





Washington County Service Authority Board of Commissioners
June 27, 2022 Regular Board Meeting Minutes


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	5:59 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:	6:00 pm


Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Kevin Thayer opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	6:00 pm
End Time:	6:00 pm

Agenda Item: 4  COMMUNICATION	Approval of the 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:	Approve the Agenda as presented.
Motion By:	Mr. D. Miller
Second By:	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:	None
On the Record:	None
Actual Motion:	Motion to approve the Consent Agenda.
Motion By:	Mr. Thayer
Second By:	Mr. Hutton
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:	6:02 pm

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Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Dene had no report for open meeting.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:02 pm

Agenda Item: 8  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett commented on the Board Retreat and thanked the Board for their time Mr. Cornett invited the Board to the Water and Wastewater Professionals Day luncheon to be held on Tuesday, June 28, 2022. He also provided an update on the Fiscal Year 2021 audit.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:04 pm


Agenda Item: 9  COMMUNICATION	Operations Report and Update
Presenter(s):	Mr. Seay reviewed the attached presentation.
Beginning Time:	6:04 pm
Potential Conflict(s) of Interest and Abstention(s):	None


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Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:08 pm


Agenda Item: 10 	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:08 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	<p>Mr. Cornett updated the Board on the following projects:</p> <ul style="list-style-type: none"> • Galvanized Line Phase 3 Project • Waterline Extension Projects, Taylors Valley, Greens Springs Road, Monroe Road, Prices Bridge Road, Fleenors Memorial, Hobbs Road and Abrams Falls • Mill Creek Chlorine Tank Replacement • Demolition of Old Route 58 Water Storage Tank • Smyth Chapel Improvements Project • Lee Highway Corridor Sewer Project • Mendota and Mary's Chapel Project • Administrative Complex and Grounds Improvements • Private Development Projects
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:14 pm


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Agenda Item: 11  FINANCIAL VIABILITY	Financial Report and Update
Presenter(s):	Robbie Cornett
Beginning Time:	6:14 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett had no financial report outside the discussions during the Special Called Meeting held at 4:00 pm.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:14 pm

Agenda Item: 12  EMPLOYER OF CHOICE	Human Resources Report and Update
Presenter(s):	Shawn Blevins
Beginning Time:	6:14 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Blevins reviewed the attached slide.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:18 pm


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Agenda Item: 13  INFRASTRUCTURE	Consideration of the Mendota Road Water System Extension Bids
Presenter(s):	Ryan Kiser
Beginning Time:	6:18 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>The Mendota Waterline Extension Project has been advertised with a Contract 1 and a Contract 2. The project was advertised on May 15th. A pre-bid conference was held on May 25th and bids will be received on June 16th. The project is grant funded by the Virginia Department of Health thru the American Recovery Plan Act.</p> <p>Project bids and a staff recommendation will be presented to the Board for consideration and approval at the June 27th meeting.</p>
Discussion:	<p>Mr. Kiser reviewed the attached request for permission memo and maps for the proposed Mendota Water Line Extension bids consideration.</p> <p>There was Board discussion regarding changes to the project that might allow for a mixing tank. Staff recommended the Board award the base bid of both contracts. The tank mixing system will not be included since the project is short on funding.</p>
On the Record:	None
Recommendation:	Mr. Kiser recommended the board consider reducing the scope of the project for Contract 1 and awarding the project to Hill Construction for \$3,260,980 and also awarding Contract 2 to Hill Construction for \$3,442,158; subject to a change order to change order work out sufficient to get within the project budget of \$5,500,000 added Mr. Cornett.
Actual Motion:	Approve reducing the scope of the project for Contract 1 and awarding the project to Hill Construction for \$3,260,980 and also awarding Contract 2 Hill Construction for \$3,442,158 subject to a change order reducing the scope of the project to \$5,500,000.
Motion By:	Mr. Taylor
Second By:	Mr. D. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:35 pm

Agenda Item: 14  FINANCIAL VIABILITY	Consideration of the FY 2023 Budget
Presenter(s):	Robbie Cornett
Beginning Time:	6:35 pm
Potential Conflict(s) of Interest and Abstention(s):	None

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Discussion:	None
On the Record:	None
Recommendation:	The Board is kindly requested to favorably consider the FY 2023 Budget.
Proposed Motion:	Move the Board approve the FY 2023 Budget.
Actual Motion:	Approve the proposed budget as presented with the option to amend the budget after staff considers possible amendments as discussed in budget workshop (1) feasibility/desirability of using the health insurance reserves to reduce health insurance premiums, 2) notice of VRS contribution reduction, and 3) possibly reducing the scope and cost of the Administrative Office Building Improvements).
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:37 pm


Agenda Item: 15  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	6:37 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Adjourn to Closed Meeting
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:38 pm

WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
 Closed Meeting June 27, 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 discussion and consideration of the performance and compensation of an employee of the Washington County Service Authority, and specifically involving the annual performance review of the General Manager, pursuant to Section 15.2-3711(A)(1).

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

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Agenda Item: 16  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	8:20 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. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:21 pm

Return to Public Meeting

Mr. D. Miller moved that the Board return to Open Session.

