






**Washington County Service Authority Board of Commissioners
July 18, 2022 Annual Board Meeting Minutes**

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. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Hutton, Mrs. C. Miller, and Mr. Hutchinson
Absent:	None
End Time:	6:01 pm


Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Wayne Campbell opened the meeting in prayer and led the Pledge of Allegiance.
End Time:	6:02 pm


Agenda Item: 4  COMMUNICATION	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motioned to combine Agenda Item 11 with Agenda Item 8.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:03 pm

Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:03 pm

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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:	6:03 pm

Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:03 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. Hutton
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:04 pm

Agenda Item: 7  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:04 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:	

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Voting:	Ayes:	
	Nays:	
	Abstain:	
End Time:		6:04 pm


Agenda Item: 8  COMMUNICATION	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 attached presentation.
On the Record:	None


Proposed Motion:	Proposed Amended 2023 Budget Resolution		
	Description	Water	Sewer
	Revenue	18,598,343	3,333,114
	Nondepartmental	1,739,744	38,676
	Commissioners	30,638	-
	Administration	1,405,794	-
	Customer Service	1,001,773	-
	Maintenance	3,554,267	303,527
	Production	2,312,464	1,194,918
	Distribution	513,559	-
	Meter	330,296	-
	Mill Creek/Damascus	423,089	193,920
	Total Expenses	14,797,604	2,529,199
	Principal & Interest	4,655,068	642,433
	Department Capital	1,723,452	360,900
Capital Improvement Plan Cash Requirement	939,240	375,000	
GRAND TOTAL CASH NEEDED	22,115,364	3,907,532	
RESERVE INCREASE/(DECREASE)	(3,517,021)	(574,418)	

Actual Motion:	Motion to approve the proposed Amended 2023 Budget Resolution.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:16 pm

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Agenda Item: 9  COMMUNICATION	Operations Report and Update
Presenter(s):	Ron Seay
Beginning Time:	6:16 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Seay discussed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:25 pm


Agenda Item: 10  INFRASTRUCTURE	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:25 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Kiser had nothing to report but answered questions from the Board regarding the Johnson fire hydrant request and the Smyth Chapel pump station status.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:37 pm

Agenda Item: 11  FINANCIAL VIABILITY	Financial Report and Update
Presenter(s):	Robbie Cornett

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Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Agenda Item 11 was included in Agenda Item 8.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:

Agenda Item: 12 	Human Resources Report and Update
Presenter(s):	Shawn Blevins
Beginning Time:	6:37 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Blevins provided and oral update.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:41 pm


Agenda Item: 13 	Election of Officers August 2022 through July 2023
Presenter(s):	Chairman / General Manager
Beginning Time:	6:41 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	Article III, Section 2 of WCSA's By-laws: The officers of the Service Authority shall be a Chairman, Vice-Chairman, a Secretary, an Assistant Secretary and Treasurer. The Chairman and Vice-Chairman shall be members of the Board. Except as may be unanimously approved by the entire Board, no member of the Board may serve more than two consecutive terms as Chairman. The office of Secretary, Assistant Secretary and Treasurer need not be held by members of the Board. The office of Secretary and Treasurer may be combined. The officers of the Authority

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	<p>shall be elected annually at the annual meeting of the Board and shall hold office until their successors are elected. Any vacancy in any office shall be filled by the Board for the remaining unexpired term of said office. Duties of said officers shall be the duties generally delegated to such officers, and as directed from time to time by the Board.</p> <p>At the annual meeting the Board may direct and authorize the General Manager to preside over that portion of the annual meeting devoted to the election of the Chairman and Vice-Chairman, in the place and stead of the Chairman, provided, however, the General Manager's conduct shall be procedural in nature and the General Manager shall have no vote in the election of the Chairman and Vice-Chairman.</p> <p>Currently, the officers are as follows:</p> <ul style="list-style-type: none"> • Chairman, Wayne Campbell • Vice Chairman, Dwain Miller • Secretary, Robbie Cornett • Assistant Secretary, Carol Ann Shaffer • Treasurer, Rusty Little <p>Also, the Virginia Water and Waste Authorities Act 15.2-5113 (found in your resource notebook) is helpful in this area.</p> <p>Further, WCSA by-laws, Article III, Section 1 and the Virginia Water and Waste Authorities Act, 15.2-5113, A, says the offices of Secretary and Treasurer may be combined.</p> <p>Traditionally, these offices are for a one-year period, start following your annual meeting.</p> <p>The Board may propose officers individually or as a slate.</p>
Discussion:	Mr. Cornett led nominations for Chairman and Vice Chairman.
On the Record:	None
Recommendation:	At the discretion of the Board.
Actual Motion:	Motion the Chairman and Vice Chairman remain as is (Chairman – Mr. Campbell; Vice Chairman – Mr. D. Miller).
Motion By:	Mr. Hutchinson
Second By:	Mrs. C. Miller
Voting:	
Ayes:	5
Nays:	0
Abstain:	2 (Mr. Campbell and Mr. D. Miller)
Actual Motion:	Motion to maintain Robbie Cornett as Secretary, Carol Ann Shaffer as Assistant Secretary, and the incoming Controller as Treasurer.
Motion By:	Mr. Hutton


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Second By:	Mr. Thayer
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	6:46 pm

