

RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
November 26, 2001

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Monday, November 26, 2001, at 2:02 p.m., in the Conference Room, Administration Building, 200 Franklin Street, Charlottesville, Virginia.

Board members present: Mr. Richard Collins, presiding, Mr. William Brent, Mrs. Judith Mueller, Mr. Robert Tucker, and Mr. Gary O'Connell.

Authority staff present: Mr. Lawrence Tropea, Mr. Gene Potter, Mr. Stephen Bowler, Mr. Lonnie Wood, Mr. Steven Miller, and Ms. Carol Wiles.

Also present: Mr. Robert Huff, Independent Auditor, Mr. Kurt Krueger, RWSA Attorney, members of the public and media representatives.

1.0 Call To Order

The regular meeting of the RWSA Board of Directors was called to order by Mr. Richard Collins, Chairman, on Monday, November 26, 2001, at 2:02 p.m., and a quorum was present.

2.0 Minutes Of Previous Meeting

Upon a motion by Mr. Brent, and seconded by Mrs. Mueller, the Board of Directors voted to approve the minutes of the regular Board meeting held on Monday, October 22, 2001, with one correction to page 3, 1st paragraph, in regards to item 4b), in the second line the "s" in the word "Stillhouse" needs to be capitalized.

3.0 Items From The Public

Mr. Collins welcomed members of the public in attendance at the Board meeting.

Mrs. Lois Rochester, former Citizens Advisory Committee, Vice-Chair, thanked the Board of Directors for the Resolution that she had received from the Board thanking her for her service on the CAC.

4.0 Consent Agenda

Mr. Tropea asked if there were any items that the Board members would like to discuss regarding the Consent Agenda.

RWSA Board Minutes
4.0 Consent Agenda Continued
November 26, 2001

- 4a) Staff Report on Finance
- 4b) Staff Report on Operations
- 4c) Staff Report of Ongoing Projects
- 4d) Staff Report on Employee Safety
- 4e) Staff Report on SCADA System
- 4f) Watershed Manager's Report

In regards to item 4d), the Staff Report on Employee Safety, Mr. Tropea stated that this is a new report that he would like added to the Consent Agenda on an ongoing basis. He stressed the importance of having a high level of safety in the workplace and will keep the Board updated on the RWSA's monthly performance. In response to a question from Mr. O'Connell, Mr. Tropea affirmed that future reports to the Board would also describe the causal effects and outline procedures being taken to address core safety issues. He also stated that vehicular accidents are presently the largest single category of RWSA/RSWA safety incidents with back strain being second.

In regards to item 4e), the Staff Report on the SCADA System, Mr. Potter made a presentation on the Supervisory Control and Data Acquisition (SCADA) System. Mr. Potter reported that the wastewater and water systems each has a map that encompasses the geographic service area with keys allowing access to each of the facilities. There are several levels of security, with each operator having access to the SCADA system based on the need for information. Although not programmed into the system at this time, a provision is being made to have High Level, Low Level, and Rate of Drop alarm points set for each finished water storage tank. The Rate of Drop alarm would allow the detection of accidental water losses faster than with existing systems. A significant feature to this system is also the ability of operators to remotely control the operation of our water treatment plants that are not staffed 24 hours a day, 7 days a week. Mr. Steven Miller followed with a brief description of SCADA features that will be accessible through RWSA's website. For example, links will be available to determine reservoir levels, which will give citizens immediate indications of available storage.

In response to questions from the Board regarding items in the Executive Summary of his report, Mr. Potter stated that the year-to-date expenses of \$4 million had been funded out of Capital Improvements and included the monies committed to the Moores Creek Process Control System. Mr. Potter also stated that system maintenance and future upkeep costs are somewhat unknown at this time. Mr. Tropea said that the benefits of this system were better process control and hopefully long-term cost savings. Mr. Potter outlined additional advantages that included opportunities to obtain information more quickly and accurately,

RWSA Board Minutes
4.0 Consent Agenda Continued
November 26, 2001

the ability to assess historical data, and more efficient use of staff time. Mr. Potter stated that we are only at the first step in moving forward to implement advanced technologies like SCADA.

