



**RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
August 25, 2020**

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, August 25, 2020 at 2:47 p.m. via Zoom.

Board Members Present: Mike Gaffney, Dr. Tarron Richardson, Lloyd Snook (left the meeting at 2:59 p.m.), Dr. Liz Palmer, Jeff Richardson, Gary O’Connell, and Lauren Hildebrand.

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, Matt Bussell, Andrea Terry, John Hull, and Andrea Terry.

Attorney(s) Present: Kurt Krueger.

Also Present: Access to the meeting was available via Zoom for members of the public and media representatives.

1. CALL TO ORDER

Mr. Gaffney called the August 25, 2020 regular meeting of the Rivanna Water and Sewer Authority to order at 2:47 p.m.

2. STATEMENT FROM THE CHAIR

Mr. Gaffney read the following statement aloud: “Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville’s Continuity of Government Ordinance adopted on March 25, 2020, Albemarle County’s Continuity of Government Ordinance adopted on April 15th, 2020, and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, and the Resolution of the Authority authorizing the adoption of procedures for electronic public meetings and public hearings, adopted by the Authority on May 26, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location.

“All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City’s Continuity of Government Ordinance and Section 6(e) of the County’s Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next. I note for the record that the public has real time audio-visual access to this meeting over Zoom as provided in the lawfully posted meeting notice and real time audio access over telephone, which is also contained in the notice. The public is always invited to send questions, comments, and suggestions to the Board through Bill Mawyer, the Authority’s Executive Director, at any time.”

Mr. Gaffney called the roll.

47 Ms. Lauren Hildebrand stated she was located at 305 4th Street Northwest in Charlottesville, VA.

48

49 Mr. Gary O'Connell stated he was located at 168 Spotnap Road.

50

51 Dr. Lizbeth Palmer stated she was located at 2958 Mechum Banks Drive in Charlottesville, VA.

52

53 Mr. Jeff Richardson stated he was located at 401 McIntire Road (Albemarle County Office
54 Building) in Charlottesville, VA.

55

56 Dr. Tarron Richardson stated he was located at 605 East Main Street in Charlottesville, VA.

57

58 Mr. Lloyd Snook stated he was located at 408 East Market Street in Charlottesville, VA.

59

60 Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.

61

62 Mr. Gaffney stated the following Authority staff members were joining the meeting: Bill Mawyer
63 (Executive Director), Lonnie Wood (Director of Finance & Administration), Jennifer Whitaker
64 (Director of Engineering and Maintenance), Dave Tungate (Director of Operations), Andrea Terry
65 (Water Resources Manager), Katie McIlwee (Communications Manager & Executive Coordinator),
66 and John Hull (Software Analyst).

67

68 Mr. Gaffney stated they were also joined electronically by Mr. Kurt Krueger (Counsel to the
69 Authority).

70

71 As it was a joint session, Mr. Krueger noted that the RSWA meeting was in recess and that the
72 RWSA was open.

73

74 Mr. Mawyer noted they would go through the regular agenda and keep the RSWA Board members
75 in the meeting.

76

77 **3. MINUTES OF PREVIOUS BOARD MEETINGS**

78 *a. Minutes of Regular Board Meeting on July 28, 2020*

79

80 Mr. Gaffney asked board members if they had comments or changes.

81

82 **Dr. Palmer moved that the board approve the minutes of the previous board meeting. The**
83 **motion was seconded by Mr. O'Connell and passed unanimously (7-0).**

84

85 **4. RECOGNITION**

86 There were no recognitions.

87

88 **5. EXECUTIVE DIRECTOR'S REPORT**

89 Mr. Mawyer stated he wanted to recognize Mr. Matthew Mitchell, who is an RWSA employee.
90 He stated he started with Rivanna less than a year ago as an unlicensed Water Operator trainee.
91 He stated in less than a year, Mr. Mitchell completed all the training and experience
92 requirements to take his Class II Water Operator's license test, which he took and passed. He

93 stated the only classification above this level was Class I. He congratulated Mr. Mitchell and
94 applauded the initiative he has taken to do the work at the Authority, as well as at home, to
95 prepare himself for the test.

96
97 Mr. Mawyer stated there was a lot of work going on at the reservoirs. He stated on August 6,
98 they activated the Emergency Action Plan because there were more than 3 inches of rain in 24
99 hours coming across the Sugar Hollow Reservoir Dam. He stated he notified all board members
100 that RWSA had activated the EAP. He stated it all worked out fine, and was an example of how
101 they manage the reservoirs, particularly during storms.

102
103 Mr. Mawyer stated that in Sparta, North Carolina, there was a 5.1 earthquake on August 9. He
104 stated following this, RWSA's two Dam Safety Engineers (Ms. Whitaker and Ms. Victoria Fort)
105 spent a full day in the field inspecting all the dams to make sure they were okay. He stated
106 thankfully, they were.

107
108 Mr. Mawyer stated RWSA had a meeting with the federal Natural Resources Conservation
109 Service the previous Friday as they began the Beaver Creek Reservoir Dam Modification
110 Project. He stated the NRCS is funding a planning study for that project, and RWSA hopes to
111 receive construction funding from them as well, which Ms. Whitaker would speak to in her
112 presentation later.

113
114 Mr. Mawyer stated that Ms. Liz Coleman (Safety Manager) was able to obtain a grant for RWSA
115 from the Virginia Risk Sharing Association. He stated this will be \$4,000 and will be applied to
116 safety equipment.

117
118 Mr. Mawyer presented an update on the easement acquisitions for the Rivanna to Ragged Mtn
119 reservoir pipeline. He noted that the black outline on the map represented locations where they
120 obtained easements, and the green line was the Birdwood line where work was completed. He
121 stated there was the first reading by City Council to grant easements at the Ragged Mountain
122 property for the pipeline. He stated progress was being made in acquiring the easements.

123
124 Mr. Mawyer stated the consent agenda included a large project for a 5kv electrical system
125 upgrade. He stated these are major electrical cables that serve many of the major wastewater
126 facilities at Moores Creek. He stated after a facility inspection, the engineer recommended that
127 the project be accelerated. He stated the project had been slated for 2026, and RWSA now wants
128 to move it to the 2021-2024 timeframe.