Agenda Item: 14  COMMUNICATION	Consideration of Committee Appointments
Presenter(s):	Chairman / General Manager
Beginning Time:	6:46 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>Currently, members of the Board or Staff are appointed to serve as liaisons for one “outside” (the organization) and multiple “inside” committees. According to the Virginia Freedom of Information Act, committees created by the WCSA Board are “<u>to perform delegated function</u>” of the Board OR “<u>to advise</u>” the Board.</p> <p>Although all committee appointments (reappointments, substitutions, additions, etc.) are at the discretion of the Board and may occur at any time, by action of the Board, traditionally, the Board takes a look at committee’s during its annual meeting.</p> <p><i>Outside Appointments:</i> Next, Mr. Taylor, Mrs. Miller, and I (Robbie Cornett) have been representing WCSA on the <u>Chilhowie/WCSA Regional Water Treatment Plant Steering Committee</u>. In addition to WCSA appointees, this committee is made up of two (Councilman Brent Foster and the Town Manager, John Clark) appointed representatives from the Town of Chilhowie. This committee meets as often as necessary early in the year for budgetary purposes, again in August for reconciling year-end, and otherwise as needed (about 1 to 3 times per year). This is a <u>delegated function committee</u>.</p> <p><i>Inside Appointments:</i> First, Mr. Hutchinson, and Mr. Thayer serve on our <u>Dispute Committee</u> with Mr. Hutton serving on an on-call basis should the primary members be unavailable. This committee’s work involves customer disputes related to water and wastewater bills in light of existing WCSA policy. If the Committee believes that a change in WCSA policy is advised, they bring this back to the Board for consideration. Accordingly, this is a <u>delegated function committee</u> who may make interim changes to the policy that then come before the full Board for final approval.</p>

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	Next, Mrs. Miller serves on the <u>Company Hospitality Committee</u> . This committee, which includes staff from each department, plans and coordinates the annual picnic. This is an <u>advisory committee</u> .
	Thank you for all you do to support each of the initiatives and to serve our customers!
Discussion:	None
On the Record:	None
Recommendation:	At the pleasure of the Board.
Consideration:	Chilhowie/WCSA Regional Water Treatment Plant Steering Committee
Actual Motion:	Motion the Chilhowie/WCSA Regional Water Treatment Plant Steering Committee members remain as is with Mr. Taylor, Mrs. C. Miller, and Mr. Cornett serving.
Motion By:	Mr. Hutchinson
Second By:	Mr. D. Miller
Voting:	Ayes: 5
	Nays: 0
	Abstain: 2 (Mr. Taylor and Mrs. C. Miller)
Consideration:	Dispute Committee members
Actual Motion:	Motion the Dispute Committee members stay as is with Mr. Hutchinson, and Mr. Thayer serving and Mr. Hutton serving on an on-call basis.
Motion By:	Mrs. C. Miller
Second By:	Mr. Taylor
Voting:	Ayes: 4
	Nays: 0
	Abstain: 3 (Mr. Hutchinson, Mr. Thayer, and Mr. Hutton)
Consideration:	Hospitality Committee member(s)
Actual Motion:	Motion Mrs. C. Miller continue serving on the Hospitality Committee.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 1 (Mrs. C. Miller)
End Time:	6:51 pm


Agenda Item: 15  COMMUNICATION	Consideration of the 2022-2023 WCSA Regular Board Meeting Schedule and 2023-2024 Annual Meeting Schedule
Presenter(s):	Chairman / General Manager
Beginning Time:	6:51 pm

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Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>According to the Water and Waste Authorities Act and the WCSA By-laws, WCSA is required to hold Regular monthly meetings, as well as an Annual meeting.</p> <p>Except for Holidays, when we typically meet on the third Monday of the month, the Board normally meets the fourth Monday of the month at 6:00 PM in the E.W. Potts Board Room. Last year, the Board opted not to meet in December due to the December meeting being so close to the November meeting and the agenda for December typically being light.</p> <p>If the Board wishes to continue this model, the meeting dates for the upcoming year would appear as follows unless noted otherwise:</p> <p><u>2022-2023 Regular Meetings:</u></p> <ol style="list-style-type: none"> 1. August 22, 2022 2. September 26, 2022 3. October 24, 2022 4. November 28, 2022 (week after Thanksgiving) 5. *December 19, 2022 (third Monday) 6. January 23, 2023 7. February 27, 2023 8. March 27, 2023 9. April 24, 2023 10. May 22, 2023 11. June 26, 2023 <p><u>2021-2022 Annual Meeting:</u></p> <ol style="list-style-type: none"> 12. July 24, 2024 <p>*At the Board Retreat last month, we talked about having an annual Strategic Plan Check-in Meeting. If the Board would like, the December Regular Meeting date might be a good time to have the check-in. Regular agenda items are historically light.</p>
Discussion:	None
On the Record:	None
Recommendation:	At the pleasure of the Board.
Actual Motion:	Motion to adopt the Board Meeting schedule as presented.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutton
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:55 pm

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Agenda Item: 16  FINANCIAL VIABILITY	Board Book and Financial Reports Transition to Strategic Plan, Key Performance Metrics
Presenter(s):	Robbie Cornett
Beginning Time:	6:55 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett discussed the attached presentation which was received favorably by the Board.
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	
Ayes:	
Nays:	
Abstain:	
End Time:	7:02 pm

Agenda Item: 17  COMMUNICATION	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:02 pm
Potential Conflict(s) of Interest and Abstention(s):	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:	7:04 pm


**WASHINGTON COUNTY SERVICE AUTHORITY
BOARD OF COMMISSIONERS
Closed Meeting July 18, 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

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1. Discussion and consideration of prospective candidates for appointment as the general counsel of the Washington County Service, pursuant to Va. Code Section 15.2-3711(A)(1); and
2. 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 legal ramifications of the terms of a proposed, amended Washington County Service Authority Personnel Policy and Procedures Manual, pursuant to Va. Code Section 15.2-3711(A)(8).

