





**Washington County Service Authority Board of Commissioners
January 24, 2022 Regular Board Meeting Minutes - Revised**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	6:00 pm


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Present:	Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Hutton, Mrs. C. Miller and Mr. Hutchinson
Absent:	Mr. Thayer
End Time:	6:00 pm


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:	6:00 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
Actual Motion:	Approve the Amended Agenda as presented.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutton
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:02 pm

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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:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:02 pm


Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. D. Miller recognized years of service for Mr. Sproles and Mr. Rolen.
On the Record:	None
Actual Motion:	Motion to approve the Consent Agenda.
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:02 pm

Agenda Item: 7  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:02 pm

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Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene had no report for open meeting.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:03 pm


Agenda Item: 8  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:03 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:47 pm

Agenda Item: 9  COMMUNICATION	Operations Report and Update
Presenter(s):	Robbie Cornett
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Included in the General Managers Report and Update; Agenda Item 8.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	

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Voting:	Ayes:	
	Nays:	
	Abstain:	


Agenda Item: 10  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:47 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 • Exit 14 Waterline Replacement Project • Galvanized Line Phase 3 Project • Smyth Chapel Improvements Project • Lee Highway Corridor Sewer Project • Mendota/Mary's Chapel Project • Administrative Complex and Grounds Improvements • Abingdon Water Storage Tank Improvements Project • Development off Bonham Road • Exit 19 Convenient Store
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:58 pm

Agenda Item: 11  COMMUNICATION	Financial Report and Update
Presenter(s):	Robbie Cornett
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Included in the General Managers Report and Update; Agenda Item 8.
On the Record:	None

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Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:

Agenda Item: 12  COMMUNICATION	Human Resources Report and Update
Presenter(s):	Shawn Blevins
Beginning Time:	6:58 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Blevins reviewed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:08 pm

Agenda Item: 13  INFRASTRUCTURE	Consideration of Hidden Valley Road Water Line Extension Project Phase 2 Change Order No. 3B
Presenter(s):	Ryan Kiser
Beginning Time:	7:08 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>The Hidden Valley Water Line Extension Project Phase 2 is now completed. A cleanup Change Order 3A was approved by the WCSA General Manager since it was within the limits of approval. Change Order 3A adjusted the final project quantities. The original contract price was \$701,286.90, with the final contract price being \$687,090.00. Change Order 3A added \$6,381.10.</p> <p>There was a total of 19 Weather Days for the project. There was also a delay where WCSA had the pump station manufacture on hold from fabricating</p>

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	<p>pump stations until issues with previous project (Sugar Cove) were worked out. These issues were resolved and WCSA was comfortable authorizing the contractor to proceed with fabrication of pump stations on April 9, 2021. With that in mind McFall had all substantial completion work completed and ready for pump station by original substantial completion date of June 15, 2021. As was discussed in previous board meetings, the pump manufacturer experienced major delays with getting pump station components due to COVID supply issues and was not able to deliver pump station until September 8th which passed delays on to contractor for hooking up pump stations, testing and completing LMI service connections. This change order adds 134 days of contract time for delays and 19 for documented weather days for a total of 153 days.</p>
Discussion:	Mr. Kiser discussed the information above with the Board.
On the Record:	Mr. Taylor said WCSA did a good job. Everything works good and everyone is very happy and appreciative.
Recommendations:	Approve Change Order 3B
Actual Motion:	Motion to approve Change Order 3B.
Motion By:	Mr. Taylor
Second By:	Mrs. C. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:11 pm

<p>Agenda Item: 14  INFRASTRUCTURE</p>	<p>Consideration of Galvanized Waterline Phase 3 Division 2B Change Order No. 3</p>
Presenter(s):	Ryan Kiser
Beginning Time:	7:12 pm
Potential Conflict(s) of Interest and Abstention(s):	None


