RIVANNA

SOLID WASTE AUTHORITY

# Board of Directors Meeting

May 26, 2026

2:00pm

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

# BOARD OF DIRECTORS

## Regular Meeting of the Board of Directors of the Rivanna Solid Waste Authority

**DATE:** **May 26, 2026**

**LOCATION:** **Albemarle County Service Authority, 168 Spotnap Road, Charlottesville, VA 22911**

**TIME:** **2:00 p.m.**

## AGENDA

1. ***CALL TO ORDER***
2. ***AGENDA APPROVAL***
3. ***MINUTES OF PREVIOUS BOARD MEETING ON MARCH 24, 2026***
4. ***RECOGNITION***
5. ***EXECUTIVE DIRECTOR'S REPORT***
6. ***ITEMS FROM THE PUBLIC***
   *Matters Not Listed for Public Hearing on the Agenda*
7. ***RESPONSES TO PUBLIC COMMENTS***
8. ***CONSENT AGENDA***
   a. *Staff Report on Finance*
   b. *Staff Report on Ivy Solid Waste and Recycling Center*
   c. *Staff Report on Administration and Communications*
   d. *Approval of Term Agreement for Legal Services (RFP 26-02) – Williams Mullen*
   e. *Approval of Term Contract for On-Call Electrical Services (RFP 25-08) - U.S. Electrical Testing, Carter Machinery*
   f. *Approval of Term Contract for On-Call Construction Services (RFP 25-09) – Digs, Inc.*
   g. *Approval of Term Agreement for Professional Surveying Services (RFP 25-10) – McKim & Creed, Inc.*

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

***9. OTHER BUSINESS***

a. *Presentation, Public Hearing, and Vote to Consider Approval of the Resolution to Adopt the FY 2026 – 2027 Rate Schedule and the FY 2026 – 2027 Budget*
*Dave Tungate, Deputy Executive Director*

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

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

b. *Presentation and Consider Vote to Approve FY 2026-2027 Personnel Management Plan Update*
*Leah Beard, Director of Administration and Communications*

c. *Presentation: 2023- 2028 Strategic Plan*
*Leah Beard, Director of Administration and Communications*

d. *Presentation: Asset Management Program Update*
*Katie McIlwee, Asset Management Coordinator*

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

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

***11. CLOSED MEETING***

***12. ADJOURNMENT***

GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for "Items From The Public, Matters Not Listed for Public Hearing on the Agenda." Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion comments may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chairman, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA/RSWA Administration office upon request or can be viewed on the Rivanna website.

Rev. September 7, 2022

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# RSWA BOARD OF DIRECTORS
## Minutes of Regular Meeting
## March 24, 2026

A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held on March 24, 2026 at 2:00 p.m. at the Rivanna Administration Building, (2nd Floor Conference Room), 695 Moores Creek Lane, Charlottesville, VA 22902.

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

**Board Members Absent:**

**Rivanna Staff Present:** Bill Mawyer, Dave Tungate, Phil McKalips, Lonnie Wood, Leah Beard, LaToya Smith, Deborah Anama, Jacob Woodson, Jon Williams, Westley Kern, Jeff Southworth.

**Attorney(s) Present** Valerie Long

### *1. CALL TO ORDER*

Mr. Gaffney convened the March 24, 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.

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

### *3. MINUTES OF PREVIOUS BOARD MEETING ON NOVEMBER 18, 2025*

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.

**Mr. Snook moved that the Board of Directors approve the minutes of the previous meeting on November 18, 2025. Mr. Dumars seconded the motion, which carried unanimously (7-0).**

### *4. ELECTION OF CHAIR, VICE CHAIR, & SECRETARY-TREASURER*

Valeria Long, legal counsel to the Authority stated that Mr. Gaffney could entertain a motion to elect the chair or ask for other nominations on the floor. She suggested taking each election as a separate vote.

**Ms. Mallek moved that the Board of Directors elect Mr. Gaffney as Chair. Mr. Sanders seconded the motion, which carried unanimously (7-0).**

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Bill Mawyer, Executive Director, stated that typically, the vice chairs for RWSA and RSWA changed positions with each election.

**Ms. Mallek moved that the Board of Directors elect Mr. Richardson as Vice Chair. Mr. Sanders seconded the motion, which carried unanimously (7-0).**

**Ms. Mallek moved that the Board of Directors elect Mr. Sanders as Secretary-Treasurer. Mr. Richardson seconded the motion, which carried unanimously (7-0).**

## *5. RECOGNITIONS*

There were none.

## *6. EXECUTIVE DIRECTOR'S REPORT*

Mr. Mawyer stated that this was the first meeting in 2026 since the January meeting was canceled due to the inclement weather. He welcomed Mr. Snook and Ms. Mallek to the RSWA Board. He introduced LaToya Smith, who was recently hired as the Human Resources Manager. He stated that Ms. Smith held a bachelor's and master's degree in business administration with a concentration in human resources.

Mr. Mawyer stated that he would like to recognize Jerry Simmons, Recycling Assistant Manager, for passing the state license to become a waste management facility operator class two. He stated that Mr. Simmons had joined their team in 2021 as a driver and operator and had progressed to become an assistant manager.

Mr. Mawyer stated that the tonnage at Ivy had been increasing. He stated they had gone from 143 tons per day to 228 tons per day over the last four years, representing a 60% increase. He stated that they were permitted for 450 tons. He stated that in 2025, DEQ had taken notice that they had exceeded the 450 tons per day permit eight times. He stated that although there had been no violation, they did receive a warning letter. He stated the significant increase in tonnage was a testament to the success of the transfer program with the new facility and the decrease in charges.

Mr. Mawyer stated they needed to be more mindful of their operations, particularly on days when large loads were expected. He stated that they would work with the large haulers to try to balance the loads they brought daily. He stated that if they were approaching the 450-ton limit late in the day, they may need to close the gate to avoid a potential violation.

Mr. Gaffney asked if they knew where the extra tonnage was from. He asked if it was because of construction at UVA.

Mr. Mawyer stated that they did not. He stated that Mondays often experienced heavy volumes, and some days in September were particularly high. He stated that they would have to work with the community, including UVA, which had many of the large projects in the area. He stated that they could coordinate with contractors to distribute loads over multiple days.

Mr. Gaffney asked if the tonnage included dirt.

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Mr. Mawyer stated that the tonnage was just the material coming through the transfer station, not all of the materials going across the scale.

Mr. Snook asked what the daily average was.

Mr. Mawyer stated that the daily average in February was 228 tons per day. He stated that they were sending approximately 15 truckloads per day to Henrico County for disposal. He stated that the refuse through the station was increasing almost every year. He stated that in 2018, prior to the construction of the new transfer station, they averaged 40 tons per day.

Mr. Gaffney asked if they considered increasing the tonnage on the permit.

Mr. Mawyer stated they could do that. He stated that previously, they were permitted for 350 tons and had coordinated with VDEQ to increase the permit to 450 tons. He stated that they were considering increasing the tip fees again this year, and this could reduce demand.

Mr. Snook asked if there was a downside to an increased limit,

Mr. Mawyer stated that they would eventually reach the facility's capacity. He stated that currently, they were handling almost 15 truckloads in an 8-10 hour day, and they could only handle so many truckloads of debris each day.

Mr. Snook stated that the daily average for September was 307 tons, and they had days when the count exceeded 450, indicating significant variability from day to day. He stated that he was curious to know if there was a potential downside to setting a daily average of 300 to 350, while allowing for up to 500. He stated that he wondered if there was a funding formula or mechanism that could be negatively impacted if the daily average exceeded 500.

Mr. Mawyer stated that there was not. He stated that the County paid all the excess expenses of the transfer operation to fully fund the facility. He stated that the County supplemented every ton through the transfer station at about $17 per ton. He stated that the more tons they processed, the higher the County's allocation would be. He stated that they would generate more revenue, but the expenses exceeded whatever increase they would realize.

Mr. Snook stated that his question was about whether there was a cost to having a higher limit, not about costs associated with higher use.

Mr. Mawyer stated that there might not be any cost, but there was a limit to the capacity of the facility. He stated that DEQ may have a formula to assess the permitted capacity. He stated that the physical size of the facility was the main limitation.

Mr. Mawyer stated that mulch was available at Ivy created from vegetative waste delivered by the public with a fee for disposal. He stated that a contractor ground the mulch for them, which was a significant expense of $300,000 to $400,000 per year. He stated that they gave the mulch away for free, a decision made after they previously charged for it but found it did not sell well. He stated that this led to excess mulch piles that occasionally caught fire or required costly removal by a contractor.

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Mr. Mawyer stated that to address this, they now provided the mulch as a free service to the community, which had been effective in disposing of most of the mulch without incurring additional costs. He stated that this service was a benefit to the community. He stated that regarding special collections, they would have an electronic waste collection on April 11. Participants must register in advance to bring in computers, phones, and other electronic devices.

Mr. Mawyer stated that this would be followed by special collection days for household hazardous waste, furniture, mattresses, appliances, and tires throughout April and May. He stated that the Board had sponsored these events for over 20 years, and they had been well-received by the community. He stated that they had transitioned to a cashless payment system at Ivy, using credit and debit cards and checks with no cash accepted.

Mr. Mawyer stated that this change had been successful, starting in February. He stated that they also extended daylight savings time hours at the McIntire Recycling Center by one hour, allowing customers to bring more refuse each day. He stated they had distributed a newsletter to 5,500 customers regarding the special collection events.

Ms. Mallek asked if the e-waste reservation was full.

Mr. Mawyer stated it was not. He stated there were 480 spots, and 360 were filled. He stated that another new program approved by the Board was the lithium battery collection program. He stated that this initiative came on the heels of several fires, including in the transfer station and multiple trailers in their storage lot, all suspected to be caused by lithium batteries.

Mr. Mawyer stated that to address this issue, they purchased a fireproof storage facility specifically designed for lithium battery collection and storage. He stated that this facility was expected to be available in April. He stated that the lithium battery collection program was scheduled to open in May, at which point they would begin collecting lithium batteries at Ivy.

Ms. Mallek asked if there was a fee for collection of the batteries.

Mr. Mawyer responded that there was not. He stated that when they held the special collection events, they would have a contractor collect the batteries for disposal. He stated that lithium battery disposal was only available for residents and could not be used by commercial entities.

Mr. Gaffney asked how drop-off would work.

Mr. Mawyer stated that the facility would be located at the Ivy Convenience Center, where they already had a paint drop-off containment along with other recycling products. He stated that it was likely that the facility would be staffed to assist individuals in getting started. He stated they would need to handle lithium batteries and apply protective tape to prevent them from catching fire. He stated that a staff member would be present to help with the process.

Ms. Mallek stated that they should consider adding a call button or other way to notify staff so that someone was not needed to monitor the drop-off all the time.

Mr. Mawyer stated that the current Ivy Convenience Center staff would assist customers and manage the lithium battery collection program.

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## *7. ITEMS FROM THE PUBLIC*

*Matters Not Listed for Public Hearing on the Agenda*

There were none.

## *8. RESPONSES TO PUBLIC COMMENTS*

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

## *9. CONSENT AGENDA*

*a. Staff Report on Finance*

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

*c. Staff Report on Administration and Communications*

*d. Approval of Term Contract for Vegetative Waste Grinding and Hauling Services; Royal Oak Farms*

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

## *10. OTHER BUSINESS*

*a. FY 25 Audit Report*

Matt McLearen, Managing Director of Robinson, Farmer, Cox Associates, stated that his firm had performed the FY25 audit. He stated that the first item he would address was the governance letter. He stated that this letter was a required communication from an auditor to the governing body.

Mr. McLearen stated the first matter disclosed was the auditor's responsibilities under the audit. He stated that the auditor was required to test documents, test controls, and opine on the financial statements. He stated that management of the Authority was also responsible for its part in the audit. He stated that most significantly, the Authority must maintain a system of internal controls and accounting records throughout the fiscal year.

Mr. McLearen stated the Authority must accept responsibility for the financial statements presented in the financial report each year. He stated that the next item described in the letter was accounting estimates. He stated that as with most financial reports, there were accounting estimates included in the development of the financial statements. He stated the most significant estimates for the Authority were related to pension and OPEB liabilities. He stated the Authority participated in the Virginia Retirement System (VRS), and with that reporting, there were several estimates developed by the actuaries.

Mr. McLearen stated the next item was the difficulties encountered and performed during the audit. He stated they were required to disclose any difficulties they had in performing the audit.

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He stated that this could include incomplete records or the inability to access records needed to complete their audit tests. He stated they had no such difficulties.

Mr. McLearen stated that the next item was the corrected and uncorrected misstatement. He stated they had an uncorrected misstatement, which would be an adjusting entry during the course of the audit that management refused or disagreed with and did not include in the financial report. He stated they were required to disclose the details of that adjustment. He stated they had no uncorrected misstatements. He stated they were required to disclose their knowledge that management sought a second opinion, also known as opinion shopping. He stated they had no knowledge of any matters related to the audit being discussed with another auditor.

Mr. McLearen stated that the financial report was in four sections. He stated that it was a common format, as it was related to a certificate of achievement in financial reporting, which the Authority had received for many years and had received it for the previous fiscal year. He stated that starting on the financial section, the financial statements, they issued an unmodified or clean opinion on the financial statements.

Mr. McLearen stated the three key financial statements were exhibit one, statement of net position, which spanned two pages. He stated the second page was found on page 29, and the term "net position" referred to equity. He stated the Authority's equity or net position at June 30, 2025, was approximately $12.4 million. He stated that the second of the three exhibits was a statement of revenues, expenses, and changes in net position, which reported the total revenues, expenses, and change in equity. He stated the key takeaway was the change in that position, which was an increase of approximately $1.1 million for the fiscal year ending June 30, 2025.

Mr. McLearen stated that the third and final financial statement was the statement of cash flows, which provided information on the cash position of the Authority. He stated that the ending cash position was approximately $3.5 million. He stated that this represented an increase of $426,000 for the year ending June 30, 2025. He stated that the Authority also had a compliance section, which included the independent auditor's report on internal controls. He stated that as part of their audit process, they tested these controls to ensure they were operating as intended and in place as needed. He stated that the controls were operating as intended.

**Ms. Mallek moved that the Board of Directors accept the FY 25 Audit Report. Mr. Sanders seconded the motion, which carried unanimously (7-0).**

*b. Baling Facility Update and Authorization to Purchase Equipment*

Phil McKalips, Director of Solid Waste, stated that he would provide a brief update on the baling facility's progress and request the Board's authorization to procure necessary equipment. He stated that construction on the facility began in April 2025 and was approximately 80-85% complete. He stated that they expected final completion to be in May, with operations scheduled to start in July.

Mr. McKalips stated that the budget for the project was $6.4 million, with a 70-30 County-City allocation of costs. He stated that they would install Authority-procured equipment prior to starting operations. He stated the existing paper sort facility would be closed, and baling operations would be relocated to the new facility. He stated that remaining work includes

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installing doors and other fit-and-finish items. He stated that they needed to install electrical, establish vegetation, and address some road work.

Mr. McKalips stated they would install a new baling machine and move the existing machine from Meade Ave to the new facility. He stated that they needed to purchase the baler, and the cost was over $413,350. He stated they would be purchasing new trailers and recycling the old ones. He stated they would purchase the trailers through Mid-Atlantic Waste Systems. He stated that all the costs were included in the existing project budget.

Mr. Dumars asked if they had considered leasing opportunities for the eleven trailers.

Mr. McKalips stated that they did not consider leasing options, but they did consider used trailers. He stated the used market did not offer any late-model trailers, and they were concerned about issues associated with used trailers. He stated that the floors in the trailers tended to be damaged.

Mr. Gaffney asked if Authority employees operated the trailers.

Mr. McKalips stated yes.

Mr. Gaffney asked if Authority employees would handle maintenance.

Mr. McKalips stated that they had a service contract for maintenance of the balers, which was specialized equipment, provided by Mid-Atlantic Waste Services. He stated that they also used a company in the valley for trailer maintenance, which involved regular inspections to ensure they were roadworthy. He stated that this process was similar to what would be done with any heavy equipment.

**Ms. Mallek moved that the Board of Directors authorize the Executive Director to issue a purchase order contract to Mid-Atlantic Waste Services in the amount of $891,248 to procure the new baler and 11 trailers for the baling facility. Mr. Sanders seconded the motion, which carried unanimously (7-0).**

*c. Organizational Agreements of the RSWA*

Mr. McKalips stated that the Solid Waste Organizational Agreement was established in 1990. He stated that it began with the Rivanna Solid Waste Authority taking over the Ivy landfill and other solid waste facilities in 1990. He stated that prior to that, the City and County had an agreement in place since 1974. He stated that following that, they had a settlement agreement with the neighbors at Ivy, related to a lawsuit brought by a group of neighbors about environmental conditions.

Mr. McKalips stated that this agreement would continue until they reached the end of post-closure care. He stated that in 2005, they established an Environmental MOU, which brought together the City, County, and UVA to address environmental issues associated with past landfilling practices. He stated that the Local Support Agreement was established in 2007. He stated that over time, they had several agreements, ultimately leading to an eighth agreement.

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Mr. McKalips stated that these agreements covered various aspects, including recycling programs and cost allocations. He stated that when the City stepped back from Ivy operations, the County took on the responsibility of covering costs. He stated that they then established the Ivy Convenience Center in 2019, and most recently, the Southern Albemarle Convenience Center license agreement with the County. He stated that each new facility had a different agreement, but they had since shifted toward using the Solid Waste Organizational Agreement whenever possible. He stated that the Authority was now licensing the use of the property for operations, with the organizational agreement providing rules for cost allocations.

Mr. McKalips stated that the Solid Waste Organizational Agreement was due for renewal or modification in July 2030. He stated that the settlement agreement with the neighbors would extend until they reached the end of post-closure care, which was expected to happen when they achieved their groundwater remediation goals. He stated that the environmental MOU ended in 2034, although it may be extended. He stated that it contained the funding split between the County and City of 64.5% to 35.5%. He stated that by 2034, UVA would no longer provide contributions.

Mr. McKalips stated that the Local Government Support Agreement was established to fund the Authority and administrative expenses. He stated that the first amendment to this Agreement began an annual renewal process. He stated that the Local Government Recycling Programs Agreement of 2011 established a 70-30 split between the City and the County for the recycling cost center, excluding County convenience centers.

Mr. McKalips stated that the Ivy MUC Programs Agreement, primarily established to build the new transfer station, also set a requirement that the Board of Supervisors must request changes to tipping fees. He stated that they utilized this arrangement to achieve that. He stated that the Convenience Center Agreement was to design the new convenience center at Ivy. He stated the Southern Albemarle Convenience Center Agreement was to establish relationships that authorized them to use the property.

Mr. McKalips stated that they wished to apply this model to establish an agreement for the McIntire Recycling Center, as they currently lacked a clear definition of responsibilities and limitations.

Ms. Mallek asked for more information about the remediation expenses. She stated that she wanted to know the ongoing cost split.

Mr. McKalips stated the costs were outlined in the Environmental MOU. He stated the split was 64.5% to the County and 35.5% to the City after contributions from UVA. He stated that until 2034, UVA will contribute $79,982 per year. He stated that in 2034, there would be no official agreement to cover the environmental costs unless they were reincorporated into the Solid Waste Organizational Agreement.

Mr. Gaffney stated that when the agreement was first drafted, the County did not want to pay more than 60%, and the City did not want to pay more than 33%. He stated they determined that UVA contributed about 7% to the landfill. He stated that they had received commitments that

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UVA would pay its fair share, and so the agreement was drafted. He stated that the UVA obligation was limited to 30 years, after which there would be no further obligation.

*d. Introduction of FY 2026-2027 Budget and Resolution to Adopt the Preliminary Rate Schedule*

David Tungate, Deputy Executive Director, stated that the total FY 27 budget was $11.7 million, consisting of $11.7 million in expenses, a $1.1 million or 10.5% increase from FY 26. He stated that the FY 27 revenues were projected to be $6 million, which is a $0.39 million or 6.9% increase over FY 26. He stated that the net result was $5.7 million difference, which is a $0.72 million or 14.6% increase from FY 26.

Mr. Tungate stated that the Albemarle County allocation accounted for $4.62 million, which is a $0.58 million dollars or 14.3% increase from FY 27. The City of Charlottesville allocation was $0.99 million, which is a $0.15 million dollars or 17.3% increase over FY 26. The UVA allocation was $79,982 through FY 35. He stated that as RSWA staff examined the 21-year budget history, expenses and revenues had increased significantly since FY 18 when the new Transfer Station was constructed.

Mr. Tungate stated that the RSWA had several significant accomplishments in FY 26. There was a 20% growth in the tons of material processed through the Ivy Transfer Station and clean fill tonnage. He stated that as of February 2026, the Ivy Solid Waste and Recycling Center was cashless. He stated the baling facility construction continued at the northern end of the ISWRC. Dave also stated that the Dominion Power's solar array was operational, generating monthly revenues. He stated that RSWA staff had successfully marketed snow disposal services to homeowner associations and property management companies, resulting in 82 loads of snow and approximately $2,000 in additional revenue. In FY 27, the RSWA will complete the design and permitting of the Northern Convenience Center and retrofit the Ivy maintenance space to increase office and training spaces.

Mr. Tungate stated that the total budget for fiscal year 2027 was $11.7 million, with 50% allocated to the Ivy Transfer Station at $5.8 million, 17% dedicated to environmental programs, 15% to Ivy operations, 11% to recycling, and 7% for the convenience centers.

Mr. Tungate stated that the section outlined the Ivy Operations budget included expenses of $1.69 million and revenues of $1.34 million, resulting in a net expense of $0.35 million. Ivy operations cover vegetative waste, mulch, clean fill, and tire programs. He stated there were no capital expenditures planned for FY 27. He stated the County paid for 100% of the Ivy operations budget.

Mr. Tungate stated the Environmental program encompassed groundwater and gas remediation, maintenance of closed landfill cells, e-waste, paint, and household hazardous waste special collection programs. He stated that the expenses totaled $2 million, while their revenue was $10,000. He stated that the costs were split according to the 64.5%-35.5% cost allocation agreement between the County, City, after the $79,982 from UVA. The Environmental program includes $0.75 M for storm water basin repairs.

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Mr. Tungate stated that the transfer station program included contracted transportation and disposal costs to haul municipal solid waste and construction demolition debris to a landfill in Henrico County along with staff and maintenance costs. This program also includes appliances and furniture disposal. The transfer station expenses totaled $5.82 million and revenue was $4.28 million, resulting in a net expense of $1.54 million. He stated the only capital expense in FY 27 for this cost center was the transfer station floor survey. He stated the costs were allocated 100% to the County.

Mr. Tungate stated the convenience centers included the operation and maintenance of the Ivy and Southern Albemarle Convenience Centers, and development of the Northern Convenience Center. He stated it had an expense of $0.82 million, revenue of $0.05 million, and a total net expense of $0.77 million. He stated the capital expenses for FY 27 included $0.50 million for the Northern Convenience Center design and $0.25 million for a stormwater improvement project at the Ivy Convenience Center. He stated that the cost allocation was 100% to the County.

Mr. Tungate stated the recycling program had expenses of $1.23 million, revenues of $0.19 million, and a net expense of $1.03 million. He stated there were no proposed capital expenditures for FY 27. He stated that costs were split 70% to the County and 30% to the City.

Mr. Tungate stated that administrative services had expenses totaling $1.69 million with revenue of $0.11 million, resulting in a net expense of $1.58 million. He stated that notable investments in this line item include administrative expenses for Rivanna Authority leadership (Executive Director and Deputy Executive Director) along with Finance, Human Resources, Communications, and Information Technology. I.T. servers moving to the cloud, event advertisements, and the OK Alone safety monitoring software are some of the notable investments. These expenses are allocated between the City and the County based on program agreements for transfer, operations, recycling, and environmental MOUs.

The allocation summary included a $0.99 million obligation from the City of Charlottesville and $4.62 million obligation from the County, along with a $79,982 from the University of Virginia.

Mr. Tungate stated that the special collections event schedule included electronic waste collection on April 11, commercial hazardous waste on April 16, household hazardous waste on April 17 and 18, furniture and mattresses on April 25, appliances on May 2, and a tire collection event on May 9. He stated the events had limited space available.

Mr. Tungate stated that the RSWA organization chart included a total of 28 FTEs. He stated the FY 27 budget included a 2% merit and 2.5% COLA salary adjustment, with no new positions.

Mr. Tungate stated that RSWA conducted a local tipping fee survey, which was based on data from March 2026. He stated the current RSWA solid waste tipping fee was $60/ton, and they are proposing a $4 increase. He stated that the average fee for other facilities in the area was around $58.50. He stated that it was worth noting that only the transfer stations in Greene and Nelson County allow non-county residents to dispose of waste.

Mr. Tungate stated in FY 27 that the clean fill project > than 10,000 tons will have fees increase from $3.50 to $4/ton. He stated that vegetative yard waste fees would increase from $54 to $58/ton, domestic MSW would increase from $60 to $64/ton, and construction demolition debris

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would increase from $60 to $64/ton. The minimum charge per load would increase from $6 to $8. RSWA estimated approximately 21,000 transactions per year, generating a revenue of around $42,000 based on the minimum charge per load.

Mr. Tungate stated that they were proposing a public hearing on May 26, 2026, at 2 p.m. for the budget and fee schedule.

**Ms. Mallek moved that the Board of Directors adopt the preliminary rate schedule including authorization to advertise the preliminary rate schedule for a public hearing to be held during the regular meeting of the Board of Directors on May 26, 2026. Mr. Snook seconded the motion, which carried unanimously (7-0).**

***11. OTHER ITEM FROM BOARD/STAFF NOT ON THE AGENDA***

There were none.

***12. CLOSED MEETING***

There was no reason for a closed meeting.

***13. ADJOURNMENT***

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

DRAFT

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** BILL MAWYER, EXECUTIVE DIRECTOR

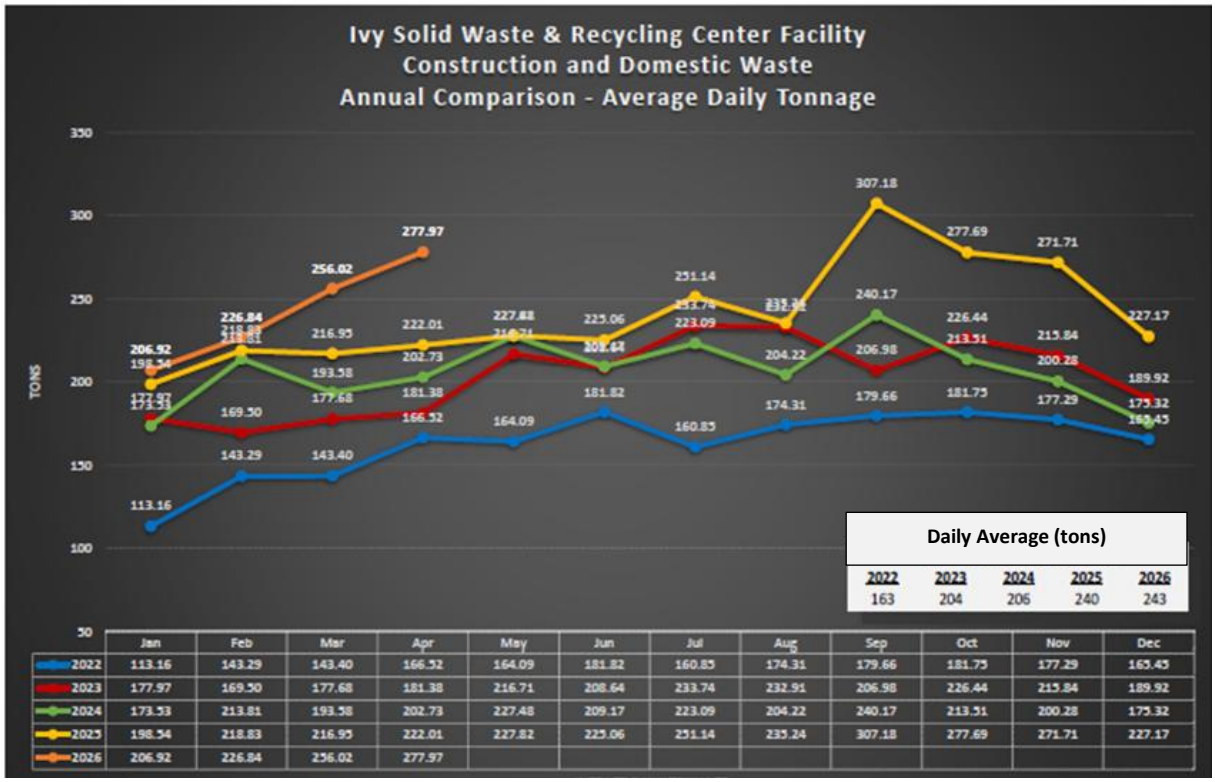
**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**DATE:** MAY 26, 2026

*STRATEGIC PLAN PRIORITY: OPTIMIZATION AND RESILIENCY*

**Transfers from the Ivy Solid Waste and Recycling Center:**

Average daily refuse transfer volume, including Tag-a-Bag, has increased from 222 tons per day in April 2025 to 279 tons per day in April 2026, a 25% increase, as shown below:




| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022 | 113.16 | 143.29 | 143.40 | 166.52 | 164.09 | 181.82 | 160.83 | 174.31 | 179.66 | 181.75 | 177.29 | 165.45 |
| 2023 | 177.97 | 169.50 | 177.68 | 181.38 | 216.71 | 208.64 | 233.74 | 232.91 | 206.98 | 226.44 | 215.84 | 189.92 |
| 2024 | 173.53 | 213.81 | 193.58 | 202.73 | 227.48 | 209.17 | 223.09 | 204.22 | 240.17 | 213.51 | 200.28 | 175.32 |
| 2025 | 198.54 | 218.83 | 216.95 | 222.01 | 227.82 | 225.06 | 251.14 | 235.24 | 307.18 | 277.69 | 271.71 | 227.17 |
| 2026 | 206.92 | 226.84 | 256.02 | 277.97 | | | | | | | | |

| | Vehicles | Avg MSW & CDD Tons/Day |
|---|---|---|
| **March 2026** | **8,848** | **257** |
| **April 2026** | **8,582** | **279** |

*STRATEGIC PLAN PRIORITY: ENVIRONMENTAL STEWARDSHIP*

**Special Waste Collections Program**

Spring Special Collections at the Ivy SWRC concluded last week with successful free special collections of electronic waste, household hazardous waste, furniture/mattresses, appliances, and tires. Our next special collection events will be in September and October.

| | | | Albemarle | Charlottesville |
|---|---|---|---|---|
| Electronic Waste | Saturday | 4/11/2026 | | |
| | | Customers | 303 | 71 |

| | | | Albemarle | Charlottesville |
|---|---|---|---|---|
| Household Hazardous Waste | Friday | 4/17/2026 | | |
| | | Customers | 385 | 99 |
| | Saturday | 4/18/2026 | | |
| | | Customers | 420 | 93 |
| Special Collections | Furniture/Mattresses | - Pounds Collected | 33,160 | 6,780 |
| | Saturday | 4/25/2026 | | |

*STRATEGIC PLAN PRIORITY: PLANNING AND INFRASTRUCTURE*

**Baling Facility** – The Baling facility is nearing substantial completion. We are planning a Grand Opening event to be held in July.

**Lithium Battery Collection and Disposal, ISWRC**

The new Lithium Battery Collection and Disposal Program began on May 15. Customers can dispose of lithium batteries at this new container located in the Ivy Convenience Center. Staff in the ICC will manage the dispoal process with customers. The hazmat container is designed for storing potential flammable and combustible materials. Removal of lithium batteries from the waste stream will help protect our transfer station and disposal trailers from fires caused by these batteries.

