

RWSA BOARD OF DIRECTORS Minutes of Regular Meeting December 14, 2021

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, December 14, 2021 at 2:15 p.m. via Zoom.

Board Members Present: Mike Gaffney; Jeff Richardson; Lauren Hildebrand; Gary O'Connell; Dr. Liz Palmer; Lloyd Snook; Samuel Sanders, Jr.

Board Members Absent: none.

Rivanna Staff Present: Bill Mawyer, Lonnie Wood, Deborah Anama, Betsy Nemeth, Victoria Fort, Scott Schiller, David Tungate, John Hull.

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney called the December 14, 2021, regular meeting of the Rivanna Water and Sewer Authority to order at 2:16 p.m.

2. STATEMENT FROM THE CHAIR

Mr. Gaffney read the following statement aloud:

"This is Mike Gaffney, Chair of the Rivanna Water and Sewer Authority."

"I would like to call the December 14, 2021, meeting of the Board of Directors to order.

"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."

49 50	Ms. Lauren Hildebrand stated she was located at 305 4 th Street Northwest in Charlottesville.
51	Mr. Gary O'Connell stated he was located at the ACSA offices at 168 Spotnap Road,
52 53	Charlottesville.
54 55	Dr. Liz Palmer stated she was located at 2958 Mechum Banks Drive in Ivy.
56 57 58	Mr. Jeff Richardson stated he was located at the County Office Building at 401 McIntire Road in Charlottesville.
59 50	Mr. Samuel Sanders stated he was located at 605 East Main Street in Charlottesville.
51 52	Mr. Lloyd Snook stated he was located at 408 East Market Street in Charlottesville.
53 54	Mr. Mike Gaffney stated he was located at 449 Washington Street, Marco Island, Florida.
55 56 57 58	Mr. Gaffney stated the following Authority staff members were joining the meeting electronically: Bill Mawyer, Lonnie Wood, David Tungate, Victoria Fort, Deborah Anama, Betsy Nemeth, and Scott Schiller.
56 59 70 71	Mr. Gaffney stated they were also joined electronically by Ms. Carrie Stanton, Counsel to the Authority.
72 73 74	3. ACCEPTANCE OF RESIGNATION AND ELECTION OF SECRETARY-TREASURER a. Chip Boyles, former City Manager, resigned from the Rivanna Boards on October 19, 2021. This election will be for the term ending April 30, 2022.
76 77 78 79	Mr. Gaffney stated there would not be an election for Secretary-Treasurer at this time and that this would be done in January. He stated a vote was not needed on this item, so if there were any comments, he would ask for those to be made but otherwise, they would move on to the next agenda item.
31 32	No comments were made.
33 34 35	4. MINUTES OF PREVIOUS BOARD MEETINGS a. Minutes of Regular Board Meeting on November 16, 2021
36	Mr. Gaffney asked if there were any comments or changes to the minutes.

Dr. Palmer moved that the Board approve the minutes of the November 16, 2021 meeting.

The motion was seconded by Mr. O'Connell and passed unanimously (7-0).

a. Resolution of Appreciation for Mr. Steven Miller

December 14, 2021

5. RECOGNITIONS

Mr. Gaffney called the roll.

Mr. Gaffney read the resolution aloud: 93 94 "WHEREAS, Mr. Miller has served as an Information Technology Administrator for the 95 Rivanna Water and Sewer Authority since April of 1999; and 96 97 "WHEREAS, over the same period in excess of 22 years, Mr. Miller has provided significant 98 contributions in his field and served as a valuable resource to the Authority; and 99 100 "WHEREAS, Mr. Miller's dedication and loyalty to the Authority have positively impacted the 101 Authority, its customers and its employees; and 102 103 "WHEREAS, the Board of Directors is most grateful for the professional and personal 104 contributions Mr. Miller has provided to the Rivanna Water and Sewer Authority. 105 106 "NOW, THEREFORE, BE IT RESOLVED that the Board of Directors recognizes and thanks 107 Mr. Miller for his distinguished service, efforts and achievements as a member of the Rivanna 108 Water and Sewer Authority, and presents this Resolution as a token of esteem, with its best 109 wishes in his retirement. 110 111 "BE IT FURTHER RESOLVED that this Resolution be entered upon the permanent Minutes of 112 the Rivanna Water and Sewer Authority." 113 114 Dr. Palmer moved that the Board approve the resolution. The motion was seconded by Mr. 115 O'Connell and passed unanimously (7-0). 116 117 b. Resolution of Appreciation for Dr. Liz Palmer 118 Mr. Gaffney noted that this was the joint resolution heard in November at the Rivanna Solid 119 Waste Authority Board meeting, but it certainly deserved repeating. 120 121 Mr. Gaffney read the resolution aloud: 122 123 "WHEREAS, Dr. Palmer has served as a member of the Rivanna Solid Waste Authority and the 124 Rivanna Water & Sewer Authority Boards of Directors since 2016; and 125 126 "WHEREAS, since 1998 Dr. Palmer has been an active and valuable contributor and has 127 demonstrated leadership in solid waste, recycling, drinking water and wastewater services as a 128 member of the community and as a member of the Boards of Directors; and 129 130 "WHEREAS, Dr. Palmer's understanding of solid waste and recycling as well as drinking water 131 and sewer operations of Albemarle County and the Rivanna Authorities has supported a strategic 132 decision-making process that provided benefits to the customers served by Albemarle County as 133 well as the community as a whole. During Dr. Palmer's tenure and through her efforts, major 134 projects were completed including: 135 - a modern refuse Transfer Station at the Ivy Material Utilization Center 136

- the first recycling and refuse Convenience Centers located at the Ivy MUC as well as in Keene

- a Community Water Supply Plan to ensure an adequate water supply for the next 50 years

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- the regional "Wastewater Projects Cost Allocation Agreement"
- Odor Control Improvements at the Moores Creek Advanced Water Resource Recovery Facility
- Granular Activated Carbon Filters for the water treatment plants
- a Strategic Plan for both Authorities; and

- "WHEREAS, the Solid Waste Authority and Water & Sewer Authority Boards of Directors are
- most grateful for the professional and personal contributions Dr. Palmer has provided to both
- 146 Authorities and to the community.

