

# **Virginia/Carolina Water Authority**

1630 Moxley Ridge Rd, Independence Va, 24346

October 9, 2025

1. Call to order, Determine Quorum, Approve Agenda
  - a. Motion to Approve Agenda
2. Minutes from September 11, 2025 Meeting
  - a. Motion to Approve Minutes
3. Financial Report - Angie Houck
  - a. Treasury Report
  - b. Payables Register
    - i. Motion to approve
  - c. Budget vs Actual
    - i. Motion to accept
4. Operator's Report - Andy Blevins
5. Old Business
6. New Business
  - a. New Issued Operations Permit
  - b. Confined Space Training Update
7. Other Business
8. Adjourn

Virginia/Carolina Water Authority  
Post Office Box 99  
Independence, VA 24348  
Tel: (276) 773-3703  
Fax: (276) 773-2634

Jose Butron, Chairman  
Manager, Town of Sparta, NC  
Kathy Knutson, Vice Chair  
Manager, Town of Independence, VA

### **MINUTES**

Virginia Carolina Water Authority  
September 11, 2025 – 10:00 AM  
Water Plant

**BOARD MEMBERS PRESENT:** David Spicer, Mitch Smith, Mike Parlier, Kathy Knutson, Darin Young

### **BOARD MEMBERS ABSENT**

Garrison Wagoner, Jose Butron, Jason Cassell

### **OTHERS PRESENT**

Angie Houck, Andy Blevins

Kathy Knutson called the meeting to order. There is a quorum present. A motion was made to approve the agenda by David Spicer, Mitch Smith 2<sup>nd</sup> the motion. Motion approved.

### **MINUTES**

Minutes are attached from September 11, 2025, meeting for review. David Spicer made a motion to approve the minutes, Darin Young 2<sup>nd</sup> 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 **September 2025** are:

Checking \$139,892.54

Reserves \$486,183.37

### **PAYABLES**

**See attached register**

The October payable register is attached for review.

David Spicer made a motion to approve the September payable's registers, Mitch Smith 2<sup>nd</sup> the motion. Motion approved.

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In September 2025, Seventeen (17) invoices were submitted to the board for approval in the amount of \$38,157.15. The amount to be paid on the A/P register is \$38,157.15 + monthly reserve payment of \$1,542.20, with a total of \$39,699.35 being paid using operating funds.

In October 2025, Seventeen (17) invoices were submitted to the board for approval in the amount of \$36,008.27. The amount to be paid on the A/P register is \$36,008.27 + monthly reserve payment of \$1,542.20, with a total of \$37,550.47 being paid using operating funds.

## **LEGAL**

## **ENGINEERING REPORT**

## **PLANT OPERATIONS**

Reviewing additional projects for repairs with mitigation and cost review. Planned VDH regulatory site visit for 9-15-2025. Currently operating without permit while being reviewed by final source. The facility was pressured washed, the generators, raw water station and the gutters were cleaned and sidewalks. We are holding the \$1,380.00 check for the Lane Group until they issue a permit.

## **OLD BUSINESS**

In the spring late April we will put up the buoy and sign. Right now we are waiting on the buoy. We would like to wait because of the potential of bad weather this winter. Mike Parlier made a motion to approve and David Spicer seconded the motion. Motion approved.

## **NEW BUSINESS**

## **OTHER BUSINESS**

VCWA info is posted on the Independence website.

## **Meeting Adjourned**

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VCWA Secretary

**Virginia Carolina Water Authority**  
**Treasury Report/September 2025**

10/9/2025

**CHECKING ACCOUNT**

Revenue	139,708.41
Grant: Mt. Rogers	0.00
VA Conserv.	184.13

Checking Account Balance **139,892.54** as of 09-30-2025

**DEBT RESERVE ACCOUNTS**

Short Lived Assets	59,437.36	ea. 2,252.75
Operations & Maintenance	77,761.46	Amount Fulfilled
Debt Reserve	105,838.57	ea. 1,085.80
Debt Reserve - New Construction	29,666.00	ea. 456.40
CD	211,523.47	
	484,226.86	
Interest Income	1,956.51	
Debt Reserve Balance	<b>486,183.37</b>	