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Background:	<p>The WCSA Board previously approved a Change Order for additional work on Cunningham Road and Larwood Acres. This change order adds additional time for that proposed work which is 160 days. This change order will also true up the time since the beginning of the project up thru November 2021 or Pay Request 12 related to work restriction days and weather days (24.5 days) and project delays from WCSA associated with upsizing line on Clayman Valley (20 days). These days sum to 44.5 days. These days were tracked with each pay request. Total increase in project time is 204.5 days. This revises the substantial completion date to July 6, 2022.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Pay Request</th> <th style="text-align: center;">Weather/Holidays Added</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">1.5</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">22</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: center;">0</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">2.5</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: center;">2.5</td></tr> <tr><td style="text-align: center;">C.O 2A Work</td><td style="text-align: center;">160</td></tr> <tr><td style="text-align: center;">Total</td><td style="text-align: center;">204.5</td></tr> </tbody> </table>	Pay Request	Weather/Holidays Added	1	3	2	1	3	1.5	4	1	5	1	6	1	7	6	8	22	9	0	10	3	11	2.5	12	2.5	C.O 2A Work	160	Total	204.5
Pay Request	Weather/Holidays Added																														
1	3																														
2	1																														
3	1.5																														
4	1																														
5	1																														
6	1																														
7	6																														
8	22																														
9	0																														
10	3																														
11	2.5																														
12	2.5																														
C.O 2A Work	160																														
Total	204.5																														
Discussion:	Mr. Kiser reviewed the above information.																														
On the Record:	None																														
Recommendation:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the Galvanized Line Phase 3 Division 2B, proposed Change Order No. 3																														
Proposed Motion:	Authorize the approval of Galvanized Line Phase 3 Division 2B, proposed Change Order No. 3																														
Actual Motion:	Motion to authorize the approval of Galvanized Line Phase 3 Division 2B, proposed Change Order No. 3																														
Motion By:	Mr. Hutchinson																														
Second By:	Mr. Hutton																														
Voting:	Ayes: 6																														
	Nays: 0																														
	Abstain: 0																														
End Time:	7:15 pm																														

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Agenda Item: 15  INFRASTRUCTURE	Consider Award of the Route 58 Water Storage Tank Demolition Project and Budget Amendment										
Presenter(s):	Ryan Kiser										
Beginning Time:	7:17 pm										
Potential Conflict(s) of Interest and Abstention(s):	None										
Background:	<p>The approved FY 2020/2021 budget included \$50,000.00 for the demolition of the Route 58 Water Storage Tank. WCSA currently has \$6,160.00 billed toward the project for engineering fees. Below are the detailed amounts for the project:</p> <table border="1" data-bbox="521 695 1474 894"> <tr> <td>Bid Amount</td> <td>\$60,180.00</td> </tr> <tr> <td>Project Bond Reimbursement</td> <td>\$3,500.00</td> </tr> <tr> <td>Contingency</td> <td>\$10,000.00</td> </tr> <tr> <td>Prior Engineering</td> <td>\$6,160.00</td> </tr> <tr> <td>Total Estimated Cost</td> <td>\$79,840.00</td> </tr> </table> <p>Due to the updated bid and estimate it is projected that there will be a \$29,840.00 budget overrun.</p>	Bid Amount	\$60,180.00	Project Bond Reimbursement	\$3,500.00	Contingency	\$10,000.00	Prior Engineering	\$6,160.00	Total Estimated Cost	\$79,840.00
Bid Amount	\$60,180.00										
Project Bond Reimbursement	\$3,500.00										
Contingency	\$10,000.00										
Prior Engineering	\$6,160.00										
Total Estimated Cost	\$79,840.00										
Discussion:	Mr. Kiser discussed the above information.										
On the Record:	None										
Recommendation:	Management kindly recommends the Board consider approving the proposed budget amendment as presented.										
Proposed Motion:	Authorize the approval of the Route 58 Water Storage Tank Demolition Bids and award the project to Taff & Frye in the amount of \$60,180 and approve the budget amendment to the 2020-2021 Budget to increase the budget from the original budget amount of \$50,000 to \$ 79,840 (29,840.00).										
Actual Motion:	Motion to authorize the approval of the Route 58 Water Storage Tank Demolition Bids and award the project to Taff & Frye in the amount of \$60,180 and approve the budget amendment to the 2020-2021 Budget to increase the budget from the original budget amount of \$50,000 to \$ 79,840 (29,840.00).										
Motion By:	Mrs. C. Miller										
Second By:	Mr. Hutchinson										
Voting:	Ayes: 6										
	Nays: 0										
	Abstain: 0										
End Time:	7:20 pm										

