



**RAPIDAN SERVICE AUTHORITY  
BOARD OF MEMBERS AGENDA  
15-May-25**

	<u>PAGE</u>
1 CALL TO ORDER BY CHAIRMAN, Mark Johnson	
2 PLEDGE OF ALLEGIANCE	
3 ADOPTION OF AGENDA	
4 APPROVAL OF MINUTES - APRIL 17, 2025	1 - 2
5 OLD BUSINESS	
6 NEW BUSINESS	
A. PUBLIC COMMENT	
B. CUSTOMER REQUESTS	
C. COMMENTS FROM THE BOARD	
D. RECOGNITION OF RETIREMENT - LYNN CLEMENTS	
E. ACCEPTANCE OF TWIN LAKES SUBDIVISION SECTION 3C	3
F. GENERAL MANAGER REPORT	4
G. ATTORNEY REPORT	
H. CLOSED SESSION	
7 ADJOURNMENT	

**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/GBn6RvXqHlc?feature=share>**

A regular meeting of the Board of Members of Rapidan Service Authority was held on April 17, 2025, at the Madison County Administration Building, Madison, VA.

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

Present:	Members:	Coppage, Elliott, Johnson, Marshall (2:02), Voorhees (2:02)
	Staff:	G.M. Clemons, D.O. Jarrell, D.A. Gaskins
	Attorney:	Stefan Calos (virtually)
	Guests:	Bryan Nichol, Dave Davies, Jack Phend

The agenda for the meeting was adopted on a motion by Coppage, seconded by Elliott, and passed on a 3-0 voice vote. (Mr. Marshall and Mr. Voorhees had not yet arrived.)

The minutes of the March 20, 2025, meeting were then approved on a motion by Elliott, seconded by Coppage, and passed unanimously on a 5-0 voice vote.

There was no old business. During the opportunity for public comment, Bryan Nichol reiterated the desire to have future board meetings live-streamed. He also expressed appreciation for the improved communication during the recent valve failure in Locust Grove and asked that it continue. He encouraged RSA to investigate what went wrong with the valve in order to avoid a similar problem in the future. Dave Davies then spoke, thanking RSA for the communication during the recent event and stated that it enabled the organization he works with serving elderly people to reach out to each of their 160 members to make sure they were aware of the situation. He indicated that he was encouraged with the preliminary engineering report proposal on the agenda. He questioned when the new pump station construction would begin now that the monthly surcharge associated with that project was being included on customers' bills. Jack Phend then spoke. He expressed appreciation for RSA's consideration of their concerns and for the communication during the recent water-loss event. He asked that RSA would continue to keep customers informed as work on the LOW sewer system progresses. He asked whether the costs of the new water tower in Wilderness Shores would be borne by all customers or only those who benefitted from it. He would like to see the cost borne by the developers and not RSA's current customers. The Chair informed Mr. Davies and Mr. Phend that their questions would be addressed when G.M. Clemons gave his report.

During the consideration of customer requests, the Chair stated that he thought streaming the RSA Board meetings was a great idea but that they should not be open to remote participation by the public. The broadcast of RSA board meetings should also be viewed as a voluntary gesture and not required since equipment difficulties could prohibit a meeting from being streamed. On a motion by Coppage, seconded by Voorhees, on a voice vote the Board unanimously voted to begin streaming its meetings at the next meeting with the understanding that this is done not as a requirement but at RSA's convenience.

During Comments from the Board, Voorhees spoke regarding the recent water loss event. He acknowledged the work done by RSA's repair crew in making the repair and extended his thanks to them. He noted an interest in providing more and detailed communication but recognized there needs to be

further discussion about providing the necessary resources to staff that, particularly early on a Sunday morning when the primary focus is often making the repair and restoring service to the customers.

G.M. Clemons then updated the Board regarding the pursuit of funding opportunities for drinking water improvement projects. D.O. Jarrell and D.A. Gaskins are working on applications for funding through the Virginia Department of Health's FCAP (Financial & Construction Assistance Programs) as well as its Planning & Design Fund Program for RSA's Route 15, Town of Madison and Wilderness water systems. VDH requires the approval of RSA's Board for submission of the applications so on a motion by Coppage, seconded by Voorhees, the Board unanimously voted to do so on a roll call vote.

RSA is also required to periodically update the preliminary engineering report for the Germanna-Wilderness Water Treatments Improvement Plan and presented a proposal from Mangrum Consulting & Design to do so. On a motion by Voorhees, seconded by Marshall, the Board, on a voice vote unanimously authorized G.M. Clemons to accept the proposal.

G.M. Clemons then informed the Board of a vacant lot next to RSA's new Locust Grove office location that would be useful for a second driveway and additional storage. He did not know if the owners would be interested in selling the parcel but wanted to make sure that the Board did not have any objections to his inquiring. There were no objections.

During G.M. Clemons's report, he addressed two of the issues brought up by guests earlier in the meeting. He informed Mr. Davies that RSA was in the process of putting out a proposal for bids for the pump station design work and hopes to move forward on that in the near future. He anticipates the work from design through construction to take approximately five years to complete. He then addressed Mr. Phend's concern regarding the new water storage tank. G.M. Clemons indicated that the tank would actually be of benefit across the entire Wilderness water system and not just in the new developments. That being said, RSA is also expecting the developers to absorb a portion of the costs that would feed their neighborhood.

