



**RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
September 28, 2021**

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, September 28, 2021 at 2:15 p.m. via Zoom.

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

Board Members Absent: None.

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

Attorney(s) Present: Carrie Stanton.

1. CALL TO ORDER

Mr. Gaffney called the September 28, 2021, regular meeting of the Rivanna Water and Sewer Authority to order at 2:52 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 September 28, 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.”

Mr. Gaffney called the roll.

47
48 Mr. Chip Boyles, City Manager, stated he was located at 605 E. Main St in Charlottesville, VA.
49
50 Ms. Lauren Hildebrand stated she was located at 305 4th Street Northwest in Charlottesville, VA.
51
52 Mr. Gary O’Connell stated he was located at 1 Archer Lane, Lynnfield, MA.
53
54 Dr. Palmer stated she was located at 2958 Meachum Banks Drive, Charlottesville, VA.
55
56 Mr. Jeff Richardson stated he was located at the County Administration Building at 401 McIntire
57 Road in Charlottesville, VA.
58
59 Mr. Lloyd Snook stated he was located at 408 East Market Street, Charlottesville, VA.
60
61 Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.
62
63 Mr. Gaffney stated the following Authority staff members were joining the meeting electronically:
64 Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, and Katie McIlwee.
65
66 Mr. Gaffney stated they were also joined electronically by Carrie Stanton, Counsel to the Authority.
67

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

69 *a. Minutes of Regular Board Meeting on August 24, 2021*

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71 **Mr. Richardson moved that the board approve the minutes of the previous board meeting.**
72 **Dr. Palmer seconded the motion, which passed unanimously (7-0).**
73

74 **4. RECOGNITIONS**

75 There were none.
76

77 **5. EXECUTIVE DIRECTOR’S REPORT**

78 Mr. Mawyer stated he wanted to recognize two of the water operators who recently passed their
79 state licensing exams. He stated Michael Hearn received his Class II Operator’s license and
80 Mary Rad Morris received her Water Operator Class IV license. He congratulated both for
81 pursuing these licenses. He stated he is also excited and pleased to announce the hiring of a new
82 laboratory manager, Patricia Defibaugh. He stated she has been a Chemist with RWSA for 29
83 years, is highly qualified, and he is thrilled she was promoted to this position.
84

85 Mr. Mawyer stated RWSA is sponsoring flu vaccines for staff at Moores Creek and at the Ivy
86 MUC on October 6. He stated they did exercise the Code Red Alert System that was received
87 through the EOC, which worked well to alert staff of impending danger. He stated in the
88 strategic plan goal for infrastructure and master planning, the Beaver Creek Reservoir Dam
89 Pump Station and Piping Project is moving forward. He stated in accordance with the Natural
90 Resources Conservation Service requirements, there would be a second virtual public meeting on
91 October 6, 2021, at 6 p.m. to provide an update and receive comments from the public on the
92 project.

93

94 Mr. Mawyer stated RWSA is moving forward with the Central Water Pipe project, which is
95 going to be located somewhat throughout the center of the City. He stated RWSA recently
96 presented this project to the regional LUEPC committee to make regional partners aware of the
97 project.

98

99 Mr. Mawyer stated RWSA is continuing on the Ragged Mountain to Observatory Water
100 Treatment Piping and Pump Station Project, as well as the South Rivanna to Ragged Mountain
101 Reservoir Pipeline project. He stated they are working on getting a few more easements with
102 private owners, UVA, the UVA Foundation, and the Department of Forestry.

103

104 Mr. Mawyer stated that drought does not seem to be an issue now, but RWSA continues to
105 optimize water resources by maximizing use of the South Rivanna Reservoir as long as it is
106 overflowing. He stated there was about 45M gallons per day flowing across the dam this
107 morning.

108

109 Mr. Mawyer stated he reported in the past that RWSA received a grant from the Virginia
110 Department of Health to install watershed signs, and those have been installed at the Beaver
111 Creek Reservoir. He stated more would be made available for Totier Creek and the North
112 Rivanna River intake, and Water Resources Manager Andrea Bowles did a great job getting the
113 funding and the signs installed.

114

115 Mr. Mawyer stated RWSA staff would participate in the United Way Day of Caring's stream
116 cleanup event that will be rescheduled from the rained-out event. He noted that Director of
117 Operations Dave Tungate gave a virtual tour of the Moores Creek facility to a group of students.
118 He stated he is working with DEQ on a PFAS workgroup to establish state levels of allowable
119 PFAS in wastewater. He stated right now the focus is on where the PFAS contribution may be
120 coming from, primarily in industrial discharges throughout the state.

