



**RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
November 17, 2020**

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, November 17, 2020 at 2:27 p.m. via Zoom.

Board Members Present: Mike Gaffney, John Blair, Dr. Liz Palmer, Jeff Richardson, Gary O’Connell, Lauren Hildebrand, Lloyd Snook.

Board Members Absent: none.

Rivanna Staff Present: Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, Scott Schiller.

Attorney(s) Present: Kurt Krueger.

1. CALL TO ORDER

Mr. Gaffney called the November 17, 2020 regular meeting of the Rivanna Water and Sewer Authority to order at 2:27 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 revised effective October 1, 2020; and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 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 of the County’s revised 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.

Mr. John Blair stated he was located at Charlottesville City Hall (605 East Main Street in Charlottesville, VA).

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 the ACSA offices at 168 Spotnap Road in
50 Charlottesville, VA.

51

52 Dr. Elizabeth Palmer stated she was located at 2958 Mechum Banks Drive, Charlottesville, VA
53 22901.

54

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

57

58 Mr. Lloyd Snook stated he was located at 2408 Hillwood Place 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 Lonnie Wood, Jennifer Whitaker, Dave Tungate, Elizabeth Coleman, John Hull, and Katie
64 McIlwee.

65

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

68

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

70 *a. Minutes of Regular Board Meeting on October 27, 2020*

71

72 **Dr. Palmer moved that the board approve the minutes of the previous board meeting. The**
73 **motion was seconded by Mr. O’Connell and passed unanimously (6-0). (Mr. Snook**
74 **abstained, as he did not attend the October 27, 2020 meeting.)**

75

76 **4. RECOGNITIONS**

77 *a. Resolution of Appreciation for Guy Maupin*

78 Mr. Gaffney read the resolution aloud:

79

80 **“WHEREAS**, Mr. Maupin has served in a number of positions, most recently as a Water
81 Operator Class 1, for the Rivanna Water and Sewer Authority since January of 1997; and

82

83 **“WHEREAS**, over the same period in excess of 23 years, Mr. Maupin has demonstrated
84 leadership in his field and has been a valuable resource to the Authority and its employees; and

85

86 **“WHEREAS**, Mr. Maupin’s understanding of the Authority’s operation and dedication and
87 loyalty to the Authority have positively impacted the Authority, its customers, and its employees;
88 and

89

90 **“WHEREAS**, the Rivanna Water and Sewer Authority Board of Directors is most grateful for
91 the professional and personal contributions Mr. Maupin has provided to the Rivanna Water and
92 Sewer Authority and to its customers and its employees; and

93
94 **“NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Water and Sewer Authority
95 Board of Directors recognizes, thanks and commends Mr. Maupin for his distinguished service,
96 efforts and achievements as a member of the Rivanna Water and Sewer Authority, and presents
97 this Resolution as a token of esteem, with its best wishes in his retirement.

98
99 **“BE IT FURTHER RESOLVED** that this Resolution be entered upon the permanent Minutes
100 of the Rivanna Water and Sewer Authority.”

101
102 **Mr. O’Connell moved to adopt the resolution of appreciation for Mr. Maupin. The motion**
103 **was seconded by Dr. Palmer and passed unanimously (7-0).**

104
105 Mr. Gaffney congratulated Mr. Maupin on his retirement.

106
107 **5. EXECUTIVE DIRECTOR’S REPORT**
108 Mr. Mawyer stated another recognition he wanted to make was that Mr. Thomas Barger, Water
109 Operator, received and passed his Class I Water Operator’s license. He stated the Authority is
110 proud and pleased with Mr. Barger, who has been with the Authority for nearly three years. He
111 stated Mr. Barger also has a bachelor’s degree in landscape architecture from the University of
112 Georgia. He stated Mr. Barger is a very talented member of our team, and his efforts are
113 appreciated.

114
115 Mr. Mawyer stated work continues on acquiring easements for the pipeline from Rivanna
116 Reservoir to Ragged Mountain Reservoir. He stated the Authority is in detailed discussion with
117 one commercial company, and the discussion had progressed to the details in the Deed of
118 Easement. He stated slowly but surely, they are making progress.

