



MINERAL COUNCIL MEETING AGENDA

September 08, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES

1. 8.11.25 Council Minutes - Approval or Amendments to Minutes

G. ACCOUNTS PAID

1. Accounts Paid 8.31.25

H. OLD BUSINESS

1. Well #4 Update
2. Update on trees and abandon houses

I. NEW BUSINESS

1. Maintenance and Tracking
2. Ads around Town.

J. REPORTS

1. Town Manager

2. Treasurer's Report

3. DMV Report

4. Committee Reports

K. REPORTS

1. Schedule a Town Hall

COUNCIL COMMENTS

L. BACK IN SESSION

M. ADJOURN

Mayor Ronald Chapman - Vice Mayor Michelle Covert

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

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

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



MINERAL COUNCIL MEETING MINUTES

August 11, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

B. ROLL CALL

PRESENT

Ronald Chapman

Michelle Covert

Bernice Kube

Olivia Barrow

Rebecca McGehee

David Hempstead

Blair Nipper

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

Amend agenda to show no Public Hearing

Proposed moving New Business extension of lease for LASER after Public Comment

E. PUBLIC COMMENT

Debbie Moon, 232 Mineral Ave., read a letter that was also submitted to Council. Text follows:

Good evening Mayor and Council Members,

My name is Debbie Moon, and I own commercial property here in the Town of Mineral. I am here to express my opposition to the proposed ordinance that would prohibit a tobacco or vape shop from opening within town limits.

First, this ordinance would directly limit my property rights as a business owner and investor. When I purchased my building, I did so with the understanding that lawful businesses could lease or operate there under existing zoning and business regulations. I understand that the town manager would need to approve.

Second, this ordinance could hurt our local economy. Specialty shops, including vape/tobacco stores, bring in rental income for property owners, create local jobs, and generate sales and property tax revenue. If such businesses are prohibited here, those sales - and the associated economic benefits - will simply move to neighboring towns. That means Mineral loses out, while surrounding communities gain.

Third, I believe this approach unfairly singles out one type of legal business. Adults in Virginia are legally allowed to purchase these products, and the state has age restrictions and compliance requirements in place. If the concern is about youth access or marketing, the town could address those issues through zoning buffers, signage restrictions, or strict compliance checks rather than an outright prohibition.

I respect the town's goal of promoting public health, but we must balance that with the rights of property owners, the importance of a fair and competitive business environment, and the need to keep economic activity here in Mineral. This ordinance, as written, sends a message that certain lawful businesses - and the property owners who might host them - are not welcome. I urge you to reject this proposal or work toward a solution that addresses community concerns without limiting property rights or economic growth.

Thank you for your time and consideration.

Jonathan Christian, 529 Marcia McGill Way, leader of LASER, presented what the kids are working on this year for competition - they are building robots that build things. Points are awarded for various categories. There are also community events throughout the year where those who are not currently involved in LASER. In June a high school program will be launched to add on to the existing 2nd through 8th grade program. There was also an adult community outreach program this year. Questions were asked about the parts

needed for building the robots, fundraising, etc. LASER has obtained grants to purchase needed items. There is a request to renew the lease for LASER for the coming year.

David Rogers, 2032 Chopping Rd., board of supervisors candidate for the Mineral District. His family is from the Louisa area. Even though not having grown up here, he spent summers with his grandparents. Mr. Rogers supports bringing industries here that employ Louisa citizens, but is opposed to any more data centers because they do not employ many people. Would like to see an urgent care center in Louisa.

F. APPROVAL OF MINUTES

1. Approval or Amendments of 7.8.25

7.8.2025 Minutes

Motion made by Council Member Covert, second by Council Member McGehee.

Noted that there were discrepancies in formatting of agenda and minutes. All voted in favor of adopting the minutes as presented, with the exception of Council Member Kube, who abstained due to absence.

Motion made by Covert, Seconded by Nipper.

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

Voting Abstaining: Kube

2. Approval or Amendments of 7.14.25

7.14.2025 Minutes

Motion to approve as presented by Council Member Covert, second by Council Member McGehee.

All approved, except for Council Member Kube, who abstained due to absence.

Motion made by Covert, Seconded by McGehee.

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

Voting Abstaining: Kube

G. ACCOUNTS PAID

1. July Accounts Paid

Discussion of accounts paid: Comcast contracts - paying three contracts. We are looking into it, but we would have to break the contract, which extends approximately another three years.

Motion to pay July bills as presented made by Council Member Covert, second by Council Member McGehee. All voted in favor, except Council Member, who abstained. Town Attorney advised that a Council member may abstain from voting with no reason given.

Motion made by Covert, Seconded by McGehee.

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

Voting Abstaining: Hempstead

H. REPORTS

1. DMV Report

The Town Manager gave the DMV report. Staff is working with DMV staff to get transactional reports showing monthly numbers.

2. Town Manager Report

A downed tree was reported to VDOT during the storm. The tree was moved by town personnel. VDOT told the Town Manager that it was not in the right-of-way.

Water Authority is making repairs at the water plant. They are operating at a 50% capacity; all is operating smoothly.

Repairs of Well #4 and sampling have been completed. A report from Royall Pump & Well is forthcoming. VDH will inspect once that report is received. VDH recommendations from Well #4 have been completed by Royall Pump & Well.

Source Water Protection Plan from Virginia Rural Water Authority has prepared a source water protection plan which was included in the packet. Question to attorney as to whether Council needs to approve - yes. It will be reviewed at the next regular water committee meeting on Wednesday, September 3, 2025. Committee will report back to Council at next meeting with recommendations. Having plans in place helps with receiving grant funds.

Annual Assessment Report by USG Water - originally did well maintenance, but it separated from USG. USG now only does tank inspection. Customer service with USG is lacking, e.g., in sanitary survey report received from VDH showed tank deterioration. Contact was made with USG to have taken care of instead of wash-out. Report showed that none of these areas of concern were taken care of. Contact was made with them to correct, but no response from them. Water level transducer has been replaced. Water level is at 95% and remains at that level due to this replacement. We have enough water for 2-3 days for all residents if needed in an emergency.

Alex from VRWA has been working on GIS for manholes, sewer, and water lines. He is continuing to work on this. An update will be given at the next Council meeting. This will be used extensively in-house. The cost to the Town is free - we pay an annual membership fee to VRWA of \$400, as opposed to \$40,000 to contract this work. Staff is also being trained on this as well.

3. Treasurer's Report

A monthly sewer usage report has been added to the packet.

Moving into being able to draft bank accounts for utility payments.

Town Manager noted that there have been some comments and complaints about fees for using credit or debit cards. Staff will look into getting a credit card machine in the office.

4. Mayor's Report

No Mayor's report this month.

5. Committee's Report

Cemetery is in good shape; there a few items to discuss with committee members that will be presented to Council.

I. OLD BUSINESS

1. Tobacco Ordinance

Council Member McGehee is opposed to the sale of tobacco products. Town Manager asked to explain the ordinance. The ordinance does not say that the shop cannot be in the town; it says that as our schools, day cares, churches, educational facilities are smoke free, shops that do sell these items cannot be within 1000' of any of these

locations. This is an ordinance that the State has allowed to be passed by municipalities.

Council Member Hempstead is opposed to the ordinance as presented.

Council Member Covert questioned the distance - can it be a different distance?

Mayor Chapman asked if the Exxon reopens and wants to sell cigarettes, etc., would they be denied. Town Manager Washington stated that it would be allowed because it is not a specialty shop.

Council Member Nipper asked about a tattoo shop selling these products; Town Manager Washington explained that this type of business (tattoo shop) would have to be approved by Council. If it were approved, they would be allowed to sell those items because it is not a specialty shop selling tobacco products. Council Member Nipper agreed that the distance should be less.

