

A regular meeting of the Board of Members of Rapidan Service Authority was held on November 16, 2023 at the Orange 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 (2:02 PM), Marshall, Voorhees
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos
	Guests:	

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

Minutes of the September 21, 2023 meeting were approved on a motion by Voorhees, seconded by Elliott, and passed on a unanimous voice vote.

There was no old business and no public or board comment. There were no customer requests.

DO Jarrell then gave an update on the Madison WTP upgrade. There was only one bid on the original proposal in July, and it was not suitable. RSA reworked the proposal and opened bids for the revised job on November 1. Patterson Construction was the low bidder. RSA has worked with them in the past in a satisfactory manner. The contract has been sent to RSA's attorney for review, and GM Clemons asked for the Board's permission to sign the contract once Mr. Calos has approved it. The contract gives an expected completion date of December 3, 2024. RSA must have the work completed by December 31, 2024 in order to receive the ARPA grant funds. The contract makes Patterson Construction responsible if the work is not completed by this date. On a motion by Johnson, seconded by Elliott, the Board authorized GM Clemons to sign the contract once approved by RSA's attorney. The motion passed unanimously on a voice vote.

On an information-only basis, GM Clemons shared about Spring Green, a potential subdivision development in Louisa County. The developer has approached RSA about the possibility of connecting the subdivision to the RSA sewer system. GM Clemons indicated that RSA provides service to a few customers in Louisa County, but this would be the largest by far. RSA has the sewer capacity to easily handle the subdivision and the availability revenue would be helpful, but GM Clemons told the developer that RSA would need something in writing from Louisa County confirming that they had no objections before RSA would take on the project. GM Clemons emphasized that at this point it is just a possibility, but he wanted the Board to be informed.

DA Gaskins then presented a recommendation to the Board that in light of RSA's strong year financially and the difficulty in finding and retaining good employees, the Board give an employee retention bonus to the employees. Mr. Coppage pointed out that this was done in the past at the end of the year when RSA was in a financial position to do so. The total cost would not exceed \$22,000. On a motion by Johnson, seconded by Voorhees, the Board passed the proposal on a unanimous voice vote. GM Clemons thanked the Board on behalf of the staff.

GM Clemons gave his report. RSA is finishing the year in good financial shape. Although the Rapidan river has yet to come back to pre-water restriction levels, it has been above mandatory water restriction levels for the last couple of months and GM Clemons feels that the water restrictions can now safely be removed. Plans for the new East office are progressing. There had been a delay due to setback issues with Orange County, but RSA's consulting engineer is working on a design revision and RSA hopes to move forward in a month or two. GM Clemons also confirmed that the final facility fee payment has been made to Greene County and the official transition period has been completed, as well. The search continues for an office location in Madison. RSA is looking at the possibility of building a maintenance storage facility on the water plant site, and there is a property that has just become available on Rt. 29 that also might be a possibility. RSA management has not yet looked at the property but plans to do so very soon.

There was no formal Attorney's Report, although Mr. Calos did point out that RSA needs to change its logo. He also pointed out that since the Greene County transition period has ended, RSA should now treat any requests for information from them as FOIA requests. If the information is already available and easily gathered, RSA could provide it at no charge. If it requires significant staff time or a new report to be produced, RSA should provide them with an estimate of the cost and then charge for the information if they decide they still want it.

The Chair made a motion, seconded by Voorhees, to go into closed session to discuss the possible purchase of a site for a future water plant in Locust Grove. The motion passed unanimously on a voice vote. The Board went into closed session at 2:33 PM and came out at 3:14 PM.

The meeting was adjourned at 3:15 PM on a motion by Johnson, seconded by Vorhees and passed unanimously by voice vote.


Chairman