The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on December 17, 2015 at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

Members Present: Mr. Bill Kittrell, Vice-Chairman, Mr. Charles Tolbert, Ms. Jennifer Sulzberger, and Ms. Kimberly Swanson.

Members Absent: Clarence Roberts, Holly Hueston.

Staff Present: Jim Bowling, Gary O’Connell, Peter Gorham, Travis Marrs, Quin Lunsford, Michael Lynn, Michael Vieira, John Jackson, Jennifer Bryant, Emily Shifflett, Danielle Trent, Tonya Foster, Barbara Klendworth, Amy Rankin, and Terri Knight.

Staff Absent: None

Public Present: John Martin, Albemarle County Citizen.

1. Call to Order and Establish a Quorum
   The Vice-Chairman called the meeting to order and a quorum was established.

2. Employee Recognition – 30 Year Service Award – John Jackson
   (Recording Time: 09:02:35 a.m.)
   The Vice-Chairman stated that the first order of business was to recognize John “JJ” Jackson for his service. He stated that there was a resolution that he would read first, followed by a presentation of that resolution to Mr. Jackson. Mr. Kittrell read the resolution, and Mr. Jackson came forward to receive it. Mr. Kittrell thanked Mr. Jackson for his 30 years of service. Mr. Lunsford stated that there was not a week that passed where someone in the community did not ask about Mr. Jackson and how he was doing, which only further showed his positive relationship with the members of the community. He noted that the ACSA sincerely thanks Mr. Jackson for that service.

   Ms. Sulzberger moved to approve the resolution as presented to the Board, seconded by Ms. Swanson. The Vice-Chairman asked for a roll-call vote: Ms. Swanson, aye; Mr. Kittrell, aye; Mr. Tolbert, aye; Ms. Sulzberger, aye.
3. **Approve Minutes of November 19, 2015** *(Recording Time: 09:06:05 a.m.)*

   The Vice-Chairman asked if there were any corrections or additions to the minutes of November 19, 2015. Ms. Sulzberger mentioned that she had one minor correction. She stated that on the first page of the minutes, line 31, the employee’s name, Roland Bega, was missing the “a” on the end of his last name.

   **Mr. Tolbert moved to approve the minutes of November 19, 2015, as amended, seconded by Ms. Sulzberger. All members voted aye.**

4. **Matters from the Public Concerning Items Not on the Agenda** *(Recording Time: 09:06:50 a.m.)*

   There were no matters from the public concerning items not on the agenda.

5. **Response to Public Comment** *(Recording Time: 09:07:00 a.m.)*

   There was no response to public comment.

6. **Consent Agenda** *(Recording Time: 09:07:02 a.m.)*

   a. **Monthly Financial Reports** – Ms. Swanson stated that she had a question regarding the chart on page 53 (Attached as Page____) that showed RWSA flows and ACSA customer usage. She stated that for November 2016, the service usage was greater than the flows, and wanted to know how that was possible. Mr. Lunsford replied that her question was a great one, and that it was the first time he had seen the two lines on the graph intersect. He stated that the chart used information that was reported to the ACSA by RWSA, as well as information from the ACSA, and that it was being looked into.

   Mr. O’Connell stated that RWSA had installed new meters at the urban treatment plants, particularly at the South Fork plant. He stated that it was yielding a difference in readings than what it had in the past by as much as 6 to 10%. He stated that the chart was a reflection of the new
meter and the reading reflected on the chart was the one taken in November, which was why the usage was greater than the flows. He added that it could affect the way the rate from RWSA is handled next year as well and that a couple months of data would be needed to see what the effect would be.

b. Monthly CIP Report – Ms. Swanson stated that her next question was related to the CIP updates, specifically the Routh 29 VDOT project. She asked if the meter was part of VDOT’s update. Mr. Gorham replied no. He stated that the meter installation was part of the Granular Activated Carbon (GAC) improvements at the water treatment plants, but was related to the wholesale metering program as well. He noted that data was needed on not only what the city was using versus what ACSA was using, but also what water was actually leaving the treatment plants.

