



# Town Council

## REPORT SUMMARY

*Meeting Date: June 9, 2025*

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**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Finance

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

### Park Update (administrative)

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

### Roads

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

### Water

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



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

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

### MuniCode

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