

**GREENSVILLE COUNTY WATER AND SEWER AUTHORITY**

**A G E N D A**

LIVE STREAM DUE TO COVID-19

<https://www.youtube.com/channel/UCckhluQu1NDf3FgwoWkpTLQ>

OR

<https://tinyurl.com/gcvaboard>

**MONDAY, JULY 6, 2020**

**REGULAR SESSION AT THE CONCLUSION OF THE BOARD OF SUPERVISORS MEETING**

- I. CALL TO ORDER
- II. CLOSED SESSION - Section 2.2-3711 (a) 1) Personnel Matters
  - A. Personnel Matters
- III. RETURN TO REGULAR SESSION
- IV. CERTIFICATION OF CLOSED MEETING – Resolution # WS-20-48
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF CONSENT AGENDA
  - A. Approval of Minutes – See Attachment – B.
  - B. Warrants – See Attachment – C.
  - C. Resolution #WS-20-52 – Personnel Matters Resulting from Closed Session
- VII. PUBLIC HEARING – None
- VIII. ITEMS WITH APPOINTMENTS – None
- IX. OLD BUSINESS – None
- X. NEW BUSINESS
  - A. Resolution #WS-20-49 – COVID-19 – See Attachment – D.
  - B. Resolution #WS-20-50 – Tie-breaking Resolution – See Attachment – E.
  - C. Resolution #WS-20-51 – Chemical Bids Contracts – See Attachment – F.

D. **Greenville County Water and Sewer Authority Security Policy and Technology Use Guidelines – See Attachment – G.**

E. **Authorization to Advertise the Utility Maintenance Worker I Position – See Attachment – H.**

XI. **ADJOURNMENT**

At the Regular Meeting of the Greensville County Water and Sewer Authority, Monday, June 15, 2020, with Closed Session beginning at the conclusion of the Board of Supervisors Closed Meeting, via Live Stream due to the COVID-19 Pandemic, in the Board Room of the Greensville County Government Center, 1781 Greensville County Circle, Emporia, Virginia

Present: William B. Cain, Chairman  
James R. Brown, Vice-Chairman  
Belinda D. Astrop

Absent: Tony M. Conwell

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Chairman Cain called the meeting to order.

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In Re: Closed Session

Chairman Cain recommended the Authority go into Closed Session, Section 2.2-3711 (a)  
1) Personnel Matters.

Mr. Brown moved, seconded by Mrs. Astrop, to go into Closed Session, as recommended. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye and Chairman Cain, aye.

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In Re: Regular Session

Mr. Cain recommended the Authority return to Regular Session.

Mrs. Astrop moved, seconded by Mr. Brown, to go into Regular Session. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye and Chairman Cain, aye.

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In Re: Certification of Closed Meeting – Resolution #WS-20-45

Mr. Conwell moved, seconded by Mr. Brown, to adopt the following Resolution. A roll call vote was taken, as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

**RESOLUTION #WS-20-45  
CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

**NOW, THEREFORE, BE IT RESOLVED** that the Greenville County Water and Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) 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 (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Water and Sewer Authority.

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Re: Adjournment

There being no further business to discuss, Mr. Brown moved, seconded by Mrs. Astrop, to adjourn. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye and Chairman Cain, aye.

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William B. Cain, Chairman  
Greenville County Water and Sewer Authority

ACCOUNTS PAYABLE LIST  
GREENSVILLE COUNTY WATER  
DEPT # - 010000 \*\*ADMINISTRATION-WATER\*\*

FROM DATE- 7/06/2020  
TO DATE- 7/06/2020  
FUND # - 001 \*\*OPERATING EXPENDITURES\*\*

INVOICE  
VENDOR NAME CHARGE TO DESCRIPTION INVOICE# DATE \$\$\$ PAY \$\$\$

DEPT # - 010000 \*\*ADMINISTRATION-WATER\*\*

VENDOR	CHARGE TO	DESCRIPTION	INVOICE#	DATE	\$\$\$ PAY \$\$\$
VARCORP	**ADMINISTRATION-WATER**				
	HARRMAN'S COMPENSATION**		66184	6/31/2020	271.19 *
SLAYTON & CLARY	PRRF SERVICES-LEGAL		13799	6/20/2020	53.20 *
TREASURER OF GREENSVILLE C	PURCHASE SERVICES FROM GREENSV		16040-10/JUN 20	6/01/2020	2,222.23 *
PITNEY BOWES	POSTAGE		POST/DC19-0720	6/11/2020	2,222.23 *
VARCORP	INSURANCE: BOILER & MACHINERY		66183	6/02/2020	298.80 *
VARCORP	INSURANCE: PROPERTY		66183	6/02/2020	1,508.40 *
VARCORP	INSURANCE: PROPERTY		66183	6/01/2020	1,508.40 *
VARCORP	INSURANCE: VEHICLE		66183	6/02/2020	96.00 *
VARCORP	INSURANCE: CRIME		66183	6/01/2020	26.86 *
VARCORP	INSURANCE: GENERAL		66183	6/01/2020	172.86 *
NICOR USA INC	LEASE OF EQUIPMENT		33576284	6/12/2020	472.88 *
FASERVAL COMPANY	COVID-19 EXPENSES		NCRE0152741	6/11/2020	790.00 *
QUILL CORPORATION	OFFICE SUPPLIES		7514942	6/05/2020	790.00 *
QUILL CORPORATION	OFFICE SUPPLIES		7615091	6/09/2020	2,136.88 *
					2,136.88 *
					144.22 *
					144.22 *
					189.86 *
					189.86 *
					51.59 *
					13.55 *
					65.14 *
					8,275.50

