

**Louisa County Water Authority
Board of Directors
April 9, 2025**

MEMBERS PRESENT: Mr. Judson Foster, Chairman; Mr. Robert Hardy; Mr. David Kies; Mr. Byron Wilson

MEMBERS ABSENT: Mr. Douglas Smith, Vice-Chairman; Mr. Robert Morgan; Mr. Tom Filer

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Nathan Harkrader, Deputy General Manager; Ms. Danielle Mychajlonka, Human Resources; Mr. Manning Woodward, Louisa County 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 change Item 7, the second section D to H and to add a closed session 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. Mr. Kies made a motion to adopt the agenda as amended. The motion was seconded by Mr. Wilson and carried 4-0 among the members present.

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. FEBRUARY 12, 2025 – REGULAR BUSINESS MEETING MOVED TO FEBRUARY 19, 2025, (VIRTUALLY DUE TO INCLEMENT WEATHER)

3. TREASURER'S REPORT:

- A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – FEBRUARY & MARCH 2025
- B. APPROVAL OF DISBURSEMENTS – FEBRUARY & MARCH 2025
- C. CONSTRUCTION FUND – FEBRUARY & MARCH 2025

The Board reviewed the Consent Agenda and Treasurer's Report for February 2025 and March 2025. Upon completion of the review, Mr. Kies made a motion to approve the Consent Agenda and Treasurer's Report. The motion was seconded by Mr. Hardy and carried 4-0 among the members present.

E. Old Business

4. FISHING PERMITS

The General Manager was asked to research how other utilities managed access to their drinking water reservoirs. The General Manager reached out to Rivanna Water and Sewer Authority, who require permits and gates are locked from dusk to dawn.

At the February 19, 2025 meeting, the Board was informed that the County Attorney reviewed the Authority's Fishing Regulations and agrees that the regulations should apply to both Northeast Creek Reservoir and Bowlers Mill Reservoir.

After some discussion, Mr. Hardy made a motion to continue to sell fishing permits until January 1, 2026, at that time permits with regulations for fishing on Authority and County property will be required for fishing rights at the Northeast Creek Reservoir and Bowlers Mill Reservoir at no cost. The motion was seconded by Mr. Kies and carried 4-0 among the members present.

5. RIGHT-OF-WAY CLEARING

The Board was informed that one of the skid steer implements has been received from James River Equipment and the second implement and skid steer is expected mid to late-April. The Authority has received the truck and trailer.

6. PRELIMINARY BUDGETS

- A. PRELIMINARY FY 2026 REVENUE BUDGET
- B. SUMMARY PRELIMINARY FY 2026 EXPENDITURE BUDGET
- C. PRELIMINARY FY 2026 EXPENDITURE BUDGET
- D. UPDATED CAPITAL BUDGET – 5 YEAR PLAN
- E. 2026 PRELIMINARY BUDGET WITH PROPOSED INCREASES
- F. DRAFT – PUBLIC HEARING NOTICE – JUNE 11, 2025

The General Manager reviewed the preliminary budgets with the Board. The changes included in this latest preliminary budget are: 1) Cody Langridge provided his requests which include three new positions not the one position originally included in the budget, 2) Compensation & Career Ladder/Lattice projected costs for training, 3) additional licensure increases, 4) additional promotions, and 5) additional related costs (health insurance, ER FICA, life and retirement). In all cases the worst-case scenario numbers have been included, for example, if all new hires need family health insurance and if all employees obtain increased licensure levels. These additions were included after the March 4, 2025 Personnel Committee meeting. Also included are a 3% COLA, a 1.5% bonus, and the Authority absorbing the 7.5% health insurance increase (these are the same as the County of Louisa is proposing in their budget).

The County's budget also includes the final request for the Northeast Creek WTP Incline Plate Settling System \$250,000, the Zion Crossroads WWTP SCADA Upgrade \$200,000 and the incremental improvements for the New Bridge WWTP \$500,000.

Rivanna Water and Sewer Authorities is discussing a 20% increase in rates.

