



**6:00 pm September 19, 2017  
Convene Regular Session**

**Consent Agenda**

Approve Agenda

Consideration of Accounts and Appropriations

Approval of Minutes:  
August 15, 2017

Sale of Cemetery Lots

Agenda  
Scheduled Meeting  
Louisa Town Council  
212 Fredericksburg Avenue  
Louisa, Virginia 23093  
Tuesday September 19, 2017

**6:00 pm** Convene Regular Session

Invocation

Pledge to the Flag

I. Business from the Floor

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) Come to the podium and state their name and address; (2) state the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

II. Consent Agenda

Approve Agenda

Consideration of Accounts and Appropriations

Approval of Minutes: August 15, 2017

Sale of Cemetery Lots

III. Old Business:

1) Discussion/Action: Planning Commission Member Position

IV. New Business:

1) Discussion/Action: Appointment of Vacant Town Council Seat

2) Discussion/Action: Comp Plan Planning Session

V. Standing Committee Reports

Police

Water and Sewer

Streets and Sidewalks

VI. Reports from Staff

Counsel

Clerk

Treasurer

Manager

VII. Communications

VIII. Closed Session

Consider in closed session, in accordance with the Code of Virginia, Freedom of Information Act.

IX. Comments by Members of Town Council

X. Adjournment



*Incorporated 1873*

212 Fredericksburg Avenue, P.O. Box 531  
Louisa, Virginia 23093  
540-967-1400 Office; 540-967-9580 Fax  
lnelson@louisatown.org

**To:** Town Council Members  
**From:** Liz Nelson, Treasurer  
**Date:** September 14, 2017  
**Re:** General Ledger 150 Report and Budget to Actual Spreadsheet

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**Comments:** The Council Packet for September 2017 does not contain a General Ledger 150 report or the Budget to Actual Spreadsheet. These reports are inaccurate for August 2017 due to ongoing year end and audit procedures. Robinson, Farmer, Cox Associates was onsite for the annual audit on September 5<sup>th</sup> and 6<sup>th</sup> and we are working on year end journal entries and the previous fiscal year accruals. I plan to close FY 2016/2017 in the coming week and believe the reports will be available for Council Meeting on September 19, 2017. In the event the reports are not available, I will send both reports to each Member when they are complete.

## Deposit Account Balances

As of August 31, 2017

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
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### Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)

Virginia Community Bank	999 103 0008	\$ 238,365.73	N/A	N/A	N/A
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### General Fund (100)

LGIP	999 105 0001	\$ 20,565.71	N/A	Monthly	1.155%
LGIP (Oakland Cemetery)	999 105 0002	\$ 54,514.76	N/A	Monthly	1.155%
Virginia Community Bank - Savings Account	999 103 0017	\$ 38,953.16	N/A	Monthly	0.300%
Virginia Community Bank - Money Market Account	999 103 0009	\$ 27,526.98	N/A	Monthly	0.250%
Bank of Essex - Certificate of Deposit	999 108 0015	\$ 139,963.46	11/30/2017	10/31/2017	1.290%
Bank of Essex - Certificate of Deposit	999 108 0012	\$ 252,419.89	11/30/2017	10/31/2017	1.290%
General Fund - Total		\$ 533,943.96			

### Water Fund (501)

LGIP	999 105 0003	\$ 329,820.60	N/A	Monthly	1.155%
Virginia Community Bank - Savings Account	999 103 0018	\$ 312,115.22	N/A	Monthly	0.400%
Water Fund - Total		\$ 641,935.82			

### Sewer Fund (502)

LGIP	999 105 0005	\$ 403,358.61	N/A	Monthly	1.155%
Bank of Essex - Checking Account	999 108 0006	\$ 1,415.26	N/A	N/A	N/A
Sewer Fund - Total		\$ 404,773.87			

### Hillcrest Cemetery Fund (702)

LGIP	999 105 0004	\$ 7,045.33	N/A	Monthly	1.155%
Bank of Essex - Certificate of Deposit	999 108 0016	\$ 100,305.86	1/21/2018	8/21/2017	1.100%
Bank of Essex - Certificate of Deposit	999 108 0001	\$ 197,189.31	2/18/2018	9/18/2017	1.100%
Bank of Essex - Certificate of Deposit	999 108 0008	\$ 145,808.71	8/18/2018	9/18/2017	1.100%
General Fund - Total		\$ 450,349.21			

Total Cash on Deposit (All Institutions)	\$ 2,269,368.59
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Total Cash on Deposit at Virginia Community Bank	\$ 616,961.09
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Total Cash on Deposit at Bank of Essex	\$ 837,102.49
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Total Cash on Deposit at LGIP	\$ 815,305.01
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# TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - September 19, 2017

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Advance Network Systems	478.00				\$ 478.00
Aqua-Air Laboratories, Inc.		280.00			\$ 280.00
Beasley Implements (WBBI)	603.39				\$ 603.39
CAS Severn, Inc.	3,337.19				\$ 3,337.19
Central Virginian	318.53				\$ 318.53
Cintas	230.77	230.78	230.78		\$ 692.33
Clear Communications	121.45				\$ 121.45
Community Motor Co.	550.08				\$ 550.08
Core & Main		542.03			\$ 542.03
Crystal Springs	91.80				\$ 91.80
EE&T, Inc.		1,050.00			\$ 1,050.00
Harris, Shirley	2.00				\$ 2.00
Hefty Wiley & Gore, P.C.	3,000.00				\$ 3,000.00
Intrastate Pest Control Co., Inc.	90.00				\$ 90.00
Lawmen Supply Company	47.61				\$ 47.61
Louisa Auto Parts, Inc.	439.77	10.32			\$ 450.09
Louisa County (Landfill Visits)	944.61				\$ 944.61
Louisa County Public Schools	240.67				\$ 240.67
Louisa County Water Auth.		23,867.08	23,126.26		\$ 46,993.34
Louisa Hardware	283.55				\$ 283.55
Main Street Supply	88.31	23.80			\$ 112.11
Mansfield	235.98	27.50	43.80	59.75	\$ 367.03
North Star Press, LLC	32.50				\$ 32.50
Orange Madison Co-Op	184.20				\$ 184.20
Quill	434.00				\$ 434.00
Staples	101.45				\$ 101.45
Tires Unlimited	16.00				\$ 16.00
Updike Industries, Inc.	5,311.75				\$ 5,311.75
Virginia Utility Project		27.30			\$ 27.30
<b>TOTALS:</b>	<b>17,183.61</b>	<b>26,058.81</b>	<b>23,400.84</b>	<b>59.75</b>	<b>\$ 66,703.01</b>

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**Town of Louisa  
Monthly Meeting  
August 15, 2017**

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**Present:** R. Garland Nuckols, Mayor; Mary Jane Clarke, A. Daniel Carter, James S. Artz, Jessie Lassiter, Council members; Jeff Gore, Legal Counsel; Tom Filer, Town Manager; Jessica M. Ellis, Clerk; Elizabeth T. Nelson, Treasurer; M. Brad Humphrey, Public Works Director; Lieutenant Bobby Shiflett, Louisa Police Department

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**Absent:** Andrew G. Wade, Vice-Mayor; Ronnie Roberts, Chief of Police

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**Also in Attendance:** Brian Gilbreth, Director of the Central Virginia Cycling Association, Inc.

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***All copies including: reports, handouts, and documents can be found following the minutes.***

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Mayor Nuckols called the Louisa Town Council meeting to order at 6:04 p.m.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Mr. Filer stated that the Chief of Police requested to have a grant approval added to the supplemental packet for review and consideration. Mr. Filer also requested to strike item no. 2 – Parking Ordinance from the agenda under Old Business for discussion at a later time.

Council member Artz made the motion to approve the agenda as amended. Council member Clarke seconded the motion. The vote went as follows: 4-0 in favor.

