



**RAPIDAN SERVICE AUTHORITY
BOARD OF MEMBERS AGENDA
18-Jun-25**

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**NOTE: MEETING TO BE HELD AT THE MADISON COUNTY ADMINISTRATION BUILDING, AT 2:00 PM.
414 N. MAIN STREET, MADISON VA 22727**

TO VIEW THE MEETING VIRTUALLY, VISIT

<https://youtube.com/live/R2iOEEoVrfQ?feature=share>

A regular meeting of the Board of Members of Rapidan Service Authority was held on May 15, 2025, at the Orange County Public Safety Building, Orange, VA.

A quorum was established and the meeting called to order at 2:00 p.m., followed by the Pledge of Allegiance.

Present:	Members:	Coppage, Elliott, Johnson, Voorhees
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins, Lynn Clements
	Attorney:	Stefan Calos
	Guests:	Bryan Nicol

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

After correction in the spelling of Mr. Nicol's name, the minutes of the April 17, 2025 meeting were approved on a motion by Voorhees, seconded by Coppage, and passed unanimously on a voice vote.

During the opportunity for public comment, Bryan Nicol expressed his appreciation to the Board for the inaugural YouTube livestream of the monthly Board meeting then taking place.

There were no customer requests.

During the opportunity for Board comment, Mr. Voorhees stated that Orange County Supervisors Hale and Nicol had expressed interest in leading a delegation on behalf of RSA to discuss a grant application with the General Assembly in Richmond, so he will be in contact with GM Clemons to discuss this.

The Board then recognized Lynn Clements for his 45 years with RSA. Mr. Clements is retiring, and the Board expressed its appreciation for his service with a plaque and a standing ovation. Mr. Clements expressed his gratitude for the Board and for the opportunity to serve the public through RSA. He especially appreciated the opportunity RSA gave him to also serve as a volunteer fireman in the three counties it served over the years.

G.M. Clemons then presented a request for the Twin Lakes Section 3C consisting of 36 lots on Saffron Lane in Locust Grove to be accepted into the RSA water and sewer systems. On a motion by Coppage, seconded by Elliott, on a roll call vote the Board voted to accept the section by a vote of three ayes (Coppage, Elliott, Johnson) and one abstention (Voorhees).

During G.M. Clemons's report, he noted the new streaming of RSA Board meetings on YouTube and then gave an update regarding the recent valve failure in the Lake of the Woods system. The failed valve had been installed as part of a project in 2002 with a total of eighteen 12" valves and thirty 6" valves being installed at that time. The valves were all Mueller valves, which has historically been a good brand, but Mueller, in conversation with East Manager Joe Gonzalez, stated they have encountered a problem with these valves in what they refer to as hot, or corrosive, soil conditions. GM Clemons's understanding is

that most of the soil at Lake of the Woods would not fall into that category, but RSA will be testing the soil at the site of the valve failure as well as some other areas in Lake of the Woods to determine if it would be considered corrosive. Future action will be determined based on the results of the soil tests. RSA would prefer not to have to dig up the other 47 valves but will do so if necessary. GM Clemons then reminded the Board that the June meeting would be on Wednesday, June 18, rather than Thursday, June 19, and concluded his report by stating that RSA's financial position through April was about where it would be expected to be at this time.

There was no Attorney report.

At 2:11 p.m. the Board went into closed session based on the motion made by Voorhees, seconded by Coppage, and passed unanimously on a voice vote of the Board members in attendance (See attached Motion). The Board came out of closed session at 2:21 p.m., and each Board member in attendance individually affirmed that the requirement regarding matters discussed during the closed session was met.

The Chair then asked the Board to amend the agenda to add item 6I – Consent Order. On a motion by Coppage, seconded by Voorhees, the Board unanimously agreed to do so. GM Clemons then presented a consent order from the Virginia Department of Health regarding the water problem from August 2024. He indicated that he and Attorney Calos had worked on this document at length and recommended that the Board approve it. On a motion by Coppage, seconded by Voorhees, the Board unanimously voted on a roll call vote to accept the document and authorize GM Clemons to sign it.

With no further business to discuss, on a motion by Voorhees, the meeting was adjourned at 2:26 p.m. on a unanimous voice vote.

