



## **MINERAL COUNCIL MEETING AGENDA**

**July 14, 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. 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.

### **F. APPROVAL OF MINUTES**

- [1.](#) Approval or Amendments of 5.12.2025 Minutes
- [2.](#) Approval or Amendments of 6.9.2025 Minutes
- [3.](#) Approval or Amendments of 6.16.2025 Minutes
- [4.](#) Approval or Amendments of 6.24.2025 Minutes

### **G. OLD BUSINESS**

1. Discussion and Action on Derelict Houses

### **H. NEW BUSINESS**

1. Discussion on Amazon Data Center
2. Tobacco Ordinance

3. EnterTextHere

4. EnterTextHere

## **I. REPORTS**

1. Town Manager's Report

2. Treasurer's Report & Accounts Paid

3. DMV Report

4. Committees' Report

5. Mayor's Report

6. 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.

## **K. BACK IN SESSION**

## **L. ADJOURN**

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

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:

6.14.2025

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**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Minutes**

### **Background:**

I have attached multiple meeting minutes for review.

### **Recommended Action:**

Approval or amendment of minutes.

### **Attachments:**

5.7.2025 Minutes  
6.9.2025 Minutes  
6.16.2025 Minutes  
6.24.2025 Minutes



## 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 MEETING MINUTES

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

#### PRESENT

Ronald Chapman

Michelle Covert (Via Zoom - Vacation in Virginia Beach)

Olivia Barrow

Rebecca McGehee

David Hempstead

#### ABSENT

Bernice Kube (Medical)

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

### D. ADOPTION OF AGENDA

The Town Manager would like to add "Data Center" to New Business.

Motion to adopt amended agenda.

Motion made by McGehee, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead

### E. BUSINESS SPOTLIGHT

#### 1. Guardian Angels Up Above

The business did not appear.

## **PUBLIC HEARING**

### **Public Hearing - Real Estate Taxes**

Nobody from the public signed up to speak for the public hearing.

Council wants to stay at the current tax rate of \$.20/\$1.00. Council and the Treasurer discussed how the raise in assessment rates by the County will mean citizens will be paying more in taxes.

Motion to approve a tax rate of \$.20/\$1.00.

Motion made by Hempstead, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead

## **F. 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.

Debbie Moon - spoke regarding the data center.

Afton Von Tye - spoke regarding the Bowman contract.

## **G. APPROVAL OF MINUTES**

### **1. 4.29.2025 Minutes**

1. Approval or Amendments to Minutes

Motion to approve 4.29.2025 Minutes as presented.

Motion made by McGehee, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee, Hempstead

### **2. 5.7.2025 Minutes**

1. Approval or Amendments to Minutes

Motion to approve 5.7.2025 Minutes as presented.

Motion made by McGehee, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee

Voting Abstaining: Hempstead

### **3. 5.12.2025 Minutes**

#### **1. Approval or Amendments to Minutes**

Motion to approve 5.12.2025 Minutes as presented.

Motion: McGehee

Council discussed adding additional detail to Section G(6).

McGehee rescinded her motion.

Motion to table minutes until July meeting.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee, Hempstead

### **4. 5.21.2025 Minutes**

#### **1. Approval or Amendments to Minutes**

Motion to approve 5.21.2025 Minutes as presented.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee, Hempstead

## **H. OLD BUSINESS**

### **1. Council Applicants**

#### **1. Review and Discussion regarding Council Applicants**

Council received two applications for the vacant seat:

1. Catherine Nipper

2. Bob Spedden

Afton Von Tye submitted his resume after the deadline, however, Council decided to accept his application.

Council heard from applicant Nipper and applicant Von Tye regarding their interest for the position.

## **I. NEW BUSINESS**

### **Data Center Overview**

The Town Manager presented an overview of the data center that is being built in the county and its potential impacts on the town.

## **J. REPORTS**

### **1. Town Manager's Report**

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

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

The Treasurer presented an overview of her report. The Treasurer's report is attached to the corresponding packet.

### **3. DMV Report**

The DMV report is attached to the corresponding packet.

### **4. Committee's Report**

#### **Fire Department**

Fair July 8-12 at Walton Park.

Parade on the July 11.

VFW hosting flag day.

New tanker has arrived and personnel are being trained.

#### **Personnel**

Staff evaluations are being performed and will be reviewed by Council next month.

### **5. Mayor's Report**

The Mayor reported he is working with Little League regarding the bathrooms.

### **6. Council Comments**

Council Member Hempstead had questions regarding the budget. The questions were answered by the Town Manager and the Treasurer.



Council Member McGehee had a question regarding residential wells. The question was answered by the Town Manager.

**K. 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

**L. ADJOURN**

Motion to adjourn.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee, Hempstead



## **MINERAL COUNCIL SPECIAL MEETING AND BUDGET PUBLIC HEARING MINUTES**

**June 16, 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

Olivia Barrow

Rebecca McGehee

#### **ABSENT**

Bernice Kube (Medical)

David Hempstead (Out of town)

### **C. PLEDGE OF ALLEGIANCE**

All in attendance stood for the Pledge of Allegiance.

### **D. ADOPTION OF AGENDA**

Amendments to the agenda:

1. Closed Session

2. Well Discussion

### **E. PUBLIC HEARING**

1. **Public Hearing - Budget**

Nobody from the public signed up to speak during the public hearing.

Council did not have any questions regarding the budget.

#### **F. Closed Session**

Council went into closed session with accordance with 2.2-3711(A)(8) to review utilities contract with legal counsel.

#### **G. OLD BUSINESS**

##### **1. Appointment of Council Member**

##### **1. Discussion and Appointment of New Council Member**

Motion to appoint Blair Nipper to the vacant Council seat.

Motion made by McGehee, Seconded by Covert.

Voting Yea: Covert, Barrow, McGehee

#### **H. Well Discussion**

The Utilities Committee provided an overview of the impact the services will have on well 4.

Motion for Town Manager to move forward with proposal as submitted by Royall Pump & Well Company.

Motion made by Barrow, Seconded by McGehee.

Voting Yea: Covert, Barrow, McGehee

#### **I. ADJOURN**

Motion to adjourn.

Motion made by McGehee, Seconded by Barrow.

Voting Yea: Covert, Barrow, McGehee



## MINERAL COUNCIL SPECIAL MEETING MINUTES

June 24, 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

Rebecca McGehee

David Hempstead

Blair Nipper

#### ABSENT

Bernice Kube

Olivia Barrow

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of the Allegiance.

### D. ADOPTION OF AGENDA

### E. OLD BUSINESS

#### 1. Adoption of Fee Schedule

Motion to adopt the fee schedule as presented.

Motion made by McGehee. Seconded by Nipper.

Voting Yea: Covert, McGehee, Hempstead, Nipper

## **2. Adoption of FY26 Budget**

The Town Council and Town Treasurer discussed line-items in the budget, specifically regarding the water.

Motion to approve the budget as presented.

Motion by Nipper, Seconded by Covert.

Motioned by Nipper, Seconded by Covert.

Voting Yea: Covert, McGehee, Hempstead, Nipper.

## **3. Appropriation of FY26 funds**

Motion to appropriate funds for 90 days.

Motioned by Nipper, seconded by Hempstead

Voting Yea: McGehee, Hempstead, Nipper

Voting Nay: Covert

Special Meeting for water work session July 8, 2025 @ 6:30.

## **F. ADJOURN**

Motion to adjourn.

Motion made by McGehee, Seconded by Hempstead.

Voting Yea: Covert, McGehee, Hempstead, Nipper.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.14.2025

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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  
Consumer Consumption Report  
Sanitary Survey Report from VDH  
Cross Connection Control – Filled out and sent back to VDH  
Royall Pump & Well Inspection Report



# Town Council

## REPORT SUMMARY

Meeting Date: July 14, 2025

Section I, Item 1.

**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Finance

1. Budget: FY26 budget has been approved in the system. This means that we are currently working off July 1, 2025 numbers. The treasurer will have reports for the final FY25 unaudited numbers.
2. Audit for FY2023- The reconciliation process is starting, and we are hoping this will go smoother than FY2022 has we have more records and are more organized than last year. Our goal is to get the audit for FY23 and 24 done this year or at least 18 months.

### 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

### Water

1. Well #4 – as reported at the Water Budget Meeting on Tuesday July 8<sup>th</sup>, the well is producing 180 GPM (gallons per minute) this is more than VDH has permitted us for at 75 GPM. This is great news, with a little continuous maintenance, this well will work for a long time. I am working with VDH to review the steps to get the well active again and will work with Royall Pump and Well on a plan for maintenance. In about 3-4 years we may need to replace the pump, as you will see many recommendations in the report. We will allocate money to this in our budget. Now we can move to plan out other pressing water projects that are needed, line replacement.
2. Water main break on W 3<sup>rd</sup> Street starting at 301 W 3<sup>rd</sup> street. I contacted VDH and LCWA to notify them of the issue. We called each metered resident affected on this line and hand delivered a boil water advisory notice along with a case of water. Hunter Martin is ready to take samples once it is fixed and drop them off at Spotsylvania's working lab. He had to do 2 samples 16 hours apart before we could lift the BWA. We worked with LCWA, VDH and Spotsylvania to resolve the issue going into the July 4<sup>th</sup> Holiday weekend. On Saturday July 5<sup>th</sup>, we heard back from Spotsylvania Lab all tests were clear of contamination. I heard from VDH the same day, we posted it on Facebook. The sign is out; we are looking into this. On Monday Michelle delivered the lift notices to the isolated residents. On Monday the Certification report was sent to VDH regarding the incident.



# Town Council

## REPORT SUMMARY

*Meeting Date: July 14, 2025*

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Section I, Item 1.

3. Sanitary Survey Report – Virginia Department of Health did a site inspection of the Town's Waterworks. The report that is in your packet describes in detail all that they have looked at and inspected. There is a Cross Connection Control report that I will work with the Utility Committee to fill out and return to them by November 2025. We will also review the packet and work through the recommendations that are listed. I have reached out to our Water Tank contractor to address the insulation on the tank; they will be here within a few weeks.

### **MuniCode**

1. The team at municode are reviewing the codes during the editorial process, this takes 120 days and then we will receive a proof to review and approve. (as of July 3).



# 2024 Annual Drinking Water Quality Report

Town of Mineral – PWSID# 2109525

Section I, Item 1.

## Spanish (Español)

Este informe contiene información muy importante sobre la calidad de su agua beber. Tradúscalo o hable con alguien que lo entienda bien.

## INTRODUCTION

This Annual Drinking Water Quality Report for calendar year 2024 is designed to inform you about your drinking water quality. Our goal is to provide you with a safe and dependable supply of drinking water, and we want you to understand the efforts we make to protect your water supply. The quality of your drinking water must meet state and federal requirements administered by the Virginia Department of Health (VDH).

If you questions about this report, want additional information about any aspect of your drinking water or want to know how to participate in decisions that may affect the quality of your drinking water, please contact: Ms. Nicole Washington at (540)894-5100.

## GENERAL INFORMATION

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include: (i) microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife; (ii) inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming; (iii) pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses; (iv) organic chemical contaminants, including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems; (v) radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities. In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer who are undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

## SOURCE and TREATMENT OF YOUR DRINKING WATER

In 2024 the Town purchased treated water from the Louisa County Water Authority.

The Virginia Department of Health conducted source water assessments during 2018. Our well was determined to be medium susceptible to contamination using the criteria developed by the state in its approved Source Water Assessment Program. The assessment report consists of maps showing the source water assessment area, an inventory of known land use activities of concern, and documentation of any known contamination within the last five years. The report is available by contacting the above listed contact.

### Water Conservation Tips

Did you know that the average U.S. household uses approximately 400 gallons of water per day or 100 gallons per person per day? Luckily, there are many low-cost and no-cost ways to conserve water. Small changes can make a big difference - try one today and soon it will become second nature.

- Take short showers - a 5 minute shower uses 4 to 5 gallons of water compared to up to 50 gallons for a bath.
- Shut off water while brushing your teeth, washing your hair and shaving and save up to 500 gallons a month.
- Use a water-efficient showerhead. They're inexpensive, easy to install, and can save you up to 750 gallons a month.
- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month. Water plants only when necessary.
- Fix leaky toilets and faucets. Faucet washers are inexpensive and take only a few minutes to replace. To check your toilet for a leak, place a few drops of food coloring in the tank and wait. If it seeps into the toilet bowl without flushing, you have a leak. Fixing it or replacing it with a new, more efficient model can save up to 1,000 gallons a month.
- Adjust sprinklers so only your lawn is watered. Apply water only as fast as the soil can absorb it and during the cooler parts of the day to reduce evaporation.
- Teach your kids about water conservation to ensure a future generation that uses water wisely. Make it a family effort to reduce next month's water bill!
- Visit [www.epa.gov/watersense](http://www.epa.gov/watersense) for more information.

### Cross Connection Control Survey

The purpose of this survey is to determine whether a cross-connection may exist at your home or business. A cross connection is an unprotected or improper connection to a public water distribution system that may cause contamination or pollution to enter the system. We are responsible for enforcing cross-connection control regulations and insuring that no contaminants can, under any flow conditions, enter the distribution system. If you have any of the devices listed below please contact us so that we can discuss the issue, and if needed, survey your connection and assist you in isolating it if that is necessary.

