



**RAPIDAN SERVICE AUTHORITY  
BOARD OF MEMBERS AGENDA  
20-Mar-25**

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3 ADOPTION OF AGENDA	
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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 February 20, 2025, at the Madison County Administration Building, Madison, VA.

The meeting called to order at 2:01 p.m., followed by the Pledge of Allegiance.

Present:	Members:	Coppage, Elliott, Johnson, Marshall, Voorhees (via Zoom from Charlottesville)
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos (via Zoom from Richmond)

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

The minutes of the January 16, 2025 meeting were then approved on a motion by Coppage, seconded by Marshall, and passed unanimously on a voice vote.

The minutes of the February 6 Locust Grove public hearing and the February 10 Route 15 and Route 20 public hearings were then approved on a motion by Marshall, seconded by Voorhees, and passed with three ayes and two abstentions (from the Madison County representatives who were unable to attend the Orange County hearings).

There was no public comment.

D.A. Gaskins then presented a Rt. 15 customer request regarding a high bill. The customer had left a hose on but was upset that they had not been notified as soon as the meter was read. D.A. Gaskins explained that most meters (including this one) are now read electronically, and the increased usage was not readily apparent. RSA later did a re-read and tried to contact the customer by knocking on the door, but there was no answer. RSA does try to notify customers of high usage, when possible, but it is a courtesy and not a guarantee. RSA is currently testing an automated email notification for customers with suspected high usage, but the notification remains a courtesy, not a guarantee. On a motion by Coppage, seconded by Marshall, and passed on a unanimous voice vote, the Board voted to deny the request and uphold its usual policy to charge customers for all water that goes through the meter.

The Board then prepared to vote on the adoption of the proposed Locust Grove rates. Mr. Voorhees took a moment to express his impression that even though it means an increase in their bills, many people had previously voiced support for the increase in rates in order to provide needed improvements to the water and sewer systems. The Chairman agreed with his assessment. On a motion by Voorhees, seconded by Marshall, the Board approved the adoption of the new rates on a 5-0 roll call vote.

On a motion by Marshall, seconded by Coppage, the Board approved the adoption of the proposed Route 15 rates on a 5-0 roll call vote.

On a motion by Marshall, seconded by Elliott, the Board approved the adoption of the proposed Route 20 rates on a 5-0 roll call vote.

D.O. Jarrell then presented a project to address safety and other concerns involving the Wilderness WTP pre-sedimentation basin and floc tanks. The pre-sedimentation basin is 20' deep and has no ladder, and the floc tanks are above ground and are currently accessible only by a ladder. Since the floc tanks are to be inspected each shift, a better access method is needed. RSA anticipated a cost of between \$250,000 and \$275,000 for the needed upgrades and put the project out to bid on December 27, 2024. Five responsive and one non-responsive bid were received, and RSA's engineer recommends going with the low bidder, Consumers/Dornin-Adams, Inc., at a cost of \$269,665.00. On a motion by Coppage, seconded by Elliott, the Board voted on a 5-0 roll call vote to accept the bid of the low bidder and authorize the General Manager to execute a contract with them.

G.M. Clemons then brought a request for the Wilderness Shores Section 14 to be accepted into the RSA water and sewer systems. The necessary inspections have been completed, and on a motion by Marshall, seconded by Coppage, the Board voted unanimously on a voice vote to accept the section into the RSA system.

G.M. Clemons then announced that RSA's Wilderness water system is in compliance with disinfection by-products required limits for the past quarter and is also in compliance with the rolling annual average requirement. RSA will send a notice to the customers in the Locust Grove/Wilderness area who had previously received notice when RSA was not in compliance.

G.M. Clemons had nothing further to report, nor did Attorney Calos.

With no further business to discuss, on a motion by Coppage, seconded by Elliott, the meeting was adjourned at 2:25 p.m. on a unanimous voice vote.

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Chairman



# Memorandum

To: RSA Board of Members  
From: Trace Gaskins, DoA  
CC:  
Date: March 17, 2025  
Re: Locust Grove Office Rebuild Project Award

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RSA Board,

Rapidan Service Authority opened sealed bids for the above-referenced project on March 17, 2025. The project scope entails all labor, materials, equipment, and services necessary to restore the building to its pre-loss condition, or better. This new office building will replace the old office building destroyed by fire in April 2023.

