



## MINERAL COUNCIL MEETING AGENDA

June 09, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

### E. BUSINESS SPOTLIGHT

1. Guardian Angels Up Above

### F. PUBLIC HEARING

- [1.](#) Public Hearing - Real Estate Taxes

### G. PUBLIC COMMENT

Members of the public will have three minutes to comment on any matter, while maintaining 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.

### H. APPROVAL OF MINUTES

- [1.](#) **4.29.2025 Minutes**

1. Approval or Amendments to Minutes

- [2.](#) **5.7.2025 Minutes**

1. Approval or Amendments to Minutes

- [3.](#) **5.12.2025 Minutes**

1. Approval or Amendments to Minutes

#### 4. **5.21.2025 Minutes**

1. Approval or Amendments to Minutes

### **I. OLD BUSINESS**

#### 1. **Council Applicants**

1. Review and Discussion regarding Council Applicants

### **J. NEW BUSINESS**

### **K. REPORTS**

1. Town Manager's Report
2. Treasurer's Report & Accounts Paid
3. DMV Report
4. Committee's Report
5. Mayor's Report
6. Council Comments

### **L. CALENDAR OF UPCOMING EVENTS**

- 6.16.2025 @ 6:30 – Budget Public Hearing
- 6.24.2025 @ 6:30 – Special Budget Meeting
- 7.14.2025 @ 6:30 – Regular Meeting

### **M. ADJOURN**

Mayor- Ronald Chapman

Vice Mayor - Michelle Covert

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

Staff: Nicole Washington, Town Manager, Stephanie Dorman, 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 TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

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**TO: Mineral Town Council**

**FROM:**

**SUBJECT: Public Hearing – Real Estate Taxes**

**Background:**

Due to assessment increases by the County, the Town must have a Public Hearing because it impacts the amount of tax revenue.

**Recommended Action:**

Discussion regarding tax rate.

**Attachments:**

Public Hearing Ad  
FY26 Fee Structure



**TOWN OF MINERAL  
NOTICE OF PROPOSED  
REAL PROPERTY TAX INCREASE**

The Town of Mineral proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 4.3 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.197 per \$100 of assessed value. This rate will be known as the "lowered tax rate" or "equalized tax rate."

3. **Effective Rate Increase:** The Town of Mineral proposes to adopt a tax rate of \$0.20 per \$100 of assessed value. The difference between the equalized tax rate and the proposed rate would be \$0.003 per \$100, or 0.03 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the maximum proposed real property tax rate and changes in other revenues, the total budget of the Town of Mineral will be more than last year's by 0.5 percent. The Town Manager's proposed Fiscal Year 2026 budget is based on a real property tax rate of \$0.20 per \$100 assessed value.

Pursuant to Va. Code § 58.1-3321, the **MINERAL TOWN COUNCIL** will hold a public hearing on the proposed real property effective tax rate increase on **JUNE 9, 2025 at 6:30 p.m.** in the Mineral Town Hall, 312 Mineral Avenue, Mineral, Virginia, 23117, at which time all persons desiring to speak or provide written comments on the matter will be given an opportunity to do so. Said public hearing shall be prior to, and separate and distinct from the public hearing on the FY26 budget. If the public hearing is canceled for any unforeseen reason, the public hearing will be continued to the next Town Council meeting. Any person wishing to comment on the aforementioned matter may appear and be heard. Written comments regarding this item can be submitted at the Town's Offices or to [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net) by 3:00pm on the day of the meeting during which the hearing will be held. Members of the public may access and participate in this hearing virtually by visiting <https://www.townofmineral.com/town-council> and clicking on "Town Council Meeting Minutes and Agenda."

Water & Sewer Services:	In Town Rates	Out of Town Rates
<b>Water:</b>		
Residential and Commercial Water Deposit	\$ 79.50	\$ 90.00
Water under 1,500 gallons - flat rate	\$ 25.80	n/a
Water- First 3,00 gallons	\$ 38.70	\$ 45.15
Water - Over 3,000 gallons	\$ 11.61/1,000 gallons	\$ 12.90/1,000 gallons
Bulk Water Purchase per 1,000 gallons	\$ 16.00	\$ 16.00
<b>Sewer:</b>		
Residential and Commercial Sewer Deposit	\$ 106.20	n/a
Sewer under 1,500 gallons - flat rate	\$ 38.70	n/a
Sewer- First 3,00 gallons	\$ 51.60	n/a
Sewer - Over 3,000 gallons	\$ 15.48/1,000 gallons	n/a
<b>Connection Rates for Water (plus installation cost)</b>		
Residential Water Connection Fee - Per Single Family Unit -5/8" Plus	\$ 6,780.00	\$ 7,280.00
Commercial/ Large Water Connection Fee - 1" Plus	\$ 16,840.00	n/a
Commercial/ Large Water Connection Fee - 1.5" Plus	\$ 28,400.00	n/a
Commercial/ Large Water Connection Fee - 2" Plus	\$ 43,265.00	n/a
Commercial/ Large Water Connection Fee - 3" Plus	\$ 73,600.00	n/a
Commercial/ Large Water Connection Fee - 4" Plus	\$ 117,465.00	n/a
Commercial/ Large Water Connection Fee - 6" Plus	\$ 234,335.00	n/a
<b>Connection Rates for Sewer (plus installation cost)</b>		
Residential Sewer Connection Fee - Per Single Family Unit -5/8" Plus	\$ 10,720.00	n/a
Commercial/ Large Sewer Connection Fee - 1.5" Plus	\$ 23,865.00	n/a
Commercial/ Large Sewer Connection Fee - 2" Plus	\$ 86,200.00	n/a
Commercial/ Large Sewer Connection Fee - 4" Plus	\$ 211,000.00	n/a
Commercial/ Large Sewer Connection Fee - 6" Plus	\$ 430,000.00	n/a
<b>Water and Sewer Administrative Costs</b>		
Application Processing Fee	\$ 25.00	\$ 25.00
Cut Off/ Back On	\$ 50.00	\$ 50.00
Initial On/ Off	\$ 25.00	\$ 25.00
Return Check Fee	\$ 25.00	\$ 25.00
Monthly Water / Sewer Bill Late Payment Penalty	\$ 5.00	\$ 5.00
<b>Tax Services</b>		
<b>Rates</b>		
Real Estate	\$ .20/\$100	
Real Estate Late Payment Penalty	10% penalty plus interest of 10% per annum calculated monthly	
Personal Property	\$ .48/\$100	
Personal Property Late Payment Penalty	10% penalty will be charged on the tax payer's share if not paid by due date . Interest will be charged monthly at the rate of 10% per year after	
Meals Tax	6%	
Meals Tax Late Payment Penalty	10% of taxes due	
Transient Occupancy	5%	
Transient Occupancy Payment Penalty	10% of taxes due \$ .14/\$100 Gross Receipts or \$25, whichever is more	
Business License		
Business License Payment Penalty	10% of taxes due	
<b>Zoning Services</b>		
<b>Rates</b>		
Rezoning	\$ 250.00	
Variance	\$ 250.00	
Special Use Permit	\$ 250.00	
Zoning Permit - New	\$ 150.00	
Zoning Permit - Existing	\$ 100.00	
Subdivision - Plat Review	\$ 750.00	
Boundary Line Adjustment - Plat Review	\$ 500.00	
Change of Use	\$ 250.00	
<b>Trash Services</b>		
<b>Rates</b>		
Out of Town Trash Pickup	\$ 310/year	
<b>Administrative Fees</b>		
<b>Rates</b>		
Return Check Fee	\$ 25.00	
FOIA	Administrative Costs Vary	
DMV Stop Removal Fee	\$ 25.00	
Copies	\$ .50/Page	
Code Book	\$ 50.00	
Notary	\$ 5/ per item	
Spring Grove Fees	Town Resident rates	Non-Resident rates

Plots				
Burial Plot	\$	800.00	\$	1,200.00
Burial Plot - Veteran	\$	400.00	\$	600.00
Columbarium				
Niches	\$	800.00	\$	1,200.00
Niches - Veteran	\$	400.00	\$	600.00
Administrative Fees				
Headstone Marking	\$	100.00	\$	100.00
Gravesite Marking	\$	100.00	\$	100.00
Niche Marking	\$	100.00	\$	100.00
Buy Back - Non-Refundable Perpetual Care Fee		25%		25%
Buy Back Processing Fee	\$	25.00	\$	25.00

Denotes New Fee

Denotes Revision of Fee



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

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**TO: Mineral Town Council**

**FROM: Stephanie Dorman, Clerk**

**SUBJECT: Minutes**

### **Background:**

I have attached multiple meeting minutes for review.

### **Recommended Action:**

Approval or amendment of minutes.

### **Attachments:**

4.29.2025 Minutes  
5.7.2025 Minutes  
5.12.2025 Minutes  
5.21.2025 Minutes



## MINERAL COUNCIL SPECIAL MEETING MINUTES

April 29, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### B. ROLL CALL

#### PRESENT

Ronald Chapman, Mayor

Michelle Covert, Vice Mayor

Bernice Kube (via Zoom)

Olivia Barrow

Rebecca McGehee

David Hempstead

JoAnna Von Arb

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

### D. NEW BUSINESS

#### 1. Discussion regarding water system and solutions.

The Town Manager and Utilities Committee Chair explained the timeline of action once the violation letter was received as well as the corrective process.

The Town Manager asked that Council consider passing a resolution so that staff can work with Louisa County's staff relating to administrative services.

Motion to authorize the Town Manager to draft a resolution connecting town staff with the county staff as needed.

Motion made by Barrow, Seconded by Covert.

Voting Yea: Covert, Barrow, McGehee, Hempstead, Von Arb

Voting Abstaining: Kube

Staff will put out a "Can vs. Cannot" graphic instead of a formal statement.

Council and the Water Superintendent discussed the well status and output.

## **2. Discussion and action regarding Misuse of Authority by a Council Member.**

Eric Washington submitted a statement to Council on this matter.

Council discussed if Council Member Hempstead misused his authority by placing a DPOR complaint as David E. Hempstead, Councilman.

Council asked the Town Attorney to provide advise in open session. The Town Attorney provided Council options on how to proceed should they find misuse of authority.

Motion for two resolutions: 1) the Council recognizes that no individual member of this body has the authority on any matter to make a statement on behalf of this Council or the Town without direct prior authorization by vote of this Council; and 2) this Council does not support or claim to be a part of this complaint it was not filed on behalf of the Council and the matter was not voted on and therefore we are actively condemning that.

Motion made by Barrow.

Voting Yea: Covert, Kube, Barrow, McGehee, Von Arb

Voting Nay: Hempstead

Language for these resolutions will be voted on at the May meeting.

## **E. ADJOURN**

Motion to adjourn.

Motion made by Barrow, Seconded by Covert.



## MINERAL TOWN COUNCIL - BUDGET WORKSHOP MINUTES

May 07, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### A. CALL TO ORDER

### B. ROLL CALL

#### PRESENT

Michelle Covert, Vice Mayor

Olivia Barrow

Rebecca McGehee

JoAnna Von Arb

#### ABSENT

Ronald Chapman, Mayor

Bernice Kube

David Hempstead

### C. PLEDGE OF ALLEGIANCE

All present stood for the Pledge of Allegiance.

