

**Washington County Service Authority Board of Commissioners
March 23, 2026 Regular 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:	Dwain Miller, Wayne Campbell, Ken Taylor, Kevin Thayer, Jim Hutton
Absent:	Cathy Miller, Dwayne Ball
End Time:	4:59PM

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Dwain Miller
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:	Wayne Campbell
Second By:	Kevin Thayer
Voting:	Ayes: 5
	Nays: 0
	Abstain: 0
	End Time: 5:00PM

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	5:00PM

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Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	
On the Record:	
Actual Motion:	Motion to approve the consent agenda.
Motion By:	Kevin Thayer
Second By:	Wayne Campbell
Voting: Ayes:	5
Nays:	0
Abstain:	0
End Time:	5:01PM

Agenda Item: 6	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	5:01PM
Potential Conflict(s) of Interest and Abstention(s):	
On the Record:	None
Actual Motion:	None
Motion By:	None
Second By:	None
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	5:01PM

Agenda Item: 7	Hall Creek Sludge Update
Presenter(s):	Dan Leathers
Beginning Time:	5:01PM
Potential Conflict(s) of Interest and Abstention(s):	
Speakers:	
Discussion:	
On the Record:	
Actual Motion:	
Motion By:	
Second By:	

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Voting:	Ayes:	
	Nays:	
	Abstain:	
	End Time:	5:21PM

Agenda Item: 8	Consideration of Facilities Maintenance Technicians
Presenter(s):	Ron Seay/Dan Leathers
Beginning Time:	5:21PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	<p>Currently WCSA has extremely limited coverage for our Facilities Maintenance. This includes all the motors, pumps, gear boxes, compressors, hydraulic, and pneumatic systems we have at our three water treatment plants, twenty-three water pump stations, two wastewater treatment plants, and twenty-seven lift stations. In our current state typically, these devices run to failure and result in emergency repairs which are costly and puts our customers at risk.</p> <p>Staff proposal is to hire two Facilities Maintenance Technicians who will focus on hands-on industrial preventative maintenance to inspect, service, and perform diagnostic analysis to ensure plant systems, water and wastewater infrastructure operate reliability to support our customers.</p> <p>The headcount will be neutral as we have two open positions in Maintenance that will be utilized for the two Facilities Maintenance Technicians. The Facilities Maintenance Technicians will be added to pay band III or lower; however, they will pay for themselves in reducing the need for emergency repairs and the much-added operational reliability.</p>
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	Subject to answering any questions the Board may have; Staff recommends the Board favorably consider approving the hire of two Facilities Maintenance Technicians in pay band III or lower who will focus on hands-on industrial preventative maintenance to ensure plant systems, water and wastewater infrastructure operate reliability to support our customers.
Proposed Motion:	Move the Board approve the hire of two Facilities Maintenance Technicians in pay band III or lower who will focus on hands-on industrial preventative maintenance to ensure plant systems, water and wastewater infrastructure operate reliability to support our customers.

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Actual Motion:	Board moved to approve the hire of two Facilities Maintenance Technicians in pay band III or lower who will focus on hands-on industrial preventative maintenance to ensure plant systems, water and wastewater infrastructure operate reliability to support our customers.
Motion By:	Wayne Campbell
Second By:	Jim Hutton
Voting:	Ayes: 5
	Nays: 0
	Abstain: 0
	End Time: 5:30PM

Agenda Item: 9	Consideration of Procurement Policy Update
Presenter(s):	Dwain Gilbert/Dan Leathers
Beginning Time:	5:30PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	It was recently identified that in Washington County Service Authority Procurement Policy, Chapter II (Ethics in Public Contracting), uses the definition of "Immediate Family" found in Virginia Code § 2.2-3100 ("Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the officer or employee and who is a dependent of the officer or employee.), rather than the definition contained in Virginia Code § 2.2-4368 ("Immediate family" means a spouse, children, parents, brothers and sisters, and any other person who resides in the same household as the officer or employee). The definition provided in Virginia Code § 2.2-4368 is generally preferred for procurement policies because it is specifically written to address conflicts of interest within the Virginia Public Procurement Act and provides clearer guidance when evaluating potential vendor-related conflicts in public contracting. In contrast, the definition contained in Virginia Code § 2.2-3100 originates from the State and Local Government Conflict of Interests Act and is intended to apply broadly to matters such as ethics disclosures, financial interests, and official conduct. Because that statute governs general ethics requirements rather than procurement activities specifically, the definition contained in Virginia Code § 2.2-4368 is more appropriate for use within the Authority's procurement policy.
Discussion:	
On the Record:	
Enclosures:	Approved Procurement Guidelines
Recommendation:	Staff recommends, subject to any questions the Board may have, that the Board consider amending the definition of "Immediate Family" in Chapter II of the Washington County Service Authority Procurement Policy to align with the definition set forth in Virginia Code § 2.2-4368.

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Proposed Motion:	Move that the Board approve an amendment to Chapter II of the WCSA Procurement Policy to update the definition of "Immediate Family" to align with Virginia Code § 2.2-4368. Under this definition, "Immediate Family" shall include a spouse, children, parents, brothers and sisters, and any other person who resides in the same household as the officer or employee.
Actual Motion:	Board moved to approve an amendment to Chapter II of the WCSA Procurement Policy to update the definition of "Immediate Family" to align with Virginia Code § 2.2-4368. Under this definition, "Immediate Family" shall include a spouse, children, parents, brothers and sisters, and any other person who resides in the same household as the officer or employee.
Motion By:	Wayne Campbell
Second By:	Kevin Thayer
Voting: Ayes:	5
Nays:	0
Abstain:	0
End Time:	5:33PM

Agenda Item: 10	Consideration of Commissioner's Comments and Questions on Staff Reports
Presenter(s):	Chairman
Beginning Time:	5:33PM
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Dwain Miller ask how things were going with Kewit Wayne Campbell was contacted by Mike Fleenor in the Benhams area in regards to a fire hydrant placement. Ron Seay made Board aware that Chemical Bids would go out April Ron Seay made Board aware of WCSA receiving 2025 Gold Award Dwain Miller ask how budget process was going, Ron said we would have first draft by April meeting.
On the Record:	None
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	

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End Time:	5:38PM
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Agenda Item: 11	Late Items
Presenter(s):	Chairman
Beginning Time:	5:38PM
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	None
On the Record:	None
Actual Motion:	None
Motion By:	None
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	5:38PM

Agenda Item: 12	Adjourn
Presenter(s):	Chairman
Beginning Time:	5:38PM
Potential Conflict(s) of Interest and Abstention(s):	
Discussion:	
On the Record:	
Actual Motion:	Motion to Adjourn
Motion By:	Wayne Campbell
Second By:	Kevin Thayer
Voting:	Ayes: 5
	Nays: 0
	Abstain: 0
End Time:	5:38PM

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Dwain Miller, Chairman



Holly Thompson, Assistant Secretary