Lithium Battery Collection
May 19, 2026

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
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www.rivanna.org

# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** LONNIE WOOD, DIRECTOR OF FINANCE

**REVIEWED:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** MARCH 2026 FINANCIAL SUMMARY

**DATE:** MAY 26, 2026

Total operating revenues for the first nine months of this fiscal year totaled $5,177,200 and total operating expenses were $8,543,100 which resulted in a $3,365,900 net operating deficit through March. Funding support for operations and remediation of $3,745,700 has been received. The Authority has processed 197,397 tons of waste and recycling products this fiscal year. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

| | Ivy Operations | Ivy Transfer | Recycling | Total |
|---|---|---|---|---|
| Tonnage | 137,888 | 57,817 | 1,692 | 197,397 |
| Net operating income (loss) | $ (46,945) | $ (1,002,676) | $ (1,246,778) | $ (2,296,399) |
| Net operating income (loss) per ton | $ (0.34) | $ (17.34) | $ (736.87) | $ (11.63) |

Attachments

# Rivanna Solid Waste Authority
## Revenue and Expense Summary Report
## FY 2026

*For March 2026*

| | Budget FY 2026 | Budget YTD | Actual YTD | Variance $ | Variance % |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Ivy Operations Tipping Fees | $ 1,245,250 | $ 933,938 | $ 1,141,500 | $ 207,562 | 22.22% |
| Ivy Environmental Revenues | - | - | 114,909 | 114,909 | |
| Ivy MSW Transfer Tipping Fees | 4,003,000 | 3,002,250 | 3,626,062 | 623,812 | 20.78% |
| County Convenience Centers | 50,000 | 37,500 | 37,452 | (48) | -0.13% |
| Recycling Revenues | 195,000 | 146,250 | 152,680 | 6,430 | 4.40% |
| Other Revenues Administration | 115,000 | 86,250 | 104,573 | 18,323 | 21.24% |
| Total Revenues | $ 5,608,250 | $ 4,206,188 | $ 5,177,176 | $ 970,988 | 23.08% |
| **Expenses** | | | | | |
| Ivy Operations | $ 1,147,651 | $ 860,739 | $ 933,908 | $ (73,170) | -8.50% |
| Ivy Environmental | 1,233,525 | 925,143 | 878,994 | 46,149 | 4.99% |
| Ivy MSW Transfer | 5,021,277 | 3,765,958 | 4,374,202 | (608,244) | -16.15% |
| County Convenience Centers | 823,729 | 617,797 | 597,955 | 19,842 | 3.21% |
| Recycling Operations | 912,146 | 684,109 | 635,326 | 48,784 | 7.13% |
| Administration | 1,437,514 | 1,078,135 | 1,122,717 | (44,582) | -4.14% |
| Total Expenses | $ 10,575,842 | $ 7,931,881 | $ 8,543,103 | $ (611,222) | -7.71% |
| **Net Operating Income (Loss)** | **$ (4,967,592)** | **$ (3,725,694)** | **$ (3,365,927)** | **$ 359,767** | **9.66%** |
| **Other Funding Sources** | | | | | |
| Local Government Support | $ 3,337,313 | $ 2,502,985 | $ 2,502,986 | $ 1 | 0.00% |
| Environmental Support | 1,630,278 | 1,222,709 | 1,242,703 | 19,995 | 1.64% |
| **Subtotal** | **$ 4,967,591** | **$ 3,725,694** | **$ 3,745,690** | **$ 19,996** | **0.54%** |
| **Net Income (Loss)** | **$ (1)** | **$ (0)** | **$ 379,762** | **$ 379,762** | |

| **Local Support Detail** | | | Annualized Payments | True-up Est. Due to / (Due from) |
|---|---|---|---|---|
| County - Ivy Operations | $ 233,030 | $ 174,772 | $ 174,772 | $ 127,828 |
| County - Ivy Transfer | 1,348,906 | 1,011,679 | 1,011,679 | 9,003 |
| County - Convenience Centers | 773,729 | 580,297 | 580,297 | 19,793 |
| County - Recycling | 687,154 | 515,366 | 515,366 | 34,973 |
| County - Environmental MOU | 999,941 | 749,956 | 749,955 | - |
| | $ 4,042,760 | $ 3,032,070 | $ 3,032,069 | $ 191,598 |
| City - Recycling | $ 294,495 | $ 220,871 | $ 220,871 | 14,989 |
| City - Environmental MOU | 550,355 | 412,766 | 412,766 | - |
| | $ 844,850 | $ 633,637 | $ 633,637 | $ 14,989 |
| UVa - Environmental MOU | $ 79,982 | $ 59,987 | $ 79,982 | $ - |
| **Total Local Support** | **$ 4,967,591** | **$ 3,725,694** | **$ 3,745,688** | **$ 206,586** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **Ivy Operations** | | | | | |
| **Revenues** | | | | | |
| Clean fill material | $ 650,000 | $ 487,500 | $ 731,476 | 243,976 | 50.05% |
| Grindable material | 486,000 | 364,500 | 316,856 | (47,644) | -13.07% |
| Tires whole | 14,250 | 10,688 | 12,966 | 2,279 | 21.32% |
| Tires and white good per item | 35,000 | 26,250 | 33,471 | 7,221 | 27.51% |
| Material Sales | 60,000 | 45,000 | 46,731 | 1,731 | 3.85% |
| ***Total Operations Revenues*** | **$ 1,245,250** | **$ 933,938** | **$ 1,141,500** | **$ 207,562** | **22.22%** |
| **Expenses** | | | | | |
| Personnel Cost | $ 409,451 | $ 307,089 | $ 324,565 | $ (17,477) | -5.69% |
| Professional Services | - | - | 17,283 | (17,283) | |
| Other Services and Charges | 29,700 | 22,275 | 30,366 | (8,091) | -36.32% |
| Communications | 17,500 | 13,125 | 9,049 | 4,076 | 31.06% |
| Information Technology | 34,000 | 25,500 | 1,314 | 24,186 | 94.85% |
| Vehicles and Equip. Maintenance | 82,000 | 61,500 | 65,862 | (4,362) | -7.09% |
| Supplies | 10,000 | 7,500 | 3,391 | 4,109 | 54.79% |
| Operations and Maintenance | 365,000 | 273,750 | 332,078 | (58,328) | -21.31% |
| Environmental Remediations | - | - | - | - | |
| Equipment Replacement | 200,000 | 150,000 | 150,000 | 0 | 0.00% |
| ***Total Operations Expenses*** | $ 1,147,651 | $ 860,739 | $ 933,908 | $ (73,170) | -8.50% |
| Allocation of Administration Costs | 330,628 | 247,971 | 254,536 | (6,565) | -2.65% |
| ***Expenses With Admin Allocations*** | **$ 1,478,280** | **$ 1,108,710** | **$ 1,188,444** | **$ (79,735)** | **-7.19%** |
| **Net Operating Income (Loss)** | **$ (233,030)** | **$ (174,772)** | **$ (46,945)** | 127,828 | -73.14% |
| | | | | **127,828** | |

| **Summary of Local Support** | | | | |
|---|---|---|---|---|
| **County** | $ 233,030 | $ 174,772 | $ 174,772 | $ - |
| | **$ 233,030** | **$ 174,772** | **$ 174,772** | **$ -** |
| Estimated True-up | | | $ 127,828 | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

## Ivy Environmental

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **Revenues** | | | | | |
| Forestry Management Revenue | $ - | $ - | $ - | - | |
| Lease Revenue | | | 114,909 | 114,909 | |
| ***Total Operations Revenues*** | **$ -** | **$ -** | **$ 114,909** | **$ 114,909** | |
| **Expenses** | | | | | |
| Personnel Cost | $ 235,675 | $ 176,756 | $ 183,279 | $ (6,524) | -3.69% |
| Professional Services | 75,000 | 56,250 | 38,048 | 18,202 | 32.36% |
| Other Services and Charges | 8,200 | 6,150 | 3,607 | 2,543 | 41.35% |
| Communications | 1,150 | 863 | 152 | 711 | 82.42% |
| Information Technology | - | - | - | - | |
| Vehicles and Equip. Maintenance | 23,500 | 17,625 | 17,843 | (218) | -1.24% |
| Supplies | - | - | - | - | |
| Operations and Maintenance | 285,000 | 213,750 | 232,046 | (18,296) | -8.56% |
| Environmental Remediations | 345,000 | 258,750 | 209,019 | 49,731 | 19.22% |
| Equipment Replacement | 260,000 | 195,000 | 195,000 | (0) | 0.00% |
| ***Total Operations Expenses*** | $ 1,233,525 | $ 925,143 | $ 878,994 | $ 46,149 | 4.99% |
| Allocation of Administration Costs | 396,754 | 297,566 | 305,443 | (7,878) | -2.65% |
| ***Expenses With Admin Allocations*** | **$ 1,630,279** | **$ 1,222,709** | **$ 1,184,438** | **$ 38,271** | **3.13%** |
| **Net Operating Income (Loss)** | **$ (1,630,279)** | **$ (1,222,709)** | **$(1,069,528)** | 153,180 | -12.53% |

| **Summary of Local Support** | | | | |
|---|---|---|---|---|
| **County** | $ 999,941 | $ 749,956 | $ 749,955 | $ 1 |
| **City** | 550,355 | 412,766 | 412,766 | $ - |
| **Uva** | 79,982 | 59,987 | 79,982 | (19,996) |
| | **$ 1,630,278** | **$ 1,222,709** | **$ 1,242,703** | **$ (19,995)** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

## Ivy Transfer Station

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **Revenues** | | | | | |
| MSW / Construction Debris | $ 3,900,000 | $ 2,925,000 | $ 3,507,002 | $ 582,002 | 19.90% |
| Compostable Material | - | - | - | - | |
| Service Charges / other revenues | 103,000 | 77,250 | 119,060 | 41,810 | 54.12% |
| ***Total Operations Revenues*** | **$ 4,003,000** | **$ 3,002,250** | **$ 3,626,062** | **$ 623,812** | **20.78%** |
| **Expenses** | | | | | |
| Personnel Cost | $ 747,130 | $ 560,347 | $ 571,557 | $ (11,209) | -2.00% |
| Professional Services | 70,000 | 52,500 | 7,034 | 45,466 | |
| Other Services and Charges | 52,000 | 39,000 | 25,721 | 13,279 | 34.05% |
| Communications | 21,100 | 15,825 | 23,172 | (7,347) | -46.43% |
| Information Technology | 55,000 | 41,250 | 1,488 | 39,762 | 96.39% |
| Vehicles and Equip. Maintenance | 110,000 | 82,500 | 98,176 | (15,676) | -19.00% |
| Supplies | 10,000 | 7,500 | 10,173 | (2,673) | -35.64% |
| Operations and Maintenance | 3,827,548 | 2,870,661 | 3,546,881 | (676,220) | -23.56% |
| Environmental Remediations | 3,500 | 2,625 | - | 2,625 | 100.00% |
| Equipment Replacement | 125,000 | 93,750 | 90,000 | 3,750 | 4.00% |
| ***Total Operations Expenses*** | $ 5,021,277 | $ 3,765,958 | $ 4,374,202 | $ (608,244) | -16.15% |
| Allocation of Administration Costs | 330,628 | 247,971 | 254,536 | (6,565) | -2.65% |
| ***Expenses With Admin Allocations*** | **$ 5,351,906** | **$ 4,013,929** | **$ 4,628,738** | **$ (614,809)** | **-15.32%** |
| **Net Operating Income (Loss)** | **$ (1,348,906)** | **$ (1,011,679)** | **$ (1,002,676)** | 9,003 | -0.89% |

| **Summary of Local Support** | | | | |
|---|---|---|---|---|
| **County** | $ 1,348,906 | $ 1,011,679 | $ 1,011,679 | $ - |
| **City** | - | - | - | - |
| | **$ 1,348,906** | **$ 1,011,679** | **$ 1,011,679** | **$ -** |

Estimated True-up $ 9,003

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **County Convenience Centers** | | | | | |
| **Revenues** | | | | | |
| Material Sales | $ 50,000 | $ 37,500 | $ 37,452 | $ (48) | -0.13% |
| ***Total Operations Revenues*** | **$ 50,000** | **$ 37,500** | **$ 37,452** | **$ (48)** | **-0.13%** |
| **Expenses** | | | | | |
| Personnel Cost | $ 603,429 | $ 452,572 | $ 467,069 | $ (14,497) | -3.20% |
| Professional Services | - | - | 5,697 | (5,697) | |
| Other Services and Charges | 16,300 | 12,225 | 9,796 | 2,429 | 19.87% |
| Communications | 19,000 | 14,250 | 12,468 | 1,782 | 12.51% |
| Information Technology | - | - | - | - | |
| Vehicles and Equip. Maintenance | 105,000 | 78,750 | 46,259 | 32,491 | 41.26% |
| Supplies | - | - | - | - | |
| Operations and Maintenance | 15,000 | 11,250 | 7,916 | 3,334 | 29.63% |
| Environmental Remediations | - | - | - | - | |
| Equipment Replacement | 65,000 | 48,750 | 48,750 | (0) | 0.00% |
| ***Total Operations Expenses*** | $ 823,729 | $ 617,797 | $ 597,955 | $ 19,842 | 3.21% |
| Allocation of Administration Costs | - | - | - | - | |
| ***Expenses With Admin Allocations*** | **$ 823,729** | **$ 617,797** | **$ 597,955** | **$ 19,842** | **3.21%** |
| **Net Operating Income (Loss)** | **$ (773,729)** | **$ (580,297)** | **$ (560,503)** | 19,793 | -3.41% |

| **Summary of Local Support** | | | | |
|---|---|---|---|---|
| **County** | $ 773,729 | $ 580,297 | $ 580,297 | $ - |
| | **$ 773,729** | **$ 580,297** | **$ 580,297** | **$ -** |

| | |
|---|---|
| Estimated True-up | $ 19,793 |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

# Recycling

*McIntire & Paper Sort*

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **Revenues** | | | | | |
| Material Sales & other revenues | $ 150,000 | $ 112,500 | $ 95,641 | $ (16,859) | -14.99% |
| Grants | 45,000 | 33,750 | 57,039 | 23,289 | 69.00% |
| ***Total Operations Revenues*** | **$ 195,000** | **$ 146,250** | **$ 152,680** | **$ 6,430** | **4.40%** |
| **Expenses** | | | | | |
| Personnel Cost | $ 528,996 | $ 396,747 | $ 421,390 | $ (24,643) | -6.21% |
| Professional Services | - | - | 1,620 | (1,620) | |
| Other Services and Charges | 65,100 | 48,825 | 32,200 | 16,625 | 34.05% |
| Communications | 3,400 | 2,550 | 8,563 | (6,013) | -235.78% |
| Information Technology | 10,000 | 7,500 | - | 7,500 | 0.00% |
| Vehicles and Equip. Maintenance | 118,600 | 88,950 | 59,927 | 29,023 | 32.63% |
| Supplies | 50 | 38 | - | 38 | 100.00% |
| Operations and Maintenance | 86,000 | 64,500 | 36,626 | 27,874 | 43.21% |
| Environmental Remediations | - | - | - | - | 0.00% |
| Equipment Replacement | 100,000 | 75,000 | 75,000 | 0 | 0.00% |
| ***Total Operations Expenses*** | $ 912,146 | $ 684,109 | $ 635,326 | $ 48,784 | 7.13% |
| Allocation of Administration Costs | 264,503 | 198,377 | 203,629 | (5,252) | -2.65% |
| ***Expenses With Admin Allocations*** | **$ 1,176,649** | **$ 882,486** | **$ 838,955** | **$ 43,532** | **4.93%** |
| **Net Operating Income (Loss)** | **$ (981,649)** | **$ (736,236)** | **$ (686,275)** | 49,962 | -6.79% |

| **Summary of Local Support** | | | | |
|---|---|---|---|---|
| **County** | $ 687,154 | $ 515,366 | $ 515,366 | $ - |
| **City** | 294,495 | 220,871 | 220,871 | $ - |
| | **$ 981,649** | **$ 736,236** | **$ 736,236** | **$ -** |

| | |
|---|---|
| Estimated True-up - County | $ 34,973 |
| Estimated True-up - City | $ 14,989 |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue and Expense Summary Report**

| | FY 2026 | | | | |
|---|---|---|---|---|---|
| | ***Budget FY 2026*** | Budget YTD | Actual YTD | ***Variance $*** | ***Variance %*** |
| **Administration** | | | | | |
| **Revenues** | | | | | |
| Interest revenues | $ 100,000 | $ 75,000 | $ 93,945 | $ 18,945 | 25.26% |
| Late Fees | 15,000 | 11,250 | 10,628 | (622) | -5.53% |
| ***Total Operations Revenues*** | **$ 115,000** | **$ 86,250** | **$ 104,573** | **$ 18,323** | **21.24%** |
| **Expenses** | | | | | |
| Personnel Cost | $ 237,614 | $ 178,210 | $ 186,636 | $ (8,426) | -4.73% |
| Professional Services | 105,000 | 78,750 | 25,560 | 53,190 | 67.54% |
| Other Services and Charges | 1,080,200 | 810,150 | 851,728 | (41,578) | -5.13% |
| Communications | 5,700 | 4,275 | 1,073 | 3,202 | 74.90% |
| Information Technology | 8,000 | 6,000 | 56,899 | (50,899) | -848.31% |
| Vehicles and Equip. Maintenance | - | - | - | - | |
| Supplies | 1,000 | 750 | 822 | (72) | -9.54% |
| Operations and Maintenance | - | - | - | - | |
| Environmental Remediations | - | - | - | - | |
| Equipment Replacement | - | - | - | - | |
| ***Subtotal Before Allocations*** | $ 1,437,514 | $ 1,078,135 | $ 1,122,717 | $ (44,582) | -4.14% |
| **Net Operating Income (Loss)** | **$ (1,322,514)** | **$ (991,885)** | **$ (1,018,144)** | (26,259) | 2.65% |

| **Allocation to Cost Centers (per agreement)** | | | | | | |
|---|---|---|---|---|---|---|
| | **Allocation %** | | | | | |
| **Ivy Operations** | 25% | $ 330,628 | $ 247,971 | $ 254,536 | $ (6,565) | -23.01% |
| **Ivy Environmental** | 30% | 396,754 | 297,566 | 305,443 | (7,878) | -23.01% |
| **Ivy Transfer** | 25% | 330,628 | 247,971 | 254,536 | (6,565) | -23.01% |
| **County Convenience Centers** | 0% | - | - | - | - | |
| **Recycling** | 20% | 264,503 | 198,377 | 203,629 | (5,252) | -23.01% |
| **Total Allocation to Cost Centers** | 100% | **$ 1,322,514** | **$ 991,885** | **$ 1,018,144** | **$ (26,259)** | **-23.01%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Revenue Detail Report**

