



RSWA BOARD OF DIRECTORS
Minutes of Regular Meeting
May 26, 2026

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on May 26, 2026, at 2:00 p.m. at Albemarle County Service Authority, 168 Spotnap Road, Charlottesville, VA 22911.

Board Members Present: Mike Gaffney, Sam Sanders, Jeff Richardson, Jeffrey Dumars, Steven Hicks, Ann Mallek, Lloyd Snook.

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Phil McKalips, Lonnie Wood, Leah Beard, Deborah Anama, Jacob Woodson, Jon Williams, Westley Kern, Katie McIlwee.

Attorney(s) Present Valerie Long.

1. CALL TO ORDER

Mr. Gaffney convened the May 26, 2026, regular meeting of the Board of Directors of the Rivanna Solid Waste Authority at 2:00 p.m.

2. AGENDA APPROVAL

Mr. Gaffney asked if there were any changes or suggestions regarding the agenda. Hearing none, he asked if there was a motion.

Mr. Sanders moved that the Board of Directors approve the agenda. Ms. Mallek seconded the motion, which carried unanimously (7-0).

3. MINUTES OF PREVIOUS BOARD MEETING ON MARCH 24, 2026

Mr. Gaffney asked if there were any comments or changes to the minutes of the previous meeting. Hearing none, he asked if there was a motion.

Ms. Mallek moved that the Board of Directors approve the minutes from the previous meeting on March 24, 2026. Mr. Sanders seconded the motion, which carried unanimously (7-0).

4. RECOGNITION

There was none.

5. EXECUTIVE DIRECTOR'S REPORT

Bill Mawyer, Executive Director, stated that they had seen a 25% increase in tonnage moving through the Transfer Station as compared to April of last year and were currently averaging 279

tons per day. He stated that they were monitoring their permitted capacity of 450 tons per day. They exceeded 350 tons on two days in March and four days in April, and were working with large haulers to delay deliveries and were considering other measures to prevent exceedances of the daily limit.

Mr. Mawyer stated that recently they had some issues with customer wait times of about 30 minutes as they were averaging 340 vehicles per day passing across the scale. He stated that to address this, they were exploring ways to improve the wait times, including the potential implementation of barcode technology.

Mr. Mawyer stated they had a successful Spring Special Collections program at the Ivy SWRC, with 374 electronic waste customers, 997 household hazardous waste customers, and 39,940 pounds of furniture and mattresses collected. He stated that the cost of this free disposal program was about \$100,000 shared between the City and the County.

Mr. Mawyer stated that they also recently began a new free lithium battery collection and disposal program at the Ivy Convenience Center. He stated that this facility was designed to be flame and explosion-proof, with electricity, heating, and cooling capabilities. He stated that they had already started processing lithium batteries and were planning to accelerate advertising efforts to encourage more residents to take advantage of this service.

Mr. Gaffney asked how often the lithium battery storage would be emptied.

Mr. Mawyer stated that they would dispose of the batteries during the spring and fall household hazardous waste events, as their event vendor, MXI, would also accept these products. He stated that they would assess whether the volume they received needed to be collected on an interim basis in addition to the spring and fall special collection events. He stated that this facility cost approximately \$90,000, with the County and City sharing that allocation.

Mr. Mawyer stated that they were also pleased to report that the new baling facility was substantially complete. He stated that they planned to hold a grand opening on July 23 at 9:00 a.m. He stated that this project had been a success story, and he would like to extend their gratitude to Phil McKalips, Solid Waste Director, and Austin Marrs, Engineering Manager for their efforts in completing the project on schedule and under budget. He stated that the original budget was \$6.4 million, and they expected the final cost to be around \$5.8 million, resulting in a shared cost reduction of about \$600,000 between the City and County General Funds.

6. ITEMS FROM THE PUBLIC

Matters Not Listed for Public Hearing on the Agenda

There were none.

7. RESPONSES TO PUBLIC COMMENTS

There were no comments from the public; therefore, there were no responses.

