

Washington County Service Authority Board of Commissioners
January 22, 2024 Regular Board Meeting Minutes

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

Agenda Item: 2	Roll Call
Presenter(s):	Chairman
Present:	Mr. Campbell, Mr. Hutchinson, Mr. Hutton, Mrs. C. Miller, Mr. D. Miller, and Mr. Taylor
Absent:	Kevin Thayer
End Time:	6:01pm

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

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

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Agenda Item: 5	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:04pm
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: 6
	Nays: 0
	Abstain: 0
End Time:	6:04pm

Agenda Item: 6	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:04pm
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. Hutton
Second By:	Mrs. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:04pm

Agenda Item: 7	Greendale Waterline Project
Presenter(s):	Tristan Matney
Beginning Time:	6:04pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	

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On the Record:	None
Recommendations:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:12pm

Agenda Item: 8	General Manager Report and Update
Presenter(s):	Acting General Manager
Beginning Time:	6:12pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	None
Recommendations:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:20pm

Agenda Item: 9	Financial Report and Update
Presenter(s):	Controller
Beginning Time:	6:21pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	None
Recommendations:	None
Proposed Motion:	None

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Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:28pm

Agenda Item: 10	Engineering Report/Construction Projects Update
Presenter(s):	Engineering Manager
Beginning Time:	6:29pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	None
Recommendation:	None
Proposed Motion:	Move to approve VDH funding to solicit User Agreements at Scotts Ridge.
Actual Motion:	None
Motion By:	Mr. Taylor Mr. Taylor
Second By:	Mr. Hutchinson Mrs. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:59pm

Agenda Item: 11	Customer Service Report and Update
Presenter(s):	Customer Service Manager
Beginning Time:	6:59pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	None
Recommendation:	None
Proposed Motion	None
Actual Motion:	None
Motion By:	
Second By:	

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Voting:	Ayes:	
	Nays:	
	Abstain:	
End Time:	7:05pm	

Agenda Item: 12	Human Resources Report and Update
Presenter(s):	Human Resources Manager
Beginning Time:	7:08pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:13pm

Agenda Item: 13	Consideration of VDH Funding Offer for Spoon Gap Road Waterline Extension Project
Presenter(s):	Ryan Kiser
Beginning Time:	7:13pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>This past year WCSA applied for funding for the Spoon Gap Road Waterline Extension Project. Project estimate for bidding out the project was \$190,445. WCSA received a funding offer of \$190,445 for a 20 year loan at approximate interest rate of 2.35%. Total payment on the loan over 20 years would be \$240,881.46. There are (4) proposed connections with the project. Estimated income from the project for a twenty year life is \$53,712.</p> <p>Based on this analysis the project does not cash flow for the loan term.</p>

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	There may be an option to investigate completing the project with the WCSA waterline crew if the project can cashflow.
Discussion:	
On the Record:	
Enclosures:	None
Recommendation:	Staff recommends the Board decline the VDH funding offer for the Spoon Gap Road Waterline Extension Project.
Proposed Motion:	Move that the board decline the funding offer from VDH for the Spoon Gap Road Waterline Extension Project.
Actual Motion:	
Motion By:	Mr. Hutchinson
Second By:	Mrs. Miller
Voting:	6
Ayes:	
Nays:	0
Abstain:	0
End Time:	7:21pm

Agenda Item: 14	Consideration of Mendota Waterline Extension Project Contract 1 Change Order No. 3
Presenter(s):	Ryan Kiser
Beginning Time:	7:25pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>Hill Construction continues to work on Contract 1 and have begun the work of the additional linework to complete the scope of work as bid with the original project. There is still line work to change order in after Contract 2 is closed out.</p> <p>The original substantial completion was July 9, 2023 (300 days). Over the course of the project there were 17 weather days, 77 days for delay in getting material like that of Contract 2 and 65 days for delay in signing contract agreement until WCSA confirmed the project funds were approved with VDH. These 159 days get the date to December 15, 2023.</p> <p>An additional 169 days are added to get the additional work as per original bid complete. There were several days delay waiting on confirmation of additional funding. These days will get the project timeframe to June 1, 2024.</p>
Discussion:	
On the Record:	

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Enclosures:	Proposed Change Order No. 3
Recommendation:	Recommendation: Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the Mendota Waterline Extension Project Contract 1 Change Order No. 3
Proposed Motion:	Possible Motion: Authorize the approval the Mendota Waterline Extension Project Contract 1 Change Order 3.
Actual Motion:	
Motion By:	Mr. Miller
Second By:	Mr. Hutton
Voting:	6
Ayes:	
Nays:	0
Abstain:	0
End Time:	7:28pm

Agenda Item: 15	Consideration of Mendota Waterline Extension Project Contract 2 Change Order No. 2
Presenter(s):	Ryan Kiser
Beginning Time:	7:29pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>Hill Construction has reached substantial completion on the Contract 2 portion of the Mendota Waterline Extension Project. Substantial completion was reached on November 28, 2023. Proposed Change Order 2 serves as the project cleanup change order to adjust item quantities and contract time.</p> <p>From the attached spreadsheet with item quantities deducted there is a total decrease of \$67,603.00 in contract price.</p> <p>Over the course of the project there were 30 weather and holiday work restriction days, 77 days for delay in getting material and 65 days for delay in WCSA being able to sign contract agreement until WCSA could confirmed from VDH that the project funds were approved. Total of 172 days added.</p>
Discussion:	
On the Record:	
Enclosures:	Proposed Change Order No. 2 Quantity Spreadsheet
Recommendation:	Recommendation: Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the Mendota Waterline Extension Project Contract 2 Change Order No. 2