129
130 Mr. Mawyer stated there were bids and an award in the consent agenda to Alleghany
131 Construction to replace the rubber gate that is atop the Sugar Hollow Reservoir. He stated
132 Alleghany is the contractor that installed the original rubber gate 20 years ago and was the low
133 bidder on the recent project. He stated they plan to do the work in the fall and following spring.

134
135 Mr. Mawyer stated also on the consent agenda was a project to design a pipeline extension from
136 the South Rivanna Water Treatment Plant, beneath the South Rivanna River, to an existing
137 waterline on north Route 29. He stated in combination with the existing water line beneath the
138 river, they would have two redundant water feeds beneath the South Rivanna River. He stated

139 as that area continues to grow and expand, RWSA can provide more water to the northern
140 section of its water zones.

141

142 **6. ITEMS FROM THE PUBLIC**

143 Mr. Gaffney opened “Items from the Public.”

144

145 Ms. Dede Smith (City of Charlottesville resident) stated she would like to speak to the recent
146 water demand study by Hazen and Sawyer and how it relates to RWSA’s plans to build an \$80
147 million pipeline. She stated in 2005, when the current Community Water Plan was selected, the
148 water demand data used predicted a need for 18.7 million gallons per day (MGD) by 2055. She
149 stated the 2055 demand number in this recent Hazen report has fallen to 13 MGD. She stated the
150 problem is that RWSA needed the 18.7 MGD number to justify the pipeline.

151

152 Ms. Smith stated in September 2007, a year after the plan was approved, RWSA held a meeting
153 to disclose the true cost of the plan and stated they couldn’t build it all at once without rates
154 going through the roof. She stated Rivanna recommended that the dam be built first, and the
155 pipeline later when it was needed.

156

157 Ms. Smith stated at an August 2009 Rivanna Board meeting, in response to objections to this
158 approach from the Friends of the Mormons, Executive Director Tom Frederick stated, “There is
159 a suggestion here that the Ragged Mountain Reservoir won’t work without a new pipeline. That
160 depends on demand. We actually used an interim target of 2020 demand from Gannett Fleming’s
161 demand analysis and ran the model for those conditions and showed the Sugar Hollow Pipeline
162 still worked under those conditions.”

163

164 Ms. Smith noted that in Gannett Fleming’s 2020 analysis Mr. Frederick referred to, it was 14
165 MGD. She stated this was worth repeating: Rivanna’s computer model showed that the plan
166 works without a pipeline with a demand of at least 14 MGD, which is the new 2070 demand.

167

168 Ms. Smith stated she understood the benefits of the expensive pipeline and why some board
169 members really want it. She stated for some, it is fear of the future. She stated for others, it is
170 interests outside of the water supply. She stated the fact is that the data does not support building
171 the pipeline within the next 50 years and more. She stated it is a want, not a need. She stated the
172 elephant in the room is the fact that the ratepayers who will have to pay for the board’s comfort
173 level live in the City and Urban Ring, and they are disproportionately low income, Black, and
174 brown. She stated in this post-George Floyd era, there is a whole new language for this kind of
175 policy.

176

177 Mr. Neil Williamson, President of the Free Enterprise Forum, stated as a point of history, for the
178 record, the South Fork Rivanna Reservoir was constructed in 1966, which is the year he was
179 born. He stated when it was constructed, it was done with the vision of the future. He stated they
180 didn’t have computer models, but they built what they needed for infrastructure.

181

182 Mr. Williamson stated they went through a difficult time developing the community-vetted
183 Water Supply Plan, and the pipeline was always a part of that plan. He stated they stood with
184 their friends from the Southern Environmental Law Center, Piedmont Environmental Council,

185 Charlottesville Area Association of Realtors, and the Chamber of Commerce to say yes to
186 building the Community Water Supply Plan. He stated this was not the plan he thought was
187 going to be approved, and thought they were going to be putting a straw into the river. He stated
188 in time, however, the entirety of the plan was embraced by the community.

189
190 Mr. Williamson stated he was hopeful that revisionist history doesn't change this. He stated he
191 firmly believed that the water the area needs will be there for them because of this advanced
192 planning.

193
194 Mr. Gaffney closed public comments.

195
196 **7. RESPONSES TO PUBLIC COMMENT**

197 Mr. Mawyer stated he had a nice discussion with Ms. Dede Smith the week prior for about an
198 hour. He stated he would continue to communicate with her about her concerns. He stated the
199 South Rivanna to Ragged Pipeline is in the CIP from 2027 to 2033, and the current budget is \$80
200 million. He stated an update is currently being done on that cost estimate.

201
202 Dr. Palmer stated she appreciated all the information staff has given the board on the way that
203 they are now looking at the demand analysis and where the DEQ may be going with demand
204 analysis recommendations in the future.

205
206 Dr. Palmer reminded everyone that the Sugar Hollow Reservoir watershed is 17 square miles,
207 whereas the South Fork Rivanna Reservoir watershed is 259 square miles. She stated the plan,
208 from the beginning, was to have a pump storage situation where they collect the water at South
209 Fork (which is a great place to collect, but not a great place to store) and pump it over to Ragged
210 Mountain Reservoir, which has a 2-square-mile watershed and is a wonderful place to store
211 water. She stated she appreciated the information staff provided the board on the demand
212 analysis and on the value of this pipeline.

213
214 **8. CONSENT AGENDA**

- 215 *a. Staff Report on Finance*
- 216
- 217 *b. Staff Report on Operations*
- 218
- 219 *c. Staff Report on Ongoing Projects*
- 220
- 221 *d. Staff Report on Wholesale Metering*
- 222
- 223 *e. Approval of Flexible Benefits "Cafeteria Plan"*
- 224
- 225 *f. Updated Employee Handbook*
- 226
- 227 *g. Reimbursement Resolution – CIP Funding*
- 228

- 229 h. *Financial Policy Update*
230
231 i. *Capital Improvement Plan Amendment and Approval of Engineering Services –*
232 *Moores Creek 5kv Electrical System Upgrade – Hazen & Sawyer*
233
234 j. *Construction Contract Award and Capital Improvement Plan Amendment– Sugar*
235 *Hollow Dam Rubber Crest Gate Replacement*
236
237 k. *Approval of Engineering Services – South Fork Rivanna River Crossing Project –*
238 *Michael Baker International*
239
240 l. *Construction Change Order Authorization – Albemarle-Berkeley Wastewater*
241 *Pump Station Storage Basin Demolition – Pleasant View Construction*
242
243 m. *Amendment of Bylaws to Update the Purchasing Limitations of the Executive*
244 *Director*
245