Town Attorney said that the language is pulled directly out of the code. His interpretation is that it is for new businesses and that it would apply to all tobacco products being sold within 1000'. This would be a zoning ordinance change.

Council Member McGehee asked if there was a tax on tobacco products - no. Stated she was opposed and that gas stations, etc. should be allowed to sell tobacco products, but is opposed to specialty shops.

Motion was made by Council Member McGehee and seconded by Council Member Hempstead to **deny** the Tobacco Ordinance as presented.

Council Member Kube said ordinance needs to be rewritten.

Motion made by McGehee, Seconded by Hempstead.

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

2. Updates on Derelict Buildings

Cameron property (Mineral Ave.) - 90 days to present plan. Problem is three trees in right-of-way and are right up against his house. VDOT has been contacted to determine if trees are in right-of-way. VDOT has stated that trees that have new and natural growth will not be cut down. There is also a water line that has a potential leak on a service line. The tree roots are possibly in the path of the water line. The Town will look into getting the cost of removing the trees.

Council Member Covert brought up the Cameron property on St. Cecilia Ave. The building is being used for storage of building materials, which is not an approved use for the zoning area. Decision should be made on whether this will be allowed. Council Member McGehee mentioned that we fined Mr. Morgan, for storing materials at the old school property, but the Town never received anything for it.

Town Manager Washington will get clarification from Mr. Cameron on what he intends to do with the house on Mineral Ave.

3. Update on Water and Well # 4

a. Discussion on update status.

Update on Water and Well #4

Report given in Town Manager's report.

J. NEW BUSINESS

1. Extending the Lease for LASER

LASER lease agreement expires in 2026, but requested to extend until July 31, 2027. Motion made by Council Member McGehee to extend the lease until July 31, 2027. Seconded by Council Member Nipper. All voted in favor of extending lease.

Discussion followed regarding lowering the cost of the lease, which is currently \$110 per month and includes the lease and utilities. Proposed waiving the \$110 per month since they are a non-profit. Tabled until next meeting in order to speak with legal counsel.

Motion made by McGehee, Seconded by Nipper.

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

2. Delinquent Utility Bills - Landlords & Tenants

Several properties within the Town that are rented out. There are many delinquent water bills on these properties. Staff is working to obtain information from public records on owners of these properties. We will move forward, pending approval, with having an landlord/tenant agreement that requires approval of property owner to apply for public utility services within the Town. This will allow the Town to move forward if the tenant does not pay the water bills of placing a lien on the property for those unpaid utility bills. Late notices are sent out, cut-off notices sent out, then cut-offs are

done. We are also making payment arrangements with those who have fallen behind and have been collecting on them.

Mayor asked if this is required in order to have services turned on - yes.

Council Member Covert asked if this would allow us to collect on unpaid bills from landlords - yes.

Mayor Chapman asked if we could put a lien on property of tenant. In most cases of a tenant, there is not real property to put a lien on.

Town Attorney has advised that new tenants should be paying not less than three months and not more than five months of water/sewer charges as a security deposit. The Town is not currently charging that amount.

Is a public hearing needed to increase the security deposit? No. If Town is going to require landlord's authorization to obtain services, it is state code that the above security deposit is required. Clarification that motion should be to adopt new policy with agreed-upon number of months security deposit.

Motion was made by Council Member Nipper to approve the tenant/landlord agreement as presented with additional security deposit of four months, seconded by Council Member Hempstead. All voted in favor.

Motion made by Nipper, Seconded by Hempstead.

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

PUBLIC HEARING

No Public Hearing

COUNCIL COMMENTS

Council Member Hempstead - why the Town advertising for a cleaning service? Clarification that this was a private advertisement for Council Member Covert and was not for the Town.

Council Member McGehee - complaints about attacks on office staff, specifically about previous Town Clerk and current Town Manager. She also complained about Mrs. Hempstead calling Council, the schools, etc. "fools" and has questioned the Town's water management. There needs to be partnership and working together.

Mayor Chapman - received card from Council Member Kube.

Council Member Hempstead - DPOR called the investigator and said they were investigating the Washingtons because there are definitely state violations. Town Manager Washington stated that DPOR and the State Police have sent a letter stating that there is no fault. She stated that her personal life has nothing to do here.

CALENDAR

Calendar of Events

K. ADJOURN

Adjourn

Motion made by Council Member Barrow and second by Council Member Covert to adjourn. All in favor.

Motion made by Barrow, Seconded by Covert.

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

Mayor Ronald Chapman- Vice Mayor Michelle Covert

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

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

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

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num
INTERNAL REVENUE SERVICE	8/1/2025	CashDisb	\$1,769.38	\$0.00	0
BESLEY IMPEMENTS	8/6/2025	Check	\$0.00	\$369.47	22339
COMCAST BUSINESS	8/6/2025	Check	\$0.00	\$895.30	22340
COVERALL	8/6/2025	Check	\$0.00	\$240.00	22341
DUKE OIL	8/6/2025	Check	\$0.00	\$183.59	22351
LAKE ANNA SIGNS & PRINTING LLC	8/6/2025	Check	\$0.00	\$304.00	22342
LOUISA AUTO PARTS	8/6/2025	Check	\$0.00	\$189.99	22343
LOUISA COUNTY LANDFILL	8/6/2025	Check	\$0.00	\$882.36	22344
LOUISA COUNTY WATER AUTHORITY	8/6/2025	Check	\$0.00	\$31,108.92	22345
MAIN STREET SUPPLY	8/6/2025	Check	\$0.00	\$487.71	22346
PURCELL LUMBER	8/6/2025	Check	\$0.00	\$27.03	22347
STEVE SEAY	8/6/2025	Check	\$0.00	\$5.00	22348
UPDIKE INDUSTRIES	8/6/2025	Check	\$0.00	\$3,632.73	22349
VERIZON	8/6/2025	Check	\$0.00	\$372.78	22350
BLUE RIDGE BANK	8/7/2025	CashDisb	\$43.75	\$0.00	0
VA DEPT OF TAXATION	8/7/2025	CashDisb	\$1,393.00	\$0.00	0
INTERNAL REVENUE SERVICE	8/8/2025	CashDisb	\$1,823.24	\$0.00	0
VIRGINIA RETIREMENT SYSTEM	8/12/2025	CashDisb	\$2,116.02	\$0.00	0
DOCUMENT DESTRUCTION	8/13/2025	Check	\$0.00	\$40.00	22352
HARRISON & JOHNSTON	8/13/2025	Check	\$0.00	\$2,730.00	22353
ROYALL PUMP & WELL COMPANY	8/13/2025	Check	\$0.00	\$18,962.04	22354
VERIZON WIRELESS	8/13/2025	Check	\$0.00	\$77.45	22355
VUPS	8/13/2025	Check	\$0.00	\$19.20	22356
COMCAST BUSINESS	8/14/2025	CashDisb	\$962.12	\$0.00	0
COMCAST BUSINESS	8/14/2025	CashDisb	\$882.07	\$0.00	0
INTERNAL REVENUE SERVICE	8/15/2025	CashDisb	\$1,787.76	\$0.00	0
US DEPT OF AGRICULTURE	8/19/2025	CashDisb	\$1,466.00	\$0.00	0

Date Range - 8/1/2025 To 8/31/2025

Transaction Query

Page 2/2

TransCode - CD, CK, VC

Section G, Item 1.