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: 17 A  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	8:22 pm
Potential Conflict(s) of Interest and Abstention(s):	None

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On the Record:	Mr. D. Miller thanked Mr. Cornett for all the work he does for the Authority and the people they serve. I will second that, said Mr. Campbell.
Discussion:	Mr. D. Miller
Actual Motion:	Motion that the Board extend Mr. Cornetts contract for one year and give him a one-time \$5,000 bonus.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0

Agenda Item: 17 B  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	Mrs. C. Miller said she had a customer tell her they (the customer) had 2 WCSA crews at their house installing a new water line. Things had not gone well but it was not the crew member's fault. The customer bragged on how professional they (the WCSA crews) were, how hard they had worked and how courteous they were. The customer said the crews did a great job. They customer could not say enough good things about them (WCSA crew members).
Discussion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:

Agenda Item: 17 C  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	Mr. Dene recommended the Board vote to Authorize the Chairman to execute a contract with the General Manager reflecting the extensions.
Actual Motion:	Mr. D. Miller made a motion that the Chairman sign and execute the contract with Mr. Cornett.

**Washington County Service Authority Board of Commissioners
June 27, 2022 Regular Board Meeting Minutes**

Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:27 pm

Agenda Item: 18  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	8:27 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Taylor
Second By:	Mr. Hutton
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:28 pm



Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

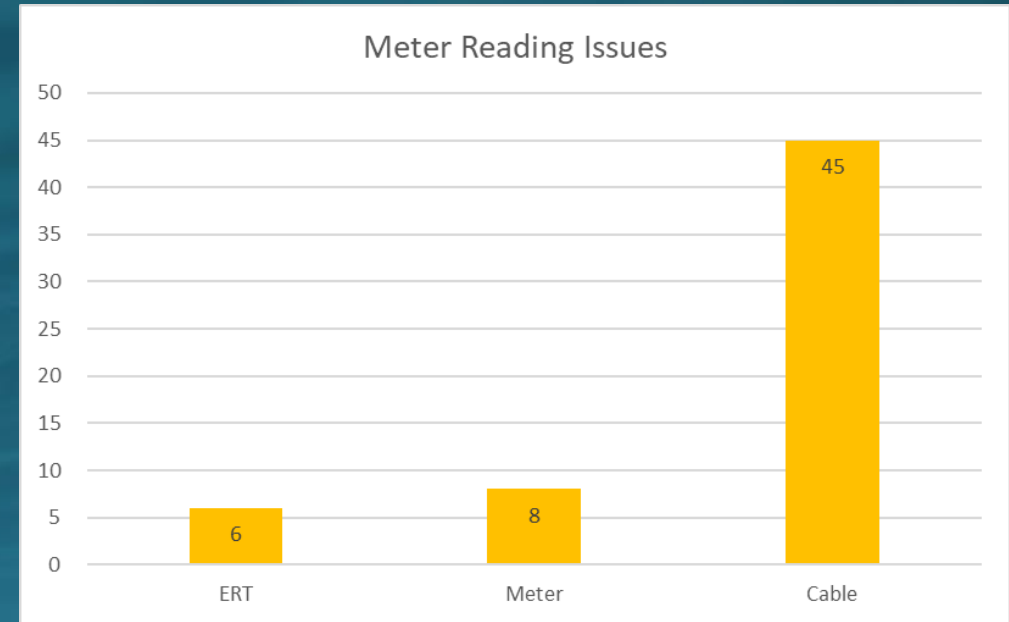
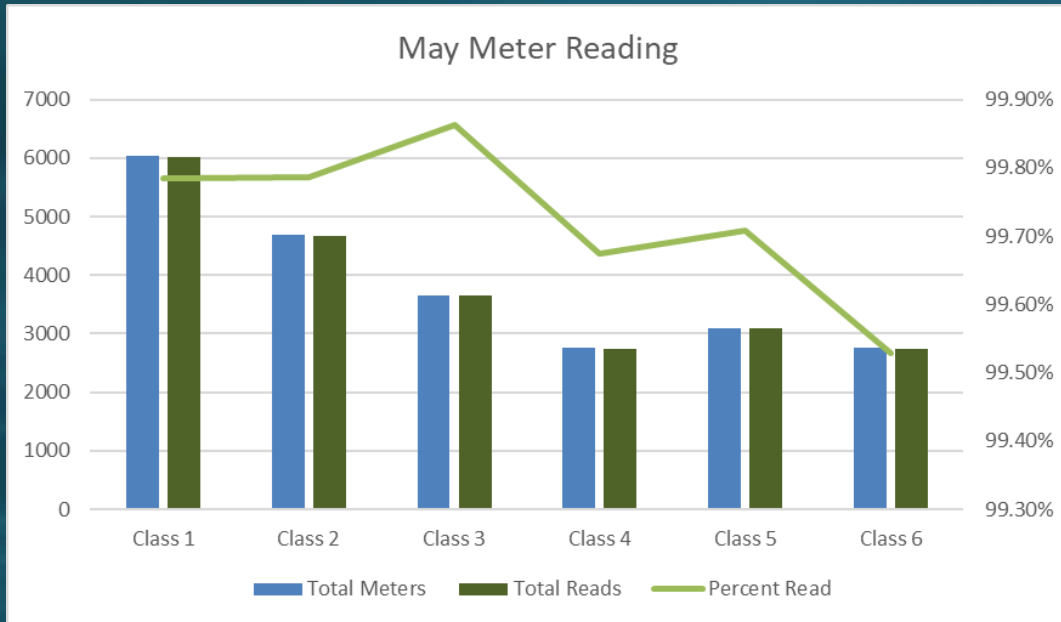
Washington County Service Authority



Operations Manager

Report and Update

Meter Operations



Takeaways:

1. Meter reading accuracy using AMR is 99.7%
2. Meter reading issue is broken cable between ERT and Meter
3. AMI testing and transition – Testing meters in the field

