



**RAPIDAN SERVICE AUTHORITY
BOARD OF MEMBERS AGENDA
21-Mar-24**

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**NOTE: MEETING TO BE HELD AT THE ORANGE COUNTY PUBLIC SAFETY BUILDING AT 2:00 PM.
11282 GOVERNMENT CENTER DRIVE, ORANGE, VA 22960**

A regular meeting of the Board of Members of Rapidan Service Authority was held on January 18, 2024 at the Orange County Public Safety Building, Orange, VA.

The meeting was called to order at 2:00 PM. A quorum was established followed by the Pledge of Allegiance.

Present:	Members:	Coppage, Elliott, Johnson, Marshall, Voorhees
	Staff:	G.M. Clemons, D.O. Jarrell, Jonathan Joyner (notary)
	Guests:	Dave Davies

The first item of business was the election of officers. On a motion by Voorhees, seconded by Marshall, Mark Johnson was unanimously elected chairman on a voice vote. On a motion by Elliott, seconded by the Chairman, Troy Coppage was elected vice-chairman on a unanimous voice vote. On a motion by Coppage, seconded by Marshall, and approved on a unanimous voice vote, the Board appointed G.M. Clemons to serve as secretary/treasurer and D.A. Gaskins to serve as assistant secretary.

The agenda for the meeting was adopted on a motion by Coppage, seconded by Elliott, and passed unanimously on a voice vote.

After amending the draft minutes to reflect the fact that Attorney Stefan Calos attended the board meeting virtually, the minutes of the December 21, 2023 meeting were approved on a motion by Voorhees, seconded by Coppage, and unanimously passed on a voice vote.

There was no old business.

When an opportunity for public comment was presented, Dave Davies from Locust Grove spoke. He said the last board minutes available on the RSA website were from July 2023 and that there was no agenda for any 2024 board meeting. G.M. Clemons apologized that the staff member who posts those items had been out sick for a week and that was why there was no agenda posted. He will ask him to get the minutes postings updated once he is back. G.M. Clemons invited Mr. Davies to contact him if he ever has trouble obtaining a copy of the minutes, and he will be certain to get him a copy.

There were no customer requests and no Board comment.

G.M. Clemons then reported that the Town of Gordonsville had executed their end of the water purchase agreement with RSA and he was now bringing it to the RSA board for approval. It is a 15-year contract with one renewable five-year clause. The contract has been reviewed and approved by RSA's attorney, Stefan Calos. On a motion by Coppage, seconded by Elliott, the contract was accepted on a unanimous voice vote.

G.M. Clemons then gave his report. RSA closed on the building in Madison on January 5 and is now working on the needed renovations. Work should be completed well before RSA needs to leave the Ruckersville office in late June 2024.

G.M. Clemons took the opportunity to clarify that RSA has no plans to turn the Route 20 water system over to the Town of Orange but simply intends to purchase bulk water from them rather than using the

two wells on the system. (The RSA staff member who types the draft board minutes had misunderstood the intention expressed, and G.M. Clemons wanted to be certain that all of the Board members were clear on RSA's plans.) G.M. Clemons also asked that all Board members please turn in their financial disclosure statements if they had not already done so. He stated that RSA was working on the financial end of year and preparing for the annual audit. Mr. Voorhees asked if there was progress regarding a rate study, and G.M. Clemons indicated that an RFP had gone out and there would probably be an update to report at the March meeting. Mr. Elliot asked if work at the Madison water plant had started. G.M. Clemons said that preparations for the work had been made and the actual work should start soon.

There was no attorney report and no closed session needed. On a motion by Coppage, the Board unanimously voted to adjourn the meeting at 2:10 p.m.

Chairman

Questionable Fluctuated Monthly Statement

Azar Bigdeli <azarbigdeli16@gmail.com>

Sat 2/3/2024 1:22 PM

To:RSA Board <rsaboard@Rapidan.org>

Dear Board Member, I have reached your office numerous time since Oct 5,2923 especially about my Sep 2023 bill for 327 and Jun \$154 and Apr \$145 spoke to Jonathan after all he suggested including the black box?and using Dye coloring for toilet tank still we could not reach any convincing reason why this is??? I'm elderly with fixed income and Nothing varies on my monthly water usage. I don't mind to pay my dues if there is reason for my high usage of water but I truly believe something it's not right here please Help me to refund me back for something that there is no reason for being charged outrageously for!!!

