

Washington County Service Authority Board of Commissioners
February 27, 2023 Regular Board Meeting Minutes

Agenda Item: 1	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	6:01 pm

Agenda Item: 2	Roll Call
Presenter(s):	Chairman
Present:	Mr. Campbell, Mr. Hutton, Mr. Hutchinson, Mrs. C. Miller, Mr. Taylor, Mr. Thayer, and Mr. D. Miller
Absent:	None
End Time:	6:01 pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Mr. Hutton opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	6:01 pm
End Time:	6:02 pm

Agenda Item: 4	Approval of the Amended Agenda
Presenter(s):	Chairman
Beginning Time:	6:02 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to approve the Amended Agenda as presented.
Motion By:	Mrs. C. Miller
	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:03 pm

Agenda Item: 5	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:03 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None

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Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:03 pm

Agenda Item: 6	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:	Mr. Hutton said Jason Boswell, Director of the Community Development Department for Washington County Virginia, asked that the Commissioners provide an update on projects. Mr. Hutton will get more specific information about what Mr. Boswell is requesting. Mr. Taylor asked for a breakdown on the invoice from Tri Cities IT. Mr. Gilbert will provide that information to the Board.
Actual Motion:	Motion to approve the Consent Agenda.
Motion By:	Mr. Thayer
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:08 pm

Agenda Item: 7	General Manager Report and Update
Presenter(s):	Acting General Manager
Beginning Time:	6:08 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Seay reviewed the attached presentation.
On the Record:	Mr. Campbell suggested the WCSA attorney send letters to State officials regarding the new EAP regulations for lead pipes as discussed by Mr. Seay. Mr. Thayer suggested staff develop a satisfaction survey and suggested having the survey as an option after a phone call.

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	Mr. Hutchinson said Google is showing the wrong phone number for WCSA and asked that it be corrected. There was a brief discussion about unsuccessful attempts to change the number listed on Google and how to proceed with getting the number corrected.
Recommendations:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:52 pm

Agenda Item: 8	Financial Report and Update
Presenter(s):	Controller
Beginning Time:	6:52 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Gilbert discussed the attached financial slides.
On the Record:	Mr. Taylor and Mr. Hutchinson will serve on a committee to evaluate Request for Proposals for Interim Financing of the Lee Highway Sewer Project.
Recommendations:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:03 pm

Agenda Item: 9	Engineering Report/Construction Projects Update
Presenter(s):	Engineering Manager
Beginning Time:	7:03 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Kiser reviewed the information attached.
On the Record:	None

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Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:23 pm

Agenda Item: 10	Customer Service Report and Update
Presenter(s):	Customer Service Manager
Beginning Time:	7:23 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mrs. Edwards reported on the customer issue with HomeServe discussed last month. Mr. Hutchinson provided additional information to legal counsel and staff about the issue.
On the Record:	Mrs. Edwards will provide a copy of the HomeServe contract to legal counsel.
Recommendation:	None
Proposed Motion	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:37 pm

Agenda Item: 11	Human Resources Report and Update
Presenter(s):	Human Resources Manager
Beginning Time:	7:37 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Blevins discussed the attached slide with the Board.
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None

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Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:57 pm

Agenda Item: 12	Consideration of Commissioner's Comments
Presenter(s):	Chairman
Beginning Time:	7:57 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	None
On the Record:	Mr. Campbell thanked the staff and Board for all their hard work. Mr. Hutchinson and the Board welcomed Hunter Childress to the meeting and congratulated him on his recent promotion to Water Production Manager.
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	8:00 pm

Agenda Item: 13	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	8:00 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:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0

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End Time:	8:02 pm
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WASHINGTON COUNTY SERVICE AUTHORITY
REGULAR BOARD MEETING on February 27, 2023
Agenda Item 13: CLOSED MEETING MOTION

Mr. D. Miller moved that the Board move to closed meeting for the purposes of:

1. Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as provided in Code of Virginia § 2.2-3711(A)(4).
2. Consultation with legal counsel employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, as provided in Code of Virginia § 2.2-3711(A)(8).

I also move that the Board request the attendance of Ron Seay, Ryan Kiser, Shawn Blevins, Dwain Gilbert, Holly Edwards, and Mark Lawson at closed meeting.

Movant: D. Miller
Second: Hutchinson
Vote: 7-0

Agenda Item: 14		Return to Open Meeting
Presenter(s):		Commissioner
Beginning Time:		9:20 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:		9:20 pm

Agenda Item 14
RETURN TO OPEN MEETING MOTION

I request that the Board return to open meeting and that each Board member certify that only public business matters lawfully exempted from open meeting requirements were heard, discussed, or considered in closed meeting, and that such certification be recorded in the Board's minutes.

