





**Washington County Service Authority Board of Commissioners
September 28, 2020 Regular Board Meeting Minutes**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Discussion:	None
Presenter(s):	Chairman
End Time:	5:58 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:	5:58 pm

Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Campbell opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	5:58 pm
End Time:	5:59 pm


Agenda Item: 4  COMMUNICATION	Approval of the Amended Agenda
Presenter(s):	Chairman
Beginning Time:	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. Taylor
Second By:	Mrs. C. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	6:00 pm

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Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:00 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	Claude McGlothlin 520 Nicholas Street in Abingdon, Virginia spoke about the low water pressure issue on Nicholas Street. He spoke specifically about the difference in the data collected and suggested WCSA hire a firm to conduct an independent analysis. Ray Lutzo of 516 Nicholas Street SE spoke regarding low water pressure. Mike White 524 Nicholas Street asked if anything has been done or if anything will be done about the low water pressure on Nicholas St.
Discussion:	After a period of discussion, Mr. Orfield suggested hiring an outside engineering firm to conduct testing on Nicholas St. The Board agreed.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:28 pm

Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:28 pm
Potential Conflict(s) of Interest and Abstention s):	None
Discussion:	
On the Record:	
Actual Motion:	Approve the consent agenda as presented.
Motion By:	Mr. D. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:30 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):	
Background:	<p>WCSA's dedicated employees lead the industry and the region by providing excellent, affordable, environmentally responsible water and wastewater service (<i>WCSA Mission Statement</i>).</p> <p>Years of service recognition by the Board is one of three ways WCSA recognizes the long-term commitment of our people to our customers. The following folks achieved a 5-year milestone during the month of August.</p> <ul style="list-style-type: none"> ▪ Jeff Alexander – 10 Years ▪ Trey Burke – 5 Years ▪ Cindy Freedman – 15 Years
Discussion:	
On the Record:	
Recommendation:	Approve the years of service award.
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	


Agenda Item: 6E	Consideration of Hidden Valley Road Water Line Extension Project Phase 2 Change Order No. 1
Presenter(s):	Ryan Kiser
Beginning Time:	Pm
Potential Conflict(s) of Interest and Abstention(s):	None


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Background:	<p><u>Background:</u> The Hidden Valley Water Line Extension Project Phase 2 was awarded on August 12, 2020. A Pre-construction conference was held on September 15, 2020. 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> <p>Current contract requires the project to follow Davis Bacon Wage rates as set forth by the Department of Labor. Existing wage rates in the contract do not list rates for asphalt paver, spreader, distributor or roller operator. Change Order No. 1 adds General Decision Wage Rates No. VA20200194 for only the above listed positions to the Hidden Valley Project.</p> <p>During the Sugar Cove Waterline Extension Project, the WCSA Electrician was able to perform the programming and complete wiring on the pump stations, saving approximately \$5,000 from the Integrations and SCADA line item. Upon conversation with the WCSA Electrician in looking forward to save WCSA funds and since WCSA will be contributing and utilizing its own funds that have already been obligated towards the project, the Engineer has decided to remove the Line Item of \$22,078.00 from the contractors scope of work and perform this line item by WCSA. Kudos goes out to the WCSA Electrician A.C Salyers for utilizing these skills to save WCSA resources. The contractor is in Agreement of this proposed work. There will be a future upcharge from the pump station manufacture to upsize a controls cabinet. WCSA has previously specified all components needed for this line item and the only thing to be completed differently will be WCSA to performing wiring and programming.</p> <p>Proposed Change Order No. 1 provides for a <u>decrease</u> in contract price of \$22,078.00.</p>
Discussion:	
On the Record:	
Recommendation:	Subject to answering any questions the Board may have, Staff recommends the Board favorably consider approving Change Order No. 1.
Proposed Motion:	Authorize the approval of Hidden Valley Phase 2 Waterline Extension Project Change Order No. 1
Actual Motion:	Approved as part of the Consent Agenda
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:


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Abstain:	
End Time:	

Agenda Item: 7  COMMUNICATION	Consideration of Check # 047061 to Misty Mountain for \$31.90 and Check # 047149 to Food City for \$114.84
Presenter(s):	Chairman
Beginning Time:	6:30 pm
Potential Conflict(s) of Interest and Abstention(s):	Mr. Orfield abstained 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 # 047061 and check # 047149 .
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 1 (Mr. Orfield)
End Time:	6:31 pm


