

RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
November 19, 2019

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, November 19, 2019 at 2:52 p.m. in the 2nd floor conference room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board Members Present: Lauren Hildebrand, Kathy Galvin, Mike Gaffney, Dr. Liz Palmer, Jeff Richardson, Gary O'Connell.

Board Members Absent: Dr. Tarron Richardson.

Rivanna Staff Present: David Tungate, Lonnie Wood, Michelle Simpson, Austin Marrs, Andrea Terry, Victoria Fort, Jennifer Whitaker, Scott Schiller, Dr. Bill Morris, Katie McIlwee, Bill Mawyer.

Attorney(s) Present: Kurt Krueger.

Also Present: Members of the public and media representatives.

1. CALL TO ORDER

Mr. Gaffney called the November 19, 2019 regular meeting of the Rivanna Water and Sewer Authority to order at 2:52 p.m.

2. MINUTES OF PREVIOUS BOARD MEETINGS

a. Minutes of Regular Board Meeting on October 22, 2019

Mr. Gaffney asked the Board members if there were any questions or comments about the November 19, 2019 meeting and heard none.

Dr. Palmer moved that the Board approve the minutes of the regular Board meeting of April 23, 2019. The motion was seconded by Ms. Galvin and passed unanimously (4-0). Mr. Richardson and Mr. O'Connell abstained from the vote. Dr. Richardson was absent from the meeting and the vote.

3. RECOGNITIONS

Mr. Gaffney stated there were no recognitions, noting that they had recognized Ms. Galvin for her eight years of service as a Board member during the RWSA meeting.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer stated the RWSA has been doing staff training and had completed an excavation and trench safety class. He stated 22 of their employees, and 8 employees from the ACSA, attended. He stated they also had safety training on fire extinguishers from the Charlottesville Fire Department.

48 Mr. Mawyer stated Senior Engineer Victoria Fort attended UVA's Major Night and spoke to
49 first-year students about how great it was to work at Rivanna.

50
51 Mr. Mawyer stated he, Mr. Tungate, and Mr. Wood went to an informational meeting in
52 Northern Virginia sponsored by the Virginia Risk Sharing Association. He stated it was a good
53 opportunity to network with other authorities from areas such as Loudoun, Alexandria, Fairfax,
54 Fauquier, and Prince William. He stated it was a good discussion about risk management, safety,
55 human resource issues. He stated Mr. O'Connell's Human Resource person was there also.

56
57 Mr. Mawyer stated the City, County, and UVA are planning to dissolve, or have dissolved, the
58 Planning and Coordination Council. He stated they did create the Land Use and Environmental
59 Planning Committee (LUEPC), which has asked for the Rivanna Executive Director to be a
60 member of that committee. He stated this would entail new responsibilities. He asked Mr.
61 Richardson if this was final.

62
63 Mr. Richardson replied that the City Council has approved it, as well as the County Board of
64 Supervisors. He stated UVA was the recommending body.

65
66 Dr. Palmer stated she thought they had the PACC on Thursday that was supposed to make the
67 final vote on dissolving themselves.

68
69 Mr. Richardson explained that the City and County Attorneys stated that since those members
70 are members of the Council, and because those members are also members of the PACC, that
71 there was not any need to do that.

72
73 Dr. Palmer stated this was great and that she had not been informed of this.

74
75 Mr. Mawyer stated Rivanna would be a member of the LUEPC.

76
77 Mr. Richardson noted on the prior discussion during the RSWA meeting about the interest for
78 environmental and sustainability topics, that this professional working group will include City,
79 County, and UVA and the list of topics includes the environmental and sustainability efforts that
80 are going on by all three organizations, with an eye on partnership and collaboration. He stated
81 this was somewhat different from what Dr. Palmer had brought up, but that it was a parallel
82 track.

83
84 Mr. Mawyer stated the month before, they had talked about the possibility of drought actions. He
85 stated they held off to wait and see what the rain did in October, and that they received 7.5" of
86 rain in October, which was 4.5" more than the October normal. He stated in the local area, the
87 year to date rainfall was equal to normal, and therefore the drought conditions have subsided. He
88 stated it appears that the National Weather Service was planning to remove Virginia from its
89 drought watch, as was the State.

90
91 Mr. Mawyer stated that the new chart from November 14 shows the whole State in green
92 (normal), with a couple of yellow areas and one red area in Southeast Virginia. He stated it was
93 clear that for Central Virginia and the Middle James region, the precipitation, ground water,

94 reservoir and stream flows are all green, meaning normal. He stated they were thankful that we
95 avoided the drought issues.

96
97
98 Mr. Mawyer noted on a related matter that the Authority began transferring water from Sugar
99 Hollow Reservoir on October 28 to refill Ragged Mountain Reservoir. He presented a slide
100 representing Sugar Hollow and the pipeline that supplies water to Ragged Mountain. He stated
101 he gave a scenario in the Executive Director's report that around October 28, they were about
102 130 million gallons below normal at Ragged Mountain, which is just less than 10% of its 1.4
103 billion gallon capacity.

