



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

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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**

**TO VIEW THE MEETING VIRTUALLY, VISIT
<https://youtube.com/live/yVKItN8mzqs?feature=share>**

A regular meeting of the Board of Members of Rapidan Service Authority was held on October 16, 2025, at the Madison County Administration Building, Madison, 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, Johnson, Marshall (2:06 p.m.)
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos (via Zoom)

After moving item 6H of the agenda to the position of 6D and renumbering the other items appropriately, the agenda for the meeting was adopted on a motion by Coppage, seconded by Davies, and passed on a unanimous voice vote.

The minutes of the September 18, 2025 meeting were amended to include the following sentence after the end of the next to last paragraph: **See attached motion and certification.** The minutes were then approved on a motion by Coppage, seconded by Davies, and passed unanimously on a voice vote.

There was no old business or public comment. There were no customer requests. During the opportunity for Board comment, Mr. Coppage reiterated his opinion that the hiring of a PIO would be beneficial to RSA and the public.

On a motion by Davies, seconded by Coppage, at 2:03 p.m. the Board unanimously voted 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 2:13 p.m., Board members individually certified that only permissible topics had been discussed during the session. See attached motion and certification.

The Board then considered adopting a proposed RSA policy regarding signage. There were a couple typos and punctuation errors in the draft which will be corrected and an additional item which Mr. Calos will add regarding proper maintenance requirements. On a motion by Coppage, seconded by Davies, the Board unanimously voted on a voice vote to adopt the proposed policy with the inclusion of the additional language regarding maintenance requirements.

On a motion by Coppage, seconded by Davies and subject to the signage policy just adopted, the Board voted to approve the American Legion's request to erect a sign on RSA property in Madison on a unanimous voice vote.

G.M. Clemons then gave his report. Overall, RSA is in good shape financially and there is nothing out of the norm on the financial report. Mr. Davies asked if there was a chance of making up the current budget deficit in the final quarter, and G.M. Clemons indicated that it was possible but not likely. The wet summer caused anticipated water sales to be down a good deal, but RSA is still in good shape.

Attorney Calos then gave his report. Based on contact from the claims administrator, he is hopeful that there will be one more payment to RSA from the PFAS lawsuit that RSA is involved in.

With no further business to discuss, on a motion by Coppage, seconded by Marshall, the Board voted unanimously to adjourn at 2:21 p.m.

Chairman

**MOTION TO ENTER INTO CLOSED SESSION AT
THE REGULAR MEETING OF THE BOARD OF MEMBERS OF THE
RAPIDAN SERVICE AUTHORITY ON OCTOBER 16, 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 of Coppage, Davies and Johnson. Member Marshall arrived after the closed session began and participated in the remainder of the closed session and open Board meeting.

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></u>
Johnson	<u>X</u>
Marshall	<u>X</u>

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



Memorandum

To: RSA Board of Members

From: Trace Gaskins, DoA

CC:

Date: November 17, 2025

Re: 1490 Chesterfield Road

RSA Board,

A customer at 1490 Chesterfield Road in Locust Grove recently experienced higher-than-normal water usage. Attached is a letter from Mr. Wathen as well as the datalogs collected by staff for your review.

Please let me know if you have any questions.

NOV 05 2025

My name is Peter A Wathen. I Live @ 1490 Chesterfield Road in Locust Grove. I am requesting relief from the excessive water bills I have received in the last two billing cycles (9/2/25 10/3/2025). I am not asking you to forgive the charges I should be responsible for or for the water that appears to have been lost. Since I was involved to SOME degree. I Am requesting the Board forgive the SEWER charges for the lost water only. My best guess would make my adjusted totals \$411.15 (9/2/2025) & \$735.00 (10/3/2025). I would request payment of the 10/3/2025 (\$1436.85) bill be delayed until this request is considered.

My contacts are: Cell phone 240-508-0637 Email:
pawathen40@gmail.com

I would like to point out that I had the plumbing work done on 9/10/2025 to my toilets. Yet the water loss continued until after 10/1/2025 ?