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

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num
INTERNAL REVENUE SERVICE	8/22/2025	CashDisb	\$1,721.21	\$0.00	0
RICOH USA INC	8/22/2025	CashDisb	\$983.88	\$0.00	0
DOMINION ENERGY	8/25/2025	CashDisb	\$716.07	\$0.00	0
DOMINION ENERGY	8/25/2025	CashDisb	\$18.89	\$0.00	0
DOMINION ENERGY	8/25/2025	CashDisb	\$202.07	\$0.00	0
DOMINION ENERGY	8/25/2025	CashDisb	\$7.16	\$0.00	0
BLUE RIDGE BANK	8/26/2025	CashDisb	\$1,531.44	\$0.00	0
DOMINION ENERGY	8/26/2025	CashDisb	\$158.91	\$0.00	0
DOMINION ENERGY	8/27/2025	CashDisb	\$201.36	\$0.00	0
DOMINION ENERGY	8/27/2025	CashDisb	\$7.25	\$0.00	0
US DEPT OF AGRICULTURE	8/28/2025	CashDisb	\$4,509.00	\$0.00	0
BLUE RIDGE BANK	8/29/2025	CashDisb	\$30.00	\$0.00	0
INTERNAL REVENUE SERVICE	8/29/2025	CashDisb	\$1,828.49	\$0.00	0
MISSION SQUARE RETIREMENT	8/29/2025	CashDisb	\$769.53	\$0.00	0
MISSION SQUARE RETIREMENT	8/29/2025	Invalid	\$0.00	\$0.00	0
MISSION SQUARE RETIREMENT	8/29/2025	CashDisb	\$484.52	\$0.00	0
VIRGINIA RETIREMENT SYSTEM	8/29/2025	CashDisb	\$769.49	\$0.00	0
			\$26,182.61	\$60,527.57	



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

9.8.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Accounts Paid

Background:

Enclosed are the accounts paid for the month.

Recommended Action:

Approval or denial of accounts paid

Attachments:

Transaction Report

WE GUARANTEE TO BEAT ANY WRITTEN ESTIMATE

STUMPBUSTERS TREE SERVICE LLC.

872 TISDALE RD LOUISA, VA 23093

Licensed-Insured For Your Protection

Steven Childress Owner/Operator

Website: stumpbusterstreeservice.com

FaceBook: Stumpbusters Tree Service LLC Louisa Virginia

Contract Agreement

INVOICE # 1141

Job Phone: 540-894-5100

Date: 8-15-25

Email: _____

Date of Service: _____

Bill To: Town of Mineral
623 Mineral Ave.
Mineral VA

Job Specifications:

- Remove 3 trees along front by
Street.

*Haul Debris

*Grind Stumps, Haul Excess

\$4,700.00

\$

This contract shall not be binding upon the Company until accepted by the Company. Moreover, no addition, alteration or cancellation of this contract shall be binding on the company unless the same be in writing and accepted by the Company in like manner. Upon acceptance by the Company, this contract shall be binding upon the parties hereto without further notification to the Purchaser.

The Company shall furnish the materials for the work and complete the work herein specified in a neat and workmanlike manner. In the event of cancellation of this contract before work is started, the customer will pay to the Company on demand thirty percent of the amount of this contract as stipulated damage due. Return check fee is \$35.00. Balances over 60 days add \$50.00 late charge unless specified in writing. If Company must file warrant for non-payment add \$100.00 administrative fee. The company shall not be responsible for delays due to inclement weather beyond our control. The company shall not be responsible for damages to concrete, above ground sprinkler heads, anything underground, above ground wires, yard articles, yard punctures and yard ruts. The company carries Public Liability Insurances, but does not assume risks of any other character under this contract.

This document constitutes the entire agreement between the purchaser and the company, and no terms, conditions or understandings whether expressed or implied, have been agreed upon except as herein set forth.

TERMS NET: BILL DUE UPTON COMPLETION, 1% PER MONTH ADDED TO ALL ACCOUNTS OVER 10 DAYS. 18% PER ANNUM. ALL INTEREST, ATTORNEY'S FEES, AND COLLECTION AGENCY FEES TO BE ADDED IF IT BECOMES NECESSARY FOR COLLECTION.

Salesman [Signature]

Purchaser [Signature]

WE GUARANTEE TO BEAT ANY WRITTEN ESTIMATE

STUMPBUSTERS TREE SERVICE LLC.

872 TISDALE RD LOUISA, VA 23093

Licensed-Insured For Your Protection

Steven Childress Owner/Operator

Website: stumpbusterstreeservice.com

FaceBook: Stumpbusters Tree Service LLC Louisa Virginia

Contract AgreementINVOICE # 11601Job Phone: 540-894-5100Date: 9-2-25

Email: _____

Date of Service: _____

Bill To: Town of Mineral
605 Mineral Ave
Mineral VA**Job Specifications:**

- Remove 1 large uprooted pine

* Haul wood

* Grind Stump, Rake out

\$1,850.00

\$ _____

This contract shall not be binding upon the Company until accepted by the Company. Moreover, no addition, alteration or cancellation of this contract shall be binding on the company unless the same be in writing and accepted by the Company in like manner. Upon acceptance by the Company, this contract shall be binding upon the parties hereto without further notification to the Purchaser.

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TERMS NET: BILL DUE UPON COMPLETION, 1% PER MONTH ADDED TO ALL ACCOUNTS OVER 10 DAYS. 18% PER ANNUM. ALL INTEREST, ATTORNEY'S FEES, AND COLLECTION AGENCY FEES TO BE ADDED IF IT BECOMES NECESSARY FOR COLLECTION.

Salesman [Signature]Purchaser [Signature]

LOCATION		
First St. & Mineral Ave	N 38 0' 37 . 7208	W 77 54' 30 . 6756
Second St. & Mineral Ave	N 38 0' 34 . 0524	W 77 54' 31 . 482
Third St. & Mineral Ave	N 38 0' 30 . 0744	W 77 54' 31 . 4496
Fourth St. & Mineral Ave	N 38 0' 25 . 74	W 77 54' 31 . 3056
Fifth St. & Mineral Ave	N 38 0' 20 . 07	W 77 54' 31 . 3956
Sixth St. & Mineral Ave	N 38 0' 17 . 0064	W 77 54' 32 . 0004
Seventh St. & Mineral Ave	N 38 0' 12 . 3552	W 77 54' 31 . 3452
Eighth St. & Mineral Ave	N 38 0' 6 . 444	W 77 54' 33 . 48
Eighth St. & between Mineral Ave. & Piedmont Ave	N 38 0' 6 . 5664	W 77 54' 34 . 182
Park Ave & Ninth Street	N 38 0' 2 . 6676	W 54' 53 . 6976
Seventh St. & Chestnut Ave	N 38 0' 11 . 106	77 55' 2 . 442
Kenyon Rd & St. Frances	N 37 0' 5957 . 1	W 77 54' 49 . 1832
St. Frances & Eighth St.	N 38 0' 6 . 6564	W 77 54' 48 . 5064
7th St. & St. Frances	N 38 0' 12 . 096	77 54' 49 . 41
7th St. & Piedmont Ave	N 38 0' 11 . 3256	W 77 54' 40 . 3992
Piedmont Ave & Eighth St.	N 38 0' 7 . 005	W 77 54' 35 . 7044
Piedmont Ave & Fifth St.	N 38 0' 20 . 4156	W 77 54' 39 . 78
Third St. & St. Frances Ave	N 38 0' 28 . 8396	W 77 54' 48 . 6
Third St. & Virginia Ave	N 38 0' 29 . 39	77 54' 44 . 7444
Third St. & Piedmont Ave.	N 38 0' 29 . 47	W 77 54' 39 . 4164
4th St. & Virginia Ave	N 38 0' 25 . 41	W 77 54' 44 . 5716
Fifth St. & Louisa Ave	N 38 0' 20 . 678	W 77 54' 26 . 6544
Louisa Ave between 5th & 2nd St.	N 38 0' 29 . 743	W 77 54' 25 . 398
Fifth St. & Richmond Ave	N 38 0' 20 . 91	W 77 54' 18 . 3132
Hydrant next to town sign on 1st St.	N 38 0' 38 . 412	77 54' 0 . 3672
Richmond Ave & First St	N 38 0' 39 . 5172	77 54' 17 . 9172
First St. next to 602 E. 1st St.	N 38 0' 38 . 65	W 77 54' 10 . 9188
Across From 9686 Fredericks Hall Rd	N 38 0' 37 . 5444	77 53' 45 . 6612 Needs Repair
Rt. 618 @ 9549 Fredericks Hall Rd	N 38 0' 34 . 5168	77 53' 38 . 958
Rt. 618 @ 9493 Fredericks Hall Rd.	N 38 0' 32 . 3784	77 53' 33 . 6876
Lee St. & St. Cecilia Ave	N 38 0' 43 . 9416	W 77 54' 23 . 562
Louisa Ave by school	N 38 0' 46 . 4292	W 77 54' 26 . 0676
Rt. 618 & Spring Road	N 38 0' 30 . 8304	77 53' 26 . 7216

