

**Louisa County Water Authority
Board of Directors
January 15, 2025**

MEMBERS PRESENT: Mr. Judson Foster, Chairman; Mr. Douglas Smith, Vice-Chairman; Mr. Bob Hardy; Mr. David Kies; Mr. Byron Wilson; Mr. Tom Filer

MEMBERS ABSENT: Mr. Robert Morgan

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Chris Compton, Maintenance Manager; Ms. Danielle Mychajlonka, Human Resources Manager; Mr. Manning Woodward, Louisa County Water Authority Board of Supervisors; Ms. Patricia Smith, County Attorney

A. Call to Order

Chairman Foster called the meeting to order at 6:00 pm.

1. ADOPTION OF THE AGENDA

Chairman Foster asked if there were any changes or additions to the agenda. The General Manager asked to remove pages 1-6 of the agenda packet and handed out the corrected Treasurer's Report, O & M Report, and Cash Disbursements listing. Mr. Kies made a motion to adopt the agenda as amended. The motion was seconded by Mr. Smith and carried 6-0 among the members present.

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. DECEMBER 11, 2024 – REGULAR BUSINESS MEETING

3. TREASURER'S REPORT: **CORRECTED**

A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – DECEMBER 2024 **CORRECTED**

B. APPROVAL OF DISBURSEMENTS – DECEMBER 2024 **CORRECTED**

C. CONSTRUCTION FUND – DECEMBER 2024

The Board reviewed the Consent Agenda and amended pages of the Treasurer's Report. Upon completion of the review, Mr. Wilson made a motion to approve the Consent Agenda and Treasurer's Report as amended. The motion was seconded by Mr. Hardy and carried 6-0 among the members present.

E. Old Business

4. RIGHT-OF-WAY CLEARING

Mr. Hardy outlined the sequence of events that followed the December 11, 2024 Louisa County Water Authority Board of Directors decision to contract for 20 miles of clearing right-of-ways.

After the December 12, 2024 Emergency Action Plan Tabletop Exercise for Bowlers Mill Dam and the Northeast Creek Reservoir Dam, Chris Compton, Maintenance Manager, Levi Goodwin, Maintenance and Pam Baughman, General Manager met with Anderson Woolfolk, General Services Manager to discuss right-of-way clearing and equipment. During the discussion to determine the possibility of the Authority using General Services skid steer to clear right-of-ways, it was determined that the General Services skid steer did not have the implements/attachments (bushhog and mulching) needed for the Authority staff to clear right-of-ways.

Later that day Anderson Woolfolk mentioned our meeting to Chris Coon, Deputy County Administrator. Mr. Coon contacted the General Manager and asked her to give him three business days before proceeding with the contact to outsource right-of-way clearing. Mr. Coon scheduled a meeting with Authority staff, General Services staff, two Authority Board Members (Mr. Foster and Mr. Hardy, unfortunately Mr. Foster was unable to attend), and Mr. Manning Woodward, Board of Supervisors.

Mr. Coon shared a DRAFT Memorandum of Understanding (MOU) several comments were included (see red lined version in packet pages 11-14). The clean copy of the MOU is found on pages 8-10.

The DRAFT MOU stipulates that the Authority would pay \$160,000 to the County of Louisa towards the purchase of a skid steer, bushhog and mulching implement. The County of Louisa would maintain ownership of the skid steer, paying for maintenance and insurance costs. The Authority would house the skid steer in the maintenance shop at 3380 Jefferson Highway. Assistance in right-of-way clearing could be provided by Parks and Recreation as well as General Services.

Mr. Woodward added that the Board of Supervisors has requested pricing on different equipment (Bobcat and Caterpillar), but it made more sense to keep the type of equipment the same to maximize use of implements.

Upon completion of the discussion, Mr. Filer made a motion to repeal the December 11, 2024 motion to authorize the General Manager to contract with an outside vendor to clear 20 miles of right-of-way. The motion was seconded by Mr. Kies and carried 6-0 among the members present.

Mr. Hardy made a motion to partner with Louisa County for the purchase of a skid steer, bushhog and mulching implement and to provide \$160,000 toward the cost. Additionally, Mr. Hardy asked for the DRAFT MOU to be updated to include storage of the skid steer and implements at the Authority maintenance shop, ownership to be retained by the County of Louisa, a clear definition of who will be performing the right-of-way clearing, and a timeline duration of the MOU. The motion was seconded by Mr. Filer and carried 6-0 among the members present.

Additional discussion ensued regarding the MOU revisions. At the conclusion of the discussion, Mr. Filer made a motion to authorize the General Manager to work on a final draft of the MOU with committee members appointed by the Chairman, with a completion date of Tuesday, January 21, 2025. The motion was seconded by Mr. Smith and carried 6-0 among the members present.