Maintenance Operations

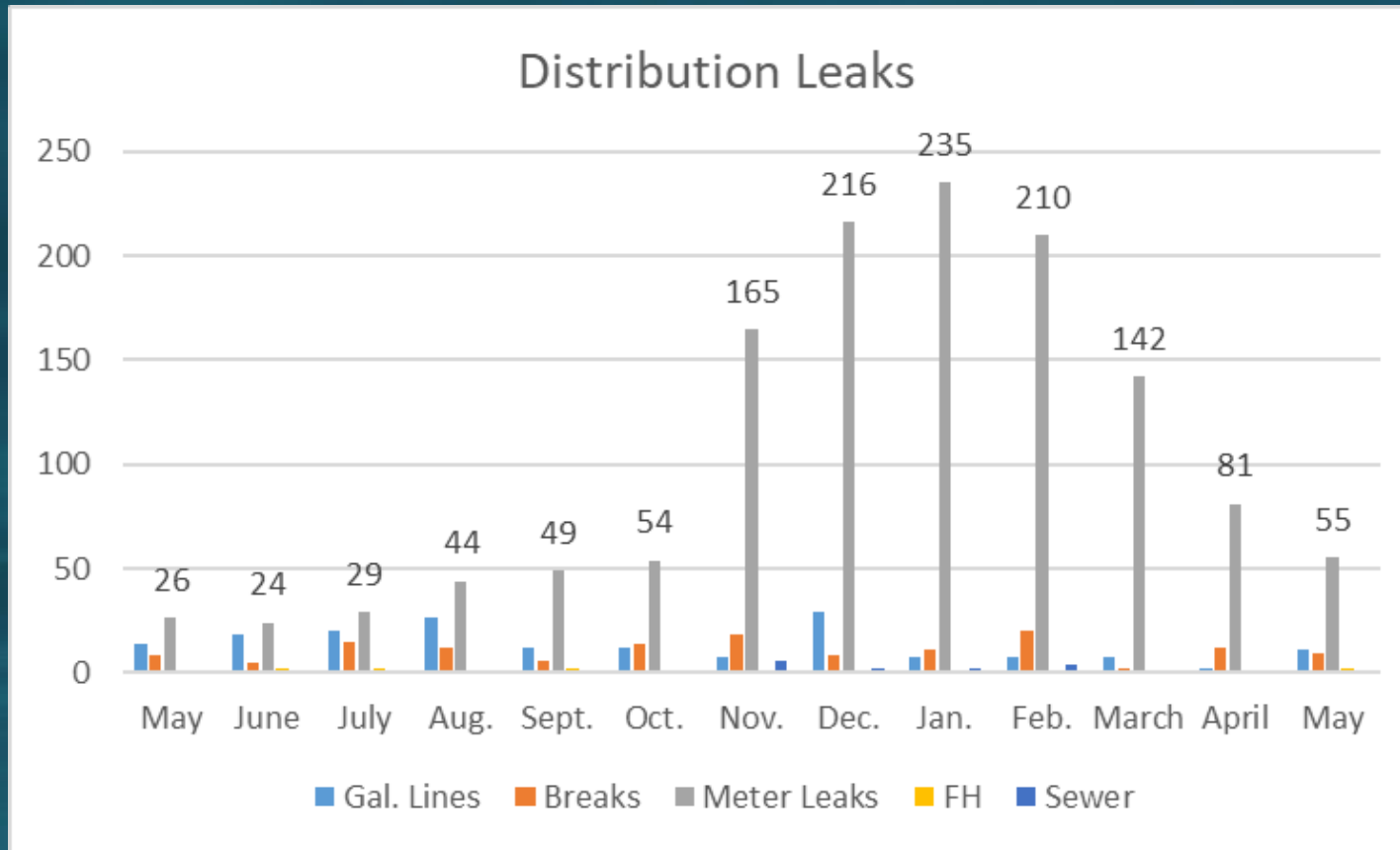


12-inch Line Break – 200 psi
Forsythe Road, Bristol



Cole Spring – Overflow Meter installed
4-inch Mag Meter

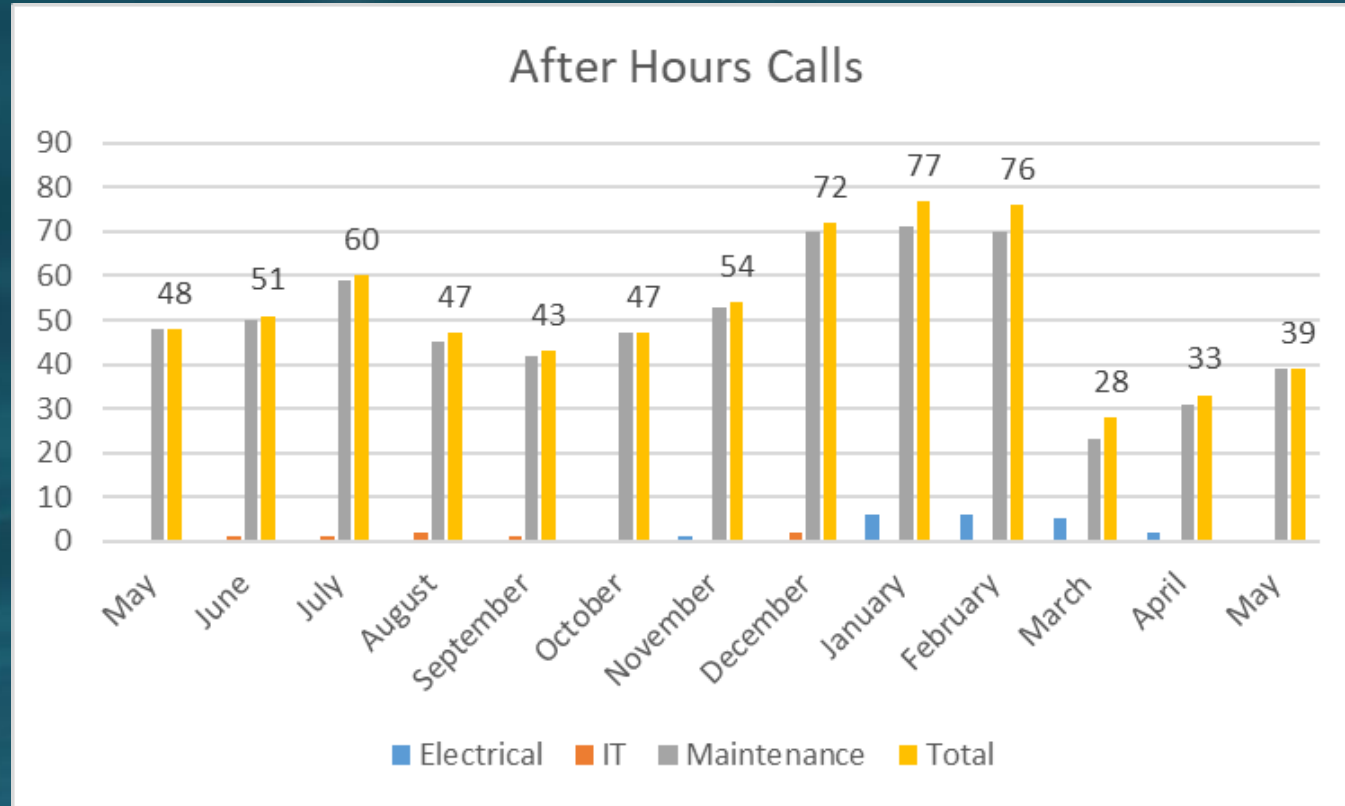
Maintenance Operations



Takeaways:

1. Meter leaks continue to trend down
2. Continue to replace meter gaskets

Maintenance Operations



Takeaways:

1. After Hours Calls reduced by 50% compared to January
2. Increased focus on Preventative Maintenance

Sewer Maintenance Operations

- ❖ Groundwater infiltration located in Manhole
 - Newbanks Road off Exit 22
 - Water flowing into manhole between the risers
 - Estimated infiltration rate of 50 gallons/minute
- Avanti field engineer to be onsite June 28th to demonstrate sealing process
- Sealing process uses a two-part Urethane
- AV-275 Soilgrout is tested and certified for NSF/ANSI/CAN 61 – Drinking Water System Components.



Production Operations



Operations Update

- Looking Forward

- Cla-Val Training completed week of June 20th with Dan Esser. Establishing maintenance team to focus on Control Valve preventative maintenance.
- Managing the communication between Elements and Muni-link for the integration of our Business System.
- Reviewing Request for Proposals for Managed Information Technology and Voice over Internet Protocol phone system. VoIP P.O. to be released in July.
- VPDES Permit reissuance for Hall Creek WWTP is on schedule.

Operations Update



Human Resources & Safety Dashboard



Strategy

- *Establish Open Communication*
- *Develop & Implement Policy and Procedures*
- *Involve Everyone*
