





**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	5:58 pm


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Present:	Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Hutton, 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. D. Miller 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:	5:59 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Actual Motion:	Approve the Amended Agenda as presented.
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:00 pm

**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**


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:	None
Discussion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:00 pm


Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:00 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to approve the Consent Agenda.
Motion By:	Mrs. C. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:01 pm

Agenda Item: 7  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:01 pm

**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

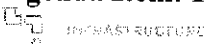
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene gave an update on Covid-19 regulations and masking requirements.
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:04 pm

Agenda Item: 8  CONSULTATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:04 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the following: <ul style="list-style-type: none"> • Proposed Board Retreat (CAS to check dates Hemlock Haven) • AMMA Water Jam Conference located in Virginia Beach • Employee Appreciation Week • Meter Replacement Project
On the Record:	Mr. D. Miller discussed customer concerns with establishing new service and asked about the possibility of establishing new service on line.
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:39 pm

Agenda Item: 9  COMMUNICATION	Operations Manager Report and Update
Presenter(s):	
Beginning Time:	6:39 pm
Potential Conflict(s) of Interest and Abstention(s):	None


**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

Discussion:	None
On the Record:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:39 pm

Agenda Item: 10 	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:39 pm
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	<p>Mr. Kiser updated the Board on the following projects:</p> <ul style="list-style-type: none"> • Hidden Valley Road Phase 2 • Abingdon Water Storage Tank Improvements • Line Replacement at Exit 14 • Route 58 Storage Tank Demolition • Galvanized Line Phase 3 • Virginia Department of Health Funding Applications for April 2022 • Water Line Extension Projects for 2021 • Office Improvements – Thompson and Litton • Mendota Road and Mary’s Chapel Road Project Funding
On the Record:	Mr. Kiser requested permission to advertise the Route 58 Tank Demolition Project.
Actual Motion:	Motion to approve the advertisement of the Route 58 Tank Demolition Project.
Motion By:	Thayer
Second By:	Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
On the Record:	Mr. Kiser requested consideration to solicit user agreements for the Smith Creek Waterline Extension Project.


**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

Actual Motion:	Motion to allow the solicitation of user agreements for the Smith Creek Waterline Extension Project.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting: Ayes:	7
Nays:	0
Abstain:	0
On the Record:	Mr. Kiser requested permission to advertise WSL-010-21A and WSL-010 21B waterline extension projects consisting of (Abrams Falls, Hobbs Road, Fleenors Memorial Road, Green Spring Road, Taylors Valley, Monroe Road and Prices Bridge) contingent upon Taylors Valley easement and Intermont Utility District approval of water sales contract.
Actual Motion:	Motion to approve as requested.
Motion By:	Mr. Hutton
Second By:	Mrs. C. Miller
Voting: Ayes:	0
Nays:	0
Abstain:	0
On the Record:	Mr. Kiser asked permission to award the Exit 14 Water Line Replacement Project to Little B Enterprises and propose to fund the project with contingency funds and grant funds applied for thru Mount Rogers Planning District Commission.
Actual Motion:	Motion to award the Exit 14 Water Line Replacement Project as requested.
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:02 pm

Agenda Item: 11  COMMUNICATION	Financial Report and Update
Presenter(s):	Rusty Little
Beginning Time:	7:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Little reported on the status of financial statements and the Abingdon Water Storage Tank Project loan rate.
On the Record:	Mr. Taylor asked about the state of the financials.


**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

	The accounting department is working on inventory adjustments totaling approximately \$120,000.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:06 pm

Agenda Item: 12  COMMUNICATION	Consideration of First Amendment to Contract For Sale of Water Between Intermont Utility District and WCSA
Presenter(s):	Ryan Kiser
Beginning Time:	7:06 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>In June 29, 2016 an "Contract for Sale of Water" was approved for sale of water between Intermont Utility District (IUD) and the WCSA. This first Amendment supplements the original approved Contract. WCSA desires to purchase water from the IUD for the upcoming Green Spring Road Waterline Extension Project.</p> <p>As part of the project, the WCSA will construct a vault and master meter to be called the "Green Spring/Highway 44 Master Meter. This first Amendment established a flow rate not to exceed 58 GPM at a pressure of 70 psi at the connection point and not to exceed 42,000 gallons per day. The master meter will be located approximately 500 L.F West of the Virginia/Tennessee state line. After installation of the master meter and vault, IUD will take ownership and maintain the meter according to this Amendment.</p> <p>This Amendment also establishes measures to bring the water rates current, which are based on the WCSA Rates, Fees and charges. Both IUD and WCSA also mutually agree that the rate of which WCSA is selling water to IUD shall also be the rate at which IUD charges WCSA. This rate is established for FYE 2023 as the \$3.83 per 1,000 gallons of water and will take effect July 1, 2022. Future rates will be adjusted annually as per the original Contract.</p>
Discussion:	Mr. Kiser reviewed the above listed information.
On the Record:	None
Recommendations:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the First Amendment to Contract for Sale of Water between WCSA and Intermont Utility District contingent upon IUD concurrence.