Ms. Swanson stated that there was an update in the CIP report that said the connection of the RWSA transmission main at Rio Road had been delayed, and she was wondering if that work had taken place. Mr. Gorham replied that the new line ran parallel to the old one to remove it from the intersection of Rio Road and Route 29 North. He stated that there were three main connection points, and the work had been scheduled for night time. He mentioned that two of the three connections were complete, and the third connection was actually scheduled for that evening. He noted that the ACSA had been coordinating valve closures with RWSA in an attempt to keep as many customers in service as possible. Ms. Swanson asked if the flushing part of the process had been going well and if testing for chlorine levels had been successful. Mr. Gorham replied yes. He stated that the connections would not have been made otherwise. Mr. O’Connell added that the Board would be provided with information at next month’s meeting regarding the other Route 29 projects, including the widening project and the Berkmar Drive extension, both of which were approved by the RWSA Board.
Ms. Swanson asked how this type of disruption to the system would impact next year’s water quality report and the data that comes out of it. She asked if the Department of Environmental Quality (DEQ) provided a window of time to ensure that the water quality was up to standard. Mr. Gorham asked if Ms. Swanson was referring to the pipeline work on Route 29. Ms. Swanson replied yes. Mr. Gorham replied that the pipeline work involved relocating pre-existing lengths of pipe. He stated that there may be a little more footage added, but it would essentially be about the same footage. He stated that he did not see how that would affect water quality. He noted that the bigger effect on water quality would come from the GAC improvements. He stated that there was a timeline for those improvements as far as getting everything up to standard for the Virginia Department of Health and the U.S. Environmental Protection Agency (EPA). Mr. O'Connell added that the point of the bacteriological (Bac-T) testing for the new line is to make sure that there is no change in the water quality. He noted that the new line would not go into service until it passed that test. Mr. Gorham replied that the testing was routine for any new line installed before it goes into service.

c. CIP Authorizations -

d. RWSA Monthly Update – Mr. Kittrell stated that the newly named Advanced Water Resource Recovery Facility (AWRRF) was expecting bids today for the odor control project. He asked if there was any insight as to what would be expected with those bids. Mr. O'Connell replied that he knew there were several firms that were interested, but he did not have any idea as to what type of bids would be received. He stated that he would find out that afternoon and let the Board know.

Mr. Kittrell stated that the other question he had was related to the wholesale master metering project, and the issue with the installation of some meters on the University of Virginia (UVA) property. He stated that he assumed the issue was with some of the legal language regarding access to UVA property. He asked how this issue would be
resolved going forward. Mr. O’Connell replied that the RWSA gave the approval to move forward with the project at all other locations. He stated that there was an approval that if UVA did sign the easements, there would be a fixed price to add those locations to the existing contract. He stated that the issue was that UVA wanted language in the agreement that would allow them to force the movement of the meter at any time in the future with no limitations. He noted that it was possible the meters would be installed outside of UVA property, if they were not able to reach an agreement. He mentioned that the project would be long enough that it would allow time to work out a solution. He added that UVA has standard language that is used in all of these types of contracts.

Mr. Kittrell asked would the cost of installation change if the meters were to be moved outside of UVA property. Mr. O’Connell replied that he was not completely sure, but he did not believe that it would change the cost. He stated that, in his opinion, RWSA was optimistic about being able to come to an agreement with UVA. He stated that the concern was delaying the project. He noted that there were many locations involved, and that the project would move forward with those locations and then come back to the UVA locations at a later date. Mr. Kittrell stated that he hoped UVA would be willing to come to a reasonable agreement on the matter.