- *Provide Training*
- *Establish Benchmark & Review Progress*
- *Use Positive Reinforcement*

Key Process Indicators (KPI)

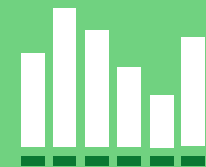
Human Capital

Absenteeism	4.24%
Overtime	4.92 %
Headcount	77
Open Positions	3

Safety

LTA	11/6/21
LI	04/29/22
206 Days without LTA	

Employee Relations



Score
Card

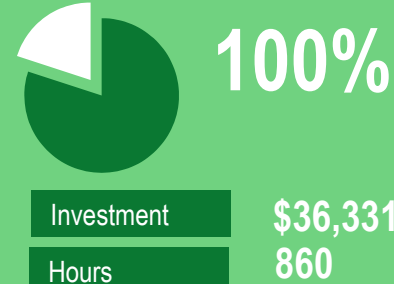


On Our
Minds

Benefits/Demographics

Payback	\$173,000
Average Age	46

Training/Development Investment



Looking Forward



- *Confined Space/Trench Safety*



Washington County Service Authority

June 27, 2022

Board of Commissioners
Washington County Service Authority
25122 Regal Drive
Abingdon, VA 24211

Re: Mendota Road Waterline Extension Project Contract 1 and Contract 2

Dear WCSA Board of Commissioners:

Bids for the above referenced project were received until 2:00 PM and 3:00 PM respectively for Contract 1 and Contract 2 on June 16, 2022 at the Washington County Service Authority then publicly opened and read aloud. An itemized tabulation of all bids received is attached. Both projects were bid as a base bid for ductile iron and an alternate for using PVC. There was also an alternate for a tank mixing of which Hill Construction provided the lowest bid for \$150,000.

In evaluation of the bids, costs were very similar for the ductile iron and the PVC, so staff has made the choice of following thru with the ductile iron base bid. WCSA has \$5.5 Million in grant funding for both contract 1 and Contract 2. With the funding shortage, the alternate for the tank mixing system will not be awarded.

