



RIVANNA WATER & SEWER AUTHORITY

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RWSA BOARD OF DIRECTORS

Minutes of Regular Meeting

March 24, 2008

A regular meeting of the Rivanna Water & Sewer Authority (RWSA) Board of Directors was held on Monday, March 24, 2008 at 2:00 p.m., in the Conference Room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Mr. Gary Fern, Ms. Judith Mueller, Mr. Gary O'Connell - Presiding, and Mr. Robert Tucker.

Board Member Absent: Mr. Michael Gaffney.

Authority Staff Present: Mr. Bruce Edmonds, Mr. Tom Frederick, Mr. David Golladay, Mr. Chuck Kent, Ms. Mary Knowles, Ms. Carolyn Lang, Mr. Cary Lang, Mr. Glen Recknagel, Ms. Michelle Simpson, Ms. Andrea Terry, Mr. Justin Weiler, Dr. Robert Wichser, and Mr. Lonnie Wood.

Also Present: Mr. Kurt Krueger – RWSA Attorney, 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. Gary O'Connell in the Chairman's absence on Monday, March 24, 2008 at 2:00 p.m., and he noted that a quorum was present.

2.0 Minutes of Previous Board Meeting

Mr. Tucker moved that the Board of Directors vote to approve the minutes of the regular meeting of the Board held on February 25, 2008, seconded by Mr. Fern. The motion was approved by a 4 – 0 vote.

3.0 Executive Director's Report

There was no Executive Director's Report this month.

4.0 Items from the Public

Mr. Bill Emory, who resides at 1604 East Market Street, Charlottesville, Virginia, commented that the Woolen Mills Neighborhood Association met with RWSA staff where some very productive discussions were held about the odor control improvements that would be incorporated into the Virginia Department of Environmental Quality (DEQ) mandate for the Moores Creek WWTP Nutrient Upgrade project. He was very proud to live in a city that was participating in the Chesapeake Bay program. Mr. Emory felt that the current plan proposes phasing the odor control improvements while addressing septage and other technical issues. He hoped that the Board would also consider the possibility of implementing Option 3, which Hazen



and Sawyer identified as 95% odor removal. He referred back to Executive Order 12898 that was issued by President Clinton, which stated that “no group of people – including racial, ethnic, or socio-economic groups – should bear a disproportionate share of negative consequences resulting from municipal operations or the execution of local programs and policies.” He submitted that people who live on Franklin Street within 600 feet of the holding ponds have been subjected to “disproportionate share of negative consequences” as compared to the City and County population in general. There was a big difference between \$4 million and \$15 million, and he realized that the Board had to be concerned about the ratepayers and not act “irresponsibly.” Mr. Emory hoped that consideration would be given to the people who have “suffered silently for a long time.”

Mr. O’Connell thanked Mr. Emory for his comments.

5.0 Consent Agenda

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

- 5a) Staff Report on Finance
- 5b) Staff Report on Operations
- 5c) Staff Report on On-going Projects

Mr. Tucker moved that the Board of Directors vote to approve Items 5a), b), and c) of the Consent Agenda, seconded by Ms. Mueller. The motion was approved by a 4 – 0 vote.

6.0 Other Business

In regards to **Item 6a), Odor Control for Moores Creek WWTP**, Mr. O’Connell recognized Dr. Robert Wichser would be presenting this report for Mr. Ronald Taylor, Vice President of Hazen and Sawyer, who was unable to attend today’s meeting.

Dr. Wichser first reviewed the items included in the Board packet for this agenda item and then summarized the phased implementation approach for odor control improvements being recommended by Hazen and Sawyer via a PowerPoint® presentation.

Dr. Wichser stated that during the Odor Control Study initiated in June 2007, Hazen and Sawyer conducted on-site sampling of critical areas and air dispersion modeling to determine priorities for odor control improvements. A draft report was submitted to RWSA in November 2007, and after a review of staff comments in December 2007, Hazen and Sawyer issued its final report in January 2008.

Dr. Wichser next reported that Hazen and Sawyer is recommending a phased implementation approach that will result in the most odor reduction per dollar spent. Phase 1 improvements include modifying best management practices (BMPs) for RWSA’s holding ponds and equalization basins, proposing a separate septage receiving station, enclosing open areas of the influent pump station, covering the conditioning tank and in-plant clarifiers, constructing a plant drain pump station, and constructing an odor control facility No. 1. Hazen and Sawyer also

recommends a performance review of those improvements prior to implementing additional phases.

