b>	Dave Cheek
<b>Beginning Time:</b>	8:02 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Mr. Cheek discussed the two open positions in maintenance, the need for Filter Plant Operators as there is a shortage of licensed operators. WCSA will run an ad in the paper for licensed operators in the Bristol Herald Courier very soon. Mr. Langston discussed details of the intern program he has been developing with assistance of VHCC.
<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>	8:08 pm

<b>Agenda Item: 11</b>  INFRASTRUCTURE	Engineering Report / Construction Projects Update
<b>Presenter(s):</b>	Ryan Kiser
<b>Beginning Time:</b>	8:09 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Mr. Kiser provided the Board with updates on the Galvanized Line Phase 2 Project and on the Sugar Cove Road Project.
<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>	8:11 pm

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<b>Agenda Item: 12</b>  INFRASTRUCTURE	<b>Consideration of Hidden Valley Road Water Line Extension Project Phase 2 Project Bids</b>	
<b>Presenter(s):</b>	Ryan Kiser	
<b>Beginning Time:</b>	8:11 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Background:</b>	<p>The Hidden Valley Water Line Extension Project Phase 2 was advertised on June 21<sup>st</sup>. A pre-bid conference was held on July 7<sup>th</sup> and bids are being received on July 21<sup>st</sup>. The purpose and goal for this project is to provide water service to 31 residents along Hidden Valley Road. As part of this project, approximately 7,700 linear feet of existing 4-inch and 2-inch waterline will be installed along with (2) water booster pump stations.</p> <p>Funding for the project is being provided by the Virginia Department of Health, Mount Rogers Planning District Commission and the Virginia Department of Housing and Community Development.</p>	
<b>Discussion:</b>	Mr. Kiser discussed the bids for Hidden Valley (attached).	
<b>On the Record:</b>	Mr. Taylor said his goal was to get water to those who needed it.	
<b>Recommendation:</b>	Consideration to award the Hidden Valley Waterline Extension Project Phase 2 to McFall Excavating, Inc. in the amount of \$701,286.90 and utilizing reserve funds in the amount of \$114,248.70 to cover the shortfall.	
<b>Proposed Motion:</b>	Award the Hidden Valley Waterline Extension Project Phase 2 to McFall Excavating, Inc. in the amount of \$701,286.90 and utilizing reserve funds in the amount of \$114,248.70 to cover the shortfall.	
<b>Actual Motion:</b>	To Award the Hidden Valley Waterline Extension Project Phase 2 to McFall Excavating, Inc. in the amount of \$701,286.90 and utilizing reserve funds in the amount of \$114,248.70 to cover the shortfall.	
<b>Motion By:</b>	Mr. Taylor	
<b>Second By:</b>	Mr. Hutchinson	
<b>Voting:</b>	<b>Ayes:</b> 7	
	<b>Nays:</b> 0	
	<b>Abstain:</b> 0	
<b>End Time:</b>	8:20 pm	

<b>Agenda Item: 13</b>  FINANCIAL VIABILITY	<b>Consideration of 2020 - 2021 Budget Amendment</b>	
<b>Presenter(s):</b>	Dave Cheek	
<b>Beginning Time:</b>	8:20 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	


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<b>Background:</b>	<p>Prior to and during the budgeting process, Staff budgeted for various departmental capital that did not make it into the budget you approved.</p> <p>One item was actually approved by the Board in March 2020, prior to the budget workshop. This was a not-to-exceed approval of \$100,000 for work order management software (WOMS). Due to negotiations with the software provider and their bonding company, the contract was not executed before June 30, 2020 (end of the fiscal year. Accordingly, Staff would request that the Board consider rolling this expenditure into the 2020-2021 budget.</p> <p>For the WOMS to be fully functional, WCSA must upgrade its geographic information system software (countywide water and sewer mapping), ESRI (Environmental Systems Research Institute), to an enterprise license. This cost was not included in your 2020 – 2021 budget and is estimated at \$60,000 based on quotes from ESRI. This upgrade would allow result in \$5,500 savings from our current budget for the annual maintenance of our current licenses. Net budget increase would be \$54,500.</p> <p>For the WOMS, the ESRI mapping system, and the mobile SCADA functionality to be used in the field, field devices (iPads) are needed. Staff has determined that 35 iPads are needed at a cost of \$40,000 with protective cases and related accessories.</p>	
<b>Discussion:</b>	Mr. Cheek discussed the items above.	
<b>On the Record:</b>	None	
<b>Recommendation:</b>	<p>Subject to answering any questions the Board may have, Staff recommends the Board consider:</p> <ol style="list-style-type: none"> <li>1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget</li> <li>2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license</li> <li>3) Adding \$40,000 to the 2020 – 2021 budget for WOMS field devices (iPads)</li> </ol>	
<b>Proposed Motion:</b>	<p>Move the Board approve</p> <ol style="list-style-type: none"> <li>1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget</li> <li>2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license</li> <li>3) Adding \$25,000 to the 2020 – 2021 budget for SCADA replacement</li> </ol>	
<b>Actual Motion:</b>	<p>Motion to approve</p> <ol style="list-style-type: none"> <li>1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget</li> <li>2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license</li> <li>3) Adding \$25,000 to the 2020 – 2021 budget for SCADA replacement</li> </ol>	
<b>Motion By:</b>	Mr. Taylor	




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<b>Second By:</b>	Mr. Campbell
<b>Voting: Ayes:</b>	7
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	8:27 pm