Attached is a summary of the bids received.

Staff recommends awarding the project to HSL, Inc. dba Loudin Building Systems

## Bid Tabulation

**Project:** RSA - Locust Grove Office

**Project Number:** BPM067581

**Public Bid Opening:** March 17, 2025, at 1:00 PM

**Location:** RSA Office, 2445 S. Seminole Trl, Madison, VA 22727

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### Bidders and Bid Information:

Bidder	Bid Submission Date & Time	Bid Amount
HSL, Inc. dba Loudin Building Systems	March 17, 2025, 11:02 AM	\$635,500
Tanyard Woodcrafts	March 13, 2025, 2:48 PM	\$775,000

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### Bid Evaluation:

- Both bids appear to be responsive and complete.
- The apparent low bidder is HSL, Inc. dba Loudin Building Systems with a bid of \$635,500.
- Pending further review and compliance verification, HSL, Inc. dba Loudin Building Systems is the likely contract awardee.

4258 Germanna Hwy, Ste. A  
Locust Grove, VA 22508  
(540) 972-2133



2445 S. Seminole Trl.  
Madison, VA 22727  
(434) 985-7811

[www.rapidan.org](http://www.rapidan.org)  
MEMO TO FILE

DATE: 2/11/25

TO: Tim Clemons, General Manager

FROM: *Lynn Clements*  
Lynn Clements, Director of Projects

RE: Spring Green Development

The developer has requested public sewer service for their proposed development in Louisa County. The PUD development will be at the intersection of James Madison Highway and Kloeckner Road and includes about 12 acres of land.

The development will include 58 townhomes, 18 single family homes, 29 apartments, and 29 commercial units. The preliminary plans show a gravity sewer system in the roadway and a sewer pump station at the lowest elevation. A force main will connect this pump station to the nearest RSA manhole at the Town of Gordonsville limits on James Madison Highway.

A preliminary design shows this development will generate about 27,000 gallons per day of sewer with a pump station design of 100 gallons per minute discharge.

**The developer asks that RSA accepts this sewer and treat it at the existing Gordonsville Wastewater Treatment Plant. He also requests that RSA own and operate the proposed sewer collection system and pump station.**

