





Washington County Service Authority Board of Commissioners
February 22, 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):	Tim Orfield
Beginning Time:	6:00 pm
End Time:	6:01 pm


Agenda Item: 4  COMMUNICATION	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	6:01 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. D. Miller
	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:01 pm


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Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:01 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:	6:01 pm


Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:01 pm
Potential Conflict(s) of Interest and Abstention s):	None
Discussion:	To answer a question from Mr. Taylor, Mr. Cornett explained how monies were transferred into WCSA's checking account.
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:	6:03 pm


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Agenda Item: 7  COMMUNICATION	Consideration of Check # 047878 to Food City for \$11.98 and Check # 048067 to Misty Mountain for \$31.90.
Presenter(s):	Chairman
Beginning Time:	6:03 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 # 047878 to Food City for \$11.98 and check # 048067 to Misty Mountain for \$31.90.
Motion By:	Mr. Taylor
Second By:	Mr. Thayer
Voting:	Ayes: 6
	Nays: 0
	Abstain: 1 (Mr. Orfield)
End Time:	6:04 pm


Agenda Item: 8  COMMUNICATION	Consideration of Check # 048032 to AEP for \$39,747.00.
Presenter(s):	Chairman
Beginning Time:	6:04 pm
Potential Conflict(s) of Interest and Abstention(s):	Mrs. C. Miller as her husband is an employee of AEP.
Background:	None
Discussion:	Mr. Campbell asked what the check was for. Mr. Cheek explained it was for the purchase of a transformer owned by WCSA that shorted out.
On the Record:	Mrs. C. Miller abstained for discussions or voting on this item as her husband is employed by AEP.
Actual Motion:	Motion to approve check # 048032 to AEP for \$39,747.00.
Motion By:	Mr. Thayer
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 1 (Mrs. C. Miller)
End Time:	6:06 pm


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Agenda Item: 9  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 Session.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:06 pm


Agenda Item: 10  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:06 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	<p>Mr. Cornett's discussion points are below:</p> <ul style="list-style-type: none"> • Welcomed Kim Boyd to the Board Meeting. • Expect to see the first draft of the audit soon. <ul style="list-style-type: none"> ▪ Mr. Campbell volunteered to serve on the Audit Committee with Mr. Cornett. • Human Resource Manager Position. • Controller Position. • Attending the Damascus Town Council Meeting to discuss the Galvanized Line Phase 3 Project. • Bills being discussed by the Virginia House of Delegates: <ul style="list-style-type: none"> ▪ Sick Leave Bill ▪ House Joint Resolution 538 (passed the House vote)
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:16 pm


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Agenda Item: 11  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	Dave Cheek
Beginning Time:	6:16 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cheek and Mr. Langston reviewed the attached report.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:37 pm


Agenda Item: 12  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:37 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	<p>Mr. Kiser updated the Board on the following projects:</p> <ul style="list-style-type: none"> • Hidden Valley Road Phase 2 • Galvanized Line Phase 3 / Abingdon Water Storage Tank Improvement Project • WSL-010-21 Waterline Extension Projects <ul style="list-style-type: none"> ▪ Fleenor Memorial South Road, Hobbs Road, Abrams Falls Road, Price Bridge Road, Monroe Road North of McGhee Road, Taylor's Valley and Green Springs Road Stateline. • Mill Creek Chlorine Contact Tank Replacement • Lee Hwy Corridor Sewer Project
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:56 pm


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Agenda Item: 13  FINANCIAL VIABILITY	Consideration of Water and Sewer Service Disconnection Moratorium
Presenter(s):	Holly Edwards
Beginning Time:	6:56 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mrs. Edwards reviewed data with the Board concerning penalties, disconnects for non-payment, customer pay plans and accounts receivables.
On the Record:	
Actual Motion:	Motion to resume disconnects for non-payment on April 7 th and waive all penalties.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:39 pm


Agenda Item: 14  INFRASTRUCTURE	Consideration of Funding Loan Terms for WSL-010-21 Waterline Extension Projects
Presenter(s):	Ryan Kiser
Beginning Time:	7:39 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Kiser reviewed the terms of the two funding offers.
On the Record:	
Actual Motion:	Motion to approve the 20-year loan terms for the WSL-010-21 Waterline Extension Projects
Motion By:	Mrs. C. Miller
Second By:	Mr. Thayer
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:44 pm

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Agenda Item: 15  COMMUNICATION	Consideration of Contract Amendment to Renew Contract Term for Bond Counsel Services with McGuire Woods, LLP
Presenter(s):	Ryan Kiser
Beginning Time:	7:44 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Kiser discussed the terms of the Amendment to renew the contract term for Bond Counsel Services with McGuire Woods LLP.
On the Record:	
Actual Motion:	Approve the Amendment to Contract Between Washington County Service Authority and McGuire Woods LLP as presented.
Motion By:	Mr. Taylor
Second By:	Mrs. C. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:50 pm

Agenda Item: 16  FINANCIAL VIABILITY	Consideration of the Fiscal Year Ending June 30, 2021 Budget
Presenter(s):	Robbie Cornett
Beginning Time:	7:50 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the attached budget presentation.
On the Record:	The Board recessed from 7:50 pm to 7:57 pm prior to Mr. Cornett's review.
Actual Motion:	Motion to approve the departmental capital requests totaling \$299,200; and COLA of 1.2% and Merit of 1.0 % resulting in a projected decrease in total compensation \$65,418.97 or 1.56% compared to current budget.
Motion By:	Mr. Taylor
Second By:	Mr. D. Miller
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	8:28 pm

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Agenda Item: 17  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	8:29 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to Closed Meeting
Motion By:	Mr. D. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:30 pm

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting February 22, 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 the General Manager 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, is requested.

Mr. Thayer seconded.
Board Vote: 7-0.

Agenda Item: 18  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	9:36 pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Actual Motion:	Return to Open Session

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Motion By:	Mrs. C. Miller
Second By:	Mr. Orfield
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:38 pm


Return to Public Meeting

Mrs. C. Miller moved that the Board return to Open Session.
Mr. Orfield seconded.
Board Vote: 7-0.


Certification of Closed Meeting

Mr. 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.


AYE by Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Orfield. Mrs. C. Miller and Mr. Hutchinson.

Agenda Item: 19  COMMUNICATION	Late Items
Presenter(s):	Commissioner / General Manager
Beginning Time:	pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	pm

**Washington County Service Authority Board of Commissioners
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Agenda Item: 20  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	9:38 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to 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