104
105 Mr. Mawyer stated they have been transferring about 3 million gallons a day through the Sugar
106 Hollow pipeline. He stated on the other end, they withdrew about 1.5 million gallons for the
107 Observatory Treatment Plant, so the net gain was about 1.5 million gallons per day. He stated
108 that doing the math, dividing a deficit of 130 million gallons by 1.5 million gallons per day
109 would mean it takes about 87-90 days to refill Ragged Mountain through the Sugar Hollow
110 pipeline.

111
112 Mr. Mawyer stated another data point is that the pipeline from South Rivanna to Ragged
113 Mountain that is planned for the future is able to transfer about 25 million gallons per day, and
114 after withdrawing 1.5 million gallons per day at Observatory, they could refill Ragged Mountain
115 Reservoir in about six days with a 130 million gallon deficit, compared to 90 days, when that
116 pipeline is available. He stated this would likely come more to the forefront in the spring, when
117 they complete the urban water demand study.

118
119 Mr. Mawyer stated that they have done the reservoir bathymetric studies, so they know how
120 much water they have, and they are figuring out how much water the community will use in the
121 future. He stated that this could be a data point as they look at the CIP and where they keep the
122 project to build the pipeline. He stated that this would be for the RWSA Board's discussion and
123 decision.

124
125 Mr. Gaffney asked if that movement of water could have occurred that summer as well, as South
126 Rivanna was overflowing the whole summer.

127
128 Mr. Mawyer replied that generally on any day that South Rivanna is overflowing, they have an
129 opportunity to transfer. He stated that it doesn't have to be overflowing, but ideally it is so that
130 they can capture the water that is going down the Rivanna River on its way to the bay and use it
131 to refill the reservoir.

132
133 Ms. Galvin stated this was very important and was like a marketing or branding element.

134
135 Mr. Mawyer stated that another quality issue was if the Rivanna Reservoir was muddy, they
136 wouldn't have to transfer, but could wait until times like that day when it is full and overflowing,
137 but the water is clear, and pump less turbid water over to Ragged Mountain. He stated they
138 would be able to do it quickly, in six days rather than 90 days. He stated they cannot be selective
139 with water from Sugar Hollow and that they have to transfer the water when it is available.

140
141 Mr. Mawyer stated he wanted to celebrate the fact that they have completed calibration of all the
142 25 meters that they have in their wholesale master meter program. He credited Ms. Fort, Mr.
143 Schiller, Mr. George Cheape, Mr. Brian Baird, and Ms. Whitaker for this. He stated Ms. Fort has
144 created a report sheet and that the first wholesale water metering monthly sample report could be
145 found in the back of tab 7c.

146
147 Mr. Mawyer stated that there would be a presentation on this in December with more details, and
148 what they will show is the total amount of water that the City meters have recorded versus the
149 ACSA meters. He stated these are compared to the amount of water that is allocated in the Water
150 Cost Allocation Agreement from 2012. He presented a graph on the screen, explaining that it
151 showed 11.99 MGD, which is the contract amount allocated to the ACSA. He stated it was not
152 the correct data set, but with a sample data set, they are averaging 4.49 MGD, which was far
153 below the allocation.

154
155 Mr. Mawyer stated that on the next page, it showed that the City is allocated 6.71 million gallons
156 per day in accordance with the agreement. He noted again that it was not the correct data, but
157 with the data set they used, the City was averaging 4.6 million gallons per day.

158
159 Mr. Mawyer stated this reporting is used to monitor the usage of the parties. He stated if one
160 party were to exceed its allocation, the contract then requires a true up of the expenses. He stated
161 the ACSA pays 85% and the City pays 15% for the dam construction project. He stated the
162 ACSA would pay 80% of the cost of the pipeline from South Rivanna to Ragged Mountain, and
163 the City would pay 20%.

164
165 Mr. Mawyer stated this is a system of 25 meters used to monitor the usage and flow throughout
166 the month, noting that they have to gather a month's data and then a year's data before they can
167 comply with the contract and then have the year's average usage, which would be the first valid
168 data point to compare to the contract allocation. He stated that therefore, they were about a year
169 away from getting the data the contract required.

170
171 Ms. Galvin stated that this was good to see before she leaves.

172
173 Mr. Mawyer stated that assuming the ACSA Board of Directors approves the joint resolution to
174 eliminate the Buck Mountain property surcharge on Thursday, all four of the parties (County,
175 City, ACSA, and Rivanna) will have approved the joint resolution, and the surcharge will have
176 been eliminated. He stated this cost has been charged for new water connections since 1984.

177
178 Mr. Mawyer stated that the Authority refinanced about \$17.6 million in bonds they had, on
179 which they were paying approximately 3.9% interest rate. He noted that they refinanced at a
180 lower rate (near 3.06%). He stated that Mr. Wood and his group did a great job on this and that it
181 would save about \$95,000 per year in debt service and over \$2 million over the remaining term
182 of the original bonds, which was 24 years.

