

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

MEMBERS PRESENT: Mr. Judson Foster, Chairman; Mr. Douglas Smith, Vice-Chairman; Mr. David Kies; Mr. Bob Hardy; Mr. Tom Filer and Mr. Robert Morgan (*arrived at 6:09 pm*)

MEMBERS ABSENT: Mr. Durwood Willis

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Cody Langridge, Deputy Water Operation Manager; Mr. Kyle Eldridge, Assistant County Attorney and Ms. Mary Johnson, Program Manager

**A. Call to Order**

**1. ADOPTION OF THE AGENDA**

Chairman Foster asked if there were any changes or additions to the agenda. Ms. Baughman asked to add Replacement Filters for the Nanofiltration System at the Northeast Creek Water Treatment Plant to the short notice section. Mr. Hardy made a motion to adopt the agenda as amended. The motion was seconded by Mr. Kies and carried 4-0 among the members present.

**2. ELECTION OF OFFICERS**

Mr. Foster informed the Board that in September elections are held to fill the Chairman, Vice-Chairman, and Secretary/Treasurer roles. Mr. Foster stated that he would be willing to serve another term as Chairman if the Board so desired. Mr. Smith stated that he too would be willing to serve another term as Vice-Chairman.

After a brief discussion, Mr. Filer made a motion to retain the current slate of officers. The motion was seconded by Mr. Hardy and carried 5-0 among the members present.

**B. Presentations**

**C. Citizen Information**

**D. Consent Agenda**

**3. APPROVAL OF THE MINUTES:**

**A. AUGUST 10, 2022 – REGULAR BUSINESS MEETING**

**4. TREASURER’S REPORT:**

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

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

**C. CONSTRUCTION FUND – AUGUST 2022**

Mr. Smith asked if CK#11303 and CK#11368 to Commonwealth Underground for road bores should be considered line extensions and charged as a Capital Expenditure. Ms. Baughman explained that it was a road bore for each specific customer and billed to the customer as part of their hook-up fees.

The General Manager also informed Mr. Smith that the Cash Flow Report was changed to include O & M Income and Expenses, Capital Income & Expenses and a third row was added to combine O & M Income & Expenses and Capital Income & Expenses.

The Board completed the reviewed of the Consent Agenda, including the Treasurer’s Report. Upon completion of the review, Mr. Hardy made a motion to approve the Consent Agenda and Treasurer’s Report. The motion was seconded by Mr. Kies and carried 5-0 among the members present.

**E. Old Business**

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

The James River Water Authority held its monthly meeting on Wednesday, September 14, 2022. In addition to regular business items, four main topics were addressed:

1. Justin Curtis of AquaLaw addressed the three significant permits: a. The Department of Virginia Marine Resources Commission permit will be issued for public comment soon. b. Progress continues with the Corps of Engineers permit. c. The Department of Environmental Quality made one information request upon submission and issued a letter dated August 25, 2022, stating the application was complete. The permitting process continues.

2. The Comprehensive Agreement Amendment as a design build project was presented by Faulconer Construction and Timmons Engineering. The addendum to the Comprehensive agreement basically resets the original agreement at zero. This amendment/addendum provides for the following services: a full survey, underground utilities location, preliminary design, right-of-way acquisition (26 parcels / JRWA will be acquiring the easements), coordination with utility companies on how/where to connect, geotechnical work at the pump station and the river crossing, and the railroad crossing. Someone will be checking to see if the original railroad crossing location application can be moved to the new railroad crossing site.

3. The JRWA Board approved entering into a contract with MBP to provide an engineering oversight, review and due diligence support services. This is a reengagement with MBP, which lapsed during the discussions to relocate the intake and pump station site. (\$17,334.90 for approximately 120 hours of support services.)

4. The JRWA Board approved a contract for the Phase II Cultural Resources Study with Goodwin Associates (no connection to Mr. Christian Goodwin, County Administrator). This contract is supported by the Monacan Nation. The work will begin the first of October, a preliminary report will be provided in November, and the final report is expected in late December 2022.

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

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

The sludge-vac system plans are at 95%; a meeting will be scheduled to go over the plans with Authority staff. We are aiming for bidding the project mid to late October.

