

Town of Lovettsville

Town Council Minutes of Special Meeting January 19, 2012

Mayor Elaine Walker called the special meeting of the Lovettsville Town Council to order at 7:32 PM on Thursday, January 19, 2012.

Present at Meeting

- Mayor Elaine Walker
- Vice Mayor Robert Zoldos II
- Council Members Tiffaney Carder, Charlotte Coleman, Tim Sparbanie
- Council Member Staley {arrived at 7:40 PM}
- Town Manager Keith Markel
- Project Manager Karin Fellers
- Town Clerk Judy L. Kromholz
- Jeff Chapin, Senior Associate, Dewberry
- Bruce Ringrose, Manager of Community Systems, Loudoun Water
- Christopher Keplinger, Operator, Loudoun Water
- Ashley Marsh, Project Manager, Dewberry

Absent

- Council Member Michael Senate

Call to Order/Welcome/Pledge of Allegiance/Invocation

Mayor Walker led the assembled in the Pledge of Allegiance.

Comments from the Public (Attachment I: Speaker Sign in Sheet)

No member of the public was present.

Additions/Deletions/Modifications to the Agenda

There were no modifications to the agenda.

Action/Discussion Items

A. Water Treatment Plant Improvement Report

Project Manager Fellers presented this item. Council is being asked to accept Technical Memorandum Task Order No. 1 – Town of Lovettsville Water Improvements Study and to provide direction to staff.

Mr. Chapin presented a summary of the issues and recommendations. {*Councilman Staley arrived during this presentation*}.

Mr. Ringrose spoke for Loudoun Water, making the following points:

1. Concerning the pressure surges, he noted that there are low voltage drivers on the pumps which may never have been programmed correctly. Correct programming may correct some of the surge problems. He stated that Loudoun Water will address this problem within the next week or so. Project Manager Fellers noted that field tests indicated that increased pressure continues as long as the pumps are on.
2. Mr. Ringrose stated that the Town needs to decide what the flow should be for fire flow, noting that the Loudoun Water standard is 3,000 gallons/second. However, he noted that this flow addresses the concerns of the large buildings found elsewhere in the County and may not apply to Lovettsville. The Town may have more capacity than it needs.
3. He discussed alternative mixer system for the pump which would not involve putting a mechanical system in the elevated tank.
4. He said he was throwing out the idea of using the soft starts on the existing fire pumps to control the water flow and pressure while the tank is off line. The pumps might overheat because they would be going on and off so often, but it might merit further investigation. Since the Town has

six fire pumps, each with a soft start control, it might rotate among the six pumps and 'limp through' having the water tank off line.

Project Manager Fellers continued explaining that the recommended improvements address the operational issues as well as the need to maintain pressure in the water system while the tank is out of service. Design of the system to ensure smooth operations while the tank is out of service in the future will be maximized if the Town could collect more information about the usage in the system. Once the new SCADA system and transducers are installed, the Town will be able to collect information about the tank water level and pump operation over time. This information will be invaluable in determining the future demand needs for the system. Staff recommended that the Town Council consider making the improvements in a phased approach as follows:

1. Install the VFDs on the fire pumps prior to taking the tank offline. While the tank is out of service, the VFDs will operate independently based on pressures in the system to ensure that flows are maintained while the tank is out of service. The performance of this system will be evaluated to ensure that more changes are not needed to ensure this system will function acceptably for future tank removals.
2. The installation of the transducer and mixer will be completed while the tank is out of service.
3. The new SCADA system program definition and evaluation of which existing components can be reused must be completed soon. It will be beneficial to have the SCADA system installed as soon as possible after the tank painting in order to collect valuable information about the water usage of the system to program the permanent system.
4. Collect usage data once the new SCADA system is in operation. When the tank is back in operation, set the VFD fire pumps to supply water to the system with slow starts to reduce the pressure spikes and increases in pressure to the system. It may be possible that the VFD fire pumps can be set such that they can operate efficiently enough to function like the jockey pumps. If it is found that the jockey pumps are still a necessary improvement to ensure proper flow supply and efficiency, the data collected by the SCADA system will ensure that the proper sized pumps are installed.

Mayor Walker called for discussion. Councilman Sparbanie asked if there would still be a need for the jockey pumps or VFDs if the reduced voltage starters were reprogrammed. Mr. Ringrose said the requirement would still exist; he was only recommending the possibility of using the starters for the upcoming tank painting. In the long term, the Town needs the jockey pumps or VFDs. Project Manager Fellers stated that she would have to research if the SCADA system could support using the starters in this way.