121

122 Mr. Mawyer stated RWSA supports the community through youth team sponsorships, and the
123 image presented is one of the soccer teams supported.

124

125 Mr. Mawyer stated that based on the current Covid environment, the recommendation is to defer
126 discussion of returning to in-person public Board meetings to a later date.

127

128 **6. ITEMS FROM THE PUBLIC**

129 Mr. Gaffney opened the meeting to the public.

130

131 There were no public comments.

132

133 Mr. Gaffney closed Items from the Public.

134

135 **7. RESPONSES TO PUBLIC COMMENT**

136 There were no public comments.

137

138 **8. CONSENT AGENDA**

139 *a. Staff Report on Finance*

- 140 b. *Staff Report on Operations*
- 141 c. *Staff Report on Ongoing Projects*
- 142 d. *Staff Report on Wholesale Metering*
- 143 e. *Staff Drought Monitoring Report*
- 144 f. *Resolution to Adopt the Regional TJPDC Natural Hazard Mitigation Plan*
- 145 g. *Authorization of Waiver Extension for UVA Rowing Programs and Rivanna Rowing Club.*
- 146

147 Mr. Mawyer stated Coach Sauer from the UVA Rowing Team was available if anyone has any
148 questions for him.

149
150 **Mr. O’Connell moved to approve the Consent Agenda. The motion was seconded by Ms.
151 Hildebrand and passed unanimously (7-0).**

152

153 **9. OTHER BUSINESS**

154 a. *Presentation: Wastewater Rates and Charges for FY 21-22: Executive Director, Bill Mawyer*

155 Mr. Mawyer stated that last month, the Director of Engineering and Maintenance explained the
156 wastewater study that was completed and how the Albemarle County Service Authority and the
157 City have done a great job reducing their wet weather inflow. He stated the City had a 41%
158 reduction, and the ACSA had a 13% reduction through their investment in sewer piping
159 rehabilitation in their areas. In addition, he stated, Rivanna has made about a \$134M investment
160 in sewer facilities over the same timeframe. He stated collectively as per the model, RWSA has
161 projected there is a 30% total system flow reduction versus what was anticipated from 2015. He
162 stated the benefit is that it will delay capacity upgrades to the collection and treatment facilities
163 throughout the system. He stated that will save Rivanna and utility customers the cost of
164 expensive construction projects.

165

166 Mr. Mawyer stated in accordance with the 2014 Wastewater Projects Cost Agreement, RWSA
167 was required to do this study every five years to determine how much flow is coming from the
168 City and the ACSA. He stated the results of that study are based on actual metered data used in a
169 model to project what flow would occur in a two-year storm with the total peaking flow in
170 millions of gallons. He stated in 2015, it was projected to have 78 million gallons/day in 2020,
171 but with the current study, that has been reduced to 54.7 million gallons/day. He stated that the
172 debt service costs that Rivanna incurs for the wastewater facilities capital projects included in the
173 2014 agreement would be funded based on the allocation of actual flow projected by the model.

174

175 Mr. Mawyer stated that RWSA has completed that calculation which results in a \$434K
176 adjustment to the City as a reduction, and an increase to the ASCA for FY21-22. He stated the
177 total City charges would be reduced from \$15.9M to \$15.5M, which is a 2.9% decrease. He
178 stated the total ASCA charges would be increased the same \$434K, which will equal a 2.3%
179 increase. He stated Rivanna’s budget of \$38.9M will not change.

180

181 Mr. Mawyer presented the budget that was adopted in May and noted how the \$434K shift
182 changed the City’s charges. Mr. Mawyer stated he is proposing a preliminary rate schedule to
183 make this adjustment in the debt service charges per month to the City and the ACSA. He stated
184 it is being proposed for an effective date of October 1, 2021 and includes a cost adjustment for
185 the months of July, August, and September.

186

187 Mr. Mawyer stated unless there were questions, the request to the Board is to approve the
188 preliminary rate resolution and to authorize a public hearing to be held with the Board of
189 Directors in its next meeting on October 26, 2021.

190

191 **Mr. Richardson moved to approve the preliminary rate resolution. Dr. Palmer seconded**
192 **the motion, which passed unanimously (7-0).**

193

194 Mr. O'Connell stated the plan from the Albemarle County Service Authority is not to change the
195 retail rate. He stated for ACSA customers, ACSA will absorb the monthly cost increases with
196 current revenues. He stated they will not change customer rates in the middle of the budget year.