Old Tolarsville Rd & Zachary Taylor Hwy	N 38 0' 59 . 994	77 54' 16 . 9272
132 Zachary Taylor Hwy	N 38 0' 59 . 9508	77 54' 16 . 776
Rt. 522 - Mineral Trailer Park	N 38 0' 11 . 5572	77 54' 9 . 864
St. Cecilia Ave & Louisa Ave	N 38 0' 49 . 3668	W 77 54' 24 . 2208
Louisa Ave & First St.	N 38 0' 40 . 5648	W 77 54' 25 . 5204
618 & Lagoon	N 38 0' 38 . 412	77 54' 0 . 3672



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

9.8.2025

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

Letters from VDH regarding TTHM sampling

(first letter was sent in error, second letter is the monitoring plan)

Virginia Public Records Act

Records Management Documentation

RM3 Tracking Form



Town Council

REPORT SUMMARY

Meeting Date: September 8, 2025

Section J, Item 1.

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

1. Audit – no update

Park Update (administrative)

1. Luck Field bathrooms – no update
2. Lights for the park – no update

Water

1. Well #4 – All repair recommendations from Royall Pump and well and Virginia Department of Health, Office of Drinking Water were done. We are working on replacing the pump, motor and updating the electrical. Once that is done, we can move to put Well #4 back in use. NO change still waiting for VDH to give us the ok to bring the Well back to use. Waiting on the pump to come in.

MuniCode

1. CivicPlus is continuing to build out our code, everything seems to be going smoothly. I had a meeting with Brittany who informed me that we would receive proofs within the next week or so to review and then we will move to the next step of finalizing the code to be published. I will work with the attorney on the review, if there are questions. This process was merely taking our original code, all the updates and putting it together into the civicplus municode module. Once the proofs are reviewed, civicplus - municode will send us our binders for the office.

Records Retention

1. On August 21 we performed Record Retention duties. We used the Virginia Library reference and guides to remove records that were to be destroyed. We had to report these records to the Virginia Library for records. I have attached the reference material that we used to perform this. It is the responsibility of the localities to ensure they are following the retention schedule as it is report.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

OFFICE OF DRINKING
WATER

Richmond Field Office

Karen Shelton, MD
State Health Commissioner

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

SUBJECT: Louisa County
Waterworks: MINERAL, TOWN OF
PWSID No: 2109525

August 27, 2025

Nicole Washington
P. O. Box 316
Mineral, VA 23117

Dear Ms. Washington,

This letter supersedes our previous Results letter dated August 27, 2025, requiring an Operation Evaluation. We have received the results of total trihalomethane (TTHM) and haloacetic acid (HAA5) analyses that were performed on water samples recently collected from the subject waterworks. Enclosed are the results for the 2025 monitoring period.

Results for TTHM		
Sample Location	August 2025	PMCL
Town Hall- DB02	0.129 mg/L	0.080 mg/L

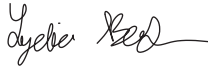
Results for HAA5		
Sample Location	August 2025	PMCL
Town Hall- DB02	0.049 mg/L	0.060 mg/L

Based on these results, you qualify for increased monitoring, wherein your waterworks will now move to quarterly DBP sampling, starting in 4Q25, for at least four quarters. To comply with regulations the samples for the next 4 quarterly DBP samples must be collected in November 2025, February 2026, May 2026, and August 2026. Please refer to the attached Sampling Plan, sign, and return the revision

to this office. If you have any objections to this revised Sampling Plan, please contact this office immediately.

If you have any questions, please do not hesitate to contact me at (804) 910-6111 or via email at Lydia.belser@vdh.virginia.gov.

Sincerely,



Lydia Belser, Envi. Health Spec. Senior
Richmond Field Office

LMB:TB

Enclosures:

1. Revised Monitoring Plan

cc: Mineral Town Manager- Nicole Washington
Town of Mineral Operator- Warren Martin

DISINFECTANTS / DISINFECTION BYPRODUCTS MONITORING PLAN

Waterworks Name:	Mineral, Town of
PWSID #:	2109525
Source Type:	Ground Water and Purchased Surface Water
Population Served:	478

DISINFECTANT RESIDUALS

- 1. Refer to the approved Bacteriological Sample Siting Plan (BSSP) for specific requirements.
- 2. The disinfectant residual will be measured at the same time and from the same location as each routine bacteriological sample, as identified in the current Bacteriological Sample Siting Plan.
- 3. Compliance will be calculated in accordance with the *Waterworks Regulations*.
- 4. The disinfectant residual will be reported to Office of Drinking Water by the certified laboratory via the Compliance Monitoring Data Portal (CMDP) by the 10th of the month following the month during which samples were taken. The disinfection residual results will be reported by the laboratory along with the bacteriological results.

DISINFECTION BYPRODUCTS - TTHM and HAA5

- 1. For routine monitoring, quarterly disinfection byproduct samples will be taken at the location listed below. The dual TTHM and HAA5 samples will be taken during normal operations in November 2025, February 2026, May 2026, and August 2026.

Site ID	Site Location / Address	Comments
DBP02	Town Hall	Dual TTHM and HAA5

- 2. Compliance calculations for the Location Running Annual Average (LRAA) and the Operational Evaluation Level (OEL) will be made in accordance with the *Waterworks Regulations*.
- 3. The location, date, and result of each sample taken will be reported to Office of Drinking Water by the certified laboratory via the Compliance Monitoring Data Portal (CMDP) by the 10th of the month following the month that test results are received, or the 10th day following the end of the monitoring period, whichever is sooner.
- 4. Analyses shall be made by a certified laboratory.
- 5. If a waterworks qualifies for reduced monitoring, this plan shall be amended to include the locations and time of such monitoring.

Owner/Representative Name: _____

Signature: _____

Title: _____

Date: _____



COMMONWEALTH of VIRGINIA

Karen Shelton, MD
State Health Commissioner

DEPARTMENT OF HEALTH
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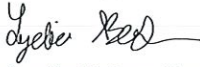
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- 5. If a waterworks qualifies for reduced monitoring, this plan shall be amended to include the locations and time of such monitoring.