The bid results of the responsive low bidder are summarized below:

CONTRACT	Thomas Construction	Hill Construction	Boring Contractors	Boyd's Construction	
Contract 1	\$4,302,039.00	\$3,442,158.00	\$5,192,490.00	\$4,167,219	
Contract 2	\$4,093,190.00	\$3,260,980.00	\$4,194,185.00		
TOTAL	\$8,395,229.00	\$6,703,138.00	\$9,386,675.00		
		LOW BID			

MENDOTA WATERLINE EXTENSION PROJECT CONTRACT 1 and 2 - CSFRF 02

	Post Bid-Bids Rowl 6-16-22
Construction Cost Contract 1	\$ 3,442,158.00
Construction Cost Contract 2	\$ 3,260,980.00
TOTAL	\$ 6,703,138.00
Contingency 5%	\$ 335,156.90
TOTAL CONSTRUCTION COST	\$ 7,038,294.90
Permitting	\$ 1,000.00
Engineering	\$ 48,540.50
Advertising	\$ 1,500.00
TOTAL Related Costs	\$ 51,040.50
TOTAL PROJECT COST	\$ 7,089,335.40

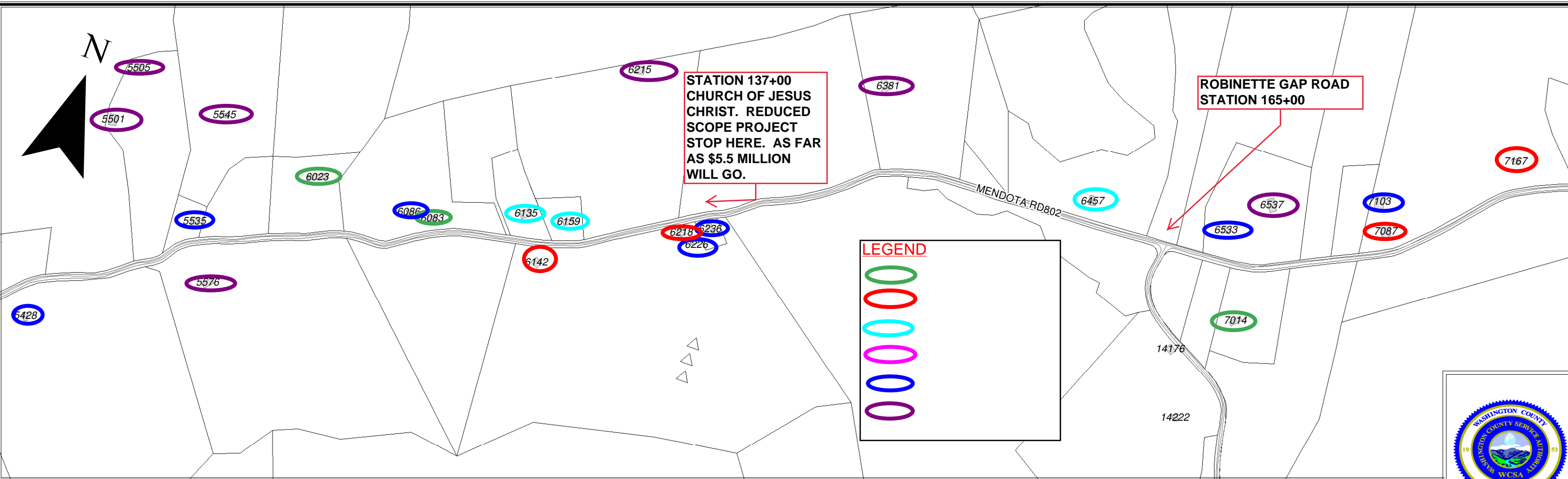
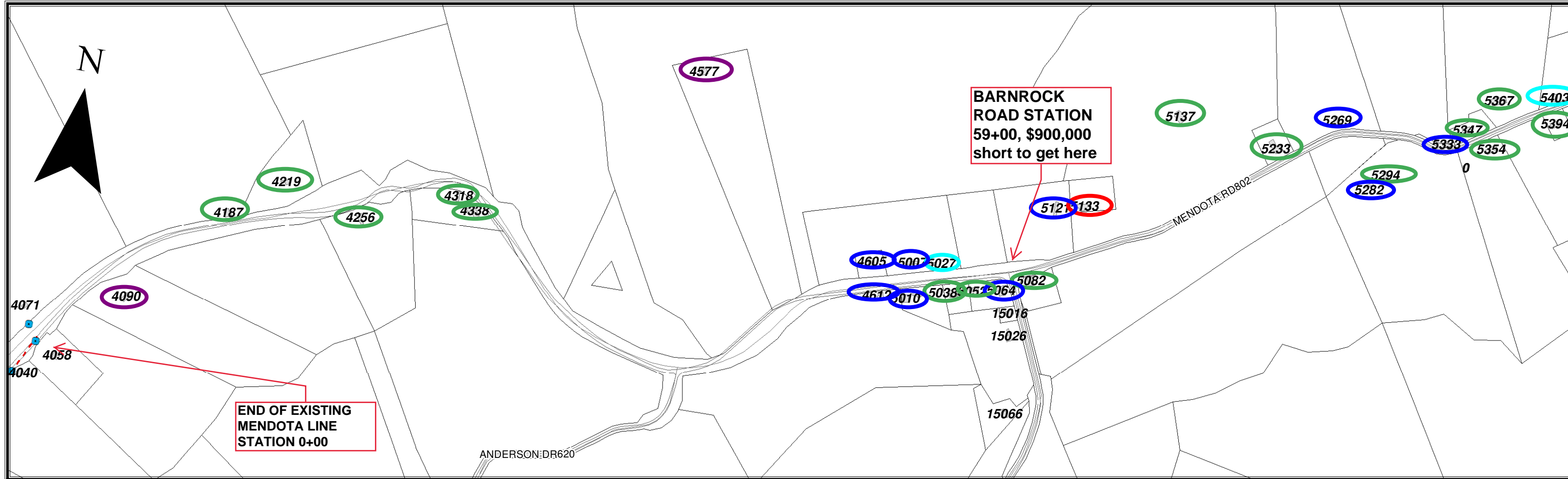
Project Funding in Place	\$	5,500,000.00
Project Cost	\$	7,089,335.40
Total Budget Deficit	\$	(1,589,335.40)