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

Agenda Item: 18  COMMUNICATION	Return to Open Meeting
Presenter(s):	Commissioner
Beginning Time:	8:30 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:	8:30 pm

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.


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Agenda Item: 19 A  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	8:31 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	Motion to approve the updated Personnel Policy Manual subject to codification.
Motion By:	Mr. D. Miller
Second By:	Mr. Hutton
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:33 pm

Agenda Item: 19 B  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	8:33 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	
Discussion:	The Outside Legal Counsel Committee determined Dene & Dene to be the top ranked offeror and recommends the Board consider the same and begin contract negotiations with Dene & Dene.
Actual Motion:	Motion to approve Dene and Dene as the top ranked offeror and approve contract negotiations with Dene & Dene.
Motion By:	Mrs. C. Miller
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:34 pm

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Agenda Item: 19 C  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	8:34 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	Mr. Taylor mentioned the paving of Mendota Road ahead of the waterline project there.
Discussion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	8:37 pm

Agenda Item: 20  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	8:37 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. D. Miller
Second By:	Mr. Taylor
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	8:37 pm



 Wayne Campbell, Chairman



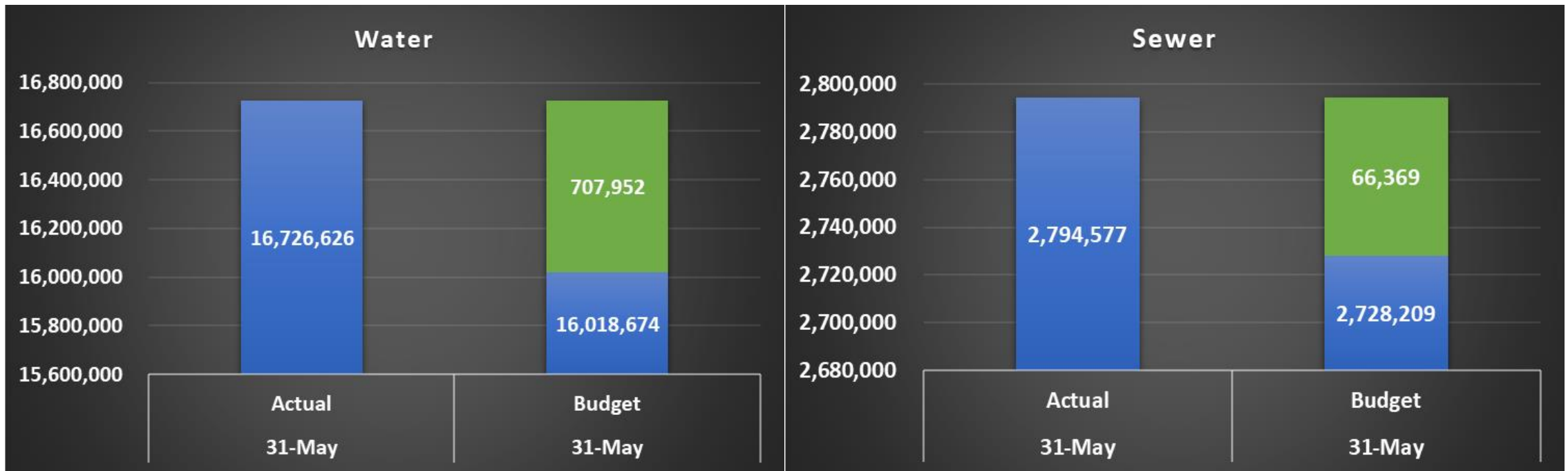
 Carol Ann Shaffer, Assistant Secretary



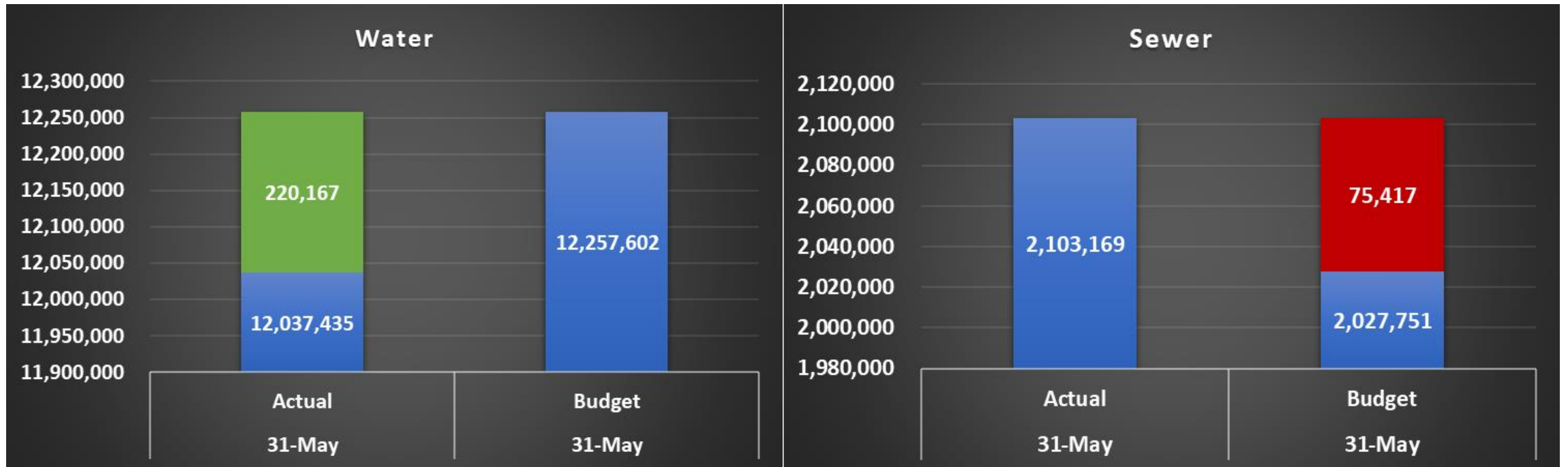
General Manager Report

JULY 18, 2022

Financials - Revenue



Financials - Expenses



Expenses Exception Report

➤ Sewer Expenses

- \$75,417 Over Budget
- \$57,984 Health Insurance Budget Error
- \$29,928 Virginian Sewer Capacity Study
- \$14,535 Retiree Payout
- (\$27,030) Budget status but for above items

➤ Countermeasure

- Study and Payout were one-off items that are difficult to budget for
- Improve QA/QC for health insurance budgeting

2023 Budget Review

➤ \$486,101 Reduction Goal, Expenses

➤ ~~\$868,089 Health Insurance Reserve~~

➤ Intended to offset increases related to a bad experience year, staff recommends we continue to hold these funds in reserve for that purpose, at this time.

➤ \$155,125 VRS Contribution

➤ \$13,000 Training

➤ \$169,235 Mill Creek (Town's estimated portion of the total)

➤ \$153,600 Compensation & Benefits

➤ (\$4,859) Balance

Expense budget reduction of
\$490,960

2023 Budget Review

- \$1,435,677 Reduction Goal, Capital
- (\$35,000) Engineering Vehicle
- (\$38,000) Production Truck
- (\$117,900) Town of Chilhowie Offset
- \$1,244,777 Remaining
- \$118,984 Drive-thru Expansion
- \$145,935 Board Room Renovations
- \$979,858 Remaining

The Administration Building Renovations Project estimate of \$1,228,352 includes a 20% contingency and 50% supply chain/inflation factor (~\$420,000). Contingency is typically reduced to 5% following receipt of construction bids.

Budget Review

- Following a third round of 2023 Budget QA/QC,
 - Water Revenue \$17,819,737 (approved) Should be **\$18,598,343**
 - Sewer Revenue \$3,241,258 (approved) Should be **\$3,333,114**
- Miscellaneous revenues are accounted for in a different part of the rate model and were overlooked in developing the revenue budget.

Budget Recommendation

➤ Capital Reduction of \$190,900

- Figure excludes Administrative Building Improvements Project reductions (recommend we structure bids with alternates for second drive-thru and board room improvements and make decision once bids are received)

