



**RAPIDAN SERVICE AUTHORITY  
BOARD OF MEMBERS AGENDA  
17-Apr-25**

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6 NEW BUSINESS	
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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**

A regular meeting of the Board of Members of Rapidan Service Authority was held on March 20, 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:	Elliott, Johnson, Voorhees
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos (virtually)
	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.

The minutes of the February 20, 2025 meeting were then approved on a motion by Voorhees, seconded by Elliott, and passed unanimously on a voice vote.

During the opportunity for public comment, Bryan Nicol requested the Board broadcast future meetings on Zoom so that customers who are unable to attend in person could participate virtually if they would like.

D.A. Gaskins then announced that three bids (two on time and one late) had been received for the construction of the Locust Grove office. Staff recommends the award of the bid to Loudin Building Systems out of Mineral, VA. LBS has done several projects in the area and came in with a bid of \$635,500. On a motion by Voorhees, seconded by Elliott, the Board unanimously voted on a rollcall vote to accept the bid of Loudin Building Systems and authorize G.M. Clemons to enter into a contract with them.

G.M. Clemons then shared with the Board that there is once again interest being expressed regarding the proposed Spring Green development and that the developer may begin to move forward with this in the near future. The project would be approximately 120-130 units, with water potentially being provided by wells and sewer service by RSA. The increased usage is well within RSA's current ability to handle at the treatment plant. This item is being provided as informational only and there is no need for action by the Board at this time.

During his report, G.M. Clemons updated the Board regarding RSA's financial position. RSA is in its usual late-winter position with reduction of water sales revenue but anticipates an increase moving into spring.

There was no attorney report or closed session, and on a motion by Elliott at 2:12 p.m. the Board voted to adjourn on a unanimous voice vote.

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Chairman



# Memorandum

**To:** Tim Clemons, General Manager

**From:** David Jarrell, Director of Operations

**Date:** April 15, 2025

**Subject:** Funding Opportunities for Drinking Water Improvement Projects

Staff are preparing applications for several funding opportunities through programs administered by the Virginia Department of Health to support upcoming drinking water infrastructure projects.

## **Financial & Construction Assistance Programs (FCAP)**

We intend to submit three applications under this program for the following projects:

- **RSA Route 15**  
This project will replace a critical section of the existing transmission main between the Town of Orange treatment plant and Route 20, enhancing reliability and capacity.
- **Town of Madison**  
This application will cover the replacement of aging distribution pipes, extension of the system to improve fire flow and operational redundancy, and the installation of an emergency generator at the water treatment plant.
- **Wilderness**  
We plan to request funding for the design of future improvements to the Wilderness water system infrastructure.

## **Planning & Design Fund Program**

We also plan to apply for support through the Planning & Design Fund Program to assist with preliminary design efforts for the following:

- **RSA Route 15**  
Design for the transmission main replacement noted above
- **Town of Madison**  
Design for the infrastructure improvements described above
- **Wilderness**  
Design of a new water storage tank to serve the Wilderness Shores pressure zone

These applications align with our strategic priorities to improve system resilience, ensure regulatory compliance, and enhance service reliability for our customers.

VDH, as part of the project application process, requires documentation that the controlling Board, Council, President, etc. of the waterworks, approves the project application.



The Board of Members of the Rapidan Service Authority does approve the project applications for the following:

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R. Mark Johnson, Chairman

Date

Witnessed by:

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Tim Clemons, General Manager

Date

April 15, 2025

Mr. David Jarrell  
Director of Operations, Rapidan Service Authority  
2445 S Seminole Trail  
Madison, VA 22727

RE: GWWIP Preliminary Engineering Report Update

Mangrum Consulting & Design is pleased to submit to RSA this scope of work for preparing an update to the preliminary engineering report (PER) for the Germanna-Wilderness Water Treatment Improvements Plan. The purpose of the PER update is to integrate water source planning from prior works with planned treatment improvements for the Germanna-Wilderness region into a single document. Several additional concepts for augmenting source water capacity in the short to medium term will also be presented.

The PER update will concisely summarize and quantify key aspects of each identified strategy that either increases source water capacity, provides emergency spill protection and/or increases treatment capacity to include feasibility of construction and implementation, physical configuration and layout, respective capacity, permitting requirements, potential regulatory obstacles, plausible schedule to implement and conceptual level opinions of probable total project costs.

In addition to function, each strategy will be identified for its expected timing of implementation: short term (< 3 years), medium term (3-7 years) and long term (10-15 year horizon). The objective of the PER update will be to develop and present the most cost-effective approach to achieving incremental progress in each of the following strategic categories:

- Drought Hardening & Increased Source Water Capacity
- Emergency Spill Protection of Source Water
- Increased Treatment Capacity

The evaluation will utilize existing information to the fullest extent practical to capture prior works/studies/evaluations performed by the County and RSA on source water development and treatment options to specifically include:

- (1) Water and Wastewater Master Plan Germanna-Wilderness Area Orange County, Virginia, November 2018. Draper Aden/Wiley|Wilson;
- (2) Orange County Water Supply Plan, January 2010. Wiley|Wilson; and,
- (3) Rapidan Service Authority Preliminary Engineering Report Germanna-Wilderness Water Treatment Improvements Plan, June 2021. Mangrum Consulting & Design.

Each identified concept will be scored using a weighted method for each of the following categories: Capacity/impact; feasibility of construction and implementation; potential regulatory obstacles; plausible schedule to implement; and total project costs.

The final report will present a menu of options categorized by timing of implementation (i.e., short, medium, long-term) and their function (drought hardening, emergency spill protection, treatment capacity) and their relative score/rankings.