| Revenue Line Item | Tonnage Budget FY 2026 | Tonnage Actual YTD | Revenue Budget FY 2026 | Revenue Budget YTD | Revenue Actual YTD | Revenue Budget vs. Actual | Revenue Variance % |
|---|---|---|---|---|---|---|---|
| **IVY TIPPING FEES** | | | | | | | |
| Clean Fill Material | 130,000 | 131,979 | $ 650,000 | $ 487,500 | $ 731,476 | $ 243,976 | 50.05% |
| Grindable Vegetative Material | 9,000 | 5,841 | 486,000 | 364,500 | 316,856 | (47,644) | -13.07% |
| Tires, Whole | 75 | 68 | 14,250 | 10,688 | 12,966 | 2,279 | 21.32% |
| Tires/White Good (per item) | | | 35,000 | 26,250 | 33,471 | 7,221 | 27.51% |
| *Subtotal* | 139,075 | 137,888 | $ 1,185,250 | $ 888,938 | $ 1,094,769 | $ 205,832 | 23.15% |
| **MATERIAL SALES - IVY** | | | | | | | |
| Encore | | | $ 10,000 | $ 7,500 | $ 3,103 | $ (4,397) | -58.63% |
| Metals | | | 35,000 | 26,250 | 18,042 | (8,208) | -31.27% |
| Wood Mulch & Chips | | | 5,000 | 3,750 | 6,554 | 2,804 | 74.77% |
| Hauling Fees | | | 10,000 | 7,500 | 19,032 | 11,532 | 153.76% |
| Other Materials | | | - | - | - | - | |
| *Subtotal* | | | $ 60,000 | $ 45,000 | $ 46,731 | $ 1,731 | 3.85% |
| ***TOTAL IVY OPERATIONS*** | | | $ 1,245,250 | $ 933,938 | $ 1,141,500 | $ 207,562 | |
| **IVY TRANSFER STATION** | | | | | | | |
| Compost Services | | | $ - | $ - | $ - | $ - | |
| MSW Transfer Station | 65,000 | 57,817 | 3,900,000 | 2,925,000 | 3,507,002 | 582,002 | 19.90% |
| *Subtotal* | 65,000 | 57,817 | $ 3,900,000 | $ 2,925,000 | $ 3,507,002 | $ 582,002 | 19.90% |
| **OTHER REVENUES** | | | | | | | |
| Service Charge Fees | | | $ 95,000 | $ 71,250 | $ 90,896 | $ 19,646 | 27.57% |
| Other Revenues | | | 8,000 | 6,000 | 28,164 | 22,164 | 369.39% |
| *Subtotal* | | | $ 103,000 | $ 77,250 | $ 119,060 | $ 41,810 | 54.12% |
| ***TOTAL IVY TRANSFER*** | | | $ 4,003,000 | $ 3,002,250 | $ 3,626,062 | $ 623,812 | |
| **COUNTY CONVENIENCE CENTERS** | | | | | | | |
| Material Sales | | | $ 50,000 | $ 37,500 | $ 37,452 | $ (48) | -0.13% |
| *Subtotal* | | | $ 50,000 | $ 37,500 | $ 37,452 | $ (48) | -0.13% |
| **RECYCLING** | | | | | | | |
| Material Sales | | | $ 145,000 | $ 108,750 | $ 87,388 | $ (21,362) | -19.64% |
| Other Materials & Services | | | 5,000 | 3,750 | 8,253 | 4,503 | 120.09% |
| Grants-Operating | | | 45,000 | 33,750 | 57,039 | 23,289 | 69.00% |
| *Subtotal* | | | $ 195,000 | $ 146,250 | $ 152,680 | $ 6,430 | 4.40% |
| **INTEREST, LATE FEES, OTHER** | | | | | | | |
| Trust Fund Interest | | | $ - | $ - | $ 6,464 | $ 6,464 | #DIV/0! |
| Finance Charges | | | 15,000 | 11,250 | 10,628 | (622) | -5.53% |
| Capital Reserve Fund Interest | | | 50,000 | 37,500 | 38,087 | 587 | 1.57% |
| Operating Investment Interest | | | 50,000 | 37,500 | 49,394 | 11,894 | 31.72% |
| *Subtotal* | | | $ 115,000 | $ 86,250 | $ 104,573 | $ 18,323 | 21.24% |
| **IVY ENVIRONMENTAL** | | | | | | | |
| Forestry Revenue | | | $ - | $ - | $ - | $ - | |
| Lease Revenue | | | | | 114,909 | 114,909 | |
| *Subtotal* | | | $ - | $ - | $ 114,909 | $ 114,909 | |
| **Total Revenues** | | | **$ 5,608,250** | **$ 4,206,188** | **$ 5,177,176** | **$ 970,988** | **23.08%** |
| **REMEDIATION SUPPORT AND REVENUE** | | | | | | | |
| UVA Contribution | | | $ 79,982 | $ 59,987 | $ 79,982 | $ 19,996 | 33.33% |
| County Contribution | | | 999,941 | 749,956 | 749,955 | (1) | 0.00% |
| City Contribution | | | 550,355 | 412,766 | 412,766 | - | 0.00% |
| **Total Remediation Local Support** | | | **$ 1,630,278** | **$ 1,222,709** | **$ 1,242,703** | **$ 19,995** | **1.64%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Operations**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 273,200 | $ 204,900 | $ 226,956 | $ (22,056) | -10.76% |
| 11010 | Holiday & Overtime Pay | 11,000 | 8,250 | 8,860 | (610) | -7.40% |
| 12010 | FICA | 21,741 | 16,306 | 17,688 | (1,382) | -8.48% |
| 12020 | Health Insurance | 62,000 | 46,500 | 38,272 | 8,228 | 17.69% |
| 12026 | Employee Assistance & OPEB | 50 | 38 | 59 | (21) | -57.20% |
| 12030 | Retirement | 15,299 | 11,474 | 11,402 | 72 | 0.63% |
| 12040 | Life Insurance | 3,661 | 2,746 | 2,393 | 353 | 12.85% |
| 12050 | Fitness Program | 300 | 225 | 345 | (120) | -53.21% |
| 12060 | Worker's Comp Insurance | 14,500 | 10,875 | 12,461 | (1,586) | -14.58% |
| | *Subtotal* | $ 401,751 | $ 301,314 | $ 318,437 | $ (17,123) | -5.68% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ 75 | $ - | $ 75 | 100.00% |
| 13150 | Education & Training | 2,700 | 2,025 | 342 | 1,683 | 83.12% |
| 13200 | Travel & Lodging | 200 | 150 | - | 150 | 100.00% |
| 13250 | Uniforms | 4,000 | 3,000 | 5,317 | (2,317) | -77.24% |
| 13325 | Recruiting and Medical Testing | 200 | 150 | 212 | (62) | -41.42% |
| 13350 | Other | 500 | 375 | 258 | 117 | 31.31% |
| | *Subtotal* | $ 7,700 | $ 5,775 | $ 6,129 | $ (354) | -6.12% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Accounting Services | - | - | - | - | |
| 20300 | Engineering Consultants | - | - | 17,283 | (17,283) | |
| | *Subtotal* | $ - | $ - | $ 17,283 | $ (17,283) | |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 3,000 | $ 2,250 | $ 3,099 | $ (849) | -37.73% |
| 21150 | Advertising/Communication/Outreach | - | - | 165 | (165) | |
| 21250 | Administrative Services RWSA | - | - | - | - | |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 2,000 | 1,500 | 563 | 937 | |
| 21300 | Authority Dues/Permits/Fees | 1,200 | 900 | 5 | 895 | 99.44% |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 3,500 | 2,625 | 921 | 1,704 | 64.93% |
| 21420 | General Other Services | 20,000 | 15,000 | 25,614 | (10,614) | -70.76% |
| 21430 | Governance & Strategic Support | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | |
| | *Subtotal* | $ 29,700 | $ 22,275 | $ 30,366 | $ (8,091) | -36.32% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ - | $ - | $ 34 | $ (34) | |
| 22150 | Telephone & Data Service | 15,000 | 11,250 | 7,846 | 3,404 | 30.26% |
| 22200 | Cell Phones & Pagers | 2,500 | 1,875 | 1,169 | 706 | 37.66% |
| | *Subtotal* | $ 17,500 | $ 13,125 | $ 9,049 | $ 4,076 | 31.06% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ 10,000 | $ 7,500 | $ 200 | $ 7,300 | 97.33% |
| 31200 | Maintenance & Support Services | 4,000 | 3,000 | 290 | 2,710 | 90.34% |
| 31250 | Software Subscriptions/Purchases | 20,000 | 15,000 | 824 | 14,176 | |
| | *Subtotal* | $ 34,000 | $ 25,500 | $ 1,314 | $ 24,186 | 94.85% |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 15,000 | $ 11,250 | $ 3,705 | $ 7,545 | 67.06% |
| 32150 | Equipment Maintenance & Repair | 50,000 | 37,500 | 48,598 | (11,098) | -29.60% |
| 32200 | Fuel | 17,000 | 12,750 | 13,559 | (809) | -6.34% |
| 32300 | Trailer Maintenance & Repair | | - | - | - | |
| | *Subtotal* | $ 82,000 | $ 61,500 | $ 65,862 | $ (4,362) | -7.09% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ 10,000 | $ 7,500 | $ 3,391 | $ 4,109 | 54.79% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | |
| 33350 | Postage | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ 7,500 | $ 3,391 | $ 4,109 | 54.79% |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 15,000 | $ 11,250 | $ 53,218 | $ (41,968) | -373.05% |
| 41160 | Forestry Services | - | - | - | - | |
| 41400 | Materials, Supplies & Tools | 3,000 | 2,250 | 4,455 | (2,205) | -98.02% |
| 41450 | HHW Disposal | - | - | - | - | |
| 41500 | Contracted Labor | - | - | 475 | (475) | |
| 41550 | Material Purchases | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Operations**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 41650 | Wood Grinding | 321,000 | 240,750 | 255,517 | (14,767) | -6.13% |
| 41700 | Building Rental | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | |
| 41760 | Tire Disposal | 26,000 | 19,500 | 18,412 | 1,088 | 5.58% |
| | *Subtotal* | $ 365,000 | $ 273,750 | $ 332,078 | $ (58,328) | -21.31% |
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | |
| 51200 | Surface Water & Water Supply Monitoring | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ - | $ - | $ - | $ - | |
| | Depreciation | 200,000 | 150,000 | 150,000 | 0 | 0.00% |
| | *Subtotal* | $ 200,000 | $ 150,000 | $ 150,000 | $ 0 | 0.00% |
| | **Total** | **$ 1,147,651** | **$ 860,739** | **$ 933,908** | **$ (73,170)** | **-8.50%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Environmental**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 150,600 | $ 112,950 | $ 125,783 | $ (12,833) | -11.36% |
| 11010 | Holiday & Overtime Pay | 8,000 | 6,000 | 4,910 | 1,090 | 18.16% |
| 12010 | FICA | 12,133 | 9,100 | 9,803 | (704) | -7.73% |
| 12020 | Health Insurance | 35,400 | 26,550 | 21,211 | 5,339 | 20.11% |
| 12026 | Employee Assistance & OPEB | 40 | 30 | 33 | (3) | -9.00% |
| 12030 | Retirement | 8,434 | 6,325 | 6,319 | 6 | 0.09% |
| 12040 | Life Insurance | 2,018 | 1,514 | 1,326 | 187 | 12.38% |
| 12050 | Fitness Program | 250 | 188 | 191 | (4) | -1.89% |
| 12060 | Worker's Comp Insurance | 12,000 | 9,000 | 10,306 | (1,306) | -14.51% |
| | *Subtotal* | $ 228,875 | $ 171,656 | $ 179,883 | $ (8,227) | -4.79% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ 75 | $ - | $ 75 | 100.00% |
| 13150 | Education & Training | 2,800 | 2,100 | 189 | 1,911 | 90.98% |
| 13200 | Travel & Lodging | 200 | 150 | - | 150 | 100.00% |
| 13250 | Uniforms | 2,700 | 2,025 | 2,947 | (922) | -45.53% |
| 13325 | Recruiting and Medical Testing | 500 | 375 | 118 | 257 | 68.65% |
| 13350 | Other | 500 | 375 | 143 | 232 | 61.93% |
| | *Subtotal* | $ 6,800 | $ 5,100 | $ 3,397 | $ 1,703 | 33.40% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Accounting Services | - | - | - | - | |
| 20300 | Engineering Consultants | 75,000 | 56,250 | 38,048 | 18,202 | 32.36% |
| | *Subtotal* | $ 75,000 | $ 56,250 | $ 38,048 | $ 18,202 | |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 800 | $ 600 | $ 833 | $ (233) | -38.75% |
| 21150 | Advertising/Communication/Outreach | 1,000 | 750 | - | 750 | 100.00% |
| 21250 | Administrative Services RWSA | - | - | - | - | |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | - | - | 70 | (70) | |
| 21300 | Authority Dues/Permits/Fees | 3,400 | 2,550 | 1,538 | 1,012 | 39.69% |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 3,000 | 2,250 | 1,167 | 1,083 | 48.15% |
| 21420 | General Other Services | - | - | - | - | |
| 21430 | Governance & Strategic Support | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | |
| | *Subtotal* | $ 8,200 | $ 6,150 | $ 3,607 | $ 2,543 | 41.35% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ - | $ - | $ 19 | $ (19) | |
| 22150 | Telephone & Data Service | 1,000 | 750 | - | 750 | 100.00% |
| 22200 | Cell Phones & Pagers | 150 | 113 | 133 | (20) | -17.97% |
| | *Subtotal* | $ 1,150 | $ 863 | $ 152 | $ 711 | 82.42% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | - | - | - | - | |
| 31250 | Software Subscriptions/Purchases | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 5,500 | $ 4,125 | $ 1,118 | $ 3,007 | 72.89% |
| 32150 | Equipment Maintenance & Repair | 5,000 | 3,750 | 6,409 | (2,659) | -70.91% |
| 32200 | Fuel | 12,000 | 9,000 | 7,514 | 1,486 | 16.51% |
| 32300 | Trailer Maintenance & Repair | 1,000 | 750 | 2,801 | (2,051) | -273.43% |
| | *Subtotal* | $ 23,500 | $ 17,625 | $ 17,843 | $ (218) | -1.24% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ - | $ - | $ - | $ - | |
| 33150 | Subscriptions/Reference Material | - | - | - | - | |
| 33350 | Postage | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 60,000 | $ 45,000 | $ 69,840 | $ (24,840) | -55.20% |
| 41160 | Forestry Services | 11,000 | 8,250 | - | 8,250 | |
| 41400 | Materials, Supplies & Tools | 22,000 | 16,500 | 2,953 | 13,547 | 82.11% |
| 41450 | HHW Disposal | 190,000 | 142,500 | 158,321 | (15,821) | -11.10% |
| 41500 | Contracted Labor | - | - | - | - | |
| 41550 | Material Purchases | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | |
| 41750 | Leach Treatment | 2,000 | 1,500 | 933 | 567 | 37.83% |
| 41760 | Tire Disposal | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Environmental**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| | *Subtotal* | $ 285,000 | $ 213,750 | $ 232,046 | $ (18,296) | -8.56% |
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ 81,500 | $ 61,125 | $ 6,420 | $ 54,705 | 89.50% |
| 41360 | Gas Systems Maintenance | 40,000 | 30,000 | 53,638 | (23,638) | -78.79% |
| 51101 | Settlement Agreement (Air & Groundwater) | 13,000 | 9,750 | 10,906 | (1,156) | -11.85% |
| 51110 | Compliance Ground Water Well Monitoring | 85,000 | 63,750 | 68,181 | (4,431) | -6.95% |
| 51200 | Surface Water & Water Supply Monitoring | 18,000 | 13,500 | 9,308 | 4,192 | 31.05% |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | 50,000 | 37,500 | 32,723 | 4,777 | 12.74% |
| 51651 | Full Scale EBR - Injection & Reporting | 35,000 | 26,250 | 21,435 | 4,815 | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | 14,000 | 10,500 | 6,409 | 4,091 | 38.96% |
| 41900 | Closure Costs | - | - | - | - | |
| 51800 | Contingency | 8,500 | 6,375 | - | 6,375 | 100.00% |
| | *Subtotal* | $ 345,000 | $ 258,750 | $ 209,019 | $ 49,731 | 19.22% |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ - | $ - | $ - | $ - | |
| | Depreciation | 260,000 | 195,000 | 195,000 | (0) | 0.00% |
| | *Subtotal* | $ 260,000 | $ 195,000 | $ 195,000 | $ (0) | 0.00% |
| | **Total** | **$ 1,233,525** | **$ 925,143** | **$ 878,994** | **$ 46,149** | **4.99%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Transfer Station**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 472,000 | $ 354,000 | $ 393,755 | $ (39,755) | -11.23% |
| 11010 | Holiday & Overtime Pay | 30,000 | 22,500 | 15,372 | 7,128 | 31.68% |
| 12010 | FICA | 38,403 | 28,802 | 30,688 | (1,886) | -6.55% |
| 12020 | Health Insurance | 118,700 | 89,025 | 66,400 | 22,625 | 25.41% |
| 12026 | Employee Assistance & OPEB | 150 | 113 | 102 | 10 | 9.07% |
| 12030 | Retirement | 26,432 | 19,824 | 19,782 | 42 | 0.21% |
| 12040 | Life Insurance | 6,325 | 4,744 | 4,151 | 592 | 12.48% |
| 12050 | Fitness Program | 800 | 600 | 598 | 2 | 0.33% |
| 12060 | Worker's Comp Insurance | 35,000 | 26,250 | 30,074 | (3,824) | -14.57% |
| | *Subtotal* | $ 727,810 | $ 545,857 | $ 560,924 | $ (15,066) | -2.76% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 120 | $ 90 | $ - | $ 90 | 100.00% |
| 13150 | Education & Training | 8,000 | 6,000 | 593 | 5,407 | 90.12% |
| 13200 | Travel & Lodging | 200 | 150 | - | 150 | 100.00% |
| 13250 | Uniforms | 10,000 | 7,500 | 9,225 | (1,725) | -23.00% |
| 13325 | Recruiting and Medical Testing | 500 | 375 | 368 | 7 | 1.85% |
| 13350 | Other | 500 | 375 | 447 | (72) | -19.16% |
| | *Subtotal* | $ 19,320 | $ 14,490 | $ 10,633 | $ 3,857 | 26.62% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Accounting Services | - | - | - | - | |
| 20300 | Engineering Consultants | 70,000 | 52,500 | 7,034 | 45,466 | |
| | *Subtotal* | $ 70,000 | $ 52,500 | $ 7,034 | $ 45,466 | |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 8,000 | $ 6,000 | $ 8,256 | $ (2,256) | -37.60% |
| 21150 | Advertising/Communication/Outreach | 2,000 | 1,500 | 1,702 | (202) | -13.44% |
| 21250 | Administrative Services RWSA | - | - | - | - | |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 19,000 | 14,250 | 219 | 14,031 | |
| 21300 | Authority Dues/Permits/Fees | 9,000 | 6,750 | 7,910 | (1,160) | -17.19% |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 11,000 | 8,250 | 2,762 | 5,488 | 66.53% |
| 21420 | General Other Services | 3,000 | 2,250 | 4,873 | (2,623) | -116.59% |
| 21430 | Governance & Strategic Support | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | |
| | *Subtotal* | $ 52,000 | $ 39,000 | $ 25,721 | $ 13,279 | 34.05% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ 100 | $ 75 | $ 59 | $ 16 | |
| 22150 | Telephone & Data Service | 20,000 | 15,000 | 22,697 | (7,697) | -51.32% |
| 22200 | Cell Phones & Pagers | 1,000 | 750 | 415 | 335 | 44.61% |
| | *Subtotal* | $ 21,100 | $ 15,825 | $ 23,172 | $ (7,347) | -46.43% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ 3,000 | $ 2,250 | $ - | $ 2,250 | 100.00% |
| 31200 | Maintenance & Support Services | 12,000 | 9,000 | - | 9,000 | 100.00% |
| 31250 | Software Subscriptions/Purchases | 40,000 | 30,000 | 1,488 | 28,512 | |
| | *Subtotal* | $ 55,000 | $ 41,250 | $ 1,488 | $ 39,762 | 96.39% |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 25,000 | $ 18,750 | $ 8,306 | $ 10,444 | 55.70% |
| 32150 | Equipment Maintenance & Repair | 45,000 | 33,750 | 66,347 | (32,597) | -96.58% |
| 32200 | Fuel | 40,000 | 30,000 | 23,524 | 6,476 | 21.59% |
| 32300 | Trailer Maintenance & Repair | - | - | - | - | |
| | *Subtotal* | $ 110,000 | $ 82,500 | $ 98,176 | $ (15,676) | -19.00% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ 10,000 | $ 7,500 | $ 10,173 | $ (2,673) | -35.64% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | |
| 33350 | Postage | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ 7,500 | $ 10,173 | $ (2,673) | -35.64% |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 45,000 | $ 33,750 | $ 61,291 | $ (27,541) | -81.60% |
| 41160 | Forestry Services | - | - | - | - | |
| 41400 | Materials, Supplies & Tools | 15,000 | 11,250 | 22,191 | (10,941) | -97.26% |
| 41450 | HHW Disposal | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | |
| 41550 | Material Purchases | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Ivy Transfer Station**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| | *Subtotal* | $ 60,000 | $ 45,000 | $ 83,483 | $ (38,483) | -85.52% |
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ 3,767,548 | $ 2,825,661 | $ 3,463,398 | (637,738) | -22.57% |
| | *Subtotal* | $ 3,767,548 | $ 2,825,661 | $ 3,463,398 | $ (637,738) | -22.57% |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | |
| 51200 | Surface Water & Water Supply Monitoring | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | |
| 41900 | Closure Costs | 3,500 | 2,625 | - | 2,625 | 100.00% |
| 51800 | Contingency | - | - | - | - | |
| | *Subtotal* | $ 3,500 | $ 2,625 | $ - | $ 2,625 | |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ 5,000 | $ 3,750 | $ - | $ 3,750 | |
| | Depreciation | 120,000 | 90,000 | 90,000 | - | 0.00% |
| | *Subtotal* | $ 125,000 | $ 93,750 | $ 90,000 | $ 3,750 | 4.00% |
| | **Total** | **$ 5,021,277** | **$ 3,765,958** | **$ 4,374,202** | **$ (608,244)** | **-16.15%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: County Convenience Centers**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 394,100 | $ 295,575 | $ 328,129 | $ (32,554) | -11.01% |
| 11010 | Holiday & Overtime Pay | 20,000 | 15,000 | 12,810 | 2,190 | 14.60% |
| 12010 | FICA | 31,679 | 23,759 | 25,574 | (1,815) | -7.64% |
| 12020 | Health Insurance | 103,200 | 77,400 | 55,334 | 22,066 | 28.51% |
| 12026 | Employee Assistance & OPEB | 100 | 75 | 85 | (10) | -13.68% |
| 12030 | Retirement | 22,070 | 16,552 | 16,485 | 67 | 0.40% |
| 12040 | Life Insurance | 5,281 | 3,961 | 3,460 | 501 | 12.65% |
| 12050 | Fitness Program | 550 | 413 | 498 | (86) | |
| 12060 | Worker's Comp Insurance | 18,500 | 13,875 | 15,833 | (1,958) | -14.11% |
| | *Subtotal* | $ 595,479 | $ 446,609 | $ 458,208 | $ (11,599) | -2.60% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ - | $ - | $ - | $ - | |
| 13150 | Education & Training | 1,500 | 1,125 | 494 | 631 | 56.08% |
| 13200 | Travel & Lodging | 100 | 75 | - | 75 | 100.00% |
| 13250 | Uniforms | 6,000 | 4,500 | 7,688 | (3,188) | -70.84% |
| 13325 | Recruiting and Medical Testing | 150 | 113 | 307 | (194) | -172.60% |
| 13350 | Other | 200 | 150 | 372 | (222) | -148.27% |
| | *Subtotal* | $ 7,950 | $ 5,963 | $ 8,861 | $ (2,898) | -48.61% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Accounting Services | - | - | - | - | |
| 20300 | Engineering Consultants | - | - | 5,697 | (5,697) | |
| | *Subtotal* | $ - | $ - | $ 5,697 | $ (5,697) | |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 4,500 | $ 3,375 | $ 4,648 | $ (1,273) | -37.73% |
| 21150 | Advertising/Communication/Outreach | 800 | 600 | - | 600 | 100.00% |
| 21250 | Administrative Services RWSA | - | - | - | - | |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 1,000 | 750 | 182 | 568 | 75.69% |
| 21300 | Authority Dues/Permits/Fees | - | - | - | - | |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 10,000 | 7,500 | 788 | 6,712 | 89.49% |
| 21420 | General Other Services | - | - | 4,177 | (4,177) | |
| 21430 | Governance & Strategic Support | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | |
| | *Subtotal* | $ 16,300 | $ 12,225 | $ 9,796 | $ 2,429 | 19.87% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ 3,000 | $ 2,250 | $ 49 | $ 2,201 | |
| 22150 | Telephone & Data Service | 15,000 | 11,250 | 12,072 | (822) | |
| 22200 | Cell Phones & Pagers | 1,000 | 750 | 346 | 404 | |
| | *Subtotal* | $ 19,000 | $ 14,250 | $ 12,468 | $ 1,782 | |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | - | - | - | - | |
| 31250 | Software Subscriptions/Purchases | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 30,000 | $ 22,500 | $ 16,103 | $ 6,397 | 28.43% |
| 32150 | Equipment Maintenance & Repair | 30,000 | 22,500 | 9,422 | 13,078 | 58.13% |
| 32200 | Fuel | 40,000 | 30,000 | 19,603 | 10,397 | 34.66% |
| 32300 | Trailer Maintenance & Repair | 5,000 | 3,750 | 1,132 | 2,618 | 69.82% |
| | *Subtotal* | $ 105,000 | $ 78,750 | $ 46,259 | $ 32,491 | 41.26% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ - | $ - | $ - | $ - | |
| 33150 | Subscriptions/Reference Material | - | - | - | - | |
| 33350 | Postage | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 10,000 | $ 7,500 | $ 7,154 | $ 346 | 4.61% |
| 41160 | Forestry Services | - | - | - | - | |
| 41400 | Materials, Supplies & Tools | 5,000 | 3,750 | 762 | 2,988 | 79.68% |
| 41450 | HHW Disposal | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | |
| 41550 | Material Purchases | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: County Convenience Centers**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| | *Subtotal* | $ 15,000 | $ 11,250 | $ 7,916 | $ 3,334 | 29.63% |
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | |
| 51200 | Surface Water & Water Supply Monitoring | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ - | $ - | $ - | $ - | |
| | Depreciation | 65,000 | 48,750 | 48,750 | (0) | 0.00% |
| | *Subtotal* | $ 65,000 | $ 48,750 | $ 48,750 | $ (0) | 0.00% |
| | **Total** | **$ 823,729** | **$ 617,797** | **$ 597,955** | **$ 19,842** | **3.21%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Recycling**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 351,600 | $ 263,700 | $ 292,582 | $ (28,882) | -10.95% |
| 11010 | Holiday & Overtime Pay | 15,000 | 11,250 | 11,422 | (172) | -1.53% |
| 12010 | FICA | 28,045 | 21,034 | 22,803 | (1,769) | -8.41% |
| 12020 | Health Insurance | 78,900 | 59,175 | 49,339 | 9,836 | 16.62% |
| 12026 | Employee Assistance & OPEB | 70 | 53 | 76 | (23) | -44.74% |
| 12030 | Retirement | 19,690 | 14,767 | 14,699 | 68 | 0.46% |
| 12040 | Life Insurance | 4,711 | 3,534 | 3,085 | 449 | 12.70% |
| 12050 | Fitness Program | 380 | 285 | 444 | (159) | -55.93% |
| 12060 | Worker's Comp Insurance | 22,200 | 16,650 | 19,019 | (2,369) | -14.23% |
| | *Subtotal* | $ 520,596 | $ 390,447 | $ 413,470 | $ (23,023) | -5.90% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ 75 | $ - | $ 75 | 100.00% |
| 13150 | Education & Training | 4,000 | 3,000 | 441 | 2,559 | 85.32% |
| 13200 | Travel & Lodging | 100 | 75 | - | 75 | 100.00% |
| 13250 | Uniforms | 4,000 | 3,000 | 6,855 | (3,855) | -128.49% |
| 13325 | Recruiting and Medical Testing | - | - | 273 | (273) | |
| 13350 | Other | 200 | 150 | 351 | (201) | -134.14% |
| | *Subtotal* | $ 8,400 | $ 6,300 | $ 7,920 | $ (1,620) | -25.71% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Accounting Services | - | - | - | - | |
| 20300 | Engineering Consultants | - | - | 1,620 | (1,620) | |
| | *Subtotal* | $ - | $ - | $ 1,620 | $ (1,620) | |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 3,900 | $ 2,925 | $ 4,024 | $ (1,099) | -37.57% |
| 21150 | Advertising/Communication/Outreach | 15,000 | 11,250 | - | 11,250 | 100.00% |
| 21250 | Administrative Services RWSA | - | - | - | - | |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 4,000 | 3,000 | 1,025 | 1,975 | |
| 21300 | Authority Dues/Permits/Fees | - | - | - | - | |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 12,200 | 9,150 | 4,673 | 4,477 | 48.93% |
| 21420 | General Other Services | 30,000 | 22,500 | 22,477 | 23 | 0.10% |
| 21430 | Governance & Strategic Support | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | |
| | *Subtotal* | $ 65,100 | $ 48,825 | $ 32,200 | $ 16,625 | 34.05% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ 100 | $ 75 | $ 44 | $ 31 | |
| 22150 | Telephone & Data Service | 2,000 | 1,500 | 7,516 | (6,016) | -401.07% |
| 22200 | Cell Phones & Pagers | 1,300 | 975 | 1,002 | (27) | -2.81% |
| | *Subtotal* | $ 3,400 | $ 2,550 | $ 8,563 | $ (6,013) | -235.78% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | 10,000 | 7,500 | - | 7,500 | |
| 31250 | Software Subscriptions/Purchases | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ 7,500 | $ - | $ 7,500 | |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 50,600 | $ 37,950 | $ 22,380 | $ 15,570 | 41.03% |
| 32150 | Equipment Maintenance & Repair | 30,000 | 22,500 | 15,218 | 7,282 | 32.36% |
| 32200 | Fuel | 22,000 | 16,500 | 20,631 | (4,131) | -25.04% |
| 32300 | Trailer Maintenance & Repair | 16,000 | 12,000 | 1,698 | 10,302 | 85.85% |
| | *Subtotal* | $ 118,600 | $ 88,950 | $ 59,927 | $ 29,023 | 32.63% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ 50 | $ 38 | $ - | $ 38 | 100.00% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | #DIV/0! |
| 33350 | Postage | | - | - | - | |
| | *Subtotal* | $ 50 | $ 38 | $ - | $ 38 | |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 18,000 | $ 13,500 | $ 2,400 | $ 11,100 | 82.22% |
| 41160 | Forestry Services | - | - | - | - | |
| 41400 | Materials, Supplies & Tools | 10,000 | 7,500 | 7,725 | (225) | -3.00% |
| 41450 | HHW Disposal | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | |
| 41550 | Material Purchases | 18,000 | 13,500 | 2,202 | 11,298 | 83.69% |
| 41650 | Wood Grinding | - | - | - | - | |
| 41700 | Building Rental | 40,000 | 30,000 | 24,300 | 5,700 | 19.00% |
| 41750 | Leach Treatment | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | |
| | *Subtotal* | $ 86,000 | $ 64,500 | $ 36,626 | $ 27,874 | 43.21% |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Recycling**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | |
| 51200 | Surface Water & Water Supply Monitoring | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ - | $ - | $ - | $ - | |
| | Depreciation | 100,000 | 75,000 | 75,000 | 0 | 0.00% |
| | *Subtotal* | $ 100,000 | $ 75,000 | $ 75,000 | $ 0 | 0.00% |
| | **Total** | **$ 912,146** | **$ 684,109** | **$ 635,326** | **$ 48,784** | **7.13%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Administration**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 185,700 | $ 139,275 | $ 146,976 | $ (7,701) | -5.53% |
| 11010 | Holiday & Overtime Pay | - | - | - | - | |
| 12010 | FICA | 14,206 | 10,655 | 10,809 | (154) | -1.45% |
| 12020 | Health Insurance | 14,700 | 11,025 | 7,043 | 3,982 | 36.12% |
| 12026 | Employee Assistance & OPEB | 20 | 15 | 13 | 2 | 11.20% |
| 12030 | Retirement | 10,399 | 7,799 | 10,488 | (2,688) | -34.47% |
| 12040 | Life Insurance | 2,488 | 1,866 | 1,608 | 258 | 13.83% |
| 12050 | Fitness Program | - | - | - | - | |
| 12060 | Worker's Comp Insurance | 7,000 | 5,250 | 5,996 | (746) | -14.21% |
| | *Subtotal* | $ 234,514 | $ 175,885 | $ 182,932 | $ (7,047) | -4.01% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 1,000 | $ 750 | $ - | $ 750 | 100.00% |
| 13150 | Education & Training | 1,000 | 750 | 50 | 700 | 93.33% |
| 13200 | Travel & Lodging | - | - | - | - | #DIV/0! |
| 13250 | Uniforms | - | - | - | - | #DIV/0! |
| 13325 | Recruiting and Medical Testing | 100 | 75 | - | 75 | 100.00% |
| 13350 | Other | 1,000 | 750 | 3,654 | (2,904) | -387.15% |
| | *Subtotal* | $ 3,100 | $ 2,325 | $ 3,704 | $ (1,379) | -59.30% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ 30,000 | $ 22,500 | $ 4,339 | $ 18,162 | 80.72% |
| 20200 | Financial & Accounting Services | 15,000 | 11,250 | 17,869 | (6,619) | -58.83% |
| 20300 | Engineering Consultants | 60,000 | 45,000 | 3,353 | 41,647 | 92.55% |
| | *Subtotal* | $ 105,000 | $ 78,750 | $ 25,560 | $ 53,190 | 67.54% |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 2,200 | $ 1,650 | $ 2,266 | $ (616) | -37.36% |
| 21150 | Advertising/Communication/Outreach | 16,000 | 12,000 | 555 | 11,445 | 95.38% |
| 21250 | Administrative Services RWSA | 998,000 | 748,500 | 770,749 | (22,249) | -2.97% |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 1,000 | 750 | 69 | 681 | 90.86% |
| 21300 | Authority Dues/Permits/Fees | 45,000 | 33,750 | 43,493 | (9,743) | -28.87% |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | - | - | - | - | |
| 21420 | General Other Services | 10,000 | 7,500 | 33,696 | (26,196) | -349.28% |
| 21430 | Governance & Strategic Support | 3,000 | 2,250 | 900 | 1,350 | 60.00% |
| 21450 | Bad Debt Write-Offs | 5,000 | 3,750 | - | 3,750 | 100.00% |
| | *Subtotal* | $ 1,080,200 | $ 810,150 | $ 851,728 | $ (41,578) | -5.13% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ - | $ - | $ - | $ - | |
| 22150 | Telephone & Data Service | 4,700 | 3,525 | 1,073 | 2,452 | 69.55% |
| 22200 | Cell Phones & Pagers | 1,000 | 750 | - | 750 | 100.00% |
| | *Subtotal* | $ 5,700 | $ 4,275 | $ 1,073 | $ 3,202 | 74.90% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ 1,000 | $ 750 | $ - | $ 750 | 100.00% |
| 31200 | Maintenance & Support Services | 2,000 | 1,500 | 56,899 | (55,399) | -3693.24% |
| 31250 | Software Subscriptions/Purchases | 5,000 | 3,750 | - | 3,750 | 100.00% |
| | *Subtotal* | $ 8,000 | $ 6,000 | $ 56,899 | $ (50,899) | -848.31% |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ - | $ - | $ - | $ - | |
| 32150 | Equipment Maintenance & Repair | - | - | - | - | |
| 32200 | Fuel | - | - | - | - | |
| 32300 | Trailer Maintenance & Repair | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ 1,000 | $ 750 | $ 706 | $ 44 | 5.89% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | |
| 33350 | Postage | - | - | 116 | (116) | |
| | *Subtotal* | $ 1,000 | $ 750 | $ 822 | $ (72) | -9.54% |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ - | $ - | $ - | $ - | |
| 41160 | Forestry Services | | - | - | - | |
| 41400 | Materials, Supplies & Tools | - | - | - | - | |
| 41450 | HHW Disposal | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | |
| 41550 | Material Purchases | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Administration**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | |
| 51200 | Surface Water & Water Supply Monitoring | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ - | $ - | $ - | $ - | |
| | Depreciation | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | |
| | **Total** | **$ 1,437,514** | **$ 1,078,135** | **$ 1,122,717** | **$ (44,582)** | **-4.14%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Authority-wide Detail**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | |
| 11000 | Salaries | $ 1,827,200 | $ 1,370,400 | $ 1,514,181 | $ (143,781) | -10.49% |
| 11010 | Holiday & Overtime Pay | 84,000 | 63,000 | 53,375 | 9,625 | 15.28% |
| 12010 | FICA | 146,207 | 109,655 | 117,365 | (7,710) | -7.03% |
| 12020 | Health Insurance | 412,900 | 309,675 | 237,600 | 72,076 | 23.27% |
| 12026 | Employee Assistance & OPEB | 430 | 323 | 369 | (46) | -14.27% |
| 12030 | Retirement | 102,323 | 76,742 | 79,177 | (2,434) | -3.17% |
| 12040 | Life Insurance | 24,484 | 18,363 | 16,023 | 2,341 | 12.75% |
| 12050 | Fitness Program | 2,280 | 1,710 | 2,076 | (366) | -21.43% |
| 12060 | Worker's Comp Insurance | 109,200 | 81,900 | 93,688 | (11,788) | -14.39% |
| | *Subtotal* | $ 2,709,024 | $ 2,031,768 | $ 2,113,853 | $ (82,085) | -4.04% |
| 13000 | ***Other Personnel Costs*** | | | | | |
| 13100 | Employee Dues & Licenses | $ 1,420 | $ 1,065 | $ - | $ 1,065 | 100.00% |
| 13150 | Education & Training | 20,000 | 15,000 | 2,109 | 12,891 | 85.94% |
| 13200 | Travel & Lodging | 800 | 600 | - | 600 | 100.00% |
| 13250 | Uniforms | 26,700 | 20,025 | 32,032 | (12,007) | -59.96% |
| 13325 | Recruiting and Medical Testing | 1,450 | 1,088 | 1,278 | (190) | -17.51% |
| 13350 | Other | 2,900 | 2,175 | 5,224 | (3,049) | -140.20% |
| | *Subtotal* | $ 53,270 | $ 39,953 | $ 40,643 | $ (690) | -1.73% |
| | ***Professional Services*** | | | | | |
| 20100 | Legal Fees | $ 30,000 | $ 22,500 | $ 4,339 | $ 18,162 | 80.72% |
| 20200 | Financial & Accounting Services | 15,000 | 11,250 | 17,869 | (6,619) | -58.83% |
| 20300 | Engineering Consultants | 205,000 | 153,750 | 73,035 | 80,715 | 52.50% |
| | *Subtotal* | $ 250,000 | $ 187,500 | $ 95,242 | $ 92,258 | 49.20% |
| | ***Other Services and Charges*** | | | | | |
| 21100 | General Liability/Property Insurance | $ 22,400 | $ 16,800 | $ 23,126 | $ (6,326) | -37.65% |
| 21150 | Advertising/Communication/Outreach | 34,800 | 26,100 | 2,421 | 23,679 | 90.72% |
| 21250 | Administrative Services RWSA | 998,000 | 748,500 | 770,749 | (22,249) | -2.97% |
| 21252 | EMS Programs/ Supplies | - | - | - | - | |
| 21253 | Safety Programs/ Supplies | 27,000 | 20,250 | 2,128 | 18,122 | 89.49% |
| 21300 | Authority Dues/Permits/Fees | 58,600 | 43,950 | 52,946 | (8,996) | -20.47% |
| 21350 | Laboratory Analysis | - | - | - | - | |
| 21400 | Utilities | 39,700 | 29,775 | 10,311 | 19,464 | 65.37% |
| 21420 | General Other Services | 63,000 | 47,250 | 90,837 | (43,587) | -92.25% |
| 21430 | Governance & Strategic Support | 3,000 | 2,250 | 900 | 1,350 | 60.00% |
| 21450 | Bad Debt Write-Offs | 5,000 | 3,750 | - | 3,750 | 100.00% |
| | *Subtotal* | $ 1,251,500 | $ 938,625 | $ 953,418 | $ (14,793) | -1.58% |
| 22000 | ***Communication*** | | | | | |
| 22100 | Radio | $ 3,200 | $ 2,400 | $ 206 | $ 2,194 | 91.42% |
| 22150 | Telephone & Data Service | 57,700 | 43,275 | 51,205 | (7,930) | -18.32% |
| 22200 | Cell Phones & Pagers | 6,950 | 5,213 | 3,066 | 2,147 | 41.19% |
| | *Subtotal* | $ 67,850 | $ 50,888 | $ 54,476 | $ (3,589) | -7.05% |
| 31000 | ***Information Technology*** | | | | | |
| 31100 | Computer Hardware | $ 14,000 | $ 10,500 | $ 200 | $ 10,300 | 98.10% |
| 31200 | Maintenance & Support Services | 28,000 | 21,000 | 57,188 | (36,188) | -172.32% |
| 31250 | Software Subscriptions/Purchases | 65,000 | 48,750 | 2,312 | 46,438 | 95.26% |
| | *Subtotal* | $ 107,000 | $ 80,250 | $ 59,700 | $ 20,550 | 25.61% |
| 32000 | ***Vehicle & Equipment Maintenance*** | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 126,100 | $ 94,575 | $ 51,613 | $ 42,962 | 45.43% |
| 32150 | Equipment Maintenance & Repair | 160,000 | 120,000 | 145,994 | (25,994) | -21.66% |
| 32200 | Fuel | 131,000 | 98,250 | 84,831 | 13,419 | 13.66% |
| 32300 | Trailer Maintenance & Repair | 22,000 | 16,500 | 5,630 | 10,870 | 65.88% |
| | *Subtotal* | $ 439,100 | $ 329,325 | $ 288,068 | $ 41,257 | 12.53% |
| 33000 | ***Supplies*** | | | | | |
| 33100 | Office Supplies | $ 21,050 | $ 15,788 | $ 14,269 | $ 1,518 | 9.62% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | #DIV/0! |
| 33350 | Postage | - | - | 116 | (116) | |
| | *Subtotal* | $ 21,050 | $ 15,788 | $ 14,385 | $ 1,402 | 8.88% |
| 41000 | ***Operation & Maintenance*** | | | | | |
| 41100 | Facility Maintenance/Repairs/Replace | $ 148,000 | $ 111,000 | $ 193,904 | $ (82,904) | -74.69% |
| 41160 | Forestry Services | 11,000 | 8,250 | - | 8,250 | |
| 41400 | Materials, Supplies & Tools | 55,000 | 41,250 | 38,086 | 3,164 | 7.67% |
| 41450 | HHW Disposal | 190,000 | 142,500 | 158,321 | (15,821) | -11.10% |
| 41500 | Contracted Labor | - | - | 475 | (475) | #DIV/0! |
| 41550 | Material Purchases | 18,000 | 13,500 | 2,202 | 11,298 | 83.69% |
| 41650 | Wood Grinding | 321,000 | 240,750 | 255,517 | (14,767) | -6.13% |
| 41700 | Building Rental | 40,000 | 30,000 | 24,300 | 5,700 | 19.00% |
| 41750 | Leach Treatment | 2,000 | 1,500 | 933 | 567 | 37.83% |
| 41760 | Tire Disposal | 26,000 | 19,500 | 18,412 | 1,088 | 5.58% |
| | *Subtotal* | $ 811,000 | $ 608,250 | $ 692,150 | $ (83,900) | -13.79% |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026 - March 2026**
**Monthly Expense Detail by Department**
**Department: Authority-wide Detail**

