

At the Regular Meeting of the Greensville County Water and Sewer Authority, Monday, January 6, 2020, with Regular Session beginning at the conclusion of the Board of Supervisors meeting, 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
Tony M. Conwell
Belinda D. Astrop

In Re: Swearing In of the Greensville County Water and Sewer Authority

Mrs. Parson, Director, asked the Honorable Linda B. Edwards, Clerk of Circuit Court, to come forward to perform the Swearing In of the Water and Sewer Authority members.

The Honorable Linda B. Edwards came forward and swore in the Board of Supervisors members as the Greensville County Water and Sewer Authority members for a term beginning January 1, 2020 until December 31, 2023.

Mrs. Brenda Parson called the meeting to order.

In Re: Closed Session

Mrs. Parson, Director, stated that Staff recommended the Authority go into Closed Session, Section 2.2-3711 (a) 1) Personnel Matters.

Mr. Conwell moved, seconded by Mrs. Astrop, to go into Closed Session, as recommended by Staff. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Cain and Mr. Conwell.

In Re: Regular Session

Mrs. Parson stated that Staff recommended the Authority return to Regular Session.

Mr. Conwell moved, seconded by Mr. Brown, to go into Regular Session. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Cain and Mr. Conwell.

In Re: Certification of Closed Meeting – Resolution #WS-20-17

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. Cain, aye and Mr. Conwell, aye.

**RESOLUTION #WS-20-17
CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Greensville 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 Greensville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Greensville 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 Greensville County Water and Sewer Authority.

In Re: Organizational Matters

Mrs. Parson stated that the Authority needed to elect a Chairman, Vice-Chairman and set the meeting times and dates.

In Re: Election of Chairman

Supervisor Conwell asked if the Chairman needed to be different from that of the Chairman for the Board of Supervisors. Mrs. Parson stated yes.

Supervisor Conwell stated that he would like for the Authority to consider rotation of the Chairman as done in the Board of Supervisors meeting for a one-year term.

Mrs. Parson then asked for nominations for the Election of Chairman.

Mrs. Astrop nominated Mr. William B. Cain, seconded by Mr. Brown, to approve William B. Cain as Chairman beginning January 1, 2020 until December 31, 2020. Voting aye: Mrs. Astrop, Mr. Brown and Mr. Conwell. Mr. Cain abstained.

In Re: Election of Vice-Chairman

Mrs. Parson asked for nominations of Vice-Chairman.

Mr. Cain nominated Mr. James R. Brown, seconded by Mrs. Astrop, to approve the appointment of Mr. James R. Brown as Vice-Chairman beginning January 1, 2020 until December 31, 2020. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Setting of Meeting Times and Dates

Mr. Cain requested that the meeting dates be first and third Mondays immediately following the Board of Supervisors Meeting. There was a consensus among the Authority to accept the stated dates and time.

In Re: Approval of Agenda

Mrs. Parson stated that Staff recommended approval of the Agenda with no added items.

Mr. Conwell moved, seconded by Mrs. Astrop, to approve the Agenda, as submitted. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Approval of the Consent Agenda

Mrs. Parson stated that Staff recommended approval of the Consent Agenda containing the following items:

Mr. Conwell moved, seconded by Mrs. Astrop, to approve the Consent Agenda. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Approval of Minutes for the meeting of December 16, 2019.

Warrants:

Approval of Total Accounts Payable for January 6, 2020, in the amount of, \$818,915.47

Approval of Payroll for December 31, 2019, in the amount of, \$108,079.77

Chairman Cain stated that at the last meeting, Staff requested an 8% increase in the water rates in which he thought was too much. He stated that his position was still the same and that it was too much at one given time. Chairman Cain stated that 8% was a large jump at one time and would like for the Authority renegotiate the item and discuss a different rate.

Mrs. Parson stated at this time, Staff was requesting approval of the Consent Agenda. Chairman Cain stated that the minutes were included in the Consent Agenda to be approved and would like the Authority to renegotiate the increase of water rates. Mrs. Parson stated that action was taken at the last meeting for approval regarding the increase of the water rates.

Russell Slayton, County Attorney, stated that if Chairman Cain did not like the increase of the water rates, he could make a motion later to reverse the approval of the water rate increase. He stated that it would need to be discussed under New Business.

Chairman Cain moved, seconded by Mrs. Astrop, to approve the minutes from the meeting of December 16, 2019. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: 2020 Water Rate Increase

Chairman Cain stated that he would like to see a deferment or go back to the issue because he thought it was a big raise at one time. He stated that he was the only district in Greenville County where about 80% of constituents was on water.

Supervisor Conwell stated that he begged the difference because all of the Town of Jarratt was in his district and was on water and sewer.

Chairman Cain reiterated that he would not like to see the 8% increase at one time.