<b>Agenda Item: 14</b>  INFRASTRUCTURE	<b>Consideration of Water Meter Procurement</b>
<b>Presenter(s):</b>	Dave Cheek, James Denton, Drew Langston
<b>Beginning Time:</b>	8:27 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>At your June 22, 2020 Meeting, Staff updated the Board on the procurement of new water meters. At that time, we had narrowed the field down to two meters. One was manufactured by Zenner and the other by Kamstrup.</p> <p>Financing for this project is provided by VRA (Virginia Resources Authority) in the form of a low interest loan. This project, including the increased price, has been incorporated into the rate modeling being updated by Raftelis. The updated rate model is scheduled to be presented to the Board when bids for Galvanized Phase 3 are presented for consideration.</p> <p>Staff is concluding its evaluation and negotiations now and anticipates making a recommendation for your consideration at the July 27, 2020 meeting.</p>
<b>Discussion:</b>	DC Reviewed the attached.
<b>On the Record:</b>	None
<b>Recommendation:</b>	Motion to authorize WCSA's General Manager to complete final negotiations with Kamstrup to supply the 5/8" x 3/4" and 2" water meters for WCSA's water meter replacement project and new connections with a total negotiated cost not to exceed \$2,750,000.
<b>Actual Motion:</b>	As recommended
<b>Motion By:</b>	Mr. Thayer
<b>Second By:</b>	Mr. Campbell
<b>Voting: Ayes:</b>	7
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	8:50 pm

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<b>Agenda Item: 15</b>  COMMUNICATION	<b>Election of Officers for July 28, 2020 through July 26, 2021</b>
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	8:51 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>Article III, Section 2 of WCSA's By-laws:          The officers of the Service Authority shall be a Chairman, Vice-Chairman, a Secretary, an Assistant Secretary and Treasurer. The Chairman and Vice-Chairman shall be members of the Board. Except as may be unanimously approved by the entire Board, no member of the Board may serve more than two consecutive terms as Chairman. The office of Secretary, Assistant Secretary and Treasurer need not be held by members of the Board. The office of Secretary and Treasurer may be combined. The officers of the Authority shall be elected annually at the annual meeting of the Board and shall hold office until their successors are elected. Any vacancy in any office shall be filled by the Board for the remaining unexpired term of said office. Duties of said officers shall be the duties generally delegated to such officers, and as directed from time to time by the Board.</p> <p>At the annual meeting the Board may direct and authorize the General Manager to preside over that portion of the annual meeting devoted to the election of the Chairman and Vice-Chairman, in the place and stead of the Chairman, provided, however, the General Manager's conduct shall be procedural in nature and the General Manager shall have no vote in the election of the Chairman and Vice-Chairman.</p> <p>Currently, the officers are as follows:</p> <ul style="list-style-type: none"> <li>• Chairman, Dwain Miller</li> <li>• Vice Chairman, Wayne Campbell</li> <li>• Secretary, Robbie Cornett</li> <li>• Assistant Secretary, Carol Ann Shaffer</li> <li>• Treasurer, Melinda Jett</li> </ul> <p>Also, the Virginia Water and Waste Authorities Act 15.2-5113 (found in your resource notebook) is helpful in this area.</p> <p>Further, WCSA by-laws, Article III, Section 1 and the Virginia Water and Waste Authorities Act, 15.2-5113, A, says the offices of Secretary and Treasurer may be combined.</p> <p>Traditionally, these offices are for a one-year period, start following your annual meeting.</p> <p>The Board may propose officers individually or as a slate.</p>
<b>Discussion:</b>	The Board nominated the officers.
<b>On the Record:</b>	Mr. Taylor commended Mr. Miller on a job well done as Chaiman.


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<b>Recommendation:</b>	At the discretion of the Board
<b>Motions:</b>	<ol style="list-style-type: none"> <li>1. Mr. Campbell made a motion to turn over the election process to Mr. Cornett. Mr. Taylor seconded and the Board approved voting 7-0., motion</li> <li>2. Mr. Taylor nominated Mr. Campbell for Chairman. Mr. Hutchinson seconded and the Board voted 6-0-1-0 with Mr. Campbell abstaining. Mr. Campbell accepted.</li> <li>3. Mr. Taylor nominated Mr. Miller as Vice Chairman. Mr. Thayer seconded and the Board approved with a vote of 6-0-1-0 with Mr. Miller abstaining.</li> <li>4. With a motion by Mr. Campbell, a second from Mr. Hutchinson and a unanimous Board vote of 7-0; the following officers were approved: <ul style="list-style-type: none"> <li>• Mr. Cornett as Secretary</li> <li>• Mrs. Shaffer as Assistant Secretary</li> <li>• Mrs. Jett as Treasurer</li> </ul> </li> </ol>
<b>End Time:</b>	8:53 pm

<b>Agenda Item: 16</b>  COMMUNICATION	<b>Consideration of Committee Appointments</b>
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	8:59 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>Currently, members of the Board or Staff are appointed to serve as liaisons for one “outside” (the organization) and multiple “inside” committees. According to the Virginia Freedom of Information Act, committees created by the WCSA Board are “<u>to perform delegated function</u>” of the Board OR “<u>to advise</u>” the Board.</p> <p>Although all committee appointments (reappointments, substitutions, additions, etc.) are at the discretion of the Board and may occur at any time, by action of the Board, traditionally, the Board takes a look at committee’s during its annual meeting.</p> <p><b><i>Outside Appointments:</i></b>  Next, Mr. Taylor and I (Robbie Cornett) have been representing WCSA on the <u>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee</u>. In addition to WCSA appointees, this committee is made up of two (Councilman Brent Foster and the Town Manager, John Clark) appointed representatives from the Town of Chilhowie. This committee meets as often as necessary early in the year for budgetary purposes, again in August for reconciling year-end, and otherwise as needed (about 1 to 3 times per year). This is a <u>delegated function committee</u>.</p>

