



MINERAL COUNCIL MEETING AGENDA

August 11, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES

- [1.](#) Approval or Amendments of 7.8.25
- [2.](#) Approval or Amendments of 7.14.25

G. ACCOUNTS PAID

- [1.](#) July Accounts Paid

H. REPORTS

- [1.](#) DMV Report
- [2.](#) Town Manager Report
- [3.](#) Treasurer's Report
- [4.](#) Mayor's Report
- [5.](#) Committee's Report

I. OLD BUSINESS

- [1.](#) Tobacco Ordinance

2. Updates on Derelict Buildings
 - a. Discussion on update status.
3. Update on Water and Well # 4
 - a. Discussion on update status.

J. NEW BUSINESS

- [1.](#) Extending the Lease for LASER
- [2.](#) Delinquent Utility Bills - Landlords & Tenants

K. PUBLIC HEARING

COUNCIL COMMENTS

CALENDAR

[Calendar](#) of Events

L. ADJOURN

Mayor Ronald Chapman- Vice Mayor Michelle Covert

Council Members: Michelle Covert, Bernice Kube, Olivia McCarthy, Rebecca McGehee, Blair Nipper

Nicole Washington, Town Manager, Vacant, Town Clerk, Kelly Singletary, Town Treasurer, Robert Sproul, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



MINERAL COUNCIL MEETING - SPECIAL WATER BUDGET WORKSHOP MINUTES

July 08, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

EnterTextHere

PRESENT

Ronald Chapman

Michelle Covert

Olivia Barrow

Rebecca McGehee

David Hempstead

Blair Nipper

ABSENT

Bernice Kube

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

The agenda was adopted as presented.

Motion made by Covert, Seconded by McGehee.

Voting Yea: Chapman, Covert, Barrow, McGehee, Hempstead, Nipper

E. OLD BUSINESS

1. FY 26 Water Budget Workshop

The water budget discussion started off with a well water report regarding the Town's Well #4 and a power point from the Town Manager on the water and sewer.

The well water report represented the findings of the Town's Well evaluation that was completed by a well contractor. The Town's well #4, according to the report, is a viable well and will be able to sustain the demand that the Town currently has.

The Town Manager presented a power point that explained the Town's water and sewer projects. The major concern was around the \$8,000.00 a month the Town was said to be losing on sewer with infiltration from the manholes in Town, specifically at the Lagoon. The numbers in the power point showed that the average lose a month on sewer infiltration was around \$1,200.00. This help to alleviate the concern that was at the pervious budget meeting regarding water and sewer.

Also, there were representatives from Virginia Rural Water Association (VRWA) at the water meeting. Each member, Ken, Alex, and Betty, shared some information about water and the next phase for the Town, given the new water report. Ken will continue to drive the investigations for the Town on water leaks and help continue the move in the right direction. Alex is going to assist with asset management and working with the Town Manager to link the water lines and other assets to the GIS system and Betty is going to assist with information on Well #5 and where that stands for use and if it is viable.

F. ADJOURN

EnterTextHere

Mayor- Ronald Chapman

Vice Mayor - Michelle Covert

Council Members: David Hempstead, Bernice Kube, Olivia Barrow, Rebecca McGehee, Blair Nipper

Staff: Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary, Town Treasurer, Robert Sproul, Town Attorney

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EnterTextHere

DRAFT



MINERAL COUNCIL MEETING MINUTES

July 14, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. ROLL CALL

PRESENT

Ronald Chapman

Michelle Covert

Olivia Barrow

Rebecca McGehee

David Hempstead

Blair Nipper

ABSENT

Bernice Kube

B. CALL TO ORDER

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

Motion made by Barrow, Seconded by Nipper.

Voting Yea: Chapman, Covert, Barrow, McGehee, Hempstead, Nipper

E. PUBLIC COMMENT

Members of the public will have three minutes to comment on any matter and must maintain professional and courteous behavior. Council will not respond during public comment, but the appropriate member of Council or Staff will address questions and concerns in a timely manner.

JoAnna Von Arb asked for a show of hands of those who attended the VFW/Firemen's Parade.

Paul Cameron asked to be heard during the derelict properties discussion.

Vicky Harte, Louisa Interim Mayor and Vice-Mayor, thanked the Town of Mineral for allowing her to come to meetings periodically. The Town of Louisa is also seeking alternate water sources, looking at current wells and whether they can be brought back on-line. She offered the Town of Mineral use of the industrial sized street sweeper, either by trade in services or for a fee.

F. APPROVAL OF MINUTES

1. Approval or Amendments of 5.12.2025 Minutes

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee

Voting Abstaining: Hempstead, Nipper

2. Approval or Amendments of 6.9.2025 Minutes

Motion made by Covert, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead

Voting Abstaining: Nipper

3. Approval or Amendments of 6.16.2025 Minutes

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee

Voting Abstaining: Hempstead, Nipper

4. Approval or Amendments of 6.24.2025 Minutes

Motion made by Covert, Seconded by Nipper.

Voting Yea: Covert, McGehee, Nipper

Voting Abstaining: Barrow, Hempstead

G. OLD BUSINESS

1. Discussion and Action on Derelict Houses

Town Manager Nicole Washington asked Stewart Cameron to be present at this meeting for a follow-up to the derelict property at 623 Mineral Avenue. She also reached out to the other two properties, but has had no response from either owner.

Mr. Cameron stated that the vultures are still there. He posed several questions to Council and staff:

- 1) With regard to the structure, is the property on Town sewer or a drainfield? Is the water connected? Mrs. Washington stated that the sewer is hooked up, there is a water meter, and Virginia Rural Water Association (VRWA) has found a leak close to 623 Mineral Avenue.
- 2) Mr. Cameron understands that the trees in front of the property are in the VDOT 8' right-of-way. Are the trees the responsibility of VDOT or the homeowner? They will need to be removed to access the property for demolition or renovation. Mrs. Washington confirmed that they are in the right-of-way and that this will need to be addressed with VDOT to determine who can remove the trees. It was also noted by Mrs. Washington that the driveway at 629 Mineral Avenue may be partially on Mr. Cameron's property. Mr. Cameron asked if the Town has a plat to confirm property lines. Mrs. Washington confirmed that the Town does have a plat.
- 3) Where does the water run? Will the Town re-issue water rights? Mrs. Washington answered yes, there is a meter that will need to be replaced due to age and deterioration, but that once that is completed, water can be restored.
- 4) Mr. Cameron has made contact with two demolition companies and one renovation company; both options are very expensive. Before proceeding with either option, he asked the procedure for obtaining a demolition permit. Mrs. Washington stated that the Town handles the zoning portion of any permitting process, and the County would issue the demolition permit and complete the required inspections. Mr. Cameron asked if the home is demolished, who disconnects the water and sewer from the Town. Mrs. Washington stated that Hank could be consulted to possibly complete the job or a plumber can do the disconnect. Mr. Cameron asked if the toilet is pulled up, should it be capped so no debris enters the line. Mrs. Washington confirmed that this would be the proper procedure.

5) Council Member McGehee asked the vultures had hatched. Mr. Cameron stated that there is a lot of poison oak growing and he has not been dressed in long pants to enter the property lately to check on them.

H. NEW BUSINESS

1. Discussion on Amazon Data Center

Louisa County Board of Supervisors Chairman Duane Adams was in attendance to discuss the proposed Amazon data center. Mr. Adams thanked the Council for partnering with the County for cooperative contracts and other administrative functions the County can assist the Town with. Mr. Adams referred to a question asked previously by the Town Manager, "Will the data center affect the Town's well?" Mr. Adams responded that all water for the data center will come from the NE Creek Reservoir, which will not affect the Town's well. The current daily yield from NE Creek Reservoir is 3.2 million gallons. The data centers projected daily use of the data centers is 300,000 gallons a day to 500,000 gallons a day at peak use. Each of the buildings housing the generators on the data center site are projected to use 23,000 gallons of water daily. There has been a \$1,000,000 investment in the water system by Amazon, which will be turned over to the LCWA once completed. Amazon will be subject to the same conditions and compliances as any other water customer.

Mr. Adams' concerns with the proposed third data center are the water, soil erosion and contamination, the entrances proposed for construction traffic, which will have an impact on the Town of Mineral, potentially negatively impacting the schools and the economy. The proposed site borders 90 acres of land owned by the Louisa County Public School, of which 30 acres has been proposed to house a new elementary school.

Mr. Adams stated that there is a seat on the Louisa County Planning Commission for a Mineral representative and he encouraged the Town to fill that seat. He opened up the discussion for any questions from citizens or Council.

Council Member Becky McGehee asked how the other supervisors felt about the data center. Mr. Adams stated he could not speak for each supervisor personally, but that this is not a done deal; he encouraged everyone to get involved and let your representative know how you feel about.

Vice-Mayor and Council Member Michelle Covert asked what is the closest AWS facility that can be toured. Mr. Adams stated the closest one is in northern Virginia in Stafford and to contact him directly if interested in touring the facility. Council Member Covert questioned the noise and buffers. Mr. Adams stated that the Technology Overlay Districts have the strictest zoning regulations regarding buffers and noise.

Council Member Blair Nipper asked what time of day Mr. Adams had visited the site. He responded between 9AM and 3PM. Council Member Nipper stated that the night-time noise was the loudest and would disrupt the rural feel of Louisa County.

Mr. Adams stated that in speaking with constituents the four biggest concerns expressed to him were to keep Louisa County rural, maintain our excellent school system, ensure there are sufficient deputies and other law enforcement officers, and to keep our taxes low.

Other questions raised were how the other data centers were approved so quickly, and are any environmental or traffic or noise studies being conducted. Mr. Adams encouraged the Council to reach out to him directly for any other information.

Council Member McGehee made a motion, which was seconded by Council Member Dave Hempstead that a statement be issued from the Town of Mineral that as a Town we disagree with the approval of the third data center. All present were in favor of the statement. A resolution will be drawn up and sent to Mr. Adams to be read into the minutes of the next Board of Supervisors meeting on August 4, 2025.

2. Tobacco Ordinance

Town Manager Nicole Washington reported on an ordinance being passed by the General Assembly allowing municipalities to prohibit shops selling hemp and vape products within 1000 linear feet of a daycare center. Mrs. Washington suggests creating a new Town ordinance to fall in line with this ordinance, which reads as follows:

Council requested the discussion be tabled until the August meeting in order for more information to be gathered and researched.

3. EnterTextHere

All present accepted the Clerk's resignation.

Motion made by Covert, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead, Nipper

4. EnterTextHere

No Interim Clerk was appointed.

I. REPORTS

1. Town Manager's Report

The Town Manager reported on Well #4 and the report received from Royall Pump & Well that stated Well #4 is able to produce sufficient water to meet the Town's needs. The LCWA would remain as a back-up water supply.

The Town Manager reported on the water main break on West Third Street. A boil water advisory was issued, by direction of the Virginia Department of Health and the Office of Drinking Water, to the residents directly impacted by the water main break. Notices were hand-delivered to the impacted residents by Town staff, along with a case of bottled water. A town-wide BWA was not needed nor issued. Tests came back clean and the BWA was lifted two days following the break.

The Town Manager reported that a Sanitary Survey Report was completed and was recommended that the water tank insulation be replaced or repaired.

2. Treasurer's Report & Accounts Paid

All reports were contained in the Treasurer's reports. The Treasurer made note of the Cemetery report which is not a regular part of the packet.

3. DMV Report

All DMV reports contained in packet.

4. Committees' Report

No Committee reports

The Town Manager gave information about a meeting concerning the data center on Thursday, July 17, at 6PM at Mineral Baptist Church.

The Town Manager requested that the Town office and DMV be closed on August 21, 2025, for a clean-out day of back office and storage room records. Records will be destroyed in accordance with the records retention schedule. Council agreed to this closing. It will be posted on the sign, website, and social media.

The Town Manager stated that November 4, Election Day, the DMV would need to be closed because state offices would not be open to provide support for local DMV offices and requested that the Town Office and DMV be closed that day. Council approved this closing.

The Town Manager requested that the closing times for our holiday schedule on November 26 (the day before Thanksgiving), December 24, and December 31 be at 12:00PM instead of 1:00PM. Council approved of this time change.

5. Mayor's Report

Mayor Ron Chapman commended the Town on supporting the parade on Friday and the progress on the water system. He also said the Fire Department would like to work with the Town to make a spectacular holiday celebration.

6. Council Comments

No Council comments

J. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session to discuss personnel performance.

In accordance with §2.2-3711(A)(8) of the Code of Virginia, Town Council will convene in Closed Session to consult with legal counsel regarding utility contract.

Executive Session was cancelled for this meeting.

