

A regular meeting of the Board of Members of Rapidan Service Authority was held on November 20, 2025, at the Orange County Public Safety Building, Orange, VA.

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

Present: Members: Coppage, Davies, Elliott, Johnson, Marshall

Staff: G.M. Clemons, D.O. Jarrell, D.A. Gaskins

Attorney: Stefan Calos (via Zoom)

After the addition of a second customer request (Item 6B-2), 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 October 18, 2025 meeting were approved on a motion by Davies, seconded by Marshall, and passed unanimously on a voice vote.

There was no old business or public comment.

The first customer request was from a customer on Chesterfield Road in Locust Grove. He had much higher-than-normal water usage but did not know why. The only recent repair was to a commode. Without the ability to account for the high water usage, on a motion by Coppage, seconded by Davies, on a voice vote the Board unanimously agreed to uphold the Board's policy of fully charging for the usage. The second customer request was made by a customer on River Bend Drive who wished to dispute his October bill for 2900 gallons because he believed he had not been home enough to use that much water. His normal usage for the past year has run 1700-2400 gallons per month. RSA staff black-boxed his meter and discovered that over 600 gallons of water were used on one day during the month. Without a specific reason to waive the charges, on a motion by Coppage, seconded by Marshall, on a voice vote the Board unanimously voted to uphold its usual policy.

On a motion by Davies, seconded by Coppage, at 2:09 p.m. the Board unanimously voted on a voice vote to go into a closed session as permitted by the Code of Virginia for consultation with legal counsel regarding specific legal matters related to RSA policy. Upon leaving the session at 2:22 p.m., Board members individually certified that only permissible topics had been discussed during the session. (See attached motion and certification)

Attorney Calos then presented the Small Purchase Procedures Policy which the Board approved unanimously on a voice vote upon a motion by Coppage, seconded by Elliott. On a motion by Davies, seconded by Elliott, on a voice vote the Board also unanimously passed a resolution adopting the Small Purchase Procedures and ratifying all purchases consistent therewith.

D.A. Gaskins then presented a proposal for a staff retention bonus to the Board for approval. Full-time staff who have served longer than six months would receive a \$500 bonus and part-time employees and full-time staff who have worked fewer than six months would receive \$300. Total cost to RSA would not exceed \$26,000. On a motion by Coppage, seconded by Marshall, the Board unanimously approved the

bonus on a voice vote. Mr. Davies commented that on a recent Sunday morning, an area near him experienced a water main break. RSA staff dealt with the problem promptly and had the main repaired within three hours.

G.M. Clemons then gave his report. The construction of the East office is now complete, and RSA staff have moved into their new offices. D.O. Jarrell did the 4th quarter DBPs testing the previous week, and RSA is hoping for good results. RSA staff are in the midst of budget preparation for the upcoming year, and RSA continues to be in good shape financially at this time. A portion of the prior deficit has been made up and with increased water sales there is a chance for additional gain before the end of the year. D.A. Gaskins gave an update on the search for a communications specialist. The first round of interviews has been completed, and three candidates have been selected for a final interview on December 3, 2025. Mr. Davies commented that the financial report net income shows a positive balance and asked where that money went after debt service. GM Clemons explained that the net income is in RSA accounts and is made up primarily by non-operating revenues such as Availability Fees and also includes money collected by the two fees for LOW customers only. The two fees for LOW customers only will be reflected in the upcoming Annual Audit.

Attorney Calos then gave his report. There have not been any additional PFAS claim payments received in the past month, but applications for two more potential payments are being completed. Mr. Calos indicated that the claims administrator had sent a warning regarding cyber security and that their need for caution might be a reason that the possible payment anticipated last month has not yet been received.

With no further business to discuss, on a motion by Coppage the Board voted unanimously to adjourn at 2:31 p.m.



R. M. Davies
Chairman

**MOTION TO ENTER INTO CLOSED SESSION AT
THE REGULAR MEETING OF THE BOARD OF MEMBERS OF THE
RAPIDAN SERVICE AUTHORITY ON NOVEMBER 20, 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 RSA policy.

Motion by: Davies

Seconded by: Coppage

The motion passed unanimously by voice vote.

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>
Davies	<u>X</u>
Elliott	<u>X</u>
Johnson	<u>X</u>
Marshall	<u>X</u>

All Board Members certified by saying “AYE”, except _____