- Boiler/ Radiant heater (water heaters not included)
- Underground lawn sprinkler system
- Pool or hot tub (whirlpool tubs not included)
- Additional source(s) of water on the property
- Decorative pond Watering trough

### Source Water Protection Tips

Protection of drinking water is everyone's responsibility. You can help protect your community's drinking water source in several ways:

- Eliminate excess use of lawn and garden fertilizers and pesticides - they contain hazardous chemicals that can reach your drinking water source.
- Pick up after your pets.
- If you have your own septic system, properly maintain your system to reduce leaching to water sources or consider connecting to a public water system.
- Dispose of chemicals properly; take used motor oil to a recycling center.
- Volunteer in your community. Find a watershed or wellhead protection organization in your community and volunteer to help. If there are no active groups, consider starting one. Use EPA's Adopt Your Watershed to locate groups in your community, or visit the Watershed Information Network's How to Start a Watershed Team.
- Organize a storm drain stenciling project with your local government or water supplier. Stencil a message next to the street drain reminding people "Dump No Waste - Drains to River" or "Protect Your Water." Produce and distribute a flyer for households to remind residents that storm drains dump directly into your local water body.

## DEFINITIONS

Contaminants in your drinking water are routinely monitored according to Federal and State regulations. The table on the next page shows the results of our monitoring for the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2024. In the table and elsewhere in this report you will find many terms and abbreviations you might not be familiar with. The following definitions are provided to help you better understand these terms:

*Maximum Contaminant Level, or MCL* - the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

*Maximum Contaminant Level Goal, or MCLG* - the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

*Maximum Residual Disinfectant Level Goal or MRDLG*: the level of drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

*Maximum Residual Disinfectant Level or MRDL*: the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

*Non-detects (ND)* - lab analysis indicates that the contaminant is not present

*Parts per million (ppm) or Milligrams per liter (mg/l)* - one part per million corresponds to one minute in two years or a single penny in \$10,000.

*Parts per billion (ppb) or Micrograms per liter* - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

*Picocuries per liter (pCi/L)* - picocuries per liter is a measure of the radioactivity in water.

*Action Level (AL)* - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

*Treatment Technique (TT)* - a required process intended to reduce the level of a contaminant in drinking water.

*Level 1 assessment* - a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

*Level 2 assessment* - a very detailed study of the waterworks to identify potential problems and determine (if possible) why an *E. coli* PMCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

*Nephelometric Turbidity Unit (NTU)* - nephelometric turbidity unit is a measure of the clarity, or cloudiness, of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is monitored because it is a good indicator of the effectiveness of our filtration system.

## WATER QUALITY RESULTS

Section I, Item 1.

### Microbiological Contaminants

Contaminant	MCLG	MCL	No. of Samples Indicating Presence of Bacteria	Violation (Y/N)	Month of Sampling	Typical Source of Contamination
<i>E. coli</i>	0	1 routine sample and a repeat sample are total coliform positive, and 1 is also <i>E. coli</i> positive	0	N	Every month	Human and animal fecal waste

### Regulated Contaminants

Contaminant (units)	MCLG	MCL	Level Detected	Violation (Y/N)	Range	Date of Sample(s)	Typical Source of Contamination
Nitrate (ppm)	10	10	0.71	N	NA	2024	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Fluoride (ppm)	4	4	ND	N	NA	2024	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Barium (ppm)	2	2	ND	N	NA	2024	Discharge of drilling waste; Discharge from metal refineries; Erosion of natural deposits
Beta Particle and Photon Radioactivity (pCi/l)	0	50*	0.9	N	NA	2023	Decay of natural and man-made deposits
Combined Radium (pCi/L)	0	5	0.2	N	NA	2023	Erosion of Natural Deposits
Alpha Emitters (pCi/l)	0	15	<0.33	N	NA	2023	Erosion of Natural Deposits
Chlorine (ppm)	MRDLG = 4	MRDL = 4	0.74	N	0.33 – 0.83	2024	Water additive used to control microbes
Haloacetic Acids (ppb)	NA	60	23	N	-	2024	By-product of drinking water disinfection
Total Trihalomethanes (ppb)	NA	80	57	N	-	2024	By-product of drinking water disinfection
Turbidity	NA	TT, 1 NTU Max	0.6 NTU	N	-	2024	Soil runoff
		TT, ≤ 0.3 NTU 95% of the time	100%	N			

\*The MCL for beta particles is 4 mrem/year. EPA considers 50 pCi/l to be the level of concern for beta particles.

**Lead and Copper Contaminants**

Contaminant (units)	MCLG	Action Level	90 <sup>th</sup> Percentile	Date of Sampling	Range	# of Sampling Sites Exceeding Action Level	Typical Source of Contamination
Lead (ppb)	0	AL = 15	5.7	August and September 2024	<2 to 11.4	0 of 5	Corrosion of household plumbing systems; Erosion of natural deposits
Copper (ppm)	1.3	AL = 1.3	0.013	August and September 2024	ND to 0.0315	0 of 5	Corrosion of household plumbing systems; Erosion of natural deposits

*Lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Town of Mineral is responsible for providing high quality drinking water and removing lead pipes, but cannot control the variety of materials used in plumbing components in your home. You share the responsibility for protecting yourself and your family from the lead in your home plumbing. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Before drinking tap water, flush your pipes for several minutes by running your tap, taking a shower, doing laundry or a load of dishes. You can also use a filter certified by an American National Standards Institute accredited certifier to reduce lead in drinking water. If you are concerned about lead in your water and wish to have your water tested, contact Town of Mineral. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at <http://www.epa.gov/safewater/lead>.*

*Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems.*

*A service line inventory has been prepared and submitted to the Office of Drinking Water,. You may contact Ms. Nicole Washington, Town Administrator, for more information about the service line inventory.*

**Sodium**

Contaminant (units)			Level Detected	Violation (Y/N)	Date Sampled	Typical Source of Contamination
Sodium (ppm)			9.4	N/A	2024	Erosion of natural deposits; road salt; septic effluent; animal waste; and agrichemicals

While there is no drinking water standard for sodium, those on very low sodium diets may need to talk to their health care provider if levels exceed 20 ppm.

The state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data presented in the above tables, though accurate, is more than one year old.

MCL's are set at very stringent levels by the U.S. Environmental Protection Agency. In developing the standards EPA assumes that the average adult drinks 2 liters of water each day throughout a 70-year life span. EPA generally sets MCLs at levels that will result in no adverse health effects for some contaminants or a one-in-ten-thousand to one-in-a-million chance of having the described health effect for other contaminants.

**VIOLATION INFORMATION** – Did any PMCL or TT violation occur during the year?      ( ) Yes      (X) No

**VIOLATION INFORMATION** – Did any monitoring, reporting, or other violations occur during the year?      ( X ) Yes      ( ) No

The 2023 Consumer Confidence Report (CCR) should have been distributed by July 1, 2024. This was not done until July 16, 2024.

#### **ADDITIONAL HEALTH INFORMATION**

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Town of Mineral is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (800-426-4791).



# COMMONWEALTH of VIRGINIA

Karen Shelton, MD.  
State Health Commissioner

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

### Richmond Field Office

R. Christopher Lindsay  
Chief Operating Officer

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

## System Sanitary Survey Report

June 9, 2025

**\*\*Transmitted Via Email – No Paper Copy to Follow\*\***

To: Nicole Washington  
Mineral, Town Of  
P. O. Box 316  
Mineral, VA, 23117

SUBJECT: Louisa County  
Waterworks: Mineral, Town Of  
PWSID: VA2109525

Survey Date: May 22, 2025

Next Survey Due By: May 22, 2028

Present at Survey:

Name	Organization
Lyndsey McCauley	Office Of Drinking Water
Lydia Belser	Office Of Drinking Water
Toby Bryant	Office of Drinking Water
Hunter Martin	Town of Mineral
Nicole Washington	Town of Mineral

Reviewer: Toby Bryant

As a result of the sanitary survey noted above, the Office of Drinking Water offers the following comments. Should you have questions or desire to discuss our findings, please contact us at (804) 965-4038 or [lyndsey.mccauley@vdh.virginia.gov](mailto:lyndsey.mccauley@vdh.virginia.gov).

### ACCOLADES:

We would like to offer the following accolades to recognize exceptional performance at your waterworks:

### SIGNIFICANT DEFICIENCIES:

There were no significant deficiencies at the time of this inspection.

#### MINOR DEFICIENCIES:

The Virginia Waterworks Regulations require your waterworks to complete the following actions. Failure to complete these actions by the specified dates may result in a Notice of Alleged Violation.

Section	Recommendations
Distribution System	The Cross Connection Control Program is currently from 1977. A new CCCP is required in order to include new connections added to the system and/or new backflow prevention devices applied. A template has been attached at your convenience. – Photo Number: None
60,000 Gallon Elevated Tank	A section of the insulation along the pump box looks to have been damaged. Our office acknowledges that a new tank inspection company is in the process of being hired. They may wish to complete this work, however, the piece of insulation needs to be replaced no later than November 1, 2025. – Photo Number: 1

#### RECOMMENDATIONS:

The following recommendations do not rise to the level of a violation of the Virginia Waterworks Regulations but are items identified during the sanitary survey.

Section	Recommendations
Management And Operation	During our inspection, we discussed the Emergency Management Plan that is currently in process. Please send this plan to our office as soon as possible and continue to update this plan as needed. – Photo Number: None

Please review the attached summary of required sampling and visit our web site at <http://www.vdh.virginia.gov/ODW/>. There you will find helpful information on water sampling and testing, operator licensing and training, consumer education, project funding and **many other topics, as well as, links to other key websites and Virginia's *Waterworks Regulations*.**

Survey By:



Lyndsey R. McCauley  
Environmental Specialist Sr. - PWS

Attachment: Completed Field Checklist

ec:

Warren Hunter Martin,  
VDH-ODW-Central Office  
Louisa County Health Department  
Louisa County Administrator



Attachments:

Photo #1:



## J. DEMAND AND PRODUCTION Town of Mineral

# Connection	340
# Population	478
Permitted Capacity, gpd	120,000

	LCWA Connection		
Pump output, gpm	NA		
Permit capacity, gpd	93,600		
Date	meter reading		
5/22/2025	117,747,100		
1/1/2025	110,369,700		
Days in operation	141		
Total Production, gal	7,377,400		
Avg. daily production, gpd	52,322		
Pumping Avg, hrs/day	NA		

		Previous	Percent	% Permit
Combined production, gpd	Current	Inspection	Change	Capacity
GPD	52,322	N/A	N/A	44%
GPD/Conn	154			
GPD/Pop	109			

	Enter data from Permit/EDS
	Enter data from field observation
	Calculated value for report

\*\*Information given by compliance supervisor

## Public Water System Site Visit

PWS ID: VA2109525 PWS Name: MINERAL, TOWN OF

Source Type: SWP System Type: C Population: 435 Local Name:

County: LOUISA COUNTY City: Last Sanitary Survey Date: 5/22/2025

Service Area Characteristic Code	Name	Service Connections	Name	Count
R	RESIDENTIAL AREA	Commercial	Unknown	340

## Points of Contact

Name (Job Title)	POC Type	Address	Phone	Email
MARTIN, WARREN HUNTER	DO	286 Belleview Ave.		whmh2o1@hotmail.com
WASHINGTON, NICOLE TOWN MANAGER	AC   OW	P. O. Box 316	540-894-5100	nwashington@townofmineral.net

## Active Water System Facilities

Active WS Facilities Type Name	WS Facility ID	Active Sample Point Name
LCWA CONNECTION	CC001	
DISTRIBUTION SYSTEM	DS001	LCR13,LCR16,LCR15,LCR10,LCR09,LCR08,LCR07,LCR06,LCR02,LCR01,LCR12,LCR03,LCR05,LCR14,DBP01,DBP02,LCR11,TCR01
EP WELL 5	EP001	
EP EMERGENCY SPRINGS	EP002	
EP WELL 4	EP003	EP003
EMERGENCY SPRING	SP010	
60,000 GALLON ELEVATED TANK	ST001	
SPRING DISINFECTION	TP002	
WELL 5 CHLORINE, PH AND PO4	TP004	
WELL 4 CHLORINE, PH AND PO4	TP011	
WELL 4	WL003	RW003
WELL 5 (ABANDONED)	WL004	

## Compliance Schedules

Schedule Closed Date	Schedule Effective Date	Schedule Id	Schedule Status Code	Schedule Status Date	Schedule Type
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	5/19/2025 12:00:00 AM	30	F	1/1/0001 12:00:00 AM	FOLL
1/1/0001 12:00:00 AM	1/1/2025 12:00:00 AM	29	F	1/1/2025 12:00:00 AM	CCR
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/13/1997 12:00:00 AM	2	F	3/19/2019 12:00:00 AM	PLAN
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	12/14/2024 12:00:00 AM	27	F	12/14/2024 12:00:00 AM	LCRR
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP
1/1/0001 12:00:00 AM	2/5/2025 12:00:00 AM	27	F	1/1/0001 12:00:00 AM	CAP