K. BACK IN SESSION

L. ADJOURN

Council adjourned at 8:04PM

Motion made by Hempstead, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead, Nipper

Mayor- Ronald Chapman

Vice Mayor - Michelle Covert

Council Members: David Hempstead, Bernice Kube, Olivia Barrow, Rebecca McGehee, Blair Nipper

Staff: Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary, Town Treasurer, Robert Sproul, Town Attorney

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DRAFT

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Nurr	Doc Num
BESLEY IMPEMENTS	7/11/2025	Check	\$0.00	\$139.34	22314	
BLUE RIDGE BANK	7/26/2025	CashDisb	\$4,104.30	\$0.00	0	CLOSING DATE 6.30.2025
BLUE RIDGE BANK	7/8/2025	CashDisb	\$31.99	\$0.00	0	ACCOUNT ANALYSIS CHARGE
BLUE RIDGE BANK	7/31/2025	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE
CARDINAL HOME CENTER	7/11/2025	Check	\$0.00	\$297.30	22315	
CENTRAL VIRGINIA CONTRACTORS	7/11/2025	Check	\$0.00	\$2,582.00	22316	
COMCAST BUSINESS	7/16/2025	CashDisb	\$882.07	\$0.00	0	1002296720
COMCAST BUSINESS	7/14/2025	Check	\$0.00	\$1,764.14	22332	
COMCAST BUSINESS	7/16/2025	CashDisb	\$962.12	\$0.00	0	1002296721
COVERALL	7/11/2025	Check	\$0.00	\$240.00	22317	
DOCUMENT DESTRUCTION	7/23/2025	Check	\$0.00	\$40.00	22334	
DOMINION ENERGY	7/28/2025	CashDisb	\$169.58	\$0.00	0	609 ST FRANCES PUMP
DOMINION ENERGY	7/28/2025	CashDisb	\$6.59	\$0.00	0	6TH ST WALTON PARK WELL #5
DOMINION ENERGY	7/24/2025	CashDisb	\$524.10	\$0.00	0	312 MINERAL AVE
DOMINION ENERGY	7/24/2025	CashDisb	\$19.33	\$0.00	0	315 LOUISA AVE SHOP
DOMINION ENERGY	7/24/2025	CashDisb	\$236.64	\$0.00	0	107 MINERAL AVE
DOMINION ENERGY	7/24/2025	CashDisb	\$6.59	\$0.00	0	108 MINERAL AVE SHOP
DOMINION ENERGY	7/24/2025	CashDisb	\$84.92	\$0.00	0	102 E 1ST ST OFFICE
DOMINION ENERGY	7/31/2025	CashDisb	\$940.81	\$0.00	0	STREETLIGHTS
DUKE OIL	7/14/2025	Check	\$0.00	\$289.98	22331	
ESRI INC	7/23/2025	Check	\$0.00	\$700.00	22335	
EVERGRO COOP ORANGE MADISON	7/11/2025	Check	\$0.00	\$40.00	22318	
HARRISON & JOHNSTON	7/11/2025	Check	\$0.00	\$3,540.00	22319	
INTERNAL REVENUE SERVICE	7/3/2025	CashDisb	\$2,033.61	\$0.00	0	Q3 2025 941
INTERNAL REVENUE SERVICE	7/11/2025	CashDisb	\$1,950.11	\$0.00	0	Q3 070325-070925
INTERNAL REVENUE SERVICE	7/18/2025	CashDisb	\$2,854.60	\$0.00	0	941 Q3 2025 / DORMAN PTO PAY
INTERNAL REVENUE SERVICE	7/25/2025	CashDisb	\$1,754.10	\$0.00	0	Q3 071725-072325

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Nurr	Doc Num
LOUISA COUNTY CHAMBER OF COMMERCE	7/11/2025	Check	\$0.00	\$180.00	22320	
LOUISA COUNTY LANDFILL	7/11/2025	Check	\$0.00	\$837.36	22321	
LOUISA COUNTY WATER AUTHORITY	7/11/2025	Check	\$0.00	\$28,849.16	22322	
MAIN STREET SUPPLY	7/11/2025	Check	\$0.00	\$413.82	22323	
OFFICE OF DRINKING WATER	7/14/2025	Check	\$0.00	\$1,083.00	22333	
OFFICE OF DRINKING WATER	7/30/2025	CashDisb	\$1,829.45	\$0.00	0	ECOM-VQ81D9
PUBLIQ SOFTWARE LLC	7/11/2025	Check	\$0.00	\$1,894.10	22324	
PURE WATER VIRGINIA	7/23/2025	Check	\$0.00	\$180.00	22336	
RAPPAHANNOCK ELECTRIC COOP	7/22/2025	CashDisb	\$113.38	\$0.00	0	SPRING RD WELL 4
RICOH USA INC	7/14/2025	CashDisb	\$1,295.02	\$0.00	0	INV 109338174
ROYALL PUMP & WELL COMPANY	7/11/2025	Check	\$0.00	\$26,984.73	22325	
UPDIKE INDUSTRIES	7/11/2025	Check	\$0.00	\$4,077.23	22326	
US DEPT OF AGRICULTURE	7/21/2025	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN
US DEPT OF AGRICULTURE	7/28/2025	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATER L
VERIZON	7/11/2025	Check	\$0.00	\$374.08	22327	
VERIZON WIRELESS	7/11/2025	Check	\$0.00	\$90.59	22328	
VIRGINIA RETIREMENT SYSTEM	7/14/2025	CashDisb	\$1,954.92	\$0.00	0	RETIREMENT/LIFE INS/DISAB
VML	7/23/2025	Check	\$0.00	\$500.00	22337	
VRWA	7/23/2025	Check	\$0.00	\$400.00	22338	
VUPS	7/11/2025	Check	\$0.00	\$11.50	22329	
WARREN MARTIN	7/11/2025	Check	\$0.00	\$250.00	22330	
			\$27,759.23	\$75,758.33		



Town of
MINERAL
VIRGINIA

Town Council Meeting
August 2025

Section H, Item 1.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: August 2025

Report Prepared By: Kendra Ellis

- July 2025 monthly revenue totals:
 - Total monthly revenue: \$531,256.35
 - Town monthly revenue: \$26,189.44

- The Mineral DMV Select office has continued to operate without interruption, in providing exceptional customer service and titling transactions, etc. to the customers of this community and surrounding communities. This also includes our title vendors that visit our office daily. Many thanks to the DMV Select Team for their hard work and dedication.

- The Mineral DMV Select Team received revised policies and procedures from the DMV Select HQ Team regarding Report and Document Retention and Document Preparation Prior to Image Documents. We are reviewing revisions and applying updates accordingly.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH
OFFICE OF DRINKING
WATER
Richmond Field OfficeMadison Building
109 Governor St., 6th Floor
Richmond, VA 23219
Phone: 804-864-7409
Fax: 804-864-7520

July 15, 2025

SUBJECT: LOUISA COUNTY
Waterworks: Town of Mineral
PWSID No: 2109525Mrs. Nicole Washington, Town Manager
Town of Mineral
312 Mineral Avenue
Mineral, Virginia 23117

Dear Mrs. Washington:

This office has reviewed the well No. 4 well and well pump report dated June 25, 2025, written by Royall Pump & Well Company, Inc. The report indicates:

The following appears to be in good condition and need not be changed until the existing well pump is replaced:

1. The existing well pump.
2. The well pump motor winding.
3. The electrical cable connecting the well pump motor.
4. The 3-inch drop pipe.
5. The 6-inch diameter relined steel casing.
6. The well yield test results conducted by Royall Pump & Well Company, Inc. were as follows:

<u>Date</u>	<u>Duration</u>	<u>Yield</u>	<u>Recovery</u>
6-30-2025	6.5 hr.	80 GPM (10hp pump)	No data
7-01-2025	6.5 hr.	105 to 180 GPM (15hp)	OK
7-02-2025	8.5 hr.	180 GPM	OK

7. In our database, Well No. 4 has an Entry Point (EP003). The sampling data is as follows:

<u>Contaminant</u>	<u>Sample Date</u>	<u>Result</u>
Nitrate/Nitrite	May 2024	0.71 ppm.
RAD	Nov. 2023	Good
Cyanide	Aug. 2023	Good
VOC	Aug. 2022	Good
Inorganics	Aug. 2022	Good
Metals	July 2022	Good

Mrs. Nicole Washington, Town Manager
July 15, 2025
Page 2

We have the following recommendations regarding Well No.4:

- a. The existing well pump, the connecting electric cable and the drop pipe can be used.
- b. Change the check valve.
- c. Conduct a 24-hour yield and drawdown test.
- d. In the last 10 hours of the above test, collect 20 MPN samples, one every 30 minutes with the well pump running.
- e. Near the end of the above test, collect nitrate, radiological, VOC, metals and inorganic samples.
- f. Collect well recovery data at the end of the above test for a minimum of 6 hours or until the well recovers to the initial static water level.

If we can be of further assistance, please contact Azhar N. Mirza, District Engineer at 804-664-4404 or email him at Azhar.Mirza@vdh.virginia.gov.

Sincerely,



James Reynolds, PE
Field Director
Richmond Field Office

cc: Louisa County Health Department
Mrs. Nicole Washington, NWashington@townofmineral.net
Mr. Christian Goodwin, Louisa County Administrator

T:\ECSSO-Serverdata\DISTRICT\PD18\05-Project Review\04-Plans\02-Comment Letters\Mineral Well No. 4, July 2025.Doc

Royall Pump & Well Company, Inc.2958 Anderson Highway
Powhatan, VA 23139

T 804.598.8147

INFO@ROYALLPUMPANDWELL.COM



Town of Mineral Virginia
Ms. Nicole Washington, Town Manager
312 Mineral Avenue
Mineral, Virginia 23117

Well 4 Investigation Report:
337 Spring Street
Mineral, Va.

June 25, 2025:

The service crew was dispatched to Well 4 as approved to perform a comprehensive inspection of the original steel-cased well, including the pump system, total depth measurement, and preparation for a 24-hour yield test.

1. Existing Pump - Goulds Model 120L15 HP with a Franklin 15HP 200Volt 3Ph 6" Series electric Motor Dated M14(2014-year model). Physical condition of the pump was observed with no signs of mineral buildup or physical damage.
2. Insulation resistance readings on the pump motor were consistent at 1.9 MO across all legs.
3. Motor winding resistance was recorded as follows in ohms:
 - Black to Red – 0.31
 - Red to Yellow – 0.32
 - Black to Yellow – 0.29
4. The electrical wire going down the well to the pump was a Heavy-Duty Double Jacketed 6-3AWG. Found to be in good condition for with no signs of needing replacement until motor is replaced.
5. The pump was set 168ft of 3" Galvanized Steel Riser Pipe. This pipe is very deteriorated with rust and electrolysis – holes were found in a 3" nipple attached to the 3" check valve contained within the well. This 3" Riser pipe will be replaced before resetting of production pump.
6. The well itself- Records indicated the well to be constructed in 1957 as a 8 Inch diameter well to a final depth of 200ft producing 275GPM. Camera Inspection of Well 4 revealed.
 - *The 8" Diameter well casing has been relined with 6" Diameter steel Pipe and grouted in place to a depth of 98ft.
 - *The 6" Diameter pipe looked to be in good condition with minimal mineral build-up. The interior of the Rock walls of the well inspected good also with minimal mineral deposits present. Cleaning of the well bore is not viewed as necessary.
 - *The last 6ft of the well contained a 6ft section of PVC Pipe- most likely a section of flow sleeve which fell off a pump sometime before the well was sleeved with 6 Inch Steel Pipe inside the 8 Inch.

Royall Pump & Well Company, Inc.2958 Anderson Highway
Powhatan, VA 23139

T 804.598.8147

INFO@ROYALLPUMPANDWELL.COM



7. Yield Testing: A 10HP 77GPM Series test pump was installed into the well to a depth of 168ft on 2" Galvanized Steel Riser.

Yield Testing commenced at 11am on 06/30/2025:

Time:	Water Level	Discharge Rate
11:30AM	55ft Static	50
11:35AM	56ft	50
11:40AM	56.3ft	50
11:45AM	56.5ft	Adjusted to 80
11:50AM	57.0ft	80
11:55AM	57.4ft	80
12: Noon	57.6ft	80
12:30PM	59.8ft	80
1:00PM	61.3ft	80
1:30PM	62.6ft	80
2:00PM	63.8ft	80
2:30PM	64.4ft	80
3:00PM	65.1ft	80
3:30PM	65.6ft	80
4:00PM	65.9ft	80
4:30PM	66.3ft	80
5:00PM	66.7ft	80

Yield Testing Terminated – 10HP Test Pump will be removed and a larger pump shall be installed to continue testing on 07/01/2025



8. 07/01/2025- Yield Testing continued with the 15HP 200Volt 120 GPM Series Goulds Pump set on 3" Galvanized Steel Riser Pipe.

Yield Testing Resumed at 11AM on 07/01/2025:

Time:	Water Level	Discharge Rate
11:00AM	55ft Static	105
11:30AM	58.4ft	105
12: Noon	60.1ft	105
12:30PM	62.1ft	105
1:00PM	62.9ft	105 increased to 135GPM
1:30PM	63.4ft	135
2:00PM	63.7ft	135
2:30PM	64.1ft	135
3:00PM	64.9ft	135 Increased to 150GPM
3:30PM	66.1ft	150
4:00PM	66.7ft	150 Increased to 180GPM
4:30PM	67.4ft	180
5:00PM	67.8ft	180
5:30PM	68.3ft	180 Pump Off/Recovery

RECOVERY

5:35PM	66.5ft
5:40PM	64.7ft
5:45PM	64.1ft
5:50PM	63.7ft
5:55PM	63.4ft
6:00PM	62.1ft

Royall Pump & Well Company, Inc.2958 Anderson Highway
Powhatan, VA 23139

T 804.598.8147

INFO@ROYALLPUMPANDWELL.COM



9. 07/02/2025- Yield Testing continued with the 15HP 200Volt 120 GPM Series Goulds Pump set on 3" Galvanized Steel Riser Pipe.

Yield Testing Resumed at 8:30AM on 07/02/2025:

Time	Water Level	Discharge Rate
8:30AM	55ft Static	180GPM
8:45AM	63.2ft	180
9:00AM	64.8ft	180
9:15AM	65.5ft	180
9:30AM	66.4ft	180
9:45AM	66.8ft	180
10:00AM	67.4ft	180
10:15AM	67.9ft	180
10:30AM	68.3ft	180
10:45AM	68.9ft	180
11:00AM	69.3ft	180
11:15AM	69.7ft	180
11:30AM	70.2ft	180
11:45AM	70.3ft	180
12:00PM Noon	70.8ft	180
12:15PM	71.1ft	180
12:30PM	71.3ft	180
12:45PM	71.8ft	180
1:00PM	72.0ft	180
1:15PM	72.3ft	180
1:30PM	72.6ft	180
1:45PM	73.1ft	180
2:00PM	73.2ft	180
2:30PM	73.4ft	180
2:45PM	73.8ft	180
3:00PM	74.1ft	180
3:15PM	74.0ft	180
3:30PM	73.9ft	180
3:45PM	74.0ft	180
4:00PM	74.1ft	180
4:15PM	74.1ft	180

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4:30PM	74.0ft	180
4:45PM	74.0ft	180
5:00PM	74.1ft	180 Pump Off Recovery Started

Recovery

5:15PM	66.3ft
5:20PM	66.0ft
5:25PM	66.0ft
5:30PM	66.0ft
5:35PM	65.8ft
5:40PM	65.5ft
5:45PM	64.8ft
6:50PM	64.1ft
6:55PM	63.8ft
7:00PM	63.5ft
7:05PM	63.4ft
7:10PM	63.1ft
7:15PM	62.9ft
7:20PM	62.7ft
7:25PM	62.5ft
7:30PM	62.3ft
7:35PM	62.1ft
7:40PM	61.9ft
7:45PM	61.7ft
7:50PM	61.5
7:55PM	61.4ft
8:00PM	61.3ft
8:05PM	61.1ft
8:10PM	60.0ft
8:15PM	60.0ft
8:20PM	59.9ft
8:25PM	59.8ft
8:30PM	59.8ft
8:35PM	59.8ft
8:40PM	59.9ft
8:45PM	59.8ft
8:50PM	59.8ft
8:55PM	59.7ft
9:00PM	59.7ft



10. Conclusion-

The overall condition of the well and pump are in good condition. In review of this inspection, we would recommend formal contact be Made with VDH/ODW to request this well be returned to service. The Department will have a procedure you will need to follow, and they may require a continuous yield test to be performed with a collection of water samples during different times of the test period.

