

**Louisa County Water Authority
Board of Directors
May 21, 2025**

MEMBERS PRESENT: Mr. Judson Foster, Chairman; Mr. Bob Hardy; Mr. Tom Filer; Mr. Robert Morgan

MEMBERS ABSENT: Mr. David Kies; Mr. Byron Wilson; Mr. Jimmy Snyder (not sworn in at the Louisa County Circuit Court Clerk's Office)

OTHERS PRESENT: Ms. Pam Baughman, General Manager; Mr. Andy Wade, Economic Development Director; Mr. Cody Langridge, Water Operations Manager; Ms. Danielle Mychajlonka, Human Resources Manager; Mr. Nathan Harkrader, Deputy General Manager; Mr. Manning Woodward, Louisa County Board of Supervisors; Mr. Chris Compton, Maintenance Manager; Ms. Patricia Smith, County Attorney (arrived at 6:04 pm)

A. Call to Order

Chairman Foster called the meeting to order at 6:00 pm.

1. ADOPTION OF THE AGENDA

Chairman Foster asked if there were any changes or additions to the agenda. Mr. Foster asked to add Item 15.A under Short Notice Items titled Leadership Committee. Mr. Hardy made a motion to adopt the agenda as amended. Mr. Morgan seconded the motion and it carried 4-0 among the members present.

Closed Session

A. VA Code Section §2.2-3711(A)(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

B. VA Code Section §2.2-3711(A)(5): This section permits closed meetings for discussion concerning prospective or expanding business or industry when no previous announcement has been made.

C. VA Code Section §2.2-3711(29): Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

D. 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.

RETURN TO OPEN MEETING:

Chairman 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. Filer	YES
Mr. Hardy	YES
Mr. Kies	ABSENT
Mr. Morgan	YES
Mr. Wilson	ABSENT

The motion carried 4-0 among the members present.

Mr. Filer made a motion to proceed with offering a water operator position as soon as possible. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

Mr. Hardy made a motion to procure and schedule the necessary work to be completed at the Northeast Creek Water Treatment Plant and to pay for the repairs from reserve funds. The motion was seconded by Mr. Filer and carried 4-0 among the members present.

After further discussion, Mr. Hardy amended his motion to include a cost not to exceed \$300,000 from reserve funds to procure and schedule the necessary work to be completed at the Northeast Creek Water Treatment Plant. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

B. Presentations

C. Citizen Information

D. Consent Agenda

2. APPROVAL OF THE MINUTES:

A. APRIL 9, 2025 – REGULAR BUSINESS MEETING

3. TREASURER'S REPORT:

- A. O & M REPORT / CAPITAL REVENUE & EXPENDITURE REPORT – APRIL 2025
- B. APPROVAL OF DISBURSEMENTS – APRIL 2025
- C. CONSTRUCTION FUND – APRIL 2025
- D. THIRD QUARTER FY2025 SUMMARY STATEMENT OF REVENUE
- E. THIRD QUARTER FY2025 DETAILED STATEMENT OF REVENUE
- F. THIRD QUARTER FY2025 SUMMARY STATEMENT OF EXPENDITURES
- G. THIRD QUARTER FY2025 DETAILED STATEMENT OF EXPENDITURES
- H. THIRD QUARTER FY2025 INVESTMENTS
- I. THIRD QUARTER FY2025 SEWER EXPENSE & REVENUE
- J. THIRD QUARTER FY2025 PAID CONNECTION FEES AND ALLOCATIONS – NORTHEAST CREEK
- K. THIRD QUARTER FY2026 PAID CONNECTION FEES AND ALLOCATIONS – ZION CROSSROADS

The General Manager identified a correction to page 2 that the Capital Revenue exceeded Capital Expenditures for April should have been reported as \$16,863. The total Capital Revenue for FY2025 was \$62,945.

The Board reviewed the Consent Agenda and Treasurer's Report, including the Third Quarter FY2025 Income & Expense Statements and quarterly reports. Upon completion of the review, Mr. Filer made a motion to approve the Consent Agenda and Treasurer's Report, including Third Quarter FY2025 Income & Expense Statements and quarterly reports. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

E. Old Business

4. AMAZON WEB SERVICES

- A. MEETING MINUTES – MAY 8, 2025
- B. WATER WORKS CONSTRUCTION PERMIT – LOUISA TECH SITES OFFSITE UTILITIES PROJECT 1A – 30-INCH RAW WATER INTAKE PIPE AND LOUISA TECH SITES OFFSITE UTILITIES 1B – RAW WATER PUMP STATION
- C. VIRGINIA WATER PROTECTION PERMIT PROGRAM PROPERTY-ACCESS AGREEMENT
- D. VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY – NOTIFICATION OF PROPOSED PROJECT

The Board reviewed the meeting minutes, water works construction permit, wetland delineation permitting and access agreement.

5. RIGHT-OF-WAY CLEARING

The Board was informed that the skid steer, bushhog and mulching head have been received. General Services has used the equipment; the Authority has not had an opportunity to use it to date.

