



695 MOORES CREEK LANE
CHARLOTTESVILLE, VA 22902-9016
TEL: 434.977.2970
FAX: 434.293.8858
WWW.RIVANNA.ORG

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4 **RWSA BOARD OF DIRECTORS**
5 **Minutes of Regular Meeting**
6 **January 22, 2019**
7

8
9 A regular meeting of the Rivanna Water & Sewer Authority (RWSA) Board of Directors was
10 held on Tuesday, January 22, 2019 at 2:15 p.m. in the 2nd floor conference room, Administration
11 Building, 695 Moores Creek Lane, Charlottesville, Virginia.
12

13 **Board Members Present:** Mike Gaffney, Mike Murphy, Liz Palmer, Kathy Galvin, Lauren
14 Hildebrand, and Gary O'Connell
15

16 **Board Members Absent:** Jeff Richardson
17

18 **Staff Present:** Bill Mawyer, Miranda Baird, Liz Coleman, Scott Schiller, Lonnie Wood, Phil
19 McKalips, Victoria Fort, Tim Castillo, Austin Marrs
20

21 **Also Present:** Kurt Krueger, RWSA counsel, members of the public and media representatives.
22

23 ***1. CALL TO ORDER***
24

25 Mr. Gaffney called the regular meeting of the Board of Directors of the Rivanna Water and
26 Sewer Authority at 2:15 p.m.
27

28 ***2. MINUTES OF PREVIOUS BOARD MEETINGS***
29

30 *a. Minutes of Regular Board Meeting on December 11, 2018*
31 There were no changes to the minutes presented.
32

33 **Dr. Palmer moved to approve the RWSA Board meeting minutes of December 11, 2018.**
34 **Ms. Galvin seconded the motion, which passed 6-0. Mr. Richardson was absent from the**
35 **meeting and the vote.**
36

37 ***3. RECOGNITION***
38

39 There were no recognitions presented.
40

41 ***4. EXECUTIVE DIRECTOR'S REPORT***

42
43 Mr. Mawyer congratulated Mr. Gaffney on his reappointment to the RWSA Board for his ninth
44 term. He wished the Board a Happy New Year and stated that 2019 would be a dynamic year
45 with a lot happening at both Authorities.
46
47 He recognized employee Thomas Barger, who had successfully completed his Water Operator
48 Class 2 license, moving up from a Class 3 to a Class 2 license.
49
50 Mr. Mawyer reported that the RWSA had received a letter from the DEQ the previous week that
51 terminated the consent order put in place on August 5, 2011 for sanitary sewer overflows. He
52 noted that the letter stated RWSA had completed the requirements contained in the August 5
53 letter and thus the DEQ terminated the consent order, noting that they still needed to move
54 forward with Schenks Branch for functional reasons.
55
56 Mr. Mawyer stated that Rivanna was also moving forward with the Birdwood waterline, and
57 pipes had been delivered to the site over the last few days, with the installation of 36-inch ductile
58 iron pipe slated to begin this week. He stated that they had met with the UVA Foundation
59 regarding procurement of easements to the north and south of Birdwood, noting the easement
60 areas on a map. Mr. Mawyer stated the Foundation had suggestions about the proposed water
61 line alignment. The Foundation has a conservation easement on the property south of Birdwood,
62 indicating that they preferred for Rivanna to go through the conservation easement if possible.
63 Dr. Palmer asked if the UVA Foundation's lawyers would determine whether Rivanna could go
64 through the conservation easement.
65
66 Mr. Mawyer clarified that both the Foundation's attorneys and Mr. Krueger would be
67 determining what the language of the easement is and whether it allowed a utility to go across it -
68 - but the Foundation had a preference for going in that direction and seemed to think it was
69 allowable.
70
71 Mr. Mawyer reported that Rivanna had been meeting with UVA about the Observatory Water
72 Treatment Plant lease, and the previous week had met with the University facilities staff and
73 architect staff regarding some of the details and materials for the building, including lighting,
74 fencing, and storm water. He stated that it was a good meeting, and they all committed to having
75 the easement signed by this summer -- so there would be two leases: one for the plant and one
76 for Alderman Road pump station, and an easement for piping across the grounds.
77
78 Mr. Gaffney asked about the Colthurst easement.
79
80 Mr. Mawyer responded that Rivanna expected to talk to some of the larger property owners
81 within the next month, with Colthurst to the north of Barracks Road, and with the Albemarle
82 County School Board behind Jack Jouett Elementary and Lambs Road. He noted that they would
83 also meet with VDOT because the alignment comes along Colthurst Drive through Colthurst,
84 and along Rio Road through the VDOT right of way there. He mentioned that there were some
85 other private property owners at Route 250, such as Piedmont Tractor [now Virginia Tractor]--
86 and Ms. Fort was managing that effort, with meetings expected to happen in the coming month.
87