183
184 Mr. Mawyer stated that he, Mr. Tungate, Mr. McKalips, and David Rhoades went to
185 Spotsylvania County several weeks prior to look at their biosolids composting facility in

186 Livingston, where they make and sell the “Livingston Blend Compost.” He stated that they take
187 all the biosolids from the wastewater plants in Spotsylvania and have quite the facility there,
188 which is adjacent to their landfill. He stated that RWSA has been investigating an opportunity to
189 partner with them, if RWSA needs to find a different or less expensive place to take their
190 biosolids, as Livingston is about half as far as McGill.

191
192 Dr. Palmer stated she had thought they were more expensive than McGill.

193
194 Mr. Mawyer stated they currently are more expensive, but that RWSA is still talking with
195 Livingston to see if there is any opportunity to improve the price. He stated that it was a nice
196 plant, across the bridge from Lake Anna, and it was a good tour.

197
198 Mr. Richardson asked if Mr. Mawyer had noticed an odor there.

199
200 Mr. Mawyer stated that it was freezing cold and windy, so he did not.

201
202 **5. ITEMS FROM THE PUBLIC**

203 Mr. Gaffney opened the meeting to the public.

204
205 As no one came forward to address the Board, Mr. Gaffney closed this portion of the meeting.

206
207 **6. RESPONSES TO PUBLIC COMMENTS**

208 Mr. Gaffney stated there were no responses to public comments.

209
210 **7. CONSENT AGENDA**

211 *a. Staff Report on Finance*

212
213 *b. Staff Report on Ongoing Projects*

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215 *c. Staff Report on Operations*

216
217 *d. Approval of Board Meeting Schedule for Calendar Year 2020*

218
219 *e. Approval of Work Authorization and Capital Improvement Plan Amendment – Urban Water*
220 *Demand and Safe Yield Study; Hazen and Sawyer Engineers*

221
222 **Mr. O’Connell moved that the Board approve the Consent Agenda. The motion was**
223 **seconded by Dr. Palmer and passed unanimously (6-0). Dr. Richardson was absent from**
224 **the meeting and the vote.**

225
226 **7. OTHER BUSINESS**

227
228 **Joint meeting with the Rivanna Solid Waste Authority (RSWA) – 2:52-3:13 p.m.**

229 *a. Strategic Plan Update*

230 Ms. Katie McIlwee stated that the last time a Strategic Plan update was provided was during the
231 Year One wrap-up. She reviewed the values, vision, and mission statements of the Strategic Plan,
2 which are found on posters around the Authority.

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Ms. McIlwee stated that the Goal teams are still working on the same six goals. She stated that the Goal Teams came together at the end of Year One and examined their strategies to decide if they had been completed or needed to move them into Year Two. She stated that three new strategies were started, and the Goal teams collectively are working on 14 strategies, and from those 14 strategies, the Goal Teams developed 58 new tactics for Year Two.

She stated that some of the highlights for each Goal Team will consists partly of planned tactics and partly of everyday tasks. She stated that going into Year 2, they realized that much of what they do on an everyday basis folds into the Strategic Plans, and accomplishing each strategy will consist of more than just the tactics they have developed. Because of this, she stated that they were taking a more blended approach this year.

Ms. McIlwee stated that Workforce Development Goal Team is currently working on one strategy, and that is to conduct a training needs assessment and enhance the training program. They completed project planning courses for several management trainings with PVCC. She stated that they began Virginia Risk Sharing Association (VRSA) online training, that the Authority is now a member of. She stated that VRSA also has a video library where they have been able to access videos for different topics such as preventing sexual harassment and incident reporting training.

Ms. McIlwee stated that some of the next steps for the Workforce Development Goal Team are to continue working with PVCC to develop a math tutoring programs for water and wastewater operators, who will be sitting for tests for the next higher license. She stated that the Workforce Development team also wants to look at using social media to begin recruiting to try to reach a wider audience for vacant positions. She stated that they also want to expand new employee orientation to encompass a full day to better cover HR, payroll, benefits, and safety topics.

Ms. McIlwee stated that the Operational Optimization Goal Team is working on two strategies. She stated that first, they will continually evaluate, prioritize, and improve key business processes and operational processes. She stated that this included evaluating the biosolids composting and disposal, which included touring several facilities, such as Spotsylvania and McGill. She stated that RWSA is now a member of the Biosolids Council and is attending quarterly meetings. She stated that processes at the South Rivanna Water Treatment Plant have been optimized with regards to the belt press operation, and they hired a contractor to clean the EQ Basins to remove excess filter material.

Ms. McIlwee stated that the corrosion inhibitor study was recently completed, and they have been working with the City and ACSA to develop a press release to get this information out because the change to the new, blended product will happen in December.

Ms. McIlwee stated that the next steps are to implement the new corrosion control inhibitor product at all the water treatment plants, install high-speed internet at South Rivanna, and to install a nitrogen sensor at Moores Creek Wastewater Treatment Plant.