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Proposed Motion:	Possible Motion: Authorize the approval the Mendota Waterline Extension Project Contract 2 Change Order 2.
Actual Motion:	
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	6
Ayes:	
Nays:	0
Abstain:	0
End Time:	7:32pm

Agenda Item: 16	Consideration of Commissioner's Comments
Presenter(s):	Chairman
Beginning Time:	7:32pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:33pm

Agenda Item: 17	Closed Meeting
Presenter(s):	Commissioner
Beginning Time:	7:33pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Adjourn to closed meeting
Motion By:	Mr. Miller

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Second By:	Mr. Hutchinson
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:34pm

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REGULAR BOARD MEETING
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Agenda Item 17
CLOSED MEETING MOTION

I move that the Board move to closed meeting for the purposes of:

1. Discussion or consideration of employment, performance, disciplining, and/or salary of specific public officers, appointees, or employees of the Authority as provided in Code of Virginia § 2.2-3711(A)(1).
2. Consultation with legal counsel 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, Dwain Gilbert, Holly Edwards, Shawn Blevins, Hunter Childers, and Mark Lawson closed meeting.

Movant: Mr. Miller
Second: Mr. Hutchinson
Vote: 6

Agenda Item 18
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. Miller
Second: Mrs. Miller

Roll Call:

<u>Commissioner</u>	<u>Certification (Yes/No)</u>
Campbell	<u>Yes</u>
Taylor	<u>Yes</u>
D. Miller	<u>Yes</u>
C. Miller	<u>Yes</u>

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Hutchinson	<u>Yes</u>
Hutton	<u>Yes</u>
Thayer	<u>Absent</u>

CHAIRMAN: we are again in open meeting.

Agenda Item: 19	Late Items
Presenter(s):	Commissioner
Beginning Time:	10:09pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	10:13pm

Late Item:	Employee Handbook: Section 5.3 Compensation and administration of the pay plan
Presenter(s):	Shawn Blevins
Beginning Time:	10:10pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<u>Background:</u> Cost Of Living Adjustment (COLA), Compensation increases that designated as “general” or “cost of living” increases shall result in commensurate increase in each Pay Band. Compensation increases that are designated as a “performance increase” shall not increase the Pay Band. In event a top performing employee has reached the maximum pay rate within his or her Pay Band, performance pay may be awarded in the form of annual bonus to that employee, at the discretion of the General Manager.
Discussion:	
On the Record:	
Enclosures:	

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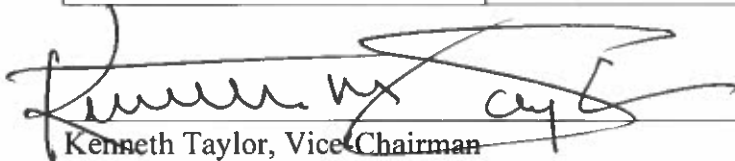
Recommendation:	Compensation increases that are designated as “general” “cost of living” and “merit increases” shall result in commensurate increase in each Pay Band. In the event of a top performing employee has exceeded expectations his performance may be awarded by an annual bonus at the discretion of the General Manager.
Proposed Motion:	Compensation increases that are designated as “general” “cost of living” and “merit increases” shall result in commensurate increase in each Pay Band. In the event of a top performing employee has exceeded expectations his performance may be awarded by an annual bonus at the discretion of the General Manager.
Actual Motion:	Compensation increases that are designated as “general” “cost of living” and “merit increases” shall result in commensurate increase in each Pay Band. In the event of a top performing employee has exceeded expectations his performance may be awarded by an annual bonus at the discretion of the General Manager.
Motion By:	Mr. Hutchinson
Second By:	Mr. Hutton
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	10:12pm

Agenda Item:	General Manager Job Posting
Late Item	
Presenter(s):	Ryan Kiser
Beginning Time:	10:12pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>The General Manager hiring committee comprised of two Board of Commissioners, two Staff Members, and two at large Public members of the community have developed the General Manager Job Description.</p> <p>Furthermore, the Board of Commissioners have reviewed and discussed the Job Description for the General Manager position. The Board of Commissioners have come to an agreement with respect to the General Manger job description, essential duties and responsibilities, and essential knowledge, skills, and abilities.</p>
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions the Board may have, the General Manager hiring committee recommends the Board approve the General Manager job description and approve for the hiring committee to post the General Manager position.

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Proposed Motion:	The General Manager hiring committee recommends the Board approve the General Manager job description and approve for the hiring committee to post the General Manager position.
Actual Motion:	
Motion By:	Mrs. Miller
Second By:	Mr. Hutchinson
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	10:13pm

Agenda Item: 20	Adjourn
Presenter(s):	Commissioner
Beginning Time:	10:14pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Miller
Second By:	Mr. Taylor
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	10:14pm


Kenneth Taylor, Vice Chairman


Holly Edwards, Assistant Secretary