**Washington County Service Authority Board of Commissioners
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Actual Motion:	Motion to Approve the First Amendment to Contract for Sale of Water between WCSA and Intermont Utility District contingent upon IUD concurrence.
Motion By:	Mr. D. Miller
Second By:	Mr. Taylor
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	7:13pm

Agenda Item: 13  COMMUNICATION	Consideration of a Sole Source Procurement between American Electric Power and WCSA for AMI Network System Components Installation, Operation and Maintenance
Presenter(s):	Thomas Dene
Beginning Time:	7:13pm
Potential Conflict(s) of Interest and Abstention(s):	Mrs. C. Miller as her husband employed by AEP.
Discussion:	Mr. Dene reviewed the attached Washington County Service Authority Notice of Sole Source Determination and Intent to Award Contract. Mr. Cornett spoke on the financial terms of the contract.
On the Record:	Mr. Dene referred to the Appalachian Power Company Contracting Services Agreement for consideration. Mr. Taylor would like to review and consider the Appalachian Power Company Contracting Services Agreement as a late item. Mrs. C. Miller abstained from voting as her husband is an employee of AEP.
Actual Motion:	Motion to approve the Sole Source Procurement between American Electric Power and WCSA for AMI Network System Components Installation, Operation and Maintenance
Motion By:	Mr. Hutchinson
Second By:	Mr. Hutton
Voting:	Ayes: 6
	Nays: 0
	Abstain: 1 (Mrs. C. Miller)
End Time:	7:28 pm

**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

Agenda Item: 14 COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:29 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to Adjourn to Closed Meeting
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	7:30 pm

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting September 27, 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

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

Consultation with legal counsel and briefings by a staff member 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 case of Fields v. Washington County Service Authority, pending in the United States District Court for the Western District of Virginia.

2. Code of Virginia Section 2.2-3711 Paragraph (A) (1): Personnel

Discussion of the performance of a specific employee of the Washington County Service Authority.


3. Code of Virginia Section 2.2-3711 Paragraph (A) (3): Acquisition of Real Property

Discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

Motion: Mr. D. Miller
Second: Mrs. C. Miller
Vote: 7-0

**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

Agenda Item: 15  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	9:47 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to return to open meeting.
Motion By:	Mr. Thayer
Second By:	Mr. Taylor
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:48 pm

Return to Public Meeting

Mr. Thayer moved that the Board return to Open Session. Second: Mr. Taylor. Vote: 7-0

Certification of Closed Meeting

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

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


And

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

And

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

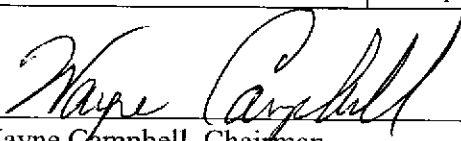
AYE by Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Hutton, Mrs. C. Miller and Mr. Hutchinson


Agenda Item: 16  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	9:49 pm
Potential Conflict(s) of Interest and Abstention(s):	

**Washington County Service Authority Board of Commissioners
September 27, 2021 Regular Board Meeting Minutes**

On the Record:	Mr. Dene, Mr. Cornett and the Board discussed the Appalachian Power Company Contracting Agreement as part of the Sole Source Procurement between AEP and WCSA.
Actual Motion:	Motion to delegate authority to the General Manager to execute the Appalachian Power Company Contracting Agreement at his discretion.
Motion By:	Mr. Thayer
Second By:	Mr. Hutchinson
Voting: Ayes:	6
Nays:	0
Abstain:	Mrs. C. Miller
End Time:	9:53 Pm
On the Record:	Mr. Hutchinson asked about the possibility of acquiring the old membrane plant from Big Stone Gap. Mr. Cornett's attempts to contact Mr. Lawson; Town Manager; have been unsuccessful thus far.

