

**Washington County Service Authority Board of Commissioners
November 17, 2025 Called 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. Hutton, Mrs. C. Miller, Mr. D. Miller, Mr. Thayer, and Mr. Taylor
Absent:	Mr. Campbell
End Time:	4:59pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Dwayne Ball
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:	Cathy Miller
Second By:	Kevin Thayer
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	5:00pm

WASHINGTON COUNTY SERVICE AUTHORITY
REGULAR BOARD MEETING
November 17, 2025

Agenda Item 5
CLOSED MEETING MOTION

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

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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 Ron Seay, Ryan Kiser, Dwain Gilbert, Holly Thompson, Shawn Blevins, Dan Leathers, Hunter Childers, and Mark Lawson at closed meeting.

Movant: Kevin Thayer
Second: Ken Taylor
Vote: 6

Agenda Item: 5	Closed Meeting
Presenter(s):	Chairman
Beginning Time:	5:01pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Adjourn to closed meeting
Motion By:	Kevin Thayer
Second By:	Ken Taylor
Voting: Ayes:	6
Nays:	0
Abstain:	0
End Time:	7:05pm

Agenda Item 6
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: Kevin Thayer
Second: Cathy Miller

Roll Call:

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

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Ball	<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: 6	Return to Open Meeting
Presenter(s):	Chairman
Beginning Time:	7:05pm
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:	Mrs. Miller
Voting:	Ayes: 6
	Nays: 0
	Abstain: 0
End Time:	7:06pm

Agenda Item: 7	Late Items
Presenter(s):	Commissioner
Beginning Time:	7:06pm
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:	7:11pm

Agenda Item: Late Item	Consideration of Resolution to Approve Sole Source Procurement as Outlined in Written Determination for the Route 58 Water Line Contract 3
Presenter(s):	Ryan Kiser

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Beginning Time:	7:06
Potential Conflict(s) of Interest and Abstention(s):	
Background:	The WCSA has been working on the design of the Route 58 Contract 3 Waterline that was destroyed by Hurricane Helene. Kiewit Infrastructure South Co. ("Kiewit") is currently performing related water system improvements for the U.S Forest Service under an existing competitively awarded contract for reconstruction of the Virginia Creeper Trail, and that Kiewit already has qualified crews, equipment, and materials mobilized at or near the project site. The Authority's General Manager and Manager of Engineering have determined in writing that for reasons stated above, Kiewit is the only source practically available for the procurement of approximately 12,966 linear feet of water line including related fittings, valves, and appurtenances, between the U.S Forest Service Straight Branch Parking Lot to the community of Taylors Valley.
Discussion:	
On the Record:	
Enclosures:	Written Determination
Recommendation:	<u>Recommendation:</u> Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the resolution to authorize sole source procurement for the construction of the Route 58 Contract 3 Waterline with Kiewit Infrastructure South Co.
Proposed Motion:	<u>Possible Motion:</u> Authorize the approval of the resolution to utilize Sole Source Procurement with Kiewit Infrastructure So. for construction of Route 58 Contract 3 Waterline.
Actual Motion:	The Board moved to Authorize the approval of the resolution to utilize Sole Source Procurement with Kiewit Infrastructure So. for construction of Route 58 Contract 3 Waterline.
Motion By:	Mrs. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 6
	Nays:
	Abstain:
End Time:	7:08pm

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WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

SOLE SOURCE PROCUREMENT NOTICE

Virginia Code § 2.2-4303(E)

November 18, 2025

Subject: Replacement of 12,966 Linear Feet of Water Line

Description of Procurement: Washington County Service Authority ("WCSA") intends to award a contract for the replacement of approximately 12,966 linear feet of existing water line, including related fittings, valves, and appurtenances, between the U.S. Forest Service Straight Branch Parking Lot to the community of Taylors Valley.

Contractor Selected: Kiewit Infrastructure South Co.

Justification:

After conducting a good-faith review of available sources, WCSA has determined that only one source is practicably available for this work.

The selected contractor is currently undertaking a project for the U.S. Forest Service to rebuild the Virginia Creeper Trail under an existing competitively awarded contract and has specialized equipment, materials, and mobilization already in place at the project site. Engaging a different contractor would cause significant duplication of cost and project delay.

Accordingly, WCSA has determined that only one source is practicably available to complete this portion of the project efficiently and in the public interest.

Date of Contract Award (or Expected Award): Unknown

Estimated Contract Amount: Unknown

Posting Location: WCSA website at <https://wcsawater.com/>. It will remain publicly posted on eVA and WCSA's website for at least 10 days.

