

RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
April 28, 2003

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Monday, April 28, 2003, at 2:07 p.m., in the Conference Room, Administration Building, 695 Moores Creek Lane, Charlottesville, Virginia.

Board members present: Mr. William Brent, Mr. Michael Gaffney – Presiding, Mrs. Judith Mueller, Mr. Gary O’Connell and Mr. Robert Tucker.

Authority staff present: Mr. Lawrence Tropea, Mr. Lonnie Wood, Ms. Anne Bedarf, Mr. Stephen Bowler, Mr. Richard Defibaugh, Mr. Chuck Kent, Mr. Cary Lang, and Mrs. Mary Knowles.

Also present: 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. Michael Gaffney on Monday, April 28, 2003 at 2:07 p.m., and a quorum was present.

2.0 Minutes Of Previous Board Meeting

Upon a motion by Mr. Tucker, and seconded by Mrs. Mueller, the Board of Directors voted to approve the minutes of the regular Board meeting held on March 24, 2003. By a 5 – 0 vote, the minutes were approved.

3.0 Executive Director’s Report

Mr. Tropea reported on the following items:

GROUNDWATER/RESERVOIR LEVELS/WATER CONSUMPTION:

Mr. Tropea stated that all the reservoirs are full. He further stated that water consumption rates continue to steadily increase. He added that on April 23, the water demand exceeded 10 MGD. Mr. Tropea reported that last week’s water consumption average was at 9.3 MGD, as compared to the March average of 8.9 MGD. Mr. Tropea commented that these figures are still below the historical average. He also stated that he was glad to see the reissuance of the water conservation messages to the community by the City and the Albemarle County Service Authority.

3.0 Executive Director's Report Cont.

April 28, 2003

WASTEWATER OPERATIONS:

Mr. Tropea reported that due to the intense rainfall this year, RWSA has experienced higher than anticipated wastewater flows. He stated that the average flow at the Moores Creek wastewater treatment plant in March 2003 was 11.5 MGD, in contrast to the drinking water consumption rate of 8.9 MGD. He further stated that on one recent day after a rain, flow into the facility reached a peak of 16.1 MGD.

KIWANIS CLUB PRESENTATION:

Mr. Tropea stated that he had the opportunity to speak to the local Kiwanis Club last week. He commented that he was impressed by their interest and excellent questions, and he felt it pointed to the continuing need for updating the community on the water supply status.

WATER SUPPLY PLAN REPORTS:

Mr. Tropea reported that in this month's Board package, a series of reports have been included as a follow-up to Board members' questions and comments at last month's Board meeting concerning the community water supply plan, environmental permit requirements and a post-regulatory project schedule. He added that RWSA plans to provide monthly updates for the Board, and the public, on these items.

WOOLEN MILLS ODOR CONTROL PROJECT:

Mr. Tropea stated that RWSA received the consultant's report for this project on April 23, 2003. He further stated that the options range in cost from \$50,000 to \$246,000. He reported that RWSA staff is currently recommending the \$66,000 option for the addition of activated carbon odor control. Mr. Tropea also stated that RWSA would be scheduling a meeting with the Woolen Mill neighborhood representatives on this project. He commented that after that meeting, information would be sent to the residents updating them on the status of the project. He added that a copy of the consultant's report would also be sent to the Technical Committee.

Mr. O'Connell inquired if the Board needed to take any action today on this project. Mr. Tropea stated that after the meeting with the Woolen Mills neighborhood representatives, RWSA staff would be bringing back a recommendation for Board approval.

4.0 Items From The Public

There were no items from the public.

RWSA Board Minutes Cont.

April 28, 2003

5.0 Consent Agenda

Mr. Gaffney asked if there were any other items that the Board members would like to pull for questions or further discussion from the Consent Agenda. Mr. O'Connell requested that Items 5e), 5f) and 5g) be pulled for further discussion.

- 5a) Staff Report on Finance
- 5b) Staff Report on Operations
- 5c) Staff Report on Ongoing Projects
- 5d) Environmental and Safety Manager's Report
- 5e) Staff Report on Community Water Supply Plan
- 5f) Environmental Permitting for Community Water Supply Plan
- 5g) Project Timeline for Major Elements of Community Water Supply Plan

In regards to Item 5e), Staff Report on the Community Water Supply Plan, Mr. O'Connell asked if RWSA planned to conduct a wetlands delineation and conceptual mitigation plan analysis based on raising the SFRR dam height by eight feet. Mr. Tropea replied in the affirmative. Mr. O'Connell also inquired if there has been a determination as to the possible impact on the Ivy Creek bridge. Mr. Tropea stated that RWSA does not yet have an answer on this issue. He added that strategies have been identified, and a meeting would likely be scheduled with VDOT within the next 60 days.

In regards to 5f), Environmental Permitting for Community Water Supply Plan, Mr. O'Connell asked if any Board action was needed on this item. Mr. Tropea responded that this was a status report and that no Board action was required at this time. Mrs. Mueller inquired as to why a permit might not be needed for the dredging project. Mr. Tropea stated the permitting is in flux and that we could hopefully better answer the question after further meetings with the regulators. Mr. Tropea commented that we are quickly learning that the permitting for any major water supply project is long and complex and that we should expect to adjust our course from time to time.

In response to a question by Mr. Brent, Mr. Tropea replied that he felt that a four-year schedule for maintenance dredging was still a viable project.