After considerable discussion, Mr. Hardy made a motion to advertise a public hearing for June 11, 2025 to receive input from the public regarding a 5% increase in water and sewer rates. The motion was seconded by Mr. Wilson and carried 3-1 among the members present.

7. NORTHEAST CREEK WATER TREATMENT PLANT – INCLINE PLATE SETTLERS PROJECT

- A. SEQUENCE OF EVENTS FOR THE OVERNIGHT SHUTDOWN
- B. PROGRESS MEETING #2
- C. PROGRESS MEETING #3
- D. PROGRESS MEETING #4
- E. PROGRESS MEETING #5
- F. PROGRESS MEETING #6
- G. PROGRESS MEETING #7
- H. DISCUSSION – HAULING WATER FOR THE DURATION OF THE PROJECT

The Board was updated on the March 4, 2025 lime feeder drive failure and the Northeast Creek Water Treatment Plant being out of commission for two and a half hours during the day. The Water Treatment Plant staff recovered overnight with some additional catch up in the backwash tank the following morning.

Water was hauled from Zion Crossroads, being off loaded in the backwash tank to save some production time throughout the day. This saved approximately 30,000 gallons of production per day. There is no cost for the water and the hauler charged \$200/hour for the hauling. The total cost of water hauling is \$19,200 for 254,200 gallons.

On March 19, 2025, the Town of Louisa experienced a significant leak in the early morning hours. It took time to get the Town of Louisa to respond to our calls and the tank levels were dropping quickly. Once the Town of Louisa isolated the leak, the water plant staff worked to regain the system. The Town of Louisa tanks communication system was not working properly, needing to be reset after the tank levels fell so dramatically. Their tank maintenance company would not respond to the scene. With the Town of Louisa approval, we contacted our tank maintenance service provider and they responded, resetting the communication system. This provided correct data for the water treatment plant staff to finalize regaining safe levels in the system.

8. NEW BRIDGE WASTEWATER TREATMENT PLANT UPGRADE

The Board reviewed the current timeline and conceptual plant site. Progress continues. The Preliminary Engineering Report with 30% design completion expected in May 2025.

F. New Business

9. DISCUSSION – SERVICE POLICIES – WAYS TO HELP BUSINESSES WITH UPSIZING COSTS

Mr. Foster discussed with the Board the addition to the Service Policy of a payback timeframe for businesses needing to upsize their meter connection to accurately reflect their actual usage.

After further discussion, Mr. Hardy made a motion to add a payback period of 18 months to the Service Policy for businesses that need to upsize their meter connection to accurately reflect their actual usage. The motion was seconded by Mr. Kies and carried 3-1 among the members present.

10. DISCUSSION – REVISIT TOWN OF LOUISA CONTRACTS FOR WATER AND SEWER SERVICE

The General Manager met with Mr. Manning Woodward and new Town Council member Mr. Roger Henry on March 28, 2025. The discussion was well received, and a variety of topics were discussed. During the conversation, Mr. Henry requested a review of the old agreements be conducted. The Board asked if there were specific items Mr. Henry would like to see addressed, but no specifics were provided.

The General Manager was asked to reach out to Mr. Henry regarding what he felt should be updated and to send the agreements to the County Attorney.

11. CHECK SIGNATURES

The Board discussed the need to have someone available to sign checks since Mr. Smith's term on the Board will expire at the end of April 2025. The General Manager informed the Board that the Bylaws state, "Checks, notes, drafts and other orders for the payment of money shall be signed by such persons as the Board may from time to time authorize."

After some discussion, the Board directed the General Manager to remove Mr. Smith as a signer and add Nathan Harkrader, Deputy General Manager as a signer to all accounts. The Board also directed that Mr. Hardy be added to the VIP accounts and Mr. Smith removed.

12. SOUND PROOFING HUMAN RESOURCES OFFICE

Ms. Danielle Mychajlonka, Human Resources Manager addressed the Board regarding sound proofing her office. After a lengthy discussion, the Board asked staff to proceed with white noise machines to see if that blocks sound as a first step measure to cover voices during human resources discussions.

