

**Louisa County Water Authority  
Board of Directors  
February 9, 2022**

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

MEMBERS ABSENT: Mr. Judson Foster, Chairman

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Hunter Martin, Water Operations Manager; Ms. Mary Johnson, Program Manager; Mr. Cody Langridge, Class I Waterworks Operator; Ms. Emily Gibbs and Mr. Eric Purcell, Louisa County Board of Supervisors  
(Arrived at 6:09 pm)

**A. Call to Order**

Mr. Smith called the meeting to order at 6:00 pm.

**1. ADOPTION OF THE AGENDA**

Mr. Smith asked if there were any changes or additions to the agenda. Hearing none, Mr. Hardy made a motion to adopt the agenda as presented. The motion was seconded by Mr. Morgan, and carried 6-0 among the members present.

**B. Presentations**

**C. Citizen Information**

Mr. Hunter Martin addressed the Board stating that he has worked for the Authority for 18 years. He has appreciated the support from the Board on longstanding, tough issues. He was offered a position elsewhere, but doesn't know which direction he intends to go. He stated that Louisa County is his home, it's his pride and where he grew up. He stated that when he left the Authority he would be doing it on his terms. He stated that he would make an announcement at 4:30 pm on Friday, February 11, 2022 informing the Board of his intention of staying or moving on.

**D. Consent Agenda**

**3. APPROVAL OF THE MINUTES:**

**A. DECEMBER 8, 2021 – REGULAR BUSINESS MEETING**

**4. TREASURER'S REPORT:**

- A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – DECEMBER 2021
- B. APPROVAL OF DISBURSEMENTS – DECEMBER 2021
- C. CONSTRUCTION FUND – DECEMBER 2021
- D. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – JANUARY 2022
- E. APPROVAL OF DISBURSEMENTS – JANUARY 2022
- F. CONSTRUCTION FUND – JANUARY 2022
- G. INVESTMENTS – DECEMBER 31, 2022
- H. REGIONAL SEWAGE EXPENSE AND REVENUE
- I. NORTHEAST CREEK: PAID CONNECTION FEES
- J. ZION CROSSROADS: PAID CONNECTION FEES
- K. SECOND QUARTER – SUMMARY STATEMENT OF REVENUE
- L. SECOND QUARTER – SUMMARY STATEMENT OF EXPENSES
- M. SECOND QUARTER – DETAILED STATEMENT OF REVENUE
- N. SECOND QUARTER – DETAILED STATEMENT OF EXPENSES

Mr. Smith stated that he liked the way changes to the minutes section of the Consent Agenda were recorded. He asked for the titles on the Agenda to be changed to add Capital Revenue & Expenditures and to remove O & M from the disbursements to more accurately reflect information contained in the reports. Mr. Smith asked for more description to be included on items, other than just "supplies".

*(Mr. Purcell arrived at 6:09 pm)*

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

## **E. Old Business**

### 5. UPDATE – JAMES RIVER WATER PROJECT

Mr. Purcell provided a brief update to the Board regarding the status of the James River Water Project. Mr. Purcell reported that the latest Archeological Study was favorable, meaning no human remains were found, some pottery and Native American tools were found. Discussion with the Monacan Nation will continue while they review the Archeological Study over the next 30 days. The permitting for the new site will not begin from scratch and the process will be expedited. Both Counties will need to appropriate funds for the final phase of construction.

### 6. PROPOSALS FOR ENGINEERING SERVICES FOR NORTHEAST CREEK DAM (SOUTH ANNA #22) AND BOWLERS MILL DAM (SOUTH ANNA #2)

#### A. DEWBERRY ENGINEERS, INC. – PROPOSAL

#### B. HURT & PROFFITT – PROPOSAL

Dewberry:

Northeast Creek = \$47,010.00

Bowlers Mill = \$16,650.00

Total = \$63,660.00

Hurt & Proffitt:

Northeast Creek = \$67,450.00

Bowlers Mill = \$9,850.00

Total = \$77,300.00

The Board reviewed the proposals from Dewberry Engineering, Inc. and Hurt & Proffitt. Upon completion of the review, Mr. Hardy made a motion to proceed with the Dewberry Engineers, Inc. proposal for the work needed to bring both the Northeast Creek Dam (South Anna #22) and Bowlers Mill Dam (South Anna #2) into compliance with the Department of Conservation and Recreation requirements. The motion was seconded by Mr. Filer, and carried 6-0 among the members present.