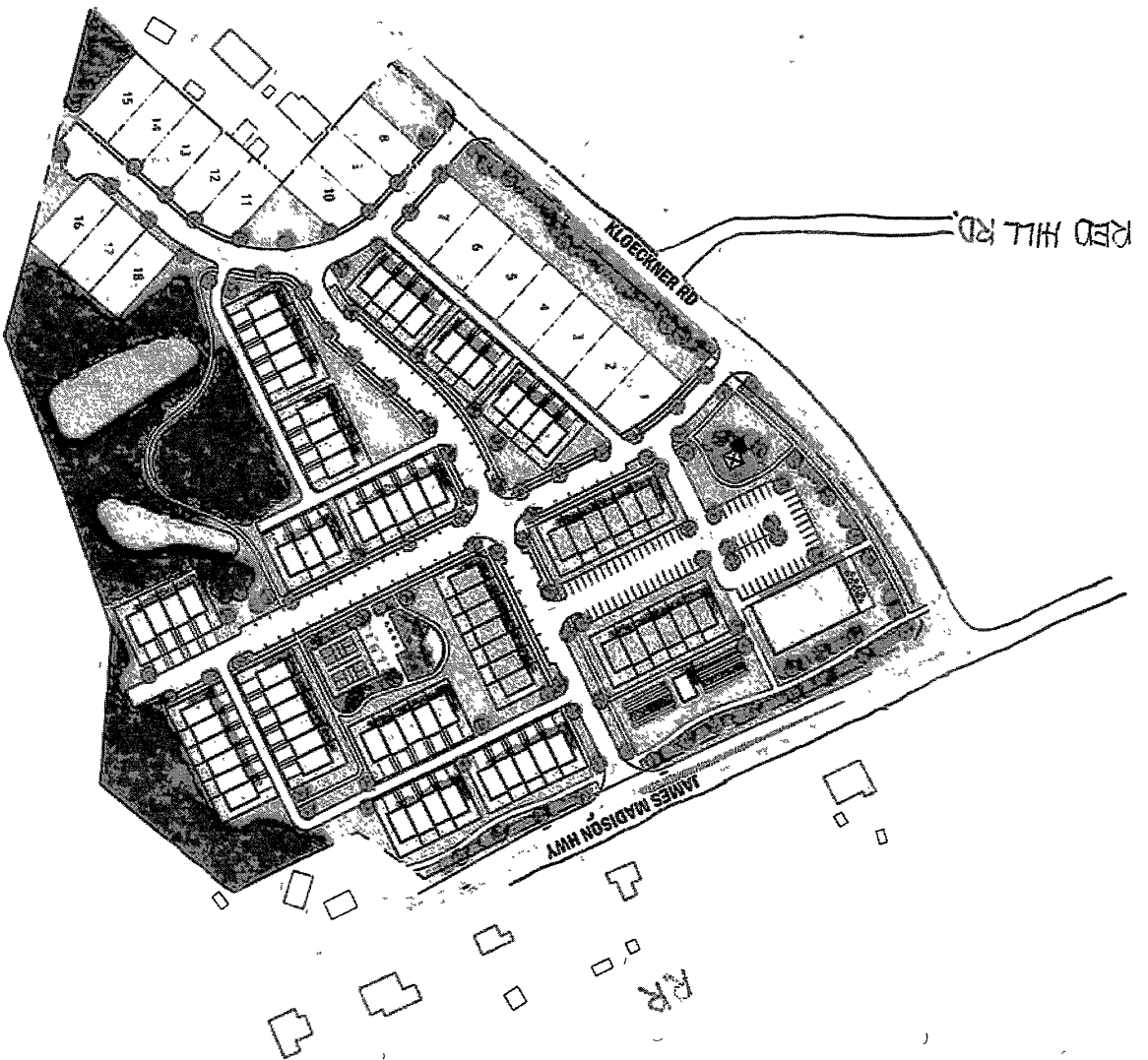
RSA's Gordonsville plant can handle the extra daily flow. The RSA sewer collection system has two sections of sewer main which will need replacing before the proposed waste can be transported to the plant. These two sections are about 570 feet of 8" gravity sewer pipe.

## Overall Master Plan

Understanding the importance of the location of the Spring Green site is crucial to understanding the desired development plan, as described in more detail through this narrative.

The site itself is within the Gordonsville Growth Area of Louisa County and is desired as a continuation of the mixed uses currently within the Town of Gordonsville. Additionally, the site is located along the northwest entrance corridor to Louisa County and should serve as an attractive arrival point and center of activity within the greater Gordonsville Growth Area.

Spring Green seeks to honor this desired future development through the creation of a mixed use development with a variety of housing types and non-residential uses that will serve as the center of activity to this area. Further, the development will honor the existing rural landscape of surrounding parcels through transitions of density within the development, ultimately blending new uses seamlessly into the existing fabric of development.