**Additional Liabilities**

**Town of Independence**

Labor	159,277.28
Pre-Paid Water Usage	0.00

**Current Balance 159,277.28**

Payments began 01/01/2021

**Town of Sparta**

Labor	75,971.95
Pre-Paid Water Usage	462.66

**Current Balance 76,434.61**

Payments began 01/01/2021

Total Pending Liabilities 235,711.89

VIRGINIA CAROLINA WATER AUTHORITY  
 INVOICE REGISTER - VCWA SUBMITTED PAYABLES  
 October 9, 2025

JOSE BUTRON - CHAIRMAN  
 MANAGER, TOWN OF SPARTA  
 KATHY KNUTSON-VICE CHAIR  
 MANAGER, TOWN OF INDEPENDENCE

POST OFFICE BOX 129  
 INDEPENDENCE, VA 24348  
 TEL: (276) 773-3703  
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INVOICE DATE	INVOICE NUMBER	PROVIDER	AMOUNT	WHAT THE INVOICE IS FOR	EXPENSE LINE ITEM	REMAINING BALANCE IN BUDGET 2025-2026	SOURCE OF FUNDING	CHECK NO.
9/26/25	028-865-836-0-4	AEP	\$4,293.42	RAW WATER PUMP STATION	UTILITIES	\$57,463.80	CHECKING	5498
9/26/25	024-422-029-0-5	AEP	\$2,717.10	WATER TREATMENT PLANT	UTILITIES	\$26,260.91	CHECKING	5487
9/25/25	158596	BLUE RIDGE ELECTRIC	\$47.86	WATER TANK NILE ROAD	UTILITIES	\$408.82	CHECKING	5488
9/29/25	208069	CARD SERVICE CENTER	\$1,409.85	2 CLAMPED PLASTIC PUMPS	REPAIRS/EQUIPMENT		CHECKING	DRAFT
10/1/25	FPSMC0069933	FIDELITY POWER SYSTEMS	\$824.00	GENERATOR CONTRACT	ANNUAL SERVICE CONTRACTS		CHECKING	5490
10/1/25	FPSMC0069934	FIDELITY POWER SYSTEMS	\$700.00	GENERATOR CONTRACT	ANNUAL SERVICE CONTRACTS	\$35,582.00	CHECKING	5490
9/30/25	33453	OSBORNE & ASSOCIATES, INC	\$517.50	ACCOUNTING	ACCOUNTING	\$4,930.00	CHECKING	5496
9/30/25	33453	OSBORNE & ASSOCIATES, INC	\$197.50	ADMINISTRATIVE	ADMINISTRATIVE	\$2,964.75	CHECKING	5496
10/1/25	FB0006253	RIVERTRAIL TECHNOLOGY	\$250.00	TECH	TECH	\$4,350.00	CHECKING	5491
8/7/25	31126	SCOTT'S LANDSCAPING	\$7.14	WING NUTS	REPAIRS/EQUIPMENT	\$2,835.68	CHECKING	5492
10/1/25	17310147	SKYLINE MEMBERSHIP CORP	\$193.40	TELEPHONE/INTERNET	TELEPHONE	\$1,726.40	CHECKING	5493
10/6	157	TOWN OF INDEPENDENCE -	\$1,112.50	MAN HOURS	EMPLOYEE LEASE INDEPENDENCE		CHECKING	5497
10/01	35	TOWN OF INDEPENDENCE - LIABILITY	\$1,841.50	NOTES PAYABLE	NOTES PAYABLE	\$14,732.00	CHECKING	5494
10/1/25	35	TOWN OF SPARTA - LIABILITY	\$874.50	NOTES PAYABLE	NOTES PAYABLE	\$6,996.00	CHECKING	5495
10/6/05	99962	TOWN OF SPARTA-	\$5,600.00	MAN HOURS	EMPLOYEE LEASE SPARTA	\$68,543.75		5499
	LOAN PAYMENT #161	USDA RURAL DEVELOPMENT	\$10,858.00			\$86,864.00	BANK DRAFT	DRAFT
	LOAN PAYMENT #66	USDA RURAL DEVELOPMENT	\$4,564.00			\$36,512.00	BANK DRAFT	DRAFT
CURRENT ACCOUNTS PAYABLE TO BE APPROVED			\$36,008.27					
<b>TOTAL INVOICES TO BE PAID THIS REGISTER</b>			<b>\$36,008.27</b>					

DATE SUBMITTED:  
 DATE APPROVED:  
 DATE PAID:

BY:  
 BY:  
 BY:

ANGIE HOUCK, ACCOUNTANT  
 CHAIR  
 VICE CHAIR/TREASURER

#66	\$	456.40
DEBT RESERVE PMT		
#135		\$1,085.80
OE		\$36,008.27
GRT-MR		
GRT-RD		
<b>TOTAL</b>		<b>\$37,550.47</b>

**VCWA 2025-2026 BUDGET vs ACTUAL**

Revenue	Annual Budget	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	YTD	YTD	%	%
														Actual	Variance	ACTUAL	VARIANCE
Town of Independence	227,230.15	19,318.98	16,155.88	33,919.67										69,394.53	157,835.62	-69%	31%
Town of Sparta	370,015.85	30,451.52	33,614.62	15,850.83										79,916.97	290,098.88	-78%	22%
USDA Rural Development Grant																	
Mt Rogers PDC																	
Water Tap Fees																	
VDH Conservation														0.00	0.00		
Misc Income																	
<b>Total Revenue</b>	<b>597,246.00</b>	<b>49,770.50</b>	<b>49,770.50</b>	<b>49,770.50</b>	<b>0.00</b>	<b>149,311.50</b>	<b>447,934.50</b>	<b>-75%</b>	<b>25%</b>								
<b>ASSETS</b>																	
Equipment	0.00													0.00	0.00		
Raw Water Intake Expansion														0.00	0.00		
Land																	
<b>Expenses</b>																	
Dues (HOA)	750.00													0.00	750.00	-100%	0%
Safety	2,000.00													0.00	2,000.00	-100%	0%
<b>Employee Lease</b>																	
Independence (3,750.00) Avg			3,425.00	2,318.75										5,743.75	-5,743.75		
Sparta (1,250.00) Avg			8,400.00	4,200.00										0.00	0.00		
ORC														12,600.00	-12,600.00		
<b>Total Employee Lease</b>	<b>93,600.00</b>	<b>0.00</b>	<b>11825.00</b>	<b>6518.75</b>	<b>0.00</b>	<b>18,343.75</b>	<b>75,256.25</b>	<b>-80%</b>	<b>20%</b>								
<b>Equipment Lease</b>																	
Independence														0.00			
Sparta														0.00			
<b>Total Equipment Lease</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
Surplus Parts Inventory	10,000.00													0.00	10,000.00	-100%	0%
Insurance	5,033.00	5,262.00												5,262.00	-229.00	5%	105%
Janitorial	0.00													0.00	0.00		
Permits	1,000.00		170.00											170.00	830.00	-83%	17%
Office/Postage Supplies	0.00													0.00	0.00		
Lab Services & Tests	5,000.00	70.00	27.00											97.00	4,903.00	-98%	2%
<b>Professional Fees</b>																	
Accounting	7,000.00	517.50	517.50	517.50										1,552.50	5,447.50	-78%	22%
Administrative	4,000.00	254.75	270.00	313.00										837.75	3,162.25	-79%	21%
tech	5,100.00		250.00	250.00										0.00	0.00		
Audit	8,000.00													500.00	4,600.00	-90%	10%
Legal	1,000.00													0.00	8,000.00	-100%	0%
														0.00	1,000.00	-100%	0%
<b>Repairs/Maintenance</b>																	
Annual Service Contracts	40,000.00	2,894.00												2,894.00	37,106.00	-93%	7%
Building	3,500.00		294.99	650.00										944.99	2,555.01	-73%	27%
Equipment	16,000.00	6,500.00	6,657.18											13,157.18	2,842.82	-18%	82%
Computers	3,000.00													0.00	3,000.00		
Safety Equipment	2,000.00													0.00	2,000.00		
Small Tools	1,000.00													0.00	1,000.00	-100%	0%
Fuel			545.09	10.00										555.09	-555.09		
Chemicals	25,000.00	1,149.00	1,719.00	3,083.28										5,951.28	19,048.72	-76%	24%
<b>Supplies</b>																	
Lab Supplies	2500.00	329.65												329.65	2,170.35	-87%	13%
<b>Total Supplies</b>	<b>2500.00</b>	<b>329.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>329.65</b>	<b>2,170.35</b>	<b>-87%</b>	<b>13%</b>
Telephone Skyline	2,500.00	193.40	193.40	193.40										580.20	1,919.80	-77%	23%
Utilities Water Trt Plant	37,500.00	2,852.01	2,953.61	2,716.37										8,521.99	28,978.01	-77%	23%



# VCWA OPERATOR REPORT

## PROJECT SUMMARY

REPORT DATE	PREPARED FOR	PREPARED BY
Date 10/6/2025	September Operations	Timothy A. Blevins

## STATUS SUMMARY

- Facility Washed 9/4
- Operating without Permit 9/25 through 10/5 with public notice posted.
- Completed VDH visit 9/15

## PROJECT OVERVIEW

TASK	% DONE	DUE DATE	NOTES
Virginia State Line Meter	75%	TBD	Meter received. Action plan for install being developed
FEMA Communications	-		Continued communications with staff for mitigation 10/8 Conference planned.
Confined Space Training		TBD	Scheduling training with WCC in Sparta for staff

## PLANNED MATERIAL COST EXPENSE /REQUEST

LOCATION	SPENT / EXPECTED COST	DATE	NOTES

## ADDED EXPENSE / OPERATION INVOICE EXPLANATION

EQUIPMENT/PROJECT	INVOICE	DATE	NOTES
Facility Pressure Washed	291	9/4	Wash facility and roof, generators, raw water station, Clear guttering, and sidewalks ( \$650)
Lane Group Engineering Study	1669BAS-17	8/27	Completed documentation for Clarifier study Permit issued 10/5/25
Offline Chem Pumps	208069	9/29	Ordered replacement pumps (2)

## RISK AND ISSUE HISTORY

ISSUE	ACTION	DATE
Corrosion to offline Cl pump assembly	Replaced Sodium Hypochlorite pump on offline unit	9/5
Replaced diaphragm pump	Ordered stock replacement	9/20
WQP testing	Completed in house and reported	9/21
Failed head assembly to offline CHN pump	Rebuilt upper assembly with replacement refurbished head.	9/24

## CONCLUSIONS/RECOMMENDATIONS