Agenda Item: 17 <small>COMMUNICATION</small>	Adjourn
Presenter(s):	Commissioner
Beginning Time:	9:54 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Taylor
Second By:	Mrs. C. Miller
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	9:54 pm


Wayne Campbell, Chairman


Carol Ann Shaffer, Assistant Secretary

Washington County Service Authority

RESOLUTION

WHEREAS, the Mount Rogers Planning District Commission has partially funded several drinking water and wastewater projects in Washington County; and

WHEREAS, the Town of Chilhowie and the Washington County Service Authority jointly own the Mill Creek Regional Water Treatment Facility; and

WHEREAS, the Town of Chilhowie and the Washington County Service Authority recently completed a plant upgrade project; both parties do now desire to complete a remaining portion of the project that have been identified for improvements; and in particular the Mill Creek Regional Water Treatment Facility Chlorine Contact Tanks Replacement ("the Project"); and

WHEREAS, the Washington County Service Authority's Board of Commissioners have reviewed and considered planning materials for the Project provided by Staff and has acquired a portion of the funds for the project with USDA Rural Development; and found that the pre-requirements have been met for submitting a funding application to the Mount Rogers Planning District Commission for the Project;

THEREFORE, BE IT RESOLVED, the Washington County Service Authority's Board of Commissioners do hereby vote to seek funding from the Mount Rogers Planning District Commission for the Project in the amount of \$100,000; and

BE IT FURTHER RESOLVED that Robbie Cornett, General Manager, is hereby authorized to sign and submit an appropriate application and related documents to the Mount Rogers Planning District Commission for such funding on behalf of the Washington County Service Authority.

Motion by: Mrs. Cathy Miller

Seconded by: Mr. Kevin Shyer

Aye 7 Nay 0 Abstain 0 Absent 0

This 27th day of September 2021

Wayne Campbell
Wayne Campbell, Chairman

Attest:

Carol Ann Shaffer
Carol Ann Shaffer, Assistant Secretary

Mill Creek Regional Water Treatment Facility Chlorine Contact Tanks Replacement

Project Planning Material

Mount Rogers Planning District Commission

This application seeks construction funds to provide improvements to the Mill Creek Regional Water Treatment Facility. The Washington County Service Authority and the Town of Chilhowie jointly own and operate the Mill Creek Regional Water Treatment Facility (MCRWTF). The MCRWTF represent the second largest water source for Washington County and is the primary source for the Town of Chilhowie. The existing plant is able to produce 3.1 MGD thanks to grant funds received from the MRPDC and USDA Rural Development. The existing chlorine contact tanks are an integral part of the disinfection of the treated water before it enters the distribution system to serve thousands of customers in Washington and Smyth Counties. Reports on the conditions of these tanks prompted the Town of Chilhowie and WCSA to formulate a project to replace these tanks. The tank project has been designed and is waiting approval from USDA Rural Development since they are the lead funding agency. Plans are complete and the project is ready to advertise. A recent estimate suggests that an additional \$287,790 of additional funds would be needed to complete the project. Additional funds will help both the Town of Chilhowie and WCSA reduce costs that both parties would need to contribute towards the project.

Advantages:

1. Continue to supply VDH compliant water that thousands of residents, industries, businesses and schools of Washington and Smyth Counties use each and everyday.

Washington County Service Authority

RESOLUTION

WHEREAS, the Mount Rogers Planning District Commission has partially funded several drinking water and wastewater projects in Washington County; and

WHEREAS, the Washington County Service Authority owns and operates a water distribution system in Washington County; and

WHEREAS, there is a critical line that facilitates the distribution of water to the Western part of the County that serves thousands of residents, schools, business and supplements critical fire flow during high demand time periods; and whereas this critical line has been forced out of service, plans to replace it are with the Exit 14 Waterline Replacement Project ("the Project"); and

WHEREAS, the Washington County Service Authority's Board of Commissioners have reviewed the necessity to replace the aforementioned waterline and considered planning materials for the Project provided by Staff; and found that the pre-requirements have been met for submitting a funding application to the Mount Rogers Planning District Commission for the Project;

THEREFORE, BE IT RESOLVED, the Washington County Service Authority's Board of Commissioners do hereby vote to seek funding from the Mount Rogers Planning District Commission for the Project in the amount of \$100,000; and

BE IT FURTHER RESOLVED that Robbie Cornett, General Manager, is hereby authorized to sign and submit an appropriate application and related documents to the Mount Rogers Planning District Commission for such funding on behalf of the Washington County Service Authority.