| Object Code | Line Item | Total Budget FY 2026 | Budget Year-to-Date | Actual Year-to Date | Budget vs. Actual | Variance Percentage |
|---|---|---|---|---|---|---|
| 43000 | ***Disposal Contracts*** | | | | | |
| 43100 | MSW - Ivy Transfer | $ 3,767,548 | $ 2,825,661 | $ 3,463,398 | $ (637,738) | -22.57% |
| | *Subtotal* | $ 3,767,548 | $ 2,825,661 | $ 3,463,398 | $ (637,738) | -22.57% |
| | ***Ivy Remediation*** | | | | | |
| 41350 | Ground Water Systems Maintenance | $ 81,500 | $ 61,125 | $ 6,420 | $ 54,705 | 89.50% |
| 41360 | Gas Systems Maintenance | 40,000 | 30,000 | 53,638 | (23,638) | -78.79% |
| 51101 | Settlement Agreement (Air & Groundwater) | 13,000 | 9,750 | 10,906 | (1,156) | -11.85% |
| 51110 | Compliance Ground Water Well Monitoring | 85,000 | 63,750 | 68,181 | (4,431) | -6.95% |
| 51200 | Surface Water & Water Supply Monitoring | 18,000 | 13,500 | 9,308 | 4,192 | 31.05% |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | #DIV/0! |
| 51225 | Cap Replacement and Repair | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | 50,000 | 37,500 | 32,723 | 4,777 | 12.74% |
| 51651 | Full Scale EBR - Injection & Reporting | 35,000 | 26,250 | 21,435 | 4,815 | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | #DIV/0! |
| 51670 | Cobalt MNA Monitoring | 14,000 | 10,500 | 6,409 | 4,091 | 38.96% |
| 41900 | Closure Costs | 3,500 | 2,625 | - | 2,625 | 100.00% |
| 51800 | Contingency | 8,500 | 6,375 | - | 6,375 | 100.00% |
| | *Subtotal* | $ 348,500 | $ 261,375 | $ 209,019 | $ 52,356 | 20.03% |
| 81000 | ***Equipment*** | | | | | |
| 81200 | Rental & Leases | $ 5,000 | $ 3,750 | $ - | $ 3,750 | 100.00% |
| | Depreciation | 745,000 | 558,750 | 558,750 | 0 | 0.00% |
| | *Subtotal* | $ 750,000 | $ 562,500 | $ 558,750 | $ 3,750 | 0.67% |
| | **Total** | **$ 10,575,842** | **$ 7,931,881** | **$ 8,543,103** | **$ (611,222)** | **-7.71%** |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | **Tonnages** | | | | | | | | | |
| 4 | | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | **Total** | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | |
| 7 | CITIZEN-CN | 26.54 | 24.94 | 25.74 | 25.85 | 28.20 | 30.35 | 26.92 | 23.68 | 25.77 | | | | 237.99 | | 4065 |
| 8 | CLEAN-FILL | 5,719.10 | 2,294.66 | 2,800.97 | 4,390.31 | 3,515.65 | 3,308.35 | 4,187.50 | 9,017.36 | 5,213.82 | | | | 40,447.72 | | 4005 |
| 9 | LARGE-FILL | 32,346.65 | 21,956.79 | 17,915.03 | 4,010.14 | 3,499.41 | 811.82 | 736.25 | - | 10,254.85 | | | | 91,530.94 | | 4005 |
| 10 | COMPOST | - | | - | - | - | - | - | - | - | | | | - | | 4010 |
| 11 | CONST (Dom Ivy) | 2,440.26 | 2,378.01 | 3,737.44 | 3,360.98 | 2,793.61 | 2,138.04 | 1,741.28 | 2,137.52 | 2,386.99 | | | | 23,114.13 | | 4065 |
| 12 | DOMESTIC | 4,089.26 | 3,738.25 | 3,942.02 | 4,136.55 | 3,727.31 | 3,768.28 | 3,431.68 | 3,306.61 | 4,269.62 | | | | 34,409.58 | | 4065 |
| 13 | FREON-BULK | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4055 |
| 14 | MSW | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4205 |
| 15 | MSW 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4205 |
| 16 | NC-MSW | - | - | 0.38 | 9.45 | 1.51 | 3.25 | 5.02 | 8.24 | 27.57 | | | | 55.42 | | 4065 |
| 17 | PALLETS | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4035 |
| 18 | RGLASS NC | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4040 |
| 19 | ROAD/GLASS | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4040 |
| 20 | S-TIRES | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4050 |
| 21 | TIRES | 3.67 | 3.93 | 2.75 | 31.17 | 3.71 | 3.66 | 1.92 | 15.66 | 1.86 | | | | 68.33 | | 4050 |
| 22 | VEG-WASTE | 777.99 | 730.10 | 574.91 | 776.45 | 712.25 | 573.37 | 595.73 | 410.20 | 689.74 | | | | 5,840.74 | | 4025 |
| 23 | WHITE-WT | - | - | - | - | - | - | - | - | - | - | - | - | - | | 4060 |
| 24 | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | |
| 26 | | 45,403.47 | 31,126.68 | 28,999.24 | 16,740.90 | 14,281.65 | 10,637.12 | 10,726.30 | 14,919.27 | 22,870.22 | - | - | - | 195,704.85 | | |
| 27 | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | |
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| 34 | | | | | | | | | | | | | | | | |
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| 36 | | | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | | | | |
| 40 | | | | | | | | | | | | | | | | |
| 41 | | | | | | | | | | | | | | | | |
| 42 | | | - | | - | | - | | - | | - | | | | | |

*Ivy Solid Waste and Recycling Center*
*Daily Scale Crossing Data*

RIVANNA SOLID WASTE AUTHORITY

**April 1-30, 2026**

Days of Operation: **26**

| | | | | *MSW collected at Transfer Station (tons)* | | | | |
|---|---|---|---|---|---|---|---|---|
| | | **Vehicles** | **Count** | **Citizen-Can** | **Construction** | **Domestic** | **MSW Total** | **Non-MSW Total Tons** |
| 04/01/26 | Wednesday | 299 | 343 | 0.36 | 115.08 | 199.74 | **315.18** | **298.26** |
| 04/02/26 | Thursday | 332 | 378 | 1.85 | 171.76 | 122.28 | **295.89** | **734.65** |
| 04/03/26 | Friday | 372 | 378 | 0.52 | 48.01 | 221.81 | **270.34** | **671.05** |
| 04/04/26 | Saturday | 318 | 339 | 0.84 | 12.62 | 62.86 | **76.32** | **30.40** |
| 04/05/26 | Sunday | | | | | | **-** | |
| 04/06/26 | Monday | 423 | 552 | 2.00 | 123.71 | 266.61 | **392.32** | **1,075.93** |
| 04/07/26 | Tuesday | 331 | 317 | 0.45 | 106.41 | 156.34 | **263.20** | **266.06** |
| 04/08/26 | Wednesday | 394 | 383 | 0.60 | 214.47 | 154.09 | **369.16** | **813.37** |
| 04/09/26 | Thursday | 427 | 429 | 1.98 | 59.73 | 226.57 | **288.28** | **1,555.97** |
| 04/10/26 | Friday | 274 | 265 | 0.59 | 112.19 | 104.49 | **217.27** | **357.47** |
| 04/11/26 | Saturday | 331 | 353 | 0.61 | 14.65 | 46.12 | **61.38** | **58.80** |
| 04/12/26 | Sunday | | | | | | **-** | |
| 04/13/26 | Monday | 326 | 384 | 2.09 | 180.84 | 153.60 | **336.53** | **356.94** |
| 04/14/26 | Tuesday | 328 | 329 | 0.48 | 140.11 | 157.62 | **298.21** | **410.11** |
| 04/15/26 | Wednesday | 306 | 324 | 0.33 | 229.41 | 144.23 | **373.97** | **419.56** |
| 04/16/26 | Thursday | 260 | 274 | 1.64 | 81.59 | 230.50 | **313.73** | **197.85** |
| 04/17/26 | Friday | 323 | 347 | 0.73 | 204.20 | 132.10 | **337.03** | **103.37** |
| 04/18/26 | Saturday | 347 | 343 | 0.60 | 13.20 | 58.06 | **71.86** | **52.07** |
| 04/19/26 | Sunday | | | | | | **-** | |
| 04/20/26 | Monday | 310 | 385 | 0.66 | 108.72 | 232.67 | **342.05** | **84.50** |
| 04/21/26 | Tuesday | 316 | 298 | 0.46 | 130.47 | 214.31 | **345.24** | **116.35** |
| 04/22/26 | Wednesday | 307 | 357 | 0.52 | 139.92 | 182.25 | **322.69** | **187.24** |
| 04/23/26 | Thursday | 288 | 337 | 2.78 | 116.37 | 183.79 | **302.94** | **135.61** |
| 04/24/26 | Friday | 295 | 315 | 0.50 | 127.90 | 147.68 | **276.08** | **68.07** |
| 04/25/26 | Saturday | 339 | 374 | 0.78 | 16.47 | 68.86 | **86.11** | **37.72** |
| 04/26/26 | Sunday | | | | | | **-** | |
| 04/27/26 | Monday | 348 | 370 | 2.09 | 189.05 | 165.93 | **357.07** | **486.58** |
| 04/28/26 | Tuesday | 290 | 290 | 0.32 | 163.14 | 168.52 | **331.98** | **638.56** |
| 04/29/26 | Wednesday | 379 | 396 | 0.40 | 183.41 | 127.22 | **311.03** | **918.25** |
| 04/30/26 | Thursday | 319 | 330 | 1.39 | 160.17 | 135.31 | **296.87** | **904.54** |
| | **Total** | **8,582** | **9,190** | **25.57** | **3,163.60** | **4,063.56** | **7,252.73** | **10,979.28** |
| | *Average* | *330* | *353* | *0.98* | *121.68* | *156.29* | *278.95* | *422.28* |
| | *Median* | *325* | *345* | *0.61* | *125.81* | *155.22* | *306.99* | *327.60* |
| | *Maximum* | *427* | *552* | *2.78* | *229.41* | *266.61* | *392.32* | *1,555.97* |
| | *Minimum* | *260* | *265* | *0.32* | *12.62* | *46.12* | *61.38* | *30.40* |

***Material Type & Description***

***Citizen-Can:*** *Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags*
***Construction:*** *Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)*
***Count:*** *Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)*
***Domestic:*** *Business/residential general or household waste*
***MSW:*** *Materials processed/handled at the Transfer Station*
***Non-MSW:*** *Materials processed/handled on-site*
***Vehicle:*** *Transactions or vehicles processed in a day*

*Ivy Solid Waste and Recycling Center*
*Daily Scale Crossing Data*

RIVANNA SOLID WASTE AUTHORITY

**March 1-31, 2026**

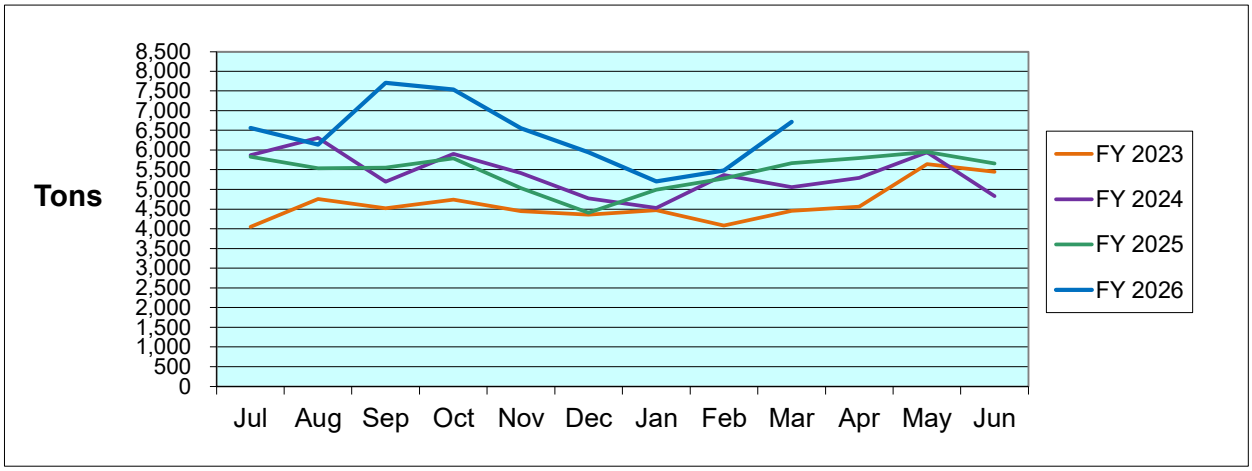
Days of Operation: **26**

| | | | | *MSW collected at Transfer Station (tons)* | | | | |
|---|---|---|---|---|---|---|---|---|
| | | **Vehicles** | **Count** | **Citizen-Can** | **Construction** | **Domestic** | **MSW Total** | **Non-MSW Total Tons** |
| 03/01/26 | Sunday | | | | | | - | |
| 03/02/26 | Monday | 284 | 310 | 1.98 | 98.77 | 204.84 | **305.59** | **395.86** |
| 03/03/26 | Tuesday | 194 | 206 | 0.39 | 93.48 | 133.85 | **227.72** | **388.62** |
| 03/04/26 | Wednesday | 235 | 281 | 0.54 | 119.58 | 133.37 | **253.49** | **225.07** |
| 03/05/26 | Thursday | 248 | 344 | 1.80 | 79.12 | 164.28 | **245.20** | **228.75** |
| 03/06/26 | Friday | 294 | 327 | 0.61 | 50.09 | 172.77 | **223.47** | **325.39** |
| 03/07/26 | Saturday | 332 | 331 | 0.93 | 56.43 | 69.85 | **127.21** | **11.13** |
| 03/08/26 | Sunday | | | | | | - | |
| 03/09/26 | Monday | 395 | 482 | 1.64 | 42.08 | 271.54 | **315.26** | **1,551.85** |
| 03/10/26 | Tuesday | 373 | 404 | 0.47 | 101.86 | 181.98 | **284.31** | **1,205.02** |
| 03/11/26 | Wednesday | 394 | 399 | 0.45 | 63.43 | 253.23 | **317.11** | **1,030.02** |
| 03/12/26 | Thursday | 180 | 203 | 1.02 | 54.58 | 148.24 | **203.84** | **151.60** |
| 03/13/26 | Friday | 365 | 361 | 0.58 | 122.32 | 125.49 | **248.39** | **1,224.57** |
| 03/14/26 | Saturday | 374 | 401 | 0.97 | 14.75 | 62.68 | **78.40** | **20.59** |
| 03/15/26 | Sunday | | | | | | - | |
| 03/16/26 | Monday | 211 | 215 | 1.76 | 81.94 | 177.54 | **261.24** | **56.67** |
| 03/17/26 | Tuesday | 266 | 287 | 0.41 | 110.86 | 163.38 | **274.65** | **191.32** |
| 03/18/26 | Wednesday | 349 | 368 | 0.45 | 164.14 | 170.57 | **335.16** | **663.41** |
| 03/19/26 | Thursday | 411 | 403 | 1.53 | 105.84 | 181.08 | **288.45** | **1,266.85** |
| 03/20/26 | Friday | 348 | 446 | 0.54 | 78.01 | 178.22 | **256.77** | **264.33** |
| 03/21/26 | Saturday | 400 | 452 | 0.90 | 12.23 | 70.56 | **83.69** | **48.44** |
| 03/22/26 | Sunday | | | | | | - | |
| 03/23/26 | Monday | 437 | 529 | 2.21 | 106.80 | 273.94 | **382.95** | **829.73** |
| 03/24/26 | Tuesday | 404 | 426 | 0.52 | 112.27 | 221.74 | **334.53** | **1,217.06** |
| 03/25/26 | Wednesday | 419 | 442 | 0.60 | 211.06 | 156.47 | **368.13** | **1,403.13** |
| 03/26/26 | Thursday | 454 | 438 | 1.62 | 123.88 | 175.99 | **301.49** | **1,371.61** |
| 03/27/26 | Friday | 359 | 394 | 0.82 | 147.27 | 127.32 | **275.41** | **694.06** |
| 03/28/26 | Saturday | 377 | 390 | 1.00 | 22.77 | 51.36 | **75.13** | **19.31** |
| 03/29/26 | Sunday | | | | | | - | |
| 03/30/26 | Monday | 371 | 470 | 1.43 | 54.70 | 267.63 | **323.76** | **726.44** |
| 03/31/26 | Tuesday | 374 | 389 | 0.60 | 158.73 | 131.70 | **291.03** | **647.58** |
| | **Total** | **8,848** | **9,698** | **25.77** | **2,386.99** | **4,269.62** | **6,682.38** | **16,158.41** |
| | *Average* | *340* | *373* | *0.99* | *91.81* | *164.22* | *257.01* | *621.48* |
| | *Median* | *368* | *392* | *0.86* | *96.13* | *167.43* | *275.03* | *521.72* |
| | *Maximum* | *454* | *529* | *2.21* | *211.06* | *273.94* | *382.95* | *1,551.85* |
| | *Minimum* | *180* | *203* | *0.39* | *12.23* | *51.36* | *75.13* | *11.13* |

***Material Type & Description***

***Citizen-Can:*** *Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags*
***Construction:*** *Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)*
***Count:*** *Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)*
***Domestic:*** *Business/residential general or household waste*
***MSW:*** *Materials processed/handled at the Transfer Station*
***Non-MSW:*** *Materials processed/handled on-site*
***Vehicle:*** *Transactions or vehicles processed in a day*

**Rivanna Solid Waste Authority**
**Ivy MSW Transfer Tonnages**
**FY 2023 - 2026**



RIVANNA SOLID WASTE AUTHORITY
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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

**FROM:** DAVID RHOADES, SOLID WASTE MANAGER
PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** IVY SOLID WASTE AND RECYCLING CENTER REPORT
OPERATIONS UPDATE

**DATE:** MAY 26, 2026

**Ivy Solid Waste and Recycling Center (ISWRC) : DEQ Permit 132: 450 tons/day MSW limit**

**March 2026**

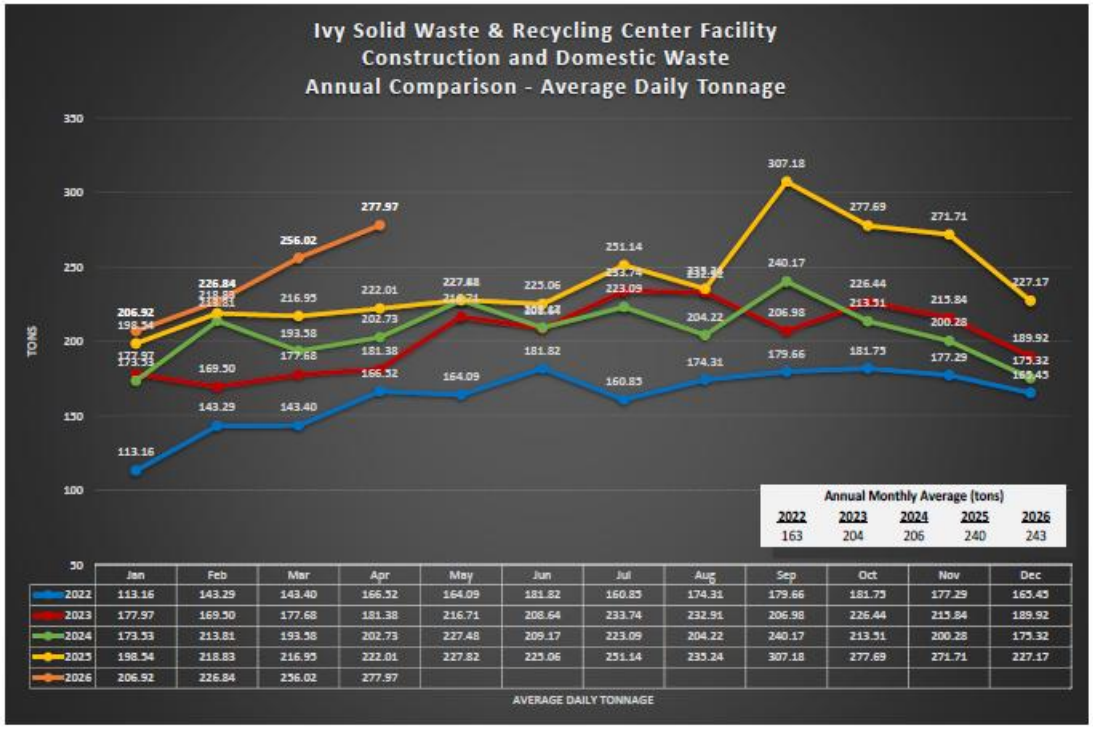
- 8,848 vehicles crossed the scales
- The ISWRC transfer station operated for 26 days and received a total of 6,682.38 tons of municipal solid waste (MSW), an average of 257.01 tons per day of operation. There were 2 days which exceeded 350 tons. The monthly transfer station tonnage figures are attached to this report.
- 16,158.41 tons of non-MSW materials were received
- 22,840.79 tons were received as a combined total tonnage (MSW + non-MSW)

**April 2026**

- 8,582 vehicles crossed the scales
- The ISWRC transfer station operated for 26 days and received a total of 7,252.73 tons of municipal solid waste (MSW), an average of 278.95 tons per day of operation. There were 4 days which exceeded 350 tons. The monthly transfer station tonnage figures are attached to this report.
- 10,979.28 tons of non-MSW materials were received
- 18,232.01 tons were received as a combined total tonnage (MSW + non-MSW)

## Transfer Station Update

Tonnages appear to be showing continued strong customer growth from calendar year 2025.




| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2022 | 113.16 | 143.29 | 143.40 | 166.32 | 164.09 | 181.82 | 160.83 | 174.31 | 179.66 | 181.75 | 177.29 | 163.45 |
| 2023 | 177.97 | 169.50 | 177.68 | 181.38 | 216.71 | 208.64 | 233.74 | 232.91 | 206.98 | 226.44 | 215.84 | 189.92 |
| 2024 | 173.53 | 213.81 | 193.58 | 202.73 | 227.48 | 209.17 | 223.09 | 204.22 | 240.17 | 213.51 | 200.28 | 175.32 |
| 2025 | 198.54 | 218.83 | 216.95 | 222.01 | 227.82 | 225.06 | 251.14 | 235.24 | 307.18 | 277.69 | 271.71 | 227.17 |
| 2026 | 206.92 | 226.84 | 256.02 | 277.97 | | | | | | | | |

## Spring HHW and Bulky Waste Totals:

**Saturday, April 11, 2026:** ***E-Waste***

A total of 374 vehicles participated, including 303 from the County and 71 from the City.

**Thursday, April 16, Friday, April 17, and Saturday, April 18, 2026:** ***Special Collections***

The Very Small Quantity Generator (VSQG) Special Collection for business hazardous waste was held on Thursday, April 26, 2026. VSQG collection program is a pre-registration, fee-based program with sign-up information and instructions on the Rivanna.org website. 6 customers participated.

Household Hazardous Waste Day was a two-day event this Spring. Hours were from 9am-3pm on both Friday, April 17 and Saturday, April 18, 2026. There were no wait times on either day. The total customer count for the two-day event was 1,018 City/County residents. Friday: the split was 385 County, 99 City, and 6 Nelson County. Saturday: the split was 420 County, 93 City, and 14 Nelson County residents participated.

**Saturday, April 25, 2026:** ***Furniture / Mattresses***

A total of 220 vehicles participated, including 181 from the County and 38 from the City. 33,160 lbs. of furniture and mattresses were collected from the county. 6,780 lbs. of furniture and mattresses were collected from the City.

**Outreach**

We completed the following outreach efforts since the last Board Meeting:

- 4/22/2026 – Ivy Solar Tour – The Nature Conservancy
- 4/29/2026 – Recycling Presentations – 4 1st grade classes at Woodbrook Elementary School
- 5/12/2026 – Dominion Solar - Media Event

**Lithium Battery Collections**

Lithium battery collections began at the Ivy Convenience Center on Friday, May 15.

RIVANNA SOLID WASTE AUTHORITY
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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** LEAH BEARD, DIRECTOR OF ADMINISTRATION AND COMMUNICATIONS

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** ADMINISTRATION AND COMMUNICATIONS DIVISION REPORT

**DATE:** MAY 26, 2026

## Human Resources

The Authority's personnel turnover rate is 0% for the 2026-2027 performance evaluation period which began on April 1, 2026.

Our Human Resources team hosted 2 in-person Benefits Fairs for our employees, in support of Open Enrollment. They also have provided one-on-one support to enhance employee understanding of available benefits and encourage greater engagement with the Authority's total compensation offerings.

## Communications & Outreach

Westley Kern, *Communications & Outreach Coordinator*, went to Woodbrook Elementary School to provide an educational overview of our recycling operations and environmental stewardship efforts. Westley continues to lead the Authority's public awareness initiatives through press releases, signage updates, newsletters, and digital communications. Westley created a communications campaign to promote the Lithium Battery Collection operations at the Ivy Solid Waste Transfer Station which began on May 15.

## Safety

George Cheape, *Safety Manager*, has launched a new incident reporting platform, *Safety Plus*. He provided training for our Managers to aid the smooth implementation of the system into daily operations.

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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARDS OF DIRECTORS

**FROM:** LONNIE WOOD, DIRECTOR OF FINANCE

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** APPROVAL OF TERM AGREEMENT FOR LEGAL SERVICES – WILLIAMS MULLEN

**DATE:** APRIL 28, 2026

This request is to authorize award of a Legal Services Term Agreement, any Service Authorizations, and any renewals and with the firm Williams Mullen. The term of the contract will be for one year, with the option for four one-year renewals. Service Authorizations will be negotiated for any requested assistance based on the firm's approved hourly rates and fees submitted with the RFP up to $300,000 per year for the five-year term.

**Background**

The RSWA and RWSA routinely require outside legal services to support our many operational, construction, human resource and financial programs. A Request for Proposals (RFP 26-02) was developed and advertised on February 19, 2026, to solicit proposals from interested and qualified firms. Four proposals were received on March 12, 2026.

The Legal Services selection committee reviewed the proposals and interviewed three firms on March 27, 2026. Based on the written proposals, interviews, and hourly rates offered, the committee determined that Williams Mullen, with an office in Charlottesville, was the top-ranked firm to provide the services required. Typical services to be provided under this contract may include:

- Attend monthly Board of Director meetings
- Review and draft contracts, leases, and easements
- Advise on financial matters, including bonds
- Advise on labor and employment matters
- Review fiscal and other policies, as well as Board By-Laws
- Advise on procurement matters, and prepare correspondence when conflicts on contracts, change orders, or claims arise
- Advise on responses to subpoenas, court orders, and FOIA requests
- Conduct litigation as necessary

This Term contract will be awarded for one year, with the option of up to four additional one-year renewals with a total contract length not to exceed five years.

**Board Action Requested**:

Authorize the Executive Director to execute a one-year Term Agreement, any Service Authorizations, and any renewals, with costs up $300,000 per year for Legal Services with Williams Mullen for the five-year term.

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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS

**FROM:** DAVID TUNGATE, DEPUTY EXECUTIVE DIRECTOR

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** APPROVAL OF TERM CONTRACT FOR ON-CALL ELECTRICAL SERVICES (RFP# 25-08)
U.S. ELECTRICAL TESTING; CARTER MACHINERY

**DATE:** MAY 26, 2026

This request is to authorize award of a Term Contract with U.S. Electrical Testing and Carter Machinery companies to provide "On-Call Electrical Services" for an initial term of one year and costs up to $300k per year with options to annually renew the contract for a total term not to exceed five years. Construction Work Authorizations will be issued to each contractor for each task with costs based on approved labor and equipment rates submitted with the RFP responses.

RSWA owns and operates one municipal refuse transfer station, as well as three recycling convenience centers, and a paper sort facility. While RSWA self-performs many maintenance-related tasks, it does not have a dedicated maintenance department. Given the expanding nature of RSWA's facilities, and the sometimes very high voltage electrical systems (in excess of 480 volts) required to provide each asset with power, RSWA staff requested to jointly procure On-Call Electrical Services with RWSA.

Staff issued a Request for Proposals (RFP# 25-08) for On-Call Electrical Services. The RFP was developed and advertised jointly in conjunction with RWSA, with proposals due on March 18, 2026. RSWA received four proposals and short-listed two firms for interviews. The selection committee determined that Carter Machinerty Company, Inc. (Carter CAT) and U.S. Electrical Testing were the most qualified candidates. Both organizations are located within 2 hours of RSWA's facilities, well within the 4-hour response window required by the RFP. In addition, both organizations have strong electrical troubleshooting, repair, installation, and maintenance capabilities on systems up to 4,160 volts. U.S. Electrical Testing holds similar term contracts with D.C. Water and the City of Winchester, clients that are similar in nature/scope to RWSA and RSWA. Carter CAT has also worked extensively at RWSA and RSWA facilities in the past, particularly as it relates to generator-related needs, but more recently, has provided similar electrical services to RWSA as required by the RFP. The term of the contract will be for one year, with the option for four one-year renewals. Construction Work Authorizations will be issued to each contractor for each task with costs based on approved labor and equipment rates submitted with the RFP responses.

**Board Action Requested**:

Authorize the Executive Director to execute a contract, any renewals, and any Work Authorizations up to $300k per year with each company, U.S. Electrical Testing and Carter Machinery, for On-Call Electrical Services for an initial term of one year with options to annually renew the contract for a total term not to exceed five years.

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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** DAVID TUNGATE, DEPUTY EXECUTIVE DIRECTOR

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** APPROVAL OF TERM CONTRACT FOR ON-CALL CONSTRUCTION SERVICES (RFP# 25-09) – DIGS, INC.

**DATE:** MAY 26, 2026

This request is to authorize award of a Term Contract with Digs, Inc. to provide "On-Call Construction Services" for an initial term of one year and options to annually renew the contract for a total term not to exceed five years with costs up to $300k per one-year term. Construction Work Authorizations will be issued for each task with costs based on approved labor and equipment rates submitted with the RFP.

RSWA owns and operates one municipal refuse transfer station, as well as three recycling convenience centers, and a baling facility. While RSWA self-performs many maintenance-related tasks, it does not have a dedicated maintenance department. Given the expanding nature of RSWA's facilities, and the historical success of the On-Call Maintenance Contract for RWSA, RSWA staff requested to jointly procure On-Call Maintenance Construction Services with RWSA.

Staff issued a Request for Proposals (RFP# 25-09) for On-Call Maintenance Construction Services. RWSA procured these services previously in 2016 and 2021. The RFP was developed and advertised jointly in conjunction with RWSA, with proposals due on March 19, 2026. RSWA received one proposal from Digs, Inc. The selection committee reviewed the proposal provided by Digs, and determined that it was a qualified candidate. Digs is located centrally in Charlottesville and was one of the two previous holders of this Contract for RWSA. During the prior contract term for RWSA, Digs provided a wide variety of repairs for RWSA, including utility repairs, streambank and erosion stabilization, and paving, among other items. Further, Digs provided invaluable assistance during the December 24th, 2025, watermain repair along Route 29 North in Albemarle County, including the necessary labor, equipment, and materials to help RWSA Maintenance staff bring that repair and restoration effort to a close during a holiday.

**Board Action Requested**:

Authorize the Executive Director to execute a contract, any Work Authorizations, and any renewals, up to $300k per year with Digs, Inc. for On-Call Construction Services. The initial term will be for one year with options to renew the contract annually for a total term not to exceed five years.

