

Washington County Service Authority Board of Commissioners
April 28, 2025, Regular Board Meeting Minutes

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

Agenda Item: 2	Roll Call
Presenter(s):	Chairman
Present:	Mr. Ball, Mr. Campbell, Mr. Hutton, Mrs. C. Miller, Mr. D. Miller, Mr. Thayer
Absent:	Mr. Taylor
End Time:	5:00pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Wayne Campbell opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	5:00pm
End Time:	5:01pm

Agenda Item: 4	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	5:01pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to amend the agenda and move Public Query and Comment up to Agenda Item 6 and pull By-Laws from agenda until the entire Board is present.
Motion By:	Mr. Campbell
Second By:	Mr. Miller
Voting:	Ayes: 6
	Nays: 0

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Abstain:	0
End Time:	5:01pm

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	5:01pm
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:	6
Nays:	0
Abstain:	0
End Time:	5:02pm

Agenda Item: 6	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:02pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	Matthew Arnold of 22411 Azure Lane has two properties, one that he resides on and one that he farms. Each property has two separate water bills. Because his home is on the farm he resides on, he is charged a residential rate for what his cattle consume in a month. Mr. Arnold compared the water usage at both properties with his home usage being 24,000gals and his farm usage being 23,000gals. Because he is being charged at a residential rate, even though his cattle are the main consumers of the water, his home is bill is much higher than his other farm property. Mr. Arnold would like the Board to entertain the idea of creating some sort of waiver for a farm with a residence on it. His proposal is that farmers be charged at a residential rate

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	for the first 4,000-6,000 gallons of water used (the average water usage for residential customers) and then be charged at an agricultural rate for anything in excess of that.
Discussion:	The Board said that they would look into this matter and try to help, especially considering how crucial farmers are to Washington County's economy.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:09pm

Agenda Item: 7	Phishing Training-Cybersecurity
Presenter(s):	Zach Harless
Beginning Time:	5:10pm
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:	5:20pm

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Agenda Item: 8	Wyndale Road Improvements
Presenter(s):	Dan Leathers
Beginning Time:	5:20pm
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:	5:31pm

Agenda Item: 9	Review ERP Proposals
Presenter(s):	Dan Leathers
Beginning Time:	5:31pm
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:

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Nays:	
Abstain:	
End Time:	5:36pm

Agenda Item: 10	Consideration of Request to Apply for FY 2026 VDH Funding and Contribute WCSA Funds
Presenter(s):	Ryan Kiser
Beginning Time:	5:37pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p><u>Background:</u> Staff has been working with residents that have inquired about public water. Since that time user Agreements have been received from Potter Road, where 57% participation has been achieved.</p> <p>Staff has also evaluated the need to replace a (3) sections of Transite waterline on Green Springs Church Road, Lowry Hills and Lake Road. These lines are very dated and WCSA has experienced several breaks on these lines throughout the years. Working on the line is problematic due to asbestos material and most of the time requires boil water advisories to be issued. The below table indicates the number of customers on each water line.</p> <p>WCSA also plans to apply for funding for Bluff Hollow Road, Scott's Ridge and Toole Creek. Participation requirement to apply for VDH funding is a requirement of greater than 50% participation. Typically it is also WCSA's practice and policy to provide \$1,500 per committed connection. To better qualify for funding, Staff also recommends to apply \$291,000 towards the South Montey Vista Drive Project to better qualify for funding. This amount represent 21% of the project funding.</p>

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The results of User Agreements (participation) are indicated below:

<u>Location</u>	<u>No. Committed Connections</u>	<u>No. Possible Connections</u>	<u>Percentage Participation</u>
Potter Road	4	7	57%
Green Springs Church Road	27 customers on this line		
Lake Road	52 customers on this line		
South Monte Vista Drive	55 customers on this line		
Bluff Hollow Road	10	10	100%
Toole Creek	5	7	71%
Scott's Ridge Road	9	9	100%

Discussion:

I earlier agenda item it was discussed the need to replace the problematic section of ductile iron line on Wyndale Road. WCSA also discussed contributing 21% of funds towards the project to increase chances of funding.

On the Record:

Enclosures:

None

Recommendation:

Recommendation: Subject to answering any questions that you may have, staff kindly recommends proceeding forward with an application of funding for Scott's Ridge Road, Toole Creek, Bluff Hollow Road, Potter Road,

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	Green Springs Church Road, Lake Road, South Monte Vista Road and contributing \$1,500 of WCSA funds for each committed connection for the line extension projects and contributing \$291,000 to the South Monte Vista Drive proposed project.
Proposed Motion:	<u>Possible Motion:</u> Authorize Staff to proceed forward with an application of funding to for, Scott's Ridge, Toole Creek, Bluff Hollow Road, Potter Road, Green Springs Church Road, Lake Road, South Monte Vista Road, Wyndale Road and contributing \$1,500 of WCSA funds for each committed connection for the line extension projects and \$291,000 to the South Monte Vista Drive proposed project and 21% of project cost of Wyndale Road.
Actual Motion:	Move to proceed forward with an application of funding to for, Scott's Ridge, Toole Creek, Bluff Hollow Road, Potter Road, Green Springs Church Road, Lake Road, South Monte Vista Road, Wyndale Road and contributing \$1,500 of WCSA funds for each committed connection for the line extension projects and \$291,000 to the South Monte Vista Drive proposed project and 21% of project cost of Wyndale Road.
Motion By:	Mr. Ball
Second By:	Mrs. Miller
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	5:51pm