Motion by: Ms. Cathy Miller

Seconded by: Ms. Kevin Shayer

Aye 7 Nay 0 Abstain 0 Absent 0

This 27th day of September 2021

Wayne Campbell
Wayne Campbell, Chairman

Attest:

Carol Ann Shaffer
Carol Ann Shaffer, Assistant Secretary

Exit 14 Waterline Replacement Project

Project Planning Material

Mount Rogers Planning District Commission

This application seeks construction funds to replace a 1,500 L.F section of 8-inch cast iron waterline that has failed many times and has now failed in a location underneath Interstate 81, which is highly traveled highway. Failing of this line reduces the robustness of the WCSA distribution system, due to the fact that this out of service line prevents WCSA from having an alternate way of feeding distribution lines. The failed line also reduces the capability for WCSA to supplement water during a fire flow event. Plans are complete and the WCSA has procured for construction bids to replace the waterline. The recent quote received to replace the waterline is \$317,372. If WCSA is fortunate enough to receive funds for the project, it will greatly benefit WCSA to restore this line into service and also allow WCSA to save funds for other needed projects.

Advantages:

- 1. Restore a critical distribution line that supplements WCSA's water distribution system during daily demands and high demand times during fire flow events.**



**WASHINGTON COUNTY SERVICE AUTHORITY
NOTICE OF SOLE SOURCE DETERMINATION
AND INTENT TO AWARD CONTRACT**

The Washington County Service Authority ("WCSA") is in the process of replacing all of its water meters, which are rapidly nearing the end of their useful lives. Currently, WCSA must obtain meter readings by vehicles equipped to receive data transmitted by the meters. As it is more efficient and cost effective to remotely collect meter data without driving, WCSA has commenced an Advanced Metering Infrastructure ("AMI") Project to collect data from these meters without driving. WCSA has an urgent need to transition its meter reading to AMI as quickly, completely and uniformly as possible. American Electric Power ("AEP") and/or its subsidiary or affiliate Appalachian Power Company ("AppCo") (both, collectively, "AEP") is currently deploying its own AMI network to collect data from its own meters in Washington County and other areas in the Commonwealth of Virginia. AEP underwent a thorough and competitive selection process to identify and procure a network partner. Itron, Inc. ("Itron") was chosen. Itron has the exclusive right to afford access to the AEP network by virtue of a reseller agreement with AEP. WCSA has also selected Itron, Inc. ("Itron") to supply software, hardware, subscription, networking services, installation services, integration services and other related services necessary for WCSA to establish and maintain an AMI network utilizing the existing AEP/Itron AMI network. However, approximately twenty percent of WCSA's meters are located outside the area served by the existing AEP/Itron AMI network ("Non-AEP Area"). Here, WCSA will need to install its own network devices (collectors and access points) to establish an AMI network, which will eventually be integrated with AEP/Itron AMI network. By the end of 2021 WCSA currently expects to have 1) all its meters replaced with AMI compatible meters and 2) full use of the AEP/Itron AMI network in the AEP service area.

Because of disruptions to the global economy caused by the COVID-19 pandemic, the lead time to purchase the network devices necessary for an Itron AMI network in the Non-AEP area is currently 30 weeks. AEP already has the necessary network equipment in its inventory and is prepared to install it in the Non-AEP area if requested by WCSA. No other entity presently has a sufficient stock of network equipment. AEP is therefore the only entity that has the present capability to commence and complete all of these installations by the end of 2021. AEP already has extensive experience in installing this equipment for its own AMI network.

Upon the basis of the foregoing and pursuant to Section 2.2-4303(E) of the 1950 Code of Virginia, as amended, and Chapter III, Section D(a)(1) of the Procurement Policy of the Washington County Service Authority, the Contracting Officer hereby determines that AEP is presently the only source practically available for the AMI networking equipment, installation services, and other related services necessary for WCSA to construct or install an AMI network for WCSA's water meters that are located outside the AEP service area.

PLEASE TAKE NOTICE that on October 26, 2021 WCSA intends to award AEP a contract to provide WCSA with AMI network equipment, installation services and other related services necessary for WCSA to construct and maintain an AMI network in the Non-AEP service area.



Contracting Officer

9/27/21
Date