

A regular meeting of the Board of Members of Rapidan Service Authority was held on December 15, 2022 at the Madison County Administration Building.

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

Present: Members: Bowman, Coppage, Crozier, Frame, Martin, Yowell
 Staff: GM Clemons, DO Jarrell, DA Gaskins

 Visitors: Clay Jackson, Jonathan Weakley, Media

The agenda for the meeting was adopted on a motion by Bowman, seconded by Martin and approved unanimously on a voice vote.

The minutes of the November 17, 2022 Board meeting were approved unanimously by a voice vote on a motion made by Bowman, seconded by Coppage, after being corrected as follows: the words at the bottom of the first page “an additional sewer EDU” were changed to read “additional sewer EDUs.”

There was no old business. The Board then began to discuss a request for relief on a bill from a Lake of the Woods customer, but the Chairman asked that the Board defer the discussion until the next meeting as he had personally invited the customer to speak regarding his request at this meeting or the next.

Under board comments, Mr. Yowell apologized that he has not yet worked on a review of RSA’s EDU policy as agreed at the previous Board meeting. He also indicated that Madison County residents had been questioning him as to why the Washington Street project was taking so long. It is planned that the project should be completed shortly. The contractor had run into delays obtaining materials due to supply chain issues as well as hitting rock and dealing with a difficult customer. There was a question about notification to customers about outages, and GM Clemons indicated that RSA normally gives at least 48 hours-notice for a planned outage. For unplanned outages, RSA normally has the needed materials on hand to deal with them promptly.

Mr. Bowman then gave an update on the Greene County withdrawal. The County believes that they will have sufficient personnel hired by January 10 and their Board of Supervisors has authorized their chair to request approval from VRA for the transition of operations once the water and wastewater plant operators have been hired. While not related to the transition, the BOS chairman was also authorized to execute a contract for the water treatment plant access road and the relocation of the water supply lines.

There was then a discussion of the 2023 budget. Greene County is included in the budget at this time only because there is no certainty of when they will withdraw. It was pointed out that the Chairman and Mr. Yowell had gone through the budget on a line-by-line basis the previous week and were satisfied that it was a good, conservative budget. The Board was being asked to approve the portion on pages 8-10 and did so on a motion by Coppage, seconded by Crozier and passed on a unanimous voice vote.

The possibility of RSA joining the Virginia Retirement System was then discussed. The VRS is an attractive benefit for potential new hires and the General Manager believes it will be to the benefit of RSA to participate in the system. The proposal today is to include either a five-year buy-in or a 15-year buy-in. RSA can afford the first option and the General Manager recommended it. Current employees would be given a one-time opportunity to opt out and all new employees would be required to participate. The issue was raised as to whether RSA's attorney had reviewed the document that needed to be signed. She has not done so because the language is standard boilerplate language, and no changes are allowed. Mr. Crozier indicated that he had been involved in the system for over 40 years and that it was a very good one and highly beneficial to employees. A motion was made by Yowell, seconded by Crozier to authorize option one – the five-year RSA buy-in into the VRS. The motion was passed 6-0 on the following rollcall vote: Bowman – aye, Coppage – aye, Crozier – aye, Frame – aye, Martin – aye, Yowell – aye.

A second motion was also presented that would allow RSA employees with at least five years of service to purchase up to an additional 48 months of credit into the program. This would be done at the employee's cost but could be done pre-tax through an RSA payroll deduction and would have to be completed within two years. The motion was made by Coppage, seconded by Crozier and passed 6-0 on the following rollcall vote: Bowman – aye, Coppage – aye, Crozier – aye, Frame – aye, Martin – aye, Yowell – aye.

GM Clemons stated that RSA is beginning the process for the Madison WTP upgrades discussed at the previous meeting and details can be found in the Board package. He then gave the General Manager's report. He indicated that RSA recently initiated the required advertising for a permit revision for the Madison WWTP. The revision would move the outfall from the current location at Little Dark Run to the Robinson River. He stated that this should eliminate many of the previous complaints as well as put RSA in a better position to receive grant money for that plant and discharge line. Landowners affected by these changes will receive the appropriate notices.

Mr. Bowman asked how RSA was reimbursed when a contractor damaged a line as happened recently with a VDOT contractor. GM Clemons explained that once RSA knew the extent of the damage, an invoice would be sent to the contractor directly. If there was a problem, it would be sent to VDOT since it is VDOT's project. GM Clemons explained that the invoice would be based on time and materials used and RSA would be completely reimbursed for the damage.

As there was no further business to be brought before the Board, Coppage made a motion, seconded by Martin, that the meeting be adjourned. The motion passed on a unanimous voice vote at 2:31 PM.

Chairman