

MEMORANDUM

To: Board of Directors
From: Gary B. O'Connell, Executive Director
Date: May 20, 2010
Re: ACSA Executive Director Report
cc: James M. Bowling, IV

As a regular agenda item, I discussed, with the Chair, having a brief Executive Director Report each month to either highlight issues on the agenda, or to discuss some ongoing ACSA water and sewer issues that I believe you would want to know about. Many Boards I have been involved with take this approach. The intent is to be simple, only 2-5 items. The Executive Director's Report will not always have to be discussed, although I would foresee a brief overview of each item that could lead to Board questions. We can try this for a while to see if you find it useful.

1. Agenda changes/additions - After guidance and discussion with the Board Chair, we are making a couple of changes to the agenda:
 - a. Adding the Executive Director Report.
 - b. Following Public Matters, having an item "Response to Public Comments" if needed, and would be formally noted as such on the agenda.
 - c. The last suggested change is a regular monthly item "Future Agenda Items" (policy issues) that is for Board Agendas, "forward planning", for the next 6+ months, so we all have a sense of what is coming up, and planning of that. This "Future Agenda Items" planning may also help to keep future meetings more in line with the two hour meeting time limit that seems desired, and in planning to avoid the need for a second monthly meeting (work session). I would see this listing of future agenda items presented monthly on the Consent Agenda. This month, since it is new, we have included this change as a regular agenda item.

2. The GFOA Certificate is a great “kudos” for ACSA, and especially for our Director of Finance Lisa Breeden. This Authority is in an enviable financial position, through the result of great financial management over a number of years and bodes us well for the future.
3. RWSA Water Supply - The Consent Agenda items include the March approved Rivanna Water and Sewer Authority minutes (routinely provided to the Board monthly), plus an update memo from the Executive Director for the April meeting. I wanted to alert you to two important Water Supply presentations that have just been scheduled. The Ragged Mountain Dam design concept report is scheduled for June 1, and the Dredging Study report is scheduled for June 30th. Both report-out meetings, with the consultants, are planned for 6:00 p.m. at City Space (downtown in the 2nd floor of the Market St. Garage).
4. Capital Projects – This is a very busy season for the staff with a number of major projects underway, and more coming. The CIP map that is included on the agenda is a simple way to visually show all our projects. We hope this is helpful to you by seeing all that ACSA has going on. This also will be presented to the Board of Supervisors at the quarterly briefing we make on June 2nd. We have also been asked to discuss “New Connections,” a draft of that presentation is included as an agenda item for today’s meeting – it is for educational purposes, no new policy issues here.
5. First Month – I appreciate the opportunity to be your new Executive Director. It has been a good start, and thanks to a great staff, we will continue with lots of successes. I look forward to working with the Board and the entire 67 person staff. I am planning on a “formal” six months review of observations and possible administrative changes – the staff is aware of this. As part of this six months review, I have placed on the Agenda Schedule a “Mid Year Review” of the Executive Director by the Board in November, which is at 6 months into my tenure. Let me know how we can help you as Board members. I also plan, over the next month, to have a one-on-one meeting with each of you to get your perspectives of the ACSA and future issues you want us addressing.

GBO/dbh

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