



RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
January 26, 2021

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, January 26, 2021 at 2:27 p.m. via Zoom.

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

Board Members Absent: none.

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

Attorney(s) Present: Kurt Krueger.

1. CALL TO ORDER

Mr. Gaffney called the January 26, 2021 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, at 605 East Main Street (City Hall) in Charlottesville, VA.

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Ms. Lauren Hildebrand stated she was located at 305 4th Street Northwest in the Utilities Public Works Building in Charlottesville.

[Mr. O’Connell was experiencing technical difficulties during the roll call.]

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

Mr. Jeff Richardson stated he was located at the County Administration Building, 401 McIntire Road, in Charlottesville, VA.

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

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

Mr. Gaffney stated the following Authority staff members were joining the meeting electronically: Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, and Katie McIlwee.

Mr. Gaffney stated they were also joined electronically by Mr. Kurt Krueger, Counsel to the Authority.

3. MINUTES OF PREVIOUS BOARD MEETINGS

a. Minutes of Regular Board Meeting on December 15, 2020

Dr. Palmer moved that the board approve the minutes of the previous board meeting. The motion was seconded by Mr. Blair and passed unanimously (7-0).

4. RECOGNITIONS

a. Resolution of Appreciation for Karl Renter

Mr. Gaffney read the resolution aloud:

“**WHEREAS**, Mr. Renter has served in water treatment positions since May of 1988, most recently as a Water Operator Class 1; and

“**WHEREAS**, over the same period in excess of 32 years, Mr. Renter has demonstrated leadership in his field and has been a valuable resource to the Authority; and

“**WHEREAS**, Mr. Renter’s understanding of the Authority’s water treatment operations, as well as his dedication and loyalty have positively impacted our water treatment programs to the benefit of the Authority and its customers; and

“**WHEREAS**, the Rivanna Water and Sewer Authority Board of Directors is most grateful for the professional and personal contributions Mr. Renter has provided to the Authority; and

“**NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Water and Sewer Authority

93 Board of Directors recognizes, thanks and commends Mr. Renter for his distinguished service,
94 efforts and achievements as a member of the Rivanna Water and Sewer Authority, and presents
95 this Resolution as a token of esteem, with its best wishes in his retirement.

96
97 **“BE IT FURTHER RESOLVED** that this Resolution be entered upon the permanent Minutes
98 of the Rivanna Water and Sewer Authority.”

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100 **Dr. Palmer moved that the board approve the resolution. The motion was seconded by Mr.**
101 **Snook and passed unanimously (7-0).**

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103 *b. Resolution of Appreciation for Kurt Krueger*

104 The resolution was shown on the screen, as follows:

105
106 **WHEREAS**, Mr. Krueger has served as legal counsel for the Rivanna Water & Sewer Authority
107 and Solid Waste Authority Boards of Directors since 1997; and

108
109 **WHEREAS**, over that twenty-three year period, Mr. Krueger has provided expert legal advice
110 and guidance for the Authorities, including the processes required to conduct “virtual” business
111 during the ongoing COVID pandemic; and

112
113 **WHEREAS**, Mr. Krueger’s understanding of the water, sewer, solid waste and recycling
114 enabling legislation as well as the operations of the Authorities has supported a strategic
115 decision-making process that provided benefits to the Authorities, their customers and the
116 Charlottesville /Albemarle community. During Mr. Krueger’s tenure and through his efforts,
117 major agreements were completed including:

- 118 - a Settlement Agreement and Release for continued operation of the Ivy Landfill
- 119 - the Local Government Support Agreement for ongoing solid waste environmental expenses
- 120 - a Community Water Supply Plan, to ensure an adequate water supply for 50 years
- 121 - the Ragged Mountain Reservoir Dam Project Agreement and Water Cost Allocation Agreement
- 122 - the Wastewater Projects Cost Allocation Agreement
- 123 - a Subterranean Easement for the Rivanna Interceptor and Sewer Pumping Station
- 124 - the Observatory Water Treatment Plant, Raw Water Pumping and Piping Upgrade Cost and
125 Capacity Allocation Agreement
- 126 - a Deed of Ground Lease with UVA for the Observatory Water Treatment Plant; and

