





Washington County Service Authority Board of Commissioners
August 24, 2020 Regular Board Meeting Minutes


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Discussion:	None
Presenter(s):	Chairman
End Time:	5:57 pm


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Present:	Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Orfield, and Mrs. C. Miller
Absent:	Mr. Hutchinson (arrived at 6:00 pm), Mr. Thayer arrived during Closed Meeting.
End Time:	5:57 pm

Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Taylor opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	5:57 pm
End Time:	5:58 pm


Agenda Item: 4  COMMUNICATION	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	5:59 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Approve the Agenda as presented.
Motion By:	Mr. Taylor
Second By:	Mr. Orfield
Voting:	
Ayes:	5
Nays:	0
Abstain:	0
End Time:	5:59 pm


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Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:59 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	Mr. Mike White of 524 Nicholas Street in Abingdon, Virginia.
Discussion:	Mr. White discussed low water pressure on Nicholas Street and asked for help from the Board to fix the issue.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:03 pm

Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:03 pm
Potential Conflict(s) of Interest and Abstention s):	None
Discussion:	Mrs. Shaffer asked the Board consider a change in the July 27 th , 2020 Annual Board Meeting Minutes noting the motion to Return to Public Meeting during the July 27, 2020 Annual Meeting was made by Mr. Taylor and seconded by Mr. Orfield.
On the Record:	None
Actual Motion:	Approve the Consent Agenda including changes to the July 27, 2020 Regular Board Meeting Minutes as requested.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	
Ayes:	6
Nays:	0
Abstain:	0
End Time:	6:05 pm


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Agenda Item: 6D  EMPLOYER OF CHOICE	Years of Service Awards
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>WCSA's Dedicated Employees lead the industry and region by providing excellent, affordable, environmentally responsible water and wastewater service (WCSA Mission Statement)</p> <p>Years of recognition by the Board is one of three ways WCSA recognizes the long-term commitment of our people to our customers. The following employees achieved a 5-year milestone during the past two months.</p> <ul style="list-style-type: none"> • Craig DeBusk – 30 Years in June 2020 • Bobby Gobble – 25 Years in June 2020 • Derrick Richardson – 5 Years • Brett Whittaker – 5 Years
Discussion:	None
On the Record:	None
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	

Agenda Item: 7  COMMUNICATION	Consideration of Check # 046897 to Food City for \$69.90
Presenter(s):	Chairman
Beginning Time:	6:05 pm
Potential Conflict(s) of Interest and Abstention(s):	Mr. Orfield as he is an employee of Mid-Mountain Foods.
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 # 046897.
Motion By:	Mr. Hutchinson
Second By:	Mr. D. Miller
Voting:	
Ayes:	5


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
Nays:	0
Abstain:	1 (Mr. Orfield)
End Time:	6:06 pm

Agenda Item: 8  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:06 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene had no report for Open Meeting.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:06 pm


Agenda Item: 9  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:07 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett updated the Board on items being considered in the General Assembly regarding disconnections for non-payment and potential new payment plans due to the pandemic.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:09 pm


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Agenda Item:10  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	Dave Cheek
Beginning Time:	6:10 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cheek gave additional information on the low pressure issue on Nicholas Street. Mr. James Denton updated the board on the testing of Ultrasonic, Mag and PD meters.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:14 pm

Agenda Item: 11  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:14 pm
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Kiser updated the Board on the following projects: <ul style="list-style-type: none"> • Sugar Cove Road Project • Hidden Valley Road Phase 2 Project • Galvanized Line Phase 3 Project • Abingdon Water Storage Tank Improvements Project
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	6:19 pm

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Agenda Item: 12  COMMUNICATION	Consideration of Washington County Service Authority Customer Handbook
Presenter(s):	Holly Edwards
Beginning Time:	6:20 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>It has been more than 30-years since WCSA last undertook a comprehensive update of its Customer Handbook (formerly known as WCSAs Rules and Regulations). Over this time, many revisions and additions have been made. While these were needed changes, they have further contributed to a document that is a bit disjointed or lacks continuity. This, coupled with archaic language, things that no longer apply, and things that are not current, led staff to prepare the enclosed update for your consideration.</p> <p>To prepare the Handbook for your consideration, Staff carefully reviewed several other Virginia Authority customer handbooks. Then, we rewrote the Handbook with an eye toward it being clear to the reader, modern, and customer friendly. We believe we have achieved these goals and look forward to your thoughts.</p>
Discussion:	Mrs. Edward reviewed 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/adopting the Washington County Service Authority Handbook
Proposed Motion:	Move to approve/adopt the Washington County Service Authority Customer Handbook.
Actual Motion:	Move to approve/adopt the Washington County Service Authority Customer Handbook with a change in language referring to “customers” in a gender neutral manner other than “he”.
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:24 pm