119
120 Mr. Mawyer stated there was a meeting with UVA Foundation the week prior and that the
121 Authority is keeping the process moving with them, as the Foundation has a number of parcels
122 on which the Authority needs an easement.

123
124 Mr. Mawyer stated the Authority is planning the Buck Mountain Property Management Plan and
125 if it is approved that day, they will have a consultant on board to get this going.

126
127 Mr. Mawyer stated Ms. Jennifer Whitaker, Director of Engineering and Maintenance, made a
128 presentation to a UVA civil engineering class on water resources and public sector engineering.

129
130 Mr. Mawyer stated Ms. McIlwee and her colleagues at the City and Service Authority are getting
131 started on the “Imagine a Day Without Water” art program. He stated the theme this year is
132 “What Water Means to Me,” and applications can be made through November 23.

133
134 Mr. Mawyer stated the next meeting of the RWSA Board will be December 15, and there will be
135 an interesting presentation on the reservoir dam program by Ms. Victoria Fort, Senior Engineer.

136
137 **6. ITEMS FROM THE PUBLIC**
138 Mr. Gaffney opened the meeting to the public.

139

140 Ms. McIlwee stated there were two letters from the public to read, with one that had just come in
141 before the meeting. She stated the first letter was from Ms. Paige Ragsdale at 1615 Browns Gap
142 Turnpike, and read the letter aloud:

143

144 “I am writing to you as a concerned resident of Browns Gap Turnpike and neighbor to Beaver
145 Creek Dam. Specifically, I am concerned about the lack of commitment to keep Brown's Gap
146 Turnpike open through old road while the spillway is under construction.

147

148 “Last month, I was able to hear Mr. Mawyer speak at the Crozet Community Advisory
149 Committee meeting. I was very pleased to hear him say that opening the road was still under
150 consideration. It is my sincere hope, along with the hope of over 300 concerned citizens, that this
151 be added to the scope of the spillway project.

152

153 “While the cost of the road does seem concerning, I would ask that it be closely examined.
154 Closing this section of Browns Gap Turnpike for a minimum of 12 months, if staging of
155 construction is possible, will affect the daily lives of those who travel this road, the livelihoods of
156 farmers nearby, and the safety of those who live nearby with regards to emergency response
157 times. It is hard to put a cost on any of these factors.

158

159 “I recently came across a pamphlet that was printed for the grand opening of Beaver Creek Dam.
160 A paragraph struck me, as it seems every bit as pertinent today as it was then. It reads:
161 ‘Albemarle County can be justly proud. Completion of the Beaver Creek Watershed Project is a
162 significant milestone in the growth of Albemarle County. This is an outstanding example of the
163 possibilities of cooperative effort and leadership of enlightened local citizens aided by competent
164 technicians of many governmental agencies.’

165

166 “I hope as we move forward to the next major project at Beaver Creek, we can do so with the
167 same consideration and respect for neighbors of the lake and keep Browns Gap Turnpike open
168 throughout the construction. Thank you very much for your time.”

169

170 Ms. McIlwee stated a second comment came from Lowry Abell at 4133 Cow Path Lane, and
171 read the letter aloud:

172

173 “We have petitions with 338 signatures to keep Browns Gap Turnpike open during construction.
174 There have been concerns about the old bridge abutment; however, a former VDOT engineer
175 visually inspected the concrete abutments and found them in good shape. Two years ago, a
176 bridge with a 60-foot span was built over the Doyle's River to VDOT standards for a cost of
177 \$150,000.

178

179 “I believe that reopening the old road will not cost the \$1-2 million that is projected. The cost
180 can be just like NASA's toilet. You can buy one for \$200 or you can pay \$23 million. \$27
181 million can be spent for the spillway that would ensure the health and safety of 2 houses and 9
182 outbuildings. But nothing can be spent for the health and safety of 42 households on Browns Gap
183 Turnpike as closing the road endangers their health and safety by being further away from fire
184 and rescue resources.

185
186 “Please reconsider closing Browns Gap Turnpike during construction. If you have any questions
187 or comments, please call me: 434-960-1334.”