### 7. NORTHEAST CREEK SLUDGE VAC SYSTEM – PROJECT UPDATE

By the end of February 2022, 35% plans should be prepared for the first review by Authority staff.

### 8. SPRING CREEK WELLS - #1 & #2 – PROJECT UPDATE

The site survey and interior layout of the building is completed. The next step is to conduct well yield and water quality testing data. This will require the well service provider to install the pumps (Spring Creek #1 will require a 20 HP motor and a 100 gallon per minute submersible turbine pump. Spring Creek #2 will require a 25 HP motor and a 150 gallon per minute submersible turbine pump.)

After several attempts to get a well service provider under contract without success, Sam Massie, Procurement Office and Ms. Baughman decided to advertise an Invitation for Bid specific to this project. The Board will need to authorize proceeding before the pumps and motors can be installed. The previous proposal from Foster Well & Pump Company, Inc., from June 2021 was \$54,885 for installing the pumps, piping and wiring in the well and hanging the pit less adapter.

After discussion of the Spring Creek Wells #1 & #2 project update, Mr. Hardy made a motion to proceed with the installation of the pumps, piping and wiring and hanging the pit less adapter at a cost not to exceed \$70,000. The motion was seconded by Mr. Morgan, and carried 6-0 among the members present.

### 9. POORE WELL IMPROVEMENTS– PROJECT UPDATE

After the first round of sampling was completed and shipped, reaching the lab with all of the sample bottles broken, a second round of sampling was completed and shipped. The filtering system vendor was sent the results to determine the effectiveness of the filter in removing the iron and manganese. The information received from the filter manufacture was inconclusive. Coordination to determine if additional testing is needed is ongoing.

### 10. ZION CROSSROADS DISTRIBUTION SYSTEM HYDRAULIC STUDY – PROJECT UPDATE

Currently Mary Johnson, Program Manager is working to provide the engineer with GIS data into their One Drive folder. This is the beginning of building the model to conduct the study.

## **F. New Business**

### 11. LOUISA REGIONAL WASTEWATER TREATMENT PLANT – ROTOR IN DITCH #3 REPAIR OF REPLACEMENT

#### A. REPAIR COST

The cost to repair the rotor in Ditch #3 at the Louisa Regional Wastewater Treatment Plant is a total of \$6,730.

#### B. REPLACEMENT COST

The cost to replace the rotor in Ditch #3 at the Louisa Regional Wastewater Treatment Plant is a total of \$13,635. The current model is obsolete and there is no drop in replacement available.

This cost will be passed on to the Town of Louisa and the County of Louisa.

The Board discussed the option to repair or replace the rotor in ditch #3 at the Louisa Regional Wastewater Treatment Plant. Upon completion of the discussion Mr. Willis made a motion to proceed with replacement of the rotor in ditch #2 at the Louisa Regional Wastewater Treatment Plant. The motion was seconded by Mr. Filer, and carried 6-0 among the members present.

#### 12. ADDING BOB HARDY AS A SIGNER ON THE ACCOUNT

The Board discussed adding Mr. Hardy as a signer to the checking account and agreed that a third signer option would be helpful when the other signers are unavailable.

#### 13. SURVEILLANCE CAMERAS FOR LOUISA REGIONAL WWTP & ZION CROSSROADS WWTP

The Board discussed Mr. Hardy installing surveillance cameras, similar to the ones installed at the Northeast Creek Water Treatment Plant, at the Louisa Regional Wastewater Treatment Plant and Zion Crossroads Wastewater Treatment Plant. Board approval is not necessarily needed to proceed, but before proceeding, it was deemed to be important enough to inform and discuss with the Board.

