

**BOARD OF DIRECTORS**

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

**DATE:** December 20, 2004

**LOCATION:** Conference Room, Administration Building  
695 Moores Creek Lane, 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, 2004*
  - b) *Minutes of the special meeting of the Board on November 18, 2004*
    - *Public Outreach Meeting on the Dredging Concept*
- 3. EXECUTIVE DIRECTOR'S REPORT**
- 4. ITEMS FROM THE PUBLIC**
- 5. CONSENT AGENDA**
  - a) *Staff Report on Finance*
  - b) *Staff Report on Operations*
  - c) *Staff Report on On-going Projects*
  - d) *Staff Report on Community Water Supply Plan*
  - e) *Staff Report on Environmental Management System (EMS)*
- 6. OTHER BUSINESS**
  - a) *DEQ Presentation to RWSA as Environmental Enterprise (E<sup>2</sup>) Participant in Virginia Environmental Excellence Program*
    - *Mr. Tom Griffin – Outreach Coordinator  
DEQ Pollution Prevention Program*
  - b) *Report on Capital Improvement Plan*
- 7. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

**8. *CLOSED MEETING***

**9. *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. If you are part of a 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;
- 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; and,
- Speakers are encouraged to provide written statements and other supporting material to the Board and the recording secretary.

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. August 8, 2002

