

Washington County Service Authority Board of Commissioners
October 27, 2025 Regular Board Meeting Minutes

Agenda Item: 1	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	5:00pm

Agenda Item: 2	Roll Call
Presenter(s):	Chairman
Present:	Mr. Ball, Mr. Campbell, Mr. Hutton, Mrs. C. Miller, Mr. D. Miller, and Mr. Taylor
Absent:	Mr. Thayer
End Time:	5:01pm

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:	5:01pm
End Time:	5:02pm

Agenda Item: 4	Approval of the Agenda
Presenter(s):	Chairman
Beginning Time:	5:02pm
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. Hutton
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	5:02pm

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman

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Beginning Time:	5:02pm
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:	Mrs. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	5:03pm

Agenda Item: 6	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:03pm
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:	5:03pm

Agenda Item: 7	Employee Performance and Holiday Bonus
Presenter(s):	Ron Seay
Beginning Time:	5:03pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	Board approved a two-part Bonus for Employees. Part A: \$500 Holiday bonus for each employee. Part B: Performance based bonus with maximum payout \$500 50% - Safety – Zero lost time accidents

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	50% - Reduction in Expenses of 3% Maximum payout capped at \$1000 This Bonus payout is included in the Approved FY2026 Budget.
Discussion:	
On the Record:	
Enclosures:	none
Recommendation:	Subject to answering any questions the Board may have; Staff recommends the Board favorably consider approving the Employee Performance and Holiday Bonus for November 2025 payout.
Proposed Motion:	Move the board approve the Employee Performance and Holiday Bonus for November 2025 payout.
Actual Motion:	Board moved to approve the Employee Performance and Holiday Bonus for November 2025 payout.
Motion By:	Mr. Campbell
Second By:	Mrs. Miller
Voting: Ayes:	6
 Nays:	0
 Abstain:	0
End Time:	5:06pm

Agenda Item: 8	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	5:07pm
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:	5:09pm

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Agenda Item: 9	Closed Meeting
Presenter(s):	Chairman
Beginning Time:	5:09pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	Kevin Thayer was present on the phone for closed meeting.
Actual Motion:	Adjourn to closed meeting
Motion By:	Mr. Taylor
Second By:	Mr. Campbell
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:46pm

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Agenda Item 9
CLOSED MEETING MOTION

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

1. Consultation with legal counsel and briefings by staff members or consultants 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).

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

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

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Agenda Item: 10	Return to Open Meeting
Presenter(s):	Chairman
Beginning Time:	6:46pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to return to open meeting.
Motion By:	Mr. Taylor
Second By:	Mr. Campbell
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	6:46pm

Agenda Item 10
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. Taylor
Second: Mr. Campbell

Roll Call:

<u>Commissioner</u>	<u>Certification (Yes/No)</u>
D. Miller	<u>Yes</u>
Thayer	<u>Absent</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: 11	Late Items
Presenter(s):	Commissioner
Beginning Time:	6:46pm

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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:	

Agenda Item: Late Item	Consideration of Fence Screen at Damascus Wastewater Plant
Presenter(s):	General Manager
Beginning Time:	6:46pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	Damascus Town Manager requested WCSA install a Fence Screen at our Damascus Wastewater Treatment Plant. The Fence Screen was requested to block the view of the wastewater treatment from the Creeper Trail. Estimated cost of the fence screen is \$1000. WCSA would install.
Discussion:	
On the Record:	
Enclosures:	none
Recommendation:	Subject to answering any questions from the Board. Recommendation is to that the Board make the motion to approve purchasing the fence screen and installing at Damascus Wastewater Treatment Plant.
Proposed Motion:	Board make the motion to approve purchasing the fence screen and installing at Damascus Wastewater Treatment Plant.
Actual Motion:	Board moved to approve purchasing the fence screen and installing at Damascus Wastewater Treatment Plant.
Motion By:	Mr. Campbell
Second By:	Mrs. Miller
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	6:49pm

Agenda Item: Late	Consideration of WCSA Fire Hydrant Policy
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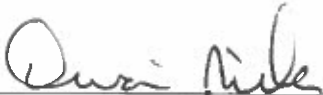
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Presenter(s):	Operations Manager
Beginning Time:	6:49pm
Potential Conflict(s) of Interest and Abstention(s):	None.
Background:	There have been several significant water line breaks attributed to the incorrect opening & closing of fire hydrants that have caused disruption and BWA's within the WCSA service area. This policy is to ensure all services that utilize a fire hydrant know how to perform opening and closing so that it does not damage utility infrastructure and disrupt water supply to WCSA customers.
Discussion:	
On the Record:	
Enclosures:	WCSA Policy OPS-FH-001
Recommendation:	Subject to answering any questions from the Board. Recommendation is to that the Board make the motion to adopt WCSA Policy OPS-FH-001 and recommend its distribution to all fire departments within the WCSA service area & also add it to documentation for contractors using a WCSA hydrant meter.
Proposed Motion:	Board makes the motion to approve WCSA Policy OPS-FH-001
Actual Motion:	Board moved to approve WCSA Policy OPS-FH-001
Motion By:	Mr. Ball
Second By:	Mr. Campbell
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	6:53pm

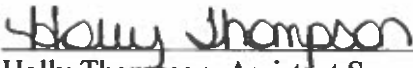
Agenda Item: 12	Adjourn
Presenter(s):	Commissioner
Beginning Time:	6:56pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. Taylor
Second By:	Mrs. Miller
Voting: Ayes:	6
Nays:	0

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Abstain:	0
End Time:	6:56pm



Dwain Miller, Chairman



Holly Thompson, Assistant Secretary