

**Washington County Service Authority Board of Commissioners  
May 18, 2026 Regular Board Meeting Minutes**

|                       |                           |
|-----------------------|---------------------------|
| <b>Agenda Item: 1</b> | Call the Meeting to Order |
| <b>Presenter(s):</b>  | Dwain Miller              |
| <b>End Time:</b>      | 5:04PM                    |

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| <b>Agenda Item: 2</b> | Roll Call                                                                                |
| <b>Presenter(s):</b>  | Dwain Miller                                                                             |
| <b>Present:</b>       | Dwain Miller, Dwayne Ball, James Hutton, Cathy Miller.<br>Wayne Campbell arrived at 5:20 |
| <b>Absent:</b>        | Ken Taylor, Kevin Thayer                                                                 |
| <b>End Time:</b>      | 5:04PM                                                                                   |

|                        |                                 |
|------------------------|---------------------------------|
| <b>Agenda Item: 3</b>  | Prayer and Pledge of Allegiance |
| <b>Presenter(s):</b>   | Dwayne Ball                     |
| <b>Beginning Time:</b> | 5:05PM                          |
| <b>End Time:</b>       | 5:05PM                          |

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|-------------------------------------------------------------|------------------------|
| <b>Agenda Item: 4</b>                                       | Approval of the Agenda |
| <b>Presenter(s):</b>                                        | Dwain Miller           |
| <b>Beginning Time:</b>                                      | 5:06PM                 |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                        |
| <b>Discussion:</b>                                          |                        |
| <b>On the Record:</b>                                       |                        |
| <b>Actual Motion:</b>                                       |                        |
| <b>Motion By:</b>                                           | Cathy Miller           |
| <b>Second By:</b>                                           | James Hutton           |
| <b>Voting:</b>                                              |                        |
| <b>Ayes:</b>                                                | 4                      |
| <b>Nays:</b>                                                | 0                      |
| <b>Abstain:</b>                                             | 0                      |
| <b>End Time:</b>                                            | 5:06pm                 |

|                        |                                |
|------------------------|--------------------------------|
| <b>Agenda Item: 5</b>  | Approval of the Consent Agenda |
| <b>Presenter(s):</b>   | Dwain Miller                   |
| <b>Beginning Time:</b> | 5:06PM                         |

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| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                   |
| <b>Discussion:</b>                                          |                   |
| <b>On the Record:</b>                                       |                   |
| <b>Actual Motion:</b>                                       |                   |
| <b>Motion By:</b>                                           |                   |
| <b>Second By:</b>                                           |                   |
| <b>Voting:</b>                                              | <b>Ayes:</b> 4    |
|                                                             | <b>Nays:</b> 0    |
|                                                             | <b>Abstain:</b> 0 |
| <b>End Time:</b>                                            | 5:06PM            |

|                                                             |                          |
|-------------------------------------------------------------|--------------------------|
| <b>Agenda Item: 6</b>                                       | Public Query and Comment |
| <b>Presenter(s):</b>                                        | Dwain Miller             |
| <b>Beginning Time:</b>                                      | 5:06PM                   |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                          |
| <b>On the Record:</b>                                       | None                     |
| <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>                                            | 5:06PM                   |

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|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item: 7</b>                                       | Preliminary FY2027 Budget Workshop and Presentation                                                                     |
| <b>Presenter(s):</b>                                        | Dwain Gilbert                                                                                                           |
| <b>Beginning Time:</b>                                      | 5:07PM                                                                                                                  |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                                                                                                                         |
| <b>Speakers:</b>                                            |                                                                                                                         |
| <b>Discussion:</b>                                          | Reviewed overhead and maintenance spending for all departments. Reviewed planned Capital projects and Capital spending. |
| <b>On the Record:</b>                                       |                                                                                                                         |
| <b>Actual Motion:</b>                                       | None                                                                                                                    |
| <b>Motion By:</b>                                           |                                                                                                                         |

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|-------------------|-----------------|
| <b>Second By:</b> |                 |
| <b>Voting:</b>    | <b>Ayes:</b>    |
|                   | <b>Nays:</b>    |
|                   | <b>Abstain:</b> |
| <b>End Time:</b>  | 6:23PM          |

