

Washington County Service Authority Board of Commissioners
November 24, 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, Mr. Thayer, and Mr. Taylor
Absent:	None
End Time:	5:01pm

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Jim Hutton
Beginning Time:	5:01pm
End Time:	5:01pm

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:	Mr. Campbell						
Second By:	Mr. Thayer						
Voting:	<table> <tr> <td>Ayes:</td> <td>7</td> </tr> <tr> <td>Nays:</td> <td>0</td> </tr> <tr> <td>Abstain:</td> <td></td> </tr> </table>	Ayes:	7	Nays:	0	Abstain:	
Ayes:	7						
Nays:	0						
Abstain:							
End Time:	5:02pm						

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	5:02pm

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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. Thayer
Second By:	Mrs. Miller
Voting:	Ayes: 5 Nays: 2 Mr. Campbell & Mr. Ball Abstain: 0
End Time:	5:11pm

Agenda Item: 6	Robinson, Farmer & Cox Review FY2025 Audit Results
Presenter(s):	Emily Viers & Controller
Beginning Time:	5:11pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes: Nays: Abstain: End Time: 5:28pm

Agenda Item: 7	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:28pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	

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Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:28pm

Agenda Item: 8	Consideration of updating WCSA penalties to include illegal taps & tampering
Presenter(s):	Operations Manager
Beginning Time:	5:28
Potential Conflict(s) of Interest and Abstention(s):	
Background:	The new process will allow WCSA staff to pursue civil and criminal actions for persons who illegally tap or tamper with WCSA owned water supply.
Discussion:	
On the Record:	
Enclosures:	OPS-ITT-001
Recommendation:	Staff recommend the Board approve WCSA Process OPS-ITT-001
Proposed Motion:	Move that the Board approve WCSA Process OPS-ITT-001
Actual Motion:	Board moved to approve WCSA Process OPS-ITT-001
Motion By:	Mr. Campbell
Second By:	Mrs. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain:
End Time:	5:39pm

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Operations

Illegal Tap & Tampering

No. OPS-ITT-001
Revision: 00
Date: Xx/xx/xx
Page: 1 of 3

1. Purpose

The purpose of this policy is to establish clear procedures and penalties for identifying, documenting, and resolving unauthorized, illegal, or tampered water service connections within the Washington County Service Authority (WCSA) distribution system. WCSA's focus is to ensure access to reliable, clean, and safe drinking water, and through unauthorized modification of drinking water supply, it jeopardizes the safety of the consumers within Washington County, Virginia. This policy ensures compliance with Virginia State Code, protects the integrity of the public water supply, and maintains fairness among all WCSA customers.

2. Scope

This policy applies to all residential, commercial, industrial, and institutional customers served by WCSA, including developers, contractors, and any individual or entity with direct or indirect access to WCSA-owned water infrastructure.

3. Definitions

Unauthorized or Illegal Connection: Any physical connection made to the WCSA water distribution system, service line, or meter assembly without prior written approval or inspection by WCSA.

Tampering: The intentional interference, bypassing, or alteration of any meter, valve, backflow device, or other component of WCSA infrastructure to obtain water service unlawfully or alter usage measurement.

Customer: The individual, business, or entity listed on the WCSA account or owning/occupying the premises served.

Theft of Service: The willful use or diversion of water without an authorized, metered connection and payment for service.

4. Legal Authority

This policy is enacted under the authority of:

Virginia Code § 18.2-162 – Injuring or interfering with public service company property.

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Virginia Code § 15.2-5139 – Powers of authorities relating to rates, charges, and regulations.

12VAC5-590-640 – Cross-connection and backflow prevention requirements.

WCSA Rules and Regulations

5. Policy Statement

Any unauthorized or illegal tap, meter tampering, or theft of water service is strictly prohibited. Such activity poses significant risks to public health, water quality, system reliability, and financial equity among customers. WCSA will take immediate enforcement action against any party found responsible for or benefiting from an illegal connection.

6. Identification and Investigation

WCSA field personnel are authorized to inspect for signs of tampering or unauthorized connections.

When an illegal tap is suspected, the site shall be documented through photographs, written reports, and meter data logs.

Service shall be immediately disconnected when evidence confirms unauthorized use, unless public health or safety concerns require otherwise.

A written **Notice of Violation (NOV)** shall be issued to the customer or property owner within five (5) business days of discovery.

7. Corrective Actions and Penalties

Immediate Disconnection:

WCSA may disconnect service without prior notice if an illegal connection is discovered.