278 Ms. McIlwee stated that another goal of the Operational Optimization Goal Team was to protect
279 the workforce and the public through continually growing a culture of safety. She stated that this
280 included reviewing the Risk and Resiliency Report as required by the American Water
281 Infrastructure Act (AWIA). She stated that they are installing the remaining web-based cameras
282 at some of the facilities so they can better remotely monitor them. She stated that they also
283 completed a security assessment at Moores Creek which included locking the doors, installing
284 new locks, and having an officer present at Board meetings.

285
286 Ms. McIlwee stated that the next steps will be to continue to integrate additional web-based
287 cameras, and complete the AWIA report by January.

288
289 Ms. McIlwee stated that the Communication and Collaboration Goal Team has three strategies it
290 is working on. She stated that they will create and maintain internal communications platforms.
291 She stated that they have started to demo Microsoft Teams as an internal collaboration tool,
292 which can be used to work on projects in a collaborative, virtual environment. She stated that
293 DocLink, their new document management software, is being developed and implemented. She
294 stated that they would continue communication and collaboration with the Employee Council
295 and publish the bi-monthly newsletter.

296
297 Ms. McIlwee stated that the next steps for this strategy are to continue implementation of Teams
298 and DocLink, and communication with employees through the newsletter, Employee Council,
299 Employee Portal, etc.

300
301 Ms. McIlwee stated that another strategy is to create and implement a comprehensive public
302 outreach plan. She stated that they recently awarded a contract to two contractors for
303 photography and videography services. She stated that the plan is to get updated photos for the
304 website and also to continue to make facility and project videos. She stated that they would like
305 to do that for the larger projects, including the Community Water Supply Plan.

306
307 Ms. McIlwee stated that there has been talk with the Workforce Development team about
308 developing an employee orientation, with a welcome video. Additionally, she noted that they
309 would continue to provide tours to schools and civic groups.

310
311 Ms. McIlwee stated that the team's last strategy is to enhance internal and external
312 communication. She stated that they participated in community events, such as the United Way
313 Day of Caring, Imagine a Day Without Water, and Rivanna Flow Fest. She noted that the
314 Engineering department participates in a monthly Technical Advisory Committee meeting with
315 the City and ACSA. She also noted that they continue to hold quarterly internal team events.

316
317 Ms. McIlwee stated that the next steps for this strategy are to continue to participate in those
318 types of events and meetings. She stated that they were planning the next manager's meeting
319 with the City and ACSA, and are also planning to hold another Central Utilities Managers Mixer,
320 where they have utility managers from a 30-mile radius (including those from Augusta County,
321 Lynchburg, Louisa, and Amherst) come for a meet-and-greet.

322

323 Ms. McIlwee stated that the Environmental Stewardship Goal Team is also working on three
324 strategies, one of which is to increase internal environmental engagement. She stated that much
325 of this involved working with the Communication and Collaboration group. They have also
326 established an Employee Environmental Council. She stated that they will continue to look for
327 activities such as stream cleanups, tree plantings, and other ways to engage employees. She
328 stated that they provide regional leadership and environmental stewardship partnerships. She
329 stated that this included Imagine a Day Without Water, Flow Fest, and tree plantings. She noted
330 that they participate in the Stormwater Partnership as well as the Rivanna Renaissance
331 Conference.

332
333 Ms. McIlwee stated that the next steps will be to continue those partnerships and to look for
334 additional ways to go out into the community to explain what the Authority does, or lend
335 expertise on environmental stewardship topics.

336
337 Ms. McIlwee stated that the last strategy for this group is to evaluate potential opportunities for
338 additional environmental activities at the Authority's facilities. She stated that a major part of
339 this strategy is the Buck Mountain Master Plan, that is currently underway. She stated that
340 another partnership was with Solid Waste Services for the oyster shell recycling program at
341 McIntire, as well as the political sign recycling program.

342
343 Ms. McIlwee stated that the next steps for this strategy will be to complete the Buck Mountain
344 Master Plan and present the findings to the Board, to review the Wetland Mitigation Grading
345 quotes and award that project, and to evaluate the potential for use of solar at the Authority's
346 facilities.

347
348 Ms. McIlwee stated that the Solid Waste Services Goal Team is currently working on two
349 strategies. One of these strategies is to determine community needs and preferred level of
350 service. She stated that Solid Waste is also continuing to provide tours to local schools and
351 provide talks to local civic groups. She noted that they completed the Composting Master Plan.
352 She stated that the next steps will be to continue more collaboration with groups such as
353 SWAAC and local schools. She stated that they will enhance partnerships with local government
354 and UVA.

355
356 Ms. McIlwee stated that the Solid Waste Services Goal Team would like to create a recycling
357 video competition. She stated that they have defined the details of the contest such as judging,
358 start and end dates, and awards. She stated that some of their next steps will be to decide how
359 they want the contest to run, how to market it, and how to reach out to the schools to get the
360 word out about the competition.