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# MEMORANDUM

**TO:** **RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS**

**FROM:** **BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT:** **AWARD OF TERM AGREEMENT FOR PROFESSIONAL SURVEYING SERVICES (RFP # 25-10) – MCKIM & CREED, INC.**

**DATE:** **MAY 26, 2026**

This request is to authorize award of a Professional Surveying Services Term Agreement, any renewals, and any Work Authorizations up to $300,000 per year with McKim & Creed, Inc. Fees for each Work Authorization will be negotiated based on the services required and hourly rates from the consultant which have been approved by staff. The term of the contract will be for one year, with the option for three one-year renewals.

RSWA owns and operates one municipal refuse transfer station, as well as three recycling convenience centers, and a baling facility. Given the amount of assets under RSWA's purview, RSWA has historically jointly procured a term contract for professional surveying services with RWSA. Over the course of those contracts, access to a wide variety of surveying services, including boundary survey, bathymetric survey, construction stakeout, and as-built survey, have proved invaluable to both Authorities.

A Request for Proposals (RFP # 25-10) was issued jointly with RWSA on February 25, 2026. We received fifteen proposals on March 20, 2026. The selection committee short-listed and interviewed three firms on April 8, 2026. Based upon the qualifications provided in the RFP and geographic proximity, the selection committee found that McKim & Creed, Inc., was the most qualified candidate. McKim & Creed has a wide range of services including traditional boundary and topographic survey, bathymetric/hydrographic survey, drone, and subsurface utility engineering capabilities. McKim & Creed has a local office in Charlottesville, which ensures timely response to complex field situations and system emergencies. McKim & Creed's point of contact has extensive experience working with the Authority's staff and infrastructure. The firm has performed smaller tasks for RWSA over the past 2 years, as well as for the City of Charlottesville.

**Board Action Requested**:
Authorize the Executive Director to execute a Professional Services Term Agreement, any renewals, and Work Authorizations up to $300,000 per year with McKim & Creed, Inc.

RIVANNA SOLID WASTE AUTHORITY
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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE
LONNIE WOOD, DIRECTOR OF FINANCE

**REVIEWED BY:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** TERM CONTRACT FOR NONPROFESSIONAL ENVIRONMENTAL AND LANDFILL SERVICES (RFP # 25-04)– SCHNABEL ENGINEERING

**DATE:** MAY 26, 2026

This request is to authorize award of a Term Contract, any Work Authorizations, and any renewals with costs up to $300,000 per year with Schnabel Engineering to provide environmental and landfill services for our solid waste facilities. The initial term is for one year with an option to annually renew the contract for a total term not to exceed ten years. Work Authorizations will be issued for each task with costs based on approved labor and equipment rates submitted with the RFP.

**Background**

In April 2025, staff solicited proposals from qualified environmental companies with significant landfill experience (groundwater monitoring and regulatory reporting; non-professional services). Proposals were received from six companies, and Schnabel Engineering, LLC, of Charlottesville, Virginia, was considered the best company to provide the services required. The term for this solicitation was for one year (FY 2026) with the option of up to nine (9) one-year renewals. We have retained a company to provide these services since about 1995, with annual costs of about $250,000.

**Board Action Requested**:

Authorize the Executive Director to execute a contract, any Work Authorizations, and any renewals, with costs up to $300k per year with Schnabel Engineering for Environmental and Landfill Services. The initial term will be for one year with options to annually renew the contract for a total term not to exceed ten years.

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# MEMORANDUM

**TO:** RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

**FROM:** BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT:** APPROVAL OF THE RESOLUTION TO ADOPT THE RATE SCHEDULE AND THE BUDGET FOR FISCAL YEAR 2026 - 2027

**DATE:** MAY 26, 2026

Fiscal Year 2026 - 2027 will be another dynamic year for the Rivanna Solid Waste Authority. We will begin operation of a new Baling Facility for recycled materials at the Ivy SWRC, and complete the design of a new Northern Convenience Center to be located on the County's Brookhill property with construction planned for FY 2027-2028. Our Spring and Fall Special Collection Programs for Household Hazardous Waste, eWaste and Bulky Waste will continue to be provided as beneficial services for the community.

To support our essential refuse disposal and recycling services, an FY 2026-2027 budget totaling $11.7 million is proposed. This budget represents an increase in operating expenses of $1.1 million (10.5%), largely due to increased costs for depreciation of infrastructure, household hazardous waste disposal, administrative allocations from the RWSA, as well as support for our workforce. Revenues from tip fees, clean fill, recycling, and other sales are estimated to be $6 million.

The FY 2027 – 2031 Capital Improvement Program includes $1.6 million for stormwater repairs, a condition assessment of the transfer station floor, and design of the Northern Convenience Facility. The FY 2027– 2031 Capital Equipment Replacement Program includes $0.17 million to purchase a mini-loader for sweeping and snow removal at recycling centers, a mower for landscape maintenance at the ISWRC, and a compactor for the McIntire Recycling Center. These Capital expenses are funded through depreciation charges in the Operating budget, except for the Northern Convenience Center which will be funded directly by the County. A 2% merit performance pool for all eligible employees along with a 2.5% cost-of-living allocation are proposed to support and retain our workforce as we compete for staff in an area with a low 2.2% unemployment rate.

The estimated local support required to provide our programs includes:

- $4.6 million from Albemarle County, an increase of $0.58 million
- $0.99 million from the City, an increase of $0.15 million
- and $79,982 from the University of Virginia

Tipping fees are proposed to increase as follows to support our cost increases while remaining aligned with other local landfill fees:

- $60 to $64/ton for municipal and construction debris disposal

- $54 to $58/ton for vegetative waste disposal
- $3.50 to $4/ton for the Large Clean Fill Program
- $6 to $8 for the Minimum Charge per load

These increases have been recommended by the Albemarle County Board of Supervisors in accordance with the "Amended and Restated Ivy Material Utilization Center Programs Agreement Between the County of Albemarle and the Rivanna Solid Waste Authority" established in 2016.

**Board Action Requested:**
Approve the Resolution to Adopt the attached Rate Schedule and the FY 2026-2027 Budget, with both to be effective on July 1, 2026.

Attachments

RIVANNA SOLID WASTE AUTHORITY
695 Moores Creek Lane | Charlottesville, Virginia 22902-9016
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# RESOLUTION
# TO ADOPT THE RATE SCHEDULE
# FOR FISCAL YEAR 2026-2027, EFFECTIVE JULY 1, 2026
# BY THE RIVANNA SOLID WASTE AUTHORITY

**WHEREAS**, the Rivanna Solid Waste Authority (the "Authority") Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2026-2027; and

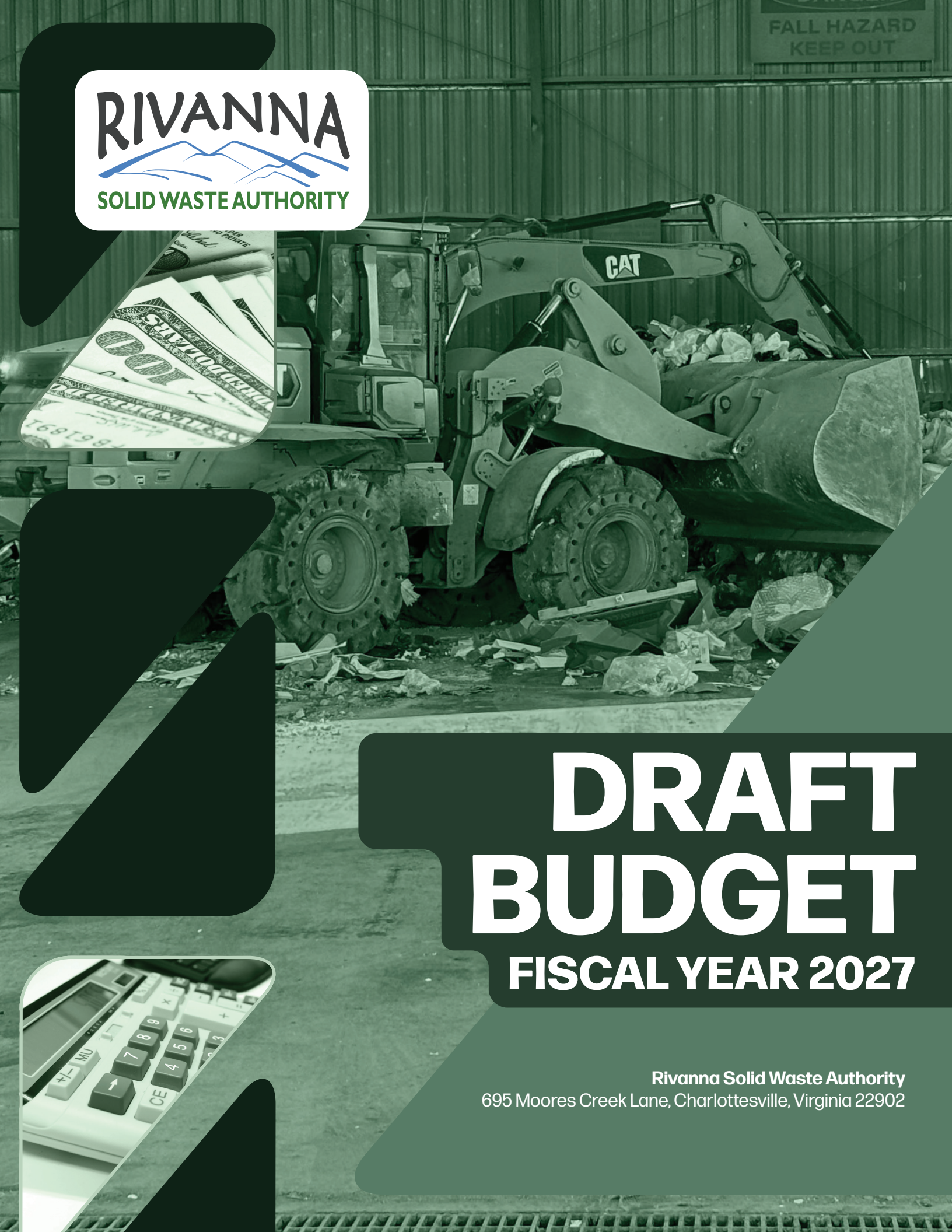
**WHEREAS**, the Authority conducted a public hearing for the proposed Rate Schedule on May 26, 2026, after advertising the actual date fixed for the public hearing in the Daily Progress on May 12, 2026 and May 16, 2026, and

**NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2026-2027, to be effective on July 1, 2026.

## Rate Schedule

| Tipping Fees (Per Ton): | | Tipping Fees (Per Item): | |
|---|---|---|---|
| Clean Fill Material | $10.00 | Freon Appliances | $17.00 |
| Clean Fill-Project > than 10,000 tons* | $4.00 | Passenger Veh. Tire, Off Rim | $6.00 |
| Vegetation/Yard Waste | $58.00 | Passenger Veh. Tire, With Rim | $13.00 |
| Domestic Waste(MSW) | $64.00 | Large Truck Tire, Off Rim | $17.00 |
| Construction Debris(CDD) | $64.00 | Large Truck Tire, With Rim | $33.00 |
| Tires | $190.00 | | |
| | | | |
| | Other Charges | | |
| | | | |
| Minimum Charge Per Load | $8.00 | Service Fee Per Ticket- | |
| Compost, Sold (per ton) | $75.00 | Albemarle County Customers | $1.00 |
| Trash Stickers (each) | $2.00 | Other Customers | $10.00 |
| Ticket Request (per copy) | $1.00 | Credit Application Fee (each) | $35.00 |
| | | | |
| * Project requires advanced approval by RSWA and agreement to special terms and conditions | | | |

RIVANNA
SOLID WASTE AUTHORITY




# DRAFT BUDGET

## FISCAL YEAR 2027

**Rivanna Solid Waste Authority**
695 Moores Creek Lane, Charlottesville, Virginia 22902

# Rivanna Solid Waste Authority
# FY 2026-2027 Draft Budget

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| Adopted | Draft 12 |


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# Rivanna Solid Waste Authority
## Draft Budget FY 2026-2027
### Budget Summary

| | Adopted Budget FY 2025-2026 | Estimated Year-end FY 2025-2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Ivy Tipping Fees | $ 1,245,250 | $ 1,582,344 | $ 1,349,050 | $ 103,800 | 8.34% |
| Ivy Environmental Revenues | - | 108,534 | 10,200 | 10,200 | |
| Ivy MSW Transfer Tipping | 4,003,000 | 5,036,066 | 4,277,000 | 274,000 | 6.84% |
| County Convenience Centers | 50,000 | 53,584 | 50,000 | - | 0.00% |
| Recycling Revenues | 195,000 | 196,575 | 195,000 | - | 0.00% |
| Other Revenues - Administration | 115,000 | 147,444 | 115,000 | - | 0.00% |
| Total Revenues | $ 5,608,250 | $ 7,124,547 | $ 5,996,250 | $ 388,000 | 6.92% |
| **Expenses** | | | | | |
| Ivy Operations | $ 1,147,651 | $ 1,154,356 | $ 1,297,900 | $ 150,249 | 13.09% |
| Ivy Environmental | 1,233,525 | 1,310,953 | 1,530,700 | 297,175 | 24.09% |
| MSW Transfer Ivy | 5,021,278 | 6,037,923 | 5,420,200 | 398,922 | 7.94% |
| County Convenience Centers | 823,730 | 776,588 | 827,000 | 3,270 | 0.40% |
| Recycling Operations | 912,146 | 834,878 | 914,600 | 2,454 | 0.27% |
| Administration | 1,437,513 | 1,467,956 | 1,699,000 | 261,487 | 18.19% |
| Total Expenses | $ 10,575,843 | $ 11,582,654 | $ 11,689,400 | $ 1,113,557 | 10.53% |
| **Operating Net Income (Loss)** | **$ (4,967,593)** | **$ (4,458,107)** | **$ (5,693,150)** | **$ (725,557)** | **14.61%** |
| **Other Funding Sources & Adjustments** | | | | | |
| Local Contributions-Operations | $ 3,337,314 | $ 2,859,535 | $ 3,697,426 | $ 360,112 | 10.79% |
| Environmental Support - Local - MOU | 1,630,279 | 1,630,279 | 1,995,734 | 365,455 | 22.42% |
| **Total Local Support*** | **$ 4,967,593** | **$ 4,489,813** | **$ 5,693,150** | **$ 725,557** | **14.61%** |

| **Local Support Detail** | Support - FY 2026 | | Support - FY 2027 | | |
|---|---|---|---|---|---|
| County - Ivy Operations | $ 233,029 | $ (97,860) | $ 344,885 | $ 111,855 | 48.00% |
| County - Ivy Transfer | 1,348,906 | 1,331,985 | 1,539,143 | 190,237 | 14.10% |
| County - Convenience Centers | 773,730 | 723,004 | 776,991 | 3,261 | 0.42% |
| County - Recycling | 687,154 | 631,684 | 725,485 | 38,331 | 5.58% |
| County - Environmental MOU | 999,941 | 999,941 | 1,235,660 | 235,719 | 23.57% |
| | $ 4,042,761 | $ 3,588,754 | $ 4,622,164 | $ 579,403 | 14.33% |
| City - Recycling | $ 294,495 | $ 270,722 | $ 310,922 | $ 16,428 | 5.58% |
| City - Environmental MOU | 550,355 | 550,355 | 680,092 | 129,737 | 23.57% |
| | $ 844,850 | $ 821,077 | $ 991,014 | $ 146,164 | 17.30% |
| UVa - Environmental MOU | $ 79,982 | $ 79,982 | $ 79,982 | $ - | |
| **Total Local Support*** | **$ 4,967,593** | **$ 4,489,813** | **$ 5,693,150** | **$ 725,557** | **14.61%** |
| Operational Support | $ 3,337,314 | $ 2,859,535 | $ 3,697,426 | 360,112 | |
| Environmental Support. | 1,630,279 | 1,630,279 | 1,995,734 | 365,455 | |
| | $ 4,967,593 | $ 4,489,813 | $ 5,693,150 | $ 725,557 | |

# *Financial Budgets by Cost Center*

*Rivanna Solid Waste Authority*

*Fiscal Year 2026-2027*

**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## Ivy Operations

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Tipping fees & Tonnage Information** | | | | | | |
| ***Operations Rate / Tipping Fees*** | | | | | | |
| Clean fill material | $ 10.00 | | | $ 10.00 | $ - | 0.00% |
| Bulk Clean fill | 3.50 | | | 4.00 | 0.50 | 14.29% |
| Grindable material | 54.00 | | | 58.00 | 4.00 | 7.41% |
| Tires whole - per ton | 190.00 | | | 190.00 | - | 0.00% |
| Tires - per item (various rates per item) | - | | | - | | 0.00% |
| Freon removal fee per item | 17.00 | | | 17.00 | - | |
| ***Estimated tonnage*** | | | | | | |
| Clean fill material | 30,000 | 22,029 | 44,058 | 30,000 | - | 0.00% |
| Bulk Clean fill | 100,000 | 80,540 | 161,080 | 100,000 | - | 0.00% |
| Grindable material | 9,000 | 4,145 | 8,290 | 9,000 | - | 0.00% |
| Tires whole - per ton | 265 | 49 | 98 | 265 | - | 0.00% |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| Clean fill material | $ 650,000 | $ 501,147 | 1,002,294 | $ 714,000 | 64,000 | 9.85% |
| Grindable material | 486,000 | 224,831 | 449,662 | 536,000 | 50,000 | 10.29% |
| Tires whole | 14,250 | 9,279 | 18,558 | 14,250 | - | 0.00% |
| Tires and white good per item | 35,000 | 25,937 | 51,874 | 35,000 | - | 0.00% |
| Material Sales | 60,000 | 29,978 | 59,956 | 49,800 | (10,200) | -17.00% |
| ***Total Operations Revenues*** | **$ 1,245,250** | **$ 791,172** | **$ 1,582,344** | **$ 1,349,050** | **$ 103,800** | **8.34%** |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 409,451 | $ 213,476 | $ 420,565 | $ 428,245 | 18,794 | 4.59% |
| Professional Services | - | 17,283 | 34,567 | - | - | |
| Other Services and Charges | 29,700 | 24,949 | 48,349 | 49,700 | 20,000 | 67.34% |
| Communications | 17,500 | 7,203 | 14,407 | 20,000 | 2,500 | 14.29% |
| Information Technology | 34,000 | 1,133 | 2,266 | 34,000 | - | 0.00% |
| Vehicles and Equip. Maintenance | 82,000 | 47,154 | 94,308 | 137,000 | 55,000 | 67.07% |
| Supplies | 10,000 | 1,425 | 2,850 | 10,000 | - | 0.00% |
| Operations and Maintenance | 365,000 | 168,522 | 337,045 | 419,000 | 54,000 | 14.79% |
| Environmental Remediations | - | - | - | - | - | |
| Equipment Replacement | 200,000 | 100,000 | 200,000 | 200,000 | - | 0.00% |
| ***Subtotal Before Allocations*** | $ 1,147,651 | $ 581,147 | $ 1,154,356 | $ 1,297,945 | $ 150,294 | 13.10% |
| Allocation of Administration Costs | 330,628 | 165,206 | 330,128 | 395,989 | 65,361 | 19.77% |
| ***Total Operations Expenses*** | **$ 1,478,279** | **$ 746,353** | **$ 1,484,484** | **$ 1,693,935** | **$ 215,655** | **14.59%** |
| **Net Surplus or (Deficit)** | **$ (233,029)** | **$ 44,819** | **$ 97,860** | **$ (344,885)** | (111,855) | 48.00% |

| **Summary of Local Support Payments** | | | | | | |
|---|---|---|---|---|---|---|
| **County** | $ (233,029) | $ 44,819 | $ 97,860 | $ (344,885) | $ (111,855) | 48.00% |
| **City** | - | - | - | - | - | |
| **Uva** | - | - | - | - | - | |
| | **$ (233,029)** | **$ 44,819** | **$ 97,860** | **$ (344,885)** | **$ (111,855)** | **48.00%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**IVY OPERATIONS**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | $ 273,200 | $ 147,557 | $ 295,115 | $ 285,800 | $ 12,600 | 4.6% |
| 11010 | Holiday & Overtime Pay | 11,000 | 6,470 | 12,940 | 11,000 | - | 0% |
| 12010 | FICA | 21,741 | 11,585 | 23,170 | 22,705 | 964 | 4% |
| 12020 | Health Insurance | 62,000 | 24,619 | 49,237 | 64,800 | 2,800 | 5% |
| 12026 | Employee Assistance Program | 50 | 39 | 78 | 50 | - | 0% |
| 12030 | Retirement | 15,299 | 7,456 | 14,911 | 12,061 | (3,238) | -21% |
| 12040 | Life Insurance | 3,661 | 1,586 | 3,172 | 3,029 | (632) | -17% |
| 12050 | Fitness Program | 300 | 244 | 488 | 300 | - | 0% |
| 12060 | Worker's Comp Insurance | 14,500 | 9,582 | 12,776 | 15,500 | 1,000 | 7% |
| | *Subtotal* | $ 401,751 | $ 209,138 | $ 411,888 | $ 415,245 | $ 13,494 | 3% |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ - | $ - | $ 400 | $ 300 | 300% |
| 13150 | Education & Training | 2,700 | 206 | 411 | 2,700 | - | 0% |
| 13200 | Travel & Lodging | 200 | - | - | 200 | - | 0% |
| 13250 | Uniforms | 4,000 | 3,720 | 7,440 | 9,000 | 5,000 | 125% |
| 13325 | Recruiting and Medical Testing | 200 | 186 | 371 | 200 | - | 0% |
| 13350 | Other | 500 | 227 | 454 | 500 | - | 0% |
| | *Subtotal* | $ 7,700 | $ 4,338 | $ 8,676 | $ 13,000 | $ 5,300 | 69% |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Admin. Services | - | - | - | - | - | |
| 20300 | Engineering Consultants | - | 17,283 | 34,567 | - | - | |
| | *Subtotal* | $ - | $ 17,283 | $ 34,567 | $ - | $ - | |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 3,000 | $ 2,324 | $ 3,099 | $ 3,000 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | - | 165 | 329 | - | - | |
| 21250 | Administrative Services RWSA | - | - | - | - | - | |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | 2,000 | 488 | 976 | 2,000 | - | |
| 21300 | Authority Dues/Permits/Fees | 1,200 | 5 | 10 | 1,200 | - | 0% |
| 21350 | Laboratory Analysis | - | - | - | - | - | |
| 21400 | Utilities | 3,500 | 817 | 1,634 | 3,500 | - | 0% |
| 21420 | General Other Services | 20,000 | 21,151 | 42,301 | 40,000 | 20,000 | 100% |
| 21430 | Governance & Strategic Support | - | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | - | |
| | *Subtotal* | $ 29,700 | $ 24,949 | $ 48,349 | $ 49,700 | $ 20,000 | 67% |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ - | $ 34 | $ 68 | $ 2,500 | $ 2,500 | |
| 22150 | Telephone & Data Service | 15,000 | 6,390 | 12,780 | 15,000 | - | 0% |
| 22200 | Cell Phones & Pagers | 2,500 | 779 | 1,558 | 2,500 | - | 0% |
| | *Subtotal* | $ 17,500 | $ 7,203 | $ 14,407 | $ 20,000 | $ 2,500 | 14% |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ 10,000 | $ 200 | $ 400 | $ 10,000 | $ - | 0% |
| 31200 | Maintenance & Support Services | 4,000 | 109 | 218 | 4,000 | - | 0% |
| 31250 | Software Purchases | 20,000 | 824 | 1,648 | 20,000 | - | |
| | *Subtotal* | $ 34,000 | $ 1,133 | $ 2,266 | $ 34,000 | $ - | 0% |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 15,000 | $ 1,963 | $ 3,926 | $ 20,000 | $ 5,000 | 33% |
| 32150 | Equipment Maint. & Repair | 50,000 | 37,045 | 74,090 | 100,000 | 50,000 | 100% |
| 32200 | Fuel | 17,000 | 8,146 | 16,292 | 17,000 | - | 0% |
| 32300 | Trailer Maint. & Repairs | | - | - | | - | |
| | *Subtotal* | $ 82,000 | $ 47,154 | $ 94,308 | $ 137,000 | $ 55,000 | 67% |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ 10,000 | $ 1,425 | $ 2,850 | $ 10,000 | $ - | 0% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | |
| 33350 | Postage | - | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ 1,425 | $ 2,850 | $ 10,000 | $ - | 0% |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 15,000 | $ 31,687 | $ 63,374 | $ 15,000 | $ - | 0% |
| 41160 | Forestrty Services | - | - | - | - | | |
| 41400 | Materials, Supplies & Tools | 3,000 | 4,158 | 8,316 | 3,000 | - | 0% |
| 41450 | HHW Disposal | - | - | - | - | - | |
| 41500 | Contracted Labor | - | 475 | 950 | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**IVY OPERATIONS**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | - | - | - | - | - | |
| 41650 | Wood Grinding | 321,000 | 121,893 | 243,786 | 375,000 | 54,000 | 17% |
| 41700 | Building Rental | - | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | - | |
| 41760 | Tire Disposal | 26,000 | 10,309 | 20,619 | 26,000 | - | 0% |
| | *Subtotal* | $ 365,000 | $ 168,522 | $ 337,045 | $ 419,000 | $ 54,000 | 15% |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | - | |
| 51200 | Surface Water Monitoring | - | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ - | | $ - | $ - | $ - | |
| | Depreciation | 200,000 | 100,000 | 200,000 | 200,000 | - | 0% |
| | *Subtotal* | $ 200,000 | $ 100,000 | $ 200,000 | $ 200,000 | $ - | 0% |
| | **Total** | **$ 1,147,651** | **$ 581,147** | **$ 1,154,356** | **$ 1,297,945** | **$ 150,294** | **13%** |

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**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## Ivy Environmental

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| Forestry Management Revenues | $ - | $ - | $ - | $ - | $ - | 0.00% |
| Lease Revenue | | 104,267 | 108,534 | 10,200 | | |
| ***Total Operations Revenues*** | **$ -** | **$ 104,267** | **$ 108,534** | **$ 10,200** | **$ 10,200** | |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 235,675 | $ 120,927 | $ 236,570 | $ 234,797 | $ (878) | -0.37% |
| Professional Services | 75,000 | 35,849 | 71,697 | 75,000 | - | |
| Other Services and Charges | 8,200 | 2,825 | 5,233 | 8,200 | - | 0.00% |
| Communications | 1,150 | 107 | 215 | 3,250 | 2,100 | 182.61% |
| Information Technology | - | - | - | - | - | #DIV/0! |
| Vehicles and Equip. Maintenance | 23,500 | 13,062 | 26,123 | 27,500 | 4,000 | 17.02% |
| Supplies | - | - | - | - | - | |
| Operations and Maintenance | 285,000 | 182,307 | 364,614 | 357,000 | 72,000 | 25.26% |
| Environmental Remediations | 345,000 | 60,648 | 346,500 | 315,000 | (30,000) | |
| Equipment Replacement | 260,000 | 130,000 | 260,000 | 510,000 | 250,000 | 96.15% |
| ***Subtotal Before Allocations*** | $ 1,233,525 | $ 545,725 | $ 1,310,953 | $ 1,530,747 | $ 297,222 | 24.10% |
| Allocation of Administration Costs | 396,754 | 198,247 | 396,154 | 475,187 | 78,433 | 19.77% |
| ***Total Operations Expenses*** | **$ 1,630,279** | **$ 743,971** | **$ 1,707,106** | **$ 2,005,934** | **$ 375,655** | **23.04%** |
| **Net Deficit** | **$ (1,630,279)** | **$ (639,704)** | **$ (1,598,572)** | **$ (1,995,734)** | $ (365,455) | 22.42% |

| **Local Support Payments - Environmental MOU** | | | | | | |
|---|---|---|---|---|---|---|
| **County** | $ 999,941 | $ 499,971 | $ 999,941 | $ 1,235,660 | $ 235,719 | 23.57% |
| **City** | 550,355 | 275,178 | 550,355 | 680,092 | 129,737 | 23.57% |
| **UVa** | 79,982 | 39,991 | 79,982 | 79,982 | - | - |
| | **$ 1,630,279** | **$ 815,139** | **$ 1,630,279** | **$ 1,995,734** | **$ 365,455** | **22.42%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**IVY ENVIRONMENTAL**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | $ 150,600 | $ 81,779 | $ 163,557 | $ 150,000 | $ (600) | -0.4% |
| 11010 | Holiday & Overtime Pay | 8,000 | 3,586 | 7,172 | 8,000 | - | 0% |
| 12010 | FICA | 12,133 | 6,421 | 12,841 | 12,087 | (46) | 0% |
| 12020 | Health Insurance | 35,400 | 13,644 | 27,288 | 33,900 | (1,500) | -4% |
| 12026 | Employee Assistance Program | 40 | 22 | 43 | 40 | - | 0% |
| 12030 | Retirement | 8,434 | 4,132 | 8,264 | 6,330 | (2,104) | -25% |
| 12040 | Life Insurance | 2,018 | 879 | 1,758 | 1,590 | (428) | -21% |
| 12050 | Fitness Program | 250 | 135 | 271 | 250 | - | 0% |
| 12060 | Worker's Comp Insurance | 12,000 | 7,925 | 10,567 | 13,500 | 1,500 | 13% |
| | *Subtotal* | $ 228,875 | $ 118,523 | $ 231,762 | $ 225,697 | $ (3,178) | -1% |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ - | $ - | $ 100 | $ - | 0% |
| 13150 | Education & Training | 2,800 | 114 | 228 | 2,800 | - | 0% |
| 13200 | Travel & Lodging | 200 | - | - | 200 | - | 0% |
| 13250 | Uniforms | 2,700 | 2,062 | 4,123 | 5,000 | 2,300 | 85% |
| 13325 | Recruiting and Medical Testing | 500 | 103 | 206 | 500 | - | 0% |
| 13350 | Other | 500 | 126 | 251 | 500 | - | 0% |
| | *Subtotal* | $ 6,800 | $ 2,404 | $ 4,809 | $ 9,100 | $ 2,300 | 34% |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Admin. Services | - | - | - | - | - | |
| 20300 | Engineering Consultants | 75,000 | 35,849 | 71,697 | 75,000 | - | |
| | *Subtotal* | $ 75,000 | $ 35,849 | $ 71,697 | $ 75,000 | $ - | |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 800 | $ 624 | $ 833 | $ 800 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | 1,000 | - | - | 1,000 | - | 0% |
| 21250 | Administrative Services RWSA | - | - | - | - | - | |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | - | 28 | 56 | - | - | |
| 21300 | Authority Dues/Permits/Fees | 3,400 | 1,538 | 3,076 | 3,400 | - | 0% |
| 21350 | Laboratory Analysis | - | - | - | - | - | #DIV/0! |
| 21400 | Utilities | 3,000 | 634 | 1,269 | 3,000 | - | 0% |
| 21420 | General Other Services | - | - | - | - | - | #DIV/0! |
| 21430 | Governance & Strategic Support | - | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | - | |
| | *Subtotal* | $ 8,200 | $ 2,825 | $ 5,233 | $ 8,200 | $ - | 0% |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ - | $ 19 | $ 38 | $ 2,000 | $ 2,000 | |
| 22150 | Telephone & Data Service | 1,000 | - | - | 1,000 | - | 0% |
| 22200 | Cell Phones & Pagers | 150 | 88 | 177 | 250 | 100 | 67% |
| | *Subtotal* | $ 1,150 | $ 107 | $ 215 | $ 3,250 | $ 2,100 | 183% |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | - | - | - | - | - | #DIV/0! |
| 31250 | Software Purchases | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 5,500 | $ 766 | $ 1,531 | $ 5,500 | $ - | 0% |
| 32150 | Equipment Maint. & Repair | 5,000 | 6,367 | 12,735 | 9,000 | 4,000 | 80% |
| 32200 | Fuel | 12,000 | 4,515 | 9,030 | 12,000 | - | 0% |
| 32300 | Trailer Maint. & Repairs | 1,000 | 1,414 | 2,828 | 1,000 | - | 0% |
| | *Subtotal* | $ 23,500 | $ 13,062 | $ 26,123 | $ 27,500 | $ 4,000 | |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ - | $ - | $ - | $ - | $ - | |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | |
| 33350 | Postage | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 60,000 | 69,630 | $ 139,260 | $ 60,000 | $ - | 0% |
| 41160 | Forestry Services | 11,000 | - | - | 11,000 | - | |
| 41400 | Materials, Supplies & Tools | 22,000 | 530 | 1,060 | 22,000 | - | 0% |
| 41450 | HHW Disposal | 190,000 | 111,494 | 222,987 | 255,000 | 65,000 | 34% |
| 41500 | Contracted Labor | - | $ - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**IVY ENVIRONMENTAL**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | - | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | - | |
| 41750 | Leach Treatment | 2,000 | 654 | 1,307 | 9,000 | 7,000 | 350% |
| 41760 | Tire Disposal | - | - | - | - | - | |
| | *Subtotal* | $ 285,000 | $ 182,307 | $ 364,614 | $ 357,000 | $ 72,000 | 25% |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ 81,500 | $ - | $ 81,500 | $ 81,500 | $ - | 0% |
| 41360 | Gas Systems Maintenance | 40,000 | 45,036 | 50,000 | 40,000 | - | 0% |
| 51101 | Settlement Agreement (Air & Groundwater) | 13,000 | 1,475 | 13,000 | 13,000 | - | 0% |
| 51110 | Compliance Ground Water Well Monitoring | 85,000 | 11,901 | 85,000 | 85,000 | - | 0% |
| 51200 | Surface Water & Water Supply Monitoring | 18,000 | 430 | 18,000 | 18,000 | - | 0% |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | 50,000 | 1,806 | 50,000 | 50,000 | - | 0% |
| 51651 | Full Scale EBR - Injection & Reporting | 35,000 | - | 35,000 | 5,000 | (30,000) | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | #DIV/0! |
| 51670 | Cobalt MNA Monitoring | 14,000 | - | 14,000 | 14,000 | - | 0% |
| 41900 | Closure Costs | - | - | - | - | - | |
| 51800 | Contingency | 8,500 | - | - | 8,500 | - | 0% |
| | *Subtotal* | $ 345,000 | $ 60,648 | $ 346,500 | $ 315,000 | $ (30,000) | -9% |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ - | | $ - | $ - | $ - | |
| | Depreciation | 260,000 | 130,000 | 260,000 | 510,000 | 250,000 | 96% |
| | *Subtotal* | $ 260,000 | $ 130,000 | $ 260,000 | $ 510,000 | $ 250,000 | 96% |
| | **Total** | **$ 1,233,525** | **$ 545,725** | **$ 1,310,953** | **$ 1,530,747** | **$ 297,222** | **24%** |

| Current year budget and yearend estimates | | | | Draft |
|---|---|---|---|---|
| **MOU PAYMENT BASIS:** | | | | |
| **Base Expenses** | $ 1,233,525 | $ - | $ 1,310,953 | $ 1,530,747 |
| **Adminstrative allocation** | 396,754 | - | 396,154 | 475,187 |
| | $ 1,630,279 | $ - | $ 1,707,106 | $ 2,005,934 |
| **Use of Reserves** | $ - | $ - | $ - | $ - |
| **UVA FIXED PER AGREEMENT** | 79,982 | 39,991 | 79,982 | 79,982 |
| **Other Revenues** | - | 104,267 | 108,534 | 10,200 |
| **COUNTY 64.5%** | 999,941 | 499,971 | 999,941 | 1,235,660 |
| **CITY 35.5%** | 550,355 | 275,178 | 550,355 | 680,092 |
| | $ 1,630,279 | $ 919,406 | $ 1,738,813 | $ 2,005,934 |
| **Defict / Use of Reserves** | **$ -** | | **$ 31,706** | |