I have looked at and compare my bills from Dec 2022 to recent one Jan 2024 my charges are from ?85 to \$125!??

Thank you for your time and effort spend on this matter.

Mrs Bigdeli,

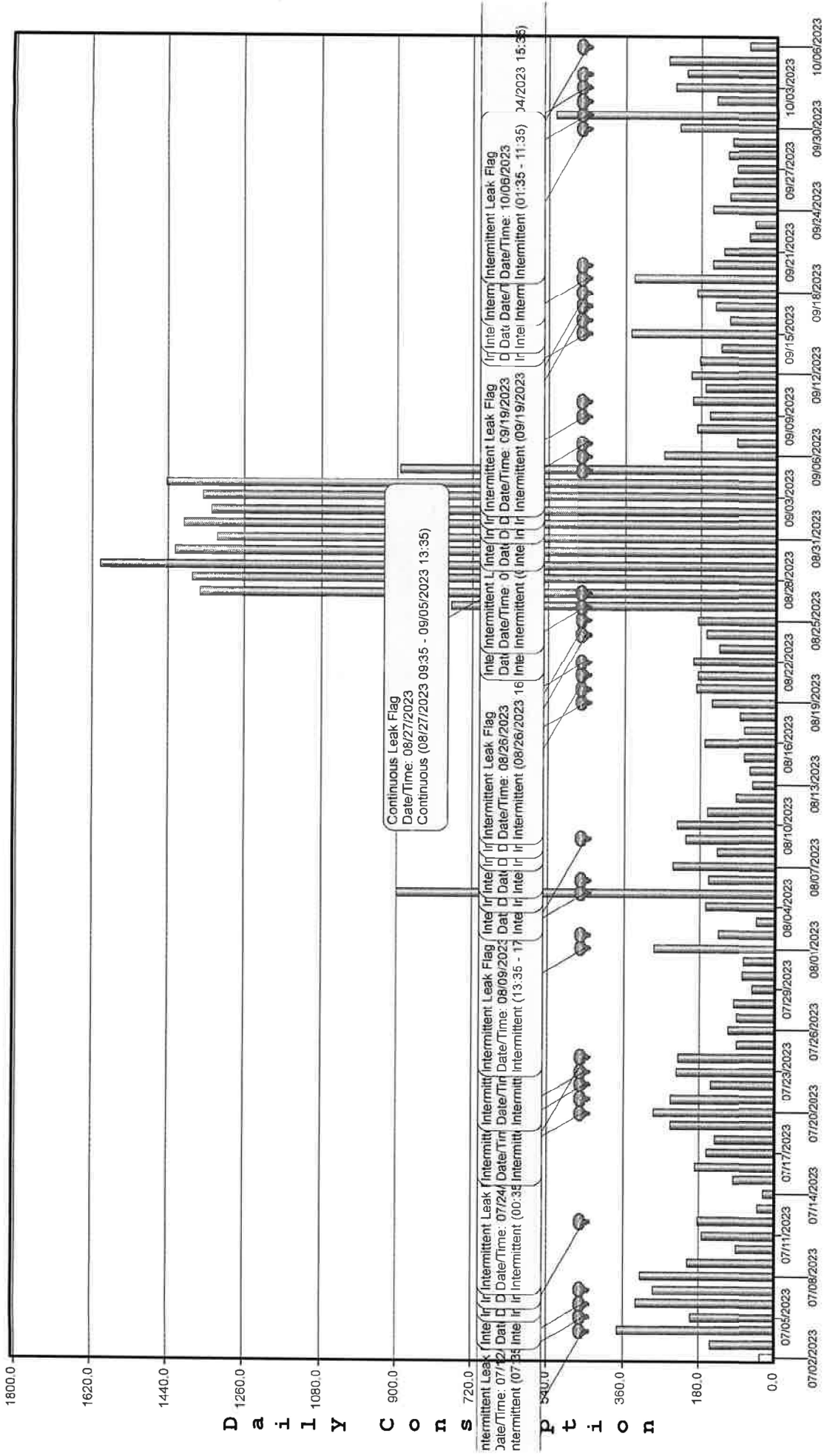
PS please contact me by calling at703-615-7472

Sent from my iPhone

You are hereby advised that, pursuant to the Virginia Freedom of Information Act, written correspondence (including, but not limited to, letters, e-mails and faxes) from and to Rapidan Service Authority and its Board of Members and employees, and others acting on its behalf, may be subject to disclosure as a public record. This includes the e-mail address(es) and other contact and identifying information for parties involved in the correspondence.