### D. ADOPTION OF AGENDA

Motion to adopt agenda.

Motion made by McGehee, Seconded by Covert.

### E. OLD BUSINESS

#### 1. Continued discussion of FY26 Budget

The Town Manager presented a balanced budget for FY26.

Council, the Town Manager, and the Town Treasurer reviewed the budget and discussed line items as needed, mainly funds for the water system.

The Town Manager presented the FY26 fee schedule.

Council, the Town Manager, and the Town Treasurer reviewed the fee structure and analyzed new fees, including the new zoning fees. The changes to the veteran cemetery fees were also taken into consideration.

## **F. ADJOURN**

Motion to adjourn.

Motion made by Von Arb, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee, Von Arb

Council adjourned at 7:34 pm.





## MINERAL COUNCIL MEETING MINUTES

May 12, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### A. CALL TO ORDER

### B. ROLL CALL

#### PRESENT

Ronald Chapman

Michelle Covert

Bernice Kube (via Zoom)

Olivia Barrow

Rebecca McGehee

David Hempstead

JoAnna Von Arb

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

The Mayor gave two proclamations:

1) Proclamation making May 12, 2025 Roy Lee Payne Day

2) Proclamation making May 16, 2025 Staff Appreciation Day

The Mayor thanked Hank Staudinger for five years of service to the Town of Mineral.

### D. ADOPTION OF AGENDA

Motion to adopt agenda.

Motion made by Covert, Seconded by Barrow.

Voting Yea: Covert, Kube, Barrow, McGehee, Hempstead, Von Arb

## **E. PUBLIC COMMENT**

Jen Sorosi - Suggested planting a tree for Roy Lee Payne.

Debbie Moon - Commented regarding the water restrictions.

Becky McGehee - Complemented the Town on a good job at the last meeting.

## **F. APPROVAL OF MINUTES**

### **1. 4.14.2025 Minutes**

Motion to approve minutes as submitted.

Motion made by Covert, Seconded by Von Arb.

Voting Yea: Covert, Kube, Barrow, McGehee, Von Arb

Voting Abstaining: Hempstead

## **G. OLD BUSINESS**

### **1. Bylaws Review**

Approval of Bylaws as submitted.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Kube, Barrow, McGehee, Von Arb

Voting Nay: Hempstead

### **2. Park Use Policy**

The Committee did meet but a policy has not been drafted yet.

### **3. Scheduling Budget Public Hearing**

Public Hearing for Budget FY26 will be held on June 2, 2025 @ 6:30 pm.

### **4. Mineral Planning Commission Discussion**

Motion to write a proposed censure of Chairman Kube.

Motion made by McGehee, Seconded by Covert.

Voting Yea: Covert, McGehee

Voting Nay: Kube, Barrow, Hempstead, Von Arb

### **5. Discussion regarding amount of MPC members**

Motion to reverse action taken on August 12, 2024 allowing seven MPC members.

Motion made by Kube, Seconded by Barrow.

Voting Yea: Covert, Kube, Barrow, McGehee, Hempstead, Von Arb

**6. Discussion and Action Regarding Misuse of Authority by a Council Member.**

**Resolution 2025-12**

Council Member Barrow read aloud Resolution 2025-12.

Council took a 15 minute recess. Council Member Kube left the meeting during the recess.

Motion made by Barrow, Seconded by covert.

Voting Yea: Barrow, Covert, McGehee, Von Arb

Noting Nay: Hempstead

**Resolution 2025-13**

Council Member Barrow read aloud Resolution 2025-13.

Motion made by Covert, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Von Arb

Voting Abstaining: Hempstead

**H. NEW BUSINESS**

**1. Recommendation from MPC: Review of documents from Thomas Jefferson Planning District Commission for feedback**

The Mayor provided background on what a historic overlay district is.

Council discussed the TJPDC proposal and the cost.

Council would like a historic overlay district, however, they would not like to move forward with the TJPDC proposal at this time.

Council suggests for the Mineral Planning Commission putting together alternative recommendations or this matter can be reviewed again after the water situation has been resolved.

**2. Recommendation from MPC: Zoning Signage**

Council and the Town Manager discussed the need for zoning signage.

This matter was sent back to MPC for the creation of language.

## I. REPORTS

### 1. Town Manager's Report

The Town Manager gave an overview of her report. The Manager's report is attached to this corresponding packet.

### 2. Treasurer's Report & Accounts Paid

The Treasurer's report is attached to this corresponding packet.

### 3. DMV Report

The DMV report is attached to this corresponding packet.

### 4. Committees' Report

#### **Cemetery:**

Signage for the cemetery is wanted.

#### **Fire Department:**

New truck should be here by July or August.

#### **Water:**

Asked that individual Council members not reach out to VDH.

#### **Economic Development:**

Business Spotlight was cancelled at the last minute for this month. Next month's business spotlight will be the daycare.

### 5. Mayor's Report

The Mayor advocated for fixing the water problem quickly but also correctly.

### 6. Council Comments

**Council Member McGehee:** Read a quote from the Central Virginian regarding the water system stating she felt like it was misleading.

**Council Member Von Arb:** Vocalized the need for transparency. Vice Mayor Covert responded to these concerns.

## J. CALENDAR OF UPCOMING EVENTS

Next Meeting: June 9, 2025

Next Meeting: June 9, 2025

**K. ADJOURN**

Motion to adjourn.

Motion made by Barrow, Seconded by McGehee.

DRAFT



## MINERAL COUNCIL SPECIAL MEETING MINUTES

May 21, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### A. CALL TO ORDER

### B. ROLL CALL

#### PRESENT

Ronald Chapman

Michelle Covert (via Zoom for medical reasons)

Olivia Barrow (Arrived Late due to traffic)

Rebecca McGehee

David Hempstead

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

### D. APPROVAL OF AGENDA

Motion to approve agenda.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee, Hempstead

### E. NEW BUSINESS

#### 1. Accept Resignation of Council Member Von Arb

Council Member Von Arb submitted her resignation on May 12, 2025.

Council accepted resignation.

#### 2. Discussion and Authorization to Post Vacancy

Council will review resumes on June 9, 2025 @ 6:30 pm. Applications due June 9, 2025 at 2:00 PM.

Amend resignation date May 12, 2025 on proposed timeline.

Motion to approve proposed timeline as amended.

Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead

Council authorizes Clerk to post vacancy.

## **F. ADJOURN**

Motion to adjourn.

Motion made by Hempstead, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

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**TO: Mineral Town Council**

**FROM:**

**SUBJECT: Council Applicants**

**Background:**

Enclosed are the resumes and letters of interest for the applicants.

**Recommended Action:**

Discussion of Applicants

**Attachments:**





# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

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**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager's Report**

**Background:**

Enclosed is the monthly Town Manager's Report.

**Recommended Action:**

**Attachments:**

Manager's Report  
VDH Letter  
Water Main Break – After Actions  
Royal Well Drilling



# Town Council

## REPORT SUMMARY

Meeting Date: June 9, 2025

Section K, Item 1.

**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Finance

1. FY23 Audit – Working with our contact at Brown Edwards on this audit. Our goal is to have this finished in a few months, but they are in audit season and summer.
2. Budget: We are addressing the fund balances, but the bottom line does match.

### Park Update (administrative)

1. Luck Field bathrooms – Nothing from the LL on bathrooms or the policy.
2. Lights for the park – working to another quote
3. New Park (Old School) – The park looks great. The public works division has worked endlessly on getting it cleaned. We had all of the trash hauled away and now it can be enjoyed by the community. We do need to get some signs for the structure for liability purposes: something like “DO NOT CLIMB on STRUCTURE – Town of Mineral”. I will work on the language with the attorney and get a sign created to post around that structure.

### Roads

1. I have looked at public roads vs non-public roads in the Town. I will establish a map that will highlight what roads are public and what roads are considered private town roads. With this I would like to establish a well-guided agenda for addressing roads (what we would like to do) and then work with VDOT on how that happens. This is not a process that will take place in the near future, but it is a item that we need to address as the Town and the County grow with more and more access points in the Town. I will also work with the attorney to establish a more detailed ordinance for the Town’s street development.

### Water

1. Well Contractor- The Town was given the green light to use Royall Pump & Well Company, Inc for our well projects. I have been in contact with Mr. Royall and we are setting up a meeting to get started on the first projects. Royall is used by Louisa County for their wells. This partnership will help the Town continue building the bridge with the County of Louisa and the Water Authority. I am hoping the next time we meet I will have even more news to report on our wells.



# Town Council

## REPORT SUMMARY

Meeting Date: June 9, 2025

2. Water Main Break May 14, 2025 – Louisa County. I received a call from Hank at 7:20 am letting me know that there was a water main break at the authority and they plus us may lose water. We addressed the issue in the office, and put a notice out for water conservation, explaining there was a water main break. I had staff contact the businesses in Town to let them know there was a water break in Louisa, and we may go to a boil water advisory (BWA). Some businesses closed, others stayed open taking precautions from what we know. The Town's tank is not full, and we are receiving all of water from LCWA, because of this we maintained the BWA and followed the actions of LCWA. I stayed in communication with the County Administrator, Hank and VDH (I didn't not speak to the GM of LCWA until later in the day. We exchanged cell phone numbers to ensure direct communication. However, Pam and I have met a few times and have communicated several times on water information and/or questions. We are continuing to build the relationship between the LCWA and the Town of Mineral). We coordinated our communication with the County to ensure we were putting out the best information and that it was not conflicting. Once the leak was repaired Hunter Martin, our water "operator" (he collects our samples and monitors our consumption through the vault from the authority), pulled samples day one of the break and then day two of the break. Everything came back clear of contamination, and we lifted the BWA, as did the authority. This was a team effort and the staff at the authority along with the staff in the Town did an amazing job in this critical situation. We did get an after-action items report (this is what we are calling it) from VDH Office of Drinking Water (attached). This report talks about the event and how things were handled, then it gives some recommendations by VDH, but in all everything was done very well. A meeting was held to discuss after actions items and communication between all four parties: LCWA (GM, Deputy GM, Communications Liaison, Business Manager, Water Operator, Operations Manager, Field Operators), Louisa County (Chief Hawk, County Administrator, Cindy King for their communication efforts, Deputy County Administrator, Wanda Colvin), Town of Mineral and Town of Louisa. We are working to establish a plan for stronger communication between us; maybe setting up in a conference room so we are all on the same page, possibly using teams as the go to conference room, making sure there is one point of contact for all four parties involved (or three or two depending on the situation). The action items that stemmed from that meeting are Developing EOP (Emergency Operation Procedure), Notification plan for all that are involved in the situation (every situation is different), Contact list for the necessary people to receive firsthand information. This is a great step forward for the Town of Mineral and shows the compassion and support that the Town has from the County and the Water Authority.

During this event I started a Standard Operating Procedure for the Town of Mineral, to capture processes and procedures that we have to take (first steps- Contact Mayor and Utility Chair and council, how to get the word out (make calls to the businesses, post signs, etc). I will add to this SOP some language from the EOP that is coming soon. I will also have a copy of the EOP for the Town, we will need to follow this in certain situations.