Movant: Mr. D. Miller
Second: Mr. Hutchinson

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Roll Call:

<u>Commissioner</u>	<u>Certification (Yes/No)</u>
Mr. Campbell	Yes
Mr. Hutton	Yes
Mr. Hutchinson	Yes
Mrs. C. Miller	Yes
Mr. Taylor	Yes
Mr. Thayer	Yes
Mr. D. Miller	Yes

Agenda Item: 15	Consideration of Assignment of WCSA Capacity Agreement
Presenter(s):	Acting General Manager / Chairman
Beginning Time:	9:20 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	Authorize the Acting General Manager to sign the Assignment dated February 10, 2023 between Smith Washington Regional Industrial Facilities Authority, Washington County IDA for wastewater capacity.
Motion By:	Mr. Hutchinson
Second By:	Mr. Thayer
Voting:	Ayes: 6
	Nays: 0
	Abstain: Mrs. C. Miller abstained as her husband is on the SWIFA Board.
End Time:	9:22 pm

Agenda Item: 16A	Late Items
Presenter(s):	Commissioner
Beginning Time:	9:22 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	Motion to issue a request for bid to sell the Route 58 tank property.
Motion By:	Mrs. C. Miller
Second By:	Mr. Hutton
Voting:	Ayes: 7

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Nays:	0
Abstain:	0
End Time:	9:23 pm

Agenda Item: 16B	Late Items
Presenter(s):	Commissioner
Beginning Time:	9:23 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion that a maximum of \$280,000 be expended for repairs to the WCSA office building and replacement of equipment.
Motion By:	Mr. Hutton
Second By:	Mrs. C. Miller
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	9:24 pm

Agenda Item: 16C	Late Items
Presenter(s):	Commissioner
Beginning Time:	9:24 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	<p>Discussions ensued about starting the process of hiring a General Manager and forming a committee to develop a job description and participate in all aspects of the hiring process.</p> <p>Mr. Campbell and Mr. Hutchinson agreed to represent the Board on the committee. Mrs. Edwards and Mr. Kiser will represent staff.</p> <p>Suggested community members to serve on the Committee are John Garrett and Rusty Little. Mr. Campbell will contact the community members to gauge their interest in participating in the process of hiring a General Manager.</p>
On the Record:	Mr. D. Miller asked that the process to hire a General Manager begin right away.
Actual Motion:	Motion to begin the hiring process for a General Manager
Motion By:	Mr. D. Miller
Second By:	Mr. Hutchinson
Voting: Ayes:	7
Nays:	0

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Abstain:	0
End Time:	9:52 pm

Agenda Item: 17	Adjourn
Presenter(s):	Commissioner
Beginning Time:	9:52 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Taylor
C. Miller	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	9:52 pm



Wayne Campbell, Chairman



Carol Ann Shaffer, Assistant Secretary

Washington County Service Authority



Business Update

All Employee Meeting

January All Employee Meetings

1. Shared Business update with all employees
2. Fresh outlook from the leadership team to install trust and respect
3. Open communication on site with our people & open-door policy
4. Building a culture of teamwork, open feedback, and honesty

Response from our People:

The Staff got positive comments about our Cultural Beliefs

Conducting business “above the line”.

People are happy and smiling – appreciated the communication

People were engaged and listening

General feeling of teamwork and trust

Our Cultural Beliefs

CUSTOMER FIRST

I deliver exceptional customer experience

EVERYONE MATTERS

I collaborate across the enterprise with trust and respect

OWN IT

I act to drive and execute our strategy

BE BOLD

I make courageous and informed decisions with speed while managing risk

FOCUS NOW

I prioritize time, talent and resources to maximize our key results

Steps to Accountability

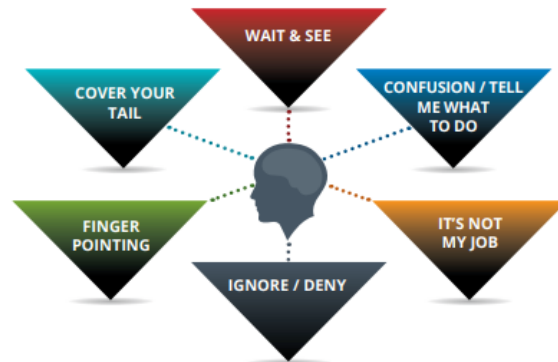
Steps To Accountability®

ABOVE THE LINE®

Steps To Accountability®



THE LINE



BELOW THE LINE®

Blame Game

See It, Own It, Solve It, Do It Best Practices

SEE IT® BEST PRACTICES

Obtaining the perspectives of others

Being open and candid in my communication

Asking for and offering feedback

Hearing the hard things so that I openly see the reality of the situation

OWN IT® BEST PRACTICES

Being personally invested

Learning from both successes and failures

Ensuring that my work is aligned with Key Results

Acting on the feedback that I receive

SOLVE IT® BEST PRACTICES

Constantly asking "What else can I do?"

Collaborating across functional boundaries

Creatively dealing with obstacles

Taking the necessary risks

DO IT® BEST PRACTICES

Doing the things I say I'll do

Staying Above The Line by not blaming others

Tracking progress with proactive and transparent reporting

Building an environment of trust

The Results Pyramid

The **results** we achieve are a product of the **actions** we take.

