





**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular 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. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, 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. D. Miller			
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:				
On the Record:				
Actual Motion:	Approve the Agenda as presented.			
Motion By:	Mr. Hutchinson			
Second By:	Mr. Thayer			
Voting:	Ayes: 7			
	Nays: 0			
	Abstain: 0			
End Time:	6:02 pm			


Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes

Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:02 pm


Agenda Item: 6  COMMUNICATION	Consideration of Nicholas Street Pressure Examination
Presenter(s):	Eric Anderson / Dave Cheek / Brian Blankenship
Beginning Time:	6:02 Pm
Potential Conflict(s) of Interest and Abstention s):	None
Discussion:	CHA reported their findings determined WCSA was in full compliance of VDH standards for pressure at the meter. Mr. Blankenship with VDH concurred with CHA's findings.
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:22 pm


**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**

Agenda Item: 7  COMMUNICATION	Approval of the Consent Agenda			
Presenter(s):	Chairman			
Beginning Time:	6:23 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. Taylor			
Second By:	Mr. Hutchinson			
Voting:	Ayes: 7			
	Nays: 0			
	Abstain: 0			
End Time:	6:23 pm			


Agenda Item: 8  COMMUNICATION	Consideration of Check # 047805 to Food City for \$129.89			
Presenter(s):	Chairman			
Beginning Time:	6:23 pm			
Potential Conflict(s) of Interest and Abstention(s):	Mr. Orfield as he is an employee by Food City.			
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 # 047805 to Food City for \$129.89			
Motion By:	Mr. D. Miller			
Second By:	Mrs. C. Miller			
Voting:	Ayes: 6			
	Nays: 0			
	Abstain: 1 (Mr. Orfield)			
End Time:	6:23 pm			


**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**

Agenda Item: 9  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:24 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene reminded the Commissioners their Conflicts of Interest forms and yearly disclosure forms are due in February 1, 2021 but need to be submitted on January 29 th as Mrs. Phillips will not be in the office on February 1 st .
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:25 pm

Agenda Item: 10  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:25 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the following with the Board: <ul style="list-style-type: none"> • the new heating cooling system in the ceiling that have been recently installed. • The General Assembly in session with a number of bills on the table docket. • The Emergency Temporary Standard as it relates to Covid-19. It is expected to become a permanent standard this week.
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:30 pm


**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**


Agenda Item: 11  COMMUNICATION	Operations Manager Report and Update			
Presenter(s):	Dave Cheek			
Beginning Time:	6:30 pm			
Potential Conflict(s) of Interest and Abstention(s):	None			
Discussion:	<p>Mr. Cheek reported on the following:</p> <ul style="list-style-type: none"> • WCSA advertised internally for the Production Manager position. Drew Langston accepted this position. • New team members added in Maintenance. • After hours calls. • Efforts to prevent and protect employees from Covid-19 <p>Drew Langston reported on production</p> <ul style="list-style-type: none"> • Harry Frye has received three water operator licenses and recently passed the exam for his Class II Water Operator License. • Operation stability. • Wastewater Production. • Hapco compliance. <p>Dave concluded discussing:</p> <ul style="list-style-type: none"> • Meter replacement • Asset Management <p>Mr. Hutchinson commended the maintenance department on their rapid and efficient repair of a major leak on Sinking Creek.</p>			
On the Record:				
Actual Motion:				
Motion By:				
Second By:				
Voting:	Ayes:			
	Nays:			
	Abstain:			
End Time:	6:57 pm			

Agenda Item: 12  INFRASTRUCTURE	Engineering Report / Construction Projects Update			
Presenter(s):	Ryan Kiser			
Beginning Time:				
Potential Conflict(s) of Interest and Abstention(s):	None			
Discussion:	There was no report given.			