Chairman

**MOTION TO ENTER INTO CLOSED SESSION AT
THE REGULAR MEETING OF THE BOARD OF MEMBERS OF THE
RAPIDAN SERVICE AUTHORITY ON MAY 15, 2025**

I move that the Board of Members of the Rapidan Service Authority enter into closed session for the following, pursuant to Virginia Code section 2.2-3711(A)(8):

Consultation with legal counsel regarding specific legal matters related to the Wilderness Water Treatment Plant requiring the provision of legal advice by such counsel.

Motion by: Voorhees

Seconded by: Coppage

The motion passed unanimously by voice vote of the four Board members in attendance.

Upon leaving the closed session and entering back into open session, please state the following:

Pursuant to Virginia Code § 2.2-3712(D), (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting by the RSA board. Should any members of the board believe that there was a departure from the foregoing requirements, please so state at this time, prior to the vote, and indicate the substance of the departure that, in their judgment, has taken place.

I would ask each Board Member to certify that the foregoing requirements were met, by saying "AYE".

Coppage	<u>X</u>
Elliot	<u>X</u>
Johnson	<u>X</u>
Marshall	<u>absent</u>
Voorhees	<u>X</u>

All Board Members certified by saying "AYE", except _____

208 Green st Locust Grove va 22508

From Maryellen Gordon <gmaryellengordon@gmail.com>

Date Thu 6/5/2025 9:08 AM

To RSA Board <rsaboard@Rapidan.org>

Cc Trace Gaskins <tgaskins@Rapidan.org>

Good Morning,

I am now resending this email as I must have had the wrong email address and it was returned to me. I am reaching out to see if the board can review my account and adjust it or give me more insight.

Earlier this year I received notice my bill wasnt paid, I called in because I was on auto pay. At that time I was told you all switched to a new company and I had to re enroll. So I did and paid my account. I also asked at that time why my bill was slightly higher. (30 dollars approx). I was told it could be my toilets running, since that's something we haven't replaced since owning our home. My husband and I did that the following month. We had normal readings the next month. Then we got a bill in March showing a bill of \$305.31. This is 3x more than my bill has ever been since owning our home for the last 5 years. I called in immediately and spoke to a rep who was very helpful. She put my account on hold basically and said she would send someone out to read the meter etc. We went back and forth. Found out it looked like the majority of that usage was over 3 straight days in feb. I don't know how over 3 months worth of water over 13k can be used in 3 days. We were home, but working and had after school activities. We did not have any leaks or floods and our toilets were not running. Our outside hose also was turned off on the inside still for winter. I was in constant communication with the rep, the last time I called back I got a different Rep. sorry I don't know the reps names but this man was absolutely rude and showed zero empathy or compassion for my concerns. My husband is a first responder as am I and we have 4 kids and a dog. We are upstanding members of our community and never are late on bills etc . I didn't appreciate being talked to like some sort of delinquent.

I then called back and spoke to Trace, the manager informed him of the whole situation, he told me at this point he can keep it on hold, no late payments will occur if I paid the May payment of 104.02 in which I did and advised me to email the board since they would be meeting on June 18th. Since then I have emailed, I have gotten penalties on my account on 5/20/2025 and 4/22/2025 in which like I said I was told I wouldnt get any and that my water would in fact not be turned off if I make that May payment.

All to get a call from my kids on their first week of summer while I'm at work that I have No water the day before memorial day weekend. I had to call back in and explain the whole situation to another rep since Trace was on vacation, they turned my water back on.

I am now resending the email in hopes to the correct locations hoping to get a response and some relief and information. It's just disheartening to get no info but " we have to stand by our meters" so im at the mercy and forced to pay an astronomical water bill with no

proof as to where that ridiculous amount of water even went. & still had to go through the headache of constant calls, being talked to like a peasant, penalties added to my account and my water shut off all when I was told they would ensure that didnt happen if I paid the May bill. I did my part on all accounts.

So sorry for the insanely long email, thank you for taking the time to read this and I hope to hear back soon,

MaryEllen Pennington
8489928628

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.

