

**ROUND HILL TOWN COUNCIL
EMERGENCY MEETING MINUTES
April 14, 2021
7:30 p.m.**

An Emergency Meeting was held by the Round Hill Town Council on Wednesday, April 14, 2021, at 7:30 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, adopted by the Mayor and Town Council on April 28, 2020, and re-adopted on January 6, 2021. There was no public access to the Town Office for this meeting. The Mayor, Town Council Members, Staff, and the public attended this meeting electronically using the link provided with the Agenda.

Town Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor (arrived at 7:38 p.m.)
Melissa Hoffmann (arrived at 7:37 p.m.)
Jesse Howe
Michael Hummel
Paula James

Town Council Members Absent

Donald Allen

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Town Utility Supervisor
Maureen Gilmore, Town Attorney
Robert Lohr, Project Specialist
Harriet West, Town Clerk

Members of the Public Present

Shawn Maher

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:34 p.m. and read the *Emergency Ordinance to Modify Public Meeting Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, as included in the introductory paragraph of the minutes, into the record. The Pledge of Allegiance was not recited.

IN RE: ROLL CALL

Mayor Ramsey conducted the Roll Call. Councilpersons Hummel, James, and Howe were present. Councilperson Hoffmann was attempting to call into the meeting, but was not yet present. Mayor Ramsey stated that, with three Council Members and himself present, a quorum was established.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Councilperson James moved **to adopt the Agenda**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-3, with Vice-Mayor Graham and Councilperson Allen absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Paula James	Aye
Jesse Howe	Aye
Mary Anne Graham	Absent
Donald Allen	Absent
Melissa Hoffmann	Absent

IN RE: ACTION ITEM

1. Mandatory Water Restrictions

Utility Supervisor Feltner presented this item, explaining that, within the last week or so, with only the Evening Star and West Lakes treatment plants operating, Staff has noticed that wells have not been recharging as they should. Mr. Feltner reported that Utility Staff has been running wells for longer hours, up to nineteen to twenty per day, to keep up with demand. Additionally, Mr. Feltner stated, the water tank was allowed to drop down one foot, to help lessen demand on the wells.

Utility Supervisor Feltner further reported that maintenance work was undertaken at the Goose Creek treatment plant, with Town Engineer Lane assisting; steps were taken to keep the pressure at an appropriate level, however, the pressure got to thirty pounds while running only one well through the filters. This led to a visual inspection of the filters; it was discovered they were completely clogged, with a claw hammer used to try to chip out the accumulated material. Utility Supervisor Feltner reported that, according to Town Engineer Lane, there should be only seven to eight pounds of pressure across the filters; however, upwards of 60 pounds of pressure have been registered there for quite some time.

Utility Supervisor Feltner reported that the filters have been cleaned; Utility Staff is now waiting for media to be delivered. Mr. Feltner stated that further steps will be taken, going forward, to maintain these filters. Additionally, it was noted, design flaws were identified in the system. In closing, Utility Supervisor Feltner explained that there should be no higher than 35 Pounds per Square Inch (PSI) going through the filters, but that 60 to 70 PSI have been noted. Mr. Feltner asked if there were any questions, and stated that the request being made is that Mandatory Water Restrictions be put in place, to enable the system to keep up with demand.

Vice-Mayor Graham requested a status report for Well 12. Utility Supervisor Feltner reported that this well is only producing 25 gallons per minute, however, the production from the well should be approximately 60 gallons per minute. Utility Staff replaced the

meter there, with no change in production realized; therefore, the problem with the well may be mud in the bottom of the pump, or with a leak in the line. Utility Supervisor Feltner noted that this situation exacerbates the production difficulties presently being seen. The pump will be pulled on Monday; it is hoped this well will be back in service by the Thursday to Friday timeframe.

Councilperson Hummel asked for an estimate of the time needed to complete the work at the Goose Creek plant. Utility Supervisor Feltner explained that everything related to this repair is being expedited, with the supplier for both the gravel and green sand hoping to ship those materials by the end of this week, with arrival here next week. Mr. Feltner noted that the level of gravel in the filters will be increased. Additionally, Mr. Feltner noted, needed controls have been ordered and have shipped. It is hoped all materials will be in Round Hill next week; upon receipt of the materials, installation can begin. Utility Supervisor Feltner noted that, during installation, the filter system will be flushed, to ensure that all drains and diffusers are working properly. Utility Supervisor Feltner stated that it is hoped the entire process can be completed in two to three weeks.