361
362 Ms. McIlwee stated that there is also a glass recycling program with the other localities, as the
363 Board had heard about earlier.

364
365 Dr. Palmer stated that she had had a conversation with Mr. McKalips about who exactly from the
366 schools they should work with regarding the video competition, noting that they had tried this
367 before and it hadn't panned out. She asked if this was what Mr. McKalips had been talking about
368 with the video contest, or if it was something additional.

369

70 Mr. McKalips replied that it included both of the outreach programs they are trying to do. He
371 stated that they want to educate consumers and provide more tours, to give the community a
372 sense of who the Authority is and what it does.

373

374 Mr. McKalips stated that regarding the video competition, this was similar to Imagine a Day
375 Without Water. He stated that they thought the best place to reach out to people would be
376 through the school system.

377

378 Ms. Galvin asked who they were reaching out to in the City schools.

379

380 Mr. McKalips stated that it has been some ad-hoc talk to specific teachers, but that he couldn't
381 remember the names. He recognized at this point that he is missing a large segment of potential
382 participants, and that it needed some more organization.

383

384 Ms. Galvin expressed that environmental and solid waste topics would be popular with high
385 schoolers. She suggested reaching out to some School Board members.

386

387 Dr. Palmer stated that the SWAAC Operations Committee had this conversation on Monday. She
388 stated that Mr. McKalips took on the task of figuring out who exactly would be the appropriate
389 person.

390

391 Ms. Galvin asked if this was for Albemarle County Schools.

392

393 Dr. Palmer replied yes.

394

395 Ms. Galvin wanted to know if he had talked to anyone from City schools.

396

397 Mr. McKalips stated that he would have to look at the names.

398

399 Ms. McIlwee stated that the Infrastructure and Master Planning Goal Team is continuing to
400 implement an Authority-wide asset management program. She stated that for Phase II, the scope
401 of work for program development has been completed. She stated that they are providing data to
402 the consultant and are developing an RFP for procurement of a CMMS software. She stated that
403 they recently completed the bond refinancing.

404

405 Ms. McIlwee stated that the next steps will be to use the collected data to begin development of
406 an asset hierarchy structure and inventory, and advertise the RFP.

407

408 Ms. McIlwee stated that the team's other strategy is to develop and maintain long-term Master
409 Plans for all critical assets. She stated that they developed a list of all the asset classes to use
410 within their Master Plan matrix, confirmed Master Plan champions, and have begun to
411 implement projects from the Technology Master Plan (including Doclink, which is one of the
412 Communication and Collaboration team's goals as well). She stated that they also began to
413 develop a procedure to link the Master Plan matrix to the CIP development process.

14

415 Ms. McIlwee stated that the next steps will be to prepare a draft procedure for asset class master
416 plan champions and have the team review and comment. She stated that they will also complete
417 the development of the Master Plan's CIP matrix.

418
419 Dr. Palmer stated that she had a comment about environmental issues and sustainability. She
420 stated that when she was reading over the minutes from the last RSWA Board meeting, she read
421 a portion where they were discussing the City and the County's efforts to try to incorporate
422 sustainability, greenhouse gas emissions, and climate change into the decision-making process
423 and trying to quantify it in the absence of a carbon tax. She stated that Ms. Galvin stated they
424 have never had a work session on sustainability and those types of issues, but there had been a
425 lot of conversation around that topic.

426
427 Dr. Palmer stated that she knew Rivanna had been doing a lot to be more energy efficient over
428 the years and had been listening to all the efforts along those lines for several years now. She
429 stated that it would be nice to get an idea of where the Authorities are on sustainability issues.
430 She stated that UVA and the City making those efforts, and the County is doing it as part of their
431 Climate Action Plan.

432
433 Dr. Palmer stated that she recently participate in a panel at the Virginia Recycling Association
434 membership meeting, and that panel had staff representatives from UVA, City, and County, as
435 well as herself, and Mr. Corker from Corker Composting. She stated that the discussion centered
436 on how the different entities are trying to incorporate solid waste into climate action planning,
437 and that it was a good discussion.

438
439 Dr. Palmer stated that she thinks the City and the County need to understand what Rivanna is
440 doing so they can at least start to talk about it and incorporate it into their thought process. She
441 noted that this also may come in handy when they are making decisions in the future about the
442 forestry plan. She stated that all these things need to be taken into consideration and that they
443 need to be able to quantify it in some way.

444
445 Ms. Galvin stated that perhaps there was an opportunity for a work session between staff.

446
447 Mr. Mawyer stated that the Authorities have to start internally to get their thoughts together, and
448 perhaps get some consultant help with greenhouse gas and carbon footprint.

449
450 Ms. Galvin stated that she was calling a meeting between the City's Office of Sustainability and
451 their Tree Commission to examine where the synergies exist. She stated that the City's trees have
452 been relegated to being part of the Parks and Recreation Department but are increasingly
453 becoming more important from the carbon sink phenomenon, and that preserving urban forests is
454 huge. She stated that they were crossing silos in the City, but that there should also be silos
455 crossed between agencies.