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2        **PRESENTATION**  
3

4        Mr. Brian Gilbreth, Director of the Central Virginia Cycling  
5        Association, Inc., stood before Council and presented the installation  
6        of a bike repair station on Main St. in the downtown area. Mr.  
7        Gilbreth stated that the project is fully funded by, and will be  
8        completely maintained by, the Central Virginia Cycling Association,  
9        Inc. Mr. Gilbreth went further to detail what the station will  
10       encompass and it's approximate location.

11  
12       Mr. Filer included a copy of the proposal with photos in the packet for  
13       review and consideration.

14  
15       **OLD BUSINESS**  
16

17       **1) Discussion/Action: Planning Commission Member Position**  
18

19       Mayor Nuckols stated that has had no luck in finding a new member  
20       willing to fill the vacant Planning Commission seat.

21  
22       **2) Discussion/Action: Parking Ordinance**  
23

24       *This item was struck from the agenda.*  
25

26       **NEW BUSINESS**  
27

28       **1) Discussion/Action: Personnel Policy Revision – Sick Leave**  
29

30       Mr. Filer referred to the memo and revised policy in the packet which  
31       specifically detailed what is being revised (modified light duty) in  
32       order to help address current and future situations.

33  
34       Mr. Gore made the recommendation to move forward with the  
35       revision noting that there should be two forms, one for workers  
36       compensation and one that is not, for clarity purposes.  
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1  
2 Council member Carter made the motion to approve the revision to  
3 the Personnel Policy in reference to Sick Leave. Council member  
4 Clarke seconded the motion. The vote went as follows: 4-0 in favor.

5  
6 **2) Discussion/Action: Halloween Permit**  
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8 Council member Lassiter made the motion to approve the Central  
9 Virginia Assembly of God's annual Halloween Permit. Council  
10 member Clarke seconded the motion. The vote went as follows: 4-0  
11 in favor.

12  
13 **3) Discussion/Action: Obsolete Equipment – Rayco Device**  
14 **Water System**  
15

16 Mr. Humphrey gave a presentation on the function of the Rayco  
17 Devices. Following the presentation, Council held a brief discussion  
18 and took the subsequent action:

19  
20 Council member Clarke made the motion to declare the Rayco  
21 Devices obsolete and place them on GovDeals for auction or for  
22 direct sale with another municipality. Council member Artz seconded  
23 the motion. The vote went as follows: 4-0 in favor.  
24

25 **4) Discussion/Action: Bike Station Proposal**  
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27 Council member Carter made the motion to approve the installation of  
28 the bike station by Central Virginia Cycling Association, Inc. Council  
29 member Clarke seconded the motion. The vote went as follows: 4-0  
30 in favor.

31  
32 **STANDING COMMITTEE REPORTS**  
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34 **Police Department:**  
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36 *(Please refer to the Police Department report.)*  
37

38 Lieutenant Shiflett, stood in for Chief Roberts, and reviewed the  
39 Police Department's report and fielded questions from Council.



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2 Following the police report, Council took the subsequent action on a  
3 DMV Virginia Highway Safety Grant wherein the town has been  
4 awarded \$8,250 with a required in-kind match of \$4,125 for a total of  
5 \$12,375.

6  
7 Council member Artz made the motion to accept and approve the  
8 DMV grant. Council member Lassiter seconded the motion. The  
9 vote went as follows: 4-0 in favor.

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11 Police Committee:

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13 No report.

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15 Water & Sewer Department:

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17 *(Please refer to the Water & Sewer Department report.)*

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19 Mr. Humphrey highlighted areas of interest from his report.

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21 Litter Committee:

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23 No report.

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25 Streets & Sidewalks

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27 No report.

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29 Cemetery

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31 No report.

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33 **REPORTS FROM STAFF**

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35 Counsel

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37 No report.

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39 Clerk

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No report.

Treasurer

No report.

Manager

Mr. Filer made mention of the following:

- Delinquent tax letters will be distributed in the coming weeks to those who owe money for Personnel Property and or Real Estate taxes informing them that they are delinquent and giving them the opportunity to make payment before turning it over to TACS for collection.
- The Arts Center will be installing a television monitor in the lobby to display current events, coming programs, and information about the Arts Center.
- Plans for a by-right subdivision have been submitted for review and preliminary approval and are in his office if anyone is interested in looking at them.
- VDOT will be repainting lines in town in the coming weeks.
- A meeting has been scheduled with Robinson, Farmer & Cox to discuss a non-profit account with town staff and the Chief of Police.

**COMMUNICATIONS**

None.

**ADJOURNMENT**

At 6:57 p.m., Council Member Carter made the motion to adjourn the meeting. Council member Lassiter seconded the motion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**This Deed**, made and entered into this 11<sup>th</sup> day of September, 2017, by and

between THE TOWN OF LOUISA, a municipal corporation, located in the County of Louisa, Virginia, party of the first part, and Grantor ;

Shirley R. Martin  
party of the second part, and Grantee(s); WITNESSETH:

That for and in consideration of the sum of \$ 1500.00 cash in hand paid by the party of the second part to the party of the first part, the receipt whereof is hereby acknowledged, and by virtue of a resolution of the Town Council of the Town of Louisa, Virginia, duly passed by said council at a meeting of the said council duly held on the 19<sup>th</sup> day of September, 2017, authorizing this conveyance, the said party of the first part has bargained and sold and by these presents doth grant and convey, with Special Warranty of Title, unto the said party of the second part, subject to the conditions and restrictions hereinafter set forth, all that certain lot in "Hillcrest Cemetery" designated as Lot No. 381 space 4 on a certain map and plan of said cemetery made by W.R. Shank, dated October, 1973, and recorded in the Clerk's Office of Louisa County in Plat Book 8, page 51; and being part of the same property conveyed to the party of the first part by deed from Lawrence F. and Nellie Fleshman, recorded in said office in Deed Book 116, page 417; and reference is hereby made to said plat recorded as aforesaid for a more accurate description of said lot.

It is covenanted and agreed upon by and between the said parties that the said lot is conveyed to be used solely by the said party of the second part and his or her successors in title as a burial ground; and that the said lot is conveyed subject to the following conditions and restrictions, which shall forever run with the lot:

- 1: That the said party of the second part and his or her successors in title to said lot, are to hold the title to same subject to all the rules, regulations and restrictions heretofore or which may be hereinafter made by the Town Council of said town governing the section in which the said lot is located;
- 2: That a permit for the interment of any body or bodies in said lot, whether by an undertaker or a private party, must be secured from the Clerk of said town before such interment may be made;
- 3: A permit for the erection of any monument, stone or marker, or the planting of any tree, shrub or plant in said lot, must be secured from the Clerk of said town before erecting or planting same; and the number and size of any monuments, stones and markers, and the number of trees, shrubs or plants to be placed in said lot, shall be subject to the rules and regulations made by the committee in charge of said cemetery;
- 4: That neither the said party of the second part, nor his or her successors in title shall erect, raise or construct, or cause to be erected, raised or constructed any fence or curbing in or around said lot; nor mound, terrace or change the said lot from its present condition, or cause the same to be mounded, terraced or raised from its present condition, or to make such change in any grave located or to be hereafter located in said lot.
- 5: That any conveyance of said lot or any part thereof shall be made by deed indenture in which all of the above restrictions and conditions shall be set out, and which said deed shall be signed by the grantee therein.
- 6: In consideration of the purchase price paid for said lot, the said party of the first part covenants and agrees to and with the said party of the second part that it will perpetually maintain and properly care for said lot.
- 7: No transfer of burial rights whether by will or by intestacy shall be effective until noted on the cemetery records at the Town Office of the Town of Louisa.
- 8: There is hereby reserved unto the Town a right of first refusal to repurchase the lot herein conveyed, if the Grantee(s) determine to sell the same, at the same purchase price as said Grantee(s) paid the Town, or the Town's then current selling price for lots, whichever shall be greater. No deed of conveyance, or other instrument of conveyance, of any such lot by any owner shall be deemed effective to transfer ownership of said lot, unless and until the Town shall execute said deed waiving its right of first refusal herein reserved.