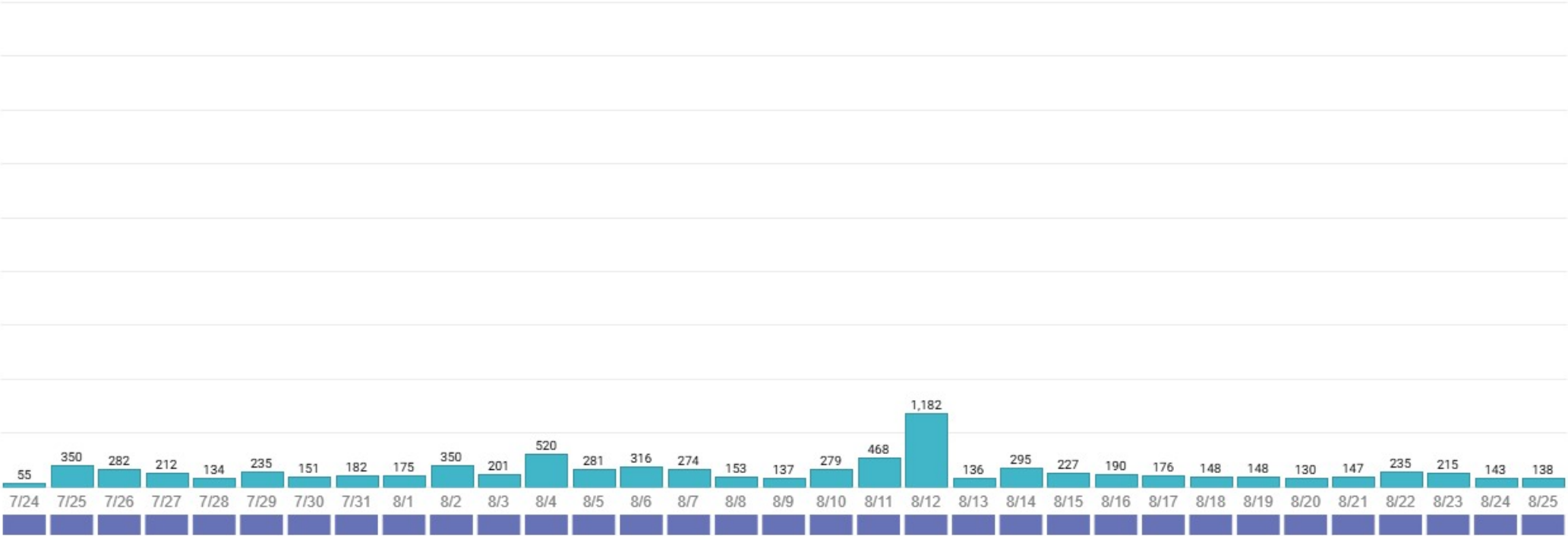
Peter A Wathen
11/4/2025

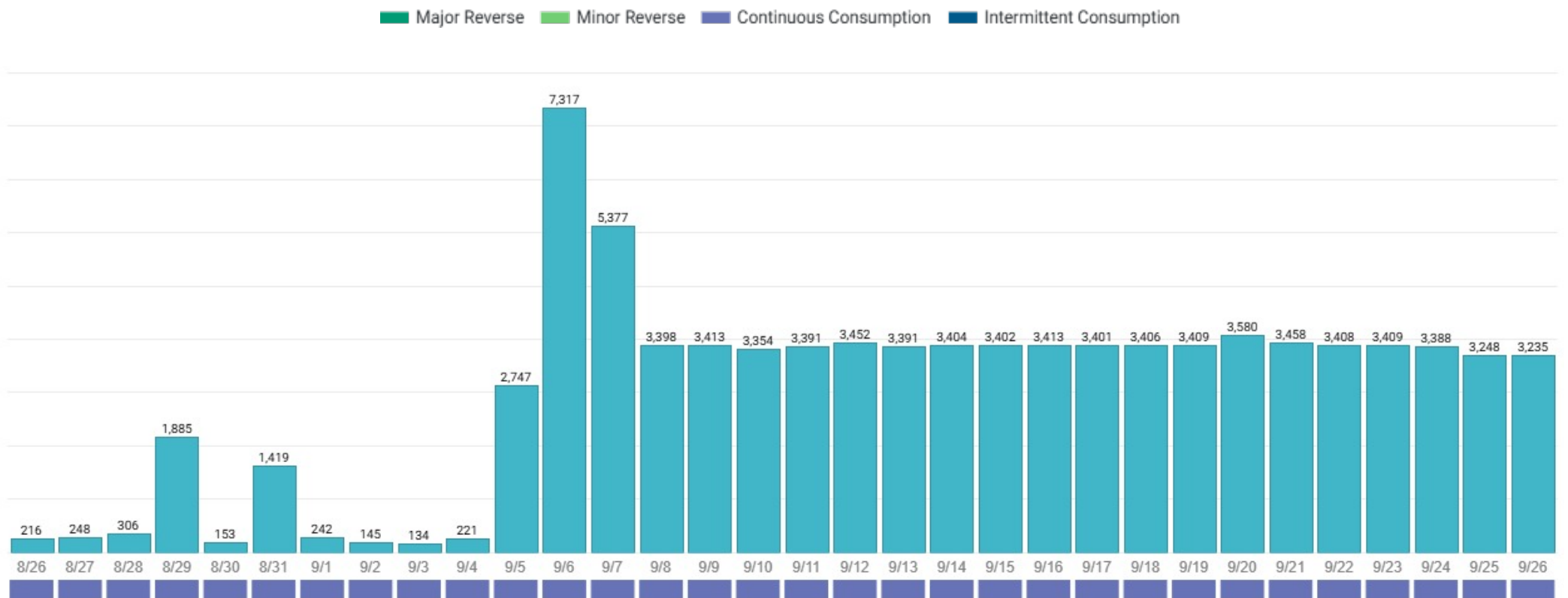
DATA LOGGING REPORT

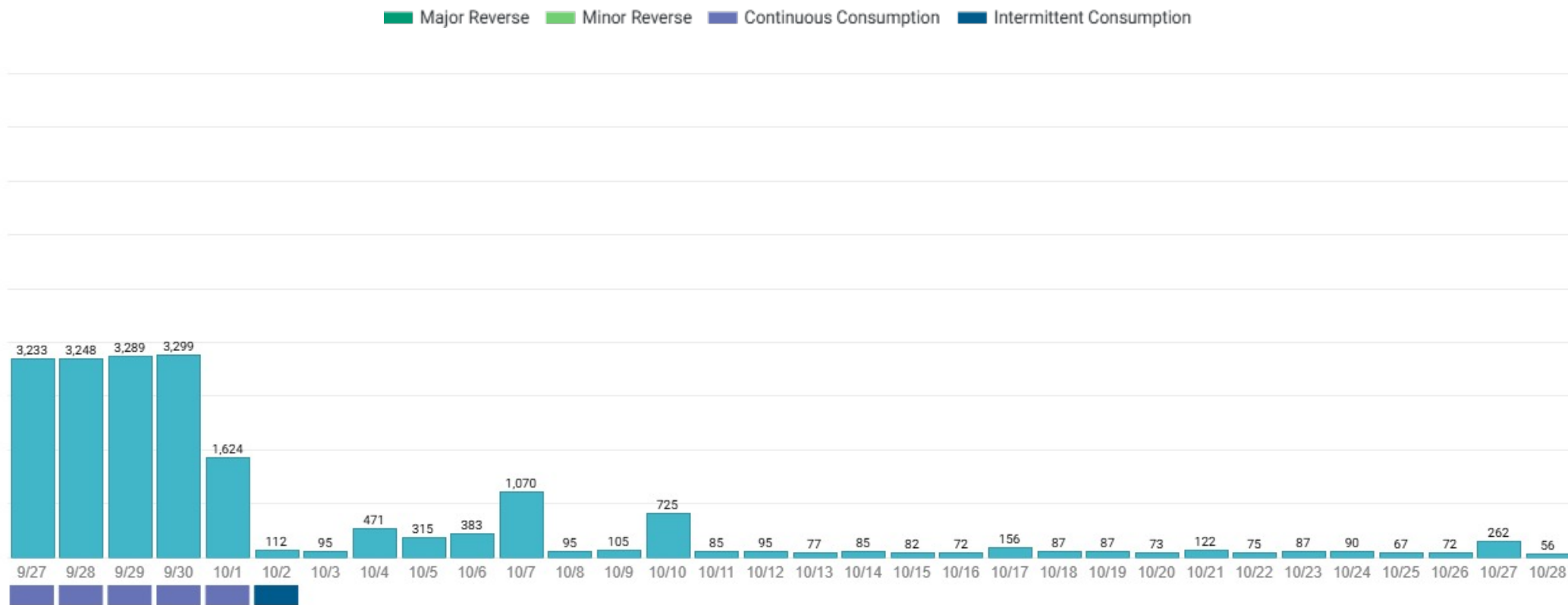
July 24, 2025 - October 28, 2025

PETER A WATHEN
Account Number: 8569-8
Address: 1490 Chesterfield RD
MIU#: 1579661950
Size: 5/8" - 1" T-10
UOM: GALLONS

Major Reverse Minor Reverse Continuous Consumption Intermittent Consumption







Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
10/28/2025 12:00	214067.1	55.7		
10/27/2025 12:00	214011.4	261.7		
10/26/2025 12:00	213749.7	71.7		
10/25/2025 12:00	213678.0	67.4		
10/24/2025 12:00	213610.6	89.7		
10/23/2025 12:00	213520.9	86.8		
10/22/2025 12:00	213434.1	75.4		
10/21/2025 12:00	213358.7	122.1		
10/20/2025 12:00	213236.6	72.6		
10/19/2025 12:00	213164.0	87.1		
10/18/2025 12:00	213076.9	86.6		
10/17/2025 12:00	212990.3	156.4		
10/16/2025 12:00	212833.9	71.8		