## Compliance Schedule Activities

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
5/5/1977 12:00:00 AM		5/5/1977 12:00:00 AM	VAPLAN CROSS-CONN. APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
10/26/2009 12:00:00 AM		10/26/2009 12:00:00 AM	Z-NOUSE BSSR/TSWMP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CCR DISTRIBUTION	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		10/1/2025 12:00:00 AM	CCR RECEIVE CERTIFICATION	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	The Town will complete construction for required modifications or additions to the water system as recommended in the PER	1/1/2028 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
7/26/1993 12:00:00 AM		7/26/1993 12:00:00 AM	VAPLAN LCR SAMPLE SITE REPORT	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/31/2025 12:00:00 AM	<p>Asked FD/DE for info 4/1/25. Emailed town manager 4/2/25. Emailed FD/Jarret again 4/7/25. Gave Jarrett a template for them to sign when he speaks to her next week.</p> <p>The Town will provide signed certification that water line extensions, water system expansions, or other waterworks modifications that may increase waterworks demand will be paused until additional source water capacity can be provided. The signed certification will be submitted</p>	3/31/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	4/8/2025 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Provide response to after action memo from BWA during week of May 11, 2025. JR 5.19.25	6/19/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CCR COPY RECEIVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
9/16/2004 12:00:00 AM		9/16/2004 12:00:00 AM	Z-NOUSE ST1 MONITORING PLAN APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
4/1/1988 12:00:00 AM		4/1/1988 12:00:00 AM	Z-NOUSE LEAD NOTICE DATE	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
9/9/2013 12:00:00 AM		9/9/2013 12:00:00 AM	VAPLAN ST2 MONITORING PLAN APPROVED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/7/2025 12:00:00 AM	Signed CAP should be returned	3/7/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Quarterly Progress report for CAP	1/10/2026 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	Quarterly Progress report	10/10/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/15/2007 12:00:00 AM		3/15/2007 12:00:00 AM	Z-NOUSE 40/30 CERT ISSUED	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/7/2020 12:00:00 AM	Well #5 removed as raw source	1/1/0001 12:00:00 AM	VAPLAN RTCR BSSP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	If the PER recommendations include construction, The Town will obtain a construction permit for the required construction	1/1/2027 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM		7/1/2025 12:00:00 AM	CERTIFY LEAD SL NOTIFICATION	7/1/2025 12:00:00 AM	1/1/0001 12:00:00 AM

Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
1/1/0001 12:00:00 AM	The Town will hire a Professional Engineer, licensed in the Commonwealth of Virginia, to develop a Preliminary Engineering Report (PER) to evaluate alternatives to establish adequate source water capacity for the waterworks. The Town will submit the PER to RFO	1/1/2026 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM
Activity Achieve Date	Activity Comment	Activity Due Date	Activity Name	Activity Projected Date	Activity Reported Date
3/7/2025 12:00:00 AM	Quarterly Progress report for CAP	4/10/2025 12:00:00 AM	FOLLOW UP	1/1/0001 12:00:00 AM	1/1/0001 12:00:00 AM

### Treatment Processes

Active Treatment Plant Name	Objective Name	Process Name	Process Number
WELL 5 CHLORINE, PH AND PO4	PHOSPHATE	INHIBITOR, ORTHOPHOSPHATE	445
WELL 4 CHLORINE, PH AND PO4	PHOSPHATE	INHIBITOR, ORTHOPHOSPHATE	445
WELL 4 CHLORINE, PH AND PO4	SODA ASH	PH ADJUSTMENT, POST	741
WELL 5 CHLORINE, PH AND PO4	PH ADJUSTMENT	PH ADJUSTMENT, POST	741
WELL 4 CHLORINE, PH AND PO4	CHLORINATOR	HYPOCHLORINATION, PRE	423
SPRING DISINFECTION	CHLORINATOR	HYPOCHLORINATION, PRE	423
WELL 5 CHLORINE, PH AND PO4	CHLORINATOR	HYPOCHLORINATION, PRE	423

### TCR And Non-TCR Monitoring Schedules

Routine Schedule Analyte or Group	WSF Name	Frequency	Begin Date
COLIFORM (TCR)	Distribution System	1 RT per MN	1/1/2016
PBCU	DISTRIBUTION SYSTEM	5 RT per 3Y	1/1/2016
TTHM/HAA5	DISTRIBUTION SYSTEM	1 RT per YR	1/1/2025

### Water Facility Monthly Testing

Monthly Analyte	WSF Name	Count Per Day	Level Type	Level	Unit Of Measure	Begin Date
CHLORINE	DISTRIBUTION SYSTEM	0	MAX	4.00	MG/L	1/1/2019

### TCR Positives in Last 24 Months

There is no TCR Positives data.

Violations in Last Five Years

Facility	Violation Type	Analyte Name	Violation Begin Date	Violation End Date
	CCR REPORT	CONSUMER CONFIDENCE RULE	7/1/2024	7/26/2024

Unresolved Deficiencies

There is no Unresolved Deficiencies data.



# Sanitary Survey Report

## Distribution

### DISTRIBUTION SYSTEM

1	Is the CCCP maintained by an individual designated in responsible charge of the CCCP by the owner?	✓
3	Does the waterworks have adequate and up to date records of all cross connections , all required annual testing of installed backflow prevention devices, and records of assessments of all connections? CCCP is currently from 1977. A new CCCP is required to include new connections etc. No records could be found at time of inspection due to staff turnover etc.	MIN Deficiency
4	Are CCCP records retained for 10 years?	MIN Deficiency
5	CCCP evaluated every 5 years and updated if necessary to meet the requirements of section 600 of the regs	MIN Deficiency
6	Is the vault drain/sump pump functioning? (is there evidence of standing water?)	✓
7	If the meter is a consecutive connection, is there an operable sample tap?	✓
8	Are operators able to safely enter the vault for inspection, maintenance and repairs? (adequate ladder, confined space equipment and training if applicable)	✓
9	Is access to the vault / chamber locked or otherwise secured?	✓
10	Is there bypass piping and isolation valves available for meter maintenance? Isolation valves are exercised every 6 to 8 months per operator.	✓
11	Are there operable pressure gauges present? (for PRV or altitude valve) Based on previous inspection.	✓
12	Are air and vacuum relief valves routinely checked to ensure that ports are properly installed to prevent against cross connections? (not subject to flooding, downward facing, and screened)	✓
13	Is the meter in the vault operational? (recommend recording meter reading in comments) Meter reading: 117747100	✓
14	Are individual service meters provided for all connections?	✓

- |    |   |  |
|----|---|--|
| 15 | <b>Is a service meter calibration and replacement program in effect?</b><br>Replacement and calibration is completed as needed.   | ✓  |
| 16 | <b>Is a flushing program in place? (unidirectional preferred)</b><br>Flushing in place as needed.   | ✓  |
| 17 | <b>Is an isolation valve exercising program in place?</b>   | ✓  |
| 18 | <b>No evidence of less than 20 psi at service connections or other pressure problems?</b>   | ✓  |
| 19 | <b>Does the waterworks follow ODW guidelines for disinfection, sampling, and Boil Water Advisories following a main repair (see ODW Field Manual)?</b><br>Currently developing SOP's and Emergency management plan to address these concerns. Based on boil water advisory issued last week, they are following all ODW guidelines. | ✓  |
| 20 | <b>Are water audits (water loss/leakage calculation) routinely performed?</b><br>Created a new system last year called "Top 10 Consumers" that focuses on finding leaks in the distribution system. The town also has a contract with VRWA that focuses on this new system.   | ✓  |
| 21 | <b>Was the average leakage (real losses) over the past 12 months less than or equal to 30%?</b><br>Only one massive leak which was found on the customer side. Reported to LCWA.  | ✓  |
| 22 | <b>Are fire flow tests routinely performed and communicated to the waterworks?</b><br>Town maintains the fire hydrants and calls in contractors to help. In the process of replacing some of the older hydrants due to not being able to get parts etc.   | ✓  |
| 24 | <b>Are plans, sketches, or maps with valve &amp; master meter locations available?</b>  | ✓  |
| 25 | <b>Inspected records of repairs, flushing, hydrant testing, and water audits, and confirmed that they are adequate and maintained (kept) for at least 5 years?</b><br>Currently in the process of trying to make copies digital has there is currently a mix.   | ✓  |
| 26 | <b>CCCP plan document date or approval date is 2022 or more recent? (in compliance with 2021 regs)</b><br>Discussed the need to update. Will send template with letter.   | <div style="background-color: orange; padding: 2px; display: inline-block;">MIN<br/>Deficiency</div> |

## Finished Water Storage

### 60,000 GALLON ELEVATED TANK

- |   |   |   |
|---|---|---|
| 1 | <b>Is the access ladder locked from unauthorized access?</b>  | ✓ |
| 2 | <b>Has the waterworks provided documentation to verify the vent is properly shielded and screened with #24 mesh?</b>                                      | ✓ |
| 3 | <b>Has the waterworks provided documentation that the entrance hatch is locked and a shoebox style or otherwise protected from the entrance of water?</b> | ✓ |

REC  
Deficiency

- |    |  |                   |
|----|--|-------------------|
| 4  | <p>Are pictures of the tank interior provided? Are there indications of problems? (Floating debris, deteriorated lining, corrosion evident, excess sediment, etc.)</p> <p>Town is in the process of changing tank survey companies from USG to Southern Corrosion Control. Pictures are to be provided once work to the tank is completed.</p> | REC<br>Deficiency |
| 5  | Does the tank have a functioning drain with a protected outlet?  | ✓                 |
| 6  | Does the tank have an overflow affixed with a screen adequate to prevent entry of pests or a duckbill, and an air gap with a splash pad/sanitary drain?  | ✓                 |
| 7  | Is the sidewall access and all other access locked/bolted?   | ✓                 |
| 8  | Is access to the storage tank facility fenced and locked, or located within a greater secure area? (fence and lock in good condition)  | ✓                 |
| 9  | Are all other tank openings curbed, sleeved, watertight and freeze protected?  | ✓                 |
| 10 | <p>Does the waterworks have an effective routine tank inspection and preventative maintenance program in place?</p> <p>In the process of changing to new company. New company will be scheduled for tank maintenance on a more frequent basis.</p>   | ✓                 |
| 11 | Does the waterworks have an adequate strategy to monitor and maintain tank water quality? (preventing issues due to stratification, water age, nitrification, etc.)  | ✓                 |
| 12 | Is the tank mixer/aerator functioning adequately?  | ✓                 |
| 13 | <p>Is tank level control adequate? (pressure maintained, high/low alarms if needed, level recorded)</p> <p>Tank levels are shown using a control box that displays levels at the meter vault, well house, and tank itself. During inspection tank was 30% full as plant had start at 6 AM that morning.</p>                                    | ✓                 |
| 14 | Are operators familiar with tank levels necessary to maintain 20 psi, 1/2 day storage, and provide target fire flow for target duration?   | ✓                 |
| 15 | <p>Is adequate corrosion control in place? (exterior coating in good condition, cathodic protection operable, ringwall seal intact)</p> <p>Tank had paint repair last year and will be undergoing a new wash out and paint repair this upcoming year under Southern Corrosion.</p>   | ✓                 |
| 16 | Is operator safety adequately provided? (ladder safety system in good condition, operators trained and adequately equipped, no other hazards)  | ✓                 |
| 17 | Is access to the storage tank maintained? (lot mowed/kept up, road maintained)   | ✓                 |
| 18 | Is surface water diverted from the tank?   | ✓                 |

- 28 **No other issues with tank or associated appurtenances**  
There is a piece of insulation that needs to be replaced on the pump box. See photographs.

No Severity

**MR Data Verification**

1	BSSP appropriate for the population served, sample sites used, and extent of the distribution system	✓
2	Does the waterworks correctly rotate sites, use all approved sites, and not use unapproved sites? (verify collection addresses are from approved sites since the last inspection)	✓
5	Does the DDBP Monitoring Plan include the correct number of samples, frequency, and appropriate sample locations where maximum DBP formation is expected?	✓
6	Does the LCR Plan include the correct number of samples, frequency, and appropriate sample locations based on the Tiered criteria?	✓
7	Does the MOR confirm continuous Optimized Corrosion Control Treatment (OCCT) in accordance with the Operation Permit Conditions?	✓
8	Have all MORs been submitted in the last 12 months?	✓
9	Are all required operational treatment parameter monitoring and other information reported? Treatment is normally added to MOR, however, it is offline at this time.	✓
19	Can the operator/sampler identify the correct sample locations and do they have access to approved monitoring plans (raw, entry point, process control, WQPs, DBPs, total coliform, lead and copper?)	✓
21	Does the operator/sampler otherwise demonstrate sufficient knowledge of sampling requirements?	✓
23	Review of SDWIS, MOR, field samples, and daily log water quality sampling results free of evidence of potential sampler error, potential data falsification, or other data problems?	✓
43	Public Notices and Certification Forms submitted and are up to date in SDWIS	✓
4	Does the waterworks have written procedures for notifying groundwater wholesalers of total coliform positive results?	Not Applicable
14	Chlorine monitoring - Is an approved method used to analyze the chlorine grab samples? (methods using test strips or a color wheel are not approved)	Not Applicable