**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**


On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	


Agenda Item: 13  COMMUNICATION	Consideration of the Fiscal Year Ending June 30, 2021 Budget
Presenter(s):	Robbie Cornett
Beginning Time:	6:57 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett updated the Board on the status of the budget.
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:02 pm

Agenda Item: 14  COMMUNICATION	Consideration of a Pay Band Change for the Maintenance Department's Planner Position
Presenter(s):	Dave Cheek / Bobby Gobble
Beginning Time:	7:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cheek referred to the handout at the Board's Station (see attached). Mr. Gobble and Mr. Cheek reviewed the attached information.
On the Record:	
Actual Motion:	Motion to approve the pay band change for the Maintenance Department's Planner position.
Motion By:	Mr. D. Miller

**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**

Second By:	Mr. Hutchinson			
Voting:	Ayes: 7			
	Nays: 0			
	Abstain: 0			
End Time:	7:08 pm			

Agenda Item: 15  COMMUNICATION	Consideration of Water Production Staffing Needs			
Presenter(s):	Drew Langston			
Beginning Time:	7:08 pm			
Potential Conflict(s) of Interest and Abstention(s):	None			
Discussion:	Mr. Langston discussed the need for additional staff in the water production department.			
On the Record:				
Actual Motion:	Motion to add one additional water operator in the water production department.			
Motion By:	Mr. Taylor			
Second By:	Mr. Thayer			
Voting:	Ayes: 7			
	Nays: 0			
	Abstain: 0			
End Time:	7:19 pm			

Agenda Item: 16  COMMUNICATION	Closed Meeting			
Presenter(s):	Commissioner			
Beginning Time:	7:20 pm			
Potential Conflict(s) of Interest and Abstention(s):	None			
Background:				
Discussion:				
On the Record:				
Actual Motion:	Motion for Closed Meeting			
Motion By:	Mr. D. Miller			
Second By:	Mrs. C. Miller			
Voting:	Ayes: 7			

**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**


Nays:	0
Abstain:	0
End Time:	7:20 pm

**WASHINGTON COUNTY SERVICE AUTHORITY BOARD OF COMMISSIOENRS
Closed Meeting January 25, 2021**

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 discussion and consideration of the performance of a specific employee of the Washington County Service Authority, pursuant to Section 2.2-3711 (A) (1) of the 1950 Code of Virginia, as amended.

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

Mrs. C. Miller seconded and the Board approved with a 7-0 vote.

Agenda Item: 17  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	9:09
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	Mr. Taylor
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:11 pm


Return to Public Meeting


Mr. Taylor moved that the Board return to Public Session. Mr. Thayer seconded and the Board approved with a 7-0 vote.

Certification to Closed Meeting

**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**

Potential Conflict(s) of Interest and Abstention(s):				
Discussion:	Mr. Campbell received a call from a gentleman in Abingdon complaining about the WCSA office not being open to the public. Mr. Campbell wanted to make the Board aware of this customer's complaint.			
On the Record:				
Actual Motion:	None			
Motion By:				
Second By:				
Voting:	Ayes:			
	Nays:			
	Abstain:			
End Time:				

Agenda Item: 18  COMMUNICATION	Late Items			
Presenter(s):	Commissioner / General Manager			
Beginning Time:				
Potential Conflict(s) of Interest and Abstention(s):				
Discussion:	Mr. Cornett reported the State of Virginia has extended the time to spend the Virginia Corona Virus Relief Program funds to December 31, 2021.			
On the Record:				
Actual Motion:	None			
Motion By:				
Second By:				
Voting:	Ayes:			
	Nays:			
	Abstain:			
End Time:	pm			

Agenda Item: 18  COMMUNICATION	Late Items			
Presenter(s):	Commissioner / General Manager			
Beginning Time:	pm			

Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes


Mr. D. Miller moved 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.


Mr. Thayer seconded the motion and the resolution was adopted with an Aye from Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson.


Agenda Item: 18  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	9:11 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the option of a Resolution to the Nicholas Street issue and updated the Board on the history of the issues and findings of the field testing on Nicholas Street.
On the Record:	Mr. Campbell asked a letter be sent to Mr. White and Mr. Nurre regarding the Board's vote.
Actual Motion:	Motion that WCSA excepts the findings of CHA and the Virginia Department of Health regarding WCSA's compliance with the Waterworks Regulation.
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:29 pm

Agenda Item: 18  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	


**Washington County Service Authority Board of Commissioners
January 25, 2021 Regular Board Meeting Minutes**

Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	Mr. Cornett discussed the disconnection moratorium process and the options the Board may have regarding the moratorium.
On the Record:	
Actual Motion:	To revisit discussions on the Moratorium during the February meeting.
Motion By:	Mr. D. Miller
Second By:	Mr. Orfield
Voting: Ayes:	Mr. Thayer, Mr. Taylor, Mr. Miller, Mr. Orfield, Mrs. C. Miller and Mr. Hutchinson
Nays:	Mr. Campbell
Abstain:	0
End Time:	9:45 pm