DEPT # - 011000 \*\*AUTHORITY BOARD-WATER\*\*

VENDOR	CHARGE TO	DESCRIPTION	INVOICE#	DATE	\$\$\$ PAY \$\$\$
INDEPENDENT MESSENGER	**AUTHORITY BOARD-WATER**				
	ADVERTISING		1785/5-2020	5/31/2020	89.28 *
VARCORP	INSURANCE: PUBLIC OFFICIAL		66183	6/01/2020	89.28 *
VARCORP	INSURANCE: PUBLIC OFFICIAL		66183	6/01/2020	971.20 *
					101.20 *
					1,072.48 *
MARILDEE	OFFICE SUPPLIES		00344126	6/04/2020	70.00 *
					70.00 *
					1,231.68

DEPT # - 020000 \*\*UTILITY MAINTENANCE-WATER\*\*

VENDOR	CHARGE TO	DESCRIPTION	INVOICE#	DATE	\$\$\$ PAY \$\$\$
VARCORP	**UTILITY MAINTENANCE-WATER**				
	HARRMAN'S COMPENSATION**		66184	6/01/2020	916.04 *
					916.04 *

6/30/2020 FROM DATE - 7/06/2020  
 RP375 TB DATE - 7/06/2020  
 FUND # - 901 \*\*\*OPERATING EXPENDITURES\*\*\*

ACCOUNTS PAYABLE LIST  
 GREENSVILLE COMMUNITY WATER  
 DEPT # - 02000 \*\*UTILITY MAINTENANCE-MATERIALS\*\*

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
BEL LAW SERVICE, LLC	CONTRACTUAL SERVICE: GRASS CUTT		7082	6/24/2020	1,411.60
MECKLENBURG ELECTRIC CORPE	ELECTRICAL SERVICES		3887600400/6-20	6/09/2020	1,411.60 *
MECKLENBURG ELECTRIC CORPE	ELECTRICAL SERVICES		3892000800/6-20	6/09/2020	32.56
MECKLENBURG ELECTRIC CORPE	ELECTRICAL SERVICES		4383300901/6-20	6/09/2020	29.76
MECKLENBURG ELECTRIC CORPE	ELECTRICAL SERVICES		4393600500/6-20	6/15/2020	126.26
MECKLENBURG ELECTRIC CORPE	ELECTRICAL SERVICES		900005178/6-20	6/18/2020	29.76
DUNNIX ENERGY VIRGINIA	ELECTRICAL SERVICES		9500175006/6-20	6/12/2020	1,303.99
					7.55
					1,529.88 *
VERIZON	TELECOMMUNICATIONS		336-1587/6-20	6/18/2020	49.40
VERIZON WIRELESS	TELECOMMUNICATIONS		9855838281	6/02/2020	84.18
					133.58 *
VADOP	INSURANCE: PROPERTY		66183	6/01/2020	5,518.89
VADOP	INSURANCE: PROPERTY		66183	6/01/2020	399.47
					5,918.36 *
VADOP	INSURANCE: VEHICLE		66183	6/01/2020	2,364.00
					2,364.00 *
CINTAS CORPORATION #143	UNIFORM RENTAL		4051780437	5/29/2020	16.80
CINTAS CORPORATION #143	UNIFORM RENTAL		4052988386	6/04/2020	16.80
CINTAS CORPORATION #143	UNIFORM RENTAL		4052912491	6/11/2020	16.80
					50.40 *
J GREAT SUREY	TRAVEL AND TRAINING		MILEAGE/6-2020	6/12/2020	24.15
SCOTT SWENSON	TRAVEL AND TRAINING		MILEAGE/6-2020	6/13/2020	81.06
TRAVIS H. JACKSON	TRAVEL AND TRAINING		MILEAGE/6-2020	6/12/2020	42.55
CULTON LYNCH	TRAVEL AND TRAINING		MILEAGE/6-2020	6/12/2020	32.20
					179.98 *
TREASURER OF VIRGINIA	PERMITS AND FEES		018-123639	6/18/2020	300.00
					300.00 *
WALMART COMMUNITY/SYNCS	OFFICE SUPPLIES		TR800234	6/02/2020	7.57
WALMART COMMUNITY/SYNCS	OFFICE SUPPLIES		TR803111 CH	6/02/2020	4.41-
WALMART COMMUNITY/SYNCS	OFFICE SUPPLIES		TR806162	6/02/2020	8.31
					11.47 *
WULFR CONSTRUCTION MATER	REPAIR & MAINTENANCE SUPPLIES		41451424	6/24/2020	974.76
LOW'S GLOVES INC	REPAIR & MAINTENANCE SUPPLIES		036288	6/18/2020	340.00
					1,314.76 *
					14,130.07

TOTAL

DEPT # - 02200 \*\*WATER TREATMENT - LABORATI\*\*

VADOP	**WATER TREATMENT - LABORATI**		66184	6/01/2020	1,911.24
	WORKMAN'S COMPENSATIONS				1,911.24 *
CINTAS CORPORATION #143	REPAIR & MAINTENANCE SERVICES		4051873945	6/01/2020	8.76
					8.76 *
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		497424121	6/01/2020	157.15
VERIZON WIRELESS	TELECOMMUNICATIONS		9855838281	6/02/2020	80.12
					237.27 *

ACCOUNTS PAYABLE LIST  
GREENSVILLE COUNTY WATER  
DEPT # - 022000 \*\*WATER TREATMENT - JARRATT\*\*

6/30/2020 FROM DATE- 7/06/2020  
AP375 TO DATE- 7/06/2020  
FUND # - 001 \*\*OPERATING EXPENDITURES\*\*

INVOICE	INVOICES	DATE	59	PAY	55
6/01/2020	66183	6/01/2020	21,864.02		
6/01/2020	66183	6/01/2020	382.25		
6/12/2020	66819	6/12/2020	2,870.73		
6/01/2020	66183	6/01/2020	25,117.00 *		
			1,773.00		
			1,773.00 *		
7/01/2020	LEASE/JUL 2020	7/01/2020	2,299.00		
6/01/2020	LEASE/JUN 2020	6/01/2020	2,299.00		
6/01/2020	4051873945	6/01/2020	4,598.06 *		
			34.78		
			34.78 *		
5/28/2020	97440391	5/28/2020	23.77		
6/04/2020	07177930	6/04/2020	34.21		
			57.98 *		
6/02/2020	0278848-1H	6/02/2020	517.00		
6/10/2020	0MS601094	6/10/2020	476.90		
			993.08 *		
2/25/2020	927308	2/25/2020	276.00-		
			276.00-		
		TOTAL	34,455.03		