10/15/2025 12:00	212762.1	81.6		
10/14/2025 12:00	212680.5	84.6		
10/13/2025 12:00	212595.9	77.4		
10/12/2025 12:00	212518.5	94.5		
10/11/2025 12:00	212424.0	84.6		

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
10/10/2025 12:00	212339.4	724.7		
10/09/2025 12:00	211614.7	105.3		
10/08/2025 12:00	211509.4	95.2		
10/07/2025 12:00	211414.2	1070.2		
10/06/2025 12:00	210344.0	383.0		
10/05/2025 12:00	209961.0	314.7		
10/04/2025 12:00	209646.3	471.0		
10/03/2025 12:00	209175.3	94.5		
10/02/2025 12:00	209080.8	111.8		Intermittent
10/01/2025 12:00	208969.0	1624.2		Continuous
09/30/2025 12:00	207344.8	3299.1		Continuous
09/29/2025 12:00	204045.7	3289.4		Continuous
09/28/2025 12:00	200756.3	3247.9		Continuous
09/27/2025 12:00	197508.4	3233.0		Continuous
09/26/2025 12:00	194275.4	3234.5		Continuous
09/25/2025 12:00	191040.9	3248.4		Continuous
09/24/2025 12:00	187792.5	3388.3		Continuous
09/23/2025 12:00	184404.2	3409.0		Continuous

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
09/22/2025 12:00	180995.2	3408.0		Continuous
09/21/2025 12:00	177587.2	3458.2		Continuous
09/20/2025 12:00	174129.0	3579.8		Continuous
09/19/2025 12:00	170549.2	3409.3		Continuous
09/18/2025 12:00	167139.9	3405.7		Continuous
09/17/2025 12:00	163734.2	3400.9		Continuous
09/16/2025 12:00	160333.3	3412.8		Continuous
09/15/2025 12:00	156920.5	3402.3		Continuous
09/14/2025 12:00	153518.2	3404.4		Continuous
09/13/2025 12:00	150113.8	3391.2		Continuous
09/12/2025 12:00	146722.6	3452.4		Continuous
09/11/2025 12:00	143270.2	3391.2		Continuous
09/10/2025 12:00	139879.0	3354.0		Continuous
09/09/2025 12:00	136525.0	3412.8		Continuous
09/08/2025 12:00	133112.2	3398.0		Continuous
09/07/2025 12:00	129714.2	5377.3		Continuous
09/06/2025 12:00	124336.9	7316.7		Continuous
09/05/2025 12:00	117020.2	2747.2		Continuous