Owner/Representative Name: Nicole Washington

Signature: [Signature]

Title: Town Manager

Date: 9/2/2025

Virginia Public Records Act

§ 42.1-76. Legislative intent; title of chapter

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

§ 42.1-76.1. Notice of Chapter

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

§ 42.1-77. Definitions

As used in this chapter, unless the context requires a different meaning:

"Agency" means all boards, commissions, departments, divisions, institutions, and authorities, and parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is

a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents, or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency, or employee of an agency. Regardless of physical form or characteristic, the recorded information is a "public record" if it is produced, collected, received, or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a "public record."

For purposes of this chapter, "public record" does not include (i) nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, or stocks of publications or (ii) records that are not related to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of the transaction of public business.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical," and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique

information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.

4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. 390, 955; 1998, cc. 427, 470; 2005, c. 787; 2006, c. 60; 2022, c. 355.

§ 42.1-78. Confidentiality safeguarded

Any records made confidential by law shall be so treated. Records that by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia that are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court; however, upon a petition filed with the clerk, a judge may enter an order releasing any record sealed prior to January 1, 1901. Medical and educational records made confidential by law shall remain so after being deposited in the archives. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. 64; 2006, c. 60; 2020, c. 773; 2023, cc. 126, 127.

§ 42.1-79. Records management function vested in The Library of Virginia

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-79.1. Repealed

Repealed by Acts 2005, c. 787, cl. 2.

§§ 42.1-80, 42.1-81. Repealed

Repealed by Acts 2003, c. 177.

§ 42.1-82. Duties and powers of Library Board

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.

§ 42.1-83. Repealed

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-84. Repealed

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political

subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.

§ 42.1-86. Essential public records; security recovery copies; disaster plans

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-86.01. Records may be retained in electronic medium

Notwithstanding any provision of law requiring a public record to be retained in a tangible medium, an agency may retain any public record in an electronic medium, provided that the record remains accessible for the duration of its retention schedule and meets all other requirements of this chapter. Nothing herein shall affect any law governing the retention of exhibits received into evidence in a criminal case in any court.

2018, c. 252.

§ 42.1-86.1. Disposition of public records

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit,

investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.

§ 42.1-87. Archival public records

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The

copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. 64; 1998, c. 427.

§ 42.1-89. Petition and court order for return of public records not in authorized possession

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. 427.

§ 42.1-90. Seizure of public records not in authorized possession

A. At any time after the filing of the petition set out in § 42.1-89 or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

§ 42.1-90.1. Auditing

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws, the House Committee on Appropriations, and the Senate Committee on Finance and Appropriations of the General Assembly.

2006, c. 60.

§ 42.1-91. Repealed

Repealed by Acts 2006, c. 60, cl. 2.

LAND USE

Record type	Description	Series Number	Retention Schedule
Development Files	approved and as built land development, commercial site plan, calculations, and subdivision construction.	000303	Permanent
Development Files - Supporting documents	drawings, temporary easements, plans, plats, maps, correspondence, departmental comments, and related studies used to develop property.	000304	5 years after decision
GIS Core Data	geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	000308	Permanent
Groundwater Monitoring Records	historical ground water surface elevation data measurements; historical laboratory analytical results; well installation, repair, or abandonment actions; approved variances; correspondence with the Department of Environmental Quality; and all other supporting documentation	000310	0 Years after termination of post closure care

House Number Assignment Files	assignment of addresses to particular houses.	000312	Permanent
Landfill, Incinerator, and Refuse Files	siting, design/construction, operation, monitoring and closure of public or private facilities	000313	0 Years after termination of post closure care
Local Government Property: Operation and Maintenance	administration and maintenance records for public property and private property maintained by the locality including streets, curbs, sidewalks, traffic engineering, parking, and lighting.	000314	3 Years after creation
Permit Applications: Non-issued	denied or withdrawn applications.	000315	6 Months after decision
Permits: Expired or Revoked	expired or revoked permits	000316	3 Years after creation
Sewer Project Files	council's actions on approval or disapproval of proposed sewer projects	010020	1 Year after last action
Zoning Permits	land use permits and ARB Certificates of Appropriateness.	000321	3 Years after expiration
Zoning Records	accepted applications, plans, plats, maps, correspondence, departmental comments, and related studies used to classify land use, including Architectural Review Board building design documentation	000322	Permanent

Zoning: Approved Variance, Appeals, and Rezoning Case Files	applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000319	Permanent
Zoning: Denied Variance, Appeals, and Rezoning Case Files	applications, plans, plats, maps, correspondence, departmental comments, and related studies used to reclassify land use.	000320	3 Years after decision

PUBLIC UTILITY

Record type	Description	Series Number	Retention Schedule
General Utilities Records Abandoned Utility Line Records	abandoned utility lines, excluding service lines connected to single- family dwellings.	005520	0 Years after equipment, facility, or property sold or no longer in use
General Utilities Records Meter History Records	service and repair history of individual meters.	005524	0 Years after equipment, facility, or property sold or no longer in use
General Utilities Records Meter Reading Records	utility usage by individual consumers collected for assessment and billing purposes.	005523	3 Years after event
General Utilities Records Meter Testing and Calibration	calibration tests, test results, and reports.	005525	3 Years after last action

General Utilities Records Miss Utility Records	notification of approaching excavation work by a contractor to the operator of utility lines. This series may include, but is not limited to: notification by the contractor, specific location of proposed work, type and extent of work, individual for whom the work is being performed, and records of surveying and marking lines.	005526	5 Years after project completion
General Utilities Records Right of Way Files	rights of way obtained or given by a public utility	005528	5 Years after expiration
General Utilities Records Utility Billing Records	the calculation and payment of utility bills for individual customers.	005529	3 Years after end of calendar year
General Utilities Records Utility Customer Applications	customer applications for utility service.	005530	1 Year after termination
General Utilities Records Utility Customer Deposit Records	required deposits made for obtaining utility service as well as any refunds given	005532	3 Years after event
General Utilities Records Utility Customer Service Records	requests for service by utility customers for work to be performed by utility department personnel.	005533	3 Years after decision
General Utilities Records Utility Repair and Maintenance Records	repairs and maintenance work completed on customer lines, valves, and meters as part of	005535	5 Years after project completion

	regularly scheduled service or to restore utility service to customers.		
General Utilities Records Utility Service Termination Records	involuntary discontinuation of utility service to a customer	005536	3 Years after termination
Permit Records Permit Files: Applications and Approval Documentation	application for and approval various types of water permits issued by the State Water Control Board and/or other regulatory body	005543	3 Years after event
Permit Records Permit Files: Monitoring Records and Reports - Life of Permit	monitoring activities required for various types of water permits issued by the State Water Control Board	005544	3 Years after event
System Design and Construction Drawings and Plans	design, construction, and ownership of public utility systems.	005546	Permanent
System Design and Construction Supporting Documentation	system design and construction plans	005547	5 Years after project completion
Water Well Records Well Completion Reports: Locality Owned	excavation and completion of water wells that are owned or operated by the locality.	005567	5 Years after last action
Local Review Program Agreements	agreements between a locality and water-system customers regarding the delegation of review approval for connections to, or extensions from, existing sewerage system projects.	200691	0 Years after superseded, obsolete, or rescinded

FISCAL RETENTION

Record type	Description	Series Number	Retention Schedule
Accounts Payable	moneys to be paid by the locality to its creditors	010143	3 Years after end of state fiscal year
Accounts Receivable	moneys owed to the locality by its debtors.	010144	3 Years after end of state fiscal year
Audit Records: External	audit of the finances of the locality by an outside auditing firm	010146	Permanent
Budget Records: Adopted Budget Files	adopted locality budget, outlining approved expenditures for the year.	010150	Permanent
Budget Records: Working Files	document the budgeting process of the locality	010151	5 Years after end of state fiscal year