The Yield testing of the well resulted in 180GPM flow at a stabilized pumping water level at 74.1ft

The historical yield testing reports supplied to Royall for review showed much lower static water levels with lower discharge rates than originally and observed during this inspection.

Royalls Crew observed the electronic measured static water level reading in the pump house not accurately recording the water level within the well.

The Electronic Transducer measured a static water level of 125ft on the day of pump removal with an actual physical reading taken by our crew of 55ft for the static – a discrepancy of the water works controls showing the water level in the well 70ft deeper than actual depth.

Additionally, the recent yield testing performed showing the well yield to be 33GPM leaves one to wonder what occurred over these three years.

1. It could be a blockage within the fracture network restricting the water from coming to the well that has now cleared itself, very rare but possible.
2. It could also be a combination of a few conditions. The faulty water level meter, the holes within the 3" Nipple along with a faulty valve sticking partly closed causing high backpressure.
3. In doing the recent test, the other testing company relied on the existing water level indicator and pumped the water through the existing meter and valving to service or open discharge. Would skew the results of the previous test.
4. Royall suggest the Main shut off valve, the Calval and the inline check valves of the discharge line be inspected for proper operation. These valves could be faulty, not opening fully, to allow full flow.

The other observation is the existing pump is sized to provide 75GPM at 425ft TDH, this is extremely close to the maximum 465ft of TDH this pump can produce before it reaches it shut off flow. In testing the existing pump, its performance meets the manufacturer's performance curve. Royall would suggest an alternate pump size (Goulds 95L15) be considered for future replacement.

Finally, the capacity of this Well 4 is still representative of its original design yield of 75GPM at 425TDH. Inspection of the waterworks valving and controls should be examined before return to service.

Sincerely,

Robert W. Royall, Sr.

Royall Pump & Well Company, Inc.

Section H, Item 2.

Quality by Choice ... Since 1950

2958 Anderson Highway

Powhatan, VA 23139

Phone # 804-598-8147 Fax # 804-598-1291

Visit us on the web! www.RoyallPumpandWell.com

Date	Proposal #
7/15/2025	75790

VA Contractor License: 2705-014253

Name/Address

Town of Mineral Virginia
Ms. Nicole Washington, Town Manager
312 Mineral Avenue
Mineral, Virginia 23117

Job Name/No. Well # 4

Location 337 Spring Road Mineral, Va.

Phone 540-894-5183

PROPOSAL INCLUDES ITEMS AS OUTLINED BELOW

We are pleased to provide perform the recommended improvements to Well Number 4 as outlined within the VDH/ODW letter dated July 15, 2025. Town of Mineral to Order and Purchase Test Kit. Royall to collect samples and deliver to State Lab

Pricing as follows:

Job:

Well Number 4
337 Spring Road
Mineral, Va. 23117
PWSID: 2109525

The scope of work follows;

1. Mobilize to site.
2. Evaluate Operation of Submersible Pump and Resistance to Ground.
3. Disconnect and remove existing pump to replace the 3" check valve. with new.
4. Set Up pump discharge tor 24Hr Yield Testing and Recovery..
5. Disinfect Well
6. Perform 24 Hours of yield testing with Recovery Readings.
7. Collect Water Samples to be analysis as listed within the letter and deliver to Consolidated Labs In Richmond, VA
8. Connect Pump equipment to service.
9. Demobilize from site.

Labor Raise Customers pump for installation of New Check valve

Pump Hoist Crane to Lift Existing Pump Equipment for check valve replacement

Mobilization - Travel Mileage and Pump Test Set-Up

3" Line Check Valve

24 Hour Yield Test

Pump Test Recovery

Pump Test Supplies

Daily Travel

Fill Sample Bottles and Deliver to State Lab *

Qty	Cost	Total
1	2,550.00	2,550.00
1	2,165.00	2,165.00
1	1,950.00	1,950.00
1	745.38	745.38
24	275.00	6,600.00
6	120.00	720.00
1	175.00	175.00
3	700.00	2,100.00
1	1,750.00	1,750.00

* Town of Mineral to Order & Purchase Water Sample Test kit as required by VDH/ODW - Royall shall pick up kit from Town of Mineral Office.

This proposal submitted by Royall Pump & Well Company Signature:

Total

ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will made as outlined above.

Signature:

Page 1
Print Name:

Date:

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Royall Pump & Well Company, Inc.

Section H, Item 2.

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2958 Anderson Highway

Powhatan, VA 23139

Phone # 804-598-8147 Fax # 804-598-1291

Visit us on the web! www.RoyallPumpandWell.com

Date	Proposal #
7/15/2025	75790

VA Contractor License: 2705-014253

Name/Address

Town of Mineral Virginia
Ms. Nicole Washington, Town Manager
312 Mineral Avenue
Mineral, Virginia 23117

Job Name/No. Well # 4

Location 337 Spring Road Mineral, Va.

Phone 540-894-5183

PROPOSAL INCLUDES ITEMS AS OUTLINED BELOW	Qty	Cost	Total
* Royall can start the work within 15 Calendar Days and Complete in 30 Calendar Days * More or Less than Quantities listed above Add or Deduct Unit Price. * Royall Pump & Well Co., Inc. Cannot Guarantee the Quality or Quantity of the groundwater encountered. * No soil removal or site grading included in this proposal. * Safe & Adequate ingress and egress under equipment's own power to be provided by customer. * Contractor shall NOT be responsible for damage to any private pavement or accompanying sub-surface of any route reasonably necessary to perform the services herein contracted and customer assumes all liabilities for damage to pavement or road service. * Terms: Net In Full 15 Days after Demand		0.00	0.00
Sales Tax		6.00%	0.00

This proposal submitted by Royall Pump & Well Company Signature:

Total

\$18,755.38

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner. According to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Pricing on this proposal subject to change after 15 days.

Terms are as follows: 50% of the Cost upon acceptance of this proposal. Balance due upon invoice.

IN THE EVENT OF DEFAULT IN PAYMENT FOR SERVICES IN THIS CONTRACT, CUSTOMER SHALL BE RESPONSIBLE FOR ALL COSTS OF COLLECTION INCLUDING REASONABLE ATTORNEY FEES. VA Contractor Transaction Recovery Fund - dpor.virginia.gov/boards/contractors_recovery_fund/

ACCEPTANCE OF PROPOSAL - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will made as outlined above.

Signature:

Page 2
Print Name:

Date:

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Source Water Protection Plan

Town of Mineral

Louisa County, Virginia



Mission statement: *To protect and preserve the quantity and quality of surface and groundwater resources within town limits and surrounding services areas. To identify and mitigate potential sources of contamination stemming from residential, commercial, industrial, agricultural or transportation sources. To cooperate with County and State entities in carrying out the provisions of the Safe Drinking Water Act.*

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PROTECTION PLAN

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1.0 INTRODUCTION

Protection of drinking water resources is of critical importance to the current and future residents of the Town of Mineral. Clean and reliable public drinking water supply is the foundation from which all social and economic prosperity originate. Developing and maintaining a Water System is a significant investment in the health and economic strength of the community.

The Source Water Protection Process aims to reduce the potential risk of contamination for public drinking water sources. Contamination usually occurs in the form of microbiological or chemical and can impact both surface and groundwater sources. Most often, contamination events are entirely preventable. When they do occur, remediation of the water source can be tremendously expensive or even impossible. Chemical contamination can result in permanent impairment of some water resources.

The financial cost of drinking water contamination can be tremendous. Potential costs can be incurred for dozens of reasons including: Treatment upgrades, development of new sources, use of employee resources/ overtime, emergency replacement water (Tanker trucks or bottled), legal fees and countless other potential reasons.

1.1 Background

In 1974 the United States Congress enacted the Safe Drinking Water Act (SDWA) with the goal of providing safe drinking water for public water supplies and their users. The SDWA gave the U.S. Environmental Protection Agency (EPA) the authority to develop a uniform national drinking water protection program, and to establish standards for known or suspected drinking water contaminants. In 1986, Congress amended the SDWA to reflect a growing awareness of potential

biological and chemical threats to drinking water. The amendments to the SDWA authorized two new provisions for groundwater protection. One of these is the Wellhead Protection Program. The SDWA allowed states to design and implement their own wellhead protection programs in order to maximize effectiveness at the local level.

In May 2005, the U. S. Environmental Protection agency approved a formal process for Virginia's Groundwater Protection Program. It was designed by the Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Health (VDH). Groundwater Protection is a local government and/or system effort and remains voluntary in Virginia. The Virginia Groundwater Protection Steering Committee provides resources that include model ordinances for local governments, case studies, and information on funding. The VDH provides the Source Water Assessments, completed for all systems by 2003.

The Source Water Protection Program is overseen by the United States Department of Agriculture (USDA) and the Farm Service Agency (FSA). The program requires a minimum of fifteen entities and sources to be evaluated and protected each calendar year. This ensures that local political and governmental entities become involved in the process of protecting their drinking water.

The Virginia Rural Water Association (VRWA) helps create and implement protection plans for both ground water and surface water sources. The protection specialist works with the system staff, its governing body, and an action committee. The committee is responsible for deciding on and completing the recommended protection activities and updating remains the plan as necessary. The protection specialist "on call" to assist in the future.

The VRWA source water protection specialist will assist the Town of Mineral with creating and implementing a Source Water Protection Plan. The VRWA Specialist may help with reviews and amendments as the land use and drinking water sources in the area change.

1.2 Purpose:

The purpose of a Source Water Protection Plan is to provide an organized approach to effectively protect public water supplies from contamination. There are several important reasons for protecting the drinking water sources:

- Safeguard health of water users.
- Prevent financial burdens caused by contamination should it occur.
- Ensure drinking water quality for future generations and for present and future growth.

To create the Source Water Protection Plan for the Town of Mineral Water System. The committee followed a six-step plan as recommended by the Virginia Rural Water Association and formulated in the state plan approved by the EPA.

Step 1 – Form an Action Committee

Step 2 – Identify the protection areas

Step 3 – List potential sources of contamination

Step 4 – Create a protection plan

Step 5 – Create a contingency plan

Step 6 – Assign responsibilities and initiate implementation

1.3 Source Water Protection Committee:

- **Scott McNally** - Source Water Protection Specialist, Virginia Rural Water Association
 - Email: Smcnally@vrwa.org
 - Phone: 908-642-1579

- **Michelle Covert** – Water and Sewer Committee Chair, Town of Mineral
 - Email: mcvcovert@gmail.com
 - Phone: 703-328-2407

- **Nicole Washington** – Town Manager, Town of Mineral
 - Email: nwashington@townofmineral.net
 - Phone: 540-894-5183

- **Ken Talley** – Water Circuit Rider, Virginia Rural Water Association
 - Email: ktalley@vrwa.org
 - Phone: 540-817-8125

1.4 Mission Statement:

To protect and preserve the quantity and quality of surface and groundwater resources within town limits and surrounding services areas. To identify and mitigate potential sources of contamination stemming from residential, commercial, industrial, agricultural or transportation sources. To cooperate with County and State entities in carrying out the provisions of the Safe Drinking Water Act.

2.0 DESCRIPTION OF SOURCE WATER PROTECTION AREAS

2.1 Current and Potential Water Sources

Historically, the Town of Mineral independently operated 4 wells and one spring. The spring was deemed unsuitable for source water by the Virginia Department of Health and was subsequently removed from production. In 2011 there was an earthquake in Louisa County that compromised the integrity of some wellheads. As a result, the production capacity of the wells slowly diminished. Currently only Well #4 is online but can only be intermittently operated due to limited supply. At present time, the Louisa County Water Authority provides the majority of Mineral's water supply from the Northeast Creek Reservoir.

As part of the Source Water Protection process, the Town is exploring options to develop new water sources and to perform studies to see if Wells #4, #5 and #6 have the potential to be brought back online to full capacity.

2.2 Wellhead Protection Area

The Wellhead Protection Area (WHPA), also known as the Source Water Protection Area, is an area of focus for protecting groundwater resources. According to the EPA, "A wellhead protection area is defined as the surface and subsurface area surrounding a water well or wellfield, supplying a public water system, through which contaminants are reasonably likely to move toward and reach such water well or wellfield." The Virginia Department of Health Office of Drinking Water has defined the WHPA under the Source Water Assessment Program. In this, the WHPA was split into two different zones

- Zone 1: 1,000 foot radius around the wellhead.
- Zone 2: A one-mile radius around the wellhead.

Zone 1 is considered the priority WHPA. Any major source of contamination within a 1,000 foot radius has a high likelihood of adversely affecting the aquifer. This area should also be carefully managed to exclude any potential chemical or microbiological contaminants to the greatest extent possible. Even potential contaminants that may seem innocuous such as backyard chickens, excessive dog waste, urban pesticide and fertilizer application, can contaminate the aquifer. During a rainfall event, runoff can potentially transport these contaminants directly to the wellhead. Through a process called preferential flow, contaminated runoff can soak into the ground and flow along the well casing, potentially contaminating the aquifer.