Councilman Sparbanie asked when the pumps were originally installed and Manager Markel replied that they were installed in 2005 and 2006. Councilman Sparbanie asked if thought had been given at the time to having such big pumps. Manager Markel noted that no staff involved at that time is here now and we do not know what the thinking was at that time. Project Manager Fellers suggested that they may have been initially oversized with the expectation that the Town would build out faster than it has. Mayor Walker noted that fire flow was very much an issue at that time and the developers who built the pumps agreed with that need. She stated that they had discussed the soft start procedure at the time and she is surprised that the feature is not in use.

Councilman Sparbanie asked what the current fire flow is and Project Manager Fellers stated that it is currently 700-1,000 gallons per minute. The model will give the Town more details, but the flow varies somewhat throughout the Town.

Mayor Walker asked if all this work will prevent tank overflow because it used to overflow and freeze regularly. Mr. Chapin said that the new transducer system should prevent that.

Vice Mayor Zoldos asked who would determine the optimum fire flow and Manager Markel said that would probably be the Loudoun County Fire Marshall. Project Manager Fellers stated that the Town may have limited flow currently due to the size of the distribution system but should probably develop a goal based in the fact that improvements to the system will increase the flow available. Mr. Ringrose suggested discussing the issue with the Town's insurance provider.

Project Manager Fellers reminded the Council that this special meeting was intended to inform the Council on all of these issues and stated that staff will come back to the Council with recommendations at a regular meeting.

There being no further questions, Mayor Walker declared a brief recess at 9:03 PM. The Council reconvened at 9:22 PM.

A. MayFest Financial Support and Planning

Councilman Staley presented this item. Vice Mayor Zoldos submitted some cost-saving ideas to the committee and they now expect to need about \$6,000 to fund the event. They are requesting that the Town provide \$4,000, stating that the remaining funds will come from sponsorship and vendor fees. Vice Mayor Zoldos stated that the Council supports the event, but needs to see a budget before allocating any funds. Councilman Sparbanie agreed. Vice Mayor Zoldos offered to assist the committee in preparing its first budget.

Comments from the Mayor and Town Council

Councilwoman Carder reported that the Lovettsville Grocery Cooperative held their annual meeting and have elected two new board members. They are negotiating for a possible site for the grocery, kicking up their membership drive and working on getting a Farmer's Market started this summer on Sundays.

Closed Session

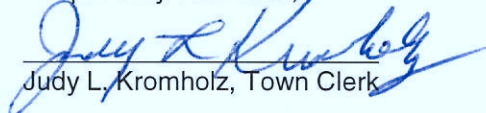
The Council went into closed session at 9:42 PM. (Attachment II: Closed Session Motions)

The Council came out of closed session at 10:43 PM. All council members certified that only public business matters lawfully exempt from the open meeting requirements under the Virginia Freedom of Information Act were discussed.

Let the record reflect that no vote was taken following the Closed Session.

The meeting was adjourned at 10:44 PM.

Respectfully submitted,


Judy L. Kromholz, Town Clerk

Date Approved: February 23, 2012

Attachments:

- I. Speaker Signup Sheet
- II. Closed Session Motions

Written Submissions to Council: None

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VIRGINIA FREEDOM OF INFORMATION ACT Resolution: AUTHORIZE CLOSED SESSION

Date: 1/19/12
Time: 9:43 PM

MOTION BY: B. Z. Rhodes

I move that the Lovettsville Town Council convene in closed session pursuant to Va. Code section 2.2-3711 A

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals,
3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body,
4. The protection of the privacy of individuals in personal matters not related to public business,
5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community,
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected,
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; or consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel [For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter],
19. Discussion of plans to protect public safety as it relates to terrorist activity and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure,

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29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body,

33. Discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6,

40. Discussion or consideration of records excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.6 [Confidential proprietary records, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade and tourism development or retention; and memoranda, working papers or other records related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where, if such records are made public, the financial interest of the public body would be adversely affected],

with regard to [person, issue or property subject of discussion]

And thereafter reconvene in open session for action as appropriate.

SECOND: T. Carver

VOTE:

Ayes: 3 Idos, Spaulding, Carver, Coleman, Staley
Nays: None
Abstentions: None
Absent for vote: M. Senate

Roll-call poll by presiding official:

“Do you certify to the best of your knowledge that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Lovettsville Town Council?”

When polled as to whether (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, the following members stated “Aye:”

1/19, 2012 at 10:43 PM

Certified:

Debra Wilson
Mayor