

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Agenda Item: 1	Call the Meeting to Order
Presenter(s):	Kevin Thayer
End Time:	4:58PM

Agenda Item: 2	Roll Call
Presenter(s):	Kevin Thayer
Present:	Kevin Thayer, James Hutton, Wayne Campbell, Dwayne Ball, Tony Miller, Ken Taylor, Isha Youhas
Absent:	None
End Time:	4:58PM

Agenda Item: 3	Prayer and Pledge of Allegiance
Presenter(s):	Tony Miller
Beginning Time:	4:58PM
End Time:	4:58PM

Agenda Item: 4	Approval of the Agenda
Presenter(s):	Kevin Thayer
Beginning Time:	4:59PM
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	None
Actual Motion:	Motion to approve the Agenda
Motion By:	Wayne Campbell
Second By:	James Hutton
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	4:59PM

Agenda Item: 5	Approval of the Consent Agenda
Presenter(s):	Kevin Thayer
Beginning Time:	4:59PM

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

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:	Ken Taylor
Second By:	Isha Youhas
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	5:00PM

Agenda Item: 6	Consideration to Renew Legal Service Agreement-Extension 4
Presenter(s):	Ron Seay
Beginning Time:	5:00pm
Potential Conflict(s) of Interest and Abstention(s):	
Background:	This Agreement is made and entered into with an Effective Date of August 24, 2026, by and between ELLIOTT LAWSON & MINOR, P.C. ("ELM"), 230 Piedmont Ave., Suite 300, Bristol, Virginia 24201, and WASHINGTON COUNTY SERVICE AUTHORITY ("WCSA"), 25122 Regal Ave, Abingdon, Virginia 24211, and is the fourth extension of an earlier Agreement with effective date of October 24, 2022. <u>Representation.</u> During the term of this Agreement ELM shall act as WCSA's General Counsel and provide such legal representation as WCSA may authorize, direct, or request. <u>Term.</u> The term of this Agreement shall be for one (1) year commencing on the Effective Date; provided, however, that WCSA may extend this Agreement for one (1) additional period of one (1) year each, for a total term of up to five (5) years. <u>ELM Attorneys.</u> The ELM attorneys responsible for representing WCSA during the term of this Agreement shall be Mark M. Lawson, Peyton Johnson and Eric W. Reeher, who will attend WCSA's Board of Commissioner meetings, perform most of WCSA's legal work, and manage WCSA's day-to-day legal needs. Notwithstanding the foregoing, Lawson, Johnson, or Reeher may assign legal work to other ELM attorneys and staff in order to provide WCSA with the most effective representation. If either Lawson, Johnson, or Reeher is unable to attend a WCSA Board of Commissioners' meeting, they will so advise the Board's Chairman and/or WCSA's General Manager and arrange for a substitute ELM attorney to attend the meeting.

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Discussion:	
On the Record:	
Recommendation:	Subject to answering any questions the Board may have, Staff recommends the Board favorably consider approving the Legal Services Agreement Extension 4.
Proposed Motion:	Move the board approve the Legal Services Agreement Extension 4.
Actual Motion:	The Board moved to approve the Legal Services Agreement Extension 4
Motion By:	Wayne Campbell
Second By:	Dwayne Ball
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	5:03PM

AGREEMENT
Extension 4

This Agreement is made and entered into with an Effective Date of August 24, 2026, by and between ELLIOTT LAWSON & MINOR, P.C. ("ELM"), 230 Piedmont Ave., Suite 300, Bristol, Virginia 24201, and WASHINGTON COUNTY SERVICE AUTHORITY ("WCSA"), 25122 Regal Ave, Abingdon, Virginia 24211, and is the fourth extension of an earlier Agreement with effective date of October 24, 2022.

WITNESSETH:

In consideration of the covenants contained in this Agreement, the parties agree as follows:

1. Representation. During the term of this Agreement ELM shall act as WCSA's General Counsel and provide such legal representation as WCSA may authorize, direct, or request.

2. Term. The term of this Agreement shall be for one (1) year commencing on the Effective Date; provided, however, that WCSA may extend this Agreement for one (1) additional period of one (1) year each, for a total term of up to five (5) years.

3. ELM Attorneys. The ELM attorneys responsible for representing WCSA during the term of this Agreement shall be Mark M. Lawson, Eric W. Reecher and Peyton S. Johnson, one of whom will attend WCSA's Board of Commissioner meetings, perform most of WCSA's legal work, and manage WCSA's day-to-day legal needs. Notwithstanding the foregoing, Lawson or Reecher may assign legal work to other ELM attorneys and staff in order to provide WCSA with the most effective representation.