67 **8. CONSENT AGENDA**

68 *a. Staff Report on Finance*

69 *b. Staff Report on Ivy Solid Waste and Recycling Center*

70 *c. Staff Report on Administration and Communications*

71 *d. Approval of Term Agreement for Legal Services (RFP 26-02) – Williams Mullen*

72 *e. Approval o Term Contract for On-Call Electrical Services (RFP 25-08) – U.S. Electrical*
73 *Testing, Carter Machinery*

74 *f. Approval of Term Contract for On-Call Construction Services (RFP 25-09) – Digs, Inc.*

75 *g. Approval of Term Agreement for Professional Surveying Services (RFP 25-10) – McKim*
76 *& Creed, Inc.*

77 *h. Approval of Term Contract for Non-Professional Environmental and Landfill Services*
78 *(RFP #25-04) – Schnabel Engineering*

79 **Ms. Mallek moved that the Board of Directors approve the consent agenda. Mr. Snook**
80 **seconded the motion, which carried unanimously (7-0).**

81 **9. OTHER BUSINESS**

82 *a. Presentation, Public Hearing, and Vote to Consider Approval of the Resolution to Adopt*
83 *the FY 2026 - 2027 Rate Schedule and the FY 2026 - 2027 Budget*

84 *Dave Tungate, Deputy Executive Director*

85 Dave Tungate, Deputy Executive Director, showed an aerial photograph of the Ivy Solid Waste
86 Recycling Center. The photo was taken by the Information Technology Department's drone
87 operator. He stated that the photo shows the Recycling Convenience Center, Ivy Transfer
88 Station, Dominion Solar Array, Clean Fill Area, and the new Baling Facility.

89 Mr. Tungate reviewed the Solid Waste budget for Fiscal Year 2026-2027 totaling \$11.7 million.
90 He stated that expenses totaled \$11.7 million, which was a \$1.1 million increase from Fiscal
91 Year 2026, revenues were \$6 million, which was a \$390,000 increase from Fiscal Year 26,
92 resulting in a net expense of \$5.7 million, with a \$720,000 increase from Fiscal Year 2026. He
93 stated that the County allocation was \$4.62 million, the City allocation was \$0.99 million, and
94 the University of Virginia allocation remained at \$79,982 through Fiscal Year 2035. He stated
95 the total increase from Fiscal Year 26 was 14.6%.

96 Mr. Tungate stated that some of their accomplishments in Fiscal Year 26 included 20% growth
97 in transfer station and clean fill tonnage, Ivy started accepting only credit card and check
98 payments in February 2026, the Dominion solar array was operational, the baling facility was
99 completed, and the lithium battery collection disposal program was completed.

100 Mr. Tungate stated that upcoming in Fiscal Year 2027, they would complete the design and
101 permitting for the Northern Convenience Center, stormwater basin repairs at the Ivy facility, an
102 assessment of Cell #1 (lined), and repairs to the leachate pond at the Ivy facility. He stated that
103 additionally, they would be researching long-term transfer station capacity alternatives due to the
104 significant increase in transfer station tonnage.

105 Mr. Tungate reviewed the budgets of each solid waste program, which totaled \$11.7 million in
106 the FY 27 Budget. He stated that the Ivy Transfer Station accounted for 50% of the total budget,
107 Environmental Operations accounted for 17%, Ivy Operations for 15%, Recycling for 11%, and
108 Convenience Centers for approximately 7% of the total budget.

109 Mr. Tungate reviewed the allocations for FY 27 from the City, County and UVA. In the
110 Environmental program the allocation is \$680,000 from the City, \$1,235,000 from the County,
111 and \$79,982 from UVA. The Recycling program allocations are \$310,000 from the City,
112 \$725,000 from the County, and \$0 from UVA. The Transfer Station allocations are \$0 from the
113 City, \$1,540,000 from the County, and \$0 from UVA. The Operations allocations are \$0 from
114 the City, \$345,000 from the County, and \$0 from UVA. The Convenience Center allocations are
115 \$0 from the City, \$777,000 from the County, and \$0 from UVA. The total allocations are
116 \$990,000 from the City and \$4,622,000 from the County, and \$79,982 from UVA.