The **actions** we take are influenced by the **beliefs** we hold.

The **beliefs** we hold are created by the **experiences** we have.

Either you will
MANAGE
YOUR CULTURE
...or it will manage you.



Hydrant out-of-service rate

Fire Hydrants in system – 1738

Fire Hydrants out of service – 8

- ❖ 2 - Repair parts ordered
 - 190 E. Main; 18385 Jeb Stuart Hwy
- ❖ 4 – Schedule repair work
 - 102 Wall Street; 439 Maple St. bonnet repair; 15243 Old Dominion Rd
 - 24648 Old South Way – Hydrant scheduled for flow testing
- ❖ 2 – Low flow below 250 G/Min
 - 2 – Reedy Creek – low flow 190 G/min– 1) Review hydraulic study,) upgrade line from 3 Springs Tank to Reedy Creek - Mary's Chapel Project.
- ✓ 4 – Repaired and back in service – 238 West Main St; 26113 Old trail Rd; 228 W. Glade St. replace FH; 201 Academy Drive
- ❖ Priority for out of service hydrants are the same as a line break.

Muni-Link and Elements

Muni-Link: Customer Information System

Elements: Work Order Management Systems

❖ Both Projects are on Hold.

- The challenge is developing seamless/automatic integration between Muni-Link and Elements with our accounting system (MSGP) and our geographic information systems (ARC-GIS)
 - ❖ Current state the transfer of information between systems is to occur via downloading and uploading files (CSV). This requires staff training and intervention and increases the probability of data/information errors
 - ❖ Muni-Link and Elements are exploring integration solutions to transfer data to/from MS-GP
- Challenge for the Leadership Team – determine best solution for our business
 - Benchmark other utilities, BVU –CSA/GP, Loudon Water –SAP, and Others
 - Do we move forward with GP for accounting, inventory and integration.

Itron AMI Meter Project

- ❖ Currently reading with AMR, (automated meter reading), read via driving truck, 98% read rate
- ❖ Testing reading with AMI, (automated meter interface), read via a network utilizing Temetra software
 - 33 Meters currently on AMI network in testing phase
 - Itron is setting up mobile collector to change the Itron 500W (ERT) from Mobile to Network reading
 - WCSA to perform field testing in early March
 - Itron Mobile 3.4 software installed on Panasonic touch pad
 - Itron AMI network in the outer sections of the County needs to be verified by Itron
 - Itron to test/verify in March
 - WCSA and Itron plan to convert one route of meters (25 to 100) to AMI read in early March
 - Test interface between Temetra and Impresa

Regulatory Compliance - Water

✓ No Violations in January 2023

- Required to post letter in the local paper for Alleged Violation on November 1, 2022
- WCSA is required by VDH Waterworks Regulations to sample for Synthetic Organic Chemicals per three-year compliance period. WCSA missed taking the sample from April 2021 to September 2021
- Upon WCSA learning of the missed sampling, special water samples were immediately taken and analyzed Synthetic Organic Chemicals, Chlordane, Polychlorinated Biphenyls (PCBs), and Toxaphene
- ✓ Results indicated the three constituents were below detection levels, same as prior samples.
- All sampling requirements and dates due are now tracked using an online calendar by the Water Production Manager

Non-Capacity Sewer Overflows

- Hall Creek Wastewater Treatment Plant
 - January 27, 2023, a surge in flow from the Regional Jail Authority caused an overflow at our Abingdon Steel Lift Station.
No impact to the environment

Mill Creek – Chlorine Contact Tanks

- Both Tanks are planned to be replaced starting in February
- Plan A:
 - WCSA & Town of Chilhowie have tested running plant with one Tank
 - Mill Creek will supply 850 gal/min
 - Supply Town of Chilhowie
 - WCSA will increase output at Middle Fork by 1350 gal/min
 - Supply WCSA customers
- Backup Plan:
 - Mill Creek is shut down – Tank 1 fails while Tank 2 is being replaced
 - WCSA increase output at Middle Fork by 2200 gal/min
 - Supply Town of Chilhowie & WCSA customers
 - Interconnect field test week of January 23 – unable to maintain water level in 7-Springs Tank
 - Second test – Chilhowie drop sending 650 gal/min to Smyth Co & open Ray Valley valve
 - Middle Fork plant will run 20 hours/day

Customer Service & Office Restoration

❖ Next steps for Office Restoration

- Customer Service office layout – move customer service counter forward
- Flooring for Lobby will be LVT, Office & Hallways will be Carpet

➤ VRSA Insurance Claim

- Clean up cost \$62k - submitted to insurance
- Restoration replacement estimate \$72k

➤ Estimate from Paul Davis restoration plans

- Lobby updates with bullet resistance materials

Points of Interest

- Meeting with Mike Cochran – Town Manager
 - Cost of water at the Meadows to water ball fields
 - Establish new agreement between WCSA and Town for meter reading
- EPA requirement - Lead Service Line Inventory – due October 2024
 - Waterworks side & Customer side
 - Identify as lead, galvanized requiring replacement, non-lead, or unknown

Thank you

Questions?