FYE June 30, 2020 Position

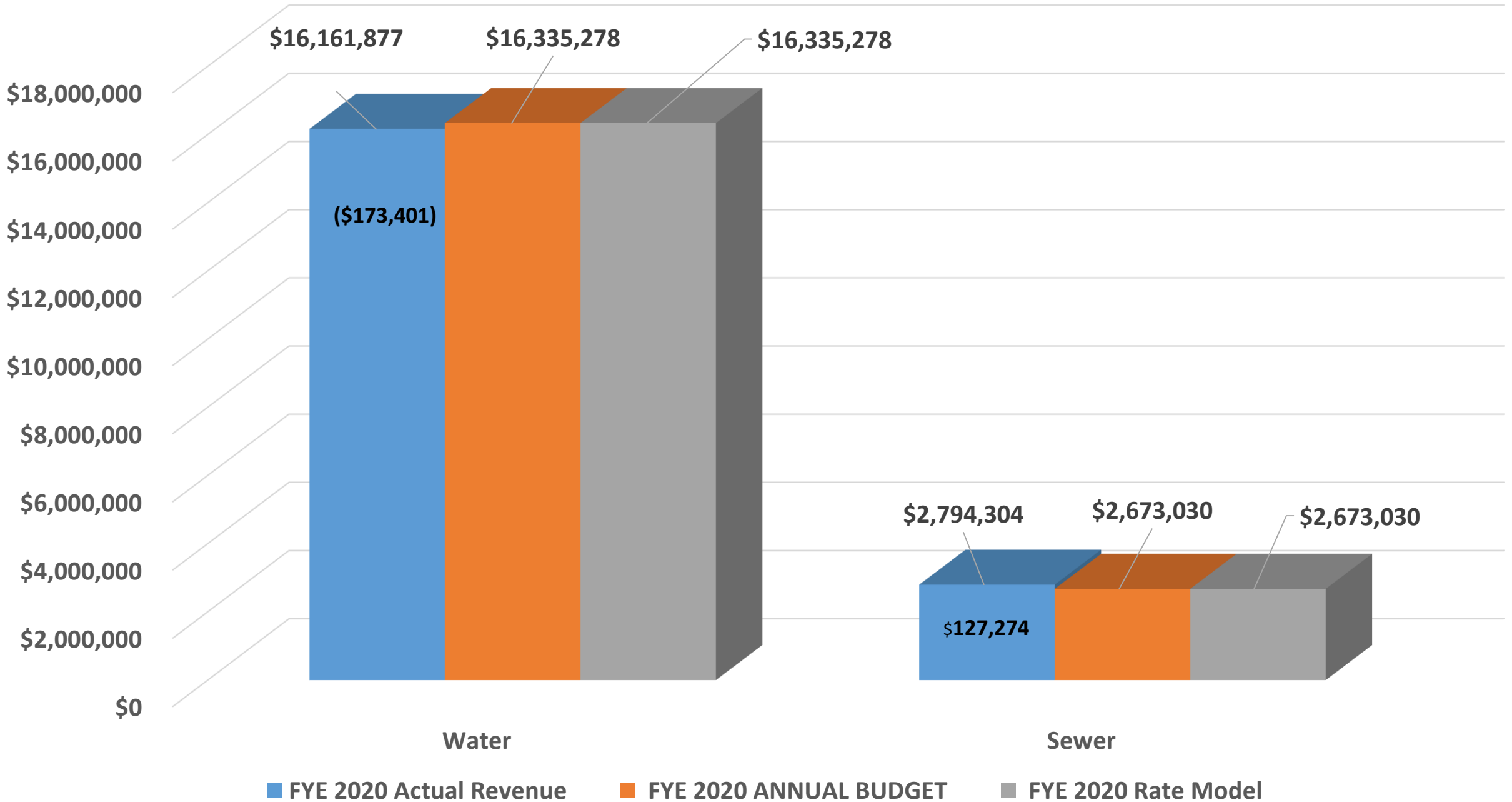
FYE 2021 10/31/20 Position

FYE 2021 Request

Prepared by: Kim Boyd

FYE June 30, 2020 Position

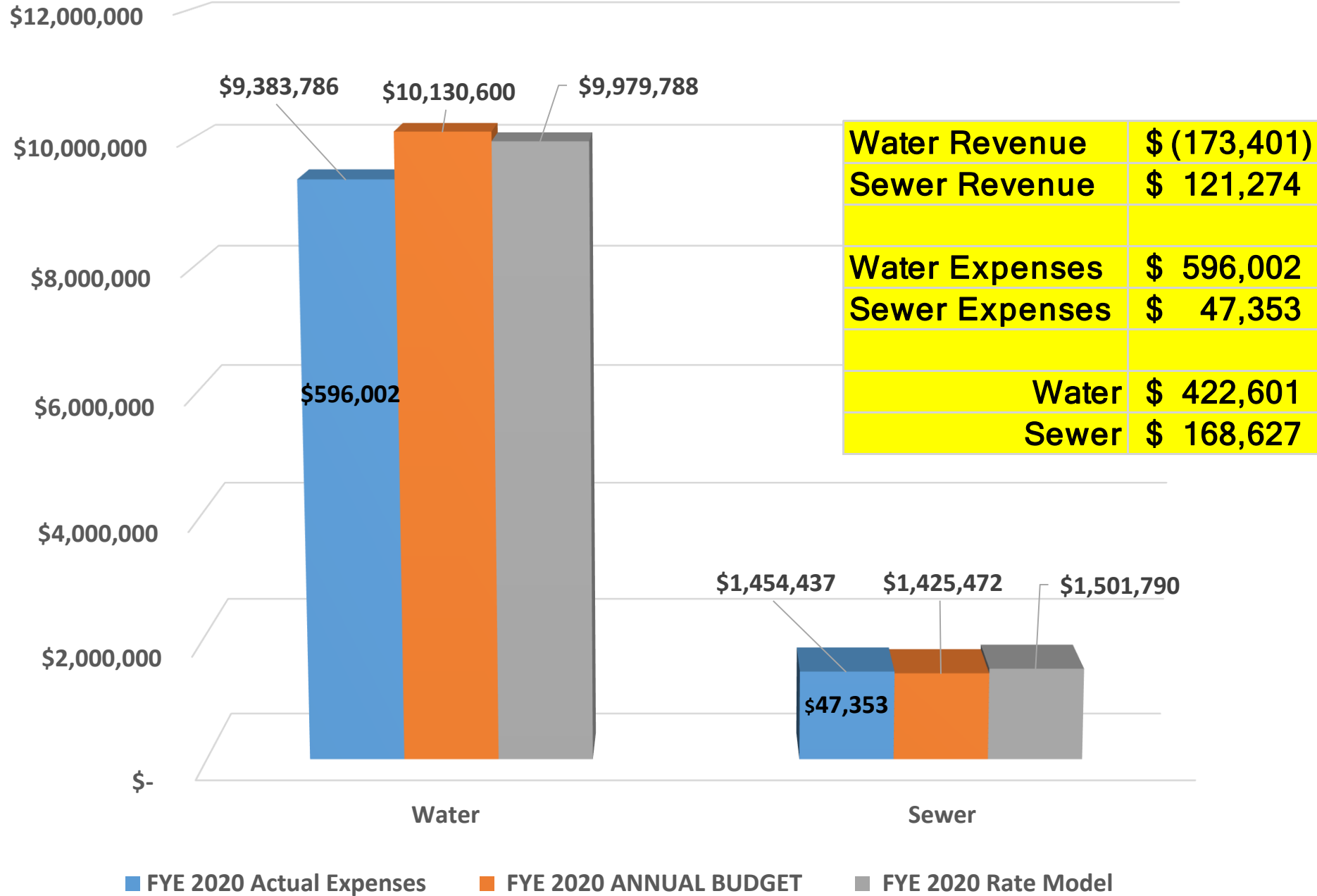
FYE 2020 Revenue



6/30/2020 Water Revenue	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
<i>Revenue:</i>			
<i>100-00-480200 Rents</i>	<i>14,955,525</i>	<i>15,580,069</i>	<i>(624,544)</i>
<i>100-00-480250 Radio Rent</i>	<i>5,525</i>	<i>5,100</i>	<i>425</i>
<i>100-00-480300 Connections</i>	<i>300,886</i>	<i>161,861</i>	<i>139,025</i>
<i>100-00-480400 Transfers and Reconnections</i>	<i>85,435</i>	<i>99,200</i>	<i>(13,765)</i>
<i>100-00-480500 Late Payment Penalties</i>	<i>128,493</i>	<i>245,000</i>	<i>(116,507)</i>
<i>100-00-480600 Return Check Charges</i>	<i>3,150</i>	<i>5,000</i>	<i>(1,850)</i>
<i>100-00-480700 Handling Fees</i>	<i>264</i>	<i>1,200</i>	<i>(936)</i>
<i>100-00-480800 Handling Fees</i>	<i>1</i>		<i>1</i>
<i>100-00-480900 Lift For Non-payment</i>	<i>60,700</i>	<i>65,000</i>	<i>(4,300)</i>
<i>100-00-480910 Debt Set-off Collection Fees</i>	<i>6,875</i>	<i>10,000</i>	<i>(3,125)</i>
<i>100-00-480920 Unauthorized Use Fee</i>	<i>10,000</i>	<i>14,000</i>	<i>(4,000)</i>
<i>100-00-480960 Engineering Plan Review</i>	<i>3,100</i>		<i>3,100</i>
<i>100-00-481000 Sale of Inventory</i>	<i>49</i>		<i>49</i>
<i>100-00-481400 Miscellaneous Income</i>	<i>29,313</i>	<i>15,000</i>	<i>14,313</i>
<i>100-00-481900 Gain on Sale of Assets</i>	<i>13,500</i>		<i>13,500</i>
<i>100-00-482500 Town of Chilhowie Reimbursement</i>	<i>195,699</i>	<i>133,848</i>	<i>61,851</i>
<i>100-00-482600 Water- -Insurance Recoveries & Refunds</i>	<i>375,363</i>		<i>375,363</i>
<i>100-00-485000 Inventory Variance</i>	<i>(14,542)</i>		<i>(14,542)</i>
<i>100-00-487000 Insurance Reimbursement</i>	<i>2,541</i>		<i>2,541</i>
<i>Total Revenue</i>	<i>16,161,877</i>	<i>16,335,278</i>	<i>(173,401)</i>
<i>Total Revenue</i>	<i>16,161,877</i>	<i>16,335,278</i>	<i>(173,401)</i>