#### 7. Louisa Regional Wastewater Treatment Plant – Filter Building Modifications update

The entrance door was installed on the front of the Filter Building on September 14, 2022. The back of the building needs to be sealed up and some electrical work needs to be completed. The Filter Building Modifications are expected to be completed by the end of September.

#### 8. ZION CROSSROADS WELL SYSTEM UPDATES

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

Everything has been submitted to the Health Department for their approval. We have received a comment letter from VDH, and the comments are being addressed. One of the comments from the health department was that the well lots were not centered, and an all-weather road access was not on the plans. The engineer will be onsite for survey the lot lines and the all-weather road access already constructed. The pumps, motors, piping wiring, pitless adapter, electrical, and piping materials have been ordered or the contractors have them on hand. Once the Health Department provides approval, coordination of the final work will be scheduled. Fingers are crossed that this will be completed by the end of September.

##### B. POORE WELL IMPROVEMENTS UPDATE

VDH has approved installation of a filtering system and/or the addition of a chemical addition AquaMag. Both will aid in the removal and sequestering of iron and manganese issues in the Zion Crossroads Well #2 (AKA as Poore Well #2). The iron and manganese levels do not exceed the MCL, but it does cause aesthetic issues. At this time, we will hold off on the chemical addition to see what results we receive from the filtering system. Staff will install the filtering system in October.

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

The engineer provided gaps in the GIS to the Authority. Once these items have been addressed, the model can be built. Working toward an October completion.

#### 9. REGIONAL WWTP PERMIT RENEWAL AND PROCESS OPTIMIZATION STUDY

The second round of sample collection was conducted on September 12, 2022. The third and final round of testing will be conducted on September 26, 2022, or October 10, 2022. The data will be reviewed, and optimization plans will be formulated. The engineer feels the Optimization Study will be completed by the end of this year—if it is not, Wesley Basore, Wastewater Operations Manager, has agreed to work through the process until completed even if his scheduled retirement date occurs before the completion of the study.

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

The Blower Building Roof Repairs were completed on Wednesday, September 14, 2022.

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

A proposal has been requested for the cost to install a concrete pad for the generator. Once all costs can be assessed, the project will move forward if the budgeted amount of \$15,000 will not be exceeded. Ms. Baughman asked Mr. Filer if he could acquire the concrete pad specifications for the diesel tank. Mr. Filer responded that he would provide the information as soon as he received it.

#### 12. NEW TRUCK PURCHASE, SNOWPLOW AND 100-GALLON DIESEL TRANSFER TANK

There are currently no trucks available on the eVA website. We contacted the dealership with the contract for this year and were told trucks and pricing will not be available until October 20<sup>th</sup>.

#### 13. MAINTENANCE TECH POSITION

We are working with Phil Bailey and Chris Compton to schedule interviews for the Maintenance Tech position.

### **F. New Business**

#### 14. APPROVAL – ROYALL PUMP & WELL COMPANY, INC.

The Board was informed that the well pump and motor for Green Springs #1 stopped working. Royall Pump & Well Company, Inc. holds the maintenance contract and was contacted to provide a price for replacement. Due to the lead time receiving the pump and motor, the General Manager authorized the work.

After a brief discussion, Mr. Smith made a motion to approve the expenditure for Royall Pump & Well Company, Inc. in the amount of \$20,763.27 for the replacement of the pump and motor for the Green Springs Well #1. The motion was seconded by Mr. Filer and carried 6-0 among the members present.

The Board was informed that the Spring Creek Well #3 is pumping less than normal. The electrician was onsite Wednesday, September 14, 2022, to verify it was not an electrical issue. Royall Pump & Well Company, Inc. was contacted to pull the pump and motor, possibly needing to replace it in the coming weeks.

The Board discussed the need to authorize the General Manager to proceed with the replacement of the Spring Creek Well #3's pump and motor, if necessary. Upon the completion of the discussion, Mr. Smith made a motion to authorize the General Manager to contract with Royall Pump & Well Company, Inc. to replace the pump and motor in Spring Creek Well #3 if deemed necessary, at a cost not to exceed \$50,000. The motion was seconded by Mr. Morgan and carried 6-0 among the members present.