DEPT # - 023000 \*\*SKIPPERS WELL SYSTEM\*\*

6/12/2020	263472630/6-20	6/12/2020	238.42		
			238.42 *		
6/01/2020	487424121	6/01/2020	51.09		
			51.09 *		
6/01/2020	66183	6/01/2020	411.63		
6/01/2020	66183	6/01/2020	61.39		
			473.02 *		
		TOTAL	762.53		

DEPT # - 024000 \*\*JACKSON FIELD HOME WATER SYSTEM\*\*

6/01/2020	487424121	6/01/2020	57.39		
			57.39 *		
6/01/2020	66183	6/01/2020	388.60		
			388.60 *		
		TOTAL	445.99		
		FUND TOTAL	59,500.80		

\*\*JACKSON FIELD HOME WATER SYSTEM\*\*

6/01/2020	66183	6/01/2020	57.39		
			57.39 *		
6/01/2020	66183	6/01/2020	388.60		
			388.60 *		
		TOTAL	445.99		
		FUND TOTAL	59,500.80		

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	DATE	AMOUNT
DEPT # - 010100 **ADMINISTRATION-SEWER**					
VACORP	**ADMINISTRATION-SEWER**		66184	6/01/2020	406.79
	WORKMAN'S COMPENSATION**				484.79 *
SLAYTON & CLARY	PROF. SERVICES-LEGAL		13799	5/20/2020	79.80
					79.80 *
TREASURER OF GREENSVILLE C	PURCHASE SERVICES FROM GREENSV		16690-10/JUN 20	6/01/2020	3,333.34
					3,333.34 *
PITNEY BOWES	POSTAGE		POST/OCT19-NY20	6/11/2020	448.20
					448.20 *
VACORP	INSURANCE:BOILER & MACHINERY		66183	6/01/2020	2,262.60
					2,262.60 *
VACORP	INSURANCE:PROPERTY		66183	6/01/2020	144.00
VACORP	INSURANCE:PROPERTY		66183	6/01/2020	40.29
					184.29 *
VACORP	INSURANCE:VEHICLE		66183	6/01/2020	709.20
					709.20 *
VACORP	INSURANCE:CRIME		66183	6/01/2020	1,185.00
					1,185.00 *
VACORP	INSURANCE:GENERAL		66183	6/01/2020	3,205.20
					3,205.20 *
NICOR USA INC	LEASE OF EQUIPMENT		33596284	6/12/2020	216.33
					216.33 *
FASTENAL COMPANY	COVID-19 EXPENSES		NCR0452741	6/11/2020	284.79
					284.79 *
QUELL CORPORATION	OFFICE SUPPLIES		7514342	6/05/2020	77.38
QUELL CORPORATION	OFFICE SUPPLIES		7615091	6/09/2020	20.32
					97.70 *
					12,413.24
DEPT # - 011100 **AUTHORITY BOARD-SEWER**					
INDEPENDENT MESSENGER	**AUTHORITY BOARD-SEWER**		1785/5-2020	5/31/2020	133.92
	ADVERTISING				133.92 *
VACORP	INSURANCE:PUBLIC OFFICIAL		66183	6/01/2020	1,456.80
VACORP	INSURANCE:PUBLIC OFFICIAL		66183	6/01/2020	151.80
					1,608.60 *
MURKINDE	OFFICE SUPPLIES		00344126	6/04/2020	105.00
					105.00 *
					1,847.52
DEPT # - 020100 **UTILITY MAINTENANCE-SEWER**					
VACORP	**UTILITY MAINTENANCE-SEWER**		66184	6/01/2020	1,362.34
	WORKMAN'S COMPENSATION**				1,362.34 *

6/30/2020 FROM DATE- 7/06/2020  
 5P375 TO DATE- 7/06/2020  
 FUND # - 002

ACCOUNTS PAYABLE LIST  
 GREENSBILLE COUNTY WATER  
 DEPT # - 020100 UTILITY MAINTENANCE-SERVICES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	AMOUNT	PAY	SS
BEL LAMM SERVICE, LLC	CONTRACTUAL SERVICE: GRASS CUTT		7082	6/24/2020	2,117.40		
PURDY PUMPING LLC	REPAIR & MAINTENANCE SERVICES		00022-1	6/29/2020	2,117.40 *		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		339620060076-20	6/11/2020	300.00 *		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		38839009076-20	6/09/2020	75.93		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		388470040076-20	6/09/2020	34.64		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		388470040076-20	6/09/2020	108.85		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		388680100076-20	6/11/2020	104.08		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		388860380076-20	6/08/2020	55.55		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		43833010176-20	6/09/2020	142.39		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		439550070076-20	6/15/2020	30.47		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		439840050076-20	6/09/2020	659.88		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		908000581676-20	6/18/2020	404.93		
NECKLEBURG ELECTRIC CORPE	ELECTRICAL SERVICES		909001201576-20	6/09/2020	62.54		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		011178250476-20	6/10/2020	38.42		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		02326261076-20	6/10/2020	519.42		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		369179000476-20	6/10/2020	83.58		
DOMINION ENERGY VIRGINIA	ELECTRICAL SERVICES		991085197276-20	6/17/2020	307.88		
					2,629.36 *		
VERIZON	TELECOMMUNICATIONS		336-158776-20	6/19/2020	49.40		
VERIZON	TELECOMMUNICATIONS		634-971376-20	6/21/2020	24.95		
VERIZON	TELECOMMUNICATIONS		634-982676-20	6/17/2020	24.70		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	48.74		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	51.08		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	48.74		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	57.59		
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	62.08		
VERIZON WIRELESS	TELECOMMUNICATIONS		9855938281	6/02/2020	126.22		
VERIZON WIRELESS	TELECOMMUNICATIONS		9855938281	6/02/2020	40.01		
					533.31 *		
WACORP	INSURANCE: PROPERTY		66183	6/01/2020	2,754.23		
WACORP	INSURANCE: PROPERTY		66183	6/01/2020	599.20		
					3,353.43 *		
WACORP	INSURANCE: VEHICLE		66183	6/01/2020	3,546.00		
					3,546.00 *		
CITAS CORPORATION #143	UNIFORM RENTAL		4051780437	5/29/2020	25.20		
CITAS CORPORATION #143	UNIFORM RENTAL		4052388386	6/04/2020	25.20		
CITAS CORPORATION #143	UNIFORM RENTAL		4052712491	6/11/2020	25.20		
					75.60 *		
SCOTT SWENSON	TRAVEL AND TRAINING		HILLEBE/6-2020	6/13/2020	108.05		
TRAVIS H. JACKSON	TRAVEL AND TRAINING		HILLEBE/6-2020	6/12/2020	37.38		
GELTON LYNCH	TRAVEL AND TRAINING		HILLEBE/6-2020	6/12/2020	25.30		
					162.73 *		
TREASURER OF VIRGINIA	PERMITS AND FEES		018-123639	6/18/2020	450.00		
					450.00 *		
WALMART COMMUNITY/SYNCS	OFFICE SUPPLIES		TR800234	6/02/2020	11.35		
WALMART COMMUNITY/SYNCS	OFFICE SUPPLIES		TR803111 CM	6/02/2020	4.60-		