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

4. Fees. For legal services rendered pursuant to this Agreement WCSA shall pay ELM \$240.00 per hour for ELM's senior members, \$220 per hour for ELM's junior members, and \$100 per hour for ELM's legal assistants. If this Agreement is extended as provided section 2 above, WCSA and ELM will negotiate any rate changes.
5. Costs and Expenses. During the term of this Agreement, WCSA shall reimburse ELM for costs and expenses incurred or advanced during the course of ELM's representation of WCSA including, without limitation, travel expenses, filing fees, service charges, document purchase costs, and extraordinary mailing or copying charges.
6. Billing. ELM shall submit a written monthly invoice for all fees, costs, and expenses due ELM under this Agreement, and each such invoice shall be submitted to WCSA no later than the 16th day of the following month.
7. Association of Counsel and Experts. During the term of this Agreement and subject to advance WCSA approval, ELM may associate other legal counsel or engage such experts or other service providers as may be beneficial to ELM's representation of WCSA, upon such terms and conditions as may be approved in advance by WCSA.
8. Conflicts of Interest. During the term of this Agreement, ELM shall screen for conflicts of interest. Should any conflict of interest arise during the term of this Agreement, ELM shall continue to represent WCSA to the fullest extent permitted by law, and shall decline, terminate or limit representation of other parties so as to avoid any conflict of interest. In the event that WCSA and ELM determine that ELM has a conflict of interest as to a particular matter, WCSA and ELM will cooperate to secure other counsel for such matter.
9. Termination. This Agreement may be terminated by ELM with or without cause, upon 60 days advance written notice to WCSA. WCSA may terminate this Agreement at any time, with or without cause, upon written notice to ELM.
10. Assignment and Subcontracting. Except as provided herein, this Agreement shall not be assigned by ELM, and the performance of any legal services hereunder shall not be subcontracted without the prior written approval of WCSA.
11. Choice of Law and Forum. This Agreement shall be governed by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in state or federal courts having venue for Washington County, Virginia.
12. Insurance. During the term of this Agreement, ELM shall maintain professional liability insurance in an amount not less than One Million Dollars (\$ 1,000,000
13. Miscellaneous. This Agreement represents the entire agreement between ELM and WCSA related to the subject matter hereof. There are no additional terms, conditions, considerations, or undertakings except those set forth in this Agreement. This Agreement may be modified only by a writing signed by the parties and approved, ratified, and confirmed by majority vote of WCSA's Board of Commissioners. Any notices related to this Agreement shall be sent to the parties at the addresses first listed above.

IN WITNESS WHEREOF, the parties have executed this Agreement:

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

WASHINGTON COUNTY SERVICE
AUTHORITY

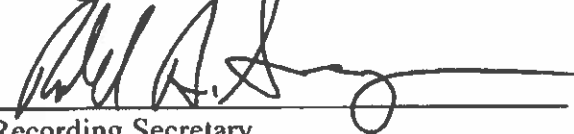
By 
Its Chairman

ELLIOTT LAWSON & MINOR, P.C.

By 
Its President

CERTIFICATION

I hereby certify that the foregoing Agreement was ratified, approved, and confirmed by majority vote of the Board of Commissioners of Washington County Service Authority at a public meeting held on the 24th of August 2026.


Recording Secretary
Washington County Service Authority

August 24, 2026
Recording Secretary, Date

- 2 -

Agenda Item: 7	Consideration of Additional Budget to Fund for Reedy Creek Slope Repair
Presenter(s):	Ryan Kiser
Beginning Time:	5:04PM
Potential Conflict(s) of Interest and Abstention(s):	None
Background	In 2024, WCSA completed a water line project on the lower end of Reedy Creek Road near Miller Hill Road. A few months before project completion VDOT was repairing a roadway subsidence issue and asked WCSA to move the proposed location of the new waterline to the top of roadway slope. Since that time there have been subsidence issues that are affecting the integrity of the waterline. This has prompted WCSA to perform a repair. In early 2026 WCSA engaged a geotechnical engineer to provide an opinion and report with a scope of work to fix the subsidence issue. The report suggested performing injection grouting to fill voids underneath the ground in the subsidence area. Quotes for the work were not received until July and