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| <b>Agenda Item: 8</b>                                       | Consideration of the Fiscal Year 2027 WCSA Regular Board Meeting Schedule and Fiscal Year 2028 Annual Meeting Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Presenter(s):</b>                                        | Ron Seay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Beginning Time:</b>                                      | 6:23PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Background:</b>                                          | <p>According to the Water and Waste Authorities Act and the WCSA Bylaws, WCSA is required to hold Regular monthly meetings, as well as an Annual meeting.</p> <p>FY 2027 the Board will hold regular meetings on the fourth Monday starting at 5:00 PM in the E.W. Potts, Jr. Board Room. In years past, (2021, 2022, 2023, 2024, &amp; 2025), the Board opted not to hold a Regular Meeting in December due to the December meeting being so close to the November meeting and the agenda for December typically being light.</p> <p>If the Board wishes to continue this model, the meeting dates for the upcoming year would appear as follows unless noted otherwise:</p> <p><b><u>2026 – 2027 Regular Board Meetings: Meetings start at 5:00pm: (fourth Monday of each month unless noted otherwise)</u></b></p> <p>August 24, 2026<br/> September 28, 2026<br/> October 26, 2026<br/> November 23, 2026<br/> *December (no meeting)<br/> January 25, 2027<br/> February 22, 2027<br/> March 22, 2027<br/> April 26, 2027<br/> May 24, 2027<br/> June 28, 2027</p> <p><b><u>2027 – 2028 Annual Meeting:</u></b></p> <p>July 26, 2027</p> |
| <b>Discussion:</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>On the Record:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>Enclosures:</b>      |                                                                                                                                                                                                                                                       |
| <b>Recommendation:</b>  | Subject to answering any questions from the Board. Recommendation is that the Board make the motion to approve the Fiscal Year 2027 WCSA Regular Board Meeting Schedule and Fiscal Year 2028 Annual Meeting Schedule. Meetings start time of 5:00 pm. |
| <b>Proposed Motion:</b> | Board makes the motion to approve the Fiscal Year 2027 WCSA Regular Board Meeting Schedule and Fiscal Year 2028 Annual Meeting Schedule. Meetings start time of 5:00 pm.                                                                              |
| <b>Actual Motion:</b>   | Board makes the motion to approve the Fiscal Year 2027 WCSA Regular Board Meeting Schedule and Fiscal Year 2028 Annual Meeting Schedule. Meetings start time of 5:00 pm.                                                                              |
| <b>Motion By:</b>       | Wayne Campbell                                                                                                                                                                                                                                        |
| <b>Second By:</b>       | James Hutton                                                                                                                                                                                                                                          |
| <b>Voting:</b>          | <b>Ayes:</b> 2                                                                                                                                                                                                                                        |
|                         | <b>Nays:</b> 3                                                                                                                                                                                                                                        |
|                         | <b>Abstain:</b> 0                                                                                                                                                                                                                                     |
| <b>End Time:</b>        | 6:24PM                                                                                                                                                                                                                                                |

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|-------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Agenda Item: 9</b>                                       | Consideration of Commissioner's Comments & Questions on Staff Reports |
| <b>Presenter(s):</b>                                        | Dwain Miller                                                          |
| <b>Beginning Time:</b>                                      | 6:25PM                                                                |
| <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>                                       | None                                                                  |
| <b>Motion By:</b>                                           |                                                                       |
| <b>Second By:</b>                                           |                                                                       |
| <b>Voting:</b>                                              | <b>Ayes:</b>                                                          |
|                                                             | <b>Nays:</b>                                                          |
|                                                             | <b>Abstain:</b>                                                       |
| <b>End Time:</b>                                            | 6:34PM                                                                |

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| <b>Agenda Item: 10 Late Items</b>                           | Consideration of VDH Funding for Potter Road Waterline Extension Project BIL-015S-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Presenter(s):</b>                                        | Ryan Kiser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Beginning Time:</b>                                      | 6:34PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Background:</b>                                          | <p>Over the past two years WCSA has applied for funding assistance for Potter Road Waterline Extension Project with the Virginia Department of Health Office of Drinking Water. This year WCSA received an offer of funding for the project. As a reminder Potter Road was 1 of 8 projects WCSA applied for funding.</p> <p>The project would serve 8 connections with potable drinking water.</p> <p>Sixty percent of the water sources tested positive for bacteria contamination.</p> <p>WCSA has been offered \$784,745 of principal forgiveness and \$422,555 of loan funding.</p> <p>The terms of the loan are 20-years at 3.15% or 30-years at 4.05%.</p> <p>20-Year Loan – Annual payment of \$28,797.68/year with total payments of \$575,953.</p> <p>30-Year Loan – Annual payment of \$24,585/year with total payments of \$737,549.</p> <p>Typically to be financially feasible the cost per connection is around \$20,000. In evaluating the loan fund scenarios, the cost/connection is \$54,945 and \$92,193 respectively.</p> |
| <b>Discussion:</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>On the Record:</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Enclosures:</b>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Recommendation:</b>                                      | Staff recommend the Board accept the offer of funding for Potter Road Waterline Extension with the 20-year loan term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Proposed Motion:</b>                                     | Move that the Board accept the offer of funding for the Potter Road Waterline Extension with the 20-year loan term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Actual Motion:</b>                                       | Move that the Board accept the offer of funding for the Potter Road Waterline Extension with the 20-year loan term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Motion By:</b>                                           | Dwayne Ball                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Second By:</b> | Wayne Campbell   |        |  |
| <b>Voting:</b>    | <b>Ayes:</b>     | 5      |  |
|                   | <b>Nays:</b>     | 0      |  |
|                   | <b>Abstain:</b>  | 0      |  |
|                   | <b>End Time:</b> | 6:44PM |  |