246 **Dr. Palmer moved that the board approve the Consent Agenda. The motion was seconded**
247 **by Mr. Snook and passed unanimously (7-0).**
248

249 At 2:59 p.m., Mr. Snook left the meeting.
250

251 **9. OTHER BUSINESS**

252

- 253 a. *Presentation: Crozet Water Projects Update; Jennifer Whitaker, Director of*
254 *Engineering & Maintenance*

255 Ms. Jennifer Whitaker stated she would update the board on the current work and future plans
256 for the Crozet water system. She stated as RWSA embarks on a more outward-facing planning
257 and design effort, they want to make sure that the board and public are kept up to date on the
258 path forward.
259

260 Ms. Whitaker presented a map and listing of currently owned RWSA facilities. She stated the
261 Crozet community is designated as a water and sewer growth area and service area for
262 Albemarle County. She stated RWSA provides the municipal wholesale water service to the
263 area, while ACSA provides the retail service.
264

265 Ms. Whitaker presented a slide of the current facilities. She stated the Beaver Creek Dam, raw
266 water pump station, and intake are on each side of the dam. She stated the raw water piping goes
267 from the dam and pump station up to the Crozet Water Treatment Plant. She stated the finished
268 water piping and finished water pump station are located on the left side of the treatment plant
269 and head to the west to feed the ACSA system.
270

271 Ms. Whitaker stated most of these facilities were constructed in the mid-1960s, meaning that

272 they were currently about 60 years old and, as such, require either rehabilitation or capacity
273 expansion.

274
275 Ms. Whitaker stated given the current rehabilitation needs for the facilities and the population
276 growth in the area, RWSA completed a Drinking Water Infrastructure Master Plan, the findings
277 of which have been discussed both at the board meetings and at the CCAC (Crozet Community
278 Advisory Council). She stated the master plan was completed in 2019 and updated with a
279 supplement in 2020 to reflect current demand patterns that RWSA believes may be COVID-
280 related in the Crozet community.

281
282 Ms. Whitaker stated the key takeaways from the plan include that RWSA believes that Beaver
283 Creek Reservoir is an adequate water supply for the community through the 2075 planning
284 horizon. She stated they will have to get a future water withdrawal permit from the Virginia
285 DEQ, which will include mandatory downstream releases from the reservoir.

286
287 Ms. Whitaker stated additionally, the water treatment plant capacity must be upgraded to meet
288 the maximum day demand and, ultimately, will eventually have to go to approximately 2.8
289 MGD.

290
291 Ms. Whitaker stated the Beaver Creek Dam requires significant upgrades to meet the recent dam
292 safety requirements. She stated these upgrades are mandatory and not optional. She stated it will
293 require a significant spillway improvement, which will pass through the earthen dam. She stated
294 a new raw water pump station will be associated with that, and RWSA will be working on water
295 distribution piping projects together with the ACSA.

296
297 Ms. Whitaker presented a map, noting it was similar to that of the Community Water Supply
298 Plan for the urban system. She stated this map highlighted the projects in Crozet including
299 existing projects, completed projects, and future projects. She stated there is a need to invest
300 approximately \$42 million in the Crozet water system over the next five years.

301
302 Ms. Whitaker presented an image of the newly completed finished water pump station that is
303 located on the west side of the water treatment plant and provides water from the water treatment
304 plant to the rest of the system. She stated it is built in a way such that it can be expanded in the
305 future simply by replacing pumps. She stated it currently meets the needs of the community.

306
307 Ms. Whitaker stated as has been discussed, there was also a recent granular activated carbon
308 project where RWSA installed carbon contactors for water quality improvements such that they
309 can remove organic materials and minimize disinfection byproducts. She stated this project cost
310 \$3.4 million and was completed in 2018.

311
312 Ms. Whitaker stated currently, RWSA was underway with the Crozet Water Treatment Plant
313 upgrade. She stated this plant was an approximately \$8.5-million project and that its capacity
314 was being expanded from 1 MGD to 2.1 MGD. She stated it is expected to be completed near the
315 end of the year.

316
317 Ms. Whitaker presented a list of projects that were likely gaining some public-facing discussion.

318 She stated this included the Beaver Creek Dam, its associated raw water pump station, and the
319 piping modifications. She indicated on the slide to a dam that was located elsewhere but was
320 being used as an example of a similar spillway that will be installed in the Beaver Creek Dam.
321 She stated this was a 3.5-cycle labyrinth spillway that will have a bridge over it carrying vehicle
322 traffic on Browns Gap Turnpike. She stated this area goes through the center of the earthen dam.
323 She indicated to a picture on the slide that showed the current raw water pump station in that
324 area.

325
326 Ms. Whitaker stated all these upgrades were intended to satisfy current dam safety requirements
327 to upgrade the dam to be able to pass 100% of the probable maximum flood which, in this
328 vicinity, is in the upper 20s to low 30s in inches of rain in a 24-hour period. She stated they were
329 thus looking at approximately 30 inches of rain in a 24-hour period without a dam failure, and
330 the intent was to be able to pass that water over the structure and to the downstream area without
331 a problem with the dam.

332
333 Ms. Whitaker presented the site analysis for the raw water pump station map. She stated RWSA
334 has looked at six locations, with each of these showing on the image as a dot. She stated there
335 was a site selection memo that was created for RWSA, and they have currently narrowed it down
336 to Sites 1 and 3. She stated they are currently looking at having environmental work ongoing out
337 in the field. She stated they will also be looking at a joint permit submission to DEQ and the
338 Army Corps of Engineers in the fall. She stated they are working with NRCS to do a
339 supplemental watershed plan and environmental assessment study, which will take them through
340 the summer of 2022. She stated from 2022 to 2023, RWSA anticipates design, with construction
341 in 2024 through 2026.

342
343 Mr. O'Connell stated the update was helpful and that the summary graphic was useful.

344
345 Dr. Palmer asked Ms. Whitaker if she could share the presentation with everyone.

346
347 Ms. Whitaker replied she would send it out to the whole board.