6. PRELIMINARY BUDGETS

- A. PRELIMINARY FY 2026 REVENUE BUDGET
- B. PRELIMINARY FY 2026 EXPENDITURE BUDGET

- C. UPDATED CAPITAL BUDGET – 5 YEAR PLAN
- D. CHRISTIAN GOODWIN, COUNTY ADMINISTRATOR, APPROVED BUDGET EMAIL
- E. PUBLIC HEARING NOTICE – JUNE 11, 2025

Included in the latest version of the Preliminary FY2026 Budget are the following:

- 1) The budget includes a 5% increase in water / sewer rates.
- 2) One position was cut.
- 3) Two positions are deferred until after January 1, 2026.
- 4) If the Board approves, we would like to advertise for one licensed water plant operator position as soon as possible. Hoping to have someone available soon after July 1, 2025 to take some of the high-water use pressure off current staff.
- 5) Health insurance was adjusted to account for the cut and delayed hires.
- 6) Retirement was adjusted to account for the cut and delayed hires.
- 7) In preparation of the Louisa Regional Wastewater Treatment Plant permit renewal in FY2027, a zinc translator and WER study were included in the consultant / lab sampling line item for Regional.
- 8) IT and Cybersecurity were moved to the Capital Improvement Budget.
- 9) Chemicals were increased to account for the tariffs.
- 10) Each department’s training costs were cut by \$1,000.
- 11) Many line items were “trimmed”.
- 12) Inflation was accounted for by the 5% increase.
- 13) Every year a minimum of 3% - 5% increase in rates should be considered to account for inflation.

Upon completion of the review of the latest version of the Preliminary FY2026 Budget, Mr. Filer made a motion to approve and adopt the Preliminary FY2026 Budget. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

7. RATE DISCUSSION

- A. THE 36th ANNUAL VIRGINIA WATER & WASTEWATER RATE REPORT
- B. EMAIL SENT TO THE BOARD ON APRIL 10, 2025
- C. LOUISA COUNTY WATER AUTHORITY – SERVICE POLICIES (NOTE: The eighteen-month payback period has not been added to the Service Policies)

Water and wastewater rate summary by system size:			
	Average residential water rates by system size (monthly for 3,000 gallons)	Average residential wastewater rates by system size (monthly for 3,000 gallons)	
<5,000 connections	\$31.63		\$37.83
5,000 – 50,000 connections	\$26.82		\$33.42
>50,000 connections	\$20.14		\$29.24
Average	\$29.51		\$36.15
LCWA Current Rate	\$27.75		\$41.07
LCWA Proposed Rate	\$29.13		\$43.11

The information above was obtained by the 36th Annual Virginia Water & Wastewater Rate Report.

- Town of Louisa – Water \$37.32 / Wastewater \$40.53 (Pass through, no treatment)
- Goochland – Water \$27.91 / Wastewater \$44.95 (Pass through, no treatment)
- Rapidan Service Authority - Water \$23.01 / \$39.20
- Town of Dublin – Water \$47.09 / Wastewater \$41.02 (More water customers. similar in size for wastewater)
- Town of Cape Charles - Water \$36.09 / Wastewater \$67.23 (Similar in size)
- Town of Gate City – Water \$42.50 / Wastewater \$38.25 (Similar in size)
- Town of Hillsville – Water \$38.24 / Wastewater \$40.68 (Similar in size)
- Town of Shenandoah – Water \$28.15 (Inside) \$41.00 (Outside) / Wastewater \$28.15 (Inside) \$41.00 (Outside) (Similar in size)
- Town of Stevens City – Water \$21.12 / Wastewater \$49.05 (Similar in size)
- Town of Tappahannock – Water \$18.37 / Wastewater \$43.90

Connection fees:

	Water	Wastewater
Average	\$3,039	\$4,109
Median	\$2,030	\$2,675
High	\$21,500	\$17,400
Low	\$80	\$0
LCWA Current	\$5,250	\$6,750

The information above was obtained by the 36th Annual Virginia Water & Wastewater Rate Report.

The Board was provided with information regarding rates after the April 9, 2025 Louisa County Water Authority Board of Directors meeting. Additional rate information was provided at the May 21, 2025 meeting. The General Manager suggested an increase should be considered for bulk water sales and septage receiving at Louisa Regional WWTP. Mr. Hardy stated that he believes connection fees should be evaluated. Due to the advertising of the public hearing for June 11, 2025, for water and sewer rates, additional changes in fees can not be considered until a future public hearing.

8. NORTHEAST CREEK WATER TREATMENT PLANT – INCLINE PLATE SETTLERS PROJECT

The Northeast Creek Water Treatment Plant – Incline Plate Settler Project is nearing completion. The walk-through inspection to determine punch list occurred on May 13, 2025. There were just a few items on the check list.

9. NEW BRIDGE WASTEWATER TREATMENT PLANT UPGRADE

The 35% workgroup meeting occurred on May 13, 2025. Next steps are to review with the County staff in the coming weeks.