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	<p><b><i>Inside Appointments:</i></b></p> <p>First, Mr. McCall, Mr. Campbell and Mr. Taylor are on-call to serve on our <u>Dispute Committee</u>. This committee's work involves customer disputes related to water and wastewater bills in light of existing WCSA policy. If the Committee believes that a change in WCSA policy is advised, they bring this back to the Board for consideration. Accordingly, this is a <u>delegated function committee</u> who may make interim changes to the policy that then come before the full Board for final approval.</p> <p>Next, Mr. Taylor serves on the <u>Company Hospitality Committee</u>. This committee, which includes staff from each department, plans and coordinates the annual picnic. This is an <u>advisory committee</u>.</p> <p>Thank you for all you do to support each of the initiatives and to serve our customers!</p>
<b>Discussion:</b>	<p>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee – Mr. Taylor and Mrs. C. Miller agreed to offer their service.</p> <p>Dispute Committee. – Mr. Campbell would like to step down. Mr. Hutchinson nominated Mr. Orfield, and Mr. Campbell nominated Mr. Thayer to serve on the Dispute Committee. Both Commissioners accepted.</p> <p>Hospitality Committee – Mrs. C. Miller volunteered to serve on the Hospitality Committee.</p>
<b>On the Record:</b>	None
<b>Recommendation:</b>	At the pleasure of the Board
<b>Actual Motion:</b>	<p>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee – Mr. Taylor and Mrs. C. Miller.</p> <p>Dispute Committee. – Mr. Orfield and Mr. Thayer.</p> <p>Hospitality Committee – Mrs. C. Miller</p>
<b>Motion By:</b>	Mr. Hutchinson
<b>Second By:</b>	Mr. Campbell
<b>Voting:</b>	
<b>Ayes:</b>	7
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	9:07 pm

<b>Agenda Item: 17</b>  COMMUNICATION	<b>Consideration of the 2020-2021 WCSA Regular Board Meeting Schedule and 2021-2022 Annual Meeting Schedule</b>
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	9:08 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None

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**Background:**

Background: According to the Water and Waste Authorities Act and the WCSA By-laws, WCSA is required to hold Regular monthly meetings, as well as an Annual meeting.

Except for Holidays, when we typically meet on the third Monday of the month, the Board normally meets the fourth Monday of the month at 6:00 PM in the E.W. Potts Board Room. If the Board wishes to continue this model, the meeting dates for remainder of the 2019-2020 and next year's Annual Meeting would appear as follows unless noted otherwise:

2020-2021 Regular Meetings:

1. August 24, 2020
2. September 28, 2020
3. October 26, 2020
4. November 23, 2020 (week of Thanksgiving)
5. \*December 14, 2020 (third Monday; 4 days before Christmas)
6. January 25, 2021
7. February 22, 2021
8. March 22, 2021
9. April 26, 2021
10. \*May 17, 2021 (Third Monday; week before Memorial Day)
11. June 28, 2021

2021-2022 Annual Meeting:

12. July 26, 2021

Since the fourth Monday in December and May are the week of Christmas and Memorial Day, for your consideration is the second and third Monday (respectively) for these months.

Alternatively, the board may wish to forgo its regular meetings in December and May. It is our understanding that some utilities (who normally meet the fourth Monday), skip a month if the meeting falls on a holiday or holiday week.


BVUA for example conducts 10 Regular Meetings/year. BVUA combines their October and November meetings into one and does not have an April meeting in favor of budget workshops.

Some Commissioners have asked if their compensation is based on the number of meetings held or attended. It is not. Board members are paid by the month whether there are no meetings or 5 meetings.


In 1998, when the current compensation was set for the Board, there were 12 meetings that year.

**Washington County Service Authority Board of Commissioners**  
**July 27, 2020 Annual Board Meeting Minutes**

	<p>Between January 2015 and June 2019 (54 months), WCSA has conducted 86 meetings (54 Regular and 32 Called) for an average of 1.6 meetings/month. This works out to about 7.1 Called Meetings/year.</p> <p>When you sprinkle in committee meetings, public meetings and constituent calls, it would appear that regularly attending Board Members far exceed the number of meetings in view at the time (1998) compensation was set. And, neither the Board of Supervisors nor the WCSA Board of Commissioners have established an attendance policy for Commissioners.</p>
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Recommendation:</b>	At the pleasure of the Board.
<b>Actual Motion:</b>	Motion to approve the meeting dates as listed above.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mrs. C. Miller
<b>Voting: Ayes:</b>	7
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	9:08 pm


<b>Agenda Item: 18</b>  COMMUNICATION	<b>Consideration of a Resolution of Commendation for Vernon Smith</b>
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	9:08 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>Following a WCSA Commissioners service, the Board of Commissioners traditionally consider a resolution commending them for their service. Enclosed for the Boards consideration is a resolution of commendation for Vernon Smith.</p>
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Recommendation:</b>	At the discretion of the Board
<b>Proposed Motion:</b>	None
<b>Actual Motion:</b>	Table this item.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Taylor
<b>Voting: Ayes:</b>	7
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	9:09 pm

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<b>Agenda Item: 19</b>  COMMUNICATION	<b>Consideration of the 2021-2022 Fiscal Year Banking Resolutions</b>
<b>Presenter(s):</b>	Robbie Cornett
<b>Beginning Time:</b>	9:09 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	<p>Normally, a corporation's Treasurer and Controller would be included on the resolution authorizing endorsement of checks and other instruments. Additionally, enough other persons should also be included so as to ensure that the Authority can conduct the necessary routine business.</p> <p>Presently, the following people are authorized to sign checks: Mr. Dwain Miller (Chairman), Mr. Wayne Campbell (Vice Chairman), Melinda Jett (Controller), Robbie Cornett (General Manager), and Holly Edwards (Customer Service Manager).</p> <p>It is also recommended that the Board limit two persons at the authority to open new accounts, borrow money, or obtain safe deposit boxes.</p> <p>The resolution is being prepared and is expected to be ready for your meeting.</p>
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Recommendation:</b>	<p>Based on elections held at the July 2020 Board Meeting, we recommend the Chairman, Vice Chairman, Controller/Treasurer, General Manager/Secretary, and Customer Service Manager be empowered by the Board to be included on the first Bank &amp; Trust (FBT) resolutions and authorized to sign checks on behalf of WCSA.</p> <p>We recommend the Board retain Robbie Cornett (General Manager) and Melinda Jett (Controller) to be the two persons included on the FBT resolution for opening new accounts, borrowing money, safe deposit boxes and "all powers".</p>
<b>Proposed Motion:</b>	<p>Move that the Chairman, Vice Chairman, Controller/Treasurer, General Manager/Secretary, and Customer Service Manager be empowered by the Board to be included on the Highlands Union Bank resolutions and authorized to sign checks on behalf of WCSA.</p> <p>And, the Board retain Robbie Cornett (General Manager) and Melinda Jett (Controller) to be the two persons included on the FBT resolution for opening new accounts, borrowing money, safe deposit boxes and "all powers".</p>
<b>Actual Motion:</b>	Approve the attached Resolution with First Bank and Trust.
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Hutchinson
<b>Voting:</b>	<b>Ayes:</b> 7
	<b>Nays:</b> 0

