

A regular meeting of the Board of Members of Rapidan Service Authority was held on April 18, 2019 at the Orange County Airport, Orange, VA.

The meeting was called to order at 2:00 PM. A quorum was established.

Present:	Members:	Coppage, Crozier, Frame, Hoffman, Williams
	Staff:	G.M. Clemons, Director of Projects Clements, MFAS Gaskins
	Visitor:	Adam Duncan, RFC
Absent:	Member:	Woodson

Minutes of the December 20, 2018 meeting were approved on a motion by Frame, seconded by Williams and passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Williams aye. (Note: There were no meetings held in January 2019, February 2019 or March 2019.)

Adam Duncan from Robinson, Farmer, Cox Associates (RFC) presented the 2018 Comprehensive Annual Financial Report (CAFR). He went through the report and highlighted the relevant sections. The CAFR will be submitted to the Government Finance Officers Association for qualification for GFOA's Certificate of Achievement for Excellence in Financial Reporting. G.M. Clemons thanked RFC and RSA staff members Trace Gaskins and Cindy Breeden for their work on the CAFR.

Director of Projects Clements reported on current Capital Improvement Projects.

Staff presented a FOIA Policy recommendation to the Board for approval. After discussion, it was decided to delay action until the next meeting.

MFAS Gaskins reported that the RSA website usage is increasing with most users paying bills.

A request was received from a tofu business in Louisa County asking for permission to dump waste at the Gordonsville Wastewater Treatment Plant. After discussion, a motion was made by Frame and seconded by Crozier to deny the request. Motion was passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Williams aye.

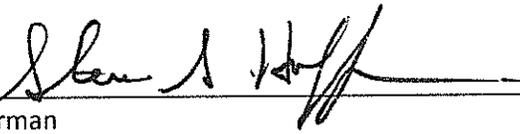
G.M. Clemons reported that he had recently attended the annual VWWAA conference in Staunton VA. A topic of concern presented there is Virginia's Phase III Watershed Implementation Plan for restoring the Chesapeake Bay. The draft Phase III WIP will require wastewater treatment plants achieve additional reductions in nutrients beyond what is currently happening. This could potentially be a costly change as purposed by the State.

G.M. Clemons stated that RSA is in need of Legal Counsel due to the retirement of V. R. Shackelford III. A motion was made by Crozier and seconded by Coppage to form an Attorney Search Committee consisting of G.M. Clemons, Chairman Hoffman and Vice-Chairman Frame. The motion was passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Williams aye.

MFAS Gaskins has completed and received a certificate from Utility Management Certification.

G.M. Clemons informed the Board that this is the 50<sup>th</sup> anniversary for RSA. To celebrate, Clemons is planning an employee appreciation dinner on June 20, 2019. All Board members are also invited. A motion was made by Frame and seconded by Crozier that RSA fund the dinner not to exceed \$1,200.00. Motion was passed with the following vote: Coppage aye, Crozier aye, Frame aye, Hoffman aye, Williams aye.

The meeting was adjourned at 3:05 PM.

  
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Chairman