### MuniCode

1. The process has started for establish a database with Municode. There are no updates on this, other than we are continuing to work with Cvicplus to give them what they need.

RECEIVED MAY 19 2025



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

OFFICE OF DRINKING  
WATER

Richmond Field Office

Karen Shelton, MD  
State Health CommissionerMadison Building  
109 Governor St., 6<sup>th</sup> Floor  
Richmond, VA 23219  
Phone: 804-864-7409  
Fax: 804-864-7520SUBJECT: Louisa County  
Waterworks: Town of Mineral  
PWSID No: 2109525

May 9, 2025

Ms. Nicole Washington, Town Manager  
Town of Mineral  
PO Box 316  
Mineral, Virginia 23117

Re: Exceeding Waterworks Permitted Design Capacity- Clarifications

Dear Ms. Washington:

Per your conversation with Azhar Mirza, District Engineer, on May 7, 2025, the Town reports they did not receive the letter dated February 5, 2025, regarding potential issues with source capacity at the waterworks in a timely manner. Looking at email documentation, it does not appear that an email copy of the letter was sent on February 5, 2025. In addition, this Office has received similar feedback from other waterworks that mail sent through the postal service has arrived several weeks later. Based on this information, the previous date of February 5, 2025, which established when the Town needed to pause approval on water expansion projects, has been modified to March 7, 2025. March 7, 2025, was the date that email communication between this office and the Town clarified the pause on water expansion projects and is the first communication relating to the pause since the February 5, 2025, letter. Please see the modifications to the May 6, 2025, letter to include this revision in date.

We have received some questions about the pause of waterworks expansion and offer this letter to provide some additional clarifications on what is expected.

1. Projects approved prior to March 7, 2025, may be completed.
2. Existing connections may transfer to new tenants.
3. Modifications to existing connections may be conducted including additions to existing buildings.
4. Routine operations and maintenance activities such as: water meter replacement at existing

connections, water line repairs and replacement with similar sized piping (like for like), and water line flushing to maintain water quality may continue.

5. Construction of private wells to serve new construction are not included in the scope of the February 5, 2025, letter. Those wishing to construct private wells should consult the Town of Mineral for any applicable ordinances and Blue Ridge Health District for private well regulatory requirements. Cross connections between private wells and the municipal water supply must be avoided.
6. The pause on water system expansion does not require any increased water conservation efforts such as water restrictions.
7. The pause on water system expansion does not prohibit the use of municipal water for fire fighting activities.
8. The Town may resume services at existing connections that may have been connected to the water system and using water previously, but were temporarily stopped due to vacancy, billing issues, construction, etc.
9. The Town cannot approve projects after March 7, 2025, which may extend new water lines or otherwise expand the water system and increase water demands until additional source capacity is provided and evaluated. This includes the connection of new services after March 7, 2025.

If you have any questions or concerns regarding this matter, please contact Azhar Mirza, District Engineer, at 804-664-4404 or email at [Azhar.mirza@vdh.virginia.gov](mailto:Azhar.mirza@vdh.virginia.gov).

Sincerely,



James Reynolds, PE  
Field Director  
Richmond Field Office

JR

cc: Ryan McKay, Health Director, Blue Ridge Health District  
Christian Goodwin, County Administrator- Louisa County  
John Grubbs, Louisa County Building Official  
Jarrett Talley, Capacity Development Supervisor, VDH-ODW



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

Richmond Field Office

Karen Shelton, MD  
State Health Commissioner

Madison Building  
109 Governor St., 6<sup>th</sup>  
Floor Richmond, VA  
23219  
Phone: 804-864-7409  
Fax: 804-864-7520

**Author:** James Reynolds, PE- Field Director, Richmond Field Office

**Date:** May 19, 2025

**Incident:** Louisa County Water Authority 12-inch Water Main Break (PWSID 2109510)

**Date of Incident:** May 14, 2025

The Office of Drinking Water, Richmond Field Office, responded to a 12-inch water main break in the Louisa County Water Authority (LCWA) waterworks distribution system on May 14, 2025, which resulted in a Boil Water Advisory (BWA). The BWA was issued on May 14, 2025, and lifted on May 16, 2025.

### Water system general description

Louisa County Water Authority operates a water system that has a permitted capacity of 1 million gallons per day (MGD) and consists of one well source, one surface water treatment plant, one elevated storage tank, one ground storage tank, and distribution system. The water system wholesales water to Town of Louisa (PWSID 2109450) and Town of Mineral (PWSID 2109525).

### LCWA facilities

- Permitted capacity 1 MGD (694 gpm)
- One well with a capacity of 23 gallons per minute (gpm) or 33,120 gpd (0.033 MGD)
- One surface water treatment plant with conventional treatment (rapid mix, flocculation, sedimentation filtration) ahead of nanofiltration.
  - Nanofiltration is used for disinfection byproduct precursor removal.
  - The capacity of the treatment plant is 1.0 MGD (694 gpm)
  - Plant feeds alum, soda ash, lime, gas chlorine for disinfection, fluoride, sodium permanganate
- One elevated atmospheric storage tank with an effective storage capacity of 224,090 gallons (0.22 MG)
- One standpipe type atmospheric storage tank with a reported nominal size of 570,000 gallons (0.57 MG). This standpipe was previously dormant and offline, but has been recently been placed back online

### Town of Louisa facilities

- Permitted capacity 350,000 gpd (0.35 MGD, 243 gpm)
- Two master meter connections to LCWA, all water is purchased from LCWA
- Two elevated storage tanks
  - Downtown tank- 75,000 gallons (0.075 MG) effective storage capacity
  - Acme tank- 100,000 gallons (0.10 MG) effective storage capacity

### Town of Mineral facilities

- Permitted capacity 120,000 gpd (0.12 MGD, 83 gpm)
- Two drilled wells are listed on the operation permit, however both wells are currently offline due to declining well yields and require rehabilitation or replacement to be placed back online
- One elevated storage tank with an effective storage capacity of 60,000 gallons (0.06 MG)

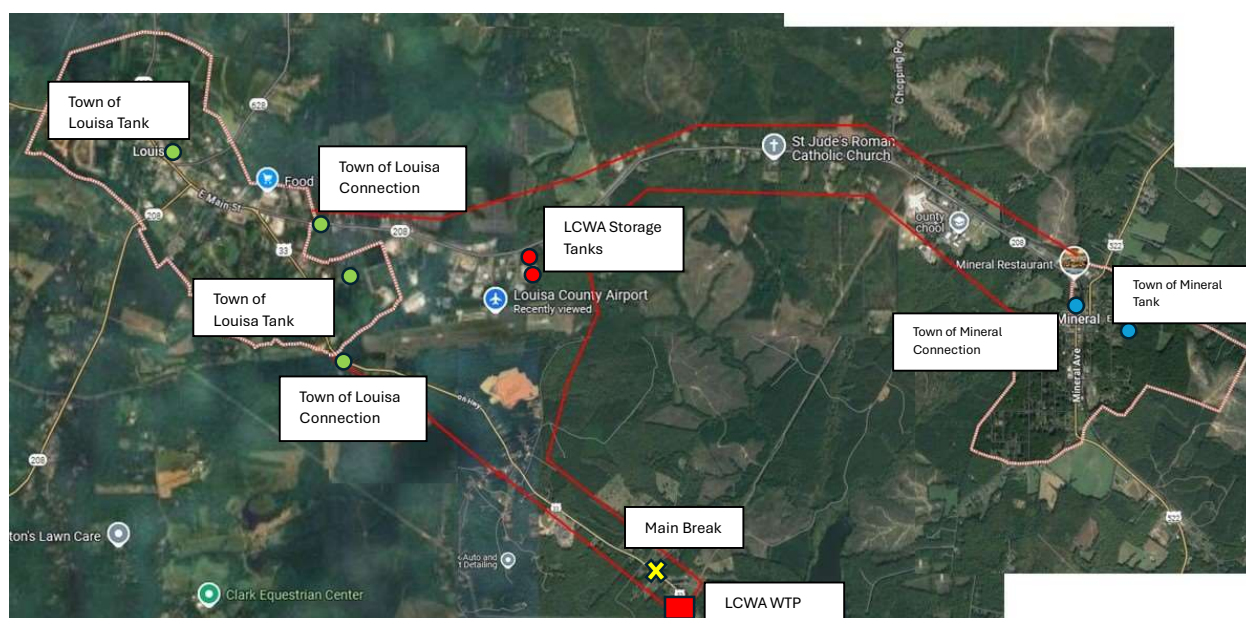


Figure 1. Map of combined service areas of Town of Louisa (left), LCWA (center), Town of Mineral (right)

### Timeline

The following is a timeline of events as observed and reported. Speculation on how break occurred is in the next section:

May 14, 2025 0130- LCWA receives low tank water level alarm. On-call operator begins response, reports to water treatment plant

May 14, 2025 0230- LCWA WTP started, LCWA WTP does not run 24/7

May 14, 2025 0530- LCWA WTP starts a high service pump, observes finished water flow increase and tank level dropping quickly. Operator contacts Water Operations Manager. Water Operations Manager contacts general manager for LCWA and maintenance crew. General Manager attempts to



contact Town of Mineral, but it was before work hours and couldn't reach anyone. Communications between LCWA, Louisa County, Town of Louisa, Town of Mineral occur throughout the day between various parties.

May 14, 2025 0545- LCWA maintenance crew and operations staff look for water main leak

May 14, 2025 0551- Water Operations Manager contacts Richmond Field Office Director. Indicates may lose system pressure due to a break

May 14, 2025 0645- LCWA staff locate leak approximately 0.5 miles west of WTP on Jefferson Highway. Staff put in emergency ticket with Miss Utility to come out and mark water line location. Additional maintenance crews called in to assist with repairs. Equipment staged and ready to go.

The highway is rural with no development on either side of the road and grass shoulders that slope to divert surface water runoff from the road into a vegetated swale. The line is a 12-inch major transmission main that takes water from WTP to the distribution system and is made of ductile iron. The pipe appears to be located near the bottom of the swale. There are no customers between WTP and break site.

Operations indicate that tank level drop over 5 minutes estimates flow through break at around 3,100 gpm. The water treatment plant was also sending about 800 gpm of water through the main, resulting in around 4,000 gpm of water flowing from the main at the time of catastrophic failure.

LCWA staff observe what appears to be tire tracks at location of break on top of the water line. It is thought that someone may have veered off the road overnight but did not have an accident. Rains occurred overnight and saturated soil.