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

	early discussions suggested \$80,000 for the repairs. After discussion with contractors interested in the work, they suggested it would make their quote cheaper if WCSA had an independent contractor to perform general excavation, aggregate fill and traffic control operations. \$80,000 was included in the FY 2027 approved Operations and Maintenance budget. WCSA solicited quotes from (3) contractors, for construction assistance: Car-Mac Inc - \$17,972 Jones Road & Bridge - \$18,680 In Spring WCSA requested quotes from (3) contractors specialized in injection grouting. Geo Specialties - \$226,000 Rembco Geotechnical Contractors – \$138,100 Keller North America \$114,399 Total cost for the project is \$132,371. Since costs are based on an estimation of how much grout will be required from the amount of voids underground, the cost could be higher or lower. WCSA has asked the geotechnical contractor to work with the geotechnical engineer to provide grouting spacing to minimize cost as best as possible.
Recommendation:	Staff recommends the Board allow additional budget of \$60,000 towards the Reedy Creek Slope Repair.
Proposed Motion:	Staff recommends the Board allow additional budget of \$60,000 towards the Reedy Creek Slope Repair.
On the Record:	None
Actual Motion:	Board moved to allow additional budget of \$60,000 towards the Reedy Creek Slope Repair
Motion By:	Tony Miller
Second By:	Wayne Campbell
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	5:16PM

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Agenda Item: 8	Consideration of Request to Accept Funding from the Department of Environmental Quality for the Exit 13 Phase 2B Sewer Project
Presenter(s):	Ryan Kiser
Beginning Time:	5:17PM
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	
Background:	Since early 2000 WCSA has been working to provide sewer service to the Exit 13 area of Lee Highway. The last segment immediately along Lee Highway to be completed is Exit 13 Phase 2B that runs from Town of Abingdon to Virginia Highlands Airport. In September 2025 WCSA received offer of funding from the Department of Environmental Quality (DEQ) in the amount of \$3,045,190. The WCSA rate model had WCSA financing only 50% of the project. DEQ has since awarded WCSA with \$1,674,855 of principal forgiveness with an interest rate of .5%. Since receiving the award letter, WCSA has learned that the interest rate is now 0%. WCSA also reached out to USDA Rural Development on what funding they may have available and learned that their interest rate would be no lower than 3.75% with a maximum of 45% grant available. The Rural Development funding is also typically awarding 90% loan and 10% grant. The offer from DEQ is a very gracious offer. WCSA also has within its budget \$120,000 for FY 27. DEQ required that the project close by June 2027. With his requirement an additional \$100,000 of funding will be needed to progress the project through the bidding phase to reach loan closing. This is a very important project to supply public sewer to the remaining properties along Route 11 where specifically 22 of 35 properties have signed User Agreements.
Recommendation:	Staff recommends the Board accept the offer of funding from the Department of Environmental Quality and contribute the additional \$100,000 of needed funding from the operating budget for the Exit 13 Phase 2B Sewer Project.
Proposed Motion:	Move that the Board accept the offer funding from the Department of Environmental Quality and contribute the additional \$100,000 of funding from the operating budget to the Exit 13 Phase 2B Sewer Project
On the Record:	
Actual Motion:	Board moved to accept the offer funding from the Department of Environmental Quality and contribute the additional \$100,000 of funding from the operating budget to the Exit 13 Phase 2B Sewer Project

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Motion By:	Dwayne Ball
Second By:	Wayne Campbell
Ayes:	7
Nays:	0
Abstain:	0
End Time:	5:30PM

Agenda Item: 9	Consideration to Purchase New Sewer Camera
Presenter(s):	Dan Leathers
Beginning Time:	5:31PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	Wastewater cameras are required to inspect the sewer collection system from inside the pipeline. Excavation of the pipeline for inspection is significantly more time-consuming, poses additional damage risks, and is disruptive to homeowners, pedestrians, and road traffic. The camera system is used to identify damaged areas, blockages, and inflow and infiltration points, which increase treatment costs at wastewater facilities. The 2013 camera system WCSA owned has been inspected and was identified as damaged and “unrepairable.”
Discussion:	
On the Record:	
Enclosures:	
Recommendation:	The staff’s recommendation is to procure a new wastewater camera system. This will allow maintenance teams to identify and repair damaged infrastructure and prevent unnecessary additional costs for I & I treatment at wastewater facilities. The purchase-over-rent break-even point is <13 months.
Proposed Motion:	WCSA purchase a wastewater camera system to allow wastewater collection system repairs to continue.
Actual Motion:	Board moved to purchase a wastewater camera system to allow wastewater collection system repairs to continue.
Motion By:	Wayne Campbell
Second By:	Tony Miller
Ayes:	7
Nays:	0
Abstain:	0