DATA LOGGING REPORT

January 12, 2025 - April 18, 2025

TYLER & MARY E PENNINGTON

Account Number: 3939-6

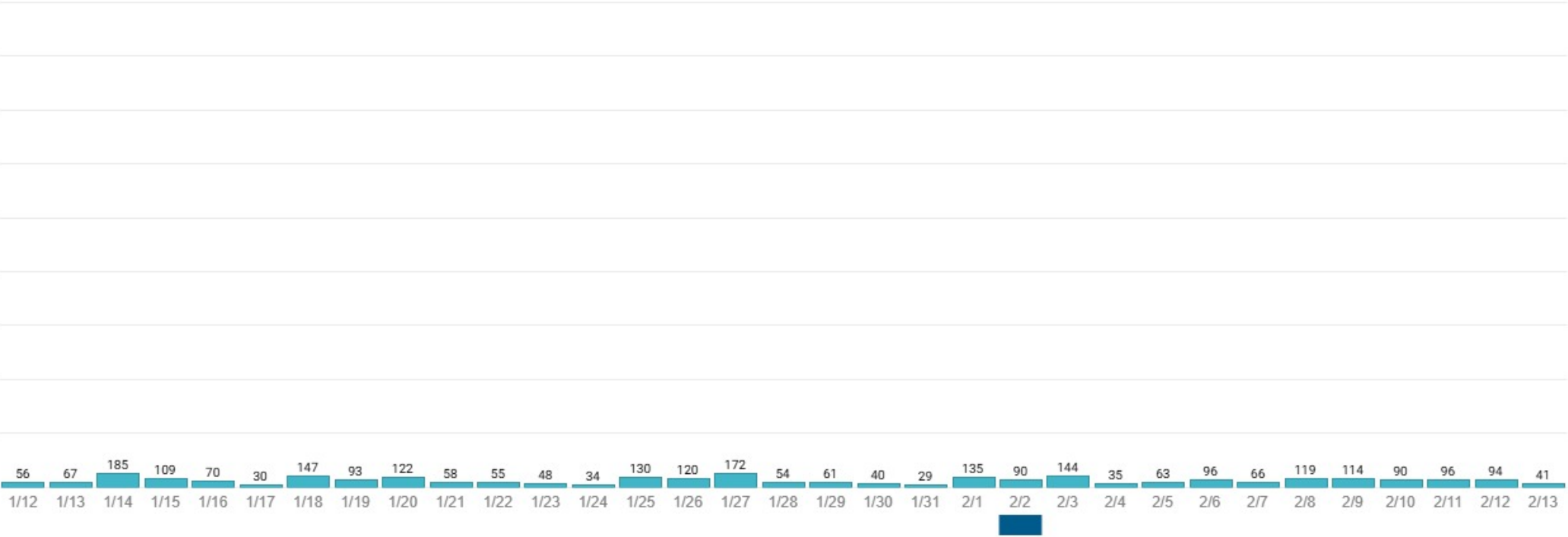
Address: 208 Green ST

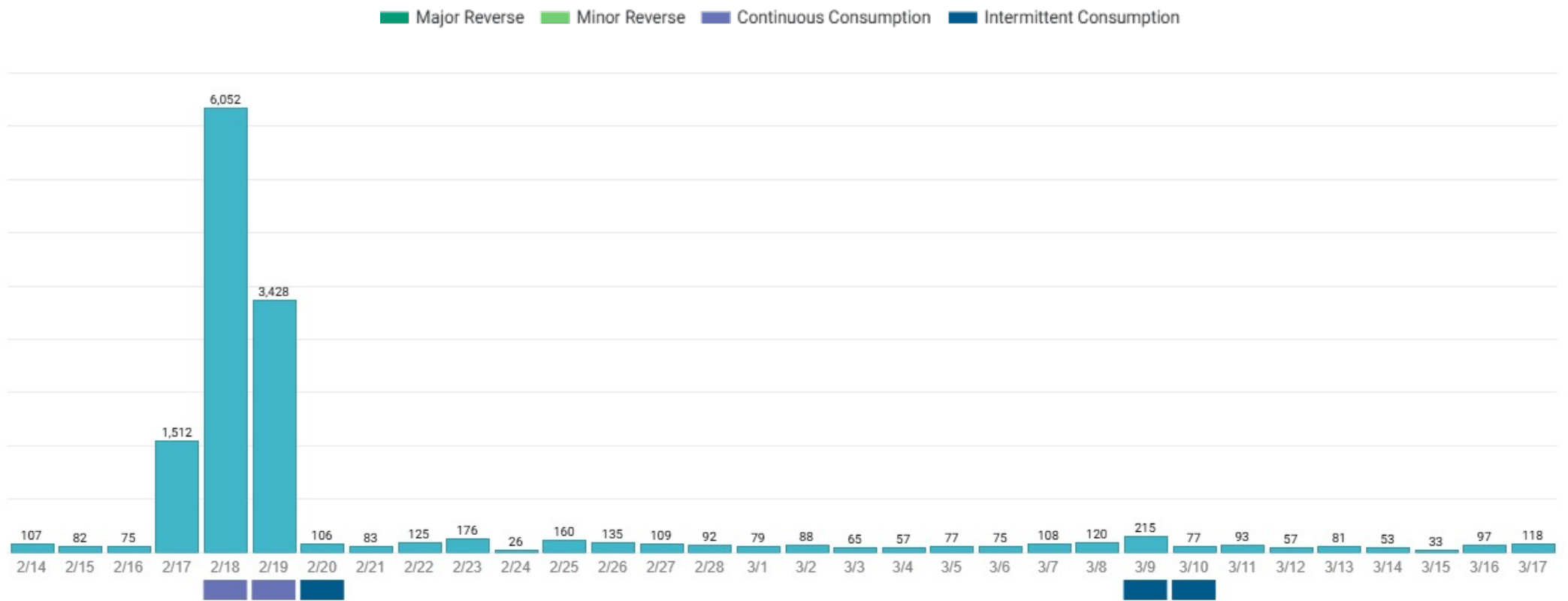
MIU#: 1564999246

Size: 5/8" - 1" T-10

UOM: GALLONS

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption





Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption



Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
04/18/2025 12:00	275376.4	10.9		
04/17/2025 12:00	275365.5	95.4		
04/16/2025 12:00	275270.1	65.5		
04/15/2025 12:00	275204.6	42.9		
04/14/2025 12:00	275161.7	71.8		
04/13/2025 12:00	275089.9	61.4		
04/12/2025 12:00	275028.5	141.7		Intermittent
04/11/2025 12:00	274886.8	118.2		Intermittent
04/10/2025 12:00	274768.6	88.1		Intermittent
04/09/2025 12:00	274680.5	40.9		
04/08/2025 12:00	274639.6	81.7		Intermittent
04/07/2025 12:00	274557.9	93.1		Intermittent
04/06/2025 12:00	274464.8	48.4		
04/05/2025 12:00	274416.4	0.0		
04/04/2025 12:00	274416.4	218.3		
04/03/2025 12:00	274198.1	74.5		
04/02/2025 12:00	274123.6	53.7		
04/01/2025 12:00	274069.9	74.6		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
03/31/2025 12:00	273995.3	137.4		
03/30/2025 12:00	273857.9	96.8		
03/29/2025 12:00	273761.1	130.6		
03/28/2025 12:00	273630.5	158.2		
03/27/2025 12:00	273472.3	114.8		
03/26/2025 12:00	273357.5	90.1		
03/25/2025 12:00	273267.4	107.4		
03/24/2025 12:00	273160.0	137.0		
03/23/2025 12:00	273023.0	47.0		
03/22/2025 12:00	272976.0	65.0		
03/21/2025 12:00	272911.0	70.9		
03/20/2025 12:00	272840.1	125.7		
03/19/2025 12:00	272714.4	33.5		
03/18/2025 12:00	272680.9	43.9		
03/17/2025 12:00	272637.0	118.1		
03/16/2025 12:00	272518.9	97.1		
03/15/2025 12:00	272421.8	32.5		
03/14/2025 12:00	272389.3	52.5		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
03/13/2025 12:00	272336.8	80.7		
03/12/2025 12:00	272256.1	56.7		
03/11/2025 12:00	272199.4	92.9		
03/10/2025 12:00	272106.5	76.8		Intermittent
03/09/2025 12:00	272029.7	214.6		Intermittent
03/08/2025 12:00	271815.1	120.2		