Prepared by Town of Louisa



**Old Business:**

**1) Discussion/Action: Planning  
Commission Member Position**

# *The Town of Louisa, Virginia*

Incorporated 1873

PO Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Ph: 540 967 1400  
Fax: 540 967 9580  
www.louisatown.org

Memorandum

Town of Louisa  
Town Manager

September 19, 2017

From: Louisa Town Manager  
To: Mayor and Town Council

Re: Planning Commission

Mr. James Gavin had contacted the Town Manager during June 2017 and informed that due to scheduling issues he will need to step down from his position with the Louisa Planning Commission effective as of June 30, 2017 at the conclusion of his term. Mr. Gavin's Term expired June 30, 2017. A replacement will be needed.

During the June, July, & Aug. 2017 meetings TC agreed to table the item until the next meeting allowing time to determine a replacement. The item was continued until the September 2017 TC meeting.

Mr. Wade has resigned his Town Council and Planning Commission positions effective Friday September 8, 2017. The Planning Commission seat has historically been filled by one Town Council member.

TC members and Mayor Nuckols will present information on potential candidates to fill the vacant positions.

Recommendations, nominations, discussion, and vote to fill the position.

Thomas L. Filer,  
Town Manager



## **New Business**

- 1) Discussion/Action: Appointment of Vacant Town Council Seat**
- 2) Discussion/Action: Comp Plan Planning Session**

# *The Town of Louisa, Virginia*

Incorporated 1873

PO Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Ph: 540 967 1400  
Fax: 540 967 9580  
www.louisatown.org

Memorandum

Town of Louisa  
Town Manager

September 19, 2017

From: Louisa Town Manager  
To: Mayor and Town Council

Re: Town Council

Town Management received an e-mail from Councilman Wade on September 5, 2017 resigning his Town Council seat. Attached please find a copy of the memo.

Town Management has consulted with Legal Counsel regarding proper procedures to follow. Legal Counsel will be available during the Town Council meeting to answer questions and verify the process.

Management understanding of the process is that the Town Council has until Sept. 22 to file a petition with circuit court regarding the vacancy. Council has 45 days to appoint someone to fill the vacancy. If council wishes to appoint, management recommends a petition with the court stating that there is no need for a special election for the following reasons:

1. The Town is within the 90 day window before the Nov. 8 general election, therefore cannot hold a special election.
- 2) The next date council would request the court to order the special election, would be for next May, during the town general election.
- 3) Because this council seat term expires next May, state law allows the appointed person to serve out the remainder of the term, therefore no special election should be ordered.

The seat can be appointed by Town Council with a term to expire in May of 2018.

TC members and Mayor Nuckols will present information on potential candidates to fill the vacant positions.

Recommendations, nominations, discussion, and vote to fill the position.

Thomas L. Filer,  
Town Manager



**Andy Wade**

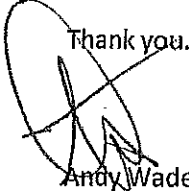
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**To:** Tfiler@louisatown.org  
**Subject:** Resignation

Tom,

This email is to inform you that my last day as a Council Member on the Louisa Town Council will be Friday September 8th. I am resigning this position due to residential requirements and the fact that my new permanent residence going forward will be located outside of the jurisdictional boundaries of the Town of Louisa.

Thank you.



Andy Wade

# The Town of Louisa, Virginia

Incorporated 1873

PO Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Ph: 540 967 1400  
Fax: 540 967 9580  
www.louisatown.org

Memorandum

Town of Louisa  
Town Manager

September 19, 2017

From: Louisa Town Manager

To: Mayor and Town Council

Re: Town of Louisa Comprehensive Plan Update

State Code requires that Comprehensive Plans are updated every 5 years. 2017 is the update year for the Town of Louisa. A copy is provided for review. Mayor and Town Council will need to review and set planning dates.

The Comp Plan was referred to Town Planning Commission in February of 2017. Planning Commission held several planning sessions to discuss proposed changes, updates, and amendments.

Attached is the proposed, red line version of the comp plan.

The proposal will need some updated ratios and data.

During the January Town Council meeting it was agreed the Comp Plan should remain in the basic form followed for the past 10+ years. The growth areas, mission, and focus of the Town remain on path. Projects have been updated, current goals added and the plan includes a clear explanation of history, present, and future direction of the Town Louisa. The Comp Plan is a reflection of where the community is today and where Town Council expects to be five years from this date.

Planning sessions to modify or added recommended changes are needed.

Thomas L. Filer,  
Town Manager



## Staff Reports

Counsel –	Mr. Jeff Gore
Clerk –	Mrs. Jessica Ellis
Treasurer –	Mrs. Elizabeth Nelson
Manager –	Mr. Tom Filer Calendar Updates Correspondence



# Standing Committee Reports

Police: Chief Ronnie Roberts

Water and Sewer: Mr. Brad Humphrey

Streets and Sidewalks: Mr. Brad Humphrey



**TOWN OF LOUISA**  
*Incorporated 1873*  
**Louisa Police Department**  
*Council Report*



## August 2017

**Calls for Service:** August 2016 / August 2017

• IBR	11	10
• Non-Reportable	229	277
• Total Calls For Service	240	287

**Community Policing Efforts:** August 2016 / August 2017

• Foot Patrols:	81	68
• Business Visits:	201	219
• Property Checks:	1040	1841

**Arrest Statistics:** August 2016 / August 2017

• DUI	0	0
• Felony Arrest	2	1
• Misdemeanor Arrest	5	1

**Traffic Crashes:** August 2016 / August 2017

• Reportable	1	2
• Non-Reportable Accidents	5	6
• Total Accidents (YTD)	41	51

**IBR report numbers may differ due to Offences Committed.**

**Notable Comments / Events:**

**Louisa Police Department Calls for Service Monthly Report Aug 2017**

Louisa PD Calls for Service		YTD	CY16	% of CY15
<b>IBR Reportable</b>				
Abduction				0%
Assault		10	16	63%
Assault on Officer				#DIV/0!
Arson				#DIV/0!
B & E		2	3	67%
Counterfeit / Forgery	1	2	3	67%
DIP	2	8	11	73%
Disorderly Conduct		1	1	100%
Drug violations		2	8	25%
DUI		1	6	17%
Embezzlement			2	0%
Fraud		10	9	111%
Gas DO*			2	0%
Hit & Run		5	3	167%
Larceny / Shoplifting	2	20	50	40%
Motor Vehicle Theft		2	2	100%
Robbery				#DIV/0!
Sex Offenses		1		#DIV/0!
Threatening / Harassing Phone Call		3	1	300%
Trespassing		2	3	67%
Liquor Law Violations		2	3	67%
Vandalism	4	11	9	122%
Weapons Law Violations			3	0%
All other offenses 90Z	1	15	21	71%
<b>TOTAL IBR Reportable</b>	<b>10</b>	<b>97</b>	<b>157</b>	<b>62%</b>
<b>Non IBR Reportable</b>				
	<b>Aug 2017</b>	<b>YTD</b>	<b>CY16</b>	<b>% of CY16</b>
911 Hang-up	13	88	154	57%
Alarms	1	48	78	62%
Animal call	7	23	34	68%
Assist Citizen	53	374	302	124%
BOL	120	412	409	101%
Breathalyzer (LPD)			2	0%
Breathalyzer (LCSO)				#DIV/0!
Breathalyzer (other agency)				#DIV/0!
Clear Lots	1	8	38	21%
Curfew Violation			1	0%
Disabled Veh	2	14	26	54%
Disorder *	10	69	78	88%
DOA	1	6	5	120%
Domestic*	3	17	23	74%
EPO/ECO/TDO		14	26	54%
Escort			15	0%
Fire Assist	1	8	10	80%
Follow Ups	31	269	251	107%
Funeral Traffic	1	21	39	54%
Large Crowd			3	0%
LCSO Assist (in town)	12	67	114	59%
LCSO Assist (out of town)	5	52	69	75%
LPD Assist	6	57	73	78%
Mental Person	2	15	22	68%
Noise Com.		11	18	61%
Open Doors	2	17	57	30%
Other Assist	6	66	25	264%
Prowler *				#DIV/0!
Rescue Assist	2	28	32	88%
Safety Seats Check		1	8	13%
Shots Fired		7	4	175%
Susp. Circ.	19	95	119	80%
Susp. Person	5	42	58	72%
Susp. Vehicle	6	40	48	83%
Traffic Accident (Reportable)	2	16	23	70%
Traffic Accident (Non-Reportable)	6	33	37	89%
Traffic Hazard	3	18	21	86%
Trespass Notice	2	10	22	45%
VSP Assist		3	5	60%
Welfare Check	9	39	76	51%
<b>Total Non- IBR Reportable</b>	<b>277</b>	<b>1925</b>	<b>2313</b>	<b>83%</b>
<b>Total Calls For Service</b>	<b>287</b>	<b>1935</b>	<b>2330</b>	<b>83%</b>
* sub categories tracked in IBR as information only cases for trend identification				