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Agenda Item: 16  INFRASTRUCTURE	Consideration of the WSL-010-21A Taylor Valley, Prices Bridge, Monroe, Green Springs, WSL-010-21B Hobbs, Fleenor, Abrams Falls Waterline Extension Projects Construction Bids
Presenter(s):	Ryan Kiser
Beginning Time:	7:20 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	The WCSA received construction bids for WSL-010-21A Taylors Valley Road, Monroe Road, Prices Bridge Road and Green Springs Road and WSL-010-21B Fleenor’s Memorial South Road, Hobbs Road and Abrams Falls Road. From bids received and current available funding, project has a shortfall of \$123,185.65.
Discussion:	<p>Mr. Kiser discussed the information above. Mr. Kiser discussed bids for PVC pipe and ductile iron. Staff evaluated the budget and decided to use ductile iron for the projects. Since WCSA has provisions to negotiate with the low bidder, the contractors were asked for a revised cost for ductile iron and WCSA was able to close in the shortfall to \$123,185.65</p> <p>Mr. Kiser discussed the possibility of getting principal forgiveness funds from VDH and may not have to use the full \$123,185.65 from reserves.</p> <p>Mr. Kiser discussed the need to advance this project due to time of year restrictions in April preventing work in the stream.</p> <p>In answering a question from Mr. D. Miller about the cost of ductile iron, Mr. Kiser recommended using ductile iron instead of PVC pipe saying the maintenance manager and team was more confident in using ductile iron for this project.</p>
On the Record:	None
Recommendations:	Mr. Kiser’s recommendation to the Board is to approve the bids, award the project to McCall Excavating, install the ductile iron and approve the budget amendment for \$123,185.65 to this project and taking those funds from our reserves.
Proposed Motion:	Mr. Kiser referred the Board to the possible motion. Mr. Campbell read the possible motion saying possible motion is to authorize the approval of 21A and 21B (WSL-010-21A and WSL-010-21B) Project Bids and move to award both projects in the amount of \$1,811,421 to McFall Excavation, Inc. and approve the 2021 budget amendment to increase the budget for both projects by \$123,185.65 by obligating reserve funds.
Actual Motion:	Mr. Campbell read Motion to authorize the approval of 21A and 21B (WSL-010-21A and WSL-010-21B) Project Bids and move to award both projects in the amount of \$1,811,421 to McFall Excavation Inc. and approve the 2021-2022 budget amendment to increase the budget for both projects by \$123,185.65 by obligating reserve funds.
Motion By:	Mr. Taylor
Second By:	Mr. D. Miller
Voting:	Ayes: 6
	Nays: 0


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Abstain:	0
End Time:	7:30 pm