Agenda Item: 13  EMPLOYER OF CHOICE	Consideration of WCSA’s Health Insurance Renewal
Presenter(s):	Robbie Cornett
Beginning Time:	6:25 pm
Potential Conflict(s) of Interest and Abstention(s):	None

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<p>Background:</p>	<p>Enclosed is the 2020 MCA renewal for the Authority. It equals a 1.4% increase (less than \$20,000) in the gross figure. The only increase is in the Specific Reinsurance Premium where they paid out over \$300,000 in claims this current year (ending September 30, 2020). The gap insurance and all other fees stayed the same. Through July 2020 (10 months out of a 12-month plan year), we are \$207,000 to the good. If things remain about the same, we should expect a similar amount in the form of a refund.</p> <p>Healthcare Choice reports soliciting a quote/bid from Anthem but have not received a response as of this writing.</p> <p>WCSA's health insurance plan and premiums are incredible!</p> <p>I am sure there are better plans out there; I just haven't heard of them. As with any plan, there are going to be pluses and minuses but all things considered, I believe this is the best plan we've had in years if not decades.</p> <p>Premiums to the WCSA, when the aggregate refund is added back have remained almost steady over the past 5-years. Aggregate refund or not, this is unheated of. If there would have been no refunds, our total premium increase over the past 5-years would have been about 20%. Using that figure, I would, in a friendly way, challenge anyone to find a company who improved their benefit as much as we did and who has ONLY seen a 20% increase in premium. Many businesses are experiencing as much as 20% in one year, not five years and the average annual increase nationwide is between 8% and 8%.</p> <p>The current cost-share for health insurance includes the employee paying 10% of dependent premiums. And, WCSA provides \$500/employee into an FSA (flexible spending account); the employee can also contribute to this account on a pretax basis. The FSA monies can then be used by the employee to cover medical related costs such as but not limited to copays, deductibles, out-of-pocket, medications, etc.</p> <p>The \$500 was originally provided by WCSA to each employee when we opted for a high deductible plan. This resulted in a net savings to WCSA. Any monies, whether contributed by WCSA or the employee that are not used by September 30, are refunded to WCSA. It is my recollection that this is typically a nominal amount.</p>
<p>Discussion:</p>	<p>Mr. Cornett reviewed the above information with the Board. The most recent information shows a renewal increase of less than 1% (less than \$9,800) in the gross figure instead of the 1.4% increase noted above.</p>
<p>On the Record:</p>	<p>None</p>
<p>Recommendation:</p>	<p>Subject to answering any questions the Board may have, Staff recommends the Board approve the renewal of our current health insurance plan to include an estimated 1.4% (less than \$20,000) increase and maintain current contribution levels by employees (10% of dependent premium) and WCSA</p>

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	(100% of employee and 90% of dependent premium + \$500/employee toward the FSA.
Proposed Motion:	Move to approve the renewal of our current health insurance plan to include an estimated less than 1% (less than \$9,800) increase and maintain current contribution levels by employees (10% of dependent premium) and WCSA (100% of employee and 90% of dependent premium + \$500/employee toward the FSA.
Actual Motion:	Move to approve the renewal of our current health insurance plan to include an estimated less than 1% (less than \$9,800) increase and maintain current contribution levels by employees (10% of dependent premium) and WCSA (100% of employee and 90% of dependent premium + \$500/employee toward the FSA.
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:29 pm

Agenda Item: 14  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	6:30 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn to Closed Meeting
Motion By:	Mr. D. Miller (motioned and read)
Second By:	Mr. Taylor
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:31 pm

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting August 24, 2020**


**Washington County Service Authority Board of Commissioners
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Mr. D. Miller, moved 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) (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.