Agenda Item: 8  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:31 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene reviewed the attached Resolution to Authorize the General Manager to Amend Certain Contract.
On the Record:	None
Actual Motion:	Approve
Motion By:	Mr. D. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:42 pm


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Agenda Item: 9  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:42 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett reported on: <ul style="list-style-type: none"> • Draper Aden water and sewer rate report • An updated financial report reflecting the Galvanized Line Phase 3 Project, the Abingdon Storage Tank Project and the Meter Replacement Projects. • USDA Funding Loan Resolution
On the Record:	None
Actual Motion:	Motion to approve the attached USDA Funding Loan Resolution.
Motion By:	Mr. Thayer
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	7:04 pm


Agenda Item:10  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	Dave Cheek / James Denton
Beginning Time:	7:04 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cheek updated the Board in areas of safety, training, team members, production and meters. Mr. Denton gave updates on the meter project and new systems.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:23 pm


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Agenda Item: 11  INFRASTRUCTURE	Engineering Report / Construction Projects Update	
Presenter(s):	Ryan Kiser	
Beginning Time:	7:23 pm	
Potential Conflict(s) of Interest and Abstention(s):	None	
Discussion:	Mr. Kiser provided an update on several projects. Mr. Kiser asked the Board to consider approving Change Order # 1 for the Abingdon Water Storage Tank Improvements Project (see attached).	
On the Record:	Mr. Taylor commended Mr. Kiser on a successful pre-construction meeting for the Hidden Valley Project.	
Actual Motion:	Approve Change Order # 1 as presented.	
Motion By:	Mr. Hutchinson	
Second By:	Mr. Orfield	
Voting:	Ayes:	7
	Nays:	0
	Abstain:	0
End Time:	7:33 pm	

Agenda Item: 12  COMMUNICATION	Consideration of Commendation for Vernon Smith	
Presenter(s):	Chairman	
Beginning Time:	7:33 pm	
Potential Conflict(s) of Interest and Abstention(s):	None	
Discussion:	Mr. Taylor suggested developing a Board Commendation Grading System for exiting Commissioners. The Board agreed and will hold a workshop prior to the October Regular Meeting.	
On the Record:		
Recommendation:		
Proposed Motion:	Motion A) approve the Commendation for Vernon Smith. Motion B) Develop a Commissioner Commendation Grading System	
Actual Motion:		
Motion By:	Motion A) Mr. D. Miller	Motion B) Mr. Taylor
Second By:	Motion A) Mr. Orfield	Motion B) Mrs. C. Miller
Voting:	Ayes:	Motion A) 6 Motion B) 7
	Nays:	Motion A) 0 Motion B) 0
	Abstain:	Motion A) 1 (Mr. Hutchinson)
End Time:	7:39 pm	

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Agenda Item: 13  EMPLOYER OF CHOICE	Consideration of Annual Holiday Bonus Format
Presenter(s):	Robbie Cornett
Beginning Time:	7:40 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	
Recommendation:	
Proposed Motion:	Mr. Hutchinson recommended the Board form a committee to discuss the Holiday bonus format. Mr. Hutchinson and Mrs. C. Miller volunteered to serve on the Holiday Bonus Format Committee.
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:47 pm

Agenda Item: 14  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:48 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	None
On the Record:	None
Recommendation:	None
Actual Motion:	The Board adjourn to Closed Meeting
Motion By:	Mr. D. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7

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Nays:	0
Abstain:	0
End Time:	7:49 pm

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting September 28, 2020**

Mr. 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 consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, and specifically involving the terms and conditions of the employment of the General Manager, pursuant to Code of Virginia Section 2.2-3711, Paragraph (A) (8).

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

Mr. Thayer seconded and the Board approved voting 7-0.

Agenda Item: 15  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	9:01 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:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:01 pm

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Certification of Closed Meeting

I, Mr. Miller move 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

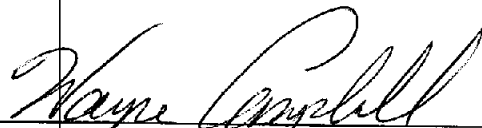
Now, therefore, be it resolved that the Board of Commissioners of the Washington County Service Authority hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting 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.

The Resolution was adopted with an Aye from all Commissioners.


