

Washington County Service Authority Board of Commissioners
June 23, 2025 Regular Board Meeting Minutes

Agenda Item: 1	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	5:01pm

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:	5:02pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	James Hutton opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	5:02pm
End Time:	5:02pm

Agenda Item: 4	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	5:03pm
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. Thayer
Voting:	
Ayes:	7
Nays:	0
Abstain:	0
End Time:	5:03pm

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	5:03pm

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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. Hutton
Second By:	Mr. Campbell
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	5:04pm

Agenda Item:	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:04pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:04pm

Agenda Item: 7	Review of Water Meters and Automated Meter Cutoff
Presenter(s):	Dan Leathers
Beginning Time:	5:04pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	
Motion By:	

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Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:25pm

Agenda Item: 8	Consideration to Approve Fiscal Year 2026 Budget
Presenter(s):	Dwain Gilbert
Beginning Time:	5:26pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	WCSA Staff has established the preliminary FY2026 Budget which was emailed to the Board of Commissioners on Monday May 12 th , 2025, for review. The preliminary budget file consists of: O&M Budget, Capital Expenditures Budget, Capital Project Budget, and Project Cash Flows Budget. On Monday May 19 th a Budget Workshop was conducted with the WCSA Staff and the Board of Commissioners. An update of the Preliminary Budget was emailed to the Board on Monday June 16 th , 2025.
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions that the Board may have, and based on the rates, fees, and charges adopted by the Board the recommendation is the Board vote to approve the Fiscal Year 2026 Budget.
Proposed Motion:	Board vote to approve the Fiscal Year 2026 Budget.
Actual Motion:	Board moved to approve the Fiscal Year 2026 Budget.
Motion By:	Mr. Campbell
Second By:	Mrs. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	5:30pm

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Agenda Item: 9	Consideration of the Fiscal Year 2026 WCSA Regular Board Meeting Schedule and Fiscal Year 2027 Annual Meeting Schedule
Presenter(s):	General Manager
Beginning Time:	5:30pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>According to the Water and Waste Authorities Act and the WCSA Bylaws, WCSA is required to hold Regular monthly meetings, as well as an Annual meeting.</p> <p>FY 2026 the Board will hold regular meetings on the fourth Monday starting at 5:00 PM in the E.W. Potts, Jr. Board Room. In years past, (2021, 2022, 2023, & 2024), the Board opted not to hold a Regular Meeting in December due to the December meeting being so close to the November meeting and the agenda for December typically being light.</p> <p>If the Board wishes to continue this model, the meeting dates for the upcoming year would appear as follows unless noted otherwise:</p> <p><u>2025 – 2026 Regular Board Meetings: Meetings start at 5:00pm: (fourth Monday of each month unless noted otherwise)</u></p> <p>August 25, 2025 September 22, 2025 October 27, 2025 November 24, 2025 *December (no meeting) January 26, 2026 February 23, 2026 March 23, 2026 April 27, 2026 *May 18, 2026 (due the 25th being Memorial Day) June 22, 2026 <u>2026 – 2027 Annual Meeting:</u> July 27, 2026</p>
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions from the Board. Recommendation is that the Board make the motion to approve the Fiscal Year 2026 WCSA Regular Board Meeting Schedule and Fiscal Year 2027 Annual Meeting Schedule. Meetings start time of 5:00 pm.
Proposed Motion:	Subject to answering any questions from the Board. Recommendation is that the Board make the motion to approve the Fiscal Year 2026 WCSA Regular

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	Board Meeting Schedule and Fiscal Year 2027 Annual Meeting Schedule. Meetings start time of 5:00 pm
Actual Motion:	The Board made the motion to approve the Fiscal Year 2026 WCSA Regular Board Meeting Schedule and Fiscal Year 2027 Annual Meeting Schedule. Meetings start time of 5:00 pm.
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting: Ayes:	7
 Nays:	0
 Abstain:	0
End Time:	5:31pm

Agenda Item: 10	Consideration of updates to WCSA By-Laws
Presenter(s):	Dwain Miller
Beginning Time:	5:31pm
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 will review by-laws at next meeting.
Motion By:	
Second By:	
Voting: Ayes:	
 Nays:	
 Abstain:	
End Time:	5:46pm

Agenda Item: 10	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	5:47pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	None

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Discussion:	
On the Record:	None
Recommendation:	None
Proposed Motion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:06pm

WASHINGTON COUNTY SERVICE AUTHORITY
REGULAR BOARD MEETING
June 23, 2025

CLOSED MEETING MOTION

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

1. Discussion and consideration of the performance, discipline, or resignation of specific public officers, appointees, or 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, and Mark Lawson at closed meeting.