88 Dr. Palmer asked for clarification of the Colthurst easement and if it was a private road there.
89
90 Mr. Mawyer explained that it would be in the right of way, and stated that he did not think it was
91 a private road.
92
93 Mr. Gaffney commented that the last piece just before getting onto the UVA property, there was
94 a 50-foot section of road that could be private.
95
96 Ms. Fort noted that there was also a large section through Ingleridge Farm, adjacent to the
97 County Schools property that would be approached once Rivanna finalized a few pieces of the
98 alignment. She stated that they would embark on those discussions in the next month, but they
99 initiated some discussions with the Foundation and the professional center across from Birdwood
100 since they were time sensitive.
101
102 Mr. O'Connell asked if they met early on with the School Board discussion.
103
104 Mr. Mawyer replied that Rivanna had met with the school facilities staff and would go back to
105 show them the updated plan, and from there go to the School Board.
106
107 Mr. Gaffney asked if they would work with the schools to build a trail on top of the easement.
108
109 Mr. Mawyer and Ms. Fort confirmed that it was part of the discussion.
110
111 Mr. Mawyer stated that the Foundation also had an interest in furthering a trail.
112
113 Ms. Fort pointed out that it was for a greenway along Maury Creek, adding that there were a lot
114 of things up in the air that they were trying to get nailed down, so they would keep those
115 discussions moving forward.
116
117 Mr. Mawyer reported that a Boy Scout had taken a tour of the Moore's Creek plant to get more
118 information about how they treat wastewater.
119
120 Mr. Mawyer reported that the RWSA Board would review the CIP on February 26, which would
121 cover what was proposed for the FY 20-24 CIP. He stated that in March, they would review the
122 Operating Budget and would be seeking authorization for a May public hearing on the budget.
123
124 Dr. Palmer stated that she would like to hear more about the functional reasons for the Schenks
125 Branch consent order, noting that she had always been curious about the engineering rationale
126 for it.
127
128 Mr. Mawyer explained that the City had the 14th/15th Street Interceptor that provides
129 wastewater flow through the Schenks Branch line along McIntire Road, leading to the plant -- so
130 it's a matter of capacity, City and UVA growth and more flow coming through the connector.
131
132 Mr. O'Connell emphasized that the pipe was just too small.

133
134 Mr. Mawyer stated that with a certain sized rain, there could be sewer overflows that lead to the
135 consent orders.

136
137 Ms. Hildebrand stated that the City system was not in very good shape and they had done
138 analysis on it that revealed a rehab -- with no capacity increase -- would require replacing about
139 85% of the pipe system from the County Building through 14th/15h Street. She commented that
140 once you get into that, you are looking at just replacing pipe because it is not cost-effective to
141 rehab it. She stated that there were pipe variances from small to large and back to small, and the
142 system needed significant attention.

143
144 Ms. Hildebrand confirmed that once Schenks Branch was replaced, the City would move
145 forward with their project, as the Schenks Branch pipe needed to be larger to accommodate the
146 City's expected sewer flow needs. She emphasized that the City could not do its piece first, but
147 ultimately would increase it by two pipe sizes -- with the idea being that the City was working
148 cooperatively with Rivanna to install the next sections of pipe. She added that they wanted to go
149 through the City Yard for the next phase and the City was working with Rivanna for that, then
150 would go up to 14th/15th Street. She clarified that the alignment was generally between the
151 McDonald's and Wendy's property in that location.

152
153 Mr. Mawyer noted that the CIP subcommittee, consisting of Ms. Hildebrand and Mr. O'Connell,
154 would meet with Rivanna staff the last week of January, with a presentation to the full RWSA
155 Board in February.

156
157 **5. ITEMS FROM THE PUBLIC**
158 There were no items from the public.

159
160 **6. RESPONSES TO PUBLIC COMMENTS**
161 There were no responses to public comments.

