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**RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
December 15, 2015**

A regular meeting of the Rivanna Water & Sewer Authority (RWSA) Board of Directors was held on Tuesday, December 15, 2015 at 2:15 p.m. in the 2nd floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Mr. Ken Boyd, Mr. Tom Foley, Mr. Mike Gaffney, Ms. Kathy Galvin, Mr. Maurice Jones, Ms. Judith Mueller and Mr. Gary O'Connell.

Board Members Absent: None.

Staff Present: Ms. Victoria Fort, Mr. Tom Frederick, Ms. Teri Kent, Mr. Doug March, Ms. Michelle Simpson and Ms. Jennifer Whitaker.

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, November 17, 2015 at 2:30 p.m., and he noted that a quorum was present.

2.0 Minutes of Previous Board Meeting

a. Minutes of the Regular Meeting of the Board on November 17, 2015

Mr. Boyd moved that the Board of Directors approve the minutes of the regular meeting of the Board held on October 27, 2015. Mr. O'Connell seconded the motion, which passed unanimously (7-0).

3.0 Recognition

a. Resolution of Appreciation to Kenneth C. Boyd

Mr. Gaffney read the following resolution into the record:

**RIVANNA WATER AND SEWER AUTHORITY
BOARD OF DIRECTORS**

Resolution of Appreciation for Kenneth C. Boyd

WHEREAS, the Rivanna Water and Sewer Authority Board of Directors wishes to express its sincere appreciation to Kenneth C. Boyd for his service on the Board since January 2010; and

WHEREAS, Mr. Boyd has earned respect for his efforts in providing community outreach, support, and leadership; and

WHEREAS, Mr. Boyd consistently demonstrates drive and creativity when working towards resolution of complex issues; and

WHEREAS, Mr. Boyd has expressed a special interest in fiscal responsibility and integrity, as a service to all citizens in the community; and

WHEREAS, the Rivanna Water and Sewer Authority Board of Directors is most grateful for the professional and personal contributions Mr. Boyd has provided to the Rivanna Water and Sewer Authority and to the community.

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water and Sewer Authority Board of Directors recognizes, thanks, and commends Mr. Boyd for his distinguished service, efforts, and achievements as a member of the Rivanna Water and Sewer Authority Board of Directors, and his leadership as an elected County Supervisor, and presents this Resolution as a token of esteem, with its best wishes in his future endeavors.

BE IT FURTHER RESOLVED that this Resolution be entered upon the permanent Minutes of the Rivanna Water and Sewer Authority.

Mr. Foley moved to adopt the resolution as read. Mr. O'Connell seconded the motion, which passed by a 6-0 vote, with Mr. Boyd abstaining.

Ms. Mueller commented that Mr. Boyd would be missed.

Ms. Galvin recalled Mr. Boyd's role in organizing a group trip to Washington, D.C. to meet with the Environmental Protection Agency (EPA) to discuss water quality and chloramines, noting Mr. Boyd's bipartisanship and commenting that she had great respect for him.

Mr. Boyd stated that he had a similar memory of their meeting with Senator John Warner, which included both the City and the County.

Ms. Mueller stated that she appreciated Mr. Boyd's role in keeping them on track fiscally, which had been a real advantage for RWSA.

4.0 Executive Director's Report

There was no report this month.

5.0 Items from the Public

Mr. Gaffney invited comments from the public.

There were none offered, and the Chair closed the public comment portion of the meeting.

6.0 Responses to Public Comments

There were no responses to public comments from the November meeting.

7.0 Consent Agenda

Mr. Gaffney asked if there were any items that Board members wanted to pull for comments or questions from the Consent Agenda.

- a) Staff Report on Finance – October 2015*
- b) Staff Report on Operations*
- c) Staff Report on Ongoing Projects*
- d) Change Order to Granular Activated Carbon Contract – Observatory Water Treatment Plant Flocculator System Improvements*
- e) Capital Project and Cost Sharing Agreement – Route 29 Water Main Betterment*

Mr. O'Connell asked if the Route 29 Water Main Betterment would be included in the capital improvement program (CIP) for FY17.

Mr. Frederick responded that it would, but the RWSA needed to execute the contract now so Lane-Corman could proceed with their work. He stated that he was also asking that the project be added as an amendment to the current CIP, but confirmed the project will also be included in the updated CIP proposed in January.