117 Mr. Tungate described the organizational chart for the Rivanna Solid Waste Authority, which
118 consisted of the Board of Directors, Executive Director, Director of Solid Waste, Solid Waste
119 Manager, Solid Waste Assistant Manager, Recycling Assistant Manager, Solid Waste
120 Supervisors, and Operator/Attendants. He stated that one of their strategic plan goals was
121 workforce development, which included salary adjustments totaling \$88,000, comprised of a 2%
122 merit pool and 2.5% cost of living adjustment. He stated that for Fiscal Year 27, they were not
123 requesting any additional positions, and would remain with a total of 28 full-time equivalent
124 positions.

125 Mr. Tungate stated that their rate schedule changes included an increase from \$3.50 to \$4 for
126 Clean Fill Projects greater than 10,000 tons, vegetative yard waste increasing from \$54 to
127 \$58/ton, domestic waste (MSW) increased from \$60 to \$64/ton, and construction debris (CDD)
128 increased from \$60 to \$64. He stated that additionally, the minimum charge per load would be
129 increasing from \$6 to \$8. He stated that these proposed changes to rates were requested by the
130 Board of Supervisors on March 18, 2026. He stated that he had also included the Resolution for
131 the Board of Directors to adopt the new rate schedule for FY 2026-2027.

132 Mr. Gaffney opened the public hearing. Seeing no speakers, he closed the public hearing.

133 Ms. Mallek stated that she noticed the minimum cost across the scale was \$8, and there was a \$1
134 fee for County residents in addition to that.

135 Phil McKalips, Solid Waste Director, stated that there was a minimum transaction fee. He stated
136 that if someone came in with a small load that was less than the minimum weighed by the scale,
137 they charged that minimum fee.

138 Mr. Mawyer stated that recycling services in the Ivy convenience center were free of charge.

139 **Ms. Mallek moved that the Board of Directors approve the Resolution to Adopt the FY**
140 **2026-2027 Rate Schedule. Mr. Snook seconded the motion, which carried unanimously (7-**
141 **0).**

142 **Ms. Mallek moved that the Board of Directors approve the FY 2026-2027 Budget. Mr.**
143 **Snook seconded the motion, which carried unanimously (7-0).**

144 *(Motion to vote to Recess the RSWA Board Meeting)*

145 **Mr. Snook moved that the Board of Directors recess the RSWA Board Meeting. Ms.**
146 **Mallek seconded the motion, which carried unanimously (7-0).**

147 *(Motion and vote to Reconvene the RSWA in a Combined Session with the RWSA)*

148 **Mr. Sanders moved that the Board of Directors reconvene the RSWA in a Combined**
149 **Session with the RWSA. Ms. Mallek seconded the motion, which carried unanimously (7-**
150 **0).**

151 *(Combined Session with the RWSA)*

152 *b. Presentation and Consider Vote to Approve: FY 2026-2027 Personnel Management Plan*
153 *Update*

154 *Leah Beard, Director of Administration and Communications*

155 Leah Beard, Director of Administration and Communications, stated that she would present
156 some updates for their Personnel Management Plan (PMP). She stated that many of the updates
157 would be focused on clarifying language to improve consistency and transparency. She stated
158 that by standardizing their language, they could ensure that their policies and practices were clear
159 and more easily understood. She stated that the PMP could be considered the unabridged version
160 of their employee handbook, as it served as a reference guide for their managers and directors
161 when discussing policies and practices.

162 Ms. Beard stated that one of the proposed updates was a change to their compensation for shift
163 differentials. She stated that she was proposing an increase from 2% to 5% for the rotating 12-
164 hour night/day shift employees in the RWSA. She stated that she was also proposing an increase
165 from 10% to 15% for their relief operators, who were Class I Water and Wastewater Operators
166 trained to manage all their plants and facilities. She stated that they were on call 24/7/365 and did
167 not receive premium pay. This increase would compensate for their flexibility in making
168 unexpected work schedule changes.

169 Ms. Beard stated that some of the PMP language would be updated, such as the definition and
170 annual maximum of \$1,500 per year for skill development bonuses. She stated that their cost-of-
171 living adjustments criteria would be refined to include market considerations and compensation
172 studies. She stated that she also added clarifying language defining Essential, Operationally
173 Available, and Non-essential employees. She stated that she also updated their annual and sick
174 leave policy language to reflect changes made to state law, ensuring consistency. She stated that
175 additionally, she proposed an additional annual leave accrual step.