ACCOUNTS PAYABLE LIST  
GREENSBURG COUNTY WATER  
DEPT # - 02000 \*WASTEWATER MAINTENANCE-SERVE\*\*

FROM DATE- 7/06/2020  
TO DATE- 7/06/2020  
FUND # - 002

MEMBER NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
WALMART COMMUNITY/SVCR	OFFICE SUPPLIES		TR806162	6/02/2020	12.46
CLEARWATER INC	REPAIR & MAINTENANCE SUPPLIES		41941	6/25/2020	17.21 *
LEWY'S GLOVES INC	REPAIR & MAINTENANCE SUPPLIES		036206	5/18/2020	199.21
					510.00
					709.21 *
		TOTAL			15,257.19
DEPT # - 031000 **FALLING RUN SEWAGE TREAT. PLANT**					
JAMES R REED & ASSOC INC	LABORATORY SERVICES	**FALLING RUN SEWAGE TREAT. PLANT**	2006034	6/11/2020	264.00
					264.00 *
EDWARDS WASTE REMOVAL INC	REPAIR & MAINTENANCE SERVICES		88322	6/14/2020	800.00
REPAIR TECH INDUSTRIAL CORP	REPAIR & MAINTENANCE SERVICES		10772	4/27/2020	775.00
					1,575.00 *
VACORP	INSURANCE: PROPERTY		66193	6/01/2020	982.92
					982.92 *
CSX TRANSPORTATION	PERMITS AND FEES		8391279	6/18/2020	1,315.20
					1,315.20 *
WATER GUANO, INC	CHEMICALS		0279166-IN	6/10/2020	1,021.20
					1,021.20 *
		TOTAL			5,158.32

DEPT # - 032000 \*\*THREE CREEK SEWAGE TREAT. PLANT\*\*

MEMBER NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$\$ PAY \$\$\$
**THREE CREEK SEWAGE TREAT. PLANT**					
VACORP	WORKMAN COMPENSATION**		66184	6/01/2020	1,638.40
					1,638.40 *
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2006031	6/11/2020	72.00
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2006032	6/11/2020	71.00
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2006036	6/11/2020	1,037.00
					1,180.00 *
S & M SERVICE CENTER, INC	REPAIR & MAINTENANCE SERVICES		8009699	6/02/2020	35.00
					35.00 *
HECKENBURG ELECTRIC CORP	ELECTRICAL SERVICES		388390106/6-20	6/10/2020	7,509.07
					7,509.07 *
VERIZON	TELECOMMUNICATIONS		634-6094/6-20	6/09/2020	24.95
VERIZON WIRELESS	TELECOMMUNICATIONS		9855838281	6/02/2020	40.01
					64.96 *
VACORP	INSURANCE: PROPERTY		66183	6/01/2020	6,539.41
VACORP	INSURANCE: PROPERTY		66183	6/01/2020	200.54
					6,739.95 *
VACORP	INSURANCE: VEHICLES		66183	6/01/2020	2,955.00
					2,955.00 *
CINTAS CORPORATION #143	UNIFORM RENTAL		4053305394	6/04/2020	42.00
CINTAS CORPORATION #143	UNIFORM RENTAL		4053312562	6/11/2020	42.00
CINTAS CORPORATION #143	UNIFORM RENTAL		4053344663	6/18/2020	42.00
					126.00 *

6/30/2020  
AF375  
FUND # - 002

FROM DATE- 7/06/2020  
TH DATE- 7/06/2020

ACCOUNTS PAYABLE LIST  
GREENSVILLE CROFTY WATER  
DEPT # - 032000 \*THREE CREEK SEWAGE TREAT. PLANT\*\*

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VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
CENTAS CORPORATION #143	LAB SUPPLIES		1901295465	5/11/2020	80.00
BRANGES, INC	REPAIR & MAINTENANCE SUPPLIES		9549647296	6/03/2020	80.00 *
S & R SERVICE CENTER, INC	VEHICLE SUPPLIES		0909699	6/02/2020	81.34 *
MATTHEW DIAMIS JR	WEARING APPAREL		80077-2020	5/23/2020	33.60 *
PARKER OIL CO INC	HEAVY EQUIPMENT SUPPLIES		334757	5/01/2020	49.83 *
PARKER OIL CO INC	HEAVY EQUIPMENT SUPPLIES		345269	5/13/2020	71.58
PARKER OIL CO INC	HEAVY EQUIPMENT SUPPLIES		373024	6/09/2020	119.44
		TOTAL			562.16
					753.18 *
					21,246.33