Authority for Posting: This notice is posted in accordance with § 2.2-4303(E) of the Code of Virginia.

Posted on: November 18, 2025

By: Ryan Kiser, Manager of Engineering, WCSA
Email: rkiser@wcsa-water.com
Phone: 276-628-7151

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WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

MEMORANDUM

TO: Board of Commissioners

FROM: Ronald A. Seay, General Manager

DATE: November 17, 2025

SUBJECT: Sole Source Determination and Approval Replacement of 12,966 Linear Feet of Water Line between the U.S Forest Service Straight Branch Parking Lot to the community of Taylors Valley

REFERENCE: Virginia Code § 2.2-4303(E)

Description of Procurement

Replacement of approximately 12,966 linear feet of existing water line, including related valves, fittings, and appurtenances between the U.S Forest Service Straight Branch Parking Lot to the community of Taylors Valley.

Estimated Contract Amount: Unknown

Proposed Contractor: Kiewit Infrastructure South Co.

Determination and Justification

After a good-faith review of available sources, it has been determined that only one source is practicably available for this procurement.

Kiewit Infrastructure South Co. is currently performing construction activities for the U.S Forest Service under an existing competitively awarded contract for reconstruction of the Virginia Creeper Trail. The contractor already has qualified crews, equipment, and materials mobilized at or near the project site.

Awarding this additional water line replacement work to another contractor would result in:

1. Duplicative mobilization and material costs;
2. Substantial schedule delays caused by coordinating multiple contractors in the same area; and
3. Operational and safety conflicts within active construction zones.

For these reasons, Kiewit Infrastructure South Co. is deemed the only practicably available source able to complete this project efficiently and in the public interest.

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Approvals

Procurement Officer:



Name: Ryan Kiser

Title: Manager of Engineering

Date: November 17, 2025

General Manager:



Name: Ronald A. Seay

Title: General Manager

Date: November 17, 2025

WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

A RESOLUTION

APPROVING A SOLE SOURCE PROCUREMENT UNDER VIRGINIA CODE 2.24303(E)

WHEREAS, Washington County Service Authority ("WCSA" or "Authority") is a public body organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, 2.2-4303(E) of the Code of Virginia provides that a contract may be awarded without competitive sealed bidding or competitive negotiation when the purchasing agent determines in writing, after conducting a good faith review of available sources, that only one source is practicably available for that which is to be procured, and that such determination and the written notice shall be posted and retained as required by law; and

WHEREAS, Kiewit Infrastructure South Co. ("Kiewit") is currently performing construction activities for the U.S Forest Service under an existing competitively awarded contract for reconstruction of the Virginia Creeper Trail, and that Kiewit already has qualified crews, equipment, and materials mobilized at or near the project site; and

WHEREAS, the Authority's General Manager and Manager of Engineering have determined in writing that for reasons stated above, Kiewit is the only source practically available for the procurement of approximately 12,966 linear feet of

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water line including related fittings, valves, and appurtenances, between the U.S Forest Service Straight Branch Parking Lot to the community of Taylors Valley; and

WHEREAS, the Board of Commissioners has reviewed the written determination and finds that it satisfies the requirements of 2.2-4303(E) and that the proposed sole source procurement is in the best interest of the Authority and its customers.

NOW, THE BOARD BE IT RESOLVED by the WCSA Board of Commissioners that:

1. The Board hereby approves and ratifies the written sole source determination made pursuant to 2.2-4303(E) of the Code of Virginia;
2. The Board authorizes the General Manager to proceed with the award of the contract to Kiewit Infrastructure South Co. for replacement of approximately 12,966 linear feet of existing water line, including related fittings, valves, and appurtenances, between the U.S Forest Service Straight Branch Parking Lot to the community of Taylors Valley; and
3. A copy of this resolution and the written determination shall be maintained in the procurement file in accordance with Virginia law.

[Resolution continues on following page.]

ADOPTED this 17th day of November, 2025.