January 2023 Month to Date Overview

	Actual	Budget	Variance	Variance %
Revenue				
Water	\$ 1,539,622	\$ 1,549,862	\$ (10,240)	-0.66%
Sewer	\$ 260,285	\$ 277,760	\$ (17,475)	-6.29%
Total	\$ 1,799,907	\$ 1,827,622	\$ (27,715)	-1.52%
Operating Exp.				
Water	\$ 1,129,463	\$ 1,213,624	\$ (84,161)	-6.93%
Sewer	\$ 205,713	\$ 210,517	\$ (4,804)	-2.28%
Total	\$ 1,335,176	\$ 1,424,141	\$ (88,965)	-6.25%
Income from Ops.				
Water	\$ 410,159	\$ 336,238	\$ 73,921	21.98%
Sewer	\$ 54,572	\$ 67,243	\$ (12,671)	-18.84%
Total	\$ 464,731	\$ 403,481	\$ 61,250	15.18%

January 2023 Month to Date

Key Expense Variances

Month to Date Notes				
Key Exp. Variances				
Water	Actual	Budget	Variance	Notes
Electricity	\$ 114,656	\$ 74,385	\$ (40,271)	Rate Changes were not planned for in the budget
Comp-OT	\$ 44,058	\$ 17,539	\$ (26,519)	\$25K - Maintenance
Engineering Fees	\$ 14,205	\$ 833	\$ (13,372)	Reclass Smyth Chapel Study
Other Equip-Repairs	\$ 12,492	\$ 193	\$ (12,299)	\$10K - Cla-valve Parts
Legal Fees	\$ 16,007	\$ 4,993	\$ (11,014)	\$12K - Internal Investigation
Comp-Regular	\$ 264,922	\$ 294,548	\$ 29,626	
Sewer				
None				

2023 January Year to Date Overview

	Actual	Budget	Variance	Variance %
Revenue				
Water	\$ 10,970,145	\$ 10,849,034	\$ 121,111	1.12%
Sewer	\$ 1,847,281	\$ 1,944,317	\$ (97,036)	-4.99%
Total	\$ 12,817,426	\$ 12,793,351	\$ 24,075	0.19%
Operating Exp.				
Water	\$ 8,178,752	\$ 8,495,369	\$ (316,617)	-3.73%
Sewer	\$ 1,439,260	\$ 1,473,615	\$ (34,355)	-2.33%
Total	\$ 9,618,012	\$ 9,968,984	\$ (350,972)	-3.52%
Income from Ops.				
Water	\$ 2,791,393	\$ 2,353,665	\$ 437,728	18.60%
Sewer	\$ 408,021	\$ 470,702	\$ (62,681)	-13.32%
Total	\$ 3,199,414	\$ 2,824,367	\$ 375,047	13.28%

January 2023 Year to Date Key Expense Variances

Year to Date Notes				
Key Exp. Variances				
Water	Actual	Budget	Variance	Notes
Overall Comp.-Prod/Dist/Mill Creek	\$ 618,240	\$ 554,651	\$ (63,589)	
Legal Fees	\$ 78,593	\$ 34,954	\$ (43,639)	\$35K - Internal Investigation
Telephone	\$ 53,372	\$ 10,208	\$ (43,164)	Budgeting Error
Other Equip. Repair/Parts	\$ 40,045	\$ 1,353	\$ (38,692)	\$29K - Cla-Valve Parts
Sludge Removal	\$ 124,169	\$ 86,085	\$ (38,084)	Will only happen a couple of time each year. YTD Budget OK.
Computer Hardware-Other	\$ 37,479	\$ 108	\$ (37,371)	New Servers, Firewall, Updated Wifi
Workorder Management	\$ -	\$ 37,188	\$ 37,188	Elements - On hold
Other Facilities Maint.	\$ 7,439	\$ 48,071	\$ 40,632	
Outside Services	\$ -	\$ 46,667	\$ 46,667	
CompSoft Support	\$ -	\$ 49,583	\$ 49,583	
Planning Expense	\$ -	\$ 77,261	\$ 77,261	\$6,000 payroll conversion; \$2600 confined space
				refresh; \$1000 CPR/First Aid; \$18,000 CDL
				school; \$15,000 supervisor training \$100,000
				physical requirements analysis
Sewer				
None				

Accounting Projects		
Item	Date	Status
2022 Audit	January 2023	Field Work Done. Awaiting additonal questions/follow up from the Auditors.
Inventory Count	February 2023	Conducted 1st of our monthly counts.
Internal Investigation	March 2023	Information Submitted to Brown Edwards. Tentatively Scheduled for Mid-March.
Formalize Month End Process	On Going	Continuous Improvements
Policies and Procedures Manual	On Going	Continuous Improvements
2023 Audit	TBD	Start work as soon as 2022 Audit is complete
2024 Budget	TBD	Start work as soon as 2022 Audit is complete