Agenda Item: 15  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	7:36 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Recommendation:	Return to Public Meeting
Actual Motion:	Return to Public Meeting
Motion By:	Mr. Thayer
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	7:38 pm

Certification of Closed Meeting

Mr. D. Miller moved that the Board adopt the following resolution:


Whereas, the Board of Commissioners of the Washington County Service Authority has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act;


And
Whereas, Section 2.2-3712 Paragraph D of the Code of Virginia requires a certification by this Authority that such Closed Meeting was conducted in conformity with Virginia law;

And
Now, therefore, be it resolved that the Board of Commissioners of the Washington County Service Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Board.


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The Resolution was adopted with an Aye by Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson.

Agenda Item: 16  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	7:40 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Ryan discussed the Borrowing Resolution for Abingdon Water Storage Tank Project (see attached).
On the Record:	None
Recommendation:	Approve the Resolution.
Actual Motion:	Move to approve the Borrowing Resolution for Abingdon Water Storage Tank Project.
Motion By:	Mr. Hutchinson
Second By:	Mr. D. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:43 pm


Agenda Item: 16  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	7:44 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Thomas Dene discussed the Revisions in the Procurement Policy Resolution (see attached)
On the Record:	None
Recommendation:	Approve the Procurement Policy Resolution as presented (see attached).
Actual Motion:	Move to approve the Procurement Policy Resolution.
Motion By:	Mr. Thayer
Second By:	Mr. Hutchinson
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:49 pm

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Agenda Item: 16  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	7:50 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	Mr. D. Miller said during Public Query and Comment, Mr. White said Mr. Cornett mislead folks by not providing right (correct) number for elevation differences. Mr. Miller said Mr. Cornett did provide the correct numbers on elevations (during the July 27 th Board Meeting). Mr. Miller wanted to make that statement on Mr. Cornett's behalf since Mr. Cornett was not present. He continued saying, Mr. Cornett did provide him (Mr. White) with those numbers correctly.
Recommendation:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	7:49 pm

Agenda Item: 17  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	7:53 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Recommendation:	Move to Adjourn
Actual Motion:	Make a motion to adjourn.
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:53 pm

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Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

WASHINGTON COUNTY SERVICE AUTHORITY
Board of Commissioners
August 24, 2020

Borrowing Resolution for the Abingdon Water Storage Tank Project

WHEREAS, on August 10th, 2020 the Washington County Service Authority (WCSA) signed a Commitment Letter received from First Bank & Trust Company (Bank) that outlined terms and conditions of interim financing (Bank Loan) for the construction of the Abingdon Water Storage Tank Project (Project); and

WHEREAS the Project requires interim financing in the amount of \$2,904,000; and

NOW, THEREFORE, be it hereby **RESOLVED** by the Board of Commissioners of the Washington County Service Authority that Mr. Robbie Cornett, the WCSA General Manager, and Ms. Melinda Jett, the WCSA Controller, have the power to execute and deliver on WCSA's behalf all notes, affidavits, and other documents as are necessary to effect the Bank Loan for the Project upon the terms and conditions stated in the Commitment Letter and make draws on same.

Adopted this 24th day of August, 2020 with immediate effect by the Board of Commissioners of the Washington County Service Authority at its regularly scheduled August 24th, 2020 meeting.

Motion by: Mr. Hutchinson Seconded by: Mr. Duane Miller

Aye 7 Nay 0 Abstain 0 Absent 0

 (SEAL)
CHAIRMAN

Date: 8/24/20

ATTEST:


RECORDING SECRETARY

Date: 8-24-20

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS**

A Resolution to Amend and Restate Certain Provisions of
the Procurement Policy of the Washington County Service Authority
August 24, 2020

WHEREAS, the Board of Commissioners (Board) of the Washington County Service Authority (WCSA) has established a written Procurement Policy to regulate the procurement of goods and services by WCSA; and

WHEREAS, the Procurement Policy includes Small Purchase Contract Procedures; and

WHEREAS, the Commonwealth of Virginia has recently amended the Virginia Public Procurement Act to increase the dollar amount of certain small purchases that may be authorized by the written procedures of public bodies; and

WHEREAS, by inflation or otherwise, the price of goods and services purchased by WCSA continues to increase; and

NOW, THEREFORE, be it hereby RESOLVED that

1. Chapter III, Section A(2)(a) of the Procurement Policy of the Washington County Service Authority is amended and restated this to provide as follows:

a. Small Purchases. Where the value of professional services to be procured is not expected to exceed \$80,000 annually, or where the value of goods or services other than professional services (including non-transportation related construction) to be procured is not expected to exceed \$200,000, the Authority may proceed in accordance with the Small Purchase Contract Procedures set forth below. Requirements for goods and services expected to exceed \$80,000/\$200,000 in the aggregate shall not be broken down into several purchases of less than the threshold amount merely to permit contract awards under the Small Purchase Contract Procedures.