## Management and Operation

1	<p>Are the waterworks facilities and appurtenances in good operating condition? (source, treatment, and distribution facilities without defect) (triennial assessment - mandatory question)</p> <p>Well 4 is currently offline. Only connection is through LCWA which was supposed to be an emergency/supplemental connection. CAPDEV has given funding to help rehab well.</p>	✓
2	<p>Does the system meet Waterworks Regulations design and construction standards? (unpermitted construction or modification) (triennial assessment - mandatory question)</p>	✓
3	<p>Does the waterworks meet all established National Primary Drinking Water Standards, and has taken action to prevent recurrence of past violations? (triennial assessment - mandatory question)</p>	✓
4	<p>Did the owner issue Public Notice if required?</p>	✓
5	<p>Has the waterworks either not received significant deficiencies, or completed timely correction of all significant deficiencies? (triennial assessment - mandatory question)</p> <p>Currently under a corrective action plan (CAP) to address issues surrounding wells and water capacity issues.</p>	✓
6	<p>Did the waterworks address recommendations from recent sanitary surveys? (triennial assessment - mandatory question)</p>	✓
7	<p>Free of complaints since the last inspection? (explain or summarize any complaints reported to ODW or the waterworks in the comments)</p> <p>No complaints in terms of water quality. Complaints about on going issues with surrounding water capacity.</p>	✓
8	<p>Does the waterworks have a written policy for responding to customer complaints? (triennial assessment - mandatory question)</p>	✓
9	<p>Does the waterworks have an emergency response plan that has been tested and is routinely updated?</p> <p>Currently in the process of creating.</p>	REC Deficiency
10	<p>Does the Emergency Response Plan include background information with a system description and diagram (including facility addresses), and is it up to date?</p>	REC Deficiency
11	<p>Does the Emergency Response Plan include hazard analysis (recommend that analysis is performed with locality emergency manager) that addresses adverse weather events?</p>	REC Deficiency
12	<p>Does the Emergency Response Plan include an emergency contact list including all critical emergency contacts (recommend including all contacts from the Waterworks Emergency Response Plan Template available on the ODW website)?</p>	No Severity
13	<p>Does the Emergency Response Plan include action plans to address all risks identified in the hazards analysis? (recommend using EPA hazards specific checklists)?</p>	REC Deficiency

14	Does the Emergency Response Plan include a Continuity of Operations plan, specifically roles and responsibilities?	REC Deficiency
15	Does the Emergency Response Plan include advisory (BWA, etc.) templates and procedures for non-english speaking populations?	REC Deficiency
16	Is the Emergency Management Plan for Extended Power Outage current? In the process of trying to update. SOP's have been made, however, the officially plan is not yet completed.	MIN Deficiency
17	Waterworks is aware of VA WARN (if not, inform the waterworks that this network can aid waterworks in response to emergencies, see vawarn.org)	REC Deficiency
19	Are all plans and reports up to date and implemented (eg. BSSP, LCR Plan, CCCP, CCR, Sampling, etc.)? (triennial assessment - mandatory question)	✓
20	Does the waterworks have sufficient licensed operator coverage for sick leave and vacation? (triennial assessment - mandatory question)	MIN Deficiency
21	No problems with personnel turnover	✓
22	Are there records of an active ongoing staff training program? (staff should review the Asset Management Plan to evaluate)	✓
23	Have all operators attended a technical training seminar or conference at least once per year, over the past 3 years? (triennial assessment - mandatory question)	✓
24	Did operators appear to be adequately trained for their roles?	✓
25	Is there an active safety program?	✓
26	Clear lines of communication established with managers, plant and system operators?	✓
27	Is the system's management generally responsive to operator requests for training, equipment, or other needs?	✓
28	Does the waterworks have records demonstrating that preventative maintenance tasks are scheduled and performed?	REC Deficiency
29	Does the waterworks have a written Asset Management Plan? (triennial assessment - mandatory question)	REC Deficiency
31	Does the waterworks have a written Capital Improvement Plan? (triennial assessment - mandatory question)	REC Deficiency

32	Is a reserve fund established to cover necessary replacements or Capital Improvements? (triennial assessment - mandatory question)	✓
34	Does the waterworks have at least 45 days cash on-hand to cover expenses? (triennial assessment - mandatory question)	✓
35	Is the waterworks budget independent from subsidization by general funds, sewer funds or other funding sources? (triennial assessment - mandatory question)	✓
36	Have the waterworks' rates been adjusted in the past three years? (triennial assessment - mandatory question)	✓
37	Does the waterworks have a WBOP that is up to date and implemented?	MIN Deficiency
38	Are all service connections equipped with operational meters and is there a water accountability program in place? (triennial assessment - mandatory question)	✓
39	Did the waterworks consistently operate within 80% of its permitted capacity? (not exceeded for 3 consecutive months) (triennial assessment - mandatory question) Calculated usage from Jan 1, 2025 to May 2025. Average water usage around 52,322 GPD. Within their operation permit capacity, however need to keep a close eye on usage considering the usage does not include summer/warmer months.	✓
40	Has the waterworks operated within their Operation Permit capacity since the last inspection? (if not, explain in comments) Permit capacity is set to Well No. 4 and LCWA connection. The connection is a supplement to Well No. 4 which is the main source. However, Well No.4 has been turned offline and the LCWA connection is being fed as the main source. No new connections can be added to the system at this time due to the limitation of capacity.  A Corrective Action Plan has been created with timelines going all the way to 2028. The connection to LCWA is sufficient in providing water to the town at this time but is not to be a permanent solution.	MIN Deficiency
43	Records retained in accordance with the Retention and Disposition Schedule of the Library of Virginia, General Schedule No. 7 for public utility records of county and municipal governments CCCCP documents are to updated etc.	MIN Deficiency
46	No other management and operations issues noted during the survey.	✓
18	Waterworks is a member of VA WARN	Not Applicable
30	Have all item in the Asset Management Plan been completed by the specified deadlines? (staff should review the Asset Management Plan to evaluate)	Not Applicable

33	Have all item in Capital Improvements Plan been completed by the specified deadlines? (staff should review the Capital Improvements Plan to evaluate) Currently working to completed CAP.	Not Applicable
44	Has the waterworks implemented Operational Technology (OT), such as SCADA, industrial controls systems (ICS), building management systems, fire control systems, and physical access control systems? (If yes, update SDWIS OT indicator to reflect)	Not Applicable
45	Does the waterworks routinely perform cybersecurity assessments and address gaps identified?	Not Applicable

## Operator Compliance

1	Does the designated operator have an unexpired Virginia DPOR waterworks operator license of at least the same class as the waterworks? Warren Hunter Martin, Class 1 Waterworks Operator License Number: 1955003275 Exp. Date: 02/28/27	✓
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## Other

1	Enter into comment field the number of hours spent (number only) on this survey, including preparation, travel, time on site, and report writing. 6 hours	✓
2	Is the waterworks Operation Permit up-to-date? (if no, describe changes needed in comments)	✓
3	Is the Waterworks Description Sheet up-to-date? (if no, describe changes needed in comments)	✓
4	Is SDWIS inventory data current? (update while in the field if possible, or note changes needed in comments to update upon returning to the office) Updated SDWIS to reflect change in population and inactivation of Well No. 4 for the time being.	✓
5	SDWIS data review - No unaddressed exceedances (PMCL, SMCL, AL, OEL, etc.) If an exceedance was not indicated by a SDWIS compliance report, log in the SDWIS issue log at Y:\13-Manuals\09-Data Management Manual\SDWIS	✓
6	SDWIS Data Review - Sample schedule types, frequencies, and number of samples correct	✓
7	SDWIS Violation & Enforcement Action data current?	✓
8	No other safety issues or concerns noted during the inspection	✓



## CHEMICAL TEST RESULTS:

	PH	Cl (Free)	Cl (Total)	Alk	Hard	Turb	F	Fc	Mn	Al	P	Color	Temp
Raw													
Primary													
Applied													
Finished													

## FINISHED WATER STABILITY:

	PH	Alkalinity	Ca Hardness	TDS/Conduc tivity	Chlorides	Sulfates
Treated Sample						
Tap Sample						

**Results:** The water is \_\_\_\_\_ mg/l (scale forming or corrosive)

## CT CALCULATIONS:

	UNIT NAME	RESIDUA L TYPE	DESINFECTA NT RESIDUAL	DETENTIO N TIME (T10)	CT calc	pH	CT 99.9	CT calc % CT 99.9
CT1	Primary Rapid Mix							
CT2	Primary Floc							
CT3	Primary Settling							
CT4	Recarbonation Basin							
CT5	2nd Rapid Mix							
CT6	2nd Floc							
CT7	2nd Settling							
CT8	2nd Recarbonation							
CT9	Filters							
CT10	ClearWell							
CT other								
CT credit								0.83
TOTAL								

## Basic Inventory Comments


## Parties Present/Point Of Contact Comments


**Site Visit Observation Comments**

*Section I, Item 1.*

**Site Visit Observation Comments**

*Section I, Item 1.*

# COMMUNITY WATERWORKS MODEL PROGRAM CROSS CONNECTION CONTROL

1. By Ordinance No. \_\_\_\_\_ Adopted \_\_\_\_\_

Title of Ordinance \_\_\_\_\_

## 2. Administration

The **Cross Connection Control Program Administrator** (hereafter referred to as the “Program Administrator”) shall administer and enforce this program under the supervision of the **(Town Manager, County Administrator, Mayor, or other chief administrative officer)**.

## 3. Purpose

- A. Preventing intrusion of contamination into the distribution from premise plumbing from cross-connections and backflow by installing an appropriate backflow prevention device or by backflow prevention by separation at the service connection. Containment has the highest priority.
- B. Preventing backflow of pollution or contamination into the premise plumbing by informing the consumer of the shared responsibility for water quality and providing assistance where requested in determining the degree of hazard. Informing owners of the need for isolation beyond the service connection will be a continuing effort.
- C. Preventing backflow of pollution or contamination into the waterworks and into the premise plumbing, where it is not intricate or complex, by application of point-of-use isolation in lieu of containment. The alternative of isolation in lieu of containment will be evaluated at each premises where containment is required.

## 4. Procedures

### A. General

- 1. Each premise plumbing system will be assessed on a regular basis for cross connection hazards. Assessment may be performed by inspections, interviews or questionnaires. Interviews may be conducted on site or by phone.
- 2. The **Program Administrator** will arrange to have trained personnel conduct an onsite interview annually with the owner or owner's representative of each premise plumbing system identified in the following situations:
  - a. A substance is handled in such a manner as to create an actual or potential hazard to a waterworks (this shall include premises having sources or systems containing process fluids or waters originating from a waterworks which are no longer under the control of the owner);

- b. There exists internal cross-connections that, in the judgment of the owner or the department, may not be easily correctable or have intricate or complex plumbing arrangements that make it impracticable to determine whether or not cross-connections exist;
  - c. There are security requirements or other prohibitions or restrictions that prevent the assessment of all potential cross-connections that may impair the quality of the water delivered;
  - d. There is a repeated history of cross-connections being established or reestablished;
  - e. There are fire protection systems, lawn sprinkler systems, or irrigation systems;
  - f. The owner or department can show that a potential cross-connection hazard exists.
  - g. Booster pumps or fire pumps connected to the waterworks.
  - h. Hospitals, mortuaries, clinics, veterinary establishments, nursing homes, and medical buildings;
  - i. Laboratories;
  - j. Piers, docks, and waterfront facilities;
  - k. Sewage treatment plants, sewage pumping stations, or storm water pumping stations;
  - l. Food and beverage processing plants;
  - m. Chemical plants, dyeing plants, and pharmaceutical plants;
  - n. Metal plating industries;
  - o. Petroleum or natural-gas processing or storage plants;
  - p. Radioactive materials processing plants or nuclear reactors;
  - q. Car washes and laundries;
  - r. Buildings with commercial, industrial, or institutional occupants served through a master meter;
  - s. Water loading facilities;
  - t. Slaughter houses and poultry processing plants;
  - u. Farms where the water is used for other than household purposes;
  - v. Commercial greenhouses and nurseries;
  - w. Health clubs with swimming pools, therapeutic baths, hot tubs, or saunas;
  - x. Paper and paper-product plants and printing plants;
  - y. Pesticide or exterminating companies and their vehicles with storage or mixing tanks;
  - z. Facilities that blend, store, package, transport, or treat chemicals, and their related vehicles;
  - aa. Schools or colleges with laboratory facilities;
  - bb. Highrise buildings (four or more stories);
  - cc. Multiuse commercial, office or warehouse facilities; and
  - dd. Others specified by the owner or the department when reasonable cause can be shown for a potential backflow or cross-connection hazard.
3. The **Program Administrator** will arrange to have a questionnaire sent to each remaining premise plumbing system owner or have the questionnaire completed by phone interview, including residential, at least every five (5) years. A change in the account holder shall trigger completion of a new questionnaire.

4. The **Program Administrator** will route all new plans for service connections to serve fire service connections and lawn sprinkler or irrigation systems and will route backflow prevention recommendations beyond the service connection through the Local Building Official.
5. The Local Building Official will coordinate cross connection control requirements at new premises, premises where usage has changed, premises where booster or fire pumps are used, and all others where plumbing modifications occur, with the **Program Administrator**.
6. The **Program Administrator** will review and track the cross connection control operational verification reports and notify the premise plumbing system owner in writing as to any testing, inspecting, and overhauling requirements 60 days prior to their annual due date.
7. Enforcement action recommendations will be submitted by the **Program Administrator** to the **(Town Manager, County Administrator, Mayor, or other chief administrative officer)** for approval.

#### B. Assessment by Interviews

1. Interviews will follow a prepared questionnaire used to assess the need for cross connection control by containment.
2. **A trained program representative** will conduct a cross connection control and backflow prevention onsite interview with each premise plumbing system owner or representative identified in Section 5 A 2. During these interviews, each installed device or separation will be inspected for appropriateness, proper installation and general appearance. Point-of-use isolation protection will be discussed with the owner. A report will be filed with the **Program Administrator** with violations noted and/or recommendations for repair, replacement of existing devices or separations and/or installation of additional devices.
3. Available information about the premises to be surveyed will be gathered prior to the interview.
4. The reasons for cross connection control and backflow prevention will be explained to the premise plumbing system owner or representative.
5. Water uses after it enters the premises will be investigated.
6. Plans for future expansion and possible additional protection requirements will be discussed.
7. An inspection of the premises will be requested to determine if point-of-use isolation should be installed for the protection of the premise plumbing system users or considered for substitution for containment.
8. All information will be recorded on the prepared questionnaire. This will include water uses, assessment of degrees of hazard and diagrams.
9. The results of the interview with recommendations for containment devices, separations and point-of-use isolation will be submitted to the **Program Administrator** for approval. Recommendations for isolation devices or separation in lieu of containment will also be submitted to the Local Building Official through the **Program Administrator** for approval.

