





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


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

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

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


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

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


Agenda Item: 4.  COMMUNICATION	Nicholas Street Water Pressure and Flow
Presenter(s):	Mike White and Ken Nurre
Beginning Time:	6:01 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	Mr. White and Mr. Nurre discussed their findings after analyzing low water pressure at 524 Nicholas Street in Abingdon, Virginia.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	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.

Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	7:36 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:37 pm


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

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

Agenda Item: 6D  INFRASTRUCTURE	Consideration of Change Order 1 for the Hall Creek Wastewater Treatment Plant Headworks Modification Project
Presenter(s):	Ryan Kiser
Beginning Time:	7:38 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<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>


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


	<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>
Discussion:	Mr. Kiser discussed the above information with the Board.
On the Record:	None
Recommendation:	Subject to answering any questions that you may have, staff recommends that the Board consider approving Change Order No. 1
Proposed Motion:	Move to approve Change Order No. 1
Actual Motion:	Motion to approve Change Order no. 1 as recommended was included in the approval of the Consent Agenda.
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	7:39 pm

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


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


Abstain:	1 (Mr. Orfield)
End Time:	7:39 pm

Agenda Item: 8  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	7:40 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene had no report.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	7:40


Agenda Item: 9  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	7:40 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	A copy of Mr. Cornett's points of discussion is attached.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	8:02 pm


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

Agenda Item:10  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	Dave Cheek
Beginning Time:	8:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	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.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	8:08 pm

Agenda Item: 11  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	8:09 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Kiser provided the Board with updates on the Galvanized Line Phase 3 Project and on the Sugar Cove Road Project.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	8:11 pm

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

Agenda Item: 12  INFRASTRUCTURE	Consideration of Hidden Valley Road Water Line Extension Project Phase 2 Project Bids
Presenter(s):	Ryan Kiser
Beginning Time:	8:11 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>The Hidden Valley Water Line Extension Project Phase 2 was advertised on June 21st. A pre-bid conference was held on July 7th and bids are being received on July 21st. 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>
Discussion:	Mr. Kiser discussed the bids for Hidden Valley (attached).
On the Record:	Mr. Taylor said his goal was to get water to those who needed it.
Recommendation:	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.
Proposed Motion:	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.
Actual Motion:	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.
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:20 pm


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

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


Background:	<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>
Discussion:	Mr. Cheek discussed the items above.
On the Record:	None
Recommendation:	<p>Subject to answering any questions the Board may have, Staff recommends the Board consider:</p> <ol style="list-style-type: none"> 1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget 2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license 3) Adding \$40,000 to the 2020 – 2021 budget for WOMS field devices (iPads)
Proposed Motion:	<p>Move the Board approve</p> <ol style="list-style-type: none"> 1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget 2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license 3) Adding \$25,000 to the 2020 – 2021 budget for SCADA replacement
Actual Motion:	<p>Motion to approve</p> <ol style="list-style-type: none"> 1) Rolling \$100,000 from last years approved budget to the 2020 – 2021 budget 2) Adding \$54,500 to the 2020 – 2021 budget for an ESRI enterprise license 3) Adding \$25,000 to the 2020 – 2021 budget for SCADA replacement
Motion By:	Mr. Taylor

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

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


Agenda Item: 14  INFRASTRUCTURE	Consideration of Water Meter Procurement
Presenter(s):	Dave Cheek, James Denton, Drew Langston
Beginning Time:	8:27 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<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>
Discussion:	DC Reviewed the attached.
On the Record:	None
Recommendation:	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.
Actual Motion:	As recommended
Motion By:	Mr. Thayer
Second By:	Mr. Campbell
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	8:50 pm

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

Agenda Item: 15  COMMUNICATION	Election of Officers for July 28, 2020 through July 26, 2021
Presenter(s):	Chairman
Beginning Time:	8:51 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<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"> • Chairman, Dwain Miller • Vice Chairman, Wayne Campbell • Secretary, Robbie Cornett • Assistant Secretary, Carol Ann Shaffer • Treasurer, Melinda Jett <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>
Discussion:	The Board nominated the officers.
On the Record:	Mr. Taylor commended Mr. Miller on a job well done as Chaiman.