Zone 2 is the outer portion of the entire WHPA. Zone 2 is in place as a reasonable estimate for the boundary of the recharge zone. The recharge zone is the area of land on the surface where water infiltrating into the ground will eventually flow into the aquifer supplying the well. If a well is deemed to be strongly under the influence of surface water, a more in-depth study can be done to determine the exact boundary of the recharge zone. Pollution occurring in the recharge zone has a much high chance of contaminating the well than if it occurred outside this boundary.

2.3 Protection Zone for Surface Water Sources

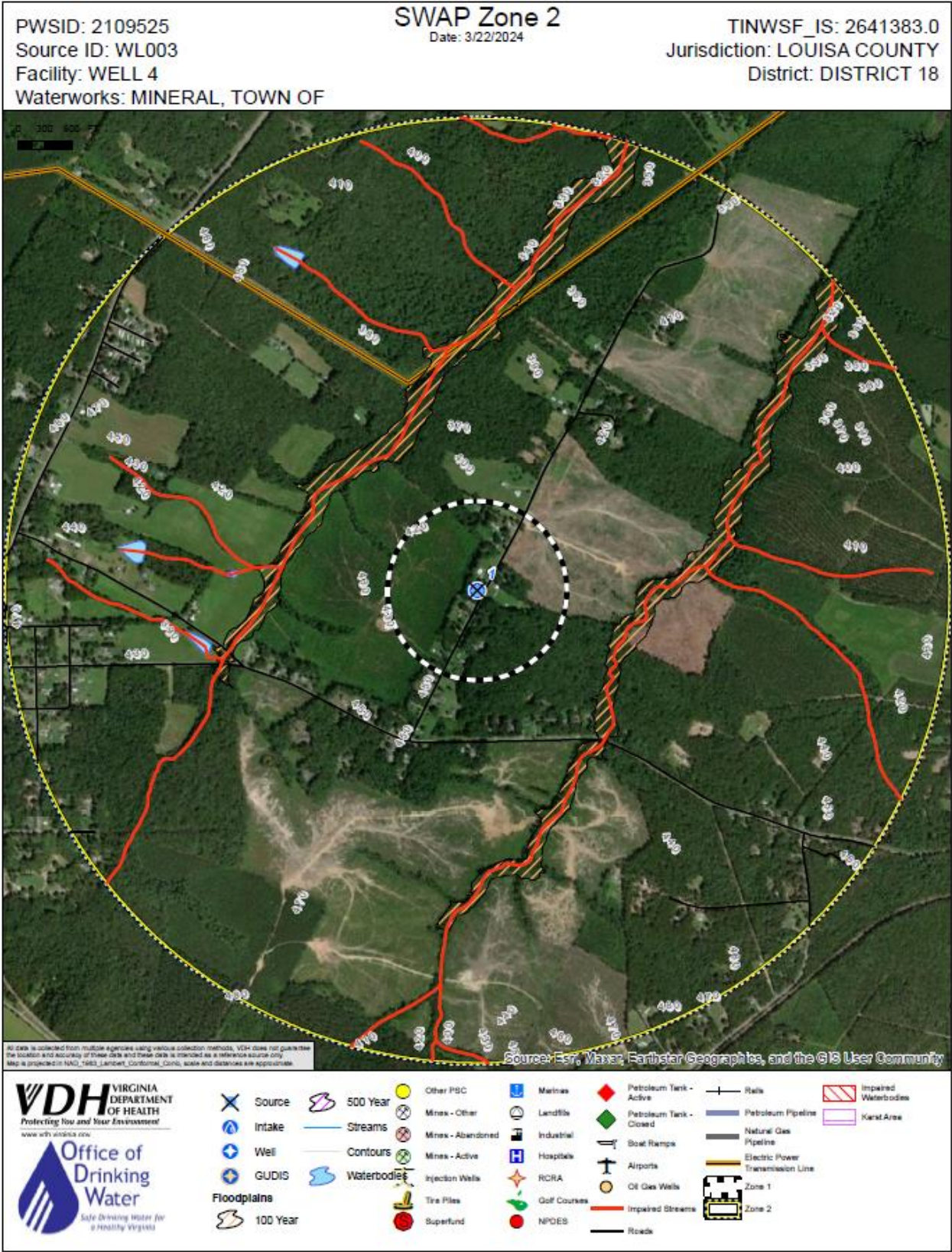
The Source Water Protection Zones for surface water sources also fall under the distinction of two zones. There are various surface water sources used for public drinking water supply but for the most part these consist of: Rivers, streams, lakes and reservoirs.

- Zone 1: Encompasses the watershed within 1 mile of the intake
- Zone 2: Encompasses the entire watershed.

2.4 Source Water Assessments

The following pages will show the Source Water Assessments for Well #4 (Operated by Town of Mineral) and the Northeast Creek Reservoir (Operated by Louisa County Service Authority).

- Well #4: Zone 1 is represented by the black and white line at the center of the map with Zone 2 being represented by the outer yellow line.
- Northeast Creek Reservoir: The entire watershed for the reservoir is represented by the outer white and black line.



2.4 PHYSICAL CHARACTERISTICS OF SOURCE WATER PROTECTION ZONE

2.3.1 Land Use Overview

The type of land use on the surface is a critical factor in determining an aquifer’s susceptibility to contamination. Part of the VDH Source Water Assessment program involves a land use survey within the Source Water Protection Zones. Land is labeled under one of 12 different uses, show below in Figure 3. In this section, the implications for Source Water Protection of each type of Land Use will be discussed.

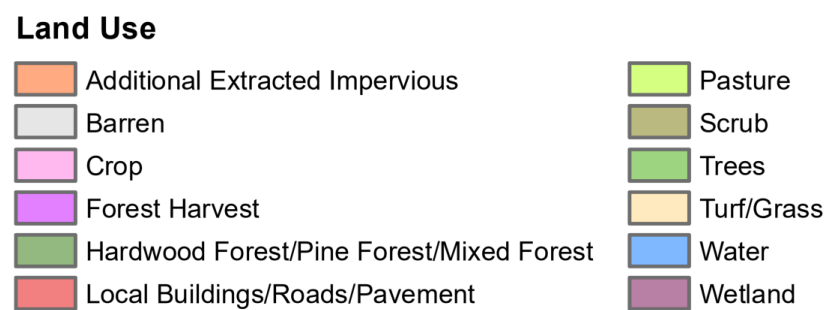


Figure 3

- Additional Extracted Impervious & Local Buildings/Roads/Pavement: For the purposes of this document both categories referring to various surfaces that do not allow water to flow through will be referred to as *Impervious Surfaces*. Impervious surfaces pose numerous issues in terms of Source Water Protection. Buildings, roads and parking lots are the most common urban surfaces that do not allow rain or snowmelt to flow into the ground. During dry times, there are countless pollutants that are deposited or settle on these surfaces. Grease, oils, gasoline, particulates from brake pads and tires all accumulate on a dry road surface. Particulate matter from internal combustion engines and powerplants settle on rooftops and parking lots. During a precipitation event, all of these pollutants are picked up by stormwater to flow into local waterbodies or contaminate groundwater. These pollutants are part of what are broadly referred to as Urban Runoff.
- Barren: Barren land referred to sites that are void of vegetation with soil or bedrock exposed. Land in this state is usually the result of human activities

and would not be commonly encountered in a natural setting; Particularly in Virginia. Barren land is less than ideal in terms of surface and groundwater protection. On the positive side, it is not entirely impervious which would allow water and snowmelt to soak into the ground.

Vegetative cover serves as a barrier to erosion as well as a type of biological filter for water that soaks into the ground. Lacking a vegetative cover there will inevitably be erosion that can harm surface water and polluted water has more potential to harm groundwater.

- Crop: In general, the effects that crop production may have on water quality depends on if that farm is properly managed for soil health. Unfortunately, in the United States, only about 3% of farmland is actively managed for soil health. Thus, it is a safe assumption that any Land Use as Crop will have detrimental effects on surface and groundwater sources. Improperly managed farmland is first and foremost highly vulnerable to erosion. Modern agricultural techniques also involve heavy inputs of all sorts of chemicals. Fertilizers, herbicides and pesticides all become mobile when picked up by water runoff. They can, and very often do, pollute both surface and groundwater resources.
 - Cropland that is properly managed will often utilize no till practices and other techniques to prevent erosion. Application of chemicals will also be carefully planned as to prevent overuse and prevent excess runoff.
- Forest Harvest: Forest Harvest ultimately will have detrimental effects on water quality compared to a standing healthy forest. The effects are particularly detrimental during the time of harvest. Forest harvest requires the construction of roads, heavy machinery along with heavy compaction and exposure of the soil to erosion. This heavily disturbs the hydrologic cycle affecting surface and groundwater in a negative capacity.
 - Unlike barren land, there is typically woody debris left strewn about the land which serves to protect the soil from erosion in some capacity. Land that has undergone Forest Harvest does recover to an extent but it is a process that takes longer than normal due to soil

compaction. Heavily compacted roads are often much slower to recover and remain exposed to erosion for a longer period of time.

- Hardwood Forest/Pine Forest/ Mixed Forest: Standing Forest is by far the most ideal Land Use for surface and groundwater quality. The easiest and cheapest way to perform Source Water Protection is to simply let standing forest remain as it is. Scientific data has continuously shown that healthy forests are the key to the highest quality of surface and groundwater. Forests serve to both replenish and cleanse our water supply. The effects of standing forest extend well beyond the localized area and have a positive rippling effect throughout the watershed and beyond.
 - Beyond Source Water Protection, Forests also promote greater health for both humans and wildlife. When sustainably utilized they provide us with an abundance of natural resources and recreational opportunities.

- Pasture: Pasture typically refers to land populated by grass or small shrubs that is used for grazing livestock or for production of hay. Pasture, much like land use under Crop, will have a varying effect on water quality depending on the agricultural practices of that particular farmer. As stated earlier, most farmland in the United State is not properly managed for soil health. With that being said, the majority of pasture in the United States would be considered overgrazed with portions of that being heavily overgrazed. Overgrazed pasture culminates in high degree of soil compaction, erosion and nutrient/bacteria rich runoff. This compromises the quality of surface and groundwater resources.
 - Pasture can actually be beneficial to water quality when properly managed. When livestock are properly rotated, it can facilitate a situation that promotes greater soil and ecological health. Manure, when deposited in an ideal distribution can spur vigorous plant growth and biological activity in the soil.

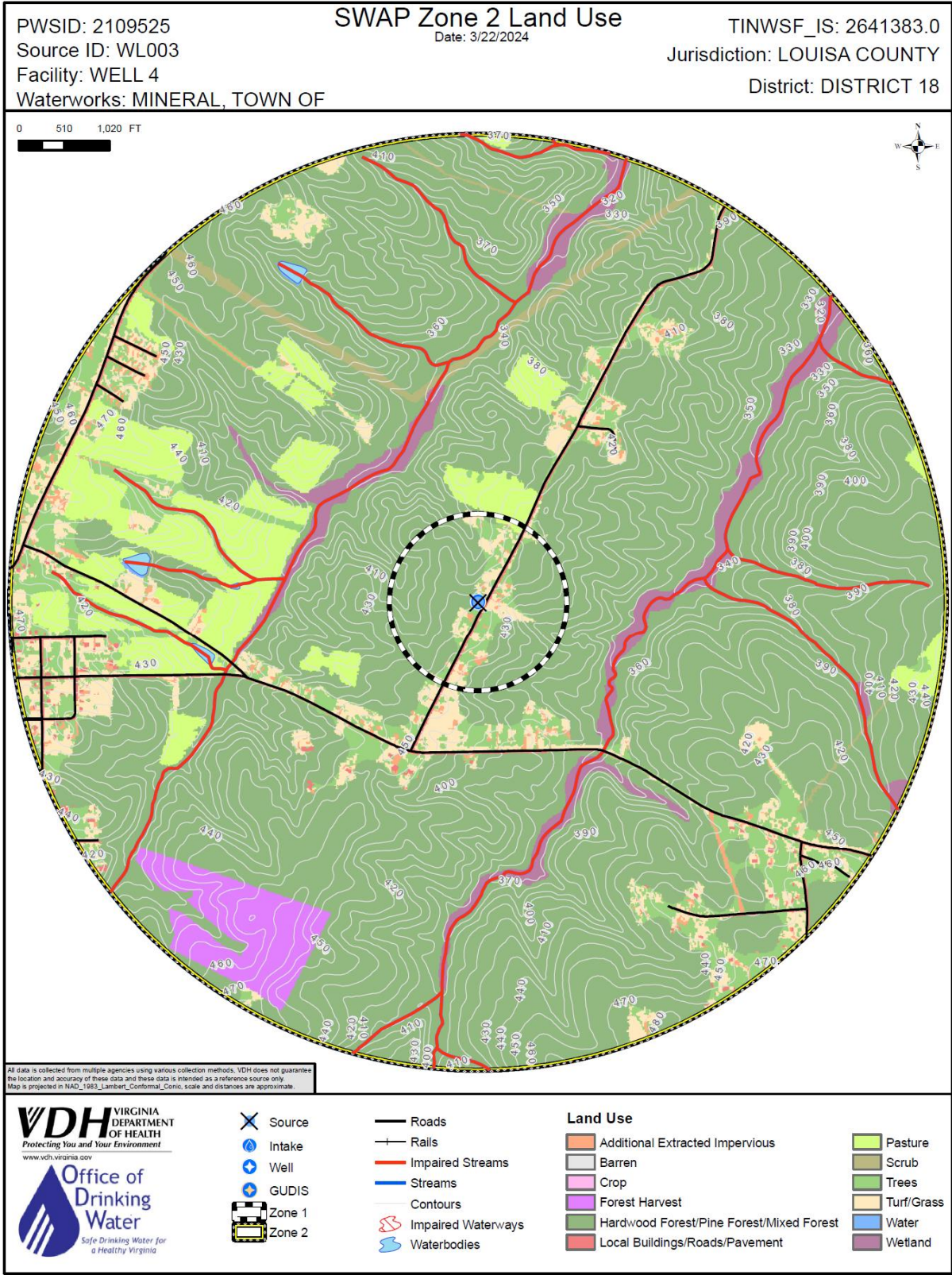
- Scrub & Trees & Turf/Grass: For the purposes of this plan the two categories *Scrub*, and *Trees* will be combined. They all present similar

effects on ground and surface water quality. The Scrub and Trees categories essentially indicate that there is additional plant matter on top grass. The addition of shrubs and trees would provide further opportunity for the vegetation reduce erosion and sequester rainwater for replenishing groundwater.