Proposed Amended 2023 Budget Resolution		
Description	Water	Sewer
Revenue	18,598,343	3,333,114
Nondepartmental	1,739,744	38,676
Commissioners	30,638	-
Administration	1,405,794	-
Customer Service	1,001,773	-
Maintenance	3,554,267	303,527
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GRAND TOTAL CASH NEEDED	22,115,364	3,907,532
RESERVE INCREASE/(DECREASE)	(3,517,021)	(574,418)

FY2021 and FY 2022 Audits

- FY2021 Audit

- Auditor Received Quality Control
- Expecting the Audit This Week or Next

- FY2022 Audit

- Scheduled for Completion January 2023

Accounting Department Standards

Accounting Department Standards	
Day/Date	Task
10th day after month-end	Close month and present income statement & balance sheet in EXCEL to the GM for review and present the same for inclusion in the Board Book
15th day after month-end	Bill delivered the Town of Chilhowie via e-mail and copy GM
31st day of July	Close end of year, including any adjustments, and present income statement & balance sheet in EXCEL to the GM
31st day of July	Deliver the year-end reconciliation to the Town of Chilhowie via email and copy GM
30-Nov	Complete FY Audit pursuant to § 30-140 and § 15.2-5145 which includes but is not limited to the Audit being A. Each authority, commission, district, or other political subdivision the members of whose governing body are not elected by popular vote shall annually, within five months after the end of its fiscal year , have an audit performed covering its financial transactions for such fiscal year according to the specifications of the Auditor of Public Accounts and file with the Auditor of Public Accounts a copy of the report , unless exempted in accordance with subsection B. In the case of a water and sewer authority required by a governing body to have an audit conducted as specified in § 15.2-5145, the authority shall file the certified audit with the Auditor of Public Accounts. At the time the report required by this section is filed with the Auditor of Public Accounts every such authority, commission, district, or other political subdivision, except those exempted from the audit report requirement, shall publish, in a newspaper of general circulation in the county, city, or town wherein the authority, commission, district, or other political subdivision is located, a summary statement reflecting the financial condition of the authority, commission, district, or other political subdivision, which shall include a reference to where the detailed statement may be found.
As needed	Pay all invoices in a timely manner. Payments made with penalties must be approved by the GM.
Training is to be completed no later than June 30, 2022 and the monthly general ledger accuracy report, including months with no inaccuracies, is due to begin 15 Aug 2022 and each month thereafter on the 15th of each month	All department heads are to be trained on the use and application of general ledger numbers including but not limited to:
	1) using the most recent income statement to determine if funds are available before making purchases and identifying the proper general ledger number for the purchase
	2) applying the proper general ledger number to all invoices, receipts, and purchase orders before seeking approval from those authorized to approve purchases and submitting them for payment
	3) all proposed purchases that exceed the remaining funds in the most recent income statement require approval of the GM
	4) following proper training, all improperly applied general ledger numbers are to be reported to the GM on a monthly basis and in total (not multiple reports on multiple days). Reports shall include the number applied originally, the number that should have been applied, and the person responsible for applying the incorrect number.