162
163 **7. CONSENT AGENDA**
164 *a. Staff Report on Finance*

165
166 *b. Staff Report on Ongoing Projects*
167

168 *c. Staff Report on Operations*
169
170 *d. Approval of Capital Improvement Plan Amendment and Contract Award – Valve Repair-*
171 *Replacement (Phase 2) - Garney Companies*

172 *e. Approval of Term Contract for Safety and Industrial Hygiene Services - Circle Safety and Health*
173 *Consultants*

174
175 Mr. O'Connell asked to pull items d and e. He thanked Rivanna for working with the ACSA on a
176 valve replacement on Route 29 North, which was a last-minute addition to that project.

177
178 Mr. O'Connell stated that he had sent Mr. Mawyer several items on the safety program,
179 commenting that they had seen the first round of the CIP with Crozet, which was 100% ACSA,
180 and some of the other projects yielding close to a double-digit rate increase. He stated that he
181 would encourage Rivanna staff to look for good value and cost-effective or even free
182 alternatives. He added that he had some concerns about getting into a term contract with a safety
183 consultant, although he did not want to micromanage -- but they needed to be cognizant of the
184 impact on customers, especially since the initiatives were multi-year increases.

185
186 Dr. Palmer asked if he was requesting a change.

187
188 Mr. O'Connell responded that he was deferring to Mr. Mawyer to manage it, but hoped they
189 used free resources like insurance companies. He added that he would bring this up at the budget
190 meeting, and Mr. Mawyer already had this information.

191
192 Mr. Mawyer stated that Rivanna would explore this, adding that they tried to get the best
193 financial optimization with all programs, including using internal staff. He pointed out that safety
194 was a big program, and there were about 20 topics that required staff training, procurement of
195 equipment, and procedural steps -- which was an extensive program. He stated they were using
196 their safety manager as much as possible, but it was challenging for her to do all the training and
197 write all the procedures, which was why consultant help was suggested.

198
199 Mr. Mawyer noted that when they had the OSHA inspection at the end of 2017, Rivanna got 38
200 citations^[A1] -- and OSHA had only looked at a few of the 42 buildings. He mentioned that some
201 of the comments were that plans were out of date, one being 10 years out of date, and there was
202 clearly some catching up to do. He stated that within the budget allowances, they may need
203 consultant help to speed up the process.

204
205 Mr. O'Connell suggested that some of the training could be shared with ACSA, such as confined
206 space, fire extinguishment, etc.

207
208 Mr. Murphy stated that in looking at this list and considering a risk management and safety
209 coordinator for the City budget, they are launching a training platform called "Target Solutions"
210 throughout a number of the departments -- and it seemed like there could be opportunities for
211 collaboration.

212
213 Mr. Mawyer responded that Rivanna tried to do as much joint safety training as possible with the
214 City and ACSA, including the "Lock Out/Tag Out" program, which involves writing a procedure
215 to instruct staff on how to shut down a piece of equipment appropriately and safely -- and there
216 were 2,000 pieces of equipment that required those procedures. He stated there were also 1,100
217 chemicals dealt with in water/wastewater treatment, and there were material safety data sheets
218 for all of them that had to be kept up to date. He reiterated that they would try to use available
219 resources but did not want to fall too far behind.

220
221 Mr. Mawyer stated that they would start with a safety master plan to solicit feedback on where
222 efforts should initially be focused, similar to a strategic plan -- and it did fit into the strategic

223 plan goal of providing a safe environment for staff and customers. He added that there were 92
224 confined spaces that people had to be specially trained to enter.

225
226 Mr. Mawyer explained that with the Lock Out/Tag Out procedure, if there is a pump or motor,
227 they go to the piece of equipment, photograph it, label it, and tell staff how to shut it down safely
228 -- then they have to test it to make sure it is de-energized before they start working on it. He
229 stated that they have to figure that out anyway when they are going to do the work, and they
230 want a procedure that tells them how to do it each time.

231
232 Mr. O'Connell asked if Lock Out/Tag Out was one of the tasks for the treatment plant design
233 engineers, and completion of their projects.

234
235 Mr. Mawyer responded that they currently did not, but with upcoming projects Rivanna planned
236 to get Lock Out/Tag Out procedures through the construction process, so they would not have to
237 invent them after it was over. He stated they were already evolving to get caught up and put
238 those procedures on new pieces of equipment.