**Town of Louisa  
Construction Projects  
Monthly Progress Report  
September 2017**

**Waterworks Improvements/Disinfection Byproducts**

The Louisa County Water Authority's nano-filtration is up and operational. They are confident it will lower the Trihalomethane and Halo Acetic Acid concentrations enough to bring the Town back into compliance. We collected our third quarter TTHM and HAA5 samples on August 24<sup>th</sup>. Sample results indicated very high concentrations of TTHM and HAA5 at the Virginia Department of Forestry compliance sampling site. This is largely because the nano-filtration system had been off line for repairs for several days prior to sampling and because of the extended water age at that site. Fortunately, the sample results from the Town Park compliance sampling site and the Corporate Limits sites were well below the limits. This may not be enough to bring us back into compliance. However, it is another very encouraging indication that the nano-filtration system is performing properly. The Virginia Department of Health has requested that we begin collecting numerous TTHM and HAA5 samples twice a week, every other week for the next quarter to measure the performance of the system. We hope to have our first results back by the September 19, 2017 Louisa Town Council Meeting.

Per our consent order, we are currently conducting a fluoride tracer study. This test will be used to determine the age of the water in our water distribution system and provide an indication of how much water we will need to flush to reduce the concentrations of TTHM and HAA5 and maintain an optimum chlorine residual.

**Storage Tank Improvements Projects and Development of Well Sites**

The automated control valve portion of the Storage Tanks Improvements Project and the Louisa Town Park Well Projects remains on hold pending word from the Virginia Department of Health.

Per our revised consent order, we have completed the cleaning and painting of the Downtown Tank. We have also completed the installation of the tank level monitoring telemetry systems that Dr. Kreye recommended for the Acme and Downtown tanks. In addition, we have also installed automated flushing device near the ends of the water distribution system on West Main Street and Ellisville Drive.

**West Main Street Sidewalk Extension Project**

We have submitted an application for a Transportation Alternatives Program grant for the construction of a sidewalk to connect the Countryside subdivision with the sidewalk that terminates at the intersection of West Main Street and Cammack Street. We expect to receive funding announcements by the end of April.

We have also prepared an application for Open Container Grant funds to construct additional sidewalk along Elm Avenue. Open Container Grants are 100% grant and are designed to correct serious pedestrian safety concerns. We expect to receive funding announcements by the end of April.

### **Utilities Mapping Project**

The Town's Utilities mapping project has been put on hold for some time because of the Downtown Improvements Project. We have recorded the location of the fire hydrants, water valves, and manholes in our water and sewer system with a GPS. However, a portion of that data needs to be corrected or improved upon to provide accurate mapping. If our water projects are delayed or tabled, this project will be raised to a higher priority. This will require additional assistance from professionals from an engineering firm or a land surveyor. I have met with representatives from different engineering firms and land surveyors and prepared budgetary pricing for the FY 2017-2018 budget. I will be preparing a Request for Proposals to solicit scopes and fees from prospective firms in the coming weeks.

### **Street Lamp Replacement**

Messer Contracting has replaced the street lamp in front the Wells Fargo Building that was struck by a car last Fall. The pole assembly for the street lamp in front of Louisa Mini Mart is on order and will be installed upon arrival. Messer will be providing an updated schedule for installation.



## REPORT OF HAA ANALYSES

Client	Town of Louisa	Sample Collection Date	8/24/2017	Sample Time	see below	Sampled By	BH
Attn	Brad Humphrey	Sample Receipt Date	8/25/2017	Receipt Title	12:00	Received By	ANJ
Address	PO Box 531 Louisa, VA 23093	Sample Matrix	Water	Sample Condition	Good		
Phone	540-967-1400	Sample Analyses reported as received.					
FAX	540-967-9580	Report shall not be reproduced except in full without written approval of the laboratory.					
NOTES:							

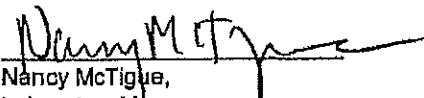
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Trip Blank	217237-13	Monochloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0217	2.0	< 2.0	µg/L
@ 12:00	217237-13	Dichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0217	1.0	< 1.0	µg/L
	217237-13	Trichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0217	1.0	< 1.0	µg/L
	217237-13	Monobromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0217	1.0	< 1.0	µg/L
	217237-13	Dibromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0217	1.0	< 1.0	µg/L
<b>Trip Blank</b>		<b>Total HAA-5</b>				<b>0.0</b>	<b>µg/L</b>

Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Corporate Limits SR33	217237-14	Monochloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0342	2.0	< 2.0	µg/L
@ 13:30	217237-14	Dichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0342	1.0	4.9	µg/L
	217237-14	Trichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0342	1.0	1.2	µg/L
	217237-14	Monobromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0342	1.0	< 1.0	µg/L
	217237-14	Dibromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0342	1.0	< 1.0	µg/L
<b>Corporate Limits SR33</b>		<b>LIMIT = 6.0</b>			<b>Total HAA-5</b>	<b>6.1</b>	<b>µg/L</b>

Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Corporate Limits SR22	217237-15	Monochloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0508	2.0	< 2.0	µg/L
@ 12:50	217237-15	Dichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0508	1.0	4.8	µg/L
	217237-15	Trichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0508	1.0	1.4	µg/L
	217237-15	Monobromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0508	1.0	< 1.0	µg/L
	217237-15	Dibromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0508	1.0	< 1.0	µg/L
<b>Corporate Limits SR22</b>		<b>LIMIT = 6.0</b>			<b>Total HAA-5</b>	<b>6.1</b>	<b>µg/L</b>

Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Dept. of Forestry	217237-16	Monochloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0632	2.0	< 2.0	µg/L
@ 11:15	217237-16	Dichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 0632	1.0	5.7	µg/L
	217237-16	Trichloroacetic Acid*	EPA 552.2	AH - 9/10/2017 - 0632	1.0	53.8	µg/L
	217237-16	Monobromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0632	1.0	52.8	µg/L
	217237-16	Dibromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 0632	1.0	< 1.0	µg/L
<b>Dept. of Forestry</b>		<b>LIMIT = 6.0</b>			<b>Total HAA-5</b>	<b>112.4</b>	<b>µg/L</b>

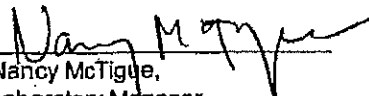
Respectfully Submitted By:

  
Nancy McTigue,  
Laboratory Manager  
Date: September 12, 2017

### REPORT OF THM ANALYSES

Client	Town of Louisa	Sample Collection Date	8/24/2017	Sample Time	see below	Sampled By	BH
Attn	Brad Humphrey	Sample Receipt Date	8/25/2017	Receipt Time	12:00	Received By	ANJ
Address	PO Box 531 Louisa, VA 23093	Sample Matrix	Water	Sample Condition	Good		
Phone	540-967-1400	Sample Analyses reported as received.					
FAX	540-967-9580	Report shall not be reproduced except in full without written approval of the laboratory.					
		NOTES: * Analyte was determined with a 1:4 dilution					
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Trip Blank	217237-18	Chloroform	EPA 551.1	ANJ - 8/30/2017 - 0118	1.0	< 1.0	µg/L
@ 12:00	217237-18	Bromodichloromethane	EPA 551.1	ANJ - 8/30/2017 - 0118	1.0	< 1.0	µg/L
	217237-18	Dibromochloromethane	EPA 551.1	ANJ - 8/30/2017 - 0118	1.0	< 1.0	µg/L
	217237-18	Bromoform	EPA 551.1	ANJ - 8/30/2017 - 0118	1.0	< 1.0	µg/L
<b>Trip Blank</b>						<b>0.0</b>	<b>µg/L</b>
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Corporate Limits SR33	217237-19	Chloroform	EPA 551.1	ANJ - 8/31/2017 - 1758	1.0	31.2	µg/L
@ 13:30	217237-19	Bromodichloromethane	EPA 551.1	ANJ - 8/31/2017 - 1758	1.0	5.6	µg/L
	217237-19	Dibromochloromethane	EPA 551.1	ANJ - 8/31/2017 - 1758	1.0	< 1.0	µg/L
	217237-19	Bromoform	EPA 551.1	ANJ - 8/31/2017 - 1758	1.0	< 1.0	µg/L
<b>Corporate Limits SR33</b>		<b>LIMIT = 80</b>				<b>36.7</b>	<b>µg/L</b>
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Corporate Limits SR22	217237-20	Chloroform	EPA 551.1	ANJ - 8/31/2017 - 1836	1.0	31.1	µg/L
@ 12:50	217237-20	Bromodichloromethane	EPA 551.1	ANJ - 8/31/2017 - 1836	1.0	5.4	µg/L
	217237-20	Dibromochloromethane	EPA 551.1	ANJ - 8/31/2017 - 1836	1.0	< 1.0	µg/L
	217237-20	Bromoform	EPA 551.1	ANJ - 8/31/2017 - 1836	1.0	< 1.0	µg/L
<b>Corporate Limits SR22</b>		<b>LIMIT = 80</b>				<b>36.5</b>	<b>µg/L</b>
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units
Dept. of Forestry	217237-21	Chloroform *	EPA 551.1	ANJ - 8/31/2017 - 1914	1.0	150.9	µg/L
@ 11:15	217237-21	Bromodichloromethane	EPA 551.1	ANJ - 8/31/2017 - 1914	1.0	11.8	µg/L
	217237-21	Dibromochloromethane	EPA 551.1	ANJ - 8/31/2017 - 1914	1.0	< 1.0	µg/L
	217237-21	Bromoform	EPA 551.1	ANJ - 8/31/2017 - 1914	1.0	< 1.0	µg/L
<b>Dept. of Forestry</b>		<b>LIMIT = 80</b>		<b>Total THM</b>		<b>162.7</b>	<b>µg/L</b>

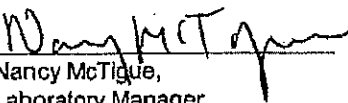
Respectfully Submitted By:

  
Nancy McTigue,  
Laboratory Manager  
Date: September 12, 2017

### REPORT OF HAA ANALYSES

Client	Town of Louisa	Sample Collection Date	8/24/2017	Sample Time	see below	Sampled By	BH	
Attn	Brad Humphrey	Sample Receipt Date	8/25/2017	Receipt Time	12:00	Received By	ANJ	
Address	PO Box 531 Louisa, VA 23093	Sample Matrix	Water	Sample Condition	Good	Sample Analyses reported as received.		
Phone	540-967-1400	Report shall not be reproduced except in full without written approval of the laboratory.						
FAX	540-967-9580	NOTES:						
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units	
Town Park	217237-17	Monochloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 1045	2.0	< 2.0	µg/L	
@ 10:50	217237-17	Dichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 1045	1.0	8.9	µg/L	
	217237-17	Trichloroacetic Acid	EPA 552.2	AH - 9/10/2017 - 1045	1.0	3.8	µg/L	
	217237-17	Monobromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 1045	1.0	< 1.0	µg/L	
	217237-17	Dibromoacetic Acid	EPA 552.2	AH - 9/10/2017 - 1045	1.0	< 1.0	µg/L	
<b>Town Park</b>		<b>LIMIT = 60</b>			<b>Total HAA-5</b>		<b>12.6</b>	<b>µg/L</b>
Sample ID	Lab ID	Parameter	Method	Analyst-Date-Time	M.R.L.	Result	Units	
Town Park	217237-22	Chloroform	EPA 551.1	ANJ - 8/31/2017 - 2030	1.0	38.5	µg/L	
@ 10:50	217237-22	Bromodichloromethane	EPA 551.1	ANJ - 8/31/2017 - 2030	1.0	5.6	µg/L	
	217237-22	Dibromochloromethane	EPA 551.1	ANJ - 8/31/2017 - 2030	1.0	< 1.0	µg/L	
	217237-22	Bromoform	EPA 551.1	ANJ - 8/31/2017 - 2030	1.0	< 1.0	µg/L	
<b>Town Park</b>		<b>LIMIT = 80</b>			<b>Total THM</b>		<b>44.4</b>	<b>µg/L</b>

Respectfully Submitted By:

  
Nancy McTigue,  
Laboratory Manager  
Date: September 12, 2017



# You are invited to a Coordinated Response Exercise

Work through a simulated product release with pipeline and gas distribution companies from your community

\*\*\*\*\*ALL FOR AADC 230

Louisa (Town Of)  
Current City Manager  
Or Brian Marks  
PO Box 531  
Louisa, VA 23093-0531

XXWC-9AGM



Join us to see the **NEW CoRE** program! Meet with your local operators, enjoy a complimentary meal and participate in a discussion based Coordinated Response Exercise.

It is **very important that you RSVP** so we have an accurate attendance count for meals and seating. Please **RSVP online** with your WebCode at: [va.pipeline-awareness.com](http://va.pipeline-awareness.com).

### PROGRAM & VENUE INFORMATION (Run Time: Meal 30 min. Program 90 min.)

October 3, 2017 / 5:30 PM  
Fluvarna County Community Center  
5725 James Madison Hwy.  
Fork Union, VA 20355

## Have a Meeting Invite?

WebCode: **XXWC-9AGM**

Get Started

### CoRE OBJECTIVES

#### Pipeline Operator

- Learn the responsibility and resources of government organizations that may respond to a pipeline emergency
- Acquaint the officials with the operator's ability in responding to a pipeline emergency
- Identify the types of pipeline emergencies of which the operator notifies the officials
- Plan how the operator and officials can engage in mutual assistance to minimize hazards to life or property

#### First Responder and Public Official

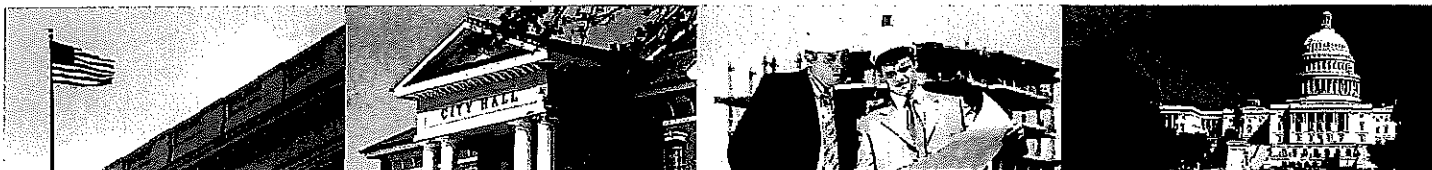
- Do we have a pipeline emergency?
- Where is the leak or response?
- Whom do we notify?
- Is there an immediate threat to life or property?
- Should emergency responders shut down the pipeline?
- Do we need to start an evacuation or other public protective action?
- Will other resources (local, state, federal, private industry) be required?