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- "NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority and Rivanna
- Water & Sewer Authority Boards of Directors recognize, thank, and commend Dr. Palmer for
- her distinguished service, efforts, and achievements and present this Resolution as a token of
- esteem, with their best wishes in her future endeavors.

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

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Mr. Snook moved that the Board approve the resolution. The motion was seconded by Mr. O'Connell and passed unanimously (7-0).

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- Mr. Gaffney thanked Dr. Palmer for all her efforts over the past 20-plus years in Water and
- 160 Sewer and Solid Waste.

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- Dr. Palmer thanked Mr. Gaffney. She stated she plans to keep watching and has a personal goal
- to live long enough to see the Sugar Hollow Pipeline be commissioned. She stated she will
- continue to watch the water supply plan. She stated it has been a great learning experience, and
- she has met many wonderful people along the way. She stated she collaborated with a lot of
- people she disagreed with on a lot of other things. She expressed thoughts about some turbulent
- times and that she is happy that things are quieter now. She stated she hopes they are able to keep
- things running along smoothly and reasonably as they have over the last several years. She stated
- the Authority has grown a lot and is very impressive.

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- Mr. Gaffney agreed. He thanked Dr. Palmer for her help in those many years. He stated the
- board looks forward to seeing her and hopefully, they would be able to meet in person again
- when Dr. Palmer comes out to advocate and talk during public comment sections.

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Dr. Palmer expressed her disappointment about not having her last meeting in person.

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6. EXECUTIVE DIRECTOR'S REPORT

- Mr. Mawyer stated the Authority was pleased to recognize Ms. Mary Rad Morris, who came to
- work for Water and Sewer in January of 2021 as an unlicensed water operator and has already
- completed the testing requirements to achieve her Water Operator Class II rank, which is next to
- highest (with Class I being next). He stated she was able to do so quickly because Ms. Morris has
- a master's degree in chemistry from UVA, along with another bevy of bachelor's degrees. He
- stated those degrees take the place of some of the experience requirements. He stated Ms. Morris
- is a star in the group, and they are pleased to have her. He congratulated her for achieving her

new license.

Mr. Mawyer stated the Authority continues to monitor COVID and vaccinations, and they did start to require weekly testing for unvaccinated employees last Tuesday. He stated today is the second week they are taking testing, which are self-administered tests where the swab is put in a tube and mailed, with results returned in two days. He stated they hope this program will continue to go positively.

Mr. Mawyer stated the Authority did put out a caution and requirement to its staff over the holidays that if they travel out of the country or have guests from out of the country (as he himself would), that they have a return-to-work plan to make sure the Omicron variant is not affecting any of that process. He stated they hope all of their employees have a nice holiday, but the Authority did have to put this requirement in place.

Mr. Mawyer stated that overall, the Authority still stands at about 89% of its staff being fully vaccinated.

Mr. Mawyer stated drinking water supply and drought are recent topics on television. He stated that when he wrote his update the prior week, all of the reservoirs (except Ragged Mountain) were 100% full. He stated that since then, over the last few days, Sugar Hollow dropped down below the top of the dam, and it is about 96% full. He stated they are transferring from Sugar Hollow to Ragged Mountain now to try to get Ragged full during the winter months. He stated they have about 78 million gallons to go, which they expect would be able to top off Ragged Mountain in about one month. He stated they plan to continue to transfer from Sugar Hollow and then, as they get some rain, Sugar Hollow typically will refill very quickly.

Mr. Mawyer stated the Authority is watching the statewide drought monitor report, which had put the area in a warning for low precipitation and a watch for stream flows. He stated groundwater levels and reservoir levels, however, are normal in Central Virginia. He stated they are still doing fairly well and much better than what one will see when watching the national news, as there are major drought issues in California. He stated California is going into their third year of a drought, and their second-largest reservoir (Lake Oroville) is currently at 30% capacity whereas normally, it is at 60%. He stated there are dire straits in Northern California which fortunately, RWSA does not have.

Mr. Mawyer stated the Authority has completed a draft of its upcoming FY 23-27 Capital Improvement Program, and they will meet with Mr. O'Connell and Ms. Hildebrand on January 7 to review the \$200-million five-year Capital Construction Plan. He stated they will bring a final proposed plan to the board in February.

Mr. Mawyer stated they continue to monitor federal funding opportunities. He stated the Authority did submit six projects to Albemarle County, requesting consideration for some of the local fiscal recovery funds as a part of the American Rescue Plan Act. He stated their projects total about \$7.2 million. He stated they do not expect the County to fund all of this, but they tried to give them a variety of water, wastewater, and sustainability projects they can consider.

Mr. Mawyer stated the Authority is also closely watching the Bipartisan Infrastructure Law of 231

- 2021, which passed in November. He stated they understand Virginia is getting \$126.3 million in 232
- the first-year allocation, so the Authority is monitoring and looking for application forms to get 233
- its projects proposed for any and all of these federal funding opportunities. 234

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- Mr. Mawyer stated they continue to work on the Central Water Pipe, which is the project of a 236
- new finished waterline that would go significantly through the southern part of the City. He 237
- stated they did put together an information page that was posted to the Authority's website and 238
- that day, they added what they call the "Route Study" their consultant completed, which 239
- considers all of the routes they considered (northern, central, southern, and railroad routes) and 240
- all the criteria they used to evaluate those routes. He stated they plan to bring the proposed route 241
- to the RWSA Board in January for their review and any comment. He stated the information is 242
- now on the webpage for all to read. 243

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- Mr. Mawyer stated the Authority had planned to shut down Observatory Water Treatment Plant 245
- to work on the renovation during the Christmas break at UVA this year, but due to supply chain 246
- issues and getting materials they need at the South Rivanna Plant so that it could carry the entire 247
- urban system while Observatory was not operational, South Rivanna was not ready to take on the 248
- full load of the entire urban system. He stated therefore, they will delay the shutdown of the 249
- Observatory Treatment Plant until December 2022. He stated they do not expect this to have any 250
- major impact on the completion of the overall project, which was a renovation of both plants. He 251
- stated they appreciate the efforts of the one Engineering Manager, Mr. Scott Schiller, and his 252
- staff for managing the major project. 253

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- Mr. Mawyer stated the Authority continues to have success in gaining the easements for the
- Rivanna-to-Ragged Pipeline, which he mentioned earlier. He stated there was a map to show the 256
- board what easements had been obtained. 257

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- Mr. Mawyer stated a utility in Ashland, Kentucky requested to tour RWSA's wastewater 259
- treatment plant, as they are considering a similar wastewater process to that of RWSA. He stated 260
 - the Authority was happy to host them for a tour.

