**MINUTES**

Virginia Carolina Water Authority

February 25, 2025 – 10:00 AM

 Water Plant

**BOARD MEMBERS PRESENT:** Darin Young, Garrison Wagoner, Jose Butron, Kenneth Vaught, Paul Hoyle, David Spicer, Mike Parlier

**BOARD MEMBERS ABSENT**

Jason Cassell

**OTHERS PRESENT**

Angie Houck, Andy Blevins, Steven White

Jose Butron called the meeting to order. There is a quorum present. A motion was made to approve the agenda by Paul Hoyle, Kenneth Vaught 2nd the motion. Motion approved.

**MINUTES**

Minutes are attached from the February 25th meeting for review. Darin Young made a motion to approve the minutes, Paul Hoyle 2nd the motion. Motion approved.

**TREASURERS REPORT**

 The Treasury and Budget reports are attached for reference.

The checking account balance and debt reserve account balance for February 2025 are:

Checking $79,491.86

Reserves $474,806.24

**PAYABLES**

**See attached register**

The March payable register is attached for review.

Garrison Wagoner made a motion to approve the payable’s register’s, Darin Young 2nd the motion. Motion approved.

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.

In March 2025, Twenty-five (25) invoices were submitted to the board for approval in the amount of $58,999.12. The amount to be paid on the A/P register is $58,999.12 + monthly reserve payment of $1,542.20, with a total of $60,541.32 being paid using operating funds.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

Filter membrane modules performance eliminated excessive EFM maintenance cycles and reduced chemical cost currently. The cyber security audit is complete and work is ongoing on support for securities related to assets and Scada connection. Will continue to work on FEMA/VDEM grants to recover, minimize, improve and plan and identify the needs to improve continued and uninterrupted service of water supply to our community. Still continue to see aging assets showing fatigue. Continue to work with vendors to identify replacements and availability of such materials for stock. Budgeted for items for surplus inventory for stock. Suggestion by Steven White that the VCWA acquire personally owned Twillo. Twillo is the network delivering text messaging alarms.

**OLD BUSINESS**

By-laws changes: in article 1 we need to identify membership by adding a section. The physical office needs to be changed to VCWA plant. Files would be stored at VCWA plant. VCWA needs to have its own mailing address. Will work to get a PO Box in Independence. Article 2 monthly meetings 2nd Thursday each month @ 10:00am. Will add that we will have an annual meeting and that we could have virtual meetings. Also, that regular meetings will be held at Independence or Sparta if we cannot make it into the VCWA plant. We will finish the by-laws at the next meeting.

**NEW BUSINESS**

Josh Greene is coming off the board and Mike Parlier & David Spicer and coming onto the board. They have their paperwork. Kenneth Vaught made a motion to approve and Garrison Wagoner 2nd the motion. Motion approved.

Audit ending 06-30-2024 was sent out by email for review. The conflict-of-interest forms from now on will be passed out at the January meeting and filled out and collected after the meeting ends. These are due yearly in February. The audit paperwork was signed by Jose Butron/Angie Houck and sent into the audit firm.

**OTHER BUSINESS**

Town of Sparta will send their checks for the VCWA to Osborne & Associates for Angie Houck to deposit in the meantime while they are in the process opening their PO box in Independence. After the PO box is open it will go there, and this PO box will be checked frequently for mail. Garrison Wagoner made a motion to accept Darin Young 2nd. Motion approved. HOA fees will be $750.00 in 2025 and will be paid in the next payables. We will work on the budget next meeting March 13,2025.

**Meeting Adjourned**

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VCWA Secretary