176 Ms. Beard stated that currently, employees who had worked there for less than five years did not
177 receive an increase in annual leave accrual. She stated that she proposed adding a slight increase
178 at three years, so that employees with three to four years of service would accrue an additional
179 day and a half of leave per year, or 4.19 hours per pay period. She stated that regarding the Paid
180 Family and Medical Leave (PFML) legislation recently approved in Virginia, she aimed to
181 inform the Board about the resulting potential staffing impacts. She stated that this law
182 broadened the definition of a family member, providing extra coverage, and expanded the scope
183 of family relationships. Ms. Beard stated that it also allowed employees to be paid 80% of their
184 salary for their time off without using their sick or annual leave. She stated that the program
185 would be funded by payroll deductions from employees and Rivanna beginning in April 2028.
186 Employees would be able to utilize the PFML law starting in January 2029. She stated that they
187 were currently working with Ms. Long and her legal team to ensure they were proactive in their
188 approach to this new legislation. She stated that it would be similar to an insurance charge that
189 employees and the employer would pay. The PFML law required employees to be paid 80% of
190 salary during the 12 weeks taken off. Ms. Beard stated that the Family and Medical Leave Act
191 (FMLA) currently covered children under the age of 18. She stated that the proposed PFML
192 would expand that coverage to include children in college, as well as other family members, and
193 would provide additional payments.

194 She stated that for employee training and development, to achieve consistency in their expense
195 reimbursement language, she had created categories for essential training, developmental
196 training, and tuition assistance for degree programs. She stated that she was requesting that they
197 eliminate the carry-forward language for tuition reimbursements, which allowed employees to
198 submit expenses incurred outside of the current calendar year. She also proposed to limit tuition
199 assistance to seven total years for an employee's career with Rivanna. Ms. Beard stated that this
200 would help them maintain a more accurate budget and ensure that they were prepared for future
201 reimbursements. She stated that she was proposing departmental managers include tuition
202 reimbursement in their budgetary expenses.

203 She stated that she had included a summary of the changes in the Board's packet, along with a
204 red-line copy for their review. She stated that she was requesting that the Board approve the
205 recommendations for the update to their employee Personnel Management Plan, which would
206 take effect on July 1, 2026.

207 Ms. Mallek stated that she had a question regarding the tuition assistance cap. She asked if an
208 employee took classes for two years, then took time off due to a conflict, they could resume so
209 long as the total amount of time they spent as a student was seven years.

210 Ms. Beard stated that was correct. She stated that essentially, tuition assistance would amount to
211 \$5,250 per year, multiplied by seven, over the course of their career.

212 Mr. Richardson asked if the proposed changes to the Personnel Management Plan were already
213 incorporated into the FY 2026- 2027 Budget.

214 Mr. Mawyer stated that these changes were anticipated in the FY 2026-2027 budget. Impacts
215 from the PFML could impact the budget in FY 2028.

Mr. Richardson moved that the Board of Directors approve the recommended updates to the Employee Personnel Management Plan to be effective on July 1, 2026. Ms. Mallek seconded the motion, which carried unanimously (7-0)

c. Presentation: 2023-2028 Strategic Plan Update

Leah Beard, Director of Administration and Communications

Ms. Beard stated that she wanted to provide updates about their Strategic Plan, focusing on the progress they had made over the past year. She stated that the Strategic Plan was guided by five priorities, which were rooted in their values, mission, and vision. She stated that in short, their mission was what they were doing now, their vision was where they wanted to be, and their values were how they got there.

She stated that this year, they made significant strides in their Communications and Collaborations priority. Ms. Beard stated that Mr. Kern had done an outstanding job providing several public information meetings and outreach events. She stated that in FY 2026, they had a notable increase in people touring their facilities with more visitors than they had in FY 2025. She stated that their website had also seen a significant boost in traffic, and they were continually working to improve it and make it more user-friendly. She stated that they had received a substantial amount of feedback, which they were actively working to incorporate into their improvements.