Accounting Department Standards	
Day/Date	Task
15th day after month-end	All capital project pay requests and applications are to be complete and submitted to the appropriate funding agency no later than the 15th of the month following the month completed.
20th day after month-end	A report of all capital projects, the amount of funding available, the amount of funding used/applied for each month, and the remaining funds will be prepared and submitted to the GM by the 20th day of the month following the month completed. If a project has no activity for a particular month, the monthly report will reflect the words "no activity".
20-Apr	The upcoming fiscal year budget is due to be completed by the accounting department and presented to the GM, using income statement revenue/expenses through March, latest rate/financial plan, and WCSA Capital Improvement Plan, no later than the 20th day of April.
4th Monday of April	Once the April version budget is approved by the GM, the budget will be presented by the accounting department to the WCSA Board of Commissioners at its meeting on the fourth Monday of April.
20-May	The accounting department will update the budget in May to include but not necessarily be listed to, April revenue/expenses, and comments/questions by the Board and GM followed by a second presentation to the GM on/before 20th of May and to the Board on the fourth Monday of May, unless it is a Holiday, in which case it will be whatever day the Regular May Meeting is scheduled for.
20-Jun	If the budget is not approved by the Board in May, the accounting department will update the budget in June to include but not necessarily be listed to, May revenue/expenses, and comments/questions by the Board and GM followed by a third presentation to the GM on/before 20th of June and to the Board on the fourth Monday of June.
~5-year interval (beginning 2019)	At intervals of not more than five years, the accounting department shall undertake, or cause to be undertaken, a five-year rate and financial plan, study. The study and analysis shall result in a report that is equal to or greater than the one performed in 2019 by Raftelis; the report shall be approved by the GM followed by approval by the Board following the rate setting process outlined by the § 15.2-5100; and examined for adequacy each year thereafter when the fiscal year budgeting takes place.
Projects to be the responsibility of the accounting department	Oversee the integration of GP with Muni-Link and Elements w/GM approval
	Manage the appropriate accounting software to meet WCSA's needs w/GM approval
	Overhaul WCSA's procurement and purchasing, polices and procedures w/GM approval
	Revamp WCSA's inventory and inventory control policies and procedures w/GM approval

Controller Search

- June 23, 2022, Advertisement Closed
- 5 Telephone Interviews Were Conducted
- 4 In-person Interviews Were Scheduled (3 Were Conducted)
- Goal: To Have Controller in Place July 2022