197

198 *(Joint Session with RSWA)*

199

200 *b. Presentation: Rivanna's Response to COVID-19: Director of Finance & Administration,*
201 *Lonnie Wood*

202

203 Mr. Wood stated that the first news reports of viral pneumonia were coming out of China in late
204 2019, and by January 2020, the first cases of COVID-19 were showing up in the United States.
205 He stated in February 2020, the Governor of Virginia declared a State of Emergency related to
206 COVID-19, which is also when the Rivanna Authorities, along with the City, County, and other
207 organizations began taking proactive actions to ensure continuity of business. He stated by
208 March 2020, the World Health Organization declared a global pandemic.

209

210 Mr. Wood stated for a quick glance at items that affected the Board and the public, the March
211 and April Board meetings were canceled. He stated during that time, there was effort being made
212 to find a solution to hold virtual meetings. He stated the Boards held their first offsite Zoom
213 meeting in May 2020, with the budget introduced on time that month. He stated RSWA was able
214 to keep all of the solid waste facilities open for business with no interruption to service, but water
215 and sewer facilities were closed to the public.

216

217 Mr. Wood stated offices remained open for daily work to staff, with administrative staff moving
218 to staggered work schedules in March; engineering staff transitioned to work from home or to
219 utilize a staggered schedule; and in April, the offices were closed after the first positive staff
220 COVID-19 case was confirmed. He stated during much of that time, policy formulation and
221 guidance was happening very quickly. He stated there was a COVID response procedure
222 developed that remains a living document. He stated this addresses the "Stay-at-Home-When-
223 Sick" policy and created the 50% sick leave sharing policy. This policy also addressed mitigating
224 risk in the workplace, cleanliness, PPE, and return to work practices, and notice of "Essential
225 Water and Wastewater Utility Status" letters were issued.

226

227 Mr. Wood stated regulations were implemented related to the Families First Coronavirus
228 Response Act (FFCRA), which required all employers to provide up to 80 hours of emergency
229 paid sick leave. He stated we completed a Workforce COVID-19 Infection Reduction Plan that
230 addressed PPE, social distancing, and vaccination policy. He stated with the Governor's
231 declaration to end the pandemic in June 2020, the plan was developed to resume normal work
232 activities. He stated this relieved some of the mask and meeting rules in house, but also

233 reemphasized and encouraged obtaining vaccines.

234

235 Mr. Wood stated IT-related policies put in place at the time included remote access use policies,
236 telecommuting work agreements with each employee, and work-from-home procedures. He
237 stated while continuing operations, the IT Department had to scramble to get the resources
238 needed to get everyone working from home as soon as possible. He stated this required the
239 purchase of 12 new laptops and procurement of licenses for dual-factor authentication. He stated
240 the business processes never stopped and Rivanna continued to process payments and purchase
241 orders, collect revenue, process payroll, and continue open enrollments; procurements continued
242 and were held outside, and staff utilized Microsoft Teams for communication and project
243 collaboration.

244

245 Mr. Wood stated that construction projects occasionally experienced delays if outbreaks were
246 occurring, but most projects stayed on schedule. He stated the Engineering Department
247 developed a very successful contractor COVID protocol to help guide them if there was an
248 outbreak. He stated there were some unavoidable delays related mostly to materials and supply
249 chain shortages, but the Ivy MUC and McIntire recycling facilities maintained normal days and
250 hours.

251

252 Mr. Wood stated that Rivanna started developing their FY21 budget in November or December
253 2019, which was a normal budget schedule and developed with a sizeable increase. However, he
254 stated, around April 2020 it was realized that the budget would need to be adjusted to show a
255 zero-rate increase. He stated that was accomplished by cutting all new staff positions,
256 eliminating all merit increases, and using \$1.7M of reserve funds to plug the revenue gap. He
257 stated they also cut about \$850K in other costs.

258

259 Mr. Wood stated by FY22, Rivanna returned to recommending a five-year staffing plan with
260 three new positions approved and reduced reliance on reserves though still using \$500K. He
261 noted that the overall rate increase for the City and County is significant but is also two years'
262 worth of rate increases. He stated the operating and debt services expenses are also noted.

263

264 Mr. Wood summarized that all staff returned to the office in June 2020, with most still on
265 staggered schedules; most internal meetings were still being done virtually, along with all
266 external meetings continuing to be held in this manner. He stated in summer and fall of 2020,
267 staff remain with staggered schedules, offices continue to be closed to the public; holidays in
268 November and December still had staggered schedules, but all facilities continued to work under
269 normal business hours and there was no interruption to service.

270

271 Mr. Wood stated overall, 12 employees between both authorities tested positive for COVID-19,
272 with one more testing positive this week, for a new total of 13. He stated none of these can be
273 traced back to contraction at the authorities, and all original 12 have since fully recovered.