ENGINEERING REPORT/CONSTRUCTION PROJECTS UPDATE – FEBRUARY 2023

CAPITAL IMPROVEMENT PROJECTS

Inside Engineering:

New Staff Engineer

WCSA would like to extend a warm welcome to our new Staff Engineer Tristan Matney, a native of Abingdon. He will be serving in the Engineering Department. Tristan completed his Civil Engineering Technology degree at Bluefield State College in 2020 and immediately began working in the construction industry. We are excited to have Tristan on the WCSA team. Tristan will be starting March 1.

Spring Lake Road - Staff will begin on permitting and project design.

Galvanized Line Phase 3 (G3) – Work continues nicely on the Industrial Park Line and line work is nearing completion. Line has been bacteriological tested and pressure tested. Contractor is tying over service to new line.

WSL-010-21A - Taylors Valley, Green Springs Road, Monroe Road Prices Bridge Road – Monroe Road is complete. Contractor has complete Monroe and Prices Bridge and is now working on Taylors Valley. A sub-contractor, Traxon Construction will be starting on the Green Springs line in the next couple weeks.

Mendota Waterline Extension Project – Construction is underway. Continue to wait on the outcome of the State budget for additional funding for the Mendota project. Contractor has installed approximately 2,000 L.F of waterline and 15 of the stream crossings.

Mary's Chapel Project/Archery Range Road – Plans have been submitted to VDH to review and they have provided comments. Comments have been addressed and being resubmitted back to VDH this week. Project will be advertised upcoming week.

Mill Creek Chlorine Contact Tanks Replacement – Site work has started and contractor will be installing initial valve arrangements tomorrow.



Demolition of the Old Route 58 Storage Tank – All work has been completed and the site stabilized. Staff is working to close project out. Contract price for this project was \$60,180 and we were able to complete construction for \$44,239.50

Smyth Chapel Improvements Project – Staff has obtained all necessary easement and is working to finalize the pump station property purchase.

Outside Engineering

Thompson & Litton:

Lee Highway Corridor Sewer Project – This project focuses on construction of the “backbone” or conveyance portion of the Lee Highway project. Work continues with TVA permitting and easement acquisition. Currently WCSA is down to working with 3 property owners that will require condemnation.

CHA Consulting:

Industrial Pretreatment Services – Continued work with pretreatment permitting requirements with our SIU’s “significant industrial users”.

PRIVATE DEVELOPMENT PROJECTS

1. Meadows Project (Abingdon Exit 17) –Project will be moving towards closeout.
2. First Bank and Trust –Project will be moving towards closeout.
3. Powell Valley National Bank –Project will be moving towards closeout.
4. Inn at Nicewonder Farms – Project is being closed out.
5. Holiday Inn Express at Exit 17 – Project is being closed out.
6. Hampton Inn Exit 17 – Project being closed out
7. Campus Building #3 Expansion – Project is being closed out.
8. Royal Farms #439 – Project has been approved for construction.
9. PINC Sweetbriar Phase 2 – Project is ongoing
10. Private Sewer Extension Blossom Lane Damascus – Approved Project for construction
11. Emory Apartments – Reviewing Plans
12. Meadows at Wallace Sewer and Water Extension – Reviewing Plans
13. 130 Wall Street- Reviewed plans

*Indicates new project

OTHER TASKS

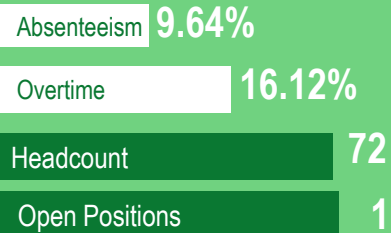
1. Reviewed plats
2. Handled extension requests from residents
3. Project inspection and site visits
4. Answered questions from customers and residents regarding current and future projects
5. Conducted and/or attended scoping, progress, and other miscellaneous project meetings
6. Continued to track user agreement responses for upcoming water and sewer projects; discussed potential upcoming projects with residents in the community. Staff continues keeping communities informed of the status of water and sewer projects by telephone conversations and mailings.
7. Attended various internal staff meetings and meetings with developers.
8. Lee Highway Corridor Sewer Project
9. Galvanized Line Phase 3- Industrial Park Line
10. Smyth Chapel Road Improvements Project
11. Route 58 Tank Demolition Project
12. WSL-010-21A
13. Mary's Chapel and Archery Range Road Project

