



1
2
3 **RSWA BOARD OF DIRECTORS**
4 **Minutes of Regular Meeting**
5 **May 23, 2023**

6 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held
7 on Tuesday, May 23, 2023, at 2:00 p.m. in the 2nd floor conference room, Administration
8 Building, 695 Moores Creek Lane, Charlottesville, Virginia.
9

10 **Board Members Present:** Mike Gaffney, Michael Rogers, Brian Pinkston, Jim Andrews, Stacey
11 Smalls, Lance Stewart.

12
13 **Board Members Absent:** Jeff Richardson.

14
15 **Rivanna Staff Present:** Bill Mawyer, Phil McKalips, Lonnie Wood, Jennifer Whitaker,
16 Deborah Anama, Jacob Woodson, Katie McIlwee, Betsy Nemeth, Santino Granato.

17
18 **Attorney(s) Present:** Carrie Stanton.
19

20 **1. CALL TO ORDER**

21 Mr. Gaffney convened the May 23, 2023 regular meeting of the Board of Directors of the Rivanna
22 Solid Waste Authority at 2:00 p.m.
23

24 **2. AGENDA APPROVAL**

25 There were no comments on, changes to, or questions regarding the agenda.
26

27 **Mr. Pinkston moved that the Board adopt the agenda as presented. The motion was seconded**
28 **by Mr. Rogers, and passed unanimously (6-0).**
29

30 **3. MINUTES OF PREVIOUS BOARD MEETING ON MARCH 28, 2023**

31
32 **Mr. Pinkston moved that the Board approve the minutes of the March 28, 2023 meeting. The**
33 **motion was seconded by Mr. Andrews and passed unanimously (6-0).**
34

35 **4. RECOGNITIONS**

36 There were no recognitions.
37

38 **5. EXECUTIVE DIRECTOR'S REPORT**

39 Mr. Mawyer stated that the Richmond Times-Dispatch reported that the State Corporation
40 Commission approved a package of solar projects, and one of them was the RSWA's. He said that
41 they anticipated that the project would be completed by next calendar year at the Ivy MUC. He said
42 that another construction project, the Southern Albemarle Convenience Center, continued to move
43 forward, and they hoped to have a grand opening on June 22, 2023. He said that they would be
44 doing an evaluation later this week to see what the progress was with the contractor, then would
45 make an announcement of the grand opening.
46

47 **6. ITEMS FROM THE PUBLIC**

48 There were no items from the public.

49

50 7. **RESPONSES TO PUBLIC COMMENTS**

51 There were no items from the public, so there were no responses.

52

53 8. **CONSENT AGENDA**

54 a. *Staff Report on Finance*

55 b. *Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

56 c. *Approval of Fiscal Year 2023-2024 Pay Scale Adjustment, Restructuring and Regrading*

57 d. *Approval of Engineering Services – Baling Facility, Ivy MUC – TRC Companies*

58 e. *Approval of Engineering Services for FY 2024 Environmental Monitoring at the Ivy*
59 *MUC-TRC Companies*

60 f. *Approval of Contract for Municipal Solid Waste Transportation and Disposal, Ivy*
61 *MUC-BFI*

62 g. *Approval of Contract for FY 2024 Vegetative Waste Grinding – Royal Oak Farm, LLC*

63 h. *Approval of Fiscal Year 2023 – 2024 Personnel Management Plan Update*

64

65 **Mr. Smalls moved that the Board approve the Consent Agenda. The motion was seconded by**
66 **Mr. Pinkston and passed unanimously (6-0).**

67

68 9. **OTHER BUSINESS**

69 a. *Presentation, Public Hearing, and Vote to Consider Approval of the Resolution to*
70 *Adopt the FY 2023-2024 Rate Schedule, and Approval of the FY 2023-2024 Budget*

71

72 Mr. Mawyer said that today would be a brief review of the proposed rate schedule and budget
73 followed by a public hearing and vote to consider approval. He said that the budget was guided by
74 the priorities of the 2023-2028 Strategic Plan and totaled \$7.9M in expenses, with \$4.37M in
75 revenues, for a net budget deficit of \$3.57M, or a 7.9% increase from last year's operating deficit.
76 He said that by virtue of the agreements in place between the City, UVA, and the County, they
77 allocated the deficit in the amounts of \$2.9M to the County, \$594,032 to the City, and \$79,982 to
78 UVA.

79

80 Mr. Mawyer said that they looked forward to operating the Southern Albemarle Convenience
81 Center. He said that they would soon have complete design of the new baling facility at the Ivy
82 MUC, as well as installation of solar panels on 17 acres at the landfill by Dominion Energy. He said
83 that they continued to manage the free mulch program, which currently was out of mulch but would
84 be making more soon. He said that for the FY 2024 budget, 49% of the budget or \$3.86M, was the
85 cost of the Ivy Transfer program.

86

87 Mr. Mawyer said that environmental services, which included groundwater treatment, gas
88 remediation, household hazardous waste, e-waste, and paint disposal, comprised 16% or \$1.2M of
89 the budget. He said that Ivy operations, which included the vegetative debris and mulch program,
90 furniture recycling, tires, and clean fill program, were 14% of the budget or \$1.13M. He said that
91 recycling was 12% of the budget or \$912,119, and the convenience centers at Ivy and Southern
92 Albemarle were 9% or \$730,706.

93

94 Mr. Mawyer said that strategic investments were being made in the RSWA workforce, with a 6%
95 cost of living adjustment plus a 2% merit pool for eligible employees. He said that the Authority
96 would continue to absorb health insurance premiums if they went up, and they had proposed two
97 additional positions for operator attendants at the Ivy MUC transfer station. He said in FY23, the

98 Board approved three positions for the Southern Albemarle Convenience Center, which were
99 funded for half of FY 23, and the second half was an effective increase in the budget for FY 24 for a
100 full year.

101
102 Mr. Mawyer said that they also had operations and maintenance expenses including vehicle and
103 equipment maintenance, fuel, and wood grinding costs, as well as transfer of refuse and hauler
104 increases. He noted that the hauler increase was presented as \$90,000 but would actually be
105 \$125,000 per the update received from the hauler. He said that information technology and
106 administration continued to be a growing component of the Solid Waste budget, and all positions
107 were jointly shared by the RWSA and RSWA. He said that infrastructure investments for buildings
108 and equipment depreciation were included as part of their operating expenses.

109
110 Mr. Mawyer said that central staff (Human Resources, Finance, Information Technology,
111 Administration.) were allocated to Solid Waste and to Water and Sewer. The total number of FTE
112 positions in Water and Sewer allocated by expense to the Solid Waste Authority was 5.4 positions.
113 He said that the number of RSWA employees had varied in the last 18 years, beginning with 21
114 employees in 2007, a low of nine employees in the mid-2010s, but now was up to 26.5 employees.
115 He said that this was due to the support of the City and County in approving their programs and
116 their dedication to the transfer operation and recycling programs that were expanding at the
117 convenience centers.

118
119 Mr. Gaffney opened the public hearing for the proposed FY 2023-2024 Rate Schedule and FY
120 2023-2024 Budget. He asked speakers to identify themselves and to be mindful of the three-minute
121 time limit.

122
123 Seeing no speakers, Mr. Gaffney closed the public hearing.

124
125 **Mr. Rogers moved that the Board approve the FY 2023-2024 Rate Schedule and FY 2023-**
126 **2024 Budget. The motion was seconded by Mr. Andrews and passed unanimously (6-0).**

127
128 *b. Presentation: Review of Special Collection Events*

129
130 Mr. Phil McKalips, Director of Solid Waste, said that the special collection events were run twice
131 per year. He said that the household hazardous waste (HHW), furniture/mattresses, appliances, and
132 tires had been collected since the year 2000, with HHW beginning in 1999. He said that e-waste
133 was regularly collected beginning in 2019, with periodic events held throughout the late 1990s and
134 early 2000s. He said that they recently brought online a very small quantity generator program.

135
136 Mr. McKalips said that household hazardous waste was a federal designation that was set up to
137 allow the general public a mechanism to dispose of household hazardous waste that had no other
138 mechanism of disposal, so the legislation allowed this for residents. He said that RSWA had offered
139 these events twice a year since 2000. He said that since August 2016, paint had been accepted every
140 day at the Ivy MUC. He said that the HHW costs were \$30,000 to \$50,000 per event, and the paint
141 disposal costs were \$20,000 per year.

142
143 Mr. McKalips said that they averaged about 500 customers per day and disposed of about 20 tons of
144 hazardous waste from each event, which was meaningful diversion from the landfill. He said that
145 they used a contractor company to do this, who brought people, equipment, boxes, and the
146 knowledge of how to consolidate these materials so they could be hauled away. He said that where

147 possible, the materials were recycled for energy use, the paint sometimes was reconstituted back
148 into paint for sale, and the others were stabilized or disposed of to limit environmental hazards.

149
150 Mr. McKalips said that they had collected furniture and mattresses since 1999, which according to
151 Board reports was begun partially to curb the amount of mattresses appearing in rural parts of the
152 County. He said that both the City and the County supported these events by paying the disposal
153 costs proportioned through customer counts. He said that these materials are charged to the City and
154 County at the transfer station tipping fee, which would be \$54 per ton on July 1. He said that they
155 did not know the reason for trends in furniture drop offs, but they averaged about 150 to 200
156 customers per event and collected about 10 to 15 tons of material that was disposed of in the
157 landfill.

158
159 Mr. McKalips said that the appliance collection events began in the late 1990s with the purpose of
160 diverting the materials from landfills, to increase recycling, and to minimize illegal dumping. He
161 said that both the City and County supported the appliance events by paying charges proportionally
162 based on customer counts. He said that events averaged 150 to 200 customers and approximately 15
163 tons of waste collected. He said that starting July 1, 2023, the disposal fee would be reduced to the
164 MSW disposal fee of \$54 per ton plus Freon recovery. He said that where possible, these materials
165 were recycled.

166
167 Mr. McKalips said that tire collection events began in the late 1990s. He said that whole tires could
168 not be landfilled and became a disposal problem and a common item for illegal dumping. He said
169 that both the City and County supported this program by paying charges proportionally based on
170 customer counts. He said that tires were transported to Emanuel Tire in Appomattox, Virginia, and
171 Emanuel Tire charged \$150 per ton and used the tires for playground surface material, rubber
172 matting, and energy production. He said that there had been a general increase in the amount of tires
173 collected over the years, but still varied per event. He said that they recently had been getting about
174 75 tons per event and 100 to 175 customers per event.

175
176 Mr. McKalips said that the e-waste events began more recently with the purpose of diverting “high-
177 tech” electronics such as computers, cell phones, and stereo equipment from landfills so that
178 hazardous chemicals and minerals can be recovered. He said that efforts were made to recover or
179 recycle as much of the material in the wastes as possible . He said that from 2019 to 2023, the
180 amount of e-waste collected had doubled during the two semiannual events. He said that there was
181 strong customer support for the programs, and some interest had been expressed in including
182 additional days in the year. He said that the cost per event was between \$14,000 and \$17,000.

183
184 Mr. McKalips said that the very small quantity generator (VSQG) events allowed businesses the
185 opportunity to dispose of business hazardous waste, including fluorescent light bulbs, batteries,
186 aerosol cans, cleaning agents, solvents, acids, and bases. He said that businesses could not utilize the
187 household hazardous waste exemption, and RSWA offered access to the same household hazardous
188 waste contractor so that businesses could save on mobilization and shipping costs of hiring their
189 own contractor.

190
191 Mr. McKalips said that businesses paid their own disposal costs directly to the contractor, so the
192 program cost the Authority \$0 per year. He said that three or four companies used the program each
193 year, but for those interested in managing their waste most appropriately, it was a valuable program.
194 He stated that the total cost of all special collection programs was \$150,000 per year, with \$30,000
195 allocated to the City and \$120,000 to the County.

196

197 Mr. Andrews asked if springtime saw more tonnage than other times of the year due to people
198 getting rid of belongings as part of spring cleaning.

199
200 Mr. McKalips said that there had been some inexplicable fluctuations in tonnage, and he was
201 unaware if seasonal changes were a part of what was driving the recent trends.

202
203 Mr. Andrews said that it would be worth looking into why some days fared differently than others.

204
205 Mr. McKalips said that more questions could be asked of the customers to understand why.

206
207 Mr. Mawyer said that they tried to keep the collection dates strategically away from other
208 community events to ensure the community members had an opportunity to use the program. He
209 said that they would have to look at the spring and fall events in comparison to see if there was a
210 spring-cleaning phenomenon.

211
212 *(Motion and vote to Recess the RSWA Board Meeting)*

213
214 **Mr. Pinkston moved to Recess the RSWA Board meeting. The motion was seconded by Mr.**
215 **Andrews and passed unanimously (6-0).**

216
217 *(Motion and vote to Reconvene the RSWA in a Joint Session with the RWSA)*

218
219 **Mr. Andrews moved to Reconvene the RSWA in a Joint Session with the RWSA. The motion**
220 **was seconded by Mr. Pinkston and passed unanimously (6-0).**

221
222 *(Joint Session with the RWSA)*

223
224 *a. Presentation: Asset Management Program Update*

225 *Katie McIlwee, Asset Management Coordinator*

226
227 Ms. Katie McIlwee, Asset Management Coordinator, stated that the Strategic Plan guided all of
228 the Authority projects, and the Asset Management Project was no different, and that this project
229 falls under the goals of the Planning and Infrastructure team. She stated that the Asset
230 Management Policy linked to the Strategic Plan to aid in setting goals for asset investment and
231 development. She stated that asset management was a long-term program to attain and sustain
232 the chosen level of service for the life of an asset in the most cost-effective manner. She stated
233 there was a framework of five core questions, developed by the EPA that aids in the
234 development of a comprehensive asset management program. She stated the questions helped to
235 determine the current state of assets, required level of service, business risks, best
236 operations/maintenance practices and CIP investment strategies, and the best long-term funding
237 strategy.

238
239 Ms. McIlwee stated that the Authorities had approximately \$320M in total assets, which
240 included horizontal and vertical assets. She stated that horizontal assets mainly encompass
241 underground assets, such as manholes, water and sewer lines, system valves, and other related
242 devices. She stated that there were approximately 764 horizontal wastewater assets and
243 approximately 1,644 horizontal water assets. She stated that vertical assets were those that were
244 at the WTPs including buildings and contained within infrastructure. She stated that for
245 wastewater, there were about 1,858 vertical assets, and for water, that were about 1,426 assets.

246

247 Ms. McIlwee stated they reviewed the benefits of the program and determined that it would
248 prolong the life of assets and improve decisions about asset rehabilitation, repair, and
249 replacement. She stated that the program would reduce the overall cost for operational and
250 capital expenditures, and it would help meet customer demands. She stated that they would be
251 able to set rates based on operational planning, and the budget could focus on critical activities.
252 She stated the program would improve emergency response and improve the security, safety, and
253 reliability of all assets.

254
255 Ms. McIlwee stated that the goals of the program were to integrate information across the
256 Authorities, monitor asset lifecycle, quantify asset condition and risk, achieve consistent and
257 accurate performance monitoring, compare and prioritize potential capital project and
258 maintenance activities, achieve benefit/cost efficiencies for customers, and increase and retain
259 institutional knowledge.

260
261 Ms. McIlwee stated that there were four phases of the asset management program. She stated
262 that the first phase, developing an asset management framework, had been completed, which
263 included conducting a gap assessment, developing a Strategic Asset Management Plan, and
264 identification of software requirements. the initial development of the asset management
265 framework. She stated that the second phase, Test AM Framework, included development of the
266 asset register and completing a Tactical Asset Management Pilot plan for the Rivanna Pump
267 Station. She stated that the third phase was nearly complete, and it was the Cityworks software
268 implementation phase. She stated that the fourth phase was full asset management program
269 implementation.

270
271 Ms. McIlwee noted several major milestones throughout the project. The first milestone was the
272 start of Phase 1 in 2018 with the asset plan development. She stated that in 2019, Phase 2 began
273 and included asset hierarchy development. She stated in 2020, they completed the strategic asset
274 management plan and the tactical asset management plan. She stated in 2021, they began Phase 3
275 with the asset register development and Cityworks configuration. She stated in 2022, the full
276 asset management program implementation began, and in 2023, Cityworks had gone online.

277
278 Ms. McIlwee stated that Phase 3 was a large part of the project. She stated that Cityworks was
279 chosen to be the computerized maintenance and management system (CMMS) in September
280 2020, and implementation began December of that year. She stated that configuration and
281 systems testing were completed in March 2023. She stated that on May 8, Cityworks went live.
282 She stated that the program maximized preventative maintenance. She stated that Cityworks was
283 an Authority-wide initiative to provide tangible benefits for asset management. She stated that
284 the system had all asset information in one location and it was linked to the GIS. She stated that
285 the system allowed work order tracking across departments.

286
287 Ms. McIlwee stated that the asset management program budget was about \$1.18M. She stated
288 that the largest portion of the budget was Phase 3. She stated that as part of Phase 4, they were
289 looking to complete the Level 1 and Level 2 condition assessments, and after completion, they
290 would assign consequence of failure scores and mitigation factor scores to the vertical assets.
291 She stated the consequence of failure scores would be assigned to the linear assets, and those
292 would be used to calculate risk. All of this information would then be used in conjunction with a
293 decision support tool to help make well-informed planning and financial decisions.

294
295 Ms. McIlwee stated long-term goals included full implementation of the program. She stated
296 they would develop capital investment needs and a business case evaluation process. She stated

297 that they would develop tactical asset plans for all assets, and they would refine the level of
298 service performance standards. She stated that they would seek to reduce maintenance costs,
299 implement performance monitoring processes, and implement an asset management program
300 with the RSWA.

301
302 Mr. Pinkston asked if a consultant helped in the implementation of Cityworks.

303
304 Ms. McIlwee stated they hired a consultant (GHD) to implement Cityworks and the asset
305 management program. She stated the consultant helped with the procurement of Cityworks.

306
307 Mr. Smalls asked how they selected Cityworks.

308
309 Ms. McIlwee stated that when they began looking for a system, neighboring localities and
310 municipalities were using Cityworks. She stated that they issued an RFP, and by that time,
311 Cityworks had transitioned its platform. She stated once the vendor had transitioned, they were
312 able to provide 95% of the Authority's request at the lowest cost.

313
314 Mr. Smalls asked whether RSWA assets were included.

315
316 Ms. McIlwee stated they were not yet included.

317
318 Mr. Mawyer responded that they would be in the near future.

319
320 Mr. Pinkston asked if the consultant helped develop and identify the risk assessments and points
321 of failure.

322
323 Ms. McIlwee stated that they had developed several metrics to aid in decision making. She stated
324 that the usage and surrounding infrastructure influenced the risk of failure score.

325
326 Mr. Mawyer asked what all the metrics added together would indicate.

327
328 Ms. McIlwee stated that it indicated the business risk exposure.

329
330 Mr. Gaffney stated he supported the program. He asked if there was a method to sell assets that
331 were no longer needed or used by the Authority.

332
333 Ms. McIlwee stated that they currently perform a surplus sale of equipment every year.

334
335 Mr. O'Connell asked if they would be able to gather enough data for the next CIP process.

336
337 Ms. McIlwee stated that they hoped to gather enough data. She stated that they were six to eight
338 months from being able to input the first data into the decision support tool. She stated that the
339 information would become more robust every year.

340
341 Mr. Smalls asked for more information about the decision support system.

342
343 Ms. McIlwee stated that after a decision support tool was implemented, there would be a review
344 process for the recommendations provided by the software, and no recommendation would be
345 taken without a review.

346

347 Mr. Mawyer stated that they would integrate maintenance history and opinions about the assets.
348 He stated that they would have to prioritize the most important assets for repairs or replacement.

349
350 Mr. Smalls stated that the program was a good way to reduce costs.

351
352 Ms. Mallek asked whether the 20% priority for site visits was based on age or value.

353
354 Ms. McIlwee stated that it was based on a calculation using the consequence of failure scores,
355 condition scores, and the mitigation factors.

356
357 *b. Presentation: Leadership Development Program*
358 *Betsy Nemeth, Human Resources Manager*

359
360 Ms. Betsy Nemeth, Human Resources Manager, stated that she would provide an update on the
361 organization's succession planning. She stated that the objective of the succession planning
362 process was to continue organizational growth and development of the Authorities by
363 recognizing, developing, and retaining leadership talent and strategically planning for the future.
364 She stated that they developed a leadership development program to develop in-house leadership
365 at all levels of the organization.

366
367 Ms. Nemeth stated that there were three groups, and Group 1 encompassed the directors and
368 high-level managers. She stated that they included the Clifton Strengths assessment tool to
369 identify leadership strengths. She stated that they had held the first learning session, Strengths-
370 Based Leadership, and the next sessions would include Emotional Intelligence and Conflict
371 Management, Managing Change, and Visionary Leadership. She stated that everyone in the
372 group would develop and present a capstone project in pairs in December. She stated that they
373 were using an Executive Leadership Coach with Barren Ridge Consulting named Tim Smith.

374
375 Ms. Nemeth stated that groups 2 and 3 included managers, assistant managers, supervisors, and
376 other staff. She stated that the groups had four development learning sessions, Strengths-Based
377 Leadership, Emotional Intelligence and Conflict Management, Effective Communication, and
378 Managing Change. She stated that the groups had already undergone the strengths-based
379 leadership session. She stated that the refreshed leadership development program would support
380 the objectives of the succession management plan. She stated that the structured leadership
381 program had been successful for the first session, and employees seemed willing to return for
382 future sessions.

383
384 Mr. Mawyer asked how many employees were in the program.

385
386 Ms. Nemeth responded that there were a total of 26 staff members from both Authorities.

387
388 Mr. Rogers asked who was providing the training.

389
390 Ms. Nemeth responded that the leadership coach consultant provided training to the executive
391 group, and she provided training to the other two groups.

392
393 Mr. Rogers stated that he supported internal executive leadership programs.

394
395 Ms. Nemeth stated that the programs invested in employees and aided in retention.

396

397 Mr. Pinkston asked how many people had gone through the program and how many they
398 anticipated.

399
400 Ms. Nemeth stated that this was the first group of sessions, and there were 26 staff members
401 participating.

402
403 *c. Presentation: Administration Building Renovation and Addition*
404 *Santino Granato, P.E., Senior Civil Engineer*
405 *Steve Davis, AIA, LEED Fellow – Principal, Thrive Architecture*
406

407 Mr. Santino Granato, Senior Civil Engineer, stated that Brian Bergstrom from Short Elliot
408 Hendrickson Engineers was also present. He stated that the Moores Creek Administration
409 Building was constructed in the 1980s and was approximately 12,850 square feet. He stated the
410 building provided space for 26 staff positions, including the water and wastewater laboratory. He
411 stated in 2018, a needs assessment was completed and identified the need for an addition of
412 15,000 square feet for a total building size of 27,850 square feet. He stated the 2018 renovation
413 was designed to accommodate 48 staff positions, and the project cost estimate at the time was
414 \$8M.

415
416 Mr. Granato stated that they aimed to move Engineering staff into the newly renovated building
417 and out of the trailers they currently used. He stated that the building would provide space for 49
418 staff positions upon completion in 2026, and there would space for 68 staff positions by 2035.
419 He stated the building would include offices, a laboratory, a data center, and education,
420 conference, and support spaces. He stated that it was currently estimated to be 30,400 square
421 feet. He stated they would implement a phased staffing occupancy approach, and initial
422 construction would accommodate 58 staff positions by 2030.

423
424 Mr. Steve Davis, Thrive Architecture, provided an overview of the site plan. He stated that
425 adjacent to the existing building was the proposed addition. He noted that the proposed addition
426 would be three stories. He stated that they were designing for 120 on-site parking spaces to
427 accommodate staff vehicles, fleet vehicles, visitors, and public meeting attendees. He stated that
428 they were beginning to evaluate some of the other safety features, such as storm water facilities.
429 He stated that they would preserve as many of the large oak trees along the road as possible. He
430 stated the master plan specified the location of future facilities, and there would be a new service
431 drive-in and loading dock to support the lab facilities.

432
433 Mr. Davis stated that they considered having the board meeting room on the first floor, but there
434 were constraints regarding space, so they made the decision to host meetings on the top floor. He
435 stated the first floor included a portion of administrative staff, the receptionist, and a significant
436 portion of the IT department. He stated that the public circulation areas were secured from the
437 staff areas with ballistic glass.

438
439 Mr. Davis stated that the ground floor of the existing building would be connected to the second
440 floor of the new building. He stated that the labs were located in the same general location, but
441 they would be entirely renovated. He stated the entirety of the engineering department would be
442 located on the second floor. He stated that the new boardroom would be located on the third
443 floor, and the room would be designed for a variety of uses. He stated the board room had an
444 example configuration to be able to support 14 Board members at the head tables and
445 accommodate 60 guests. He stated that the remainder of the administrative department would be
446 located on the third floor along with the leadership suite, the future legal department, and the

447 remainder of the IT department.

448

449 Mr. Davis stated that while the normal ceiling height would be 9', they had opportunities to
450 increase the ceiling height for the boardroom. He stated the lowest level of the addition would be
451 at the parking lot level. He stated that they implemented architectural strategies to reduce the
452 width and height of the building. He stated that there was no plan to change the exterior of the
453 existing building, so they selected building materials to match. He stated that they intended to
454 keep the rooftop as clean as possible to accommodate future renewable energy production. He
455 stated there would be a narrow connector between the new and the old buildings. He noted that
456 the rooftops were intended to be similar but not matching.

457

458 Mr. Davis stated that the engineering team would evaluate low-impact development strategies.
459 He stated they would look for ways to mitigate stormwater impacts and preserve waterways. He
460 stated that they wanted to limit the use of glass from an energy-use and glare-reduction
461 perspective. He stated that they wanted to emphasize the use of natural materials and materials
462 with low energy requirements.

463

464 Mr. O'Connell asked whether solar power was included.

465

466 Mr. Davis stated that they planned to allocate space for a solar system on the rooftop of the
467 building. He stated that solar panels were not included in the initial project budget.

468

469 Mr. Granato stated they would submit the site plan to the County in June 2023, and they
470 anticipated to have completed design by December. He stated they planned to award a
471 construction contract by May 2024. He stated construction was anticipated to begin in June 2024
472 and be complete by June 2026. He stated that the estimated project costs were done at a
473 conceptual level, and they would be refined at the 30% design submission. He stated that total
474 project costs were about \$17.5M, and they included one-time contingencies for inflation and
475 design.

476

477 Mr. Granato stated that the total project estimate did not include solar panel installation or
478 educational outreach. He stated they were working with consultants to determine costs for those
479 installations. He explained that solar panel installation on the building would be included with
480 the next cost estimate, and they would try to include it within the project budget.

481

482 Mr. O'Connell asked whether they were pursuing grant options for solar power.

483

484 Mr. Mawyer stated no, but they were open to opportunities and suggestions.

485

486 Mr. Granato stated that the project would renovate 12,850 square feet of the existing building,
487 and there would be an addition of 17,200 square feet. He stated the engineering staff would be
488 relocated into the building, and the labs would be modernized. He stated that the renovation and
489 addition would accommodate staff growth to 68 positions by 2035. He stated that the
490 construction schedule was June 2024 through June 2026, and the estimated budget was \$17.5M.

491

492 Mr. Rogers asked for clarification about the projected number of employees.

493

494 Mr. Mawyer responded that there were currently 26 employees in the existing Administration
495 building, and there were 16 employees in the trailers who would move into the renovated
496 Administration building. By 2035, they anticipated 68 employees would be located in the

497 building.
498
499 Mr. Pinkston asked whether the project was included in the CIP.
500
501 Mr. Mawyer stated yes.
502
503 Mr. Pinkston asked whether they received a value engineering (VE) review.
504
505 Mr. Mawyer responded yes. He explained that all projects over \$5M received a VE review.
506
507 Ms. Hildebrand responded that the \$18M would be at the earlier stages of the CIP.
508
509 Mr. Pinkston stated that the renovation seemed to be needed.
510
511 Ms. Mallek asked how they would manage energy efficiency in the summer.
512
513 Mr. Davis stated that most of the glass was facing north, and it was located on an open floor. He
514 stated that there was not a lot of direct solar gain on the glass. He stated that some of the glass
515 panels on the lower levels were opaque panels. He stated that they had to perform more studies
516 on the east side to mitigate the solar gain. He stated that there were tall trees in the area to reduce
517 sunlight.
518
519 Mr. Smalls asked whether the construction timeline would impact the Board's ability to meet.
520
521 Mr. Mawyer stated that they may have to find other locations to meet during construction. He
522 stated they had considered rotating the meeting to various City and County locations during the
523 construction, but they had to consider technology logistics.
524
525 Mr. Rogers asked whether staff would be relocated.
526
527 Mr. Mawyer stated they were working on a staff relocation strategy. He stated that constructing
528 the new building, relocating staff into the new addition, then renovating the old building would
529 create two project cycles, lengthen the timeline, and increase costs. He stated that they were
530 considering a trailer for the laboratory. He stated that they would look to integrate a work-from-
531 home program, as well.
532
533 Mr. Pinkston asked whether the cost estimates included costs for staff phasing and relocation.
534
535 Mr. Granato stated that they generated a cost savings by relocating staff out of the building
536 during construction. He stated that they were looking to finalize the plan, and the costs would be
537 adjusted. He stated that the relocation costs were not currently incorporated into the total project
538 estimate.
539
540 Ms. Hildebrand asked whether there was consideration for cubicle-type offices in certain areas.
541
542 Mr. Granato stated they did consider cubicles in some situations, such as in the engineering
543 space, the inspector offices, and the interns. He stated the majority of the building was designed
544 for individual offices.
545
546 Mr. Stewart asked if the project would receive a green building certification.

547
548 Mr. Granato stated that would be discussed within the project team.
549
550 Mr. Mawyer asked if there were different levels of certification.
551
552 Mr. Stewart responded that there were different ratings. He stated a code change required local
553 governments to use the system.
554
555 Mr. Mawyer stated that they would have to look into it.
556
557 Mr. Stewart noted that the building had only one elevator and suggested they add an additional
558 elevator in case one broke. He stated that it was important to have solar on the building. He
559 stated that the proposed timelines seemed to be optimistic. He stated that the County site
560 planning process could take multiple attempts.
561
562 Mr. Granato stated that they would do their best to maintain the proposed timeline.
563
564 Mr. Mawyer asked whether there was a preference for installing solar panels at the beginning
565 versus installing them at a later time.
566
567 Ms. Mallek asked whether the Authority was allowed to use the contract companies which
568 installed solar panels at no cost, such as was used with the schools. She stated that the Authority
569 may not be eligible.
570
571 Mr. Stewart stated he believed the Authority was eligible for the programs, but the project was
572 too small.
573
574 Mr. O'Connell asked for clarification about the top needs for the project. He noted that
575 eliminating the Engineering trailers and renovating the lab were priorities.
576
577 Mr. Mawyer stated that the building was the original construction from the 1970s and needed
578 renovation. Additional space would be needed to accommodate anticipated growth in staffing.
579 He stated that there were pests in the building that they needed to address.
580
581 Mr. O'Connell asked whether there were growing staffing and space needs.
582
583 Mr. Mawyer stated that there were growing staff needs with the strategic plan. He stated that
584 they wanted to build the space to accommodate future staffing needs until 2035.
585
586 Mr. Gaffney clarified that there would be increased lab space.
587
588 Ms. Mallek asked whether the renovated lab space would double.
589
590 Mr. Davis stated there was not significantly more space, but the internal layout was more
591 efficient.
592
593 Mr. Gaffney noted that the manager's office and lab storage had been moved out of the lab space.
594
595 Ms. Mallek asked whether there was an enterprise opportunity to use the laboratory resources for
596 other localities.

597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625

Mr. Mawyer stated that the more local testing they could perform, the most cost effectively they could operate. They would investigate enterprising opportunities.

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

Mr. Mawyer announced that Ms. Carrie Stanton was leaving the organization and Williams Mullen for a better opportunity. He thanked Ms. Stanton for her work for the Authority.

Ms. Mallek stated that the Authority and the County had the resources to accomplish initiatives that were not possible in other localities. She stated she appreciated the redundancy and work that went on in the Authority. She stated that the City-County-University partnership made more possibilities possible.

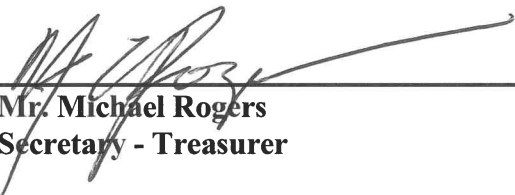
11. CLOSED MEETING

There was no reason for a closed meeting.

12. ADJOURNMENT

At 4:48 p.m., Mr. Andrews moved to adjourn the Rivanna Solid Waste Authority. The motion was seconded by Mr. Stewart and passed unanimously (6-0).

Respectfully submitted,



Mr. Michael Rogers
Secretary - Treasurer