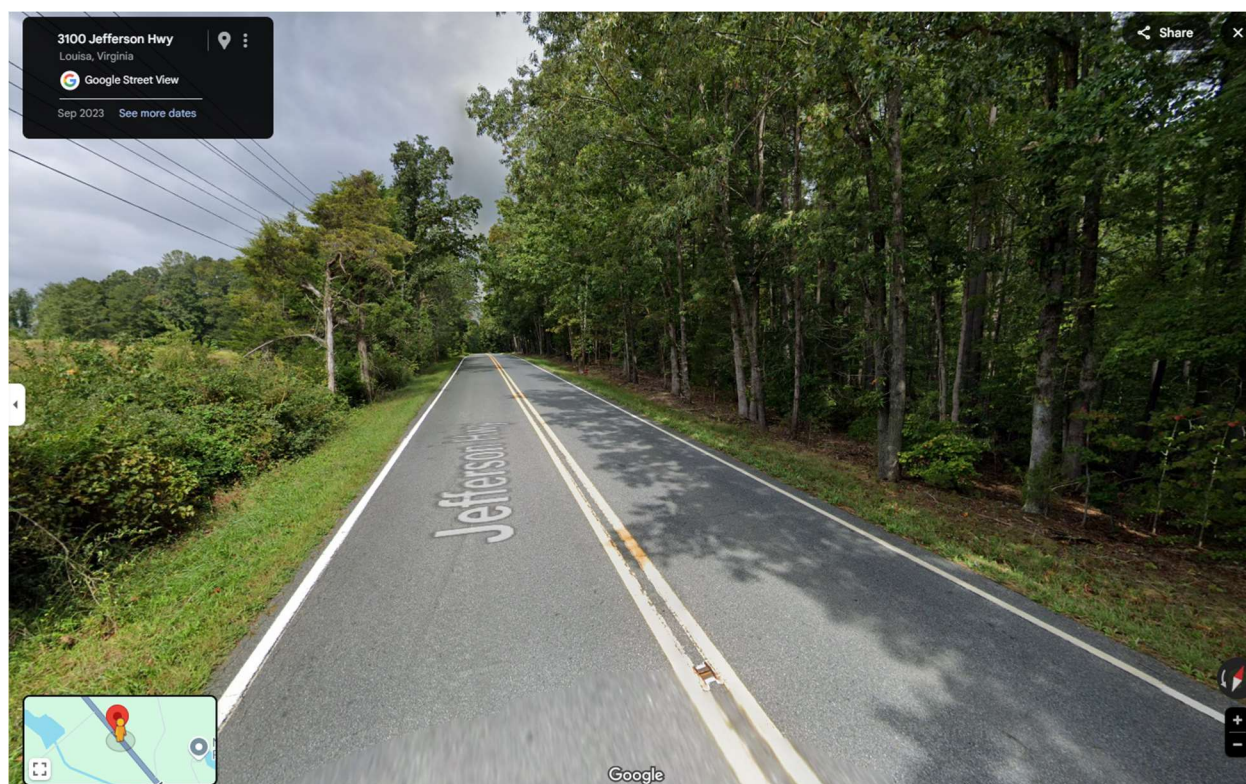




Figure 2. Location of break site



Figure 3. Break site. Appears to be tire tracks over pipe location

May 14, 2025 0700- LCWA issues Boil Water Advisory for its service area. Town of Louisa and Town of Mineral still have water in their tanks and maintaining pressure

May 14, 2025 1043-1110- Low tank level alarm at Town of Louisa Downtown tank. Other Town of Louisa tank levels dropping.

May 14, 2025 1130- Boil Water Advisory expanded to Town of Louisa, Town of Mineral. Anticipate imminent pressure loss to both consecutive systems based on Town of Louisa tank level drop

May 14, 2025 1200- Water main repair completed. Exposed break site shows an approximately 9 foot void around leak location when digging. Water main at break site was cut and replaced. Approximately 15-inch longitudinal split on bottom of excavated pipe observed. Marking of underground utilities took approximately 2-3 hours.



Figure 4. Exposed water main at break site





*Figure 5. Excavated and replaced water main break*

May 14, 2025 1251- RFO Director talks to Town of Mineral, still maintaining positive pressure. At this time there is possibility that Town of Mineral will not lose pressure if the LCWA WTP starts up and starts sending out water. Mineral has smaller population (300-400) than Town of Louisa and majority of event occurred while people most likely at work which helped maintain tank levels in comparison to Town of Louisa

May 14, 2025 1300- LCWA WTP started back up, begin to fill tanks. Valve off standpipe to allow more water to go to Town of Louisa and Town of Mineral

May 14, 2025 1500- Tanks maintaining level and slowly rising. LCWA begins flushing in preparation of taking first set of bacti samples for LCWA and Town of Louisa.

May 14, 2025 1600- First set of bacti samples collected for LCWA and Town of Louisa. Town of Mineral collects bacti samples in its distribution system

May 15, 2025 0000- All tanks in LCWA and Town of Louisa except for valved off standpipe are completely full

May 15, 2025 Morning- Standpipe valve opened

May 15, 2025 1030-1130- Second set of bacti samples collected in all three waterworks

May 15, 2025 1400- All tanks including standpipe full, LCWA WTP shutdown

May 15, 2025 1600- First set of bacti sample results absent total coliform and E. coli

May 15, 2025 1156- Second set of bacti sample results absent total coliform and E. coli

May 16, 2025 1217- LCWA and Town of Louisa lift Boil Water Advisory. Town of Mineral lifts Boil Water Advisory around the same time

### What Possibly Happened

Based on conversations with LCWA staff and previous technical experience with similar situations, this appears to be a likely way things occurred:

1. A small leak has possibly been occurring at the break site for an extended period of time. LCWA reported there were no visible standing water in this location in the days leading up to the event and that they travel past this location frequently. The leak was small enough that it did not appear visible on the surface. This may have primed the soil for further pipe damage by undermining support bedding and allowing pipe to settle in softened soil
2. A vehicle runs off the road overnight during rainy conditions. No accident occurred, but tire tracks indicate vehicle could have been directly over water main and appear to be parallel to water main for several feet. This increased stress along the length of the pipe and possibly causing the leak to grow to the point it was observable by dropping tank levels overnight when the plant was offline
3. LCWA WTP starts a high service pump which causes an internal surge in water pressure which completes the longitudinal break in the pipe and results in a large main break that began dropping tank levels rapidly. Figure 5 appears to show failure going from inside the pipe outward (internal pressure) vs outside the pipe inward (crushing force).

### Observations

The RFO Director was the primary point of contact throughout the boil water advisory event and observed the following:

1. Response to overnight alarm appeared to be quick with plant going from offline to online within an hour of the alarm
2. Flow of communications between operator, operations manager, and general manager appeared to be handled appropriately and as soon as large increase in demand and rapid drop in tank levels observed. Operations manager responded and was on site quickly
3. Communication to ODW was within 20 minutes of catastrophic failure of main and would meet 2-hour reporting deadlines of new legislation starting July 1, 2025
4. Repair was conducted as quickly as possible with crew and equipment staged to act as soon as utilities were marked

5. Coordination between Town of Louisa, LCWA, Louisa County, and ODW appeared to be fairly good with several standing meetings and involvement of upper management.
6. Coordination between ODW Emergency Preparedness and VDEM appeared to be good with constant communication and advanced planning of bottled water distribution, etc. very early into the event
7. Town of Mineral representatives were reported to be in communication with LCWA and Louisa County Administrator throughout the day. A contractor who was on the scene of the repair was also on the Town of Mineral's Utility Committee and provided updates per LCWA. LCWA general manager and Town of Mineral manager have since exchanged cell phone numbers for communication during emergency events. An incident command structure to include the Town of Mineral should be established for use during emergencies. Due to the Town of Mineral maintaining pressure, the coordination was more focused on LCWA and Town of Louisa. Town of Mineral has less experience handling emergency situations and establishing an incident command structure may have allowed them to lean on the expertise of others a little more.
8. Town of Mineral indicated some mixed communication between Town and local health department, with Town issuing a boil water advisory without a drop below 20 psi and local health telling restaurants since they have pressure they were ok to not boil water
9. Assuming the ductile iron pipe is the original pipe from the inception of LCWA around 1984, the pipe is around 41 years old. Ductile iron pipe should have a service life around 70-100 years on average.

#### Recommendations- Short Term

1. Standing meetings between LCWA and others should include operations to provide a perspective of current events and allow for technical input.
2. LCWA may experience an increase in heavy machinery traffic on Jefferson Highway as construction of a data center campus begins across from the WTP site. Heavy machinery should be transported with care and avoid driving on the shoulder where the water main is located.
3. Related, LCWA should develop a communications plan- if not already in development to request data centers to isolate from the distribution system and rely on on-site storage during high impact main breaks and other similar events. As large water users, this may potentially help avoid significant impacts from main breaks or shorten recovery times.
4. This event put additional stress on already stretched thin operations staff and maintenance and distribution crew. LCWA should evaluate the need for additional utility staff to provide adequate coverage to respond to main breaks and other emergency response without relying on existing staff to work excessive hours. Exhausted staff may be prone to more errors after the immediate response to the event.
5. Town of Mineral should develop standard operating procedures and emergency response plans for handling situations like main breaks, including boil water advisories, bacteriological sampling requirements, etc. LCWA and Town of Louisa should review their documents to see if they need revisions in response to the event.

6. Town of Mineral is working on re-establishing groundwater wells in their water system. The LCWA consecutive connection appears to be intended as a supplemental source and not a primary source. Bringing wells back online or drilling new wells would introduce some resiliency to the Town of Mineral system.
7. Joint tabletop exercises between LCWA, Town of Louisa, and Town of Mineral would help establish lines of communication and improve coordination between all parties.

#### Recommendations- Medium Term

1. LCWA should investigate the use of variable frequency drive motors for high service pumps for higher level of operator control of pumps. High service pumps at LCWA utilize a star delta starter which ramps up the speed of the pump motor over a set period of time. While this results in a stepped increase in motor speed and potentially increases water pressure in a stepwise manner, it does not provide a controlled stop in similar fashion. Water hammer may still be experienced on the stop of the pump. In addition, the operator has less control over the ramp up time as that is set by the starter. If the ramp up time is not in tune with the hydraulics of the system, there may still be a water hammer as flow is not developed until the pump head overcomes the system pressure. If this occurs after the pump reaches full speed, it would act similar to a direct on and off pump starter.
2. LCWA should investigate, in conjunction with the Town of Mineral, having the ability to remotely monitor Town of Mineral tank levels to have a better understanding of both consecutive systems during routine and emergency operations.
3. Town of Louisa should investigate the reliability of the current tank level monitoring system.
4. LCWA should investigate alternatives to protecting the critical water main through conversations with VDOT.
5. LCWA should evaluate main break historical information to determine if ductile iron piping is approaching the end of its useful life. If so, LCWA should investigate why service life of ductile iron piping is shorter than industry averages.

#### Recommendations- Long Term

1. LCWA should investigate creating a complete loop of the water system by running water main to connect to the other side of the Town of Mineral. This would provide added resiliency to a major break on the 12-inch line near the vicinity of the WTP.
2. LCWA should investigate the possibility of providing a secondary water source to the distribution system from the Ferncliff WTP once it is online. Ferncliff WTP will primarily serve the Zion Crossroads area.
3. LCWA should investigate the potential benefits of additional storage in the distribution system. This should be balanced with the potential detrimental effects of increased water age and disinfection byproducts formation.
4. During future pipe replacement projects, LCWA should investigate if ductile iron is the best pipe material for locations like unprotected shoulders that may experience occasional spikes in loading by vehicles, etc. Casing of water main in the area or other materials such as HDPE may provide extra protection against breaks.