Cash and Bank Reports	financial transactions within the locality.	200104	3 Years after end of state fiscal year
Contracts	contracts and agreements entered into by the locality	010159	5 Years after expiration
Financial Accounting Reports	income and expenditures of the locality by its offices and agencies.	010162	3 Years after end of state fiscal year
General Ledger	assets, liabilities, fund balances, revenues, and expenses of the locality.	010169	10 Years after end of state fiscal year
Grant Projects: Financials	annual financial management of state, federal, and/or private grant projects participated in or awarded/administered by local agencies	010164	3 Years after end of state fiscal year
Insurance Records and Reports	insurance coverage carried by the locality, such as commercial policies, third-party coverage, and self-insurance programs	010165	3 Years after end of state fiscal year
Payroll Records	payroll activities of the locality.	200105	5 Years after end of state fiscal year
Purchasing Records	purchasing of equipment, goods, services, and supplies by the locality	200106	5 Years after end of state fiscal year
Reimbursement Records	reimbursement of money to or from the locality	010190	3 Years after end of state fiscal year
Retirement Files: Virginia Retirement System (VRS)	documents the participation of the locality in the Virginia	010194	3 Years after end of state fiscal year

	Retirement System.		
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PERSONNEL

Record type	Description	Series Number	Retention Schedule
Applications and Resumes: Unsolicited	unsolicited applications or resumes for which no position has been announced.	010253	0 Years after no longer administratively useful
Employee Personnel Records: Long Term	date range employed, contact information, compensation and position history, reason for separation/termination, personnel action notices, and any retirement benefits information	010233	50 Years after separation

Employee Personnel Records: Short Term	test results; professional certification and qualification records; evaluations; disciplinary actions; promotion/demotion, layoff, termination or tenure records; return to work notifications (issued by employer)	200386	5 Years after separation
Employment Eligibility Form and Records (I-9): Employee Employed Less Than Two Years	employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen	010230	3 Years after event
Employment Eligibility Form and Records (I-9): Employee Employed More Than Two Years	employer's verification at the time of hire that any prospective employee or recruit is a U.S. citizen	200033	1 Year after separation
Exit Interview Files	interview of employees prior to their departure from agency.	010237	3 Years after separation
Pay Classification Records	determination of compensation for an individual, a job, or a group of jobs within the agency.	010244	2 Years after decision
Position Classification and Description Records	documents the need for a position, the task requirements for performing the job, the job title, and/or agency approval.	010247	2 Years after superseded, obsolete, or rescinded
Promotion, Demotion, Separation, or Tenure Records	decisions made regarding promotion, demotion, separation, layoff, termination, or tenure for a particular employee or group of employees.	010248	2 Years after decision
Recruitment, Hiring, Interview, and	process and result of recruiting, selecting,	010249	3 Years after event

Selection Records	and hiring.		
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TREASURER

Record type	Description	Series Number	Retention Schedule
Assessment Books: Personal Property and Real Estate	amount of taxes assessed on tangible personal property and real estate.	200155	Retain 6 Years after end of state fiscal year
Certificate of Deposits	notification of deposit/transfer of funds to the state treasurer detailing funds collected by the local treasurer.	100978	Retain 3 Years after end of state fiscal year
Debt-Set Off Records:Satisfied Debts	the allocation of state tax refunds of the debtor to satisfy an existing claim against him imposed by a state	100980	allocation of state tax refunds of the debtor to satisfy an existing claim against him imposed by a state or

	or local agency.		local agency
Licensing and Fee Records: Paid Licenses and Reports	fees paid for licenses such as animal, business, and vehicle licenses, and other local fees.	100983	Retain 3 Years after end of state fiscal year
Paid Taxes: Personal Property and Real Estate	payment of personal property and real estate taxes	200157	Retain 5 Years after end of state fiscal year
Personal Property Tax Records: Delinquent Lists	taxpayers that have failed to pay their tangible personal property tax.	100987	Retain 5 Years after end of state fiscal year
Personal Property Tax Records: Unpaid Tangible Taxes	non-payment of taxes assessed on tangible personal property	100990	Retain 5 Years after end of state fiscal year
Real Estate Tax Records: Delinquent List	taxpayers that have failed to pay their real estate tax.	100993	Retain 20 Years after creation
Real Estate Tax Records: Unpaid Taxes	non-payment of real estate taxes	100997	Retain 3 Years after event
Treasurer's Reports	monthly report submitted to the finance board or local governing body detailing the amount of money on deposit with each depository.	101004	Retain 3 Years after end of state fiscal year
Unclaimed Property Records	listing of property and funds that went unclaimed for the previous fiscal year	101006	Retain 5 Years after end of state fiscal year
Write Off Records	accounts listed under federal bankruptcy discharges, local accounts beyond the statute of limitations, and other balances that have been deemed uncollectible	101007	Retain 3 Years after end of calendar year

VOTER REGISTRATION

Record type	Description	Series Number	Retention Schedule
Elections: Absentee Ballots - Applicant List	individuals who applied for an absentee ballot for federal and non-federal elections.	200781	2 Years after election
Elections: Abstracts	certification of official election results by local electoral boards. The abstracts are used to tabulate official election results and include the total number of voters, total votes for each candidate/issue, and write-in certification.	006048	Permanent

Elections: Ballots Non-Federal	ballots used in non-federal elections	006053	1 Year after election
Elections: Election Materials	documents single elections	000510	2 Years after election
Elections: Officers of Election Appointments	the appointment of officers of election by the electoral board.	000513	0 Years after superseded, obsolete, or rescinded
Voter Registration: Applications Approved, Canceled, and Transferred Out	approvals, cancellations, and transfers of voter registration applications	006095	4 Years after expiration
Voter Registration: Applications Damaged	voter registration applications that are returned by the U.S. Postal Service as damaged and cannot be associated with any individual.	006065	4 Years after receipt
Voter Registration: Applications Denied	denial of incomplete or ineligible voter registration applications.	000516	4 Years after last action
Voter Registration: Updates	the assurance of the accuracy of registration records	006061	2 Years after closed
Voter Registration: Voter/Election Mail - Returned	mail that is returned as undeliverable.	000515	2 Years after receipt



TOWN OF MINERAL

Records & Information Management

Certificate of Records Destruction (RM3 Form)

Person Completing Form:_____

Approving Official: _____

Series Title	Series Number	Start Date (month/ year)	End Date (month / year)	Volume	Destruction Method

Submitted to the Library of Virginia on:_____

By:_____

Record Destruction Date: _____



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

9.8.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Treasurer's Report

Background:

Enclosed is the monthly Treasurer's Report.

Recommended Action:

Attachments:

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



Town of Mineral

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

Section J, Item 2.