Agenda Item: 17  INFRASTRUCTURE	Consideration of the Mill Creek Regional Water Treatment Plant Chlorine Contact Tank Bids and Budget Amendment																																
Presenter(s):	Ryan Kiser																																
Beginning Time:	7:30 pm																																
Potential Conflict(s) of Interest and Abstention(s):	None																																
Background:	<p>WCSA has received bids for the Mill Creek Chlorine Tanks Replacement Project. Bids were received on December 2, 2021. Mid Atlantic Storage Systems, Inc. came in with the low bid of \$1,282,580. Adding a 5% contingency to the project, the total comes to \$1,346,709.00. WCSA and The Town of Chilhowie have received funding of \$743,510.00. \$653,510.00 from Rural Development and \$90,000.00 from Mount Rogers Planning District. This creates a funding shortfall of \$603,199.00. Based on the Usage Allocation, WCSA would be required to account for \$331,759.45 (55%) and The Town of Chilhowie would be responsible for the remaining 45%.</p> <p style="text-align: center;"><u>Mill Creek Chlorine Contact Tanks Replacement Project</u></p> <p style="text-align: center;"><u>Construction Bids, 12-2-21</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Mid Atlantic Storage Systems, I</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">1,282,580.00</td> <td style="width: 20%; text-align: right;">LOW BIDDER</td> </tr> <tr> <td>Carolina Grading & Utilities</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,330,000.00</td> <td></td> </tr> <tr> <td>Haren Construction Company</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,407,000.00</td> <td></td> </tr> <tr> <td>TOTAL of LOW BID</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,282,580.00</td> <td></td> </tr> <tr> <td>CONTINGENCY (5%)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">64,129.00</td> <td></td> </tr> <tr> <td><u>TOTAL COST</u></td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,346,709.00</td> <td></td> </tr> </table> <p style="text-align: center;"><u>FUNDING</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">RURAL DEVELOPMENT</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">653,510.00</td> <td style="width: 20%;"></td> </tr> <tr> <td>MRPDC</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">90,000.00</td> <td></td> </tr> </table>	Mid Atlantic Storage Systems, I	\$	1,282,580.00	LOW BIDDER	Carolina Grading & Utilities	\$	1,330,000.00		Haren Construction Company	\$	1,407,000.00		TOTAL of LOW BID	\$	1,282,580.00		CONTINGENCY (5%)	\$	64,129.00		<u>TOTAL COST</u>	\$	1,346,709.00		RURAL DEVELOPMENT	\$	653,510.00		MRPDC	\$	90,000.00	
Mid Atlantic Storage Systems, I	\$	1,282,580.00	LOW BIDDER																														
Carolina Grading & Utilities	\$	1,330,000.00																															
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TOTAL of LOW BID	\$	1,282,580.00																															
CONTINGENCY (5%)	\$	64,129.00																															
<u>TOTAL COST</u>	\$	1,346,709.00																															
RURAL DEVELOPMENT	\$	653,510.00																															
MRPDC	\$	90,000.00																															


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	TOTAL FUNDING	\$	743,510.00
	Funding Shortfall	\$	(603,199.00)
	WCSA 55%	\$	(331,759.45) WCSA Request Additional \$331,759.45 increase for project budget
	Town of Chilhowie 45%	\$	(271,439.55)
Discussion:	Mr. Kiser reviewed the above information. Mr. Cornett said the Chlorine Contact Tank Replacement was a project that came on the heels of the Mill Creek Plant Improvements Project. We knew when we undertook this project, the remaining Rural Development funds would not be adequate to cover all the costs. WCSA and the Town of Chilhowie have been setting funds aside to address capital project needs. There are sufficient funds in that reserve to cover these costs.		
On the Record:	None		
Recommendations:	Management kindly recommends the Board consider approving the proposed budget amendment as presented.		
Proposed Motion:	Authorize the approval of the Mill Creek Regional Water Treatment Plant Chlorine Contact Tank bids, award the project to Mid-Atlantic Storage Systems, Inc. in the amount of \$1,282,580.00 and authorize the approval of the budget amendment to increase the project budget to \$331,759.45.		
Actual Motion:	Mr. Campbell read the possible motion: Authorize the approval of the Mill Creek Regional Water Treatment Plant Chlorine Contact Tank bids, award the project to Mid-Atlantic Storage Systems, Inc. in the amount of \$1,282,580.00 and authorize the approval of the budget amendment to increase the project budget to \$331,759.45.		
Motion By:	Mr. Taylor		
Second By:	Mr. Hutton		
Voting:	Ayes:	6	
	Nays:	0	
	Abstain:	0	
End Time:	7:38 pm		

Agenda Item: 17A  INFRASTRUCTURE	Request to Solicit User Agreements
Presenter(s):	Ryan Kiser
Beginning Time:	7:38 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None

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Discussion: (1:38:31)	Mr. Kiser asked for permission to solicit User Agreements for Smith Creek Road, Bluff Hollow Road, Spoon Gap Road, Buffalo Pond Road, Monroe Road at Wright Road, Mountain Springs Road, Potter Road, Friendship Road and Beech Grove Road.
On the Record:	None
Actual Motion:	Motion to approve request to submit User Agreements for Smith Creek Road, Bluff Hollow Road, Spoon Gap Road, Buffalo Pond Road, Monroe Road at Wright Road, Mountain Springs Road, Potter Road, Friendship Road and Beech Grove Road.
Motion By:	Mrs. C. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:41 pm

Agenda Item: 18  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:41 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: 6
	Nays: 0
	Abstain: 0
End Time:	7:43 pm

**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting January 24, 2022**

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): Probable Litigation

Consultation with legal counsel and briefings by staff members pertaining to probable litigation that has been specifically threatened and which the public body and its legal counsel have a reasonable basis to believe will be

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commenced by a known party, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and specifically involving a claim of employment discrimination by a former employee of the Authority.