188
189 Mr. Gaffney closed Items from the Public.

190
191 **7. RESPONSES TO PUBLIC COMMENT**

192 Mr. Mawyer stated the Authority is still working with VDOT as well as the federal Natural
193 Resources Conservation Service (NRCS) on the design for the dam spillway and where it will
194 specifically be located, as well as whether this temporary detour road would be completed. He
195 stated he will be speaking with Mr. O’Connell and his Board of Directors on Thursday,
196 November 19 to provide them with information about the plan for that project.

197
198 Mr. Mawyer stated the bottom line was that there had been no clear decisions made at this point
199 of whether there would be a detour road. He stated they understand there are a number of people
200 in the community who would like to keep a Browns Gap Turnpike detour road open. He stated
201 the Authority’s engineer has projected a cost of about \$1 million to not only restore the old
202 bridge abutments (which have not been used since the dam was built 50 years ago), but to also
203 build a temporary road. He stated it is a significant project, but it has not been ruled out.

204
205 Mr. Mawyer stated the Authority will be working with the NRCS, which will require them to
206 have public hearings on the design in several different phases as the design moves forward, and
207 so the public will have an opportunity to voice their opinions on all aspects of the project.

208
209 Mr. Mawyer stated additionally, the Authority plans to bring some options back to the RWSA
210 Board in the spring about the pump station and where it might be located, as well as the issue of
211 building a temporary detour road.

212
213 Mr. Mawyer stated this is a topic that is still under discussion, and the public will have an
214 opportunity to weigh in.

215
216 **8. CONSENT AGENDA**

- 217 *a. Staff Report on Operations*
- 218 *b. Staff Report on Ongoing Projects*
- 219 *c. Staff Report on Wholesale Metering*
- 220 *d. Approval of Merit Pool*
- 221 *e. Approval of Term Contract for Professional Land Management, Planning and Engineering*
222 *Services – LPDA, Inc.*
- 223 *f. Approval of Professional Services – Implementation of Computerized Maintenance*
224 *Management System – GHD, Inc.*
- 225 *g. Approval of Term Contract for Non-Professional Environmental Health, Safety, and*
226 *Industrial Hygiene Services – ECS Mid-Atlantic*
- 227 *h. Approval of Calendar Year 2021 Meeting Schedule*

228 Dr. Palmer stated she had two questions about the consent agenda. She stated under the ongoing
229 projects, for the South Fork Rivanna to Ragged Mountain pipeline project, they are doing a
230 pretreatment pilot study. She stated she wanted to find out some information on the timing of
231 that and what it will entail.

232
233 Mr. Mawyer replied that about 18 months from then, which would be mid-calendar year 2022,
234 they expect to have the study done. He stated they will be taking samples from the reservoir,
235 evaluating the level of sediment and nutrients in the water at different seasons of the year, and
236 assessing what type of treatment they need (if any) before they would pump that water over to
237 Ragged Mountain.

238
239 Mr. Mawyer stated the proposed pretreatment facility is a significant cost item in the budget of
240 that project. He stated this is raw water that the Authority has the latitude to pump when they
241 want to. He stated they do not have to pump it every day as they do finished water, and so they
242 are trying to think strategically with their consultants on what the requirements would be for the
243 treatment facilities to get the water from Rivanna to Ragged.

244
245 Mr. Mawyer stated for example, that day and the day before, when they had heavy rains and a
246 huge amount of sediment in the Rivanna Reservoir and River, would not be ideal days to pump
247 water to Ragged Mountain. He stated hopefully, they will be able to manage the water supply at
248 Ragged and pump water on the days when the quality is much higher. He stated thereby, they
249 would not have to have such intensive and high-tech filters to remove nutrients and sediment at
250 the pretreatment facility before the water goes to Ragged.

251
252 Mr. Mawyer stated the Authority is assessing this and taking a fresh look at the pretreatment
253 requirements and operational logistics they control for this system to ensure they receive a value
254 from the project and expenditures that would be required. He stated in mid-July of 2022, they
255 expect to have the entire pilot study completed.