e. ACSA Board Policy Future Issues Agenda 2015-16
f. Amendments to Personnel Management Plan – Job Description Changes- Mr. Tolbert stated that he noticed on a number of the job descriptions that the years of experience required was listed as “3 to less than 5.” He stated that this language implied that if an applicant had 6 years of experience, they would not be hired. Mr. O’Connell replied that it was meant to be a minimum requirement. Mr. Tolbert stated that he understood what the job description was trying to say, but the way it read was that if someone had 6 years of experience, they would not be hired. Mr. Kittrell asked if the required number of years of
experience was a minimal qualification. Ms. Shifflett replied that it was meant to be a guideline, and the intent was not to turn away applicants that had more than 5 years of experience. Mr. Tolbert stated that the descriptions should just read “3 years or more” of experience. Mr. Bowling stated that an applicant over 50 years of age, for example, could claim that they were not hired based on age discrimination. He added that the way the description currently read, the applicant with 6 years of experience would be out of luck, while the applicant over 50 years old could have a claim against the ACSA.

Mr. O’Connell stated that, for clarity, the description should say “minimum.” Ms. Sulzberger agreed. Mr. Tolbert stated that “less than 5” did not make sense. He stated that it was a minor issue for him, but something he wanted to mention.

g. Approval of Retirement Application (VERIP)

h. ACSA Board Meeting Schedule for 2016

Ms. Swanson moved to approve the Consent Agenda, seconded by Ms. Sulzberger. All members voted aye.

7. Presentation of Financial Systems (Recording Time: 9:20:23 a.m.)

Mr. Lunsford stated that the implementation of the new financial system had been a long process, and his presentation (Attached as Pages____) was designed to recognize those team members that have done an extraordinary amount of work in the last 12 to 14 months, as well as to give the Board an idea of the work that was done. He stated that he would also touch on some specific objectives of the project and what was in store for the future.

Mr. Lunsford stated that he wanted to begin by recognizing the implementation team. He stated that there were many personal sacrifices made by the team including night and weekend work. He noted that they completed this project while still attending to their daily responsibilities and he could not be happier with the group. He stated that he would recognize each team member individually, beginning with Jennifer Bryant. He stated that Ms. Bryant had been with the ACSA over 16 years, mostly in the Customer Service department. He
stated that she switched to finance right in the middle of the project and has focused mainly on the miscellaneous accounts receivable modules and general ledger functionality. He added that she has also picked up the work load from other accountants and accountant technicians to help the team.

Mr. Lunsford stated that the next staff member he wanted to recognize was Tonya Foster. He stated that Ms. Foster has been with the ACSA for over 25 years, and knew ACSA accounting and operations as well as any employee. He stated that she was vital to the project, and instrumental in the design of the system, the testing of all modules, troubleshooting, data validation, the population of data tables, anticipating potential issues, and evaluating current business processes.

Mr. Lunsford stated that Barbara Klendworth just recently celebrated her 5 year anniversary with the ACSA. He stated that she had been a key member of the project from the beginning. He stated that she and Ms. Foster worked hand in hand to design the system, test modules, validate data, and populating tables, specifically vendor accounts. He mentioned that she was forward thinking when business process stops were encountered, and that she knew more about parts of the system that the staff was not consulted on. He added that she was not afraid to use the test environment to find solutions.

Mr. Lunsford next recognized Terri Knight. He stated that Ms. Knight was the Customer Service Supervisor and had been with the ACSA for a significant number of years as well. He stated that she had an important role in the design of the miscellaneous accounts receivable portion of the new system, as well as a potentially overlooked portion of the cash collection side. He stated that the ACSA has a separate billing system for the collection of cash from the main accounts receivable. He noted that Ms. Knight was instrumental in figuring out how to process that in the new system.

Mr. Lunsford stated that Amy Rankin had only been with the ACSA for a month and a half, but she stepped in during the final stages of the project and brought to the table the ability to take the burden off of some of the other members of the team, so that the project could be completed. He stated that she also was able to look at the system in the way it was designed and provide a
fresh perspective. He mentioned that Ms. Rankin and Ms. Bryant were working with the consultants today and earlier in the week, on the second phase of the project which involved human capital management (HCM) and payroll.