Mangrum Consulting will complete this PER as described hereinabove and submit for review within two (2) months of the notice to proceed for a proposed lump sum fee of \$47,500. Billing would occur monthly on a percent complete basis. The following table summarizes the basis for fee development.

Task 1		
Project Mgr./Engineer – Rob Mangrum	240 hours @ \$145/hr	\$34,800
CAD Support – Michael Taylor	60 hours @ \$95/hr	\$5,700
Regulatory Support – Aqua Law		\$7,000
Task 1 Total		\$47,500

Thank you for this opportunity to work again with Rapidan Service Authority. If you have any questions, please do not hesitate to contact me at [Rob@mangrumconsulting.com](mailto:Rob@mangrumconsulting.com); or by phone at (434) 665-1515.

With Regards,



Rob Mangrum, P.E., BCEE

**Consultant / Process Engineer**

*Board Certified by the American Academy of Environmental Engineers  
Water Supply and Wastewater Treatment*

ACCEPTANCE:

Date:

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Title:

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# Memorandum

**To:** Tim Clemons, GM  
**From:** Trace Gaskins, DOA  
**Date:** April 15, 2025  
**Re:** Vacant Lot in Locust Grove

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Tim,

I believe it would benefit RSA to explore the option of purchasing the vacant lot adjacent to our Locust Grove office site and maintenance shop. The piece of land is 0.922 acres and the owners are located in California. The assessed value is \$100,400. On the attached map, this parcel is 48B.

This parcel would give RSA a second driveway that our maintenance staff could use and additional space for equipment and material storage.

48H

48B

48C

48D

48E

3489

GERMANNA HWY

7

3



**RAPIDAN SERVICE AUTHORITY**  
March-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.	56,890	56,283	607	163,757	168,850	(5,093)
Water & Sewer Revenue - Orange Co.	743,646	804,808	(61,163)	1,891,671	2,414,425	(522,754)
Sale of Materials & Supplies	1,092	1,667	(575)	1,092	5,000	(3,908)
Engr & Maint Revenue	240	1,750	(1,510)	240	5,250	(5,010)
Service Fees	-	1,667	(1,667)	-	5,000	(5,000)
Misc. Income	18,097	29,817	(11,719)	32,513	89,450	(56,937)
Service Installations Revenue	27,850	16,667	11,183	53,700	50,000	3,700
<b>Total Operating Income</b>	<b>847,815</b>	<b>912,658</b>	<b>(64,843)</b>	<b>2,142,973</b>	<b>2,737,975</b>	<b>(595,002)</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	58,721	49,817	(8,904)	174,716	149,450	(25,266)
Operating Labor	159,408	217,250	57,842	553,213	651,750	98,537
New Service Installations	6,350	11,808	5,458	23,101	35,425	12,324
Locations-Miss Utility	6,529	6,533	4	18,111	19,600	1,489
Engineering & Maintenance	232,689	140,983	(91,705)	595,249	422,950	(172,299)
Water Treatment Supp.	94,873	67,217	(27,657)	197,804	201,650	3,846
Utilities	81,786	79,625	(2,161)	255,503	238,875	(16,628)
Vehicle Expense	8,300	12,858	4,558	55,946	38,575	(17,371)
Testing	5,792	7,167	1,375	25,539	21,500	(4,039)
Biosolids Waste Mgmt	234	3,042	2,808	693	9,125	8,432
<b>Total Operating Expenses</b>	<b>654,682</b>	<b>596,300</b>	<b>(58,382)</b>	<b>1,899,875</b>	<b>1,788,900</b>	<b>(110,975)</b>
<b>Gross Margin</b>	<b>193,133</b>	<b>316,358</b>	<b>(123,225)</b>	<b>243,098</b>	<b>949,075</b>	<b>(705,977)</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	7,677	10,683	3,007	39,396	32,050	(7,345)
G & A Labor	66,516	86,750	20,234	229,483	260,250	30,767
Comp. Board of Members	596	667	71	1,787	2,000	213
Insurance Premiums	37,627	12,625	(25,002)	37,627	37,875	248
Bank & Credit Card Fees	715	750	35	2,165	2,250	85
Offices Expenses	15,749	17,171	1,422	95,302	51,513	(43,789)
Legal/Bond Fees	11,333	5,333	(5,999)	28,089	16,000	(12,089)
Water Regulatory Fees	-	3,558	3,558	4,411	10,675	6,264
Audit & Other Consulting	4,499	3,083	(1,415)	4,499	9,250	4,751
<b>Total General &amp; Admin Expenses</b>	<b>144,711</b>	<b>140,621</b>	<b>(4,090)</b>	<b>442,758</b>	<b>421,863</b>	<b>(20,895)</b>
<b>Net Operating Income</b>	<b>48,422</b>	<b>175,737</b>	<b>(127,315)</b>	<b>(199,660)</b>	<b>527,212</b>	<b>(726,872)</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.	180,000	-	180,000	800,000	-	800,000
Interest Earned	34,928	25,000	9,928	113,729	75,000	38,729
Non Operating Revenue Cap Contr.	-	-	-	255,835	-	255,835
Insurance Recoveries	-	-	-	-	-	-
<b>Total Non-Operating Income</b>	<b>214,928</b>	<b>25,000</b>	<b>189,928</b>	<b>1,169,564</b>	<b>75,000</b>	<b>1,094,564</b>
<b>Net Income Before Debt Service</b>	<b>263,351</b>	<b>200,737</b>	<b>62,613</b>	<b>969,904</b>	<b>602,212</b>	<b>367,692</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	71,841	70,525	(1,316)	71,841	211,575	139,734
<b>Net Income</b>	<b>191,509</b>	<b>130,212</b>	<b>61,297</b>	<b>898,063</b>	<b>390,637</b>	<b>507,425</b>