

**Louisa County Water Authority  
Board of Directors  
July 13, 2022**

MEMBERS PRESENT: Mr. Tom Filer, Appointed Chairman for this meeting; Mr. Bob Hardy; Mr. Durwood Willis; Mr. Robert Morgan

MEMBERS ABSENT: Mr. Judson Foster, Chairman; Mr. Douglas Smith; Mr. David Kies

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Ms. Brenda Smith; Mr. Franklin Smith; Mr. Donald Smith; Mr. Ray Gordon; Ms. Amy Dunivan, Accounting Clerk; Mr. Michael Dunivan, Maintenance; Mr. Hunter Martin, Water Operations Manager; Mr. Cody Langridge; Deputy Water Operations Manager; Ms. Mary Johnson, Program Manager; Mr. Phil Bailey, Collections & Distribution Operations Manager; Mr. Chris Compton, Deputy Collections & Distribution Operations Manager

**A. Call to Order**

The meeting was called to order by the Secretary / Treasurer, Pam Baughman, at 6:00 pm.

Mr. Hardy made a motion to nominate Mr. Filer from the floor as Temporary Chairman for the July 13, 2022, Louisa County Water Authority Board of Directors. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

The meeting was turned over to Mr. Filer.

**1. ADOPTION OF THE AGENDA**

Mr. Filer asked if there were any changes or additions to the agenda. Ms. Baughman requested the addition of a Short Notice Item titled "Northeast Creek Water Treatment Plant Filter Media." Mr. Hardy made a motion to adopt the agenda as amended. The motion was seconded by Mr. Willis and carried 4-0 among the members present.

**B. Presentations**

**H.P. Smith Recognition**

Mr. Filer read the Resolution adopted by the Louisa County Water Authority Board of Directors on April 20, 2022, posthumously recognizing Henry Porter (HP) Smith for his service and contributions to Louisa County Water Authority. Following the reading of the Resolution, Ms. Smith was presented with a memorial bench from the Louisa County Water Authority Board and staff.

**C. Citizen Information**

**D. Consent Agenda**

**2. APPROVAL OF THE MINUTES:**

**A. JUNE 8, 2022 – REGULAR BUSINESS MEETING**

**3. TREASURER'S REPORT:**

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

**B. APPROVAL OF DISBURSEMENTS – JUNE 2022**

**C. CONSTRUCTION FUND – JUNE 2022**

The Board reviewed the Consent Agenda, including the Treasurer's Report. Upon completion of the review, Mr. Willis made a motion to approve the Consent Agenda. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

**E. Old Business**

**4. UPDATE – JAMES RIVER WATER PROJECT**

Progress continues on the permitting and environmental process. The James River Water Authority requested at the June 2022 meeting a rough, highly forecasted budget prediction from the engineer and the construction contractor. The budget needed to include time, materials, and inflation (figured at 30%). The worst-case prediction is \$30M, with each County (Louisa and Fluvanna) paying half. A grant application has been submitted to the Virginia Department of Health – Office of Drinking Water in the amount of \$40M. A decision on the grant should be received sometime in September. A time frame has been established for the Monacan Nation to comment on the archeological artifacts discovered. The Department of Environmental Quality has committed to a six-month maximum review process on the withdrawal permit. The Counties are considering "dove-

tailoring” the permitting process with the procurement process, due to the lead time on large material purchases needed to complete the James River Water Project.

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

Dewberry Engineers has finalized the 95% drawings as of July 1, 2022. The Project Manager is doing a QA/QC review, but we should have the plans to review soon.

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

As of June 21, 2022, the lintels are a special-order size and will take approximately two weeks to receive. Once received, installation will be scheduled. Continuing to sort out details on stairs and platform modifications. Good progress has been made with lowering the plumbing for the sump pumps and removal of the water line that supplied the old sampler.

#### 7. Zion Crossroads Well System updates

##### A. SPRING CREEK - #1 & #2 UPDATE

The 95% plans have been completed as of July 1, 2022. Once the Project Manager performs a QA/QC review, the plans will be submitted to the Virginia Department of Health – Office of Drinking Water and to the Authority simultaneously. None of the sample results have been received.

The Board was informed that a significant Freedom of Information Act request has been received (and responded to) from Historic Green Springs Inc.

##### B. POORE WELL IMPROVEMENTS UPDATE

The Authority provided the pump information to Dewberry Engineers and from that information were able to get the pump curve information from the manufacturer. A response to the Virginia Department of Health – Office of Drinking Waters comment dated June 17, 2022, will be finalized soon.

##### C. ZION CROSSROADS DISTRIBUTION SYSTEM HYDRAULIC STUDY UPDATE

Additional information has been provided to the engineer to fill in missing gaps in the data previously sent.

#### 8. REGIONAL WWTP PERMIT RENEWAL AND PROCESS OPERATIONS STUDY

The anticipated timeline for completing the Louisa Regional WWTP Optimization Study after the data has been collected, according to the engineer, is approximately four months. Collection of data is anticipated to take two to four months. The total anticipated timeline for completing the Optimization Study is six to eight months.