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

End Time: 5:42PM

Agenda Item: 10	Discussion to add Audit Committee
Presenter(s):	Ron Seay
Beginning Time:	5:42PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	Kevin Thayer asked Wayne Campbell & Isha Youhas if they would volunteer as for this committee, they accepted. Isha Youhas requested to have contact information for RFC. Dwain Gilbert will provide this.
On the Record:	
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	
Nays:	
Abstain:	
End Time:	6:01PM

Agenda Item: 11	Discussion to Add 3% Fee to Credit Card Payments to Offset Credit Card Processing Fee Charged to WCSA
Presenter(s):	Holly Thompson & Dwain Gilbert
Beginning Time:	6:02PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	Pleasure of the Board to add a Fee to Credit Card Payments.

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

On the Record:	Board reviewed other Utilities from the Virginia Water & Wastewater Association that either did or did not charge a processing fee. Ron Seay reminded the Board that these fees are already part of our Rates & Fees that have been set through 2029. Dwain Gilbert discussed different charges that WCSA could charge after speaking with Global. Ron Seay discussed the steps necessary to begin adding these charges.
Enclosures:	
Recommendation:	
Proposed Motion:	
Actual Motion:	Board moved to draft a policy to add credit card processing fees. 2.5% +.60 for online & IVR payments. 3% for payments received by CSR in office.
Motion By:	Isha Youhas
Second By:	Tony Miller
Voting: Ayes:	6
Nays:	1-James Hutton
Abstain:	0
End Time:	6:34PM

Agenda Item: 12	Consideration to Adopt State of Virginia AI policy
Presenter(s):	Ron Seay
Beginning Time:	6:35PM
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	
Discussion:	
On the Record:	Staff will continue to draft a WCSA AI Policy. Following the Virginia AI Policy doesn't seem reliable for WCSA as most things do not apply to us. We could use AI for GIX, SCADA, etc. However, with the ongoing new features almost weekly, may be better to write a policy of things WCSA will not use AI for.
Actual Motion:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting: Ayes:	

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Nays:	
Abstain:	
End Time:	6:41PM

Agenda Item: 13	Consideration of Training for Commissioners, Roles & Responsibilities
Presenter(s):	Ron Seay
Beginning Time:	6:41PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	Isha Youhas suggested not having the training due to the additional legal fees. Ron Seay explained that it would be short and already part of the next meeting. Wayne Campbell suggested that everyone does need the training.
Actual Motion:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:44PM

Agenda Item: Late 14	Consideration of Commissioner's Comments & Questions on Staff Reports
Presenter(s):	Kevin Thayer
Beginning Time:	6:44PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	Isha Youhas wanted update on Employee Handbook. Ron Seay explained that Staff has been and will continue to work on the Handbook
Actual Motion:	
Recommendation:	
Proposed Motion:	
Actual Motion:	

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:46PM

Agenda Item:15-Late Item	Information for a WCSA CCBF Ordinance
Presenter(s):	Dan Leathers
Beginning Time:	6:46pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	VDH Information Virginia Code.
Discussion:	
On the Record:	
Actual Motion:	
Recommendation:	Information only for consideration at next meeting
Proposed Motion:	None
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:58PM

Agenda Item:16	Public Query & Comment
Presenter(s):	Kevin Thayer
Beginning Time:	6:59PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	None
Discussion:	None

Washington County Service Authority Board of Commissioners
August 24, 2026 Regular Board Meeting Minutes

On the Record:	
Actual Motion:	
Recommendation:	
Proposed Motion:	
Actual Motion:	
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:59PM

Agenda Item:17	Adjourn
Presenter(s):	Kevin Thayer
Beginning Time:	6:59PM
Potential Conflict(s) of Interest and Abstention(s):	
Background:	
Discussion:	
On the Record:	
Actual Motion:	
Recommendation:	
Proposed Motion:	
Actual Motion:	Motion to adjourn
Motion By:	Ken Taylor
Second By:	Wayne Campbell
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:59PM


 Kevin Thayer, Chairman


 Holly Thompson, Assistant Secretary