



Town Council

REPORT SUMMARY

Meeting Date: July 14, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

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

Park Update (administrative)

1. Luck Field bathrooms – Nothing from the LL on bathrooms or the policy.
2. Lights for the park – working to another quote

Water

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



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

MuniCode

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