**Louisa County Water Authority**

**Board of Directors**

**August 14, 2024**

MEMBERS PRESENT: Mr. Douglas Smith, Vice-Chairman; Mr. Bob Hardy; Mr. David Kies; Mr. Robert Morgan; Mr. Byron Wilson

MEMBERS ABSENT: Mr. Judson Foster, Chairman; Mr. Tom Filer

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Ms. Danielle Mychajlonka, Human Resources Manager; Mr. Manning Woodward, Louisa

County Board of Supervisors; Mr. Charlie Ritinski; Mr. Mitchell Sasser, The Central Virginian *(arrived at 6:03 pm)*; Ms. Patricia

Smith, County Attorney *(arrived at 6:03 pm)*

**A. Call to Order**

Vice-Chairman Smith called the meeting to order at 6:02 pm.

1. ADOPTION OF THE AGENDA

Vice-Chairman Smith asked if there were any changes or additions to the agenda. The General Manager asked for a correction to item 11 from a 2025 to a 2005 Ford pickup. Mr. Kies made a motion to adopt the agenda as amended. The motion was seconded by Mr. Hardy and carried 5-0 among the members present.

Mr. Smith welcomed Mr. Ritinski, who stated that he was there to learn more about the restrictions.

**B. Presentations**

**C. Citizen Information**

**D. Consent Agenda**

2. APPROVAL OF THE MINUTES:

A. JULY 10, 2024 – REGULAR BUSINESS MEETING

3. TREASURER’S REPORT:

A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE RREPORT– JULY 2024

B. APPROVAL OF DISBURSEMENTS – JULY 2024

C. CONSTRUCTION FUND – JULY 2024

D. FOURTH QUARTER INCOME & EXPENSE STATEMENTS (SUMMARY & DETAIL)

E. INVESTMENTS

F. REGIONAL SEWAGE EXPENSE & REVENUE

G. NORTHEAST CREEK: PAID CONNECTION FEES AND ALLOCATION

H. ZION CROSSROADS: PAID CONNECTION FEES AND ALLOCATION

*Mr. Sasser arrived at 6:03 pm*

*Ms. Smith arrived at 6:03 pm*

The Board reviewed the Consent Agenda and Treasurer’s Report, including the Fourth Quarter FY2024 Income & Expense Statements. Upon completion of the review, Mr. Hardy made a motion to approve the Consent Agenda, Treasurer’s Report and Fourth Quarter FY2024 Income & Expense Statements. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

**E. Old Business**

4. UPDATE – NEW BRIDGE WWTP

A. SHORELINE SIGN

The Board was informed that the Lake Anna Advisory Committee requested the installation of a 4x8 shoreline sign or a sign in the water stating “DANGER / BURRIED PIPE / BOATERS KEEP OUT!”

Additionally, they are requesting moving the recently installed buoys. The buoys were installed as instructed by the Department of Wildlife Resources and approved by the Lake Anna Advisory Committee. The Authority paid for the installation. If a change in location is being requested, the requester should be the one making the application, coordinating the change and paying for the change.

B. NEW BRIDGE CHEMICAL ADDITION

The EarthTec® chemical addition has been terminated. The results hoped for were not achieved.

The FLOPAM continues to be fed for the reduction of TSS. The sample results for the August 5, 2024 sample were 17.9 mg/L, below the 30/45 limit in the VPDES Permit.

Dominion Energy has been contacted to inform them of the addition of both chemicals. Dominion Energy does not believe the chemical additions at the New Bridge WWTP will have any adverse effects on the operation of the North Anna Facilty.

C. BUOY HIT – BEING EVALUATED AND REPAIRED

One of the buoys has been hit and is being evaluated and repaired.

The owner of the building housing the restaurants has been notified that he would need to fully comply with our Grease Trap Policy or be fined as stipulated in the policy. He informed the General Manager that as lease agreements are being renewed, language is being included for the occupants to comply with our policy. Additionally, he agreed to purchase a mixer for the pump station behind his building. The Authority will pay for installation. The manufacturer states that the grease will be broken down and it will not re-congeal in the lagoons.

5. LEAD SERVICE LINE INVENTORY

All the field work is complete. The final report for the Northeast Creek Distribution System will be submitted once the system is accepting the reports. All other systems (Zion Crossroads, New Bridge and Ferncliff) have been successfully submitted.

6. DRAFT 5 YEAR PLAN FOR CAPITAL PROJECTS

Staff continue to work on updating and dialing in pricing. The latest update was provided for the Board to review.