He then briefly updated the Board on the recent water-loss event. He stated that VDH believes that it was a defective valve, but that RSA is checking further to see if there are similar valves in the system that could also experience a problem. The valve was over 20 years old, but all of the bolts failed, and G.M. Clemons stated that he had never experienced a similar issue in over 40 years of work in the field. He directed the Board to the financial summary in their agenda packets for the most current information.

There was no attorney report or closed session, and on a motion by Coppage at 2:39 p.m. the Board voted to adjourn on a unanimous voice vote.

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Chairman

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Locust Grove, VA 22508  
(540) 972-2133



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Madison, VA 22727  
(434) 985-7811

### MEMO TO FILE

DATE: May 12, 2025

TO: Tim Clemons, General Manager

*Lynn Clements*  
FROM: Lynn Clements, Director of Projects

RE: Twin Lake Subdivision, Section 3C, Water Main and Sewer Main Acceptance

The developer of Twin Lake Subdivision (A & K Development) has completed the installation of water mains and gravity sewer mains to serve 36 lots on Saffron Lane in Locust Grove. The water mains are an extension of the Wilderness water distribution system. The gravity sewer mains are an extension of the Wilderness sewer collection system.

All documentation has been received and is correct. RSA policy requires formal Board acceptance of infrastructure serving 15 or more equivalent residential units.

Therefore, I recommend that RSA accept the water infrastructure serving this residential subdivision into RSA's Wilderness water and sewer systems.

# RAPIDAN SERVICE AUTHORITY

April-2025

Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Water & Sewer Revenue - Madison Co.	53,026	56,283	(3,258)	216,783	225,133	(8,350)
Water & Sewer Revenue - Orange Co.	782,603	804,808	(22,205)	2,674,274	3,219,233	(544,959)
Sale of Materials & Supplies	2,154	1,667	487	3,246	6,667	(3,421)
Engr & Maint Revenue	-	1,750	(1,750)	240	7,000	(6,760)
Service Fees	5,906	1,667	4,239	5,906	6,667	(761)
Misc. Income	17,151	29,817	(12,665)	49,665	119,267	(69,602)
Service Installations Revenue	42,350	16,667	25,683	96,050	66,667	29,383
Total Operating Income	903,190	912,658	(9,469)	3,046,163	3,650,633	(604,470)
Operating Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Purchased Water	58,035	49,817	(8,219)	232,751	199,267	(33,484)
Operating Labor	157,203	217,250	60,047	710,416	869,000	158,584
New Service Installations	10,436	11,808	1,373	33,536	47,233	13,697
Locations-Miss Utility	6,104	6,533	429	24,215	26,133	1,918
Engineering & Maintenance	222,734	140,983	(81,751)	817,983	563,933	(254,050)
Water Treatment Supp.	36,243	67,217	30,974	234,047	268,867	34,820
Utilities	78,044	79,625	1,581	333,547	318,500	(15,047)
Vehicle Expense	14,222	12,858	(1,363)	70,168	51,433	(18,734)
Testing	8,549	7,167	(1,382)	34,088	28,667	(5,421)
Biosolids Waste Mgmt	9,943	3,042	(6,901)	10,636	12,167	1,530
Miscellaneous	778	-	(778)	778	-	(778)
Total Operating Expenses	602,291	596,300	(5,991)	2,502,166	2,385,200	(116,966)
Gross Margin	300,899	316,358	(15,459)	543,997	1,265,434	(721,436)
General & Admin Expenses	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Billing & Collection Exp	7,603	10,683	3,080	46,999	42,733	(4,266)
G & A Labor	66,000	86,750	20,750	295,483	347,000	51,517
Comp. Board of Members	596	667	71	2,382	2,667	284
Insurance Premiums	482	12,625	12,143	38,109	50,500	12,391
Bank & Credit Card Fees	210	750	540	2,375	3,000	625
Offices Expenses	20,778	17,171	(3,607)	116,080	68,683	(47,396)
Legal/Bond Fees	12,818	5,333	(7,485)	40,907	21,333	(19,574)
Water Regulatory Fees	4,599	3,558	(1,041)	9,010	14,233	5,223
Audit & Other Consulting	-	3,083	3,083	4,499	12,333	7,835
Total General & Admin Expenses	113,085	140,621	27,535	555,843	562,484	6,640
Net Operating Income	187,814	175,737	12,076	(11,846)	702,950	(714,796)
Non-Operating Income	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Avail. - Water & Sewer - Madison Co.	-	-	-	-	-	-
Avail. - Water & Sewer - Orange Co.	560,000	-	560,000	1,360,000	-	1,360,000
Interest Earned	51,558	25,000	26,558	165,287	100,000	65,287
Non Operating Revenue Cap Contr.	-	-	-	255,835	-	255,835
Insurance Recoveries	-	-	-	-	-	-
Total Non-Operating Income	611,558	25,000	586,558	1,781,122	100,000	1,681,122
Net Income Before Debt Service	799,372	200,737	598,634	1,769,276	802,950	966,326
Debt Service	PTD Act	PTD Bud	Variance	YTD Act	YTD Bud	Variance
Debt Service	-	70,525	70,525	71,841	282,100	210,259
<b>Net Income</b>	<b>799,372</b>	<b>130,212</b>	<b>669,159</b>	<b>1,697,434</b>	<b>520,850</b>	<b>1,176,584</b>