Ms. Beard stated that their social media had garnered over 100,000 views for various posts, and they had established a newsletter system, allowing people to sign up for updates on specific construction areas that may impact them directly. She stated that they had also distributed physical door hangers in locations affected by construction, such as Woodburn Road, with QR codes providing additional information.

She stated that their Environmental Stewardship priority had been a key focus, and they had made notable progress. She stated that they had reduced their fleet vehicles, which was both environmentally friendly and operationally beneficial. Ms. Beard stated that they had also added solar capacity to various locations, including their new Administration Building, and leased land to Dominion Power for a solar farm. She stated that they had improved their fuel monitoring systems and expanded their treatment capacity at Red Hill and Crozet WTPs to address emerging contaminants. She stated that they had also implemented a greenhouse gas tracking dashboard to monitor their progress and identify areas for improvement.

Ms. Beard stated that in Workforce Development, they had seen significant growth, with 17 internal promotions and 10 licenses obtained by their staff. She stated that they had provided leadership and public speaking training and focused on exit interviews to evaluate their staffing efficiencies and ensure that their succession planning was up to date. She stated that as they moved forward, they were continually assessing staffing needs and adjusting to ensure they were prepared for future growth, including the addition of an industrial pre-treatment staff member.

Ms. Beard stated that they had recently welcomed 25 new hires, and their Operations Department Supervisors had developed a comprehensive training plan to help new employees absorb the information more effectively. She stated that the training packets included milestones to ensure

success, as well as helpful tips and tricks for Supervisors to use when coaching their new team members. She stated that their Safety Manager had become a certified trainer, allowing them to provide a wide range of training programs internally, which had saved them a significant amount of money. Ms. Beard stated that they had also implemented a new safety program, called OK Alone, to help ensure their employees' safety when working alone, covering incidents such as slips, falls, and car accidents. She stated that the app allowed them to set up notifications for individual employees who did not respond, and they were also exploring the use of Safety Plus, a platform that would help them track and analyze their safety incidents.

Ms. Beard stated that regarding Optimization and Resiliency, their Maintenance Department was currently working to obtain approval to conduct state safety vehicle inspections. She stated the lab had implemented a lab information management system, which would improve data integrity and make it easier for their Water and Wastewater Departments to access reports. She stated that their asset management system had been highly successful in linking asset data to the Cityworks program, allowing them to track the lifecycle of items and ensure they were properly budgeted.

Ms. Beard stated that for the Planning and Infrastructure goal, they were currently active in 25 capital improvement projects and were working with community partners to ensure they could provide adequate infrastructure capacity for the northern area. She stated that they were scheduled to update the Strategic Plan starting in 2027 for adoption in 2028.

Mr. Richardson asked if Mr. Mawyer found the Land Use and Environmental Planning Committee (LEUPC) meetings with UVA, the County, and the City to be beneficial for this organization. Mr. Mawyer stated that yes, it had been a very beneficial meeting from a networking perspective, as it allowed them to know who to contact at their partner organizations to discuss various topics. He stated that sharing information and networking had been particularly effective in that committee. He stated that one example was when the LUEPC received a presentation from the Airport Authority and gained a better understanding of plans for additional infrastructure at the Airport and how those improvements may relate to other organizations.

d. Presentation: Asset Management Program Update

Katie McIlwee, Asset Management Coordinator

Katie McIlwee, Asset Management Coordinator, stated that everything that the Rivanna Authorities does relates back to the Strategic Plan, and in that regard asset management related to their Infrastructure and Master Planning goal. She stated that asset management was a long-term program to obtain and sustain the chosen level of service for the life of their assets at the most cost-effective management.

Ms. McIlwee stated that their program consists of three main components: Cityworks, their computerized maintenance management software; GIS, their official asset register; and Predictor, the Decision Support Software tool they were currently implementing. She reviewed benefits to their Asset Management Program that have been realized since its implementation in June 2023 include approximately 8,815 preventative maintenance work orders were completed, of which only about 895 were reactive maintenance work orders. She stated that this represented about 9%

297 of those work orders being reactive versus the 91% that were preventative, which was what they
298 aimed to see.

