

**HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY
MINUTES**

December 1, 2025

PRESENT: A. Banks, B. J. Borne, M. S. Byler, R. B. Chewning, A. M. Collins, M. W. Light, P. S. Rhodes and S. D. Stevens: Also present: J. J. Ham, Attorney; A. L. Berry, K. D. Cekada and G. A. Thomasson, Staff.

CALL TO ORDER

Chairman Banks called the regular monthly meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

Upon motion of Mr. Light, seconded by Mr. Borne, the Board unanimously approved the minutes, dated November 3, 2025, as presented, by roll call vote as follows:

Mr. Banks - Aye	Mr. Chewning - Aye	Mr. Rhodes - Aye
Mr. Borne - Aye	Mr. Collins - Aye	Mr. Stevens - Aye
Ms. Byler - Aye	Mr. Light - Aye	

APPROVAL OF FY 2025 FINANCIAL REPORT AND ANNUAL REPORT OF OPERATIONS

Mr. Thomasson indicated that a draft of the FY 2025 Financial Report and Annual Report of Operations was provided in the agenda package. Mr. Thomasson provided a summary of the FY 2025 income statement. Operating revenue was \$8,122,126 and operating expenses were \$6,761,574. Operating income before depreciation for FY 2025 was \$1,360,552.

Mr. Thomasson stated that the bond rate covenants were satisfied and the debt service coverage was 133%. The auditor found no significant deficiencies in internal control. Mr. Thomasson recommended that the Board approve the FY 2025 Financial Report and Annual Report of Operations as submitted.

Upon motion of Mr. Rhodes, seconded by Mr. Chewning, the Board unanimously approved the FY 2025 Financial Report and the Annual Report of Operations, by roll call vote as follows:

Mr. Banks - Aye	Mr. Chewning - Aye	Mr. Rhodes - Aye
Mr. Borne - Aye	Mr. Collins - Aye	Mr. Stevens - Aye
Ms. Byler - Aye	Mr. Light - Aye	

TREASURER'S AND CASH BASIS REPORTS (NOVEMBER)

Ms. Berry reviewed the Treasurer's Report for November 2025.

The November Treasurer's Report showed that the Authority received income of \$1,402,809 of which \$113,396 was revenue from the collection of septage and industrial solids treatment fees.

Expenditures for November totaled \$1,114,931 of which \$389,878 was related to routine O&M expenses. Capital Outlay and Project expenses totaled \$475,188 for the month. Of this amount, payments included \$167,354 to Allen Yoho for MCC replacements project expenditures; \$13,270 to CMC Metal Worx for material and labor to fabricate aluminum handrails and safety gates for primary clarifiers 1 & 2 and at IPS #1; \$20,555 to Heyward for a recirculation nozzle assembly for final clarifiers 5 & 6 scum pump kit; \$201,900 to Moyer Brothers to clean the solids storage tank and digester and \$52,160 to United Industrial Services for repair of the influent pump at pump station #2. Total cash and investments as of November 30, 2025 totaled \$12,928,128.

Reviewing the November Cash Basis report, Ms. Berry noted that revenues were approximately 106% of budget. Expenses were approximately 85% of budget. The difference between revenues and expenses was approximately \$732,531.

OPERATIONS AND PRETREATMENT REPORT (NOVEMBER)

- Operations Report

Mr. Thomasson reviewed the Operations Report for November 2025. The average effluent flow for November was 10.91 MGD. The maximum average daily flow for November was 13.36 MGD. Based on the data received to date, the average total phosphorus (TP) concentration for November 2025 is 0.19 mg/L. Based on the data received to date, the average total nitrogen (TN) concentration for November 2025 is 2.76 mg/L.

The 2025 annual average concentration for TP through November 2025 is estimated to be 0.21 mg/L compared to the annual average limit of 0.28 mg/L. The annual average concentration for TN through November 2025 is estimated to be 3.16 mg/L compared to the annual limit of 3.7 mg/L.