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

Recommendation:	At the discretion of the Board
Motions:	<ol style="list-style-type: none"> 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 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. 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. 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"> • Mr. Cornett as Secretary • Mrs. Shaffer as Assistant Secretary • Mrs. Jett as Treasurer
End Time:	8:53 pm

Agenda Item: 16  COMMUNICATION	Consideration of Committee Appointments
Presenter(s):	Chairman
Beginning Time:	8:59 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<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><i>Outside Appointments:</i> 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>

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

	<p><i>Inside Appointments:</i> 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>
Discussion:	<p>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee – Mr. Taylor and Mrs. C. Miller agreed to offer their service. 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. Hospitality Committee – Mrs. C. Miller volunteered to serve on the Hospitality Committee.</p>
On the Record:	None
Recommendation:	At the pleasure of the Board
Actual Motion:	<p>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee – Mr. Taylor and Mrs. C. Miller. Dispute Committee. – Mr. Orfield and Mr. Thayer. Hospitality Committee – Mrs. C. Miller</p>
Motion By:	Mr. Hutchinson
Second By:	Mr. Campbell
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:07 pm

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

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

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>
Discussion:	None
On the Record:	None
Recommendation:	At the pleasure of the Board.
Actual Motion:	Motion to approve the meeting dates as listed above.
Motion By:	Mr. Campbell
Second By:	Mrs. C. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	9:08 pm


Agenda Item: 18  COMMUNICATION	Consideration of a Resolution of Commendation for Vernon Smith
Presenter(s):	Chairman
Beginning Time:	9:08 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	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.
Discussion:	None
On the Record:	None
Recommendation:	At the discretion of the Board
Proposed Motion:	None
Actual Motion:	Table this item.
Motion By:	Mr. Campbell
Second By:	Mr. Taylor
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	9:09 pm

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

Agenda Item: 19  COMMUNICATION	Consideration of the 2021-2022 Fiscal Year Banking Resolutions
Presenter(s):	Robbie Cornett
Beginning Time:	9:09 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<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>
Discussion:	None
On the Record:	None
Recommendation:	<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 & 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>
Proposed Motion:	<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>
Actual Motion:	Approve the attached Resolution with First Bank and Trust.
Motion By:	Mr. Campbell
Second By:	Mr. Hutchinson
Voting: Ayes:	7
Nays:	0


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

Abstain:	0
End Time:	9:11 pm

Agenda Item: 20  FINANCIAL VIABILITY	Consideration of Customer Information System Software					
Presenter(s):	James Denton					
Beginning Time:	9:11 pm					
Potential Conflict(s) of Interest and Abstention(s):	None.					
Background:	<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 style="margin-left: auto; margin-right: auto;"> <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						

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

	<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>
Discussion:	Mr. Denton led discussions about the new Customer Information System Software.
On the Record:	none
Recommendation:	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.
Proposed Motion:	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.
Actual Motion:	As proposed
Motion By:	Mr. Campbell
Second By:	Mr. Taylor
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:15 pm

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

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

Actual Motion:	The Board adjourn to Closed Meeting
Motion By:	Mr. Campbell
Second By:	Mr. Orfield
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	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**

Agenda Item: 22  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	11:49 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	None
On the Record:	None
Recommendation:	None
Actual Motion:	Return to Open Session
Motion By:	Mr. Taylor
Second By:	Mr. Orfield
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	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
July 27, 2020 Annual Board Meeting Minutes**

Agenda Item: 23  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	11:51 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	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.
Recommendation:	None
Actual Motion:	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.
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	11:55 pm

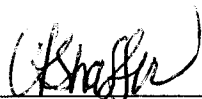
Agenda Item: 23  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	11:51 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Hutchinson asked that Agenda Item 18 be revisited during closed meeting at the August Regular Meeting
On the Record: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

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

Agenda Item: 24  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	11:55 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Recommendation:	None
Actual Motion:	Adjourn
Motion By:	Mr. Campbell
Second By:	Mr. Orfield
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	11:55 pm



Dwain Miller, Chairman



Carol Ann Shaffer, Assistant Secretary