348
349 Mr. O'Connell asked Ms. Whitaker if she could quickly speak to the recent water demand and if
350 this had changed the picture at all. He stated it had been very high for over a month.

351
352 Ms. Whitaker replied that currently, the average daily demands in Crozet were still within the
353 projected numbers RWSA looked at in the original Drinking Water Infrastructure Plan. She
354 stated what they were currently seeing was the peak day number consistently staying fairly high,
355 particularly associated with warm weather.

356
357 Ms. Whitaker stated another item RWSA was seeing, because Crozet is 80% residential, is an
358 impact from people working from home more extensively than perhaps they historically have.
359 She stated that number seems to be staying higher than it was the year prior.

360
361 Ms. Whitaker stated RWSA has published a supplement to the Drinking Water Infrastructure
362 Plan and looked at the recent year's numbers compared to the last several years. She stated it
363 does project their ultimate demand numbers to be just a few tenths higher than they originally

364 anticipated. She stated some accommodations have been made for that. She stated they will
365 continue to update and review those demand numbers post-COVID to see whether it is a
366 transient item or a more permanent trend.

367
368 Dr. Palmer asked how the negotiations with the surrounding properties for the dam infrastructure
369 were going. She stated she supposed RWSA was still looking at the location for the pump
370 station.

371
372 Mr. Mawyer replied that RWSA is talking to those people who live on the west side of the
373 Beaver Creek Reservoir, near the proposed pump station site. He stated they have not been very
374 happy that RWSA may need to go across their property. He stated it would be an easement for an
375 underground pipeline and a road over top the pipeline. He stated the pump station itself is
376 actually on Albemarle County property around the reservoir. He stated they are talking with the
377 family to understand the concerns He stated they are nice people and that, for the most part, they
378 understand what it is RWSA is trying to accomplish.

379
380 Mr. Mawyer stated RWSA understands that the family may not be so happy that an easement is
381 needed across their property, so they are looking at all the alternatives. He stated they possibly
382 brought Site 1 back into review so they can assess whether there is any way that would be a
383 better location for the pump station, with a different pipeline route. He stated they try to evaluate
384 the environmental concerns, costs, and the preferences of the people in the area to come up with
385 the best solution and are still in that process.

386
387 *b. Presentation: Buck Mountain Master Plan; Andrea Terry, Water Resources Manager*
388

389 Ms. Andrea Terry stated she would talk about the Buck Mountain Land Use Master Plan. She
390 stated it is approximately 1,300 acres owned by RWSA in Northern Albemarle County. She
391 stated the impetus for the plan was that in April 2019, a former property owner, Dr. Harry
392 Wellons, came to the board requesting that he be able to buy back the land that RWSA had taken
393 through eminent domain in 1983.

394
395 Ms. Terry stated as a follow-up, staff provided a presentation to the board in June of 2019. She
396 stated at that time, the board requested that RWSA prepare a Buck Mountain Master Plan. She
397 stated RWSA hired a local planning firm called Land Planning and Design Associates, and that
398 their team members were on the call and available to answer questions. She stated these team
399 members were Mr. Bill Mechnick and Mr. Tristan Cleveland of LPDA, and their project team
400 also included VHB (Mr. Tim Davis) and PROS Consulting (Mr. Mike Svez).

401
402 Ms. Terry stated in the 1980s, RWSA acquired 38 parcels in the Buck Mountain Creek
403 watershed with the intent of building a reservoir. She stated the parcels ranged from 1 to 160
404 acres. She stated of the approximately 1,300 acres in total, it cost \$6.95 million. She stated
405 studies of the reservoir site in the late 1990s identified the presence of the James spiny mussel,
406 which shut the project down.

407
408 Ms. Terry stated RWSA is currently using the land as a stream mitigation site for the Ragged
409 Mountain Reservoir expansion. She stated the mitigation started in 2014 and includes 11,511
410 linear feet of streams that now have land conservation buffers. She stated there are sections

411 where the stream was restored and along that area, RWSA planted over 40,500 trees. She stated
412 they have placed the buffer areas into deed restrictions, which is approximately 600 acres.
413

414 Ms. Terry stated the Buck Mountain Master Plan is an evaluation of uses and management of the
415 Buck Mountain property with respect to RWSA's vision, mission, and values. She stated she
416 specifically included in the presentation which plan goals the plan addresses.
417

418 Ms. Terry stated the plan looks at environmental stewardship with water quality protection of the
419 streams. She stated the Buck Mountain watershed is located in the watershed of the South Fork
420 Rivanna Reservoir and, as such, provides protection to a portion of the water quality flowing into
421 the South Rivanna.
422

423 Ms. Terry stated the plan looks at operational optimization and efficient use of resources. She
424 stated it also considers infrastructure and master planning with regards to the current water
425 supply as well as the future.
426

427 Ms. Terry stated the consultants did a lot of work on this and presented a summary of the
428 different sections of work they performed. She stated she would touch on those sections in the
429 presentation, and that the board members would find in their packets that RWSA included the
430 master plan report itself. She stated there is an environmental document that goes into detail with
431 a lot of information, as well as a recreational market analysis.
432

433 Ms. Terry stated the master plan evaluations look at current land use and zoning, infrastructure,
434 roads, utilities in the area, and potential development constraints (e.g. leases, steep slope
435 restrictions, and deed restrictions). She stated the plan addresses the potential of the land as a
436 future reservoir site and includes environmental factors, regulatory history, natural resources
437 description, land management implications, real estate market analysis, and recreation analysis.
438

439 Ms. Terry presented a map, noting that the existing zoning of the property is primarily Rural
440 Area (RA) and that this consists of 1,159 acres. She stated there is a section of it that is Planned
441 Unit Development (PUD), which is 155 acres. She stated this made her wonder why there was a
442 PUD there. She stated the property is adjacent to Hickory Ridge, which is an existing PUD,
443 which explains the existing zoning. She stated Rural Areas are good areas for preservation of
444 agricultural and forested lands; water supply protection; and the conservation of natural, scenic,
445 and historic resources.
446

447 Ms. Terry presented a map showing RWSA's existing leases on the property. She stated there are
448 15 parcels that are leased by 9 leaseholders totaling 484.41 acres. She stated all of those leases
449 are now in 2-year terms. She stated at one point, RWSA had some 5-year leases and some 20-
450 year leases, but they changed that and are now only doing 2-year terms. She stated 8 of the
451 parcels are in agriculture (cattle or horses) and are fenced out of the streams. She stated the
452 remainder are used for quiet enjoyment. She stated the leases currently generate \$1,900 annually.
453

454 Ms. Terry indicated on the map to Property 18-11A and stated this was the parcel that Dr.
455 Wellons had talked about wanting to be able to buy back. She stated other leaseholders have also
456 talked to her about wanting this as an option.