256
257 Dr. Palmer stated it was great news to hear that this was going on. She asked if the Authority was
258 doing the study themselves or if it was being done by consultants.

259
260 Mr. Mawyer replied that a consultant is helping with this. He stated as part of this, they are also
261 assessing the full cost of the entire project to update the costs and make sure that the \$80 million
262 they had projected is an accurate number as best they can.

263
264 Dr. Palmer stated this was wonderful to hear. She stated her second question was that she wanted
265 to hear a few more comments from Mr. Mawyer about the merit pool increase. She stated she
266 certainly supports this, but knows that there are new members on the board and the public
267 listening as well. She stated those who have served on the board for a while know that they did
268 the compensation study in January of 2018, where compression problems were identified, and
269 there were people who had their salaries below the midline. She stated it was recommended that
270 the study be repeated in 3-5 years.

271
272 Dr. Palmer stated she wanted to have Mr. Mawyer tell the board more about where they are in
273 correcting some of those problems. She stated obviously, other authorities and municipalities

274 have also increased their salaries while Rivanna has been doing these studies for the past few
275 years.

276
277 Mr. Mawyer stated Dr. Palmer was exactly right. He stated they had the classification and
278 compensation study that was completed in January of 2018, which did recommend that the
279 Authorities pay scale was below the market at the minimum, midpoint and maximum points, and
280 that they also have potential compression issues at the higher end of the employee groups, as
281 over 64% of employees were above the midpoint of the scale.

282
283 Mr. Mawyer stated compression comes about in two ways. He stated when tenured employees
284 get to the top of the scale and have nowhere to advance, mid-level tenured employees catch up
285 with them and create compression. He stated as well, if the scale does not move with time, new
286 employees are hired at a market-based salary, and their salaries may be equal to employees who
287 have been with the Authority for a number of years. He stated they can experience compression
288 at the bottom of their tenured employee group as well as at the top of the tenured employees.

289
290 Mr. Mawyer stated in 2019, a scale adjustment of 4% was agreed upon to move the scale to
291 higher salaries. He stated this did not give any money to employees, but the Boards did approve
292 a 3% merit increase that year for employees. He stated they are trying to keep the scale
293 advancing as well as existing employees advancing so that the new employees do not come in
294 with salaries that compete with those who have been there much longer.

295
296 Mr. Mawyer stated similarly in 2020, with the Board's approval, there was a 5% increase to the
297 scale. He stated no employees received any money from this, but the board also approved a 3%
298 merit pool for 2020.

299
300 Mr. Mawyer stated in July of 2020 (FY 21), there were no merit or scale adjustments proposed to
301 the Board in view of the Covid related circumstances, which is why he has come back to the
302 Boards for a merit increase in January 2021, as some of the financials of the area seem to not be
303 as dire as predicted back in the spring. He stated they have also done a market survey of other
304 authorities in the area and found that many of them have given their employees merit increases
305 between July and November 2020.

306
307 Mr. Mawyer stated this request is to try to keep the Authority's staff on pace with the market,
308 with a 3% merit pool. He stated they are calling it a "pool" because they have a merit system
309 where each employee gets a 0 to 3 grade, and this performance evaluation grade will dictate
310 his/her exact salary increase percentage. He stated it is a merit pool of 3%, and the Authority
311 then distributes the money to staff based on their performance score.

312
313 Mr. Mawyer stated there will be another classification and compensation study in the fall of 2021
314 for the following budget year (FY 23) to help with the issue of compression. He stated they may
315 propose to the board in July 2021 to adjust the scale again, which would not add any salary to
316 any employees. He stated they are not sure about this plan, and it will be an item for discussion
317 in the spring.

318
319 Ms. Hildebrand stated she had a question about Item F. She asked what the schedule is for the

320 implementation of the Computerized Maintenance Management System.

321
322 Mr. Mawyer replied that it was 18 months. He stated they are currently working on the pilot
323 study, which is to get the inventory and all the assets in the new Rivanna Pump Station
324 categorized and entered into data templates. He stated they are implementing the newly acquired
325 software, CityWorks, and piloting it within the Rivanna Pump Station. He stated in 18 months,
326 they expect to finish the implementation of CityWorks.