10. For those facilities where phone interviews will be conducted by the **trained program representative**, they will be conducted at least annually. A cross connection control questionnaire will be completed to reaffirm the degree of hazard and to assess the facility for new hazards. During these interviews, each installed device or separation will be evaluated for appropriateness, proper installation and general appearance. Point-of-use isolation protection will be discussed with the owner. A report will be filed with the **Program Administrator** with violations noted and/or recommendations for repair, replacement of existing devices or separations and/or installation of additional devices.

#### C. Assessment by Questionnaires

1. Annual questionnaires will be sent to each premise plumbing system owner except those premises where on site or phone interviews are being conducted.
2. The results of the annual questionnaires will be reviewed by the **Program Administrator**. Based on the response to the questionnaires, cross connection control interviews will be scheduled and appropriate devices or separations required to provide containment and/or point-of-use isolation where appropriate. No response to the questionnaire will prompt an onsite interview. Refusal of access for inspection or provision of pertinent information shall prompt the requirement to install a high hazard containment device.
3. Questionnaires can be repeated annually at the discretion of the **Program Administrator** after an initial onsite interview, including those identified in Section 5 A 2, where devices or separations are installed and the results of the initial interview are not expected to change. These premises would be where the plumbing is not intricate or complex and not expected to be modified and no unexpected change in use of the premises would occur without the **Program Administrator** being notified.

#### D. Consumer Notification

1. The **Program Administrator** will notify the premise plumbing system owner in writing of the required location of any device or separation; type of device or separation, and the deadline for completing the installation - usually 15 days.
2. If the premise plumbing system owner fails to install any required device or separation within the deadline or fails to complete testing, inspecting or overhauling as required, the **Program Administrator** shall send a Notice of Violation, including a notification of termination of water service unless compliance is obtained within 30 days.

#### E. New Premises

1. All building permit applications shall be reviewed and approved by the **Local Building Official** for cross connection control requirements prior to issuance of a building permit.
2. Required devices or separations shall be operational prior to issuance of a certificate to occupy. The facility owner is responsible for completing the initial testing of devices and verification of separations and submitting the test reports to the **Program Administrator**.

3. A follow up inspection of all premises except residential will be performed by the **trained program representative** within 30 days of occupancy.

#### F. Existing Premises

1. All owners or representatives of existing premises identified in Section 5 A 2 will be interviewed and owners notified in writing of any backflow prevention requirements.
2. All remaining owners will initially be interviewed or mailed questionnaires.

#### G. Premises with Residential Containment Devices – Owned by Waterworks

1. Residential containment devices, such as those devices consisting of dual, independent check valves (ASSE # 1024), (shall be tested every \_\_\_\_\_ years) and shall be (overhauled) (replaced) (every \_\_\_\_\_ years) (on a schedule with the meter replacement program). Testing, if appropriate, overhauling or replacing these devices should be as recommended by the manufacturer.
2. Assessment by questionnaires shall be conducted on a regular basis (every \_\_\_\_ years) and results reviewed as noted above.

#### H. Premises with Auxiliary Water Systems

1. Premises with an auxiliary water system requesting a new service connection or reconnection to the waterworks must be assessed by onsite inspection for cross connection hazards and the appropriate separation installed, inspected, and operational prior to making the service connection.
2. Premises with an auxiliary water system, may, upon approval of the **Program Administrator**, maintain the auxiliary water system on the premises if a separation from the consumer's premise plumbing is provided and maintained and access is granted for inspections. A written request must be made and the Local Building Official concurs.
3. Annual assessments will be made to verify the maintenance of the separation. If an interview is denied, then the customer will be notified in accordance with Section IV D of the Program.

#### I. Premises with Booster or Fire Pumps

1. Premises having booster pumps or fire pumps connected to the waterworks shall have the pumps equipped with a pressure sensing device to shut off or regulate the flow to prevent a reduction of pump suction line pressure to less than 20 psi gauge.
2. Annual assessments of premises with booster or fire pumps to prevent a reduction of pump suction line pressure to less than 20 psi gauge will be made to verify the maintenance of the pressure sensing device. If an interview is denied, then the customer will be notified in accordance with Section IV D of the Program.
3. Waterworks shall track the inventory and annual assessments for single-family residences with booster or fire pumps.



#### J. Backflow Prevention Device Worker

1. The Backflow Prevention Device Worker (BPD Worker) is responsible for making competent inspections and for repairing or overhauling backflow prevention devices and making reports of such repair to the premise plumbing system owner on forms approved by the **Program Administrator**.
2. The BPD Worker shall include the list of materials or replacement parts used and insure that parts used in the repair of the backflow prevention device meet the manufacturer's recommendations.
3. The BPD Worker shall not change the design or operational characteristics of a device during repair or maintenance without prior written approval of the consumer's premise plumbing system owner and the **Program Administrator**.
4. The BPD Worker shall be equipped with and be competent in the use of all the necessary tools, gauges, manometers and other equipment necessary to properly test, repair and maintain backflow prevention devices.
5. Starting January 1, 2023, persons testing and repairing backflow prevention assemblies and backflow prevention devices shall be certified by a Commonwealth of Virginia tradesman certification program (identified by DPOR as backflow prevention device workers).

#### K. Point-of-use Isolation Protection

1. Any premises, residential, commercial, or industrial, where all actual or potential cross connections can be easily correctable at each point-of-use and where the premise plumbing system is not intricate or complex, point-of-use isolation protection by application of appropriate backflow prevention devices or separations may be used in lieu of installing a containment device at the service connection if the following conditions are met:
  - a. The method of protection provided shall be, in the judgment of the **Program Administrator**, the method which best provides protection; and
  - b. The premise plumbing system owner grants access for inspections; and makes a request in writing for point-of-use isolation protection; and
  - c. The Local Building Official concurs.
2. All backflow prevention assemblies or backflow elimination methods or backflow prevention devices installed under this section shall be of the approved type and shall comply with the requirements of the USBC.

#### L. Containment Policy and Service Line Protection

Per 12VAC5-590-610, the waterworks requires containment consisting of a backflow prevention assembly installed at:

- The service connection for all commercial and non-residential service connections, as well as all connections served by a master meter. This includes, but is not limited to, facilities listed in 5 A 2. Customers wishing to install their backflow prevention assembly (BPA) at a location other than the service

connection is subject to the approval of the **Program Administrator** and the Building Official. If approval to install the BPA at a location downstream of the service connection is granted, the BPA shall be installed prior to any unprotected takeoffs.

- Residential irrigation system BPAs may be located at the point of connection between the premise plumbing and the irrigation system, but before any irrigation system outlets, controls, or openings. This isolation in lieu of containment method of protection is permitted so that the customer can be protected from potential contamination by their own irrigation system. Under this scenario, the irrigation BPA serves as the required containment BPA, and is therefore subject to all regulatory guidance directed by this program.

[optional] All residential meters installed or replaced after [date] will contain dual check valves (ASSE #1024).

The **Program Administrator** or the Building Official may require additional backflow prevention assemblies or devices to provide isolation protection for spaces inside of multi-use properties to ensure a potential hazard to the potable water system is not spread to the water system utilized by other occupants of the building. These include facilities identified by the VDH regulations as requiring a backflow prevention assembly at the service connection, but have been located within a multi-use building. Additional examples would also include but not limited to restaurants, medical facilities, veterinarian facilities, nail or hair salons, dry cleaners and commercial laundry equipment, reclaimed or recycled water, solar hot water systems, grocery stores, breweries or beverage processing plants, film laboratories, etc.

The USBC and the manufacturer's specifications shall be used to determine the appropriateness of the backflow prevention assembly or backflow prevention device application and shall depend on the degree of hazard that exists or may exist.

- M. The owner shall maintain acceptable working pressures in the distribution system to reduce the potential for backflow to occur. All waterworks shall provide a minimum working pressure of 20 psi gauge (psig) at all service connections [12VAC5-590-510 C].
- N. The **Program Administrator** shall review the cross-connection program and written cross-connection control plan not less than every five years and update it as necessary to satisfy the requirements of 12VAC5-590-580 C, et seq. The **Program Administrator** shall submit updates to the Office of Drinking Water to obtain approval.
- O. Temporary or emergency service connections shall be protected with a backflow prevention assembly or backflow prevention method. This include all connections made to fire hydrants for purposes such as filling tank trucks, construction activities, and landscaping.

[Option 1] Refer to the waterworks hydrant meter program detailing how the owner issues hydrant meters and backflow prevention assemblies to customers for more details. As part of this program, the owner will issue all waterworks hydrant meters with backflow prevention assemblies. The owner will ensure all meter program backflow prevention assemblies are inspected and tested annually.

[Option 2] The waterworks has not implemented a hydrant meter program and limits use of fire hydrants to the fire department for firefighting and waterworks personnel for flushing.

- P. The **Program Administrator** shall notify the customer of the intent to discontinue water service unless the following are corrected:
1. The consumer does not install, test and maintain a required backflow prevention assembly or backflow elimination method in accordance with the applicable sections of this chapter;
  2. The consumer allows a required backflow prevention assembly or backflow elimination method to become inoperable or the consumer removes or bypasses it; or
  3. The owner knows an unprotected or inadequately protected cross-connection exists on the premises and determines that there is inadequate backflow prevention at the service connection.
- In the event the situation is not corrected within the required timeframe, the owner shall discontinue service.

## 5. Records

- A. An up-to-date listing of all customers shall be maintained by the program. The list will contain.
- owner of premises
  - tenant
  - name of premises
  - service address
  - phone number
  - contact person
  - number of service connections
  - size of service connection
  - annual assessment by: (Interview) (mailed questionnaire)
- B. An up-to-date listing of premise plumbing system owners who have backflow prevention assemblies, backflow elimination methods, and backflow prevention devices, (including pressure sensing devices and separations from auxiliary water systems and air gaps) installed shall be maintained by the program. The list will contain:
- owner of premises
  - tenant
  - name of premises

- service address
- phone number
- contact person
- location of assembly, method, device or separation
- device manufacturer
- device model number
- device serial number
- device size
- device ASSE number
- cross connection or pressure sensing device tested (annually) (semiannually) (quarterly)
- pressure sensing device manufacturer
- pressure sensing device model number
- pressure sensing device serial number
- pressure sensing device pressure set point
- type of separation
  - air gap
  - physical disconnection
- separation verified (annually) (semiannually) (quarterly)
- type of protection
  - containment
  - containment and isolation
  - isolation in lieu of containment
- access (granted) (denied) (not necessary)

C. Cross connection control survey reports shall be maintained by the program for 10 years. The report will contain:

- inventory information as noted in section 5 A and B, above
- an assessment of:
  - degree of hazard
  - appropriateness of device or separation
  - installation acceptable
  - general condition of device or separation
  - repair/replacement recommendations
  - new/additional device or separation recommendations
  - any indication of thermal expansion problems

See Appendices B and C for the Survey Report forms

D. Records of testing, repairs, and maintenance of all backflow prevention assemblies, backflow elimination methods, and backflow prevention devices shall be maintained by the **Program Administrator** for 10 years. In the case of single-family residences with fire protection

systems, lawn sprinkler systems, or irrigation systems, the waterworks owner has determined the waterworks [will] [will not] maintain an inventory and records.

The test report will contain:

- inventory information as noted in section 5 A and B, above
- line pressure
- results of testing
- test method used
- date and signature of device tester

If repairs were made, the test report will contain:

- which parts replaced
- replacement parts used
- probable cause of test failure
- preventative measures taken

See Appendix A for the Testing Report form

- E. Questionnaires shall be maintained by the **Program Administrator** for 10 years.  
The questionnaire will contain:

- owner and service address
- occupant if different from owner
- phone number
- brief explanation of the program
- brief explanation of causes of backflow and control measures
- some likely cross connections:
  - a garden hose with its outlet submerged
  - kitchen sink spray hose with its spray head submerged
  - hand-held shower massager with its head submerged
  - garden hose used as an aspirator to spray soap or garden chemicals
  - spring, hot-tub, cistern, or swimming pool connected to the house plumbing system
  - water softeners improperly connected
- specific questions which will include but not be limited to:
  - individual wells, springs or cisterns on the property
  - pressure booster pumps
  - water storage tanks
  - water treatment systems
  - outside hose bibs used in conjunction with:
    - chemical sprayers
    - jet spray washers
    - swimming pools, hot tubs, saunas, etc.
    - lawn sprinkler or irrigation systems

- photographic developing
- utility sinks with hoses extending below sink rim
- animal watering troughs
- existing cross connection control devices:
  - working properly
  - leaking, noisy
  - any modifications or repairs made
  - date of last test
  - any problems with hot water tank relief valve or faucet washers not lasting very long
- also included with the questionnaire should be:
  - educational material
  - who to contact for further information
  - who to contact if contamination is ever suspected
  - a deadline to respond to the questionnaire

See Appendices B and C for the Questionnaire forms (residential & commercial)

- F. Residential containment device (ASSE #1024) overhaul or replacement reports shall be maintained by the program for 10 years

The report will contain:

- inventory information as noted in section 5A, above
- overhaul/replacement action
- date of action

- G. Written CCCP plan documents, including documentation of period plan reviews and document revision and approval letters shall be maintained by the program for until superseded and at least 10 years.