03/07/2025 12:00	271694.9	108.2		
03/06/2025 12:00	271586.7	74.8		
03/05/2025 12:00	271511.9	77.2		
03/04/2025 12:00	271434.7	56.6		
03/03/2025 12:00	271378.1	64.6		
03/02/2025 12:00	271313.5	87.6		
03/01/2025 12:00	271225.9	78.6		
02/28/2025 12:00	271147.3	91.9		
02/27/2025 12:00	271055.4	108.5		
02/26/2025 12:00	270946.9	134.9		
02/25/2025 12:00	270812.0	160.3		
02/24/2025 12:00	270651.7	25.6		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
02/23/2025 12:00	270626.1	175.6		
02/22/2025 12:00	270450.5	125.0		
02/21/2025 12:00	270325.5	82.8		
02/20/2025 12:00	270242.7	105.6		Intermittent
02/19/2025 12:00	270137.1	3428.1		Continuous
02/18/2025 12:00	266709.0	6052.0		Continuous
02/17/2025 12:00	260657.0	1512.0		
02/16/2025 12:00	259145.0	74.6		
02/15/2025 12:00	259070.4	81.7		
02/14/2025 12:00	258988.7	106.9		
02/13/2025 12:00	258881.8	41.2		
02/12/2025 12:00	258840.6	93.5		
02/11/2025 12:00	258747.1	95.5		
02/10/2025 12:00	258651.6	90.1		
02/09/2025 12:00	258561.5	113.9		
02/08/2025 12:00	258447.6	118.5		
02/07/2025 12:00	258329.1	66.0		
02/06/2025 12:00	258263.1	96.0		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
02/05/2025 12:00	258167.1	62.7		
02/04/2025 12:00	258104.4	35.1		
02/03/2025 12:00	258069.3	143.9		
02/02/2025 12:00	257925.4	90.1		Intermittent
02/01/2025 12:00	257835.3	134.8		
01/31/2025 12:00	257700.5	28.6		
01/30/2025 12:00	257671.9	39.7		
01/29/2025 12:00	257632.2	61.0		
01/28/2025 12:00	257571.2	53.5		
01/27/2025 12:00	257517.7	172.3		
01/26/2025 12:00	257345.4	119.8		
01/25/2025 12:00	257225.6	129.8		
01/24/2025 12:00	257095.8	34.0		
01/23/2025 12:00	257061.8	48.0		
01/22/2025 12:00	257013.8	55.4		
01/21/2025 12:00	256958.4	58.1		
01/20/2025 12:00	256900.3	122.2		
01/19/2025 12:00	256778.1	92.5		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
01/18/2025 12:00	256685.6	146.9		
01/17/2025 12:00	256538.7	30.2		
01/16/2025 12:00	256508.5	70.3		
01/15/2025 12:00	256438.2	108.7		
01/14/2025 12:00	256329.5	184.9		
01/13/2025 12:00	256144.6	66.8		
01/12/2025 12:00	256077.8	56.0		