Mr. Lunsford stated that the Board was very familiar with Emily Shifflett. He stated that Ms. Shifflett had been a major collaborator on the HCM portion of the project. He stated that he would not go into great detail about that aspect of the project yet, but wanted to note that the timelines did not include weeks of consulting visits. He mentioned that Ms. Shifflett was instrumental in ACSA payroll processes, and had helped to design the system up until this point from a payroll and human resources perspective. He added that now that the ACSA was fully staffed on the payroll side, Ms. Shifflett could truly focus on the human resources module, which the ACSA intended to take advantage of in the future.

Mr. Lunsford stated that last, but not least, he wanted to recognize Travis Marrs. He stated that Mr. Marrs was the IT Manager, and the backbone to the backbone of the system. He stated that, as far as he was concerned, Mr. Marrs has made this project his first priority, promptly addressing any need that arose.

Mr. O'Connell stated that Mr. Lunsford was not going to brag on himself, but his level of energy to keep the project going and to keep everyone focused and in the right mindset was extraordinary. He stated that he did not want to belabor the point, but that there were other organizations prominently named in the community that have implemented financial systems, and they have become a mess to the point of being in the newspaper. He stated that it was unbelievable how smoothly the ACSA’s implementation of the new system has gone. He noted that most organizations also faced a great deal of resistance to this level of change, but that there had been none of that with the ACSA’s implementation, which was remarkable. He stated that he felt everyone saw the value in the new system, and how it would make the ACSA more electronic and efficient.

Mr. Lunsford stated that there were five distinct phases to the project, as far as he was concerned which were planning, development, testing, “go-live,” and post “go-live.” He stated that in the planning phase, subsequent to Board approval of the project, the contract was executed in October 2014, and
planning with the consultant began almost immediately afterwards. He stated that "site-fit" questionnaires were completed by the staff, which were requested by the consultant and spoke to the specific business needs of the ACSA. He noted that a considerable amount of time was spent last December documenting exactly what the staff did, what they needed, and how they currently fulfilled those needs, in order to give the consultants a better understanding of the ACSA. He added that the first face to face meeting with the consultant was in January of this year.

Mr. Lunsford moved next to the development phase, which he stated began in February 2015. He stated that the consultants worked directly with the implementation team to review the "site fits" to further understand the ACSA. He noted that the consultants were very thorough in their process, which showed in the success of the project as it progressed. He stated that one very important meeting was with the ACSA IT team and the consulting IT group, and the design of the IT blueprint of the server configuration. He stated that the solution design presentation was when the consultant took information provided by the ACSA, such as ACSA specific transactions, and showed the staff how they would work in the new system.

Mr. Lunsford stated that the testing phase was probably the most demanding phase. He stated that this is the phase where the staff began testing their information at the ACSA, and verifying that the system was doing what the staff wanted it to do. He noted that this phase also consisted of a lot of validating information, creating work flows, and multiple on-site visits. He added that hundreds, if not thousands, of decisions were made during this phase.

Mr. Kittrell asked Mr. Lunsford to give the Board a real life example of a test that the staff ran during the testing phase. He stated that one of the things the staff tested was how the system would handle a transaction amount below the purchasing threshold and above the purchasing threshold. He stated that the staff took actual ACSA information and verified whether the designed work flow functioned as it was intended to. He stated that the staff took an invoice from the ACSA’s uniform rental company that was below the purchasing threshold that would require a purchase order. He stated that accounting would enter that
invoice into the system, and the system would then check to see if there was a
purchase order associated with the invoice. He noted that if there was a
purchase order, it would be reviewed by accounting for accuracy and processed
for payment. He mentioned that if there was not a purchase order associated
with it, the staff would test the system to make sure the invoice was in fact below
the threshold that required a purchase order. He stated that if the staff entered a
transaction that was over the threshold into the system without a purchase
order, the system should reject it immediately. He stated that those were the
types of things that the staff was testing, in addition to verifying expenses are
associated with the proper accounts.