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**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## Ivy Transfer Station

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Tipping fees & Tonnage Information** | | | | | | |
| ***Operations Rate / Tipping Fees*** | | | | | | |
| MSW / Construction Debris | $ 60.00 | | | $ 64.00 | $ 4.00 | 6.67% |
| Compostable material | - | | | - | - | |
| Service charge ($1 county, $10 non-county) | - | | | - | | |
| ***Estimated tonnage*** | | | | | | |
| MSW / Construction Debris | 65,000 | - | - | 65,000 | - | 0.00% |
| Compostable material | 350 | - | - | 350 | - | 0.00% |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| MSW / Construction Debris | $ 3,900,000 | $ 2,452,620 | $ 4,905,240 | $ 4,174,000 | $ 274,000 | 7.03% |
| Compostable material | - | - | - | - | - | |
| Service charges / other revenues | 103,000 | 65,413 | 130,826 | 103,000 | - | 0.00% |
| ***Total Operations Revenues*** | **$ 4,003,000** | **$ 2,518,033** | **$ 5,036,066** | **$ 4,277,000** | **$ 274,000** | **6.84%** |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 747,130 | $ 376,871 | $ 738,324 | $ 890,554 | $ 143,424 | 19.20% |
| Professional Services | 70,000 | 2,644 | 5,289 | - | (70,000) | |
| Other Services and Charges | 52,000 | 21,499 | 38,870 | 57,000 | 5,000 | 9.62% |
| Communications | 21,100 | 19,026 | 38,053 | 46,000 | 24,900 | 118.01% |
| Information Technology | 55,000 | 1,488 | 2,976 | 55,000 | - | 0.00% |
| Vehicles and Equip. Maintenance | 110,000 | 71,066 | 142,133 | 120,000 | 10,000 | 9.09% |
| Supplies | 10,000 | 4,275 | 8,550 | 10,000 | - | 0.00% |
| Operations and Maintenance | 3,827,548 | 2,471,864 | 4,943,729 | 4,113,100 | 285,552 | 7.46% |
| Environmental Remediations | 3,500 | - | - | 3,500 | - | 0.00% |
| Equipment Replacement | 125,000 | 60,000 | 120,000 | 125,000 | - | 0.00% |
| ***Subtotal Before Allocations*** | $ 5,021,278 | $ 3,028,735 | $ 6,037,923 | $ 5,420,154 | $ 398,876 | 7.94% |
| Allocation of Administration Costs | 330,628 | 165,206 | 330,128 | 395,989 | 65,361 | 19.77% |
| ***Total Operations Expenses*** | **$ 5,351,906** | **$ 3,193,940** | **$ 6,368,051** | **$ 5,816,143** | **$ 464,237** | **8.67%** |
| **Net Deficit** | **$ (1,348,906)** | **$ (675,907)** | **$ (1,331,985)** | **$ (1,539,143)** | $ (190,237) | 14.10% |

| **Summary of Local Support Payments** | | | | | | |
|---|---|---|---|---|---|---|
| **County** | $ (1,348,906) | $ (675,907) | $ (1,331,985) | $ (1,539,143) | $ (190,237) | 14.10% |
| **City** | - | - | - | - | - | |
| **Uva** | - | - | - | - | - | |
| | **$ (1,348,906)** | **$ (675,907)** | **$ (1,331,985)** | **$ (1,539,143)** | **$ (190,237)** | **14.10%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**MSW TRANSFER OPERATIONS - IVY**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | $ 472,000 | $ 256,003 | $ 512,006 | $ 574,700 | $ 102,700 | 21.76% |
| 11010 | Holiday & Overtime Pay | 30,000 | 11,225 | 22,450 | 30,000 | - | 0% |
| 12010 | FICA | 38,403 | 20,099 | 40,199 | 46,260 | 7,857 | 20% |
| 12020 | Health Insurance | 118,700 | 42,712 | 85,424 | 142,900 | 24,200 | 20% |
| 12026 | Employee Assistance Program | 150 | 68 | 136 | 150 | - | 0% |
| 12030 | Retirement | 26,432 | 12,935 | 25,870 | 24,252 | (2,180) | -8% |
| 12040 | Life Insurance | 6,325 | 2,752 | 5,503 | 6,092 | (233) | -4% |
| 12050 | Fitness Program | 800 | 424 | 847 | 800 | - | 0% |
| 12060 | Worker's Comp Insurance | 35,000 | 23,127 | 30,836 | 40,000 | 5,000 | 14% |
| | *Subtotal* | $ 727,810 | $ 369,345 | $ 723,271 | $ 865,154 | $ 137,344 | 19% |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ 120 | $ - | $ - | $ 200 | $ 80 | 67% |
| 13150 | Education & Training | 8,000 | 357 | 713 | 8,000 | - | 0% |
| 13200 | Travel & Lodging | 200 | - | - | 200 | - | 0% |
| 13250 | Uniforms | 10,000 | 6,454 | 12,908 | 16,000 | 6,000 | 60% |
| 13325 | Recruiting and Medical Testing | 500 | 322 | 644 | 500 | - | 0% |
| 13350 | Other | 500 | 394 | 787 | 500 | - | 0% |
| | *Subtotal* | $ 19,320 | $ 7,526 | $ 15,053 | $ 25,400 | $ 6,080 | 31% |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Admin. Services | - | - | - | - | - | |
| 20300 | Engineering Consultants | 70,000 | 2,644 | 5,289 | - | (70,000) | |
| | *Subtotal* | $ 70,000 | $ 2,644 | $ 5,289 | $ - | $ (70,000) | |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 8,000 | $ 6,192 | $ 8,256 | $ 8,000 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | 2,000 | 1,702 | 3,403 | 2,000 | - | 0% |
| 21250 | Administrative Services RWSA | - | - | - | - | - | |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | 19,000 | 88 | 175 | 19,000 | - | 0% |
| 21300 | Authority Dues/Permits/Fees | 9,000 | 7,910 | 15,820 | 9,000 | - | 0% |
| 21350 | Laboratory Analysis | - | - | - | - | - | |
| 21400 | Utilities | 11,000 | 2,451 | 4,901 | 11,000 | - | 0% |
| 21420 | General Other Services | 3,000 | 3,157 | 6,314 | 8,000 | 5,000 | 167% |
| 21430 | Governance & Strategic Support | - | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | - | |
| | *Subtotal* | $ 52,000 | $ 21,499 | $ 38,870 | $ 57,000 | $ 5,000 | 10% |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ 100 | $ 59 | $ 119 | $ 5,000 | $ 4,900 | |
| 22150 | Telephone & Data Service | 20,000 | 18,690 | 37,380 | 40,000 | 20,000 | 100% |
| 22200 | Cell Phones & Pagers | 1,000 | 277 | 554 | 1,000 | - | 0% |
| | *Subtotal* | $ 21,100 | $ 19,026 | $ 38,053 | $ 46,000 | $ 24,900 | 118% |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ 3,000 | $ - | $ - | $ 3,000 | $ - | 0% |
| 31200 | Maintenance & Support Services | 12,000 | - | - | 12,000 | - | 0% |
| 31250 | Software Purchases | 40,000 | 1,488 | 2,976 | 40,000 | - | |
| | *Subtotal* | $ 55,000 | $ 1,488 | $ 2,976 | $ 55,000 | $ - | 0% |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 25,000 | $ 3,884 | $ 7,769 | $ 25,000 | $ - | 0% |
| 32150 | Equipment Maint. & Repair | 45,000 | 53,049 | 106,098 | 65,000 | 20,000 | 44% |
| 32200 | Fuel | 40,000 | 14,133 | 28,266 | 30,000 | (10,000) | -25% |
| 32300 | Trailer Maint & Repairs | - | - | - | - | - | |
| | *Subtotal* | $ 110,000 | $ 71,066 | $ 142,133 | $ 120,000 | $ 10,000 | 9% |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ 10,000 | $ 4,275 | $ 8,550 | $ 10,000 | $ - | 0% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | |
| 33350 | Postage | - | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ 4,275 | $ 8,550 | $ 10,000 | $ - | 0% |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 45,000 | $ 42,106 | $ 84,213 | $ 75,000 | $ 30,000 | 67% |
| 41160 | Forestrty Services | - | - | - | - | | |
| 41400 | Materials, Supplies & Tools | 15,000 | 14,660 | 29,320 | 25,000 | 10,000 | 67% |
| 41450 | HHW Disposal | - | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**MSW TRANSFER OPERATIONS - IVY**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | - | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | - | |
| | *Subtotal* | $ 60,000 | $ 56,767 | $ 113,533 | $ 100,000 | $ 40,000 | 67% |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ 3,767,548 | $ 2,415,098 | $ 4,830,196 | $ 4,013,100 | $ 245,552 | 7% |
| | *Subtotal* | $ 3,767,548 | $ 2,415,098 | $ 4,830,196 | $ 4,013,100 | $ 245,552 | 7% |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | - | |
| 51200 | Surface Water Monitoring | - | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | - | |
| 41900 | Closure Costs | 3,500 | - | - | 3,500 | - | 0% |
| 51800 | Contingency | - | - | - | - | - | |
| | *Subtotal* | $ 3,500 | $ - | $ - | $ 3,500 | $ - | |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ 5,000 | $ - | $ - | $ 5,000 | $ - | |
| | Depreciation | 120,000 | 60,000 | 120,000 | 120,000 | - | 0% |
| | *Subtotal* | $ 125,000 | $ 60,000 | $ 120,000 | $ 125,000 | $ - | 0% |
| | **Total** | **$ 5,021,278** | **$ 3,028,735** | **$ 6,037,923** | **$ 5,420,154** | **$ 398,876** | **8%** |

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**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## County Convenience Centers

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| Material sales | $ 50,000 | $ 26,792 | $ 53,584 | $ 50,000 | $ - | 0.00% |
| ***Total Operations Revenues*** | **$ 50,000** | **$ 26,792** | **$ 53,584** | **$ 50,000** | **$ -** | **0.00%** |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 603,430 | $ 306,963 | $ 605,808 | $ 596,691 | $ (6,739) | -1.12% |
| Professional Services | - | 657 | 1,314 | 15,000 | 15,000 | |
| Other Services and Charges | 16,300 | 6,726 | 11,128 | 16,300 | - | 0.00% |
| Communications | 19,000 | 9,334 | 18,668 | 24,000 | 5,000 | |
| Information Technology | - | - | - | - | - | |
| Vehicles and Equip. Maintenance | 105,000 | 31,166 | 62,332 | 95,000 | (10,000) | -9.52% |
| Supplies | - | - | - | - | - | |
| Operations and Maintenance | 15,000 | 6,169 | 12,338 | 15,000 | - | 0.00% |
| Environmental Remediations | - | - | - | - | - | |
| Equipment Replacement | 65,000 | 32,500 | 65,000 | 65,000 | - | 0.00% |
| ***Subtotal Before Allocations*** | $ 823,730 | $ 393,515 | $ 776,588 | $ 826,991 | $ 3,261 | 0.40% |
| Allocation of Administration Costs | - | - | - | - | - | |
| ***Total Operations Expenses*** | **$ 823,730** | **$ 393,515** | **$ 776,588** | **$ 826,991** | **$ 3,261** | **0.40%** |
| **Net Deficit** | **$ (773,730)** | **$ (366,723)** | **$ (723,004)** | **$ (776,991)** | $ (3,261) | 0.42% |

| **Summary of Local Support Payments** | | | | | | |
|---|---|---|---|---|---|---|
| **County** | $ (773,730) | $ (366,723) | $ (723,004) | $ (776,991) | $ (3,261) | 0.42% |
| **City** | - | - | - | - | - | |
| **Uva** | - | - | - | - | - | |
| | **$ (773,730)** | **$ (366,723)** | **$ (723,004)** | **$ (776,991)** | **$ (3,261)** | **0.42%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**COUNTY CONVENIENCE CENTERS**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | $ 394,100 | $ 213,336 | $ 426,672 | $ 389,100 | $ (5,000) | -1.27% |
| 11010 | Holiday & Overtime Pay | 20,000 | 9,354 | 18,708 | 20,000 | - | 0% |
| 12010 | FICA | 31,679 | 16,750 | 33,499 | 31,296 | (383) | -1% |
| 12020 | Health Insurance | 103,200 | 35,593 | 71,186 | 98,800 | (4,400) | -4% |
| 12026 | Employee Assistance Program | 100 | 56 | 113 | 100 | - | 0% |
| 12030 | Retirement | 22,070 | 10,779 | 21,558 | 16,420 | (5,650) | -26% |
| 12040 | Life Insurance | 5,281 | 2,293 | 4,586 | 4,124 | (1,157) | -22% |
| 12050 | Fitness Program | 550 | 353 | 706 | 550 | - | |
| 12060 | Worker's Comp Insurance | 18,500 | 12,176 | 16,235 | 20,500 | 2,000 | 11% |
| | *Subtotal* | $ 595,480 | $ 300,691 | $ 593,264 | $ 580,891 | $ (14,589) | |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ - | $ - | $ - | $ 150 | $ 150 | |
| 13150 | Education & Training | 1,500 | 297 | 595 | 2,000 | 500 | 33% |
| 13200 | Travel & Lodging | 100 | - | - | 100 | - | 0% |
| 13250 | Uniforms | 6,000 | 5,378 | 10,757 | 13,000 | 7,000 | 117% |
| 13325 | Recruiting and Medical Testing | 150 | 268 | 537 | 350 | 200 | 133% |
| 13350 | Other | 200 | 328 | 656 | 200 | - | 0% |
| | *Subtotal* | $ 7,950 | $ 6,272 | $ 12,544 | $ 15,800 | $ 7,850 | |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Admin. Services | - | - | - | - | - | |
| 20300 | Engineering Consultants | - | 657 | 1,314 | 15,000 | 15,000 | |
| | *Subtotal* | $ - | $ 657 | $ 1,314 | $ 15,000 | $ 15,000 | |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 4,500 | $ 3,486 | $ 4,648 | $ 4,500 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | 800 | - | - | 800 | - | 0% |
| 21250 | Administrative Services RWSA | - | - | - | - | - | |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | 1,000 | 73 | 146 | 1,000 | - | 0% |
| 21300 | Authority Dues/Permits/Fees | - | - | - | - | - | |
| 21350 | Laboratory Analysis | - | - | - | - | - | |
| 21400 | Utilities | 10,000 | 396 | 791 | 10,000 | - | 0% |
| 21420 | General Other Services | - | 2,771 | 5,542 | - | - | |
| 21430 | Governance & Strategic Support | - | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | - | |
| | *Subtotal* | $ 16,300 | $ 6,726 | $ 11,128 | $ 16,300 | $ - | |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ 3,000 | $ 49 | $ 99 | $ 3,000 | $ - | |
| 22150 | Telephone & Data Service | 15,000 | 9,054 | 18,108 | 20,000 | 5,000 | |
| 22200 | Cell Phones & Pagers | 1,000 | 231 | 462 | 1,000 | - | |
| | *Subtotal* | $ 19,000 | $ 9,334 | $ 18,668 | $ 24,000 | $ 5,000 | |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | - | - | - | - | - | |
| 31250 | Software Purchases | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 30,000 | $ 11,089 | $ 22,178 | $ 30,000 | $ - | 0% |
| 32150 | Equipment Maint. & Repair | 30,000 | 7,556 | 15,112 | 30,000 | - | 0% |
| 32200 | Fuel | 40,000 | 11,778 | 23,555 | 30,000 | (10,000) | -25% |
| 32300 | Trailer Maint & Repairs | 5,000 | 743 | 1,487 | 5,000 | - | 0% |
| | *Subtotal* | $ 105,000 | $ 31,166 | $ 62,332 | $ 95,000 | $ (10,000) | |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ - | $ - | $ - | $ - | $ - | |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | |
| 33350 | Postage | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 10,000 | $ 5,904 | $ 11,808 | $ 10,000 | $ - | 0% |
| 41160 | Forestrty Services | - | - | - | - | - | |
| 41400 | Materials, Supplies & Tools | 5,000 | 265 | 530 | 5,000 | - | 0% |
| 41450 | HHW Disposal | - | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**COUNTY CONVENIENCE CENTERS**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | - | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | - | |
| | *Subtotal* | $ 15,000 | $ 6,169 | $ 12,338 | $ 15,000 | $ - | |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | - | |
| 51200 | Surface Water Monitoring | - | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ - | | $ - | $ - | $ - | |
| | Depreciation | 65,000 | 32,500 | 65,000 | 65,000 | - | 0% |
| | *Subtotal* | $ 65,000 | $ 32,500 | $ 65,000 | $ 65,000 | $ - | |
| | **Total** | **$ 823,730** | **$ 393,515** | **$ 776,588** | **$ 826,991** | **$ 3,261** | |

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**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## Recycling (McIntire & Papersort)

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| Material sales & Other Revenues | $ 150,000 | $ 70,768 | $ 141,536 | $ 150,000 | $ - | 0.00% |
| Grants | 45,000 | 55,039 | 55,039 | 45,000 | - | 0.00% |
| ***Total Operations Revenues*** | **$ 195,000** | **$ 125,807** | **$ 196,575** | **$ 195,000** | **$ -** | **0.00%** |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 528,996 | $ 277,496 | $ 554,992 | $ 535,666 | $ 6,670 | 1.26% |
| Professional Services | - | - | - | 10,000 | 10,000 | |
| Other Services and Charges | 65,100 | 22,238 | 42,464 | 65,100 | - | 0.00% |
| Communications | 3,400 | 5,831 | 11,663 | 13,000 | 9,600 | 282.35% |
| Information Technology | 10,000 | - | - | 10,000 | - | |
| Vehicles and Equip. Maintenance | 118,600 | 41,756 | 83,511 | 118,600 | - | 0.00% |
| Supplies | 50 | - | - | 50 | - | 0.00% |
| Operations and Maintenance | 86,000 | 21,124 | 42,247 | 62,200 | (23,800) | -27.67% |
| Environmental Remediations | - | - | - | - | - | |
| Equipment Replacement | 100,000 | 50,000 | 100,000 | 100,000 | - | 0.00% |
| ***Subtotal Before Allocations*** | $ 912,146 | $ 418,445 | $ 834,878 | $ 914,616 | $ 2,470 | 0.27% |
| Allocation of Administration Costs | 264,503 | 132,165 | 264,102 | 316,791 | 52,289 | 19.77% |
| ***Total Operations Expenses*** | **$ 1,176,649** | **$ 550,609** | **$ 1,098,980** | **$ 1,231,408** | **$ 54,759** | **4.65%** |
| **Net Deficit** | **$ (981,649)** | **$ (424,802)** | **$ (902,405)** | **$ (1,036,408)** | $ (54,759) | 5.58% |

| **Summary of Local Support Payments** | | | | | | |
|---|---|---|---|---|---|---|
| **County - 70%** | $ (687,154) | $ (297,362) | $ (631,684) | $ (725,485) | $ (38,331) | 5.58% |
| **City - 30%** | (294,495) | (127,441) | (270,722) | (310,922) | (16,428) | 5.58% |
| **Uva - 0%** | - | - | - | - | - | |
| | **$ (981,649)** | **$ (424,802)** | **$ (902,405)** | **$ (1,036,408)** | **$ (54,759)** | **5.58%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**RECYCLING**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | 351,600 | $ 190,224 | $ 380,449 | $ 353,200 | $ 1,600 | 0.46% |
| 11010 | Holiday & Overtime Pay | 15,000 | 8,341 | 16,682 | 15,000 | - | 0% |
| 12010 | FICA | 28,045 | 14,935 | 29,870 | 28,167 | 122 | 0% |
| 12020 | Health Insurance | 78,900 | 31,737 | 63,475 | 76,400 | (2,500) | -3% |
| 12026 | Employee Assistance Program | 70 | 50 | 101 | 70 | - | 0% |
| 12030 | Retirement | 19,690 | 9,611 | 19,223 | 14,905 | (4,785) | -24% |
| 12040 | Life Insurance | 4,711 | 2,045 | 4,089 | 3,744 | (967) | -21% |
| 12050 | Fitness Program | 380 | 315 | 630 | 380 | - | 0% |
| 12060 | Worker's Comp Insurance | 22,200 | 14,626 | 29,251 | 26,200 | 4,000 | 18% |
| | *Subtotal* | $ 520,596 | $ 271,885 | $ 543,769 | $ 518,066 | $ (2,530) | 0% |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ 100 | $ - | $ - | $ 100 | $ - | 0% |
| 13150 | Education & Training | 4,000 | 265 | 530 | 4,000 | - | 0% |
| 13200 | Travel & Lodging | 100 | - | - | 100 | - | 0% |
| 13250 | Uniforms | 4,000 | 4,796 | 9,592 | 10,000 | 6,000 | 150% |
| 13325 | Recruiting and Medical Testing | - | 239 | 479 | 3,000 | 3,000 | #DIV/0! |
| 13350 | Other | 200 | 312 | 623 | 400 | 200 | 100% |
| | *Subtotal* | $ 8,400 | $ 5,612 | $ 11,223 | $ 17,600 | $ 9,200 | 110% |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ - | $ - | $ - | $ - | $ - | |
| 20200 | Financial & Admin. Services | - | - | - | - | - | |
| 20300 | Engineering Consultants | - | - | - | 10,000 | 10,000 | |
| | *Subtotal* | $ - | $ - | $ - | $ 10,000 | $ 10,000 | |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 3,900 | $ 3,018 | $ 4,024 | $ 3,900 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | 15,000 | - | - | 15,000 | - | 0% |
| 21250 | Administrative Services RWSA | - | - | - | - | - | |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | 4,000 | 928 | 1,856 | 4,000 | - | |
| 21300 | Authority Dues/Permits/Fees | - | - | - | - | - | |
| 21350 | Laboratory Analysis | - | - | - | - | - | |
| 21400 | Utilities | 12,200 | 2,913 | 5,827 | 12,200 | - | 0% |
| 21420 | General Other Services | 30,000 | 15,379 | 30,757 | 30,000 | - | 0% |
| 21430 | Governance & Strategic Support | - | - | - | - | - | |
| 21450 | Bad Debt Write-Offs | - | - | - | - | - | |
| | *Subtotal* | $ 65,100 | $ 22,238 | $ 42,464 | $ 65,100 | $ - | 0% |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ 100 | $ 44 | $ 88 | $ 1,000 | $ 900 | |
| 22150 | Telephone & Data Service | 2,000 | 5,119 | 10,238 | 10,000 | 8,000 | 400% |
| 22200 | Cell Phones & Pagers | 1,300 | 668 | 1,336 | 2,000 | 700 | 54% |
| | *Subtotal* | $ 3,400 | $ 5,831 | $ 11,663 | $ 13,000 | $ 9,600 | 282% |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ - | $ - | $ - | $ - | $ - | |
| 31200 | Maintenance & Support Services | 10,000 | - | - | 10,000 | - | |
| 31250 | Software Purchases | - | - | - | - | - | |
| | *Subtotal* | $ 10,000 | $ - | $ - | $ 10,000 | $ - | |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 50,600 | $ 15,419 | $ 30,837 | $ 50,600 | $ - | 0% |
| 32150 | Equipment Maint. & Repair | 30,000 | 12,420 | 24,839 | 30,000 | - | 0% |
| 32200 | Fuel | 22,000 | 12,802 | 25,604 | 22,000 | - | 0% |
| 32300 | Trailer Maint & Repairs | 16,000 | 1,115 | 2,230 | 16,000 | - | 0% |
| | *Subtotal* | $ 118,600 | $ 41,756 | $ 83,511 | $ 118,600 | $ - | 0% |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ 50 | $ - | $ - | $ 50 | $ - | 0% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | #DIV/0! |
| 33350 | Postage | | - | - | | - | |
| | *Subtotal* | $ 50 | $ - | $ - | $ 50 | $ - | |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 18,000 | $ 2,400 | $ 4,800 | $ 18,000 | $ - | 0% |
| 41160 | Forestrty Services | - | - | - | - | | |
| 41400 | Materials, Supplies & Tools | 10,000 | 3,022 | 6,044 | 10,000 | - | 0% |
| 41450 | HHW Disposal | - | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | - | #DIV/0! |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**RECYCLING**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | 18,000 | 2,202 | 4,403 | 18,000 | - | 0% |
| 41650 | Wood Grinding | - | - | - | - | - | |
| 41700 | Building Rental | 40,000 | 13,500 | 27,000 | 16,200 | (23,800) | -60% |
| 41750 | Leach Treatment | - | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | - | |
| | *Subtotal* | $ 86,000 | $ 21,124 | $ 42,247 | $ 62,200 | $ (23,800) | -28% |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | $ - | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | - | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | - | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | - | - | - | - | |
| 51200 | Surface Water Monitoring | - | - | - | - | - | |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | - | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | - | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | - | - | - | - | |
| 41900 | Closure Costs | - | - | - | - | - | |
| 51800 | Contingency | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ - | | $ - | $ - | $ - | |
| | Depreciation | 100,000 | 50,000 | 100,000 | 100,000 | - | 0% |
| | *Subtotal* | $ 100,000 | $ 50,000 | $ 100,000 | $ 100,000 | $ - | 0% |
| | **Total** | **$ 912,146** | **$ 418,445** | **$ 834,878** | **$ 914,616** | **$ 2,470** | **0.3%** |

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**Rivanna Solid Waste Authority**
**FY 2026-2027 Draft Budget**

## Administration

| | FY 2026 | | | FY 2027 | | |
|---|---|---|---|---|---|---|
| | ***Budgeted FY 2026*** | Actual for 6 months | Projected 12 months | ***Draft Budget*** | ***Budget ton/$ Change*** | ***Budget % Change*** |
| **Projected Revenues** | | | | | | |
| ***Revenues*** | | | | | | |
| Interest | $ 100,000 | $ 65,736 | $ 131,472 | $ 100,000 | $ - | 0.00% |
| Late fees | 15,000 | 7,986 | 15,972 | 15,000 | - | 0.00% |
| ***Total Operations Revenues*** | **$ 115,000** | **$ 73,722** | **$ 147,444** | **$ 115,000** | **$ -** | **0.00%** |
| **Projected Expenses** | | | | | | |
| Personnel Cost | $ 237,613 | $ 123,576 | $ 247,151 | $ 252,057 | $ 14,443 | 6.08% |
| Professional Services | 105,000 | 6,310 | 12,621 | 120,000 | 15,000 | 14.29% |
| Other Services and Charges | 1,080,200 | 558,853 | 1,116,572 | 1,304,200 | 224,000 | 20.74% |
| Communications | 5,700 | 728 | 1,456 | 5,700 | - | 0.00% |
| Information Technology | 8,000 | 44,256 | 88,513 | 16,000 | 8,000 | 100.00% |
| Vehicles and Equip. Maintenance | - | - | - | - | - | |
| Supplies | 1,000 | 822 | 1,643 | 1,000 | - | 0.00% |
| Operations and Maintenance | - | - | - | - | - | |
| Environmental Remediations | - | - | - | - | - | |
| Equipment Replacement | - | - | - | - | - | |
| ***Total Operations Expenses*** | **$ 1,437,513** | **$ 734,545** | **$ 1,467,956** | **$ 1,698,957** | **$ 261,443** | **18.19%** |
| **Net Deficit** | **$ (1,322,513)** | **$ (660,823)** | **$ (1,320,512)** | **$ (1,583,957)** | $ (261,443) | 19.77% |