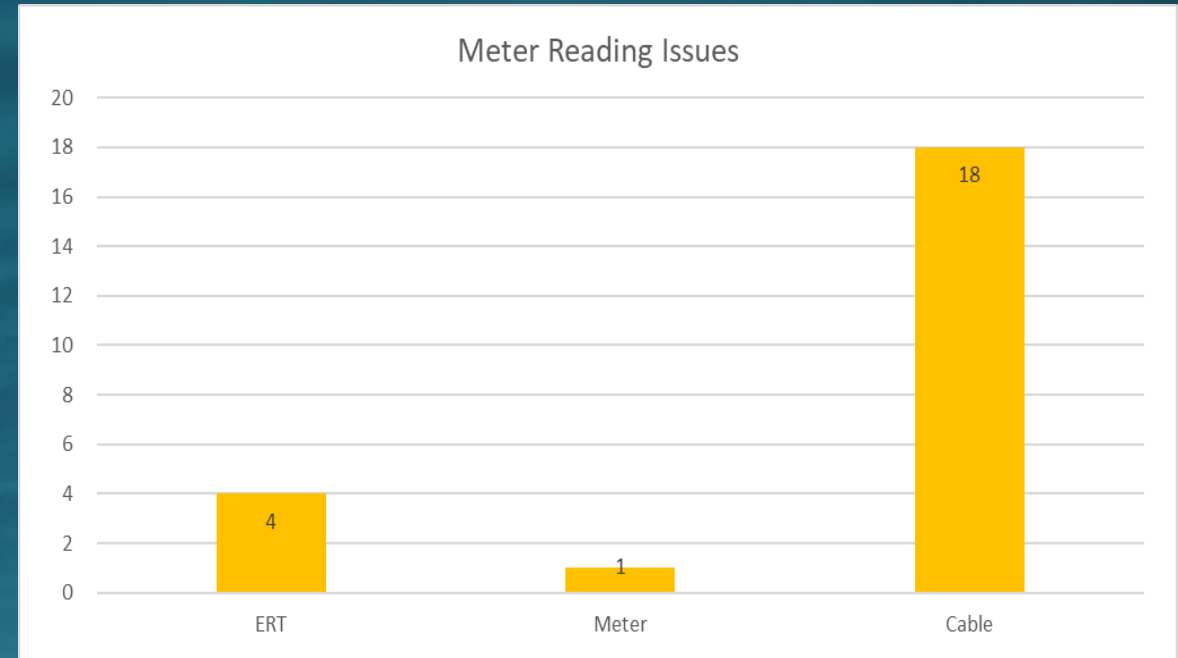
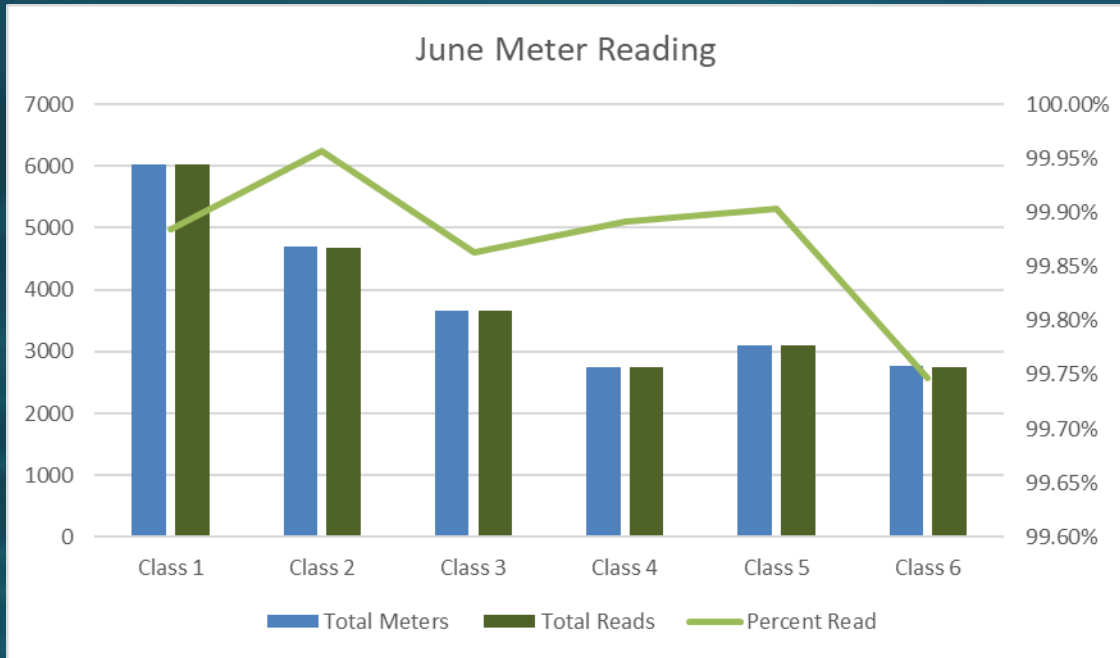
Washington County Service Authority



Operations Manager

Report and Update

Meter Operations



Takeaways:

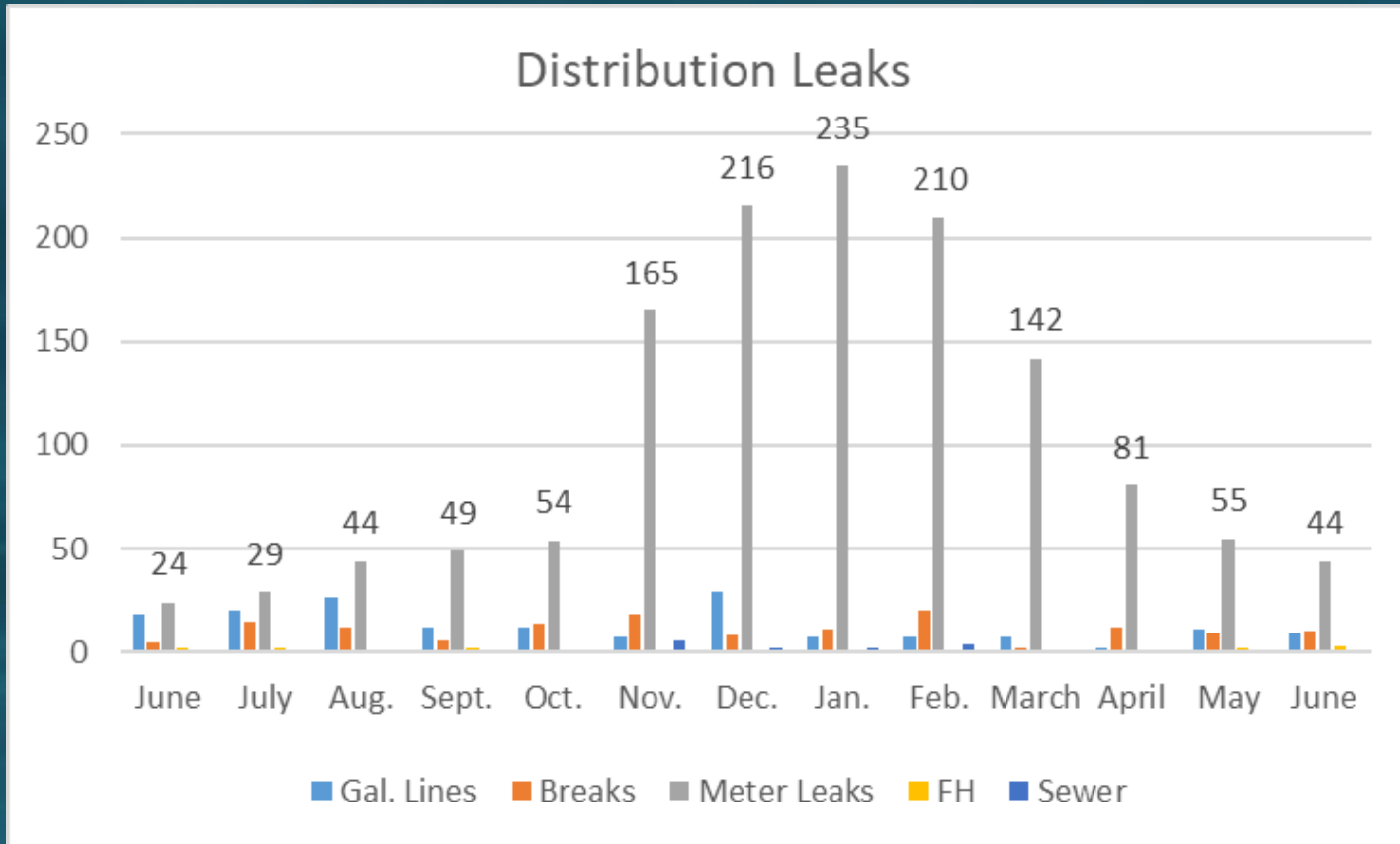
1. Meter reading accuracy using AMR is 99.9%
2. Meter reading issue is broken cable between ERT and Meter
3. AMI testing and transition – Testing meters in the field