DEPT # - 034000 \*JARRATT SEWAGE TREAT. PLANT\*\*

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2006035	6/11/2020	404.00
GRANITE TELECOMMUNICATION	TELECOMMUNICATIONS		487424121	6/01/2020	404.00 *
USCORP	INSURANCE:PROPERTY		66183	6/01/2020	58.69
		TOTAL			58.69 *
					548.07
					548.07 *
					1,010.76

DEPT # - 035000 \*SKIPPER'S SEWAGE TREAT. PLANT\*\*

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
JAMES R REED & ASSOC INC	LABORATORY SERVICES		2006033	6/11/2020	84.00
PERTINON ENERGY VIRGINIA	ELECTRICAL SERVICES		5558978622/6-20	6/12/2020	84.00 *
USCORP	INSURANCE:PROPERTY		66183	6/01/2020	824.91
PARKER OIL CO INC	REPAIR & MAINTENANCE SUPPLIES		304663	4/01/2020	824.91 *
WATER GUARD, INC	CHEMICALS		0278860-IN	6/03/2020	326.23
		TOTAL			326.23 *
					67.08
					67.08 *
					155.10
					155.10 *
					1,457.32

DEPT # - 061102 \*SKIPPER'S WWT\*\*

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE	DATE	AMOUNT
D & B CONSULTANTS, INC.	PROF. SERVICES:ENGINEERING CONS		24339	6/23/2020	1,633.79
D & B CONSULTANTS, INC.	BIOTECHNICAL		24339	6/23/2020	1,633.79 *
		TOTAL			2,732.70
					2,732.70 *

6/30/2020  
6P375  
FUND # - 002

FROM DATE- 7/06/2020  
TO DATE- 7/06/2020

ACCOUNTS PAYABLE LIST  
SWEENSVILLE COUNTY WATER  
DEPT # - 061102 \*\*SKIPPER'S WHIP\*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE	INVOICE DATE	\$\$\$ PAY \$\$\$
B & B CONSULTANTS, INC.	INSPECTION SERVICES		24339	6/23/2020	10,205.00
		TOTAL			10,205.00 *
		FUND TOTAL			14,571.49
		TOTAL DUE			72,962.17
					132,262.97

Approved

Signed Alex Whaley

Finance mg  
Title

6/30/2020  
Date

FUND NO. DESCRIPTION  
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001 OPERATING EXPENDITURES\*\*  
002  
TOTAL

\$ PAY \$  
-----

\$5,300.80  
\$72,962.17  
132,262.97

6/30/2020 FROM DATE- 7/06/2020  
SF375 TO DATE- 7/06/2020  
FUND # - 001 \*\*\*EXPENDITURES\*\*\*

ACCOUNTS PAYABLE LIST  
GREENSVILLE CO HAS AUTH  
DEPT # - 07000 \*\*PHASE I-ADMINISTRATION\*\*

DEPT # - 07000 \*\*PHASE I-ADMINISTRATION\*\*

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE DATE	INVOICE #	CHECK DATE	\$\$\$ PAY \$\$\$
SLAYTON & CLARY	**PHASE I-ADMINISTRATION**		6/20/2020	13799	7/06/2020	2,167.12
	PROF. SERVICES: LEGAL					2,167.12 *
UNITED PARCEL SERVICE	POSTAGE	0000228106220	6/06/2020		7/06/2020	29.65
						29.65 *
		TOTAL				2,187.77

VENOR NAME	CHARGE TO	DESCRIPTION	INVOICE DATE	INVOICE #	CHECK DATE	\$\$\$ PAY \$\$\$
SLAYTON & CLARY	**RESERVUIN/INTER. PUMP STATION**		6/20/2020	13799	7/06/2020	1,615.00
	PROF. SERVICES: LEGAL					1,267.50
GENTRY LOCKE ATTORNEYS	PROF. SERVICES: LEGAL	276706 /1122	6/18/2020		7/06/2020	2,882.50 *
						2,882.50
		TOTAL				5,079.27

FUND TOTAL	TOTAL DUE
5,079.27	5,079.27

Approved

Signed Quica Subitby Title Finance mg

Date 6/30/2020

FUND NR. DESCRIPTION

001 \*\*\*EXPENDITURES\*\*\*  
TOTAL

\$\$\$ PAY \$\$\$

\$5,070.27  
5,070.27

**RESOLUTION #WS-20-49  
COVID-19 – EXTENSION OF THE SUSPENSION OF PENALTIES, FEES AND  
SERVICE DISCONNECTIONS**

**WHEREAS**, On June 12, 2020, the State Corporation Commission (SCC) ordered an extension of the suspension of utility penalties, fees and service disconnections through August 31, 2020 due to the COVID-19 Virus; and

**WHEREAS**, In compliance with the SCC extension order, Greenville County Water & Sewer Authority extends the suspension of penalties, fees and service disconnections through August 31, 2020; and

**WHEREAS**, the essential water and sewer services provided by GCWSA are funded through revenues generated from metered sales. Although penalties, fees and service disconnections have been suspended during the time period covered in the initial SCC order and extension orders, charges are accruing and customers are responsible for payment of their water and sewer bill.

**IT IS, THEREFORE, HEREBY RESOLVED**, that the Greenville County Water & Sewer Authority approves the following:

- 1) Past due utility payments shall be made in full by September 8, 2020.
- 2) Service disconnections for non-payment and reconnection fees will resume September 9, 2020; and
- 3) Late payment penalties, will be applied to past due accounts as of September 22, 2020.
- 4) Customers who have suffered a documented substantial loss of income due to the COVID-19 virus are encouraged to contact the GCWSA business office and apply for a Cares grant. If approved the grant funds will be applied to the customers past due utility charges.

Adopted this 6th day of July 2020.