Agenda Item: 19  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	9:45
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	9:46 pm



Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

Agenda Item:	Consideration of Maintenance Planner Pay Band Increase from PB VI to PB V
Presenter(s):	Bobby Gobble/Dave Cheek
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<p>Per the BOC Oct 2018 action:</p> <p style="text-align: center;">WASHINGTON COUNTY SERVICE AUTHORITY BOARD OF COMMISSIONERS RESOLUTION AUTHORIZING AMENDMENTS TO BUDGET October 22, 2018</p> <p>4. Pursuant to Section 5.1 of the WCSA's Personnel Policies and Procedure Manual, the General Manager, [Operations Manager] and Department Heads shall update Job Descriptions to include but not be limited to the essential functions of the job, recognize changing business conditions and other conditions as applicable. To the extent that job description changes support a Pay Band change, this will be presented to the Board for consideration at a later time.</p> <p>Upon Maintenance Planner Position Description Review, specifically Position Complexity increased. Upon applying this to the Position Leveling it places the Maintenance Planner a solid Pay Band V, an increase from Pay Band VI.</p>
Discussion:	
On the Record:	
Enclosures:	<ol style="list-style-type: none"> 1) Maintenance Planner Position Description 2) Position Leveling, PB V
Recommendation:	Upon Maintenance Planner Position Description Review, specifically Position Complexity increased. Upon applying this to the Position Leveling it places the Maintenance Planner a solid Pay Band V, an increase from Pay Band VI.
Proposed Motion:	Propose modifying Maintenance Planner Pay Band from VI to V

Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	

Maintenance Planner Job Description

Title: Maintenance Planner

Job Analyst: Maintenance Manager

Department: Maintenance

Reports to: Maintenance Manager

Date: February 2020

FLSA Status: Non-Exempt

Pay Range: Pay Band V

Direct Reports: None

Access to Sensitive Confidential Information? No

Does this Position Include Access to, or Handling of WCSA Funds (Cash, Checks, Credit Cards, Banking, Purchasing Approvals)? Yes

Does this Position Make Decisions that Impact the Environment? No

Background Check Required? Criminal, Physical, and DMV

Job Summary

A Maintenance Planner works closely with the Maintenance Manager and Assistant Maintenance Manager to plan for maintenance activities. Once the maintenance activity has been planned, all materials on hand then the Maintenance Manager/Assistant Manager assign the Work Order. The Maintenance Planner reports to the Maintenance Manager, or his designated representative, and work in a team environment to maintain accurate counts of all inventory and other duties listed below.

Duties and Responsibilities:

Dimension	Task
Work - Tasks	<p>Assist with orderly Parts Inventory and Levels.</p> <p>Request/Process Request for Quotes on Inventory Items</p> <p>Does Not Approve Purchase Orders</p> <p>Receives Parts against Purchase Orders for any/all departments</p> <p>Plans Maintenance Tasks including required parts, prints, maps and other support.</p> <p>Develop various system planning functions in support of asset management plan.</p> <p>Basic computer skills required. (training in utility and other software will be available)</p>

	<p>Drives WCSA vehicles.</p> <p>Perform all duties of a Crew Worker and be on an ON CALL rotation as well as fill in any crew due to absences.</p> <p>Participates in a "Take 10" safety program.</p> <p>Other duties as assigned.</p> <p>Able to establish and maintain effective working relationships</p>
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Required Experience and Education:

(B)	High school education or equivalent (GED).
(E)	<p>5 years' experience in utility or construction</p> <p>A valid driver's license (required).</p> <p>See the Personnel Policy Manual for personal insurance requirements.</p> <p>Computer proficiency (preferred) using Word, Excel, and Outlook.</p> <p>Knowledge of Washington County (preferred).</p>

Job Complexity:

(E)	<p>Knowledge, interpretation and application of established standard operating procedures and application of more complex policies, procedures and/or regulations. Decision making and proper judgment is required. Certification or responsibility for documents is required.</p>
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Safety of Self and Others:

(C)	<p>Position occasionally works in an environment where hazards are considerable and considerable care of the safety of others is required. If an accident were to occur, moderate loss is possible.</p>
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Physical Demands:

(A)	Sitting
(B)	Walking
(C)	Standing
(D)	Bending neck
(E)	Twisting neck
(F)	Bending waist (forwards or sideways)
(G)	Twisting waist
(H)	Squatting (crouch or sit on one's heels)
(I)	Climbing (ladder, in/out of ditch, in/out of equipment)
(J)	Kneeling
(K)	Crawling
(N)	Repetitive both hand movement
(Q)	Simple grasping both hands
(T)	Power grasping both hands
(W)	Pushing/pulling both hands
(Z)	Fine manipulation both hands
(AA)	Reach above the shoulder
(BB)	Reach below the shoulder
(FF)	Lift or carry items weighing up to 75 lbs.
(II)	Driving
(LL)	Repetitive both feet movement

Environmental Demands:

(B)	Extreme cold (below 32 F)
(C)	Extreme hot (above 100 F)
(D)	Noise (need to shout in order to be heard)
(F)	Exposure to dust/gas/fumes/chemicals
(G)	Work outdoors (without shelter from weather)
(H)	Walking on uneven ground (gravel, rocks, mounds)
(I)	Working around moving machinery (backhoe, excavator, fork-lift, tractor)
(J)	Personal Protective Equipment required (respirator, mask, earplugs, gloves, eyewear, safety shoes)

Mental Demand:

(C)	Multi-task job requiring sustained mental effort and alertness 75% of the shift.
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Latitude:

(D)	To the extent permissible, decision making is within the broad scope of policy, standard operating procedures, regulations and laws of the occupation. Decisions to unusual questions and problems are reported to the supervisor.
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Accuracy:

(E)	Probable errors may cause serious delays due to lack of coordination effort or shortages of essential materials. Errors may cause delays in work and in recommendations and decisions having important effects on organization regulations or on client/ customer relationships.
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Certifications and Licenses:

(B)	Erosion and Sediment Control Certification
(C)	Virginia Department of Transportation, Flagging Certification
(D)	Virginia Department of Transportation, Traffic Control
(E)	Commercial Driver's License
(F)	Asbestos Abatement
(G)	WCSA Equipment Operator
(H)	OSHA General
(J)	Confined Space Entry
(K)	Trench Safety
(BB)	Forklift Certification
(FF)	VA and TN Underground Utility Marking Standards
(GG)	Virginia 811 Training

Policies, Regulations, Acts and Law:

(A)	WCSA Personnel Policies and Procedures Manual
(B)	WCSA Rules and Regulations
(C)	WCSA Construction Standards
(D)	WCSA Sewer Use Rules and Regulations
(E)	WCSA Procurement Guidelines
(F)	Virginia Waterworks Regulations
(I)	Virginia Sewer Collection and Treatment Regulations
(J)	General Laws governing all Virginians
(L)	Virginia Conflicts of Interest Act
(R)	WCSA Use of Lands

Hours:

Current regular work hours are 7:00 AM to 3:30 PM, Monday through Friday, with a 30-minute lunch period, but work hours may be changed from time-to-time. Moreover, due to the nature of operating water and wastewater systems, afterhours work may be necessary from time-to-time, and therefore employees are expected to be available after the end of the shift when required. Having personnel available to address emergencies is also important and therefore the Maintenance Manager will develop and implement an on-call schedule that is in the best interest of WCSA for the maintenance department. Compliance with the on-call schedule is a condition of employment.

Employee Approval:

By signing below, I accept and approve this job description.

Name:

Supervisor Approval:

By signing below, I accept and approve this job description.

Name:

Employee	Dept	Pay Band	Education	Job's Target Experience	Management Experience	External Experience	Complexity	Safety	Mental Demand	Latitude	Accuracy	TOTAL
Utility Coordinator	Maint	V	1	4	0	0	4	3	3	4	6	25
WTP Operator Class 2-1	Water	V	2	3	0	0	5	4	3	3	3	23
Maintenance Planner	Maint	V	1	4	0	0	5	3	3	4	5	25
Resident Project Representative	Maint	V	2	4	0	0	4	3	3	3	5	24
Crew Chief	Maint	V	2	4	0	0	4	4	3	3	5	25
Wastewater Operator	WW	V	2	3	0	0	5	4	3	3	4	24