### G. Reports

#### 14. PROGRAM MANAGER'S REPORT

Mary Johnson, Program Manager provided an in-person update on the following:

1. 2021 UVA Summer Intern Project
  - a. Zoe Larive – Third year double major in Government (College of Arts and Sciences) and Urban and Environmental Planning ( UVA Architecture School)
  - b. 8 weeks at LCWA
  - c. Came with experience in AutoCAD and GIS
  - d. Free GIS program (QGIS) used in her college classes
  - e. Quick Study and learned to interpret engineering drawings quickly
  - f. Mapped 26 projects in the Zions Crossroads service area – right now 115+ projects
2. COVID Update –
  - a. When LCWA Infectious disease Preparedness and response Policy was being drafted
    - i. We were at 50% vaccination rate (10-10)
    - ii. Currently at 64% - one crossover to be vaccinated - other reasons due to personnel changes
    - iii. 3 employees testing positive – one hospitalization (123 days)
    - iv. Numerous direct contact to suspicious or confirmed COVID positive people
    - v. Staff has been excellent in following the Policy quarantine and isolation protocols
    - vi. Successful in minimizing potential outbreaks within the organization.
  - b. Regulations are very fluid
    - i. Recent relaxation of quarantine and isolation restrictions 5 days quarantine with separate masking requirements for unvaccinated vs vaccinated
    - ii. Masking regulations currently as before – but it appears they may be relaxing these regulations soon
3. Safety
  - a. Gearing up to meet training regulations for the new calendar year
  - b. Transitioning from in-person monthly training to online training thru VRSA
  - c. Constantly assessing workplaces for health risks and addressing them as they are identified. Replacing broken or damaged chairs, etc.
  - d. 2021 only 2 minor injuries recorded – 0 reportable down from 5 recorded and 1 reported in 2020
  - e. Again staff has been participating in identifying and reporting near misses and other safety issues
4. HR –
  - a. auditing and organizing employee files
  - b. updating onboarding forms and required orientation training
  - c. updating job descriptions and interview questions and ranking sheets
  - d. basically an overhaul of the employee records and record keeping procedures
    - i. Emergency contacts
5. Records Retention
  - a. Picking up where Peg left off
  - b. Trying to streamline the regulations for what we do

6. IT – suffered major PC workstation damage last fall
  - a. scrambled to keep everyone working
  - b. established automatic backup processes for computer files using Google Drive (free)
  - c. Beginning the process or replacing the temporary PCs
  - d. Updating IT equipment inventory for asset management
  - e. Will be disposing of non-functional equipment at the next LC Hazardous waste day

#### **H. General Manager's Report**

● **Total Nitrogen Permitted:**

Facility Name	Delivered	Discharged	Actual Discharged
Louisa Regional WWTP	22,780 lbs.	4,784 lbs.	
Zion Crossroads WWTP	5,695 lbs.	1,196 lbs.	
<b>Total Nitrogen</b>	<b>28,475 lbs.</b>	<b>5,980 lbs.</b>	<b>1,361 lbs.</b>

● **Total Phosphorous Permitted:**

Facility Name	Delivered	Discharged	Actual Discharged
Louisa Regional WWTP	3,045 lbs.	1,979 lbs.	
Zion Crossroads WWTP	609 lbs.	396 lbs.	
<b>Total Phosphorous</b>	<b>3,654 lbs.</b>	<b>2,375 lbs.</b>	<b>69 lbs.</b>

● **CORRECTION:** The Lead Service Line Inventory deadline is October 16, 2024, not October 16, 2022 as shown in the General Manager's Report.

● **January levels:** At the end of January 2022, the static well levels are up approximately 1.6 feet from the end of December 2021 levels. From January 2021 to January 2022, the well levels are down approximately 5.46 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are up approximately 2.8 feet from the end of December 2021 levels. From January 2021 to January 2022, the well levels are down approximately 8.2 feet.

As of February 1, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates a drought watch for precipitation and ground water. Normal conditions exist for reservoir levels and streamflow.

● As of the December 8, 2021 meeting, the only item left to explore further for the low pressure experienced on Thursday, November 11, 2021 was the generator. Fidelity Power Systems inspected and performed maintenance on the generator, but did not find anything substantially wrong with it. Staff has determined that several things happened simultaneously causing the low pressure event, no single point of failure occurred.