VOTING AYE	VOTING NAY	ABSENT/ABSTAIN

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of the Board of Directors of Greenville County Water & Sewer Authority on the 6<sup>th</sup> day of July, at which a quorum was present at the time the meeting was convened and at the time, said vote was taken.

\_\_\_\_\_  
Clerk

**BOARD OF DIRECTORS OF  
GREENSVILLE COUNTY WATER AND SEWER AUTHORITY  
RESOLUTION#WS-20-50**

**RE: WATER AND WASTEWATER CHEMICALS**

**WHEREAS**, Greenville County Water and Sewer Authority (“GCWSA”) solicited sealed bids for the provision of specific chemicals to be used in the water and wastewater operations of GCWSA;

**WHEREAS**, Brenntag Mid-South, Inc., and Water Guard, Inc., submitted identical bids to GCWSA;

**WHEREAS**, Virginia Code Section 2.2-4324.A., provides that, in the case of a tie bid, preference shall be given to goods produced in Virginia, or goods provided by Virginia persons, firms or corporations;

**WHEREAS**, the business office of Brenntag Mid-South, Inc., is located in Bedford, Virginia, and the business office of Water Guard, Inc., is located in Wilson, North Carolina;

**IT IS, ACCORDINGLY, HEREBY RESOLVED**, by the GCWSA Board of Directors (“Board”) as follows:

1. The bid of Brenntag Mid-South, Inc., the business office of which is located in Virginia, is hereby determined to be the successful bid.
2. The Board hereby declares its intent to accept the bid of Brenntag Mid-South, Inc., and award a contract to it, on or after July 17, 2020.
3. The Chairman of the Board is hereby authorized and directed to execute and deliver a contract with Brenntag Mid-South, Inc., together with other necessary documents, and to provide Brenntag Mid-South, Inc., a copy of this resolution as notification of the July 17, 2020, effective date.
4. On July 7, 2020, GCWSA shall notify all bidders of the Board’s decision to accept the bid of Brenntag Mid-South, Inc., as aforesaid, and to award a contract to Brenntag Mid-South, Inc., effective on July 17, 2020.

ADOPTED this 6<sup>th</sup> day of July, 2020.

VOTING AYE

VOTING NAY

ABSENT/ABSTAIN

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The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly noticed, called and convened meeting of the Board of Directors of Greenville County Water and Sewer Authority held on the 6<sup>th</sup> day of July, 2020, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

\_\_\_\_\_  
Clerk

## GCWSA - Chemical Bids August 1, 2020 - July 31, 2021

Chemical	Unit	Low Bid	GEO	PVS	SPEC	JCI-Jones	Suffolk Sales	Chemtrade	Control Equipment	Coyne	Univar	Brenntag	Water Guard	Garrison Minerals
Chlorine 150 CYL	lb	Univar				0.8333					0.7			
Caustic Soda-25%	wet/lb	Univar									0.089		0.094	
Aluminium Sulfate Tanker	dry/ton	Suffolk Sales					298.32	320			300.91			
Polymer N3100 LTR	lb	Univar							4.492		3.99			
Polymer Everfloc 4068	drum	Univar									1021.5			
Sulfur Dioxide	lb	Univar				1.1666					0.95			
Polymer Spec 6241	lb	SPEC			**1.59					1.4693	1.71			
Ammonium Hydroxide	drum	Univar									116.85	125		
Ammonium Sulfate Drum	gal	Univar								338	219		242	
Sodium Hypo 12.5%blk	gal	Water Guard		1.34							1.38		0.98	
Sodium Hypo < 500	gal	Water Guard		2.13									1.46	
Sodium Hypo 55 gal dr	gal	Water Guard									2.43		1.6	
Sodium Hypo 15 gal dr	gal	Water Guard											4.5	
Hydrofluorosilicic Acid	lb	Brenntag									0.258	*0.255	0.255	
Dechlor Tablets 35%	pail	Univar							126.74		106.7		115	
Hydrogen Peroxide 50%	lb	Brenntag									0.44	0.43		
Sodium Bisulfite 55 Gal	gal	Water Guard									2.71		2.2	
Sodium Bisulfite 15 Gal	gal	Univar									2.85		3.2	
Magnesium Hydroxide Bulk	dry/lb	Garrison Minerals									0.413			0.32
Magnesium Hydroxide 50lb Bags	dry/lb	Garrison Minerals									0.82			0.29
Aluminium Sulfate 48.5% bulk< 500 gal	gal	Water Guard									2.66		2.25	
SPEC1251H - 250 gal tote	gal	Univar			5.49						5.28			
Sodium Chlorite 25%	drum	Coyne								532.2486	538.35			

\* Code of Virginia provides that in case of a tie bid, a public body must give preference to goods produced in Virginia, or goods provided by Virginia persons, firms or corporations

\*\* Coyne Chemical submitted an alternative Polymer not SPEC-6241- therefore they are not the low bidder. Sludge Enhancement Consultants, Inc. was low bid for chemical

**RESOLUTION #WS-51  
WATER AND WASTEWATER CHEMICALS**

**WHEREAS**, Greenville County Water and Sewer Authority ("GCWSA") issued a "Request for Sealed Bid" to solicit bids for provision of specific chemicals to be used in the water and wastewater operations of GCWSA; and

**WHEREAS**, GCWSA has reviewed the bids received and will award a contract to the each responsible and responsive bidder named below, for the chemicals identified after the name of each bidder.