127
128 **WHEREAS**, the Water & Sewer Authority and Solid Waste Authority Boards of Directors are
129 most grateful for the professional and personal contributions Mr. Krueger has provided to both
130 Authorities and to the community; and

131
132 **NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Water & Sewer Authority and the
133 Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Mr. Krueger
134 for his distinguished service, and efforts as legal counsel, and present this Resolution as a token
135 of esteem, with their best wishes in his retirement.

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137 **BE IT FURTHER RESOLVED** that this Resolution be entered upon both the permanent
138 Minutes of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.

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Mr. Blair moved that the board approve the resolution. The motion was seconded by Dr. Palmer and passed unanimously (7-0).

Mr. Krueger stated he would let the comments he made at the Solid Waste meeting about it being an honor and pleasure to serve the Authority for the last 23 years stand. He stated he appreciated the boards allowing McGuireWoods to be of service for that long.

Mr. Gaffney stated the board appreciated everything Mr. Krueger and his firm have done for Rivanna.

5. EXECUTIVE DIRECTOR’S REPORT

Mr. Mawyer stated Rivanna is coordinating with the Blue Ridge Health Department to get vaccinations for the employees who wish to receive one.

Mr. Mawyer stated Rivanna is moving forward with the Buck Mountain master planning effort and that hopefully in February, they will be bringing the first phase of that plan to the board for their information. He stated Rivanna is trying to integrate the plan into their budget, and they are now entering budget season.

Mr. Mawyer stated in February, Rivanna will present the proposed five-year CIP to the board. He stated they have already been over it with Mr. O’Connell and Ms. Hildebrand as the Board’s subcommittee and integrated their comments into the plan. He stated the board will receive the five-year CIP in its packet next month.

Mr. Mawyer stated progress continues to be made on the Rivanna-to-Ragged Water Line Project. He stated there is an easement poised to be signed in what has been a long and somewhat difficult negotiation with the property owner near Route 250. He stated after literally several years of coordination and working through details, and with staff’s effort, they are all ready to sign the easement, which Rivanna is celebrating.

Mr. Mawyer stated they will then be down to three private owners, plus the UVA Foundation and County School Board, to complete acquisition of easements for the entire route, from Ragged Mountain to the Rivanna Reservoir, with the understanding that part of that route is in the VDOT right-of-way. He stated VDOT does not grant Rivanna easements, but Rivanna has a letter informing them that they want to put the pipe in the right-of-way, which would be on Woodburn Road and Rio Road up to Lambs Road. He stated they can see the end in sight and will be heavily focusing on the last few entities they need to deal with going forward.

Mr. Mawyer stated lastly, under community outreach, Rivanna told the board in December that they were partnering with the County Service Authority and City on the “Imagine a Day Without Water” art contest they annually participate in. He presented on a slide some of the winning artworks that were received from the schools, from first and second grade, third and fourth, fifth sixth, seventh and eighth, and ninth through 12th. He stated they received some outstanding artwork through the three partners and appreciated the community’s participation in this event.

184 He stated there were gifts and prizes for the winners. He stated it was another good year, despite
185 the virtual nature of the contest, and they received some tremendous artwork.

186
187 Mr. Mawyer stated the theme of the contest was, “What Water Means to Me.” He stated they
188 appreciate everyone who participated in the contest.

189
190 Mr. Krueger noted that Mr. O’Connell had joined the meeting, and so should state his full name
191 and location.

192
193 Mr. Gary O’Connell, Executive Director of the Albemarle County Service Authority, stated he
194 was located at 168 Spotnap Road, at the ACSA headquarters. He noted he had had multiple
195 Zoom issues.