Ms. Swanson asked if the system would also verify that a vendor was on
the approved vendor list. Mr. Lunsford replied yes. He added that access to the
approved vendor list was limited as well. He stated that it was a robust system,
and was very different from the old one. Mr. Bowling noted that the General
Assembly was constantly making amendments to the Procurement Act. He
asked if it was an easy procedure to change the purchasing threshold levels in
the software. Mr. Lunsford replied yes. He stated that a considerable amount of
time was spent training the ACSA staff on how to create work flows in the
system and the staff was comfortable with any future manipulation of those work
flows.

Mr. Lunsford stated that the testing phase concluded at the end of
October. He stated that the new system went “live” the week of November 30th,
and went fully live with all financial information December 1st. He stated that the
new system ran parallel to the old system during the last couple of weeks in
November, as the staff validated information to ensure it was being processed
correctly. He noted that there was a consultant on-site during the second week
of the “go-live” phase in the event of any issues that did not surface during the
first week.

Mr. Lunsford stated that the next phase was the post “go-live” phase. He
stated that this phase would be a continuous learning experience, and that there
were advanced tools within the system that would allow information to be
provided to users. He stated that the staff would continue to evaluate processes
and as more end-user feedback became available, it would be incorporated into
the system to make it as easy and efficient as possible for every user. He noted
that everyone with approved access would be using the system, not just the
finance department. He stated that he wanted to specifically thank some of the
end-users that were instrumental during the live phase. He stated that Pete
Gorham, Michael Vieira, Alex Morrison, and Jeremy Lynn spent a great deal of
time entering purchase requisitions. He noted that Mike Lynn, Calvin
Underwood, Billy Defibaugh, and Roland Bega in the Maintenance department
and Kenny Barrow, the Meter Operations Supervisor, spent a great deal of time
doing so as well. He mentioned that the aforementioned people had been
generally trained but had not touched the system until it went live. He stated that
Emily Shifflett and Gary O’Connell in the Administration department were both
active participants, and that Travis Marrs and April Walker were critical to the
success of the live phase as well.

Mr. Lunsford stated that one of the main objectives of the new financial
system was to enhance segregation of duties. He stated that the staff was able
to implement internal controls into the system. He noted that there was a
significant amount of time spent looking at the security roles and what functions
different users were allowed to perform. He mentioned that it would evolve as
the staff continued to refine processes and responsibilities. He stated that the
ACSA was at a much more controlled level than ever before. He stated that the
staff would also reach out the auditor, who was fully aware of the system
change and was making plans to perform an analysis of the system. He
mentioned that whether the analysis is separate from the regular financial
statements audit would be at the auditor’s discretion. He added that the auditor
would validate the transition financially, as well as address the comment they
have had for the last three years regarding internal controls. Mr. Lunsford stated
that the system was designed for a very large user, and that there would be
some staff members in multiple roles, but that the staff was able to restrict
access to prevent any potential misappropriation. He stated that the system was
very detailed down to different task levels.
Ms. Swanson asked if the system was able to be remotely accessed from outside of the ACSA. Mr. Lunsford replied that from his understanding, if an approved user accesses the ACSA’s VPN, they would be able to access the system. Mr. O’Connell added that the user would have to have ACSA equipment with a VPN installed, as well as an assigned role that allowed access. He noted that there would be a fairly limited number of people who would be allowed to do so.

Mr. Lunsford stated that another objective of the new system was to get information to users that pertained to their position without having to go through a member of the finance staff. He stated that the only people that had access to the old system were members of the finance staff. He stated that the new system would allow the user to do an analysis within the system and then inquire with the finance staff. He noted that the information would be available to users provided that they have the appropriate rights within the system.

