





Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes


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| Agenda Item: 1  COMMUNICATION | Call the Meeting to Order |
| Discussion: | None |
| Presenter(s): | Chairman |
| End Time: | 6:04 pm |


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| 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: | 6:04 pm |

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| Agenda Item: 3  COMMUNICATION | Prayer and Pledge of Allegiance |
| Presenter(s): | Mr. Hutchinson opened the meeting in prayer and led the Pledge of Allegiance. |
| Beginning Time: | 6:04 pm |
| End Time: | 6:05 pm |


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| Agenda Item: 4  COMMUNICATION | Approval of the Agenda |
| Presenter(s): | Chairman |
| Beginning Time: | 6:05 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. Hutchinson |
| Voting: | |
| Ayes: | 7 |
| Nays: | 0 |
| Abstain: | 0 |
| End Time: | 6:06 pm |


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| Agenda Item: 5  COMMUNICATION | Public Query and Comment |
| Presenter(s): | Chairman |
| Beginning Time: | 6:06 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: | 6:06 pm |

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| Agenda Item: 6  COMMUNICATION | Approval of the Consent Agenda |
| Presenter(s): | Chairman |
| Beginning Time: | 6:06 pm |
| Potential Conflict(s) of Interest and Abstention s): | None |
| Discussion: | None |
| On the Record: | None |
| 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: | 6:07 pm |


Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes


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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 September.</p> <ul style="list-style-type: none"> ▪ Rick Boyd – 25 Years |
| Discussion: | |
| On the Record: | |
| Recommendation: | |
| Actual Motion: | Approved as part of the Consent Agenda |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | |

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| Agenda Item: 7  COMMUNICATION | Consideration of Check # 047311 to Misty Mountain for \$79.75 |
| Presenter(s): | Chairman |
| Beginning Time: | 6:07 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 # 047311 |
| Motion By: | Mr. Hutchinson |
| Second By: | Mrs. C. Miller |


Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes


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| Voting: | Ayes: | 6 |
| | Nays: | 0 |
| | Abstain: | 1 (Mr. Orfield) |
| End Time: | | 6:07 pm |

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| Agenda Item: 8  COMMUNICATION | Legal Counsel Report and Update |
| Presenter(s): | Thomas Dene |
| Beginning Time: | 6:07 pm |
| Potential Conflict(s) of Interest and Abstention(s): | None |
| Discussion: | Mr. Dene had nothing to report on in Open Meeting |
| On the Record: | None |
| Actual Motion: | None |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 6:07 pm |


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| Agenda Item: 9  COMMUNICATION | General Manager Report and Update |
| Presenter(s): | Mr. Cornett |
| Beginning Time: | 6:08 pm |
| Potential Conflict(s) of Interest and Abstention(s): | None |
| Discussion: | Mr. Cornett reported on the attached presentation. |
| On the Record: | None |
| Actual Motion: | Motion to approve and adopt the State Holidays schedule and add/keep the employees Birthday as a holiday. |
| Motion By: | Mr. Hutchinson |
| Second By: | None |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 7:17 pm |

**Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes**

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| Agenda Item:10  COMMUNICATION | Operations Manager Report and Update | | |
| Presenter(s): | Dave Cheek | | |
| Beginning Time: | 7:17 pm | | |
| Potential Conflict(s) of Interest and Abstention(s): | None | | |
| Discussion: | Mr. Cheek reported on Covid and a new cleaning regimen, new hires, metering, and asset management. | | |
| On the Record: | None | | |
| Actual Motion: | None | | |
| Motion By: | | | |
| Second By: | | | |
| Voting: | Ayes: | | |
| | Nays: | | |
| | Abstain: | | |
| End Time: | 7:26 pm | | |