10. DISCUSSION – REVISIT TOWN OF LOUISA CONTRACTS FOR WATER AND SEWER SERVICE

The original contracts have been sent to Ms. Patricia Smith, County Attorney for review. A Town Council member sent a request asking, “If we have to go on water restrictions, no fault of our own, and we do not use 4.5 million gallons per month of water, I would like to have our discount continue.”

The Board stated that the County Attorney can review the original agreements, but the Town of Louisa needs to have draft agreements sent to the Authority and County Attorney for consideration.

F. New Business

11. RESOLUTION RECOGNIZING WILLIAM DOUGLAS SMITH’S SERVICE TO LOUISA COUNTY WATER AUTHORITY

The Board reviewed a draft resolution recognizing Mr. William Douglas Smith for his service to Louisa County Water Authority.

Upon completion of the review Mr. Filer made a motion to adopt a resolution recognizing Mr. William Douglas Smith for his years of dedicated service to Louisa County Water Authority. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

12. LOUISA REGIONAL WASTEWATER TREATMENT PLANT ORBAL SHAFT REPLACEMENT

The Board reviewed the cost to replace the orbal shaft at the Louisa Regional WWTP. The replacement was important to move quickly on to prevent exceedances and have the plant in top operating order for the Zinc Translator and Water Effects Ratio sampling that will occur later this year in preparation of the 2027 permit renewal.

13. STRATEGIC PLANNING

The General Manager asked the Board for their thoughts on appointing a committee and Authority staff to develop a Strategic Plan. Mr. Foster asked for the Strategic Plan to be folded into the Leadership Committee, discussed later in the agenda under Short Notice Items – Item 15.A.

14. CONSUMER CONFIDENCE REPORTS

- A. NORTHEAST CREEK / TOWN OF LOUISA
- B. ZION CROSSROADS
- C. NEW BRIDGE

The Board was provided with the 2024 Consumer Confidence Reports for the Northeast Creek / Town of Louisa, Zion Crossroads and New Bridge Systems. A direct link to the Consumer Confidence Reports will be added to all May 2025 water bills, paper copies will be made available and paper copies will be provided to businesses, schools and other establishments where people visit. Once distribution is complete, the certification process will be completed and the regulation met.

G. Reports

H. General Manager's Report

- **April levels:** At the end of April 2025, the static well levels are up on average .2 feet from the end of March 2025 levels. From April 2024 to April 2025, the well levels are down on average 3.1 feet.

The Department of Environmental Quality drought map shows warning conditions for precipitation, watch conditions for ground water and stream flow, normal conditions for reservoir levels.

The US Drought Map indicates abnormally dry conditions across all of Louisa County with moderate drought conditions to the west of Louisa County.

On May 2, 2025, the Department of Environmental Quality updated their Drought Advisory.

- The current past due listing is down to \$ _____ from the past due listing provided in the General Manager's Report, which reported the past due balance of \$4,871.49.

- James River Water Project – May Update – 1) Majority of raw water main has been completed. 2) Cultural resources Phase III Study nearing completion. 3) Pump station construction to begin this summer. 4) Intake construction will commence in the summer of 2026. 5) Start up operation planned for 2027.

- Authority staff will be working with Louisa County Fire/EMS to exercise fire hydrants and determine pressure at each fire hydrant to help improve their ISO scores.

- The General Manager provided an update of the May 7th Zion Crossroads valve break and May 14th Northeast Creek water distribution system water main break.

I. Committees

15. PERSONNEL COMMITTEE

The Human Resources Manager provided a brief overview of the Learning Lattice program discussed at the past several meetings. The learning tiers and options were discussed.

At the completion of the discussion, Mr. Hardy made a motion to approve the training in FY2026 for the Learning Lattice program. The motion failed due to not receiving a second.

Further discussion ensued, resulting in the Human Resources Manager being asked to provide a condensed presentation at the June 2025 meeting.

J. Short Notice Items

15.A - LEADERSHIP COMMITTEE

Mr. Foster discussed with the Board the creation of a Leadership Committee. His vision of the committee is to provide guidance and feedback. The Leadership Committee will also work on the development of a Strategic Plan with staff.

16. ELECTION OF A VICE-CHAIRMAN

When Mr. Smith decided not to seek reappointment to the Board, the Vice-Chairman position was vacated. Mr. Foster stated that he had spoken with Mr. Hardy, and he agreed to serve in the Vice-Chairman position if asked.

At the conclusion of a brief discussion, Mr. Filer made a motion to nominate Mr. Hardy as Vice-Chairman. The motion was seconded by Mr. Morgan and carried 4-0 among the members present.

Next meeting date - The next business meeting is scheduled for June 11, 2025. (Public Hearing at County Administration Building)

Mr. Manning Woodward asked to address the Board. Mr. Woodward reported that he hopes to have the fishing permit language approved and ready for publication by July 1, 2025.

L. Adjournment

THERE BEING NO FURTHER BUSINESS, Mr. Hardy made a motion to adjourn at 9:26 pm. The motion was seconded by Mr. Filer and carried 4-0 among the members present.

BY ORDER OF:

Mr. Judson Foster
Chairman
LOUISA COUNTY WATER AUTHORITY