In response to inquiries regarding staff reduction savings, Mr. Potter informed the Board that staff reductions have taken place through attrition at the Moores Creek Wastewater Plant as a result of process changes. Mr. Potter also stated that, to date, there had been one caretaker position eliminated in the drinking water cost center.

Mr. Collins inquired as to the costs associated with contract work conducted by EMA. Mr. Potter responded that EMA's work will be finished upon completion of the Moores Creek project, unless other tasks that were part of the SCADA project are released. In summary, Mr. Tropea stated that once the Moores Creek work has been completed, a staff assessment would be made on what has been achieved, and what are our needs, before proceeding with a formal request to the Board for authorization to proceed with additional work.

In response to a question regarding how RWSA compares to similar utilities in technological improvement, Mr. Potter replied that in his opinion we are probably less technically advanced than others.

Mr. Collins asked about the importance of establishing a clear radio path between the Observatory Water Treatment Plant and the Moores Creek Wastewater Treatment Plant. Mr. Potter responded that because these plants are the two main system hubs, not all the information goes directly to either of those sites. Mr. Potter added that we are in the process of reevaluating how to establish the necessary communication link between the two plants.

In regards to item 4f), Watershed Manager's Report, Mr. Collins questioned Mr. Bowler about a report recently released by the Southern Environmental Law Center challenging the Route 29 Bypass. He stated that their consultant states that when you reach 10% of impervious surface in any watershed you begin to have problems with water quality. Mr. Collins inquired as to Mr. Bowler's opinion on the veracity of the number and the effect of the potential bypass on Rivanna's water supply. Mr. Bowler responded that he had not seen the report, but the 10 percent figure is a rule of thumb for watershed impact. He said that there is a whole range of studies around the country suggesting impacts at percentages of impervious cover ranging from 5 to 20 percent. Mr. Bowler also explained that these researchers are referring to biological integrity rather than drinking water quality. He also stated that based on the numbers made available by the Rivanna River Basin Project, the

RWSA Board Minutes
4.0 Consent Agenda Continued
November 26, 2001

whole watershed is about 5 percent equivalent impervious surface which takes into account the myriad of existing land uses. Mr. Collins said that he would welcome any comments or information that Mr. Bowler could provide after he reviews this report.

Mr. Collins addressed another question to Mr. Bowler regarding a letter in the newspaper addressed to the public from the Rivanna Soil and Water Conservation District Director suggesting we look at collecting water from impervious surfaces for public use. Mr. Bowler stated this recommendation was based on a report that was issued several months ago as part of a concept called low impact development whereby roof water could be collected and used for outdoor purposes.

Upon a motion by Mr. Tucker, and seconded by Mr. Brent, the Board of Directors approved items 4a), b), c), d), e), and f) of the Consent Agenda. All members voted aye.

5.0 Other Business

In regards to item 5a1), the Citizens Advisory Committee meeting draft minutes for October 10, 2001 and October 17, 2001 were accepted by the Board. There were no actions required from the Board.

In regards to item 5b), Proposed Board Meeting Schedule for Calendar Year 2002, Mr. Tucker made a motion, and seconded by Mr. Brent, the Board of Directors voted to approve the proposed meeting schedule for the calendar year 2002. All members voted aye.

In regards to item 5c), Staff Recommendation on Moores Creek Wastewater Treatment Plant Electrical Work, Mr. Tropea stated that Mr. Potter had referred to this previously as part of the SCADA project.

Upon a motion by Mr. Brent, and seconded by Mr. Tucker, the Board of Directors voted to approve the staff recommendation for the Moores Creek Wastewater Treatment Plant electrical work. All members voted aye. On a point of clarification, Mr. Tropea stated that it is the intent of the motion that the second lowest bid would be pursued if we were unable to work out a satisfactory contract with the lowest bidder.