457
458 Ms. Terry presented the current leasing fee structure. She stated pasture is leased at \$10 per acre,
459 forested is leased at \$3 per acre, and the deed-restricted area is leased at \$0 per acre. She stated
460 the total lease value is \$1,900. She stated LPDA and its consultants also did a market analysis,
461 showing that there is a more appropriate range for what RWSA is leasing, which was something
462 to consider. She stated this would change the amount they are receiving each year to somewhere
463 in the range of \$6,300 to \$8,800.

464
465 Ms. Terry presented the considerations used when looking at the site for a future reservoir. She
466 stated there is a good discussion about that on the regulatory side of things, and in the
467 environmental report. She stated there are significant regulatory impediments to use of this as a
468 reservoir in the future. She stated not only do they know that it has been a James spiny mussel
469 habitat in the past, but they now also have mitigation sites that would have to be relocated. She
470 stated a lot of money would have to be paid into a mitigation bank if RWSA ever wanted to move
471 them, and that they are not even confident that they could be moved.

472
473 Ms. Terry stated another thing to consider is the fact that the Community Water Supply Plan
474 meets the demands of the public water users for the next 100 years. She stated another
475 consideration was that climate change could create unanticipated water demands and regulatory
476 changes and then, perhaps it could become a reservoir.

477
478 Ms. Terry presented a compilation of all of the land uses at Buck Mountain. She indicated to a
479 map and stated the main road coming across the center of the property was Buck Mountain
480 Road, and the one going up north is Catterton Road. She stated there are two branches to Buck
481 Mountain Creek: Piney Creek on the left, and Buck Mountain Creek on the right. She stated the
482 yellow highlighted areas on the map are the areas RWSA placed into deed restrictions (or
483 conservation areas) and totaled 610 acres. She stated the map also showed fields and pastures in
484 light green, which totaled 226 acres. She stated the forested acres were represented in dark green,
485 which totaled 475 acres.

486
487 Ms. Terry noted how the two main roads (Buck Mountain Road and Catterton Road) allow road
488 access to approximately 197 acres, represented on the map in a crosshatch. She stated the steep
489 slopes were also included.

490
491 Ms. Terry stated she had talked to the board in the past about some property management issues
492 RWSA has on the land. She stated they currently own a bridge with a stream crossing and
493 provide maintenance on the bridge. She stated there is a pond on one of the properties that
494 RWSA originally acquired as part of a reservoir. She stated the pond requires some permitting
495 and maintenance and therefore, some funding to do that. She stated there is a house that was
496 previously rented but is no longer in a condition to be rented.

497
498 Ms. Terry stated of the 600 acres with deed restrictions, there needs to be wildlife management
499 and dealing with invasive vegetation. She stated trespassing, ATVS, and hunting are often issues

500 for RWSA. She stated there are 10 miles of existing gates and fences throughout the property
501 and that RWSA needs a couple better access road agreements on different parts of the property.
502

503 Ms. Terry indicated to a corner of the land, noting that none of the parcels there were currently
504 leased by anyone. She stated their total acreage is 46.1 acres. She stated they have an assessed
505 value of \$655,000 and an average value of \$14,200 per acre. She stated one thing to consider
506 would be what they would be giving up if they sold those properties.
507

508 Ms. Terry stated on the upper-left corner of the pink area on the map, there is a stream that
509 comes along the boundary, straight down and across to the one in the middle. She stated there are
510 buffers in those areas and if RWSA sold this, they would be relinquishing control of what is
511 happening next to Piney Creek, which is one of the waters that flows into the Buck Mountain
512 Creek.
513

514 Ms. Terry stated from the master plan, LPDA developed three different scenarios. She stated one
515 was divestment, involving selling the entire property. She stated Level Two was to sell portions
516 of the property that have the highest sale value and/or are outside the future reservoir boundaries.
517 She stated the second scenario of land management was to retain ownership and manage the
518 property. She stated Scenario Three was active amenitization, meaning to put in amenities. She
519 stated LPDA's suggestion was Scenario Three, Level One, which was to retain ownership and
520 encourage passive recreational use.
521

522 Ms. Terry stated in taking all of this into consideration, staff was bringing forward
523 recommendations for the board's consideration. She stated like LPDA, staff also thinks RWSA
524 should retain ownership for the primary purpose of protecting water quality. She stated in doing
525 that, they would like to manage the property with a focus on additional sustainability uses that
526 they could then possibly use to help offset some of their existing carbon footprint. She stated
527 some of these things would include silviculture, reforestation, and solar sites. She stated RWSA
528 does agree with updating the leases to the market value.
529

530 Ms. Terry stated to do all these things, RWSA will need to develop a comprehensive property
531 management plan and budget.
532

533 Ms. Terry concluded her presentation and offered to answer questions.
534

535 Ms. Hildebrand stated she was curious if RWSA considered looking at, without impacting the
536 mitigation or future reservoir areas, possibly selling off any of the valuable parcels and then
537 designating those funds to help with the management of the site. She asked if increasing the lease
538 value would help to offset some of the management of the site.
539

540 Mr. Gaffney stated he wanted to add a follow-on question to Ms. Hildebrand's question. He
541 stated the four lots that Ms. Terry spoke about on Buck Mountain Road totaled 46 acres, but a
542 building lot for a home in the County would be 2 acres. He stated they could actually cut off the
543 majority of the bottom land there, around the streams, and any of the land in the buffer to get
544 four building sites. He stated this would capture the majority of that value of the 46 acres. He
545 stated this would be something to consider, which would go toward what Ms. Hildebrand was
546 suggesting, which was using that money to help keep up the property.