The Board then discussed what safety measures would need to be put in place to trigger water restrictions. Ms. Baughman stated that she would reach out to Brent Waters with Golder & Associates and work with him on some bench marking. Mr. Foster asked if Brent Waters would come to an Authority Business Meeting to discuss the wells and answer questions. Mr. Foster told the Board that Mr. Waters had made that offer in the past. The General Manager was directed to contact Mr. Water and arrange for him to attend a Louisa County Water Authority Board of Directors meeting.

### **G. Reports**

#### 15. PROGRAM MANAGER'S REPORT

1. Was out of the office for the first 2 weeks in Sept. Deployed with the ASPCA to assist them in in KY
2. FEMA GRANT
  - a. Discovered a grant opportunity with FEMA to recover some expenses as a result of the severe Winter Storm Freda that occurred in January of this year. Spent about 200 hours preparing and management the grant application. Also used a PT Temp who spent about 84 hours assisting.
  - b. Application has been accepted and is now in review.
  - c. Submitted \$66,583.67 in eligible expenses – FEMA portion (75% cost share) = \$49,937.76
  - d. Once approved by FEMA I can submit management expenses for up to 5% of total expenses (\$3,300+).
  - e. The goes to VDEM for final review and payment – so probably at least 90 days or more before seeing any payment.
3. Continuing to work on processing insurance claims for damages due to storm events (either power surges or lightning strikes).
4. Will be reaching out to a consultant to take a closer look at why our facilities are so susceptible to power surges. Will apply for VRSA grant funding to help offset their fees, however I suspect the max. \$2k grant may only be a small portion of what the consultant's fee may end up being.
5. Assisting w/ HR responsibilities – Onboarding / orientation new staff (Roger Young). Also processing applications for current vacancies and coordinating interviews with candidates. Still have openings in Maintenance and WWTP Trainee
6. Recent records retention and destruction activities. Filed required destruction data with the VA Library of Congress. Ongoing process.
7. Safety

- a. Coordinated Aerial lift safety training for operators and maintenance staff. Paid for with grant funds from insurance co – VRSA.
  - b. Next training will be to recertify staff in first aid / CPR / AED which I will be instructing. Was able to fund my instructor's training certification and purchase necessary equipment through grant funds from the EMACV.
  - c. Met with two reps from VRSA. One was a certified drone pilot who inspected the roofs of all the buildings at each of our treatment facilities and provided the video he took for our files.
  - d. Fonda Craig the Sr. Safety Consultant for VRSA performed a courtesy safety inspection at each facility at the same time. She provided a few things she spotted that were not meeting the current OSHA / VOSH safety regs. I will be reporting on these items later. Right now we hope to complete the safety improvements at the Regional WWTP first.
8. Will be getting back to the modifications to our Employee Handbook. Need to schedule a meeting with the personnel committee (Mr. Foster & Mr. Morgan) to begin working on the compensation policy. When are you available?
  9. Spotty progress on GIS mapping. Maintenance staff was helpful in locating some manholes while they were out clearing easements – which is another issue I am certain you will be addressing soon.
  10. IT
    - a. Most of the LCWA PCs have been upgraded, replaced or refurbished with the exception of Amy's. I need to research which iTron radios we will be upgrading to in order to determine which version of their software we need on Amy's PC.
    - b. Louisa County changed their Microsoft Office software from Exchange to Office 365. Unfortunately, our current version(s) of Office are not compatible with their upgrade causing some staff members to lose access or sharing capabilities of their email and/or calendar functions. I've been working with the IT staff at LC and they are generously providing the software licenses needed to upgrade our computers and laptops to Office 365. This saves the Authority about \$3k-\$5k per year in subscription fees, depending on which version of Office 365 we purchased. Migrating the updated software to the LCWA computers will take place within the next few weeks.

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

● Greg Madison has been onsite installing the rails for the completion of this step in the Fall Protection upgrades. We have requested a proposal for the concrete work that needs to be completed. Once these remaining two items have been completed, the Fall Protection upgrades at the Louisa Regional Wastewater Treatment Plant will be complete.