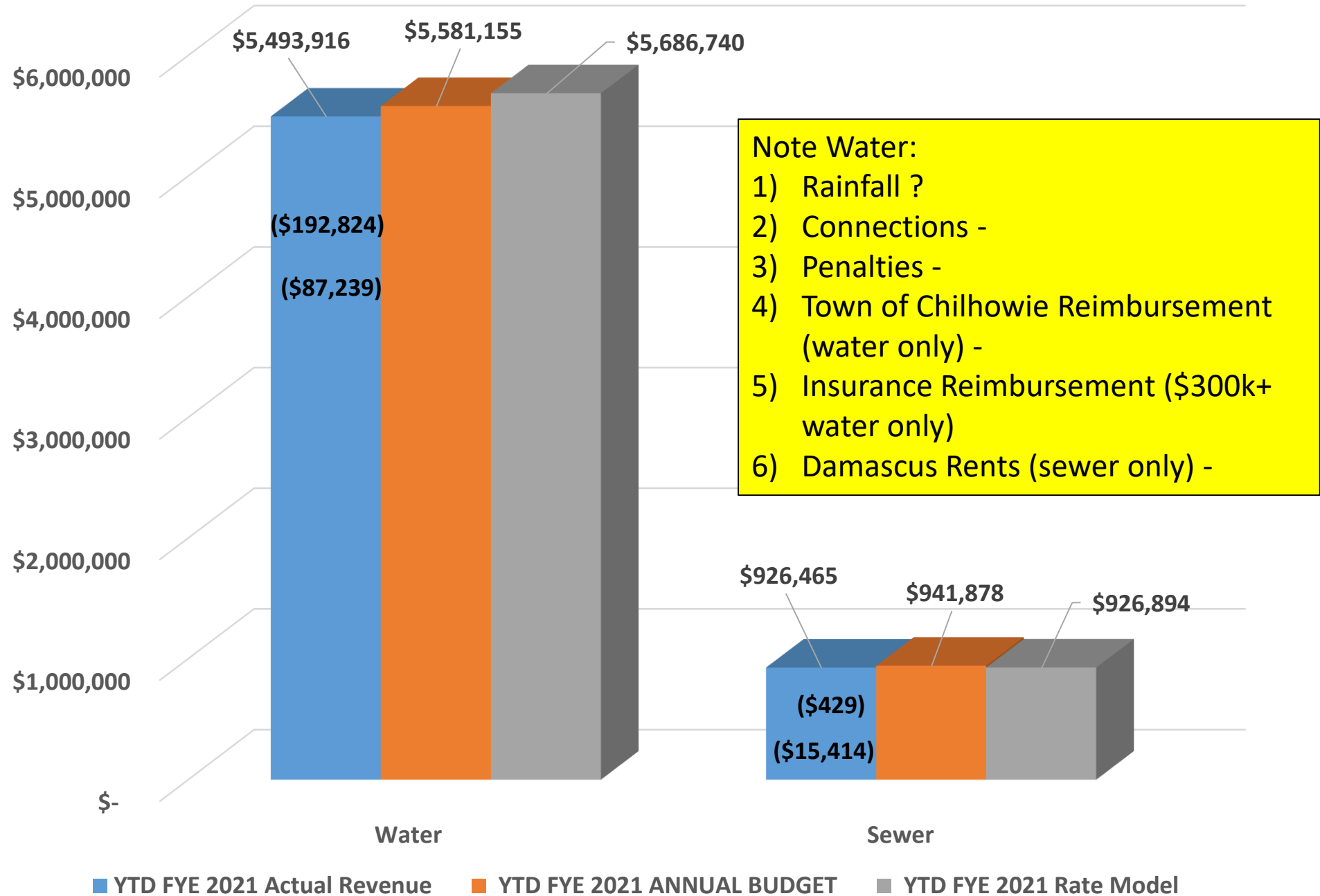
FYE 2020 Sewer Revenue	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
<i>Revenue:</i>			
<i>300-00-480200 Rents</i>	<i>2,292,359</i>	<i>2,603,046</i>	<i>(310,687)</i>
<i>300-00-480300 Connections</i>	<i>76,234</i>	<i>36,744</i>	<i>39,490</i>
<i>300-00-480500 Late Payment Penalties</i>	<i>16,489</i>	<i>24,516</i>	<i>(8,027)</i>
<i>300-00-480950 Line Inspection Per Foot</i>	<i>150</i>		<i>150</i>
<i>300-00-482000 Sewer Rent - Exit 22 Industrial Park</i>	<i>242,552</i>		<i>242,552</i>
<i>300-00-482100 Sewer Penalty - Exit 22 Industrial Park</i>	<i>(673)</i>	<i>468</i>	<i>(1,141)</i>
<i>300-00-482400 Sewer Rent - Town of Damascus</i>	<i>166,094</i>		<i>166,094</i>
<i>300-00-482450 Sewer Penalty - Town of Damascus</i>	<i>778</i>	<i>8,256</i>	<i>(7,478)</i>
<i>300-00-485000 Inventory Variance</i>	<i>321</i>		<i>321</i>
<i>Total Revenue</i>	<i>2,794,304</i>	<i>2,673,030</i>	<i>121,274</i>
<i>Total Revenue</i>	<i>2,794,304</i>	<i>2,673,030</i>	<i>121,274</i>