299 Ms. McIlwee stated that their asset management program also helped to streamline their
300 operations by centralizing asset data into a single source of information within their GIS system.
301 She stated that GIS feeds both Cityworks and Predictor, providing real-time and consistent data
302 across those two platforms. She stated that it enabled them to make data-driven decisions by
303 pulling information from Cityworks and Predictor to get actual data on man-hours, equipment
304 costs, and material costs used to maintain each of their assets.

305 Ms. McIlwee stated that their assets can be broadly categorized into horizontal and vertical
306 assets. She stated that horizontal assets were those that were not visible, such as pipes, manholes,
307 and valves, with approximately 4,273 devices or segments. She stated that vertical assets were
308 those that were visible, including pump stations, treatment plants, and equipment contained
309 within them, totaling 89 different asset classes and 4,634 total vertical devices.

310 Ms. McIlwee stated that all their assets had a defined life cycle, with a maximum potential life
311 assigned based on their management strategy group. She stated that they had about 290 different
312 management strategy groups, which meant that not all pumps or valves had the same expected
313 life as their operating conditions and types could affect their lifespan. She stated that for
314 example, manholes had an initial 65-year service life and could be rehabilitated once to add an
315 additional 50 years to their life, resulting in a total maximum potential life of 115 years.

316 Ms. McIlwee stated that the provided chart illustrated the percentage of assets as of FY26 that
317 were expiring or set to expire, based on their life cycle. She stated that this information allowed
318 them to plan and budget for future repairs and replacements. She stated that the chart illustrated
319 the number of pipes installed in various decades, along with the expected year of replacement
320 based on the life expectancy, and the proactive measures they had taken to plan for their
321 replacement.

322 Ms. McIlwee stated that she would shift the focus to Cityworks. She stated that they were
323 currently implementing Cityworks for assets in Solid Waste, creating a new name and domain
324 within the system to keep Water and Sewer assets separate from Solid Waste assets. She stated
325 that this separation enables more accurate reporting, distinct workflows for inspections and work
326 orders, and allowed them to tailor their approach to the unique operations of Solid Waste.

327 Ms. McIlwee stated that the asset hierarchy had already been developed, and they were currently
328 conducting workflow analysis to ensure that their work orders and inspections aligned with the
329 Solid Waste Authority's processes, without creating unnecessary duplication or hindrance. She
330 stated that next, Predictor was their decision support tool that allowed them to forecast and create
331 budget models for asset repair, replacement, and rehabilitation based on predetermined criteria.
332 She stated that this data was directly tied to their GIS system, and they had established an initial
333 end-of-life model.

334 Ms. McIlwee stated that they were currently undergoing Predictor training expected to conclude
335 by the end of June. She stated that as their asset data increased, they would refine the models to
336 incorporate condition, priority, and risk factors, rather than solely focusing on end-of-life

models. She stated that their next steps would include continuing the RSWA Cityworks implementation, creating dashboards and reporting, conducting end-user training, and implementing the full Predictor system to support budget planning as they entered the next budgeting cycle.

Mr. Gaffney stated that when this system was first proposed, he was tremendously impressed with the potential but could not see how they would get there. He stated it was fantastic to see this progress, especially with 91% of work orders being proactively completed. He gave kudos to the team. Ms. McIlwee stated that they were adding more assets every day, so they continued to learn about their assets and gather more data within the system and make better decisions in the future regarding how to maintain those assets.

(Complete and close the RWSA meeting, then complete and close the RSWA meeting)

10. OTHER ITEMS FROM BOARD/STAFF NOT ON THE AGENDA

There were none.

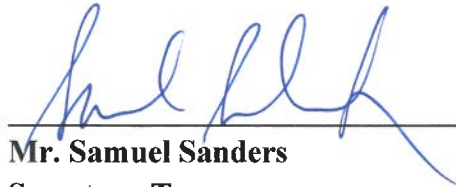
11. CLOSED MEETING

There was no reason for a closed meeting.

12. ADJOURNMENT

Mr. Snook moved that the Board of Directors adjourn the meeting. Mr. Sanders seconded the motion, which carried unanimously (7-0).

Respectfully submitted,



Mr. Samuel Sanders
Secretary-Treasurer