**IT IS, THEREFORE, HEREBY RESOLVED** by the GCWSA Board of Directors ("Board") as follows:

- a. That the Board hereby accepts the responsive and responsible bids from the following bidders for provision of the following chemicals:
  1. Brenntag Mid-South, Inc.: Hydroflourosilicic Acid 23-25% 550 drum and Hydrogen Peroxide 50% 55gal. drum
  2. Garrison Minerals: Magnesium Hydroxide 50% - minimum 45,000- lbs bulk tanker and Magnesium Hydroxide 50- lb Bags.
  3. Suffolk Sales: Aluminum Sulfate Tanker 48.5% - 45,000 - lb tanker
  4. George S. Coyne Chemical Company: INC. Sodium chlorite 25% - 55gallon drums.
  5. Univar USA, Inc.: Chlorine -150 lb cylinders, Caustic Soda 25% - 45,000 lb Tanker, Nonionic Polymer Stockhausen Praestol N3100 LTR 5 gallon pails, Polymer Everfloc 4068 - 55 gal drum, Sulfur Dioxide - 150 lb cylinders, Ammonium Hydroxide 19%, 55 gal. Drums, Ammonium Sulfate 40%, 55 gal. Drums, Dechlor Tablets 35% - 45lb pail, Sodium Bisulfite 38 -39% 15 gal. Drum, SPEC1251H - 250 Gallon Tote.
  6. Water Guard, Inc.: Sodium Hypochlorite 12.5% bulk delivery max 1,200 gallons, Sodium Hypochlorite 12.5% bulk delivery less than 500 gallons, Sodium Hypochlorite 12.5% 55 gallon drums, Sodium Hypochlorite 12.5% 15 gallon drums, Sodium Bisulfite 38-39% 55 gal, Aluminum Sulfate 48.5% - liquid bulk delivery less than 500 gal.
  7. Sludge Enhancement Consultants, Inc. (SPEC): Polymer- SPEC – 6241 -250 gal. totes
- b. That the Board hereby states its notice of intent to award a contract to each responsive and responsible bidder as aforesaid, effective on July 17, 2020, each of which contract awards will be contingent on there being no protest lodged to the bid award on or before July 17, 2020.
- c. That the Chairman of the Board is hereby authorized and directed to execute and deliver a contract with each responsive and responsible bidder as aforesaid, together with other necessary contract documents, and to provide each responsive

and responsible bidder a copy of this resolution as notification of the July 17, 2020, effective date, and the contingency regarding protest.

- d. That on July 7, 2020, the Secretary of the Board shall notify all other bidders of the Board's decision to accept each bid as aforesaid, and to award a contract to each responsive and responsible bidder as aforesaid, effective on July 17, 2020.

ADOPTED this 6<sup>th</sup> day of July, 2020.

VOTING AYE

VOTING NAY

ABSENT/ABSTAIN

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly noticed, called and convened meeting of the Board of Directors of Greenville County Water and Sewer Authority held on the 6<sup>th</sup> day of July, 2020, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

\_\_\_\_\_  
Clerk

## GCWSA - Chemical Bids August 1, 2020 - July 31, 2021

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Aluminium Sulfate Tanker	dry/ton	suffolk sales					298.32	320			300.91			
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\*\* Coyne Chemical submitted an alternative Polymer not SPEC-6241- therefore they are not the low bidder. Sludge Enhancement Consultants, Inc. was low bid for chemical

## Greensville County Technology Policy

Greensville County provides a computer system, including the Internet, and an advanced network to promote effective workflow by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the Internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the County's network or electronically stored County material.

All use of the County's computer system must be used for legitimate County business, research, and/or training. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by County staff.

This policy applies to all users of the County's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The Director of Information Technology is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Technology Use Guidelines include:

1. a prohibition against use of the County's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the County's computers having internet access to filter or block internet access through such computers, that seek to prevent access to child pornography and other obscenities.
3. provisions establishing that the technology protection measure is enforced during any use of the County's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to prevent unauthorized online access, including "hacking" and other unlawful online activities; and
6. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords; provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors;

The County's computer system is not a public forum.

Users of the County's computer system have no expectation of privacy for use of the County's resources or electronic devices including non-County owned devices, such as personal cell phones and laptops, while connected to the County's network or computer resources.

Software and/or services may not be installed or downloaded on the County's computer system without the prior approval of the Director of Information Technology.

Each user of the County's computer system shall sign the Greenville County Technology Policy before using the County's computer system. Failure of any user to follow the terms of this Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The County is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet. Furthermore, the County will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The policy will be reviewed and amended as necessary. Employees will be notified of any changes and will be required to sign a new agreement.

### **Technology Use Guidelines**

All use of Greenville County's computer system shall be consistent with Greenville County Board of Supervisors' goal of promoting professional excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, cell phones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the County's network or electronically stored County material.

### **Computer System Use-Terms and Conditions:**

---

**1. Acceptable Use.** Access to the County's computer system shall be (1) for the purposes of business, training or research and be consistent with the business objectives of the County or (2) for legitimate County business.

## **2. General Use and Ownership.**

- Greenville County's proprietary information stored on electronic and computing devices whether owned or leased by Greenville County, the employee or a third party, remains the sole property of Greenville County.
- You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Greenville County proprietary information to your direct Supervisor and/or the IT Department.
- You may access, use or share Greenville County's proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- For security and network maintenance purposes, authorized individuals within Greenville County may monitor equipment, systems and network traffic at any time.
- Greenville County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## **3. Security and Proprietary Information.**

- System level and user level passwords must have complexity. Complexity is the use of uppercase and lowercase lettering, numbers and symbols. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended. This will be set by default on all computers.
- Passwords will be required to be reset every 60 days for both Windows and AS400 logins. Users will be prompted every 60 days to reset their password. The last five passwords cannot be reused.
- Passwords will no longer be allowed to be saved to unsecured web browsers (Google Chrome, Internet Explorer, Edge, Firefox, etc.). Employees will be required to use the Bitwarden Encrypted Password Management System.

**4. Privilege.** The use of the County's computer system is a privilege, not a right.

**5. Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.

- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee/student is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to the Technology Department is made.
- Executing any form of network monitoring which will intercept data not intended for the County's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Greenville County employees to parties outside Greenville County, unless properly requested through FOIA and authorized by the appropriate staff member.
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being performed outside the office.

**6. Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

**7. Liability.** The Greenville County Board of Supervisors makes no warranties for the computer system it provides. The Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the County Board of Supervisors for any losses, costs, or damages incurred by the Board relating to or arising out of any violation of these procedures.