- Turf/Grass: A ground cover consisting of grass would be the most basic vegetative cover for what would otherwise be exposed soil. While grass is not as effective for Source Water Protection as forest, it still serves a lot of the basic functions that help protect surface and groundwater resources. First and foremost, grass will protect the soil from erosion. It will also serve as a buffer to slow down precipitation, providing time and space for water to soak into the ground. It should be noted that grass, particularly in residential and commercial settings is often sprayed with fertilizers and pesticides. These chemicals can contaminate both ground and surface water.
- Water: A body of water is only as healthy as the surrounding land, or watershed, allows it to be. Urban areas often have drastic negative effects on surface and groundwater quality. Intelligent urban landscape design that heavily incorporates BMPs (Best Management Practices) can offset some of the effects the urban landscape has on water quality. Unfortunately, these practices are well outside the scope of concern for the vast majority of municipalities in the United States. Even in more rural areas poor land management, particularly in the agricultural sector, are often very hazardous to surface and groundwater resources.
- Wetland: Similar to surface water resources, wetlands are at the mercy of the surrounding landscape. However, wetlands provide many services that help promote water quality. For one they provide a large holding and sequestration capacity for water from precipitation events. Wetlands also have a high degree of biological activity with a diverse ecology of plant, insect and animal species. These factors can help buffer and filter pollutants that may enter the wetland from surrounding areas or further up in the watershed.

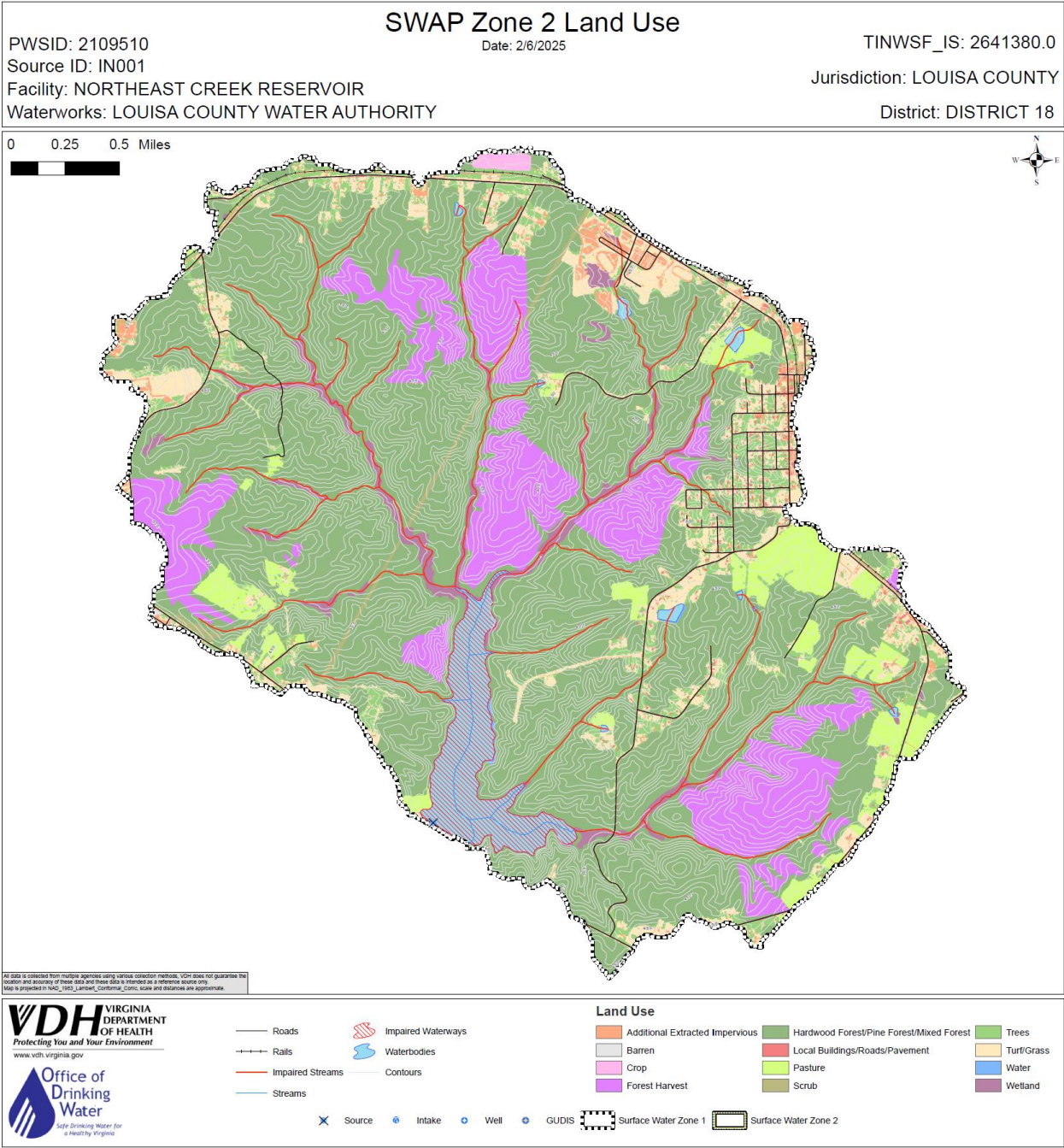
2.3.2 Land Use Surrounding Well #4

Figure 3 on the following page shows the Land Use map surrounding Well #4. The well is located in an ideal location for the region. It is isolated from main roads that carry that majority of tractor trailer traffic through the area. The well is located on a residential street but confined to its own forested lot. Zone 1 does contain a few residential lots but forest makes up the vast majority of land use. Looking outward to Zone 2 the majority of Land use also falls under the category of forest. As stated in the earlier section this is the best land use category for protecting water quality and quantity. There is a significant amount of land under Pasture but this is mostly for hay production. The outer portion of Zone 2 does incorporate small portion of the Town of Mineral.



2.3.3 Land Use Surrounding Northeast Creek Reservoir

Figure 4 on the following page shows the Land Use map for the Northeast creek Reservoir. Generally surface waters are more susceptible to contamination as polluted runoff can easily enter the water source. The reservoir itself is surrounded mostly by forest which is good but the main concern are the numerous small creeks that feed the reservoir. While the majority of the watershed is forested, many of the creeks stretch into area that are urbanized with a high percentage of impervious surfaces. There are numerous main roads and train tracks that run through the watershed. A long stretch of Rt 208 runs through the protection zone which, along with the train tracks, does invite the possibility of tractor trailers or train cars spills containing chemicals or other possible contaminants.



3.0 POTENTIAL SOURCES OF CONTAMINATION

3.1 METHODS FOR IDENTIFYING POTENTIAL SOURCES OF CONTAMINATION

Proper identification of Potential Sources of Contamination (PSOC) is a critical step for the source water protection process. There are multiple methods for identifying PSOC but the process begins with consulting the Source Water Assessments, produced by the VDH for each public water source.

The Source Water Assessment Program was developed by the Virginia Department of Health Office of Drinking Water in 1999. The Assessment Program serves as a precursor the Source Water Protection Program. The Source Water Assessments (SWA) look at each public water source throughout the state and inventory any potential sources of contamination within the Zone 1 and Zone 2 Protection Zones for all groundwater sources.

Identifying PSOCs should be an ongoing process that continues even after implementation of the Source Water Protection Plan. The SWAs are used as a general baseline and further identification of PSOCs is done from there. This can be accomplished by direct visual observation by “boots on the ground” and “windshield surveys”. The Source Water Specialist and system employees should keep an ongoing inventory.

Remote surveys for PSOCs using satellite imagery can also be used. Google Earth is commonly used for this purpose to observe land use and other sources that could directly contribute to contamination of a water source. Remote PSOC surveys are especially useful for areas that may not be readily accessible on foot.

3.2 POTENTIAL SOURCE OF CONTAMINATION INVENTORY

- Any Potential Sources of Contamination to the Town of Mineral Water System can be listed in this section. This can include anything that poses a threat to surface and groundwater such as: petroleum (gas stations, fuel storage tanks, etc.), businesses that store and use various chemicals, agricultural operations, residential fuel storage and chemical use and general runoff from impervious surfaces in urban areas.

3.2.1 Well #4: Prevalent Potential Sources of Contamination within Zone 2 Protection Zone.

- Residential
 - Residential Pesticide and Fertilizer use: Overuse and incorrect application of pesticide and fertilizer products can potentially enter groundwater.
 - Residential Chemical use: Improper use, storage and disposal of chemicals can harm surface and groundwater sources. The list of substances includes but are not limited to gasoline, paint, cleaning agents and automotive chemicals.
 - Residential Heating Oil: Outdoor heating oil tanks are often not well maintained and can be prone to leaking after decades of exposure to the elements. Residential heating oil contains numerous additives that are extremely harmful to surface and groundwater sources. All outdoor heating oil tanks should be regarded as a potential source of contamination.

- Agricultural
 - Pesticide and Fertilizer: Overuse and incorrect application can negatively impact surface and groundwater quality.
 - Livestock Runoff: Overgrazing can lead to runoff that is high in fecal bacteria, impairing surface and groundwater.
- Roadway
 - Roadways are of particular concern for source water protection. Automobile pollutants such as grease, oils, fuel, brake pad dust and tire dust collect on road surfaces. During rain fall events these substances can contaminate surface and groundwater. Accidents, particularly those involving tractor trailers can lead to spills of fuel and other hazardous materials.
- Duke Oil Company
 - A commercial refueling facility is located adjacent to Elizabeth Trace Walton Park in the Town of Mineral. This facility can pose a major threat to groundwater contamination in the event of a fuel spill. Currently there are no curbs to act as containment barriers in the event of a spill

3.2.2 Northeast Creek Resaved Potential Sources of Contamination

- Generally surface water sources are more extensive treatment when compared to groundwater. This is because surface water is more

susceptible to contamination from a wider array of sources. This includes runoff from urban, residential and agricultural sources which can contain both chemical and microbiological contaminants. Surface water sources are also exposed to contaminants from airborne deposition. Additionally for surface water sources the protection zones are generally much larger because it encompasses the entire watershed.

- Residential
 - Residential Pesticide and Fertilizer use: Overuse and incorrect application of pesticide and fertilizer products can pollute surface water through runoff.
 - Residential Chemical use: Improper use, storage and disposal of chemicals can harm surface and groundwater sources. The list of substances includes but are not limited to gasoline, paint, cleaning agents and automotive chemicals.
- Agricultural
 - Pesticide and Fertilizer: Overuse and incorrect application can negatively impact surface water quality through runoff.
 - Livestock Runoff: Overgrazing can lead to runoff that is high in fecal bacteria, impairing surface and groundwater.
- Roadway
 - Roadways are of particular concern for source water protection. Automobile pollutants such as grease, oils, fuel, brake pad dust and tire dust collect on road surfaces. During rain fall events these substances can contaminate surface and groundwater.

Accidents, particularly those involving tractor trailers can lead to spills of fuel and other hazardous materials.

- Railroad
 - A portion of a heavily trafficked rail line runs through the Eastern and Northern portion of the protection zone. Overturned train cars can pollute both surface and ground water. Severity of the contamination depends on the contents of the train cars and degree of turnover. Coal and various chemicals are commonly transported by rail throughout the region, both of which can cause significant contamination of surface water resources.

4.0 SOURCE WATER PROTECTION PLAN

This section will discuss actions that can be taken to implement this Source Water Protection Plan. Implementing these measures will ensure that the water supply for the Town of Mineral is protected to the greatest extent possible. These actions can occur through both regulatory measures and non-regulatory, voluntary measures involving the public

4.1 CURRENT SOURCE WATER PROTECTION MEASURES

- Water Conservation Program involving proactive leak detection.
- Security measures. Wellheads are properly housed or fenced to prevent vandalism.

4.2 RECCOMENDED IMPLEMENTATION MEASURES

4.2.1 Public Education & Outreach

When protecting any natural resource, especially water, it is critical to involve the public and educate them on the issues at hand. Surface and groundwater protection are multifaceted issues influenced by a myriad of factors. Since human being are most often the sources of water pollution, it is crucial to educate the public on ways they can mitigate their impact on these resources.

Methods for Public Education can include:

1. Brochures on Source Water Protection that educate the public on a number of different topics. These can be distributed with water bills and at community events. These include but are not limited to:
 - a. Importance of septic system maintenance and pump outs.
 - b. Proper disposal and use of household and commercial chemicals.
 - c. The water cycle and how groundwater resources are vulnerable to pollution from the surface.

- d. Water Conservation tips for preserving water resources.
- 2. Signs along the roadway that inform citizens that they are in a Drinking Water Protection Zone, with a phone number for spill reporting.
- 3. Educate the public on any cost share assistance programs for Best Management Practices available through the Thomas Jefferson Soil & Water conservation District. This includes residential citizens and farmers that work land within the Protection Zones.
- 4. Promote public education at any town or county festivals. An education booth could be set up in partnership with Thomas Jefferson Soil & Water Conservation District.
- 5. Public Education Measures focused on Water Conservation Efforts to reduce pressure on the Water Source.

4.2.2 Town and County Planning and Policy

- 6. Officially designate a Drinking Water Protection Zone in the Zone 2 Protection Zone that supports the public water supply.
 - a. This would ideally prohibit major logging and tree removal projects within the watershed for Northeast Creek Reservoir and within Zone 2 for any established wellheads.
- 7. Implement a well-abandonment program to properly abandon wells within the protection zone. Wells that are deeper and in closer proximity to the producing wells should be prioritized first. Soil and Water Conservation districts often have funding to assist with this process.
- 8. Form a relationship with the Thomas Jefferson Soil and Water Conservation District (TJSWCD)
 - a. The TJSWCD has a wide range of programs to cover the cost of Best Management Practices implemented for agriculture and residential land.