327
328 **Dr. Palmer moved that the board approve the Consent Agenda. The motion was seconded**
329 **by Mr. O’Connell and passed unanimously (7-0).**

330
331 **9. OTHER BUSINESS**

332 *a. Presentation: Comprehensive Annual Financial Report Fiscal Year Ending June 30,*
333 *2020*

334 Mr. Matthew McLearen (Principal of Robinson, Farmer, Cox Associates) stated he would
335 present the fiscal year ending June 30 audit results and briefly review the Comprehensive Annual
336 Financial Report.

337
338 Mr. McLearen stated before he would review the Comprehensive Annual Financial Report, he
339 would provide a brief recap of the responsibilities and communications under the letter titled
340 “Letter of Communication With Those Charged with Governance.” He stated there are five to six
341 main points he would briefly review.

342
343 Mr. McLearen stated the first item is difficulties encountered performing the audit. He stated he
344 was pleased to report there were no difficulties encountered such as incomplete records or
345 records unavailable to apply on financial statements.

346
347 Mr. McLearen stated the next item communicated in the letter is corrected and uncorrected
348 misstatements. He stated he was pleased to report there were no uncorrected misstatements, and
349 all proposed audit adjustments were included and applied to the financial statements.

350
351 Mr. McLearen stated the next item is applying accounting principles. He stated there were no
352 disagreements in applying accounting principles, and there were no new accounting principles
353 implemented for FY 2020.

354
355 Mr. McLearen stated the next item was consultation with other auditors, also known as “opinion
356 shopping.” He stated he was pleased to report his firm has no knowledge that management
357 sought the opinion of a second CPA firm.

358
359 Mr. McLearen stated lastly, there were no significant audit findings for the FY 2020 audit.

360
361 Mr. McLearen stated this had been a brief review of the “Letter to Those Charged With
362 Governance,” and he would proceed with the Comprehensive Annual Financial Report. He stated
363 there are four sections in the report, and he would start with the second section (Financial
364 section). He stated the first document under that section is the Independent Auditor’s Report,
365 which is an opinion on the financial statements and material correctness of the numbers as

366 presented. He stated he was pleased to report that they have issued an unmodified or clean
367 opinion for the fiscal year ending June 30, 2020, which can be found in pages 13 and 14 of the
368 document.

369
370 Mr. McLearen stated immediately following the Independent Auditor's Report is Management's
371 Discussion and Analysis. He stated he would not go into detail, but that this is a narrative
372 overview of the financial statements that also provides a comparative analysis to the two prior
373 years, as well as charts and graphs for key financial figures.

374
375 Mr. McLearen stated there are three central financial statements in the document, starting with
376 the first (Exhibit 1) on page 26. He stated this is the Statement of Net Position, and the term "net
377 position" is the equity for the Authority. He stated on June 30, 2020, the Authority had a total net
378 position of \$156 million. He stated there are three categories of that position: Net Investment and
379 Capital Assets, Restricted, and Unrestricted. He stated the Unrestricted, which was available for
380 operations, was approximately \$32.1 million.

381
382 Mr. McLearen stated the second financial statement is Exhibit 2, which is the Statement of
383 Revenues, Expenses, and Changes in Net Position. He stated this reports the increase or decrease
384 in the equity or net position. He stated the third number from the bottom on this document
385 (Exhibit 2, page 28) shows that the change in net position was an increase in equity of
386 approximately \$4.4 million in the fiscal year ending June 30, 2020.

387
388 Mr. McLearen stated the third and final financial statement in the document is the Statement of
389 Cash Flows (found on page 29, Exhibit 3). He stated the Authority's ending cash balance can be
390 found on the double underline, approximately two-thirds of the way down the page. He stated
391 \$69.48 million was the ending cash balance on June 30, 2020.