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- 263 Mr. Mawyer stated in the board's packet were pictures of the new signs at Totier Creek
- Reservoir and the North Fork Rivanna River Reservoir, which are "Drinking Water Protection 264
- Area" signs the Authority obtained through a grant from the Virginia Department of Health. He 265
- stated they also have similar signs at Beaver Creek Reservoir. 266

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Mr. Mawyer concluded his report. 268

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Mr. Gaffney asked if there were questions. 270

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- Dr. Palmer stated it was a shame that Mr. Mawyer could not bring up the map, as she was 272
- somewhat confused about the one private property that has not yet been acquired, which was 273
- noted to be on Barracks Road. 274

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Mr. Mawyer stated the property is located between Barracks Road and Albemarle High School. 276

277278279	He stated Sugarday Farm is the property they are talking about. He stated the Authority is having intermittent communications with that owner.
280	Staff were able to present the map on the screen.
281	Starr were usic to present the map on the screen.
282	Dr. Palmer stated it now made more sense to her that it was Sugarday Farm, as she had
283	previously been confused from the packet.
284	previously even confused from the puckets
285	Mr. Mawyer stated they also have the property on Reservoir Road to get from the Regents
286	School. He stated they did recently obtain easements on Woodburn Road from two private
287	owners. He stated they are down to Sugarday Farm, two properties with the UVA Foundation
288	that are shown in blue on the map, one private property at Regents School on Reservoir Road,
289	and with UVA as it traverses around Observatory Mountain. He stated they did get the easement
290	finalized with the Virginia Department of Forestry.
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292	Dr. Palmer asked if the one for the UVA Foundation with the pump station on it is delayed
293	because of identifying exactly where the pump station will go.
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295	Mr. Mawyer stated this was somewhat the case. He stated UVA Foundation has explored several
296	of their sites, and the Authority is working with them on several different locations and how the
297	pump station would be sited. He stated they are making progress, but it seems as though it is inch
298	by inch sometimes.
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300	Dr. Palmer stated this was the case all the time.
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302	7. ITEMS FROM THE PUBLIC
303	Mr. Gaffney opened the meeting to the public. He asked Mr. Hull if there were any members of
304	the public who wished to speak.
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306	Mr. Hull replied there was no one from the public who indicated that they wished to speak.
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308	Mr. Gaffney closed Items from the Public.
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310	8. RESPONSES TO PUBLIC COMMENT
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312	Mr. Gaffney stated that as there were no items from the public, there were no responses.
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314	9. CONSENT AGENDA
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316	a. Staff Report on Finance
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318	b. Staff Report on Operations
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320	c. Staff Report on Ongoing Projects
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322	d. Staff Report on Wholesale Metering
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 e. Approval of Work Authorization for the Beaver Creek Raw Water Pump Station and Intake Project – Subsurface Investigation – Hazen and Sawyer Engineers
 f. Approval of Property Transfer to Albemarle County Public Schools – Albemarle-Berkeley Wastewater Pump Station Storage Basin Site

Mr. Gaffney asked if there were any items Board members wanted to pull for comments or questions.

Mr. O'Connell asked if the work authorization with Hazen and Sawyer for the Beaver Creek Pump Station was the normal course of events.

Mr. Mawyer replied yes. He stated the Authority has a term contract with them, which allows the Authority to issue work authorizations, but he and staff can only issue up to \$200,000 and above that, they need to come to the board. He stated it is just part of the normal process of doing the subsurface evaluation for the pump station and the intake structure on the west side of the reservoir, which is the site that the board looked at and concurred with (called "Site #1").

Dr. Palmer moved that the board approve the Consent Agenda. Mr. O'Connell seconded the motion, which passed unanimously (7-0).

10. OTHER BUSINESS

a. Presentation: Plan for Urban Utilities, Northern Areas; Bill Mawyer, Executive Director and Scott Schiller, Engineering Manager

Mr. Mawyer stated he and Mr. Schiller wanted to talk to the board about an important aspect of what they do. He stated they have a very positive and productive relationship with both the City's and County's Economic Development Authorities and Planning Departments, the Service Authority, UVA, and UVA Foundation. He stated this is very important as the community collectively plans for its growth. He stated there is a lot of talk and interest in zoning and those types of issues, but projects cannot proceed if the utilities are not available to them. He stated it is very important that they continue to have these relationships to provide the planning and coordination.

Mr. Mawyer stated recently, there has been discussion about projects on 29 North, around the UVA Research Park and otherwise. He stated he did not know if it was the federal dollars driving the interest (adding that this was a great thing), but he wanted to remind everyone that these projects have to be coordinated with the RWSA. He stated for RWSA and the Service Authority, there is a CIP they bring to the board every year that has a strategic and affordable approach to providing infrastructure and capacity for water and wastewater, for which he would mention a few of those projects.

Mr. Mawyer stated he wanted to emphasize this with the RWSA Board as well as with the Land Use and Environmental Planning Committee (LUEPC), where he would be meeting with them that Friday to give them the same discussion. He stated RWSA had the same discussion with the Service Authority, as they partner very closely with them, particularly on projects that are on 29 North.

Mr. Mawyer displayed a graphic to show the board the urban area served by RWSA. He stated the pink color on the map showed the urban area, which covers the entire City of Charlottesville and extends to the Greene County line on Route 29 North, across the South Rivanna River as well as the North Rivanna River.

Mr. Mawyer presented another map and stated similarly, the same area serves as the Urban Wastewater System, with the addition of Crozet. He stated Crozet wastewater is piped back to Moores Creek for treatment, and Crozet is part of the Urban Wastewater System, and as the expenses are allocated annually to the City and Service Authority, Crozet is included in that calculation. He stated the wastewater flow (shown in yellow) comes into the newer Rivanna Wastewater Pump Station, and the blue flow comes in through what they call the Moores Creek Wastewater Pump Station, with both flows treated at Moores Creek.