196

197 **6. ITEMS FROM THE PUBLIC**

198 Mr. Gaffney opened the meeting to the public. He asked Ms. McIlwee if there were any
199 members of the public present who wished to speak.

200

201 Ms. McIlwee replied that no one had raised their hand.

202

203 **7. RESPONSES TO PUBLIC COMMENT**

204 As there were no items from the public, there were no responses.

205

206 **8. CONSENT AGENDA**

207 *a. Staff Report on Finance*

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209 *b. Staff Report on Operations*

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211 *c. Staff Report on Ongoing Projects*

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213 *d. Staff Report on Wholesale Metering*

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215 *e. Award of Construction Contract – Moores Creek Exterior Lighting Improvements; Pyramid*
216 *Electrical*

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218 *f. Award of Legal Services Term Contract; Williams Mullen*

219

220 *g. Approval of CIP Budget Amendment - Moores Creek Wastewater Facilities Master Plan*

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

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225 Mr. Gaffney stated the RSWA would need to reconvene for a joint meeting with the RSWA.

226

227 Mr. Krueger stated a motion would need to be made by a member of the RSWA Board to do so.

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229 **At 2:39 p.m., Dr. Palmer moved that the Board reopen the Solid Waste Authority meeting.**
230 **Mr. Snook seconded the motion, which carried unanimously (7-0).**

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232 **9. OTHER BUSINESS**

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234 *(JOINT SESSION WITH THE RSWA)*

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236 *a. Presentation: Strategic Plan Update; Katie McIlwee, Communications Manager/Executive*
237 *Coordinator*

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239 Ms. McIlwee stated that she would provide an update on the Strategic Plan and that Year 3
240 implementation has begun. The review begins with an over of Rivann’s strategic direction which
241 includes, our values of integrity, teamwork, respect and quality. She stated Rivanna’s vision is to
242 serve the community and be a recognized leader in environmental stewardship by providing
243 exceptional water and solid waste services. She stated the mission has not changed since the
244 beginning of the Strategic Plan.

245
246 Ms. McIlwee stated in Year 3, Rivanna has the same six goals and goal teams. She stated they
247 are currently working on 14 strategies and have developed 26 tactics to achieve those strategies.

248
249 Ms. McIlwee stated the Workforce Development Team’s strategy is to conduct training needs
250 assessment and enhancements of the training program. She stated so far, they have completed
251 virtual PVCC leadership training for Class 1 and 2 Operators. She stated the leadership coaching
252 program at PVCC was expanded to include all new leaders throughout the organization, and the
253 DPOR Apprenticeship Program has also been expanded to include more maintenance mechanics.

254
255 Ms. McIlwee stated the next steps for the Workforce Development Team are to complete
256 individual development plans for all employees and to work with PVCC on developing position-
257 specific training for employees throughout the Authorities.

258
259 Ms. McIlwee stated Operational Optimization is working on two strategies. She stated the first is
260 to continually evaluate, prioritize, and improve key business and operational processes. She
261 stated some of the ways they have achieved this are through implementing a quarterly GAC
262 vessel backwashing schedule, and by decreasing polymer chemicals by 34% at Moores Creek
263 centrifuges. She stated the new piece of lab equipment has now been certified. She also stated the
264 dissolved oxygen control for Scottsville Wastewater Treatment Plant has been designed and is
265 currently out for bid. She stated as of today, the contract for legal services that was out for bid,
266 has been awarded.

267

268 Ms. McIlwee stated the next steps for the team are to test the new South Rivanna fiber
269 communications cable, and to use new sensors in the aeration process and investigate the use of
270 additional sensors in the final effluent flume at Moores Creek.

271
272 Ms. McIlwee stated the Operational Optimization Team's second strategy is to protect the
273 workforce and the public through a continually growing Rivanna culture of safety. She stated
274 this included submitting an emergency response plan to the EPA in September 2020; installing
275 six web-based cameras at Crozet, three at Glenmore, and three at Scottsville Wastewater
276 Treatment Plant; conducting a Glenmore needs assessment, which is currently in the study phase;
277 and installing a card access system on all entrance doors at Rivanna facilities.

278
279 Ms. McIlwee stated the next steps are to add new web-based cameras to Glenmore and
280 Scottsville Wastewater Treatment Plants, and to Crozet and Observatory Water Treatment
281 Plants, and to continually review and update the safety manual.

282
283 Ms. McIlwee stated the Communication and Collaboration team has three strategies, the first
284 being to create and maintain an internal communication platform. She stated this is being
285 achieved through continued implementation of the document management system. She stated
286 they have also begun to migrate documents out of the legacy system into the new system. They
287 also continue to publish a bimonthly newsletter for Rivanna employees.

288
289 Ms. McIlwee stated next steps are continuing the migration of the legacy system and creating
290 how-to guides and training videos for employees on how to use the new document management
291 system.

292
293 Ms. McIlwee stated the second strategy is to create and implement a comprehensive public
294 outreach plan. She stated this is achieved through updating the website content with new photos,
295 developing a social media policy, and creating a Rivanna Authority Facebook page.

296
297 Ms. McIlwee stated the next steps are to continue planning and scheduling project and facility
298 videos, and continued maintenance and updating of the website and the Facebook page.

299
300 Ms. McIlwee stated the last strategy for the Communication and Collaboration Team is to
301 enhance internal and external communications. She stated that, in collaboration with the City of
302 Charlottesville and the Albemarle County Service Authority, Rivanna completed their sixth
303 annual "Imagine a Day Without Water" art contest. She stated they continue to livestream
304 monthly board meetings.

305

306 Ms. McIlwee stated the next steps are that when board meetings return to in-person status, they
307 plan to continue to live stream the meetings for the public to watch in real-time. Planning for
308 Fix-a-Leak Week activities with the City and ACSA have also begun.

309
310 Ms. McIlwee stated the Environmental Stewardship team has three strategies. She stated the first
311 is to increase internal environmental engagement. She stated that COVID has impacted the
312 Environmental Stewardship Goal Team’s ability to fully engage in this strategy, because of the
313 challenges of planning social activities while maintaining COVID safety protocols. She stated
314 they are looking for new and different ways to get internal engagement in a safe manner. She
315 stated they have also been limited in terms of school visits, and presentations to area
316 schoolchildren have been put on hold for the time being.

317
318 Ms. McIlwee stated the next strategy is to provide regional leadership and environmental
319 stewardship partnerships. She stated Environmental Stewardship also has a part in the planning
320 and hosting of “Imagine a Day Without Water” events. She stated they are also a part of the
321 planning for the Rivanna Flow Fest and continue to meet regularly to plan for future events. She
322 stated they are a member of the Stormwater Partnership and the James River Riparian
323 Consortium.

324
325 Ms. McIlwee stated the team’s last strategy is to evaluate potential opportunities for additional
326 environmental activities at RWSA facilities. She stated this included development of the Buck
327 Mountain Management Plan, evaluating potential for silviculture and solar at Buck Mountain
328 properties, and continued invasive species management. She stated they created a Sustainability
329 Working Group.

330
331 Ms. McIlwee stated the next steps are to evaluate the potential for solar at RWSA facilities and
332 implement the Buck Mountain Management Plan.

333
334 Ms. McIlwee stated the Solid Waste Services Team has two strategies. She stated the first is to
335 determine community needs and preferred level of service. Which was done through expanded
336 involvement in the oyster shell recycling program, supporting establishment of the new
337 Recycling Ambassador Program at McIntire, and installing enhanced signage at both Ivy and
338 McIntire. She stated RSWA also completed the first timber sale of the forested buffer at Ivy
339 MUC.

340
341 Ms. McIlwee stated the next steps for this strategy are to continue to expand the Ambassador
342 Program, roll out an interactive recycling quiz via Facebook, and complete processing of oyster
343 shells for seeding and returning to the bay.

344

345 Ms. McIlwee stated the team's second strategy is to enhance partnerships with local governments
346 and UVA, which was done through establishing a glass collection agreement with UVA,
347 outreach to neighboring counties to coordinate their glass collection efforts, and support of
348 various UVA and student projects related to recycling.

349
350 Ms. McIlwee stated their next steps are to further the glass collection collaboration by
351 establishing agreements and infrastructure with neighboring counties, and to upgrade the used
352 cooking oil collection program for composting at all sites.

353
354 Ms. McIlwee stated the Infrastructure and Master Planning Team's first strategy is to implement
355 an Authority-wide Asset Management Program. She stated that they have completed all
356 workshops and condition assessment related to Phase 2 of the Asset Management Program
357 development process, have procured a new CMMS with Cityworks, finalized an implementation
358 scope of work with the contractor, and kicked off the CMMS implementation process.

359
360 Ms. McIlwee stated the next steps will be to begin scheduling workshops associated with
361 implementation, and to draft the Tactical Asset Management Plan and review with staff.

362
363 Ms. McIlwee stated the team's second strategy is to develop and maintain long-term master
364 plans for all critical assets. She stated this was done by holding multiple meetings and workshops
365 associated with Moores Creek Treatment Plant and Finished Water Master Plans. She stated the
366 draft reports are being developed for review. She stated a presentation was prepared for the
367 North Rivanna Water Treatment Plant decommissioning findings, and a meeting was held with
368 ACSA to review the results.

369
370 Ms. McIlwee stated the next steps are to develop a work authorization with a consultant to
371 perform the master plan and needs assessments for Glenmore and Stone Robinson, finalize
372 reports associated with the Moores Creek Master Plan and the Finished Water Master plan, and
373 schedule the annual master planning gap assessment.

374
375 Dr. Palmer asked how the work with PVCC on developing the training relative to the positions
376 and departments within the Authorities works. She asked if someone at PVCC does this specific
377 to Rivanna's type of jobs.

378
379 Ms. McIlwee stated that the Human Resources Manager, Ms. Betsey Nemeth, has been working
380 with the PVCC Workforce Development Coordinator to develop programs specific to Rivanna
381 and implement them.

382
383 Mr. Wood stated this was correct.

384

385 Dr. Palmer stated that there are not many organizations with jobs similar to those at the Rivanna
386 Authorities have, so she was trying to understand if PVCC has a staff that does training
387 development for a variety of different employers in town.

388
389 Mr. Wood stated they have been using PVCC for a couple of years and work with two or three
390 people to develop training. He stated they have some one-on-one coaching that can be tailored to
391 a specific person where they want to address things that a particular manager or operator may
392 struggle with. He stated PVCC also has a program where they can tailor management or
393 leadership training needs to the audience that is going to attend the training.

394
395 Mr. Mawyer stated the state now requires that the Water Treatment Operators and Wastewater
396 Treatment Plant Operators receive leadership training. He stated when they go to PVCC, they are
397 getting training on leadership and supervisory skills, and not so much on specific skills, such as
398 water or wastewater treatment. He stated this is very helpful in developing middle managers in
399 their individual development plans so that they can rise into upper management one day. He
400 stated as Mr. Wood explained, PVCC does provide individual mentor-type trainers and
401 counselors to help and work one-on-one with staff.

402
403 Dr. Palmer stated one of the issues for the treatment plants was putting up cameras for safety.
404 She stated she remembered hearing that three rope swings were taken down at the reservoir at
405 Sugar Hollow. She asked if anyone was considering cameras out there for safety of the drinking
406 water supply.

407
408 Mr. Mawyer replied that there are now cameras at Sugar Hollow for safety and to help them
409 monitor the reservoir level.

410
411 Dr. Palmer asked if those cameras were there when the three rope swings went up, and if these
412 were different cameras or the same ones.

413
414 Mr. Mawyer replied that the cameras look at the dam and at the water behind the dam. He stated
415 that if a swing is below the dam where, perhaps the rope swings were, or up at the Blue Hole, the
416 cameras do not monitor that.

417
418 Dr. Palmer stated she was not expecting the cameras at the swimming holes, but she did at the
419 reservoir itself, and since Rivanna took down rope swings, perhaps they would consider
420 monitoring swimming in the reservoir in the summer. She stated the rope swings are evidence of
421 a variety of people swimming in the reservoir.

422
423 Ms. Hildebrand mentioned that the City has a similar partnership with PVCC training throughout
424 various departments. She stated Utilities personnel take advantage of the training, and PVCC

425 does an excellent job with setting up tailored programs. She stated what she finds valuable is that
426 people who have not had any supervisory experience are sent through the program, and it has
427 been an asset and opportunity for those employees who want to advance.

428
429 Mr. Gaffney stated he wanted to take a moment to thank not only Mr. Mawyer, but all the goal
430 team leaders and everyone at Rivanna who has taken on the Strategic Plan as strongly as they
431 have over the past three years. He stated one of the big concerns when entering into the contract
432 to create a Strategic Plan was whether they would actually implement it, and he does not think he
433 has ever seen a Strategic Plan so consciously implemented. He stated it has been very impressive
434 to see, and he appreciates everyone's continued work and focus.

435
436 Mr. Mawyer thanked Mr. Gaffney. He stated strategic plans sometimes get put on the shelf, but
437 Rivanna staff have done a good job keeping it alive and active. He stated that the end of the five-
438 year plan is around the corner, so it will not be long until they start a new five-year Strategic
439 Plan. He stated the current plan provides guidance on many different topics and has proved very
440 beneficial. He stated they appreciate the board giving the direction to put a plan in place, and it
441 has worked very well.

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

444 There were none.

445 **11. CLOSED MEETING – Personnel Review**

446 **At 2:58 p.m., Mr. O'Connell moved that the Board of Directors of the Rivanna Water and**
447 **Sewer Authority enter into a joint closed session with the Rivanna Solid Waste Authority**
448 **Board to discuss confidential personnel matters as permitted by Section 2.2-3711-A1 of the**
449 **Code of Virginia. Ms. Hildebrand seconded the motion, which passed unanimously (7-0).**

450
451 **At 3:49 p.m., Dr. Palmer moved the following: "Whereas, the Rivanna Water and Sewer**
452 **Authority has convened a joint closed meeting with the Rivanna Solid Waste Authority on**
453 **this date pursuant to an affirmative, recorded vote and in accordance with the provisions**
454 **of the Virginia Freedom of Information Act, and whereas Section 2.2-3712D of the Code of**
455 **Virginia requires a certification by the Rivanna Water and Sewer Authority that such**
456 **closed meeting was conducted in conformity with Virginia law. Now therefore, be it**
457 **resolved that the Rivanna Water and Sewer hereby certifies that, to the best of each**
458 **member's knowledge, (1) only public business matters lawfully exempted from open**
459 **meeting requirements by Virginia law were discussed in the executive meeting to which the**
460 **certification resolution applies, and (2) only such public business matters, as were**
461 **identified in the motion convening the closed meeting, were heard, discussed, or considered**
462 **by the Rivanna Solid Waste Authority."** Mr. O'Connell seconded the motion, which passed
463 **unanimously (7-0).**

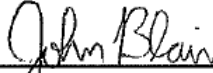
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465 **Mr. O'Connell moved to approve a merit increase for Executive Director Bill Mawyer of**
466 **4% to be effective on the third pay period of 2021, starting on January 24. Dr. Palmer**
467 **seconded the motion, which passed unanimously (7-0).**

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12. ADJOURNMENT

At 3:51 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Water and Sewer Authority. The motion was seconded by Mr. Snook and passed unanimously (7-0).

Respectfully submitted,



Mr. John Blair
Secretary - Treasurer