Water Production Operations

Met all Permit Requirements
June 2022

	Middle Fork	Mill Creek
Avg Finished Water Turbidity	0.05 NTU	0.01 NTU
Max Finished Water Turbidity	0.41 NTU	0.06 NTU
VDH Permit Max	1.0 NTU	1.0 NTU
Avg Finished Water Chlorine Residual	2.20 mg/L	1.44 mg/L
Avg Distribution Chlorine Residual	1.05 mg/L	1.05 mg/L
VDH Permit Min	0.5 mg/L	0.5 mg/L
Avg Finished Water Fluoride Residual	0.62 mg/L	0.56 mg/L
VDH Permit Max	4.0 mg/L	4.0 mg/L

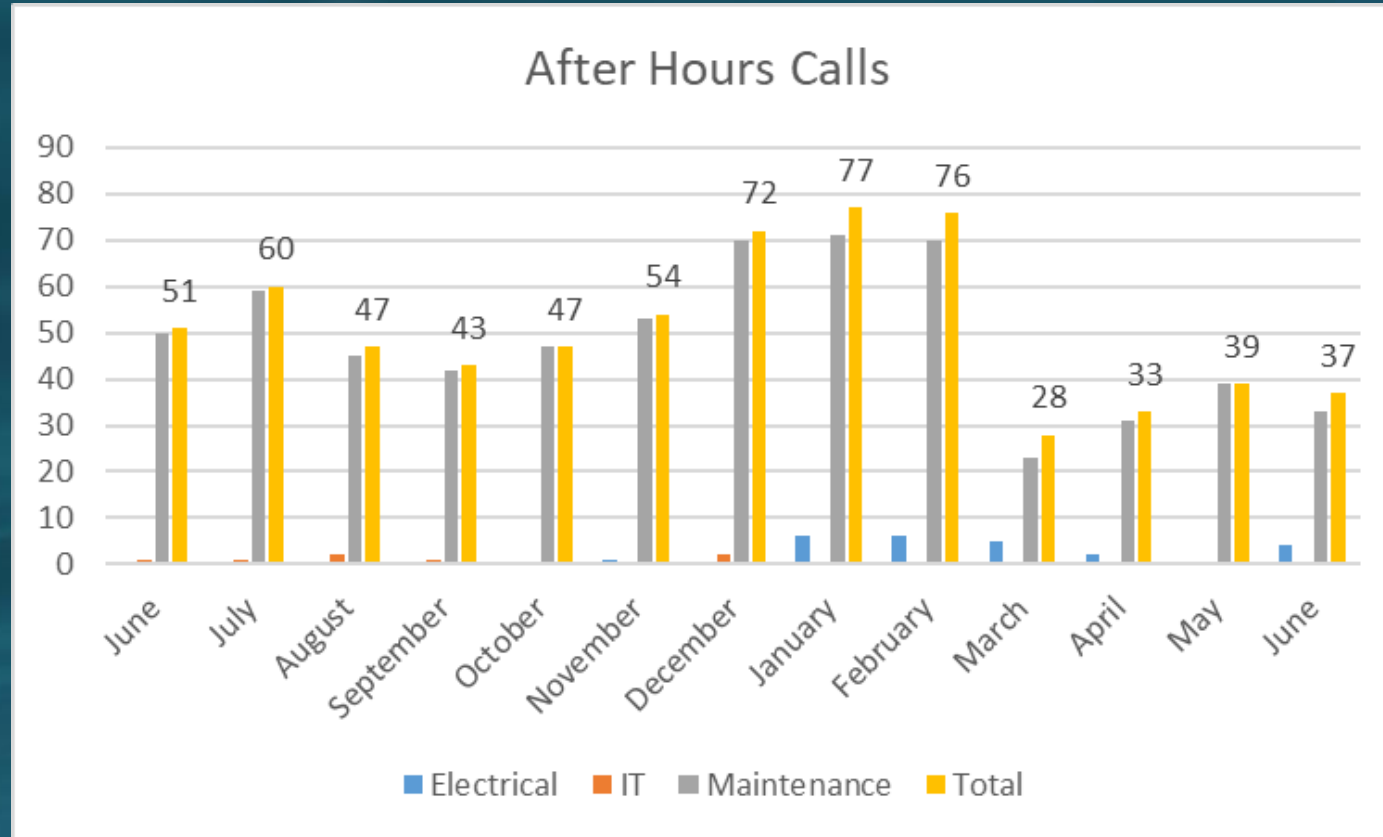
Maintenance Operations



Takeaways:

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

Maintenance Operations



Takeaways:

1. After Hours Calls reduced by 52% compared to January
2. Increased focus on Preventative Maintenance

Water Reclamation Operations

Met all Permit Requirements
June 2022

Had one Exceedance in June
Effluent flow meter for Chlorine
& Sulfur failed due to battery
backup faulting out after power
outage.

Replaced battery back
Added low flow alarms to SCADA

	Hall Creek	Damascus
Avg Effluent Dissolved Oxygen	8.4 mg/L	5.3 mg/L
VDH Permit Min	6.5 mg/L	5.0 mg/L
Avg Effluent PH	6.7	6.9
VDH Permit	6.0 --- 9.0	6.0 --- 9.0
Avg Total Suspended Solids	7.7 mg/L	12.3 mg/L
VDH Permit Max	45 mg/L	45 mg/L

Operations Update

- Looking Forward

- 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





Board Book and Financial Reports Transition to Strategic Plan, Key Performance Metrics

JULY 18, 2022

Board Meeting Calendar

FY2023 Board Meeting Calendar

➤ Board Retreat

Outcome

➤ Regular Meeting Calendar

<p>July Annual Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Infrastructure • Election of Officers • Committee Appointments • Banking Resolution • Board Meeting Schedule 	<p>August Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Employer of Choice • Prior Fiscal Year Performance • Health Insurance Renewal
<p>September Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Financial Viability 	<p>October Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Communication
<p>November Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Technology • Prior Fiscal Year Audit Report • Holiday Luncheon & Bonus 	<p>December Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Review • By-law Review
<p>January Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Infrastructure 	<p>February Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Employer of Choice
<p>March Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Financial Viability 	<p>April Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Communication • Upcoming FY Budget Consideration
<p>May Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Technology • Upcoming FY Budget Consideration Approval 	<p>June Regular Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Goal: Growth & Expansion • Upcoming FY Budget Approval if not approved in May

Board Books

➤ Board Retreat Outcome

➤ Revamp Board Book

➤ Replace **Routine and Financial Reports (weeds)** with:



6.	Approval of the Consent Agenda:	Chairman
	A. Approval of Minutes:	
	• June 25, 2022 Board Retreat Minutes	
	• June 27, 2022 Special Called Meeting Minutes	
	• June 27, 2022 Regular Board Meeting Minutes	
	B. Routine Reports: June 2022	
	• Customer Service	
	• Engineering	
	• Human Resources / Safety	
	• General Manager (Not Included)	
• Maintenance		
• Meter (Not Included)		
• Water/Wastewater Production		
• Engineering Consultants		
➤ Bennett		
➤ CHA		
➤ T&L		
C. Financial Reports: June 2022		
• Balance Sheet (Not Included)		
• Income Statement (Not Included)		
• Check Register / General Manager Financial Report		
D. Consideration of the WCSA Strategic Plan Revisions (Robbie Cornett)		

Oral Reports at the Board Meeting will be Exceptions

➤ Consumption (monthly)
➤ Revenue v. Budget (monthly)
➤ Expenses v. Budget (monthly)
➤ Water and Sewer Compliance
➤ Leaks/Breaks/Overflows
➤ After-hours Call-outs
➤ Voluntary/Involuntary Turnover
➤ Current Open Positions (monthly)
➤ Days Without a Lost Time Incident (monthly)
➤ Number of Complaints (monthly)
➤ Wait Time (monthly)
➤ Abandoned Call Ratio (monthly)
➤ Registered Portal Users (monthly)
➤ To be Determined Cybersecurity
➤ Number of IT Assistance Requests (monthly)
➤ % Capital Projects On-time and Budget (monthly)
➤ Reserves (annually)
➤ Capacity Utilization (annually)
➤ Number of New Customers (annually)
➤ Linear Feet Water and Sewer Installed (annually)

Board Reports

- Key Performance Metrics from Previous Slide
 - Will take time to identify the goals/benchmarks – most should be in place by the August meeting with the remainder being in place by December 2022
 - Please provide feedback on format
- Oral Reports During the Board Meeting are to be “Exceptions” only
 - Exceptions are things outside of the specific “goal/benchmark”
 - Example: Expenses are higher than budget (the exception), staff must explain why and explain the countermeasure. (Like we did tonight.)
 - Example: Regulatory compliance is not achieved (the exception), staff must explain why and explain the countermeasure.
- Any Questions Before Change is Made?