**MINUTES**

Virginia Carolina Water Authority

December 17, 2024 – 10:00 AM

Water Plant

**BOARD MEMBERS PRESENT:** Laura Ratcliffe, Jason Cassell, Darin Young, Garrison Wagoner, William Shepley, Jose Butron

**BOARD MEMBERS ABSENT**

Josh Greene, Paul Hoyle

**OTHERS PRESENT**

Angie Houck, Andy Blevins

Laura Ratcliffe called the meeting to order.

Since there are new board appointments, we will start off with the new business first. William Shepley, Garrison Wagoner, Josh Greene & Jose Butron have been duly sworn in to be a board member on the VCWA as of 12-2-2024. Jason Cassell made a motion to accept the accept these appointments and Darin Young 2nd the motion. All in favor, yes, motion approved. Welcome to the VCWA. The council has approved Kenneth Vaught to take Laura’s place. He has not been appointed yet. Jason Cassell made a motion to approve the agenda, Jose Butron 2nd the motion. Motion approved.

**MINUTES**

Minutes are attached from the November’s meeting for review. Jose Butron made a motion to approve the minutes, Jason Cassell 2nd the motion. Motion approved.

**TREASURER’S REPORT**

The Treasury and Budget reports are attached for reference.

The checking account balance and debt reserve account balance for December 2024 are:

Checking $141,815.84 as of 12-31-2024

Reserves $563,897.26

**PAYABLES**

**See attached register**

November & December’s payable register is attached for review.

In November 2024, Twenty-nine (29) invoices were submitted to the board for approval in the amount of $53,761.89. The amount to be paid on the A/P register is $53,761.89 + monthly reserve payment of $1,542.20, with a total of $55,304.09 being paid using operating funds.

In December 2024, Nineteen (19) invoices were submitted to the board for approval in the amount of $42,291.05. The amount to be paid on the A/P register is $42,2291.05 + monthly reserve payment of $1,542.20, with a total of $43,833.25 being paid using operating funds.

Jason Cassell made a motion to approve the payable’s register’s, Jose Butron 2nd the motion. Motion approved.

In January 2025, Thirteen (13) invoices were submitted to the board for approval in the amount of $223,022.23. The amount to be paid on the A/P register is $223,022.23 + monthly reserve payment of $1,542.20, with a total of $224,564.43 being paid using operating funds.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

The pall membrane filters & pneumatic values have been installed and are working great. The Virginia State Line Meter was originally quoted at $20,000.00, this was a quote with installation included. Andy believes they can do this installation and save money. The cyber security audit has been initiated & survey questionnaire completed using AWWA standards for waterworks. Lost a raw water meter, failed unit to be replaced by new chamber assembly. SCWhite LLC made a site visit to repair communications, Twillo ID, and scaling issues to raw NTU data.

**OLD BUSINESS**

The by law/contract revision has been deferred.

**NEW BUSINESS**

New board appointments were addressed at the beginning of the meeting.

**OTHER BUSINESS**

Jason Cassell & Laura Ratcliffe are the only 2 signers on the checking account. Laura will be available to sign checks as long as needed. Laura Ratcliffe stepped down as chairman and Jose Butron is the new chairman. Darin Young made a motion to approve and Jason Cassell 2nd the motion. Motion approved.

Have had a beginning request for a water tap on Nile Road on the NC side. We have not received an application yet.

**Meeting Adjourned**

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VCWA Secretary