

**Louisa County Water Authority
Board of Directors
October 12, 2022**

MEMBERS PRESENT: Mr. Douglas Smith, Vice-Chairman; Mr. Bob Hardy; Mr. Durwood Willis; Mr. David Kies; Mr. Tom filer

MEMBERS ABSENT: Mr. Judson Foster, Chairman; Mr. Robert Morgan

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Kyle Eldridge, Assistant County Attorney

A. Call to Order

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

1. ADOPTION OF THE AGENDA

Vice-Chairman Smith 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. Willis and carried 5-0 among the members present.

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. SEPTEMBER 14, 2022 – REGULAR BUSINESS MEETING

3. TREASURER’S REPORT:

- A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – SEPTEMBER 2022
- B. APPROVAL OF DISBURSEMENTS – SEPTEMBER 2022
- C. CONSTRUCTION FUND – SEPTEMBER 2022

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 and the Treasurer’s Report as presented. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

E. Old Business

4. UPDATE – JAMES RIVER WATER PROJECT

Justin Curtis with AquaLaw provided the following update:

- Three main permits:
- 1) Army Corps of Engineers – ongoing.
 - 2) DEQ – no information request to date but expecting to know if the permit is a new permit or a renewal permit. The designation can be changed later, but it was submitted as a renewal.
 - 3) Department of Marine Resources Commission – no change.

The Cultural Resources Phase II study was kicked off this week. There was a delay due to landowner access issues. Plenty of time was baked into the schedule for the delay.

The Department of Historic Resources – Section 106 Permit – consultation process has begun with contacts made to all concerned tribes, canal groups, navigation societies, and landowners being contacted. The final product is a Memorandum of Agreement from all parties.

Next steps:

Phase II Cultural Resources study should be completed in 30 days with a draft report available for review.

Pump Station field study plan to be completed. There will be no Phase II archeological study conducted on the pump station site.

Driving the timeline – the DEQ Permit. Submitted in August, anticipated in February. The court will act in February. The Corps of Engineers permit will follow.

Things to finalize, cultural resources excavation, harvesting crops, budgeting meeting will be held on October 14, 2022.

All access agreements have been received from property owners where excavation for cultural resources will occur. Two access agreements for architectural resources are yet to be received. These two sites do not require excavation, just an evaluation of the site lines from historical structures to ensure the pump station can't be seen. These will occur once the leaves fall from the trees.

The funding request submitted to the Virginia Department of Health was denied. Applications totaling \$800 million were received for \$65 million dollars of available funding.

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

Staff will review the 95% completed plans with Dewberry Engineering at 10:00 am on Thursday, October 27, 2022. After the staff review, any changes or edits to the plans will be made prior to submission to the Virginia Department of Health for approval. Once approval from the Virginia Department of Health is received, the plans will be advertised for bid.

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

The Louisa Regional Wastewater Treatment Plant Filter Building Modifications are complete. The final engineering inspection will take place at 11:00 am on Tuesday, October 25, 2022.

Mr. Smith thanked staff for being diligent in bringing the Filter Building Modifications Project to completion. The project has been discussed since 2018.

7. ZION CROSSROADS WELL SYSTEM UPDATES

A. SPRING CREEK - #1 & #2 UPDATE

The engineer has submitted all requested information to the Virginia Department of Health. We are hopeful that the submitted information will be everything the Health Department is looking for in order to issue the construction permit. The Board was informed that the pumps / motors are on hand at SYDNOR's shop all other materials were ordered on October 12, 2022.

B. POORE WELL IMPROVEMENTS UPDATE

Staff have contacted the plumber with the County's contract to see their availability to install the filtering system. Staff have not had the time to make the installation.

C. ZION CROSSROADS DISTRIBUTION SYSTEM HYDRAULIC STUDY UPDATE

The engineer met with Chris Compton to go over the GIS files on Tuesday, October 4, 2022. The engineer was able to make all the connections on GIS; will be cleaning up a few areas on GIS and running the model of the distribution system soon.

8. REGIONAL WWTP PERMIT RENEWAL AND PROCESS OPERATIONS STUDY

The third and final round of testing was completed on Monday, September 26, 2022. Once all the sample data is received, the engineers will evaluate and report on the findings.

9. ZION CROSSROADS WWTP DIESEL TANK ADDITION FOR GENERATOR

Staff requested a site readiness and concrete proposal. Once all the pricing has been gathered, staff will determine the total cost to install the diesel tank and proceed accordingly. Meaning, a smaller tank may be installed to stay within the \$15,000 budget approved by the Board.

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

The new contracts through the state will be available on Thursday, October 20, 2022.

11. MAINTENANCE TECH POSITION

No additional progress has been made on filling the Maintenance Tech position.

F. New Business

12. DISCUSSION - ROYALL PUMP & WELL COMPANY, INC. – WELL PUMP INVENTORY PROPOSAL

At the September 14, 2022, Board of Directors meeting, the General Manager was asked to pursue a proposal for backup pumps and motors for the Zion Crossroads Well System, due to continued supply chain issues. The General Manager reached out to Royall Pump & Motor to get their professional opinion on the size and quantity of backup pumps and motors. The proposal from Royall Pump & Well at a cost of \$39,663.49 is included in the agenda packet. If approved, this purchase would be a Capital Expenses and included in the Capital Expense Budget.

Upon completion of the discussion, Mr. Filer made a motion to approve the proposal from Royall Pump & Well at a cost of \$39,663.49. The motion was seconded by Mr. Willis and carried 5-0 among the members present.