**8. Security.** Computer system security is a high priority for Greenville County. If any user identifies a security problem, the user shall notify the Director of Information Technology immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

**9. Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

**10. Charges.** The Board assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

**11. Social Media.** Employees are discouraged from accessing any personal social media sites with County owned equipment/devices or while accessing the County's network.

**12. Electronic Mail.** The County's electronic mail system is owned and controlled by Greenville County. The County may provide electronic mail to aid staff in fulfilling their duties and as a communications tool. Electronic mail is not private. The electronic mail of staff is monitored and accessed by the County. All electronic mail may be archived. Unauthorized access to an electronic mail account by any employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

**13. Enforcement.** Software will be installed on the County's computers having internet access to filter or block internet access through such computers to pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the Board's policy, or legal action.

**Greenville County Technology Policy Agreement**

Each employee must sign this Agreement before being permitted to use the County's computer system and network. Read this Agreement carefully before signing. Prior to signing this Agreement, read the Greenville County Technology Policy and Technology Use Guidelines. If you have any questions about this policy or regulation, contact your supervisor or the Director of Information Technology.

I understand and agree to abide by the County's Technology Policy and Technology Use Guidelines. I understand that the County may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Technology Policy or Technology Use Guidelines, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_  
**(Please Print)**

I have read the Greenville County Technology Policy, Technology Use Guidelines, and Greenville County Technology Policy Agreement, I understand that access to the computer system is intended for business purposes and the Greenville County's Director of Information Technology has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the County to restrict access to all inappropriate material and I will not hold the County responsible for information acquired on the computer system.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_  
**(Please Print)**

# Greenville County Water & Sewer Authority

To: Greenville County Water & Sewer Authority

From: Gary Mitchell, Utilities Maintenance manager

Subject: Filling Vacant Utilities Maintenance Worker 1 Position & Job Description Change

Date: July 1, 2020

Since February 2020, the GCWSA Maintenance Department has been without a Utilities Maintenance Worker 1. The previous worker acquired a position at our Three Creek Wastewater Treatment Plant. With the loss of this worker, it has put much strain on the Maintenance Department. GCWSA's Utilities Crew Leader, Mr. Swenson has advised me of the following concerns:

- It is difficult to get problems corrected in a timely manner.
- The workload has increased in recent years, due to the addition of more facilities.

The Maintenance Department has been completing work and emergencies daily during this time, but being short a worker makes it harder to complete when a full crew is needed. As you are aware, safety is our number one concern. Staff recommends sending two or more workers verses sending one worker to complete the job by themselves for safety reasons. The Authority has added more stations and has taken on more service areas in the last two years. Staff is requesting to refill this position now to help keep up with the demands and growth of our system. Filling this position was put on hold due to COVID- 19.

In closing, Staff respectfully requests to change the age requirement to 18 in the job description instead of 21. All duties/tasks/certifications-requirements can be obtained at the age of 18. Staff would request your approval on this change and approval to re-advertise the job position at this time. A job description is attached.



# Greenville County, VA

## JOB DESCRIPTION

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### Utility Maintenance Worker I

**Department:** Utility Maintenance

**Pay Grade:** 8

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Performs entry-level, semiskilled and manual work in the repair and maintenance of water and sewer lines; performs building and grounds maintenance tasks; and does related work as required. Work is performed under daily oversight of Utility Maintenance Worker II or Utility Crew Leader; and under supervision of Utility Maintenance Manager.

#### ESSENTIAL JOB FUNCTIONS

- Repairs, installs, and maintains water and sewer lines; flushes sewer lines; reads and installs meters; and performs building and grounds maintenance tasks;
- Responds to problems on the water and sewer systems;
- Addresses assigned work orders such as turn water off/on, pressure checks, etc.;
- Assists in the installation of service connections for wastewater and water; and repairs water mains;
- Provides minor repairs to buildings, electrical, and plumbing facilities;
- Performs rough and finished carpentry, painting, and welding; and repairs doors, locks, windows, roofs, and gutters;
- Performs grounds maintenance such as cutting trees, shrubs, grass, etc.;
- Transports supplies and equipment in pick-up and dump truck;
- Answers emergency calls after business hours, weekends, and holidays as needed;
- Operates emergency pumps and generators;
- Tests water at County wells; and at plants when needed;
- Assists with pump station and wastewater plant maintenance tasks;
- Helps GIS with mapping water and sewer infrastructure as needed;
- Assists with mechanic work on equipment and related appurtenances;
- Bush hogs water and sewer easements;

- May perform maintenance on tractors, backhoes, trucks, lawnmowers, weed eaters, power saws, dump trucks, trailers, etc.;
- Handles the Miss Utility tickets;
- Performs other related duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

Graduation from high school or GED. Some experience in basic carpentry and grounds maintenance.

### **Special Requirements/ Licenses or Certifications:**

Possession of an appropriate CDL license valid in the Commonwealth of Virginia within six months of employment. Possession of a Class V water license within one year of employment. Possession of Registered Technician for right-of-way certification. Possession of a State Flagman's License. Possession of a GCWSA Soil & Erosion certification, recertified annually. Take and pass classes with a "C" or higher grade in basic electricity (i.e. Electrical Circuits I & II,) within two years of employment. Must be at least ~~18~~ 21 years of age.

### **Knowledge, Skills and Abilities:**

- Some knowledge of the tools, materials, and equipment used in the maintenance and repair of water and sewer lines.
- Some knowledge of a variety of maintenance and manual tasks involved in the maintenance and repair of water and sewer lines.
- Some knowledge of basic carpentry, electrical, and plumbing work.
- Some knowledge of the use of common hand and power tools.
- Some knowledge of the safe use and operation and preventive maintenance of mechanical equipment.
- Basic computer skills.

## DEMANDS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for: depth perception; color perception; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; and observing general surroundings and activities.

## WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained

breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

***Greenville County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

E.O.E. Greenville County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.