#### CEU's Available

You will receive a **Certificate of Completion** following the meeting. This certificate may qualify for Continuing Education Units.

To learn more about your local pipeline meeting sponsors, please visit [va.pipeline-awareness.com](http://va.pipeline-awareness.com).



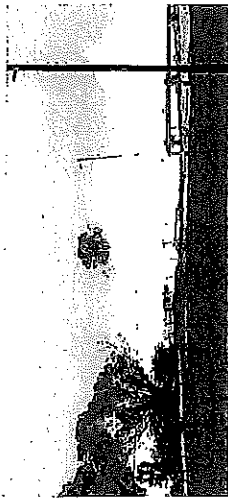
## 2017 Meeting Schedule

City	Date	Time	Day	Venue	Address
Norton	09/05/17	5:30 PM	Tuesday	Holiday Inn Norton	1051 Park Ave. S.W.
Abingdon	09/06/17	5:30 PM	Wednesday	The Marsha Washington Inn	150 W. Main St.
Cedar Bluff	09/07/17	5:30 PM	Thursday	Southwest Virginia Community College - King Community Center	724 Community College Rd.
Martinsville	09/11/17	5:30 PM	Monday	Henry County Emergency Training Center	1024 Dupont Rd.
Christiansburg	09/12/17	5:30 PM	Tuesday	Holiday Inn Christiansburg Blacksburg	99 Bradley Dr. N.W.
Roanoke	09/13/17	5:30 PM	Wednesday	Holiday Inn Roanoke Valley View	3315 Ordway Dr. N.W.
South Boston	09/14/17	5:30 PM	Thursday	Berry Hill Resort & Conference Center	3105 River Rd.
Lynchburg City	09/18/17	5:30 PM	Monday	Spring House Recaptions	9789 Richmond Hwy.
Charlottesville	09/19/17	5:30 PM	Tuesday	Holiday Inn Charlottesville University Area	1901 Emmet St. N.
Harrisonburg	09/25/17	5:30 PM	Monday	Spotswood Country Club	1980 Country Club Rd.
Front Royal	09/26/17	5:30 PM	Tuesday	Front Royal Volunteer Fire Department	221 N. Commerce Ave.
Culpeper	09/27/17	5:30 PM	Wednesday	Best Western Culpeper Inn	791 Madison Rd.
Fredericksburg	09/28/17	5:30 PM	Thursday	Country Inn & Suites Fredericksburg	5327 Jefferson Davis Hwy.
Manassas	10/02/17	5:30 PM	Monday	Holiday Inn Manassas Battlefield	10424 Balls Ford Rd.
Fork Union	10/03/17	5:30 PM	Tuesday	Fluvanna County Community Center	5725 James Madison Hwy.
Richmond	10/04/17	11:00 AM / 5:30 PM	Wednesday	The Tin Pan	8982 Quiccasin Rd.
Colonial Heights	10/05/17	5:30 PM	Thursday	Hilton Garden Inn	800 Southpark Blvd.
Emporia	10/10/17	5:30 PM	Tuesday	Golden Leaf Commons	1300 Greenville County Cir., Ste. B
Smithfield	10/11/17	5:30 PM	Wednesday	Smithfield Center	220 N. Church St.
Virginia Beach	10/12/17	11:00 AM / 5:30 PM	Thursday	Crowne Plaza Virginia Beach	4453 Bonney Rd.

11:00 AM CoRE Lunch 5:30 PM CoRE-EX Dinner

### PROGRAM SPONSORS:

Atmos Energy  
 Columbia Gas of Virginia  
 Consol Energy  
 Dominion Energy Transmission, Inc.  
 East Tennessee Natural Gas  
 EnerVest Operating, LLC  
 EQT Production Co.  
 NuStar Terminals Operations Partnership, L.P.  
 Roanoke Gas Company  
 Saltville Gas Storage Company, LLC  
 TransMontaigne Product Services Inc



### WHAT TO DO IN THE EVENT A LEAK WERE TO OCCUR:

- **Turn off** any equipment and eliminate any ignition sources without risking injury.
- **Leave the area** by foot immediately. Try to direct any other bystanders to leave the area. Attempt to stay upwind.
- If known, from a safe location, notify the pipeline operator immediately and call 911 or your local emergency response number. The operator will need your name, your phone number, a brief description of the incident, and the location so the proper response can be initiated.

### WHAT NOT TO DO IN THE EVENT A LEAK WERE TO OCCUR:

- **Do Not** cause any open flame or other potential source of ignition such as an electrical switch, vehicle ignition, light a match, etc. Do not start motor vehicles or electrical equipment. Do not ring doorbells to notify others of the leak. Knock with your hand to avoid potential sparks from knockers.
- **Do Not** come into direct contact with any escaping liquids or gas.
- **Do Not** drive into a leak or vapor cloud while leaving the area.
- **Do Not** attempt to operate any pipeline valves yourself. You may inadvertently route more product to the leak or cause a secondary incident.
- **Do Not** attempt to extinguish a petroleum product or natural gas fire. Wait for local firemen and other professionals trained to deal with such emergencies.

### HOW CAN YOU HELP?

- Become familiar with the pipelines and pipeline facilities in the area.
- Record the operator name, contact information and any pipeline information from nearby marker/facility signs and keep in a permanent location near the telephone.
- Be aware of unusual or suspicious activities or unauthorized excavations taking place within or near the pipeline right-of-way or pipeline facility; report such activities to the pipeline operator and local law enforcement.

### HIGH CONSEQUENCE AREA IDENTIFICATION\*

Pipeline safety regulations use the concept of "High Consequence Areas" (HCAs), to identify specific locales and areas where a release could have the most significant adverse consequences. Once identified, operators are required to devote additional focus, efforts, and analysis in HCAs to ensure the integrity of pipelines.

Releases from pipelines can adversely affect human health and safety, cause environmental degradation, and damage personal or commercial property. Consequences of inadvertent releases from pipelines can vary greatly, depending on where the release occurs, and the commodity involved in the release.

### MAINTAINING SAFETY AND INTEGRITY OF PIPELINES

Pipeline companies invest significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours a day via manned control centers.

Gas transmission and hazardous liquid pipeline companies have developed supplemental hazard and assessment programs known as Integrity Management Programs (IMPs). IMPs have been implemented for areas designated as "high consequence areas" (HCAs) in accordance with federal regulations. Specific information about companies' programs may be found on their company web sites or by contacting them directly.