FYE 2020 Expenses



FYE 2021 10/31/20 Position

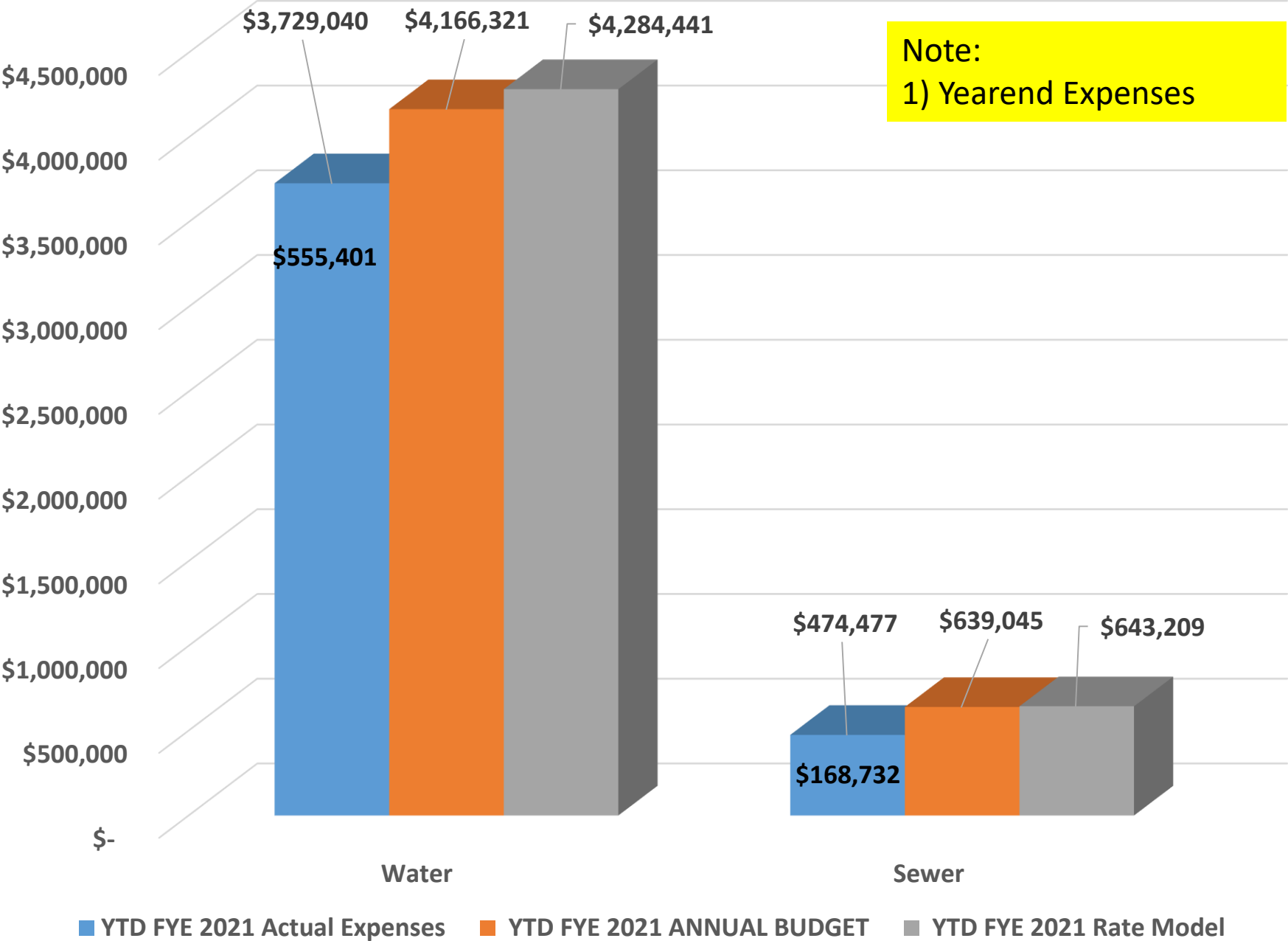
YTD FYE 2021 Revenue



FYE 2021 10/31/20 Water Revenue	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
<i>Revenue:</i>			
<i>100-00-480200 Rents</i>	<i>5,300,208</i>	<i>5,239,734</i>	<i>60,474</i>
<i>100-00-480250 Radio Rent</i>	<i>2,025</i>	<i>1,927</i>	<i>98</i>
<i>100-00-480300 Connections</i>	<i>84,012</i>	<i>99,357</i>	<i>(15,345)</i>
<i>100-00-480400 Transfers and Reconnections</i>	<i>30,080</i>	<i>28,187</i>	<i>1,893</i>
<i>100-00-480500 Late Payment Penalties</i>	<i>55,946</i>	<i>80,432</i>	<i>(24,486)</i>
<i>100-00-480600 Return Check Charges</i>	<i>1,025</i>	<i>1,145</i>	<i>(120)</i>
<i>100-00-480700 Handling Fees</i>	<i>144</i>	<i>96</i>	<i>48</i>
<i>100-00-480900 Lift For Non-payment</i>	<i>21,300</i>	<i>22,055</i>	<i>(755)</i>
<i>100-00-480910 Debt Set-off Collection Fees</i>	<i>175</i>	<i>2,445</i>	<i>(2,270)</i>
<i>100-00-480920 Unauthorized Use Fee</i>	<i>3,500</i>	<i>3,636</i>	<i>(136)</i>
<i>100-00-481100 Utility Plan Review</i>		<i>1,127</i>	<i>(1,127)</i>
<i>100-00-481300 Meter Check Charge</i>	<i>40</i>		<i>40</i>
<i>100-00-481400 Miscellaneous Income</i>	<i>36,910</i>	<i>7,108</i>	<i>29,802</i>
<i>100-00-481900 Gain on Sale of Assets</i>	<i>22,700</i>	<i>4,927</i>	<i>17,773</i>
<i>100-00-482500 Town of Chilhowie Reimbursement</i>	<i>(24,666)</i>	<i>85,331</i>	<i>(109,997)</i>
<i>100-00-485000 Inventory Variance</i>	<i>(39,482)</i>	<i>2,723</i>	<i>(42,206)</i>
<i>100-00-487000 Insurance Reimbursement</i>		<i>924</i>	<i>(924)</i>
<i>Total Revenue</i>	<i>5,493,916</i>	<i>5,581,155</i>	<i>(87,239)</i>
<i>Total Revenue</i>	<i>5,493,916</i>	<i>5,581,155</i>	<i>(87,239)</i>

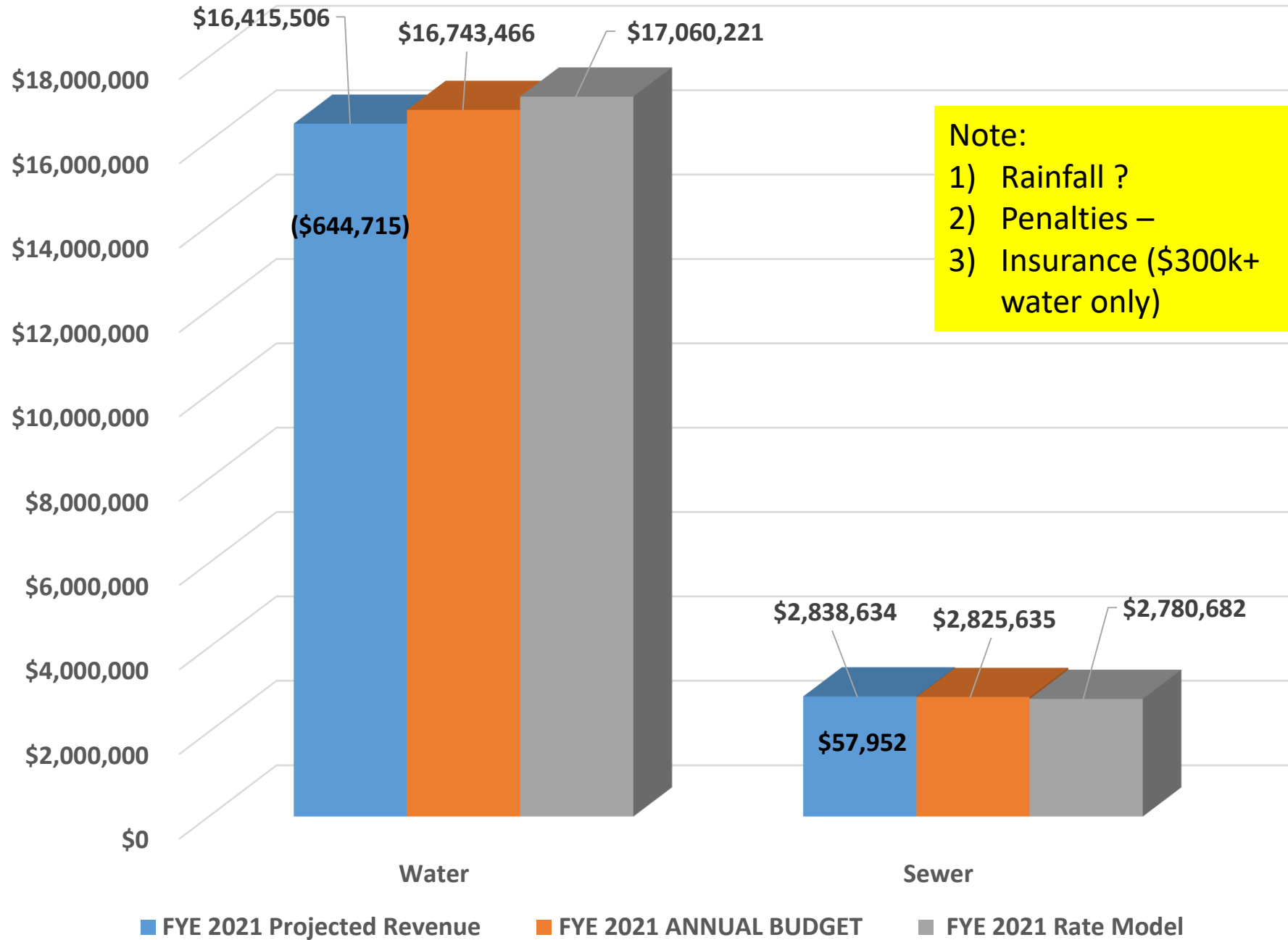
FYE 2021 10/31/20 Sewer Revenue	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
<i>Revenue:</i>			
<i>300-00-480200 Rents</i>	776,166	735,923	40,243
<i>300-00-480300 Connections</i>	6,470	27,721	(21,251)
<i>300-00-480500 Late Payment Penalties</i>	6,710	11,092	(4,383)
<i>300-00-480940 Service Inspection</i>		55	(55)
<i>300-00-481900 Gain/Loss on Sale or Purchase of Assets</i>	5,500		5,500
<i>300-00-482000 Sewer Rent - Exit 22 Industrial Park</i>	70,741	55,038	15,703
<i>300-00-482100 Sewer Penalty - Exit 22 Industrial Park</i>	(123)	(1,771)	1,648
<i>300-00-482400 Sewer Rent - Town of Damascus</i>	60,572	113,343	(52,771)
<i>300-00-482450 Sewer Penalty - Town of Damascus</i>	521	476	45
<i>300-00-485000 Inventory Variance</i>	(92)		(92)
<i>Total Revenue</i>	926,465	941,878	(15,414)
<i>Total Revenue</i>	926,465	941,878	(15,414)