Agenda Item: 16 COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	9:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	
Recommendation:	The Board had a brief discussion about low water pressure on Nicholas Street and the possibility of hiring an engineering firm to conduct pressure testing on Nicholas Street.
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	9:27pm

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Agenda Item: 17  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	9:27 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Recommendation:	None
Actual Motion:	Adjourn
Motion By:	Mr. Taylor
Second By:	Mr. Orfield
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:27 pm



 Wayne Campbell, Chairman



 Carol Ann Shaffer, Assistant Secretary

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS**

A Resolution to Authorize the General Manager to Amend Certain Contracts

WHEREAS, in connection with various projects undertaken by the Washington County Service Authority (WCSA) the Board of Commissioners (Board) of WCSA from time to time approves construction contracts between WCSA and construction contractors and engineering agreements between WCSA and engineering companies; and

WHEREAS, the projects of WCSA often span multiple years and evolve in light of changes in regulatory requirements, construction conditions, the availability of funding, and other various unforeseen circumstances; and

WHEREAS, it is necessary from time to time for WCSA to adjust, modify and/or amend construction contracts and engineering contracts to harmonize same with evolving project circumstances; and

WHEREAS, to facilitate and ensure the efficient administration of WCSA, its projects and its various construction and engineering contracts, the Board wishes to vest the General Manager with discretion and authority to amend, modify and adjust construction and engineering contracts after such contracts have been approved by the Board; and

NOW, THEREFORE, be it hereby RESOLVED that the General Manager or his designee is authorized for and on behalf of WCSA to amend, modify and adjust construction and engineering contracts after the approval of same by the Board; provided, however,

1. No construction contract shall be amended to increase the cost to WCSA in excess of the post-bid budget, unless such amendment is approved by the Board; and
2. No engineering contract shall be amended to increase the cost to WCSA in excess of the original contract price for engineering services, unless such amendment is approved by the Board; and
3. No construction or engineering contract may be amended to increase the amount of time provided for the performance of a construction or engineering company's obligations thereunder by more than ten percent (10%) unless there is justification and such amendment is also approved by the Board; and
4. Each contract amendment executed under the authority of this Resolution shall be reported to the Board by the General Manager or his designee at the next regular meeting of the Board conducted thereafter.

This Resolution shall become effective upon adoption.

Adopted the 28th day of September, 2020, at a regular meeting of the Board of Commissioners of the Washington County Service Authority:

Motion by: Mr. D. Miller Seconded by: Mr. Jager

Aye 7 Nay 0 Abstain 0 Absent 0

Samuel W. Campbell
CHAIRMAN

Date: 9-28-20

ATTEST:
[Signature]
RECORDING SECRETARY

Date: 9-28-20

Change Order No. 1

Date of Issuance: September 28, 2020 Effective Date: September 28, 2020

Project: Hidden Valley Road Waterline Extension Project Phase 2	Owner: Washington County Service Authority	Owner's Contract No.: 1
Contract: Hidden Valley Road Waterline Extension Project Phase 2		Date of Contract: September 2, 2020
Contractor: McFall Excavating, Inc.		Engineer's Project No.: WSL-005-18

The Contract Documents are modified as follows upon execution of this Change Order:

Current contract requires the project to follow Davis Bacon Wage rates as set forth by the Department of Labor. Existing wage rates in the contract do not list rates for asphalt paver, spreader, distributor or roller operator. Change Order No. 1 adds General Decision Wage Rates No. VA20200194 for only the above listed positions to the Hidden Valley Project. WCSA will be contributing and utilizing its own funds that have already been obligated towards the project, the Engineer has decided to remove the Line Item of \$22,078.00 from the contractors scope of work and perform this line item by WCSA. The contractor is in Agreement of this proposed work. WCSA will be utilizing its own funds previously obligated to perform the necessary work for Line Item 2. Proposed Change Order No. 1 provides for a decrease in contract price of \$22,078.00.

Attachments (list documents supporting change):

Spreadsheet documenting cleanup change order quantities.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$701,286.90

~~[Increase]~~ ~~[Decrease]~~ from previously approved Change Orders:

\$0 _____

Contract Price prior to this Change Order:

\$701,286.90

~~[Increase]~~ ~~[Decrease]~~ of this Change Order:

\$ 22,078.00

Contract Price incorporating this Change Order:

\$ 679,208.90

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 240

Ready for final payment (days or date): 270

~~[Increase]~~ ~~[Decrease]~~ from previously approved Change Orders :

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date): 240

Ready for final payment (days or date): 270

~~[Increase]~~ ~~[Decrease]~~ of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): 240

Ready for final payment (days or date): 270

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: _____

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____