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

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, and specifically involving a proposed Regional Water Agreement between the Authority and the Town of Chilhowie.

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

Motion: Mr. D. Miller
Second: Mrs. C. Miller
Vote: 6-0-0-1

Agenda Item: 19  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	8:14 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to return to Public Meeting.
Motion By:	Mr. D. Miller
Second By:	Mr. Taylor
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	8:16 pm

Return to Public Meeting

Mr. D. Miller moved that the Board return to Open Session. Second: Mr. Taylor. Vote: 6-0-0-1

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


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

Agenda Item: 20  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	8:16 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	8:16 pm

Agenda Item: 21  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	8:16 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: 6
	Nays: 0
	Abstain: 0
End Time:	8:16 pm

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Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

General Manager, Operations, and Financial Reports and Updates

January 24, 2022

Voice (Telephone) Communication

- Currently, defining the problem(s)
 - Increase in calls over time (more in two slides)
 - Telephone system limitations
 - Customer expectations
 - Want a live operator (don't want an automated system)
 - Want first ring service (don't want to wait in line; what might happen if you were in the lobby)
 - If there is no objection, we propose to discontinue “live” calls customers the day prior to disconnection for nonpayment. We place “live” calls to about 100 customers per week. 1) it is not required by policy and at this point, the customer is 2) two months past due (and received two bills), 3) will have received a disconnect notice, and 4) will have gotten one to two robot calls from WCSA that service is to be disconnected for nonpayment.
 - Goal: Complete this process by February 16th

Voice (Telephone) Communication (Cont.)

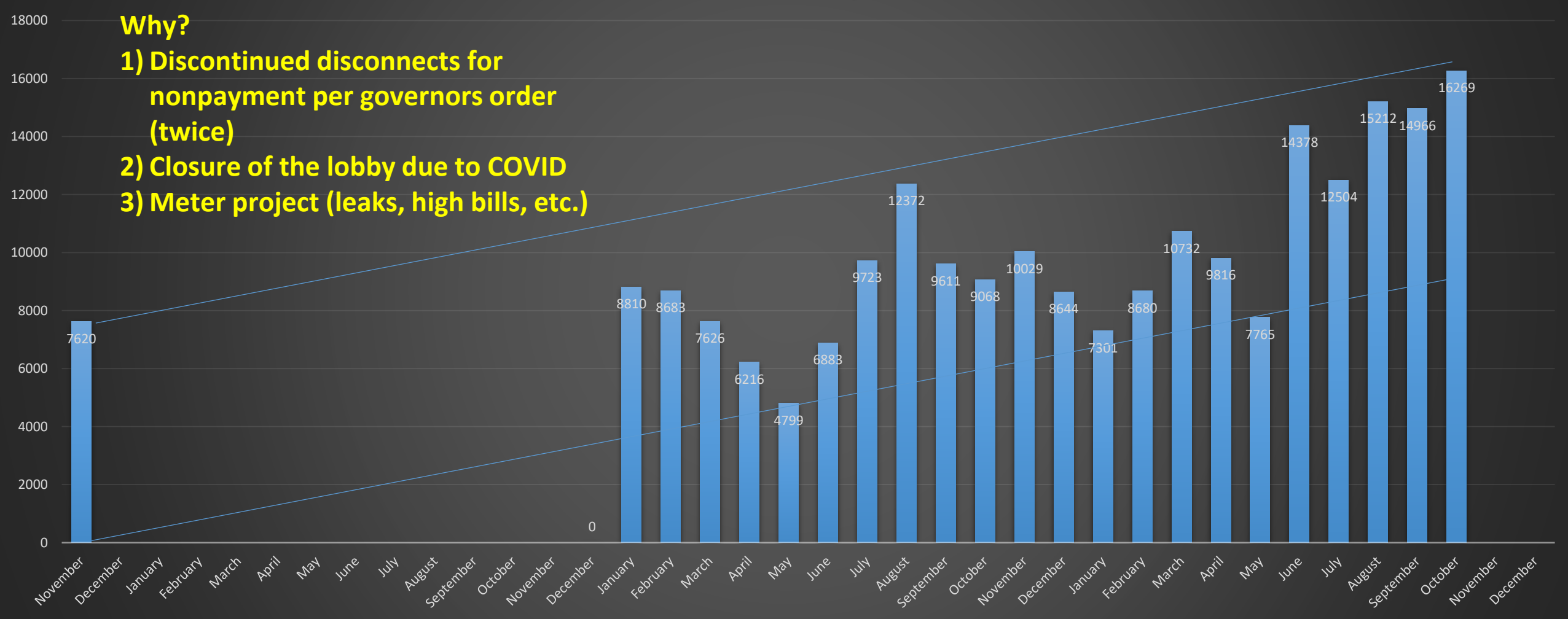
- Next, solving the problem(s)
 - Update Board on solution(s) and timeline at your February 28th meeting and seek approval of any measures requiring Board approval