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| Agenda Item: 11  INFRASTRUCTURE | Engineering Report / Construction Projects Update | | |
| Presenter(s): | Ryan Kiser | | |
| Beginning Time: | 7:26 pm | | |
| Potential Conflict(s) of Interest and Abstention(s): | None | | |
| Discussion: | Mr. Kiser provided updates on the following projects: Sugar Cove Road, Hidden Valley Phase 2, Galvanized Line Phase 3, Abingdon Water Storage Tank, and easements for the Lee Highway Corridor Sewer Project | | |
| On the Record: | None | | |
| Actual Motion: | None | | |
| Motion By: | | | |
| Second By: | | | |
| Voting: | Ayes: | | |
| | Nays: | | |
| | Abstain: | | |
| End Time: | 7:30 pm | | |

**Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes**

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| Agenda Item: 12  COMMUNICATION | Closed Meeting |
| Presenter(s): | Commissioner |
| Beginning Time: | 7:30 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. Hutchinson |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 7:32 pm |

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting October 26, 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,

1. Code of Virginia Section 2.2-3711 Paragraph (A) (7): Actual Litigation

Consultation with legal counsel and briefings by staff members pertaining to actual litigation, where such consultation and briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, specifically involving the cases of Washington County Service Authority v. Bundy, currently pending in the Circuit Court of Washington County, Virginia and Fields v. Washington County Service Authority, currently pending in the United States District Court for the Western District of Virginia; and

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


Consultation with legal counsel employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, and specifically involving the terms and administration of the Authority's separation from employment policies.

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

Second: Mr. Hutchinson

Vote 7-0

**Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes**

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|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|--|--|
| Agenda Item: 13  COMMUNICATION | Return to Open Meeting | | |
| Presenter(s): | Commissioner | | |
| Beginning Time: | 9:05 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. Orfield | | |
| Second By: | Mr. D. Miller (Read Certification) | | |
| Voting: | Ayes: 7 | | |
| | Nays: 0 | | |
| | Abstain: 0 | | |
| End Time: | 9:07 pm | | |

Return to Public Meeting

Mr. Orfield moved that the Board return to Open Session.

Certification of Closed Meeting

Mr. D. Miller read the following:

I 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.


An Aye by: Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson.

Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes

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|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agenda Item: 14  COMMUNICATION | Late Items |
| Presenter(s): | Commissioner / General Manager |
| Beginning Time: | 9:07 pm |
| Potential Conflict(s) of Interest and Abstention(s): | None |
| Discussion: | Mr. Cornett discussed the final loan agreement with First Bank and Trust for Galvanized Line Phase 3. |
| On the Record: | Mr. Campbell said Mr. Nelson of First Bank and Trust wanted the Board to know how much he appreciated WCSA's business. |
| Recommendation: | Motion to authorize Mr. Cornett, Mr. Dene and staff to negotiate the final loan agreement for Galvanized Line Phase 3 with First Bank and Trust for \$37,104,000, at interest rate at 3.75%. |
| Actual Motion: | Authorize the General Manager to proceed with all things involving the finance agreement with First Bank and Trust for \$37,104,000 at a 3.75% interest rate. |
| Motion By: | Mr. Taylor |
| Second By: | Mr. Hutchinson |
| Voting: | Ayes: 7 |
| | Nays: 0 |
| | Abstain: 0 |
| End Time: | 9:21 pm |

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| Agenda Item: 14  COMMUNICATION | Late Items |
| Presenter(s): | Commissioner / General Manager |
| Beginning Time: | 9:22 pm |
| Potential Conflict(s) of Interest and Abstention(s): | None |
| Discussion: | Mr. Campbell informed the Board of calls he has received from a customer, Karen Blankenbeckler, concerning her water issues. The Board had a brief discussion regarding her issues. |
| On the Record: | None |
| Recommendation: | None |
| Actual Motion: | None |
| Motion By: | |
| Second By: | |
| Voting: | Ayes: |
| | Nays: |
| | Abstain: |
| End Time: | 9:37 pm |

Washington County Service Authority Board of Commissioners
October 26, 2020 Regular Board Meeting Minutes

