

A regular meeting of the Board of Members of Rapidan Service Authority was held on April 18, 2013 at the Stanardsville Town Hall, Stanardsville, VA.

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

Present:	Members:	Coppage, Frame, Hoffman, Tate, Wilson
	Staff:	G.M. Pattie, Asst. G.M. Clemons, Director of Projects Clements, Manager of Financial & Administrative Services Guengerich
	Visitors:	Adam Duncan, RFC Associates Mr. & Mrs. Steve Eaheart
Absent:	Member:	Frydl
	Attorney:	V.R. Shackelford III

Mr. & Mrs. Steve Eaheart addressed the Board concerning water usage in September 2012 at their home in Madison, VA. Their bill was for 100,100 gallons and they have no explanation as to where the water went. Their meter has been tested and it reflected an accuracy of 100%. After discussion, the Board reaffirmed its policy of holding the homeowners accountable for the water that passed through the meter. Chairman Hoffman did offer payment arrangements if needed.

Minutes of the February 21, 2013 meeting were approved on a motion by Frame, seconded by Wilson and passed with the following vote: Coppage abstain, Frame aye, Hoffman aye, Tate aye, Wilson aye. (Note: There was no meeting held in March 2013.)

Director of Projects Clements requested Board acceptance of Germanna Heights, Phase 2, Sewer Pump Station and Force Main into RSA's East sewer system. This development includes townhomes and commercial lots, including the new Wal-Mart store. Frame made a motion to accept this pump station and force main, Wilson seconded and motion passed with the following vote: Coppage aye, Frame aye, Hoffman aye, Tate aye, Wilson aye.

Adam Duncan from Robinson, Farmer, Cox Associates presented the 2012 Comprehensive Annual Financial Report (CAFR). He went through the report and pointed out the highlights for the year. The CAFR will be submitted to GFOA. RSA has received the GFOA Certificate of Achievement for Excellence in Financial Reporting 28 of the last 29 years.

A request for exoneration was received from a customer at Lake of the Woods. Her bill was for 36,700 gallons and she had no explanation for the high usage. She requested the water meter be tested, but the results haven't been received. Pending receipt of the meter testing in compliance with AWWA standards, the Board reaffirmed its policy of holding the homeowner accountable for the water that passed through the meter.

Another request for exoneration was received from a non-user customer at Lake of the Woods. As RSA had not received the completed paperwork which includes Waiver of Easement and Request for Waiver of Non-User Fees forms, which is a prerequisite for the waiver, staff recommended to the Board that no

exoneration be granted for the time period requested. The completed paperwork was received in January 2013. The Board accepted staff recommendation.

Madison water and sewer rate adjustments were the next order of business. A public hearing was held on April 2, 2013 notices of which were properly published in the local paper. There was no one in attendance, and as such, there were no comments received. Staff recommended that the Board of Members adopt the rates as proposed by staff effective with the bill due July 8, 2013, water used May 10, 2013 to June 10, 2013. Coppage made a motion to adopt the rates, Tate seconded and the motion passed with the following vote: Coppage aye, Frame aye, Hoffman aye, Tate aye, Wilson aye.

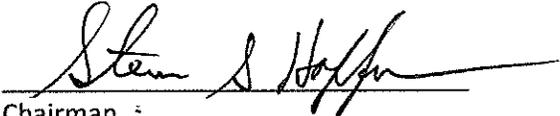
Next on the agenda was a request for an update to Operating Policy Section 7.09. The proposed update: "All fees, costs or expenses, including attorney's fees, incurred in the process of collection of an outstanding balance due to RSA or to remedy actions by a customer or customer's agent that are not in conformity with RSA's operating policy shall be paid by the customer upon written notification by RSA to the customer." This will allow us to collect attorney's fees in addition to the past due balances our attorney is attempting to collect. Frame made a motion to update the Operating Policy, Coppage seconded and motion passed with the following vote: Coppage aye, Frame aye, Hoffman aye, Tate aye, Wilson aye.

G.M. Pattie informed the Board that bills for the Ruckersville customers that were mailed from the Charlottesville Post Office on March 29, 2013 did not arrive at the Ruckersville Post Office until April 17, 2013. No one seems to know where the bills were during that time. RSA will waive late fees for customers on Cycle 2 that have a Ruckersville mailing address. Scott Guengerich, MFAS, is continuing to pursue this matter with the Post Office.

Expenditures for the months of February 2013 and March 2013 were approved on a motion by Coppage, seconded by Wilson and passed with the following vote: Coppage aye, Frame aye, Hoffman aye, Tate aye, Wilson aye as evidenced by checks:

88173 – 88662	Totaling	\$1,300,403:79
Total includes payroll	02/01/13	48,432.60
	02/15/13	46,994.04
	03/01/13	48,006.28
	03/15/13	46,656.80
	03/29/13	48,072.87

The meeting was adjourned at 2:52 PM.


Chairman