G. Reports

H. General Manager's Report

- James River Water Project – March Update – Due to the length of time it took to finalize the permitting, the project will be completed later than originally scheduled. Pipe installation work continues. Archeology work has been completed and the pump station site cleared for excavation. Clearing of the pump station site has begun, with construction beginning this summer.
- James River Water Project – April Update – Access to the Rose parcel has been obtained. The pipe work to the pump station is getting closer and closer. The archeological work on the pump station site is due to be completed by May 9th, which will allow excavation to begin the 1st or 2nd week of June. The Rivanna River crossing has been approved for the beginning of June. There will be increasingly more exciting updates to come as the project progresses this summer.
- The General Manager reported the TSS violation for the New Bridge Wastewater Treatment plant of 30.3 mg/L. The actual violation was 30.7 mg/L. An additional sample was collected to average the 30.3 mg/L below the permitted limit of 30 mg/L.
- **February levels:** At the end of February 2025, the static well levels are up on average a 10th of a foot from the end of January 2025 levels. From February 2024 to February 2025, the well levels are up on average 4.5 feet.

The Department of Environmental Quality drought map is showing watch conditions for precipitation, normal conditions for groundwater, reservoir levels and stream flows.

The US Drought Map indicates normal conditions across Louisa County with abnormally dry conditions for counties to the east of Louisa.

March levels: At the end of March 2025, the static well levels are down on average 1.5 feet from the end of February 2025 levels. From March 2024 to March 2025, the well levels are down on average just under a foot.

The Department of Environmental Quality drought map is showing emergency conditions for precipitation, watch conditions for ground water and normal conditions for reservoir levels and stream flows.

The US Drought Map indicates abnormally dry conditions across all of Louisa County with moderate drought conditions to the north and east of Louisa County.

- On April 7, 2025 – DEQ sent a Drought Advisory Update expanding the drought watch advisory to 34 counties in Virginia, including Louisa County.
- The current past due listing is down to \$4,519.60 from the past due listing provided in the General Manager’s Report, which reported the past due balance of \$7,224.36.
- The Town of Louisa vault project is complete. The March 2025 Town of Louisa bill was comprised of actual meter reading from the Rt.22 – Davis Highway meter, actual and estimated reading from the Rt.33 – Jefferson Highway meter. The April meter reading will be all based on meter readings.
- Everything was completed with Spring Creek Wells #1 & #2, but when trying to bring Spring Creek Well #2 online we could not get the meter to read properly, which is a requirement of the Virginia Department of Health. We called out the electrician to trouble shoot and they found that the soft start will need to be replaced. We are waiting on a quote.
- An autopsy was performed on the Northeast Creek Water Treatment Plant filters and the results are that the filters will need to be rebuilt. Anthracite was vacuumed out and replaced, the rebuild will be requested later in the fall after water demand slows down.
- The Town of Mineral has proposed a plan to the Virginia Department of Health to have wells online for their use by January 1, 2028.
- The Authority does have cyber liability insurance with a limit of \$250,000, deductible \$1,000.

I. Committees

13. PERSONNEL COMMITTEE

The Board discussed the learning ladder/lattice proposal by Human Resources. After the discussion, the Board asked for specific safeguards to be added to the proposal ensuring the courses were relevant and certification based, and a balanced budget before they would approve the learning ladder/lattice proposal.

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.

Mr. Kies made a motion to close the regular open meeting and immediately reconvene in closed session. The motion was seconded by Mr. Hardy and carried 4-0 among the members present.

RETURN TO OPEN MEETING:

Chairman Foster closed the closed session and immediately reconvened in regular open meeting at 8:55 pm.

CERTIFY:

Mr. 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	ABSENT

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

The motion carried 4-0 among the members present.

14. ELECTION OF A VICE-CHAIRMAN

Due to three members not in attendance for the Board meeting, the election of a Vice-Chairman was deferred until the May 14, 2025 meeting.

Next meeting date - The next business meeting is scheduled for May 14, 2025.

L. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Wilson made a motion to adjourn at 8:56 pm. The motion was seconded by Mr. Kies and carried 4-0 among the members present.

BY ORDER OF:

Mr. Judson Foster
Chairman
LOUISA COUNTY WATER AUTHORITY