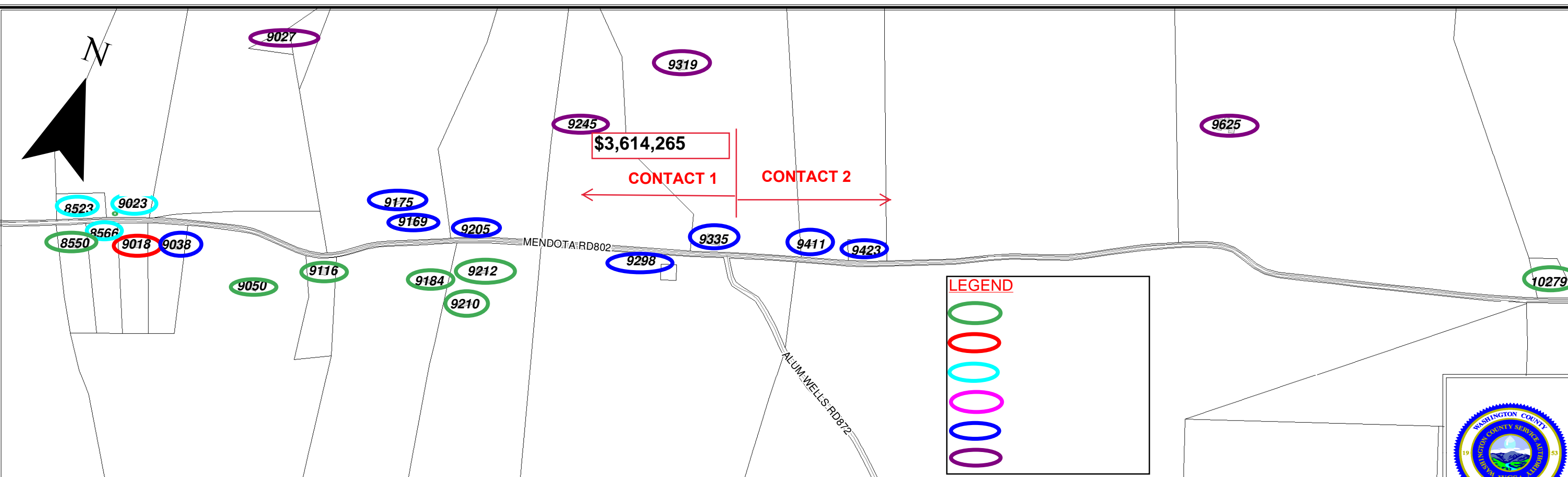
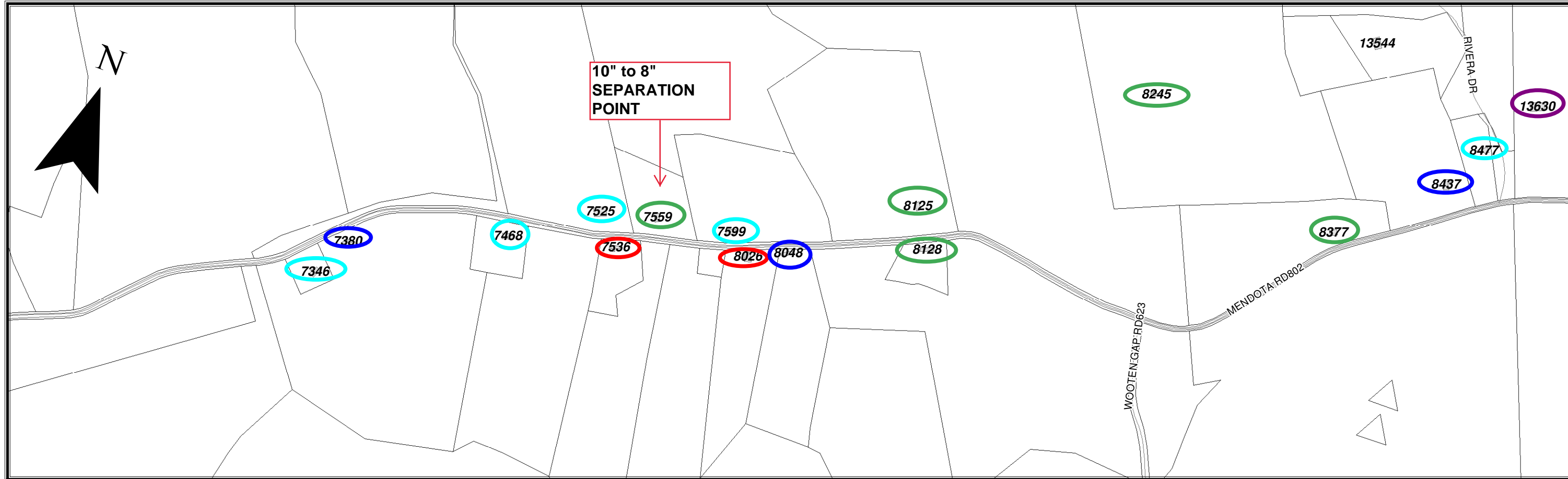
After evaluating the bids it was determined that the project was over budget and Staff reached out to VDH for additional funding and at this time there is only loan money that would be available. With that being said WCSA has set a policy that for a project to be financially feasible the cost per connection should be \$20,000. Staff has worked to reduce the project scope and reduce the footage of waterline to be installed to accomplish a portion of the project with the \$5.5 Million grant. In reducing the scope, 17 potential users would not be served with the reduced scope project. Those 17 users would equate to \$88,000 per connection.