Mr. O'Connell asked if a major part of the project would be spent in next year's budget.

Ms. Whitaker responded that the timing of expenses would depend on the exact terms of the contract, but the prevailing methodology on betterment projects from both the City and VDOT was to prepay; in that case a large portion of the project expense would be in the current fiscal year.

Mr. Frederick commented that prepayment was typically not preferred by RWSA, but if that was the only option VDOT offered RWSA would need to make an exception and would make sure that any money due back to the RWSA at the end would be returned.

Mr. Gaffney asked if the RWSA was putting a pipe in the ground now and if VDOT was putting the pipes in, as he saw Berkmar Extended going in behind Sam's Club.

Mr. Frederick responded that VDOT's design-build contract would have that contractor for VDOT to install the pipe as part of the construction work.

Mr. O'Connell asked if the proposed betterment pipe made a "full connection", as it was confusing to him in the report.

Ms. Whitaker stated that the Rio Road project was currently underway and the next piece being built was the Route 29 widening piece, as well as clearing work being done at Berkmar – and this particular capital project included relocation and betterment of the 12-inch pipe on the widening project. She noted the existing pipe was in the median of Route 29, which was not a particularly good location. She explained that there would be a multi-use path for bikes and pedestrians on the side of the road that would accommodate a new buried 24-inch pipe and provide access for future maintenance. This new 24-inch pipe would connect to the existing 12-inch pipe that crosses the [South Fork Rivanna] river, and at Hollymead Town Center. Further, a section of 24-inch pipe would be constructed with the new Berkmar Drive at Hollymead Town Center but would need to be connected by RWSA in a separate contract. RWSA would save an estimated \$2.25 million by taking advantage of this contract, as well as getting the project in a very desirable location.

Mr. O'Connell asked if the Berkmar section had additional work slated for the future.

Ms. Whitaker confirmed that it did.

Mr. Gaffney asked if VDOT would be hanging a pipe from the bridge.

Ms. Whitaker responded that there would be no pipe suspended from the new Berkmar Drive bridge, but RWSA had included an interconnect be "stubbed out" across Route 29, so the end of the pipe would be on the Rio Mills side of Route 29, allowing a future separate connection to the water treatment plant. This separate connection as planned by RWSA would traverse property beyond the limits of the VDOT contract and therefore would not be installed by VDOT.

Mr. Gaffney asked if the new 24-inch pipe was still going to run along Route 29 and not Berkmar.

Ms. Whitaker confirmed that was the case, stating that there was some debate at what point as to the best route, but when the multi-use path on the east side came up, the Route 29 option was chosen.

Mr. Gaffney asked if the multi-use path would accommodate bikes and runners.

Ms. Whitaker said that it would, and explained that there was a 10-foot grass buffer that accommodated the 10-foot wide path.

Mr. Frederick stated that RWSA encouraged multi-use paths above utilities, as it reduced RWSA's costs of maintaining easements from the ground surface and also reduced the ground footprint for multiple public benefits.

Mr. Foley moved to approve the Consent Agenda as presented. Mr. Jones seconded the motion, which passed by a 7-0 vote.

8.0 Other Business

a) CAFR Audit Report for FY2014-15

Mr. Robert Huff, Certified Public Accountant with Robinson Farmer Cox, presented the CAFR and stated that the RWSA had ended the fiscal year with \$130 million in net assets, a \$2 million increase from the previous year. He stated that he was providing an unmodified opinion and there were no disagreements with management, with an unmodified opinion also provided for one federal compliance issue, and concluded by stating that the report was very positive.

Mr. Gaffney asked for the amount in the pension bond fund.

Mr. Huff responded that it was \$2.3 million.

The Board thanked him for his report.

Mr. Foley moved to accept the CAFR Audit Report for FY2014-15 as presented. Mr. Jones seconded the motion, which passed unanimously (7-0).

9.0 Other Items from Board/Staff not on Agenda

Ms. Mueller mentioned a discrepancy on the website that showed two different meeting dates.

Ms. Kent stated that she would correct it.

10.0 Closed Meeting

There was no closed meeting held.

11.0 Adjournment

Mr. Foley moved to adjourn the RWSA Board meeting. Mr. O'Connell seconded the motion, which was approved by a vote of 7-0.

There being no further business, the meeting adjourned at 2:43 p.m.