● The Authority survived the January 3, 2022 snow storm with a few bumps and bruises. All facilities, all pump stations were out of power and dependent on diesel or propane for operations. Every tank was filled and ready to go, the problem was getting diesel and propane to the facilities after the snow stopped falling with so many trees down and blocking the roads. After three days, power was restored and things began to return to normal. Lessons Learned: 1) We need a way to transfer diesel fuel when levels begin to fall and deliveries are delayed, 2) Streamline the process of ordering diesel fuel, 3) Have available cash on hand to purchase gas for the fleet when pumps are not accepting credit/debit cards and ATM machines are not working. Additional chain saws have been purchased, we will be cutting trees off fence lines and out of right-of-ways for years to come. The Louisa Regional Wastewater Treatment Plant is set up for someone to spend the night if necessary, now Zion Crossroads Wastewater Treatment Plant is also set up for someone to spend the night. Hunter can stay with his sister in town and does not believe "accommodations" are necessary for the Northeast Creek Water Treatment Plant.

There are not enough words of thanks I can offer to the maintenance staff and facility staff. Many hours were spent keeping water flowing, in both directions. Many more hours were spent plowing snow, cutting trees and checking on fuel and propane levels.

● Our employee with COVID came home today! Four months to the day they were admitted into the hospital for COVID!

● Legislative updates: HB919 (support) bill provides a delay in the adoption of the PFAS, PFOA, PFOS regulations until EPA has completed all of the scientific study needed to determine a level that causes harm. HB1052 & HB1054 (both failed) would have provided regulation against terminating water service if the temperature is to fall below 32° or rises above 95° in a twenty-four hour period. HB1297 provides localities a way of requesting a change of its designated regional water supply planning area to another area if interjurisdictional arrangements are already in place.

● The FY2023 budget was discussed briefly.

● The Annual Audit was handed out to the Board. Approval of the Annual Audit will be at the March 9, 2022 LCWA Board of Directors meeting.

● Dominion Electric is offering "insurance" to customers of all electric service providers for their water service lines. ServLine is a company that would like the Authority to provide the same type of service to our customers.

●Ms. Baughman informed the Board that she has not yet enrolled in a Budget Presentation class due to the current work load, but she has done some research and is considering enrolling in an online class with the Dale Carnegie Institute.

●In observance of President’s Day, February 21, 2022 the business office will be closed and minimal staffing requirements at all facilities will be met.

**I. Committees**

**J. Short Notice Items**

**K. Closed Session**

15. CLOSED SESSION PURSUANT TO SECTION 2.2-3711(A)(1) TO DISCUSS AND CONSIDER PERSONNEL MATTERS; INCLUDING THE DISCIPLINE, APPOINTMENT, ASSIGNMENT, PERFORMANCE AND SALARIES OF SPECIFIC APPOINTEES AND EMPLOYEES.

CLOSED SESSION:

Mr. Filer made a motion to close the regular open meeting and immediately reconvene in executive closed session for the purpose of and consideration of personnel matters; including the discipline, appointment, assignment, performance and salaries of specific appointees and employees. The motion was seconded by Mr. Kies, and carried 6-0 among the members present.

RETURN TO OPEN MEETING:

Mr. Smith closed the closed session and immediately reconvened in regular open meeting.

CERTIFY:

Mr. Smith read the following statement prior to the vote to certify the closed session.

“I 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	Absent
Mr. Smith	Yes
Mr. Filer	Yes
Mr. Hardy	Yes
Mr. Kies	Yes
Mr. Morgan	Yes
Mr. Willis	Yes

The motion was carried 6-0 among the members present.

**Next meeting date** - The next business meeting is scheduled for March 9, 2022.

**M. Adjournment**

THERE BEING NO FURTHER BUSINESS, Mr. Hardy made a motion to adjourn at 8:08 pm. The motion was seconded by Mr. Willis, and carried 6-0 among the members present.

BY ORDER OF:

Douglas Smith  
Vice-Chairman  
LOUISA COUNTY WATER AUTHORITY