10/31/20 FYE 2021 Expenses



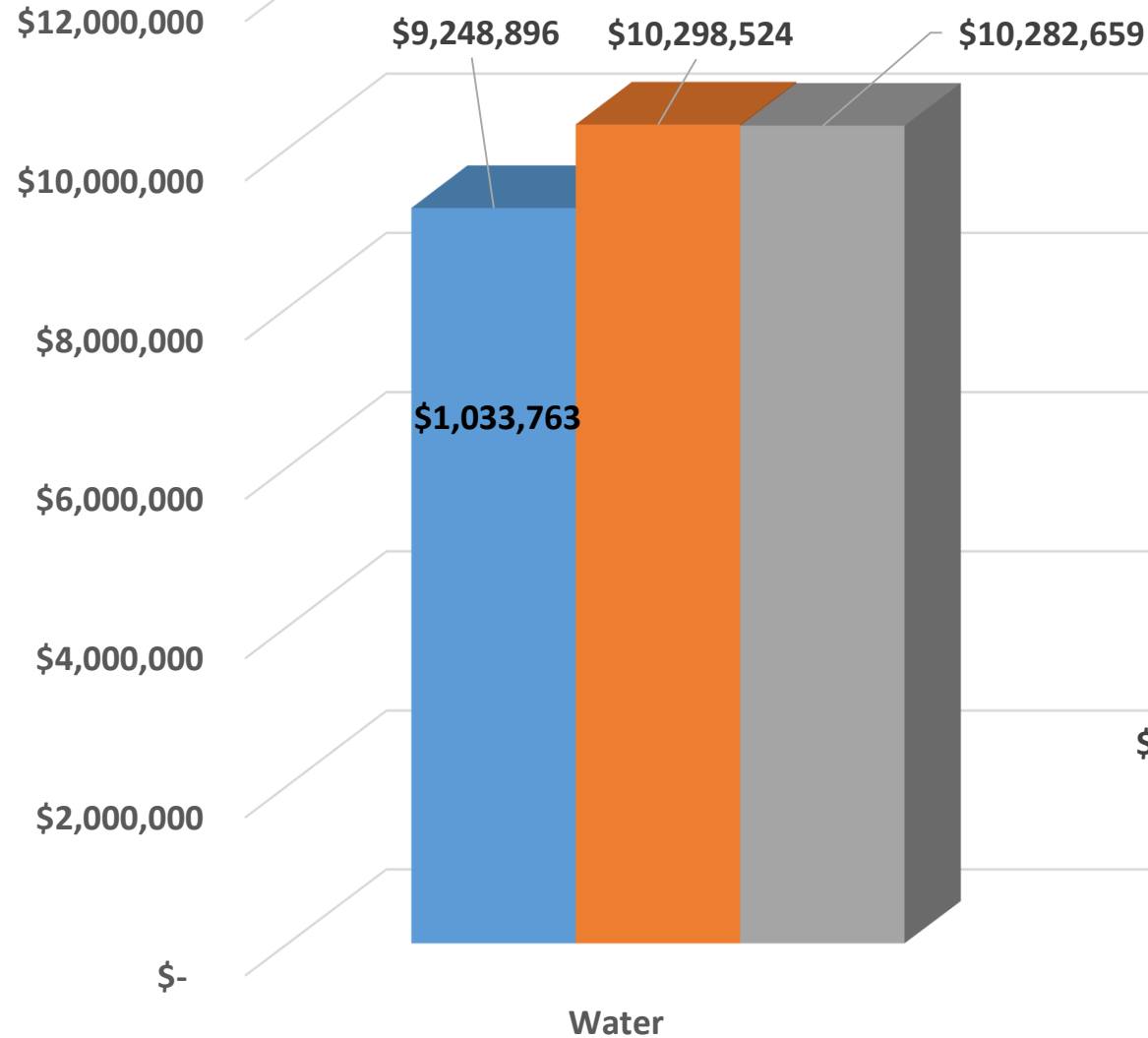
FYE 2021 Request

Projected FYE 2021 Revenue



Note:
1) Yearend Expenses
2) Rainfall

Projected FYE 2021 Expenses With Requested Capital



Water Revenue	\$ (644,715)
Sewer Revenue	\$ 57,952
Water Expenses	\$ 1,033,763
Sewer Expenses	\$ 325,756
Water	\$ 389,048
Sewer	\$ 383,708

■ FYE 2021 Projected Expenses ■ FYE 2021 ANNUAL BUDGET ■ FYE 2021 Rate Model

**Delayed requesting the following
capital during the 2021 budget process**

			Current Budget	Delay to Dec 2020 Decision	<u>Hall Creek Production Capital Budget 2020-2021</u>			Current Budget	Delay to Dec 2020 Decision
<u>Water Maintenance Capital Budget 2020-2021</u>						One - Abingdon Steel Equal Tank		\$ 20,000	
	3" Pumps		\$ 2,500.00			One Mower for WW Pump Stations		\$ 16,000	
	2 - 1 Ton Crew Trucks			\$ 75,000		One - 3/4 Ton Truck - 4WD Regular Cab			\$ 30,000
	2 - Truck Service Beds			\$ 12,000		One - 1/2 Ton Truck - 4WD, 4 Door			\$ 26,000
	3 RPR Vehicles (new)			\$ 93,000				\$ 36,000	\$ 56,000
	Initial Security (Springs/Tanks)			\$ 25,000					
			\$ 2,500.00	\$ 205,000	<u>Damascus Production Capital Budget 2020-2021</u>				
<u>Water Production Capital Budget 2020-2021</u>						DeChlorination			\$ 12,000
	Turb Meters (10)		\$ 20,000.00			Dissolved Oxygen Meter			\$ 1,200
	Taylor's Valley Pumphouse			\$ 15,000.00		Chlorine Analyzer			\$ 6,000
			\$ 20,000.00	\$ 15,000.00		Storage Shed			\$ 1,000
						BOD Incubator			\$ 3,000
			Grand Total	\$ 220,000.00					\$ 23,200
								Grand Total	\$ 79,200

Grand Total: \$299,200

**Request:
1.2% COLA
1.0% Merit**

2020-2021 Budget - Compensation - December 2020										
Note:December Re-Visit - includes .05% Merit (only 1/2 year) and 1.2% COLA										
		December Re-Visit		Initial 2020-2021 Request	Difference					
<u>Water</u>										
100-51 Commissioners (7)		\$25,200.00		\$25,200.00	\$0.00					
100-52 - Administration (12 FT/1 PT)		\$888,786.37		\$872,177.00	\$16,609.37	Added HR Manager Position				
100-53 Customer Service (9 FT)		\$398,849.45		\$399,776.00	-\$926.55					
100-54 Maintenance (31 FT)		\$1,403,856.24		\$1,402,544.00	\$1,312.24					
100-55 MFWTP - Production (13 FT and 1 PT)		\$650,091.90		\$676,437.00	-\$26,345.10	Change in personnel at lower hourly wage levels				
100-56 Distribution (2 FT)		\$121,844.48		\$124,405.00	-\$2,560.52					
100-57 Meter (4 FT and 1 PT)		\$214,822.92		\$213,330.00	\$1,492.92					
100-58 Mill Creek - Production (1 FT)		<u>\$68,787.25</u>		<u>\$111,155.00</u>	<u>-\$42,367.75</u>	Initially budgeted for 2 employees, current budget - only 1				
	Total Water	\$3,772,238.60		\$3,825,024.00	-\$52,785.40	-1.38% Decrease				
<u>Waste Water</u>										
300-54 - WW Maintenance (2 FT)		\$88,975.49		\$122,485.00	-\$33,509.51	Change in personnel at lower hourly wage levels				
300-55 - Hall Creek - Production (5 FT)		\$256,117.35		\$236,141.00	\$19,976.35	Corrected number of people				
300-61 - Damascus Production (1 FT)		<u>\$46,159.59</u>		<u>\$45,656.00</u>	<u>\$503.59</u>					
	Total WW	\$391,252.43		\$404,282.00	-\$13,029.57	-3.22% Decrease				
	Grand Total	\$4,163,491.03	Grand Total	\$4,229,306.00	-\$65,814.97	Decrease Overall		-1.56% Decrease Overall		

Consider moving to approve:

- **Departmental capital requests totaling \$299,200; and**
- **COLA of 1.2% and Merit of 1.0 % resulting in a projected decrease in total compensation \$65,418.97 or 1.56% compared to current budget.**

Operations Report and Update for January 2021

Safety & Training

- We very concerned with news outlet's predicting that the new strains of COVID-19 will arrive in early 2021. We are approaching COVID-19 with basic fundamentals drawn from CDC guidelines. All of our managers are taking on the ownership for their departments.
- With COVID-19 restrictions we are conducting more on-line training. We are having mixed results which can be expected with so much dependent on how the class is presented and tested against.
- WCSA has also developed in house Trainer Certification for areas such as VDOT Flagger Certification.
- We are continuing to listen and to learn how to better convey our Objectives and Vision to our employees.