547
548 Mr. Krueger stated the subdivision by-right ordinance would be true if RWSA had acquired the
549 whole parcel. He stated what he didn't know, and that perhaps Ms. Terry did know, was if those
550 particular parcels were partial condemnations of existing parcels, in which case RWSA has faced
551 that issue before and unless they have paid money to the owner of the property of which they
552 have taken a portion of the property for the remaining development rights, the idea is that only
553 one development right would come from the division by right when they condemn.

554
555 Mr. Gaffney stated he did not follow this. He asked if the map was showing four separate
556 parcels.

557
558 Mr. Krueger stated the question was if there were five development rights on those parcels.

559
560 Mr. Gaffney stated no. He asked if, out of each parcel, they would just keep the 2 acres by Buck
561 Mountain Road. He stated they could do a property division where the back parts have no
562 development right, but this is retained by RWSA. He stated they would end up with four parcels
563 like the one at the bottom of the map, assuming this was about a 2-acre parcel.

564
565 Mr. Krueger asked if this were assuming they got some subdivision by right.

566
567 Mr. Gaffney stated they didn't need to divide any of those to get additional parcels. He stated
568 there were four parcels and that he assumed, based on the assessed value the County has on that,
569 that each one has a building right.

570
571 Mr. Krueger stated that it would, but that they could not necessarily subdivide it further.

572
573 Mr. Gaffney stated they couldn't add division rights.

574
575 Mr. Krueger stated this was correct.

576
577 Mr. Gaffney stated they would get four building parcels of 2 acres or more and keep all of the
578 bottom land they need to maintain the deed restrictions.

579

580 Mr. Krueger stated he may have made an assumption he should not have made. He stated he was
581 assuming that Mr. Gaffney's proposal would have them subdivide those top three parcels into
582 two parcels, with a smaller buildable lot at the road. He stated RWSA would then keep the back
583 of those lots.

584
585 Mr. Gaffney stated this was correct and they would be separate.

586
587 Ms. Terry asked if this would allow them to keep the back where the stream runs through but
588 allow them to keep the deed-restricted area.

589
590 Mr. Krueger stated he believed this would require them to have at least one subdivision right to
591 do that.

592
593 Mr. Gaffney stated based on \$655,000 in assessed value for that, in four parcels, he assumed that
594 otherwise, they would not be worth that. He stated obviously, this would need to be checked out.

595
596 Mr. Krueger stated he did not know if there is an ability to do that one split or subdivision per
597 parcel there. He stated it depends on how they took it when they condemned it.

598
599 Mr. Gaffney stated they should look into it.

600
601 Dr. Palmer stated if they considered that, she would like to know quite a bit about these specific
602 properties, the condemnation situation, and whether those previous owners are still around. She
603 stated this sounded somewhat problematic to her as she was listening to it.

604
605 Mr. Krueger stated there is the issue of condemning property for a public purpose, then reselling
606 it potentially for a private purpose.

607
608 Dr. Palmer stated this was her concern.

609
610 Ms. Hildebrand asked if it would be considered a public purpose if they designated the money to
611 maintain the rest of the property.

612
613 Mr. Krueger stated he was not sure this was doable and would want to look into that. He stated in
614 some sense, it would prove too much.

615
616 Dr. Palmer stated the additional money Ms. Hildebrand mentioned from taking into
617 consideration the assessed value when they are charging for the leasing agreements would
618 certainly go to that management, which she believed would be a reasonable thing.

619

620 Mr. Krueger pointed out that those leaseholders are, in a sense, their eyes and ears on the ground
621 for illegal hunting and various nefarious activities that may go on there. He stated those
622 leaseholders help call up the RWSA to report those things, so they serve as a monitoring
623 function.

624
625 Ms. Terry stated it is a huge benefit that their leaseholders will communicate with them when
626 they see issues. She stated they often know things before she does.

627
628 Dr. Palmer thanked Ms. Terry for reminding the board of this, as she recalled her telling them
629 this at a previous session.

630
631 Mr. Gaffney asked if with all the fences and roads Ms. Terry talked about needing maintenance,
632 if any of the leaseholders maintain some of those fences.

633
634 Ms. Terry replied yes. She stated they are allowed to use the buffer areas and deed-restricted
635 areas for quiet enjoyment, and she does believe they do maintain some of the fencing.

636
637 Mr. Gaffney asked how this would affect a change where they allow passive recreation (e.g.
638 hiking, mountain biking), as he assumed this would cross some of those lease holdings.

639
640 Ms. Terry replied that people cannot trespass on someone else's leasehold unless they have
641 permission to use it. She stated there are some instances where different leaseholders are fine
642 with that.

643
644 Ms. Terry stated the area has a lot of old trails, and one of the recommendations in the
645 environmental report was if RWSA is going to manage this into the future, they should make a
646 better network of trails for them to facilitate going in and out of the buffer areas.

647
648 Mr. Gaffney asked, given that the streams are fenced off, if they would lease the streams as well,
649 or if they would have enough room to put paths along the streams. He asked if the leases cross
650 the major streams.

651
652 Ms. Terry replied that they do, in places.

653
654 Mr. Mawyer stated RWSA is not allowed to build any paths within the conservation area,
655 however. He stated within the conservation area next to the stream, no development is allowed.
656 He stated walking is the only thing one can do in there, and they cannot build a path for walking.

657
658 Dr. Palmer stated she agreed with the recommendations in the report. She stated she always likes
659 to remind the public that this property was used for the water supply plan for mitigation, which

660 was important at the time they would have had to buy those credits elsewhere. She stated it was
661 considered to be a huge plus to be able to do the remediation there, in their own watershed. She
662 stated there are now plenty of communities that are buying land in the watersheds of their water
663 supplies.

664
665 Dr. Palmer stated she would like to know what it costs to make some of the improvements that
666 were suggested in the plan. She stated she would prefer to go forward with the recommendations
667 in the plan, with finding out how much it costs and what the timeline would be in which the
668 improvements would be implemented.

669
670 Ms. Terry stated the next step would be for RWSA to develop a comprehensive property
671 management plan and budget. She stated this was something the RWSA would want them to do
672 to outline the costs and what might need to happen.

673
674 Dr. Palmer stated this would be her preference.

675
676 Mr. O'Connell stated this made sense.

677
678 Ms. Hildebrand stated it was a good idea. She stated they will then know what kind of dollars
679 they were talking about.

