

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

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

MEMBERS ABSENT: Mr. Robert Morgan

OTHERS PRESENT: Ms. Pam Baughman, General Manager, Ms. Helen Phillips, County Attorney; Ms. Mary Johnson, Program Manager; Mr. Eric Purcell, Louisa County Board of Supervisors

A. Call to Order

Mr. Foster called the meeting to order at 6:01 pm.

1. ADOPTION OF THE AGENDA

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

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. FEBRUARY 9, 2022 – REGULAR BUSINESS MEETING

3. TREASURER'S REPORT:

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

B. APPROVAL OF DISBURSEMENTS – FEBRUARY 2022

C. CONSTRUCTION FUND – FEBRUARY 2022

Mr. Foster asked a question regarding the following checks:

#10484 to Control Equipment \$10,556

#10516 to Wigen Water Works \$64,056

#10610 to Control Equipment \$13,453

It was explained that these checks were for proprietary cleaning chemicals and pre-filters for the Nanofiltration System. Staff have been trying to stock up on supplies due to current supply chain issues.

Mr. Hardy asked about CK#10503 to OWL, LLC regarding the annual office maintenance fees. It was explained that this is an annual fee for maintenance of the communal areas; for example, snow plowing and grass cutting.

Upon completion of the review of the Consent Agenda, including the Treasurer's Report, 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

4. UPDATE – JAMES RIVER WATER PROJECT

The March 9th meeting was postponed until March 16, 2022. Mr. Purcell explained that the postponement of the meeting was due to providing additional time for all involved parties to review the archeological study results. Mr. Purcell anticipates that, once everyone has had a chance to review the results, the permitting process should move along quickly.

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

Authority staff received the 35% complete plans on Tuesday, March 8, 2022. Once staff has completed their review of the 35% completed plans, comments will be provided to the engineers and the design work will continue.

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

The week of February 14, 2022, the contractor and engineers met onsite to begin the process of modifying the filter building. The modifications will better protect the filter building contents during flooding events.

7. ZION CROSSROADS WELL SYSTEM UPDATES

A. SPRING CREEK - #1 & #2 UPGRADE

At the February 9, 2022, Louisa County Water Authority Board of Directors meeting, the Board authorized moving forward with the Spring Creek #1 & #2 well work of installing the pumps, piping, and wiring in the well, and hanging the pitless adaptor at a cost not to exceed \$70,000. The Invitation for Bid closed, and the apparent low bidder was Sydnor Hydro, Inc. at a cost of \$52,850; less than the estimate from June 2021. Currently, the contract is being evaluated by the County Attorney.

B. POORE WELL IMPROVEMENTS UPDATE

The additional samples requested by the engineers for iron and manganese were collected and sent to the lab on Monday, February 28, 2022. Once the engineer has received the results, it will be determined if the filtering system and/or addition of Aqua-Mag will aid in cleaning up the water from the Zion Crossroads Wells #1 & #2.

C. ZION CROSSROADS DISTRIBUTION SYSTEM HYDRAULIC STUDY UPDATE

The engineers have been putting together the GIS data provided by the Program Manager, Mary Johnson. It has been reported that there appear to be a few gaps in the data, and a meeting will be set up to discuss the best way to fill in the gaps to complete the hydraulic study.

F. New Business

8. PROPOSAL FOR BUSINESS OFFICE AIR FILTRATION/AIR SCRUBBER

Mr. Smith requested an evaluation of the Authority Business Office's HVAC system and the addition of an air filtration / air scrubbing system. The proposal from Wayne's Heating and Cooling LLC. is included in the agenda packet for the Board to review.

Mary Johnson, Program Manager, provided a presentation to the Board showing the current configuration of the Authority Business Office and a configuration with an expanded conference room. The pros and cons of changing the current configuration were discussed. Also discussed were several sites currently available near the current business office, and the possibility of building an office space at the Ferncliff Water Treatment.

Mr. Foster asked for a committee to meet and discuss Business Office options to meet the Authority's needs in the future. Mr. Robert Hardy and Mr. Tom Filer agreed to serve on the committee.

Staff will contact Sam Massie, Procurement Officer for Louisa County, to get a contact for HVAC services providers currently under contract with Louisa County. This will ensure that the best price for the addition of an air filtration / Air scrubbing system has been received.

9. APPROVAL OF THE FY2021 ANNUAL AUDIT REPORT

The auditor, Mr. Mike Moran issued the following summary of the FY2021 Annual Audit Report: Robinson, Farmer, Cox Associates "issued an unmodified (clean) audit opinion on the financial statements of the LCWA for the year ended June 30, 2021. In addition, we reported no material weaknesses or significant deficiencies in our Governmental Audit Standards report on Internal Control and on Compliance and Other Matters. The total net position of the LCWA was \$25,277,502 at 106/30/2021 compared to \$25,282,048 at 06/30/20. Of that total net position, \$1,359,453 and \$1,011,561 was unrestricted at 06/30/2021 and 06/30/2022 respectively. The total net position decreased slightly in FY21 by \$4,546 compared to an increase in net position in FY20 of \$126,830."