456
457 Mr. Mawyer stated that the Authority did recently work with Ms. Hildebrand about using
458 methane gas from the wastewater process and whether the City could use that. He stated further,
459 that there was thought around whether they are going to continue to use the methane in their
460 processes to make heat for the digestors and potentially making electricity for the grid.

461
52 Ms. Galvin stated that it could be a matter of brainstorming what everyone is doing and getting it
463 on a map.

464
465 Mr. Mawyer stated that there could be some way to quantify the benefits in regard to greenhouse
466 gas and carbon footprint. He stated that the Authority needed help in how they calculate those
467 things.

468
469 Dr. Palmer stated that she would like to know, collectively, what the Authorities are doing. She
470 stated that having a starting place of what was happening would be helpful to her.

471
472 *b. Comprehensive Annual Financial Report Fiscal Year Ending June 30, 2019*
473 Mr. Robert Huff of Robinson, Farmer, Cox Associates presented. He reiterated that his
474 comments were applicable to the RWSA. He stated that their opinion is unmodified, and internal
475 controls were operating as described. He stated that they had no differences with management.

476
477 Mr. Huff added that with the report, RWSA achieved the Certificate of Achievement for
478 Excellence in Financial Reporting, which was noteworthy. He stated that the numbers were
479 much larger for the RWSA, with \$360 million in assets and a net position increase by \$5.2
480 million, which is a 4% year over year increase. He stated that this all boded well for the RWSA,
481 moving forward, and concluded his remarks.

482
483 *c. Observatory and South Rivanna Water Treatment Plant Construction Project Update*
34 Mr. Scott Schiller, Engineering Manager, presented. He stated that this project went out to
485 advertisement for bids last week. He stated that he would provide a brief update on the project,
486 the schedule, and discuss some of the components of the project.

487
488 Mr. Schiller presented the current site plan for South Rivanna. He stated that this was post-GAC,
489 indicating to a GAC facility which has the vessels, contactors, and intermediate pumps. He
490 indicated to a chlorine contact tank. He stated that these were added during the GAC project, as
491 well as a liquid lime facility.

492
493 Mr. Schiller stated that as part of the current project being put out to bid, additional significant
494 facilities were being added, including an extension onto the filter building for two additional
495 filters, enclosing of the liquid lime storage area, an Administration Building for the Water
496 Department, and an alum and fluoride storage building. He stated that it also included a number
497 of improvements to the sedimentation basins and the flocculation basins as well as electrical
498 improvements.

499
500 Mr. Schiller stated that he would review the major components and focus more on renderings.
501 He presented a picture of the filter building, explaining that they would add two filters to the end
502 of it. He stated that they have four existing filters and would be adding two more, which would
503 allow for the more reliable treatment of 12-MGD. He stated that this was important as they move
504 into the phasing of the project.

505
506 Mr. O'Connell asked if this would allow them to add filters more at the end of the building.

507
508 Mr. Schiller replied yes, indicating to some additional space on the picture for potential 16-MGD
509 expansion as well. He stated that they had learned their lesson, as there was a blower located
510 there that was installed during the GAC project, and they relocated it to a spot where they
511 wouldn't have to relocate it again for the 16-MGD improvement.

512
513 Mr. Schiller stated that there was also a fluoride and alum storage building. He stated that
514 currently, alum is stored in the third level of the filter building with no room for expansion. He
515 stated that in order to give them the appropriate amount of space, they are building a new
516 building for this, as well as for fluoride. He showed a picture of the inside of the building,
517 pointing out the tanks and chemical feed equipment. He also indicated translucent removal
518 panels that can be removed to get the tanks out in the future.

519
520 Mr. Schiller presented a picture of the liquid lime facility that was built during the GAC project.
521 He stated that there is lime stored in the tanks, and also an electrical building. He stated that
522 everything works well during warmer weather but when it gets colder, there are issues with
523 freezing of the lines. He stated that they heat-trace the lines, but it is not as reliable as they would
524 like it to be, so they decided to enclose all of this in the building to heat the space. He stated that
525 this was the same concept applicable to the other chemical storage building.

526
527 Mr. Schiller presented a picture of the new Administration Building, which includes offices for
528 all the managers as well as the treatment supervisors, a conference room, lunchroom and kitchen,
529 bathrooms, locker rooms, and a workspace for the operators. He stated that this would allow
530 them to pull many of the management personnel into one location as opposed to being scattered
531 throughout the area.

532
533 Dr. Palmer asked who in the current Administration Building would be move to the new
534 Administration Building.

535
536 Mr. Schiller stated that no one from that building would move. He stated that the new building
537 would move staff that are currently in another location at South Rivanna that is being repurposed
538 for a control room and lab, and staff from Observatory as well. He stated that there are also staff
539 in an office in the Sludge Processing Building who will be moved into the new building. He
540 stated that moving these personnel together into one building would assist with deficiencies in
541 communication.