Supervisor Conwell stated that as he said at the last meeting, and was stating it again, that the Authority could not operate in the red. He stated that Mr. Gibson presented the water and sewer rate increase to the Authority last month stating the Authority was in the hole and could not operate a business as such. He then stated that the Authority needed to have an increase in the rates and had not had an increase in five-plus years.

Chairman Cain stated that when he moved to the area in 1994, he was told there would be no water and sewer coming through the area. He stated that nine months later, it came through. He also stated that if lines were going to be installed to run water and sewer, the Authority needed to look at its clientele. Chairman Cain stated if the Authority did not have a clientele, it would automatically go in the hole. He stated that when Dominion Energy came to the area, the Authority was told there would be a financial gain, but it wasn't. He further stated that the

Authority ran the lines in the area and was not able to get funds after the lines were installed. He then stated that the Authority should consider what was being done and if it would bring in the revenue to cover installations. Chairman Cain stated he felt the Authority put water and sewer in places where it would not gain revenue.

Russell Slayton asked Mrs. Parson if there was a vote at the last meeting to increase the rates 8%. She stated yes. Mr. Slayton stated that since the action had been taken, Mr. Cain was asking that the item be put on the next agenda as a discussion matter.

In Re: Resolution #WS-20-18 – Greensville County Water and Sewer Authority Secretary/Treasurer

Mrs. Parson stated the resolution was to appoint a permanent Treasurer for the Water and Sewer Authority. She stated about a year ago, an Acting Treasurer was appointed for the Authority and at this time, Staff was requesting that Mr. Gary Cifers, Assistant County Administrator, be appointed as the permanent Treasurer as it was part of the Assistant County Administrator’s job description. She then read the following resolution into record.

**RESOLUTION # WS-20-18
GREENSVILLE COUNTY WATER & SEWER AUTHORITY
SECRETARY/TREASURER**

WHEREAS, Mrs. Lois Powell was appointed Acting Secretary/Treasurer of Greensville County Water & Sewer Authority in May, 2019; and

WHEREAS, this was a temporary appointment until the position of the Assistant County Administrator could be filled; and

WHEREAS, serving as Secretary/Treasurer of the Greensville County Water & Sewer Authority is one of the duties and responsibilities of the Assistant County Administrator position.

NOW THEREFORE BE IT RESOLVED, that the Greensville County Water & Sewer Authority does hereby appointment Mr. Gary Cifers as the Secretary/Treasurer of the Authority.

Mr. Conwell moved, seconded by Mr. Brown, to approve Resolution #WS-20-18. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Contract M Resolutions

In Re: Resolution #WS-20-19 – Reservoir Circulation Equipment Contract

Mr. Glen Gibson, Assistant Director, addressed the Authority stating that the Greenville Raw Water Storage Reservoir was nearing completion and circulation-mixing equipment was needed to maintain water quality and minimize algae in the reservoir. He stated that the project was referred to as Contact M in the source water improvement projects. He further stated that the approved budget was \$420,695 that was established before bids were received. He also stated that the engineer and administration was proposing to procure the equipment and related services through two contracts. Mr. Gibson stated that the first contract was for the equipment and the second contract was for the control system modifications required to integrate it with the existing water plant control system. He stated that before requesting approval, it was necessary to inform the Authority the cost of the two proposed contracts, plus 5% contingency, was \$34,057 less than the proposed budget. He also stated that invitations to bid were properly advertised and the Water and Sewer Authority received one sealed bid on December 17, 2019, from Patterson Construction Company in the amount of \$358,744. Mr. Gibson stated that B&B Consultant, the Engineer, and Staff was recommending awarding a contract to Patterson Construction for the circulation equipment in the amount of \$358,744. He then requested approval of the following resolution.

RESOLUTION #WS-20-19
CONTRACT M - RESERVOIR CIRCULATION EQUIPMENT CONTRACT

WHEREAS, construction of the Greenville Reservoir is nearing completion and circulation equipment is required to maintain water quality and minimize algae in the reservoir; and

WHEREAS, an Invitation to Bid was properly advertised, and Greenville County Water and Sewer Authority (“GCWSA”) received one sealed bid on December 17, 2019, from Patterson Construction Company in the amount of \$358,744.00; and

WHEREAS, B & B Consultants, Inc., and GCWSA staff recommend awarding a contract for circulation equipment to Patterson Construction Company for the sum of \$358,744.00.

IT IS, ACCORDINGLY, HEREBY RESOLVED as follows:

1. The GCWSA Board of Directors (“Board”) hereby awards a contract for circulation equipment to Patterson Construction Company for the sum of \$358,744.00.
2. The Board authorizes the Director to execute a contract with Patterson Construction Company in the sum of \$358,744.00, on behalf of GCWSA, in a form approved by the attorney for GCWSA.

