

The Virginia Rural Water Association's Board of Directors met Friday, December 8, 2017 at the Virginia Rural Water Association's office in Buena Vista, Virginia.

**Members Present:**

Pam Baughman – President, Louisa County Water Authority, Region IV  
Tom Delbridge – Vice-President, City of Emporia, Region V (At-Large)  
Todd Kilduff – Secretary/Treasurer, Goochland County Public Works Region IV (At-Large)  
Frank Davis - Campbell County Utilities & SA – Region II  
Tracy Puckett – Lee County PSA, Region I  
Nathan Carroll – Bedford Regional Water Authority (At-Large)

**Members Absent: (excused absence)**

Mike Lynn – Albemarle County Service Authority, Region II (At-Large)  
Mark Estes – Halifax County Service Authority, Region V

**Staff Member Present:**

Myrica Keiser – Executive Director

Frank Davis provided the invocation.

**Call to Order:**

The meeting was called to order by Pam Baughman, President.

**Roll Call:**

Todd Kilduff – Secretary/Treasurer certified that the above members were present and there was a quorum.

**Approval of the minutes August 18, 2017:**

On a motion by Tom Delbridge and seconded by Todd Kilduff, the Board agreed to approve the minutes of August 18, 2017. Motion Carried.

**Consent Calendar:**

On a motion by Tom Delbridge and seconded by Frank Davis, the Board agreed to approve the Consent Calendar:

- a) Approval Revised SW Subaward – July 2017-June 2018
- b) Approval EPA Subaward – August 2017-July 2018
- c) Approval CR OP Plan – December 2017-2018

**President's Report:**

Pam Baughman, President reported on the importance of keeping aware of the Ammonia N Regulation. She also reported that she has been selected to service on the Governor's Committee (Virginia Smart Communities) where she can be a voice for rural systems throughout the Commonwealth.

**National Director's Report:**

Tom Delbridge reported NRWA was continuing to stay on top of the funding issues. Stated that NRWA was also working on language for the consolidation of small systems being taken over by larger utilities. He stated as for the possible government shut-down that NRWA did not feel the associations would be affected.

### **Executive Director's Report:**

Myrica Keiser, Executive Director stated that her report was included in the board packet and ask if anyone had any questions. Highlights from the report:

- ✓ NRWA request for support letters
- ✓ NRWA Apprenticeship Program
- ✓ Affinity Programs
- ✓ NRWA Board Training Received
- ✓ VRWA Board Retreat Set for February 23<sup>rd</sup> & 24<sup>th</sup>

Myrica Keiser also reported on:

- ✓ ServLine – regional meetings after the first of the year
- ✓ Jump Start App – obtaining for staff and provide for other operators to assist with marketing
- ✓ Backflow Training – possible working with group from Pennsylvania Rural Water
- ✓ Recommended that Membership meet after the first of the year to review due structure
- ✓ In process of obtaining bids to revised the website and database

### **Committee Reports:**

#### **Legislative:**

Tom Delbridge reported that NRWA was keeping an eye on the Lead & Cooper Rule.

#### **Old Business**

None

#### **New Business**

**Grant Proposal** - Nancy Carr presented to the board with a proposal to obtain her services to search and write grants for the membership. This would be a membership benefit we could offer. Board directed Myrica Keiser, Executive Director to work with Ms. Carr in regards to a contract and bring back to the board for review.

#### **Approval of FY 2016-2017 Audit –**

Todd Kilduff presented the audit review for FY 2016-2017 audit as prepared by Lowe & Associates. He thanked the staff and board members for their service to the association and thanked Pam Baughman for preparing the audit review.

Some of the highlights were:

The Current Assets to Current Liabilities Ratio: 2017 = \$6.96 as compared with 2016 = \$4.78 an increase of \$2.18. This indicates for every \$1 of current payables the Association has \$6.96 in current cash, receivables or cash equivalents to cover these payables.

The Debt to Net Asset Ratio: 2017 = .13 as compared to 2016 = .18. This indicates that the Current Liabilities are low, meaning there is not a lot of outstanding bills or debt.

Net Assets as a % of Total Assets: 2017 = 87% as compared with 2016 = 82% - an increase of 5%. This indicates that the majority of the Association's Assets are paid for.

Revenue decreased \$25,222.00 in fiscal year 2017 due to decreased membership dues and for fee training. Expenses also decreased by \$45,821.00 in fiscal 2017 due to staff's conscious efforts in utilizing the Association's funds.

The Association is still dependent on the continued support of the federal contracts with National Rural Water Association.

On a motion by Todd Kilduff and seconded by Tom Delbridge, the Board agreed to approve the Audit for FY 2016-2017 as presented. Motion Carried.

**Other Board Comments:**

None

**Adjournment**

On a motion made by Tom Delbridge and seconded Frank Davis the Board agreed to adjourn the meeting of December 8, 2017 motion carried. Meeting adjourned.