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|---------------------------------------------------------------------------------------------------------------------------|-------------------|--|--|
| Agenda Item: 15  COMMUNICATION | Adjourn | | |
| Presenter(s): | Commissioner | | |
| Beginning Time: | 9:37 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: | Mrs. C. Miller | | |
| Voting: | Ayes: 7 | | |
| | Nays: 0 | | |
| | Abstain: 0 | | |
| End Time: | 9:38 pm | | |



Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

GENERAL MANAGER REPORT & UPDATE

OCTOBER 2020

VIRGINIA RURAL WATER ASSOCIATION

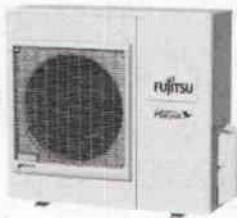
- BEST TASTING WATER COMPETITION
- OCTOBER 20, 2020
- CRITERIA
 - TURBIDITY
 - SMELL
 - TASTE
- THREE JUDGE PANEL
- NINE CONTESTANTS
- **RESERVATION SPRING**



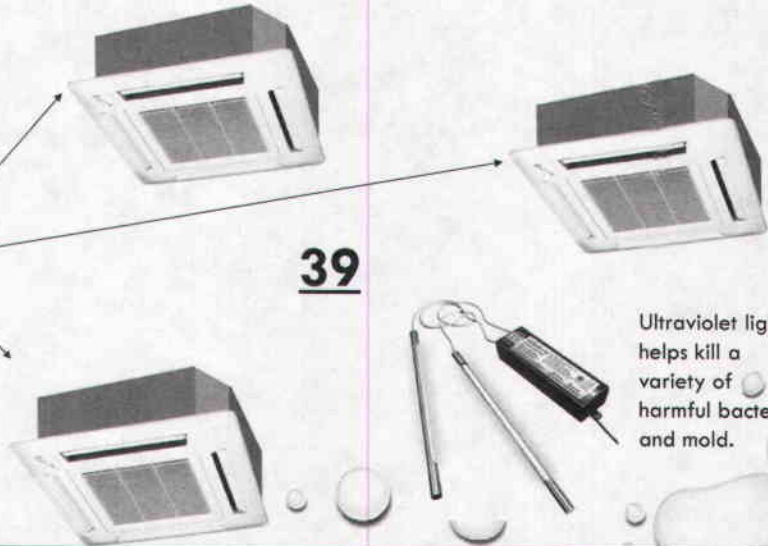
ADMINISTRATION BUILDING HVAC PROJECT

Complete
December 2020

9



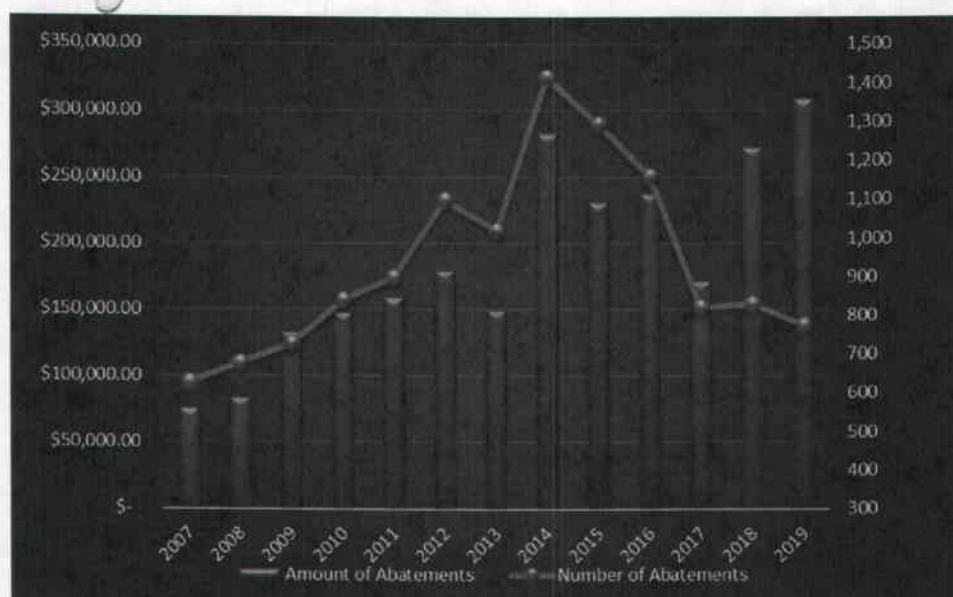
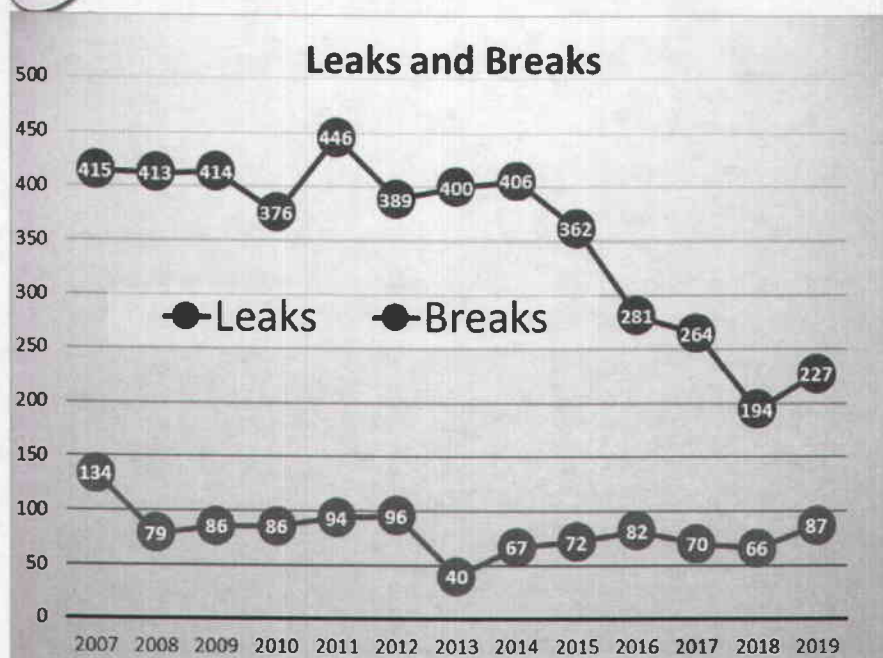
39