BOARD OF COMMISSIONERS

By: 
Chairman

Attest: 
Secretary

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Late Item	Consideration of using PACE Analytical to perform corrective actions
Presenter(s):	Operations Manager
Beginning Time:	7:08pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	PACE Analytical has performed an initial laboratory audit, using their audit and sole sourcing this supplier will allow continuity of corrective actions.
Discussion:	
On the Record:	
Enclosures:	None
Recommendation:	Staff recommends the Board approve PACE Analytical to complete staffing and corrective actions.
Proposed Motion:	Move that the Board approve PACE Analytical SOW 2025.035 & staffing for mobilization on December 1, 2025.
Actual Motion:	The Board moved to approve PACE Analytical SOW 2025.035 & staffing for mobilization on December 1, 2025.
Motion By:	Mr. Ball
Second By:	Mrs. Miller
Voting:	Ayes: 6
	Nays:
	Abstain:
End Time:	7:09

WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

SOLE SOURCE PROCUREMENT NOTICE

Virginia Code § 2.2-4303(E)

November 18, 2025

Subject: Correction of Laboratory Audit Findings

Description of Procurement: Washington County Service Authority ("WCSA") intends to award a contract for the deficiencies identified during a laboratory audit.

Contractor Selected: Pace Analytical

Justification:

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Washington County Service Authority is utilizing Pace Analytical to address specific deficiencies identified during a recent laboratory audit. Pace Analytical is an accredited laboratory services provider with established expertise in regulatory compliance, method implementation, and corrective action documentation. Their involvement allows WCSA to apply validated procedures, standardized quality assurance practices, and technical support that directly align with federal and state laboratory requirements. Engaging an external accredited entity ensures that corrective measures are completed in accordance with recognized industry standards and within the timelines required by the auditing agency. Pace Analytical will assist with method verification, recordkeeping updates, corrective action reports, and staff training to ensure all audit findings are fully resolved. This use of a third-party laboratory supports the accuracy, reliability, and compliance of water quality testing performed for WCSA customers and facilitates the Authority's ability to maintain required certifications and operational readiness for future audits.

Date of Contract Award (or Expected Award): Unknown

Estimated Contract Amount: \$390,000

Posting Location: WCSA website at <https://wcsawater.com/>. It will remain publicly posted on eVA and WCSA's website for at least 10 days.

Authority for Posting: This notice is posted in accordance with § 2.2-4303(E) of the Code of Virginia.

Posted on: November 18, 2025

By: Daniel Leathers, Operations Manager, WCSA

Email: dleathers@wcsa-water.com

Phone: 276-628-7151

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WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

MEMORANDUM

TO: Board of Commissioners

FROM: Ronald A. Seay, General Manager

DATE: November 17, 2025

SUBJECT: Sole Source Determination and Approval – Corrective actions associated with the WCSA laboratory audit gap closure plan

REFERENCE: Virginia Code § 2.2-4303(E)

Description of Procurement

Corrective actions to ensure that the WCSA remains compliant with EPA & VELAP guidelines throughout the process of implementing the gap closure plan.

Estimated Contract Amount: \$390,000

Proposed Contractor: Pace Analytical

Determination and Justification

After a good-faith review of available sources, it has been determined that only one source is practicably available for this procurement.

Washington County Service Authority (WCSA) is utilizing Pace Analytical to address specific deficiencies identified during a recent laboratory audit. Pace Analytical is an accredited laboratory services provider with established expertise in regulatory compliance, method implementation, and corrective action documentation. Their involvement allows WCSA to apply validated procedures, standardized quality assurance practices, and technical support that directly align with federal and state laboratory requirements. Engaging an external accredited entity ensures that corrective measures are completed in accordance with recognized industry standards and within the timelines required by the auditing agency. Pace Analytical will assist with method verification, recordkeeping updates, corrective action reports, and staffing to ensure all audit findings are fully resolved. This use of a third-party laboratory supports the accuracy, reliability, and compliance of water quality testing performed for WCSA customers and facilitates the Authority's ability to maintain required certifications and operational readiness for future audits.

Awarding this additional work to another contractor would result in:

1. Duplicative audit to identify corrective actions;
2. Substantial schedule delays caused by audit and pricing timeline; and
3. Operational compliance during identification phase.

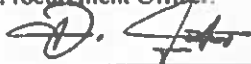
[Memorandum continues next page.]

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For these reasons, Pace Analytical is deemed the only practicably available source able to complete this project efficiently and in the public interest.

Approvals

Procurement Officer:

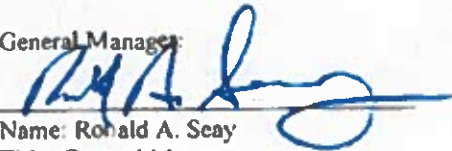
A handwritten signature in black ink, appearing to read "D. Leathers", written over a horizontal line.

Name: Dan Leathers

Title: Operations Manager

Date: November 17, 2025

General Manager:

A handwritten signature in blue ink, appearing to read "Ronald A. Seay", written over a horizontal line.