Rapidan Service Authority
E-Code R900i Data Logging Report
MIU#: 1566252964 Acct: Unknown Mtr #: 1566252964 Addr: 118 Jefferson AVE for 07/02/2023 through 10/06/2023, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag
 Major Reverse Flow Flag
 Intermittent Leak Flag
 Continuous Leak Flag



Interval (Daily)

Rapidan Service Authority
Billing History For AZAR BIGDELI, Account 00004641-02

Start Date	End Date	Start Read	End Read	Adj Consump	Read Code	ADC (gallons)	Number of Days in Period
02/07/24	03/07/24	2566	2604	38	Actual	1.27	30
01/08/24	02/07/24	2515	2566	51	Actual	1.65	31
12/07/23	01/08/24	2456	2515	59	Actual	1.79	33
11/08/23	12/07/23	2410	2456	46	Actual	1.53	30
10/06/23	11/08/23	2373	2410	37	Actual	1.09	34
09/08/23	10/06/23	2323	2373	50	Actual	1.72	29
08/07/23	09/08/23	2149	2323	174	Actual	5.27	33
07/10/23	08/07/23	2101	2149	48	Actual	1.66	29
06/07/23	07/10/23	2041	2101	60	Actual	1.77	34
05/05/23	06/07/23	1963	2041	78	Actual	2.29	34
04/07/23	05/05/23	1917	1963	46	Actual	1.59	29
03/07/23	04/07/23	1844	1917	73	Actual	2.28	32
02/07/23	03/07/23	1783	1844	61	Actual	2.10	29
01/09/23	02/07/23	1738	1783	45	Actual	1.50	30
12/07/22	01/09/23	1675	1738	63	Actual	1.85	34
11/07/22	12/07/22	1627	1675	48	Actual	1.55	31
10/07/22	11/07/22	1566	1627	61	Actual	1.91	32
09/08/22	10/07/22	1525	1566	41	Actual	1.37	30
08/04/22	09/08/22	1473	1525	52	Actual	1.44	36
07/08/22	08/04/22	1430	1473	43	Actual	1.54	28
06/07/22	07/08/22	1401	1430	29	Actual	0.91	32
05/06/22	06/07/22	1350	1401	51	Actual	1.55	33
04/07/22	05/06/22	1291	1350	59	Actual	1.97	30
03/07/22	04/07/22	1233	1291	58	Actual	1.81	32
02/07/22	03/07/22	1174	1233	59	Actual	2.03	29
01/10/22	02/07/22	1109	1174	65	Actual	2.24	29
12/07/21	01/10/22	1030	1109	79	Actual	2.26	35
11/08/21	12/07/21	945	1030	85	Actual	2.83	30
10/06/21	11/08/21	885	945	60	Actual	1.77	34
09/08/21	10/06/21	817	885	68	Actual	2.35	29
08/06/21	09/08/21	740	817	77	Actual	2.27	34
07/08/21	08/06/21	643	740	97	Actual	3.23	30
06/07/21	07/08/21	572	643	71	Actual	2.22	32
05/07/21	06/07/21	532	572	40	Actual	1.25	32
04/07/21	05/07/21	495	532	37	Actual	1.19	31
03/09/21	04/07/21	433	495	62	Actual	2.07	30
02/05/21	03/09/21	391	433	42	Actual	1.27	33
01/07/21	02/05/21	368	391	23	Actual	0.77	30
12/05/20	01/07/21	347	368	21	Actual	0.62	34
11/06/20	12/05/20	308	347	39	Actual	1.30	30
10/06/20	11/06/20	260	308	48	Actual	1.50	32
09/08/20	10/06/20	220	260	40	Actual	1.38	29
08/06/20	09/08/20	180	220	40	Actual	1.18	34
07/10/20	08/06/20	150	180	30	Actual	1.07	28
06/08/20	07/10/20	104	150	46	Actual	1.39	33
05/06/20	06/08/20	63	104	41	Actual	1.21	34
04/07/20	05/06/20	26	63	37	Actual	1.23	30
03/27/20	04/07/20	0	26	26	Actual	2.17	12
03/18/20	03/27/20	6033	6038	5	Change Out	0.50	10
03/27/20	03/27/20	0	0	0	Actual	0.00	1