Summary of Bank Balances As of 08.31.2025

Blue Ridge Bank Operating Account	\$205,200.69
Blue Ridge Bank/Spring Grove Operating Account	\$ 72,341.60
LGIP Town of Mineral Investment Account	\$404,520.59
LGIP Spring Grove Cemetery Perpetual Account	\$243,527.64
LGIP Spring Grove Cemetery Operating Account	\$225,634.85

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
0000-100-Revs							
-							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$40.00	\$25.00	(\$260.00)	13
011000 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
011010 2023 & PRIOR YEARS R	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
011010 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
011020 CURRENT YEARS PUBLIC	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	(\$8,500.00)	0
011030 2023 & PRIOR PERS PR	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
011030 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
011060 TAX PENALTY REAL EST	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
011060 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
011060 TAX PENALTY PERS PRO	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
011060 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$62.24	\$0.00	(\$37.76)	62
015100 INTEREST EARNED	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
016099 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$280.57	\$146.00	(\$819.43)	26
019000 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$9,494.37	\$4,667.91	(\$30,505.63)	24
120201 CONSUMER UTILITY TAX	\$1,100.00	\$1,100.00	\$0.00	\$126.16	\$73.03	(\$973.84)	11
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$256.36	\$0.00	(\$29,743.64)	1
120501 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	(\$7,000.00)	0
120601 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
120701 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
121001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$172.17	\$0.00	(\$1,827.83)	9
121101 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$9,275.80	\$0.00	(\$80,724.20)	10
130306 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$250.00	\$0.00	(\$1,250.00)	17
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$63,905.11	\$36,275.28	(\$436,094.89)	13
189000 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
189000 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$110.00	\$110.00	(\$1,190.00)	8
220110 PPTRA REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$4,415.72	\$4,415.72	\$4,415.72	0
220111 COMMUNICATION TAX RE	\$1,200.00	\$1,200.00	\$0.00	\$186.30	\$89.29	(\$1,013.70)	16
220112 CAR RENTAL DISTRIBUT	\$6,000.00	\$6,000.00	\$0.00	\$1,640.56	\$756.09	(\$4,359.44)	27
240407 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
240412 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
0000-100-Revs	\$933,900.00	\$933,900.00	\$0.00	\$90,215.36	\$46,558.32	(\$843,684.64)	10
012110-100-COUNCIL AND MANAGER OFFICE							
-							
012110 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$16,394.52	\$9,086.70	\$78,605.48	17
012110 FICA	\$7,668.00	\$7,668.00	\$0.00	\$1,146.03	\$631.42	\$6,521.97	15
012110 VRS	\$1,663.00	\$1,663.00	\$0.00	\$2,319.77	\$1,179.91	(\$656.77)	139
012110 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
012110 GROUP LIFE	\$1,300.00	\$1,300.00	\$0.00	\$181.42	\$92.92	\$1,118.58	14
012110 DISABILITY INSURANCE	\$808.00	\$808.00	\$0.00	\$113.78	\$58.28	\$694.22	14
012110 PROFESSIONAL SERVICE	\$40,000.00	\$40,000.00	\$0.00	\$6,270.00	\$2,730.00	\$33,730.00	16
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$1,200.00	\$600.00	\$6,000.00	17
012110 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$121.24	\$68.53	(\$121.24)	0
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$1,622.46	\$0.00	\$1,877.54	46
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
012110 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$789.59	\$0.00	\$3,210.41	20
012110 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$680.00	\$0.00	\$1,820.00	27
012110 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$101.59	\$101.59	\$148.41	41
012110 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$304.00	\$304.00	\$1,196.00	20
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$31,244.40	\$14,853.35	\$162,654.60	16
012410-100-CLERK/TREASURER							

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
012410 WAGES/SALARIES							
012410 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$15,255.00	\$5,565.00	\$98,691.00	13
012410 FICA	\$8,717.00	\$8,717.00	\$0.00	\$1,167.04	\$425.75	\$7,549.96	13
012410 VRS	\$1,915.00	\$1,915.00	\$0.00	\$2,024.61	\$1,017.49	(\$109.61)	106
012410 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$0.00	\$0.00	\$21,620.00	0
012410 GROUP LIFE	\$1,527.00	\$1,527.00	\$0.00	\$217.92	\$112.67	\$1,309.08	14
012410 DISABILITY INSURANCE	\$969.00	\$969.00	\$0.00	\$136.67	\$70.66	\$832.33	14
012410 PROFESSIONAL SERV A	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
012410 PROFESSIONAL SERV CP	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
012410 POLICE AND LEGAL MAT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410 WEB BASED SERVICES A	\$20,000.00	\$35,000.00	\$0.00	\$3,680.62	\$543.26	\$31,319.38	11
012410 COMPUTER LICENSES/SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 COPIER EXPENSE & LEA	\$5,000.00	\$5,000.00	\$0.00	\$1,533.53	\$634.87	\$3,466.47	31
012410 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.53	\$0.53	\$99.47	1
012410 BANK FEES	\$400.00	\$400.00	\$0.00	\$145.74	\$83.75	\$254.26	36
012410 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$64.69	\$33.88	\$935.31	6
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$1,510.20	\$747.87	\$5,489.80	22
012410 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$6,347.82	\$2,739.49	\$17,652.18	26
012410 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$0.00	\$175.00	13
012410 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
012410 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$900.06	\$425.42	\$9,099.94	9
012410 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410-100-CLERK/TREASURER	\$271,394.00	\$271,394.00	\$0.00	\$33,009.43	\$12,400.64	\$238,384.57	12
031100-100-DMV							
031100 WAGES/SALARIES							
031100 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$25,028.10	\$13,989.41	\$122,385.90	17
031100 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$5,169.22	\$2,885.76	\$25,359.78	17
031100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$2,310.10	\$1,290.94	\$11,302.90	17
031100 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$1,841.20	\$957.43	\$1,482.80	55
031100 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
031100 GROUP LIFE	\$2,731.00	\$2,731.00	\$0.00	\$318.50	\$168.06	\$2,412.50	12
031100 DISABILITY INSURANCE	\$1,732.00	\$1,732.00	\$0.00	\$149.64	\$77.10	\$1,582.36	9
031100 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$492.03	\$148.38	\$2,007.97	20
031100 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$76.85	\$76.85	\$223.15	26
031100 EQUIPMENT/SUPPLIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
031100-100-DMV	\$251,236.00	\$251,236.00	\$0.00	\$35,385.64	\$19,593.93	\$215,850.36	14
032100-100-PASS THRU - STATE FUNDS							
032100 FIRE PROGRAM FUNDS							
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
043100-100-PUBLIC WORKS							
043100 WAGES/SALARIES PT							
043100 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$9,492.99	\$5,381.93	\$43,521.01	18
043100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$726.28	\$411.76	\$3,329.72	18
043100 VRS	\$400.00	\$400.00	\$0.00	\$517.27	\$263.91	(\$117.27)	129
043100 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
043100 GROUP PLAN	\$600.00	\$600.00	\$0.00	\$90.09	\$46.15	\$509.91	15
043100 DISABILITY INSURANCE	\$300.00	\$300.00	\$0.00	\$56.50	\$28.94	\$243.50	19
043100 VEHICLE MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$866.68	\$437.36	\$133.32	87
043100 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$954.56	\$7.16	\$14,045.44	6
043100 REPAIRS/MAINTENANCE	\$5,000.00	\$5,000.00	\$0.00	\$487.29	\$189.99	\$4,512.71	55