239
240 Mr. Mawyer presented a slide of a sewer manhole, with a person entering it needing to be trained
241 and having a tripod for fall protection -- as well as the ability to get them out of the hole if they
242 encountered problems. He stated that there needed to be a person above the opening to get them
243 out, and it was a process they took seriously. He added that they have used a trainer from PVCC,
244 which was a paid service, and invited ACSA and City staffs on confined space entry training.

245
246 **Mr. O'Connell moved to approve the Consent Agenda as presented. Dr. Palmer seconded**
247 **the motion, which passed 6-0. Mr. Richardson was absent from the meeting and the vote.**

248
249 **8. OTHER BUSINESS**

250
251 *a. Presentation: Value Engineering for CIP Projects; Bill Mawyer, Executive Director*
252 Mr. Mawyer reported that they were poised to start discussion of CIP projects, and one
253 component of this was value engineering. He explained that the Code of Virginia talks about it
254 being a systematic process wherein an independent group comes in and reviews the design, then
255 makes suggestions on how to improve the value and reduce the costs.

256
257 He stated that it was required for all state capital projects with a value greater than \$5 million --
258 but there was some latitude for exemption of projects where the VE process was done as an
259 integral component of project design or if they did design-build or construction management at
260 risk, which Rivanna had not yet explored. Mr. Mawyer stated that they also provided latitude to
261 the Director of General Services to use judgement as to whether the VE would be worthwhile, as
262 the process itself came with a cost.

263
264 Mr. Mawyer reported that in 2014, the RWSA Board reviewed the topic and provided some
265 guidance regarding when Rivanna would have a VE process, and they stated that they would use
266 an independent third-party firm for projects exceeding \$5 million -- but also authorized the
267 Executive Director to exercise latitude if there was potential for other cost savings and benefits.
268 He stated that in 2004, Rivanna did a VE study on the GAC project, which cost about \$207,000

269 but reported a \$2.8-million savings -- largely because the number of GAC vessels was reduced
270 from 3 to 2 at Observatory and 2 to 1 at North Rivanna treatment plants. He noted that also in
271 2014, staff did a VE study on the odor control project, which cost about \$116,000 for the process
272 but yielded about \$900,000 in savings by changing the way scrubbers and grit facilities were
273 done.

274
275 Mr. Mawyer stated that there had not been a VE project done since 2014, but the Observatory
276 Water Treatment Plant renovation and expansion, a \$20-million project, and the South Rivanna
277 Water Treatment Plant renovation at \$15 million, would be candidates. He stated that if they held
278 their places in the CIP, Rivanna planned to combine the two projects into one construction
279 project to interest larger contractors to come into the area for the \$30-million project. He noted
280 that this could yield volume-based cost savings, consistency from the contractor buying the same
281 materials for both plants, and reduction of administration costs by bundling.

282
283 Mr. Mawyer explained that they would start with South Rivanna and get that substantially
284 completed, then go to Observatory and finish that plant. He added that the design plans would be
285 30% complete by February, at which time the VE study could begin. Mr. Mawyer stated that
286 Rivanna included in the design engineer's contract that they do an integral VE process in the
287 design. He stated that everyone in Rivanna who would use and maintain the facility had met with
288 the consultant to review the systems and establish project parameters. Mr. Mawyer stated that at
289 this point, they planned to proceed in that fashion and not have the third party come in and do the
290 VE evaluation.

291
292 Mr. Mawyer emphasized that these were renovation projects that were primarily upgrades to
293 better technology equipment, and they were not changing the treatment process, as was the case
294 with the GAC project. He added that through the process, the design engineer would need to
295 write a written report on what VE considerations were made and what the decisions were. He
296 stated that they already determined that more surface area was needed to do more settling at the
297 Observatory Treatment Plant, so they were putting inclined plate settlers -- steel plates put in the
298 existing sediment basins. He stated that this increased the surface area and the rate of sediment
299 removal without having to build larger basins, which was a prime VE candidate.

300
301 Mr. O'Connell asked if there was another engineering firm that reviewed that.

302
303 Mr. Mawyer responded that they currently did not have another firm, and SEH was the
304 engineering firm -- which designed Crozet and was the designer of both South Rivanna and
305 Observatory. He stated that SEH had internal quality assurance and Rivanna would then meet
306 with them.

307
308 Ms. Hildebrand asked if they had the same design engineer through the VE process or if they
309 brought in separate engineers from the projects to look at it.

