

**Washington County Service Authority Board of Commissioners  
January 29, 2026, Regular Board Meeting Minutes**

<b>Agenda Item: 1</b>	Call the Meeting to Order
<b>Presenter(s):</b>	Chairman
<b>End Time:</b>	5:00PM

<b>Agenda Item: 2</b>	Roll Call
<b>Presenter(s):</b>	Chairman
<b>Present:</b>	Dwain Miller, Dwayne Ball, Cathy Miller, James Hutton, Ken Taylor, Wayne Campbell
<b>Absent:</b>	Kevin Thayer
<b>End Time:</b>	5:01PM

<b>Agenda Item: 3</b>	Prayer and Pledge of Allegiance
<b>Presenter(s):</b>	Cathy Miller
<b>Beginning Time:</b>	5:01PM
<b>End Time:</b>	5:01PM

<b>Agenda Item: 4</b>	Approval of the Agenda
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:02PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	None
<b>On the Record:</b>	None
<b>Actual Motion:</b>	Motion to approve the agenda as presented.
<b>Motion By:</b>	Wayne Campbell
<b>Second By:</b>	James Hutton
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
	<b>End Time:</b> 5:03PM

<b>Agenda Item: 5</b>	Approval of the Consent Agenda
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:03PM

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<b>Potential Conflict(s) of Interest and Abstention(s):</b>	None
<b>Discussion:</b>	Cathy Miller questioned the credit card purchase for Thermal LLC on 11/6/25. Shawn Blevins explained and showed the Board that this device would be used to inspect tanks and tank levels in place of using drones.
<b>On the Record:</b>	
<b>Actual Motion:</b>	Motion to approve the consent agenda.
<b>Motion By:</b>	Dwayne Ball
<b>Second By:</b>	Cathy Miller
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
	<b>End Time:</b> 5:17PM

<b>Agenda Item: 6</b>	Public Query and Comment
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:17PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>On the Record:</b>	None
<b>Actual Motion:</b>	None
<b>Motion By:</b>	None
<b>Second By:</b>	None
<b>Voting:</b>	<b>Ayes:</b> 0
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
	<b>End Time:</b> 5:17PM

<b>Agenda Item: 7</b>	Consideration of Commissioner's Comments & Questions on Staff Reports
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:18PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Speakers:</b>	
<b>Discussion:</b>	Ken Taylor inquired about the Creeper Trail Update Cathy Miller inquired about the purchase of land in Taylors Valley
<b>On the Record:</b>	

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<b>Actual Motion:</b>	
<b>Motion By:</b>	
<b>Second By:</b>	
<b>Voting:</b>	<b>Ayes:</b>
	<b>Nays:</b>
	<b>Abstain:</b>
<b>End Time:</b>	5:27PM

<b>Agenda Item: 8</b>	Closed Meeting
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:28PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Background:</b>	
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Enclosures:</b>	
<b>Recommendation:</b>	
<b>Proposed Motion:</b>	
<b>Actual Motion:</b>	
<b>Motion By:</b>	Ken Taylor
<b>Second By:</b>	Wayne Campbell
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
<b>End Time:</b>	5:55PM

WASHINGTON COUNTY SERVICE AUTHORITY  
REGULAR BOARD MEETING  
January 29, 2026

Agenda Item 8  
CLOSED MEETING MOTION

**Washington County Service Authority Board of Commissioners  
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I move that the Board move to closed meeting for the purposes of:

1. Discussion of salary of a specific public employee of WCSA, as provided in Code of Virginia § 2.2-3711(A)(1).
2. 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).
3. 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, Holly Thompson, Shawn Blevins, Dan Leathers, and Mark Lawson and Peyton Johnson at closed meeting.

Movant: Ken Taylor  
 Second: Wayne Campbell  
 Vote: 6

<b>Agenda Item: 9</b>	Return to Open Meeting
<b>Presenter(s):</b>	Chairman
<b>Beginning Time:</b>	5:55PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Background:</b>	
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Enclosures:</b>	
<b>Recommendation:</b>	
<b>Proposed Motion:</b>	
<b>Actual Motion:</b>	
<b>Motion By:</b>	Ken Taylor
<b>Second By:</b>	Wayne Campbell
<b>Voting: Ayes:</b>	6
<b>Nays:</b>	0
<b>Abstain:</b>	0
<b>End Time:</b>	5:55PM

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Agenda Item 9  
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: Ken Taylor  
Second: Wayne Campbell

Roll Call:

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

<b>Agenda Item: 10</b>	Late Items
<b>Presenter(s):</b>	General Manager
<b>Beginning Time:</b>	5:55PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Background:</b>	
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Enclosures:</b>	
<b>Recommendation:</b>	
<b>Proposed Motion:</b>	
<b>Actual Motion:</b>	The Board moved to approve the Resolution Authorizing Cooperative Procurement for payroll and HRIS software and services
<b>Motion By:</b>	Dwayne Ball
<b>Second By:</b>	Wayne Campbell
<b>Voting: Ayes:</b>	6
<b>Nays:</b>	0
<b>Abstain:</b>	0

