

**Louisa County Water Authority
Board of Directors
December 14, 2022**

MEMBERS PRESENT: Mr. Judson Foster, Chairman; Mr. Douglas Smith, Vice-Chairman; Mr. Durwood Willis; Mr. Tom Filer; Mr. Robert Morgan; Mr. David Kies

MEMBERS ABSENT: Mr. Bob Hardy

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Kyle Eldridge, Assistant County Attorney; Mr. Eric Purcell, Louisa County Board of Supervisors

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. Ms. Baughman stated that there are three items to add to the Short Notice Items section. 1) Springbrook Payment Solutions, 2) Water Supply Emergency Ordinance, and 3) Fidelity Power Systems. Mr. Smith made a motion to adopt the agenda as amended. Mr. Kies seconded the motion and carried 6-0 among the members present.

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. NOVEMBER 9, 2022 – REGULAR BUSINESS MEETING

3. TREASURER'S REPORT:

A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – NOVEMBER 2022

B. APPROVAL OF DISBURSEMENTS – NOVEMBER 2022

C. CONSTRUCTION FUND – NOVEMBER 2022

Ms. Baughman informed the Board that she made the adjustment to move the Dewberry Engineering bills to capital expenditures. Additionally, she spoke with Christian Goodwin, County Administrator, regarding the easement / right-of-way maintenance. Mr. Goodwin stated that he would contact Central Virginia Electric Cooperative to see if adding our easement to their contract would create a cost savings for Louisa County, and he stated he would reach out to Arbor Pro. Ms. Baughman reached out to Christian on December 8, 2022, to receive a status check. Central Virginia Electric Cooperative is working on a partnership proposal.

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

E. Old Business

4. UPDATE – JAMES RIVER WATER PROJECT

The James River Water Authority met on December 14, 2022, to discuss project updates.

There are three main permits currently under development: the Department of Environmental Quality, the Department of Marine Resources Commission, and the Army Corps of Engineers. Things have been quiet, meaning no requests for information have been received from any of the three agencies working on permits for the project. The Department of Environmental Quality's new website is indicating the James River Water Authority's permit will be issued the last week of January 2023.

The consensus of the James River Water Authority's Board was to have a new permit issued, instead of a modification. The new or modified permit will be issued at the same time, but the cost of a new permit is approximately \$20,000. The new permit is for a full 15 years, while the modified permit would expire in 2030.

The James River Water Project Team meeting was held on December 13, 2022. A timeline and plans to coordinate everything were discussed. Other items discussed were the plan for archeological resources, streamlining the timeline, Phase III archeological study, and the lead time for receiving construction materials. Critical path items: 15% design should be complete in May 2023; Phase III archeological study should be complete in May 2023, and the three core permits should be complete in May 2023.

The Phase III archeological study will include the pump station site, the property adjacent to the pump station site, and one other site identified during the Phase II study.

Mr. Purcell added that during the Legislative Priorities meeting, he asked the delegates present to consider legislation to streamline the permitting process through the regulatory agencies. Or at least increase communication between the regulatory agencies and the permittees.

5. NORTHEAST CREEK WATER TREATMENT PLANT – SLUDGE-VAC-SYSTEM UPDATE

Nothing new to update.

6. LOUISA REGIONAL WASTEWATER TREATMENT PLANT – FILTER BUILDING MODIFICATIONS UPDATE

The items noted in the inspection report have been addressed and this project is complete.

Staff will apply a sealant to the building in the Spring; cold weather is preventing that from moving forward.

7. ZION CROSSROADS WELL SYSTEM UPDATES

A. SPRING CREEK - #1 & #2 UPDATE

After no less than six trips to the Clerk of Court's office, the easement for the access roads to Spring Creek Well #1 & #2 and the well lot adjustment have been recorded. The paperwork was received in the Authority office on Tuesday, December 13, 2022, and sent overnight to the Engineer for submission to the Health Department the same day. This should be the last item needed to receive the construction permit for bringing Spring Creek Well #1 & #2 online.

Today we received an email from the Health Department stating that they are looking for the following items:

- 1) A copy of the recorded well lot plat and a copy of the recorded well dedication document.
- 2) A copy of the well completion report for each well.
- 3) Identify the operator and the business the operator works for that conducted the well yield and drawdown test for both wells.
- 4) A USB with all the revised plans, specifications, and other related documents.

B. POORE WELL IMPROVEMENTS UPDATE

After several attempts to squeeze the installation of the filtering system into Authority staff's schedule, River City Water Solutions provided a quote of \$1,985 to fix a leak in the well house and install the filtering system. Has not been schedule yet; we are waiting on a 2" check valve.

C. ZION CROSSROADS DISTRIBUTION SYSTEM HYDRAULIC STUDY UPDATE

Nothing new to update currently.

8. REGIONAL WWTP PERMIT RENEWAL AND PROCESS OPERATIONS STUDY

All the sample results have been received and the data entered into the model. Once several scenarios have been run, a draft report will be developed and a meeting between the engineers and Authority staff will be scheduled.

9. ZION CROSSROADS WWTP DIESEL TANK ADDITION FOR GENERATOR

Nothing new to report currently other than staff is seeking pricing for concrete work.

10. NEW TRUCK PURCHASE; SNOWPLOW AND 100-GALLON DIESEL TRANSFER TANK

Amy Dunivan has been trying to purchase the truck for the Authority. She was told that only Dodge Trucks were available. Then we were provided with a quote for a truck with a steel utility service body, which is not what we are looking for, and the cost exceeded what was approved. The cost of new trucks is up approximately \$20,000 from last year's pricing. Then we were told that any governmental entity with a VIN Code (we have one) was entered into a lottery-style system, some receiving the option to purchase a truck, while others did not receive the option. We did not receive the opportunity to purchase a truck. The County of Louisa received one opportunity to purchase one truck. They are looking at purchasing two. We asked if there is a waiting list to take advantage of the purchase opportunity if another governmental entity declined. Amy was told that's a great question; "I don't have an answer for you."