274

275 Mr. Wood stated the federal requirement for emergency sick time ended on December 31, 2020;
276 however, Rivanna kept that in place until June 2021. He stated a summary of the sick time used
277 between January 1, 2020 and June 12, 2021 included the RSWA using 826 hours and the RWSA
278 using 1,806.25 hours. He stated the emergency sick leave was used for illnesses, quarantine time,

279 testing, and vaccinations.

280
281 Mr. Wood stated the mask requirement in the office for all staff was restored in July 2021. He
282 stated all new staff were required to get vaccinations starting in August, and the policies are
283 constantly being updated. He stated employees were surveyed and 84% of RWSA staff and 67%
284 of RSWA staff have been vaccinated, with a few more to be added once the second shots are
285 administered.

286
287 Dr. Palmer asked if the reasons for not getting vaccinated are the same as heard everywhere else.
288

289 Mr. Wood confirmed that was the case.

290
291 Mr. Mawyer stated that when Mr. Wood talked about this presentation several months ago, it
292 was hoped that it would be as a celebration to the end of COVID, but unfortunately it has not
293 worked out that way. He stated he still wanted Mr. Wood to make this presentation.

294
295 Mr. Richardson thanked Mr. Wood, Mr. Mawyer, and the entire team. He stated there has
296 probably not been a need to provide the updates regularly, but the timing of this is good, and Mr.
297 Wood did a great job addressing it from several different areas, including budget, workforce, and
298 data. He stated he wants to acknowledge the accomplishment that there was no interruption to
299 service during that entire time.

300
301 Mr. Gaffney stated he is very happy to hear that all employees who had contracted COVID are
302 now healthy and back to work.

303
304 ***10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA***

305 Mr. Gaffney asked if there were any other items from Board or staff not on the agenda.

306
307 There were no other items.

308
309 ***11. CLOSED MEETING – PERSONNEL REVIEW***

310 Ms. Stanton stated each Board would need to move to enter into a joint closed session with the
311 other Board to discuss confidential performance evaluations, goals and objectives of specific
312 personnel as permitted by Section 2.2-3711-A(1) of the Code of Virginia. She stated each Board
313 would need to so move, second, and vote, and then the closed session can begin.

314
315 **At 3:27 p.m., Mr. O’Connell so moved to join a closed session with RSWA for the stated**
316 **purpose. Mr. Snook seconded the motion, which passed unanimously (7-0).**

317
318 The Board entered a joint closed session.

319
320 Ms. McIlwee confirmed that everyone had rejoined the open meeting.

321
322 Ms. Stanton read a certification that the closed meeting was held in accordance with the law. She
323 stated the Water and Sewer Authority needs to move that,

324

325 “Whereas, it has convened a joint closed meeting with the Rivanna Solid Waste Authority on this
326 date pursuant to an affirmative recorded vote, and in accordance with the provisions of the
327 Virginia Freedom of Information Act, and
328 Whereas, Section 2.2-3712(D) of the Code of Virginia requires a certification by the Rivanna
329 Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia
330 Law, Now, therefore, be it resolved that the Rivanna Water and Sewer Authority certifies by
331 recorded vote, that to the best of each member’s knowledge, only public business matters
332 lawfully exempted from the open meeting requirements of the Virginia Freedom of Information
333 Act, and identified in the motion authorizing the closed meeting where heard, discussed, or
334 considered in the closed meeting to which the certification or resolution applies.”

335
336 **At 4:08 p.m., Dr. Palmer moved to approve the resolution as read. Ms. Hildebrand**
337 **seconded the motion, which passed unanimously (7-0).**

338
339 Ms. Stanton stated any resolution or motion that was agreed in the closed meeting, in order to be
340 effective, must be voted on at the public meeting once reconvened.

341
342 Mr. Gaffney asked for a Board member that will make the motion that the RWSA hereby moves
343 to approve a three percent merit increase for the Executive Director, Bill Mawyer, to be effective
344 on July 4, 2021.

345
346 **Dr. Palmer moved to approve the merit increase as proposed. Mr. O’Connell seconded the**
347 **motion, which passed unanimously (7-0).**

348
349 ***12. ADJOURNMENT***

350 **At 4:11 p.m., Dr. Palmer moved to adjourn the meeting of the Rivanna Water and Sewer**
351 **Authority. Mr. Richardson seconded the motion, which passed unanimously (7-0).**

352
353
354 Respectfully submitted,

355
356
357 

358 **Mr. Lonnie Wood**
359 **Assistant Secretary - Treasurer**