Upon completion of the Annual Audit review, Mr. Filer made a motion to approve the FY2021 Annual Audit Report. The motion was seconded by Mr. Smith and carried 6-0 among the members present.

10. PROPOSED FY2023 ANNUAL BUDGET

- A. SUMMARY STATEMENT OF O & M AND CAPITAL INCOME
- B. SUMMARY STATEMENT OF O & M AND CAPITAL EXPENDITURES
- C. DETAILED STATEMENT OF O & M AND CAPITAL INCOME
- D. DETAILED STATEMENT OF O & M AND CAPITAL EXPENDITURES

The Board viewed a presentation summarizing the proposed FY2023 Louisa County Water Authority, proposed by the General Manager. The presentation provided summary points considered in the development of the FY2023 proposed budget, along with a breakdown of the anticipated income and expenses (O&M and Capital). The presentation outlined the current and ongoing projects, as well as proposed projects for FY2023, and closed with the General Manager's recommendations.

At the conclusion of the presentation, the Board discussed the proposed FY2023 O & M, Capital Income, and Expense Budget. Upon completion of the discussion, Mr. Hardy made a motion to adopt the proposed FY2023 Budgets. The motion was seconded by Mr. Kies and carried 6-0 among the members present.

Mr. Hardy made a motion to maintain the current rate structure with no adjustment proposed and adopt the changes, clarifications, corrections, and additions to the Service Policy. Mr. Smith seconded the motion and carried 6-0 among the members present.

G. Reports

11. Program Manager's Report

Ms. Mary Johnson, Program Manager, provided an update on the following ongoing projects:

- 1) HR Review – updating job descriptions
- 2) Itron Radio Read Handheld replacement – mobile radios can be used with phone or tablet (cloud based)
- 3) IT updates and installing replacement / upgrading PCs
- 4) GIS – indexing new projects almost complete for Zion Crossroads – unmapped (inventoried & indexed) Louisa areas are challenging (old plans – valves unknown)
- 5) Employee Handbook revisions

H. General Manager's Report

- At the end of February 2022, the static well levels are up approximately .4 feet from the end of January 2022. From February 2021 to February 2022, the well levels are down approximately 7.14 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are up approximately .3 feet from the end of January 2022. From February 2021 to February 2022, the well levels are down approximately 11.4 feet.

As of March 2, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates a drought watch for precipitation, ground water, and streamflow. Normal conditions exist for reservoir levels.

- The comments made at the Department of Environmental Quality Public Hearing regarding the Water Quality Standards changes consideration in the Tri-Annual Review were included in the General Manager's Report.
- The past-due balance as of Thursday, March 3, 2022, totaled \$12,449.04. As of the meeting date of March 9, 2022, the past-due balance was \$10,523.26.
- On February 18, 2022, the Virginia Department of Health met with Mr. Chris Coon, Assistant County Administrator, and Ms. Baughman to discuss a possible funding package to run a water line from the Northeast Water Treatment Plant to the Town of Mineral down Rt. 605. The purpose of the line is to provide availability to the 605 Trailer Park to end the water service difficulties being experienced by residents.
- The Louisa County Board of Supervisors is considering a referendum for a Sports Complex to be constructed in Louisa County. One of the properties being considered is the well property.
- Brush fires broke out over the weekend of March 5th. The career and volunteer fire fighters were praised for their efforts. The water treatment plant staff ran long hours to ensure there was enough water to fight the fires.

I. Committees

J. Short Notice Items

K. Closed Session

12. 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, pursuant to Section 2.2-3711(A)(3) to discuss or consider the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and pursuant to Section 2.2-3711(A)(6) to discuss the investment

of public funds, where competition and bargaining are involved and discussion in open meeting would adversely affect the bargaining position of the County.

CLOSED SESSION:

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, for the purpose of and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and for the purpose of and to discuss the investment of public funds, where competition and bargaining are involved and discussion in open meeting would adversely affect the bargaining position of the County. The motion was seconded by Mr. Willis and carried 6-0 among the members present.

RETURN TO OPEN MEETING:

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

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	Yes
Mr. Filer	Yes
Mr. Hardy	Yes
Mr. Kies	Yes
Mr. Morgan	Absent
Mr. Willis	Yes

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

Next meeting date - The next business meeting is scheduled for April 20, 2022.

M. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Smith made a motion to adjourn at 7:51 pm. The motion was seconded by Mr. Kies and carried 6-0 among the members present.

BY ORDER OF:

Judson Foster
Chairman
LOUISA COUNTY WATER AUTHORITY