Mr. Mawyer stated that back in June of 2020, he gave a presentation to the RWSA Board that talked about available water supply versus demand. He stated this was a part of the 50-year projection of water availability in the community. He stated one of the primary charges is making sure there is adequate water in the community for 50 years in advance. He presented a graph, explaining the graph shows that in 2060, the water supply (at 13.7 million gallons per day (mgd)) would equal the water demand. He stated if the board would recall, the Ragged Mountain Dam project agreement says that they should start the pipeline when a demand is equal to 85% of the supply. He stated doing this calculation, this comes back to about 2035.

Mr. Mawyer stated the big picture is that as major development projects are considered in the community – whether at the Research Park (on the northern perimeter) or Emmet Street (which has a lot of ongoing development with UVA) – and as the City and County consider rezonings that will densify neighborhoods and create more demand, this has to be done in a collective matter with utilities to make sure they can serve those developments when they need to be served. He stated the Authority has a 10- to 15-year plan that Mr. Schiller would talk to the board about to accommodate that growth.

Dr. Palmer asked if she could ask a quick question about the Available Water Supply vs. Demand chart that was on the screen, for clarity. She asked if this available supply is the supply that is actually usable.

Mr. Mawyer stated this was correct. He stated last year, they called it the "operational yield," which is slightly different than safe yield. He stated "safe yield" is a term that has to do with how much a reservoir can supply, but RWSA has coined the term "operational yield" because they not only have to supply the water, but they have to treat, distribute, and deliver it to faucets. He stated to say that they have a 50-mgd supply really has no purpose or value if they cannot get it to the faucets.

Mr. Mawyer stated the graph on the screen with the gray bars showed the operational yield as the RWSA has calculated it, as the combination of reservoir supply, treatment capacity, and piping distribution capacity – in other words, how much they can get to customers. He stated those were the numbers seen at the top of the gray bars.

Mr. Mawyer stated that in 2020, they had 12.8 mgd as an operational, available water supply. He stated that in 2023, this will increase to about 15 mgd with the completion of the Observatory Water Treatment Plant upgrade, which will make it fully capable of treating up to 10 mgd, along with South Rivanna WTP treating 12 mgd. He stated then, the Central Waterline kicks in that they need to be able to distribute the treated water from the plants to the faucets. He stated it is a triplicate of data points they integrate to come up with what they call the "operational yield."

Mr. Mawyer stated the green line on the graph is the demand that they estimate based on the projections they receive from the City, County, and UVA and how much water the community may need.

Mr. Snook asked why the operational yield declines decade over decade.

Mr. Mawyer replied that this is due to siltation of the reservoirs, which is why the yield starts going down on the gray bars. He stated siltation is predicted in the reservoirs and at one time, it was predicted they would lose 15 million gallons a year out of the South Rivanna Reservoir. He stated that when RWSA did the bathymetric study a year or so ago, they did not find this to be true in recent history. He stated this is why they update the bathymetric studies, which measure how much water is in the reservoir every 10 years to get better information. He stated this determines if a big storm washed in (or washed out) a lot of silt.

Mr. Mawyer stated that clearly over time, with farm ponds, erosion wants to fill the depression, and the same is true for the reservoirs. He stated the quantities at the top of the gray bars on the chart declined with the decades due to predicted siltation in the reservoirs.

Mr. Snook asked if a critical limiting factor, at that point, is the capacity of the reservoir. He stated it was clearly not the pipelines, as they saw a couple of slides later.

Mr. Mawyer replied that they combine two things: the capacity of the reservoirs as the water supply, and comparison to the demand as the community grows. He stated this is what the green line on the chart is predicting. He stated they cross at 2060, which is where available supply equals demand. He stated they want to make sure they have available water beyond that quantity well in advance of 2060 because when everyone turns on their faucets, everyone expects to have water come out. He stated this is why the Ragged Mountain agreement talks about putting the pipeline in place when the demand equaled 85% of the supply. He stated 85% is the threshold RWSA is working with, and Mr. Schiller would be speaking more about that.

Mr. Mawyer asked if there were other questions and heard none. He added that in 2020, the chart shows there is a demand of 10.4 mgd and a supply of 12.8 mgd. He stated the whole point of this discussion is if there is a major project coming in that says it needs 1.5 mgd, while the RWSA could meet the demand in theory, this would put them at almost 12 mgd and cut in half their contingency. He stated it would expedite the construction schedule Mr. Schiller would speak about regarding when they need to get the facilities in place to serve that type of additional demand to the system.

- Mr. Schiller stated that over the next 10-15 years, there are a number of projects planned to allow
- RWSA to better supply water to the North Rivanna Pressure Zone as well as the Urban Pressure
- Zone. He stated initially, at least for the North Rivanna Pressure Zone, the most significant
- project is the Airport Road Pump Station and waterline construction project, which will be the
- primary source of water for the North Rivanna Pressure Zone as opposed to the North Rivanna
- Water Treatment Plant.

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- Mr. Schiller stated once this becomes the primary method of providing water, they want to make sure the components that connect this to the system are reliable, so they have a second river crossing scheduled for both the South Rivanna River and the North Rivanna River to make sure the single crossings do not become a bottleneck, should they have an incident with one of the
- waterlines.

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- Mr. Schiller stated that at that point, the Urban Pressure Zone will be the source of water for the
- North Rivanna Pressure Zone, so they want to make sure they have done some improvements in
- the Urban System to also make sure this is reliable. He stated as Mr. Mawyer mentioned, some
- major projects associated with this are the improvements to the Observatory Water Treatment
- Plant as well as the Central Waterline, which will help get the water out of the treatment plants
- and into the distribution system.

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- Mr. Schiller stated that from a long-term reliability standpoint, many of the raw water piping
- improvement projects include Ragged Mountain to Observatory Treatment Plant, the Raw Water
- Pump Station Waterline (which has begun design), and the transfer system that connects the
- South Rivanna Reservoir to the Ragged Mountain Reservoir. He stated these improvements will
- allow the Authority to more efficiently use the capacity contained within those two reservoirs
- and apply the safe yield to the treatment plant and the system that needs it.