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
09/04/2025 12:00	114273.0	220.7		Continuous
09/03/2025 12:00	114052.3	133.7		Continuous
09/02/2025 12:00	113918.6	145.2		Continuous
09/01/2025 12:00	113773.4	242.1		Continuous
08/31/2025 12:00	113531.3	1419.4		Continuous
08/30/2025 12:00	112111.9	152.6		Continuous
08/29/2025 12:00	111959.3	1885.0		Continuous
08/28/2025 12:00	110074.3	305.9		Continuous
08/27/2025 12:00	109768.4	248.3		Continuous
08/26/2025 12:00	109520.1	216.0		Continuous
08/25/2025 12:00	109304.1	138.4		Continuous
08/24/2025 12:00	109165.7	143.4		Continuous
08/23/2025 12:00	109022.3	214.7		Continuous
08/22/2025 12:00	108807.6	234.7		Continuous
08/21/2025 12:00	108572.9	147.3		Continuous
08/20/2025 12:00	108425.6	130.4		Continuous
08/19/2025 12:00	108295.2	147.8		Continuous
08/18/2025 12:00	108147.4	148.2		Continuous

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
08/17/2025 12:00	107999.2	175.5		Continuous
08/16/2025 12:00	107823.7	190.4		Continuous
08/15/2025 12:00	107633.3	226.9		Continuous
08/14/2025 12:00	107406.4	295.0		Continuous
08/13/2025 12:00	107111.4	135.5		Continuous
08/12/2025 12:00	106975.9	1181.5		Continuous
08/11/2025 12:00	105794.4	467.8		Continuous
08/10/2025 12:00	105326.6	279.3		Continuous
08/09/2025 12:00	105047.3	136.7		Continuous
08/08/2025 12:00	104910.6	152.8		Continuous
08/07/2025 12:00	104757.8	273.9		Continuous
08/06/2025 12:00	104483.9	316.3		Continuous
08/05/2025 12:00	104167.6	280.5		Continuous
08/04/2025 12:00	103887.1	519.8		Continuous
08/03/2025 12:00	103367.3	201.2		Continuous
08/02/2025 12:00	103166.1	349.8		Continuous
08/01/2025 12:00	102816.3	175.2		Continuous
07/31/2025 12:00	102641.1	182.4		Continuous

Date/Time ↓	Reading	Consumption	Reverse Flow	Consumption Flag
07/30/2025 12:00	102458.7	150.8		Continuous
07/29/2025 12:00	102307.9	235.1		Continuous
07/28/2025 12:00	102072.8	133.5		Continuous
07/27/2025 12:00	101939.3	212.3		Continuous
07/26/2025 12:00	101727.0	282.1		Continuous
07/25/2025 12:00	101444.9	350.1		Continuous
07/24/2025 12:00	101094.8	54.5		Continuous

RAPIDAN SERVICE AUTHORITY SMALL PURCHASE PROCEDURES

By these procedures established and adopted by written resolution of the Board of Members, pursuant subsection G of Virginia Code § 2.2-4303 (Methods of procurement), Rapidan Service Authority may continue to purchase without requiring competitive sealed bids or competitive negotiation (i) professional services, (ii) goods and other services, and (iii) non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$80,000, \$200,000, and \$300,000, respectively, while providing for competition wherever practicable, and otherwise complying with the Virginia Public Procurement Act.

Adopted by the Board of Members on November 20, 2025.

RESOLUTION

RESOLVED, that pursuant to Virginia Code § 2.2-4303 (Methods of procurement) under the Virginia Public Procurement Act, the Board of Members of Rapidan Service Authority, a public body as defined by § 2.2-4301 (Definitions), hereby adopts the attached “Small Purchase Procedures,” and ratifies all purchases consistent therewith.

Adopted this 20th day of November 2025.

Mark Johnson, Chairman

Timothy L. Clemons, Secretary



Memorandum

To: RSA Board of Members
From: Trace Gaskins, DoA
CC:
Date: November 17, 2025
Re: 2025 Staff Retention Bonus

RSA Board,

From time to time, recommendations for employee bonuses have been brought forward. Given the ongoing challenges in recruiting and retaining qualified staff, I am recommending the issuance of bonus pay to our employees for the year 2025.

