**MINUTES**

Virginia Carolina Water Authority

June 13, 2024 – 10:00 AM

Water Plant

**BOARD MEMBERS PRESENT:** Laura Ratcliffe, Paul Hoyle, John Irwin, Jason Cassell, Scott Buffkin, Michael Carter

**BOARD MEMBERS ABSENT**

Darin Young

**OTHERS PRESENT**

Andy Blevins, Angie Houck, Cole Osborne

Laura Ratcliffe called the meeting to order and declared there was a quorum present. Laura had 2 additional items not on the agenda that needed to be discussed. NC side has a request from homeowner for a new hookup & Scott Buffkin has been sworn in, so we need to bring him on to the board. Michael Carter made a motion to approve the discussion of these items and John Irwin 2nd the motion. Motion approved.

**MINUTES**

John Irwin made a motion to approve the minutes from April 10, 2024, meeting & Paul Hoyle 2nd the motion. Motion approved.

**TREASURER’S REPORT**

The Treasury and Budget reports were reviewed by Laura Ratcliffe and are attached for reference.

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

Checking $98,786.51

Reserves $553,699.85

**PAYABLES**

**See attached register**

In July 2024, Twenty (20) invoices were submitted to the board for approval in the amount of $43,172.75. The amount to be paid on the A/P register is $43,172.75 + monthly reserve payment of $1,542.20, with a total of $44,714.955 being paid using operating funds.

John Irwin made a motion to approve the May & June payables and Jason Cassell 2nd the motion. Motion approved.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

See Andy’s attached operator report. Ferguson Waterworks lead time is 26 weeks on the new Virginia State Line meter. Motion was made to approve going ahead and letting Andy Blevins order it. Michael Carter approved the motion and John Irwin 2nd the motion. Motion approved.

**OLD BUSINESS**

Laura Ratcliffe has had a conversation with Webster Day to update the By-laws. She will meet with them and update everyone at the next meeting. Need the agreements updated.

VCWA bullet list needs to be updated more often. VCWA needs to look at putting budget & minutes out for public review. One way is to set a separate tab on each town’s website or get our own website. The corporate files of the VCWA need to be in VA since it is a Virginia Entity. There is space in a room above the VA police office that is secure. The operational polices need to be documented. Andy Blevins has created a binder with these documents in there.

**NEW BUSINESS**

2023 short term audit was performed by Robinson, Farmer, Cox Associates, PLLC. The audit recommendations were to advertise the financial condition. There was one noted incomplete conflict of interest form. Once the audit is approved, we need to put this in the Sparta and Independence newspapers. We have never had a policy for credit card expenditures. We are trying to get away from credit card usage and just deal with vendors. The billing practices have been resolved. We are billing the towns now in accordance with the bylaws. A motion was made to approve the audit. Jason Cassell approved the audit and Michael Carter 2nd the motion. Motion approved.

A request has been made by the homeowner at 353 Windfield Lane, a NC resident, to hook up to the water. They will be responsible for the booster pump. This will be additional income to the VCWA. A motion was made to approve the hook up. John Irwin approved the motion and Michael Carter 2nd the motion. Motion approved.

Scott Buffkin is officially added to the board. He has been sworn in. Please welcome Scott to the board. A motion was made to approve Scott on the board. Michael Carter approved the motion. John Irwin 2nd the motion. Motion approved.

**Meeting Adjourned**

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VCWA Secretary