392
393 Mr. McLearen stated the last section he wanted to recap in the Comprehensive Annual Financial
394 Report was the Compliance section, which contains the Independent Auditor's Report on
395 Internal Control Over Financial Reporting and Other Compliance Matters. He stated this is found
396 on pages 99 and 100. He stated this is a document where the auditor would present any
397 significant deficiencies, material weaknesses, illegal acts, or other accounting matters or
398 considerations. He stated he was pleased to report there were no significant deficiencies, material
399 weaknesses, or accounting irregularities reported for the fiscal year ending June 30, 2020.

400
401 Mr. McLearen stated he also wanted to thank management and specifically the Executive
402 Director (Mr. Mawyer), Mr. Wood, and Ms. Ware in the audit process, as well as commend them
403 on their job in preparing the Comprehensive Annual Financial Report. He offered to answer any
404 questions from the board.

405
406 Mr. O'Connell commented on the financial excellence that Mr. Wood, Mr. Mawyer, and the staff
407 have continued for a long time.

408
409 Mr. Gaffney thanked Mr. McLearen for the report and asked him to tell Robert they missed him
410 at this meeting.

411

412 **At 2:58 p.m., Dr. Palmer moved to reconvene the meeting of the Rivanna Solid Waste**
413 **Authority. The motion was seconded by Mr. Snook and passed unanimously (7-0).**

414
415 Mr. Gaffney noted that both board meetings were in order.

416
417 *b. Presentation: Safety Program Update*

418 Ms. Liz Coleman, Safety Manager for Rivanna Authorities, stated she would guide the boards
419 through the presentation to update them on the Authorities Safety Program.

420
421 Ms. Coleman stated safety is a continuous improvement process that protects staff and reduces
422 the number of workplace deaths, injuries, and illnesses. She stated OSHA describes safety as a
423 continuous improvement process and a part of our strategic plan, which is included in our goal of
424 operational optimization. She stated there are three strategies to help the Authorities meet those
425 goals: enhance our culture of safety; protect the workforce and public through continually
426 growing a culture of safety; and complete a safety master plan to help us know where those
427 hazards may be (which has been completed).

428
429 Ms. Coleman stated to begin, there is the Rivanna Safety Manual. She presented a slide
430 displaying the many chapters that make up the safety manual. She stated all of these chapters
431 pertain to work activities and processes carried out at Rivanna Authorities. She stated everything
432 from post-incident procedures to emergency action plans are present there.

433
434 Ms. Coleman presented a slide showing one of the safety manual chapters broken down into
435 multiple requirements. She stated all chapters consist of multiple requirements such as best
436 practices, review of regulations, and requirements training. She stated these requirements are
437 governed by Occupational Safety and Health Administration (OSHA) or Virginia Occupational
438 Safety and Health (VOSH), and as all laws, they change from time to time. She stated in 2018, in
439 fact, VOSH changed the penalty law previously only imposed on private industry to allow
440 government employers to be fined. She stated the Authorities were audited by VOSH in 2017
441 that resulted in the issue of three audit reports. One audit report contained four serious violations.
442 She stated had this audit occurred after December 1, 2018, they could have been fined for up to
443 \$51,000 per day until these violations were corrected.

444
445 Ms. Coleman stated therefore, the Authorities have updated their safety manual with new
446 chapters to meet some of these regulatory requirements. She stated these chapters include
447 emergency action plans, fire prevention, excavation and trenching, asbestos safety, crane safety,
448 and COVID-19 infectious disease prevention.

449
450 Ms. Coleman stated they have also updated their emergency management plans, with action
451 plans posted at each facility. She stated they use CODE RED as the staff notification system, and
452 have performed fire drills, adding that she was sure everyone remembered the fire drill that
453 occurred during the October board meeting.

454
455 Ms. Coleman stated the Authorities have updated their training options to meet compliance
456 needs. She stated they do biweekly Toolbox Safety Talks, free online training by Virginia Risk
457 Sharing Association, and in-person training by PVCC.

458
459 Ms. Coleman stated the Authorities have purchased equipment such as Automated External
460 Defibrillators (AEDs), fall protection gear, and Personal Protective Equipment (PPE). She stated
461 the slide on the screen displayed some of the fall protection equipment and AEDs. She stated
462 they are also putting together lockout/tagout procedures for staff to use when performing
463 maintenance on equipment.