\* <https://pimis.phmsa.dot.gov/comm/Factsheets/FSC4.htm>

### FOR MORE INFORMATION REGARDING PIPELINE SAFETY AND AN OVERVIEW OF THE PIPELINE INDUSTRY PLEASE VISIT THE FOLLOWING WEB SITES:

#### Pipeline Resources and Information

- 811 - [www.call811.com](http://www.call811.com)
- Pipeline 101 - [www.pipeline101.com](http://www.pipeline101.com)
- Association of Oil Pipe Lines (AOPL) - [www.aopl.org](http://www.aopl.org)
- American Petroleum Institute (API) - [www.api.org](http://www.api.org)
- Interstate Natural Gas Association of America (INGAA) - [www.ingaa.org](http://www.ingaa.org)
- American Gas Association (AGA) - [www.aga.org](http://www.aga.org)
- Common Ground Alliance (CGA) - [www.commongroundalliance.com](http://www.commongroundalliance.com)
- Infrastructure Protection - NIPC - [www.infrastruct.net](http://www.infrastruct.net)
- Paradigm Liaison Services, LLC - [www.pdigm.com/liaison.html](http://www.pdigm.com/liaison.html)
- FOR MORE INFORMATION ON THE NASFM PIPELINE EMERGENCIES PROGRAM - [www.pipelineemergencies.com](http://www.pipelineemergencies.com)

#### Government/Regulatory Agencies

- Association of Public-Safety Communications Officials International (APCO) - [www.apcointl.org/](http://www.apcointl.org/)
- Pipeline Hazardous Materials Safety Administration (PHMSA) - [www.phmsa.dot.gov](http://www.phmsa.dot.gov)
- Department of Transportation (DOT) - [www.dot.gov](http://www.dot.gov)
- National Transportation and Safety Board (NTSB) - [www.ntsb.gov](http://www.ntsb.gov)
- Federal Energy Regulatory Commission (FERC) - [www.ferc.gov](http://www.ferc.gov)
- Federal Energy Regulatory Commission (FERC - Oil Pipelines) - [www.ferc.gov/industries/oil.asp](http://www.ferc.gov/industries/oil.asp)
- Federal Emergency Management Agency - [www.fema.gov](http://www.fema.gov)
- Government Emergency Telecommunications - <http://www.dhs.gov/government-emergency-telecommunications-service-gets>
- Occupational Safety & Health Administration (OSHA) - [www.osha.gov](http://www.osha.gov)
- National Fire Protection Association (NFPA) - [www.nfpa.org](http://www.nfpa.org)
- National Emergency Number Association - <http://www.nena.org/?page=PipelineEmergStrd>
- National Pipeline Mapping System (NPPMS) - [www.nppms.phmsa.dot.gov](http://www.nppms.phmsa.dot.gov)
- National Response Center - [www.nrc.uscg.mil](http://www.nrc.uscg.mil) or 800-424-8802
- FOR EMERGENCY RESPONSE INFORMATION, REFER TO DOT GUIDEBOOK FOR COPIES: (202) 366-4900
- <http://www.phmsa.dot.gov/hazmatlibrary/eng>



## CALL BEFORE YOU DIG. IT'S THE LAW!

State and federally regulated pipeline companies maintain Damage Prevention Programs. The purpose of this program is to prevent damage to our pipelines and facilities from excavation activities such as digging, trenching, blasting, boring, tunneling, backfilling, or by any other digging activity.

Because even relatively minor excavation activities like landscaping or fencing can cause damage to a pipeline, its protective casing and/or buried utility lines, always contact your state One-Call Center before engaging in any excavation, construction, farming or digging. Most states require 2 working days notice to the One-Call Center, (excluding weekends & holidays) to allow the utility operators to mark their pipelines and utilities at your proposed digging site. In fact, most serious damage done to pipelines is done when a third party inadvertently excavates, blasts or drills within a pipeline right-of-way. By contacting the One-Call Center first, this type of damage can be prevented. Sometimes pipeline companies will require a representative present to monitor the safe excavation.

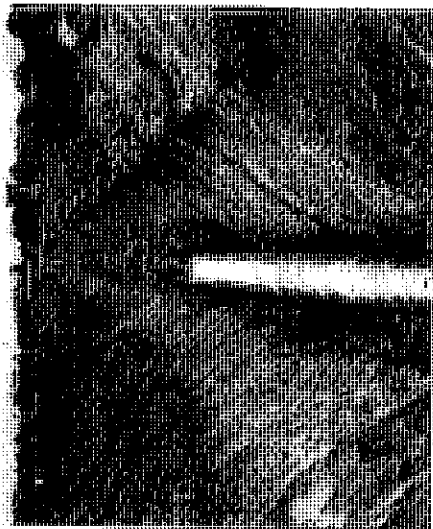
One easy FREE phone call to 811 starts the process to get your underground pipelines and utility lines marked. When you call 811 from anywhere in the country, your call will be routed to your state One-Call Center. Once your underground lines have been marked for your project, you will know the approximate location of your pipelines and utility lines, and can dig safely. More information regarding 811 can be found at [www.call811.com](http://www.call811.com).



Know what's below.  
Call before you dig.

American Public Works Association (APWA) Uniform Color Code	
	WHITE - Proprietor Excavation
	PINK - Temporary Survey Markings
	RED - Electric Power Lines, Cables, Conduit and Lighting
	YELLOW - Gas, Oil, Steam, Petroleum or Gaseous Materials
	ORANGE - Communication Line or Signal Lines, Cables or Conduit
	BLUE - Potable Water
	PURPLE - Reclaimed Water, Irrigation and Storm Lines
	GREEN - Sewers and Drain Lines

\*The Uniform Color Code above has been enhanced using the most up to date information available and provided for informational purposes only. Please visit <http://www.apwa.org/> for changes to the information provided.



## PIPELINE PURPOSE AND RELIABILITY

Pipelines are the safest and most efficient means of transporting natural gas and petroleum products, according to National Transportation Safety Board statistics. These pipelines transport the natural gas, which provides about 24 percent of all the energy used in the United States, and over 700 million gallons of petroleum products per day.

In the United States alone, there are over 200,000 miles of petroleum pipelines and 300,000 miles of natural gas transmission pipelines in use every day. Transmission pipelines are typically larger than gathering and distribution lines. They transport energy products across the country and to storage facilities. Compressor stations and pumping stations are located along transmission and gathering pipeline routes and help push energy products through the line.

Local Distribution Companies deliver natural gas to most homes and businesses through underground main and utility service lines. These lines cover over 800,000 miles of underground pipeline in the United States.

Onshore gathering lines are pipelines that transport gas from a current production operation facility to a transmission line or main. Production operations are piping and equipment used in production and preparation for transportation or delivery of hydrocarbon gas and/or liquids.

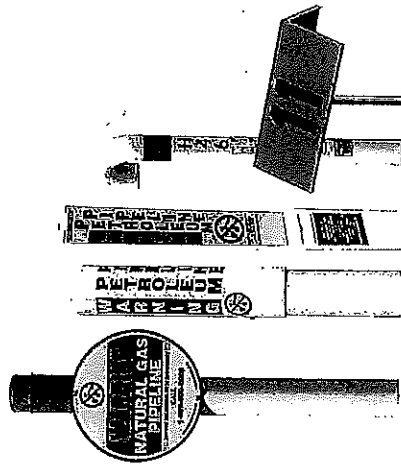
## HOW WOULD YOU KNOW WHERE A PIPELINE IS?

Most pipelines are underground, where they are more protected from the elements and minimize interference with surface uses. Even so, pipeline rights-of-way are clearly identified by pipeline markers along pipeline routes that identify the approximate—NOT EXACT—location of the pipeline. Every pipeline marker contains information identifying the company that operates the pipeline, the product transported, and a phone number that should be called in the event of an emergency. **Markers do not indicate pipeline burial depth, which will vary.** Markers are typically seen where a pipeline intersects a street, highway or railway. For any person to willfully deface, damage, remove, or destroy any pipeline marker is a federal crime.

**Pipeline Marker**—This marker is the most common. It contains operator information, type of product, and an emergency contact number. Size, shape and color may vary.

**Aerial Marker**—These skyward facing markers are used by patrol planes that monitor pipeline routes.

**Casing Vent Marker**—This marker indicates that a pipeline (protected by a steel outer casing) passes beneath a nearby roadway, rail line or other crossing.



## RECOGNIZING A PIPELINE LEAK

- Sight:** Liquid pools, continuous bubbling in wet or flooded areas, an oily sheen on water surfaces, and vaporous fogs or blowing dirt around a pipeline area, dead or discolored plants in an otherwise healthy area of vegetation or frozen ground. In warm weather are all signs of a pipeline leak. Natural gas is colorless, but vapor and "ground frosting" may be visible at high pressures. A natural gas leak may also be indicated by dust blowing from a hole in the ground or flames if the leak is ignited.