## 6. Notification Letters

- New Annual First Test - Appendix D
- Non Compliance Letter - Appendix E
- Failure Letter First Notice - Appendix F
- Failure Letter Second Notice - Appendix G
- Need Backflow Device Notice - Appendix H

## 7. Addressing Backflow of Contaminants or Suspected Backflow.

The premise plumbing system owner, Local Building Official, backflow device worker or any other person should report backflow of contamination or the suspicion of backflow to any one or all of the following persons:

- Program Administrator
- Local Building Official

- Waterworks Operator
- Virginia Department of Health, Office of Water Programs Field Office
- Local Health Department, Environmental Health Specialist

The **trained program representative** will be responsible for investigating reports of contamination or suspected contamination and will be responsible for notifying the appropriate Virginia Department of Health, Office of Drinking Water Field Office within one business day in the most expeditious manner (telephone and confirmed by email). A written report will be submitted by the 10th day of the month following the month during which backflow occurred addressing the incident, its causes and effects, and safeguards required or other action taken.

In the event of backflow of contaminants into the waterworks, the **Program Administrator** shall promptly take or cause corrective action to confine and eliminate the contamination. Actions may include:

1. Temporarily discontinue service to the facility in question until the cause is corrected.
2. Remove the service meter and flush the contamination from the service line to prevent further migration into the distribution system.
3. Flushing the distribution system.
4. Sampling to confirm satisfactory water quality.
5. Install, as appropriate, containment protection.

## 8. Device Selection Guidelines

- A. Any backflow prevention assembly or backflow elimination method or backflow prevention device shall be of the approved type and shall comply with the USBC.
- B. General safeguards
  1. The backflow prevention assembly or backflow elimination method or backflow elimination device used shall depend on the degree of hazard that exists or may exist. The safeguard shall ensure maintenance of the distribution system water quality and its usefulness.
  2. The degree of hazard, either high or low, is based on (i) the nature of the contaminant; (ii) the potential of the health hazard; (iii) the potential method of backflow (either by backpressure or by backsiphonage); and (iv) the potential effect on waterworks structures, equipment, and appurtenances used in the storage, collection, purification, treatment, and distribution of potable water. The USBC shall be used as a guide to determine the degree of hazard for any situation.
  3. The USBC and the manufacturer's specifications shall be used to determine the appropriateness of the backflow prevention assembly or backflow prevention device application for containment.
- C. Device Selection - shall depend on the degree of hazard which exists or may exist. Backflow prevention by separation gives the highest degree of protection and shall be used whenever practical to do so in high hazard situations subject to backpressure.

## 9. Device Installation

Any backflow prevention assembly or backflow prevention device shall be installed in accordance with the USBC and the manufacturer's instructions. Owners shall not allow the installation of backflow prevention devices or backflow prevention assemblies with openings, outlets, or vents that are designed to operate or open during backflow prevention:

1. In areas subject to flooding or in pits;
2. In areas with atmospheric conditions that represent a contamination threat to the potable water supply; and
3. In such a manner as to be able to be bypassed.

## 10. Device Testability/Serviceability

1. Containment or isolation devices used within the premise plumbing system that are capable of being tested and repaired in-line include the Reduced Pressure Principle Device (RPZ), Double Gate—Double Check Valve Assembly (DG—DC) & Pressure Vacuum Breaker (PVB).
2. Residential Dual Checks without an intermediate atmospheric vent and Boiler Dual Checks with an intermediate atmospheric vent are testable but most of these ASSE approved devices must be removed for testing. Some can be overhauled in-line.
3. Generally, a visual inspection is the only means to inspect most Hose Bibb Vacuum Breakers (HBVBs) since they cannot be removed if installed in accordance with the manufacturer's instructions. Some manufacturers do provide wall hydrant type HBVB with removable vacuum breakers which can be easily removed for inspection and replacement.
4. Pipe connected Atmospheric Vacuum Breakers (AVBs) can be inspected by removing the top cover.
5. Air gaps and physical disconnection require only a visual inspection.

## 11. Thermal Expansion

Normally, as water is heated and expands it would back up in the service line into the main if no usage was occurring. Installation of backflow prevention devices or certain plumbing appurtenances (pressure reducing valves) at the service connection or within the consumer's premise plumbing prevent thermally expanded water from flowing from the premises into the distribution system. When the water heater is operating, water is expanding and pressure is increasing, thermal expansion in a closed plumbing system under no flow conditions may cause the emergency temperature and pressure relief valve to open and close frequently and may reduce the life of plumbing fixtures and piping.

The temperature and pressure (T & P) relief valve is an emergency relief valve, not an operating control valve. If the T & P relief valve is used frequently, its useful life will be shortened and it could cease to function.

Thermal expansion can cause damaging stress and strain to water heaters, solenoid valves, O-rings, float valves, pump seals, and plumbing fixtures or fittings.



Generally, 80 psi for a short period of time is the maximum pressure under no flow conditions most fixtures, appliances or appurtenances should be subjected to.

Where thermal expansion is a problem the following devices could be installed:

1. A bladder or diaphragm type expansion tank;
2. An auxiliary pressure relief valve;
3. An anti-siphon ball cock with auxiliary relief valve into the toilet tank set at no more than 80 psi.

Installation should be in accordance with the manufacturer's instructions, the Uniform Statewide Building Code and the National Sanitation Foundation.

The **Program Administrator** will advise Customers of the potential for thermal expansion prior to or during installation of a backflow prevention device. Solutions to thermal expansion will be at the discretion of the facility owner and at the expense of the facility owner.

## 12. Appendices

The appendices to this document are:

Appendix A - Backflow Prevention Device Testing, Maintenance & Inspection Report

Appendix B - Cross Connection Survey, Residential Water Customer

Appendix C - Cross Connection Control Survey, Commercial, Institutional, Multi-Family and Industrial Facilities

Appendix D - New Annual First Test

Appendix E - Non Compliance Letter

Appendix F - Failure Letter First Notice

Appendix G - Failure Letter Second Notice

Appendix H - Need backflow device notice

# Appendix A Backflow Prevention Device Testing, Maintenance & Inspection Report

Section I, Item 1.

***Cross Connection Control Certificate***  
*To be completed by a Certified Backflow Prevention Worker*

<b>Address of Device:</b>	
<b>Owner / Manager:</b>	
<b>Telephone:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	

<b>Make &amp; Model #:</b>	
<b>Size:</b>	
<b>Type of Device:</b> (Circle or Check One) →	<input type="checkbox"/> RP <input type="checkbox"/> DC <input type="checkbox"/> DGDC
<b>Serial #:</b>	
<b>Location of Device:</b>	
<b>Device connected to:</b> (Circle or Check one)	<input type="checkbox"/> Irrigation <input type="checkbox"/> Fire System <input type="checkbox"/> Main Service <input type="checkbox"/> Other (please list): _____

OPERATIONAL TEST					
<u>CHECK VALVE</u>	1.	<u>CHECK VALVE</u>	2.	<u>GATE VALVE</u>	3.
LEAKED		LEAKED		LEAKED	
CLOSED TIGHT		CLOSED TIGHT		CLOSED TIGHT	
*****PSI READINGS REQUIRED *****					
RECORD DIFF PSI		RECORD PSI	DIFF	RECORD DIFF PSI	RELIEF VALVE OPEN AT:

OPERATIONAL TEST AFTER REPAIR					
<u>CHECK VALVE</u>	1.	<u>CHECK VALVE</u>	2.	<u>GATE VALVE</u>	3.
LEAKED		LEAKED		LEAKED	
CLOSED TIGHT		CLOSED TIGHT		CLOSED TIGHT	
RECORD DIFF PSI		RECORD PSI	DIFF	RECORD DIFF PSI	RELIEF VALVE OPEN AT:

<b>Repair Date:</b> _____	<b>Repair Remarks:</b>

<b>Tested By:</b> (please print) _____	<b>BF Certificate #:</b> _____
<b>Company:</b> _____	<b>Business Tel #:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

# Appendix B

## CROSS CONNECTION SURVEY

### RESIDENTIAL WATER Customer

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please indicate if your Residence has any of the following (*Check All that Apply*):

- ☐ Landscape Irrigation System / In-ground Sprinkler System  
☐ Can you add chemicals to the system? ☐ Yes ☐ No
- ☐ Fire Sprinkler System  
☐ Can you add chemicals to the system? ☐ Yes ☐ No
- ☐ Home Dialysis Machine and/or radiant floor heating system connected to water supply
- ☐ Solar System (*Check All that Apply*)  
☐ Heat Exchangers ☐ Panels ☐ Boilers
- ☐ Livestock Watering  
☐ Hose Filled ☐ Automated
- ☐ Water Treatment Equipment (i.e. Water Softener)  
☐ Is Backwash / Cleaning Cycle Air Gapped? ☐ Yes ☐ No
- ☐ Auxiliary source of supply facilities (*Check all that apply*)  
☐ Well or Surface Water ☐ Storage Tank ☐ Reclaimed Water ☐ Other: \_\_\_\_\_
- ☐ Swimming Pool / Hot Tub / Decorative Pond - Filled with a hose? ☐ Yes ☐ No
- ☐ Rain Catchment System connection to water supply
- ☐ Dock or Piers with potable water supply
- ☐ On-site Sewage (Septic) Pump Station (*This is pumping equipment that pumps raw sewage to a municipal sewer or pumps effluent from a septic tank to a drain field*)
- ☐ Home Based Business – Type of Business: \_\_\_\_\_
- ☐ Do you currently have air vacuum breakers or check valves on your outside faucets? ☐ Yes ☐ No
- ☐ Do you currently have a back flow prevention device installed? ☐ Yes ☐ No If  
yes, please provide the following:  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial #: \_\_\_\_\_ Size: \_\_\_\_\_ inch  
Location of Assembly: \_\_\_\_\_ **Date**  
**of Last Test:** \_\_\_\_\_ please attach a copy of the test form and return with this survey.
- ☐ NONE OF THE ABOVE

Signature of Person Completing This Survey: \_\_\_\_\_

Appendix C  
CROSS CONNECTION CONTROL SURVEY  
Commercial, Institutional, Multi-Family and Industrial Facilities

Section I, Item 1.

Customer Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Water Service Account Number: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Water Service Type: **(Circle ONE)** Apartment Complex or Duplex **(Total # of Units)** \_\_\_\_\_  
Mobile Home park (Total # of Trailers)      Commercial      Industrial      Govt. or School  
Temporary Bldg./Construction      Multi-Story Bldg. (# of Stories)

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**YARD IRRIGATION / SPRINKLER SERVICES**

In-Ground Irrigation System:      Spigot/Faucet & Garden Hose Use Only:      PLEASE CHECK ONE  
Type of Heads: Pop-Up      Shrub      Soaker      Other      Will your irrigation system be designed to  
add fertilizer, weed control, or other additives by using pressure, injection or aspiration methods either  
manually or automatically? Yes      No      Will your irrigation system need or use a booster pump?  
Yes      No      Will this water meter used to fill a Swimming Pool, Hot Tub or Spa? Yes      No

---

**COMMERCIAL OR INDUSTRIAL SERVICES**

Type of business: medical, restaurant, catering, video rental/sales, auto-detail shop, clothing, office,  
commercial, industrial, gas station, Laundromat, grocery/deli, dry cleaners, sweet shop, other: (Describe)

---

Water will be used for: cooking/drinking      boilers      chillers      cooling tower equipment

What Type? Please Define:

Are cooling inhibitors, chemical treatments or other additives used in processing; boilers; chillers;  
or cooling towers? Yes      No      Does your water service use pressure water? Yes      No

---

**FIRE SPRINKLER SERVICES**

**PLEASE ANSWER "YES" OR "NO" TO ALL BLANKS (as appropriate)**

Is your proposed fire sprinkler system a wet system or a dry system?      Is it used to supply private fire  
hydrants or a wall-mounted fire hose cabinet only?      Will your fire sprinkler system contain/use anti-  
freeze or foaming agents?      Will your fire sprinkler system use a booster or jockey pump?      If  
there is any other type of fire sprinkler system that is not listed above, please describe:

---

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---

APPENDIX D  
NEW ANNUAL FIRST TEST

Section I, Item 1.

[DATE]

[CUSTOMER NAME]

Account #:

[LOCATION ADDRESS 1]

Serial #:

[LOCATION ADDRESS 2]

Meter #:

[LOCATION ADDRESS 3]

Device:

Test Due:

Reference:

[SERVICE LOCATION STREET ADDRESS]

[CUSTOMER NAME]

Dear Customer:

The [waterworks name] is writing to remind you that the backflow prevention device(s) installed on your water service(s) as indicated above must be tested within one year of installation and then on an annual basis. According to our records, it is time for the annual testing of the device(s) at the above referenced service address. The annual test is required by both the [waterworks name] and the Virginia Department of Health, and is the responsibility of the owner or occupant. [12 VAC 5-590-600]

A successful test of the device(s) must be completed by a Virginia State Certified Backflow Prevention Device Tester possessing a valid certification. You can find Certified Testers in the Yellow Pages or online under "Plumbing Contractors" or "Backflow Testers." Please have your Certified Tester complete the enclosed backflow assembly test report and mail or fax the completed form to the return address shown on the form within thirty (30) calendar days of the noted "Test Due" date shown on this letter.