Human Resources & Safety Dashboard

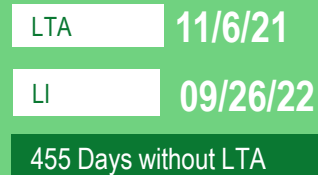


Key Process Indicators (KPI) January

Human Capital



Safety



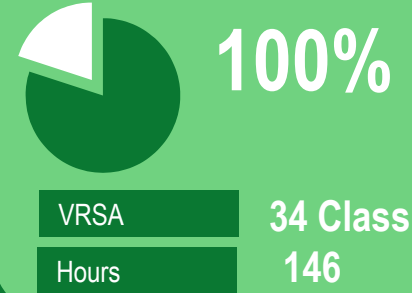
Employee Relations



Benefits/Demographics



Training/Development Investment



Promotions/New Hires

Brian Phillips-Crew Chief
Tristen Matney-Engineer
Dillon Richardson-Operator
Chad Taylor-Operator
Hunter Childers-MFWTP Mgr

Strategy

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

ASSIGNMENT

This Assignment is made this ~~10th~~ day of February, 2023 by and between the Smyth-Washington Regional Industrial Facilities Authority (SWIFA), the Industrial Development Authority of Washington County, Virginia (IDA) and the Washington County Service Authority (WCSA), as follows:

WHEREAS, on March 20, 1995, WCSA and IDA entered into an agreement (the "1995 Agreement"), attached hereto as Exhibit A and incorporated herein by reference, by which WCSA and IDA agreed that the IDA would participate in the funding of the "Emory/Meadowview Sewer Plant" (the Plant), which is owned and operated by WCSA, in exchange for WCSA reserving certain sewer capacity in the Plant specifically for use by customers located within the Glade-Highlands Business Park (the Park); and

WHEREAS, after the 1995 Agreement, IDA conveyed the Park's real property to SWIFA by deed dated October 10, 2000; and

WHEREAS, the parties amended the 1995 Agreement by Wastewater Capacity Agreement dated July 29, 2011 (the 2011 Amendment), attached hereto as Exhibit B and incorporated herein by reference, which 2011 Amendment substituted SWIFA for IDA as a party to the 1995 Agreement, among other provisions; and

WHEREAS, by Wastewater Capacity Agreement dated July 27, 2016 (the 2016 Amendment), attached hereto as Exhibit C and incorporated herein by reference, WCSA and SWIFA made additional modifications to the 1995 Agreement; and

WHEREAS, SWIFA has substantially completed the development of the Park and has conveyed the remaining undeveloped lots in the Park to IDA by deed dated December 20, 2022; and

WHEREAS, the Board of Directors of SWIFA has adopted a dissolution resolution in conformity with Section 15.2-6415 of the 1950 Code of Virginia, as amended, and delivered same to the Governor of the Commonwealth of Virginia; and

WHEREAS, the Governor has requested that he Virginia General Assembly enact legislation to dissolve SWIFA; and

NOW, THEREFORE, consideration of the mutual premises and covenants hereof, the parties agree:

1. SWIFA hereby assigns to IDA all of its rights and obligations under the 1995 Agreement, as amended by the 2011 Amendment and the 2016 Amendment.

2. IDA is hereby substituted for and in the place and stead of SWIFA as a party to the 1995 Agreement, as amended by the 2011 Amendment and the 2016 Amendment.

WITNESSETH the signatures and seals of the parties:

SMITH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY

By: John C. McLean Jr.
John McLean, Vice-Chairman

Date: 2/10/23

INDUSTRIAL DEVELOPMENT AUTHORITY OF WASHINGTON COUNTY, VIRGINIA

By: David Matlock
David Matlock, Chairman

Date: 2-10-23

WASHINGTON COUNTY SERVICE AUTHORITY

By: Phil A. Long
Its: ACTING GENERAL MANAGER

Date: 2-28-2023

EXHIBIT A

BOOK 920 PAGE 854

4117 THIS AGREEMENT made this 20th day of March, 1995, by and between WASHINGTON COUNTY SERVICE AUTHORITY, (hereinafter referred to as the Authority), a corporate body politic organized under the laws of the Commonwealth of Virginia and INDUSTRIAL DEVELOPMENT AUTHORITY OF WASHINGTON COUNTY, (hereinafter referred to as the IDA).

W I T N E S S E T H :

WHEREAS the parties are mutually interested in securing in the Emory/Meadowview area a waste water treatment plant, and

WHEREAS the IDA is desirous of extending the lines from said plant to its Industrial Park, and

WHEREAS the Authority is desirous of having the IDA participate in the funding of said Emory/Meadowview Sewer Project.

WHEREFORE the parties have agreed to the following terms and conditions:

1. The Authority agrees to set aside a capacity of 130,000 gallons per day for the exclusive use by the IDA or customers in the Industrial Park for a period of ten years subject to construction and completion of a waste water treatment plant with a capacity of 630,000 gallons per day as part of the Emory/Meadowview Sewer Project.

2. In the event that the customers located in the Industrial Park have reached a total usage equal by the end of the ten (10) year period to or in excess of 50,000 gallons per day the guaranteed capacity of 130,000 gallons per day will not change.