- Sound:** Volume can range from a quiet, hissing to a loud roar depending on the size of the leak and pipeline system.

- Smell:** An unusual smell, petroleum or gaseous odor will sometime accompany pipeline leaks. Natural Gas and Highly Volatile Liquids (HVL) are colorless, tasteless and odorless unless odorants, such as Mercaptan, is added. Most HVLs contain a slight hydro-carbon or pungent odor. Most are non-toxic; however, products such as ammonia are considered a toxic chemical and can burn the senses when it seeks out moisture (eyes, nose or lungs). If inhaled HVLs may cause dizziness or asphyxiation without warning.



Liquid on the ground



Mud or water bubbling up



Rainbow sheen on water

**Tom Filer**

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**From:** Leavell, Lauren <Lauren.Leavell@mbakerintl.com>  
**Sent:** Thursday, September 14, 2017 1:00 PM  
**To:** Leavell, Lauren  
**Cc:** Murray, Taryn  
**Subject:** REMINDER - FEMA Discovery Meeting - RSVP

Dear Stakeholder-

As you may know, the Federal Emergency Management Agency (FEMA), along with the Virginia Department of Conservation and Recreation (DCR), is exploring the possibility of a Risk Mapping, Assessment, and Planning (Risk MAP) project in the Lower Potomac, Lower Rappahannock, Pamunkey, Mattaponi, and Rapidan-Upper Rappahannock Watersheds. Risk MAP provides new or updated flood hazard information to help communities identify and address gaps in flood hazard data, understand their current flood risk, and make informed decisions to take actions to mitigate their risk.



**FEMA**

Last month, FEMA Region III sent your community an invitation to attend any one of the Discovery meetings taking place in your area. Subject matter experts in the fields of hazard mitigation assistance grants, hazard mitigation planning, mapping, and National Flood Insurance Program regulations will be present. These experts will answer your questions, discuss your needs, and speak about opportunities for actions that reduce risk.

Your participation in the Discovery Process would be very helpful and much appreciated. Please consider attending any one of the following meetings based on proximity to your community and/or date and time for your convenience.

You can RSVP by clicking [HERE](#).

<b>Watershed/Meeting</b>	<b>Communities included</b>	<b>Date and Time</b>	<b>Location</b>
Lower Potomac Watershed (two meeting options)	Covers portions of Fauquier, King George, Northumberland, Prince William, Stafford, and Westmoreland Counties.	Meeting #1 Sept. 19, 2017 9:00am – 11:30am	George D. English, Sr. Memorial Building Public Meeting Room 111 Polk Street Montross, Virginia 22520
		Meeting #1 Sept. 21, 2017 1:30pm – 4:00 pm	George L. Gordon Jr. Government Center 1300 Courthouse Road Stafford, Virginia 22554



Lower Rappahannock Watershed	Covers portions of Caroline, Essex, King George, Lancaster, Middlesex, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland Counties and the City of Fredericksburg.	Sep. 19, 2017 1:30pm – 4:00pm	Essex County Administration Building 202 South Church Lane Tappahannock, Virginia 22560
Pamunkey Watershed	Covers portions of Albemarle, Caroline, Fluvanna, Goochland, Hanover, King William, Louisa, New Kent, Orange, and Spotsylvania Counties.	Sept. 20, 2017 9:00am – 11:30am	Hanover County Administrative Building Board of Supervisors Auditorium 7515 County Complex Road Hanover, Virginia 23069
Mattoponi Watershed	Covers portions of Caroline, King and Queen, King William, Orange, and Spotsylvania Counties.	Sept. 20, 2017 1:30pm – 4:00pm	Merchants Square Code Compliance Room 1, 3 <sup>rd</sup> Floor 9019 Old Battlefield Boulevard Spotsylvania, Virginia 22553
Rapidan-Upper Rappahannock Watershed	Albemarle, Culpeper, Fauquier, Greene, Madison, Orange, Rappahannock, Spotsylvania, and Stafford Counties.	Sept. 21, 2017 9:00am- 11:30pm	Culpeper County Board Meeting Room 302 North Main Street Culpeper, Virginia 22701

If you have any questions regarding Discovery, please do not hesitate to contact the Study Manager, Taryn Murray, at [tmurray@mbakerintl.com](mailto:tmurray@mbakerintl.com) or the FEMA Region III Project Officer, Lee Brancheau at [Legrande.Brancheau@fema.dhs.gov](mailto:Legrande.Brancheau@fema.dhs.gov) or (267) 240-2865.

We look forward to working with you to reduce the risks associated with flooding and increase your community's resilience over time!



# COMMONWEALTH of VIRGINIA

Department of Health

P O BOX 2448  
RICHMOND, VA 23218  
August 29, 2017

Marissa J. Levine, MD, MPH, FAAFP  
State Health Commissioner

TTY 7-1-1 OR  
1-800-828-1120

Subject: Louisa County  
Town of Louisa - System Evaluation  
PG#302-16

Mr. Thomas L. Filer, Town Manager  
Town of Louisa  
Post Office Box 531  
Louisa, Virginia 23093

RE: VDH Financial and Construction Assistance Programs  
Drinking Water State Revolving Fund (DWSRF)  
Program Planning/Design Grant

Dear Mr. Filer:

The Drinking Water Planning Grant Agreement funding offer for the above referenced project is being withdrawn effective August 29, 2017. One of the conditions of the Agreement was that it would expire 15 months after the date of execution. The Agreement was executed on November 24, 2015, which should have resulted in a completion date on or around February 24, 2017. To date, the DWSRF has not received any reimbursement requests against PG#302-16. According to your email of July 27, 2017, the soonest that the Town would know if the planning and design funds are needed is November 2017, which is well outside of the timeframe stipulated in the offer.

The VDH Office of Drinking Water understands that the Town is under a Consent Order for resolving disinfection byproduct problems and would like to help in any way possible. Please feel free to submit applications for future planning and design funds and/or construction funds, as this action has no bearing on future rankings of applications. If you have any questions or need clarification concerning the foregoing, please contact me at 804-864-7515, or by email at [barry.inmatthews@vdh.virginia.gov](mailto:barry.inmatthews@vdh.virginia.gov).

Sincerely,

Barry E. Matthews, PG  
Director - Division of Capacity Development

cc Robert A. K. Payne, JD, Acting Director  
Steve Pellei, PE, FCAP Director  
James Moore, PE, Lexington Field Office Director  
Julie Floyd, Sustainability Coordinator



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF FORENSIC SCIENCE

CENTRAL LABORATORY  
A Nationally Accredited Laboratory

700 NORTH 5TH ST.  
RICHMOND, VIRGINIA 23219  
(804) 786-4707

August 28, 2017

Ronnie Roberts  
1095 Ramblewood Place  
Charlottesville, VA 22901

Dear Chief Roberts,

It was a pleasure to work with you recently on the Breath Alcohol Operators Basic Class. Your ability to explain topics and information to the class made the experience a lot more enjoyable.

Your examples and personal experiences helped the operators to understand the material and make connections to applications in the field. You had great elaboration on certain topics that provided better comprehension of the curriculum. The students appreciate your ability to break down the information in a way that is easy for them to understand.

We had great written critiques this week, reflecting your ability as an instructor. You did a great job of involving the class by asking the students questions to assure comprehension and making yourself available for test preparation and review. Congratulations on a 100% passing rate! I look forward to working with you again soon.

Thanks again for a great week!

Sincerely,

Timmy Neece, Jr and Haley Oettinger  
Forensic Scientists  
Breath Alcohol Section  
Department of Forensic Science

Cc: Mayor Garland Nuckols and Town Manager Tom Flier