Team Members



Gary VanHuss

Losing one of our own...

Gary Alan VanHuss was 64 years old and preparing for retirement. He was out on medical leave and preparing to come back to finish his tenure at WCSA as the Environmental Compliance Officer/Lab Manager. It was often said about Gary that he had forgotten more about water treatment than any other individual had remembered. He faithfully served WCSA for 43 years and is a tremendous loss to the organization. His family is in our thoughts and prayers and his passing is a reminder that all of our days are numbered.

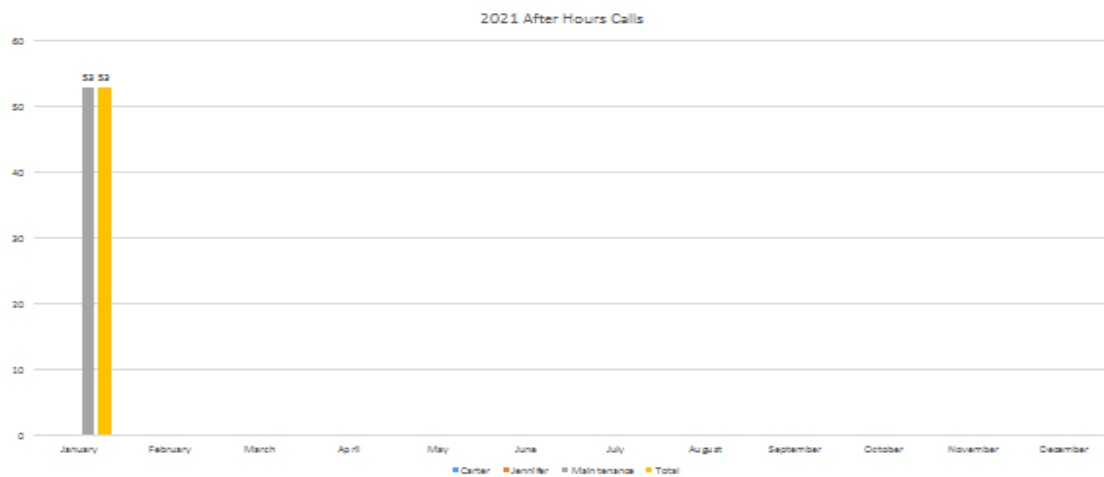


- Bradley Osbourne continues to improve from his auto accident. He has a long way to go, currently in physical rehab.



Chad Morrison was an Intern from our VHCC program, starting at our Middle Fork Drinking Water Plant. After spending time with Chad we have come to learn more of his extensive, practical experience. Chad has his Class A CDL, plumbing and piping experience as well as carpentry to combine with the skills acquired in the Mechatronics program at VHCC. At VHCC, Chad has learned the electrical trade. WCSA offered Chad the opportunity to Intern in Maintenance, after which all supported offering Chad a full time position.

After Hours Calls interfere with employee's quality of life. Note we are now moving into a season that traditionally produces a lot of after-hours calls. Please check the leaks graph later in this report as you can see what is producing this trend.



- We are in a seasonally tough time for leaks. Unfortunately many of the Breaks occurred during non-working hours requireing overtime.

Operations



January 2021

Washington County Service Authority
Water/Wastewater Operations Report



Production Operations Data STABILITY

Treatment Facility	Average Raw Water Turbidity	Max Raw Water Turbidity	Average Finished Water Turbidity	Max Finished Water Turbidity
Middle Fork DWP	8 (NTU)	269 (NTU)	0.03 (NTU)	0.08 (NTU)
Mill Creek	0.61 (NTU)	3.94 (NTU)	0.05 (NTU)	0.06 (NTU)

Treatment Facility	Average Finished Water Chlorine Residual	Average Distribution Chlorine Residual
Middle Fork DWP	2.10 mg/L	1.65 mg/L
Mill Creek	1.69 mg/L	

ON TRACK FOR GOLD

Production Operations Data

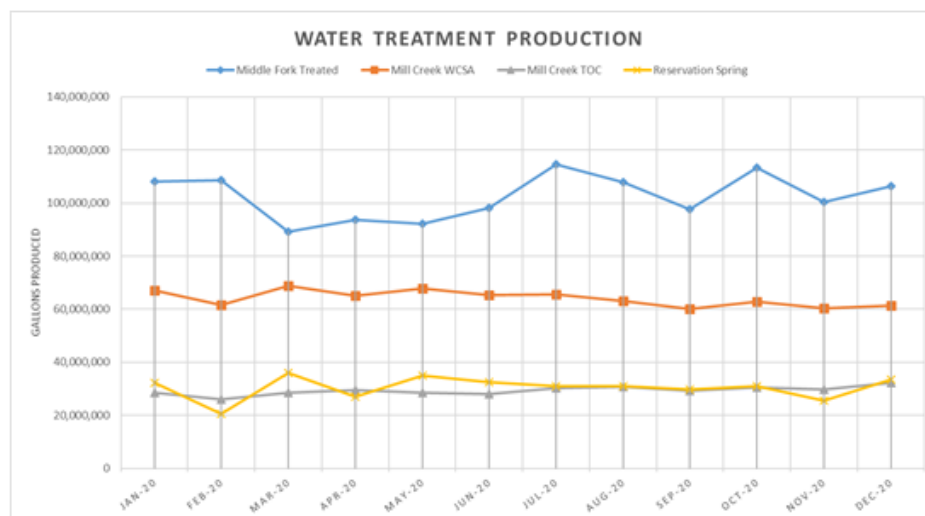
January 2021 Withdrawals

RAW WATER SOURCE	TOTAL VOLUME WITHDRAWN (Gallons)	AVERAGE DAILY WITHDRAWAL (Gallons)
Middle Fork Holston River	60,696,000	1,958,000
South Fork Holston River	55,806,000	1,800,000
Reservation Spring	28,919,000	1,033,000
Cole Spring	61,351,743	1,979,088
Jones Spring	11,153,800	359,800
Widener Spring	10,416,000	336,000

Production Operations Data

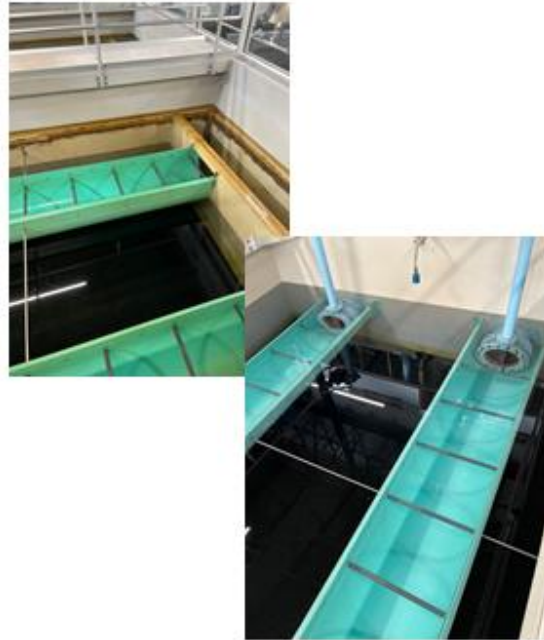
Treated Water

TREATMENT FACILITY	FINISHED WATER PRODUCED (GALLONS)	AVERAGE DAILY PRODUCTION (Gallons)
Middle Fork Drinking Water Plant	106,918,000	3,449,000
Taylor's Valley	30,082,000	1,074,000
Mill Creek (WCSA)	60,818,690	1,961,893
Mill Creek (Chilhowie)	31,484,740	1,015,637
Mendota Well	Purchased from Scott County	Purchased from Scott County