542
543 Mr. Schiller stated that this was the majority of the South Rivanna work in terms of the buildings
544 and filter expansion. He stated that he didn't talk about the basins, but that there were new mud
545 valves and gate valves associated with that.

546
547 Mr. Schiller presented the existing site plan for the Observatory Plant as it was developed under
548 the GAC project. He indicated on the plan the GAC facility, which has the vessels with the
549 contactors. He stated that there is also the intermediate pump station there, as well as the chlorine
550 contact tank and other existing facilities.

551

552 Mr. Schiller stated that in terms of the new proposed plan and what is out for bid currently, some
553 of the major things they are doing include improving the entrance. He stated that large vehicles,
554 especially lowboys, bottom out going over the hump coming into the facility, so they are going
555 to level this out and create a smoother path.

556
557 Mr. O'Connell asked if this would take care of the GAC replacement issue.

558
559 Mr. Schiller replied yes. He stated that they will also create a loop road, which will be important
560 for chemical deliveries as well as GAC deliveries. He stated that they currently have to make a
561 significant effort to exit and that this loop road should alleviate the issues.

562
563 Mr. Mawyer noted the retaining wall on the east side.

564
565 Mr. Schiller replied that there was a retaining wall that begins to fall off as its heads towards the
566 football stadium. He stated that it would help support the new loop road.

567
568 Mr. Schiller stated that they will have a new, large chemical storage building. He indicated
569 where the plan shows an expansion of the GAC facility. He stated that this is being bid as an
570 alternate in contract documents, so they will see how the pricing comes back and bring it to the
571 RWSA Board for approval, if it seems to be a fair value. He stated that this had not been updated
572 in the budget.

573
574 Mr. Schiller indicated where the plan shows an expansion to the filter building, where they will
575 put in some new backwash pumps. He stated that they would be demolishing two of the
576 sedimentation basins (1 and 3).

577
578 Mr. Schiller presented the proposed future 20-MGD site plan. He stated that the thought was that
579 as they move to 20-MGD in treatment capacity, they will essentially have to build a parallel
580 treatment plant in order to produce an adequate amount of water from the existing plant. He
581 stated that the location where the existing sedimentation basins 1 and 3 are will be new
582 flocculation and sedimentation basins and filters. He stated that getting those basins out of the
583 way now will help provide that opportunity in the future. He stated that there are additional GAC
584 facilities and that one of the lagoons will be repurposed for a new high service pump station as
585 well as an additional point of contact.

586
587 Mr. Schiller stated that this has all been discussed with UVA, so they are aware of the 20-MGD
588 layout and some of the space needs on that site.

589
590 Mr. Schiller stated that as far as general improvements, they are doing improvements to
591 sedimentation basins by putting in plate settlers. He stated that they were building a new water
592 flume. He stated that they were completely rebuilding all the filters and the filter gallery piping.
593 He stated that there were many additional improvements that were being done, but that he was
594 focusing on the larger buildings.

595
596 Mr. Schiller presented renderings of the new chemical building. He also showed the existing pre-
597 treatment building, as well as the flocculation and sedimentation basins. He explained that these

598 were views from the plant side and from McCormick. He stated that it seemed this will be
599 beneficial as it blocks the view of a number of facilities on the plant, so this had been well
600 received thus far.

601
602 Mr. O'Connell asked if this was all brick.

603
604 Mr. Schiller replied yes, explaining that the brick will match the existing structures.

605
606 Mr. Schiller presented an internal layout, noting that it was two stories. He stated that one floor
607 will contain alum and liquid lime. He stated that the upper level will have fluoride and corrosion
608 inhibitor storage. He stated that it will be a fairly large building.

609
610 Mr. Schiller stated that they would be expanding the GAC system. He stated that they are
611 proposing an alternate bid item, and that they currently have two vessels or contactors as well as
612 bypass piping, valves, and flow meters in the other portion of that building. He stated that they
613 will be adding four vessels to this for a total of six vessels, and that they are doubling the
614 footprint of the building to add those vessels and get them up to a more appropriate treatment
615 percentage.

616
617 Mr. Schiller presented a picture of the existing filter building on the outside, as well as where the
618 addition will be. He stated that a couple new backwash pumps would be there, as well as blower
619 as part of the backwash process. He stated that the existing backwash pumps were down in the
620 gallery and there was no way to pull those pumps as they were installed. He stated that these will
621 be moved out and provide an opportunity for those to be better accessed. He stated that they
622 would also demolish all the piping in the gallery and replace it. He stated that it was a
623 comprehensive filter improvement project, as well as rebuilding the filters themselves. He stated
624 that they would replace the underdrains and all the media to allow for a new filter process.

625
626 Mr. Mawyer stated that in the video they made of the renovations, they showed the piping in the
627 gallery that needed to be replaced.

628
629 Mr. Schiller stated that as far as the overall schedule, they advertised last week for bids. He
630 stated that they were currently looking at December 19 as the bid opening. He stated that they
631 would then plan to bring this to the Board in January for approval and then based upon getting
632 contracts signed, they would likely start construction in March.