Mr. Lunsford stated that the new system also modernizes processes and takes the ACSA to a new level. He stated that the system would assist the different departments in evaluating budgets, and that the financial reporting should improve as well. He stated that there were two consulting sessions related to financials that the staff had not utilized yet. He stated that the first of those sessions was focused on financial reports such as the Comprehensive Annual Financial Report (CAFR) and monthly financial statements. He stated that the second was on budget control and how to use the budget module for the future.

Mr. Lunsford moved next to workflows within the system. He stated that the workflow for purchasing was similar to that of accounts payable. He stated that any user purchasing an item over the purchase threshold would need to create a purchase requisition. He stated that once the user enters the purchase requisition into the system, it is routed to an accountant for review. He noted that the accountant is not looking for appropriateness of expenditure, but rather is looking to verify that the purchase is coded to the correct account. He stated that this step was created to prevent purchase requests from going through the system twice because of an incorrect account number. He noted the purchase
request then goes to the head of the user’s department for review. He stated that if the purchase was over the purchase threshold, it would then go to the Executive Director, but if it was under the threshold, it would go through the system. He stated that throughout the entire process, any user with the appropriate access would know each function that was performed, who did it, and when they did it. He stated that there was a similar workflow for journal entries as well.

Mr. Lunsford stated that the next step was to continue mastering the daily, weekly, and monthly processes. He noted that the staff had a great foundation, and processed their largest batch of checks to date yesterday, at 100 checks. He stated that document retention procedures were now more established with regards to electronic information, and that the ACSA was essentially paperless. He noted that the scanning was happening on the front end upon entry. He stated that this meant more work on the front end for staff, but that it saved time on the back end and so far, it was working very well.

Mr. Tolbert asked if Mr. Lunsford was referring to paper checks. Mr. Lunsford replied yes. Mr. Tolbert asked if they were mailed out to people, and if they were to pay for purchases and salaries. Mr. Lunsford replied that the checks were mailed out, and if there were any physical salary checks, they would come out of this system. Mr. Tolbert asked if, otherwise, salary checks were deposited directly to the employee’s bank account, and if vendors could request payments to be directly deposited. Mr. Lunsford replied that salary checks were directly deposited and that, on occasion, the ACSA has wired payments to vendors. He noted that paper checks for vendors have served the ACSA well. Mr. Tolbert asked if the ACSA checked the account balance to make sure that checks issued have been cashed. Mr. Lunsford replied yes. He stated that the balance was checked, on a minimum, once a month and that this information was tracked by the accountants. Mr. Tolbert asked if there was some built-in mechanism that indicated if a check was not cashed in a certain amount of time, so that the staff could investigate the matter or cancel the check. Mr. Lunsford replied yes.
Mr. Lunsford stated that the staff was currently working on Phase 2 of the system, which consisted of the human resources and payroll modules. He stated that the staff anticipated going live with this portion of the new system April 1, 2016. He stated that these modules integrated two departments, Finance and Human Resources. He noted that these modules also streamlined processes and the staff was very excited about what they had to offer.

Mr. Lunsford stated that one of the major items on his to-do list was to collaborate with different users and analyze their needs, specifically the Board. He stated that, in time, he intended on reaching out to the Board and learning what information they found useful, as well as any information they were not receiving that would be useful. He mentioned that he wanted to thank the Board for their support over the last five months and realizing the time commitment of the staff to make the new system work. He noted that he wanted to specifically thank Mr. O’Connell, as he was present in many of the consultant meetings and his continuous support and positive attitude towards the project empowered the staff to make the implementation successful. He added that he also wanted to thank the IT department again for making the implementation a priority, and all other departments for their contributions as well.

Ms. Sulzberger asked if Mr. Lunsford had been pleased with the on-site time commitment and responsiveness of the consultant when not on-site. Mr. Lunsford replied that the consultant had been very good. He stated that they had met every request he made and they would continue to do so. He stated that the support group was small and the staff knew them all by name, and that there was one representative for the ACSA who had been very responsive thus far.

