**MINUTES**

Virginia Carolina Water Authority

July 11, 2024 – 10:00 AM

Water Plant

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

**BOARD MEMBERS ABSENT**

Jason Cassell

**OTHERS PRESENT**

Angie Houck, Megan Edwards

Laura Ratcliffe called the meeting to order and declared there was a quorum present. Laura asked to make a motion to approve the agenda, Paul Hoyle approved the motion, Darin Young 2nd the motion. Motion approved.

**MINUTES**

John Irwin made a motion to approve the minutes from the June 13, 2024, meeting & Michael Carter 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 August 2024 are:

Checking $46,115.56

Reserves $557,384.22

**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 $44,714.95 being paid using operating funds.

Darin Young made a motion to approve the July payables and John Irwin 2nd the motion. Motion approved.

In August 2024, Twenty-three (23) invoices were submitted to the board for approval in the amount of $42,684.57. The amount to be paid on the A/P register is $42,684.57 + monthly reserve payment of $1,542.20, with a total of $44,226.77 being paid using operating funds.

In September 2024, Seventeen (17) invoices were submitted to the board for approval in the amount of $55,926.07. The amount to be paid on the A/P register is $55,926.07 + monthly reserve payment of $1,542.20, with a total of $57,468.27 being paid using operating funds.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

See Andy’s attached operator report. Andy’s role moving forward will need to incorporate tracking revenue and expenses. The board will need to come up with a job description for Andy for all his duties. The raw pump 3 will be replaced on July 15th with the help of both towns.

**OLD BUSINESS**

Laura has talked to Webster Day, and they recommended the board make changes to the by-laws and they will review them. Only a few changes need to be made. Laura asked if the board had any other changes to the by-laws to email them to her and they will be addressed at the next meeting. The board needs to go through the operating agreement and make suggestions for changes. The biggest item to address is the billing.

**NEW BUSINESS**

VCWA has a water line tap request at 383 Nile Road, Sparta NC 28675. John Irwin made a motion to approve and Scott Buffkin 2nd the motion. Motion approved.

Laura has received the audit engagement letter for the year ending June 30, 2024. Robinson, Farmer, Cox Associates with be on site looking at documents on September 11, 2024, at Osborne & Associates Accounting & Tax Service. John Irwin made a motion to approve the letter, Darin Young 2nd the motion. Motion approved.

**Meeting Adjourned**

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VCWA Secretary