ADDENDUM TO
ROUTE 20 ADDENDUM TO WATER PURCHASE CONTRACT

The Town of Orange, a municipal corporation (the “Town”), and Rapidan Service Authority, a corporate body politic (“RSA”), for good and valuable consideration hereby acknowledged by both parties, do hereby agree to an addendum to their June 26, 2023, ROUTE 20 ADDENDUM TO WATER PURCHASE CONTRACT:

Subsection (d) of section 2 (Planning, Design and Engineering) is hereby amended, to read:

“d. Provision of real-time Porter Road tank level data transmitted to the Town’s water treatment plant; and”

Section 6 (Ownership of Project Infrastructure) is hereby amended, to read:

“6. Ownership of Project Infrastructure: Upon completion of construction, commissioning and testing of equipment by RSA or its agent, and payment of the invoice referenced in section 5, the Town shall assume all rights and responsibilities for all infrastructure within the new flow metering vault west of the dividing line located within the vault. For all infrastructure east of the dividing line, all rights and responsibilities of ownership will be assumed by RSA. This dividing line is shown on the attached Exhibit A and Exhibit B and is described in their respective notes 29 and 32.”

Other than the amendments stated above, all other terms of the WATER PURCHASE CONTRACT and the ROUTE 20 ADDENDUM TO WATER PURCHASE CONTRACT dated June 26, 2023, remain in full force and effect.

AGREED this ____ day of _____, 2025. Witness the following signatures and seals:

TOWN OF ORANGE

By: _____ (SEAL)
Mayor, Town of Orange Date

Attest: _____
Wendy J. Chewning, CMC, Town Clerk

RAPIDAN SERVICE AUTHORITY

By: _____ (SEAL)
Chairman Date

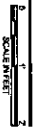
Attest: _____
Timothy Clemons, General Manager

X:\PROJECTS\2411_MOD-RSA RTE20PRV\CAD\TSC2411\101.DWG PLOT: 4/2/2025 12:31 PM



- 6

X:\PROJECTS\2111_MCD-RSA\RT20\PRIVATE\2111\0301.DWG PLOT: 4/2/2025 12:31 PM



MANGRUM 
Consulting & Design
1500 Clayton Avenue, Lynchburg VA 24503
434.665.1515 Robert.MangrumConsulting.com

SHEET 6 OF 12

D-301

VALLT
SECTIONS

SECTION TITLE

PROJECT NO TDCS-11
DATE APRIL 1, 2005
DRAWN BY MCT
CHECKED BY CMMH

0 4/1/2005 END SET



Memorandum

To: RSA Board of Members
From: Trace Gaskins, DOA
Date: June 16, 2025
Re: Bulk Hydrant Sales

The price for bulk hydrant sales has been \$15.00 per 1,000 gallons since October 2017. Prior to 2017, the last increase occurred in 2003.

I am recommending that RSA increase the bulk hydrant rate from \$15.00 per 1,000 gallons to \$20.00 per 1,000 gallons.

RAPIDAN SERVICE AUTHORITY
May-2025

Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Water & Sewer Revenue - Madison Co.	58,777	56,283	2,493	275,559	281,417	(5,857)
Water & Sewer Revenue - Orange Co.	792,227	804,808	(12,581)	3,466,501	4,024,042	(557,541)
Sale of Materials & Supplies	3,244	1,667	1,578	6,490	8,333	(1,843)
Engr & Maint Revenue	840	1,750	(910)	1,080	8,750	(7,670)
Service Fees	-	1,667	(1,667)	5,906	8,333	(2,428)
Misc. Income	20,342	29,817	(9,474)	70,007	149,083	(79,077)
Service Installations Revenue	13,250	16,667	(3,417)	109,300	83,333	25,967
Total Operating Income	888,680	912,658	(23,978)	3,934,843	4,563,292	(628,449)
Operating Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Purchased Water	59,562	49,817	(9,745)	292,313	249,083	(43,229)
Operating Labor	141,516	217,250	75,734	851,932	1,086,250	234,318
New Service Installations	14,305	11,808	(2,496)	47,841	59,042	11,201
Locations-Miss Utility	6,361	6,533	172	30,576	32,667	2,090
Engineering & Maintenance	231,597	140,983	(90,614)	1,049,581	704,917	(344,664)
Water Treatment Supp.	50,910	67,217	16,307	284,957	336,083	51,127
Utilities	78,249	79,625	1,376	411,796	398,125	(13,671)
Vehicle Expense	18,681	12,858	(5,822)	88,848	64,292	(24,557)
Testing	-	7,167	7,167	34,088	35,833	1,745
Biosolids Waste Mgmt	-	3,042	3,042	10,636	15,208	4,572
Miscellaneous	-	-	-	778	-	(778)
Total Operating Expenses	601,181	596,300	(4,881)	3,103,347	2,981,500	(121,847)
Gross Margin	287,499	316,358	(28,859)	831,496	1,581,792	(750,295)
General & Admin Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Billing & Collection Exp	7,160	10,683	3,523	54,159	53,417	(743)
G & A Labor	67,277	86,750	19,473	362,760	433,750	70,990
Comp. Board of Members	596	667	71	2,978	3,333	356
Insurance Premiums	-	12,625	12,625	38,109	63,125	25,016
Bank & Credit Card Fees	759	750	(9)	3,134	3,750	616
Offices Expenses	26,365	17,171	(9,194)	142,445	85,854	(56,590)
Legal/Bond Fees	14,039	5,333	(8,706)	54,946	26,667	(28,280)
Water Regulatory Fees	-	3,558	3,558	9,010	17,792	8,782
Audit & Other Consulting	-	3,083	3,083	4,499	15,417	10,918
Total General & Admin Expenses	116,196	140,621	24,425	672,039	703,104	31,065
Net Operating Income	171,303	175,737	(4,434)	159,457	878,687	(719,230)
Non-Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Avail. - Water & Sewer - Madison Co.	-	-	-	-	-	-
Avail. - Water & Sewer - Orange Co.	60,000	-	60,000	1,420,000	-	1,420,000
Interest Earned	1,906	25,000	(23,094)	167,193	125,000	42,193
Non Operating Revenue Cap Contr.	-	-	-	255,835	-	255,835
Insurance Recoveries	-	-	-	-	-	-
Total Non-Operating Income	61,906	25,000	36,906	1,843,028	125,000	1,718,028
Net Income Before Debt Service	233,209	200,737	32,472	2,002,485	1,003,687	998,797
Debt Service	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Debt Service	(31,965)	70,525	102,490	39,877	352,625	312,748
Net Income	265,174	130,212	134,961	1,962,608	651,062	1,311,545