

Washington County Service Authority Board of Commissioners
March 24, 2025, Regular Board Meeting Minutes

Agenda Item: 1	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	4:59pm

Agenda Item: 2	Roll Call
Presenter(s):	Chairman
Present:	Mr. Ball, Mr. Campbell, Mr. Hutton, Mrs. C. Miller, Mr. D. Miller, Mr. Thayer, and Mr. Taylor
Absent:	None
End Time:	4:59pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Kevin Thayer opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	4:59pm
End Time:	5:00pm

Agenda Item: 4	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	5:00pm
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:	Mrs. Miller
Second By:	Mr. Ball
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	5:00pm

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	5:01pm

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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. Campbell
Second By:	Mr. Thayer
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	5:02pm

Agenda Item: 6	Review Taylors Valley Disinfection Method from Chlorine Gas to Bleach & RFP for ERP System
Presenter(s):	Operations Manager
Beginning Time:	5:03pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	5:29pm

Agenda Item: 7	Consideration of Progressive Disciplinary Action Procedure
Presenter(s):	Shawn Blevins
Beginning Time:	5:30pm

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Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	At the request of WCSA employees, a progressive disciplinary procedure was developed to be presented to the board for review.
Discussion:	The current WCSA disciplinary policy does not provide employees with a duration for which warnings will stay on record. The current policy does not offer recommendations for the disciplinary process based on the violation.
On the Record:	
Enclosures:	Proposed procedure attached.
Recommendation:	Staff recommends the Board approve Progressive Disciplinary Action Procedure.
Proposed Motion:	Move that the Board approve Progressive Disciplinary Action Procedure.
Actual Motion:	Board moved to table motions until next meeting.
Motion By:	Mr. Hutton moved to table 7th, 8th, 9th, and 10th agenda items until next month's meeting.
Second By:	Mr. Campbell
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	5:34pm

Agenda Item: 8	Consideration of Ethics and Fraud Policy
Presenter(s):	Dwain Gilbert
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	During a recent audit with RFC, we received a citation for not having a policy on Ethics and Fraud. As a result, it is suggested, by our auditor, that we adopt an ethics and fraud policy and that we have training and procedures in place to support that policy. Their suggestion is that we add this policy to the employee handbook. By doing this, we will set an appropriate "tone at the top" of our organization as it pertains to fraud and ethics.
Discussion:	
On the Record:	
Enclosures:	Proposed Ethics and Fraud Policy attached.
Recommendation:	Staff recommends the Board approve Ethics and Fraud Policy.
Proposed Motion:	Move that the Board approve Ethics and Fraud Policy.
Actual Motion:	Board moved to table until next meeting.

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Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	

Agenda Item: 9	Consideration of Updates to Procurement Policy
Presenter(s):	Dwain Gilbert
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	<p>There are several issues addressed in the suggested revision of the Procurement Policy. First, there are several grammatical errors and aging terminology that are being cleaned up. Secondly, we are suggesting that, due to inflation, that the small purchases policy be changed to reflect current market pricing. That is, going forward the threshold for purchasing goods and services with one valid quote be changed from \$5,000 to \$10,000. This will change the material threshold and enable business to progress more efficiently. We are recommending, for simplicity's sake, that the tier of purchasing that requires (4) valid quotes (purchases from \$30,000 to the maximum allowable amount for small purchases) be removed and that purchases greater than \$10,000 up to the small purchases' maximum requires (3) valid quotes going forward. In accordance with the Virginia Public Procurement Act, we can procure at amounts less than \$200,000 for goods and services, and \$80,000 for professional services without using competitive sealed bid or competitive negotiations providing that we have an adopted written small purchases policy and that we provide for competition wherever practicable. With the suggested changes to this section, we remain compliant with both. We are suggesting that we remove all mention of posting purchasing advertisements in the Bristol Herald Courier and any other newspaper and that instead we post all such advertisements on eVA's website. This measure will save money, increase reach, and will bring us compliant with the State of Virginia's Public Procurement Act. Lastly, we suggest that Appendix 1 be added to the procurement policy. This appendix outlines a preauthorized list of who can make purchases for Washington County Service Authority and defines when a Purchase Order must be issued and who is eligible to sign those Purchase Orders. (As a note, all purchases are still reviewed by the Accounting Department and invoices must have the proper signatures before payment is made.) Doing this will save time and allow business to proceed efficiently as</p>

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	the General Manger can preauthorize smaller purchases without having to sign for each of those purchases.
Discussion:	
On the Record:	
Enclosures:	Proposed updates to Procurement Policy attached.
Recommendation:	Staff recommends the Board approve updates to Procurement Policy.
Proposed Motion:	Move that the Board approve updates to Procurement Policy.
Actual Motion:	Board moved to table until next meeting.
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	

Agenda Item: 10	Consideration of updates to WCSA By-Laws
Presenter(s):	Dwain Miller
Beginning Time:	
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Chairman recommends the Board consider updates to the WCSA By-Laws.
Proposed Motion:	Chairman recommends the Board consider updates to the WCSA By-Laws.
Actual Motion:	Board moved to table until next meeting.
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	

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Agenda Item: 11	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	5:34pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None
Discussion:	
On the Record:	Mr. Ball left the meeting at 5:34pm.
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:51pm

Agenda Item: 12	Closed Meeting
Presenter(s):	Chairman
Beginning Time:	5:51pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Adjourn to closed meeting
Motion By:	Mr. Thayer
Second By:	Mr. Campbell
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:51pm

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REGULAR BOARD MEETING
March 24, 2025

Agenda Item 12
CLOSED MEETING MOTION

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

1. Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of WCSA, as provided in Code of Virginia § 2.2-3711(A)(7).
2. Consultation with legal counsel employed or retained by WCSA regarding specific legal matters requiring the provision of legal advice by such counsel, as provided in Code of Virginia § 2.2-3711(A)(8).
3. Discussion, consideration or resignation of specific public employees of WCSA, as provided in Code of Virginia § 2.2-3711(A)(1).

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

Movant: Mr. Thayer
Second: Mr. Campbell
Vote: 6

Agenda Item: 13	Return to Open Meeting
Presenter(s):	Chairman
Beginning Time:	7:51pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to return to open meeting.
Motion By:	Mr. Thayer
Second By:	Mr. Campbell
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:51pm

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Agenda Item 13
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. Thayer
Second: Mr. Campbell

Roll Call:

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

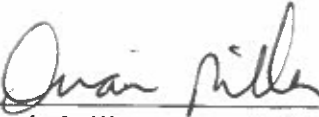
CHAIRMAN: we are again in open meeting.

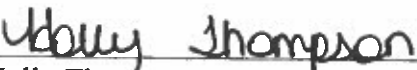
Agenda Item: 14	Late Items
Presenter(s):	General Manager
Beginning Time:	7:51pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:52pm

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Agenda Item: 15	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	7:52pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:52pm

Agenda Item: 16	Adjourn
Presenter(s):	Commissioner
Beginning Time:	7:53pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Campbell
Second By:	Mr. Taylor
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:53pm


Dwain Miller, Chairman


Holly Thompson, Assistant Secretary