● **August levels:** At the end of August 2022, the static well levels are down approximately 1.1 feet from the end of July 2022 levels. From August 2021 to August 2022, the well levels are down approximately 14.47 feet.

The smaller table shows static well levels located nearer to the production wells. These levels are up approximately 8.62 feet from the end of July 2022 levels. From August 2021 to August 2022, the well levels are down approximately 42.28 feet.

As of September 5, 2022, for the Northern Piedmont Region, the Department of Environmental Quality Drought Monitor indicates normal conditions for precipitation, groundwater, reservoir levels, and streamflow.

● PFAS, PFOA, PFOS, GenX – A group of chemicals referred to as “forever chemicals” At this time, no determination has been made as to the level that can pose harm to humans, but based in immunology studies alone, the health advisory level has been set at a limit that is 1,000 time lower than current technology can detect to. These chemicals are showing up in people's blood streams and source water. The previous limits considered were 70 ppt (parts per trillion). The health advisory level for PFOA was 0.004 ppt and PFOS at 0.02 ppt. These are not legally enforceable limits, although they do drive public concern. How low is this? Examples: about 50 square inches (1/2 of a sheet of paper? Of the entire land area of the contiguous 48 states, about 12 cents out of the entire U.S. national debt of 30.4 trillion dollars, or less than 1/16<sup>th</sup> of an inch of the distance from Earth to the Sun. The limit for GenX is 10 ppt and PFBS 2,000 ppt. Only three types of treatment are known to show any measurable removal, carbon absorption, Nanofiltration, and reverse osmosis. We are set up nicely to meet this regulation at the Northeast Creek Water Treatment Plant; however, we must watch to ensure a limit isn't set without the data proving the harm to humans.

HB 919 Provides that the regulation that the Board of Health is required to adopt under current law establishing maximum contaminant levels in all water supplied and waterworks in the Commonwealth shall be effective after July 1, 2025.

The Authority's sampling will be conducted in round 2, 2023 – 2025. If no detection is found, monitoring will continue, and no action will be required. If there is detection, customers will be notified, additional sampling will be conducted, and a plan to limit exposure to the public will be developed.

● Guidance for the Lead Service Line Replacement was received on September 6, 2022. The new guidance basically states that further guidance will be sent out soon.

● Significant progress has been made in the office records cleanout. Every spare moment is spent going through documents and determining what can be shred and what should be retained. Amy Dunivan and the General Manager organized all meeting minutes and supporting documents. The logging and cleanout of records not required for retention were shredded on Tuesday, September 13, 2022. The County Shred Day is October 6, 2022. Staff hopes to have several more boxes of documents ready to shred then as well. The conference room at the Authority Business Office is a mess while the organization continues. Staff is looking for a year-end completion of the records organization.

- The current past-due listing is down to \$5,089.45 from the past due listing provided in the General Manager’s Report, which reported the past due balance of \$10,805.83.
- Ms. Baughman informed the Board that she will be out of the office the week of September 26, 2022, attending the National Rural Water Conference in Inner Harbor, Maryland.

**I. Committees**

Mary has been asked to provide dates / times for the personnel committee meeting to begin review of the Employee Handbook.

**J. Short Notice Items**

The latest Disinfection Byproducts sample results were received for the Town of Louisa and the Authority. The Trihalomethanes results show that the level is continuing to increase. The Authority budgeted for the Nanofiltration filters to be replaced in FY23; however, staff decided to hold off to see if additional guidance on PFAS would be received. There are only three known types of treatment known to demonstrate removal of PFAS. These treatments are reverse osmosis, Nanofiltration, and carbon absorption. If reverse osmosis filtration was needed, staff wanted to make only one filter change out. Due to the continuing increase in disinfection byproducts results, staff is now recommending moving forward with the filter change out.

After some discussion, Mr. Filer made a motion to authorize the purchase of Nanofiltration filters at a cost not to exceed \$90,000. The motion was seconded by Mr. Smith and carried 6-0 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. 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. Smith 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	Yes
Mr. Willis	Absent

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

**Next meeting date** - The next business meeting is scheduled for October 12, 2022.

**L. Adjournment**

THERE BEING NO FURTHER BUSINESS, Mr. Hardy made a motion to adjourn at 7:43 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