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<b>Abstain:</b>	0
<b>End Time:</b>	9:11 pm

<b>Agenda Item: 20</b>  FINANCIAL VIABILITY	<b>Consideration of Customer Information System Software</b>						
<b>Presenter(s):</b>	James Denton						
<b>Beginning Time:</b>	9:11 pm						
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None.						
<b>Background:</b>	<p>On June 14, 2020, WCSA issued a request for proposals (RFP) for a Customer Information System (CIS). This was the second RFP process we have gone through as the first advertisement resulted in a rejection of all proposals.</p> <p>For Board Members who have tenure, you will recall hearing us talk about software vendor customer service not meeting expectation, the program not being user friendly, and importantly, we are unable to get the data and information from the system that is needed. Annually, WCSA invests about \$34,000 annually to maintain its current CIS software and \$170,000 over five-years. The following table shows the investment over the past five-years:</p> <table><tr><td>2020 - \$37,615.86</td></tr><tr><td>2019 - \$35,824.62</td></tr><tr><td>2018 - \$33,480.95</td></tr><tr><td>2017 - \$32,039.19</td></tr><tr><td>2016 - \$30,659.51</td></tr></table> <p>WCSA received 11 proposals from various vendors.</p> <p>3 proposals were nonresponsive to the RFP.</p> <p>WCSA’s procurement committee was made up of 6 employees who separately reviewed each proposal and ranked them based on the RFP.</p> <p>The Virginia Public Procurement Act, WCSA Procurement Guidelines and the RFP say, if one Offeror is clearly more highly qualified than the other Offerors, after a written determination by WCSA, we may negotiate a Contract with that Offeror without negotiating with other Offerors.</p> <p>The procurement committee has unanimously determined one Offeror (Muni-Link) is clearly more highly qualified than the other 7 Offerors. We arrived at this using the ranking matrix published in the RFP which had a “features” and “cost” categories. Muni-Link was the highest (best) ranked</p>	2020 - \$37,615.86	2019 - \$35,824.62	2018 - \$33,480.95	2017 - \$32,039.19	2016 - \$30,659.51	
2020 - \$37,615.86							
2019 - \$35,824.62							
2018 - \$33,480.95							
2017 - \$32,039.19							
2016 - \$30,659.51							



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	<p>Offeror in both the features and cost categories. In other words, they had the best features and lowest cost.</p> <p>The five-year cost for Muni-Link, which includes startup cost, is \$309,842. For comparison purposes, the second ranked Offeror had a five-year cost of \$2,575,209.</p> <p>We are currently negotiating the final year-one costs and estimate that to be less than \$120,000 all-in. This breaks down as follows: \$80,000 for implementation, training, first-year expenses. Travel expenses for on-site visits and integration costs are not included. Integration costs refer to the cost of moving existing customer information from the current system to Muni-Link and software links with our work order management, meter reading, geographic information and accounting systems.</p>
<b>Discussion:</b>	Mr. Denton led discussions about the new Customer Information System Software.
<b>On the Record:</b>	none
<b>Recommendation:</b>	Subject to answering any questions the Board may have; your CIS procurement committee recommends the Board favorably consider approving the procurement of Muni-Link as WCSA's CIS software provider and a budget amendment of \$120,000 for the 2020-2021 fiscal year.
<b>Proposed Motion:</b>	I move the Board approve the procurement of Muni-Link as WCSA's CIS software provider and budget amendment of \$120,000 for the 2020-2021 fiscal year.
<b>Actual Motion:</b>	As proposed
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Taylor
<b>Voting:</b>	<b>Ayes:</b> 7
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
<b>End Time:</b>	9:15 pm

<b>Agenda Item: 21</b>  COMMUNICATION	Closed Meeting
<b>Presenter(s):</b>	Commissioner
<b>Beginning Time:</b>	9:15 pm
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Background:</b>	None
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Recommendation:</b>	None

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<b>Actual Motion:</b>	The Board adjourn to Closed Meeting
<b>Motion By:</b>	Mr. Campbell
<b>Second By:</b>	Mr. Orfield
<b>Voting:</b>	<b>Ayes:</b> 7
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
<b>End Time:</b>	9:18 pm

**WASHINGTON COUNTY SERVICE AUTHORITY  
BOARD OF COMMISSIONERS  
Closed Meeting July 27, 2020**

I, Mr. Campbell, moves 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) (7): Probable Litigation**

Consultation with legal counsel and briefing by a staff member pertaining to probable litigation which the Board or its legal counsel has a reasonable basis to believe will be commenced against a known party, where such consultation and briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, and specifically involving probable claims against the contractor and/or design professional(s) responsible for recent improvements to the Mill Creek Water Treatment Plant relating to the installation of an Evoqua filtration system.

**3. Code of Virginia Section 2.2-3711 Paragraph (A) (1): Personnel**

Discussion and consideration of the performance of an employee of the Washington County Service Authority, and specifically involving the annual performance review of the General Manager.


**4. Code of Virginia Section 2.2-3711 Paragraph (A) (1): Personnel**

Discussion and consideration of the performance of an appointee of the Washington County Service Authority, and specifically involving the annual performance review of the General Counsel.

In addition to the Board of Commissioners the presence of Thomas Dene, WCSA General Counsel, and Robbie Cornett, WCSA General Manager, is requested.

Mr. Orfield Seconded and the Board approved voting 7-0-0-0.