#### 9. LOUISA REGIONAL WASTEWATER TREATMENT PLANT – BLOWER BUILDING ROOF REPAIRS

The proposal received from Paisley Kerr, the County’s roofing contractor, to repair the blower building roof is \$7,200.

Mr. Hardy made a motion to approve the Louisa Regional Wastewater Treatment Plant blower building roof repairs at the proposed cost of \$7,200. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

### **F. New Business**

#### 10. REQUEST FOR FUNDING FROM COUNTY OF LOUISA FOR BALANCE OF NEC-WTP SLUDGE-VAC SYSTEM

The Board reviewed the DRAFT request for funding letter. Upon completion of the review, Mr. Morgan made a motion to authorize the General Manager to submit the funding request. The motion was seconded by Mr. Willis and carried 4-0 among the members present.

#### 11. ZION CROSSROADS WWTP DIESEL TANK ADDITION FOR GENERATOR

The Board reviewed the proposal included in the agenda packet for Advanced Fueling Systems, Inc. Ms. Baughman explained that during the winter storm of January 2-3, 2022 (Frida), staff had a difficult time keeping one of the generators with a 250-gallon tank fueled at the Zion Crossroads Wastewater Treatment Plant fueled. The proposal included in the agenda packet is a turnkey quote.

Ms. Baughman reached out to Mr. Filer to see if he knew if this quote was reasonable. Mr. Filer informed the Board that a 3,000-gallon tank could be acquired and installed for approximately \$15,000 if staff managed the project themselves.

Mr. Filer discussed with the Board some of the options for supplying and storing diesel fuel for use in Authority generators during times of power outages.

Upon completion of the review, Mr. Hardy made a motion to authorize the installation of a new 2,000-gallon diesel tank at the Zion Crossroads Wastewater Treatment Plant at a cost not to exceed \$15,000. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

#### 12. REQUEST FOR PURCHASE OF A TRUCK WITH SNOWPLOW AND 100 GALLON DIESEL TRANSFER TANK

The Board reviewed the Vehicle Purchase Proposal for a truck equipped with a snowplow and a diesel transfer tank. This vehicle would provide Authority staff with the ability to plow snow and transfer diesel if needed during extended power outages. The purchase was budgeted for in Capital Expenditures a/c # 45910 and a/c # 55910 and is expected to cost \$50,000 - \$60,000. The truck would be owned by Louisa County Water Authority.

Upon completion of the discussion, Mr. Hardy made a motion to authorize the purchase of a truck with snow plowing capability that will also have a diesel transfer tank installed. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

#### 13. Request to begin advertising for budgeted maintenance position

The Board discussed beginning the process of advertising for an additional maintenance position included in the FY2023 O & M Budget. The position would add support at all locations owned or operated by Louisa County Water Authority.

Upon completion of the discussion, Mr. Hardy made a motion to authorize proceeding with advertising for a new maintenance position, and if a suitable candidate is found, to offer the candidate the position. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

#### 14. Request to purchase an additional lawn mower

The Board reviewed the Lawnmower Purchase Proposal. This lawnmower would provide a newer mower for maintenance staff to be able to mow and maintain the grounds at the Northeast Creek Water Treatment Plant, pump stations well sites, tank sites, and other various locations throughout the County owned or operated by Louisa County Water Authority. The purchase was budgeted for in Capital Expenditures a/c # 45910 and a/c # 55910 and is expected to cost \$15,000 - \$20,000. The mower will need to be rugged enough to mow at remote locations and be trailered to the next location. Currently two mowers are in the shop for repairs and staff is mowing with a push mower.

The Board decided to defer the decision on purchasing a new mower and requested the hours on the mowers housed at the Zion Crossroads and Louisa Regional Wastewater Treatment Plants.

### **G. Reports**

#### 15. Program Manager's Report

FEMA Grant – Originally submitted reimbursement for 20 miles of easement clearing of fallen trees and limbs from Winter Storm Frida in January 2022. After conducting a field inspection, I discovered that the storm damage was not consistent throughout the 20 miles as originally submitted. The grant request was amended to remove the "20 miles" statement.

So, we are now going for a smaller grant to reimburse time and materials for emergency work during the power outage. FEMA will pay for running generator hours and OT staff hours to clear access to treatment plants and associated facilities as well as the operators OT hours to keep the facilities running. I will also have to estimate the time and materials to remove all the remaining debris within our system (facilities, easements, etc.).

It has been extremely labor and time intensive to meet the government requirements for grant research and reporting, but in the end, I'm confident that LCWA will realize a substantial reimbursement of expenses.

I meet weekly with a team of folks from FEMA and VDEM who are assigned to assist me with the grant process. They have mentioned that once we get through the storm damage grant process there may be an opportunity to file for a mitigation grant to help prevent the issues we had with our generators from happening again. I'm not certain, but this grant MAY include a cost share reimbursement on the diesel tank you were discussing earlier in this meeting. I will try to find out more on that during our meeting scheduled for tomorrow.