Dr. Wichser further commented that an informal work group, consisting of staffs from RWSA, the City of Charlottesville, and the Albemarle County Service Authority (ACSA), reviewed the consultant's recommendations from an engineering perspective and developed a phased approach for implementing the odor control improvements. Hazen and Sawyer acted as a technical advisor for this group and concurred with the three-step plan. The construction of septage receiving facilities recommended during Step 1 would entail a dedicated septage receiving facility that would divert septage to the solids treatment process as well as provide odor control for the septage receiving station and influent pump station. This phase would be conducted as a separate project with an 18-month implementation schedule at an estimated cost of \$2.988 million. Step 2 would consist of additional capital improvements in the Enhanced Nutrient Removal (ENR) project to allow modified BMPs for odor control. Those additional items would include the wash down of the holding ponds and equalization basins after storm events, upgrades to the non-potable water systems, the design and installation of a new plant drain pump station, and the design and installation of equalization basins bypass piping at an estimated cost of approximately \$2.175 million.

Mr. Fern then inquired if the \$2.175 million would be grant eligible since it would be part of the ENR project. Dr. Wichser stated that potentially portions of the cost could be grant eligible, but this issue would need to be addressed further with Water Quality Improvement Fund (WQIF) staff before a definitive answer could be given.

Dr. Wichser next referred to the slide that illustrated the phased implementation plan at the Moores Creek WWTP. The areas of the plant highlighted in purple indicate the location of the modified septage receiving station and related odor control facilities. The new facilities that will be constructed to implement the BMPs at the holding ponds and equalization basins are highlighted in yellow.

Dr. Wichser then discussed Step 3, which recommends that upon completion of the first two steps, RWSA proactively investigate the effectiveness of the odor control improvements to determine whether further measures would be warranted.

Dr. Wichser concluded his presentation by noting that RWSA and Hazen and Sawyer have determined that the solids handling conditioning tank, which is another significant odor source, can be decommissioned as part of the ENR project. The ENR project will also continue to address odor potential and mitigation as part of the design work.

Mr. Tucker stated that at the January Board meeting the new septage receiving station included in Phase 1 improvements was estimated at \$2.1 million and inquired why the figure presented today for this project was \$2.9 million. Dr. Wichser stated that the consultants have a better idea now as to the process and how the fairly sophisticated septage receiving station should be designed. The increase in labor and material costs have also been incorporated into the \$2.9 million figure. Dr. Wichser had also informed Ms. Brenda Neitz, Albemarle County Budget Analyst, about the increased project cost.

Mr. O'Connell next asked if there were any future plans to enclose the new septage receiving station. Dr. Wichser responded that the facility would be covered and enclosed, and the chance for any odor emissions at that location would be very small. He added that more modern septage receiving stations are designed so that septage would be piped to a fairly enclosed device, which would then be discharged to a covered bar screen area into the degrading area. Any odor emissions would be collected and scrubbed by the scrubber system.

Mr. Fern then inquired if an automatic system was intended for the wash down of the holding ponds. Dr. Wichser stated that a manually-operated system with some type of high pressure nozzles was being proposed for this process.

Dr. Wichser next discussed the March 4, 2008 meeting with representatives from the Woolen Mills community. Specific ideas and information from that meeting were listed on page 2 of the memorandum, and he briefly summarized a few of the bulleted items as follows: The Woolen Mills community asks that after the Phase 1 odor control improvements have been installed, neighborhood site visits be conducted by the City or even Board members with the neighbors. RWSA needs to understand that this issue concerns the entire community and not just the Woolen Mills area. Phase 1 is only the beginning of the process and odor control improvements must be a continuous RWSA effort. RWSA should continue to provide an educational role to the RWSA Board on this issue as time progresses. It was suggested that the City conduct a mail survey upon completion of Phase 1 concerning the efficiency of the odor control improvements. The suggestion that the odor control improvements be incorporated into the ENR project has already been initiated by RWSA as discussed during this presentation. The Woolen Mills community does not wish to "raise the pitch" on this issue, but wishes to progress cooperatively with the Board and RWSA. "We do not need conflict" is a direct quote from the meeting.