- b. Create policy to work with farmers and landowners within the protection zones to establish Best Management Practices that preserve the integrity of surface and groundwater.
 - i. Encourage all landowners to maintain as much tree cover as possible and install landscape features such as rain gardens and riparian buffers.
- 9. Contact railroad and discuss pesticide and herbicide application practices. Encourage minimum spraying within the protection zones. Request that wellhead protection training be included in chemical applicator certification classes for railroad crews.
- 10. Coordinate with Fire Department and VDOT to create a spill response plan in the event that there is a hazardous chemical spill. Wells in immediate area of spill should be shut down until a full assessment of contamination can be performed.
- 11. Manage Household Hazardous Waste (HHW)
 - a. Inform residents of Loudoun County Hazardous Waste Disposal Days to ensure proper disposal of residential hazardous waste.
 - b. Educational brochures on management and disposal of HHW.
- 12. Install Pet Waste Stations in areas with frequent dog walking.
- 13. Annually Review and Update the Source Water Protection Plan

5.0 CONTINGENCY PLAN

Contingency Plan
Source Water/Wellhead Protection
Contingency Plan for Providing
Alternative Drinking Water Supplies

For
Town of Mineral, Virginia
Public Water System
PWS I.D. # 2109525

Blank
Primary Contact

Chief Contact Position

Chief Contact Address

Work Phone:
Alternate Phone:

Date: 1/1/2024

Review and Update Annually

Date Reviewed	Reviewer	Changes or Comments

5.1 PURPOSE OF CONTINGENCY PLAN

The Contingency Plan for the Town of Mineral will explore short and long-term strategies for drinking water supply replacement in the event of severe contamination or a physical disruption of water supply. Contingency planning is an essential component of Emergency Preparedness for any water system. Proper planning will ensure that vulnerable customers have access to clean water for essential uses in the rare event that a natural or man-made disaster makes the source water unavailable or unusable.

5.2 EMERGENCY RESPONSE PERSONNEL

The Town of Mineral has designated an Emergency Response Leader and Alternate that will be the first point of contact for emergency situations concerning the source water. The following emergency response personal should be contacted immediately in the event of a water emergency.

	Emergency Response Leader	1 st Alternate
Name		
Title		
Phone		
Cell		

Organization	Contact Persons	Received copy of plan Y/N	Work Phone	24 Hour Emergency Phone
Mineral Town Manager				
Mineral Chief Water Operator				
Virginia Department of Health Richmond Field Office			804-864-7409	
Department of Environmental Quality			703-583-3800	
Louisa County Emergency Operations Center				
Louisa County Sheriffs Office				
Bulk Water Supplier				
VA Emergency Management Asst.				
Federal Emergency Management Asst.				
Local Hospital				
Local Rescue Squad				
Va. Rural Water Association			540-261-7178	

5.3 ALTERNATIVE WATER SUPPLY OPTIONS

- Bulk Water Suppliers: In an emergency situation, bulk water can be purchased and be used to fill the systems storage tanks.
 - Bruce and Son Water Hauling: 804-357-7112
- Emergency Bottled Water Distribution.
 - Water can be obtained from Walmart at Zions Crossroads and distributed at the Mineral Firehouse

5.4 EMERGENCY DUE TO SOURCE WATER SHORTAGE

In the event access to source water is cut off, due to drought, equipment failure or other emergency situations, follow the following steps:

1. Notify the Virginia Department of Health Office of Drinking Water Richmond Field Office of the water shortage at (804) 864 7409
2. Implement systemwide emergency water conservation measures. Immediately notify all customers that all non-critical use of water is immediately suspended due to emergency water shortage.
3. Contact alternative water supply options listed in section 5.3.

5.4 EMERGENCY DUE TO SOURCE WATER CONTAMINATION

It is crucial to develop a thorough Emergency Response Plan in preparation for possible source water contamination events. It is important to protect both surface and groundwater from contamination as they are both connected. Surface water contamination tends to happen immediately whereas groundwater contamination can be a slower process as contaminants have to move through the soil column. Listed below are following actions that could be taken to mitigate the threat any contamination event poses to the water supply.

1. Contact Fire Department or appropriate law enforcement agency for spill containment assistance.

2. Notify the Virginia Department of Health Office of Drinking Water Richmond Field Office of the water shortage at (804) 864 7409
3. Cease pumping water from any source that may be at risk from the contamination event.
4. Fill all available water storage tanks using water sources that are not at risk.
5. If contaminated water has made it into the distribution system, immediately notify the public to cease use of public water supply.
 - a. Isolate contaminated sections of distribution lines.
 - b. Provide alternative water supply options to public.
 - c. Advise public of ongoing efforts to restore service.

Town of Mineral

CONDITION ASSESSMENT REPORT



Tank Name:

Town of Mineral Tank

Location:

214 Louisa Ave.

Tank Size and Style:

50,000 Elevated

Project Number:

103268

Inspection Date:

June 26, 2025

Inspected By:

Felipe Torres

Town of Mineral Contact Information:

Administrative:

Nicole Washington

Address:

P.O. Box 316
Mineral, VA 23117

Phone/Email:

540- 8945183
townmanager@townofmineral.net
nwashington@townofmineral.net

Job:

Nicole Washington

Utility Service Co., Inc.

Address

535 Courtney Hodges Blvd
PO Box 1350
Perry, GA 31069

Email and Website

Website: www.usgwater.com
Email: customerservice@usgwater.com

Customer Service Information

866-919-3471

Summary

All interior tank surfaces were inspected with a submersible remotely operated vehicle (ROV) to assess the overall coatings and structural conditions while allowing the tank to remain in-service. The ROV unit is strictly used for potable water use and was disinfected consistent with AWWA C652-Method 2 prior to entry into the tank.

The tank will be scheduled for a Visual Inspection in 2026.

Coating Type & Conditions

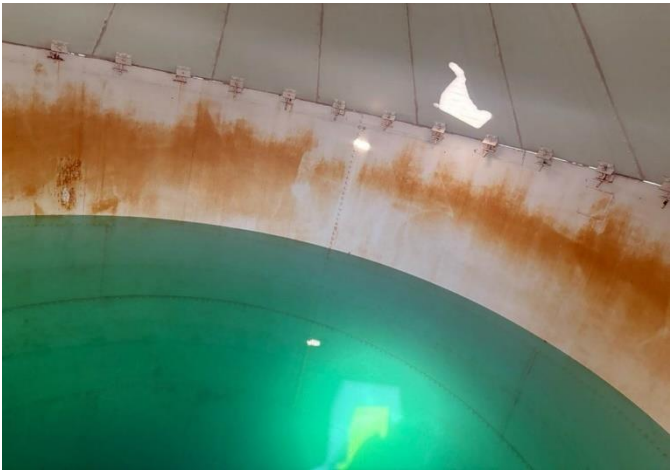
- **Interior Coating Condition:** Interior coating is beginning to show minor breakdown. Heavy staining present on sidewalls up to high water level. Areas will continue to be monitored.
- **Exterior Coating Condition:** No deficiencies noted in the exterior coating.
- **Logo Condition:** No deficiencies noted.



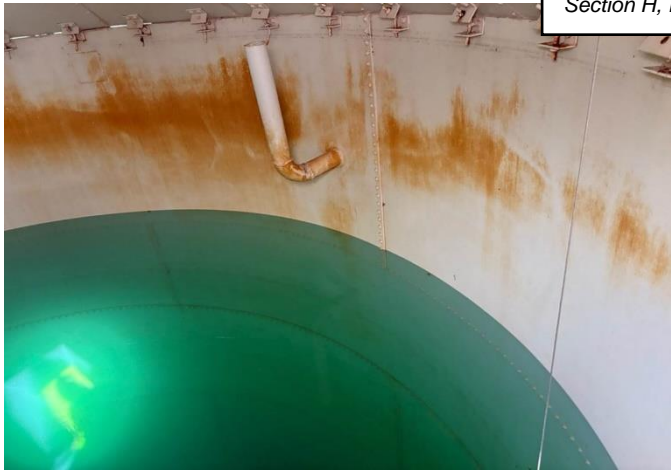
Interior Roof and Sidewall Coating



Interior Roof and Sidewall Coating



Interior Roof and Sidewall Coating



Interior Sidewall and Bowl Coating



ROV Sidewall Coating



ROV Sidewall and Bowl Coating



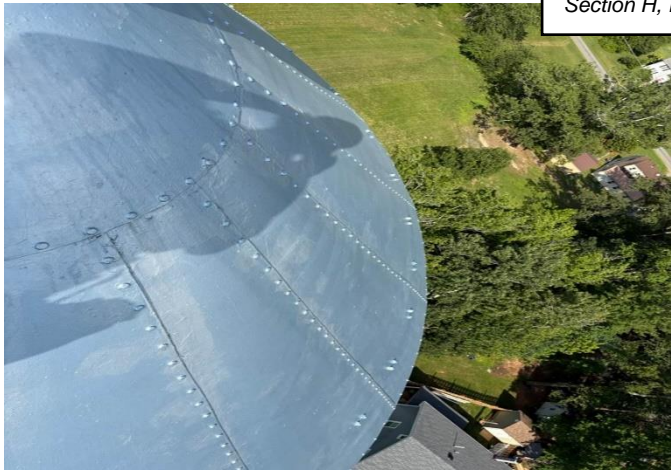
Exterior Roof Coating



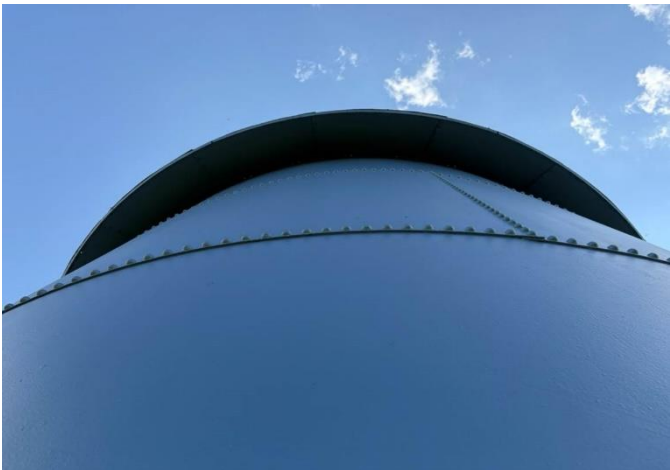
Exterior Roof Coating



Exterior Roof Coating



Exterior Roof Coating



Exterior Sidewall Coating



Exterior Sidewall Coating



Exterior Sidewall and Logo Coating



Exterior Sidewall and Logo Coating



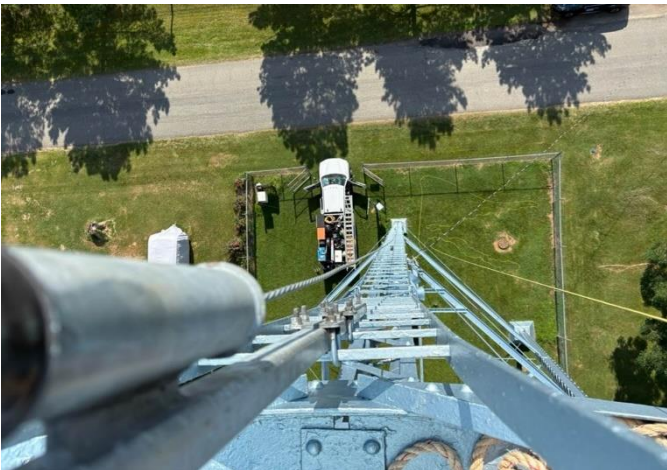
Exterior Bowl and Riser Coating



Exterior Bowl and Riser Coating

Safety

- **Safety Climbing Devices:** Ladders are equipped with secured safety climb devices.
- **Access Hatch:** No deficiencies noted.



Ladder Equipped with Safety Climb Device



Open Roof Access Hatch

Sanitary

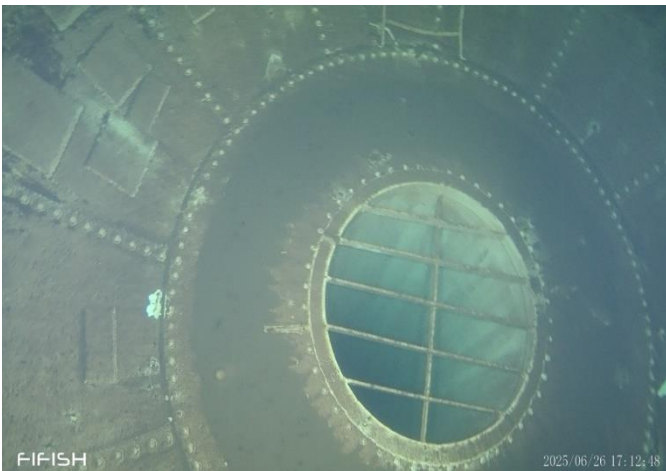
- **Vent Screen:** No deficiencies noted with vent screen.
- **Overflow Pipe Screen Flapper:** Overflow pipe is equipped with flap gate and screen. No deficiencies noted with flapper.
- **Evidence of Foreign Matter:** No evidence of foreign matter observed.
- **Sediments:** Sediment is present in bottom of tank. The tank will be cleaned at the next scheduled washout.



Roof Vent Screen



Overflow Pipe Screen



ROV Sediment Present



ROV Sediment Present

Security

- **Fence Around Site:** Tank is located inside a fenced-in area that is secure.
- **Ladder Gate/Access Door:** Exterior ladder has a ladder gate installed and is locked.
- **Access Hatch Locked:** Access hatch is locked and secured.
- **Evidence of Vandalism:** No evidence of vandalism was found.