3. If at the end of ten (10) years from the time the above stated plan is placed in operation the capacity used by the customers located in the Industrial Park is less than 50,000 gallons per day, the total guaranteed capacity shall be reduced to 100,000 gallons per day.

4. In the event that the daily usage has not reached 50,000 gallons per day after a period of fifteen years from the beginning of operation of the above-stated plant, the guaranteed capacity will be reduced to a quantity equal to twice the average usage per day.

WASHINGTON COUNTY SERVICE AUTHORITY

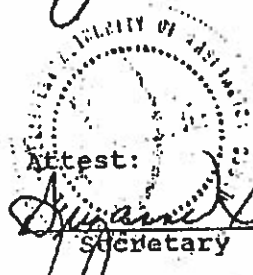
By: Gerald Cole
Gerald Cole, Chairman



Secretary

INDUSTRIAL DEVELOPMENT AUTHORITY OF
WASHINGTON COUNTY

By: Russell Owens
Russell Owens, Chairman



Secretary

COMMONWEALTH OF VIRGINIA)

COUNTY OF WASHINGTON)

To-wit:

The foregoing was subscribed and sworn to before me this 21th day of April, 1995, by GERALD COLE, Chairman, Board of Commissioners for the Washington County Service Authority and Lynn Hamm, Secretary,

Washington County Service Authority.

Given under my hand this 27th day of APRIL, 1995

Bry Richards
Notary Public

My Commission expires: DECEMBER 31, 1998

COMMONWEALTH OF VIRGINIA)

) To-wit:

COUNTY OF WASHINGTON)

The foregoing was subscribed and sworn to before me this 21st day of April, 1995, by Russell Owens, Chairman and Suzanne NL Sharon Lay, Secretary, Industrial Development Authority of Washington County, Virginia.

Given under my hand this 21st day of April, 1995

Debra J. Foster
Notary Public

My Commission expires: March 31, 1996

VIRGINIA: IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF WASHINGTON COUNTY, July 19 1995. This deed was this day presented in said office and with certificate thereto annexed admitted to record at 9:32 o'clock A. M. after payment of tax imposed by Sec. 58.1-802.

Deed No.

4110

TESTE KATHY P. CRANE, CLERK

BY [Signature]

Original Returned This Date To:

W.C. Service Auth

EXHIBIT B

**WASTEWATER CAPACITY AGREEMENT
BETWEEN
WASHINGTON COUNTY SERVICE AUTHORITY,
INDUSTRIAL DEVELOPMENT AUTHORITY OF WASHINGTON COUNTY
AND
SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY**

This Agreement, dated this 29TH day of July, 2011, is made by and between **WASHINGTON COUNTY SERVICE AUTHORITY ("WCSA"), INDUSTRIAL DEVELOPMENT AUTHORITY OF WASHINGTON COUNTY ("IDA"), and SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY ("SWIFA").**

WITNESSETH:

WHEREAS, WCSA is a water and waste authority created by Washington County, Virginia, pursuant to the Virginia Water and Waste Authorities Act, that provides water and sewer service to the geographical area including Glade Spring, Virginia, and SWIFA is an industrial development authority created by the Virginia Counties of Washington and Smyth, pursuant to the Virginia Industrial Development Authorities Act, and it exists for the purpose of attracting business and industry to the geographical area including Highlands Business Park south of Glade Spring, Virginia (the "Park");

WHEREAS, on March 20, 1995, WCSA and the IDA entered into an agreement (the "1995 Agreement"), attached hereto as Exhibit A and incorporated herein by the reference, by which, WCSA and the IDA agreed that the IDA would participate in the funding of the "Emory/Meadowview Sewer Plant" (hereinafter called "the Plant"), which is owned and operated by WCSA, in exchange for WCSA reserving certain sewer capacity in the Plant specifically for use by customers located within the Park;

WHEREAS, after the 1995 Agreement, the IDA conveyed the Park's real property to SWIFA by deed dated October 10, 2000;

WHEREAS, after the 1995 Agreement's execution, the parties have treated SWIFA (rather than IDA) and WCSA as a parties to the 1995 Agreement; and

WHEREAS, the parties desire to amend the 1995 Agreement;

NOW, THEREFORE, in consideration of the premises and the terms and conditions of this Agreement, the parties hereto amend the 1995 Agreement as follows:

1. The "Smyth-Washington Regional Industrial Facilities Authority" is substituted for the "Industrial Development Authority of Washington County" as a party to the 1995 Agreement.

2. "The Park," as referenced above or as referred to in the 1995 Agreement as the "Industrial Park," is defined as the Highlands Business Park, and depicted on the map attached hereto as Exhibit B, and consisting solely of the tax parcels attached hereto as Exhibit C.