Restoration and Inspection:

Service shall not be restored until:

The unauthorized connection is physically removed by WCSA staff,

The system is inspected for safety and integrity, and

All applicable fees and charges are paid.

Fees and Charges:

The customer or property owner shall be billed for:

All estimated unmetered water usage,

Labor and material costs for repairs,

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Administrative and inspection fees, and

A civil penalty of up to \$500 for the first offense and up to \$1,000 for each subsequent violation, as authorized by WCSA regulations.

Criminal Referral:

WCSA reserves the right to refer confirmed violations to law enforcement for prosecution under **Virginia Code § 18.2-162.**

8. Appeals Process

Customers may appeal a Notice of Violation or related charges in writing to the WCSA General Manager within ten (10) business days of issuance. Appeals will be reviewed by the General Manager and escalated to the WCSA Board of Commissioners during a regular board meeting.

9. Education and Prevention

WCSA will maintain public awareness efforts to inform customers about legal connection requirements, backflow protection, and penalties for tampering or theft of service.

10. Recordkeeping

All incidents of unauthorized connections shall be logged and maintained in WCSA records, including documentation of findings, correspondence, corrective actions, and resolution.

11. Enforcement

This policy shall be enforced by the WCSA General Manager or designated personnel. Violations may result in permanent service disqualification, civil collection actions, or criminal prosecution as warranted.

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Agenda Item: 9	Consideration of updated Cell Phone Policy and Acknowledgment Form						
Presenter(s):	Operations Manager						
Beginning Time:	5:40pm						
Potential Conflict(s) of Interest and Abstention(s):							
Background:							
Discussion:							
On the Record:							
Enclosures:	Cell Phone Policy and Acknowledgment Form						
Recommendation:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the updated Cell Phone Policy and Acknowledgment Form						
Proposed Motion:	Move that the Board approve updated Cell Phone Policy and Acknowledgment Form.						
Actual Motion:	Board moved to approve updated Cell Phone Policy and Acknowledgment Form						
Motion By:	Mr. Ball						
Second By:	Mr. Campbell						
Voting:	<table> <tr> <td>Ayes:</td> <td>7</td> </tr> <tr> <td>Nays:</td> <td>0</td> </tr> <tr> <td>Abstain:</td> <td></td> </tr> </table>	Ayes:	7	Nays:	0	Abstain:	
Ayes:	7						
Nays:	0						
Abstain:							
End Time:	5:40pm						

	Human Resources	No. <u>HR-CP-001</u>
		Revision: <u>00</u>
	Cell Phone Policy	Date: <u>10/31/25</u>
		Page: <u>1 of 5</u>

Purpose

This policy establishes how WCSA issues, manages, and monitors cell phones used for official business. It defines who is eligible for a WCSA-issued phone, how it should be used, employee and department responsibilities, and basic safety and security standards.

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Scope

This policy applies to all cell phones that are issued, owned, or managed by WCSA or its authorized IT provider. Personal devices are not covered under this policy unless they are approved to connect to WCSA systems through mobile device management (MDM).

Eligibility for a WCSA-Issued Cell Phone

A WCSA-issued cell phone may be provided when it is an essential tool for an employee's job duties. Department managers determine eligibility based on factors such as:

- The employee must be reachable for time-sensitive calls or emergencies.
- The employee's duties require them to communicate or access data while away from the office.
- The employee is required to be on-call.

All determinations must be documented by the Department Manager and approved by the General Manager or designee.

General Use and Responsibilities

Department heads are responsible for budgeting and funding WCSA-issued devices, including protective cases, service fees, licenses, and required applications.

Each user must sign an acknowledgment form confirming they have read and agree to follow this policy.

All WCSA-issued devices are managed by the WCSA IT provider and must follow these security standards:

- Devices must lock automatically after no more than five minutes of inactivity.
- Devices must be password-protected.
- Devices may not be modified ("jailbroken" or "rooted").
- Devices must meet IT provider security and software standards before accessing WCSA systems.

Monitoring and Privacy Notice:

WCSA-issued devices are WCSA property. The Authority may monitor, review, and access any data, calls, texts, or internet activity on these devices for legitimate business, security, or legal purposes. Employees acknowledge and consent to this monitoring by accepting a WCSA device.

There is no expectation of privacy when using a WCSA-issued phone. Records and logs may be subject to disclosure under Virginia's Freedom of Information Act (FOIA).

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Social Media Privacy:

WCSA will not request or require employees to provide usernames, passwords, or access to personal social media accounts, as required by Virginia's Employee Social Media Privacy Act.

Work Time and FLSA Compliance

Non-exempt employees (those eligible for overtime) may not perform work — such as checking messages or responding to calls or emails — outside of their scheduled hours unless their manager gives prior approval.

All approved time worked outside of normal hours must be recorded and will be paid according to the Fair Labor Standards Act (FLSA) and WCSA's timekeeping policy.

Safekeeping and Custody

The IT provider will maintain an up-to-date inventory of all issued devices, including service details, serial numbers, and costs.

Employees are responsible for the reasonable care and safekeeping of assigned devices.

Devices must be returned immediately upon termination, transfer, or at management's request.

If a device is not returned in good working condition, the employee may be required to reimburse WCSA for the replacement cost. Any such reimbursement will comply with Virginia wage laws and will not be deducted from pay without the employee's written authorization.

Personal Use

Limited personal use of a WCSA-issued phone is permitted if it:

- Does not interfere with job performance or business needs.
- Does not prevent business apps from functioning properly.
- Does not compromise WCSA security or data.

Employees are responsible for the cost of personal downloads, subscriptions, or media purchases. WCSA does not back up or support personal data on its devices.

Driving Safety

Employees must follow Virginia law regarding cell phone use while driving. Handheld use while operating a motor vehicle on a public road is prohibited.

If a WCSA vehicle is involved in an accident, WCSA may review device logs or usage records to determine compliance with this policy. By using a WCSA-issued phone, employees consent to such a review for business-related purposes only.

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Lost or Stolen Devices

Employees must immediately report any lost, stolen, or damaged WCSA-issued device to their Department Manager and the IT provider.

If a device is stolen, the employee must file a police report within 24 hours and provide a copy to WCSA.

Billing and Usage Records

WCSA monitors the billing and usage of all issued cell phones. Personal or unauthorized charges may require reimbursement.

Reimbursement arrangements must comply with Virginia wage laws and will not be deducted from pay without the employee's written authorization.

Employee Acknowledgment

By signing the acknowledgment form, employees confirm that they:

1. Have received and read the WCSA Cell Phone Policy.
2. Understand that WCSA-issued phones are subject to monitoring and review.
3. Agree to comply with all requirements, including those related to security, appropriate use, and reporting of lost or damaged equipment.
4. Understand that WCSA-issued phones remain the property of WCSA and must be returned upon request or separation from employment.

Policy Administration

This policy will be administered by the General Manager and IT provider. Questions about eligibility, use, or compliance should be directed to Human Resources or the IT provider.

WCSA may revise or update this policy at any time to comply with changes in law or technology.

Legal Compliance References

- **Fair Labor Standards Act (29 U.S.C. § 201 et seq.)** – governs pay for non-exempt employees.
- **Electronic Communications Privacy Act (18 U.S.C. §§ 2510–2523)** – governs lawful monitoring of electronic communications.
- **Virginia Code § 18.2-167.1** – regulates monitoring and interception of telephone communications.

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- **Virginia Code §§ 40.1-28.7:4 and 40.1-28.7:5** – protect employee personal information and social media privacy.
- **Virginia Code § 40.1-29** – governs lawful wage deductions and reimbursements

Cell Phone Policy and Acknowledgment Form

Purpose

This policy governs the use of cell phones (including smartphones and similar mobile devices) by employees of the Washington County Service Authority.

It applies to both authority-issued devices and personal devices used for work-related purposes.

Policy Overview

1. Authorized Use:

Authority-issued cell phones are to be used primarily for official business. Limited personal use is permitted if it does not interfere with work duties or result in additional cost to the Authority.

2. Public Records:

Text messages, emails, photos, and other records created or received in the transaction of Authority business may be subject to disclosure under the Virginia Freedom of Information Act (FOIA).

3. Safety:

Employees must not use handheld cell phones while driving on Authority business, except in emergencies or when safely parked.

4. Privacy and Security:

Employees must protect confidential and sensitive information. Authority-issued phones may be monitored, and data may be retrieved at any time.

5. Return of Equipment:

All Authority-issued devices and accessories must be returned upon separation of employment or at management's request.

6. Policy Violations:

Misuse of Authority-issued or personal devices for inappropriate, illegal, or unauthorized purposes may result in disciplinary action up to and including termination.

Employee Acknowledgment and Signature

I acknowledge that I have received, read, and understand the **Washington County Service Authority Cell Phone Policy**. I agree to comply with the policy's terms and understand that violation of this policy may result in disciplinary action.

Employee Name (Print): _____

Department: _____

Signature: _____

Date: _____

Supervisor's Name (Print): _____

Supervisor's Signature: _____

Date: _____

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Agenda Item: 10	Consideration of updated On-Call Policy						
Presenter(s):	Operations Manager						
Beginning Time:	5:41pm						
Potential Conflict(s) of Interest and Abstention(s):							
Background:							
Discussion:							
On the Record:							
Enclosures:	On-Call Policy and Verification of On-Call via Call Screenshots						
Recommendation:	Subject to answering any questions the Board may have, Staff kindly recommends the Board favorably consider approving the updated On-Call Policy.						
Proposed Motion:	Move that the Board approve updated On-Call Policy and Verification of On-Call Work via Call Screenshots						
Actual Motion:	Board moved to approve updated On-Call Policy and Verification of On-Call Work via Call Screenshots						
Motion By:	Mr. Campbell						
Second By:	Mr. Hutton						
Voting:	<table> <tr> <td>Ayes:</td> <td>7</td> </tr> <tr> <td>Nays:</td> <td>0</td> </tr> <tr> <td>Abstain:</td> <td></td> </tr> </table>	Ayes:	7	Nays:	0	Abstain:	
Ayes:	7						
Nays:	0						
Abstain:							
End Time:	5:49pm						



Human Resources

Verification of On-Call Work via Call Screenshots

No. HR-OC-002
 Revision: 00
 Date: 10/27/25
 Page: 12 of 5

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Purpose

To ensure accurate and verifiable documentation of employee time worked while on-call, in compliance with the Fair Labor Standards Act (FLSA) and Department of Labor (DOL) guidelines. This SOP establishes a uniform process for recording, verifying, and compensating employees for time spent responding to work-related calls during on-call duty.

Scope

This procedure applies to all employees who are designated as “on-call” and are eligible for compensation for time worked outside their regular schedule, including phone consultations, troubleshooting, or responding to emergency issues.

Policy Statement

WCSA is committed to fair labor practices. Employees must be compensated for all time spent performing work-related duties while on-call. To ensure compliance and verification, employees are required to document all such activity by taking screenshots of their call logs as proof of work performed.

Procedure

1. Before On-Call Shift

- Employee receives the on-call schedule and understands the reporting expectations.
- Employee ensures their device is capable of taking screenshots of call activity (incoming/outgoing calls).

2. During On-Call Period

- For every work-related call, the employee must:
 - Answer or return calls as required by duty.
 - Take a screenshot of the call record immediately after the call ends showing:
 - Date
 - Time of call (start and end)
 - Duration
 - Caller name/number (if identifiable as work-related)
 - If the work involves follow-up messages, emails, or additional work time, record that time as well.

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3. Documentation and Submission

- o During the next business day, the employee must:
 - Compile screenshots into a single email.
 - Complete a Time Worked Verification Form summarizing:
 - Date of on-call period
 - Total time worked
 - Description of each call or task performed
 - Attach both the screenshot and timecard and send to direct supervisor for review.

4. Supervisor Review and Approval

- o The supervisor will:
 - Review screenshots and time entries for accuracy.
 - Confirm that calls are work-related.
 - Approve verified hours for payroll processing.

Compensation Guidelines

- Only actual time worked (time spent responding to calls, troubleshooting, or performing work tasks) will be compensated.
- Idle or waiting time while on call is not compensable unless the employee's freedom is significantly restricted per DOL guidance.
- All verified and approved time will be compensated at the employee's regular rate or overtime rate, as applicable.

Record Retention

- Screenshots and verification forms must be retained for no less than 3 years in accordance with DOL recordkeeping requirements.
- Files should be securely stored on the company's shared drive under restricted access.

Compliance References

Washington County Service Authority Board of Commissioners
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- Fair Labor Standards Act (FLSA), 29 U.S.C. §201 et seq.
- 29 C.F.R. §785.14–17: On-call and waiting time guidance
- DOL Field Operations Handbook §31b20–21: Verification of compensable time

Revision and Review

- This SOP will be reviewed annually by HR and management to ensure compliance with DOL updates and internal audit recommendations.

	Human Resources	No. <u>HR-OC-001</u>
	On-Call Procedure	Revision: <u>00</u>
		Date: <u>10/27/25</u>
		Page: <u>15 of 5</u>

Purpose

The purpose of this policy is to establish guidelines for compensating employees who are required to be on-call or called back to work outside of their regular working hours. This policy ensures compliance with applicable labor laws and promotes fairness, safety, and efficiency in managing on-call responsibilities.