If your records indicate that the referenced device has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX E  
NON COMPLIANCE LETTER

[DATE]

[CUSTOMER NAME]

[LOCATION ADDRESS 1]

[LOCATION ADDRESS 2]

[LOCATION ADDRESS 3]

Account #:

Serial #:

Meter #:

Device:

Test Due:

Reference:

[SERVICE LOCATION STREET ADDRESS]

[CUSTOMER NAME]

Dear Customer:

To date, the [waterworks name] has not received a copy of your annual test report showing the proper functioning of the backflow device(s) located on your water service(s) at the above referenced address. This annual inspection is required by both the [waterworks name] and the Virginia Department of Health, and is the responsibility of the owner or occupant. [12 VAC 5-590-600]

In order to avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of your annual test report to the following address within fifteen (15) business days of the date of this letter.

[mailing address]

Fax: [fax number]

ATTN: Cross Control Specialist

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

# APPENDIX F FAILURE LETTER FIRST NOTICE

[DATE]

[CUSTOMER NAME]

[LOCATION ADDRESS 1]

[LOCATION ADDRESS 2]

[LOCATION ADDRESS 3]

Account #:

Serial #:

Meter #:

Device:

Test Due:

Reference:

[SERVICE LOCATION STREET ADDRESS]

[CUSTOMER NAME]

Dear Customer:

The [waterworks name] is sending you this notice to inform you that, per information furnished to our office, your Backflow Prevention Device at the above address has failed the testing specifications required by the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations. [12 VAC 5-590-600]

In order to avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of a test report prepared by a Certified Tester, and showing compliance with the testing specifications, to the following address within thirty (30) calendar days of the date of this letter:

[address]

Fax: [fax number]

ATTN: Cross Control Specialist

If your records indicate that the referenced device has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist

APPENDIX G  
FAILURE LETTER SECOND NOTICE  
[DATE]

[CUSTOMER NAME]  
[LOCATION ADDRESS 1]  
[LOCATION ADDRESS 2]  
[LOCATION ADDRESS 3]

Account #:  
Serial #:  
Meter #:  
Device:  
Test Due:  
Reference:

Dear Customer:

The [waterworks name] is sending you this SECOND NOTICE to inform you that, per our records, your Backflow Prevention Device at the above address has failed the testing specifications required by the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations. [12 VAC 5-590-600]

In order to avoid possible disconnection of water service to your property, or other corrective measures, please mail or fax a copy of a test report prepared by a Certified Tester, and showing compliance with the testing specifications, to the following address within fifteen (15) business days of the date of this letter:

[address]  
Fax: [fax number]  
ATTN: Cross Control Specialist

If your records indicate that the referenced device has recently been successfully tested and you believe that testing at this time is not warranted, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number], between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Control Coordinator



APPENDIX H  
NEED BACKFLOW DEVICE NOTICE  
[DATE]

[CUSTOMER NAME]  
[LOCATION ADDRESS 1]  
[LOCATION ADDRESS 2]  
[LOCATION ADDRESS 3]

Account #:  
Serial #:  
Meter #:  
Device:  
Test Due:  
Reference:

[SERVICE LOCATION STREET ADDRESS]  
[CUSTOMER NAME]

Dear Customer:

The [waterworks name] has identified the need for installation of a Backflow Prevention Device on the water service at your property listed above, pursuant to the [waterworks name] Cross Connection Control Program and Virginia Department of Health regulations [12 VAC 5-590-600]. In order to avoid possible disconnection of water service to your property, or other corrective measures, please arrange to have a Backflow Prevention Device properly installed on the water service at your property as soon as possible.

A successful test of the device(s) must be completed by a Virginia State Certified Backflow Prevention Device Tester possessing a valid certification. You can find Certified Testers in the Yellow Pages or online under "Plumbing Contractors" or "Backflow Testers."

Please have the required device installed and have your Certified Tester complete the enclosed backflow assembly test report and mail or fax the completed form to the return address shown on the enclosed form by no later than thirty [30] calendar days from the date of this letter.

If a device has been installed and successfully tested, please submit a copy of the most current backflow assembly test report.

If you have any questions or concerns, please contact us at [phone number] between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Cross Connection Specialist





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.



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



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

**Royall Pump & Well Company, Inc.**

2958 Anderson Highway

Powhatan, VA 23139

T 804.598.8147

INFO@ROYALLPUMPANDWELL.COM



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.





# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

6.14.2025

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**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

Section I, Item 2.

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

June 30, 2025

## Treasurer's Notes:

### Budget Analysis Report:

- Total revenues and expenditures for the month of June 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 up 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.

### Cemetery Report:

- Approximately one-third of the cemetery's 3,112 lots have been purchased and approximately two-thirds of the cemetery's columbarium niches have been purchased
- Cemetery personnel and groundskeeping crews have continued to keep our cemetery in pristine condition
- With the adoption of the FY26 budget, fees for interment locations for veterans were revised to a flat \$400 with no requirement to purchase a second site to receive that rate

### 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 June 13, 2025, for bills that were due May 15, 2025 (and prior). Disconnect notices were delivered July 7, 2025, and we continue to work with customers who have difficulty paying their outstanding water bill by establishing a payment plan with them. We have collected over 50% of the past due amounts since May 15.
- Staff has set a tentative FY27 budget schedule beginning March 12, 2026

Respectfully submitted,

Kelly Singletary  
Treasurer

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-06-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 100-GENERAL FUND</b>							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$315.00	\$25.00	\$15.00	105
011000 FOIA REVENUE	\$0.00	\$0.00	\$0.00	\$51.92	\$12.98	\$51.92	0
011010 2023 & PRIOR YEARS R	\$0.00	\$0.00	\$0.00	\$2,017.48	\$0.00	\$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
011020 CURRENT YEARS PUBLIC	\$8,000.00	\$8,000.00	\$0.00	\$6,865.98	\$74.02	(\$1,134.02)	86
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
011060 TAX PENALTY - REAL E	\$1,000.00	\$1,000.00	\$0.00	\$1,883.05	\$0.00	\$883.05	188
011060 TAX INTEREST - REAL	\$0.00	\$0.00	\$0.00	\$1,947.67	\$0.00	\$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	\$0.00	\$138.83	0
012110 WAGES AND SALARIES	\$90,000.00	\$90,000.00	\$0.00	\$84,990.90	\$6,923.20	\$5,009.10	94
012110 FICA	\$6,885.00	\$6,885.00	\$0.00	\$24,579.21	\$508.17	(\$17,694.21)	357
012110 VRS	\$1,512.00	\$1,512.00	\$0.00	\$23,485.28	\$1,425.04	(\$21,973.28)	155
							3
012110 HEALTH PLAN	\$14,131.00	\$14,131.00	\$0.00	\$17,075.30	\$1,281.50	(\$2,944.30)	121
012110 GROUP LIFE	\$1,206.00	\$1,206.00	\$0.00	\$1,431.88	\$88.50	(\$225.88)	119
012110 DISABILITY INSURANCE	\$765.00	\$765.00	\$0.00	\$924.48	\$55.50	(\$159.48)	121
012110 PROFESSIONAL SERVICE	\$24,000.00	\$24,000.00	\$0.00	\$43,802.33	\$4,320.00	(\$19,802.33)	183
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$6,400.00	\$900.00	\$800.00	89
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$4,232.54	\$460.34	(\$732.54)	121
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$15,555.00	\$3,888.00	(\$555.00)	104
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
012410 WAGES AND SALARIES	\$105,040.00	\$105,040.00	\$0.00	\$96,378.96	\$8,393.84	\$8,661.04	92
012410 WAGES AND SALARIES P	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
012410 FICA	\$9,184.00	\$9,184.00	\$0.00	\$7,372.86	\$642.12	\$1,811.14	80
012410 VRS	\$1,765.00	\$1,765.00	\$0.00	\$7,551.16	\$1,211.88	(\$5,786.16)	428
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	\$315.75	\$105.25	\$1,092.25	22
012410 DISABILITY INSURANCE	\$893.00	\$893.00	\$0.00	\$198.03	\$66.01	\$694.97	22
012410 PROFESSIONAL SERVICE	\$20,000.00	\$20,000.00	\$0.00	\$15,422.00	\$11,500.00	\$4,578.00	77
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	\$13,815.73	\$543.26	\$36,184.27	28
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	\$20,233.27	\$1,976.41	(\$2,233.27)	112
012410 COPIER EXPENSE & LEA	\$0.00	\$0.00	\$0.00	\$10,210.93	\$1,006.24	(\$10,210.93)	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	\$1,675.01	\$1,333.25	(\$1,675.01)	0
012410 POSTAGE	\$2,200.00	\$2,200.00	\$0.00	\$4,160.68	\$305.92	(\$1,960.68)	189
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$8,360.41	\$761.29	(\$1,360.41)	119
012410 REFUNDS/TAX CURRENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
012410 MEMBERSHIP DUES	\$0.00	\$0.00	\$0.00	\$45.00	\$0.00	(\$45.00)	0
012410 OFFICE SUPPLIES	\$20,000.00	\$20,000.00	\$0.00	\$13,378.96	\$576.52	\$6,621.04	67
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	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	\$1,627.24	\$146.00	\$1,627.24	0
031100 WAGES AND SALARIES	\$208,827.00	\$208,827.00	\$0.00	\$136,482.39	\$10,788.14	\$72,344.61	65
031100 WAGES AND SALARIES P	\$27,250.00	\$27,250.00	\$0.00	\$27,072.25	\$2,378.80	\$177.75	99
031100 FICA EXPENSE	\$18,060.00	\$18,060.00	\$0.00	\$12,415.66	\$1,007.26	\$5,644.34	69
031100 VRS EXPENSE	\$4,019.00	\$4,019.00	\$0.00	\$4,352.55	\$986.98	(\$333.55)	108
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	\$451.32	\$150.44	\$2,753.68	14
031100 DISABILITY INSURANCE	\$2,033.00	\$2,033.00	\$0.00	\$217.62	\$72.54	\$1,815.38	

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-06-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
031100 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$3,490.38	\$474.32	(\$3,490.38)	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
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$30,000.00	\$0.00	(\$15,000.00)	200
043100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$2,640.00	\$240.00	\$960.00	73
043100 WAGES AND SALARIES P	\$51,470.00	\$51,470.00	\$0.00	\$46,198.87	\$3,906.35	\$5,271.13	90
043100 FICA	\$3,937.00	\$3,937.00	\$0.00	\$3,534.14	\$298.83	\$402.86	90
043100 VRS	\$0.00	\$0.00	\$0.00	\$1,151.26	\$286.40	(\$1,151.26)	0
043100 GROUP PLAN	\$0.00	\$0.00	\$0.00	\$131.82	\$43.94	(\$131.82)	0
043100 DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	\$82.68	\$27.56	(\$82.68)	0
043100 VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00	\$0.00	\$3,204.73	\$799.64	(\$1,204.73)	160
043100 ELECTRICITY	\$12,000.00	\$12,000.00	\$0.00	\$10,045.33	\$947.40	\$1,954.67	84
043100 REPAIRS/MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$1,512.58	\$100.00	\$8,487.42	15
043100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$1,251.42	\$143.70	(\$1,251.42)	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	\$13,818.70	\$1,683.72	(\$3,318.70)	132
045100 DEBT SERVICE - USDA	\$15,891.00	\$15,891.00	\$0.00	\$16,126.00	\$1,466.00	(\$235.00)	101
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$3,612.11	\$526.24	\$4,387.89	45
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	\$29,162.50	\$1,844.19	(\$29,162.50)	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	\$101,093.64	\$7,619.05	(\$11,093.64)	112
047100 DUMPSTER (COMMERCIAL	\$32,000.00	\$32,000.00	\$0.00	\$39,375.99	\$3,622.06	(\$7,375.99)	123
050100 MAINTENANCE - LANDSC	\$1,200.00	\$1,200.00	\$0.00	\$2,623.86	\$26.50	(\$1,423.86)	219
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
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$41,873.71	\$4,172.08	\$1,873.71	105
120201 CONSUMER UTILITY TAX	\$0.00	\$0.00	\$0.00	\$248.41	\$48.00	\$248.41	0
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$34,341.16	\$61.60	\$4,341.16	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	\$82,205.00	\$22,303.00	\$32,205.00	164
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	\$2,058.52	\$172.17	\$58.52	103
121101 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$99,104.77	\$9,275.80	\$9,104.77	110
130306 ZONING PERMITS/FEE	\$2,250.00	\$2,250.00	\$0.00	\$2,050.00	\$100.00	(\$200.00)	91
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$483,074.61	\$36,732.70	(\$16,925.39)	97
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	\$0.00	\$1,430.00	0
220111 COMMUNICATION TAX RE	\$0.00	\$0.00	\$0.00	\$292.71	\$98.62	\$292.71	0
220112 CAR RENTAL DISTRIBUT	\$0.00	\$0.00	\$0.00	\$1,844.86	\$765.25	\$1,844.86	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
500200 MISCELLANEOUS RESERV	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0

Reporting Fund: 100-GENERAL FUND

FundRevTot	\$976,450.00	\$976,450.00	\$0.00	\$947,409.73	\$73,987.22	(\$29,040.27)	97
FundExpTot	\$976,450.00	\$1,051,450.00	\$0.00	\$940,447.21	\$87,712.30	\$111,002.79	89