680
681 **Dr. Palmer moved that the RWSA develop the comprehensive property management plan**
682 **and budget and bring this back to the board. The motion was seconded by Mr. O'Connell**
683 **and passed unanimously (6-0). (Mr. Snook was absent from the vote.)**

684
685 **At 3:46 p.m., Dr. Palmer moved to reopen the Rivanna Solid Waste Authority meeting. Mr.**
686 **Oberdorfer seconded the motion, which passed unanimously (6-0). (Mr. Snook was absent**
687 **from the vote.)**

688
689 The joint session of the RSWA and RWSA boards began.

690
691 Mr. Gaffney called the roll of RSWA board members. Mr. Oberdorfer, Dr. Palmer, Dr.
692 Richardson, Mr. Richardson, Mr. Stewart, and Mr. Gaffney all stated their presence.

693 *c. Presentation: Strategic Plan Update; Katie McIlwee, Communications Manager/Executive*
694 *Coordinator*

695
696 Ms. Katie McIlwee stated she would provide a quick update of implementation of year two of
697 the Strategic Plan.

698

699 Ms. McIlwee presented the values, vision, and mission that Rivanna has been following since
700 implementation began. She stated year two implementation's overall completion rate was lower
701 than expected. She stated that this was due to the COVID-19 pandemic, which impacted each
702 goals teams' ability to meet and complete their tactics. She stated many of the tactics that had
703 been developed had a very public-facing nature and either had to be put on hold or changed as
704 they went through the implementation of the second half of the year.

705

706 Ms. McIlwee stated there were six goals: workforce development, operational optimization,
707 communication and collaboration, environmental stewardship, solid waste services, and
708 infrastructure master planning. She stated they worked on 14 strategies and had developed 58
709 tactics to complete those strategies.

710

711 Ms. McIlwee stated that workforce development implemented numerous training programs
712 throughout the year. She stated some were through PVCC, and there was another being
713 researched that would use the LinkedIn platform. Additionally, she stated that a new employee
714 orientation video was created, as well as an entirely new employee orientation program.

715

716 Ms. McIlwee stated in response to COVID-19, Rivanna quickly developed a work-from-home
717 policy and were able to send part of the workforce home on certain days to try to minimize
718 impacts in the administrative and engineering buildings, whenever possible.

719

720 Ms. McIlwee stated Rivanna would like to further expand new employee orientations to
721 incorporate IT into the process. She stated they also want to look at implementing more training
722 platforms as previously mentioned.

723

724 Ms. McIlwee stated that operational optimization completed several studies , which had been
725 presented to the board, such as biosolids disposal. She stated they had fiber installed at the South
726 Rivanna Water Treatment Plant to help increase internet service. She stated a new piece of lab
727 equipment was purchased which will allow for increased testing efficiency and expansion of
728 types of test the lab is able to conduct.

729

730 Ms. McIlwee stated as next steps, they are continuing to upgrade or test the internet at South
731 Rivanna to ensure it has been optimized. She stated there will be an additional sensor research to
732 improve the wastewater treatment process.

733

734 Ms. McIlwee stated that through the safety strategy of organizational optimization, the Water
735 Infrastructure Protection Plan was submitted to the EPA in March of 2020. She stated additional
736 cameras have been installed at some of the facilities so they can be remotely monitored. She
737 stated additional AEDs had been acquired for each facility to further protect the workforce, as

738 well as additional fall protection equipment and a complete update and review of the safety
739 manual that was completed that year.

740

741 Ms. McIlwee stated next steps will be to submit their emergency response plan to the EPA in
742 September. She stated Rivanna will continue installing web-based cameras so they can observe
743 all facilities remotely.

744

745 Ms. McIlwee stated many new ways of communicating and collaborating came into play during
746 the last 5-6 months due to COVID-19. She stated Rivanna is heavily using Microsoft Teams for
747 meetings, so that business can continue as normal. She stated they are getting closer to fully
748 implementing their document management system. She also stated they continue to publish their
749 newsletter to the workforce.

750

751 Ms. McIlwee stated next steps for the communication and collaboration goal team include
752 continuing implementation of the document management software, and continuing to
753 communicate with staff through the newsletter, employee council, employee portal, and other
754 means, as necessary.

755

756 Ms. McIlwee stated Rivanna was also able to complete several facility videos and updated
757 pictures on their website through their video and photography contracts. She stated they continue
758 to plan and determine where these photos and videos can be expanded.

759

760 Ms. McIlwee stated one area that has definitely been affected by COVID-19 is the “Imagine a
761 Day Without Water” event that Rivanna held jointly with the City and ACSA. She stated she has
762 been meeting with representatives to figure out how to hold the event virtually for 2020. She
763 stated they hope that events like this can continue, but they need to find new ways to do them
764 since there are currently in-person constraints.

765

766 Ms. McIlwee stated the next steps include researching use of social media, which is something
767 Rivanna has been looking at for some time and hopes to start implement soon. She stated with
768 things being more remote, it seemed like a good time to carry that forward. She stated they have
769 also researched streaming board meetings (once they return to in-person meetings) in order to
770 continue the virtual nature of the meetings and allow people who cannot make it in person to
771 watch the meetings.

772

773 Ms. McIlwee stated in terms of environmental stewardship, there were many good events such as
774 the Day of Caring, river cleanup, and roadside cleanup at the beginning of year two, but they had
775 tapered off towards the end of the year due to COVID-19. She stated Rivanna looked for ways to
776 still participate, but in a socially distant and responsible matter. She stated the same was true for

777 “Imagine a Day Without Water,” Rivanna Flow Fest, and stormwater partnerships. She stated
778 they can still collaborate with these entities, though in a virtual manner.

779
780 Ms. McIlwee stated environmental activities at Rivanna facilities include completion of the Buck
781 Mountain Master Plan. She stated oyster shell recycling has been started at the McIntire
782 Recycling Center, as well as several other recycling programs that Rivanna has picked up
783 throughout the year, which included political sign collection, pizza box composting, and cooking
784 oil collection.

785
786 Ms. McIlwee stated next steps include evaluating the potential use of solar at Rivanna facilities
787 and implementing the Buck Mountain property management plan.