Locked Ladder Gate



Locked Roof Access Hatch

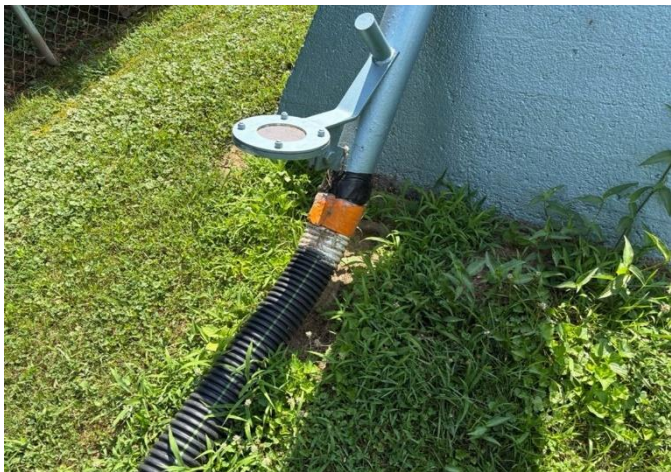
Structural

- **Foundation:** Foundation appears in good condition. No deficiencies noted.
- **Legs:** No deficiencies noted with tank legs. Paint coating continues to protect the substrate.
- **Access Ladders:** No deficiencies noted for dry-side access ladder and connections.
- **Column Flanges:** Column flanges are painted and no corrosion is present.
- **Anchor Bolts:** Anchor bolts are protected and show no rust or corrosion.
- **Riser Pipe:** No deficiencies noted with riser. Paint coating continues to protect the substrate.
- **Riser Rods:** No deficiencies noted with riser rods.
- **Wind Rods:** No deficiencies noted with wind rods.
- **Watertight Conditions:** There are no visible leaks at the time of inspection.
- **Balcony:** No deficiencies or corrosion damage noted for balcony railings and landings.
- **Interior Ladders:** No deficiencies noted for the interior ladder and connections.
- **Roof:** No deficiencies noted with roof structure.
- **Vents:** No deficiencies noted with vent structure.
- **Overflow Pipe:** No deficiencies noted. Overflow pipe extends to ground level.
- **Welds:** No deficiencies noted with weld seams.
- **Bolts And Rivets:** No deficiencies were noted for the bolts and rivets. No leaks are present.
- **Float System:** Float system is in working condition. No deficiencies noted.
- **Level Indicator:** Level indicator is in working condition with no deficiencies noted.





Foundation, Anchor Bolt, and Rod Connection



Overflow Pipe Termination



Multi Bolt Riser Manway with Davit Arm



Strut and Rod Connections



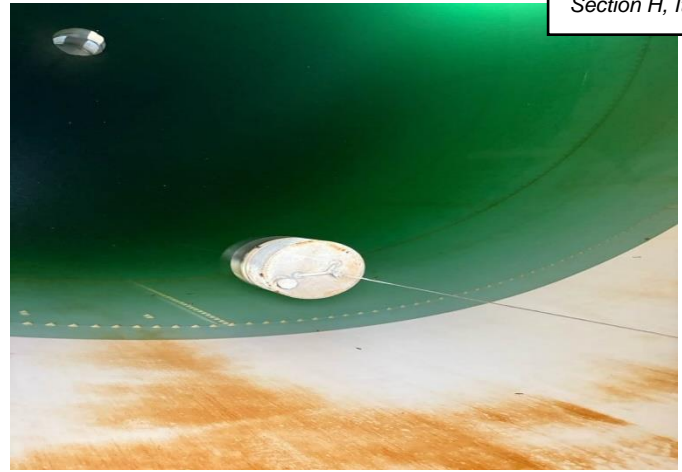
Balcony and Handrail Structure



ROV Interior Roof Structure



Roof Vent Structure



Tank Float System



Tank Water Level Indicator



Tank ID

Steel Tanks

The determinations and recommendations made within this report with respect to the condition of the steel structure, integrity, or other surface defects are based upon visual observations made during the inspection. Extensive testing or investigation of the steel to determine the extent of the metal loss or capacity of the structure was not completed.

**Town of Mineral
ATTN: Nicole Washington
P.O. Box 316
Mineral, VA 23117**

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
0000-100-Revs							
-							
-0004 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$15.00	\$15.00	(\$285.00)	5
-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
-2023 2023 & PRIOR YEARS R	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
-0001 CURRENT YEARS PUBLIC	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	(\$8,500.00)	0
-2023 2023 & PRIOR YEARS P	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
-2025 2025 PERSONAL PROPER	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
-0001 TAX PENALTY - REAL E	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0002 TAX INTEREST - REAL	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0003 TAX PENALTY - PERSON	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
-0004 TAX INTEREST - PERSO	\$100.00	\$100.00	\$0.00	\$62.24	\$62.24	(\$37.76)	62
-0001 INTEREST EARNED	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$134.57	\$134.57	(\$965.43)	12
-0001 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
-0001 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$4,826.46	\$4,826.46	(\$35,173.54)	12
-0001 CONSUMER UTILITY TAX	\$1,100.00	\$1,100.00	\$0.00	\$53.13	\$53.13	(\$1,046.87)	5
-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$256.36	\$256.36	(\$29,743.64)	1
-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	(\$7,000.00)	0
-0001 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
-0001 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
-0001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$172.17	\$172.17	(\$1,827.83)	9
-0001 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$9,275.80	\$9,275.80	(\$80,724.20)	10
-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$250.00	\$250.00	(\$1,250.00)	17
-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$27,629.83	\$27,629.83	(\$472,370.17)	6
-0900 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0910 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	(\$1,300.00)	0
-0001 COMMUNICATION TAX RE	\$1,200.00	\$1,200.00	\$0.00	\$97.01	\$97.01	(\$1,102.99)	8
-0001 CAR RENTAL DISTRIBUT	\$6,000.00	\$6,000.00	\$0.00	\$884.47	\$884.47	(\$5,115.53)	15
-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
0000-100-Revs	\$933,900.00	\$933,900.00	\$0.00	\$43,657.04	\$43,657.04	(\$890,242.96)	5
012110-100-COUNCIL AND MANAGER OFFICE							
-							
-1101 WAGES AND SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$7,307.82	\$7,307.82	\$87,692.18	8
-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$514.61	\$514.61	\$7,153.39	7
-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$551.38	\$551.38	\$1,111.62	33
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
-2400 GROUP LIFE	\$1,300.00	\$1,300.00	\$0.00	\$88.50	\$88.50	\$1,211.50	7
-2500 DISABILITY INSURANCE	\$808.00	\$808.00	\$0.00	\$55.50	\$55.50	\$752.50	7
-3120 PROFESSIONAL SERVICE	\$40,000.00	\$40,000.00	\$0.00	\$3,540.00	\$3,540.00	\$36,460.00	9
-3160 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$600.00	\$600.00	\$6,600.00	8
-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$52.71	\$52.71	(\$52.71)	0
-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$1,622.46	\$1,622.46	\$1,877.54	46
-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-5545 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$789.59	\$789.59	\$3,210.41	20
-5810 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$680.00	\$680.00	\$1,820.00	27
-5840 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
-6001 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$15,802.57	\$15,802.57	\$178,096.43	8
012410-100-CLERK/TREASURER							

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-1101 WAGES AND SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$9,690.00	\$9,690.00	\$104,256.00	9
-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$741.29	\$741.29	\$7,975.71	9
-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$563.68	\$563.68	\$1,351.32	29
-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$0.00	\$0.00	\$21,620.00	0
-2400 GROUP LIFE	\$1,527.00	\$1,527.00	\$0.00	\$105.25	\$105.25	\$1,421.75	7
-2500 DISABILITY INSURANCE	\$969.00	\$969.00	\$0.00	\$66.01	\$66.01	\$902.99	7
-3120 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-3121 PROFESSIONAL SERVICE	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
-3122 POLICE AND LEGAL MAT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3152 WEB BASED SERVICES A	\$20,000.00	\$35,000.00	\$0.00	\$3,137.36	\$3,137.36	\$31,862.64	9
-3320 COMPUTER LICENSES/SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
-3500 COPIER EXPENSE & LEA	\$5,000.00	\$5,000.00	\$0.00	\$898.66	\$898.66	\$4,101.34	18
-3600 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
-3601 BANK FEES	\$400.00	\$400.00	\$0.00	\$61.99	\$61.99	\$338.01	15
-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$30.81	\$30.81	\$969.19	3
-5230 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$762.33	\$762.33	\$6,237.67	11
-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$1,764.14	\$1,764.14	\$22,235.86	7
-5540 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-5810 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$25.00	\$175.00	13
-5841 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$474.64	\$474.64	\$9,525.36	5
-6002 OUTSIDE PRINTING - T	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
-9003 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410-100-CLERK/TREASURER	\$271,394.00	\$271,394.00	\$0.00	\$18,321.16	\$18,321.16	\$253,072.84	7
031100-100-DMV							
-							
-1101 WAGES AND SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$11,038.69	\$11,038.69	\$136,375.31	7
-1200 WAGES AND SALARIES P	\$30,529.00	\$30,529.00	\$0.00	\$2,283.46	\$2,283.46	\$28,245.54	7
-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$1,019.16	\$1,019.16	\$12,593.84	7
-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$654.85	\$654.85	\$2,669.15	20
-2300 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
-2400 GROUP LIFE	\$2,731.00	\$2,731.00	\$0.00	\$150.44	\$150.44	\$2,580.56	6
-2500 DISABILITY INSURANCE	\$1,732.00	\$1,732.00	\$0.00	\$72.54	\$72.54	\$1,659.46	4
-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$343.65	\$343.65	\$2,156.35	14
-6001 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
-6009 EQUIPMENT/SUPPLIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
031100-100-DMV	\$251,236.00	\$251,236.00	\$0.00	\$15,562.79	\$15,562.79	\$235,673.21	6
032100-100-PASS THRU - STATE FUNDS							
-							
-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
043100-100-PUBLIC WORKS							
-							
-1200 WAGES AND SALARIES P	\$53,014.00	\$53,014.00	\$0.00	\$4,111.06	\$4,111.06	\$48,902.94	8
-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$314.52	\$314.52	\$3,741.48	8
-2210 VRS	\$400.00	\$400.00	\$0.00	\$184.64	\$184.64	\$215.36	46
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
-2400 GROUP PLAN	\$600.00	\$600.00	\$0.00	\$43.94	\$43.94	\$556.06	7
-2500 DISABILITY INSURANCE	\$300.00	\$300.00	\$0.00	\$27.56	\$27.56	\$272.44	9
-3311 VEHICLE MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$429.32	\$429.32	\$570.68	43
-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$947.40	\$947.40	\$14,052.60	6
-6007 REPAIRS/MAINTENANCE	\$5,000.00	\$5,000.00	\$0.00	\$297.30	\$297.30	\$4,702.70	6
-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$7.94	\$7.94	\$1,992.06	

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-6011 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7110 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7130 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$837.36	\$837.36	\$9,662.64	8
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$7,201.04	\$7,201.04	\$99,178.96	7
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
-0002 DEBT SERVICE - USDA	\$15,891.00	\$15,891.00	\$0.00	\$1,466.00	\$1,466.00	\$14,425.00	9
-1102 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$240.00	\$240.00	\$3,360.00	7
-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$628.35	\$628.35	\$7,371.65	8
-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
-5240 INTERNET	\$0.00	\$0.00	\$0.00	\$1,844.19	\$1,844.19	(\$1,844.19)	0
-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$24.88	\$24.88	\$2,975.12	1
-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$26.67	\$26.67	\$973.33	3
-9001 ASSET MANAGEMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
045100-100-TOWN HALL/TOWN GARAGE	\$45,491.00	\$45,491.00	\$0.00	\$4,230.09	\$4,230.09	\$41,260.91	9
047100-100-REFUSE COLLECTION							
-							
-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3322 DUMPSTER (COMMERCIAL	\$40,000.00	\$40,000.00	\$0.00	\$4,077.23	\$4,077.23	\$35,922.77	10
-5714 VA LITTER CONTROL GR	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$4,077.23	\$4,077.23	\$38,922.77	9
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
-							
-1102 CONTRACTED SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3310 MAINTENANCE - LANDSC	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$148.20	\$2,351.80	6
-8102 FURNITURE/EQUIPMENT/	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
050100-100-WHITLOCK FAMILY PARK A	\$4,500.00	\$4,500.00	\$0.00	\$148.20	\$148.20	\$4,351.80	3
051100-100-BEAUTIFICATION							
-							
-5840 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$43,657.04	\$43,657.04	(\$890,242.96)	5
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$65,343.08	\$65,343.08	\$868,556.92	7
Reporting Fund: 500-WATER & SEWER FUND							
0000-500-Revs							
-							
-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$12,276.61	\$12,276.61	(\$97,723.39)	11
-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$20,437.99	\$20,437.99	(\$219,562.01)	9
-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$150.00	\$150.00	(\$1,250.00)	11
-0005 WATER RECONNECT FEE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	(\$200.00)	0
-0006 CONNECTION FEE - WAT	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0
-0007 CONNECTION FEE - SEW	\$48,750.00	\$48,750.00	\$0.00	\$0.00	\$0.00	(\$48,750.00)	0
-0010 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$395.00	\$395.00	(\$1,605.00)	20
-0012 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
0000-500-Revs	\$435,350.00	\$435,350.00	\$0.00	\$33,259.60	\$33,259.60	(\$402,090.40)	8
500100-500-WATER & SEWER OPERATIONS							
-							
-0002 DEBT SERVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$4,509.00	\$4,509.00	\$49,599.00	8
-1102 CONTRACTED SERVICES	\$90,000.00	\$90,000.00	\$0.00	\$2,582.00	\$2,582.00	\$87,418.00	3
-1200 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$1,022.44	\$1,022.44	\$11,675.56	
-2100 FICA	\$971.00	\$971.00	\$0.00	\$78.21	\$78.21	\$892.79	74