Movant: Mr. Thayer
 Second: Mr. Campbell
 Vote: 7

Agenda Item: 11	Closed Meeting
Presenter(s):	Chairman
Beginning Time:	6:07pm
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:	7

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Nays:	0
Abstain:	0
End Time:	7:16pm

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>Yes</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: 12	Return to Open Meeting
Presenter(s):	Chairman
Beginning Time:	7:16pm
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:	7
Nays:	0
Abstain:	0
End Time:	7:17pm

Agenda Item: 13	Late Items
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Presenter(s):	Commissioner
Beginning Time:	7:17pm
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:	7:17pm

Agenda Item: Late Item	Consideration of WCSA VRA Conflict Waiver
Presenter(s):	General Manager
Beginning Time:	7:17pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	
Discussion:	
On the Record:	
Enclosures:	KAUFMAN & CANOLES Attorneys at Law, Re: Conflict Consent – Virginia Resources Authority
Recommendation:	The Board approve the KAUFMAN & CANOLES Attorneys at Law, Conflict Consent – Virginia Resources Authority.
Proposed Motion:	The Board approve the KAUFMAN & CANOLES Attorneys at Law, Conflict Consent – Virginia Resources Authority.
Actual Motion:	The Board moved to approve the KAUFMAN & CANOLES Attorneys at Law, Conflict Consent – Virginia Resources Authority.
Motion By:	Mr. Taylor
Second By:	Mr. Campbell
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:20pm

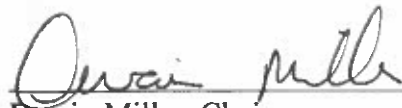
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Agenda Item: Late Item	Consideration of Approval of Route 58 Waterline Contract 3 Engineering Task Order 10																																															
Presenter(s):	Ryan Kiser																																															
Beginning Time:	7:20pm																																															
Potential Conflict(s) of Interest and Abstention(s):																																																
Background:	<p>The WCSA has been working with Thompson & Litton on preliminary survey work for the Route 58 Waterline Contract 3 (Straight Branch to Taylors Valley). WCSA has obligated funds from FEMA in the amount of \$1,461,000. Staff has been working with Thompson and Litton and they have agreed with those costs to provide the following engineering services:</p> <table><tr><th colspan="3">TaskOrder #10 - Fee Breakdown</th></tr><tr><th>Item</th><th>Fee</th><th>% of Total</th></tr><tr><td>Surveying</td><td>\$146,681.99</td><td>10%</td></tr><tr><td>Subtotal Surveying</td><td>\$146,681.99</td><td>10%</td></tr><tr><td>Preliminary ED</td><td>\$104,000.00</td><td>7%</td></tr><tr><td>FED</td><td>\$277,000.00</td><td>19%</td></tr><tr><td>Permitting</td><td>\$120,000.00</td><td>8%</td></tr><tr><td>Geotech Design</td><td>\$120,000.00</td><td>8%</td></tr><tr><td>Bidding</td><td>\$32,800.00</td><td>2%</td></tr><tr><td>Total Design/Permitting/Bidding Services</td><td>\$653,800.00</td><td>45%</td></tr><tr><td>Construction Contract Administration</td><td>\$365,500.00</td><td>25%</td></tr><tr><td>Construction Geotech Testing</td><td>\$85,500.00</td><td>6%</td></tr><tr><td>RPR Services</td><td>\$210,000.00</td><td>14%</td></tr><tr><td>Construction/Construction Testing/RPR</td><td>\$661,000.00</td><td>45%</td></tr><tr><td>Total</td><td>\$1,461,481.99</td><td>100%</td></tr></table>			TaskOrder #10 - Fee Breakdown			Item	Fee	% of Total	Surveying	\$146,681.99	10%	Subtotal Surveying	\$146,681.99	10%	Preliminary ED	\$104,000.00	7%	FED	\$277,000.00	19%	Permitting	\$120,000.00	8%	Geotech Design	\$120,000.00	8%	Bidding	\$32,800.00	2%	Total Design/Permitting/Bidding Services	\$653,800.00	45%	Construction Contract Administration	\$365,500.00	25%	Construction Geotech Testing	\$85,500.00	6%	RPR Services	\$210,000.00	14%	Construction/Construction Testing/RPR	\$661,000.00	45%	Total	\$1,461,481.99	100%
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Discussion:																																																
On the Record:																																																
Enclosures:	None																																															
Recommendation:	<u>Recommendation:</u> Subject to answering any questions that you may have, staff kindly recommends the Board approve the Route 58 Waterline Contract 3 Task Order 10.																																															
Proposed Motion:	<u>Possible Motion:</u> Authorize the approval of the Route 58 Waterline Contract 3 Task Order 10.																																															

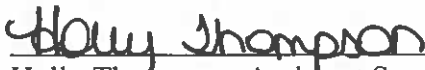
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Actual Motion:	Board moved to authorize the approval of the Route 58 Waterline Contract 3 Task Order 10.
Motion By:	Mr. Thayer
Second By:	Mr. Hutton
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:26pm

Agenda Item: 14	Adjourn
Presenter(s):	Commissioner
Beginning Time:	7:27pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Taylor
Second By:	Mr. Campbell
Voting: Ayes:	7
Nays:	0
Abstain:	0
End Time:	7:28pm



Dwain Miller, Chairman



Holly Thompson, Assistant Secretary