F. New Business

5. STANDARD OPERATING PROCEDURES

A. OPERATING FROM TOWN OF LOUISA TANKS

B. SANITARY SEWER OVERFLOWS

The General Manager shared the new Standard Operating Procedures (SOP) for Operating from the Town of Louisa Tanks and Sanitary Sewer Overflows. The SOPs have been distributed to the proper staff members and a laminated copy placed in the altitude valve vault.

6. WATER CONNECTIONS OUTSIDE LOUISA COUNTY

The Authority has been contacted about a future connection to the water/sewer lines from Ferncliff to Shannon Hill by a representative for Mrs. Marian R. Payne. The property is in Fluvanna County. No agreement exists with Fluvanna County regarding water and sewer connections. One does exist for Goochland County.

The General Manager asked the Board if the Authority should work with the County Attorney's office to draft an agreement like the Goochland County Agreement for Fluvanna County. Additionally, the Board will need to begin discussions regarding setting rates for outside Louisa County customers.

The Board directed the General Manager to reach out to the County Administrator to have the Board of Supervisors decide which entity should be making decisions for outside Louisa County connections.

7. FISHING PERMITS

Mr. Manning Woodward asked for a discussion regarding fishing permits and how to streamline the process. He asked for both entities to be able to make available a combined permit for Bowlers Mill and Northeast Creek Reservoir.

At the completion of the discussion, Mr. Hardy made a motion to review the request as part of the budget process and make online permits available. The motion was seconded by Mr. Wilson. Further discussion ensued. The motion failed to be voted on.

At the end of the discussion Mr. Hardy made a motion to inform the County of Louisa that the Authority was in favor of one permit for both reservoir locations with no fee stipulated. The amended motion was seconded by Mr. Kies and carried 6-0 among the members present.

G. Reports

H. General Manager's Report

- James River Water Project – January 2025 update –

- 1) Pipe continues to be received for the project.
- 2) As cultural resources clear parcels, pipe is being installed.
- 3) The pump station is on schedule to begin in the first quarter of 2025.
- 4) The CSX Railroad crossing coordination is underway.

The General Manager shared the latest pipe installation chart and map.

- **December levels:** At the end of December 2024, the static well levels are up on average 7.5 feet from the end of November 2024 levels. From December 2023 to December 2024, the well levels are up on average 1.75 feet.

The US Drought Map indicates abnormally dry conditions for all of County of Louisa, with severe drought across neighboring counties to the north and east.

The Department of Environmental Quality Drought Monitor is indicating watch conditions for groundwater and emergency conditions for precipitation. Stream flows and reservoir levels are normal.

- The current past due listing is down to \$7,448.62 from the past due listing provided in the General Manager's Report, which reported the past due balance of \$45,875.29.
- The General Manager shared a timeline of the City of Richmond's water crisis.
- The General Manager shared with the Board the destruction of property that occurred on Sunday, January 12, 2025 at the Northeast Creek Reservoir.

I. Committees

J. Short Notice Items

K. Closed Session

Closed Sessions for Unannounced Projects: Va. Code Section 2.2-3711(A)(5): This section permits closed meetings for discussion concerning prospective or expanding business or industry when no previous announcement has been made.

Closed Session for Discussion and Consideration of Personnel Matters: Va. Code Section 2.2-3711(A)(1): For the discussion and consideration of personnel matters including the discipline, appointment, assignment, performance and salaries of specific appointees and employees.

RETURN TO OPEN MEETING:

Chairman Foster read the following statement prior to the vote to certify the closed session.

"Pam will now poll members to certify that, to the best of your knowledge, only public business matters lawfully exempted from the open meeting requirements under the Virginia Freedom of Information Act, and as identified in the motion for which the closed meeting was convened, were discussed, and considered by the Board. If any member believes that the Board varied from the purpose stated for the closed meeting, please state so and the reason prior to casting the vote." A roll call vote was requested with the following results:

Mr. Foster	YES
Mr. Smith	YES
Mr. Filer	YES
Mr. Hardy	YES
Mr. Kies	YES
Mr. Morgan	ABSENT
Mr. Wilson	YES

The motion carried 6-0 among the members present.

Next meeting date - The next business meeting is scheduled for February 12, 2025.

L. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Filer made a motion to adjourn at 7:22 pm. The motion was seconded by Mr. Wilson and carried 6-0 among the members present.

BY ORDER OF:

Mr. Judson Foster
Chairman
LOUISA COUNTY WATER AUTHORITY