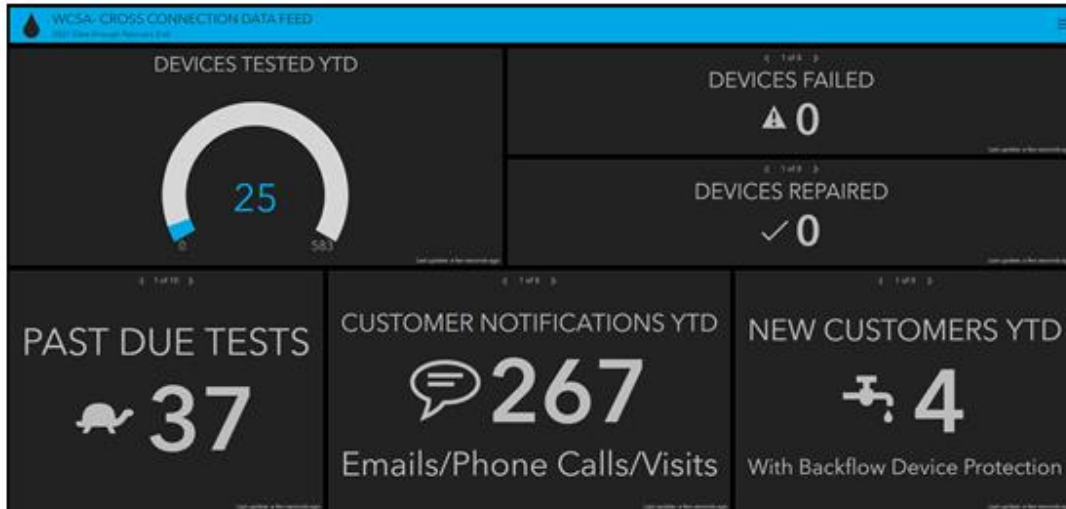


Production Operational Notes

- WCSA Production Staff has worked over the past several weeks to clean filters as head-loss brought the filters out of service. Before and after pictures are on the right.
- WCSA Production Staff is training on Chlorine Safety for the Month of February.
- Production Staff found a couple of nice days of weather and cleaned out Sedimentation Basin #1.
- Facility maintenance is occurring regularly with each building at our facilities being checked and cleaned as needed.
- Operators are excited to welcome new trainees!

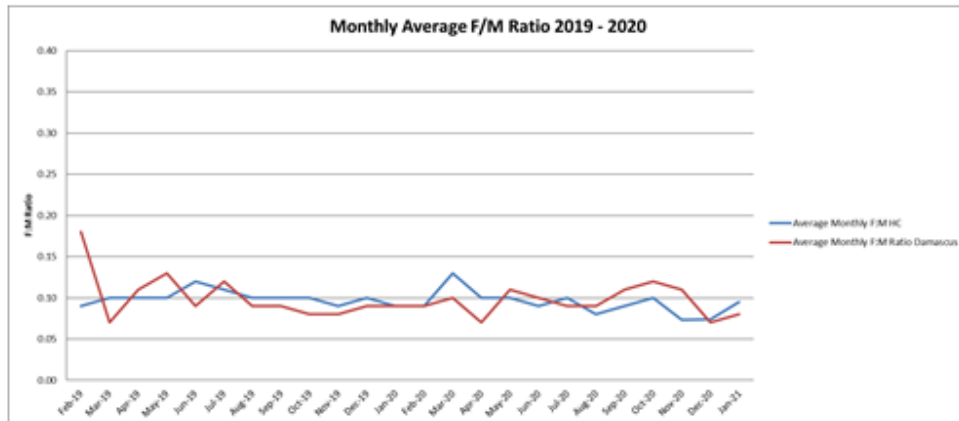


Cross Connection/ Backflow Prevention Dashboard



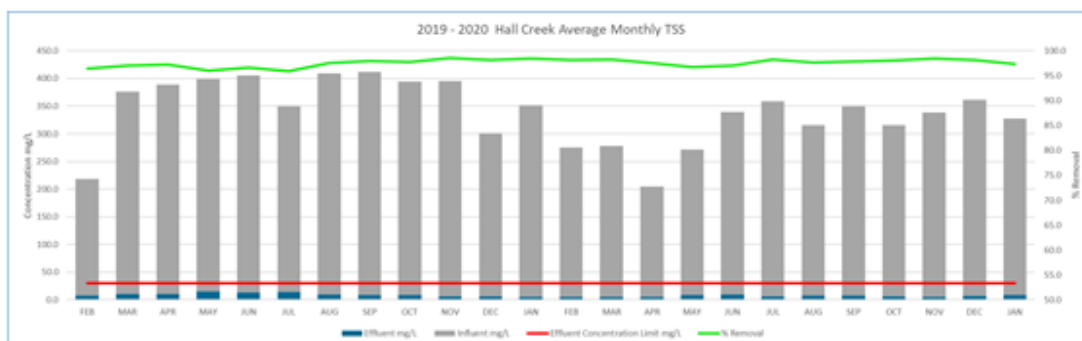
Waste Water Production

Food/Microorganism (F/M) Ratio



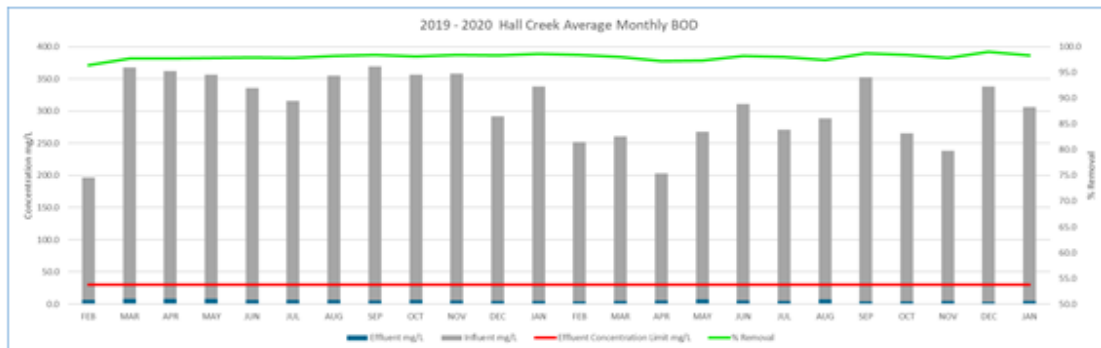
F:M is monitored on a weekly basis as a process control test. This means that the test is not required by DEQ but helps WCSA monitor treatment so that our regulated samples are in compliance.

Hall Creek Operations: TSS



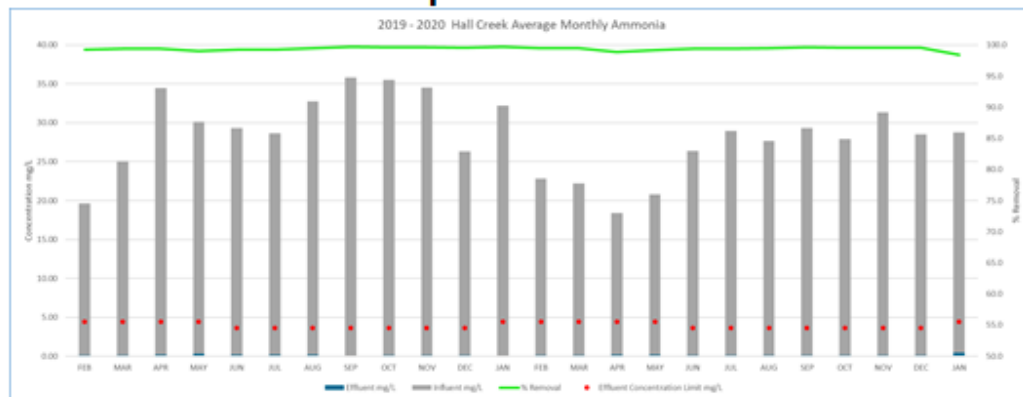
Total Suspended Solids (TSS) removal helps determine the efficiency of wastewater treatment. Effluent results are reported to DEQ on a monthly basis.

Hall Creek Operations: BOD



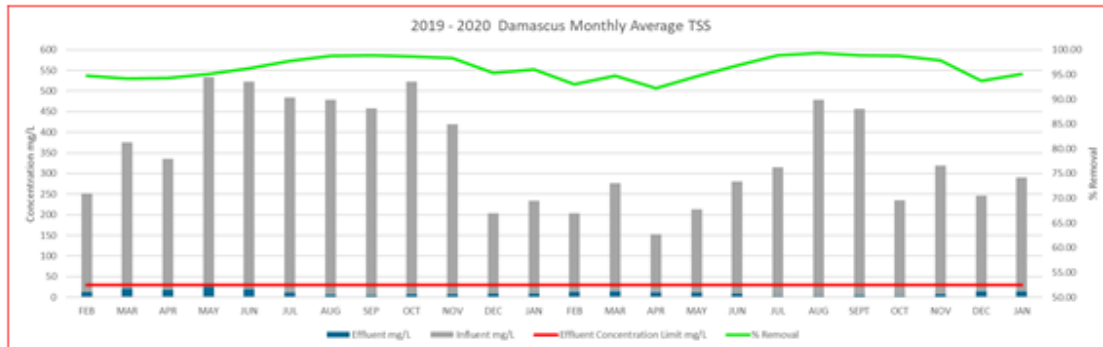
Biochemical Oxygen Demand (BOD) is the strength of wastewater. Percent removal helps determine the efficiency of wastewater treatment. Effluent results are reported to DEQ on a monthly basis.