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

VWP Individual Permit Number 23-0250

Effective Date: March 15, 2024

Expiration Date: March 14, 2039

VIRGINIA WATER PROTECTION PERMIT ISSUED PURSUANT TO THE STATE WATER CONTROL LAW AND SECTION 401 OF THE CLEAN WATER ACT

In compliance with § 401 of the Clean Water Act, as amended (33 USC § 1341) and the State Water Control Law and regulations adopted pursuant thereto, the department has determined that there is a reasonable assurance that this VWP permit, if complied with, will protect instream beneficial uses, will not violate applicable water quality standards, and will not cause or contribute to a significant impairment of state waters or fish and wildlife resources. In issuing this VWP permit, the department has not taken into consideration the structural stability of any proposed activities.

Permittee: Rapidan Service Authority

Facility: Wilderness WTP

Facility Address: 36075 Wilderness Shores Way, Locust Grove, VA 22508

Activity Location: The project is located approximately 1.2 miles northeast of the intersection of Virginia Route 3 (Germanna Highway) and Somerville Road in Orange County, Virginia.

Activity Description: The permit authorizes the modification and continued operation of an existing intake structure and surface water withdrawals from the Rapidan River. Withdrawals are for municipal public water supply. Permitted activities shall be conducted as described in the Joint Permit Application and supplemental materials, revisions, and clarifications.

The Permittee's authorized water withdrawal shall not exceed:

1,094,800,000 gallons per year,

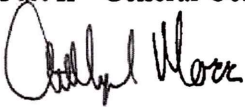
91,000,000 gallons per month,

2,999,520 gallons per day

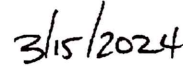
Maximum Instantaneous Limit: up to 3,000 gpm when the 14-day rolling average flow exceeds 70 cfs, and once the 14-day rolling average falls below 70 cfs, the permittee must reduce rates to 2,000 gpm or less.

The permitted withdrawal will be used to provide municipal public water supply. Other uses are not authorized by this permit.

The permitted activity shall be in accordance with this Permit Cover Page, Part I - Special Conditions, and Part II - General Conditions.



Scott Morris, DBA, P.E.
Director, Water Division



Date



Length	Material	Condition	Priority	Installed	Replaced	Life Cycle	Priority A
300.00	PVC	12 Years	1	1/1/2000	1/1/2000	Active	None
200.00	PVC	10 Years	2	1/1/2000	1/1/2000	Active	None
100.00	PVC	10 Years	3	1/1/2000	1/1/2000	Active	None
50.00	PVC	10 Years	4	1/1/2000	1/1/2000	Active	None
200.00	PVC	10 Years	5	1/1/2000	1/1/2000	Active	None

Enterprise Asset Management

OpenGov Cartegraph

Asset Management - more than just maintenance scheduling

- Properly assessing and maintaining RSA assets...
 - ...is **fiscally responsible** (reduce frequency of surprise failures, establish sound basis for rate-setting, spending, and setting priorities).
 - ...**improves efficacy of existing resources** (informed decisions reduce wasted effort, more data = ability to analyze and improve).
 - ...is **necessary to obtain funding** from State and Federal agencies.
 - ...**empowers employees** to boost productivity and take pride in the performance and condition of their utility system.
 - ...boosts **customer satisfaction** and confidence in RSA decisions.

Paper is Not Permanent

- For several years, RSA has aimed to **digitize existing documents** and **prevent generation of new printed documents**.
- Most field work (inspections, overflow reports, work orders, service orders, etc.) still involves paper forms and handwritten records.
- Goal: **eliminate paper** from existing workflows.

