

A regular meeting of the Board of Members of Rapidan Service Authority was held on May 21, 2020 virtually using the ZOOM format.

The meeting was called to order at 2:00. A quorum was established followed by the Pledge of Allegiance.

Present:	Members:	Coppage, Crozier, Frame, Hoffman, Martin, Williams
	Staff:	G.M. Clemons, MFAS Gaskins, Director of Projects Clements, Project Manager Jarrell
	Attorney:	Terry Lynn
	Visitor:	Mark Taylor

Prior to adopting the minutes from the March 19, 2020 Board meeting, G.M. Clemons advised the BOM that he had received an email request that morning from Mr. Martin. Mr. Martin's request was to add Greene County's Power Point presentation of March 19, 2020 to the minutes of the meeting in its entirety. G.M. Clemons advised the Board that according to Robert's Rules of Order, minutes are the official written record of a board meeting and are supposed to contain a record of what was done at the meeting, not contain the entirety of what was said. Additionally, RSA Attorney Lynn advised the Board that Robert's Rules of Order specifically indicate that the minutes are not to be a verbatim recitation of what is said at a meeting. She further advised the Board that the request should not be granted. Mr. Martin expressed to the remainder of the Board his reason for making this request. This was followed by comments from Mr. Crozier and Mr. Frame acknowledging that the presentation was made, but saw no reason for including the actual presentation in the minutes. Chairman Hoffman then called for a motion for approval of the minutes. Minutes of the March 19, 2020 meeting, as presented, were approved on a motion by Frame, seconded by Coppage and passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Martin aye, Williams aye.

Mark Taylor, Greene County Administrator, updated the BOM on the status of the Greene County Water Infrastructure Project. The design is complete and the Raw Water Intake portion is ready for RSA approval. Site plans should be delivered to RSA for a signature next week. Mr. Taylor updated the Board regarding the Facility Fee. He stated that he will recommend that Greene BOS proceed with approving annual Facility Fee increases over the next four years. He then questioned why RSA charges a percentage versus a flat fee for the administrative portion of the Facility Fee. He suggested \$1.00 per EDU each month. G.M. Clemons reminded everyone that there is a Contractual Agreement between RSA and Greene County that states a percentage. Clemons said the contract needs a thorough review and recommends that revisions be made prior to the Board considering any increase of the Facility Fee. Chairman Hoffman and Vice-Chairman Frame agreed that the existing agreements need to be reviewed.

MFAS Gaskins informed the Board that RSA received The Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) FYE 2018. RSA has received this award 35 of the last 36 years.

Director of Projects Clements reported on current Capital Improvement Projects.

At the March 19, 2020 Board meeting, the Board approved to forego late penalties, service disconnections and the RSA administrative portion (10%) of the Greene County Facility Fee for 60 days in an effort to help its customers during the Covid-19 pandemic. This expired on May 18, 2020. Staff asked for Board input

on this subject. Martin asked if RSA could stop waiving the administrative portion (10%) of the Greene County Facility Fee. After discussion, Frame made a motion to extend the waiver as presented until June 22, 2020, Crozier seconded and motion passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Martin nay, Williams nay.

Project Manager Jarrell presented to the Board information on the Virginia Water/Wastewater Agency Response Network or VA WARN. After discussion, Coppage made a motion to approve the Resolution to join VA WARN, Frame seconded and motion passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Martin aye, Williams aye. See a copy of the Resolution attached to these minutes.

G.M. Clemons informed the Board that Frame has been reappointed to the RSA Board for another four-year term.

RSA Attorney Lynn gave the Board an update on the Charlottesville Land Development Group lawsuit.

The meeting was adjourned at 2:32 PM.

Chairman