**MINUTES**

Virginia Carolina Water Authority

January 9, 2025 – 10:00 AM

Water Plant

**BOARD MEMBERS PRESENT:** Laura Ratcliffe, Jason Cassell, Darin Young, Garrison Wagoner, Jose Butron, Kenneth Vaught, Paul Hoyle

**BOARD MEMBERS ABSENT**

Josh Greene

**OTHERS PRESENT**

Angie Houck, Andy Blevins, David Spicer

Jose Butron called the meeting to order. There is a quorum present. A motion was made to approve the agenda by Darin Young, Jason Cassell 2nd the motion. Motion approved.

**MINUTES**

Minutes are attached from the December 17th meeting for review. Darin Young made a motion to approve the minutes, Paul Hoyle 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 January 2025 are:

Checking $33,435.50 as of 1-31-2025 (Deposit made on 2-6-2025 from Town of Sparta $36,860.08)

Reserves $262,148.34

**PAYABLES**

**See attached register**

February payable register is attached for review.

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. The Aria Filtra invoice for $184,703.10 on the payables register, the board has approved that ½ of this amount of $92,351.55 will be transferred out of the debt reserve (short lived assets) to the checking account. Jason Cassell made a motion to approve and Laura Ratcliffe 2nd the motion. Motion approved. The money will be transferred on 1-9-2025.

In February 2025, Sixteen (16) invoices were submitted to the board for approval in the amount of $45,625.43. The amount to be paid on the A/P register is $45,625.43 + monthly reserve payment of $1,542.20, with a total of $47,167.63 being paid using operating funds.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

The pall membrane filters & pneumatic values have been installed and are working great. Maintenance before this installation the chemical costs were high. Since the installation only have done 1 CIP with no chemical cost. Anticipate for the future chemical costs will be very low. The cyber security has been completed by SCWhite LLC, (Steven White). Steven will be at our next meeting on February 13,2025 to answer any questions about the audit or any concerns. We are still waiting for the arrival of the Virginia State Line Meter & Raw Water Meter. They have been ordered.

**OLD BUSINESS**

The by-laws & operating agreement need to be updated by June-2025. For February’s meeting we need to address & update Article 1 & 2. For March’s meeting Article’s 3, 4, 5, 6, 7 & for April’s meeting take care of the operating agreement revisions. Also, we need to start looking at the water rates & budget in February. The chemicals & Appalachian Power will need to be looked at closely.

**NEW BUSINESS**

Kenneth Vaught has been appointed by the Town Council of Independence to the board. He has been sworn in and has his paperwork. Paul Hoyle made a motion to approve his appointment to the board, Darin Young 2nd the motion. Motion approved. David Spicer will be taking William Shepley’s place on the board. The commissioners will appoint him to the board on 1-21-2025. He will get sworn in and bring his paperwork to the February meeting where he will be appointed on the board.

**OTHER BUSINESS**

Jason Cassell & Laura Ratcliffe are the only 2 signers on the checking account. The requirement in the past according to the by-laws was to require dual signatures on the checking account. The board has agreed and made a resolution for only a short time to have Jason Cassell be the sole signer for the checking account until all the new board appointments have been completed. Garrison Wagoner made a motion to approve this resolution and Darin Young 2nd the motion. Motion approved. The board will decide who will be signers on the accounts soon. They will need to make a resolution, and each board member will go to Skyline National Bank to sign. Since Kenneth Vaught has been appointed as a board member as of this meeting and he was to take Laura Ratcliffe’s place, Laura has stepped down from the board.

**Meeting Adjourned**

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VCWA Secretary