13. DISCUSSION – ITRON RADIO READ HANDHELD DEVICES – APP PURCHASE AND ITRON MOBILE RADION PROPOSAL

The Program Manager informed the Board at the September 14, 2022, Board of Directors meeting that the handheld radio read devices would no longer be supported by Itron for meter reading. A proposal is included in the packet for the Itron App and setup and two mobile radios for meter reading. This is a capital expense and budgeted for in the Capital Improvement Budget for FY2023.

Upon completion of the discussion, Mr. Filer made a motion to approve the purchase of the Itron App and setup as well as the two mobile radios. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

14. DISCUSSION – LRWWTP – ATLASELEKTRO REPAIR OR SHERWOOD-LOGAN & ASSOCIATES REPLACEMENT – FLYGT PUMP

The Board was informed that an influent Flygt Pump is currently out of service at the Louisa Regional Wastewater Treatment Plant. To repair the pump will cost \$9,807 without any measurable warranty (only on replaced parts and labor). To replace the pump will cost \$21,573 plus freight with a warranty (included in the agenda packet). Since the cost to repair is almost half of the cost to replace, staff recommends replacement with a new pump.

Upon completion of the discussion, Mr. Hardy made a motion to authorize the purchase of a new replacement pump at a cost of \$21,573 plus freight. The motion was seconded by Mr. Filer and carried 5-0 among the members present.

15. DISCUSSION – WATER SERVICE AGREEMENT – FLUVANNA COUNTY

The agenda packet included a drafted water service agreement for Fluvanna County to consider the sale of excess capacity water to Louisa County Water Authority. Mr. Kyle Eldridge, Assistant County Attorney, Ms. Helen Phillips, County Attorney, Mr. Goodwin, County Administrator, and the General Manager collaborated to draft the agreement.

The drafted agreement has been sent to Eric Dahl, Fluvanna County Administrator for consideration.

The Board discussed the need to ensure that Fluvanna County's system has been issued an operational permit. Mr. Eldridge, Assistant County Attorney stated that he would investigate the matter and enter language into the Water Service Agreement needed to ensure Fluvanna's system is fully permitted through the Virginia Department of Health.

16. DISCUSSION – MEMORANDUM OF UNDERSTANDING – LA RESORT

Mr. Smith requested a copy of the ratified Memorandum of Understanding between the County of Louisa and the Lake Anna Resort. This Memorandum of Understanding was for the original project; some of the details will change based on the new proposed development.

The Board discussed language in the Memorandum of Understanding under Section 1 – 6 & 7. The current connection fee in Louisa County Water Authority's fee schedule is for this project should be \$358,723., which does not match what is prescribed in Section 1 – 6. Additionally, Section 1 – 7 stipulates a minimum charge that is not included in our fee schedule. Mr. Eldridge, Assistant County Attorney was asked to investigate the matter and report back to the Board.

17. DISCUSSION – FY 2024 – BUDGET PACKAGE – COUNTY OF LOUISA

The General Manager informed the Board that she intends to do the normal funding requests. The Operations and Maintenance for the Louisa Regional Wastewater Treatment Plant, Capital Improvements Requests for Bowlers Mill Improvements, and the Louisa Regional Wastewater Treatment Plant Ammonia Upgrade.

The Board discussed the need to begin preparing for the operations of the Ferncliff Water Treatment Plant. The General Manager stated that she would have staff look at costs and determine a budget amount to be requested over FY2024 and FY2025, when the Ferncliff Water Treatment Plant is expected to come online.

G. Reports

18. PROGRAM MANAGER'S REPORT

H. General Manager's Report

● **September levels:** At the end of September 2022, the static well levels are down approximately 1.9 feet from the end of August 2022 levels. From September 2021 to September 2022, the well levels are down approximately 15.52 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are down approximately 3.21 feet from the end of August 2022 levels. From September 2021 to September 2022, the well levels are down approximately 44.3 feet.

As of October 4, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates normal conditions for precipitation, groundwater, reservoir levels, and streamflow.

● The current past-due listing is down to \$ 6,333.57 from the past-due listing provided in the General Manager's Report, which reported the past-due balance of \$7,929.03.

● Progress continues with the office cleanout. A shelf has been built in the mechanical room for storage and more old documents have been boxed and are ready for shredding.

● Due to being out a week with COVID, the General Manager is behind on completing the Cost / Revenue per 1,000 gallons. It will be completed for the November Board of Directors meeting.

● On October 27, 2022, the engineers will be completing an inspection on the Fall Protection improvements made to date. Two areas at the Louisa Regional WWTP will need some concrete poured to enable the safe setup of retrieval equipment for confined space at the wet wells. When complete the Fall Protection upgrades will be complete.

● Brent Waters with Golder & Associates was unable to attend the October 12, 2022, Board of Directors meeting, but he is scheduled to attend the November 9, 2022, Board of Directors meeting.

I. Committees

J. Short Notice Items

K. Closed Session

19. 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 EMPLOUEES.

Mr. Kies 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. Hardy and carried 5-0 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.

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

The motion was carried 5-0 among the members present.

Mr. Hardy made a motion to approve the General Manager's salary at the rate discussed on the closed meeting. Mr. Filer seconded the motion and carried 5-0 among the members present.

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

L. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Hardy made a motion to adjourn at 7:22 pm. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

BY ORDER OF:

Douglas Smith
Vice-Chairman
LOUISA COUNTY WATER AUTHORITY