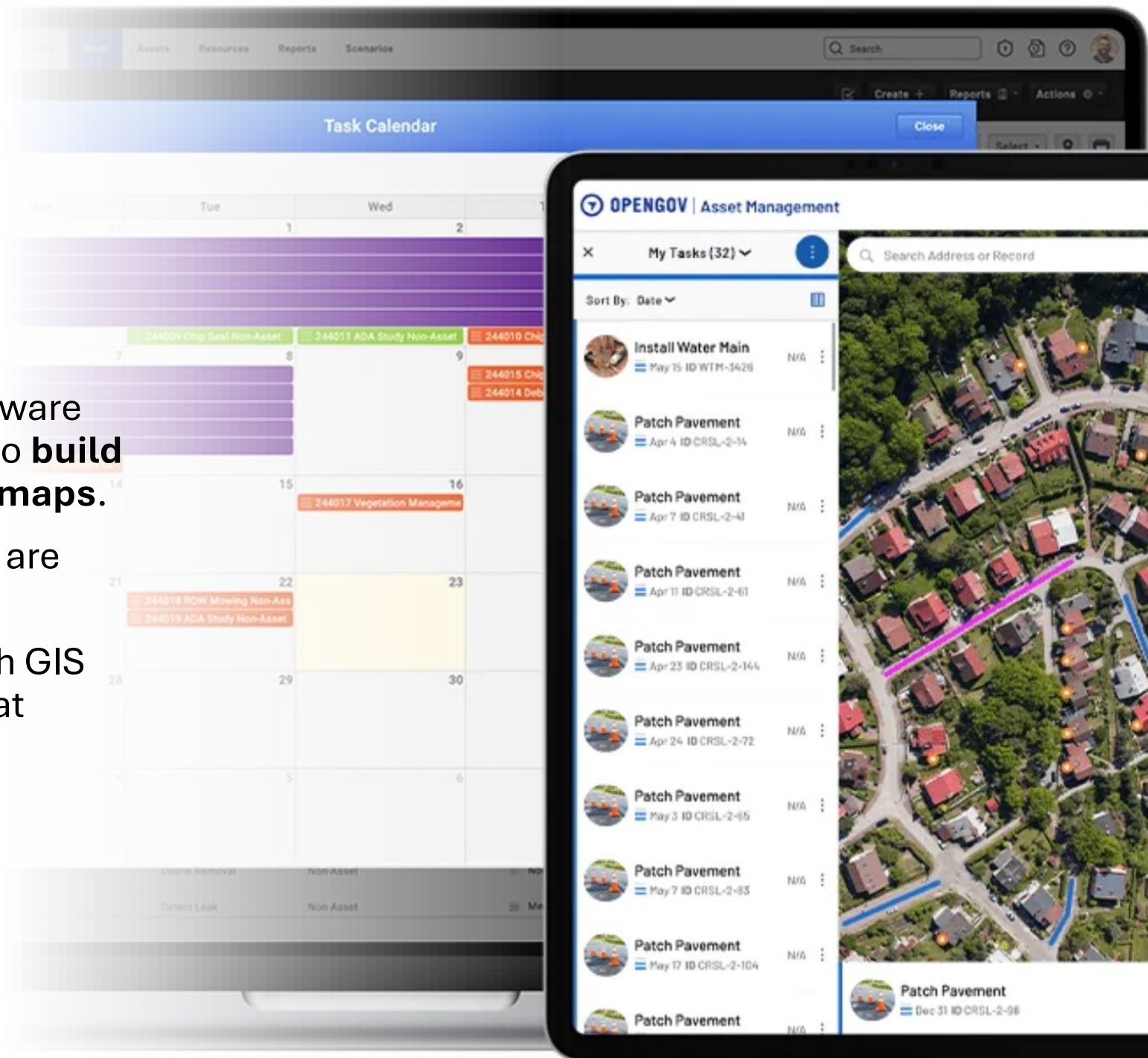
The Modern Workforce is Mobile

- Solutions without easy-to-use mobile (smartphone and tablet) apps suffer from **poor adoption rates** and **resistance**.
- Change is hard, technology should make it easier.



