

A regular meeting of the Board of Members of Rapidan Service Authority was held on December 19, 2024 at the Madison County Administration Building, Madison, 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
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos

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

The minutes of the November 21, 2024 meeting were approved on a motion by Marshall, seconded by Elliott, and unanimously passed on a voice vote.

Under Old Business, the Board took up the proposal to accept Twin Lakes 3A into the RSA water and sewer system. All Board questions had been answered satisfactorily and on a motion by Coppage, seconded by Marshall, the Board voted unanimously to accept the section into the RSA system.

There were no customer requests or comments from the Board.

G.M. Clemons then brought the previously presented Gordonsville rate changes to the Board for approval. (These rates are set by contract and do not require public hearings by RSA.) Based on the study by NewGen, the rates are changing as follows: 1) The water rate is going from \$6.62 to \$8.28 per 1000 gallons; 2) The sewer rate is going from \$12.77 to \$9.50 per 1000 gallons. This sewer rate change includes a change in billing procedure. The Town of Gordonsville currently reads its water meters and bills its customers directly. They send a copy of these meter readings to RSA, from which RSA prepares a bill based on 90% of the water usage reported. RSA actually has three meters which it uses to measure water usage for the Town of Gordonsville. Rather than continuing the current billing process, RSA plans to use these three meters to directly determine water usage and will bill sewer charges for 90% of the water usage registered on these meters. (If RSA were to continue the current billing process, the difference in measurement would necessitate an increase in the sewer rate to approximately \$18.50 per thousand gallons.) On a motion by Coppage, seconded by Marshall, the proposed rate changes were approved on a unanimous voice vote.

The proposed 2025 RSA budget was then presented. G.M. Clemons indicated that the budget was a guide, and that income and expenditures would continue to be monitored throughout the year and adjustments made as necessary. RSA will remain fiscally conservative and does not intend to use non-operating income toward operating expenses or debt service. The proposed budget accomplishes these goals and would allow for non-operating income to be reserved for future needs. The budget also includes the rate adjustments indicated by the NewGen rate study for a period of 11 months. RSA anticipates the need to hire three additional water plant operators and an engineering technician in the coming year. Also, to remain competitive in a tight job market, a COLA adjustment of 5% was included for staff. Mr. Elliott had

concerns regarding the 5% COLA adjustment and indicated that he could not support the budget with it included. On a motion by Coppage, seconded by Marshall, the Board adopted the budget on a 3-1 rollcall vote as follows: Coppage – aye; Elliott – nay; Johnson – aye; Marshall – aye.

G.M. Clemons then presented the proposed 2025 RSA Board meeting schedule. He pointed out that the meeting in June would be on a Wednesday rather than a Thursday as the third Thursday in June is a holiday. As in the past, meetings will commence at 2:00 p.m. On a motion by Elliott, seconded by Coppage, the Board adopted the proposed meeting schedule on a unanimous voice vote.

G.M. Clemons then pointed out that RSA had once again received a certificate of achievement by the Government Financial Officers Association for excellence in financial reporting for its 2023 annual comprehensive financial report. This is the 40<sup>th</sup> consecutive year that RSA has received this recognition. G.M. Clemons continued his report by directing the Board's attention to the November financial statement. RSA is still doing fine but anticipates improvement to the financial picture with the anticipated upcoming rate adjustments. G.M. Clemons reminded the Board of the times and locations of the scheduled early January public rate hearings. RSA officer elections will take place at the January Board meeting. G.M. expressed the gratitude of the RSA staff for the bonus approved by the Board at the last meeting and asked that the Board members pick up their annual financial disclosure forms and return them to him at the January Board meeting. Finally, G.M. Clemons expressed his personal gratitude to the RSA Board for their involvement and support of RSA and its staff during the past year.

At 2:25 p.m. the Board went into closed session with Attorney Calos based on the following motion made by Elliott, seconded by Coppage, and passed unanimously (See attached)

The Board came out of closed session at 2:41 p.m., and each Board member individually affirmed that the following requirement regarding matters discussed during the closed session was met (See attached).

With no further business to discuss, on a motion by Coppage the meeting was adjourned at 2:43 p.m. on a unanimous voice vote.

  
Chairman