## About Royall Pump & Well

Royall Pump and Well Company, Inc. was started by Robert Royall's father, Jesse Royall, in 1950. Robert bought the business from him in 1980. Like many drillers, Robert grew up "on the job." At age 12, he was doing pump work and was on the drill rig by the time he was 16. Royall's philosophy was passed from his father, "Respect your people and you will get it back; and "Treat your customers with respect." A philosophy everyone can agree with.

Robert Royall operates a modern, well maintained fleet to service his loyal customers. All of our construction meets and, in many cases, exceeds state codes regulating these systems. Proper water system design combined with installation by skilled tradesmen, will insure many years of maintenance free and cost effective operation.

Our Employee's have dedicated themselves to participate in voluntary continuous education program. These programs ensure they are exposed to the latest information available for construction, service and maintenance of wells, pumps and filtration systems. Because of this dedication, most of our employee's have obtained certification recognition that exceeds any state or local requirement. In addition to dedicated Employee's, the owner of Royall Pump & Well is one of approximately 67 individuals in the nation, & only 2 in Virginia, that has earned the right to the designation "master groundwater contractor." This rare achievement required completion of over thirteen specialty examinations pertaining to water well system construction along with a master examination to qualify.



## Ask Us About Geothermal Heating & Cooling!

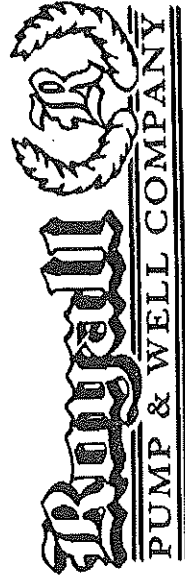
### What is Geothermal Heating & Cooling?

A space conditioning system that uses geothermal, or ground source heat pumps, to use the relatively constant temperature of the Earth to provide heating, cooling and hot water!

### Why Invest in Geothermal Heating & Cooling?

Its energy efficient and environmentally friendly. At least 70% of the energy required to operate the Geothermal Well System comes from the earth. Owners will cut energy consumption 20% to 50%. There are many other great benefits to this way of exchanging heat!

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# Royall Pump & Well Company, Inc.



### Business Hours:

Monday through Friday

7:30 am to 5:00 pm

Section K, Item 1.

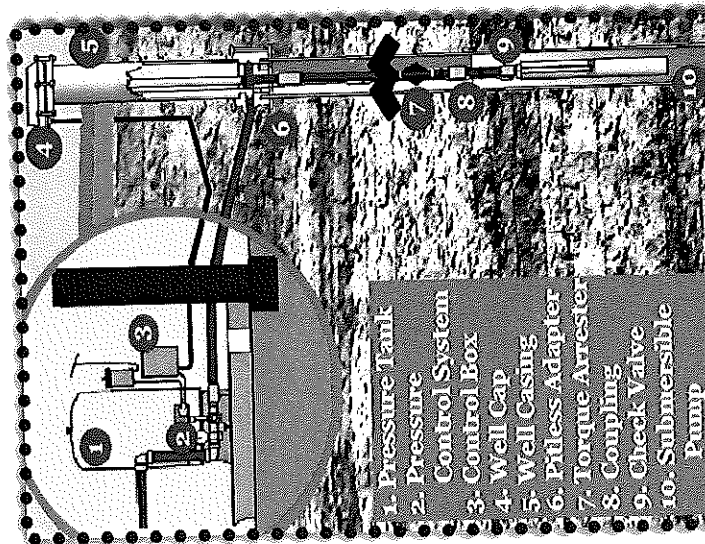
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All private well construction is based on establishing the right location for the well, sizing the system correctly, and choosing the proper construction techniques. Royall's bucket auger machine allows an economical choice for installing large diameter holes (up to 48") into the earth's soil for depths up to 100ft. deep, also known as a Bored Well. Royall's modern fleet of drilling machines allows success in hard rock or coastal plain sediments where other equipment fails to succeed. We offer 6" diameter wells through bedrock, sand, gravel, or clay to a depth capacity up to 2500 feet deep, also called a Drilled Well.

After a well is drilled, a pump system is then installed. Without pumps, we could not access ground water. In fact, today's modern pump system provides consistent water pressure while monitoring well and pump conditions.



## Services & Repairs

We offer weekend, holiday and emergency service! By calling 804.598.8147, you will be prompted to have a service man paged.

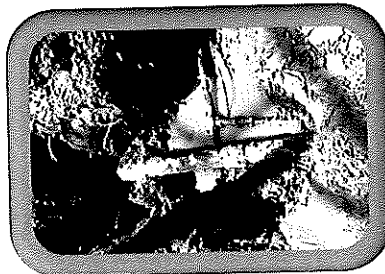
Our business hours are

**Monday - Friday, 7:30 am - 5:00 pm.**

Royall Pump & Well offers tradesmen who are trained in all aspects of water pump supply systems and their accompanying counterparts, from the smallest found in residential homes, 3/4 HP 230 V 2 phase equipment, up to commercial or municipal applications, 50 HP 480 V 3 phase equipment

We offer testing, maintenance, in-field repair, and equipment sales and installation.

Our employees are trained service technicians that through their certifications are skilled and have knowledge to efficiently diagnose and identify repairs needed for all wells, water pumps & filtration systems.

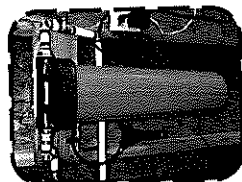


### List of Services Provided:

- Water Well Drilling
- Environmental Drilling
- Dual Rotary Drilling
- Pressure Grouting
- Well Video Logging
- Residential, Commercial, & Industrial Pump Systems
- Pump Repair Service
- Drawdown Yield Tests
- Waterline Install
- Booster Systems
- Constant Pressure Systems
- Mineral Analysis
- Filtration Reactors
- Chlorination Systems
- Acid Neutralizers
- Cartridge Filters
- Water Softeners
- Softener Salt
- Odor System
- Filter Media
- UV Lights
- Dewatering of Wells
- Deepening of Wells
- Well Abandonment
- Well Inspections & Bacteria Analysis for home closings
- Hydro-Development
- System Maintenance
- Geothermal Drilling
- Geothermal Loop Installation

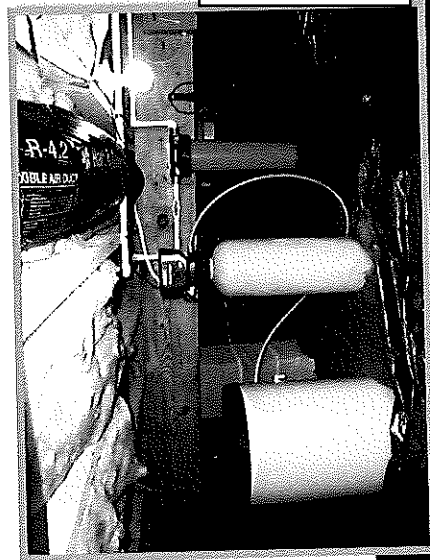
## Filtration

Some issues, such as minerals, cannot be effectively identified or controlled during the original construction of the water well and pump system. Minerals in the water can cause odors, discoloration, or staining of fixtures. If this occurs in your home, you may want to consider a mineral analysis of your water by our firm. We offer a complete water analysis information package with equipment proposed to reduce mineral's.

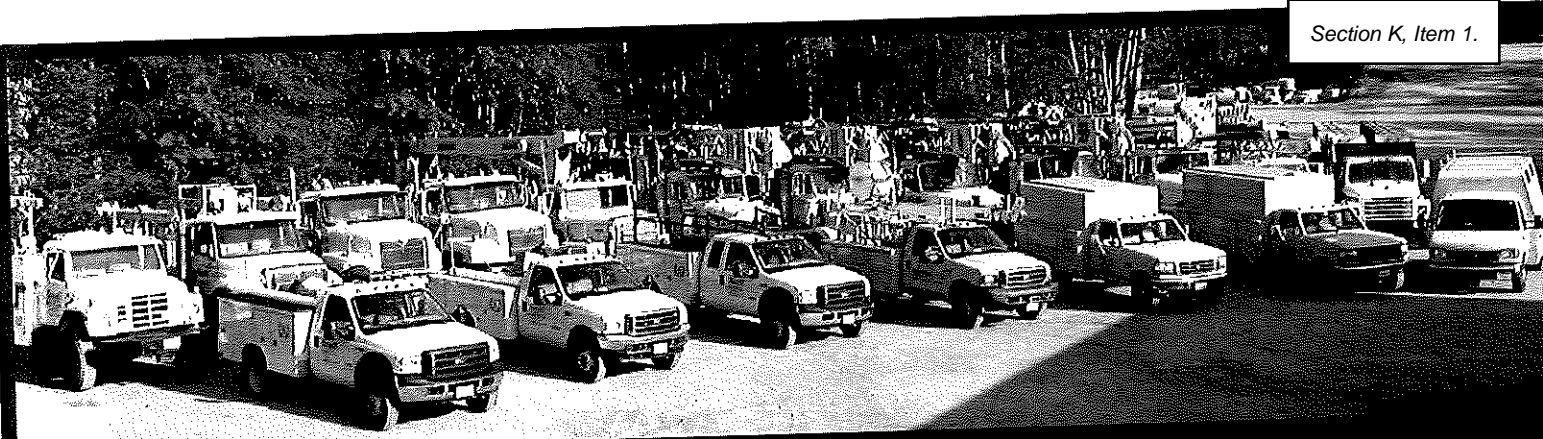


The mineral analysis performed is testing for: pH, Hardness, Iron, Manganese, TDS, Nitrates, Color, & Odors.

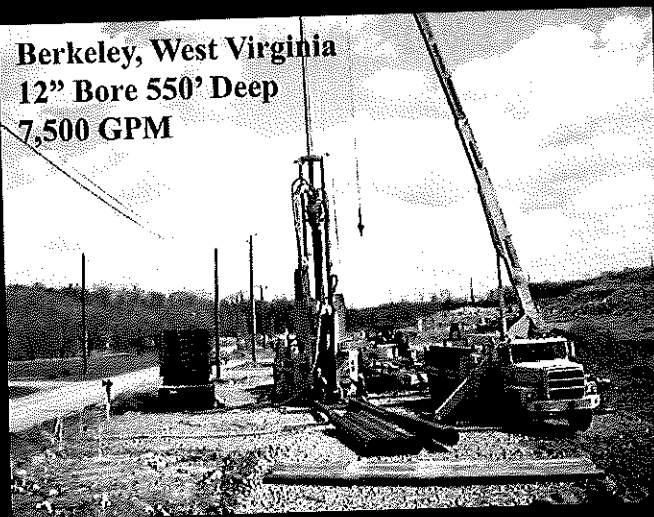
The staff at Royall Pump and Well have a vast knowledge of groundwater aquifers, proper well construction techniques and pump performance levels allowing a complete and full understanding of the analysis of your water. This level of understanding and support allows you to make a decision based on fact and not sales pressure. After water testing, our staff can propose a system that will best suite your waters needs, choosing from many different types of filtration systems.