**COMMONWEALTH of VIRGINIA**

*Department of Health*

B. Cameron Webb, MD, JD   P O BOX 2448   TTY 7-1-1 OR State Health Commissioner   RICHMOND, VA 23218   1-800-828-1120

May 15, 2026

Subject: Washington County  
Water – Washington County Service  
Authority  
Potter Road Water Line Extension BIL-  
015S-26

Mr. Ronald Seay, General Manager  
Washington County  
25122 Regal Drive  
Abingdon, VA 24211

Re:    Virginia Drinking Water State Revolving Fund  
      FY 2026 Bipartisan Infrastructure Law (BIL)/Financial Assistance  
      BIL Initial Offer

Dear Mr. Seay:

The Virginia Department of Health (VDH) has completed a preliminary review of your application for drinking water construction funds. The determination of the funding package is shown below; however, this determination and your inclusion in VDH's Intended Use Plan is contingent on the availability of federal and state funding as well as the conditions below.

Based on the information provided, VDH determined the total DWSRF funding package for your project is estimated to be **\$1,207,300**. The funding package consists of **\$784,745 as principal forgiveness** and **\$422,555 as a loan with your choice of terms – either 20 years or 30 years (or the design life of the**

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project, whichever is less). The interest rate on the 20-year loan will be set 1.0% below the 20-year market rate in the month before loan closing, and the interest rate shall not be less than 1.0%. Recently, the 20-year market rate less 1.0% program subsidy has varied between 2.85% and 3.15%. The interest rate on the 30-year loan will be set 0.50% below the 30-year market rate in the month before loan closing, and the interest rate shall not be less than 1.5%. Recently, the 30-year market rate less 0.5% program subsidy has varied between 3.90% and 4.05%.

Your project may be eligible for an additional interest rate reduction of 0.25% under our Expedited Closing Program (not to drop below a 1.0% interest rate). To qualify for the Expedited Closing Program VDH requires your loan closing to be completed within 12 months of our original award letter. If this funding offer is accepted, then you will receive an award letter after this. If you will participate in this special program, please indicate your plans for complying in your response letter.

This offer requires a commitment to evaluate revenues and adjust rates as necessary to ensure revenue growth that factors in increases (e.g., operational costs, inflation, etc.), other costs (e.g., Mr. Ronald Seay, General Manager

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asset/equipment replacements, technology upgrades, capital improvements, etc.), and takes into account other potential revenue reductions (e.g., future regulations, reductions from water conservation, etc.). VDH urges waterworks owners to establish and fund a capital reserve fund that adequately supports capital improvements and asset replacements.

Furthermore, VDH recommends waterworks owners implement a revenue growth model that includes automatic annual rate adjustments that exceed inflation. VDH recommends waterworks self-evaluate their financial position using the attached ***Building Financial Sustainability/Financial Health Indicators*** to ensure they are able to provide for financial sustainability. **You should begin to prepare your latest audited financial statement (fiscal year 2025) to avoid any delays in credit review and loan closing.**

VDH recommends all waterworks maintain updated Waterworks Business Operation Plans (WBOP), Asset Management Plans (AMP), and/or Capital Improvement Plans. As part of the Technical, Managerial, and Financial (TMF) Capacity Review, ODW Capacity Development requires an update to the AMP and WBOP. Please coordinate with Capacity Development on the AMP, WBOP, and for questions on the TMF review. These questions can be directed to Sarah Rowe, Capacity Development Supervisor, by phone at (804) 965-4385 or by email at Sarah.Rowe@vdh.virginia.gov.