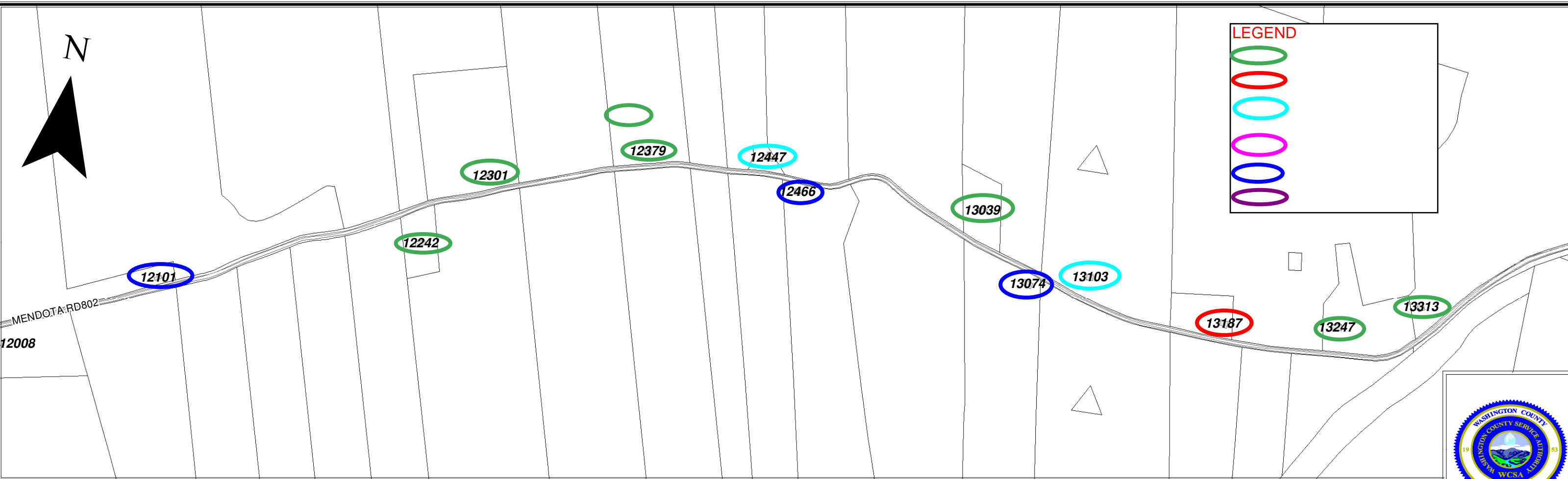
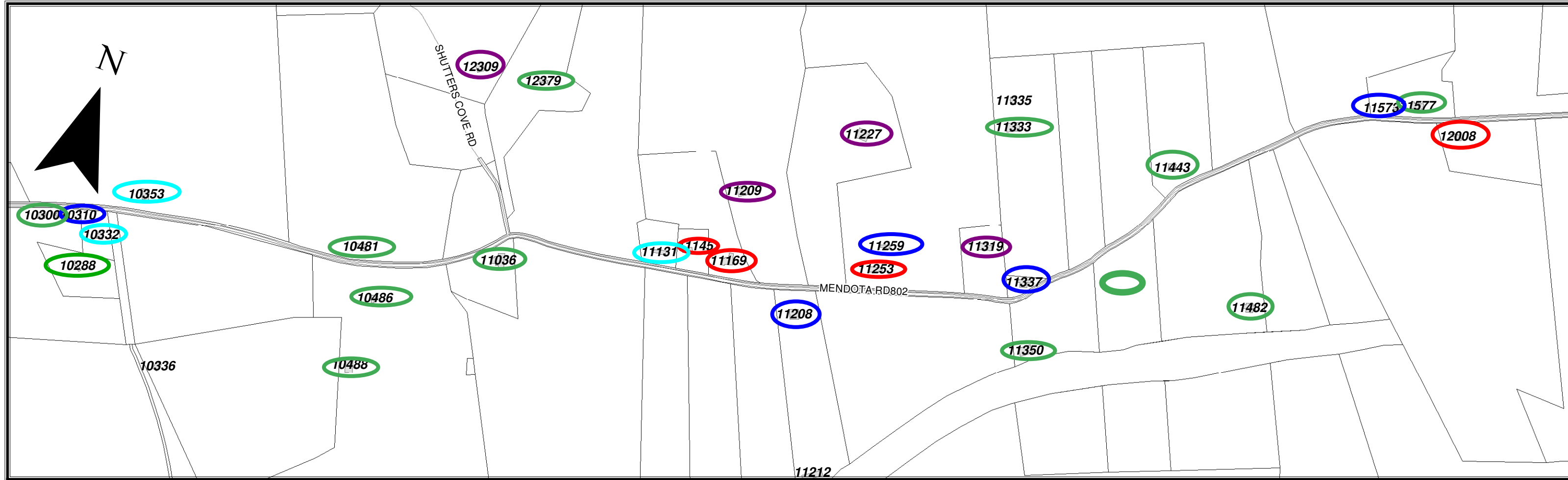
Recommendation: Subject to answering any questions that you may have, staff recommends that the board consider reducing the scope of the project for Contract 1 and awarding the project to Hill Construction for \$3,260,980 and also awarding Contract 2 to Hill Construction for \$3,442,158.
Sincerely,