**Allocation to Cost Centers (per agreement)**

| | **Allocation %** | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ivy Operations** | 25% | $ 330,628 | $ 165,206 | $ 330,128 | $ 395,989 | $ 65,361 | 19.77% |
| **Ivy Environmental** | 30% | 396,754 | 198,247 | 396,154 | 475,187 | 78,433 | 19.77% |
| **Ivy Transfer** | 25% | 330,628 | 165,206 | 330,128 | 395,989 | 65,361 | 19.77% |
| **County Convenience Centers** | 0% | - | - | - | - | | |
| **Recycling** | 20% | 264,503 | 132,165 | 264,102 | 316,791 | 52,289 | 19.77% |
| **Total Allocation to Cost Centers** | 100% | **$ 1,322,513** | **$ 660,823** | **$ 1,320,512** | **$ 1,583,957** | **$ 261,443** | **19.77%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**ADMINISTRATION**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | |
| 11000 | Salaries | $ 185,700 | $ 95,654 | $ 191,309 | $ 197,500 | $ 11,800 | 6% |
| 11010 | Holiday & Overtime Pay | - | - | - | - | - | |
| 12010 | FICA | 14,206 | 6,914 | 13,828 | 15,109 | 903 | 6% |
| 12020 | Health Insurance | 14,700 | 4,735 | 9,470 | 15,400 | 700 | 5% |
| 12026 | Employee Assistance Program | 20 | 9 | 18 | 20 | - | 0% |
| 12030 | Retirement | 10,399 | 6,990 | 13,981 | 8,335 | (2,065) | -20% |
| 12040 | Life Insurance | 2,488 | 1,072 | 2,144 | 2,094 | (395) | -16% |
| 12050 | Fitness Program | - | - | - | - | - | |
| 12060 | Worker's Comp Insurance | 7,000 | 4,611 | 9,222 | 8,000 | 1,000 | 14% |
| | *Subtotal* | $ 234,513 | $ 119,986 | $ 239,972 | $ 246,457 | $ 11,943 | 5% |
| 13000 | ***Other Personnel Costs*** | | | | | | |
| 13100 | Employee Dues & Licenses | $ 1,000 | $ - | $ - | $ 1,000 | $ - | 0% |
| 13150 | Education & Training | 1,000 | 50 | 100 | 1,000 | - | 0% |
| 13200 | Travel & Lodging | - | - | - | - | - | |
| 13250 | Uniforms | - | - | - | 500 | 500 | |
| 13325 | Recruiting and Medical Testing | 100 | - | - | 100 | - | 0% |
| 13350 | Other | 1,000 | 3,540 | 7,079 | 3,000 | 2,000 | 200% |
| | *Subtotal* | $ 3,100 | $ 3,590 | $ 7,179 | $ 5,600 | $ 2,500 | 81% |
| | ***Professional Services*** | | | | | | |
| 20100 | Legal Fees | $ 30,000 | $ 4,339 | $ 8,677 | $ 30,000 | $ - | 0% |
| 20200 | Financial & Admin. Services | 15,000 | 1,904 | 3,808 | 30,000 | 15,000 | 100% |
| 20300 | Engineering Consultants | 60,000 | 68 | 136 | 60,000 | - | 0% |
| | *Subtotal* | $ 105,000 | $ 6,310 | $ 12,621 | $ 120,000 | $ 15,000 | 14% |
| | ***Other Services and Charges*** | | | | | | |
| 21100 | General Liability/Property Insurance | $ 2,200 | $ 1,700 | $ 2,266 | $ 2,200 | $ - | 0% |
| 21150 | Advertising / Communication / Outreach | 16,000 | 308 | 616 | 36,000 | 20,000 | 125% |
| 21250 | Administrative Services RWSA | 998,000 | 499,000 | 998,000 | 1,100,000 | 102,000 | 10% |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | |
| 21253 | Safety Programs/Supplies | 1,000 | - | - | 3,000 | 2,000 | 200% |
| 21300 | Authority Dues/Permits/Fees | 45,000 | 29,751 | 59,502 | 52,000 | 7,000 | 16% |
| 21350 | Laboratory Analysis | - | - | - | - | - | |
| 21400 | Utilities | - | - | - | - | - | |
| 21420 | General Other Services | 10,000 | 27,194 | 54,387 | 103,000 | 93,000 | 930% |
| 21430 | Governance & Strategic Support | 3,000 | 900 | 1,800 | 3,000 | - | 0% |
| 21450 | Bad Debt Write-Offs | 5,000 | - | - | 5,000 | - | 0% |
| | *Subtotal* | $ 1,080,200 | $ 558,853 | $ 1,116,572 | $ 1,304,200 | $ 224,000 | 21% |
| 22000 | ***Communication*** | | | | | | |
| 22100 | Radio | $ - | $ - | $ - | $ - | $ - | #DIV/0! |
| 22150 | Telephone & Data Service | 4,700 | 728 | 1,456 | 4,700 | - | 0% |
| 22200 | Cell Phones & Pagers | 1,000 | - | - | 1,000 | - | 0% |
| | *Subtotal* | $ 5,700 | $ 728 | $ 1,456 | $ 5,700 | $ - | 0% |
| 31000 | ***Information Technology*** | | | | | | |
| 31100 | Computer Hardware | $ 1,000 | $ - | $ - | $ 8,000 | $ 7,000 | 700% |
| 31200 | Maintenance & Support Services | 2,000 | 44,256 | 88,513 | 3,000 | 1,000 | 50% |
| 31250 | Software Purchases | 5,000 | - | - | 5,000 | - | 0% |
| | *Subtotal* | $ 8,000 | $ 44,256 | $ 88,513 | $ 16,000 | $ 8,000 | 100% |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ - | $ - | $ - | $ - | $ - | |
| 32150 | Equipment Maint. & Repair | - | - | - | - | - | |
| 32200 | Fuel | - | - | - | - | - | |
| 32300 | Trailer Maint & Repairs | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 33000 | ***Supplies*** | | | | | | |
| 33100 | Office Supplies | $ 1,000 | $ 706 | 1,412 | $ 1,000 | $ - | 0% |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | |
| 33350 | Postage | - | 116 | 231 | - | - | |
| | *Subtotal* | $ 1,000 | $ 822 | $ 1,643 | $ 1,000 | $ - | 0% |
| 41000 | ***Operation & Maintenance*** | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ - | $ - | $ - | $ - | $ - | |
| 41160 | Forestrty Services | - | - | - | - | | |
| 41400 | Materials, Supplies & Tools | - | - | - | - | - | |
| 41450 | HHW Disposal | - | - | - | - | - | |
| 41500 | Contracted Labor | - | - | - | - | - | |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**ADMINISTRATION**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % |
|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | - | - | - | - | - | |
| 41650 | Wood Grinding | - | - | - | - | - | |
| 41700 | Building Rental | - | - | - | - | - | |
| 41750 | Leach Treatment | - | - | - | - | - | |
| 41760 | Tire Disposal | - | - | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 43000 | ***Disposal Contracts*** | | | | | | |
| 43100 | MSW - Ivy Transfer | $ - | $ - | $ - | $ - | $ - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 51000 | ***Ivy Remediation*** | | | | | | |
| 41350 | Ground Water Systems Maintenance | $ - | | $ - | $ - | $ - | |
| 41360 | Gas Systems Maintenance | - | | - | - | - | |
| 51101 | Settlement Agreement (Air & Groundwater) | - | | - | - | - | |
| 51110 | Compliance Ground Water Well Monitoring | - | | - | - | - | |
| 51200 | Surface Water Monitoring | - | | - | - | - | |
| 51225 | Cap Replacement and Repair | - | | - | - | - | |
| 51224 | O&M Cell 3 and P.Plant place holder | - | | - | - | - | |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | | - | - | - | |
| 51649 | Full Scale EBR - Monitoring | - | | - | - | - | |
| 51651 | Full Scale EBR - Injection & Reporting | - | | - | - | - | |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | | - | - | - | |
| 51670 | Cobalt MNA Monitoring | - | | - | - | - | |
| 41900 | Closure Costs | - | | - | - | - | |
| 51800 | Contingency | - | | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| 81000 | ***Equipment*** | | | | | | |
| 81200 | Rental & Leases | $ - | | $ - | $ - | $ - | |
| | Depreciation | - | | - | - | - | |
| | *Subtotal* | $ - | $ - | $ - | $ - | $ - | |
| | **Total** | **$ 1,437,513** | **$ 734,545** | **$ 1,467,956** | **$ 1,698,957** | **$ 261,443** | **18%** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**Department: All Cost Centers Consolidated**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % | BUDGET FY 2025 | ACTUAL FY 2025 |
|---|---|---|---|---|---|---|---|---|---|
| 10000 | ***Salaries and Benefits*** | | | | | | | | |
| 11000 | Salaries | $ 1,827,200 | $ 984,554 | $ 1,969,107 | $ 1,950,300 | $ 123,100 | 7% | 1,656,650 | 1,799,301 |
| 11010 | Holiday & Overtime Pay | 84,000 | 38,976 | 77,952 | 84,000 | - | 0% | 105,000 | 80,743 |
| 12010 | FICA | 146,207 | 76,704 | 153,408 | 155,624 | 9,417 | 6% | 134,767 | 140,894 |
| 12020 | Health Insurance | 412,900 | 153,040 | 306,080 | 432,200 | 19,300 | 5% | 393,150 | 347,616 |
| 12026 | Employee Assistance Program | 430 | 244 | 488 | 430 | - | 0% | 250 | 481 |
| 12030 | Retirement | 102,324 | 51,904 | 103,807 | 82,303 | (20,021) | -20% | 91,117 | 93,625 |
| 12040 | Life Insurance | 24,484 | 10,627 | 21,253 | 20,673 | (3,811) | -16% | 22,199 | 19,385 |
| 12050 | Fitness Program | 2,280 | 1,471 | 2,942 | 2,280 | - | 0% | 1,100 | 2,856 |
| 12060 | Worker's Comp Insurance | 109,200 | 72,048 | 108,888 | 123,700 | 14,500 | 13% | 82,700 | 109,373 |
| | *Subtotal* | $ 2,709,025 | $ 1,389,566 | $ 2,743,926 | $ 2,851,510 | $ 142,485 | 5% | 2,486,933 | 2,594,274 |
| 13000 | ***Other Personnel Costs*** | | | | | | | | |
| 13100 | Employee Dues & Licenses | $ 1,420 | $ - | $ - | $ 1,950 | $ 530 | 37% | 1,420 | 1,368 |
| 13150 | Education & Training | 20,000 | 1,289 | 2,577 | 20,500 | 500 | 3% | 20,000 | 10,258 |
| 13200 | Travel & Lodging | 800 | - | - | 800 | - | 0% | 800 | - |
| 13250 | Uniforms | 26,700 | 22,410 | 44,820 | 53,500 | 26,800 | 100% | 20,300 | 46,460 |
| 13325 | Recruiting and Medical Testing | 1,450 | 1,118 | 2,236 | 4,650 | 3,200 | 221% | 1,450 | 1,383 |
| 13350 | Other | 2,900 | 4,925 | 9,851 | 5,100 | 2,200 | 76% | 2,900 | 4,493 |
| | *Subtotal* | $ 53,270 | $ 29,742 | $ 59,484 | $ 86,500 | $ 33,230 | 62% | 46,870 | 63,962 |
| | ***Professional Services*** | | | | | | | | |
| 20100 | Legal Fees | $ 30,000 | $ 4,339 | $ 8,677 | $ 30,000 | $ - | 0% | 30,000 | 13,239 |
| 20200 | Financial & Admin. Services | 15,000 | 1,904 | 3,808 | 30,000 | 15,000 | 100% | 15,000 | 18,080 |
| 20300 | Engineering Consultants | 205,000 | 56,502 | 113,003 | 160,000 | (45,000) | -22% | 100,000 | 23,079 |
| | *Subtotal* | $ 250,000 | $ 62,744 | $ 125,488 | $ 220,000 | $ (30,000) | -12% | 145,000 | 54,398 |
| | ***Other Services and Charges*** | | | | | | | | |
| 21100 | General Liability/Property Insurance | $ 22,400 | $ 17,345 | $ 23,126 | $ 22,400 | $ - | 0% | 22,400 | 20,003 |
| 21150 | Advertising / Communication / Outreach | 34,800 | 2,175 | 4,349 | 54,800 | 20,000 | 57% | 32,300 | 10,411 |
| 21250 | Administrative Services RWSA | 998,000 | 499,000 | 998,000 | 1,100,000 | 102,000 | 10% | 905,000 | 829,767 |
| 21252 | EMS Programs/Supplies | - | - | - | - | - | | - | - |
| 21253 | Safety Programs/Supplies | 27,000 | 1,604 | 3,209 | 29,000 | 2,000 | 7% | 27,000 | 9,264 |
| 21300 | Authority Dues/Permits/Fees | 58,600 | 39,204 | 78,408 | 65,600 | 7,000 | 12% | 48,600 | 59,165 |
| 21350 | Laboratory Analysis | - | - | - | - | - | #DIV/0! | - | - |
| 21400 | Utilities | 39,700 | 7,211 | 14,422 | 39,700 | - | 0% | 39,700 | 20,803 |
| 21420 | General Other Services | 63,000 | 69,651 | 139,302 | 181,000 | 118,000 | 187% | 55,000 | 102,365 |
| 21430 | Governance & Strategic Support | 3,000 | 900 | 1,800 | 3,000 | - | 0% | 3,000 | 1,800 |
| 21450 | Bad Debt Write-Offs | 5,000 | - | - | 5,000 | - | 0% | 5,000 | - |
| | *Subtotal* | $ 1,251,500 | $ 637,090 | $ 1,262,616 | $ 1,500,500 | $ 249,000 | 20% | 1,138,000 | 1,053,578 |
| 22000 | ***Communication*** | | | | | | | | |
| 22100 | Radio | $ 3,200 | $ 206 | $ 412 | $ 13,500 | $ 10,300 | 322% | 3,200 | 13,313 |
| 22150 | Telephone & Data Service | 57,700 | 39,981 | 79,963 | 90,700 | 33,000 | 57% | 55,950 | 77,025 |
| 22200 | Cell Phones & Pagers | 6,950 | 2,043 | 4,087 | 7,750 | 800 | 12% | 8,950 | 4,949 |
| | *Subtotal* | $ 67,850 | $ 42,231 | $ 84,462 | $ 111,950 | $ 44,100 | 65% | 68,100 | 95,287 |
| 31000 | ***Information Technology*** | | | | | | | | |
| 31100 | Computer Hardware | $ 14,000 | $ 200 | $ 400 | $ 21,000 | $ 7,000 | 50% | 5,000 | 12,151 |
| 31200 | Maintenance & Support Services | 28,000 | 44,365 | 88,731 | 29,000 | 1,000 | 4% | 18,000 | 3,625 |
| 31250 | Software Purchases | 65,000 | 2,312 | 4,624 | 65,000 | - | 0% | 65,000 | 3,110 |
| | *Subtotal* | $ 107,000 | $ 46,878 | $ 93,755 | $ 115,000 | $ 8,000 | 7% | 88,000 | 18,886 |
| 32000 | ***Vehicles and Equipment Maint.*** | | | | | | | | |
| 32100 | Vehicle Maintenance & Repair | $ 126,100 | $ 33,121 | $ 66,242 | $ 131,100 | $ 5,000 | 4% | 126,100 | 92,391 |
| 32150 | Equipment Maint. & Repair | 160,000 | 116,437 | 232,873 | 234,000 | 74,000 | 46% | 158,500 | 229,681 |
| 32200 | Fuel | 131,000 | 51,374 | 102,748 | 111,000 | (20,000) | -15% | 192,000 | 96,215 |
| 32300 | Trailer Maint & Repairs | 22,000 | 3,272 | 6,545 | 22,000 | - | 0% | 22,000 | 4,105 |
| | *Subtotal* | $ 439,100 | $ 204,204 | $ 408,408 | $ 498,100 | $ 59,000 | 13% | 498,600 | 422,392 |
| 33000 | ***Supplies*** | | | | | | | | |
| 33100 | Office Supplies | $ 21,050 | $ 6,406 | $ 12,812 | $ 21,050 | $ - | 0% | 15,050 | 11,740 |
| 33150 | Subscriptions/Reference Material | - | - | - | - | - | #DIV/0! | 1,000 | 100 |
| 33350 | Postage | - | 116 | 231 | - | - | | - | 161 |
| | *Subtotal* | $ 21,050 | $ 6,522 | $ 13,043 | $ 21,050 | $ - | 0% | 16,050 | 12,001 |
| 41000 | ***Operation & Maintenance*** | | | | | | | | |
| 41100 | Facility Maintenance/Repairs/Replacements | $ 148,000 | $ 151,727 | $ 303,454 | $ 178,000 | $ 30,000 | 20% | 115,000 | 234,725 |
| 41160 | Forestrty Services | 11,000 | - | - | 11,000 | $ - | | - | - |
| 41400 | Materials, Supplies & Tools | 55,000 | 22,635 | 45,270 | 65,000 | 10,000 | 18% | 55,000 | 45,941 |
| 41450 | HHW Disposal | 190,000 | 111,494 | 222,987 | 255,000 | 65,000 | 34% | 155,000 | 203,579 |
| 41500 | Contracted Labor | - | 475 | 950 | - | - | #DIV/0! | - | - |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**
**Expense Detail by Department**
**Department: All Cost Centers Consolidated**

| Object Code | Line Item | Adopted Budget FY 2025-2026 | Current Year Activity: Six Months Actual 12/31/2025 | Current Year Activity: Projected Yearend 6/30/2026 | Draft Budget FY 2026-2027 | FY 2026 vs. FY 2027 Variance $ | FY 2026 vs. FY 2027 Variance % | BUDGET FY 2025 | ACTUAL FY 2025 |
|---|---|---|---|---|---|---|---|---|---|
| 41550 | Material Purchases | 18,000 | 2,202 | 4,403 | 18,000 | - | 0% | 25,000 | 14,231 |
| 41650 | Wood Grinding | 321,000 | 121,893 | 243,786 | 375,000 | 54,000 | 17% | 321,000 | 348,130 |
| 41700 | Building Rental | 40,000 | 13,500 | 27,000 | 16,200 | (23,800) | -60% | 40,000 | 32,400 |
| 41750 | Leach Treatment | 2,000 | 654 | 1,307 | 9,000 | 7,000 | 350% | 2,000 | 8,429 |
| 41760 | Tire Disposal | 26,000 | 10,309 | 20,619 | 26,000 | - | 0% | 26,000 | 23,352 |
| | *Subtotal* | $ 811,000 | $ 434,888 | $ 869,777 | $ 953,200 | $ 142,200 | 18% | 739,000 | 910,787 |
| 43000 | ***Disposal Contracts*** | | | | | | | | |
| 43100 | MSW - Ivy Transfer | $ 3,767,548 | $ 2,415,098 | $ 4,830,196 | $ 4,013,100 | $ 245,552 | 7% | 3,514,327 | 3,668,517 |
| | *Subtotal* | $ 3,767,548 | $ 2,415,098 | $ 4,830,196 | $ 4,013,100 | $ 245,552 | 7% | 3,514,327 | 3,668,517 |
| 51000 | ***Ivy Remediation*** | | | | | | | - | - |
| 41350 | Ground Water Systems Maintenance | $ 81,500 | $ - | $ 81,500 | $ 81,500 | - | 0% | 6,500 | 4,400 |
| 41360 | Gas Systems Maintenance | 40,000 | 45,036 | 50,000 | 40,000 | - | 0% | 40,000 | 17,269 |
| 51101 | Settlement Agreement (Air & Groundwater) | 13,000 | 1,475 | 13,000 | 13,000 | - | 0% | 13,000 | 9,482 |
| 51110 | Compliance Ground Water Well Monitoring | 85,000 | 11,901 | 85,000 | 85,000 | - | 0% | 85,000 | 76,117 |
| 51200 | Surface Water Monitoring | 18,000 | 430 | 18,000 | 18,000 | - | 0% | 18,000 | 11,932 |
| 51225 | Cap Replacement and Repair | - | - | - | - | - | | - | - |
| 51224 | O&M Cell 3 and P.Plant place holder | - | - | - | - | - | | - | - |
| 51300 | Paint Pit Remed. - Gas & Vapor Extraction | - | - | - | - | - | | - | - |
| 51649 | Full Scale EBR - Monitoring | 50,000 | 1,806 | 50,000 | 50,000 | - | 0% | 50,000 | 41,487 |
| 51651 | Full Scale EBR - Injection & Reporting | 35,000 | - | 35,000 | 5,000 | (30,000) | | 35,000 | 12,513 |
| 51660 | Greenhouse Gas Monitoring & Reporting | - | - | - | - | - | #DIV/0! | - | - |
| 51670 | Cobalt MNA Monitoring | 14,000 | - | 14,000 | 14,000 | - | 0% | 14,000 | 9,084 |
| 41900 | Closure Costs | 3,500 | - | - | 3,500 | - | 0% | 3,500 | - |
| 51800 | Contingency | 8,500 | - | - | 8,500 | - | 0% | 8,500 | - |
| | *Subtotal* | $ 348,500 | $ 60,648 | $ 346,500 | $ 318,500 | $ (30,000) | | 273,500 | 182,284 |
| 81000 | ***Equipment*** | | | | | | | | |
| 81200 | Rental & Leases | $ 5,000 | $ - | $ - | $ 5,000 | $ - | 0% | 5,000 | - |
| | Depreciation | 745,000 | 372,500 | 745,000 | 995,000 | 250,000 | 34% | 795,000 | 795,000 |
| | *Subtotal* | $ 750,000 | $ 372,500 | $ 745,000 | $ 1,000,000 | $ 250,000 | 33% | 800,000 | 795,000 |
| | **Total** | **$ 10,575,843** | **$ 5,702,110** | **$ 11,582,654** | **$ 11,689,410** | **$ 1,113,567** | **11%** | **9,814,380** | **9,871,366** |
| | | | | | | $ 1,113,567 | | | |

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# *Capital Improvement Plan*

*Rivanna Solid Waste Authority*

*Fiscal Year 2026-2027*

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**

# Capital Improvement Program

| | FY 2026 | | | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2027-2031 TOTALS |
|---|---|---|---|---|---|---|---|---|---|
| | Adopted | Carry Over from FY 2025 | Adjusted Budget | | | | | | |
| **Ivy Operations** | | | | | | | | | |
| Fix and Repave "Mixing Bowl" & Entrance | 150,000 | | 150,000 | | | | | | - |
| Encore Shop | 15,000 | | 15,000 | - | | | - | - | - |
| **Subtotal** | **165,000** | **-** | **165,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Ivy Transfer Station** | | | | | | | | | |
| Replace Scale House Facility | - | 100,000 | 100,000 | - | - | - | - | - | - |
| Transfer Station Floor Survey | | | | 100,000 | | | | | **100,000** |
| **Subtotal** | **-** | **100,000** | **100,000** | **100,000** | **-** | **-** | **-** | **-** | **100,000** |
| **Ivy Environmental** | | | | | | | | | |
| Landfill Gas Repair | - | | - | - | 200,000 | - | - | - | **200,000** |
| Storm Water Repairs | | | | 750,000 | | | | | **750,000** |
| Asphalt repair on back lot (asbestos) | - | | - | | | | | | - |
| Cell 3 Leachate Line Repair | - | | - | | | | | | - |
| Landfill Cap Repairs | | | - | - | - | 300,000 | | | **300,000** |
| Landfill Gas System - Flare | | | - | - | - | 250,000 | | | **250,000** |
| Leachate pond improvements | - | | - | - | 400,000 | - | - | - | **400,000** |
| **Subtotal** | **-** | | **-** | **750,000** | **600,000** | **550,000** | **-** | **-** | **1,900,000** |
| **County Convenience Centers** | | | | | | | | | |
| Northern Convenience Center | 335,000 | 165,000 | 500,000 | 500,000 | 1,306,300 | - | - | - | **1,806,300** |
| ICC Road and Parking Lot Resurface | | | - | | | 300,000 | | | **300,000** |
| Stormwater Improvement ICC | | | - | 250,000 | - | | | | **250,000** |
| **Subtotal** | **335,000** | **165,000** | **500,000** | **750,000** | **1,306,300** | **300,000** | **-** | **-** | **2,356,300** |
| **Recycling - McIntire / Paper Sort** | | | | | | | | | |
| Paper Sort Replacement | 6,400,000 | | 6,400,000 | - | - | | | | - |
| **Subtotal** | **6,400,000** | **-** | **6,400,000** | **-** | **-** | **-** | **-** | **-** | **-** |
| **Total 5-Year CIP** | **$ 6,900,000** | **$ 265,000** | **$ 7,165,000** | **$ 1,600,000** | **$ 1,906,300** | **$ 850,000** | **$ -** | **$ -** | **$ 4,356,300** |
| **Capital Equipment (Schedule on next page)** | **$ 465,000** | **$ -** | **$ 465,000** | **$ 170,000** | **$ 185,000** | **$ 350,000** | **$ 80,000** | **$ 140,000** | **$ 925,000** |
| Total Capital Spending | **$ 7,365,000** | **$ 265,000** | **$ 7,630,000** | **$ 1,770,000** | **$ 2,091,300** | **$ 1,200,000** | **$ 80,000** | **$ 140,000** | **$ 5,281,300** |

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**

# Capital Equipment Detail

| | FY 2026 Adopted | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2027-2031 TOTALS |
|---|---|---|---|---|---|---|---|
| **Ivy Operations** | | | | | | | |
| Replace Vehicle - GMC Pickup (w sno-plow equip) | - | - | - | - | - | - | **-** |
| Allocated Equipment | 73,000 | 11,200 | 14,700 | 75,000 | - | - | **100,900** |
| **Ivy Operations Subtotal** | **73,000** | **11,200** | **14,700** | **75,000** | **-** | **-** | **100,900** |
| **Ivy Transfer Station** | | | | | | | |
| Replace CAT TH255 (Telehandler) | $ - | $ - | $ - | $ - | $ - | $ 120,000 | **120,000** |
| Loader | - | - | - | - | - | - | **-** |
| Skid Steer | - | - | - | - | - | - | **-** |
| Yard Jockey | 125,000 | - | - | - | - | - | **-** |
| Allocated Equipment | 214,500 | 28,800 | 37,800 | 225,000 | - | - | **291,600** |
| **Ivy Transfer Station Subtotal** | **339,500** | **28,800** | **37,800** | **225,000** | **-** | **-** | **291,600** |
| **Ivy Environmental** | | | | | | | |
| Leachate Pump | - | - | - | - | - | - | **-** |
| 2007 JD Gator | - | - | - | - | - | - | **-** |
| John Deere 4X2 ATV | 15,000 | - | - | - | - | - | **-** |
| Ventrac Mower | - | 40,000 | - | - | - | - | **40,000** |
| Allocated Equipment | 18,000 | 19,200 | 25,200 | - | - | - | **44,400** |
| **Ivy Environmental Subtotal** | **33,000** | **59,200** | **25,200** | **-** | **-** | **-** | **84,400** |
| **County Convenience Centers** | | | | | | | |
| Break away OCC compactor | - | - | - | - | - | - | **-** |
| Allocated Equipment | 7,500 | 8,000 | 10,500 | - | - | - | **18,500** |
| **County CC Subtotal** | **7,500** | **8,000** | **10,500** | **-** | **-** | **-** | **18,500** |
| **Recycling - McIntire / Paper Sort** | | | | | | | |
| Skid Steer | - | - | - | - | - | 90,000 | **90,000** |
| Compactors | - | 50,000 | - | 50,000 | - | 50,000 | **150,000** |
| Roll-off Containers | - | - | 80,000 | - | 80,000 | - | **160,000** |
| Replace Trailers | - | - | | | | | **-** |
| Allocated Equipment | 12,000 | 12,800 | 16,800 | - | - | - | **29,600** |
| **Recycling Subtotal** | **12,000** | **62,800** | **96,800** | **50,000** | **80,000** | **140,000** | **429,600** |
| **Total Capital Equipment** | **$ 465,000** | **$ 170,000** | **$ 185,000** | **$ 350,000** | **$ 80,000** | **$ 140,000** | **$ 925,000** |
| | | | | | | | **$ 925,000** |

| Allocated Equipment | Class | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | TOTALS |
|---|---|---|---|---|---|---|---|---|
| New Vehicle - Recycling Asst. Mgr | A | $ - | $ - | $ - | $ - | $ - | $ - | **$ -** |
| Office Upfit at Ivy | A | 75,000 | - | - | - | - | - | **-** |
| Replace Flail Mower - Ventrac | B | - | | - | - | - | - | **-** |
| Mini-Loader with Attachments | a | - | 80,000 | - | - | - | - | **80,000** |
| Replace Vehicle - Chev Colorado | A | - | - | 40,000 | - | - | - | **40,000** |
| Replace Vehicle - 2014 Ram | A | - | - | 65,000 | - | - | - | **65,000** |
| Replace Roll-off truck | B | 250,000 | - | | 300,000 | - | - | **300,000** |
| Roll-off containers - Ivy and McIntire split | | - | - | - | - | - | - | **-** |
| **Total Equipment to Allocate** | | $ 325,000 | $ 80,000 | $ 105,000 | $ 300,000 | $ - | $ - | **$ 485,000** |
| **Allocation:** | | | | | | | | |
| Ivy Operations | | 73,000 | 11,200 | 14,700 | 75,000 | - | - | **100,900** |
| Ivy Transfer Station | | 214,500 | 28,800 | 37,800 | 225,000 | - | - | **291,600** |
| Ivy Environmental | | 18,000 | 19,200 | 25,200 | - | - | - | **44,400** |
| County Convenience Centers | | 7,500 | 8,000 | 10,500 | - | - | - | **18,500** |
| Recycling | | 12,000 | 12,800 | 16,800 | - | - | - | **29,600** |
| | | | | | | | | |
| **Total Cost Center Allocations** | | $ 325,000 | $ 80,000 | $ 105,000 | $ 300,000 | $ - | $ - | **$ 485,000** |

# *Appendices*

*Rivanna Solid Waste Authority*

*Fiscal Year 2026-2027*

**Rivanna Solid Waste Authority**
**Fiscal Year 2026-2027 Draft Budget**

## General Definitions

| | |
|---|---|
| **MSW** | Municipal Solid Waste, a.k.a. non-hazardous household, commercial refuse and construction debris |

**Operating Revenue Categories:**

| | |
|---|---|
| Ivy Tipping Fees | Fees for items received at Ivy, either per ton or per item and material sales |
| Transfer Station Tipping Fees | Fees per ton of MSW and Construction Debris |
| Environmental | Sale of timber, use of reserves |
| Recycling Revnues | Material sales primarily from McIntire / Paper Sort collections |
| County Convenience Centers | Material sales primarily from the County Convenience Center material collections |
| Other Revenues | Grants, fees for services, and finance charges |
| Interest | Interest earned on operating and escrow funds |

**Operating Expenses:**

| | |
|---|---|
| Ivy Operations | Operations and maintenance costs for all non-Transfer Station services (Yard/Veg waste, Tires, Clean fill, etc.) |
| Ivy Environmental | Ground water and gas remediation costs |
| MSW - Transfer | Personnel costs, maintenance, and contract costs for the Transfer Station |
| County Convenience Centers | Operations of Ivy and Southside convenience centers |
| Recycling Operations | Operations and maintenance costs for McIntire and Paper Sort |
| Administration | Administrative costs - mostly shared with RWSA |

**Tipping Fees:**

| | |
|---|---|
| Clean Fill Material | Mixed dirt, bricks, concrete, road materials |
| Bulk Clean Fill Material | Mixed dirt, bricks, concrete, road materials - contracted special rate for large quantity users |
| Grindable Vegetative Material | Wood waste suitable for chipping |
| Tires (Split or Whole) | Vehicle & equipment tires |
| White Goods (Freon & non-Freon) | Large appliances weighed as MSW, per item charge for freon removal if applicable |
| IVY - MSW TS | MSW tipping fee per ton at Ivy Transfer |