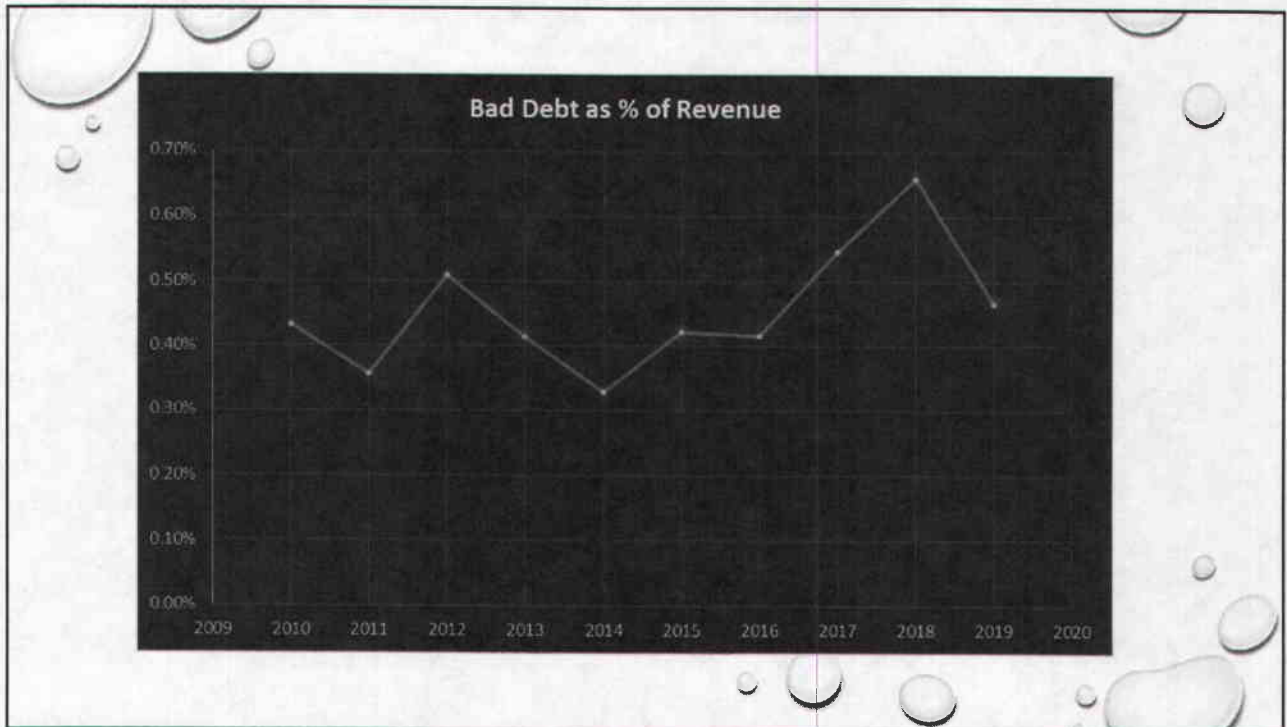
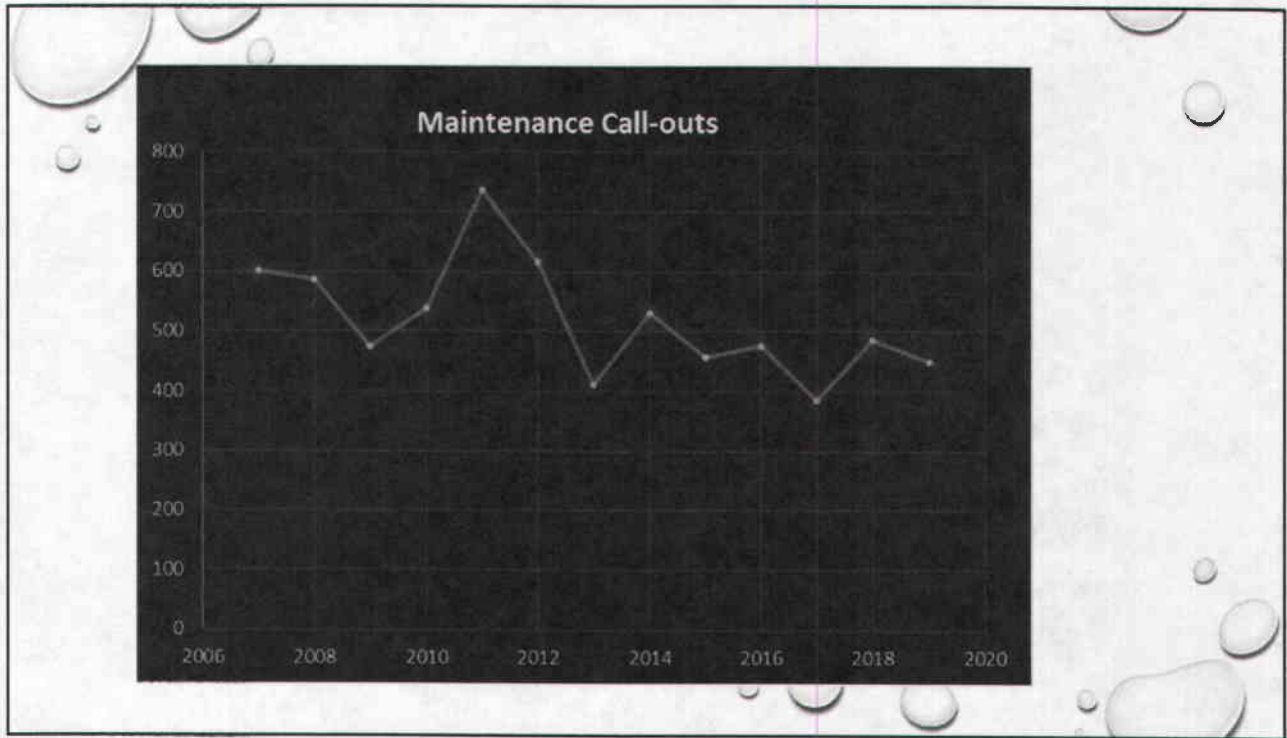