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- 489 Mr. Schiller stated once they have the Airport Road Pump Station constructed and the second
- South Rivanna River crossing in place, in coordination with the Service Authority, RWSA
- determined that at that point, they would feel secure with decommissioning the North Rivanna
- Water Treatment Plant with the intent of having a secure, reliable water supply to that system.

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- Mr. Schiller stated as demand increases throughout the system, there are a few other
- miscellaneous improvements related to some of the pump stations and storage tank sites. He
- stated that over the next 10 to 15 years, these are the main projects they have programmed in to
 - make sure they have a reliable source of water for both northern pressure zones.

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- Mr. Schiller stated the chart presented on the screen relates back to the one Mr. Mawyer showed
- previously, where the blue line is the safe yield and the green line is the demand. He stated as
- they approach 2035, they begin to hit the 80-85% criteria that is established in the agreement. He
- stated that at this point, their plan would be to have both the South Rivanna Reservoir to Ragged
- Mountain Reservoir transfer system in place and to also have increased the pool level of the
- Ragged Mountain Reservoir which, as seen on the chart, gives a significant increase in
- operational safe yield.

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Mr. Schiller stated based on the siltation process and the current anticipated demand, they would

have an adequate water supply until 2120.

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Mr. Schiller stated that as Mr. Mawyer mentioned, they do not want supply to meet demand right 510 at 85%, so they want to beat this somewhat to make sure they have accounted for a factor of 511 safety, which is why they have the 80-85% criteria set up. 512

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Mr. Schiller stated the next slide provided charts showing what can happen if they add additional 514 demand beyond what is planned for. He stated as seen on the last chart, they were at roughly 515 80% in 2035, so as additional demand is added to the system, the percentage begins to increase 516 faster than previously planned for. He stated at 0.5 a mgd, they end up at 82.5% of system 517 capacity. He stated at 1 mgd, they will have already exceeded 85% (to 86%) in 2035. He stated 518 at 1.5 mgd, they are at 86% in 2030, and should they have projects which increase the demand 519 all the way up to 2 mgd, they would find themselves in excess of 85% of system capacity 2025. 520

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He stated they begin to significantly increase the schedule at which those projects would have to occur to make sure they have the supply when it is required.

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Mr. Schiller stated he wanted to show the impact overall to the system, adding that one-half an mgd is not that unusual when it comes to some of the larger developments being discussed.

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Mr. Schiller stated as a general summary, RWSA has been working with ACSA and the City to have a plan to systematically improve the drinking water infrastructure in both the North Rivanna Pressure Zone and the Urban Pressure Zone over the next 10 to 15 years. He stated Mr. Mawyer had showed a map of the sewer infrastructure as well, and they did a study on the sewer system back in 2016, which identified that many of the major improvements were not really required, at least in the Northern Albemarle area, until the 2050-2060 timeframe. He stated should there be additional sewer demand, this could advance some of those improvements as

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well.

Mr. Schiller stressed the importance of making sure that any future projects with additional 536 significant utility demands are properly coordinated with infrastructure planning schedules to 537 make sure they can get water to people when they need it. He asked the board if there were 538 questions. 539

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Dr. Palmer stated she had a question, adding that she was having technical issues. She asked about the status of Phase 2 of the pre-treatment study for the South Fork to Ragged Mountain Reservoir.

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Mr. Schiller replied that as far as the pre-treatment study of South Rivanna to Ragged Mountain, 545 they are at the point of doing the first phase of the modeling, which is more of a desktop, one-546 dimensional study where they are looking at the impacts of transferring up to 25 mgd out of 547 South Rivanna and sending it to the Ragged Mountain Reservoir, to see what the impact of 548 phosphorus is on that reservoir over a period of time. 549

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Mr. Schiller stated they have finalized some scenarios that need to be analyzed in that model, 551 552 with the intent of a big-picture analysis or complete-mix scenario where they are not controlling it, but trying to see what the worst-case scenario is as far as the phosphorus impact to Ragged 553

- Mountain so they can see what this is before they progress with a more significant two-
- dimensional model, where they will get more into the transport of phosphorus within the
- reservoir and areas where they might be able to sequester it so that it is not leaked out as
- frequently for turnover, hypolimnetic systems, etc. He stated they are in the middle of the first
- phase of the modeling process.

Dr. Palmer stated she thought she saw in the board materials that the second phase started in June of 2021.

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Mr. Schiller clarified that they are in the first phase of the modeling, which is in the second phase of the program.

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Mr. Gaffney asked the board if there were any other questions for Mr. Mawyer or Mr. Schiller on the urban utilities.

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Mr. Snook stated he had one question. He stated they have estimates of continued population growth of roughly 1% per year going into the future for some time. He asked if the only thing they are doing is providing household water for another 1,500 to 2,000 people per year, what this does to the demand for water.

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Mr. Schiller replied they have gone through a number of population and flow projection analyses, and they went through one just recently for some of the safe yield information that Mr. Mawyer had just showed as well as the demand projections. He stated this accounted for not only residential growth, but also commercial and industrial, based on known developments and buildout capabilities within currently zoned locations in both the City and the Service Authority's distribution area. He stated he believed this had all been taken into account when looking at those demand projections.

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Mr. Snook stated the reason he was asking was although he was not trying to question the data from the Weldon Cooper center, they have given very different estimates over the last couple of years. He stated he was not quite sure he knew what he thought would really be happening. He stated he does think it is likely they will see this growth of a couple thousand people a year (from 1%, up to about 2%) in Albemarle County. He stated Mr. Schiller had talked about what it meant if they had 0.5 mgd more a day and 1 mgd. He asked if there is a rule of thumb of how many people equal how much demand for water.

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Mr. Schiller replied yes. He stated one could take a certain population projection and show what the unit increase in demand would be. He stated he would have to look back to some of the numbers to better determine what that is. He stated it is based off per capita use, which is how they are coming up with the values.

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Mr. Schiller stated as far as how it tracks, he is not a population prognosticator, so he prefers to deal with the subject of water going in and out of pipes. He stated they generally do work off the Weldon Cooper information as well as the information provided by various planning agencies of both the City and the County. He stated they look at the Weldon Cooper information as well as how they have seen things progress in the past, and how they think it will progress in the future.