**Washington County Service Authority Board of Commissioners  
July 27, 2020 Annual Board Meeting Minutes**

<b>Agenda Item: 22</b>  COMMUNICATION	Return to Open Meeting	
<b>Presenter(s):</b>	Commissioner	
<b>Beginning Time:</b>	11:49 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Background:</b>	None	
<b>Discussion:</b>	None	
<b>On the Record:</b>	None	
<b>Recommendation:</b>	None	
<b>Actual Motion:</b>	Return to Open Session	
<b>Motion By:</b>	Mr. Taylor	
<b>Second By:</b>	Mr. Orfield	
<b>Voting:</b>	<b>Ayes:</b> 7	
	<b>Nays:</b> 0	
	<b>Abstain:</b> 0	
<b>End Time:</b>	11:51 pm	

**Certification of Closed Meeting**

I, Mr. Taylor, move that the Board adopt the following resolution:

Mr. Campbell read the following:


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.


An Aye by Mr. Taylor, Mr. Thayer, Mr. Campbell, Mr. D. Miller, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson confirming no discussion other than Closed Meeting topics were discussed.

**Washington County Service Authority Board of Commissioners**  
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<b>Agenda Item: 23</b>  COMMUNICATION	Late Items	
<b>Presenter(s):</b>	Commissioner / General Manager	
<b>Beginning Time:</b>	11:51 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Discussion:</b>	None	
<b>On the Record:</b>	Mr. Miller said the Board appreciates all the work you (Mr. Cornett) do. We realize it is a tough job, a lot to juggle and we appreciate how you go about it and how you handle yourself.	
<b>Recommendation:</b>	None	
<b>Actual Motion:</b>	Motion to extend Mr. Cornett's contract for one year and review in December the potential of COLA increase for Mr. Cornett and the other employees.	
<b>Motion By:</b>	Mr. Hutchinson	
<b>Second By:</b>	Mrs. C. Miller	
<b>Voting:</b>	<b>Ayes:</b> 7	
	<b>Nays:</b> 0	
	<b>Abstain:</b> 0	
<b>End Time:</b>	11:55 pm	

<b>Agenda Item: 23</b>  COMMUNICATION	Late Items	
<b>Presenter(s):</b>	Commissioner / General Manager	
<b>Beginning Time:</b>	11:51 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Discussion:</b>	Mr. Hutchinson asked that Agenda Item 18 be revisited during closed meeting at the August Regular Meeting	
<b>On the Record:</b>	None	
<b>Recommendation:</b>	None	
<b>Proposed Motion:</b>	Mr. Hutchinson motioned Extend Mr. Thomas Dene's contract with WCSA for one year.	
<b>Actual Motion:</b>		
<b>Motion By:</b>	Mr. Campbell	
<b>Second By:</b>	Mr. Thayer	
<b>Voting:</b>	<b>Ayes:</b> 7	
	<b>Nays:</b> 0	
	<b>Abstain:</b> 0	
<b>End Time:</b>	11:55 pm	

**Washington County Service Authority Board of Commissioners  
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<b>Agenda Item: 24</b>  COMMUNICATION	Adjourn	
<b>Presenter(s):</b>	Commissioner	
<b>Beginning Time:</b>	11:55 pm	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None	
<b>Discussion:</b>	None	
<b>On the Record:</b>	None	
<b>Recommendation:</b>	None	
<b>Actual Motion:</b>	Adjourn	
<b>Motion By:</b>	Mr. Campbell	
<b>Second By:</b>	Mr. Orfield	
<b>Voting:</b>	<b>Ayes:</b> 7	
	<b>Nays:</b> 0	
	<b>Abstain:</b> 0	
<b>End Time:</b>	11:55 pm	

  
Dwain Miller, Chairman

  
Carol Ann Shaffer, Assistant Secretary

Department of Labor and Industry Announces Intent to Adopt a Permanent Standard for Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220

Date Posted: 7/27/2020

60 Day Comment Forum is underway. Began today (7/27/2020) and will end on 9/25/2020

On July 15, 2020, in accordance with Executive Order 63, Order of Public Health Emergency Five, Requirement to Wear Face Covering While Inside Buildings, the Safety and Health Codes Board (Board) adopted an Emergency Temporary Standard (ETS) for Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220.

The Board adopted the ETS under Va. Code §40.1-22(6a). The ETS became effective today, July 27, 2020, when the ETS was published in full in the Richmond Times Dispatch. The ETS' publication in the Richmond Times Dispatch also constituted notice the Board intends to adopt a permanent standard within six months of today, July 27, 2020.

Prior to the expiration of six months, the Board will give notice, and hold a public hearing on the adoption of a permanent standard. Notice will be given by publication in the Richmond Times Dispatch as well as posting a notice of hearing on Virginia Regulatory Townhall.

The Department would like to solicit public comment regarding the adoption of a permanent standard for Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220.

The proposed permanent standard for Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220 is available online and we intended to review it soon:

<https://www.doli.virginia.gov/wp-content/uploads/2020/07/Proposed-Permanent-Standard-for-Infectious-Disease-Prevention-for-COVID-19-7.24.2020.pdf>

NOTE: The Board is using the language of the ETS as the basis for the language of the proposed permanent standard.

We will forward you a link to the proposed permanent standard for your private review. If the Board would like to conduct a workshop to determine whether or not it would like to provide comment, please let the Chairman or I know at your earliest convenience.

In response to the ETS, WCSA drafted and implemented a policy that is intended to meet or exceed the ETS. The WCSA policy was provided to staff today. Training on the ETS and WCSA policy is being planned for the next 30 to 60-days.

Since the initial quarantine, WCSA has made several different schedule changes in an effort to keep our employees safe. As we have reported before, many of these adjustments have been carried forward or will be carried forward into the future as they have proven beneficial to the customer (longer business hours and less cost/overtime) and happier employees.

One thing that some of our temporary schedules resulted in was additional paid time off for employees.

When we are on 12-hour shifts, some, not all, employees may only work 36-hours. These employees would have received up to 4-hours per week in paid time off.

Additionally, due to the quick nature of one change to 12-hour shifts, some, not all, employee received up to 12-hours paid time off.

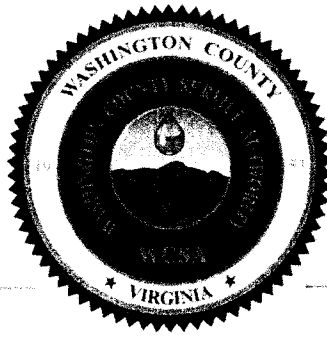
And, with the addition of the Juneteenth holiday this year, employees scheduled to work that day would have received additional paid time off, up to 12-hours.