464
465 Ms. Coleman stated they have included safety measures to meet their occupational hazards and
466 added processes to make their program stronger. She stated Hepatitis A and B and tetanus are
467 hazards the staff may encounter, and so opportunity has been provided to staff to be vaccinated
468 at the Moores Creek and Ivy Materials Utilization Center locations during the workday. She
469 stated they have assessed noise at designated facilities and implemented audiology programs as
470 needed. She stated VOSH assessed combustible dust levels as a free service to the Authorities,
471 and so they implemented a housekeeping plan to meet that need.

472
473 Ms. Coleman stated the Authorities have implemented a voluntary respirator program for
474 protection from particulates and organics at specific locations, and have implemented new
475 process programs such as new employee safety orientations, in which she meets with new
476 employees before they begin their jobs to discuss safety hazards specific to jobs they are starting.
477 She stated they have implemented contractor safety programs, which consist of a checklist to
478 ensure the contractors have their own safety programs in order prior to starting projects with the
479 Authorities.

480
481 Ms. Coleman stated they have expanded the radio safety program with safety checks to Solid
482 Waste at McIntire Recycling Center and Meade Avenue Paper Sort, where staff work alone most
483 of the day. She added that they have high-priority hazards noted by the safety master plan
484 assessment, with corrections in progress.

485
486 Ms. Coleman stated with all the updates completed, the Authorities still have a ways to go. She
487 stated they are installing safety showers and eye washes where corrosive materials are stored.
488 She stated they are organizing their inspections and recordkeeping for easier access during
489 audits.

490
491 Ms. Coleman stated they are updating their welding chapter to meet compliance requirements.
492 She stated they are in need of Arc Flash labeling for equipment and are in the process of writing
493 over 2,000 lockout/tagout process and shutdown procedures.

494
495 Ms. Coleman stated they are assessing hazards and label requirements in confined spaces and
496 assessing chemical storage. She stated they have storage for chemicals in a variety of locations,
497 and some chemicals are highly hazardous. She stated they need to ensure accurate inventories,
498 update the safety data sheets, and ensure the storage guidelines are met.

499
500 Ms. Coleman stated there are multiple facilities that perform a variety of jobs at Rivanna
501 Authorities, such as water treatment, wastewater treatment, solid waste disposal, and recycling.
502 She stated in order to perform their jobs safely, they must use available resources to improve
503 safety at all facilities. She stated the resources that are available include her full-time Safety

504 Manager position, a staff safety committee that is made up of a representative from each
505 department, a budget of \$114,000 for Water and Sewer, and \$26,000 for Solid Waste. She stated
506 they have received \$6,000 in grants to support the safety program from the Virginia Risk Sharing
507 Association (VRSA).

508
509 Ms. Coleman stated in conclusion, the Authorities have recently completed many program
510 updates, but with this stated, they must do more to support the safety program. She stated they
511 must protect their valuable human resources by providing a safe workplace, enhance their safety
512 culture through safe work practices, and maintain VOSH requirements to avoid noncompliance
513 fines.

514
515 Ms. Coleman stated safety is a continuous improvement process, and Rivanna must continue to
516 strategically improve processes safely. She stated they can do this by working together. She
517 thanked the boards for their attention and support, and asked if they had any questions.

518
519 Dr. Palmer asked Ms. Coleman if she could tell the boards what the sources of the grants were
520 for the programs, as well as provide more information about the four violations, or at least a
521 couple of them, that occurred in 2017 so the boards could get an idea of some of the things that
522 were being corrected and dealt with.

523
524 Ms. Coleman stated the first question was about the grants, which were from the Virginia Risk
525 Sharing Association (the Authorities' insurer). She stated the Authorities have to apply for those
526 grants and let VRSA know what they would like to purchase, which happens around August
527 every year. She stated so far, VRSA has approved their purchases.

528
529 Dr. Palmer asked if this was mainly for purchases and not for different initiatives to support
530 them.

531
532 Ms. Coleman replied that it was for safety equipment or training, and that it is primarily safety
533 oriented.