Mr. Mawyer told Mr. Snook that the Virginia Department of Health has requirements on how many gallons per person for different types of facilities (e.g., hotels, residential) as a guide. He stated they specify 100 gallons per person per day, so when RWSA gets the population projections from various sources (City Planning, County Planning, and UVA) on how they will grow, they can take and objectively convert that into a quantity of water.

Mr. Mawyer stated if a community is able to prove that the VDH estimate is too high or too low by its historical usage, then many times the Health Department will allow localities to use their own data. He stated in June of 2020, the per-capita usage in the community had reduced from 110 gallons per person per day down to almost 60 gallons per person per day. He stated between those two numbers of 100 and 60 gallons per person is what RWSA would use to estimate increased water demand based on the population increase predicted.

Mr. Mawyer expressed that things become more involved when, for example, UVA staff says they will increase the student population, but they will continue to decrease the per-capita usage until the year 2035, when they predict their efficiency methods are going to be overcome by the sheer quantity increase. He stated RWSA took what UVA gave them for their projections, which resulted in the curve that he showed the board. He stated this is one reason they do the update every ten years, to see how well these projections are tracking, to see if UVA's usage is going down per capita, if the City's and County's usage continues to go down, or if the plumbing code requirements for efficient fixtures and similar changes essentially maxed out the efficiency, resulting in a rising demand because the number of people is increasing.

Mr. O'Connell stated the ten-year update in the Water Supply Plan is a check of what Mr. Snook was talking about of missing some part, whether it is development being faster or slower (depending on what is happening with the economy or population projections) is off, or it is the density projected by the Planning Departments' changes over time. He stated looking at this every ten years gives them the ability to readjust from what has actually happened.

Mr. Mawyer agreed. He stated they would not debate the data predicted by other organizations, but they will do a check in ten years to see whether the data are holding true.

Mr. Snook stated the important thing from all of this is it sounds like if they are adding 1-2% to the population every year, this would work out to about a 0.1-0.2 mgd per year. He stated he was trying to get a sense of the order of magnitude of what some of the pressures might be. He stated if it turns out they are a little off on the population growth, it will not be a fatal problem – at least not before they can correct for it.

Mr. Mawyer stated this was correct. He stated this is why they use the 85% criteria. He stated they do not want to go right to the point where they are running out of water before they build the infrastructure to supply the water capacity needed, so they are using 85% as the standard criteria. He stated the Health Department uses this quite a bit because when the wastewater plant starts receiving 85% of capacity to treat wastewater, for example, this is when the Health Department tells RWSA they need to start planning, designing, and building to increase the capacity once they get to the 85% level. He stated this is a fairly common threshold.

Dr. Palmer stated she had one more question. She stated UVA has obviously been doing a tremendous amount of work on their buildings over the last several years with heating, cooling, and reducing the water needs of the buildings. She asked how these numbers are showing up in the demand, or if they are big enough to show up.

Mr. Mawyer replied that he could not quote any of the numbers, but he would say that one of the key components to UVA's strategy to reducing the per-capita water demand is in their HVAC system and how much water they use with cooling towers and other mechanical equipment. He stated shower heads, low-flow toilets, and other improvements have basically been maxed out, and now they are having to look for other ways to reduce the per-capita usage. He stated they have to find another avenue to make those improvements such as in the HVAC systems, and UVA has done a lot in trying to economize that equipment.

Mr. Mawyer stated this is the key to UVA's strategy to having a lower per capita water demand, even though they are adding 200,000 square feet and hundreds of students every year, along with staff. He stated UVA is the City's single-largest user of water in the whole community. He stated UVA's changes can have a major increase to the overall community demand. He stated they work with RWSA to foretell these projects, but with the development at Emmet Street and Ivy Road, and with the proposed 1,500 housing units, RWSA needs to know about these projects well in advance so that they can integrate those demands into their infrastructure plans and CIP.

Mr. Mawyer stated the whole point of this discussion is to refresh the board's thinking and remind them that utilities are a part of the community's growth equation. He stated it is more than just the politics and zoning, the utilities have to be available for a project to be feasible. He stated they heard what ended up not being true a few months ago, it was stated that there is a project coming to 29 North which needs 2 mgd. He stated this tended to spur this discussion and while it did not turn out to be correct, when the community currently uses 10 mgd and if a single project needed 2 mgd, it would be a 20% increase and huge stress on the infrastructure, and it could put them in a position for RWSA to say that they cannot supply water and sewer at that level. He stated they do not want to have to do that.

Ms. Hildebrand added that the proposed strategy by UVA is still yet to come and it is not in place yet. She stated this is being monitored.

b. Presentation: Dam Safety Program Overview; Victoria Fort, Senior Civil Engineer

Ms. Victoria Fort, Dam Safety Program Coordinator, stated she would discuss the importance of dam safety and give an overview of the Dam Safety Program.

Ms. Fort stated a dam or impounding structure is a manmade structure and its appurtenant works that retain or store waters or other materials. She stated these enable the storage of water for drinking water, hydroelectric generation, flood control, and recreation. She stated they can also improve wildlife habitat and provide food for migratory birds.

Ms. Fort stated all dams in Virginia are subject to the VDCR dam safety regulations except for

small dams or lakes; any dams that are owned or licensed by the federal government; and any dams that are operated for mining, agriculture, or canals. She stated these regulations provide for proper and safe design, construction, operation, and maintenance of dams to promote public safety.

Ms. Fort stated that while they understand that dams should be well-maintained and safely operated, it becomes apparent when these dam failures are covered in the news just how huge the impact of these dam failures can be, both on public safety and health, as well as from a financial perspective. She stated just last year, they heard about the failures of the Edenville and Sanford dams in Central Michigan, which resulted in flash flooding, the destruction of over 2,500 properties, and over \$250 million in damage. She stated luckily, they were able to evacuate about 11,000 residents from their homes, so they were able to prevent any loss of life from that event.

Ms. Fort stated similarly, in 2017, the Oroville Dam in California which, ironically, Mr. Mawyer mentioned earlier is currently experiencing a drought, was not the case in 2017 when they had some significant rains early in the year, which caused rising flood waters to overtop the dam's emergency spillway and caused substantial damage to the dam's concrete primary spillway, as shown in the picture on the screen. She stated luckily, a breach of that dam was avoided when the flood waters receded, but the dam required repairs in excess of \$1.1 billion.