November 2018 to October 2021

Customer Service Telephone Calls

Why?

- 1) Discontinued disconnects for nonpayment per governors order (twice)
- 2) Closure of the lobby due to COVID
- 3) Meter project (leaks, high bills, etc.)



Virginia General Assembly

- Session Calendar 2022 General Assembly
 - Jan. 12 General Assembly convenes
 - Jan. 14 Budget Amendments due
 - Jan. 21 Last day to introduce legislation
 - ~ Feb. 14 Crossover
 - ~ Feb. 16 House & Senate release respective budgets
 - Early March Budget finalized, released, voted on
 - March 12 General Assembly adjourns
 - Mid-April (TBD) Reconvened Session

Virginia General Assembly

- **HB1054 - "Disaster or emergency; weather extremes; disconnection prohibitions for certain utilities; residential customers; report.**
 - Seeks to limit when, under what circumstances, and according to what procedures utilities may disconnect residential customers from service. Disconnections would be prohibited for residential customers “for nonpayment of bills or fees until 60 days after” a state or local state of emergency declaration or a declared state of emergency, major disaster, disaster, or resource shortage. During the winter or summer months utilities would be required to “work in collaboration with the residential customer” with an accrued balance to identify and provide any resources that could reduce or eliminate the customer’s balance or enroll the customer in a repayment program. This legislation also prohibits any utility from levying a fee to any residential customer for “disconnecting from service or reconnecting to service for nonpayment of bills or fees.”
- **HB841** – is essentially the same (at least two Delegates have the same idea)

Virginia General Assembly

- **HB664 - "Public utilities; delay of termination of service; serious medical condition; report.**
- **HB1052 "...public utilities; late payment fees restricted.**
 - Prohibits a ...public utility from charging (i) a residential customer a late payment fee or similar penalty that exceeds the lesser of 2.5 percent of the balance due or \$5 or (ii) any interest on a residential customer's outstanding balance. The bill provides that "public utility" includes utilities that are not subject to the jurisdiction of the State Corporation Commission and that provide...water or wastewater service in the Commonwealth."

Virginia General Assembly

- **HB609 - Civil action for the deprivation of rights; duties and liabilities of certain employers.**
 - Creates a significant change in the ability of citizens to sue local governments and local government employees. The bill would do away with sovereign immunity in suits regarding any alleged harm to a plaintiff. The bill would be extremely costly to all local governments and local political subdivisions.