In regards to Item 5g), Project Timeline for Major Elements of Community Water Supply Plan, Mr. O'Connell asked if the chart attached to the report provided any new information. Mr. Tropea stated that the only new project listed was the "Rivanna Raw Water System Model," which he felt would be a helpful tool for RWSA operations staff. In response to questions from Mrs. Mueller, Mr. Tropea stated that once a project has been approved by the Board, a separate timeline would be developed. Mr. O'Connell suggested that the information be included in the "Ongoing Projects" report. Mr. Gaffney stated that it would also be helpful to the Board if RWSA staff could provide a separate timeline for each project with an estimated begin date and an end date for all projects.

RWSA Board Minutes

5.0 Consent Agenda Cont.

April 28, 2003

Upon a motion by Mr. Tucker, and seconded by Mr. Brent, the Board of Directors voted to approve Items 5a), b), c), d), e), f) and g) of the Consent Agenda. By a vote of 5 - 0, the Consent Agenda was approved.

6.0 Other Business

In regards to Item 6a1), Approved Minutes of February 19, 2003 Citizens Advisory Committee Meeting, Mr. Brent made a motion, seconded by Mr. O'Connell, that the approved minutes of the February 19, 2003 Citizens Advisory Committee meeting be accepted by the Board as revised by the Citizens Advisory Committee. By a 5 – 0 vote, the minutes were accepted as revised.

In regards to Item 6a2), Approved Minutes of March 26, 2003 Citizens Advisory Committee Meeting, Mr. O'Connell made a motion, seconded by Mr. Brent, that the approved minutes of the March 26, 2003 Citizens Advisory Committee be accepted by the Board. By a 5 – 0 vote, the minutes were accepted.

In regards to Item 6b), Proposed Security Improvements, Mr. Tropea reported that RWSA staff was recommending that the Board authorize and approve \$87,500 for high priority security improvements at a number of locations in its water supply system. He stated that the improvements generally entail the construction of perimeter physical barriers for security purposes.

In response to a question from Mr. Tucker, Mr. Tropea stated that RWSA would like to take action on these improvements this fiscal year due to the nature of the projects.

Mrs. Mueller inquired if there was any precedent for spending Urban Water funds for any other water systems. In response to Mrs. Mueller's question, Mr. Brent stated that the Albemarle County Service Authority would provide the necessary funding for security improvements to the Crozet and Scottsville Water Systems.

Upon a motion by Mr. O'Connell, and seconded by Mr. Brent, the Board of Directors voted to approve \$43,500 for needed security improvements to the Urban Water System, with the Albemarle County Service Authority providing the additional funding needed for security improvements to the Crozet and Scottsville Water Systems. By a 5 – 0 vote, the motion was approved.

In regards to Item 6c), Board Discussion of Policy Requiring Project Pre-authorizations, Mr. Tropea stated that at the March 24, 2003 Board meeting, there was discussion concerning Board authorizations for project funds. He further stated that there was no formal Board action, and RWSA staff is asking for specific guidance from the Board on this

RWSA Board Minutes

6.0 Other Business Cont.

April 28, 2003

issue. Mr. Brent stated that he would be willing to meet with Mr. Wood, along with City staff and RWSA auditors, if appropriate, to develop a draft Rivanna policy that would give

RWSA staff direction in this matter. After further discussion, the Board agreed that Mrs. Mueller and Mr. Brent would meet with RWSA staff to develop a draft written procedure for project pre-authorizations to be considered by the Board.

In regards to Item 6d), Consideration of the New Compensation and Benefits Plan, this issue was deferred until the May 19, 2003 Board meeting.

In regards to Item 6e), Approval of Line of Credit for Community Water Supply and Other Improvements, Mr. O'Connell inquired if this item could be deferred until the May meeting. Mr. Tropea stated that the matter could be deferred, but that it would be helpful to have the line of credit in place so that RWSA could proceed with some water supply projects before May 19, 2003. Mr. Wood added that he felt additional funds would be needed to pay for the services planned or underway by O'Brien & Gere before RWSA could proceed with other projects, such as maintenance dredging. There was further discussion by the Board concerning utilizing the surplus monies generated from the drought rate to handle these interim expenses. Mr. Wood stated that he would prefer not to spend the surplus funds at this time since revenues and expenses could change between now and June 30, 2003.

Upon a motion by Mr. O'Connell, and seconded by Mr. Brent, the Board of Directors voted to approve the Summary of Indicative Terms and Conditions to establish a \$6,000,000 line of credit with the Bank of America with the understanding that RWSA would bring the documents finalizing such agreement to the May 19, 2003 Board meeting for Board approval. By a 5 – 0 vote, the motion was approved.

7.0 Other Items From Board/Staff Not On Agenda

Mr. O'Connell stated that he would be giving Mr. Wood a copy of some questions he had concerning bonding / debt issues. Mr. Wood reported that an RFP has been sent out for a financial advisor for RWSA, and any financial concerns that the Board might have could be incorporated into the interview process with prospective candidates. He added that the RFP is also located on the website.

8.0 Closed Meeting

There was no need for a closed meeting.

**RWSA Board Minutes Cont.
April 28, 2003**

9.0 Adjournment

Upon a motion by Mrs. Mueller, and seconded by Mr. Brent, the meeting was adjourned at 2:41 p.m.

Respectfully submitted,

Mr. Robert Tucker
Secretary - Treasurer