Ms. Fort stated one last example was closer to home. She stated that in 2018, the College Lake Dam in Lynchburg, Virginia overtopped following a six-inch rain event, which caused damage to the road that traversed the dam as well as to the embankment. She stated thankfully, downstream areas were evacuated, and the dam itself did not breach. She stated it has since been determined, however, that the dam would be removed rather than rehabilitated, and the bridge that crosses it will need to be relocated downstream at a fairly substantial cost to that community.

Ms. Fort stated with that context, she would cover the major components of the Dam Safety Program. She stated this program is fairly broad and involves a lot of staff time and resources. She stated the major components of the program include permitting and regulatory compliance; Emergency Action Plan updates, distribution, and training; annual staff training; dam emergency practice exercises; maintenance and vegetation control; repairs and upgrades to the dams and related structures; installation and maintenance of public safety features which can include, for example, fencing, signage, and buoys; preparation of studies and reports; regular (monthly and annual) inspections and surveys of the dams, and regular surveys of the reservoirs; regular monitoring; and operations.

Ms. Fort stated dam safety emergencies are very low-probability events, but since they have the potential for extremely high impact, they are designed with a very high level of conservatism to minimize the potential for failure. She stated potential causes of dam emergencies include rainfall in excess of the dam's design, material failure, vandalism, terrorism, and accidents.

Ms. Fort stated to put this all in context to talk about how the Authority's dams are classified, the state has a system for classifying dams according to their hazard potential. She stated hazard potential is assigned according to the severity of consequences from the failure or maloperation of the dam. She stated it does not reflect the physical condition of the dam. She stated if a high-

hazard dam were to fail, it would likely cause loss of life and severe economic damage, whereas a low-hazard dam's failure would not likely lead to any loss of life or significant economic damage.

Ms. Fort stated the hazard classification of a dam dictates its design criteria and the required capacity of the spillway, which comes into play when talking about a few of the Authority's dams in the presentation.

Ms. Fort stated another term the board may hear when talking about dam safety is the "probably maximal precipitation," or PMP. She stated this refers to the theoretically greatest amount of rainfall that would occur in a given watershed. She stated this is relevant because dams with a high hazard potential (which several of their dams are) must be designed to withstand the flooding from a PMP rainfall event. She stated this flooding is also referred to as the "probable maximum flood," or PMF.

Ms. Fort presented a graph of rainfall for the Sugar Hollow Dam. She stated to give a sense of how extreme a PMP rainfall event is, a two-year storm would produce just under four inches of rain in a 24-hour period. She stated a 100-year storm would produce over nine inches of rain in that same 24-hour period. She stated when talking about a PMP rainfall, the theoretical greatest rainfall one could expect in a watershed, this represents about 34 inches of rain in a 24-hour period, which is significant. She noted the PMP rainfall event is different for every watershed, so each one of the dams has a different PMP rainfall event it needs to be designed for, which range from 23 to 34 inches.

Ms. Fort stated while this sounds fairly improbable, there have been two reported incidences of PMP rainfall in the United States – once in Colorado in 1935, and in Pennsylvania in 1942. She stated more recently, in 2017, Hurricane Harvey produced rainfall in excess of 90% of the PMP over a 72-hour period.

Ms. Fort stated as the board might recall, in Central Virginia, they have seen their fair share of fairly extreme rainfall events including Hurricane Camille, which produced over 27 inches of rain overnight back in 1969, which represents over 81% of the probable maximum precipitation. She stated in 1995, in Madison County, there was a storm that produced between 25 and 30 inches of rain in about 16 hours, which was about 86% of the PMP. She stated while these storms seem rare, they are possible, and the dams need to be designed to handle these extremely large storm events.

Ms. Fort stated the Authority currently operates six regulated dams. She stated four of these (which include the Sugar Hollow Dam, South Fork Rivanna Dam, Beaver Creek Dam, and Ragged Mountain Dam) are classified as high-hazard dams. She stated the Totier Creek Dam in Scottsville and the Lickinghole Creek Dam in Crozet are two low-hazard dams. She stated they also operate several small dams, which are unregulated due to their size and include low head dams at the North Rivanna Water Treatment Plant and on the Mechums River just west of town. She stated there is also a small pond dam at the Ivy Material Utilization Center, which is actually owned by the Solid Waste Authority. She stated there is an unnamed dam on the Buck Mountain property.

Ms. Fort stated some other dams in the region the board may be familiar with that are not operated by RWSA include state dams like Lake Albemarle, private dams like Key West and Clover Lake, County dams like Walnut Creek Lake and Chris Greene, and Lake Anna (which is operated by Dominion Power).

 Ms. Fort stated she would give more information on all of the RWSA's regulated dam facilities. She stated the South Rivanna Dam is currently a federally regulated dam, which is due to the presence of a hydropower facility. She stated the dam itself was built in 1965, and the hydropower facility was built in the 1980s. She stated the hydropower facility is set for decommissioning in 2022, at which point the dam will revert to state regulation. She stated it is a concrete gravity dam measuring 700 feet long and 47 feet tall.

Ms. Fort stated the Ragged Mountain Dam was built between 2012 and 2014, and it replaced two historical dams upstream that were built in 1885 and 1908. She stated it is an earth filled dam that measures 785 feet long and 125 feet tall.

Ms. Fort stated the Sugar Hollow Dam was originally built in 1948, then underwent major upgrades in the late 1990s, which included the installation of the rubber crest gate. She stated this followed massive flooding in Madison County that caused some damage to the dam facilities and required an update to the gate system on the crest. She stated it is a concrete gravity dam that measures 77 feet tall. She stated the rubber gate was just recently replaced in 2021 as it had reached the end of its useful life.

Ms. Fort stated the last high-hazard dam is Beaver Creek Dam, which was built in 1963 as a flood control and water supply reservoir. She stated it is an earthfill dam that measures 60 feet tall. She stated the site also serves as a County park. She stated Browns Gap Turnpike runs along the crest of the dam, as seen in the photo on the slide. She stated the dam is currently undergoing a planning study funded by the Natural Resources Conservation Service (NRCS) for necessary upgrades to its spillway. She stated it was reclassified in 2012 from a significant hazard dam to a high-hazard dam. She stated when it was built in the 1960s, it was only meant to pass about 60% of the probable maximum precipitation, and RWSA is now doing a study to determine how the spillway needs to be reconfigured in order to pass the full PMP rainfall.