633
634 Mr. Schiller stated that some of the more important parts of this are that they would begin
635 construction at the South Rivanna plant. He stated that the Observatory plant shutdown from
636 December 2021 to February 2022 was very important and could not be rescheduled because it
637 coincides with the UVA holiday break. He stated that they have to completely take the plant
638 down to do some of the improvements he had just mentioned. He stated that the first phase will
639 be important to ensure they have the new filters and reliability at South Rivanna to provide the
640 flow they need to the urban system prior to the shutdown at Observatory.

641

642 Mr. Schiller stated that they anticipate final completion of the project in Fall 2022 for both
13 facilities. He stated that for an overall estimated contract or construction budget, they were
644 looking at anywhere from \$30 million to \$35 million.

645
646 Mr. O'Connell asked if there was a lot of interest from contractors.

647
648 Mr. Schiller replied yes. He stated that they had a number of general contractors attend the
649 contractors' breakfast and had a number of people inquiring immediately once the ad ran. He
650 stated that they were also made aware that there were a couple of treatment plants that will be
651 bidding in January, and that Rivanna's bid opening in December should be a benefit as far as
652 getting some good pricing ahead of those other projects.

653
654 Dr. Palmer asked if at the end of substantial completion in 2021 for the South Fork Rivanna
655 Treatment Plant, the capacity of that plant will be 12 MGD. She asked if the Observatory Water
656 Treatment Plant's final completion would be Fall 2022, with the capacity of that plant being 10
657 MGD.

658
659 Mr. Schiller replied this was correct.

660
661 Mr. Mawyer stated that the capacities were not quite equal, but close. He stated that they
662 considered going to 12 MGD at Observatory, but it was a significant cost increase, so they didn't
663 think the value was there when they didn't need 20 MGD for quite a while. He stated that there
664 could be expansion of several MGD in the decades to come, but there wouldn't be value in doing
65 it now. He stated that they would rather put any extra money in the new additional GAC than
666 into more treatment capacity.

667
668 Dr. Palmer asked what the status was on the South Fork to Ragged Mountain pipeline acquisition
669 of easements.

670
671 Mr. Mawyer replied that they made a number of offers to people and were negotiating with
672 businesses and private entities throughout the route, particularly around Birdwood, Reservoir
673 Road, and the Barracks Road area. He stated that going back to the north, there are Albemarle
674 County Schools and that Rivanna is talking with them to go back behind Albemarle and Jouett.
675 He stated that coming up Lambs Road, they would go down Rio Road, which involves talking to
676 VDOT. He stated that there may be private properties down Woodburn Road they will have to
677 deal with.

678
679 Dr. Palmer asked if they had acquired any easements at that point, or if they were still working
680 on all of them.

681
682 Mr. Gaffney replied that they had gotten Birdwood.

683
684 Dr. Palmer stated that this was a big one and she was very glad this happened.

685
686 Mr. Mawyer stated that they had "irons in the fire" with most of the properties along the route
97 but that they hadn't completed any of the acquisitions yet.

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Mr. Gaffney asked if Birdwood and the Foundation made up a third of the route.

Mr. Mawyer replied that it was a huge part of the route because it goes across the Faulkner property over to Colthurst Drive.

Dr. Palmer asked if they had the rest of the Foundation property behind the Birdwood Golf Course.

Mr. Mawyer replied that they did not have it, but that they were working with them on it. He stated that the UVA Foundation has property to the north and to the south of the Birdwood section that was built.

Mr. O'Connell asked if Mr. Mawyer had any idea how many months out they would have the property.

Mr. Mawyer deferred to Ms. Fort.

Ms. Fort replied that she believed they would have offers out to all private and public property owners by sometime in the spring, and then from there, they can continue to negotiate. She stated that they were at a point where they may be coming to an agreement with some of the private property owners fairly soon, and that it has been a matter of back-and-forth negotiation with the property owners.

9. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were none.

10. CLOSED MEETING: Lease or Acquisition of Real Property

At 3:49 p.m., Dr. Palmer moved that the Board of Directors of the Rivanna Water and Sewer Authority enter into a closed meeting to discuss the lease of real property and consultation with legal counsel regarding such lease, as permitted by Section 2.2-3711.A.3 and A.8 of the Code of Virginia. The motion was seconded by Ms. Hildebrand and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the vote.

At 4:32 p.m., the Board reconvened in open session and Dr. Palmer moved that the Board certify by a recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion authorizing the closed meeting were heard, discussed, or considered in the closed meeting. The motion was seconded by Mr. Richardson and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the vote.

11. Adjournment

At 4:32 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Water and Sewer Authority. The motion was seconded by Ms. Galvin and passed unanimously (6-0). Dr. Richardson was absent from the meeting and the vote.

734 Respectfully submitted,
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740



Jeff Richardson
Secretary - Treasurer

