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**BOARD OF DIRECTORS**

**Regular Meeting of the Board of Directors of Rivanna Water & Sewer Authority**

**DATE:** March 24, 2015

**LOCATION:** Conference Room, Administration Building  
695 Moores Creek Lane, Charlottesville, VA

**TIME:** 2:15 p.m.

**AGENDA**

1. **CALL TO ORDER**
2. **MINUTES OF PREVIOUS BOARD MEETINGS**
  - a) *Minutes of the Emergency Meeting of the Board on February 19, 2015*
  - b) *Minutes of the Regular Meeting of the Board on February 24, 2015*
3. **RECOGNITION**
  - a) *Additional Ragged Mountain Dam Awards*
    - *Virginia Lakes and Watershed Association*
    - *Mid-Atlantic Chapter of the American Public Works Association*
  - b) *Resolution of Appreciation to Mr. Chuck Benz, Assistant Wastewater Manager*
  - c) *Introduction of New Members to RWSA Management Team*
    - *Mr. Tim Castillo, Wastewater Manager*
    - *Mr. Phil McKalips, Environment & Safety Manager*
  - d) *Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the fiscal year ending June 30, 2014*
4. **EXECUTIVE DIRECTOR'S REPORT**
5. **ITEMS FROM THE PUBLIC**
6. **RESPONSES TO PUBLIC COMMENTS**
7. **CONSENT AGENDA**
  - a) *Staff Report on Finance*
  - b) *Staff Report on Operations*
  - c) *Staff Report on Ongoing Projects*

- d) *Update to Drought Response and Contingency Plan*
- e) *Contract Award – South Rivanna WTP Raw Water Pump Station Improvements*
- f) *Engineering Services – Wastewater Interceptor Flow Forecasting Update*

**8. OTHER BUSINESS**

- a) *Introduction of FY 2015-16 Operating Budget*
- b) *Preliminary Rate Resolution and Call for Public Hearing on FY 2015-16 Budget*

**9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

**10. CLOSED MEETING**

**11. 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)



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**RWSA BOARD OF DIRECTORS  
Minutes of Special Meeting  
February 19, 2015**

A special meeting of the Rivanna Water and Sewer Authority Board of Directors was held on Thursday, February 19, 2015, scheduled at 2:30 p.m. in the 2<sup>nd</sup> floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

**Board Members Present:** Mr. Ken Boyd, Mr. Mike Gaffney – presiding, Ms. Kathy Galvin, Mr. Maurice Jones, Ms. Judith Mueller, and Mr. Gary O’Connell.

**Board Member Absent:** Mr. Tom Foley.

**Staff Present:** Rich Gullick, Ph. D., Ms. Katie Karaffa, and Mr. Lonnie Wood.

**Also Present:** Mr. Kurt Krueger – RWSA Counsel.

**1.0 Call to Order**

The special meeting of the RWSA Board of Directors was called to order by Mr. Gaffney on Thursday, February 19, 2015 at 2:32 p.m.

**2.0 Declaration of Emergency**

Mr. Krueger stated that Mr. Gaffney had called a special emergency meeting to allow the Board to receive legal advice on a matter on which the Authority, acting through its Executive Director, must act prior to the next regularly scheduled Board meeting. He stated that the Board was not being asked to vote on this matter or any other matter, but they would receive legal advice in closed session and be permitted to ask any questions with respect to that legal advice.

**Mr. Krueger read the following resolution:**

**RESOLVED, that the Board of Directors approves the Chair’s declaration of emergency and the calling of this special emergency meeting of the Board, pursuant to Article IV, Sections 3 and 4 of the Authority’s Bylaws.**

**Mr. Gaffney moved to approve the resolution as presented.**

**Mr. O’Connell seconded the motion. The Board unanimously approved the resolution by a 6-0 voice vote. Mr. Foley was absent from the meeting and the vote.**

### **3.0 Closed Meeting**

#### **RWSA Motion for Closed Meeting:**

**RESOLVED** that the Board of Directors of the Rivanna Water & Sewer Authority enter into a closed meeting to receive legal advice from counsel regarding bids received from contractors for the Granular Activated Carbon project as permitted by Section 2.2-3711.A.7 of the Code of Virginia.

**Mr. Boyd moved to approve the resolution for closed session as presented. Mr. O'Connell seconded the motion. The motion was approved by a 6-0 voice vote. Mr. Foley was absent from the meeting and the vote.**

The Board entered into closed session at 2:34 p.m.

#### **Resumption of Open Meeting**

**The Rivanna Water and Sewer Authority Board of Directors meeting was resumed in open session at 3:27 p.m. Ms. Mueller moved that the Rivanna Water and Sewer Authority Board of Directors vote to approve the following resolution, seconded by Mr. Boyd:**

**WHEREAS, the Rivanna Water & Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and**

**WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by the Rivanna Water & Sewer Authority that such closed meeting was conducted in conformity with Virginia law;**

**NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water & Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Rivanna Water & Sewer Authority.**

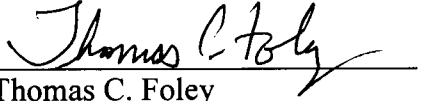
**Mr. Krueger called for a roll call vote: Ms. Mueller – Aye, Mr. Jones – Aye, Ms. Galvin – Aye, Mr. Gaffney – Aye, Mr. Boyd – Aye, Mr. O'Connell – Aye. The motion was passed by a 6-0 vote. Mr. Foley was absent from the meeting and the vote.**

### **4.0 Adjournment**

**There being no further business, Ms. Mueller moved to adjourn the meeting. Mr. Jones seconded the motion, which passed by a 6-0 voice vote. Mr. Foley was absent from the meeting and the vote.**

The meeting adjourned at 3:29 p.m.

Respectfully submitted,

  
Mr. Thomas C. Foley  
Secretary - Treasurer



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**RWSA BOARD OF DIRECTORS  
Minutes of Regular Meeting  
February 24, 2015**

A regular meeting of the Rivanna Water and Sewer Authority Board of Directors was held on Tuesday, February 24, 2015, scheduled at 2:15 p.m. in the 2<sup>nd</sup> floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

**Board Members Present:** Mr. Ken Boyd, Mr. Tom Foley, Mr. Maurice Jones, Mr. Mike Gaffney – presiding, Ms. Judith Mueller, and Mr. Gary O’Connell.

**Board Members Absent:** Ms. Kathy Galvin.

**Staff Present:** Ms. Victoria Fort, Mr. Tom Frederick, Rich Gullick, Ph. D., Ms. Katie Karaffa, Mr. Doug March, Mr. Scott Schiller, Ms. Michelle Simpson, Ms. Andrea Terry, Ms. Jennifer Whitaker, Mr. Lonnie Wood, and Mr. Jay Young.

**Also Present:** Mr. Kurt Krueger – RWSA Counsel, members of the public, and media representatives.

**1.0 Call to Order**

The regular meeting of the RWSA Board of Directors was called to order by Mr. Gaffney on Tuesday, February 24, 2015 at 3:26 p.m.

**2.0 Minutes of Previous Board Meeting**

- a. Minutes of the Regular Meeting of the Board on January 27, 2015

**Mr. Jones moved to approve the minutes of the regular Board meeting of January 27, 2015 as presented. Mr. O’Connell seconded the motion, which was approved by a 6-0 vote. Ms. Galvin was absent from the meeting and the vote.**

**3.0 Recognition**

American Council of Engineering Companies of Virginia Honor Award to Rivanna Water and Sewer Authority and Schnabel Engineering – New Ragged Mountain Dam

Mr. Frederick stated that the RWSA and Schnabel Engineering were presented an honor award for the Ragged Mountain Dam on February 5, 2015 by the American Council of Engineering Companies of Virginia, at the annual ACEC gala, held in Richmond. He stated that the ACEC

awarded companies based on engineering excellence, and among the design features recognized in the Ragged Mountain Dam were the project's architectural rendition of the site's first tower with respect to the new inlet/outlet tower; the new auxiliary spillway; the dam's seepage reduction control features; the real-time monitoring and rapid response to safety and security concerns incorporated into the design; and protection of the rural charm of the area to include the use of local timber in the design of the floating bridge for the hiking trails; and the fish habitat structures, which were put in with material that was excess from the construction. Mr. Frederick asked Project Manager Doug March and Chief Engineer Jennifer Whitaker to come forward, and he presented the trophy that they had received along with a whiteboard featuring highlights of the project. He thanked staff for their work, and the Board applauded. He stated that this was the culmination of a very special project, and presented slides from the ACEC ceremony and the presentation of the award to Mr. March and Randy Bass, Schnabel Engineering's project manager, along with additional representatives from Schnabel as well as Volkert Engineering.

Ms. Whitaker stated that she had received an email earlier in the week that informed her that the dam construction project had been selected as the best major construction rehabilitation project for 2014 by the Virginia Lakes and Watershed Association. She noted that in March there would be a presentation and awards ceremony.

#### **4.0 Executive Director's Report**

Mr. Frederick reported that he had included information in the Board's packet regarding the mid-year review of finances, and stated that the department managers across the board were managing their expenses wisely, and the Authority was staying within its expenditure budget for this time of year – and at the same time was providing exemplary service. He stated that one area of operation that had been a source of customer complaints was odor, and the RWSA Board had taken a positive step the previous month with the adoption of an odor control phase two project, which he felt would resolve the issue. Mr. Frederick said that as an organization, Rivanna was proud to serve the City, proud to serve ACSA, and above all, proud to serve the individual citizens of the community.