Agenda Item: 11	Consideration of Ethics and Fraud Policy
Presenter(s):	Dwain Gilbert
Beginning Time:	5:51pm

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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 approve the Ethics and Fraud Policy.
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	5:53pm

Agenda Item: 12	Consideration of Updates to Procurement Policy
Presenter(s):	Dwain Gilbert
Beginning Time:	5:53pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	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

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	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 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 approve updates to Procurement Policy.
Motion By:	Mr. Campbell
Second By:	Mr. Hutton
Voting: Ayes:	6
 Nays:	0
 Abstain:	0
End Time:	5:55pm

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Agenda Item: 13	Wastewater Facilities Future Growth Master Plan RFP
Presenter(s):	Ron Seay
Beginning Time:	5:56pm
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:	5:57pm

Agenda Item: 14	Preliminary Budget Review-Schedule Workshop
Presenter(s):	Dwain Gilbert
Beginning Time:	5:57pm
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:	6:04pm

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Agenda Item: 15	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	6:04pm
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:	6:24pm

Agenda Item: 16	Late Items
Presenter(s):	Commissioner
Beginning Time:	6:24pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	

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Abstain:	
End Time:	

Agenda Item: 17	Consideration of Resolution Declaring Intent for FCAP Funding
Presenter(s):	Daniel Leathers
Beginning Time:	6:24pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	FCAP has released \$23,000,000 for community waterworks and nonprofit non-community waterworks with documented impacts from Hurricane Helene. Funding is possible through the 2025 State Revolving Fund.
Discussion:	
On the Record:	
Enclosures:	Drinking Water State Revolving Funds & ODW Memorandum
Recommendation:	Staff recommends the Board approve Resolution Declaring Intent for Funding Application.
Proposed Motion:	Move that the Board approve Resolution Declaring Intent for Funding Application.
Actual Motion:	Board moved to approve Resolution Declaring Intent for Funding Application.
Motion By:	Mr. Ball
Second By:	Mr. Campbell
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	6:34pm

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WASHINGTON COUNTY SERVICE AUTHORITY

**A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE
WASHINGTON COUNTY SERVICE AUTHORITY TO SEEK FUNDING
FOR RESILIANCY PROJECTS BY FCAP AND ODW THROUGH THE
DWSRF**

A. The Washington County Service Authority (the "Issuer") intends (i) to undertake certain capital projects related to repairs, replacements and renovations to its water and sewer system as a result of the damage from Hurricane Helene as more particularly specified in the Issuer's FEMA Damage Inventory (collectively, the "Project"), (ii) to pay costs of the Project from available funds of the Issuer prior to the issuance or incurrence of bonds or other obligations or debt (the "Bonds") to finance the Project, and (iii) to reimburse itself for such original expenditures (the "Expenditures") from the proceeds of the Bonds.

B. Bond counsel has advised the Issuer that Treas. Regs. § 1.150-2 requires the Issuer to adopt a resolution in the form set forth below to preserve the Issuer's ability to use portions of the proceeds of the Issuer's upcoming issues of Bonds to reimburse itself for the Expenditures.

After careful consideration and to further the public purposes for which the Issuer was created, NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY SERVICE AUTHORITY THAT:

1. This Resolution represents a declaration of "official intent" under Treas. Regs. § 1.150-2.
2. On the date each Expenditure is paid, it will be a capital expenditure (or would be with a proper election) under general federal income tax principles or will otherwise comply with the requirements of Treas. Regs. § 1.150-2(d)(3).
3. This Resolution shall be in effect from and after its adoption.

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CERTIFICATE OF SECRETARY

The undersigned Secretary of the Washington County Service Authority (the "Issuer"), hereby certifies that:

1. A regular meeting of the Board of Commissioners of the Washington County Service Authority was duly called and held on April 28, 2025 (the "Meeting"), at which the following members were present and absent:

PRESENT: Ball, Campbell, Hutton, Miller, Thayer, Miller

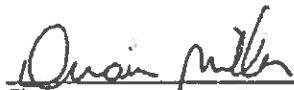
ABSENT: Taylor

2. A resolution (the "Resolution") of the Issuer entitled " A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE WASHINGTON COUNTY SERVICE AUTHORITY TO SEEK FUNDING FOR RESILIANCY PROJECTS BY FCAP AND ODW THROUGH THE DWSRF," was duly adopted at the Meeting by the recorded affirmative vote of at least a majority of all of the members of the Board of Commissioners of the Washington County Service Authority, the ayes and nays being recorded in the minutes of the meeting as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Ball	Aye
Campbell	Aye
Hutton	Aye
Miller	Aye
Thayer	Aye
Miller	Aye
Taylor	Absent

3. The foregoing is a true and correct copy of the Resolution.

WITNESS my signature as of the date set forth below.


Chairman

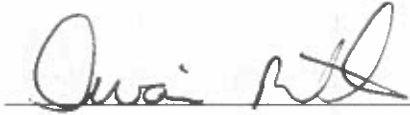
Date: 4-28-2025


Secretary


Date: 4-28-2025

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Agenda Item: 18	Adjourn
Presenter(s):	Commissioner
Beginning Time:	6:35pm
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. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:36pm



Dwain Miller, Chairman



Holly Thompson, Assistant Secretary