788
789 Ms. McIlwee stated the solid waste services goal team was definitely impacted by COVID-19.
790 She stated one thing that had been planned for that year was a recycling video contest for local
791 children . She stated with schools closing in March and not going back until possibly after the
792 first of the year, this tactic has been put on hold indefinitely. She stated the solid waste goal team
793 was looking for other ways to reinvent some of those programs or figure out other ways they can
794 partner with local school and community groups.

795
796 Ms. McIlwee stated in terms of infrastructure and master planning, the CMMS (Computerized
797 Maintenance Management System) was moving along. She stated it would be advertised for
798 procurement and implemented in the upcoming year. She stated the team completed the Urban
799 Water Demand and Supply Master Plan and continue to update the master plan matrix to include
800 current and anticipated master planning efforts. She noted there was a lot underway and a lot
801 planned in this area.

802
803 Ms. McIlwee stated year three had officially kicked off, and that the goal teams will work to
804 determine how to finish the tactics that were not completed last year, or to change those tactics to
805 make them work in the current environment.

806
807 Ms. McIlwee stated the Workforce Development Team will continue to expand training
808 opportunities. She stated Operational Optimization has upgrades to multiple water treatment
809 plants and wastewater treatment plants underway. She stated the Communication and
810 Collaboration Team hopes to implement social media. She stated the Environmental Stewardship
811 Team is using a Virginia Department of Health grant to implement a watershed protection
812 program. She stated the Solid Waste Services Team will continue to look for ways to expand and
813 promote recycling and refuse services in the area. She stated the Infrastructure and Master
814 Planning Team will continue implementation of the asset management program and CMMS
815 software.

816

817 Ms. McIlwee concluded her presentation.

818

819 Mr. O'Connell stated many good things were being accomplished.

820

821 Dr. Palmer stated she finds these reviews of the Strategic Plan valuable. She thanked Ms.

822 McIlwee for her presentation.

823

824 Mr. Gaffney stated it took many years to get an Executive Director to commit to a Strategic Plan,

825 and that he is very impressed at every board meeting with how they are using the Strategic Plan

826 and how it is a live document that improves everything within both authorities. He congratulated

827 and thanked everyone.

828

829 Mr. Richardson stated he agreed with his fellow board members.

830

831 ***10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA***

832 Dr. Palmer stated there are now signs at Sugar Hollow, in respect to littering, and asked who

833 officially was responsible for putting those up and paying for these signs.

834

835 Ms. Terry asked Dr. Palmer if she was referring to those signs that are below the dam and along

836 the Mormons River.

837

838 Dr. Palmer replied yes, in addition to the signs at the makeshift parking lot at the bottom.

839

840 Ms. Terry replied that she believed that Trout Unlimited put many signs on the section

841 downstream of the dam.

842

843 Dr. Palmer stated the same signs are also in the parking lot.

844

845 Ms. Terry stated Rivanna recently put up some "No Swimming signs."

846

847 Mr. Gaffney asked if they put any "No Swimming" signs up below the dam.

848

849 Ms. Terry replied no.

850

851 ***11. CLOSED MEETING***

852 Mr. Gaffney stated there would be a closed session for both boards.

853

854 **At 4:01 p.m., Dr. Palmer moved that Board of Directors of the Rivanna Water and Sewer**

855 **Authority enter into a joint closed meeting with the Rivanna Solid Waste Authority Board**

856 **to discuss confidential personnel matters as permitted by Section 2.2-3711(A)(1) of the**

857 **Code of Virginia. The motion was seconded by Mr. O’Connell and passed unanimously (6-**
858 **0). (Mr. Snook was absent from the vote.)**

859
860 After the closed session, Mr. Krueger called the roll for Water and Sewer board members. Ms.
861 Hildebrand, Dr. Richardson, Mr. Gaffney, Dr. Palmer, Mr. Richardson, and Mr. O’Connell each
862 stated their presence.

863
864 Mr. Gaffney stated the boards had just conducted an annual performance review for their
865 Executive Director, Mr. Mawyer. He noted that Mr. Mawyer has requested no pay increase
866 because his staff also had no pay increase, and the boards wanted to honor and appreciate that
867 fact. He stated they also wanted to thank Mr. Mawyer for his leadership in the past year, which
868 has been exemplary not only through the normal course of business, but through the COVID
869 challenges of running a water and wastewater treatment authority as well as a solid waste
870 authority.

871
872 Mr. Gaffney stated as a board, they feel extremely grateful to have such leadership at Rivanna
873 and look forward to another wonderful fiscal year.

874
875 Mr. O’Connell stated it was a great year.

876
877 Mr. Mawyer thanked the board members.

878
879 Mr. Krueger stated they would need to do a certification for the joint closed meetings before
880 moving on to other business.

881
882 **At 4:44 p.m., Mr. O’Connell moved to approve the following resolution:**

883
884 **Whereas the Rivanna Water and Sewer Authority has convened a joint closed meeting with**
885 **the Rivanna Solid Waste Authority on this date, pursuant to an affirmative recorded vote**
886 **and in accordance with the provisions of the Virginia Freedom of Information Act; and**
887 **whereas, Section 2.2-3712(D) of the Code of Virginia requires a certification by the**
888 **Rivanna Water and Sewer Authority that such closed meeting was conducted in conformity**
889 **with Virginia law; now therefore, be it resolved that the Rivanna Water and Sewer**
890 **Authority hereby certifies that, to the best of each member’s knowledge, (1) only public**
891 **business matters lawfully exempted from open meeting requirements by Virginia law were**
892 **discussed in the executive meeting to which the certification resolution applies, and (2) only**
893 **such public business matters as were identified in the motion convening the closed meeting**
894 **were heard, discussed, or considered by the Rivanna Water and Sewer Authority.**

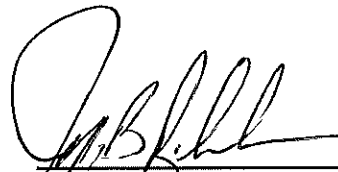
895
896 **The motion was seconded by Dr. Palmer and passed unanimously (6-0). (Mr. Snook was**
897 **absent from the vote.)**

898
899 ***12. ADJOURNMENT***

900 **At 4:45 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Water and Sewer**
901 **Authority. The motion was seconded by Mr. O’Connell and passed unanimously (6-0). (Mr.**
902 **Snook was absent from the vote.)**

903
904
905
906
907
908
909
910

Respectfully submitted,



Jeff Richardson
Secretary - Treasurer