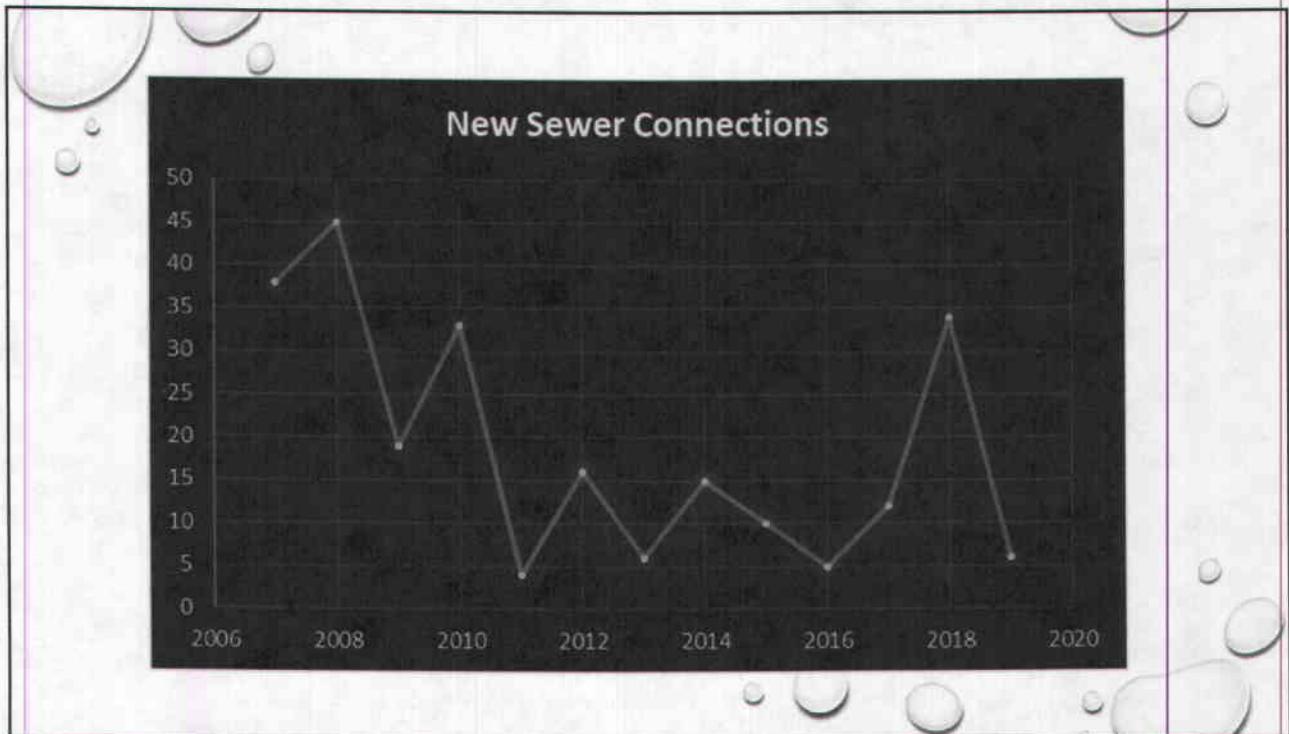
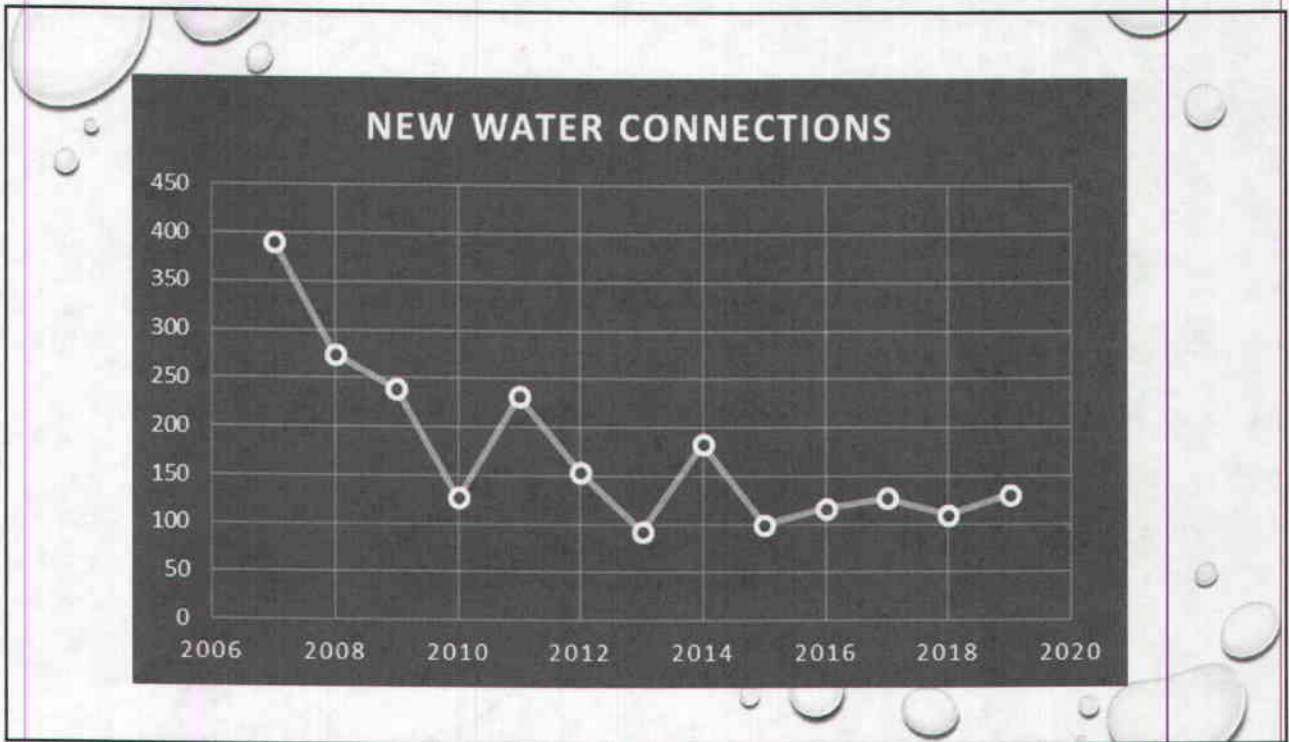
Ultraviolet light
helps kill a
variety of
harmful bacteria
and mold.