Ms. Swanson asked if the consultants provided this particular software solution for both private and public utilities. Mr. Lunsford replied that Dynamics AX was implemented by countless consultants. He stated that Tyler, which was the consultant for the ACSA, only works with public entities. He stated that he did not know if they specifically would provide consulting for a private company implementing AX, but that there were consultants that could use the system, or a version of it, for the private sector.
Mr. Kittrell asked how Mr. Lunsford saw the new system playing out as the ACSA moved into budget season, in terms of if it would make the process more difficult or easier. Mr. Lunsford replied that this budget season would probably not be much different than it has been because the budget season has started. He stated that most of the information was still in the Legacy system. He noted that the staff had all year-to-date information in the new system, but he did not believe the staff would be able to fully utilize the new system for this year’s budget process. He added that although the budget would not be approved until June, it was currently being prepared.

Mr. Tolbert stated that he had another question about the check process. He asked if the staff actually printed a check and placed it in an envelope. He stated that he had been receiving checks that were already sealed up and the check portion was perforated, which could be torn off. Mr. Lunsford stated that those types of checks were an option, albeit more expensive. He stated that the functionality of the check system that was recommended by the consultant works well for the ACSA. He mentioned that the check prints out with the address, which was then placed in a window envelope. He noted that the check stock used was blank and a magnetic ink was used, which the bank required in order for it to be processed. He added that if there was anything not correct with the check, the bank would not process it. Mr. O’Connell added that the checks were electronically signed, with tight controls over the signatures.

Mr. Kittrell stated that Mr. Lunsford had mentioned meeting with the Board about what type of information they wanted. He stated that he thought it would be good to revisit that idea at a later meeting. He stated that it was a good thing to think about with regards to the typical monthly financial statements that the Board had been receiving thus far, and looking at other information that might be useful to the Board. He stated that the Board members could also be thinking about what other information they might want out of the system. Mr. O’Connell added that if the Board saw a report from another board that they felt might be helpful, to mention it. He stated that it was also a good time to think about any information that they were receiving that they did not find useful.
Imagine a Day Without Water – Art Contest Update (Recording Time: 10:01:27 a.m.)

Mr. O’Connell stated that Ms. Shifflett would give the Board a quick update on the contest. He stated that there was recently an awards ceremony for the contest, and that the number of children and teachers that participated was staggering.

Ms. Shifflett stated that in September, the Board approved a resolution proclaiming October 6th-8th, 2015 as the Imagine a Day Without Water campaign. She stated that there was a kickoff event on the Downtown Mall which included the City of Charlottesville and the RWSA. She noted that there was radio coverage at the event, as well as employees handing out conservation materials. She mentioned that the art contest was announced at that time, and that it was open to County and City schools, grades 1-8. She stated that over 570 entries were received with participation from all City schools and 19 out of 22 County schools. She stated that the entries were judged by judges from the City, County, RWSA, ACSA, StreamWatch, and the Piedmont Council for the Arts.

Ms. Shifflett stated that the winner from each grade division received a $200 gift card, water conservation goodie bag, and recognition at the awards ceremony. She mentioned that all of the artwork would be displayed at various places throughout the County and the City, and the ACSA planned on displaying them in the lobby. She added that four teachers were randomly selected to win a $200 gift card for use in the classroom. Mr. O’Connell added that a lot of the teachers were integrating the theme into other activities in the classroom, which provided an opportunity to keep the idea of conservation going.

Mr. Kittrell asked what type of event the ACSA planned to do next year. Mr. O’Connell replied that he was not sure, but they probably would not do the art contest again. He stated that there was a national campaign focusing on the value of water, and there was a program associated with the campaign every fall. He stated that this year’s theme was “Imagine a Day Without Water,” but that it would probably be a different theme next year. He noted that one of the pros of the campaign was that it brought staff together from the City, ACSA, and RWSA in a common way, and he saw an opportunity to build on that.
9. **Items Not on the Agenda** *(Recording Time: 10:07:00 a.m.)*

