**MINUTES**

Virginia Carolina Water Authority

September 12, 2024 – 10:00 AM

Water Plant

**BOARD MEMBERS PRESENT:** Laura Ratcliffe, Paul Hoyle, John Irwin, Michael Carter, Josh Greene, Jason Cassell, Jose Butron

**BOARD MEMBERS ABSENT**

Darin Young

**OTHERS PRESENT**

Angie Houck, Andy Blevins, Mark Miller

Laura Ratcliffe called the meeting to order and declared there was a quorum present. Laura asked to make a motion to approve the agenda, John Irwin approved the motion, Michael Carter 2nd the motion. Motion approved.

**MINUTES**

John Irwin made a motion to approve the minutes from the July 11, 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 October 2024 are:

Checking $80,802.68 as of 10-31-2024 (Balance as of 11-14 meeting is $25,498.59) ($80,802.68-$55,304.09 payables register)

Reserves $560,631.98

**PAYABLES**

**See attached register**

Paul Hoyle made a motion to approve the September payables and Josh Greene 2nd the motion. Motion approved.

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.

In October 2024, Fifteen (15) invoices were submitted to the board for approval in the amount of $34,444.40. The amount to be paid on the A/P register is $34,444.40 + monthly reserve payment of $1,542.20, with a total of $35,986.60 being paid using operating funds.

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.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

* Currently under the temporary permit 1077825T to complete the pilot test for the final 20 scenario 2 of 10 of the tests have to date been completed and submitted to Lane Group for engineering review.
* Completed respiratory test fitting and updated program policy and certifications for approved operators.
* VDH comprehensive & sanitary site inspection to be completed with district engineer on 9-18.
* Having issues with IT and availability. Current project manager is no longer with Dorsett Controls and have not been reassigned a new project manager to date. Working with previous owner to resolve any unexpected circumstances. Continuing to identify other resources for review and assistance with our Scada and Cyber Security. Reached out to Steven White as a source for emergency contact who made a site visit and has committed to aid our efforts as needed.

**OLD BUSINESS**

Board has made some leeway with the bylaws and will finish changes at the next meeting on 10-10. Some of the changes are as follows:

Change principal office address to 317 E. Main Street, Independence, VA 24348

Meetings will be held monthly on the 2nd Thursday at 10 am at VCWA plant

No proxy & cannot vote by video

Board will follow Roberts Rules

The boards shall be made up of Town Managers from each town, town council member from each town and board of supervisor, county commissioner or rep from each town

Term of office shall be a 2-year term and start July 1 of our fiscal year

Needs to be 3 signers on checking account and will consist of each town manager and the treasurer or an appointed board member

**NEW BUSINESS**

The board welcomed to the meeting Jose Butron the new Town of Sparta Manager and Mark Miller the new Mayor of Independence. There were 3 water hook ups approved at $1,500.00 additional income to the VCWA. 2 have been paid to Independence and will be deposited soon. The other hookup was just approved at the July meeting.

**Meeting Adjourned**

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VCWA Secretary