Hall Creek Operations: Ammonia



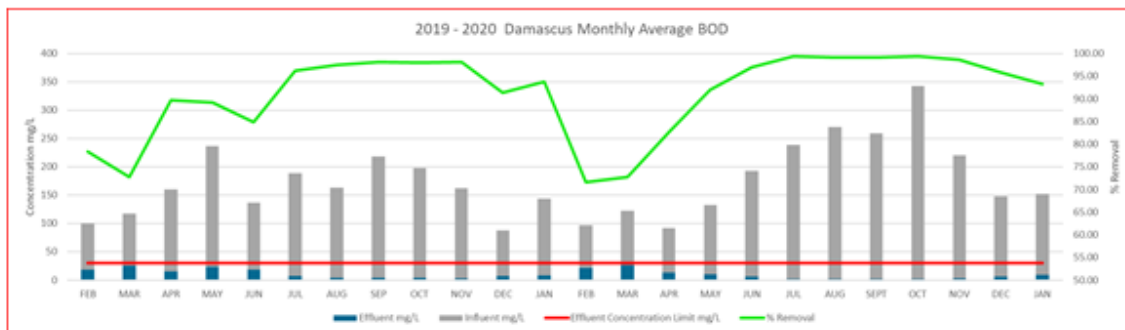
Ammonia is a form of Nitrogen with is a natural human waste product. Percent removal helps determine the efficiency of wastewater treatment. Effluent results are reported to DEQ on a monthly basis.

Damascus WWTP Operations: TSS



Total Suspended Solids (TSS) removal helps determine the efficiency of wastewater treatment. Effluent results are reported to DEQ on a monthly basis.

Damascus WWTP Operations: BOD



Biochemical Oxygen Demand (BOD) is the strength of wastewater. Percent removal helps determine the efficiency of wastewater treatment. Effluent results are reported to DEQ on a monthly basis.

Meter:

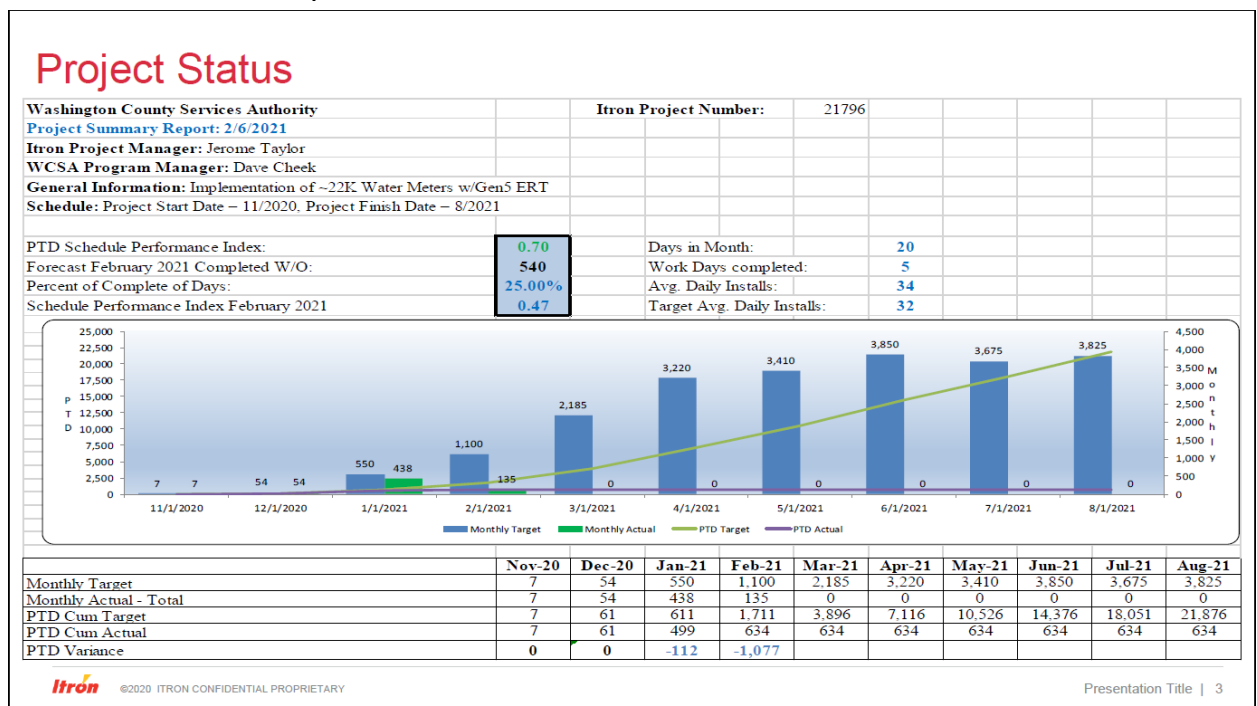
AMI:

Total	\$ 6,607,180.78
Itron	\$ 3,287,781.23
Kamstrup	\$ 2,722,071.00
Misc Vendors	\$ 597,328.55

Once all meters installed and being read by AMR (Drive By) then start flipping over to AMI (AEP network). In parallel to this AEP and Itron have significant work to complete in building out the AEP network and setting up so that WCSA will receive their water meter data. Still

have to issue RFP for equipment and installation for the BVU (Non-AEP) areas. This is expected to come in around \$1.25M.

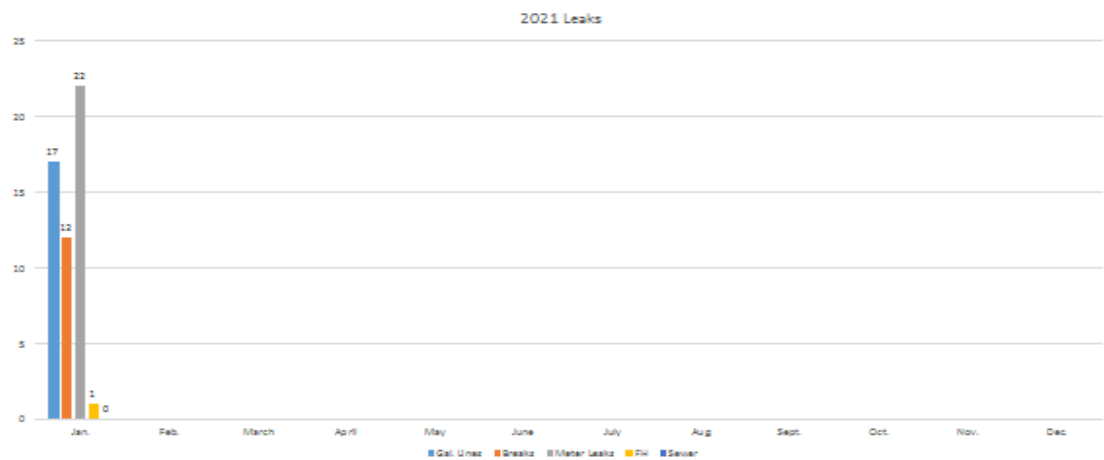
- So far, project is tracking well with respect to budget.
- Entering a difficult time for our Metering Department as we transition to the Itron system. The transmitters that fail now will have to be manually read until we can replace with the Itron transmitters.



Itron/Grid One Solutions are continuing to hire and train installers. WCSA is investigating ways to augment the installation process.

Asset Management:

- Following Sewer Main and Man Hole Inspection Training and Standards established in December 2020, started inspections.
- Galvanized Lines and Meters contribute to over 80% of WCSA's leaks. Galvanized Phase III and the meter replacement project should alleviate these issues allowing our teams to focus on Asset Management.



**Water Tanks
(Quarterly)**



**Water Pump Stations
(Semi Annual)**



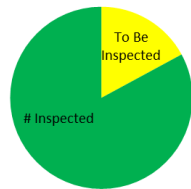
**Fire Hydrants
(Every 5 Years)**



**PRV Vaults
(Quarterly)**



**Fire System Inspections
(Annual)**



**Wastewater Pump Stations
(Weekly)**



Forward Looking Statement:

Hate to keep harping on COVID-19, but the impact this pandemic has had on our employees and business practices is significant. We do not know what the near term future will look like. We continue to read that new “mutant” variations are being detected in the US. Some governmental agencies are predicting that the new variations will become the dominant strain with unknown vaccine effectiveness in the next few months, some as early as March.

Given all this uncertainty we must continue to effectively communicate, train and have contingency plans in place to insure that we keep our critical infrastructure functioning at our expected high levels.

Thank you from all of our Team and we look forward to your thoughts, ideas and questions.