Mr. Fern inquired if there was a time period associated with conducting a mail survey. From Dr. Wichser's recollection of the meeting, he did not believe there was a specific time period discussed. He envisioned that some type of survey would be conducted about six months after the completion of Phase 1.

Dr. Wichser next stated that based on information provided in Hazen and Sawyer's presentation, discussions by the informal work group, and discussions during the Woolen Mills community meeting, RWSA recommends that the Board of Directors authorize the following:

- 1) *Approve initiation of design and installation of a septage receiving station, and enclose associated structures located at the Moores Creek Pump Station for a budgeted cost of \$2.99 million;*

Prior to listing the other items, Mr. O'Connell asked if he understood correctly that the above project would be implemented independently of the other odor control improvements. Dr. Wichser replied in the affirmative.

- 2) *Add into the Moores Creek WWTP ENR upgrade the capital improvements for the equalization basins and holding ponds for an increase in the ENR budgeted cost of \$2.175 million;*

Mr. O'Connell inquired if the above improvements were included in the Capital Improvement Plan that the Board would consider in agenda item 6b. Dr. Wichser stated that Mr. O'Connell's statement was correct.

- 3) *Instruct RWSA to continue to investigate the effectiveness of the odor control improvements after they are placed into operation to determine if the need for additional odor control measures are warranted at the Moores Creek WWTP; and*

Mr. O'Connell then questioned if it was RWSA's intent to follow the recommendations submitted by the Woolen Mills community concerning site visits and a mail survey to determine the effectiveness of the odor control improvements. Mr. Frederick stated that it was part of RWSA's recommendations that after the new facilities are installed proactive measures would be taken by the Authority to determine the effectiveness of the odor control improvements, which would include community input. A specific initiative might be to hold a meeting to revisit these issues and determine the best way to proceed with this process.

- 4) *Authorize the Executive Director to execute a Work Authorization through RWSA's existing Engineering Services Agreement with Hazen and Sawyer to provide design, bidding, construction inspection and construction administration related Engineering Services (Total fixed sum amount \$419,400) towards the septage receiving station, along with a contingency of up to 10% of this amount in the event additional services prove necessary;*

Dr. Wichser noted that the \$419,400 figure was included in the \$2.99 million requested in Item 1).

Mr. Fern next commented that he would prefer that RWSA go through the Request for Qualifications (RFQ) process for this portion of the project. He added that his request was not a reflection of the quality of work performed by Hazen and Sawyer. Mr. Tucker stated that he was in agreement with Mr. Fern due to the increased cost for this project. Ms. Mueller then inquired about impact that the RFQ process would have on the 18-month implementation time line. Dr. Wichser responded that three or four months would be added to the implementation schedule. Mr. O'Connell then suggested that Mr. Fern's request be discussed further at the time of the Board's motion on this item.

- 5) *Revenue for the costs of the septage receiving station is presently anticipated by a grant from Albemarle County, and may be in the form of reimbursement of debt service or amortized costs. This anticipation is subject to confirmation with the adoption of the County budget in April. In the event such funds are not approved, RWSA will recommend increases in septage disposal fees at the May Board meeting to offset revenue shortfall.*

Mr. Tucker noted that Albemarle County added the costs for the septage receiving station in its Capital Improvement Program for FY 2009-10 in the amount of \$2.1858 million. Currently, there are no funds budgeted for FY 2008-09. The capital budget for this project will need to be updated next year to reflect the increased cost. Mr. O'Connell next commented that he understood the project would not be completed until the middle of FY 2010. Mr. Frederick

clarified that if the project progressed on the projected 18-month time line, then the work would be carried over into the first part of FY 2010. Mr. O'Connell then asked Mr. Tucker if the wording of Item 5) should be amended to add "contingent upon approval of grant funding for FY 2010," and Mr. Tucker indicated that Item 5) as currently written was acceptable to him.

A discussion was then held about Mr. Fern's request that the septage receiving station project go through the RFQ process. Mr. Fern explained that he was making his request since this is a stand-alone project separate from the ENR project. Mr. Wood next asked Mr. Fern to explain the RFQ process. Mr. Fern stated that since this project involves professional services he felt RWSA should look at the qualifications of potential engineering firms prior to making the selection. At the conclusion of this discussion, the Board was in agreement to amend Item 4) to reflect Mr. Fern's recommendation concerning the RFQ process for the septage receiving station project.