to Gordonsville  
4/1/20

**RAPIDAN SERVICE AUTHORITY**  
February-2025

<b>Operating Income</b>	<b>PTD Act</b>	<b>PTD Bud</b>	<b>Variance</b>	<b>YTD Act</b>	<b>YTD Bud</b>	<b>Variance</b>
Water & Sewer Revenue - Madison Co.	51,066	56,283	(5,217)	106,867	112,567	(5,700)
Water & Sewer Revenue - Orange Co.	468,419	804,808	(336,389)	1,148,025	1,609,617	(461,591)
Sale of Materials & Supplies	-	1,667	(1,667)	-	3,333	(3,333)
Engr & Maint Revenue	-	1,750	(1,750)	-	3,500	(3,500)
Service Fees	-	1,667	(1,667)	-	3,333	(3,333)
Misc. Income	6,804	29,817	(23,012)	14,416	59,633	(45,217)
Service Installations Revenue	20,000	16,667	3,333	25,850	33,333	(7,483)
<b>Total Operating Income</b>	<b>546,290</b>	<b>912,658</b>	<b>(366,369)</b>	<b>1,295,158</b>	<b>1,825,317</b>	<b>(530,159)</b>
<b>Operating Expenses</b>	<b>PTD Act</b>	<b>PTD Bud</b>	<b>Variance</b>	<b>YTD Act</b>	<b>YTD Bud</b>	<b>Variance</b>
Purchased Water	59,859	49,817	(10,042)	115,995	99,633	(16,362)
Operating Labor	169,582	217,250	47,668	393,805	434,500	40,695
New Service Installations	8,448	11,808	3,360	16,750	23,617	6,866
Locations-Miss Utility	5,436	6,533	1,097	11,582	13,067	1,485
Engineering & Maintenance	169,872	140,983	(28,888)	362,561	281,967	(80,594)
Water Treatment Supp.	37,616	67,217	29,601	102,931	134,433	31,503
Utilities	86,974	79,625	(7,349)	173,717	159,250	(14,467)
Vehicle Expense	38,870	12,858	(26,011)	47,646	25,717	(21,929)
Testing	14,996	7,167	(7,829)	19,748	14,333	(5,414)
Biosolids Waste Mgmt	381	3,042	2,661	459	6,083	5,624
<b>Total Operating Expenses</b>	<b>592,032</b>	<b>596,300</b>	<b>4,268</b>	<b>1,245,193</b>	<b>1,192,600</b>	<b>(52,593)</b>
<b>Gross Margin</b>	<b>(45,742)</b>	<b>316,358</b>	<b>(362,101)</b>	<b>49,965</b>	<b>632,717</b>	<b>(582,752)</b>
<b>General &amp; Admin Expenses</b>	<b>PTD Act</b>	<b>PTD Bud</b>	<b>Variance</b>	<b>YTD Act</b>	<b>YTD Bud</b>	<b>Variance</b>
Billing & Collection Exp	9,427	10,683	1,257	31,719	21,367	(10,352)
G & A Labor	67,871	86,750	18,879	162,967	173,500	10,533
Comp. Board of Members	596	667	71	1,191	1,333	142
Insurance Premiums	-	12,625	12,625	-	25,250	25,250
Bank & Credit Card Fees	670	750	80	1,450	1,500	50
Offices Expenses	10,586	17,171	6,584	79,553	34,342	(45,211)
Legal/Bond Fees	-	5,333	5,333	16,757	10,667	(6,090)
Water Regulatory Fees	-	3,558	3,558	4,411	7,117	2,706
Audit & Other Consulting	-	3,083	3,083	-	6,167	6,167
<b>Total General &amp; Admin Expenses</b>	<b>89,150</b>	<b>140,621</b>	<b>51,471</b>	<b>298,047</b>	<b>281,242</b>	<b>(16,806)</b>
<b>Net Operating Income</b>	<b>(134,892)</b>	<b>175,737</b>	<b>(310,630)</b>	<b>(248,082)</b>	<b>351,475</b>	<b>(599,557)</b>
<b>Non-Operating Income</b>	<b>PTD Act</b>	<b>PTD Bud</b>	<b>Variance</b>	<b>YTD Act</b>	<b>YTD Bud</b>	<b>Variance</b>
Avail. - Water & Sewer - Madison Co.	-	-	-	-	-	-
Avail. - Water & Sewer - Orange Co.	360,000	-	360,000	620,000	-	620,000
Interest Earned	47,234	25,000	22,234	78,801	50,000	28,801
Non Operating Revenue Cap Contr.	-	-	-	255,835	-	255,835
Insurance Recoveries	-	-	-	-	-	-
<b>Total Non-Operating Income</b>	<b>407,234</b>	<b>25,000</b>	<b>382,234</b>	<b>954,636</b>	<b>50,000</b>	<b>904,636</b>
<b>Net Income Before Debt Service</b>	<b>272,342</b>	<b>200,737</b>	<b>71,605</b>	<b>706,553</b>	<b>401,475</b>	<b>305,078</b>
<b>Debt Service</b>	<b>PTD Act</b>	<b>PTD Bud</b>	<b>Variance</b>	<b>YTD Act</b>	<b>YTD Bud</b>	<b>Variance</b>
Debt Service	-	70,525	70,525	-	141,050	141,050
<b>Net Income</b>	<b>272,342</b>	<b>130,212</b>	<b>142,130</b>	<b>706,553</b>	<b>260,425</b>	<b>446,128</b>