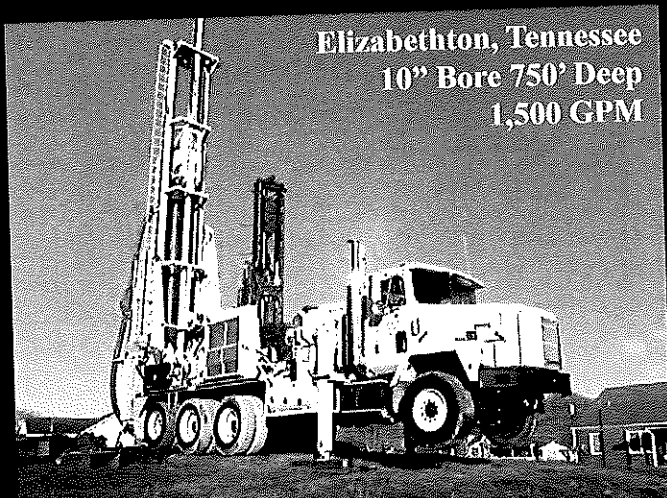




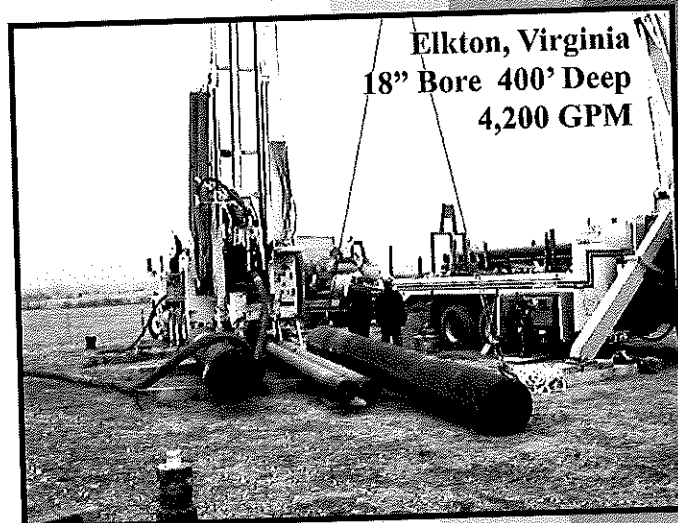
**Berkeley, West Virginia**  
**12" Bore 550' Deep**  
**7,500 GPM**



**Elizabethton, Tennessee**  
**10" Bore 750' Deep**  
**1,500 GPM**



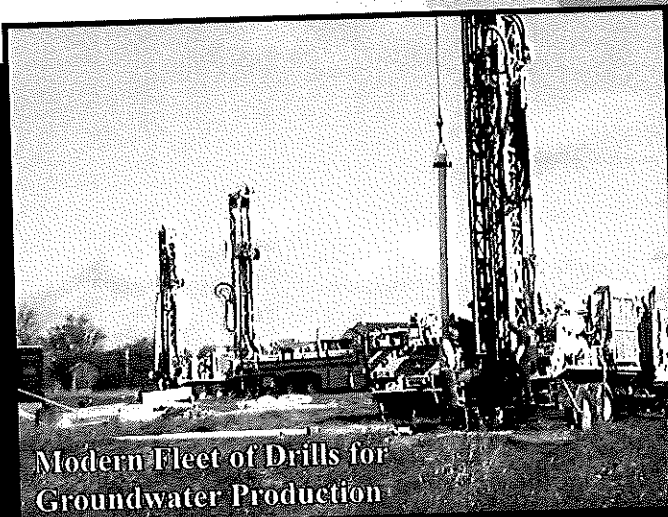
**Elkton, Virginia**  
**18" Bore 400' Deep**  
**4,200 GPM**



**Orlando, Florida 24" Bore**  
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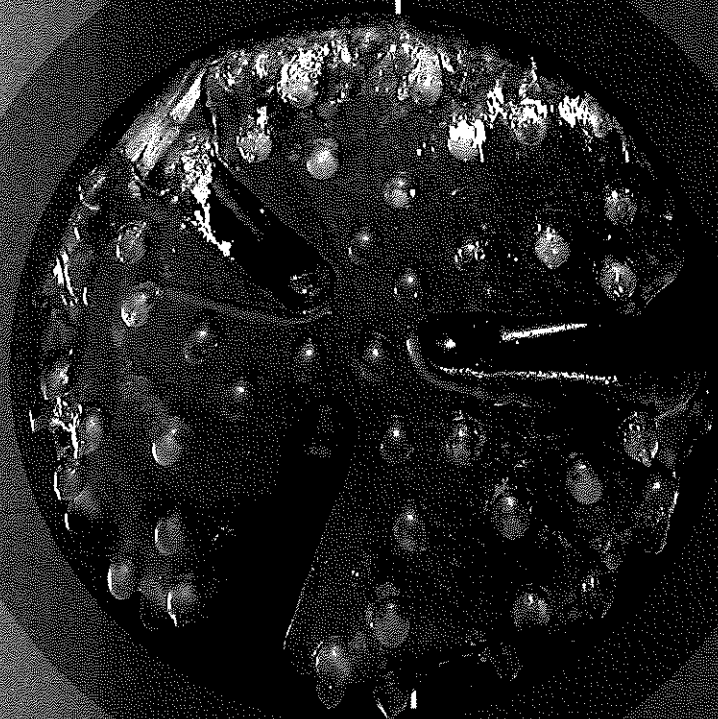
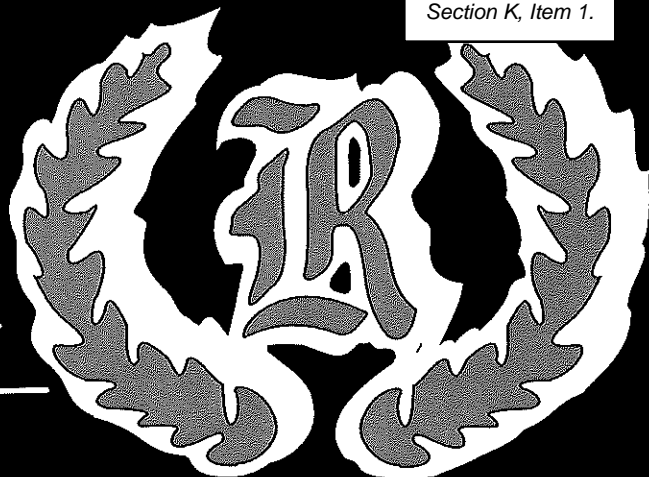
*Additional information contact [Robert@RoyallPumpandWell.com](mailto:Robert@RoyallPumpandWell.com)*

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# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

---

**TO: Mineral Town Council**

**FROM: Kelly Singletary, Treasurer**

**SUBJECT: Treasurer's Report**

**Background:**

Enclosed is the monthly Treasurer's Report.

**Recommended Action:**

**Attachments:**

Treasurer's Report  
Budget Analysis Report  
Transaction Report  
Monthly Water Consumption  
Summary of Bank Balance



# Town of Mineral

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

May 30, 2025

## Treasurer's Notes:

### Budget Analysis Report:

- Total revenues and expenditures for the month of May 2025 are accurately reflected in this report.
- The only exception to YTD revenues and expenditures reporting is for the month of July 2024, the month of our software conversion, which is still in our old software system. We are working with the auditor to achieve and report these transactions using best practices.

### Transaction Report:

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

### Monthly Water Consumption:

- Water loss was down significantly. This is likely due to a combination of repairing known leaks and the two days of water conservation/restriction because of the water main break in Louisa.

### Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know.
- Staff continue to collect past due utility bill payments. Past Due water bill notices were mailed May 15, 2025, for bills that were due April 15, 2025 (and prior). At the time of this report, disconnect notices are scheduled to be delivered June 4, 2025. Staff continue to work with customers who have difficulty paying their outstanding water bill by establishing a payment plan with them. We have collected approximately 56% of the past due amounts since May 15.

Respectfully submitted,

Kelly Singletary  
Treasurer

## TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-05-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 100-GENERAL FUND</b>							
<b>0000-100-Revs</b>							
- . . . . .							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$290.00	\$30.00	(\$10.00)	97
011000 FOIA REVENUE	\$0.00	\$0.00	\$0.00	\$38.94	\$38.94	\$38.94	0
011010 2023 & PRIOR YEARS R	\$0.00	\$0.00	\$0.00	\$2,017.48	\$94.50	\$2,017.48	0
011010 2024 REAL ESTATE TAX	\$121,700.00	\$121,700.00	\$0.00	\$122,806.40	\$0.00	\$1,106.40	101
011010 2025 REAL ESTATE TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
011020 CURRENT YEARS PUBLIC	\$8,000.00	\$8,000.00	\$0.00	\$6,791.96	\$0.00	(\$1,208.04)	85
011030 2023 & PRIOR YEARS P	\$0.00	\$0.00	\$0.00	\$721.47	\$0.00	\$721.47	0
011030 2024 PERSONAL PROPER	\$21,000.00	\$21,000.00	\$0.00	\$25,935.72	\$0.00	\$4,935.72	124
011030 2025 PERSONAL PROPER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
011060 TAX PENALTY - REAL E	\$1,000.00	\$1,000.00	\$0.00	\$1,883.05	\$9.45	\$883.05	188
011060 TAX INTEREST - REAL	\$0.00	\$0.00	\$0.00	\$1,947.67	\$16.75	\$1,947.67	0
011060 TAX PENALTY - PERSON	\$0.00	\$0.00	\$0.00	\$900.44	\$0.00	\$900.44	0
011060 TAX INTEREST - PERSO	\$0.00	\$0.00	\$0.00	\$138.83	\$65.47	\$138.83	0
015100 INTEREST EARNED	\$36,000.00	\$36,000.00	\$0.00	\$0.00	\$0.00	(\$36,000.00)	0
016099 TRASH REVENUE	\$0.00	\$0.00	\$0.00	\$1,481.24	\$120.17	\$1,481.24	0
019000 RETURN CHECK FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$37,701.63	\$4,077.22	(\$2,298.37)	94
120201 CONSUMER UTILITY TAX	\$0.00	\$0.00	\$0.00	\$200.41	\$53.41	\$200.41	0
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$34,279.56	\$50.00	\$4,279.56	114
120501 VEHICLE LICENSE FEES	\$6,000.00	\$6,000.00	\$0.00	\$7,989.18	\$0.00	\$1,989.18	133
120601 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
120701 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
121001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$1,335.25	\$0.00	(\$664.75)	67
121101 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$64,758.66	\$0.00	(\$25,241.34)	72
130306 ZONING PERMITS/FEE	\$2,250.00	\$2,250.00	\$0.00	\$1,950.00	\$0.00	(\$300.00)	87
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$446,341.91	\$44,665.18	(\$53,658.09)	89
189000 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$6,847.60	\$0.00	\$5,847.60	685
189000 RENTAL REVENUE	\$0.00	\$0.00	\$0.00	\$1,430.00	\$330.00	\$1,430.00	0
220111 COMMUNICATION TAX RE	\$0.00	\$0.00	\$0.00	\$194.09	\$99.48	\$194.09	0
220112 CAR RENTAL DISTRIBUT	\$0.00	\$0.00	\$0.00	\$1,079.61	\$729.75	\$1,079.61	0
240407 LITTER GRANT	\$1,000.00	\$1,000.00	\$0.00	\$3,838.00	\$0.00	\$2,838.00	384
240412 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
<b>0000-100-Revs</b>	<b>\$926,450.00</b>	<b>\$926,450.00</b>	<b>\$0.00</b>	<b>\$787,899.10</b>	<b>\$50,380.32</b>	<b>(\$138,550.90)</b>	<b>85</b>
<b>012110-100-COUNCIL AND MANAGER OFFICE</b>							
- . . . . .							
012110 WAGES AND SALARIES	\$90,000.00	\$90,000.00	\$0.00	\$78,067.70	\$8,954.00	\$11,932.30	87
012110 FICA	\$6,885.00	\$6,885.00	\$0.00	\$24,071.04	\$618.00	(\$17,186.04)	350
012110 VRS	\$1,512.00	\$1,512.00	\$0.00	\$22,060.24	\$602.90	(\$20,548.24)	1459
012110 HEALTH PLAN	\$14,131.00	\$14,131.00	\$0.00	\$15,793.80	\$1,143.95	(\$1,662.80)	112
012110 GROUP LIFE	\$1,206.00	\$1,206.00	\$0.00	\$1,343.38	\$88.50	(\$137.38)	111
012110 DISABILITY INSURANCE	\$765.00	\$765.00	\$0.00	\$868.98	\$55.50	(\$103.98)	114
012110 PROFESSIONAL SERVICE	\$24,000.00	\$24,000.00	\$0.00	\$39,482.33	\$7,800.00	(\$15,482.33)	165
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$5,500.00	\$600.00	\$1,700.00	76
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$3,772.20	\$49.99	(\$272.20)	108
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$11,667.00	\$0.00	\$3,333.00	78
012110 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$15.00	\$0.00	\$3,985.00	0
012110 MEMBERSHIP DUES	\$3,500.00	\$3,500.00	\$0.00	\$1,850.00	\$0.00	\$1,650.00	53
012110 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$1,338.36	\$0.00	(\$1,088.36)	535
012110 COUNCIL & PC PRINTIN	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	(\$32.00)	0
<b>012110-100-COUNCIL AND MANAGER OF</b>	<b>\$171,949.00</b>	<b>\$171,949.00</b>	<b>\$0.00</b>	<b>\$205,862.03</b>	<b>\$19,912.84</b>	<b>(\$33,913.03)</b>	<b>41</b>



## TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-05-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>012410-100-CLERK/TREASURER</b>							
- . . . . .							
012410 WAGES AND SALARIES	\$105,040.00	\$105,040.00	\$0.00	\$87,985.12	\$10,492.30	\$17,054.88	84
012410 FICA	\$9,184.00	\$9,184.00	\$0.00	\$6,730.74	\$802.65	\$2,453.26	73
012410 VRS	\$1,765.00	\$1,765.00	\$0.00	\$6,339.28	\$594.20	(\$4,574.28)	359
012410 HEALTH PLAN	\$28,262.00	\$28,262.00	\$0.00	\$0.00	\$0.00	\$28,262.00	0
012410 GROUP LIFE	\$1,408.00	\$1,408.00	\$0.00	\$210.50	\$105.25	\$1,197.50	15
012410 DISABILITY INSURANCE	\$893.00	\$893.00	\$0.00	\$132.02	\$66.01	\$760.98	15
012410 PROFESSIONAL SERVICE	\$20,000.00	\$20,000.00	\$0.00	\$3,922.00	\$0.00	\$16,078.00	20
012410 PROFESSIONAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 POLICE AND LEGAL MAT	\$5,000.00	\$5,000.00	\$0.00	\$480.00	\$0.00	\$4,520.00	10
012410 WEB BASED SERVICES A	\$50,000.00	\$50,000.00	\$0.00	\$13,272.47	\$564.38	\$36,727.53	27
012410 OFFICE EQUIPMENT & C	\$0.00	\$0.00	\$0.00	\$229.41	\$0.00	(\$229.41)	0
012410 COMPUTER LICENSES/SU	\$18,000.00	\$18,000.00	\$0.00	\$18,256.86	\$0.00	(\$256.86)	101
012410 COPIER EXPENSE & LEA	\$0.00	\$0.00	\$0.00	\$9,204.69	\$968.67	(\$9,204.69)	0
012410 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
012410 BANK FEES	\$0.00	\$0.00	\$0.00	\$341.76	\$193.91	(\$341.76)	0
012410 POSTAGE	\$2,200.00	\$2,200.00	\$0.00	\$3,854.76	\$438.10	(\$1,654.76)	175
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$7,599.12	\$761.29	(\$599.12)	109
012410 INTERNET EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 MEMBERSHIP DUES	\$0.00	\$0.00	\$0.00	\$45.00	\$0.00	(\$45.00)	0
012410 SPECIAL EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 OFFICE SUPPLIES	\$20,000.00	\$20,000.00	\$0.00	\$12,802.44	\$754.79	\$7,197.56	64
012410 OUTSIDE PRINTING - T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
<b>012410-100-CLERK/TREASURER</b>	<b>\$269,852.00</b>	<b>\$269,852.00</b>	<b>\$0.00</b>	<b>\$171,406.17</b>	<b>\$15,741.55</b>	<b>\$98,445.83</b>	<b>64</b>
<b>031100-100-DMV</b>							
- . . . . .							
031100 WAGES AND SALARIES	\$208,827.00	\$208,827.00	\$0.00	\$125,694.25	\$13,216.06	\$83,132.75	60
031100 WAGES AND SALARIES P	\$27,250.00	\$27,250.00	\$0.00	\$24,693.45	\$2,859.12	\$2,556.55	91
031100 FICA EXPENSE	\$18,060.00	\$18,060.00	\$0.00	\$11,408.40	\$1,229.78	\$6,651.60	63
031100 VRS EXPENSE	\$4,019.00	\$4,019.00	\$0.00	\$3,365.57	\$677.82	\$653.43	84
031100 HEALTH PLAN	\$70,657.00	\$70,657.00	\$0.00	\$5,114.00	\$0.00	\$65,543.00	7
031100 GROUP LIFE	\$3,205.00	\$3,205.00	\$0.00	\$300.88	\$150.44	\$2,904.12	9
031100 DISABILITY INSURANCE	\$2,033.00	\$2,033.00	\$0.00	\$145.08	\$72.54	\$1,887.92	7
031100 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$3,016.06	\$342.04	(\$3,016.06)	0
031100 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$233.72	\$0.00	(\$233.72)	0
031100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$32.78	\$0.00	(\$32.78)	0
<b>031100-100-DMV</b>	<b>\$334,051.00</b>	<b>\$334,051.00</b>	<b>\$0.00</b>	<b>\$174,004.19</b>	<b>\$18,547.80</b>	<b>\$160,046.81</b>	<b>52</b>
<b>032100-100-PASS THRU - STATE FUNDS</b>							
- . . . . .							
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$30,000.00	\$0.00	(\$15,000.00)	200
<b>032100-100-PASS THRU - STATE FUNDS</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>(\$15,000.00)</b>	<b>200</b>
<b>043100-100-PUBLIC WORKS</b>							
- . . . . .							
043100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$2,400.00	\$240.00	\$1,200.00	67
043100 WAGES AND SALARIES P	\$51,470.00	\$51,470.00	\$0.00	\$42,292.52	\$4,845.53	\$9,177.48	82
043100 FICA	\$3,937.00	\$3,937.00	\$0.00	\$3,235.31	\$370.68	\$701.69	82
043100 VRS	\$0.00	\$0.00	\$0.00	\$864.86	\$191.91	(\$864.86)	0
043100 HEALTH PLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
043100 GROUP PLAN	\$0.00	\$0.00	\$0.00	\$87.88	\$43.94	(\$87.88)	0
043100 DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	\$55.12	\$27.56	(\$55.12)	42

## TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-05-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
043100 VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00	\$0.00	\$2,405.09	\$101.49	(\$405.09)	120
043100 ELECTRICITY	\$12,000.00	\$12,000.00	\$0.00	\$9,097.93	\$947.40	\$2,902.07	76
043100 REPAIRS/MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$1,412.58	\$0.00	\$8,587.42	14
043100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$1,107.72	\$838.00	(\$1,107.72)	0
043100 SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
043100 PARKING LOT/STREET/S	\$0.00	\$0.00	\$0.00	\$5,117.78	\$0.00	(\$5,117.78)	0
043100 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$12,134.98	\$1,222.56	(\$1,634.98)	116
043100-100-PUBLIC WORKS	\$93,507.00	\$93,507.00	\$0.00	\$80,211.77	\$8,829.07	\$13,295.23	86
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
045100 DEBT SERVICE - USDA	\$15,891.00	\$15,891.00	\$0.00	\$14,660.00	\$1,466.00	\$1,231.00	92
045100 WAGES AND SALARIES T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
045100 CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
045100 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
045100 VRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$3,085.87	\$454.67	\$4,914.13	39
045100 UTILITIES - HEAT	\$1,500.00	\$1,500.00	\$0.00	\$4,289.34	\$0.00	(\$2,789.34)	286
045100 INTERNET	\$0.00	\$0.00	\$0.00	\$27,318.31	\$2,754.68	(\$27,318.31)	0
045100 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
045100 REPAIR/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$1,243.32	\$0.00	(\$1,243.32)	0
045100 ASSET MANAGEMENT	\$15,000.00	\$90,000.00	\$0.00	\$93,474.59	\$0.00	(\$3,474.59)	104
045100-100-TOWN HALL/TOWN GARAGE	\$40,391.00	\$115,391.00	\$0.00	\$144,071.43	\$4,675.35	(\$28,680.43)	125
047100-100-REFUSE COLLECTION							
-							
047100 STREET SWEEPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
047100 DUMPSTER (COMMERCIAL	\$32,000.00	\$32,000.00	\$0.00	\$35,753.93	\$0.00	(\$3,753.93)	112
047100 VA LITTER CONTROL GR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
047100-100-REFUSE COLLECTION	\$32,000.00	\$32,000.00	\$0.00	\$35,753.93	\$0.00	(\$3,753.93)	112
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
-							
050100 CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
050100 MAINTENANCE - LANDSC	\$1,200.00	\$1,200.00	\$0.00	\$2,597.36	\$30.68	(\$1,397.36)	216
050100 FURNITURE/EQUIPMENT/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
050100-100-WHITLOCK FAMILY PARK A	\$1,200.00	\$1,200.00	\$0.00	\$2,597.36	\$30.68	(\$1,397.36)	216
051100-100-BEAUTIFICATION							
-							
051100 ELECTRICITY - STREET	\$0.00	\$0.00	\$0.00	\$2,826.71	\$0.00	(\$2,826.71)	0
051100 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$6,001.32	\$0.00	(\$3,001.32)	200
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$8,828.03	\$0.00	(\$5,828.03)	294
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$926,450.00	\$926,450.00	\$0.00	\$787,899.10	\$50,380.32	(\$138,550.90)	85
FundExpTot	\$960,950.00	\$1,035,950.00	\$0.00	\$852,734.91	\$67,737.29	\$183,215.09	82
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
-							
020000 CEMETERY PLOT REVENU	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
020000 HEADSTONE/NAME PLATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
020000 SITE/HEADSTONE MARKI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
020000 CEMETERY INTEREST RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
020000 CEMETERY INTEREST RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
0000-200-Revs	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
Reporting Fund: 200-CEMETERY							

## TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-05-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
FundRevTot	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Reporting Fund: 500-WATER &amp; SEWER FUND

## 0000-500-Revs

016099 SEWER REVENUE	\$109,890.00	\$109,890.00	\$0.00	\$126,025.43	\$9,228.00	\$16,135.43	115
016099 WATER REVENUE	\$239,836.00	\$239,836.00	\$0.00	\$218,314.46	\$22,547.39	(\$21,521.54)	91
016099 PROCESSING FEE	\$0.00	\$0.00	\$0.00	\$1,600.00	\$75.00	\$1,600.00	0
016099 WATER RECONNECT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
016099 CONNECTION FEE - WAT	\$40,000.00	\$40,000.00	\$0.00	\$40,680.00	\$0.00	\$680.00	102
016099 CONNECTION FEE - SEW	\$65,000.00	\$65,000.00	\$0.00	\$32,160.00	\$0.00	(\$32,840.00)	49
016099 PENALTY FEE W/S	\$0.00	\$0.00	\$0.00	\$3,125.00	\$545.00	\$3,125.00	0
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
0000-500-Revs	\$457,726.00	\$457,726.00	\$0.00	\$421,904.89	\$32,395.39	(\$35,821.11)	92

## 500100-500-WATER &amp; SEWER OPERATIONS

500100 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$45,090.00	\$4,509.00	\$9,018.00	83
500100 CONTRACTED SERVICES	\$158,406.00	\$158,406.00	\$0.00	\$139,339.01	\$429.41	\$19,066.99	88
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$11,122.50	\$997.50	\$1,575.50	88
500100 FICA	\$971.00	\$971.00	\$0.00	\$850.78	\$76.30	\$120.22	88
500100 WATER AND SEWER DEPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 ENGINEERING/PROFESSI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$5,992.68	\$665.58	(\$992.68)	120
500100 MAILING COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 EDUCATION/TRAINING/L	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	(\$80.00)	0
500100 FEES AND DUES - LCWA	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
500100 MISS UTILITY COSTS	\$0.00	\$0.00	\$0.00	\$257.60	\$14.95	(\$257.60)	0
500100 REPAIRS/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$7,628.89	\$0.00	(\$7,628.89)	0
500100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$6,789.81	\$756.84	(\$6,789.81)	0
500100 WATER TESTING	\$13,000.00	\$13,000.00	\$0.00	\$1,436.63	\$610.00	\$11,563.37	11
500100 COUNTY WASTEWATER TR	\$100,059.00	\$100,059.00	\$0.00	\$113,360.40	\$13,285.63	(\$13,301.40)	113
500100 COUNTY WATER PURCHAS	\$90,484.00	\$90,484.00	\$0.00	\$186,186.42	\$17,992.15	(\$95,702.42)	206
500100 PLANT LAB SUPPLIES/C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 METER PURCHASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 DEPRECIATION (WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100-500-WATER & SEWER OPERATIO	\$454,726.00	\$454,726.00	\$0.00	\$518,134.72	\$39,337.36	(\$63,408.72)	114

Reporting Fund: 500-WATER &amp; SEWER FUND

	FundRevTot	\$457,726.00	\$457,726.00	\$0.00	\$421,904.89	\$32,395.39	(\$35,821.11)	92
	FundExpTot	\$454,726.00	\$454,726.00	\$0.00	\$518,134.72	\$39,337.36	(\$63,408.72)	114
Grand Totals:	TotalRev	\$1,424,176.00	\$1,424,176.00	\$0.00	\$1,209,803.99	\$82,775.71	(\$214,372.01)	85
	TotalExp	\$1,415,676.00	\$1,490,676.00	\$0.00	\$1,370,869.63	\$107,074.65	\$119,806.37	92



Bank Selection - BLUE RIDGE BANK GENERAL

Section K, Item 2.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
ANTHEM	5/27/2025	CashDisb	\$2,423.00	\$0.00	0	MAY 2025	ANTHEM
BESLEY IMPEMENTS	5/8/2025	Check	\$0.00	\$101.49	22280		AP Checks 22280 - 22287
BLUE RIDGE BANK	5/26/2025	CashDisb	\$2,048.87	\$0.00	0	APRIL TRANSACTIONS	BRB CREDIT CARD PAYMENT
BLUE RIDGE BANK	5/7/2025	CashDisb	\$163.91	\$0.00	0	ACCOUNT ANALYSIS MAY 2025	ACCOUNT ANALYSIS
BLUE RIDGE BANK	5/30/2025	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
CARDINAL HOME CENTER	5/8/2025	Check	\$0.00	\$825.00	22281		AP Checks 22280 - 22287
COMCAST BUSINESS	5/8/2025	CashDisb	\$977.31	\$0.00	0	001002095172	COMCAST ACCT 708879461
COMCAST BUSINESS	5/8/2025	CashDisb	\$882.07	\$0.00	0	001002095171	COMCAST ACCT 708879460
COMCAST BUSINESS	5/29/2025	CashDisb	\$895.30	\$0.00	0	INV 240552334	COMCAST 933727912
COVERALL	5/19/2025	Check	\$0.00	\$240.00	22288		AP Checks 22288 - 22292
DOCUMENT DESTRUCTION	5/19/2025	Check	\$0.00	\$40.00	22289		AP Checks 22288 - 22292
DOMINION ENERGY	5/8/2025	CashDisb	\$1,897.63	\$0.00	0	MAY BILLING	DOMINION PAYMENT
HARRISON & JOHNSTON	5/8/2025	Check	\$0.00	\$7,800.00	22282		AP Checks 22280 - 22287
INTERNAL REVENUE SERVICE	5/2/2025	CashDisb	\$1,944.06	\$0.00	0	Q2 2025 042425-043025	PAYROLL 941
INTERNAL REVENUE SERVICE	5/9/2025	CashDisb	\$1,946.11	\$0.00	0	Q2 2025 / 050125-050725	PAYROLL 941
INTERNAL REVENUE SERVICE	5/16/2025	CashDisb	\$1,817.28	\$0.00	0	Q2 2025 050825-051425	PAYROLL 941
INTERNAL REVENUE SERVICE	5/23/2025	CashDisb	\$1,908.38	\$0.00	0	Q2 2025 - 051525-052125	PAYROLL 941
INTERNAL REVENUE SERVICE	5/30/2025	CashDisb	\$1,879.21	\$0.00	0	Q2 2025 052225-052825	PAYROLL 941
LAKE ANNA SIGNS & PRINTING LLC	5/19/2025	Check	\$0.00	\$15.00	22290		AP Checks 22288 - 22292
LOUISA COUNTY LANDFILL	5/8/2025	Check	\$0.00	\$1,222.56	22283		AP Checks 22280 - 22287
LOUISA COUNTY WATER AUTHORITY	5/8/2025	Check	\$0.00	\$31,277.78	22284		AP Checks 22280 - 22287
MAIN STREET SUPPLY	5/8/2025	Check	\$0.00	\$1,229.93	22285		AP Checks 22280 - 22287
RAPPAHANNOCK ELECTRIC COOP	5/8/2025	CashDisb	\$170.02	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RICOH USA INC	5/16/2025	CashDisb	\$1,310.71	\$0.00	0	INV 109197831	RICOH PAYMENT
US DEPT OF AGRICULTURE	5/16/2025	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
US DEPT OF AGRICULTURE	5/28/2025	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATER	USDA LOAN PAYMENT - WATER LOA
VA DEPT OF TAXATION	5/2/2025	CashDisb	\$1,277.00	\$0.00	0	APRIL 2025 Q2	VA STATE TAXES
VERIZON	5/8/2025	Check	\$0.00	\$374.08	22286		AP Checks 22280 - 22287
VERIZON WIRELESS	5/19/2025	Check	\$0.00	\$90.60	22291		AP Checks 22288 - 22292
VIRGINIA RETIREMENT SYSTEM	5/5/2025	CashDisb	\$1,954.92	\$0.00	0	RETIREMENT/LIFE INS/DISAB	VRS
VUPS	5/8/2025	Check	\$0.00	\$14.95	22287		AP Checks 22280 - 22287
WARREN MARTIN	5/19/2025	Check	\$0.00	\$610.00	22292		AP Checks 22288 - 22292
			\$29,500.78	\$43,841.39			

## Monthly Water Consumption

Section K, Item 2.

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



# Town of Mineral

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

## Summary of Bank Balances As of 05.31.2025

Blue Ridge Bank Operating Account	\$261,041.76
Blue Ridge Bank/Spring Grove Operating Account	\$ 71,077.27
LGIP Town of Mineral Investment Account	\$400,062.10
LGIP Spring Grove Cemetery Perpetual Account	\$240,823.65
LGIP Spring Grove Cemetery Operating Account	\$223,147.96



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.9.2025

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**TO: Mineral Town Council**

**FROM: Kendra Ellis, DMV Manager**

**SUBJECT: DMV Report**

**Background:**

Enclosed is the monthly DMV Report.

**Recommended Action:**

**Attachments:**

DMV Report



Town of  
**MINERAL**  
VIRGINIA

Town Council Meeting  
June 2025

Section K, Item 3.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: June 2025

Report Prepared By: Kendra Ellis

- May 2025 monthly revenue totals:
  - Total monthly revenue: \$728,697.46
  - Town monthly revenue: \$35,922.73
- 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.
- A DMV Select Compliance Audit/Site Review was performed on our Mineral DMV Select office on April 22, 2025 by the DMV Select HQ Team. Our office overall received a good report. There were a few action items from previous years (2022-2023) that were addressed and are being corrected moving forward.
  - Motor Voter report retention - now sending out on a weekly basis
  - Voided Items - addressed the reason for the large number of voided items. Details are in the voided transactions report printed at the end of the day.
  - A follow-up visit was held with Barry Browning on May 13, 2025 to discuss details from the initial Site Review visit. We discussed the previous findings and new processes that would be implemented for the remainder of this year and going forward.
    - CY & FY Inventory/Reports - Mineral DMV Select FY Inventory will be completed on June 25, 2025
      - CY Inventory will not be required in December
    - QRT Reports (Quality Review Tracking) - new process being implemented

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*



Town of  
**MINERAL**  
VIRGINIA

**Town Council Meeting**  
**June 2025**

- In addition to the Site Review, our office was commended on our professionalism and organized structure. Kudos to the DMV Select Team!
- The DMV Select Contract for 2025-2026 will be coming soon for review to sign and return, July 1, 2025.