

**BOARD OF DIRECTORS**  
**Special Meeting of the Board of Directors of Rivanna Water & Sewer Authority**

**DATE:** December 28, 2011  
**LOCATION:** Lower Level Board Room, Albemarle County Service Authority  
Administrative Offices  
168 Spotnap Road, Charlottesville, VA  
**TIME:** 2:00 p.m.

**AGENDA**

- 1. CALL TO ORDER**
- 2. MINUTES OF PREVIOUS BOARD MEETING**
  - a) Minutes of the Regular Meeting of the Board on November 22, 2011*
- 3. EXECUTIVE DIRECTOR'S REPORT – NO REPORT THIS MONTH**
- 4. ITEMS FROM THE PUBLIC**
- 5. RESPONSES TO PUBLIC COMMENTS**
- 6. CONSENT AGENDA**
  - a) Staff Report on Finance*
  - b) Staff Report on Operations*
  - c) Status Report: On-going Projects*
  - d) Meadow Creek Interceptor Additional Engineering Construction Services*
  - e) New Ragged Mountain Dam – Recommendation of Award for Construction Contract*
  - f) New Ragged Mountain Dam – Engineering Services for Construction Administration, Management and Inspection*
- 7. OTHER BUSINESS**
  - a) Introduction of 2012-16 Capital Improvement Plan*
  - b) Rivanna Pump Station*
  - c) Design Services for Rivanna Pump Station Upgrade*
- 8. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**
- 9. CLOSED MEETING**
- 10. ADJOURNMENT**

## GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for "Items From The Public." Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion presentations may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chairman, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA Administration Office upon request or can be viewed on the Rivanna website(s)

Rev. September 22, 2009