Scope

This policy applies to all non-exempt employees of Washington County Service Authority (WCSA) who may be required to serve in on-call or call-back status.

References

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- Fair Labor Standards Act (FLSA), 29 U.S.C. 201, et seq.
- Virginia State employment laws (as applicable)

Definitions

- **Call-Back Status:** When an employee is required to return to work outside of their normal hours in response to emergency or essential work situations related to their official duties.
- **Essential Work:** Work deemed critical by a department, requiring the employee's availability outside of their normal work schedule.
- **Exempt Employee:** An employee exempt from the overtime provisions of the FLSA and not eligible for overtime pay.
- **Non-Exempt Employee:** An employee not exempt from the overtime provisions of the FLSA, eligible for overtime pay at a rate of one and one-half times their regular hourly rate for hours worked over 40 in a workweek.
- **On-Call Status:** A status where an employee is required by their supervisor to be available to respond to emergency or essential work situations related to their duties.
- **On-Call Period:** The duration of time an employee is designated to be on-call, typically lasting one week and running concurrently with the pay week.
- **Response Time:** The maximum allowable time for an employee to respond to a call for work, which is one (1) hour from the initial notification.

Policy

WCSCA recognizes the importance of compensating employees who are required to be on-call or called back to work outside of regular working hours. The following guidelines govern such compensation:

1. **On-Call Compensation:**
 - **Restricted On-Call Status:** An on-call employee who must remain available to work, or who must remain at a designated location and available to be called to work, is engaged in working time and must be compensated accordingly.
 - **Unrestricted On-Call Status:** An on-call employee who is free to use personal time as they wish, even if they must remain available to work, is not engaged in working time.
 - Employees in either on-call status will be compensated **\$100** for the on-call period (typically one week) in addition to compensation for hours actually worked.
2. **Call-Back Compensation:**
 - When a non-exempt employee is called back to work outside of their normal working hours, they will be compensated for the hours worked or a minimum of **three (3) hours**, whichever is greater.
 - Non-exempt Employees will be paid a call-back rate for responding via **telephone/computer**. Time for calls/computer response will be tracked and paid based on actual time worked. **[Reference HR-OC-002]**
 - Exempt Employees will be paid a call-back rate for responding via **telephone/computer**. Time for calls/computer response will be tracked and paid based on actual time worked. **[Reference HR-OC-002]**
 - Time spent traveling to and from the worksite during a call-back situation will be considered compensable hours worked starting when an employee receives the dispatch phone call.

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- Employees must record all call-back hours worked, including start and end times, and submit these hours for supervisor approval no later than the next business day.
- 3. **Overtime:**
 - Non-exempt employees who work more than 40 hours in a workweek will be compensated at a rate of 1.5 times their regular hourly rate for all overtime hours worked.
 - Compensatory time in lieu of overtime pay is expressly prohibited for non-exempt employees under FLSA.
- 4. **Work Hours and Safety:**
 - Employees may be required to work beyond their scheduled hours in emergency situations. Supervisors may modify an employee's regular schedule to account for safety concerns, such as when employees work more than **18 hours** within a 24-hour period or return to duty after less than **6 hours** off-duty.
 - The safety of employees is a priority, and supervisors will monitor workloads to prevent fatigue.
- 5. **Fit-for-Duty Requirements:**
 - Employees on call must remain mentally and physically fit to perform their duties. Consumption of alcohol, illegal drugs, or impairing medications is strictly prohibited during on-call hours.
 - Employees must be able to respond and arrive at the worksite within **one hour** of notification, complying with traffic laws and ensuring timely arrival.
- 6. **Notification and Response Protocols:**
 - Employees may be notified of on-call duties via phone, text, or remote alarm (e.g., SCADA, Washington County dispatch). Employees are expected to respond promptly to such notifications.
 - If an employee does not respond to an on-call notification, the incident will be escalated to the department manager for further action.
- 7. **Exempt Employees:**
 - Exempt employees may be considered for compensatory time or other compensation under special circumstances, but they are not generally entitled to overtime pay or call-back pay under the FLSA.