Virginia General Assembly

- **HB919 Board of Health; regulations; maximum contaminant levels in water supplies and waterworks; effective date.**
 - Directs the Department of Health to establish a maximum containment level of perfluorooctanoic acid, perfluorooctane sulfonate, and for such other perfluoroalkyl and polyfluoroalkyl substances as the Board deems necessary including (ii) chromium-6; and (iii) 1,4-dioxane. This would impact all waterworks and water supplies beginning July 1, 2025.
 - Compliance with these regulations would represent not only a substantial cost to municipal waterworks but also likely be complicated by forthcoming EPA regulations. Some/many suggest waiting until it becomes clear what action Federal regulators will take on this issue before taking action to avoid conflicting regulatory compliance standards at the local level.

Virginia General Assembly

- There are a number of bills related to COVID-19
- David Paylor “out” and Mike Rolband “in” as Director of DEQ
- All VDH Field Directors and a few other positions were eliminated in December and a week later, they changed their mind...
- HB542 Regulatory Advisory Panel work continues
 - study of the existing water resources in Virginia
 - means and methods of conserving and augmenting such water resources, and existing and contemplated uses and needs of water for all purposes
 - the Board is to formulate a coordinated policy for the use and control of all the water resources of the Commonwealth and issue a statement thereof.

Virginia General Assembly

- HB542 Regulatory Advisory Panel work continues
 - The Board is seeking comments on this regulation until January 31, 2022
 - Currently, Washington County is located in the Big Sandy and Upper Tennessee Rivers Planning Area which encompasses the counties of Buchanan, Dickerson, Lee, Russell, Scott, Smyth, Tazewell, and Washington as well as the Cities of Bristol and Norton.
 - One possible outcome of this effort may (likely will) be a “regional water supply plan” for whatever area a locality is a part of.

Operations

- Meter

- ~150 meters remain to be replaced
 - Several 4" and 2" in diameter meters (Denmark)
 - Some difficult $\frac{3}{4}$ " diameter meters
- AMR reading remains excellent
- AMI testing and transition continues (behind schedule)
- Meter Leaks
 - Initially, probably due to installation
 - Meter leaks may be due to the gasket between the "yoke" and "expansion wheel"
 - New gaskets are on order, expected to be in this Friday and going forward, when called to a meter leak, the gasket will be replaced

Operations Report

- Maintenance
 - You will have noticed that the number of “meter leaks” increased sharply in November and December
 - The “meter leaks” along with seasonal line breaks also resulted in an uptick in call-outs in December
 - Meeting with County leaders later this week to talk about fire hydrant visibility, safe flow capability & identification, safe operation, and more