As there were no further questions or discussion, Mr. Tucker moved that the Board of Directors vote to approve Items 1), 2), 3), and 5) as presented today by RWSA staff, and Item 4) as amended by the Board to authorize RWSA to undertake a qualifications-based process for an engineering firm to provide design, bidding, construction inspection and construction administration related engineering services for a septage receiving station, seconded by Mr. Tucker. The motion was approved by 4 - 0 vote.

After the vote, Mr. O'Connell thanked the Woolen Mills community for working cooperatively with RWSA.

In regards to **Item 6b, 2008-13 Draft Capital Improvement Program**, Mr. Frederick stated that the Capital Improvement Plan (CIP) document included in the Board packet is the same document that was introduced to the Board at the January 2008 meeting. As discussed previously, this is a significant program that includes funding for the Ragged Mountain Dam project and the Moores Creek ENR upgrade. The biggest changes in this year's updated CIP concern the increase in wastewater interceptor projects that have been added as a result of the findings of the study conducted by Greeley and Hansen.

Mr. Frederick next discussed the changes from the proposed CIP that was introduced in January 2008, which were listed in the Board report. The Moores Creek WWTP Upgrade to ENR has been adjusted to reflect the \$41 million cost estimate that was provided by Hazen and Sawyer at the February Board meeting. The Moores Creek WWTP Odor Control project is being adjusted to reflect the Board's decision today on Item 6a). The project costs listed in the memorandum are consistent with the action just taken by the Board. The Camelot WWTP item was addressed by the Board last month at the request of the ACSA.

Mr. Frederick then stated that with the exception of the above three items, RWSA was recommending the adoption of the FY 2008-13 Capital Improvement Plan as introduced in January 2008. He added that the adopted plan released to the public will reflect the changes that are approved at today's meeting.

Mr. O'Connell inquired about the status of the Water Quality Improvement Fund (WQIF) grant funding. Mr. Frederick stated that the General Assembly action on the state budget resulted in

\$15 million being cut from the WQIF, which was about 2 ½ to 3% of the total fund. The impact from the reduced funding will not be felt during the next 12 months. Beyond that time frame, if the legislature does not appropriate additional monies, funding could be depleted due to the number of wastewater projects being implemented simultaneously to address this issue. RWSA continues to work with agencies such as Virginia Association of Municipal Wastewater Agencies (VAMWA), the Virginia Municipal League, the Virginia Association of Counties, and the Chesapeake Bay Foundation in preparation for additional funding requests during next year’s General Assembly session.

As there were no further questions or discussion, Mr. Fern moved that the Board of Directors vote to adopt the FY 2008-13 Capital Improvement Plan as introduced in January 2008 with the following adjustments as reflected in the Board report, seconded by Ms. Mueller:

No.	Project Name	Year	Proposed 1/08	Adjusted 3/08
42	Moores Creek WWTP Upgrade to ENR Construction ¹	FY 2010	\$ 6,930,000	\$ 7,900,000
		FY 2011	10,000,000	11,600,000
		FY 2012	10,000,000	11,600,000
		FY 2013	5,300,000	5,760,000
45	Moores Creek WWTP Odor Control ²	FY 2009	0	2,990,000
		FY 2010	3,900,000	1,100,000
		FY 2011	2,000,000	1,075,000
48	Camelot WWTP Interim Plant Maintenance ³	FY 2008	0	385,000
		FY 2009	90,000	0
		FY 2010	166,000	0

¹Reflects 30% Design Estimated Presented by Hazen and Sawyer in February 2008

²Reflects Recommendation to Board – Item 6a – March 24, 2008 Agenda

³Reflects Board Action on February 25, 2008

The motion was approved by a 4 – 0 vote.

7.0 Other Items from Board/Staff not on the Agenda

There were no other items from the Board or staff not on the Agenda.

8.0 Closed Meeting

There was no need for a closed meeting.

9.0 Adjournment

There being no further business, Mr. Fern moved that the meeting be adjourned, seconded by Mr. Tucker. All members voted aye, and the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Mr. Robert W. Tucker, Jr.
Secretary-Treasurer