2. Chapter III, Section A(2)(b) of the Procurement Policy of the Washington County Service Authority is amended and restated this to provide as follows:

b. Competitive procurement. Where the value of professional services to be procured is expected to exceed \$80,000, or where the value of goods or services other than professional services (including non-transportation related construction) to be procured is expected to exceed \$200,000, the Authority shall proceed using competitive procurement measures (competitive sealed bidding or competitive negotiation). See Competitive Procurement Procedures, set forth below.

3. Chapter III, Section B of the Procurement Policy of the Washington County Service Authority is amended and restated this to provide as follows:

B. Small Purchase Contract Procedures

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

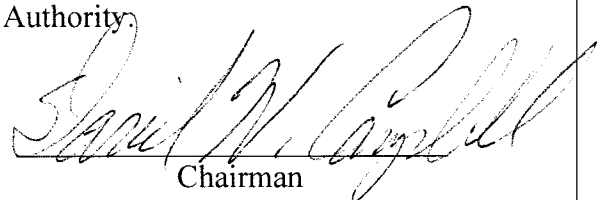
1. Purchases not exceeding \$5,000: The Contracting Officer or designee may purchase goods or services costing in the aggregate \$5,000 or less upon the receipt of one written quote. The Authority may request quotations verbally or in writing and may make use of quotes published on the world wide web.
2. Purchases exceeding \$5,000, but not expected to exceed \$30,000; purchases of goods and services other than professional services exceeding \$30,000 but not expected to exceed \$200,000:
 - a. Where the cost of goods or services to be procured by single or term contract is expected to be greater than \$5,000 but not greater than \$30,000, the Contracting Officer shall take such steps as are reasonably necessary, considering the nature and magnitude of the contract, the administrative time and costs involved, and all other relevant factors, to ensure that the price to be paid for such goods or services, the quality of same, and the source from which they are to be obtained are in the best interests of the Authority. Wherever practicable, the procurement shall be made after a solicitation of written bids or proposals from three (3) valid sources, and the Authority may obtain and consider written bids or proposals from vendors who publish offers on the world wide web. In the event written bids or offers are published on the world wide web, the Authority may rely on what is published and need not solicit a separate quotation.
 - b. Where the cost of goods or services other than professional services to be procured by single or term contract is expected to be greater than \$30,000 but not greater than \$200,000, the Contracting Officer shall take such steps as are reasonably necessary, to ensure that the price to be paid for such services, the quality of same, and the source from which they are to be obtained are in the best interests of the Authority. At a minimum, the steps shall include the written informal solicitation of a minimum of four (4) bidders or offerors, which may include the consideration of bidders or offerors who publish bids or offers on the world wide web. In the event written bids or offers are published on the world wide web, the Authority may rely on what is published and need not solicit a separate quotation.
 - c. In all cases where multiple bids or proposals are sought, the invitations or requests extended, if any, and the offers received or obtained shall be

documented by memorandum or other writing and shall be placed in the contract file.

- d. When multiple proposals are received or obtained, the award shall be made to the lowest responsive and responsible bidder, or, in the event a written solicitation is utilized, to the bidder providing the best value as specified in the request for quotations or proposals.
- e. The name and address of each vendor contacted, the name and address of each vendor from whom a quote is obtained, the name of the individual providing the quote, if known, the date, FOB point (if goods are being acquired), delivery date (for goods) or start date (for services), payment terms and the amount of each bid quoted shall be recorded and maintained as a public record. If bids are not obtained, a statement of the reasons why bids were not received or obtained, to the extent known, shall be recorded and maintained as a public record.


3. This Resolution shall become effective upon adoption.

Adopted this 24nd day of August, 2020, at a regularly scheduled meeting of the Board of Commissioners of the Washington County Service Authority.


Chairman

8/24/20
Date

ATTEST:


Secretary

8-27-20
Date