Because of the ever-growing workload assigned to my position—GIS mapping, safety, IT, compliance, HR, and grant writing—we hired a temporary part-time employee to help me keep up and/or catch up. His name is Shelby Chandler, and he comes with a background in government work along with some OSHA and IT experience. He is currently helping me with the grant research as well as delving into the long-awaited safety manual update.

Speaking of which, I scheduled hands-on training for our aerial lift equipment by Carter Equipment Co. The first session was held last week, and the second session is scheduled for next Thursday. All wastewater operators and maintenance staff are required to complete this training. Next is to get everyone recertified in First Aid CPR/ AED. This fell by the wayside during COVID but it's now time to get back on track. I recently applied for and received a personal grant to complete the training necessary to become a certified instructor in First Aid/CPR/AED. The grant also covered the equipment needed to train and recertify LCWA staff as required by OSHA.

And lastly, I've worked on the Employee Manual and am ready to meet with the Personnel Committee to start discussion regarding staff positions and compensation. The new manual points to a Compensation Policy that the Board establishes and approves outside of the actual handbook. This allows it to be a more dynamic document that can be adjusted when desired by the Board. I will reach out to Mr. Foster and Mr. Morgan to see when we can schedule a time to meet to get this process moving.

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

- The Zion Crossroads Wastewater Treatment Plant Facility Technical Inspection Report is included in the General Manager's Report, along with the response to the Virginia Department of Environmental Quality. The only item not fully addressed is the O & M Manual which is expected from Timmons by the end of July 2022.
- **June levels:** At the end of June 2022, the static well levels are down approximately 2.88 feet from the end of May 2021 levels. From June 2021 to June 2022, the well levels are down approximately 12.66 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are down approximately 6.90 feet from the end of May 2022 levels. From June 2021 to June 2022, the well levels are down approximately 38.27 feet.

As of July 6, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates normal conditions for precipitation, groundwater, reservoir levels, and streamflow.

- Update on PFOS / PFAS / PFOA / GenX / PFNS: On June 15, 2022, the U.S. EPA Assistant Administrator for Water announced an update to its health advisory level (HAL) for PFOA and PFOS lowered from a combined 70 ppt to 0.004 ppt for PFOA and 0.02 ppt for PFOS. The announcement included final health advisories of 0 ppt for GenX and 2000 ppt for PFBS. These limits are not legally binding on the Commonwealth, and they are not Maximum Contaminant Levels under the Safe Drinking Water Act. There is no known or available technology to test to these limits and no fiscal impacts studies have been conducted. These limits were based solely on animal and epidemiological studies.

These health advisory limits will likely cause public concern (we have received one call from a concerned citizen), and likely pressure for water systems to meet those levels.

- The General Manager authorized the purchase of two Roots Blower gear boxes for the Louisa Regional Wastewater Treatment Plant grit collection system. There is a 20-week lead time to receive the gear boxes.
- The current past-due listing is down to \$7,166.11 past due from customers. The due date for all bills was June 19, 2022.

#### **I. Committees**

#### **J. Short Notice Items**

##### **NORTHEAST CREEK WATER TREATMENT PLANT FILTER MEDIA**

The Board discussed the April 2022 quote for the Northeast Creek Filter Media. Mr. Willis asked if the anthracite could be regenerated. Mr. Martin told him the anthracite is used up in the treatment process and about an inch or so of the filter media needed to be replaced annually.

At the conclusion of the discussion Mr. Hardy made a motion to proceed with the replacement proposal for anthracite at a cost not to exceed \$7,500. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

#### **K. Closed Session**

16. CLOSED SESSION PURSUANT TO VA. CODE 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.

Mr. Hardy 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. Willis and carried 4-0 among the members present.

RETURN TO OPEN MEETING:

Mr. Filer closed the closed session and immediately reconvened in regular open meeting at 7:25 pm.

CERTIFY:

Mr. Hardy 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	ABSENT
Mr. Smith	ABSENT
Mr. Filer	YES
Mr. Hardy	YES
Mr. Kies	ABSENT
Mr. Morgan	YES
Mr. Willis	YES

The motion was carried 4-0 among the members present.

Mr. Hardy made a motion to authorize advertising for the Wastewater Operators Managers position that will vacated upon Wesley Basore’s indicated retirement effective sometime between January – April 2023 and to hire the employee discussed to fill a vacant position at the Zion Crossroads Wastewater Treatment Plant. Mr. Willis seconded the motion and carried 4-0 among the member present.

**Next meeting date** - The next business meeting is scheduled for August 10, 2022.

**L. Adjournment**

THERE BEING NO FURTHER BUSINESS, Mr. Hardy made a motion to adjourn at 7:27 pm. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

BY ORDER OF:

Mr. Tom Filer  
Appointed Chairman for this meeting  
LOUISA COUNTY WATER AUTHORITY