The total cost to RSA will not exceed **\$26,000**. Under this proposal:

- **Full-time employees employed for more than half the year** will receive a **\$500** bonus.
- **Part-time employees and Full-time employees who have been employed for less than half the year** will receive a **\$300** bonus.

I believe this initiative will support employee morale, strengthen retention efforts, and help us remain competitive in the current labor market.

RAPIDAN SERVICE AUTHORITY

October-2025

Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Water & Sewer Revenue - Madison Co.	72,084	56,283	15,801	583,159	562,833	20,326
Water & Sewer Revenue - Orange Co.	877,251	804,808	72,442	7,740,655	8,048,083	(307,428)
Sale of Materials & Supplies	1,073	1,667	(593)	11,324	16,667	(5,342)
Engr & Maint Revenue	220	1,750	(1,530)	2,880	17,500	(14,620)
Service Fees	-	1,667	(1,667)	5,906	16,667	(10,761)
Misc. Income	24,709	29,817	(5,108)	292,585	298,167	(5,582)
Service Installations Revenue	10,450	16,667	(6,217)	205,350	166,667	38,683
Total Operating Income	985,787	912,658	73,129	8,841,859	9,126,584	(284,725)
Operating Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Purchased Water	64,948	49,817	(15,131)	608,619	498,167	(110,452)
Operating Labor	226,367	217,250	(9,117)	1,724,102	2,172,500	448,398
New Service Installations	13,623	11,808	(1,814)	97,296	118,083	20,788
Locations-Miss Utility	5,043	6,533	1,490	74,875	65,333	(9,541)
Engineering & Maintenance	132,814	140,983	8,169	2,034,321	1,409,833	(624,488)
Water Treatment Supp.	33,552	67,217	33,665	623,280	672,167	48,886
Utilities	84,976	79,625	(5,351)	804,118	796,250	(7,868)
Vehicle Expense	6,321	12,858	6,537	134,382	128,583	(5,798)
Testing	9,299	7,167	(2,133)	91,645	71,667	(19,979)
Biosolids Waste Mgmt	59	3,042	2,983	20,781	30,417	9,636
Miscellaneous	-	-	-	1,026	-	(1,026)
Total Operating Expenses	577,003	596,300	19,297	6,214,444	5,963,000	(251,444)
Gross Margin	408,785	316,358	92,426	2,627,415	3,163,584	(536,169)
General & Admin Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Billing & Collection Exp	14,896	10,683	(4,213)	98,304	106,834	8,530
G & A Labor	82,517	86,750	4,233	781,366	867,500	86,134
Comp. Board of Members	704	667	(37)	5,847	6,667	819
Insurance Premiums	-	12,625	12,625	121,489	126,250	4,761
Bank & Credit Card Fees	662	750	88	6,518	7,500	982
Offices Expenses	11,922	17,171	5,248	214,685	171,708	(42,976)
Legal/Bond Fees	22,782	5,333	(17,449)	147,899	53,334	(94,566)
Water Regulatory Fees	19,546	3,558	(15,988)	40,064	35,583	(4,481)
Audit & Other Consulting	-	3,083	3,083	41,159	30,833	(10,325)
Total General & Admin Expenses	153,029	140,621	(12,408)	1,457,331	1,406,209	(51,122)
Net Operating Income	255,756	175,737	80,019	1,170,084	1,757,375	(587,291)
Non-Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Avail. - Water & Sewer - Madison Co.	10,000	-	10,000	20,000	-	20,000
Avail. - Water & Sewer - Orange Co.	230,000	-	230,000	2,860,000	-	2,860,000
Interest Earned	26,956	25,000	1,956	333,137	250,000	83,137
Gain Loss on Disposals of Property	-	-	-	5,363	-	5,363
Non Operating Revenue Cap Contr.	43,025	-	43,025	298,860	-	298,860
Insurance Recoveries	-	-	-	-	-	-
Total Non-Operating Income	309,981	25,000	284,981	3,517,360	250,000	3,267,360
Net Income Before Debt Service	565,737	200,737	365,000	4,687,443	2,007,375	2,680,068
Debt Service	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Debt Service	-	70,525	70,525	852,996	705,250	(147,746)
Net Income	565,737	130,212	435,525	3,834,447	1,302,125	2,532,322