In regards to item 5d), Audit and Comprehensive Annual Financial Report, Mr. Wood introduced Mr. Robert Huff, a representative of Robinson, Farmer, Cox Associates, independent financial auditors. Mr. Huff stated that the financial report for the year ending June 2001 finds that the RWSA's accounts are in good standing. He also commented that the audit report contains many very positive items, which include, but are not limited to:

RWSA Board Minutes
5.0 Other Business Continued
November 26, 2001

1. All the opinions are unqualified and that RWSA has thus reached the highest standard;
2. RWSA's basic financial information lists at the end of the year approximately \$96 million in assets, with a modest but positive increase of \$561,000 in net income; and,
3. RWSA again received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.

Mr. Collins congratulated Mr. Wood, Mr. Tropea, and Mr. Hendrix for this award and very positive audit report.

Upon a motion by Mr. Brent, and seconded by Mrs. Mueller, the Board of Directors voted to approve the Financial Comprehensive Report. All members voted aye.

In regards to item 5e), Recognition for Virginia Section AWWA Operator of the Year award, Mr. Richard Defibaugh introduced Mr. Ed Rushia in honor of winning this year's prestigious award and Mr. Graham Bond for winning the award in 1999. Mr. Rushia and Mr. Bond are Senior Operators with the RWSA and have been active leaders in the water operators community for a number of years. The Board congratulated both individuals for this outstanding achievement.

Mr. Tropea stated that it is a noteworthy accomplishment to have two RWSA operators honored within three years, and this positively reflects on the professionalism of the organization and the commitment of our operators. He offered his personal congratulations to Mr. Rushia and Mr. Bond.

Mr. Collins inquired as to what criteria is used for this award. Mr. Tropea replied that he was present at the ceremony when Mr. Rushia was honored, and Mr. Robert Gore, head of the AWWA Virginia section, identified a series of accomplishments that Mr. Rushia had achieved, such as education of other operators, the professionalism he brought to the job, the efforts he invested along with other Rivanna operators to implement SCADA, and he was recognized for his achievements in the community.

In regards to item 5f), December 2001 Holiday Schedule, Mr. Tropea proposed to the Board of Directors that December 24, 2001 and December 31, 2001 be additional holidays this year for staff. Upon a motion by Mrs. Mueller, and seconded by Mr. Tucker, the Board of Directors approved the recommended 2001 Holiday Schedule. All members voted aye.

RWSA Board Minutes
5.0 Other Business Continued
November 26, 2001

In regards to item 5g), Raw Water Supply and Water Resources, Mr. Tropea distributed information to the Board on the reservoir water levels and urban system demand. He explained that the first graph is a pictorial indication of how reservoir levels have been changing over time. Mr. Tropea added that there has been a gradual increase due to the amounts of rainfall received over the weekend, which varied widely over the area. He stated that the other graph is a pictorial view of our urban water production, which shows the variations that occur. Mr. Tropea felt that the decreased usage occurring the last two weeks was due to the holiday time period and students being away from the area. He pointed out that since August, overall demand in the area was still down about a half a million gallons a day, but this trend may be typical for the time period. Mr. Collins asked for clarification in that the area's population is increasing, but the water demand is remaining static. Mr. Tropea attributed part of this to downsizing by manufacturing and industrial firms, which is reducing water demand. He also felt that no conclusions could be made on the success of water conservation based on the limited information currently available and the short time period for implementation. Mr. Tropea recommended keeping the subject of water resources on the monthly agenda to address issues of concern and, at some time in the future, the Board should consider RWSA's potential role in water resources planning.

6.0 Other Items From Board/Staff Not On Agenda

There were no other items from the staff or the Board.

7.0 Items From The Public

There were no additional items from the public.

8.0 Closed Meeting

There was no need for a closed meeting.

9.0 Adjournment

Mr. Tucker made a motion to adjourn the meeting, which was seconded by Mrs. Mueller, at 2:55 p.m. All members voted aye.

Respectively Submitted,

Mr. Robert Tucker
Secretary - Treasurer