A. RIGHT-OF-WAY CLEARING OPTIONS

Several options for right-of-way clearing were provided to the Board for review. The options include:

1) Purchasing the equipment and staff maintaining the right-of-way clearing.

2) Leasing the equipment and staff maintaining the right-of-way clearing.

3) Outsourcing the work.

The General Manager informed the Board that the Board of Supervisors approved the funding request, and the funds will be distributed after the August 15, 2024 check run.

The Board asked for the General Manager to prepare a Request for Proposal to contract right-of-way clearing services. The General Manager will work with the County Procurement Officer to draft an RFP for advertisement.

7. NORTHEAST CREEK SEDIMENTATION BASIN IMPROVEMENTS (SLUDGE-VAC SYSTEM)

The Board reviewed the projected Northeast Creek Sedimentation Improvements (Sludge-Vac System) projected billing from the contractor. An additional $150,000 - $200,000 will be needed to complete the project. The General Manager asked the Board if they would prefer to request a supplemental appropriation to complete the project or make a funding request in the next budget cycle (September 2024) for the final amount needed. The General Manager stated that if a funding request is made in the next budget cycle, reserve funds would need to be used to pay the difference and the funds would not be available until after July 1, 2025.

The Board discussed the proper direction for the final funding for the Northeast Creek WTP Sedimentation Improvements. Mr. Manning Woodward was asked which option he felt was better. Mr. Woodward stated that a funding request for the 2026 CIP Budget would be the best for the County.

8. DROUGHT UPDATE

The rains from Hurricane Debby were a welcome relief from the hot dry conditions experienced this summer.

Northeast Creek – The greenhouse used 1.5 million gallons of water in July 2024 and the Town of Mineral has not been able to bring their well online since June 2024. Staff intends to meet with the greenhouse to discuss their operations to see if there are any ways to work together to reduce or balance out our hours of operation. The greenhouse has a 3” meter allowing them to pull up to 204,000 gallons per month.

It is my understanding that the Virginia Department of Health – Office of Drinking Water is meeting with the Town of Mineral to see why none of the items included in their inspection reports have been completed.

Zion Crossroads – The well levels are up 62 feet from the end of June. The well levels are down 90.1 feet from July last year.

The latest DEQ Drought Monitor is indicating a warning for groundwater and normal conditions for stream flow, reservoir levels and precipitation.

The latest US Drought Monitor is indicating easing drought conditions in eastern Louisa County, worsening conditions on the western end of Louisa County.

The tropics are heating up. Ernesto appears to be tracking off the coast and currently there is no other activity in the Atlantic.

**F. New Business**

9. ZION CROSSROADS CAPITAL PROJECT – AQUADISK PLC AND OPERATOR INTERFACE UPGRADE FOR FILTERS

Zion Crossroads WWTP staff have been notified by AquaDisk that the current PLC and Operator Interface is no longer supported. Included in the packet is a quote to upgrade the PLC and Operator Interface of at a cost of $36,430. If the current PLC and Operator Interface fails, the filtering system will be offline until replaced. The General Manager informed the Board that the Louisa Regional WWTP would not require this upgrade because it was completed when the filter building flooded several years ago.

The Board discussed proceeding with the upgrade. Upon completion of the discussion, Mr. Wilson made a motion to proceed with the PLC and Operator Interface at a cost not to exceed $36,430. The motion was seconded by Mr. Hardy and carried 5-0 among the members present.

10. Town of Louisa – Inline valves for meter replacement

The contractor was onsite on August 2, 2024 to evaluate the job of replacing the Town of Louisa meters. The contractor will not proceed with the work unless inline valves before and after each meter have been installed. The contractor said he would not put a crew in the vaults to make the change out due to safety concerns as well as the likelihood that the current valves would probably not hold causing the entire system to drain. Meaning that everyone in the Northeast Creek system, including the Town of Louisa, Town of Mineral and school system would be out of water until the work could be completed.

Until both sites can be excavated to determine the pipe size, we do not have a firm price on the size of inline valves to be installed. It could be all 8” water line or it could be a combination of 6” and 8”, possibly 12”; staff just isn’t certain. The line in the vault is 6”, but we have 8” waterlines shown on plans.

Cost for 4 inline valves all 8” would be $49,492. The General Manager requested approval at a cost not to exceed $60,000.

After some discussion, Mr. Wilson made a motion to approve a cost not to exceed $60,000 for the installation of inline valves before and after the Town of Louisa’s vaults. The motion was seconded by Mr. Morgan and carried 5-0 among the members present.