Currently, the federal Drinking Water State Revolving Fund (DWSRF) appropriation and final requirements have not yet been finalized. However, all recipients should expect to comply with American Iron and Steel (AIS) requirements or Build America/Buy America Act (which includes AIS requirements), Davis Bacon Prevailing Wage, and other provisions as required.

The funding package and loan closing are conditioned on and are subject to change based on (but not limited to) the following:

- (1) The availability of federal and state match funds to support the DWSRF Program,

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- (2) New restrictions/conditions that the EPA or VDH may require in the use of the SRF funds or for participation in the Program,
- (3) Changes to the purpose, benefit, or scope of the project from the Preliminary Engineering Report (PER) or the DWSRF Application; or if the VDH-ODW Field Office does not concur with the project purpose, benefit, or scope,
- (4) Owner complying with the DWSRF Program requirements, and owner's progress to a timely closing according to a pre-negotiated schedule, or delays/changes in project readiness to proceed,
- (5) Owner's history of activities with the ODW/DWSRF Program (i.e., late or non-payments or noncompliance),
- (6) Owner obtaining user agreements from future water users in the project area, (if applicable)
- (7) The financial estimates provided in your loan application changing,
- (8) Owner's ability to secure the loan. All loan offers will require an acceptable credit review by the Virginia Resources Authority,
- (9) Owner soliciting other lenders for parity on this new debt,
- (10) Owner being debarred or suspended from applying for state or federal funds,
- (11) Waterworks maintaining compliance with the Virginia *Waterworks Regulations* and other applicable state/federal laws, regulations, policies, and procedures, and
- (12) EPA mandates that all program assistance recipients demonstrate full technical, financial, and managerial capacity in order to receive funds. VDH may place special requirements on recipients in order to ensure capacity requirements are met prior to loan closing.

Mr. Ronald Seay, General Manager

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An acceptance of this funding offer reflects a commitment on your part to these requirements. VDH reserves the right to by-pass any project that has not executed financial agreements within 12 months from the date of VDH's original award letter.

**Please notify me in writing as soon as possible but no later than June 15, 2026, at the email address [Anthony.Hess@vdh.virginia.gov](mailto:Anthony.Hess@vdh.virginia.gov) of your acceptance of this initial funding package offer or any concerns and additional factors that should be considered.** Failure to notify me can be deemed as your withdrawal from this program. Please use the above referenced project number and name on all correspondence. If necessary, I can be contacted by phone at (804) 584-0413 or by email at [Anthony.Hess@vdh.virginia.gov](mailto:Anthony.Hess@vdh.virginia.gov).

Sincerely,

*Anthony Hess*

box SIGN 17Y936R3-18VZ8ZY5

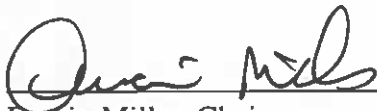
Anthony Hess, Director

Division of Financial & Construction Assistance Programs

cc: Sarah Rowe, Capacity Development Supervisor – Training, Capacity Development and Outreach  
Keith Kornegay, P.E., FCAP Project Team Leader, Lexington Field Office  
David Dawson, Ph.D., P.E., ODW Field Director, Abingdon Field Office Joe

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|-------------------------------------------------------------|-------------------|
| <b>Agenda Item: Late 11</b>                                 | Adjourn           |
| <b>Presenter(s):</b>                                        | Dwain Miller      |
| <b>Beginning Time:</b>                                      | 6:45PM            |
| <b>Potential Conflict(s) of Interest and Abstention(s):</b> |                   |
| <b>Background:</b>                                          |                   |
| <b>Discussion:</b>                                          |                   |
| <b>On the Record:</b>                                       |                   |
| <b>Actual Motion:</b>                                       |                   |
| <b>Recommendation:</b>                                      |                   |
| <b>Proposed Motion:</b>                                     |                   |
| <b>Actual Motion:</b>                                       |                   |
| <b>Motion By:</b>                                           | Wayne Campbell    |
| <b>Second By:</b>                                           | Cathy Miller      |
| <b>Voting:</b>                                              | <b>Ayes:</b> 5    |
|                                                             | <b>Nays:</b> 0    |
|                                                             | <b>Abstain:</b> 0 |
| <b>End Time:</b>                                            | 6:45PM            |



Dwain Miller, Chairman



Holly Thompson, Assistant Secretary