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
043100 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$248.19	\$240.25	\$1,751.81	12
043100 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
043100 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
043100 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$1,719.72	\$882.36	\$8,780.28	16
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$15,159.57	\$7,889.81	\$91,220.43	14
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
045100 DEBT SVC USDA BLDG L	\$15,891.00	\$15,891.00	\$0.00	\$2,932.00	\$1,466.00	\$12,959.00	18
045100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$480.00	\$240.00	\$3,120.00	13
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$1,522.22	\$893.87	\$6,477.78	19
045100 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
045100 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$63.56	\$38.68	\$2,936.44	2
045100 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$344.21	\$317.54	\$655.79	34
045100 ASSET MANAGEMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
045100-100-TOWN HALL/TOWN GARAGE	\$45,491.00	\$45,491.00	\$0.00	\$5,341.99	\$2,956.09	\$40,149.01	12
047100-100-REFUSE COLLECTION							
-							
047100 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
047100 COMM DUMPSTER/TRASH	\$40,000.00	\$40,000.00	\$0.00	\$7,709.96	\$3,632.73	\$32,290.04	19
047100 VA LITTER CONTROL GR	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$7,709.96	\$3,632.73	\$35,290.04	18
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
-							
050100 CONTRACTED SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
050100 MAINTENANCE - LANDSC	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$0.00	\$2,351.80	6
050100 FURNITURE/EQUIPMENT/	\$1,000.00	\$1,000.00	\$0.00	\$26.50	\$26.50	\$973.50	3
050100-100-WHITLOCK FAMILY PARK A	\$4,500.00	\$4,500.00	\$0.00	\$174.70	\$26.50	\$4,325.30	4
051100-100-BEAUTIFICATION							
-							
051100 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$90,215.36	\$46,558.32	(\$843,684.64)	10
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$128,025.69	\$61,353.05	\$805,874.31	14
Reporting Fund: 500-WATER & SEWER FUND							
0000-500-Revs							
-							
016099 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$25,311.96	\$13,035.35	(\$84,688.04)	23
016099 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$41,888.98	\$21,450.99	(\$198,111.02)	17
016099 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$860.70	\$710.70	(\$539.30)	61
016099 WATER RECONNECT FEE	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	(\$200.00)	0
016099 CONNECTION FEE - WAT	\$30,000.00	\$30,000.00	\$0.00	\$20,340.00	\$20,340.00	(\$9,660.00)	68
016099 CONNECTION FEE - SEW	\$48,750.00	\$48,750.00	\$0.00	\$32,160.00	\$32,160.00	(\$16,590.00)	66
016099 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$780.00	\$385.00	(\$1,220.00)	39
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
0000-500-Revs	\$435,350.00	\$435,350.00	\$0.00	\$121,341.64	\$88,082.04	(\$314,008.36)	28
500100-500-WATER & SEWER OPERATIONS							
-							
500100 DEBT SERVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$9,018.00	\$4,509.00	\$45,090.00	17
500100 CONTRACTED SERVICES	\$90,000.00	\$90,000.00	\$0.00	\$2,582.00	\$0.00	\$87,418.00	3
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$2,593.51	\$1,571.07	\$10,104.49	
500100 FICA	\$971.00	\$971.00	\$0.00	\$198.39	\$120.18	\$772.61	56

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
500100 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500100 ENGINEERING/PROFESSI	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
500100 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$132.10	\$132.10	(\$132.10)	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$936.87	\$410.68	\$4,063.13	19
500100 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$535.36	\$19.36	\$1,464.64	27
500100 EDUCATION/TRAINING/L	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
500100 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$400.00	\$0.00	\$12,200.00	3
500100 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$30.70	\$19.20	\$269.30	10
500100 REPAIRS/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$31.08	\$31.08	\$968.92	3
500100 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$310.31	\$39.30	\$3,689.69	8
500100 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,333.00	\$0.00	\$4,667.00	22
500100 COUNTY WASTEWATER TR	\$110,000.00	\$110,000.00	\$0.00	\$22,458.91	\$12,462.63	\$87,541.09	20
500100 COUNTY WATER PURCHAS	\$97,173.00	\$97,173.00	\$0.00	\$37,499.17	\$18,646.29	\$59,673.83	39
500100 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
500100 METER PURCHASES	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
500100-500-WATER & SEWER OPERATIO	\$435,350.00	\$435,350.00	\$0.00	\$78,059.40	\$37,960.89	\$357,290.60	18
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$121,341.64	\$88,082.04	(\$314,008.36)	28
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$78,059.40	\$37,960.89	\$357,290.60	18
Reporting Fund: 600-CIP							
0000-600-Revs							
-							
015000 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	(\$45,000.00)	0
015000 CIP WATER FUND	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
0000-600-Revs	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	(\$70,000.00)	0
600100-600-CAPITAL PROJECTS FUND							
-							
600100 GENERAL EXPENSES - W	\$25,000.00	\$25,000.00	\$0.00	\$47,776.22	\$18,962.04	(\$22,776.22)	191
600100 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$47,776.22	\$18,962.04	\$22,223.78	68
Reporting Fund: 600-CIP							
FundRevTot	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	(\$70,000.00)	0
FundExpTot	\$70,000.00	\$70,000.00	\$0.00	\$47,776.22	\$18,962.04	\$22,223.78	68
Grand Totals:							
TotalRev	\$1,439,250.00	\$1,439,250.00	\$0.00	\$211,557.00	\$134,640.36	(\$1,227,693.00)	15
TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$253,861.31	\$118,275.98	\$1,185,388.69	18

Monthly Water Consumption

Section J, Item 2.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.20.2024-10.20.2024	1,554,600	1,324,557	14.8%	\$ 14,423.05	\$ 19,213.58
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
7.21.2025-8.20.2025	1,873,200	1,570,349	16.2%	\$ 18,236.61	\$ 21,847.64
TOTALS	21,559,700	16,989,482		\$ 201,581.81	\$ 239,047.16

Monthly Sewer Usage

Section J, Item 2.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Sewer Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.30.2024-10.31.2024	716,550	637,687	11.0%	\$ 9,815.57	\$ 11,953.23
10.31.2024-11.30.2024	521,400	855,396	-64.1%	\$ 7,143.97	\$ 15,102.64
11.30.2024-12.31.2024	656,400	680,971	-3.7%	\$ 8,992.12	\$ 12,840.22
12.31.2024-1.31.2025	828,450	861,477	-4.0%	\$ 11,347.48	\$ 15,568.92
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	682,971	6.4%	\$ 9,996.28	\$ 12,936.18
6.30.2025-7.31.2025	866,850	650,223	25.0%	\$ 12,462.63	\$ 12,245.42
TOTALS	8,932,629	7,175,255		\$ 122,937.16	\$ 130,127.52



Town of Mineral

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

August 31, 2025

Treasurer's Notes:

Budget Analysis Report:

- All revenues and expenditures for the month of August 2025 are accurately reflected in this report. YTD should reflect approximately 17% of revenues and expenditures (if equally divided throughout the year).
 - General Fund YTD revenues are 10% across the entire fund. This includes revenues for real estate and personal property taxes, which we will begin collecting in November.
 - General Fund YTD expenditures are 14% across the entire fund.
 - Water & Sewer Fund YTD revenues are 28% across the entire fund. This includes three previously approved water and sewer connections, in addition to our regular monthly water and sewer revenue.
 - Water & Sewer Fund YTD expenditures are 18% across the entire fund.

Monthly Water Consumption:

- Water loss was down this month. Sewer/wastewater loss has increased this month. Staff and water personnel continue to monitor water loss and leak repair as needed.
- Both reports show totals for consumption/usage as well as amounts paid to Louisa County Water Authority and amounts billed to residents. Reports show that we are making only a small amount of money each month (average of \$3,405.00 on water, \$719.00 on sewer). With ongoing work on leaks (both water and sewer) and the anticipated recovery of Well #4, our monthly amount of savings/revenue generated should increase significantly, allowing the Town to continue working on water and sewer leaks, repairs, and to begin to set money aside to save for infrequent expenses and plan for larger expenses over time. This will allow the Town to reduce our need to incur any further debt and potentially reduce our debt load.

Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know. Within the next 30 days, we will begin offering our residents the ability to automatically have their water bill drafted from their bank account or credit card.
- Staff continue to collect past due utility bill payments. Past Due water bill notices were mailed August 15, 2025, for bills that were due July 15, 2025 (and prior). Disconnect notices will have been delivered September 4, 2025, and we continue to work with customers who have difficulty paying their outstanding water bill by establishing a payment plan with them.

Respectfully submitted,
Kelly Singletary, Treasurer