Mr. Smith asked if a truck could be purchased from a dealer. The General Manager stated that she would have Amy Dunivan check into that option but felt the state contract pricing should be better.

11. MAINTENANCE TECH POSITION

The maintenance position was offered to a candidate, but the candidate declined due to the salary reduction he would need to take to accept our offer. We were able to hire a part time maintenance tech. He will begin working three days a week after the first of the year.

12. UPDATE – MEMORANDUM OF UNDERSTANDING – LA RESORT

Ms. Baughman spoke with Christian Goodwin, County Administrator, regarding the connection fees associated with the LA Resort project. Mr. Goodwin stated that he would like to schedule a meeting after the first of the year to discuss with the Authority Chairman and Vice-Chairman.

13. UPDATE – CLEARWELL ROOF / BASEMENT FLOOR DRAINAGE

Hunter Martin, Water Operations Manager is working with the contractor to confirm pricing. The contractor was onsite Monday, December 12, 2022, and will be providing an updated quote for the work to be performed. We hope to move forward as soon as we know the total cost. The engineer has stated that the drawings previously submitted will be all the contractor needs to complete the project. The engineer would like to review the submittals for the base plate replacement.

14. UPDATE – NANOFILTRATION GRATING EVALUSTION / UPGRADE TO ACCESS / PALLET JACK

The engineer is preparing a task order for the evaluation of the grating in the Nanofiltration Building. They anticipate a cost of less than \$5,000 for engineering through the construction phase. The engineer believes the longer run of grating in the back of the building will need additional supports to handle the weight of a pallet jack and pallets of chemicals and supplies.

15. LOUISA REGIONAL WASTEWATER TREATMENT PLANT – FALL PROTECTION

Greg Madison is working on the items in the punch list provided by the structural engineer. He plans on fabricating this winter and installing in the spring. Another contractor has been contacted regarding the concrete work and Greg Madison has been contacted to provide a price for adding a platform around the influent pump wet wells for the retrieval system if needed.

F. New Business

G. Reports

16. PROGRAM MANAGER'S REPORT

The General Manager told the Board that Mary Johnson, Program Manager, hoped to schedule a personnel committee meeting after the first of the year.

H. General Manager's Report

● **November levels:** At the end of November 2022, the static well levels are up approximately 3.9 feet from the end of October 2022 levels. From November 2021 to November 2022, the well levels are down approximately 9.5 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are up approximately 6.4 feet from the end of October 2022 levels. From November 2021 to November 2022, the well levels are down approximately 28.7 feet.

As of December 13, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates a drought watch for streamflow and normal conditions for precipitation, groundwater, and reservoir levels.

- The current past-due listing is down to \$7,754.32 from the past-due listing provided in the General Manager's Report, which reported the past-due balance of \$8,790.50.
- The Business office will be closed Friday, December 23, 2022, and Monday, December 26, 2022, in observance of Christmas. All facilities will be manned with minimal staff as required by the regulatory agencies.
- The employee Christmas party will be held at 5:00 pm on Friday, December 16, 2022, at Roma's Italian Restaurant. Any Board member wishing to attend will need to respond as soon as possible so an updated count can be provided to the restaurant.

I. Committees

J. Short Notice Items

1) SPRINGBROOK PAYMENT SOLUTIONS

Ms. Baughman reported to the Board that Mr. Tabb Stringer, with Springbrook Payment Solutions, contacted her on Tuesday, December 13, 2022, to say that our second merchant account, used to accept payments in the office without a transaction fee to the customers, has been charging them for the transaction fees. From January 1st – October 31, 2022, Springbrook Payment solutions has incurred costs in the amount of \$16,340.23. He needed to know if we wanted to add a separate merchant services account to accept payments in the office by phone or in person or if we wanted a card reader from them that would integrate payments automatically. Either way, his call was intended to notify us that they were directing Global to immediately disconnect our terminal from Springbrook Payment Solutions bank account. This leaves our customers without a feeless option for making utility payments, but we cannot absorb \$20,000 in bank fees annually.

2) WATER SUPPLY EMERGENCY ORDINANCE

The Board was asked if they would be in favor of Mr. Eldridge, Assistant County Attorney, and the General Manager drafting an Ordinance for Water Supply Emergencies. Mr. Kies asked for not only drought conditions to be considered, but all water supply emergencies.

3) FIDELITY POWER SYSTEMS

The Board was informed that the generator used at the Green Springs Wells is completely out of service due to a radiator leak. Ms. Baughman approved repairs to the generator in the amount of \$7,227.70, but the repairs are not expected until late January 2023 – early February 2023.

To continue providing water during an extended power outage, Authority staff are working on renting a generator for three months and having the electrician make the connections. This will ensure continuity of services during significant weather events that could occur in the coming winter months. The Board discussed the need to be able to continue services during possible weather events in the coming months.

Upon completion of the discussion, Mr. Filer made a motion to approve the expenditure of \$7,227.70 to make repairs to the generator used to provide backup power in the event of an extended power outage. The motion was seconded by Mr. Smith and carried 6-0 among the members present.

K. Closed Session

Next meeting date - The next business meeting is scheduled for January 11, 2023.

L. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Filer made a motion to adjourn at 6:59 pm. The motion was seconded by Mr. Smith and carried 6-0 among the members present.

BY ORDER OF:

Judson Foster
Chairman
LOUISA COUNTY WATER AUTHORITY