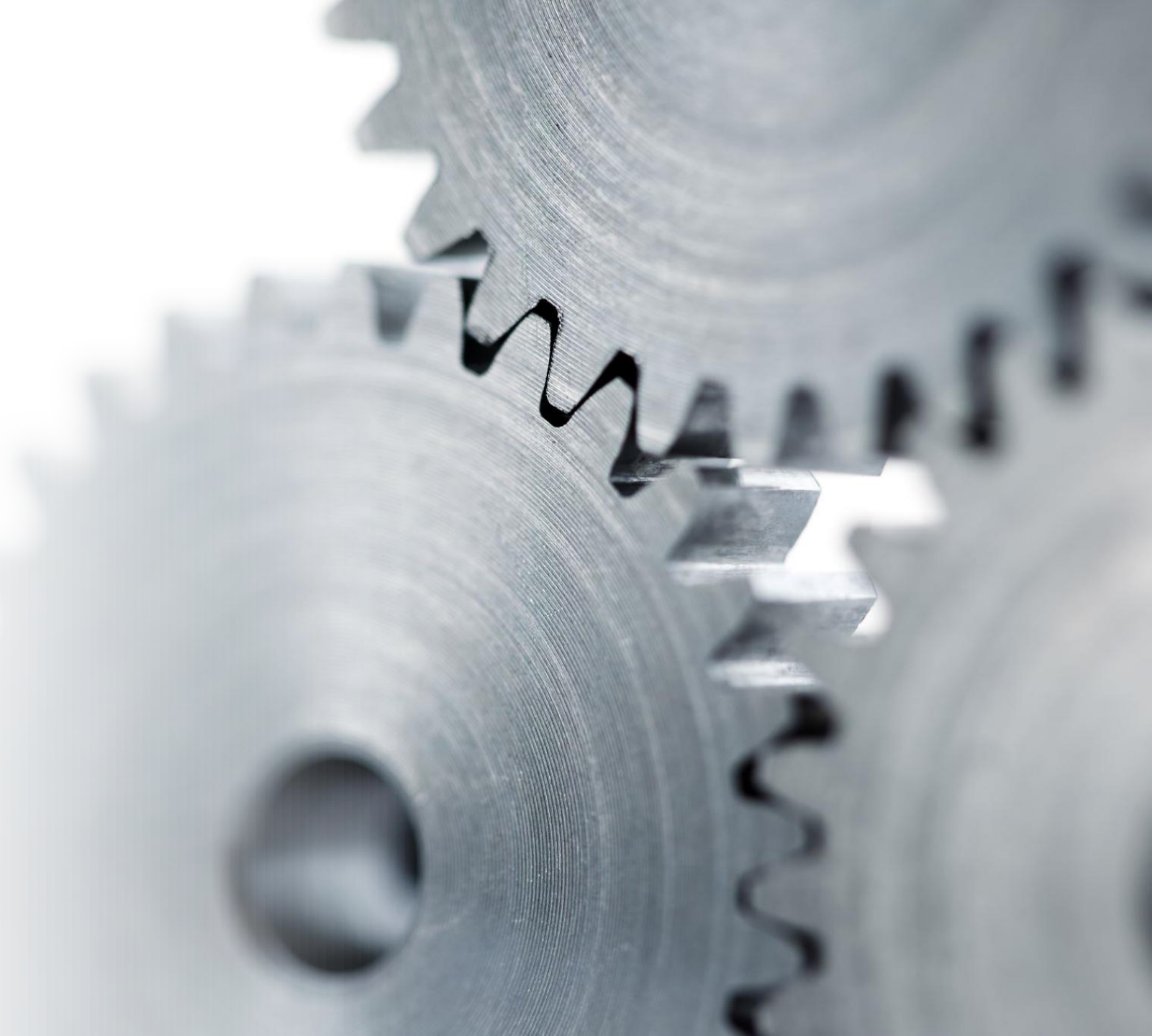
Seeing is Believing

- Asset Management software supports RSA initiative to **build GIS and digitize paper maps**.
- Work orders and assets are represented on a map.
- Two-way integration with GIS maps (ESRI) ensures that records do not become outdated.



It Should Just Work

- Integration with existing business and operations software is crucial.
- Service orders are generated in Muni-Link billing software, completed within Cartegraph, and transferred back for office review.