Mr. O’Connell stated that the first item he wanted to share with the Board was the Daily Status Report from the water department at RWSA that he received yesterday (Attached as Page____). He stated that the Ragged Mountain Dam was at -5 ft. yesterday, which was a continued increase in the level. He noted that this was the time of year that this increase was expected to occur. He stated that his observation was that the dam was filling at a rate of 1.5 to 2ft per month, which would mean it should be completely filled sometime in March 2016. He noted that there had been a lot of rainfall and wet weather the last few weeks, filling the reservoirs throughout the system, which was a good sign. He stated that the floating bridge was to be installed around the time the dam reached the level it is currently at. He noted that the bridge has been constructed and was being stored, and he was going to check the progress on that process. He added that there was also a trail building project in progress that was complete with the exception of one or two sections. He noted that once the trail was in place, people would be able to walk around the entire reservoir and across the top of the dam.

Mr. O’Connell stated that the next item he wanted to mention was an old hydrant that was found in the ACSA system (Attached as Page____). He stated that the hydrant was 130 years old and that he wanted to thank Mike Lynn and a couple other members of the staff for preparing it for display. He noted that it could possibly be museum worthy, and the unique thing about the hydrant is that it was in the ACSA system for the last 8 to 10 years. Mr. Tolbert asked if the hydrant was originally painted as it is now. Mr. Gorham replied that they had no idea. Mr. O’Connell replied that there were some cut sheets found of what the hydrants looked like, but they were not in color. He stated that the staff was pretty sure that the age of the hydrant is correct because the company that manufactured the hydrants changed different parts of the hydrant and the staff thought the year was most likely 1885.

Mr. O’Connell moved to the last item he wanted to discuss, which was an article on water conservation issues in urban areas across the country. He noted
that this was in line with the types of issues that the ACSA had been looking at the last 10 years. He mentioned that he felt the ACSA was doing all the right things to be sustainable for the future. He noted that in the West, there were issues with the water supply and rates. Mr. Kittrell added that encouraging water conservation meant a decrease in revenue. He stated that there have been water authorities that have actually discouraged water conservation for that very reason.

Ms. Swanson stated that she hoped to see more of a focus on water quality. She stated that a number of outlying communities in Detroit have had to draw their water from the Flint River and are now seeing higher levels of lead in children. Mr. O'Connell replied that our area was fortunate to be able to get our water locally. He stated that there were thousands of tests that were performed to test the quality of the water, and the installation of GAC at the treatment plants would increase the level of the water quality delivered to customers as well. He noted that within a year, the water quality would be in a much better place than it already was.

Mr. Kittrell stated that when the water supply plan was being considered about a decade ago, one of the options being considered was installing a pipeline to the James River. He stated that he believes that option was thrown out because people wanted to use water locally. He stated that he felt it was good and important to use our own water within our own watershed. Mr. O'Connell stated that Louisa County and Fluvanna County had issues over the water supply from the James River. He mentioned that the City of Richmond apparently has claimed that the James River is their water supply and the two counties could not draw from it.

Mr. Tolbert mentioned the recent accident at a sewer plant where a worker got caught in a tunnel. Mr. O'Connell stated that a construction worker was injured in a tunnel and taken to the hospital. He stated that what he saw in the report yesterday was that the injuries were not life-threatening.

Mr. Kittrell stated that he wanted to mention one item that he failed to mention earlier. He stated that there was a schedule of dates for upcoming Board meetings for 2016 in the consent agenda. Mr. Tolbert stated that he had not
looked at the dates but assumed all of the meetings would still be held on the
third Thursday of the month. Mr. O'Connell replied yes and stated that the
holiday periods did not affect that schedule at all. He noted that he wanted the
Board to have those dates well in advance.

10. **Adjourn** *(Recording Time: 10:15:18 a.m.)*

    *There being no further business, Ms. Sulzberger moved that the
meeting be adjourned, seconded by Mr. Tolbert. All members voted aye.*

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Gary B. O'Connell, Secretary-Treasurer