Operations Report

- Water Production

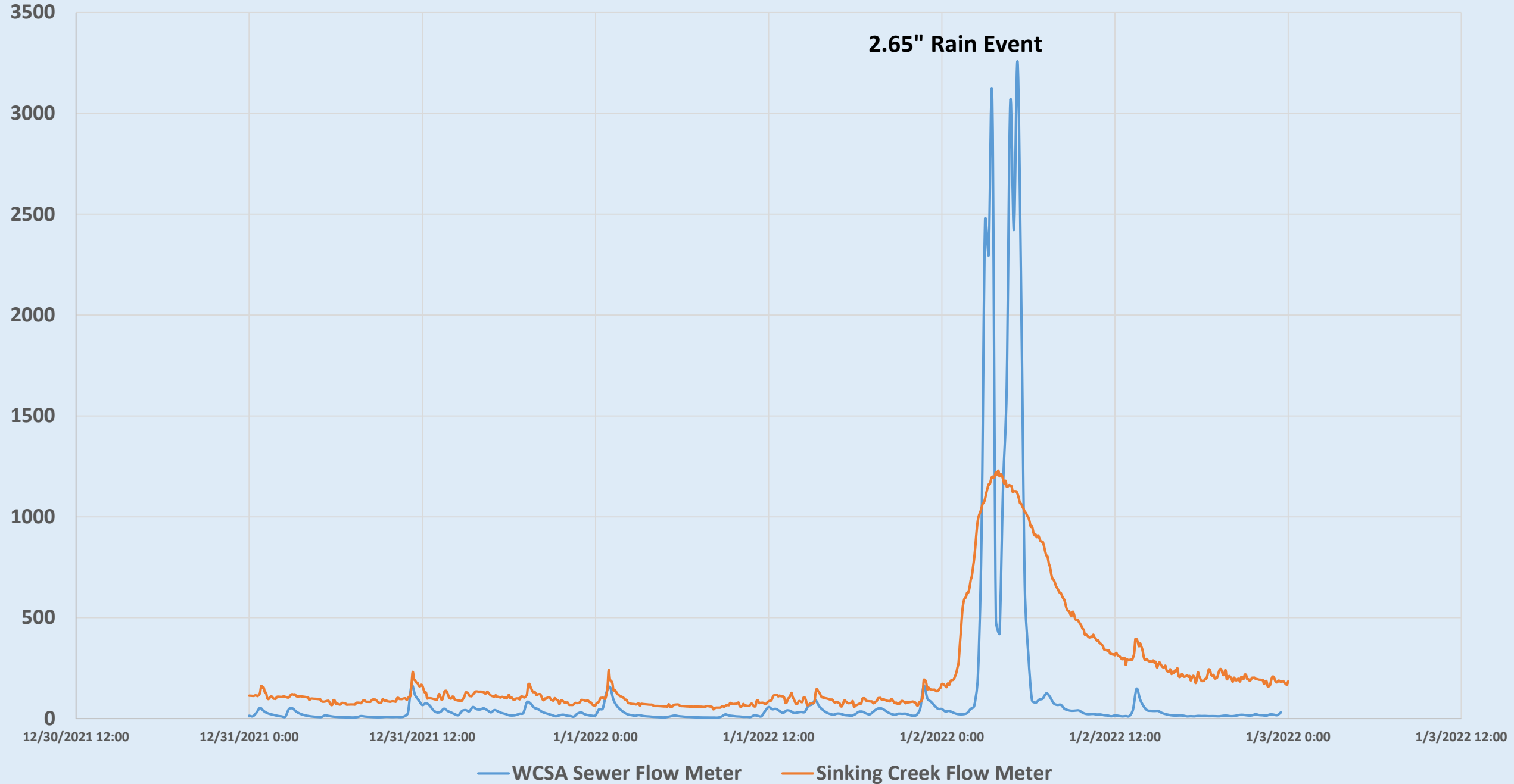
- Conducted interviews and hired two trainees in Water Production
- Completed our Emergency Response Plan (required by EPA)
- Rebuilt the traveling screen at the Middle Fork Raw Water Intake
- Water quality remains good and we are trending towards achieving another VDH Gold Award (3 times cleaner than state standards)

- Wastewater Production

- A lot of activity around inspecting and maintaining our 30 pumping stations
- Vacuumed out two pumping stations (Love's and Utility Trailer)
- Inflow & Infiltration investigation in King Mill Pike (next slide)

WCSA vs Sinking Creek Sewer Flows

2.65" Rain Event



Financial Report

- Fiscal Year 2021 Audit to begin next week
- Financials (balance sheet and income statement) for the past nine months or so are expected to be completed and available for consideration soon
- Fiscal Year 2023 Budget process is beginning next month for staff followed by a workshop with the Board in March or April 2022
- Once financials are current and accurate, we will reconsider the Accounting Roadmap and report back to the Board



Human Resources / Safety

SHAWN BLEVINS

New Hires-10

Turnover-9

Involuntary=5

Voluntary=4 (3 retirees)

Turnover Rate=11.6%

Current Open Positions 2022

4 Maintenance Crew Members (2 offers)

1 Staff Position (Recruiting)

NEW HIRES AND TERMINATIONS FOR 2021 CURRENT OPEN
POSITIONS FOR 2022

The total case incident rate (TCIR) is the generally accepted way of measuring the rate of workplace injuries and illnesses within a given population in the United States.

The TCIR is a benchmark rate measurement and is used to allow firms to compare their historical safety performance against other similarly sized firms in the same sector, industry, and region.

TCIR Calculation =

$$\frac{\text{(Number of recordable cases x 200,000)}}{\text{Employee total hours worked}}$$

WCSA TCIR 2021 = 6 X 200,000 / 125,274 = 9.58
2 poison Ivy, spider web, wrist sprain, back sprain, cheek laceration



2021 SAFETY INCIDENTS AND TOTAL CASE INCIDENT RATE(TCIR)