Ms. Fort stated the last two dams are low-hazard dams, which are the Totier Creek Dam in
Scottsville and Lickinghole Creek Dam in Crozet. She stated Totier Creek Dam was built in
1971 and measures 35 feet tall. She stated this area serves as another County park. She stated the
Lickinghole Creek Dam was built in 1995 and is a concrete dam measuring 32 feet tall. She
stated this is a sediment storage basin for the South Rivanna Reservoir. She stated Lickinghole
Creek Dam is the only regulated dam in RWSA's system that does not provide water supply
storage.

Ms. Fort stated RWSA plans for emergency situations through its Dam Safety Program policies, internal training, good design, and round-the-clock maintenance and monitoring. She stated they keep emergency action plans for their four high-hazard dams to allow for the coordination with emergency response and planning agencies in the event of an emergency. She stated RWSA also

trains its staff every year and performs drills on at least an annual basis. She stated they maintain signage, fencing, and other features in order to promote public safety around the dams.

Ms. Fort stated in closing, she wanted to provide more information on emergency action planning since some board members are EAP plan holders. She stated these plans provide a set of preplanned actions that minimize or alleviate emergency conditions at a dam during an emergency or large rainfall event. She stated these contain procedures and information that assists in issuing notifications in order to minimize the loss of life and property damage during a dam-related emergency. She stated these plans require coordination with outside agencies which include the Virginia Department of Emergency Management, public safety agencies such as police and fire rescue, local government, and the Department of Transportation.

Ms. Fort stated RWSA's responsibilities under the EAPs are to assess the emergency conditions at the dam, then report it out to the emergency management agencies. She stated they are also responsible for taking corrective actions at the facility, so they may decide to release water to take pressure off the dam or make emergency repairs. She stated the local Emergency Communications Center and local government are responsible for notifying the public of what the dangers are, coordinating evacuations as needed, and allocating the necessary resources to handle the emergency.

Ms. Fort stated there is a lot in EAPs, but she would touch on two components quickly. She stated each EAP binder (there is one for each of the four high-hazard dams) contains three different notification charts for different failure scenarios. She stated these scenarios indicate whether there is a risk of imminent failure, a possibility of a developing failure situation, or if there is a nonemergency failure, which essentially would mean a large rain event, which would cause severe flooding but not necessarily a failure of the dam.

Ms. Fort stated each flowchart outlines the contacts that are necessary to notify in order to deploy the resources to deal with the appropriate level of emergency. She stated that for each of the scenarios, there are three different alert stages, and it outlines who needs to be calling which individuals in order to deploy those resources.

Ms. Fort stated lastly, another important component of the EAPs are the inundation maps, which show areas that would flood. She stated most of the maps show failure and non-failure scenarios and the impacts of failure during a dry weather event (called a "sunny day breach" of the dam) or during a large rain event. She stated if there is a huge PMP rainfall, they will have a lot of flooding and if the dam breaches on top of that, it will be extensive.

Ms. Fort stated the maps show the different scenarios and flood areas, and they allow staff and outside agencies to identify the evacuation areas and any of the critical road crossings that they may need to close in order to protect the public in the event of a failure.

Mr. Mawyer stated the map was for Ragged Mountain and shows Interstate 64 inundated if the Ragged Mountain Dam would failure.

Ms. Fort replied yes. She stated all of the maps have those callouts (in slightly different color

schemes) that show major intersections – whether roads or railroad crossings – and they call out the time of arrival of the flood wave and the maximum flood elevation. She stated this gives the Authority the ability to plan out how much time they have to react at different places along the flood path.

Dr. Palmer asked if it did actually top I-64 there. She stated she knew it would to the bypass, but she wondered if it would actually go up high enough to go over I-64.

Ms. Fort replied that according to the inundation modeling, it would. She stated both the South Fork Rivanna Dam and the Ragged Mountain Dam, if they were to fail, would flood significant amounts of the central part of the City, which is why RWSA takes this so seriously and why it is so important.

Ms. Fort stated she would answer any other questions.

Dr. Palmer stated she had a couple of questions. She stated that in 1995, when the Madison flood happened, there was significant flooding at Sugar Hollow. She stated luckily, there was no loss of life there and no dam failure, but there was a reasonable amount of property damage. She asked Ms. Fort if she had the numbers on that. She stated she could not recall but believed it was 24 inches in 16 hours.

Ms. Fort replied that she did not know exactly what the rainfall was at the dam, but she did find that in Madison County, there was somewhere between 25 and 30 inches of rain in a single day.

Dr. Palmer stated there were two storms that came together and as she remembered, it was a little less in Sugar Hollow. She stated her other question was about agricultural dams. She stated she knows RWSA does not have much to do with them, but the area has a lot of agricultural lakes and dams, and some people tell her that they are regulated. She asked Ms. Fort if she had any information on how they are regulated, though obviously, they are not regulated as the RWSA's dams are. She asked how this works and what the definition is of an "agricultural dam." She asked if it is on rural land.

Ms. Fort replied that this is dictated by the Department of Conservation and Recreation, and she did not know that she was well versed on what the requirements are to be exempt from state regulation. She stated it has to do with the size, so if they exceed a certain size (whether or not they are used for agricultural reasons), they will still fall under the same regulations as RWSA dams that are regulated by the state. She stated if they fall below the size criteria, and they can be shown to be used for specifically agricultural purposes (e.g., irrigation), one must show a certain amount of revenue, and perhaps land use factors in as well. She stated the state regulations would speak to that more specifically.

- 917 11. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA
- There were no other items presented.

12. CLOSED MEETING

There was no reason for a closed meeting.

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923	13. ADJOURNMENT
924	At 3:32 p.m., Mr. Snook moved to adjourn the meeting of the Rivanna Water and Sewer
925	Authority. Dr. Palmer seconded the motion, which passed unanimously (7-0).
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929	Respectfully Submitted,
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932	Jan Chal
933	Mr. Lomie Wood
934	Assistant Secretary - Treasurer