Depending on the employee, employees have received as much as 56-hours in additional paid leave since the middle of March 2020. Effective July 25, 2020, we have gone back to 12-hour shifts in an effort to keep employees safe and to be able to remain "open" should there be a coronavirus outbreak at WCSA.

Efforts are also underway that should allow us to move away from either 12-hour shifts OR 12-hour shifts resulting in less than 40-hours worked each week. Examples: 1) some employees who cannot telework right now, may be able to soon thereby solving the 36-hour/week concern while staying safe. 2) The division of this building into two separate spaces. This will require 1) a partition in the long hallway; 2) modification of the HVAC system; and 3) the relocation of some workstations from the other end of the building to this end of the building.

Telework in Customer Service would still require 3 people to be here. One to work the drive-thru; another to process the mail; and another to relieve one of the other two. With WCSA provided laptops, all but three Customer Service personnel could telework. The ETS does allow COVID-19 positive employees to telework. And, if someone schedule to work in the office is the one who tested positive, then someone who is teleworking can take their place.

Currently, we are refining the logistics and cost of both options and hope to have one, or both, in place by the end of August 2020.



## Washington County Service Authority

July 27, 2020

Board of Commissioners  
Washington County Service Authority  
25122 Regal Drive  
Abingdon, VA 24211

Re: Hidden Valley Waterline Extension Project Phase 2  
VDH Project – WSL-005-18

Dear WCSA Board of Commissioners:

Bids for the above referenced project were received until 2:00 PM on July 21, 2020 at the Washington County Service Authority then publicly opened and read aloud. An itemized tabulation of all bids received is attached. The project was bid as a base bid for approximately 7,600 L.F of water line, (2) pump stations and associated appurtenances. A total of (6) bids were received for the project. In tabulation of the bids, no calculation errors were found for the low bidder and the bid was determined to be responsive.

### Summary of bids received:

McFall Excavating	\$ 701,286.90
Central Builders	\$ 805,084.00
Boring Contractors	\$ 1,038,383.00
Classic City Mechanical	\$ 1,138,928.00
Little B Enterprises	\$ 1,143,898.75
King General Contractors	\$ 1,182,193.92

### Project funding:

Mount Rogers Planning District Commission	\$ 50,000.00
WCSA committed funds	\$ 46,500.00
VDH-loan 2.5% at 30 year	\$ 186,212.00
VDH – grant	\$ 67,000.00
DHCD	\$ 301,500.00
Total Funding	\$ 651,212.00



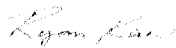
The following table provides a brief summary of the project budget:

	<u>Project Budget</u>
Actual Construction Bid	\$701,286.90
Administrative, Permitting, Engineering, Loan Closing	\$29,109.80
Contingency (5%) of construction cost	\$35,064.00
<b><u>TOTAL</u></b>	<b><u>\$765,460.70</u></b>

With project budget of \$765,460.70 and available funding of \$651,212.00, project is short \$ 114,248.70. Project is within the 5 year rate and financial plan. Project was funded in 2017 and pipe prices have increased. WCSA also specified ductile iron for the 4" piping and had additional footage of 4" piping, which did add increased costs, but due to the substrate condition of rock felt it was overall better decision for ductile in lieu of PVC. There were also suspected budget effects from the Covid. Raftelis with our rate model has suggested that utilizing reserve funds to cover the shortfall.

Recommendation: Subject to answering any questions that you may have, staff recommends that the board consider awarding the Hidden Valley Waterline Extension Project Phase 2 to McFall Excavating, Inc. in the amount of \$701,286.90 and utilizing reserve funds from WCSA to supplement the budget.

Sincerely,



Ryan Kiser, PE  
Engineering Manager  
Washington County Service Authority

cc: Robbie Cornett, WCSA General Manager  
Melinda Jett, WCSA Controller  
Carol Ann Shaffer, WCSA Administrative Assistant  
Thomas Dene, WCSA Legal Counsel

<b>Agenda Item:</b>	Consideration of Water Meters for Water Meter Replacement Project
<b>Presenter(s):</b>	Dave Cheek
<b>Beginning Time:</b>	
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None.
<b>Background:</b>	<p>WCSA has reported in the June BOC meeting that we have issued an RFP (May 27, 2020) for water meters. The current meters have an average life in excess of 17.5 years with a high failure rate both from meters bursting from water pressure to just wearing out and stopping.</p> <p>WCSA requires a meter that can withstand our system pressures, is reliable and accurate over the project life of 15 years. We also need a meter that is compatible with the Itron AMI network that we have entered into an agreement on with AEP. WCSA solicited input from our meter and maintenance technicians who requested certain features to allow consistent and repeatable installations. All of these requests were incorporated into our RFP.</p> <p>WCSA received 6 Proposals and 1 No Bid. Of the 6 Proposals 2, per the vendors statements, met our requirements. The two are totally different technologies. One a metallic positive displacement meter (PD), the other a non-metallic ultra-sonic meter (US).</p> <p>WCSA conducted reviews and final proposal discussions with both vendors, Zenner and Kamstrup. WCSA contacted references with targeted questions, same to both vendor's references.</p> <p>WCSA purchased several of each vendor's meters to really let our technicians test them out. Unfortunately we had a high electronics' failure rate on the PD meters, 50% would not read out of the box. The ultra sonic meters have been error free.</p> <p>WCSA also received best and final price quotes from the vendors to which we generated payback curves. The PD meter per the vendor and published data will immediately start to under register and continue to degrade at a rate in excess of 0.3% per year. The ultra-sonic meter will not degrade over time. While the PD meter has a lower initial capital cost, the ultra-sonic meter has better lifetime accuracy, more billing gallons over the meter's life. The improvement in accuracy offsets the lower initial capital cost in just under 8 years, which is estimated to</p>

	equate to about \$3.5MM over a 15 year project life.
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Enclosures:</b>	1) WCSA RFP initial proposal Opening & Review, June 12, 2020 2) WCSA Estimated Capital Cost Worksheet, Pages 1&2 3) WCSA Estimated Revenue Increase due to Under Registration
<b>Recommendation:</b>	Subject to answering any questions that you may have, Staff recommends authorizing WCSA to complete final negotiations and entering into a water meter supply agreement with Kamstrup, not to exceed \$2,750,000. WCSA to continue to utilize Kamstrup as the replacement and new connection meter supplier.
<b>Proposed Motion:</b>	Move to Authorize WCSA's General Manager to complete final negotiations with Kamstrup to supply the 5/8"x3/4", 1" and 2" water meters for WCSA's water meter replacement project and new connections. Total negotiated cost not to exceed \$2,750,000.
<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>	