Vice-Mayor Graham asked which wells are currently working. Utility Supervisor Feltner reported that Wells 22-A, 21-NA, 7-A, 7-B, and 719 are running, with Well 12 running at half its normal capacity. Wells 21-SA and 21-SB, which feed the Goose Creek plant, are totally off-line.

Vice-Mayor Graham asked what thought has been given, if any, to running Well 12 without disinfection. Utility Supervisor Feltner explained that the well will not produce more, regardless of whether or not it is disinfected. Mr. Feltner further explained that, presently, there is probably more flow from Well 12, as it is pushing against less pressure going to the West Lake plant than it would be if it were feeding directly to the Evening Star tank. Utility Supervisor Feltner also stated that this well is currently being run at the highest level possible, in order to produce 25 gallons per minute. Vice-Mayor Graham asked if any thought has been given to putting Well 21-NB on-line; Utility Supervisor Feltner replied that doing so would not make a difference, as it can only be run for 15 minutes at a time.

Mayor Ramsey asked what the current flow supply versus demand status is – i.e., is the tank being drawn down? Utility Supervisor Feltner stated that, as of yesterday, the level of the tank was being maintained by running the system 20 out of 24 hours. Mr. Feltner also noted that the normal uptick in water usage during the weekend has made this problem even more challenging. Utility Supervisor Feltner stated that, as long as water usage can be held to its current level the system should function, pending repairs to the Goose Creek plant and bringing Well 12 back on-line. However, Mr. Feltner noted, that will not be the case if customers are engaging in activities such as washing cars and filling swimming pools. Utility Supervisor Feltner stated, "We're putting everything into the system that we can right now," and that there are no other options available.

Councilperson Hummel stated that he will notify principals at Brookfield Homes that they should not water at their subdivisions. Mayor Ramsey reported that he notified the officers of the Round Hill Owners Association of this emergency.

Vice-Mayor Graham asked how soon the public will be notified of the restrictions; Town Administrator/Zoning Administrator Hynes stated that information will be posted to the Town's website and social media sites this evening, and that signs have been ordered and should be delivered by Friday. Councilperson Hummel requested that it be ensured the public understands why these restrictions are being put in place.

Discussion ensued regarding means by which the public can be made aware of the restrictions, and of the reason for their imposition.

Councilperson James asked how many wells are needed to sustain the system. Utility Supervisor Feltner stated that, in reality, all wells are needed; however, he stated, the system will continue to operate even with two wells off-line, but that is not an ideal situation.

Vice-Mayor Graham asked, "what if worse comes to worst?" Town Administrator/Zoning Administrator Hynes noted that the situation, and possible solutions, will be discussed further in the coming days. Utility Supervisor Feltner reported that, if the mandatory restrictions do not prove successful, Staff may have to resort to rolling closings of service. Mr. Feltner also noted that it is not feasible to pump water from a truck into the tank.

Project Specialist Lohr noted that trucking in water would work in the Stoneleigh subdivision, as the tank there is at a lower elevation; however, it would not work at the Evening Star Drive tank. Additionally, Mr. Lohr noted, hauling water to the tank would result in the need for a "boil water" notice.

Mayor Ramsey noted that these are worst-case scenarios, and suggested that the focus be on restrictions needed until the Goose Creek treatment plant issues and problems with wells have been addressed.

Finally, there was discussion of the use of electronic signs to help inform the public of the restrictions; Mayor Ramsey suggested that Staff contact the Western Loudoun Sheriff's Office and/or County representatives regarding possibly borrowing these signs.

Vice-Mayor Graham then made a motion **that the Town Council direct Town Staff to enter into Mandatory Phase 1 Water Restrictions**; Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Allen absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Jesse Howe	Aye
Paula James	Aye
Mary Anne Graham	Aye
Melissa Hoffmann	Aye
Donald Allen	Absent

Mayor Ramsey asked that the record reflect the fact that Vice-Mayor Graham and Councilperson Hoffmann joined the meeting shortly after the Agenda was approved.

Mayor Ramsey stated that Mandatory Restrictions have been adopted, and directed Town Administrator/Zoning Administrator Hynes and Town Staff to carry out items discussed by the Town Council this evening; additionally, Mayor Ramsey asked that Council be kept apprised of the status of the system, particularly regarding water levels.

Utility Supervisor Feltner thanked the Council for its support; Council thanked Mr. Feltner and Staff for their hard work.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 8:03 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary