



**RSWA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**January 26, 2021**

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on Tuesday, January 26, 2021 at 2:00 p.m. via Zoom.

**Board Members Present:** Mike Gaffney, John Blair (arrived at 2:13 p.m.), Lloyd Snook (arrived at 2:15 p.m.), Dr. Liz Palmer, Jeff Richardson, Lance Stewart, David Brown.

**Board Members Absent:** None.

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

**Attorney(s) Present:** Kurt Krueger.

**1. CALL TO ORDER**

Mr. Gaffney convened the January 26, 2021 regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:02 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 had not yet joined the meeting.

Mr. David Brown, Director of Public Works, City of Charlottesville, stated he was located at 305 Fourth Street Northwest in Charlottesville, VA.

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

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Mr. Jeff Richardson stated he was attending from his office at 401 McIntire Road (the Albemarle County Administration Building) in Charlottesville, VA.

Mr. Lloyd Snook had not yet joined the meeting.

Mr. Lance Stewart stated he was located at 401 McIntire Road 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, Phil McKalips, Jennifer Whitaker, 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 MEETING**

#### a. *Minutes of the Previous Meeting of the Board on November 17, 2020*

**Dr. Palmer moved that the board approve the minutes of the previous board meeting. She was seconded by Mr. Richardson, and the motion passed unanimously (5-0). (Mr. Snook and Mr. Blair were absent from the vote.)**

### 4. **RECOGNITION**

#### a. *Resolution of Appreciation for Kurt Krueger*

Mr. Gaffney read the resolution aloud:

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

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

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

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

98 “**WHEREAS**, the Water & Sewer Authority and Solid Waste Authority Boards of Directors are  
99 most grateful for the professional and personal contributions Mr. Krueger has provided to both  
100 Authorities and to the community; and

101  
102 “**NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Water & Sewer Authority and the  
103 Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Mr. Krueger  
104 for his distinguished service, and efforts as legal counsel, and present this Resolution as a token of  
105 esteem, with their best wishes in his retirement.

106  
107 “**BE IT FURTHER RESOLVED** that this Resolution be entered upon both the permanent  
108 Minutes of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.”

109  
110 **Dr. Palmer moved that the board adopt the joint resolution of appreciation for Kurt Kruger.**  
111 **She was seconded by Mr. Brown, and the motion passed unanimously (5-0). (Mr. Snook and**  
112 **Mr. Blair were absent from the vote.)**

113  
114 Mr. Gaffney told Mr. Krueger that it had been a huge pleasure in the many years that he has been on  
115 the board working with Mr. Krueger through all of these challenges. He stated it had been amazing  
116 to see these things get accomplished, and in a sense, he was not sure they could have accomplished  
117 all of these without Mr. Krueger. He expressed his thanks and appreciation for everything Mr.  
118 Krueger had done, adding that he hoped Mr. Krueger would be able to do some more flyfishing.

119  
120 Mr. Krueger stated it has been his honor and pleasure to serve both Authorities for the past 23 years.  
121 He stated the board may recall that in 2020, Mr. Gaffney made a comment to the boards that he was  
122 proud of the fact that with the Capital Improvement Programs that had been implemented, the  
123 improvements to the treatment plants and wastewater plant, and the opening up of the transfer  
124 station at the Ivy Landfill, he thought the Authorities had turned into first-class Authorities and were  
125 real assets to the community. He stated he hopes he has been able to contribute in some small way  
126 to those accomplishments.

127  
128 Mr. Krueger stated although he is retiring at the end of June, he is not leaving the community and is  
129 still alive. He stated he hopes to see everyone around the grounds.

130  
131 Dr. Palmer stated it would be very strange not seeing Mr. Krueger there. She stated she had started  
132 attending the Rivanna meetings in 1998 and could not remember a time when he was not there. She  
133 wished him luck.

134  
135 Mr. Mawyer expressed his appreciation for Mr. Krueger’s work, notably his work on the  
136 Observatory ground lease.

137  
138 **5. EXECUTIVE DIRECTOR’S REPORT**

139 Mr. Bill Mawyer, Executive Director, stated he wanted to take a moment to welcome Mr. David  
140 Brown, the relatively new City Public Works Director and now, new member of the Solid Waste  
141 Board. He stated he believed Mr. Brown had received an orientation packet, adding that they would  
142 get him up to speed soon.

143  
144 Mr. Mawyer stated he wanted to thank Mr. Blair, as this would be his last meeting with the board,  
145 as he was taking another position in Staunton. He stated this will have been Mr. Blair’s fourth  
146 meeting with the board, and he appreciated the contributions he made, even in that brief time.

147

148 Mr. Mawyer stated lastly, he wanted to congratulate Chairman Gaffney on his tenth appointment by  
149 the County as a member of the board.

150  
151 Mr. Gaffney replied that it was his tenth term on the Rivanna boards.

152  
153 Mr. Mawyer stated he believed that for this appointment the County was the lead and the City  
154 concurred.

155  
156 Mr. Gaffney stated that for those board members who did not know how this happens, the City and  
157 County alternate making the appointment every two years.

158  
159 Mr. Mawyer stated this would make it Mr. Gaffney's nineteenth year as Chair of the Rivanna  
160 boards.

161  
162 Mr. Gaffney stated this was correct.

163  
164 Mr. Mawyer stated Mr. Gaffney has a lot of history and provides great guidance to him in his  
165 Executive Director role, which he appreciates. He stated he was thrilled that Mr. Gaffney was  
166 willing to accept and that the City and County had the wisdom to reappoint him as a member of the  
167 RWSA and RSWA Board of Directors.

168  
169 Mr. Mawyer stated Solid Waste continues to process a lot of refuse through the transfer station, as  
170 shown on the graph on the screen in yellow. He stated they had over 130 tons per day in November,  
171 which dropped off a bit in December, but the measures that the board put in place over the last  
172 several years to decrease the fees and increase the number of days the Transfer Station is open for  
173 business have clearly worked.

174  
175 Mr. Mawyer stated Rivanna did receive a litter grant they applied for on behalf of the City and  
176 County, from the state, in the amount of \$26,851. He stated this is used in the recycling program on  
177 behalf of the City and the County.

178  
179 Mr. Mawyer stated the refuse station had to be closed for a half day that Saturday and again that  
180 Monday to install scales in the transfer station. He stated the two red devices pictured on the screen  
181 are scales so that when they fill the refuse transfer trucks in the tunnel, they can then weigh them as  
182 they sit without having to drive them out and go across the public scales to know that they have no  
183 more than the allowable amount of weight on the trucks.

184  
185 Mr. Mawyer stated it was difficult to see in the picture, but the small device on the wall will tell  
186 their staff the weight of the truck as it sits on the scales, while it is in the tunnel, so that they can  
187 either keep putting more refuse in the trailer or stop. He stated when they are done, the truck can  
188 head to the landfill in Amelia County, and they do not have to take it back across the scales. He  
189 stated this was an improvement to the transfer process.

190  
191 Mr. Mawyer stated that in November 2019, the Rivanna brought to the board a forestry  
192 management plan that talked about managing the landscape buffer around the landfill. He stated the  
193 board did approve that plan, and so Rivanna recently bid out a project to clear 42 acres around the  
194 landfill, and received a bid of over \$88,000, which will be revenue to Rivanna. He stated they are  
195 getting paid for the timber that they will allow to be harvested around the landfill, which should  
196 happen between September 2021 and March 2022. He stated they will be sure to contact the  
197 neighbors before starting to make sure they are not surprised. He stated this is a part of the forestry

198 management plan that Rivanna coordinated with the Virginia Department of Forestry and presented  
199 to the board in 2019.

200  
201 Mr. Mawyer stated they are coordinating with the Blue Ridge Health Department on getting  
202 vaccines for staff, as well as through the Center for Disease Control, who manages the electronic  
203 scheduling system for the state. He stated they are having mixed success. He stated with BRHD, it  
204 has been difficult to get appointments. He stated some of the Rivanna staff have gotten  
205 appointments and been vaccinated, and so they are making progress slowly.

206  
207 Mr. Mawyer stated he gave a presentation to City Council and to the Board of Supervisors last week  
208 as a part of the quarterly update on what was upcoming this year for the Rivanna Authorities.

209  
210 Ms. Palmer asked how much the new scales cost. She stated she knows they discussed putting in  
211 scales there when the transfer station was being built, and the thought was that they were not  
212 necessary, so she was wondering if they were having a lot of difficulty back and forth with trying to  
213 get those trucks loaded. She stated she was curious as to what the process was and how much they  
214 actually cost to put these in.

215  
216 Mr. Mawyer asked Mr. McKalips if he knew the cost.

217  
218 Mr. McKalips replied that he believed it came out to \$66,000, which actually was not any more than  
219 if they had installed them with the original construction. He stated there was a thought that they  
220 were not needed at first, but with the varied loads they get between construction debris and  
221 municipal solid waste, it is hard to guess at exactly what a load is in its weight, and so they were  
222 having to pull the trailers out and run them across the site scales. He stated that having a scale in the  
223 trailer tunnel will expedite the transfer process.

224  
225 Mr. Brown stated he had a question regarding the revenue from the lumber. He stated they were all  
226 very glad to hear that they would be seeing revenue from that and making an improvement to the  
227 site at the same time. He asked if this revenue will be applied to offset the environmental  
228 remediation costs of the landfill, or if this was handled in a different way.

229  
230 Mr. Mawyer replied that the revenue is going into the Environmental cost center in FY 22 because  
231 this work will not be done until later in the calendar year, in FY 22. He stated they were crediting it  
232 to the revenue side of the budget.

233  
234 Mr. Gaffney asked if it was just for the pines, or if it included any of the hardwood.

235  
236 Mr. Mawyer replied that it was a clear cut that was predominantly a pine area.

237  
238 Mr. McKalips stated this was right. He recalled back to the forestry management plan, explaining  
239 that there was a Parcel A, which was just an old pine stand. He stated at this time, it was just the  
240 pine stand that would be harvested. He stated they were actually just beginning conversations about  
241 looking at harvesting the hardwood stand.

242  
243 Mr. Brown asked what will happen to the parcel after it is clear cut. He asked how it would be  
244 treated.

245

246 Mr. McKalips replied that it will be replanted. He stated if it is harvested at the beginning of 2022,  
247 for instance, it takes about a year to get everything cleaned up before they can replant, which would  
248 be in 2023.

249  
250 Mr. Gaffney noted that Mr. Blair had just joined the meeting. He asked Mr. Blair to state his full  
251 name and location.

252  
253 Mr. John Blair apologized for the group and explained that he was late due to internet difficulties.  
254 He stated that he was located at 605 East Main Street in Charlottesville, VA, in Charlottesville City  
255 Hall.

256  
257 Mr. Gaffney stated Mr. Mawyer had made some wonderful comments about Mr. Blair's service on  
258 the board.

259  
260 Mr. Mawyer stated he did not know if Mr. Blair had heard the comments, but Rivanna thanked him  
261 for his four months on the board. He stated he appreciated everything Mr. Blair had done, even in  
262 that short period of time. He wished Mr. Blair luck in his new opportunity.

263  
264 Mr. Blair stated he wanted to thank all the board members as well as Rivanna staff and Mr.  
265 Krueger. He stated it had been a brief time period, but he thinks RSWA and RWSA are absolute  
266 gems for the region. He stated it was a pleasure to be associated with them.

267  
268 **6. ITEMS FROM THE PUBLIC**

269 Mr. Gaffney opened Items From the Public.

270  
271 Ms. McIlwee stated a letter from a member of the public had been submitted earlier that day. She  
272 read the letter aloud:

273  
274 "Comments for RSWA from Margaret Bloom, co-owner Panorama Paydirt:

275  
276 "The last time you heard from me was in the fall of 2019 and I would like to provide an update to  
277 the Board regarding our expanded organics recycling program.

278  
279 "As soon as Panorama Paydirt's transition of ownership was completed in October 2019, we began  
280 exploring the possibility of accepting food scraps in our composting process in order to better serve  
281 our customers and community. Over the next year we planned, prepared, weathered the pandemic,  
282 and finally broke ground on our infrastructure improvements in the fall of 2020. These  
283 improvements included new electrical lines, an irrigation system, a 2,500 square foot ASP (aerated  
284 static pile), a receiving area/mixing pad, a support building, among others, in order to safely process  
285 pre and post-consumer food scraps.

286  
287 "We are proud to announce that construction has entered the final phase and we hope to begin  
288 filling our first ASP bins around March 1. It will take our production team some time to perfect our  
289 recipe and ensure the safe handling of material, so we are only accepting food scraps from a select  
290 number of businesses (including a new food scraps logistics company, Life Cycle Organics) while  
291 we fine tune our operations. As we do not have scales installed at Panorama Paydirt, our tipping fee  
292 schedule will most likely be volume based for the time being and will be available to the public in a  
293 few weeks.

294

295 “Our goal is to have our new systems in full operation by July 1st. We are confident that our  
296 investment in local organics recycling will help our community and look forward to sharing more  
297 about later this year. I invite you to reach out to me with any questions or concerns. Sincerely,  
298 Margaret and Noah Bloom.”  
299

## 300 **7. RESPONSES TO PUBLIC COMMENT**

301 Mr. Gaffney stated he gets 3-4 cubic yards from them every year for his garden, and so he would be  
302 missing that until July 1.  
303

304 Ms. Palmer asked Ms. McIlwee if she could share that email with the board.  
305

306 Ms. McIlwee replied that she would.  
307

308 Mr. Mawyer noted that Mr. Snook had just joined the meeting.  
309

310 Mr. Gaffney asked Mr. Snook to state his full name and location.  
311

312 Mr. Lloyd Snook stated he was at 408 East Market Street in Charlottesville, VA. He apologized for  
313 being late, as he had joined at 2:15 p.m. but had to reboot his computer twice in the interim.  
314

## 315 **8. CONSENT AGENDA**

316 *a. Staff Report on Finance*

317 *b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

318 *c. Award of Legal Services Term Contract; Williams Mullen*  
319

320 **Dr. Palmer moved that the board approve the consent agenda. She was seconded by Mr.**  
321 **Snook, and the motion passed unanimously (7-0).**  
322

323 Mr. Mawyer stated now that the board had approved the legal services contract, Ms. Valerie Long  
324 and Ms. Carrie Stanton from Williams Mullen were joining the meeting, and so he wanted to  
325 introduce them to the board. He stated he appreciated all their efforts, and that Ms. Stanton was  
326 going to take Mr. Krueger’s place at the February meeting to serve as Counsel to the board, with  
327 Ms. Long also serving as the client services team leader. He thanked Ms. Long and Ms. Stanton for  
328 joining the meeting and stated he looked forward to their service.  
329

## 330 **9. OTHER BUSINESS**

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

333 Ms. McIlwee stated that she would provide an update on the Strategic Plan and that Year 3  
334 implementation has begun. The review begins with an overview of Rivanna’s strategic direction  
335 which includes, our values of integrity, teamwork, respect and quality. She stated Rivanna’s vision  
336 is to serve the community and be a recognized leader in environmental stewardship by providing  
337 exceptional water and solid waste services. She stated the mission has not changed since the  
338 beginning of the Strategic Plan.  
339

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

342  
343 Ms. McIlwee stated the Workforce Development Team’s strategy is to conduct training needs  
344 assessment and enhancements of the training program. She stated so far, they have completed  
345 virtual PVCC leadership training for Class 1 and 2 Operators. She stated the leadership coaching  
346 program at PVCC was expanded to include all new leaders throughout the organization, and the  
347 DPOR Apprenticeship Program has also been expanded to include more maintenance mechanics.  
348

349 Ms. McIlwee stated the next steps for the Workforce Development Team are to complete individual  
350 development plans for all employees and to work with PVCC on developing position-specific  
351 training for employees throughout the Authorities.  
352

353 Ms. McIlwee stated Operational Optimization is working on two strategies. She stated the first is to  
354 continually evaluate, prioritize, and improve key business and operational processes. She stated  
355 some of the ways they have achieved this are through implementing a quarterly GAC vessel  
356 backwashing schedule, and by decreasing polymer chemicals by 34% at Moores Creek centrifuges.  
357 She stated the new piece of lab equipment has now been certified. She also stated the dissolved  
358 oxygen control for Scottsville Wastewater Treatment Plant has been designed and is currently out  
359 for bid. She stated as of today, the contract for legal services that was out for bid, has been awarded.  
360

361 Ms. McIlwee stated the next steps for the team are to test the new South Rivanna fiber  
362 communications cable, and to use new sensors in the aeration process and investigate the use of  
363 additional sensors in the final effluent flume at Moores Creek.  
364

365 Ms. McIlwee stated the Operational Optimization Team’s second strategy is to protect the  
366 workforce and the public through a continually growing Rivanna culture of safety. She stated this  
367 included submitting an emergency response plan to the EPA in September 2020; installing six web-  
368 based cameras at Crozet, three at Glenmore, and three at Scottsville Wastewater Treatment Plant;  
369 conducting a Glenmore needs assessment, which is currently in the study phase; and installing a  
370 card access system on all entrance doors at Rivanna facilities.  
371

372 Ms. McIlwee stated the next steps are to add new web-based cameras to Glenmore and Scottsville  
373 Wastewater Treatment Plants, and to Crozet and Observatory Water Treatment Plants, and to  
374 continually review and update the safety manual.  
375

376 Ms. McIlwee stated the Communication and Collaboration team has three strategies, the first being  
377 to create and maintain an internal communication platform. She stated this is being achieved  
378 through continued implementation of the document management system. She stated they have also  
379 begun to migrate documents out of the legacy system into the new system. They also continue to  
380 publish a bimonthly newsletter for Rivanna employees.  
381

382 Ms. McIlwee stated next steps are continuing the migration of the legacy system and creating how-  
383 to guides and training videos for employees on how to use the new document management system.  
384

385 Ms. McIlwee stated the second strategy is to create and implement a comprehensive public outreach  
386 plan. She stated this is achieved through updating the website content with new photos, developing  
387 a social media policy, and creating a Rivanna Authority Facebook page.  
388

389 Ms. McIlwee stated the next steps are to continue planning and scheduling project and facility  
390 videos, and continued maintenance and updating of the website and the Facebook page.  
391



392 Ms. McIlwee stated the last strategy for the Communication and Collaboration Team is to enhance  
393 internal and external communications. She stated that, in collaboration with the City of  
394 Charlottesville and the Albemarle County Service Authority, Rivanna completed their sixth annual  
395 “Imagine a Day Without Water” art contest. She stated they continue to livestream monthly board  
396 meetings.

397  
398 Ms. McIlwee stated the next steps are that when board meetings return to in-person status, they plan  
399 to continue to live stream the meetings for the public to watch in real-time. Planning for Fix-a-Leak  
400 Week activities with the City and ACSA have also begun.

401  
402 Ms. McIlwee stated the Environmental Stewardship team has three strategies. She stated the first is  
403 to increase internal environmental engagement. She stated that COVID has impacted the  
404 Environmental Stewardship Goal Team’s ability to fully engage in this strategy, because of the  
405 challenges of planning social activities while maintaining COVID safety protocols. She stated they  
406 are looking for new and different ways to get internal engagement in a safe manner. She stated they  
407 have also been limited in terms of school visits, and presentations to area schoolchildren have been  
408 put on hold for the time being.

409  
410 Ms. McIlwee stated the next strategy is to provide regional leadership and environmental  
411 stewardship partnerships. She stated Environmental Stewardship also has a part in the planning and  
412 hosting of “Imagine a Day Without Water” events. She stated they are also a part of the planning for  
413 the Rivanna Flow Fest and continue to meet regularly to plan for future events. She stated they are a  
414 member of the Stormwater Partnership and the James River Riparian Consortium.

415  
416 Ms. McIlwee stated the team’s last strategy is to evaluate potential opportunities for additional  
417 environmental activities at RWSA facilities. She stated this included development of the Buck  
418 Mountain Management Plan, evaluating potential for silviculture and solar at Buck Mountain  
419 properties, and continued invasive species management. She stated they created a Sustainability  
420 Working Group.

421  
422 Ms. McIlwee stated the next steps are to evaluate the potential for solar at RWSA facilities and  
423 implement the Buck Mountain Management Plan.

424  
425 Ms. McIlwee stated the Solid Waste Services Team has two strategies. She stated the first is to  
426 determine community needs and preferred level of service. Which was done through expanded  
427 involvement in the oyster shell recycling program, supporting establishment of the new Recycling  
428 Ambassador Program at McIntire, and installing enhanced signage at both Ivy and McIntire. She  
429 stated RSWA also completed the first timber sale of the forested buffer at Ivy MUC.

430  
431 Ms. McIlwee stated the next steps for this strategy are to continue to expand the Ambassador  
432 Program, roll out an interactive recycling quiz via Facebook, and complete processing of oyster  
433 shells for seeding and returning to the bay.

434  
435 Ms. McIlwee stated the team’s second strategy is to enhance partnerships with local governments  
436 and UVA, which was done through establishing a glass collection agreement with UVA, outreach to  
437 neighboring counties to coordinate their glass collection efforts, and support of various UVA and  
438 student projects related to recycling.

439

440 Ms. McIlwee stated their next steps are to further the glass collection collaboration by establishing  
441 agreements and infrastructure with neighboring counties, and to upgrade the used cooking oil  
442 collection program for composting at all sites.  
443

444 Ms. McIlwee stated the Infrastructure and Master Planning Team's first strategy is to implement an  
445 Authority-wide Asset Management Program. She stated that they have completed all workshops  
446 and condition assessment related to Phase 2 of the Asset Management Program development  
447 process, have procured a new CMMS with Cityworks, finalized an implementation scope of work  
448 with the contractor, and kicked off the CMMS implementation process.  
449

450 Ms. McIlwee stated the next steps will be to begin scheduling workshops associated with  
451 implementation, and to draft the Tactical Asset Management Plan and review with staff.  
452

453 Ms. McIlwee stated the team's second strategy is to develop and maintain long-term master plans  
454 for all critical assets. She stated this was done by holding multiple meetings and workshops  
455 associated with Moores Creek Treatment Plant and Finished Water Master Plans. She stated the  
456 draft reports are being developed for review. She stated a presentation was prepared for the North  
457 Rivanna Water Treatment Plant decommissioning findings, and a meeting was held with ACSA to  
458 review the results.  
459

460 Ms. McIlwee stated the next steps are to develop a work authorization with a consultant to perform  
461 the master plan and needs assessments for Glenmore and Stone Robinson, finalize reports  
462 associated with the Moores Creek Master Plan and the Finished Water Master plan, and schedule  
463 the annual master planning gap assessment.  
464

465 Dr. Palmer asked how the work with PVCC on developing the training relative to the positions and  
466 departments within the Authorities works. She asked if someone at PVCC does this specific to  
467 Rivanna's type of jobs.  
468

469 Ms. McIlwee stated that the Human Resources Manager, Ms. Betsey Nemeth, has been working  
470 with the PVCC Workforce Development Coordinator to develop programs specific to Rivanna and  
471 implement them.  
472

473 Mr. Wood stated this was correct.  
474

475 Dr. Palmer stated that there are not many organizations with jobs similar to those at the Rivanna  
476 Authorities have, so she was trying to understand if PVCC has a staff that does training  
477 development for a variety of different employers in town.  
478

479 Mr. Wood stated they have been using PVCC for a couple of years and work with two or three  
480 people to develop training. He stated they have some one-on-one coaching that can be tailored to a  
481 specific person where they want to address things that a particular manager or operator may struggle  
482 with. He stated PVCC also has a program where they can tailor management or leadership training  
483 needs to the audience that is going to attend the training.  
484

485 Mr. Mawyer stated the state now requires that the Water Treatment Operators and Wastewater  
486 Treatment Plant Operators receive leadership training. He stated when they go to PVCC, they are  
487 getting training on leadership and supervisory skills, and not so much on specific skills, such as  
488 water or wastewater treatment. He stated this is very helpful in developing middle managers in their  
489 individual development plans so that they can rise into upper management one day. He stated as Mr.

490 Wood explained, PVCC does provide individual mentor-type trainers and counselors to help and  
491 work one-on-one with staff.

492  
493 Dr. Palmer stated one of the issues for the treatment plants was putting up cameras for safety. She  
494 stated she remembered hearing that three rope swings were taken down at the reservoir at Sugar  
495 Hollow. She asked if anyone was considering cameras out there for safety of the drinking water  
496 supply.

497  
498 Mr. Mawyer replied that there are now cameras at Sugar Hollow for safety and to help them  
499 monitor the reservoir level.

500  
501 Dr. Palmer asked if those cameras were there when the three rope swings went up, and if these were  
502 different cameras or the same ones.

503  
504 Mr. Mawyer replied that the cameras look at the dam and at the water behind the dam. He stated  
505 that if a swing is below the dam where, perhaps the rope swings were, or up at the Blue Hole, the  
506 cameras do not monitor that.

507  
508 Dr. Palmer stated she was not expecting the cameras at the swimming holes, but she did at the  
509 reservoir itself, and since Rivanna took down rope swings, perhaps they would consider monitoring  
510 swimming in the reservoir in the summer. She stated the rope swings are evidence of a variety of  
511 people swimming in the reservoir.

512  
513 Ms. Hildebrand mentioned that the City has a similar partnership with PVCC training throughout  
514 various departments. She stated Utilities personnel take advantage of the training, and PVCC does  
515 an excellent job with setting up tailored programs. She stated what she finds valuable is that people  
516 who have not had any supervisory experience are sent through the program, and it has been an asset  
517 and opportunity for those employees who want to advance.

518  
519 Mr. Gaffney stated he wanted to take a moment to thank not only Mr. Mawyer, but all the goal team  
520 leaders and everyone at Rivanna who has taken on the Strategic Plan as strongly as they  
521 have over the past three years. He stated one of the big concerns when entering into the contract to  
522 create a Strategic Plan was whether they would actually implement it, and he does not think he has  
523 ever seen a Strategic Plan so consciously implemented. He stated it has been very impressive to see,  
524 and he appreciates everyone's continued work and focus.

525  
526 Mr. Mawyer thanked Mr. Gaffney. He stated strategic plans sometimes get put on the shelf, but  
527 Rivanna staff have done a good job keeping it alive and active. He stated that the end of the five-  
528 year plan is around the corner, so it will not be long until they start a new five-year Strategic Plan.  
529 He stated the current plan provides guidance on many different topics and has proved very  
530 beneficial. He stated they appreciate the board giving the direction to put a plan in place, and it has  
531 worked very well.

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533 **At 2:27 p.m., Mr. Snook moved to recess the meeting. He was seconded by Dr. Palmer, and the**  
534 **motion passed unanimously (7-0).**

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

537 There were none.

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**11. CLOSED MEETING**

At 2:57 p.m., Dr. Palmer moved that the Board of Directors of the Rivanna Solid Waste Authority enter into a joint closed session with the Rivanna Water and Sewer Authority Board to discuss confidential personnel matters as permitted by Section 2.2-3711-A1 of the Code of Virginia. Mr. Snook seconded the motion, which passed unanimously (7-0).

At 3:47 p.m., Dr. Palmer moved the following: "Whereas, the Rivanna Solid Waste Authority has convened a joint closed meeting with the Rivanna Water and Sewer Authority on this date pursuant to an affirmative, recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and whereas Section 2.2-3712D of the Code of Virginia requires a certification by the Rivanna Solid Waste Authority that such closed meeting was conducted in conformity with Virginia law. Now therefore, be it resolved that the Rivanna Solid Waste Authority hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which the certification resolution applies, and (2) only such public business matters, as were identified in the motion convening the closed meeting, were heard, discussed, or considered by the Rivanna Solid Waste Authority." Mr. Brown seconded the motion, which passed unanimously (7-0).

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

Dr. Palmer offered her congratulations to Mr. Mawyer.

Mr. Gaffney thanked Mr. Mawyer for a great year and a half.

Mr. Mawyer thanked the Board for the merit increase.

**12. ADJOURNMENT**

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

Respectfully submitted,



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Mr. Jeff Richardson  
Secretary - Treasurer