310
311 Mr. Schiller responded that it would probably be the same design team, although they may have
312 an opportunity to pull people from offices Rivanna wasn't currently working with.

313
314 Mr. O'Connell suggested that they do that to get some fresh eyes to look at it.

315
316 Mr. Mawyer agreed that it was helpful to have extra eyes.
317
318 Mr. Gaffney asked what the cost would be to have an outside firm do it if they could not.
319
320 Mr. Mawyer responded that the history shows \$100,000+, with a cost of \$200,000^[A2] for GAC --
321 which included design engineering changes stemming from the review. He added that value
322 engineering included stability and longevity of projects, not just cost savings, so facilities had a
323 longer life. He added that they were trying to generally improve and increase operations at
324 Observatory and South Rivanna.
325
326 Mr. Mawyer stated that the rest of the VE candidates in the CIP included Beaver Creek Dam,
327 with a pump station that would be eligible for VE, and that project was about \$20 million. He
328 stated that the raw water pump station and pipe from Ragged Mountain to Observatory was
329 about \$16 million and was already pushed out to FY25. He stated that the South Rivanna River
330 crossing and transmission main would provide a second pipe from the S. Rivanna treatment plant
331 to the north and was just over \$5 million.
332
333 Mr. O'Connell asked if long-term maintenance costs were a consideration in VE.
334
335 Mr. Mawyer confirmed that they were, adding that they were a standard within Rivanna
336 consultant contracts -- and they always had an eye to efficiency and effectiveness, with life cycle
337 being a major consideration.
338
339 Dr. Palmer asked what the timeline was for the Observatory Treatment Plant.
340
341 Mr. Mawyer responded that it was slated for FY20-24, and after that the pipeline from Ragged
342 Mountain to Observatory would be started, as currently programmed in the CIP. He noted that
343 Rivanna had met with the ACSA and had already been through a revised CIP effort to try to
344 lower customers' rates. He stated that the pipeline project had initially been concurrent with
345 Observatory, but it was pushed out of the five-year CIP to reduce costs to the ACSA.
346
347 Mr. O'Connell stated that the ACSA had asked for that, with critical projects up front and others
348 pushed back, in an effort to spread the cost average out over a longer period of time, as there
349 were double-digit increases expected over the next several years -- which was not sustainable.
350 He added that this was the case even without the RMR-SRR pipeline, which represented another
351 leap.
352
353 Mr. Mawyer stated that the RMR-SRR pipeline had a FY27-40 timeline. He stated that the
354 Observatory Treatment Plant renovation and pipe on the raw water side from the plant back to
355 the reservoir and pump station were deferred outside of 2024, so they would be moved to 2025.
356 He added that the finished water pipe historically known as the Southern Loop had a master plan
357 study and was slated for deferral to 2025. He stated that they were doing a master plan now to
358 see where the water line needed to be located, either through the City central or around the
359 southern perimeter as it was originally envisioned.
360

361 Mr. O'Connell commented that it's basically how you get water from Observatory to Pantops,
362 and the original plan was to go south -- but that did not work for a variety of reasons, and it was
363 an expensive project. He stated that to get out of the five-year cycle, it would need to be pushed
364 out of that and into the sixth year, which was what they were doing.

365

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

367

368 Dr. Palmer stated that the Ivy Transfer Station, since lowering the rates this year, had more than
369 doubled the average daily trash coming in.

370

371 Mr. Gaffney mentioned that he had received a call from a commercial hauler several weeks ago,
372 and he stated it was outstanding how they had lowered the rates -- but he was disappointed that
373 the facility was closed on Mondays.

374

375 Dr. Palmer commented that she hoped she could justify that to the County.

376

377 Mr. Mawyer mentioned that it would come to the RSWA in February, and at that point they
378 would have six weeks of data. He added that they would also discuss the master plan and
379 convenience center, and would have a joint RWSA/RSWA meeting to review the strategic plan
380 update, as well as holding CIP discussions.

381

382 **10. CLOSED MEETING**

383 There was no closed meeting held.

384

385 **11. ADJOURNMENT**

386

387 **Ms. Galvin moved to adjourn the meeting. Dr. Palmer seconded the motion, which passed**
388 **6-0. Mr. Richardson was absent from the meeting and the vote.**

389

390 The RWSA Board adjourned its meeting at 2:56 p.m.

391

392 Respectfully submitted,

393

394

395

396

397

398



Mr. Jeff Richardson
Secretary-Treasurer