## WCSA RFP Initial Proposal Opening and Review June 12, 2020

	1	2	3	4	5	6	7
Vendor->	Core & Main (Sensus iPearl)	Consolidated Pipe #1 (Master Meter Ultra Sonic)	Consolidated Pipe #2 (Master Meter PD)	Ferguson (Mueller PD)	Badger	Zenner (PD)	Kamstrup (Ultra Sonic)
Vendor Completed Exhibit A, Minimum Requirements	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WCSA Reviewed Vendor Entries, if Vendor indicated Not Meeting, then Enter No	No	No	No	No	No	No	No
Area Vendor Noted that the meter <u>Does Not</u> meet minimum specifications	Wrench Flats Itron Conn	Wrench Flats, Itron Conn Pressure Rating	Wrench Flats, Itron Conn Pressure Rating 1/10 gpm	Pressure Rating (150 psi)	No Proposal		
Vendor Completed Exhibit B, Value Components	Yes	Yes	Yes	Yes	Yes	Yes	Yes
WCSA Reviews Vendor Entered Value Components Scores for Reasonableness	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vendor Completed and Signed Exhibit C, Price	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vendor Complete Exhibit D, Delivery Schedule	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Meet WCSA Minimum Requirements per RFP	Yes	Yes	No	No	Yes	Yes	Yes

Value Component							
Component	Score=1	Score=3	Score=5				
Meter Warranty (in Years)	<=10 Yr	10 to 19 yr	>=20 yr	N/A	N/A	N/A	N/A
Battery Warranty (in Years)	<=10 Yr	10 15 yr	>15 yr	N/A	N/A	N/A	N/A
Meter Accuracy at 15 Years	>1.5%	1.5% 0.5%	<0.5%	N/A	N/A	N/A	N/A
Water Pressure Rating		200 psi-250	<=250 psi	N/A	N/A	N/A	N/A
Failure Rate as Installed	>1%	1.0% 0.5%	<0.5%	N/A	N/A	N/A	N/A
	Low Batt, Tamper, Leak, Back flow,	Low Batt, Tamper, Leak, Back flow, Empty Pipe, Burst,					
Meter Alarm Capabilities	Low Batt, Tamper, Leak	Empty Pipe Water Temp, & Burst Ambient Temp		N/A	N/A	N/A	N/A
Total						24	30
Value Component Average						4	5

Pricing Composite							
5/8"x3/4" Meter	Each			\$	78.67	\$	113.00
1" Meter	Each			\$	116.19	\$	238.00
2" Meter	Each			\$	366.51	\$	650.00
22110 5/8"x3/4" Meter	Total			\$	-	\$	1,739,394
305 1" Meter	Total			\$	-	\$	35,438
225 2" Meter	Total			\$	-	\$	82,465
				\$	-	\$	1,857,296
Pricing Component Ranking						5.0	1.0
Overall Score	70% Value Component Average + 30% Price Component					4.30	3.80

Conducted Interviews and Proposal Reviews with Zenner and Kamstrup  
 Contacted References, got data from Europe - All References checked  
 Received Final and Best Costs from Vendors  
 Conducted Cost Analysis based on Proposal Discussions and Published Data  
 Purchased few of both Vendor's Proposed Meters, had 50% (3 out of 6) of the Zenner Meters failed out of the box  
 Kamstrup meters have been in the ground and performing well

Very low failure rate (less than 0.01%), 250 psi pressure rating, High Resolution & Accuracy over 15 year life, 15+5 year warranty, Itron compatible  
 Lowest Overall 15 year Life Cycle Cost, Breaks even just under 8 years  
 WCSA Recommends Kamstrup water meters for this project

WCSA Estimated Capital Cost Worksheet As Presented to BOC

				Actual Quotes	
				Zeimer	Kamstrup
AMR				Common Items	Iron Quotes
Reader	\$ 34,650	1	\$ 34,650	\$ 73,800	\$ 284,098.57
Antenna	\$ 1,000	1	\$ 1,000	\$ 1,000	\$ 35,000.00
Total	\$ 35,650			\$ 24,800	\$ 5,400.00
Iron Professional Services				\$ 334,504	\$ 1,680.00
Iron Network Connectivity Fee	\$ 27,000	1	\$ 27,000		\$ 8,325.00
MDMS					
	\$ 300,000	1	\$ 300,000		
Customer Portal					
	\$ 300,000	1	\$ 300,000		
Total				\$ 347,629	\$ 334,504
AMR Capital					
	\$ 5,508,394				
AMI Capital					
	\$ 6,135,394				

Quoted Price to Install Collector Network for the Meters in the BVU area not covered by the AEP Network

S/each	Qty	Extended		
Fully Installed Access Point	10	\$ 71,263	\$ 5,638.00	\$ 28,190
Fully Installed Relay	475	\$ 1,003,875	\$ 1,270.89	\$ 603,672.75
Comm Tester	5	\$ 17,500	\$ 3,500.00	\$ 17,500
Total		\$ 1,075,137		\$ 649,363
Estimated Meter Installation as Presented to BOC > \$ 2,199,677 Iron Estimate > \$ 1,563,218				
BVU Iron Parts (less Installation) \$ 649,363				
Total less BVU Installation Costs \$ 7,790,453				
Estimated Project Cost \$ 9,410,208				
Remaining Funds (Still need to add in BVU AMI Installation Costs) \$ 1,619,755				
Estimated BVU Installation Allowance \$ 425,774				
Estimated Remaining Funds after BVU AMI Installation Costs \$ 1,193,980				