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**End Time:** 5:56PM

<b>Agenda Item: Late</b>	<b>Cooperative Procurement for Payroll and HRIS Software and System</b>
<b>Presenter(s):</b>	Dwain Gilbert / Ron Seay
<b>Beginning Time:</b>	5:55PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Background:</b>	<p align="center"><b>HRIS Functions</b></p> <p>WCSA is looking for a new payroll system more compatible with its current needs and to improve DOL compliance. One such system, provided by UKG, is available through Omnia Partners, d/b/a Omnia Partners Public Sector. UKG is one of the leading providers of HRIS solutions globally.</p> <p>Code of Virginia 2.2- 4304 permits any public body to participate in or sponsor joint procurement on behalf of or in conjunction with one or more other public bodies for the purpose of increasing efficiency or reducing administrative expenses in any acquisition of goods, services, or construction. Moreover, a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid.</p>
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Enclosures:</b>	<b>RESOLUTION AUTHORIZING COOPERATIVE PROCUREMENT FOR PAYROLL AND HRIS SOFTWARE AND SERVICES</b>
<b>Recommendation:</b>	Subject to answering any questions the Board may have; Staff recommends the Board favorably consider approving the <b>RESOLUTION AUTHORIZING COOPERATIVE PROCUREMENT FOR PAYROLL AND HRIS SOFTWARE AND SERVICES.</b>
<b>Proposed Motion:</b>	Move the board approve the <b>RESOLUTION AUTHORIZING COOPERATIVE PROCUREMENT FOR PAYROLL AND HRIS SOFTWARE AND SERVICES.</b>
<b>Actual Motion:</b>	<b>The Board moved to approve the Resolution Authorizing Cooperative Procurement for payroll and HRIS software and services</b>
<b>Motion By:</b>	Dwayne Ball
<b>Second By:</b>	Wayne Campbell

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<b>Voting:</b>	<b>Ayes:</b>	<b>6</b>
	<b>Nays:</b>	<b>0</b>
	<b>Abstain:</b>	<b>0</b>
<b>End Time:</b>		<b>5:56PM</b>

**WASHINGTON COUNTY SERVICE AUTHORITY**

**RESOLUTION AUTHORIZING COOPERATIVE PROCUREMENT  
FOR PAYROLL AND HRIS SOFTWARE AND SERVICES**

WHEREAS, Washington County Service Authority is a political subdivision of the Commonwealth of Virginia subject to the Virginia Public Procurement Act, Va. Code § 2.2-4300 et seq. ("VPPA"); and

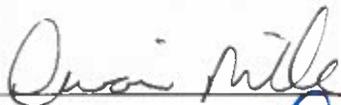
WHEREAS, Va. Code § 2.2-4304(A) authorizes public bodies to participate in cooperative procurement agreements with other public bodies; and

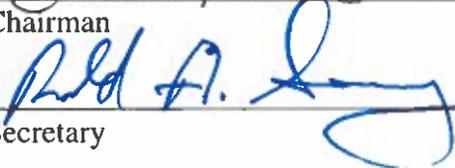
WHEREAS, the Authority's Board of Commissioners finds that cooperative procurement may result in cost savings, administrative efficiency, and timely acquisition of needed goods and services;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Authority is hereby authorized to utilize cooperative procurement contracts for the acquisition of Payroll and HRIS software and related services, provided that such contracts were awarded through a competitive procurement process consistent with the VPPA or a substantially similar statute.
2. The Authority's General Manager (or designee) is authorized to execute participation agreements, addenda, or purchase orders necessary to effectuate such procurements.
3. Staff shall maintain written determinations and supporting documentation in the procurement file as required by law.

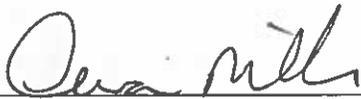
Adopted this 29 day of January, 2026.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

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<b>Agenda Item: 11</b>	Adjourn
<b>Presenter(s):</b>	
<b>Beginning Time:</b>	5:56PM
<b>Potential Conflict(s) of Interest and Abstention(s):</b>	
<b>Background:</b>	
<b>Discussion:</b>	
<b>On the Record:</b>	
<b>Recommendation:</b>	
<b>Proposed Motion:</b>	
<b>Actual Motion:</b>	
<b>Motion By:</b>	Wayne Campbell
<b>Second By:</b>	James Hutton
<b>Voting:</b>	<b>Ayes:</b> 6
	<b>Nays:</b> 0
	<b>Abstain:</b> 0
	<b>End Time:</b> 5:57PM



Dwain Miller, Chairman



Holly Thompson, Assistant Secretary