**MINUTES**

Virginia Carolina Water Authority

May 8, 2025 – 10:00 AM

Water Plant

**BOARD MEMBERS PRESENT:** Jose Butron, David Spicer, Jason Cassell, Darin Young, Kathy Knutson

**BOARD MEMBERS ABSENT**

Mike Parlier, Garrison Wagoner, Paul Hoyle

**OTHERS PRESENT**

Angie Houck, Andy Blevins

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 May 8, 2025, meeting for review. David Spicer made a motion to approve the minutes, Jason Cassell 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 May 2025 are:

Checking $131,259.16

Reserves $479,675.41

**PAYABLES**

**See attached register**

The June payable register is attached for review.

David Spicer made a motion to approve the May payable’s register’s, Jason Cassell 2nd the motion. Motion approved.

In May 2025, Thirteen (13) invoices were submitted to the board for approval in the amount of $39,743.40. The amount to be paid on the A/P register is $29,743.40 + monthly reserve payment of $1,542.20, with a total of $31,285.60 being paid using operating funds.

In June 2025, Seventeen (17) invoices were submitted to the board for approval in the amount of $43,347.68. The amount to be paid on the A/P register is $43,347.68 + monthly reserve payment of $1,542.20, with a total of $44,889.88 being paid using operating funds.

**LEGAL**

**ENGINEERING REPORT**

**PLANT OPERATIONS**

Upcoming CCR in progress and drafted for submission. Updating calibration standards for lab. Preparing for the upcoming VDH inspection. Still waiting for both meters to come. Old meters are still working properly but when the new ones come, they will be replaced. Ongoing daily small repairs and assessments being performed during operations. No additional chemical maintenance performed outside CIP.

**OLD BUSINESS**

**NEW BUSINESS**

Kathy Knutson will need to be sworn in. We will continue working on the check signers. We will continue to use the audit company for one more year then look for a different auditor. IT changes-our IT guy is leaving at the end of June. We have reached out to River Trail Tech for a quote.

**OTHER BUSINESS**

By laws will continue at our next meeting.

**Meeting Adjourned**

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VCWA Secretary