WCSA FINANCIALS

- **PENALTY ADJUSTMENT**
- **BANK STATEMENT RECONCILIATION**
- **BANK ACCOUNT MERGER**
- **AMORTIZATION SCHEDULES**
- **2021 BUDGET IMPORT INTO GP**
- **YEAR END CLOSE**
- **BALANCE SHEET BALANCED**
- **CHART OF ACCOUNTS**
- **NSF/PAYPAL IN DAYWORK**
- **FINANCIAL STATEMENTS**
 - **BALANCE SHEET**
 - **INCOME STATEMENT**





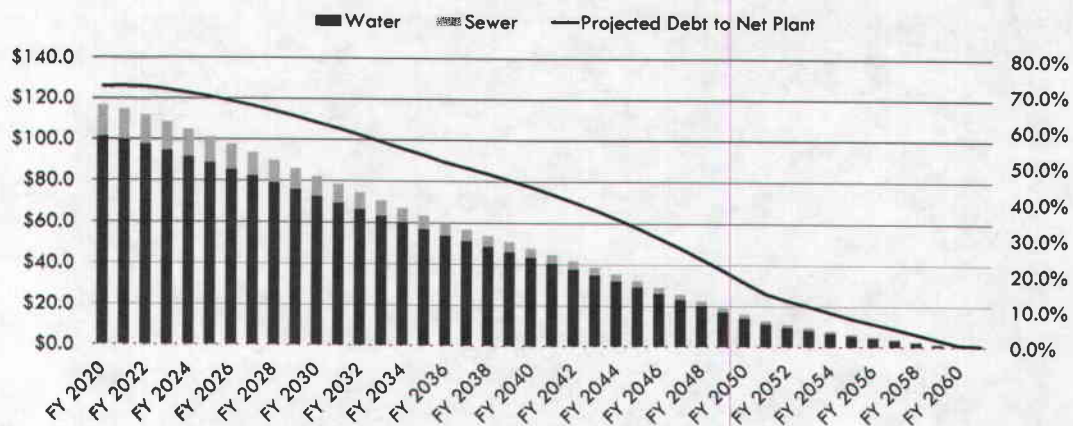


WCSA'S HISTORICAL DEBT TO NET PLANT ASSETS

| | FY 2017 | FY 2018 | FY 2019 | 3-Year Average |
|--------------------------------|---------------|---------------|---------------|----------------|
| Bonds Payable | \$67,363,158 | \$68,033,547 | \$67,778,279 | \$67,724,995 |
| Capital Assets Net Book Value | \$113,795,321 | \$113,222,689 | \$113,000,971 | \$113,339,660 |
| Debt to Net Plant Ratio | 59.20% | 60.09% | 59.98% | 59.75% |

- Key measurement of leverage
- Projected to increase due to Phase 3 Galvanized Line, Meter Replacement, and other projects
- Recommended policy goal is to reduce this ratio to less than 50% over time

CUMULATIVE OUTSTANDING PRINCIPAL*



*Includes Phase 3 Galvanized Line, Meter Replacement and other projects.

CONSIDERING REFINANCE OPPORTUNITIES



VML
VACo 
FINANCE

- **MENDOTA/MARY'S CHAPEL**
- **\$4,966,979 PROJECT COST**
- **\$4,566,979 LOAN**
- **\$400,000 GRANT**
- **63 CONNECTIONS**
- **\$72,492 COST/CONNECTION**
- **\$20,000 BREAKEVEN COST / CONNECTION**
- **(\$52,492) /CONNECTION**
- **\$3,306,979 IN ADDITIONAL GRANT NEEDED TO BREAKEVEN**

VDH VIRGINIA
DEPARTMENT
OF HEALTH
Protecting You and Your Environment



- PRICE'S/HOBB'S/GREEN/ABRAM'S/
TAYLOR/MONROE
- \$1,817,307 PROJECT COST
- \$1,544,711 LOAN
- \$272,596 GRANT
- 30 CONNECTIONS
- \$39,608 COST/CONNECTION
- \$20,000 BREAKEVEN COST /
CONNECTION
- (\$19,608) /CONNECTION
- \$764,711 IN ADDITIONAL GRANT
NEEDED TO BREAKEVEN



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| State of Virginia | WCSA |
|-----------------------------|------------------------|
| New Years Day | New Years Day |
| Martin Luther King Jr. Day | |
| George Washington Day | George Washington Day |
| | Good Friday |
| Memorial Day | Memorial Day |
| Juneteenth Day | |
| Independence Day | Independence Day |
| Columbus Day | Columbus Day |
| Labor Day | Labor Day |
| Election Day | |
| Veterans Day | |
| 1/2 Day Before Thanksgiving | |
| Thanksgiving | Thanksgiving |
| Day After Thanksgiving | Day After Thanksgiving |
| Christmas Eve | Christmas Eve |
| Christmas Day | Christmas Day |
| New Years Eve | New Years Eve |
| | Birthday |

Either is appreciated!!!

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