Reporting Fund: 200-CEMETERY

011000 FICA	\$0.00	\$0.00	\$0.00	\$26.39	\$0.00	(\$26.39)	0
020000 CEMETERY PLOT REVENU	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
021000 WAGES AND SALARIES P	\$15,000.00	\$15,000.00	\$0.00	\$8,174.73	\$578.76	\$6,825.27	54
021000 FICA	\$1,148.00	\$1,148.00	\$0.00	\$598.91	\$44.27	\$549.09	52
021000 VEHICLE MAINTENANCE/	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
021000 EQUIPMENT REPAIR	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
021000 MISCELLANEOUS EXPENS	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
021000 EQUIPMENT/SUPPLIES	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
021000 HEADSTONE/NAME PLATE	\$2,852.00	\$2,852.00	\$0.00	\$0.00	\$0.00	\$2,852.00	

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-06-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
021000 PLOT REPURCHASE	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
Reporting Fund: 200-CEMETERY							
FundRevTot	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	(\$40,000.00)	0
FundExpTot	\$40,000.00	\$40,000.00	\$0.00	\$8,800.03	\$623.03	\$31,199.97	22
Reporting Fund: 500-WATER & SEWER FUND							
016099 SEWER REVENUE	\$109,890.00	\$109,890.00	\$0.00	\$139,012.01	\$12,986.58	\$29,122.01	127
016099 WATER REVENUE	\$239,836.00	\$239,836.00	\$0.00	\$241,280.82	\$22,966.36	\$1,444.82	101
016099 PROCESSING FEE	\$0.00	\$0.00	\$0.00	\$1,750.00	\$150.00	\$1,750.00	0
016099 WATER RECONNECT FEE	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$50.00	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	\$3,555.00	\$430.00	\$3,555.00	0
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
500100 DEBT SERVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$49,599.00	\$4,509.00	\$4,509.00	92
500100 CONTRACTED SERVICES	\$158,406.00	\$158,406.00	\$0.00	\$146,404.06	\$7,065.05	\$12,001.94	92
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$12,120.00	\$997.50	\$578.00	95
500100 FICA	\$971.00	\$971.00	\$0.00	\$927.08	\$76.30	\$43.92	95
500100 DEPOSIT REFUNDS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500100 TESTING	\$0.00	\$0.00	\$0.00	\$773.88	\$773.88	(\$773.88)	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$6,450.85	\$458.17	(\$1,450.85)	129
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	\$266.80	\$9.20	(\$266.80)	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	\$0.00	(\$6,789.81)	0
500100 WATER TESTING	\$13,000.00	\$13,000.00	\$0.00	\$1,436.63	\$0.00	\$11,563.37	11
500100 COUNTY WASTEWATER TR	\$100,059.00	\$100,059.00	\$0.00	\$127,502.78	\$14,142.38	(\$27,443.78)	127
500100 COUNTY WATER PURCHAS	\$90,484.00	\$90,484.00	\$0.00	\$204,011.62	\$17,825.20	(\$113,527.62)	225
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$457,726.00	\$457,726.00	\$0.00	\$458,487.83	\$36,582.94	\$761.83	100
FundExpTot	\$457,726.00	\$457,726.00	\$0.00	\$563,991.40	\$45,856.68	(\$106,265.40)	123
Reporting Fund: 600-CIP							
410501 TRANSFER TO/FROM GEN	\$0.00	\$0.00	\$0.00	(\$100,000.00)	\$0.00	\$100,000.00	0
600100 EMERGENCY W/S REPAIR	\$0.00	\$100,000.00	\$0.00	\$4,558.26	\$0.00	\$95,441.74	5
Reporting Fund: 600-CIP							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$100,000.00	\$0.00	(\$95,441.74)	\$0.00	\$195,441.74	-95
Grand Totals:							
TotalRev	\$1,474,176.00	\$1,474,176.00	\$0.00	\$1,405,897.56	\$110,570.16	(\$68,278.44)	95
TotalExp	\$1,474,176.00	\$1,649,176.00	\$0.00	\$1,417,796.90	\$134,192.01	\$231,379.10	86

TransCode - CD, CK

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Section 1, Item 2.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
AMERICAN AV LLC	6/6/2025	Check	\$0.00	\$6,119.05	22293		AP Checks 22293 - 22305
ANTHEM	6/27/2025	CashDisb	\$2,714.00	\$0.00	0	JULY 2025	ANTHEM
BESLEY IMPEMENTS	6/20/2025	Check	\$0.00	\$213.49	22306		AP Checks 22306 - 22313
BLUE RIDGE BANK	6/26/2025	CashDisb	\$2,107.26	\$0.00	0	MAY 2025 CHARGES	BLUE RIDGE BANK CREDIT CARD
BLUE RIDGE BANK	6/6/2025	CashDisb	\$25.13	\$0.00	0	ACCOUNT ANALYSIS CHAR	ACH ORIGINATOR FEE
BLUE RIDGE BANK	6/30/2025	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
CENTRAL VIRGINIA CONTRACTORS	6/6/2025	Check	\$0.00	\$3,004.00	22294		AP Checks 22293 - 22305
CENTRAL VIRGINIA CONTRACTORS	6/20/2025	Check	\$0.00	\$2,004.00	22307		AP Checks 22306 - 22313
COMCAST BUSINESS	6/14/2025	CashDisb	\$882.07	\$0.00	0	1002173093	COMCAST ACCT 708879460
COMCAST BUSINESS	6/14/2025	CashDisb	\$962.12	\$0.00	0	1002173094	COMCAST ACCT 708879461
COVERALL	6/6/2025	Check	\$0.00	\$240.00	22295		AP Checks 22293 - 22305
DOCUMENT DESTRUCTION	6/20/2025	Check	\$0.00	\$40.00	22308		AP Checks 22306 - 22313
DOMINION ENERGY	6/6/2025	CashDisb	\$128.25	\$0.00	0		DOMINION 379697212
DOMINION ENERGY	6/6/2025	CashDisb	\$481.84	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	6/6/2025	CashDisb	\$15.77	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	6/6/2025	CashDisb	\$209.40	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	6/6/2025	CashDisb	\$6.59	\$0.00	0	6TH ST WALTON PARK WE	DOMINION 4406132508
DOMINION ENERGY	6/6/2025	CashDisb	\$940.81	\$0.00	0	STREETLIGHTS	DOMINION 5483205976
DOMINION ENERGY	6/6/2025	CashDisb	\$28.63	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	6/6/2025	CashDisb	\$6.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
DUKE OIL	6/20/2025	Check	\$0.00	\$586.15	22309		AP Checks 22306 - 22313
FERRELLS TERMITE & PEST	6/6/2025	Check	\$0.00	\$100.00	22296		AP Checks 22293 - 22305
FORTILINE INC	6/20/2025	CashDisb	\$2,424.45	\$0.00	0	INV 6946639, 6948561	FORTILINE
HARRISON & JOHNSTON	6/6/2025	Check	\$0.00	\$4,320.00	22297		AP Checks 22293 - 22305
INTERNAL REVENUE SERVICE	6/6/2025	CashDisb	\$2,084.79	\$0.00	0	Q2 052925-060425	PAYROLL 941
INTERNAL REVENUE SERVICE	6/13/2025	CashDisb	\$1,768.52	\$0.00	0	Q2 2025 060525-061125	PAYROLL 941
INTERNAL REVENUE SERVICE	6/20/2025	CashDisb	\$1,927.30	\$0.00	0	Q2 2025 061225-061825	PAYROLL 941

TransCode - CD, CK

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Section 1, Item 2.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
INTERNAL REVENUE SERVICE	6/20/2025	CashDisb	\$1,278.12	\$0.00	0	PENALTY	941 PENALTY Q3 2024
INTERNAL REVENUE SERVICE	6/27/2025	CashDisb	\$1,871.15	\$0.00	0	Q2 061925-062525	PAYROLL 941
LOUISA COUNTY LANDFILL	6/6/2025	Check	\$0.00	\$1,683.72	22298		AP Checks 22293 - 22305
LOUISA COUNTY WATER AUTHORI	6/6/2025	Check	\$0.00	\$31,967.58	22299		AP Checks 22293 - 22305
MAIN STREET SUPPLY	6/6/2025	Check	\$0.00	\$147.17	22300		AP Checks 22293 - 22305
NORTHWEST ACE HARDWARE	6/6/2025	Check	\$0.00	\$31.92	22301		AP Checks 22293 - 22305
PUBLIQ SOFTWARE LLC	6/6/2025	Check	\$0.00	\$1,976.41	22302		AP Checks 22293 - 22305
PURCELL LUMBER	6/20/2025	Check	\$0.00	\$26.50	22310		AP Checks 22306 - 22313
RAPPAHANNOCK ELECTRIC COOP	6/22/2025	CashDisb	\$113.93	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RICOH USA INC	6/20/2025	CashDisb	\$1,480.56	\$0.00	0	INV 109269430	RICHOH PAYMENT
ROBINSON FARMER COX ASSOCIA	6/20/2025	CashDisb	\$11,500.00	\$0.00	0	INV 97978	FY22 AUDIT
TREASURER OF VIRGINIA DCLS	6/20/2025	CashDisb	\$773.88	\$0.00	0	ORDER #116360	DRINKING WATER TESTING KITS
UPDIKE INDUSTRIES	6/6/2025	Check	\$0.00	\$3,622.06	22303		AP Checks 22293 - 22305
US DEPT OF AGRICULTURE	6/20/2025	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
US DEPT OF AGRICULTURE	6/30/2025	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - W	USDA LOAN PAYMENT - WATER LOAN
VA DEPT OF TAXATION	6/5/2025	CashDisb	\$1,566.00	\$0.00	0	5.2025 VA STATE TAX PAY	VA STATE TAXES
VA DEPT OF TAXATION	6/30/2025	CashDisb	\$1,263.00	\$0.00	0	VA STATE TAX PAYMENT 6.	VA STATE TAXES
VERIZON	6/6/2025	Check	\$0.00	\$374.08	22304		AP Checks 22293 - 22305
VERIZON WIRELESS	6/20/2025	Check	\$0.00	\$90.60	22311		AP Checks 22306 - 22313
VIRGINIA RETIREMENT SYSTEM	6/20/2025	CashDisb	\$1,954.92	\$0.00	0	RETIREMENT/LIFE INS/DIS	VRS
VIRGINIA RETIREMENT SYSTEM	6/17/2025	CashDisb	\$699.77	\$0.00	0	4.25.2025-5.30.2025	VRS 457 CONTRIBUTION
VIRGINIA RETIREMENT SYSTEM	6/17/2025	CashDisb	\$1,284.29	\$0.00	0	4.25.2025-5.30.2025	VRS 401 CONTRIBUTIONS
VRSA	6/20/2025	Check	\$0.00	\$3,888.00	22312		AP Checks 22306 - 22313
VUPS	6/6/2025	Check	\$0.00	\$9.20	22305		AP Checks 22293 - 22305
WHITE OAK ELECTRIC	6/20/2025	Check	\$0.00	\$1,132.60	22313		AP Checks 22306 - 22313
			\$46,504.14	\$61,576.53			



*Spring Grove Memorial Park Cemetery*  
*P O Box 316*  
*Mineral, VA 23117*

**FY25 Summary (July 1, 2024 – June 30, 2025)**

Total Number of Sites in Spring Grove Cemetery	3,112
Total Number of Sites Purchased	1,059
Total Number of Interments	326
Number of Sites Purchased FY25	29
Number of Interments FY25	18

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Total Number of Columbarium Niches	72
Total Number of Single Niches	48
Total Number of Double Niches	24
Total Number of Niches Purchased	42
Total Number of Niche Interments FY25	3





# Town of Mineral

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

Section I, Item 2.

## Summary of Bank Balances As of 06.30.2025

<b>Blue Ridge Bank Operating Account</b>	<b>\$233,987.51</b>
<b>Blue Ridge Bank/Spring Grove Operating Account</b>	<b>\$ 71,505.73</b>
<b>LGIP Town of Mineral Investment Account</b>	<b>\$401,506.42</b>
<b>LGIP Spring Grove Cemetery Perpetual Account</b>	<b>\$241,693.48</b>
<b>LGIP Spring Grove Cemetery Operating Account</b>	<b>\$223,953.60</b>

## Monthly Water Consumption

Section I, Item 2.

<b>Time Period</b>	<b>Gallons Charged to TOM by LCWA</b>	<b>Gallons Billed to TOM Residents</b>	<b>% Water Loss</b>	<b>\$\$ Charged to TOM by LCWA</b>	<b>\$\$ Billed to TOM Residents</b>
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



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

6.14.2025

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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  
July 2025

Section I, Item 3.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: July 2025

Report Prepared By: Kendra Ellis

- June 2025 monthly revenue totals:
  - Total monthly revenue: \$511,039.91
  - Town monthly revenue: \$25,192.83
- 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 received a Certificate of Audit that certified our office has completed a compliance audit and is therefore awarded this qualification with distinction. Our office was commended on our professionalism and organized structure. Kudos to the Mineral DMV Select Team! The Compliance Audit was performed at our Mineral DMV Select office on April 22, 2025 by the DMV Select HQ Team.
- The Mineral DMV Select received our DMV Select Contract on June 2, 2025. The contract was reviewed, signed accordingly and returned on June 11, 2025. We received back the finalized contract for the term agreement period beginning on July 1, 2025 and ending on June 30, 2026.
- The Mineral DMV Select office performed our Fiscal Year Inventory Audit (FY2025) on June 25, 2025.

*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.*