Ryan Kiser
Engineering Manager
Washington County Service Authority

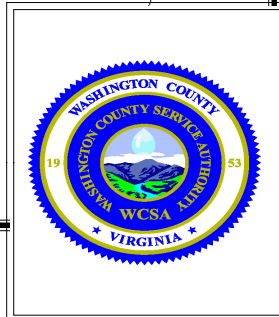
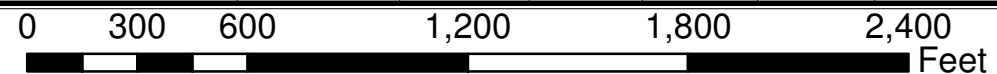


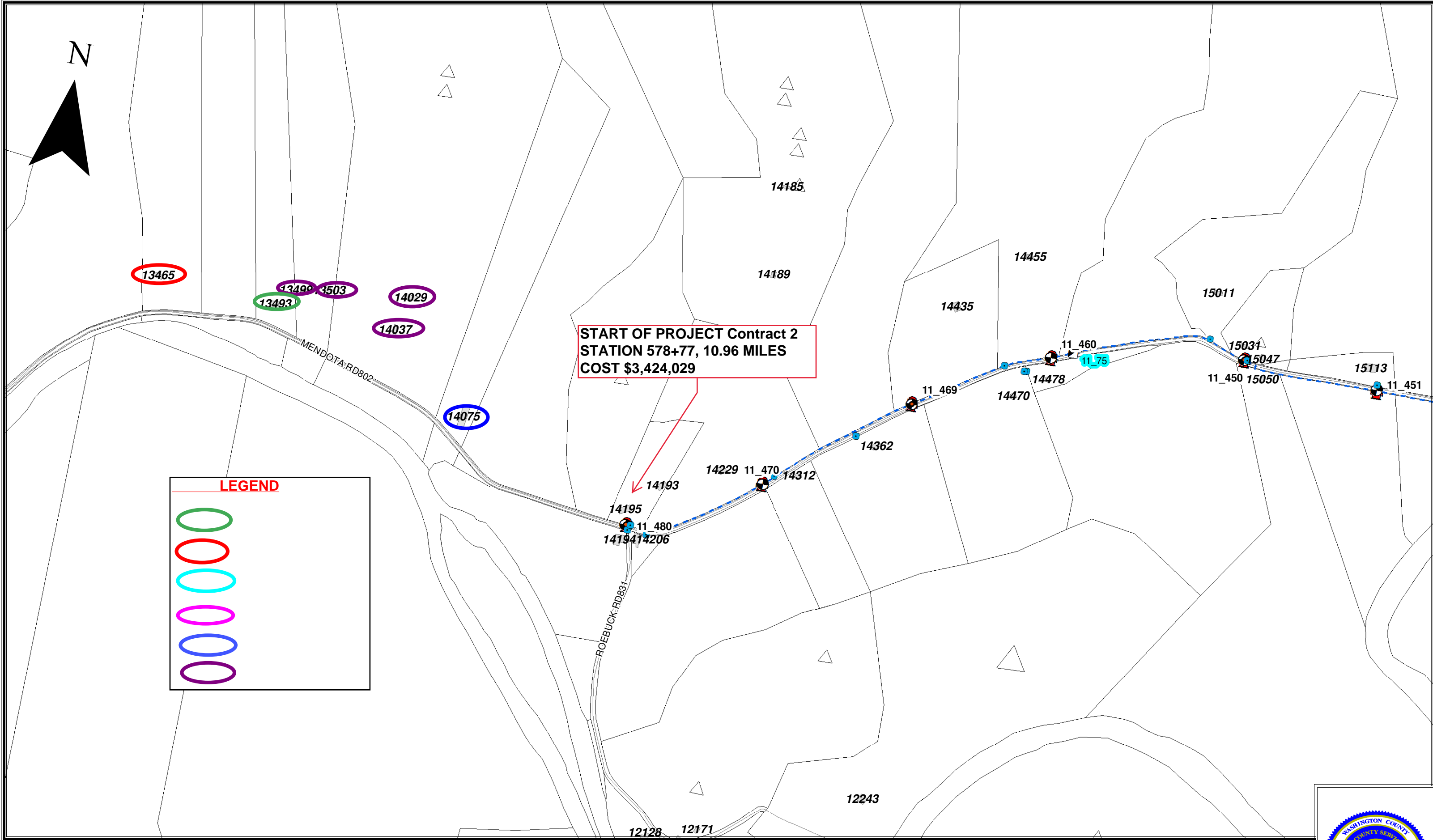




LEGEND

- Green oval
- Red oval
- Cyan oval
- Magenta oval
- Blue oval
- Purple oval





0 300 600 1,200 1,800 2,400 Feet

MENDOTA ROAD WATERLINE EXTENSION PROJECT SHEET 4