Responsibilities

- **Managers** are responsible for:
 - Ensuring employees are aware of their on-call status and responsibilities.
 - Auditing on-call assignments to ensure compliance with this policy.
 - Taking action to prevent employee fatigue and ensuring safety during extended on-call shifts.
- **Human Resources** is responsible for:
 - Enforcing compliance with this policy and the FLSA.
 - Reviewing on-call and call-back hours for proper compensation and documentation.
- **Employees** are responsible for:
 - Reporting any inability to respond to on-call duty due to illness or emergency as soon as possible.
 - Complying with all fit-for-duty requirements and safety protocols.
 - Documenting on-call and call-back hours accurately on timesheets for approval.

Documentation and Recordkeeping

- On-call and call-back hours must be recorded on timesheets for proper calculation and compensation.
- Timesheets must be approved by the employee's supervisor before payroll processing.
- Records must be retained for a minimum of **three years** to comply with FLSA recordkeeping requirements.

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Exclusions

- **Temporary or contract employees** are not eligible for on-call compensation unless explicitly authorized by WCSA management.
- **Exempt employees** may receive compensation for hours worked under special circumstances but are generally excluded from on-call pay and overtime provisions.

Equity and Rotation

- **Fair Rotation Practices:** Department managers will ensure that on-call assignments are distributed equitably among all eligible staff to avoid burnout and ensure fairness.
- **Opt-Out Criteria:** Employees who are unable to perform on-call duties due to a valid medical condition or ADA accommodation should inform their department manager as soon as possible to make alternative arrangements.

Safety and Fatigue Management

- Supervisors must regularly assess workloads to ensure that employees are not overworked, especially during extended or consecutive on-call shifts. Employees are encouraged to report any concerns related to fatigue or safety directly to their supervisor.

Agenda Item: 11	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	5:49pm
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: 5:50pm

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Agenda Item: 12	Closed Meeting						
Presenter(s):	Chairman						
Beginning Time:	5:50pm						
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:	<table> <tr> <td>Ayes:</td> <td>7</td> </tr> <tr> <td>Nays:</td> <td>0</td> </tr> <tr> <td>Abstain:</td> <td></td> </tr> </table>	Ayes:	7	Nays:	0	Abstain:	
Ayes:	7						
Nays:	0						
Abstain:							
End Time:	6:20pm						

WASHINGTON COUNTY SERVICE AUTHORITY
REGULAR BOARD MEETING
November 24, 2025

Agenda Item 12
CLOSED MEETING MOTION

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

1. Discussion of demotion, salary, termination, and/or hiring of specific public officers, appointees, or employees of WCSA, as provided in Code of Virginia § 2.2-3711(A)(1).
2. Discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of WCSA, as provided in Code of Virginia § 2.2-3711(A)(3).
3. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of WCSA would be adversely affected, as provided in Code of Virginia § 2.2-3711(A)(6).
4. 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).
5. 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).

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

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

Agenda Item: 13	Return to Open Meeting
Presenter(s):	Chairman
Beginning Time:	6:20pm
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:	
End Time:	6:21pm

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:

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

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Hutton	<u>Yes</u>
C. Miller	<u>Yes</u>
Taylor	<u>Yes</u>

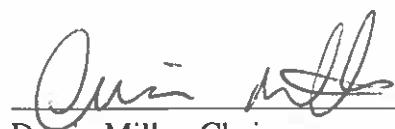
Agenda Item: 14	Late Items
Presenter(s):	Commissioner
Beginning Time:	6:21pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	None
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:24pm

Agenda Late Item	Consideration of Head Count Add for Chief Operator at Mill Creek
Presenter(s):	Ron Seay
Beginning Time:	6:21pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	Mill Creek Water Production Plant Chief Operator position has been vacant for a period of time. Planning for future operations at Mill Creek the Leadership Team has determined that it would be to the advantage of the organization to staff the Chief Operator position at Mill Creek.
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions the Board may have, Leadership Team kindly recommends the Board favorably consider approving the head count

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	add to the Water Production budget for the Chief Operator position at Mill Creek Water Production Plant.
Proposed Motion:	Move that the Board approve the head count add to the Water Production budget for the Chief Operator position at Mill Creek Water Production Plant.
Actual Motion:	Board moved to approve the head count add to the Water Production budget for the Chief Operator position at Mill Creek Water Production Plant.
Motion By:	Mr. Campbell
Second By:	Mr. Thayer
Voting:	Ayes: 7 Nays: 0
Abstain:	
End Time:	6:22pm

Agenda Item: 15	Adjourn
Presenter(s):	Commissioner
Beginning Time:	6:23
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:	
End Time:	6:24pm


 Dwain Miller, Chairman

Holly Thompson, Assistant Secretary