Mr. Conwell moved, seconded by Mrs. Astrop, to approve Resolution #WS-20-19. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Resolution #WS-20-20 – Sole Source Determination

Mr. Gibson stated that the new circulation equipment must be integrated in to the existing water plant control system. He stated under two separate contracts, each procured competitively by the Water and Sewer Authority, Dorsett Technologies provided GCWSA's existing water treatment plant control systems. He also stated that Dorsett Technologies had the knowledge of the water treatment plant control systems, therefore; they were the only practicable source to implement the control system change. He stated that Staff and the engineer had received a proposal from Dorsett Technologies to make the control system modifications in the amount of \$9,483. He then requested approval of the following resolution.

Mr. Conwell asked if the cost for everything was still within the original budget. Mr. Gibson stated yes and Staff was still within budget.

**RESOLUTION #WS-20-20
SOLE SOURCE DETERMINATION**

WHEREAS, Greenville County Water and Sewer Authority ("GCWSA") has solicited bids for the provision and installation of circulation equipment to maintain water quality and minimize algae in the Greenville Reservoir; and

WHEREAS, the new circulation equipment must be integrated with GCWSA's existing Water Treatment Plant Control System; and

WHEREAS, under two separate contracts, each procured competitively by GCWSA, Dorsett Technologies, Inc. ("Dorsett") provided GCWSA's existing Water Treatment Plant Control System; and

WHEREAS, Dorsett has knowledge of the Water Treatment Plant Control System which it provided; and

WHEREAS, because of its knowledge of the Water Treatment Plant Control System provided by it, Dorsett is the only source practicably available for integration of the new circulation equipment with GCWSA's existing Water Treatment Plant Control System.

IT IS, ACCORDINGLY, HEREBY RESOLVED as follows:

1. Pursuant to Virginia Code Section 2.2-4303.E., the GCWSA Board of Directors ("Board"), determines that Dorsett Technologies, Inc., is the only source practicably available for integration of the new circulation equipment with GCWSA's existing Water Treatment Plant Control System.
2. The Board selects Dorsett Technologies, Inc., to perform the integration of the new circulation equipment with GCWSA's existing Water Treatment Plant Control System.

3. The Board authorizes the Director to execute a contract with Dorsett Technologies, Inc., in the sum of \$9,483.00, on behalf of GCWSA, in a form approved by the attorney for GCWSA.
4. In compliance with Virginia Code Section 2.2-4303.E., the Board directs GCWSA staff to post notice of the Board's sole source determination on the Department of General Services' central electronic procurement website.

Mr. Conwell moved, seconded by Mr. Brown, to approve Resolution #WS-20-20. Voting aye; Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Resolution #WS-20-21 – Reimbursement Request

Mr. Gibson stated Dr. Alice Thompson paid a \$1,860 connection fee, \$400 facility fee, \$75.40 deposit and a \$25 account charge for a proposed development on February 24, 2016. He stated that the total fees paid were in the amount of \$2,360.46. He further stated that Dr. Thompson had decided not to develop the property and had requested reimbursement for the fees paid. Mr. Gibson stated that Staff investigated the reimbursement request and determined that an account was created for the proposed connection but the water tap was never installed. He further stated that Staff was recommending reimbursing Dr. Thompson \$2,335.46. He then stated that the recommendation was all of the fees paid minus the \$25 account charge.

Chairman Cain asked if the Authority had any monies involved in the connection. Mr. Gibson stated only Staff time and the \$25 account charge for setting up the account.

**RESOLUTION #WS-20-21
REIMBURSEMENT REQUEST**

WHEREAS, Dr. Alice M. Thompson paid a \$1,860.00 connection fee, \$400.00 facility fee, \$75.46 deposit and \$25.00 account charge for a proposed development on February 24, 2016. The fees paid totaled \$2,360.46; and

WHEREAS, Dr. Thompson decided not to develop the property and is requesting reimbursement of the fees paid; and

WHEREAS, an account was created and the proposed water tap has not been installed;

WHEREAS, the Staff is recommending reimbursing Dr. Thompson \$2,335.46. The recommendation is all the fees paid minus the account charge of \$25.00.

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes the reimbursement of \$2,335.46 to Dr. Alice M. Thompson.

Mr. Conwell moved, seconded by Mrs. Astrop, to approve Resolution #WS-20-21.
Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

In Re: Miscellaneous Matters

Mrs. Parson stated that located in the Friday Memo were the Staff Meeting Minutes and Departmental Reports for the Authority's review and comments.

Chairman Cain asked if there were any questions or comments. There were none.

Re: Adjournment

There being no further business to discuss, Mr. Conwell moved, seconded by Mrs. Astrop, to adjourn. Voting aye: Mrs. Astrop, Mr. Brown, Mr. Conwell and Chairman Cain.

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