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-07-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-2921 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
-3140 ENGINEERING/PROFESSI	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
-5110 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$526.19	\$526.19	\$4,473.81	11
-5210 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$516.00	\$516.00	\$1,484.00	26
-5540 EDUCATION/TRAINING/L	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-5810 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$400.00	\$400.00	\$12,200.00	3
-5899 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$11.50	\$11.50	\$288.50	4
-6007 REPAIRS/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$271.01	\$271.01	\$3,728.99	7
-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,333.00	\$1,333.00	\$4,667.00	22
-6023 COUNTY WASTEWATER TR	\$110,000.00	\$110,000.00	\$0.00	\$9,996.28	\$9,996.28	\$100,003.72	9
-6024 COUNTY WATER PURCHAS	\$97,173.00	\$97,173.00	\$0.00	\$18,852.88	\$18,852.88	\$78,320.12	19
-6030 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-6050 METER PURCHASES	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
500100-500-WATER & SEWER OPERATIO	\$435,350.00	\$435,350.00	\$0.00	\$40,098.51	\$40,098.51	\$395,251.49	9
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$33,259.60	\$33,259.60	(\$402,090.40)	8
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$40,098.51	\$40,098.51	\$395,251.49	9
Reporting Fund: 600-CIP							
0000-600-Revs							
-							
-0015 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(\$45,000.00)	0
-0020 CIP WATER FUND	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
0000-600-Revs	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	(\$70,000.00)	0
600100-600-CAPITAL PROJECTS FUND							
-							
-8600 GENERAL EXPENSES - W	\$25,000.00	\$25,000.00	\$0.00	\$28,814.18	\$28,814.18	(\$3,814.18)	115
-8650 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$28,814.18	\$28,814.18	\$41,185.82	41
Reporting Fund: 600-CIP							
FundRevTot	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	(\$70,000.00)	0
FundExpTot	\$70,000.00	\$70,000.00	\$0.00	\$28,814.18	\$28,814.18	\$41,185.82	41
Grand Totals:							
TotalRev	\$1,439,250.00	\$1,439,250.00	\$0.00	\$76,916.64	\$76,916.64	(\$1,362,333.36)	5
TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$134,255.77	\$134,255.77	\$1,304,994.23	9



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Summary of Bank Balances As of 07.31.2025

Blue Ridge Bank Operating Account	\$184,405.31
Blue Ridge Bank/Spring Grove Operating Account	\$ 71,525.83
LGIP Town of Mineral Investment Account	\$403,010.56
LGIP Spring Grove Cemetery Perpetual Account	\$242,618.58
LGIP Spring Grove Cemetery Operating Account	\$224,792.57

Monthly Water Consumption

Section H, Item 3.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.20.2024-10.20.2024	1,554,600	1,324,557	14.8%	\$ 14,423.05	\$ 19,213.58
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
TOTALS	19,686,500	15,419,133		\$ 183,345.20	\$ 217,199.52

Monthly Sewer Usage

Section H, Item 3.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Sewer Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.30.2024-10.31.2024	716,550	637,687	11.0%	\$ 9,815.57	\$ 11,953.23
10.31.2024-11.30.2024	521,400	855,396	-64.1%	\$ 7,143.97	\$ 15,102.64
11.30.2024-12.31.2024	656,400	680,971	-3.7%	\$ 8,992.12	\$ 12,840.22
12.31.2024-1.31.2025	828,450	861,477	-4.0%	\$ 11,347.48	\$ 15,568.92
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	651,584	10.7%	\$ 9,996.28	\$ 12,245.42
TOTALS	8,065,779	6,493,645		\$ 110,474.53	\$ 117,191.34



Town of Mineral

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July 31, 2025

Treasurer's Notes:

Budget Analysis Report:

- Total revenues and expenditures for the month of July 2025 are accurately reflected in this report. This is the first month of FY26. YTD revenues and expenditures will be accurately reflected for each month beginning with July 2025.
- Two expense line items were combined into one general ledger account. Both line items relate to web-based services, support, licenses and software. To avoid confusion and make for ease of posting, these two line items were combined (no difference in budgeted amounts).
 - 100-012410-3152 Web Based Services and Software
 - 100-012410-3320 Computer Licenses/Support

Transaction Report:

- This reflects all bills paid this month by check and cash disbursement

Monthly Water Consumption:

- Water loss was up again slightly, but still significantly lower than our highest loss percentage of over 50%. Staff and water personnel continue to monitor water loss and leak repair as needed.
- Beginning this month a sewer usage report is also included.
- Both reports show totals for consumption/usage as well as amounts paid to Louisa County Water Authority and amounts billed to residents. Reports show that we are making only a small amount of money each month (average of \$3,385.00 on water, \$746.31 on sewer). With ongoing work on leaks (both water and sewer) and the anticipated recovery of Well #4, our monthly amount of savings/revenue generated should increase significantly, allowing the Town to continue working on water and sewer leaks, repairs, and to begin to set money aside into a sinking fund to save for infrequent expenses and plan for larger expenses over time. This will allow the Town to reduce our need to incur any further debt and potentially reduce our debt load.

Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know. Within the next 30 days, we will begin offering our residents the ability to automatically have their water bill drafted from their bank account or credit card.
- Staff continue to collect past due utility bill payments. Past Due water bill notices were mailed June 15, 2025, for bills that were due June 15, 2025 (and prior). Disconnect notices were delivered August 4, 2025, and we continue to work with customers who have difficulty paying their outstanding water bill by establishing a payment plan with them.
- Included in this month's packet is a landlord/tenant agreement, which will be used once approved by Council, for all utility accounts that serve as rental property. This is to mitigate the loss of revenue when a



Town of Mineral

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tenant skips on the water bill. This will give us the ability to hold the property owner responsible for the utility bill by placing a lien on the property for unpaid utility bills. Using public records generated by the County of Louisa and our Town utility records, we will begin sending these agreements to all property owners who have tenants living in their property. New tenants will be required to have written authorization from the landlord to obtain utility services.

Respectfully submitted,
Kelly Singletary, Treasurer

ORDINANCE NO. 2025-001

AN ORDINANCE PROVIDING FOR THE CREATION OF
CHAPTER 311 OF THE MINERAL TOWN CODE.

WHEREAS Virginia Code § 15.2-912.4, 1950, as amended, provides that, “Any locality may by ordinance regulate the retail sale locations of retail tobacco products, as such term is defined in § [18.2-371.2](#), or hemp products intended for smoking, as such term is defined in § [3.2-4112](#), for any such retail sale location and may prohibit a retail sale location on property within 1,000 linear feet of a child day center as defined in § [22.1-289.02](#) or a public, private, or parochial school. An ordinance adopted pursuant to this section shall not affect (i) a licensee holding a valid license under § [4.1-206.3](#) or (ii) any retail sale location of retail tobacco products or hemp products intended for smoking operating before July 1, 2024.”; and

WHEREAS the Mineral Town Council has concluded that it is in the public interest to enact the prohibitions pursuant to the authority given in Va. Code 15.2-912.4, as amended.

NOW THEREFORE BE IT ORDAINED THAT the Mineral Town Code, Chapter 311, “Specialty Products,” be created, and that § 311-1 read as follows:

“Sec 311-1. Tobacco and Hemp Products.”

The retail sale of tobacco or hemp products, as those terms are defined in Va. Code §§ 18.2-371.2 and 3.2-4112, respectively, and retail sale locations for the same, are prohibited within 1,000 linear feet of a child day center as defined in § 22.1-289.02, or a public, private, or parochial school.”

This Ordinance shall take effect upon adoption.

Approved by the Mineral Town Council on July 14, 2025.

MAYOR
Ronald W. Chapman, Jr.

ATTEST:

TOWN MANAGER
C. Nicole Washington

FIRST AMENDMENT TO FACILITY USE AGREEMENT

The Facility Usage Agreement (the “Agreement”) dated July 25, 2024, between the Town of Mineral, Virginia and Louisa Area Students Educational Robots (“LASER”), is hereby amended, effective the date of the last signature affixed hereto, as follows:

Pursuant to paragraph 3 of the Agreement, the term of the Agreement is renewed for an additional one-year term, and the Agreement shall terminate on July 31, 2027.

The term of the Agreement being the only aspect modified by this amendment, the remainder of the Agreement remains in full force and effect for the full and amended term of the Agreement.

This amendment is made and entered into with the mutual consent of the parties, as evidenced by the signatures of their authorized representatives below.

The Town of Mineral, Virginia

Louisa Area Students Educational Robots

By: C. Nicole Washington
Town Manager
Date: _____

By: _____
Title: _____
Date: _____



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

FACILITY USAGE AGREEMENT

This Facility Usage Agreement ("Agreement") is dated the day 25 of July 2024, between the Town of Mineral, a political subdivision of the Commonwealth of Virginia (the "Town") and Louisa Area Students Educational Robots ("LASER") (collectively, the "Parties"),

WHEREAS, LASER wishes to use, and the Town consents to such use, of the building known as the OLD DMV/OLD the OLD DMV/OLD TOWN located at 102 1st Street, Mineral Virginia,

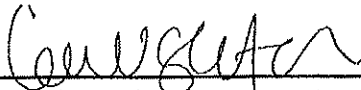
NOW THEREFORE, the Parties agree that

1. PREMISES. For and in consideration of the terms and conditions herein made, the Town grants nonexclusive, intermittent use of the following premises (the "Premises") in the Town of Mineral, Virginia. The premises are more particularly described as:
Space within the building known as the OLD DMV/OLD TOWN HALL located at 102 1st Street, Mineral Virginia.
2. USE OF PREMISES. The Premises are to be used by LASER for club meetings and activities. Use is intermittent and non-exclusive. The Grantee shall provide the Town Manager of the Town of Mineral with a schedule of use, provided quarterly by the last day of the prior quarter. The use or sale of alcohol on the premises is prohibited.
3. Use of the Premises under this agreement shall be two (2) years, beginning on August 1, 2024. (the "Commencement Date") and terminating on July 31, 2026 (the "Termination Date"). LASER shall have the right to request the renewal of this MOU for additional one year terms, but the Town shall be under no obligation to grant such renewals.
4. FEES. The Grantee shall pay the Town the sum of ONE HUNDRED TEN Dollars (\$110.00) per month as fees on the first day of each month. Payment of fees is due and payable beginning on August 1, 2024, and each month thereafter for the Initial term, including any renewal or extension thereof. All payments shall be made payable to the Town of Mineral and mailed or delivered to the Town Manager, Town of Mineral, 312 Mineral Avenue, Mineral Virginia 23117.
5. USE AND CONDITION OF PREMISES. The Town shall provide access to the Premises from the Commencement Date on such dates as provided in paragraph 2, above. Premises shall be in good repair and in a condition suitable for Grantee's use. The Louisa County Sheriff's Office and the Virginia State Police are permitted to enter the premises at any time during your use of the premises. LASER may not use the premises as its mailing address.

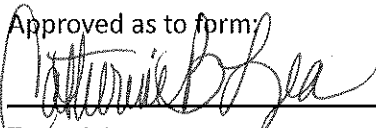


Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100


C. Nicole Washington, Town Manager

Date: 7.26.24

Approved as to form:

Town Attorney



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Section J, Item 2.

Property Address: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Mailing Address (if different): _____

Property Owner's Phone: _____

Property Owner's Email Address: _____

Tenant's Name: _____

Tenant's Mailing Address: _____

Tenant's Phone: _____

Tenant's Email Address: _____

Beginning Date of Lease: _____

The above-named tenant has entered into a lease for the property listed above and is authorized to obtain utility services at this address. I understand as the property owner I am responsible for any unpaid utility bill and that if a tenant's water bill becomes delinquent after the Town's collection efforts, the Town may notify the property owner and record a lien against the property.

Signature of Property Owner

Date

Signature of Town of Mineral Representative

Date



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Section J, Item 2.

[Date]

[Property Owner's Name]

[Property Owner's Address]

[Property Owner's Email address]

Re: Water & Sewer Services for Rental Property
[Property Address]

Dear Property Owner:

This email is to inform you about an upcoming change in the Town of Mineral's policy regarding water and sewer services for all property within the Town of Mineral that is used as rental property.

Effective [Date of Resolution/Ordinance/Policy] property owners will be required to provide written authorization for tenants to obtain utility services in the tenant's name. New tenants are required to pay a security deposit **[of not less than three and no more than five months of water and sewer charges]**, which can be applied to the tenant's final bill or is refundable when the tenant moves out. A \$25.00 non-refundable processing fee is also required. A copy of the lease or rental agreement can be provided instead of the written authorization.

Each property used as rental property is required to have this written authorization on file in our office. This information has been gathered through public tax records. If you are not the current owner of the above-listed property, please notify our office immediately.

Please be aware that if a tenant's water bill becomes delinquent after the Town's collection efforts, the Town may notify the property owner and record a lien against the property.

These changes are necessary to enforce the Town code regarding water service. We kindly request that you sign and return the attached document to the Town of Mineral. Please note that failure to agree to these terms and conditions will result in a 60-day water cutoff notice at the above-listed property address.

For your reference, I have attached the Town of Mineral code and the State of Virginia code. Thank you for your attention to this important matter.

Respectfully,

Kelly Singletary
Treasurer



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Holiday Schedule 2025

Wednesday, January 1.....New Year's Day

Monday, January 20.....Martin Luther King, Jr., Day

Monday, February 17.....President's Day

Monday, May 26.....Memorial Day

Thursday, June 19.....Juneteenth Day

Friday, July 4.....Independence Day

Monday, September 1.....Labor Day

Monday, October 13.....Columbus Day & Yorktown Victory Day

Tuesday, November 11.....Veteran's Day

Wednesday, November 26.....Close at 12:00 PM for Thanksgiving

Thursday and Friday, November 27 & 28.....Thanksgiving

Wednesday, December 24.....Close at 12:00 PM for Christmas Eve

Thursday and Friday, December 25 & 26.....Christmas

Wednesday, December 31.....Close at 12:00 PM for New Year's Eve

The Town Manager reserves the rights to approve additional closings.



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

August Meeting and Events

August 11, 2025 (Monday) – Town Council Regular Meeting 6:30

August 21, 2025 (Thursday) - Town Hall and DMV Closed

August 28, 2025 (Thursday) – Planning Commission Meeting 6:30

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September 1, 2025 (Monday) Town offices and DMV will be closed for Labor Day