Name: Ronald A. Seay

Title: General Manager

Date: November 17, 2025

**Washington County Service Authority Board of Commissioners
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WASHINGTON COUNTY SERVICE AUTHORITY

25122 Regal Ave
Abingdon, Virginia 24211

A RESOLUTION

APPROVING A SOLE SOURCE PROCUREMENT UNDER VIRGINIA CODE § 2.2-4303(E)

WHEREAS, Washington County Service Authority ("WCSA" or "Authority") is a public body organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, § 2.2-4303(E) of the Code of Virginia provides that a contract may be awarded without competitive sealed bidding or competitive negotiation when the purchasing agent determines in writing, after conducting a good faith review of available sources, that only one source is practicably available for that which is to be procured, and that such determination and the written notice shall be posted and retained as required by law; and

WHEREAS, Pace Analytical ("Pace") performed the WCSA laboratory audit to identify gaps and has developed a closure plan to remediate the issues identified; and

WHEREAS, the Authority's General Manager and Operations Manager have determined in writing that Pace is the only source practically available to complete the gap remediation to ensure continuity between the identified issue and closure to satisfy auditing bodies ensuring laboratory compliance; and

WHEREAS, the Board of Commissioners has reviewed the written determination and finds that it satisfies the requirements of § 2.2-4303(E) and that the proposed sole source procurement is in the best interest of the Authority and its customers.

NOW, THEREFORE, BE IT RESOLVED by the WCSA Board of Commissioners that:

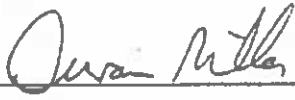
1. The Board hereby approves and ratifies the written sole source determination made pursuant to § 2.2-4303(E) of the Code of Virginia;
2. The Board authorizes the General Manager to proceed with the award of the contract to Pace for the corrective actions associated with the WCSA lab gap analysis plan; and
3. A copy of this resolution and the written determination shall be maintained in the procurement file in accordance with Virginia law.

[Resolution continues on following page.]

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ADOPTED this 17th day of November, 2025.

BOARD OF COMMISSIONERS

By: 
Chairman

Attest: 
Secretary 

Agenda Item: Late Item	Funding for Wastewater Facilities Future Growth Master Plan Washington County / Town of Abingdon
Presenter(s):	Ron Seay
Beginning Time:	7:09pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	McGill Associates provided a proposal to provide professional planning services for the above-mentioned project. The Project Team consists of the Partnership, comprised of the Town of Abingdon, Washington County Service Authority, Wellspring Foundation of Southwest Virginia, Washington County Board of Supervisors, and the Washington County Industrial Development Authority, (Partnership), wishes to procure engineering services related to the development of a Wastewater Facilities Future Growth Master plan. McGill's proposal is for a lump sum fee of \$285,000.

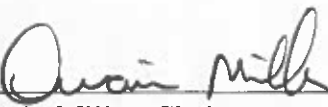
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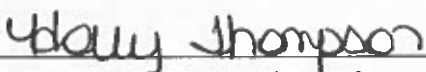
	Wellspring has committed \$150,000 to the Wastewater Study. That results in a shortfall of \$135,000. The Partnership comprised of the Town of Abingdon, Washington County Service Authority, Wellspring Foundation of Southwest Virginia, Washington County Board of Supervisors, and the Washington County Industrial Development Authority are all asking their respective Boards to split the shortfall four ways, (not including Wellspring). This means that WCSA would need to contribute \$33,750 to the Wastewater Study.
Discussion:	Mr. Ball wants to negotiate a timeline. We will discuss.
On the Record:	
Enclosures:	Hand out copies to Board of the McGill Proposal
Recommendation:	Subject to answering any questions the Board may have; Staff recommends the Board favorably consider approving the additional funding of \$33,750 for the Wastewater Facilities Future Growth Master Plan Washington County & Town of Abingdon.
Proposed Motion:	Move the board approve the additional funding of up to \$33,750 for the Wastewater Facilities Future Growth Master Plan Washington County & Town of Abingdon.
Actual Motion:	The Board moved to approve the additional funding of up to \$33,750 for the Wastewater Facilities Future Growth Master Plan Washington County & Town of Abingdon.
Motion By:	Mr. Taylor
Second By:	Mr. Hutton
Voting:	Ayes: 6
	Nays:
	Abstain:
End Time:	7:11pm

Agenda Item: 8	Adjourn
Presenter(s):	Commissioner
Beginning Time:	7:11
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. Thayer

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Voting:	Ayes:	6
	Nays:	
	Abstain:	
	End Time:	7:11pm


Dwain Miller, Chairman


Holly Thompson, Assistant Secretary