534
535 Dr. Palmer asked if could just be for training.

536
537 Ms. Coleman replied yes. She stated the other question was about the four serious violations. She
538 stated she did not have the information with her, but recalled there being some electrical and
539 other items that have been corrected. She stated she could get this information to Dr. Palmer.

540
541 Mr. O'Connell asked if those had all been corrected.

542
543 Ms. Coleman replied yes.

544
545 Mr. O'Connell asked if VOSH was aware they were corrected.

546
547 Ms. Coleman replied yes.

548
549 Dr. Palmer stated she did not need a lot of detail, but wanted to get an idea of some of the things

550 that had to be corrected.

551
552 Ms. Coleman stated that Mr. McKalips, who was the Safety Manager before her, corrected those
553 prior to her getting there.

554
555 Dr. Palmer asked if Mr. McKalips could email those corrections to her.

556
557 Mr. Mawyer stated that many of them were electrical issues where the panels were not labeled,
558 or there were things stored around the electrical panels. He stated he was not sure if these were
559 the four serious ones, but this was a frequent comment. He stated there had been extension cords
560 that were used too extensively.

561
562 Ms. Coleman stated some of it was about lockout/tagout as well.

563
564 Mr. Mawyer stated where they have equipment, they have to have a lockout/tagout procedure
565 that tells staff how to shut the equipment down (e.g., to do maintenance), and what the procedure
566 is. He stated this includes what electrical circuits they have to shut off, what other energy sources
567 there might be that could be pneumatic, or other energy sources and how to shut the equipment
568 down fully before working on it so that no one is injured when they reach in to take out a part.
569 He stated they will want to make sure it is fully turned off first. He stated these were many of the
570 comments the Authorities received back in 2017.

571
572 Mr. Blair asked if there are continuous assessments or tests of the employees concerning the
573 safety procedures. He asked if there are any scheduled annual or semi-annual tests regarding
574 safety knowledge of their specific job functions.

575
576 Ms. Coleman replied that many of the safety procedures are written about the specific job
577 functions, and they do have periodic training and annual training requirements from OSHA and
578 VOSH. She stated the online VRSA training offers a test along with the training. She stated there
579 are tests when they have in-person training from PVCC.

580
581 Mr. Mawyer stated there are different requirements depending on the topic (e.g., fire
582 extinguisher training must be done every year). He stated other technical trainings may occur
583 every third year.

584
585 Mr. Mawyer stated there are a variety of training requirements that the regulators impose, and
586 Ms. Coleman has done a good job in building a training matrix for every employee, identifying
587 the type of training each employee needs depending on the job duties, and how frequently
588 training would be needed. He stated with about 111 employees, it is a complex matrix to keep
589 track of the of electrical, mechanical, lifting, truck safety, crane safety, etc. training
590 requirements.

591
592 Mr. Mawyer stated the safety manual includes 24 chapters, and there is a huge amount of
593 training, equipment, and procedures required. He stated it is not a one-time event, and the
594 requirements must be completed virtually every year. He stated every chapter of the 24-chapter
595 safety manual is reviewed every year to ensure it is up to date. He stated there are 2,000 pieces of

596 equipment that need a lockout/tagout procedure, and when they are all written, each one needs to
597 be updated and reviewed annually.

598

599 Mr. Mawyer stated that the Safety Program is a huge process and workload for Ms. Coleman,
600 who does a great job. He stated they want to help the boards understand all the things she is
601 doing. He stated that day, the board approved a safety consultant to help Ms. Coleman, and this
602 is a resource the Authorities will use to help with the many safety program requirements.

603

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

605 There were no other items.

606 ***11. CLOSED MEETING***

607 There was no closed meeting.

608

609 ***12. ADJOURNMENT***

610 **At 3:15 p.m., Mr. O'Connell moved to adjourn the meeting of the Rivanna Water and**
611 **Sewer Authority. The motion was seconded by Dr. Palmer and passed unanimously (7-0).**

612

613 Respectfully submitted,

614


615

616

617

618

619



Mr. John Blair
Secretary - Treasurer