Mr. Thomasson stated that 451.63 wet tons of Class B dewatered biosolids were hauled in October. There were 14.05 wet tons of Class A biosolids distributed and 135.95 wet tons of Class A were taken to the landfill in October.

- Pretreatment Cost Recovery Fees and Notices of Violation (NOVs)

Mr. Thomasson reported that four industrial users (George's, Kerry, Organic Plant, and SVO) were assessed treatment cost recovery fees for September 2025 totaling \$16,287.62.

Mr. Thomasson stated that two industrial users were issued NOVs for permit violations in September 2025. An NOV was issued to Kerry for one BOD5, one TSS, and 12 TKN daily maximum limit violations and the monthly average limit for TKN. An NOV was issued to the Organic Plant for two BOD5 and two TKN daily maximum limit violations and the monthly average for TKN.

- Pretreatment Updates

George's was inspected on November 20, 2025.

- Kerry Consent Order

Mr. Thomasson stated that comments on the draft consent order were received from Kerry's attorney on November 10, 2025. HRRSA with the assistance of Mr. Ham responded on November 24, 2025. HRRSA's intent is to finalize the order by the middle of December.

Mr. Light asked about the specific comments HRRSA received from the attorney regarding the draft consent order. Mr. Ham recommended the Board discuss the legal terms of the Kerry consent order in closed session.

CLOSED SESSION – KERRY STOCK & BROTH COMPANY CONSENT ORDER AND ENFORCEMENT

Chairman Banks stated a motion was needed to enter into closed session to consult with legal counsel regarding specific legal matter requiring the provision of legal advice by our attorney, as authorized by section 2.2-3711(A)(8) of the state code. The subject matter of the meeting is Kerry Stock & Broth Company Consent order and Enforcement by the Authority.

Upon motion of Mr. Light, seconded by Mr. Chewning, the Board unanimously voted to go into closed session.

The authority staff exited the meeting.

At the end of the closed session, Mr. Ham read the following statement:

With respect to the just concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirement under the Virginia Freedom of Information Act and (ii) only such public business matter as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.

Any member believing that there was a departure from this certification shall so state prior to this vote indicating the substance of the departure that, in his judgment, has taken place.

Upon motion of Mr. Rhodes, seconded by Mr. Collins, the Board unanimously voted to exit closed session.

PROJECT UPDATES

- Belt Filter Press Installation

Mr. Thomasson stated that the authority is working with our consultant on the preparation of the request for proposal to purchase and install the belt filter presses in the solids handling building. The authority hopes to issue the RFP by the middle of December and request board approval in February 2026. Construction of the project would occur in the summer of 2026.

APPROVAL OF CY 2026 TREATMENT COST RECOVERY FEES

Mr. Thomasson stated that a memo with the proposed Treatment Cost Recovery Fees was included in the agenda package. Mr. Thomasson recommended approval of the Treatment Cost Recovery Fees for CY 2026 as presented.

Upon motion of Mr. Light, seconded by Mr. Rhodes, the Board unanimously approved the CY 2026 Treatment Cost Recovery Fees as presented by roll call vote as follows:

Mr. Banks - Aye	Mr. Chewning - Aye	Mr. Rhodes - Aye
Mr. Borne - Aye	Mr. Collins - Aye	Mr. Stevens - Aye
Ms. Byler - Aye	Mr. Light- Aye	

OTHER BUSINESS

Mr. Thomasson stated that he would email the financial disclosure statement which must be filed by all Board Members on or before February 1, 2026.

NEXT MEETING DATE

Chairman Banks set the regular monthly meeting for Monday, February 2, 2026, at 3:00 p.m.

ADJOURNMENT

Upon motion of Mr. Collins, seconded by Mr. Borne, the Board unanimously voted to adjourn the meeting.

S. D. Stevens, Secretary-Treasurer

Attachment