## Actual Quotes

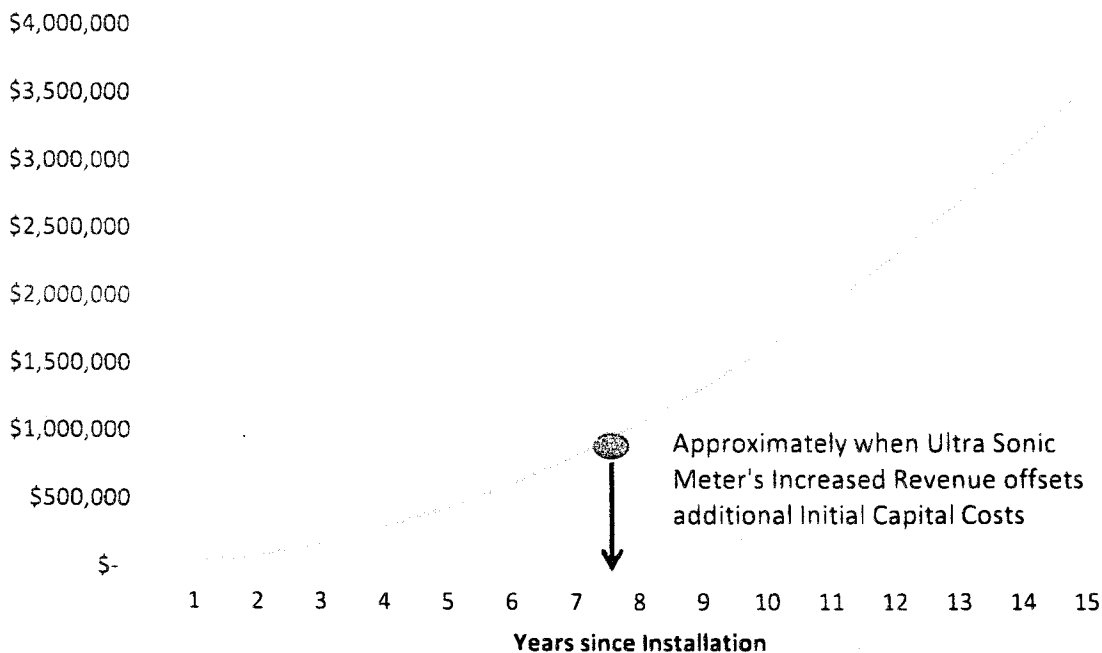
# Kamstrup

### Internal Check Valve

**Annual Revenue Increase due to Ultra Sonic Meter not Under Registering due to Wear and Age, based on Published Positive Displacement Meter Data**

Annual % Under Registration	Year Since Installation	Annual Revenue Increase (Assuming no Rate Increases)	Cummulative Revenue Increase
0.3	1	\$ 29,692	\$ 29,692
0.6	2	\$ 59,384	\$ 89,075
0.9	3	\$ 89,075	\$ 178,151
1.2	4	\$ 118,767	\$ 296,918
1.5	5	\$ 148,459	\$ 445,377
1.8	6	\$ 178,151	\$ 623,528
2.1	7	\$ 207,843	\$ 831,371
2.4	8	\$ 237,534	\$ 1,068,905
2.7	9	\$ 267,226	\$ 1,336,131
3.0	10	\$ 296,918	\$ 1,633,049
3.3	11	\$ 326,610	\$ 1,959,659
3.6	12	\$ 356,302	\$ 2,315,961
3.9	13	\$ 385,993	\$ 2,701,954
4.2	14	\$ 415,685	\$ 3,117,640
4.5	15	\$ 445,377	\$ 3,563,017

**Cummlative Revenue Increase due to  
Accuracy Difference**



**WASHINGTON COUNTY SERVICE AUTHORITY  
BOARD OF COMMISSIONERS**  
Resolution Authorizing Officers to Take Certain Actions  
With The First Bank & Trust Company

The undersigned do hereby certify and affirm that the following Resolution was unanimously adopted by the Board of Commissioners (Board) of the Washington County Service Authority (WCSA) at a regular and open meeting held on July 27, 2020 in accordance with the requirements of law and the bylaws of the Board.

**BE IT HERBY RESOLVED** that the following Officers of Washington County Service Authority are to be listed on all signature cards for all Washington County Service Authority deposit accounts at The First Bank & Trust Company: Holly Edwards, Customer Service Manager; Melinda Jett, Controller and Treasurer; Robert C. H. Cornett, General Manager and Secretary; David W. Campbell, Chairman; and Dwain Miller, Vice-Chairman; and

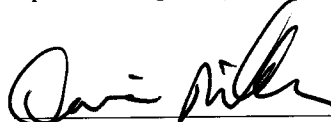
**BE IT FURTHER RESOLVED** that the General Manager/Secretary and Controller/Treasurer listed above have the power to execute and on the WCSA's behalf all notes, signature cards, safe deposit box leases, affidavits, and other documents as are necessary to effect The First Bank & Trust Company loan or deposit transactions; and

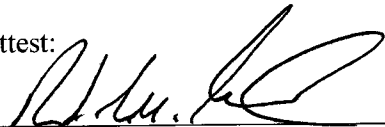
**BE IT FURTHER RESOLVED** that all the Officers listed above have the power to execute and deliver on the WCSA's behalf all check endorsements; and

**BE IT FURTHER RESOLVED** that all checks written shall require two signatures from any combination of the Officers listed above; and

**BE IT FURTHER RESOLVED** that this Resolution shall become effective at 8:00 AM on July 28, 2020.

**ADOPTED** this 27<sup>th</sup> day of July, 2020 by unanimous vote of the Board of Commissioners of the Washington County Service Authority during an open and regularly scheduled meeting:

  
Dwain Miller, Chairman

Attest:  
  
Robert C.H. Cornett, Secretary