Selection Process

- 2012: Wilderness WWTP upgrade project delivered with Antero asset management software. Difficult to use, poor acceptance. Lessons were learned about features/functionality to seek and avoid.
- 2019-2022: Informal search for suitable solutions, internal discussions about requirements and goals
- 2023: Review of top three candidates by Operations and GIS staff
 - Innovyze InfoAsset Manager
 - AMCS UtilityCloud
 - OpenGov Cartegraph
- January 2024: Selection of OpenGov Cartegraph
- Implementation is proceeding now.



RAPIDAN SERVICE AUTHORITY

February-2024

Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Water & Sewer Revenue - Madison Co.	47,311	54,417	(7,106)	89,225	108,835	(19,609)
Water & Sewer Revenue - Orange Co.	527,285	645,057	(117,772)	1,044,817	1,290,115	(245,298)
Discounts Not Taken	8,220	9,586	(1,366)	15,093	19,173	(4,079)
Sale of Materials & Supplies	895	3,250	(2,355)	1,790	6,500	(4,710)
Engr & Maint Revenue	-	2,167	(2,167)	-	4,333	(4,333)
Inspection/Permit Fees	-	1,683	(1,683)	-	3,367	(3,367)
Service Fees	8,381	9,375	(994)	15,686	18,750	(3,064)
Service Installations Revenue	4,550	13,250	(8,700)	28,050	26,500	1,550
Rental/Lease	2,934	9,785	(6,852)	5,807	19,571	(13,763)
Total Operating Income	599,575	748,571	(148,996)	1,200,468	1,497,142	(296,674)
Operating Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Purchased Water	37,543	40,673	3,130	74,180	81,347	7,167
Operating Labor	206,617	185,249	(21,368)	364,413	370,499	6,085
New Service Installations	22,003	11,042	(10,962)	32,194	22,083	(10,111)
Locations-Miss Utility	7,908	6,808	(1,099)	12,761	13,617	856
Engineering & Maintenance	125,406	129,342	3,936	222,899	258,683	35,784
Water Treatment Supp.	64,364	67,467	3,103	147,786	134,933	(12,853)
Utilities	86,790	79,146	(7,644)	160,808	158,292	(2,516)
Vehicle Expense	8,948	12,550	3,602	18,726	25,100	6,374
Testing	3,353	7,250	3,897	13,519	14,500	981
Biosolids Waste Mgmt	4,169	4,708	539	4,316	9,417	5,101
Total Operating Expenses	567,102	544,235	(22,867)	1,051,602	1,088,471	36,869
Gross Margin	32,473	204,336	(171,863)	148,867	408,672	(259,805)
General & Admin Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Billing & Collection Exp	10,176	12,392	2,216	17,596	24,783	7,188
G & A Labor	93,154	82,846	(10,309)	158,997	165,692	6,695
Comp. Board of Members	732	750	18	1,327	1,500	173
Insurance Premiums	-	10,850	10,850	58,784	21,700	(37,084)
Bank & Credit Card Fees	1,191	417	(775)	1,682	833	(849)
Offices Expenses	16,414	11,958	(4,455)	47,662	23,917	(23,746)
Legal/Bond Fees	7,917	5,375	(2,542)	15,856	10,750	(5,106)
Water Regulatory Fees	4,378	4,458	81	4,631	8,917	4,285
Audit & Other Consulting	6,500	2,833	(3,667)	6,684	5,667	(1,018)
Total General & Admin Expenses	140,462	131,879	(8,583)	313,220	263,758	(49,462)
Net Operating Income	(107,989)	72,457	(180,446)	(164,353)	144,913	(309,267)
Non-Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Avail. - Water & Sewer - Madison Co.	-	-	-	-	-	-
Avail. - Water & Sewer - Orange Co.	320,000	-	320,000	660,000	-	660,000
Interest Earned	(5,129)	25,000	(30,129)	30,302	50,000	(19,698)
Non Operating Revenue Cap Contr.	149,895	-	149,895	149,895	-	149,895
Total Non-Operating Income	464,766	25,000	439,766	840,197	50,000	790,197
Net Income Before Debt Service	356,777	97,457	259,320	675,844	194,913	480,931
Debt Service	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Debt Service	-	70,695	70,695	-	141,390	141,390
Net Income	356,777	26,762	330,015	675,844	53,524	622,320