11. VEHICLE PURCHASE TO REPLACE 2005 FORD PICKUP

The 2005 Ford pickup bed mounts have rusted off and the bed is sitting on the frame. Staff mounted a 4x4 between the bed and the frame and bolted it back together, but we do not believe it will pass inspection. Staff would like to purchase a new pickup to replace the 2005 pickup. We contacted Colonial Ford, and they found a collaborative contract through Chesterfield County we can use to purchase a new pickup. Chris Compton has requested a work body for this truck to provide storage and better access for maintenance staff. The total estimate is $61,023.05 with the options requested.

The Board discussed the purchase of a new pickup. Upon completion of the review, Mr. Hardy made a motion to authorize the purchase of a new pickup at a cost not to exceed $65,000. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

12. PERSONNEL POLICIES

A. FIT FOR DUTY & CALL BACK POLICY

The Board reviewed the Fit for Duty and Call Back Policy.

B. OPERATION OF AUTHORITY OWNED VEHICLES

The Board reviewed the Operation of Authority Owned Vehicle Policy.

C. CELL PHONE USE WHILE DRIVING POLICY

The Board reviewed the Cell Phone Use While Driving Policy.

Upon completion of the review, Mr. Hardy made a motion to approve the Fit for Duty & Call Back Policy, Operation of Authority Owned Vehicle Policy and Cell Phone Use While Driving Authority Vehicle Policy as amended. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

D. DEPUTY GENERAL MANAGER JOB DESCRIPTION

The Board reviewed the Deputy General Manager Job Description.

E. DEPUTY GENERAL MANAGER ADVERTISEMENT

The Board reviewed the Deputy General Manager Advertisement.

Upon completion of the review of the Deputy General Manager Job Description and the Deputy General Manager Advertisement for position, Ms. Mychajlonka was directed to proceed with the advertisement with the changes noted.

**G. Reports**

**H. General Manager’s Report**

**● July levels**: At the end of July 2024, the static well levels were up just under 62 feet from the end of June 2024 levels. From July 2023 to July 2024, the well levels are down 90.1 feet.

As of July 1, 2024, the Department of Environmental Quality Drought website is indicating normal conditions exist for precipitation, groundwater, reservoir levels. Stream flow is under a drought watch.

As of July 19,2024, the Department of Environmental Quality was declared Drought Watch Advisory. Localities have been advised to prepare for worsening conditions.

**●** The current past-due listing is down to $10,371.36 from the past-due listing provided in the General Manager’s Report, which reported the past-due balance of $12,395.78.

● James River Water Project Update – Just over 4,000 feet of pipe has been installed with approximately 17,000 feet left to install. A slight modification to the DEQ permit is underway that will modify the location of the line at Rt. 6, this is progressing normally. There was some discussion on the Hammond Parcel which is no longer needed for the project.

● Completion of the Shannon Hill Business Park Water Tank is scheduled for January 2025.

● The next CIP on the Nanofiltration System is scheduled for some time in September.

● Sample bottles for Lead and Copper were distributed on August 13, 2024.

● Third Quarter Disinfection Byproducts sampling was conducted August 14, 2024.

● Middle School Addition work is ongoing.

● The air relief valves in the Ferncliff force main and the Zion Crossroads WWTP effluent line have been replaced.

● Maintenance staff have been painting the shop, first time in 42 years.

● Spring Creek Phase 1 Section K has been tested and passed.

● Working with Dorsett Controls to capture the gallons per minute being pumped to display on SCADA.

● The chlorine pump access line for Spring Creek #1 & #2 has been ordered and will be installed when received.

● An influent pump for the Louisa Regional WWTP has been sent out for repairs at a cost of $9,617.70.

● Zion Crossroads WWTP experienced a power surge that burned up the ATS. Repairs are being coordinated.

● Some of the drains at the Zion Crossroads WWTP can’t be completely closed. Evaluation and a plan to make repairs is underway.

● Two new employees started on August 1, 2024. Deidre Varney – Customer Relations Coordinator and Dakota Wheeler as a Water Operator Trainee at the Northeast Creek Water Treatment Plant.

**I. Committees**

A. PERSONNEL COMMITTEE

B. 2X2 MEETING

Mr. Filer’s availability has been provided to the County Administrator.

**J. Short Notice Items**

**K. Closed Session:**

**Next meeting date -** The next business meeting is scheduled for September 18, 2024.

**L. Adjournment**

THERE BEING NO FURTHER BUSINESS, Mr. Wilson made a motion to adjourn at 7:35 pm. The motion was seconded by Mr. Hardy and carried 5-0 among the members present.

BY ORDER OF:

Douglas Smith

Vice-Chairman

LOUISA COUNTY WATER AUTHORITY