He stated that one cost center that bore closer watch, in which expenditures exceeded revenues at this time, was urban wastewater, which was trending over revenues by \$364,000. Mr. Frederick stated that there had been \$283,000 of unbudgeted and unexpected repairs to the Moores Creek Interceptor this year, the result of the encroachment of stream bank erosion on infrastructure, not a defect in the infrastructure itself. He stated that when pipe bedding was disturbed by stream movement it could become a very serious defect to the infrastructure. Mr. Frederick stated that in addition, Rivanna was almost \$90,000 down in revenue, reflecting drier than normal weather conditions that resulted in reduced average wastewater flow. He opined that because RWSA had a "rainy day" fund, its reserves were sufficient to address this revenue shortfall. Mr. Frederick reported that RWSA had need for another repair to a water line along the North Fork Rivanna River that was being affected by stream erosion, and had repaired another water line earlier this year in the Fontaine Avenue area.

Mr. Frederick stated that four major unexpected repairs this year, all with significant costs, were not the result of the quality or age of the infrastructure, but by stream movement. He suggested



this as an indicator that the condition of urban streams was not healthy, providing a subject for further discussion in the community. He noted that he would challenge staff to look for some more proactive ways they can predict these movements earlier, so they can be addressed before the costs become greater. Mr. Frederick stated that RWSA would be willing to work with others in the community – with both government and non-government organizations that care about the environment – if it were possible to identify financing sources, as the City did in Greenbrier Park, to perform further stream restoration. He added that such restoration would be positive for the community and for the infrastructure.

## **5.0 Items from the Public**

Mr. Neil Williamson of the Free Enterprise Forum addressed the Board, stating that about five years earlier a friend of his was serving on the Greene County Board of Supervisors and called him on his way to a meeting – which a blog post had called “a secret public meeting.” Mr. Williamson stated that the RWSA Board had held a special meeting on February 19, which he attended, and while the proper legal notice had been given, he felt that the Board should do more. He stated that since the time of the “secret public meeting,” the Greene County office had sent an email with the agenda of any meeting, special or otherwise, to their list and to the media. Mr. Williamson stated that the RWSA Board had worked really hard to gain transparency and trust in the community, and he encouraged them to expand the email list to include media partners and to utilize that list for all of their meetings, special or otherwise. He stated that allowing the sunlight in really helped the Greene County community understand what they were doing.

## **6.0 Responses to Public Comments**

Mr. Frederick stated that he would like to speak with Mr. Williamson outside of the meeting to understand better what Mr. Williamson meant by the phrase “expand media partners.” Mr. Frederick clarified that Rivanna maintained a list of all media and any citizen who had made a request to be notified of agendas and Board meetings, and RWSA made sure that notice got sent every month. He also stated that RWSA did not add names on the list of citizens who had not made such a request, respecting that some may consider such notices as junk mail, but he would also like to hear Mr. Williamson’s ideas.

## **7.0 Consent Agenda**

Mr. Gaffney asked if there were any items that the Board members would like to pull for questions or further discussion from the Consent Agenda:

- a) Staff Report on Finance
- b) Staff Report on Operations
- c) Staff Report on Ongoing Projects
- d) Engineering Services – Design of Odor Control for Moores Creek Advanced Water Resource Recovery Facility
- e) Engineering Services –Wastewater Interceptor Flow Metering
- f) Engineering & Construction – North Rivanna Water Main Repair

- g) Construction Engineering Services – Crozet Water Line
- h) Engineering Services – Crozet Ground Storage, Crozet “Waterball”, and Stillhouse Tank Improvements
- i) Authorization to Hire Environment & Safety Manager

Mr. O’Connell asked if Mr. Frederick had yet developed a schedule for completing the odor control project.

Mr. Frederick stated that as a staff, Rivanna was still working on the various delivery dates for various components, and one of the pieces of the authorization was design for construction of a centralized scrubber unit that would handle cleaning up the foul air from the primary clarifiers, the “headworks” area, the new grit facilities, the new Rivanna Pump Station, and all of the existing equipment whose foul air was now being scrubbed. The delivery of the central scrubber would need to match when the new Rivanna pump station went online, so that created a necessary deadline of mid-2017. Beyond that, he said, the project team was still working to establish those milestones, and he would share them with the Board as they became available.

**Mr. Boyd moved to approve the Consent Agenda as presented. Mr. O’Connell seconded the motion, which passed by a 6-0 voice vote. Ms. Galvin was absent from the meeting and the vote.**

**8.0 Other Business**

There was no other business presented.

**9.0 Other Items from Board/Staff not on Agenda**


There were no other items from Board or Staff presented.

**10.0 Adjournment**

**Ms. Mueller moved to adjourn the RWSA Board meeting. Mr. Jones seconded the motion, which passed by a 6-0 voice vote. Ms. Galvin was absent from the meeting and the vote.**

The meeting adjourned at 3:41 p.m.

Respectfully submitted,

  
Mr. Thomas C. Foley  
Secretary - Treasurer