3. Paragraph 4 of the 1995 Agreement is amended to read: "In the event that Daily Usage has not reached 50,000 gallons per day for any three consecutive months by September 1, 2016, the reserved capacity will be reduced to a quantity equal to twice the Average Daily Usage over the preceding one-year period unless the Parties agree to extend the period by Amendment. "Average Daily Usage" shall be calculated annually for the period of September 1—August 31, by totaling the water consumption or wastewater discharge data, whichever is more practicable, for all customers in the Park and dividing that total by 365 days.

4. On an annual basis by September 5 of each year, the WCSA will provide to SWIFA a written summary of the Average Daily Usage of those customers in the Park.

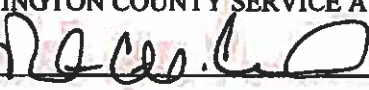
5. The parties wish to reaffirm and clarify that as of this amendment, under the 1995 Agreement and this amendment, SWIFA has and retains, at least until September 1, 2016, 100,000 gallons of sewer capacity, the unused portion of which can be assigned to any new industry in the Park without system fee charges.

WITNESS the signatures and seals of the parties this July 29th, 2011.

WASHINGTON COUNTY SERVICE AUTHORITY

By

Its

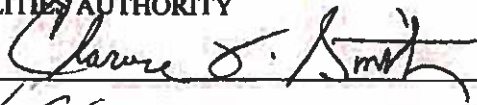


GENERAL MANAGER

SMYTH-WASHINGTON REGIONAL INDUSTRIAL
FACILITIES AUTHORITY

By

Its



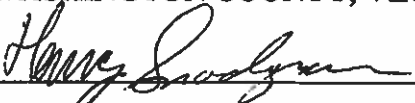
VICE CHAIRMAN

Seen and agreed to:

INDUSTRIAL DEVELOPMENT AUTHORITY
OF WASHINGTON COUNTY, VIRGINIA

By

Its



Chairman

EXHIBIT C

**WASTEWATER CAPACITY AGREEMENT
BETWEEN
WASHINGTON COUNTY SERVICE AUTHORITY
AND
SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY**

This Agreement, dated this 27 day of July, 2016, is made by and between **WASHINGTON COUNTY SERVICE AUTHORITY** ("WCSA"), and **SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY** ("SWIFA").

WITNESSETH:

WHEREAS, WCSA is a water and waste authority created by Washington County, Virginia, pursuant to the Virginia Water and Waste Authorities Act, that provides water and sewer service to the geographical area including Glade Spring, Virginia, and SWIFA is an industrial development authority created by the Virginia Counties of Washington and Smyth, pursuant to the Virginia Industrial Development Authorities Act, and it exists for the purpose of attracting business and industry to the geographical area including Highlands Business Park south of Glade Spring, Virginia (the "Park");

WHEREAS, on March 20, 1995, WCSA and the Industrial Development Authority of Washington County, Virginia (the "IDA"), entered into an agreement (the "1995 Agreement"), attached hereto as Exhibit A and incorporated herein by the reference, by which, WCSA and the IDA agreed that the IDA would partially fund the "Emory/Meadowview Sewer Plant" (hereinafter called "the Plant"), which is owned and operated by WCSA, in exchange for WCSA reserving certain sewer capacity in the Plant specifically for use by customers located within the Park;

WHEREAS, after the 1995 Agreement, the IDA conveyed the Park's real property to SWIFA by deed dated October 10, 2000; and

WHEREAS, the parties amended the 1995 Agreement by Agreement dated July 29, 2011 (the "2011 Amendment"), which Amendment substituted SWIFA for IDA as a party to the 1995 Agreement, among other provisions;

NOW, THEREFORE, in consideration of the premises and the terms and conditions of this Agreement, the parties hereto amend the 1995 Agreement and the 2011 Amendment as follows:

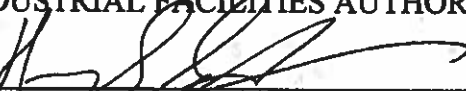
1. Paragraph 4 of the 1995 Agreement, as amended by the 2011 Amendment, is further amended to read: "In the event that Daily Usage has not reached 50,000 gallons per day for any three consecutive months by September 1, 2021, the reserved capacity will be reduced to a quantity equal to twice the Average Daily Usage over the proceeding one-year period unless the Parties agree to extend the period by Amendment. 'Average Daily Usage' shall be calculated annually for the period of September 1—August 31, by totaling the water consumption or wastewater discharge data, whichever is more practicable, for all customers in the Park and dividing that total by 365 days."
2. The parties wish to reaffirm and clarify that as of this Agreement, SWIFA has and retains, at least until September 1, 2021, 100,000 gallons of sewer capacity, the unused portion of which can be assigned to any new industry in the Park (as defined in the 1995 Agreement and 2011 Amendment) without system fee charge.

IN WITNESS WHEREOF, the parties set their hands and seals, this ___ day of _____, 2016.

WASHINGTON COUNTY SERVICE SMYTH-WASHINGTON REGIONAL
AUTHORITY INDUSTRIAL FACILITIES AUTHORITY

By 

Its GENERAL MANAGER

By 

Its Chairman