**Rivanna Solid Waste Authority**

**Fiscal Year 2026-2027 Draft Budget**

## Authority Staffing Plan

| | | FY 2027 (FTE) FULL-TIME EQUIVALENT Proposed | FY 2026 Approved FTE | CHANGE FROM FY 2026 | |
|---|---|---|---|---|---|
| **Administrative** | Director of Solid Waste | 1.0 | 1.0 | 0.0 | |
| **Ivy Operations and Environmental** | Manager | 1.0 | 1.0 | 0.0 | |
| | Heavy Equipment Operator/Attendant | 2.0 | 2.0 | 0.0 | |
| | Operator/Attendant - Ivy / grounds maintenance | 1.0 | 1.0 | 0.0 | |
| **Allocated Positions between Ivy Operations, Ivy MSW and Recycling** | Ivy - MUC | | | | |
| | Assistant Manager | 1.0 | 1.0 | 0.0 | |
| | Operator/Attendant - Ivy | 6.0 | 4.0 | 2.0 | |
| | Ivy - Convenience Center | | | | |
| | Operator/Attendant | 2.0 | 2.0 | 0.0 | |
| | Southern Convenience Center | | | | |
| | Operator/Attendant | 2.0 | 2.0 | 0.0 | |
| | Recycling - McIntire / Paper Sort | | | | |
| | Assistant Manager | 1.0 | 1.0 | 0.0 | |
| | Operator/Attendant - Paper Sort | 1.0 | 1.0 | 0.0 | |
| | Operator/Attendant - McIntire | 2.0 | 2.0 | 0.0 | |
| | Scale Clerks | 2.0 | 2.0 | 0.0 | |
| | Driver/Equipment Operator *(allocated to all cost centers)* | 6.0 | 8.0 | (2.0) | |
| | *Subtotal* | 28.0 | 28.0 | 0.0 | 0% |

| | | | FTE Split | | |
|---|---|---|---|---|---|
| **Joint Administrative Staff** | | | RWSA | SWA | |
| Executive Director | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Deputy Executive Director | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Director of Administration | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Executive Coordinator | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| HR Manager | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Payroll & Benefits Coordinator | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Grants Sustainability Coordinator | 1.0 | 0.0 | 0.80 | 0.20 | 1.00 |
| Communications/Outreach Coordinator | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Administrative Assistant | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Safety Manager | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Director of Finance | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Finance Manager | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Senior Accountant | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Procurement Coordinator | 1.0 | 1.0 | 0.85 | 0.15 | 1.00 |
| Accounts Payable Technician | 1.0 | 1.0 | 0.82 | 0.18 | 1.00 |
| Accounts Receivable Technician | 1.0 | 1.0 | 0.20 | 0.80 | 1.00 |
| Business Finance Coordinator | 1.0 | 1.0 | 0.60 | 0.40 | 1.00 |
| IT Director | 1.0 | 0.0 | 0.80 | 0.20 | 1.00 |
| IT Manager | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Asset Mgt Coordinator | 1.0 | 0.0 | 0.90 | 0.10 | 1.00 |
| Information Systems Administrator - Core | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Information Systems Administrator - ERP | 1.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| Information Systems Administrator - Operation | 1.0 | 1.0 | 1.00 | 0.00 | 1.00 |
| GIS Coordinator | 1.0 | 1.0 | 1.00 | 0.00 | 1.00 |
| IT Systems Analyst - Operations/Scada | 2.0 | 2.0 | 1.90 | 0.10 | 2.00 |
| IT Systems Analyst - Core | 2.0 | 1.0 | 0.80 | 0.20 | 1.00 |
| **Administration and allocation with RSWA** | 28 | 24 | 21.97 | 5.03 | 27.00 |

## Rivanna Solid Waste Authority
## Fiscal Year 2026-2027 Draft Budget

### Cost Allocation for Administrative Services Provided by RWSA

| | Rivanna Water & Sewer Depts. Admin | Finance | IT | FY 2027 SWA Share | FY 2026 SWA Share | |
|---|---|---|---|---|---|---|
| **Salaries Total Admin.** | | | | | | |
| *SWA share* | $ 266,200 | $ 188,500 | $ 238,800 | $ 693,500 | $ 582,910 | |
| **Benefits Total Admin.** | | | | | | |
| *SWA share* | 86,400 | 71,300 | 60,200 | $ 217,900 | 201,388 | |
| **Other Personnel Costs** | 8,880 | 2,240 | 4,780 | 15,900 | 23,654 | |
| **Professional Services** | 22,320 | 28,980 | 5,200 | 56,500 | 30,190 | |
| **General Other Services** | 45,160 | 12,160 | 370 | 57,690 | 34,130 | |
| **Building and Grounds** | 8,770 | 860 | - | 9,630 | 13,210 | |
| **Communications** | 1,475 | 920 | 9,880 | 12,275 | 12,330 | |
| **Technology** | 50 | 6,900 | 21,740 | 28,690 | 92,345 | |
| **Office Supplies and Postage** | 2,790 | 2,530 | - | 5,320 | 6,720 | |
| **Vehicles** | 2,340 | - | 200 | 2,540 | 1,070 | |
| | $ 444,391 | $ 314,390 | $ 341,170 | $ 1,099,945 | **$ 997,947** | |
| **Rounded to** | **(Total shared costs to RSWA)** | | | **$ 1,100,000** | **$ 998,000** | 10.2% |
| | | | | | $ 102,000 | |

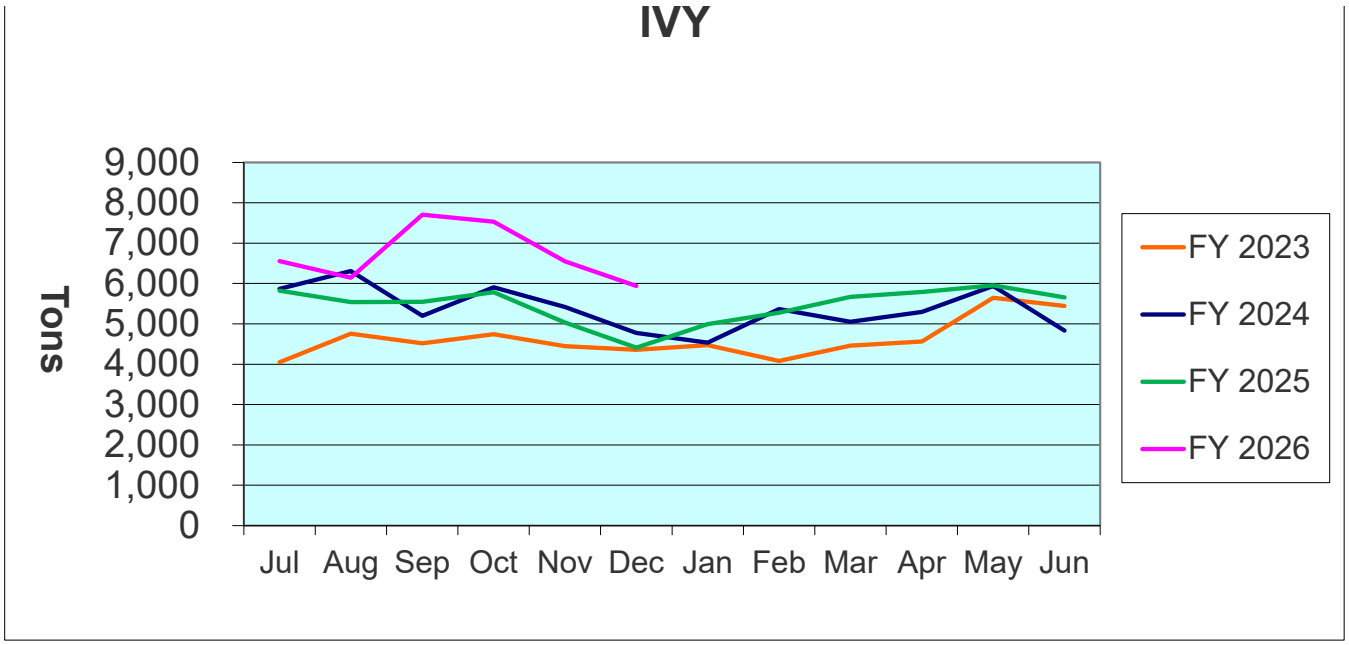
**Rivanna Solid Waste Authority**
**Material Analysis Report**
**Waste Tonnages**
**Fiscal Years 2022-2026**

| | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 (Jul-Dec) | FY 2026 Projected |
|---|---|---|---|---|---|---|
| **Ivy Waste Tonnage Categories** | | | | | | |
| Clean Fill Material | 92,471 | 180,325 | 141,837 | 172,126 | 102,569 | 205,138 |
| Grindable Vegetative Material | 7,210 | 7,141 | 8,673 | 9,604 | 4,145 | 8,290 |
| Compost | 376 | - | - | - | - | - |
| Tires, Whole | 66 | 264 | 212 | 78 | 49 | 98 |
| White Goods (Non-Freon) | 8 | 5 | - | - | - | - |
| Total Non-MSW | 100,131 | 187,735 | 150,722 | 181,808 | 106,763 | 213,526 |
| **MSW Tonnages** | | | | | | |
| Ivy MSW TS | 46,773 | 55,528 | 64,494 | 65,475 | 40,426 | 80,852 |
| Total Ivy MSW | 46,773 | 55,528 | 64,494 | 65,475 | 40,426 | 80,852 |
| Total | 146,904 | 243,263 | 215,216 | 247,283 | 147,189 | 294,378 |

# Rivanna Solid Waste Authority
## Historical Material Tonnage Report - Recycling
## Fiscal Years 2022-2026

| | Fiscal Year 2022 | Fiscal Year 2023 | Fiscal Year 2024 | Fiscal Year 2025 | Fiscal Year 2026 (Jul-Dec) |
|---|---|---|---|---|---|
| ***In U.S. Tons*** | | | | | |
| **Fiber Products** | | | | | |
| Newspaper, Magazines, Catalogs | - | 9 | 1 | - | - |
| Cardboard (Corrugated) | 853 | 860 | 923 | 964 | 481 |
| Mixed Paper | 835 | 651 | 581 | 585 | 320 |
| File Stock (Office Paper) | 22 | 2 | 1 | - | - |
| ***Total Fiber Products*** | 1,710 | 1,522 | 1,506 | 1,549 | 801 |
| **Other Products** | | | | | |
| Glass | 590 | 490 | 379 | 384 | 221 |
| Metal Cans | 100 | 104 | 112 | 117 | 61 |
| Plastic | 130 | 103 | 121 | 118 | 58 |
| ***Total Other Products*** | 820 | 697 | 612 | 619 | 340 |
| ***Total*** | 2,530 | 2,219 | 2,118 | 2,168 | 1,141 |

**Rivanna Solid Waste Authority**
**MSW Transfer Tonnages**
**FY 2023 - 2026**



# Rivanna Solid Waste Authority
# Fiscal Year 2026-2027 Draft Budget

Cash Reserve Balances

| | |
|---|---|
| **Operating Cash Accounts** | |
| December 2025 Ending Balance | $ 2,406,447 |
| **Capital Cash Reserves** | |
| December 2025 Ending Balance | $ 764,020 |
| **Total Discretionary Funds** | **$ 3,170,467** |
| **Trust Fund with DEQ** | **$ 178,480** |

**RIVANNA SOLID WASTE AUTHORITY**
**ENVIRONMENTAL COSTS PROJECTIONS**

| Item | Description | FY 2026 Adopted Budget | FY 2025 as of December 2024 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032-2036 Five year Estimate | TEN YEAR ESTIMATE |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Groundwater System Maintenance | $ 81,500 | $ - | $ 81,500 | $ 50,000 | $ 6,500 | $ 6,500 | $ 6,500 | $ 69,000 | $ 220,000 |
| 2 | Gas System Maintenance support | 40,000 | 45,036 | 40,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 | 490,000 |
| 3 | Ambient Air & Ground Water Monitoring - Settlement | 13,000 | 1,475 | 13,000 | 9,000 | 10,000 | 10,000 | 10,000 | 50,000 | 102,000 |
| 4 | Compliance Ground Water Well Monitoring - Permit related | 85,000 | 11,901 | 85,000 | 80,000 | 85,000 | 85,000 | 85,000 | 420,000 | 840,000 |
| 5 | Surface Water | 18,000 | 430 | 18,000 | 17,000 | 17,000 | 17,000 | 17,000 | 85,000 | 171,000 |
| 6 | Cell 3 Cap Replacement | - | - | - | - | - | - | - | - | - |
| 7 | Cell 3 O&M | - | - | - | - | - | - | - | - | - |
| 8 | Paint Pit SVE | - | - | - | - | - | - | - | - | - |
| 9 | Full-Scale EBR - Monitoring | 50,000 | 1,806 | 50,000 | 50,000 | 52,000 | 45,000 | 45,000 | 260,000 | 502,000 |
| 10 | Full-Scale EBR - Injections and Reporting | 35,000 | - | 5,000 | 10,000 | - | - | 10,000 | | 25,000 |
| 11 | Cobalt MNA Monitoring | - | - | 14,000 | 15,000 | 15,000 | 13,000 | 13,000 | 75,000 | 145,000 |
| 12 | Greenhouse Gas Monitoring and Reporting | 14,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 25,000 | 45,000 |
| | | | | | | | | | | |
| N/A | Contingency | 8,500 | - | 8,500 | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 | 188,500 |
| N/A | Existing Operations & Maintenance (staff, insurance, maint.) | 888,525 | 485,076 | 1,690,934 | 1,741,662 | 1,793,912 | 1,847,729 | 1,903,161 | 9,515,806 | 18,493,204 |
| | | | | | | | | | | |
| | **Total Estimated Cost** | **$ 1,233,525** | **$ 545,725** | **$ 2,005,934** | **$ 2,047,662** | **$ 2,054,412** | **$ 2,099,229** | **$ 2,164,661** | **$ 10,849,806** | **$ 21,221,704** |

**RIVANNA SOLID WASTE AUTHORITY**
**PUBLIC HEARING CONCERNING**
**THE PRELIMINARY RATE SCHEDULE**
**FOR FY 2026 - 2027, EFFECTIVE JULY 1, 2026**

**Public Hearing:**
Rivanna Solid Waste Authority will hold a public hearing on Tuesday, May 26, 2026 at 2:00p.m. during the regular Rivanna Solid Waste Authority Board of Directors meeting. The purpose of the public hearing is to consider the following fees and charges, to be effective July 1, 2026:

## Preliminary Rate Schedule

| Tipping Fees (Per Ton): | | | Tipping Fees (Per Item): | |
|---|---|---|---|---|
| Clean Fill Material | $10.00 | | Freon Appliances | $17.00 |
| Clean Fill-Project > than 10,000 tons* | $4.00 | | Passenger Veh. Tire, Off Rim | $6.00 |
| Vegetation/Yard Waste | $58.00 | | Passenger Veh. Tire, With Rim | $13.00 |
| Domestic Waste(MSW) | $64.00 | | Large Truck Tire, Off Rim | $17.00 |
| Construction Debris(CDD) | $64.00 | | Large Truck Tire, With Rim | $33.00 |
| Tires | $190.00 | | | |
| | | | | |
| | | Other Charges | | |
| | | | | |
| Minimum Charge Per Load | $8.00 | | Service Fee Per Ticket- | |
| Compost, Sold (per ton) | $75.00 | | Albemarle County Customers | $1.00 |
| Trash Stickers (each) | $2.00 | | Other Customers | $10.00 |
| Ticket Request (per copy) | $1.00 | | Credit Application Fee (each) | $35.00 |
| | | | | |
| * Project requires advanced approval by RSWA and agreement to special terms and conditions | | | | |

Information about the proposed budget may be obtained on the Rivanna Solid Waste website at www.rivannasolidwaste.org. Please call 977-2970 ext. 0 or send e-mail to info@rivanna.org with any questions you may have.

# Proposed FY 2026-2027 Budget

Dominion solar array at ISWRC

PRESENTED BY:

DAVE TUNGATE, DEPUTY EXECUTIVE DIRECTOR

BOARD OF DIRECTORS MEETING

MAY 26, 2026

RIVANNA SOLID WASTE AUTHORITY

Recycling Convenience Center
Ivy Transfer Station
Dominion Solar Array
Clean Fill Area
Baling Facility
Ivy Solid Waste and Recycling Center (ISWRC)

# FY 2027 Budget Summary

- Total Budget: $11.7 M

| | | | |
|---|---|---|---|
| ➢ Expenses: | $11.7 M | $1.1 M incr from FY 26 | 10.5% |
| ➢ Revenues: | $6.0 M | $0.39 M incr from FY 26 | 6.9% |
| Net: | $5.7 M | $0.72 M incr from FY 26 | 14.6% |

| | | | |
|---|---|---|---|
| • County Allocation: | $4.62 M | $0.58 M incr. from FY 26 | 14.3% |
| • City Allocation: | $0.99 M | $0.15 M incr. from FY 26 | 17.3% |
| • UVA Allocation: | $0.079 M | through FY 2035 | |

# Accomplishments in FY 2026

- Managed 20% growth in Transfer and Clean Fill tonnage
- Credit card and check payments only
- Dominion solar array in operation
- Baling facility completed
- Lithium battery collection and disposal program completed

Baling Facility

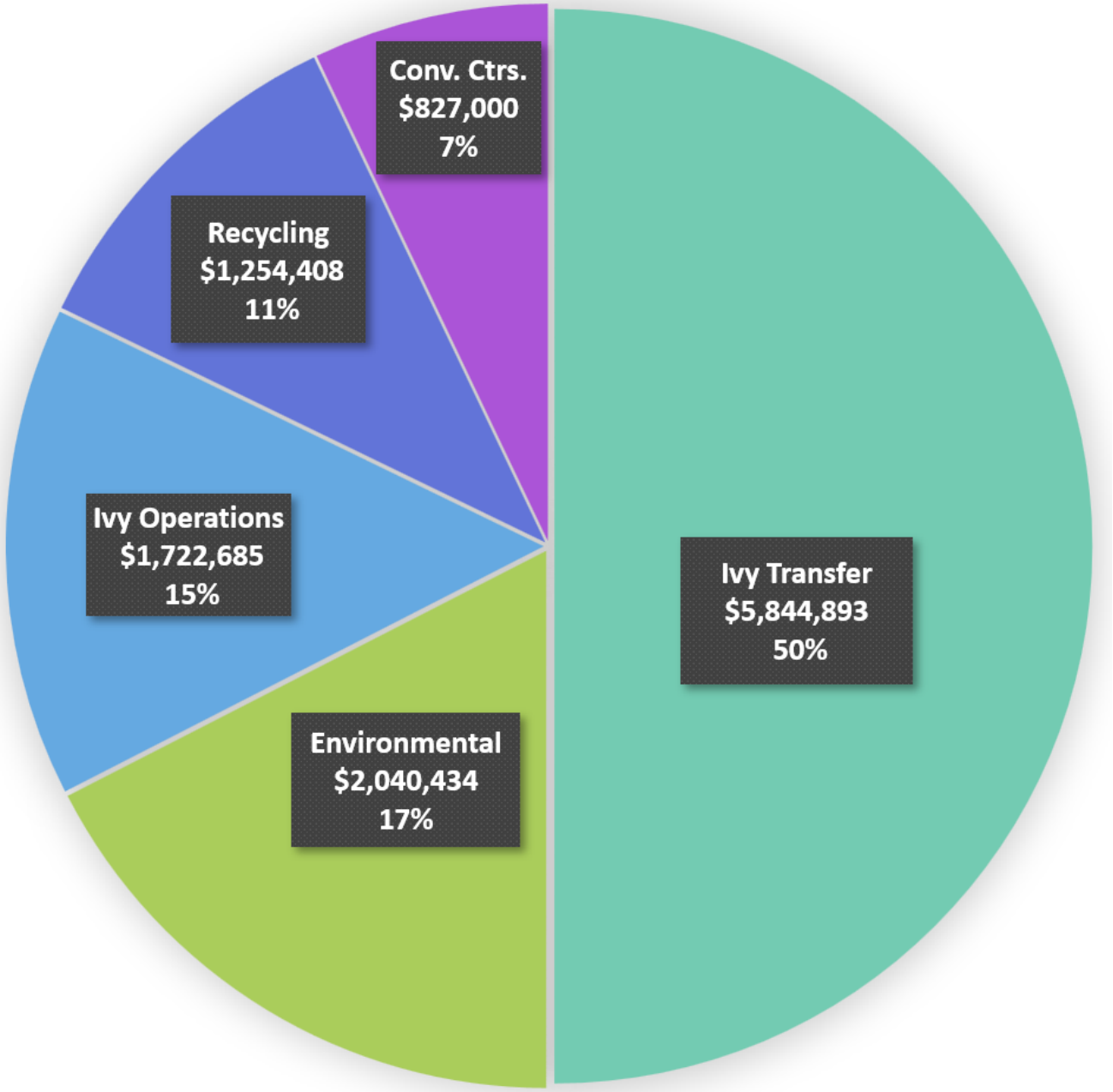
Lithium Battery Collection

# Upcoming in FY 27

- Complete design and permitting of the Northern Convenience Center
- Stormwater Repairs
- Assessment of Cell #1 (Lined) and Leachate Pond Repairs
- Long-term Transfer Station Capacity Alternatives

Leachate Pond

Transfer Station




# Solid Waste Programs – FY 27 Budget $11.7 M

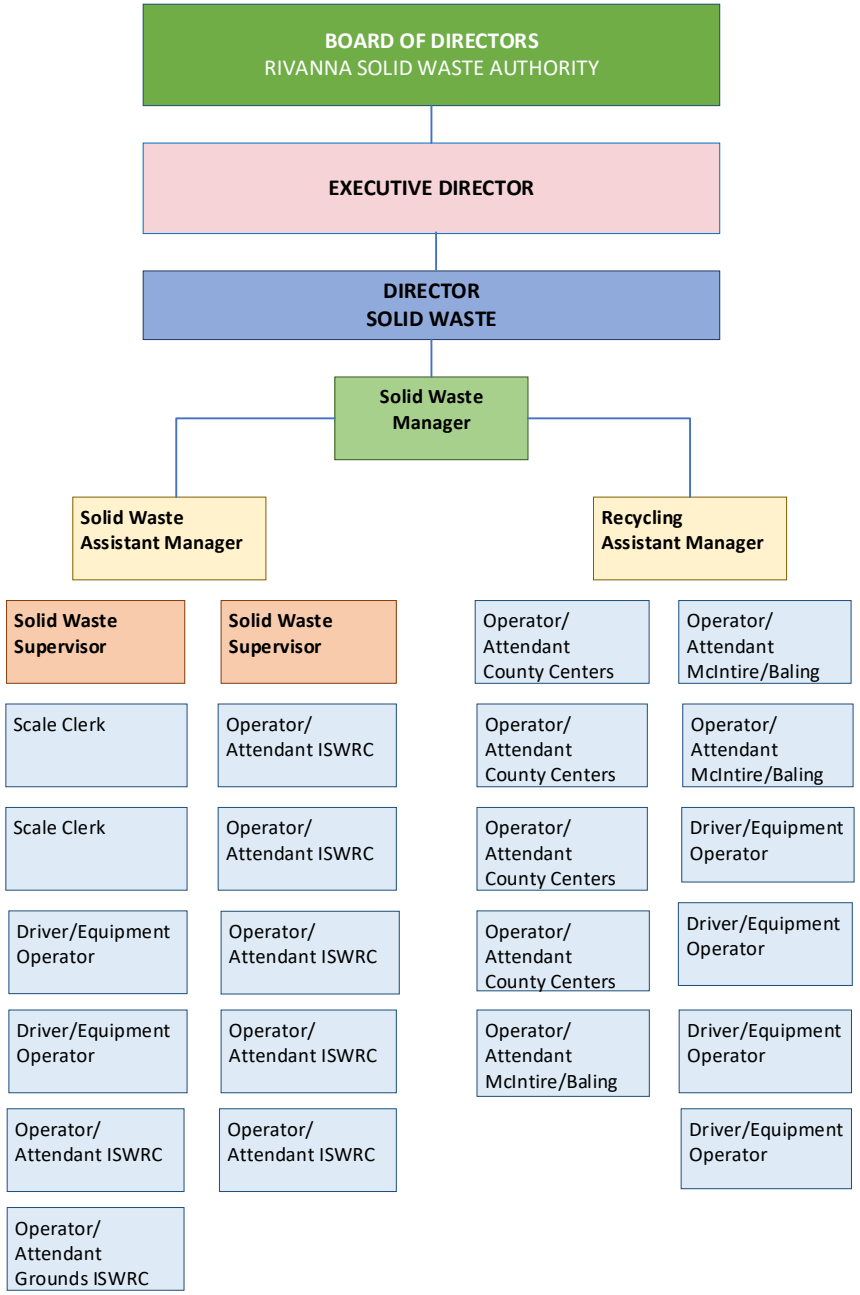
# Allocation Summary
## FY 2026-2027

| Programs | City | County | UVA |
|---|---|---|---|
| 1. Environmental | 680,000 | 1,235,000 | 79,982 |
| 2. Recycling | 310,000 | 725,000 | 0 |
| 3. Transfer | 0 | 1,540,000 | 0 |
| 4. Operations | 0 | 345,000 | 0 |
| 5. Convenience Ctrs | 0 | 777,000 | 0 |
| | **$990,000** | **$4,622,000** | **$79,982** |

# RIVANNA SOLID WASTE AUTHORITY
## Organizational Chart
## FY 2026 – 2027 Proposed Budget
**Total FTEs: 28**

*Strategic Plan Goal:*
*Workforce Development*

- *Salary Adjustments: $88 k*
  - *2% merit pool +2.5% cola*
- *No additional positions*



# Ivy Solid Waste and Recycling Center
## Rate Schedule

**Tipping Fees (Per Ton):**

| | | |
|---|---|---|
| Clean Fill Material | $10.00 | |
| Clean Fill-Project > than 10,000 tons* | ~~$3.50~~ | $4 |
| Vegetation/Yard Waste | ~~$54.00~~ | $58 |
| Domestic Waste(MSW) | ~~$60.00~~ | $64 |
| Construction Debris(CDD) | ~~$60.00~~ | $64 |
| Tires | $190.00 | |

**Tipping Fees (Per Item):**

| | |
|---|---|
| Freon Appliances | $17.00 |
| Passenger Veh. Tire, Off Rim | $6.00 |
| Passenger Veh. Tire, With Rim | $13.00 |
| Large Truck Tire, Off Rim | $17.00 |
| Large Truck Tire, With Rim | $33.00 |

**Other Charges**

| | | |
|---|---|---|
| Minimum Charge Per Load | ~~$6.00~~ | $8 |
| Compost, Sold (per ton) | $75.00 | |
| Trash Stickers (each) | $2.00 | |
| Ticket Request (per copy) | $1.00 | |

| | |
|---|---|
| Service Fee Per Ticket- | |
| Albemarle County Customers | $1.00 |
| Other Customers | $10.00 |
| Credit Application Fee (each) | $35.00 |

* Project requires advanced approval by RSWA and agreement to special terms and conditions

**Proposed changes to Tipping Fees requested by County Board of Supervisors on March 18, 2026**

# FY 2027 Budget Summary

- Total Budget: $11.7 M

| | | | |
|---|---|---|---|
| ➢ Expenses: | $11.7 M | $1.1 M incr from FY 26 | 10.5% |
| ➢ Revenues: | $6.0 M | $0.39 M incr from FY 26 | 6.9% |
| Net: | $5.7 M | $0.72 M incr from FY 26 | 14.6% |

| | | | |
|---|---|---|---|
| • County Allocation: | $4.62 M | $0.58 M incr. from FY 26 | 14.3% |
| • City Allocation: | $0.99 M | $0.15 M incr. from FY 26 | 17.3% |
| • UVA Allocation: | $0.079 M | through FY 2035 | |

**RESOLUTION**
**TO ADOPT THE RATE SCHEDULE**
**FOR FISCAL YEAR 2026-2027, EFFECTIVE JULY 1, 2026**
**BY THE RIVANNA SOLID WASTE AUTHORITY**

**WHEREAS**, the Rivanna Solid Waste Authority (the "Authority") Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2026-2027; and

**WHEREAS**, the Authority conducted a public hearing for the proposed Rate Schedule on May 26, 2026, after advertising the actual date fixed for the public hearing in the Daily Progress on May 12, 2026 and May 16, 2026, and

**NOW, THEREFORE, BE IT RESOLVED** that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2026-2027, to be effective on July 1, 2026.

## Rate Schedule

| Tipping Fees (Per Ton): | | Tipping Fees (Per Item): | |
|---|---|---|---|
| Clean Fill Material | $10.00 | Freon Appliances | $17.00 |
| Clean Fill-Project > than 10,000 tons* | $4.00 | Passenger Veh. Tire, Off Rim | $6.00 |
| Vegetation/Yard Waste | $58.00 | Passenger Veh. Tire, With Rim | $13.00 |
| Domestic Waste(MSW) | $64.00 | Large Truck Tire, Off Rim | $17.00 |
| Construction Debris(CDD) | $64.00 | Large Truck Tire, With Rim | $33.00 |
| Tires | $190.00 | | |
| | | | |
| | Other Charges | | |
| | | | |
| Minimum Charge Per Load | $8.00 | Service Fee Per Ticket- | |
| Compost, Sold (per ton) | $75.00 | Albemarle County Customers | $1.00 |
| Trash Stickers (each) | $2.00 | Other Customers | $10.00 |
| Ticket Request (per copy) | $1.00 | Credit Application Fee (each) | $35.00 |

* Project requires advanced approval by RSWA and agreement to special terms and conditions

# Questions?

Actions to be Considered by the Board:

1. Conduct a Public Hearing on the proposed FY 2026-2027 Rate Schedule

2. After receiving any comments, consider:
   - Approval of the Resolution to Adopt the FY 2026-2027 Rate Schedule
   - Approval of the FY 2026 – 2027 Budget

RIVANNA AUTHORITIES
RIVANNA SOLID WASTE AUTHORITY
RIVANNA WATER & SEWER AUTHORITY
695 Moores Creek Lane
Charlottesville, Virginia 22902-9016
434.977.2970
434.293.8858
www.rivanna.org

# MEMORANDUM

**TO:** **RIVANNA SOLID WASTE AUTORITY BOARD OF DIRECTORS**
**RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

**FROM:** **LEAH BEARD, DIRECTOR OF ADMINISTRATION & COMMUNICATIONS**

**REVIEWED BY:** **BILL MAWYER, EXECUTIVE DIRECTOR**

**SUBJECT:** **APPROVAL OF FISCAL YEAR 2026-2027 PERSONNEL MANAGEMENT PLAN UPDATE**

**DATE:** **MAY 26, 2026**

The *Personnel Management Plan* is the policy guidance of the Authorities to document and communicate labor regulations, management guidance and overall personnel policies approved by the Board. It covers everything from employee hiring, employee compensation and benefits to grievance rights, substance abuse requirements and code of conduct.

Annually, Human Resources staff review and recommend updates to the *Personnel Management Plan* to reflect recent changes in labor laws, benefits, and best practices. This year's updates are a mixture of workforce support, regulatory changes and clarifications.

Below is a summary of the changes proposed for the *Personnel Management Plan*:

**Section D. – Compensation Plan and Administration**

**D.11. Other Forms of Compensation** – define eligibility and add annual maximum of $1500 for the Skills Development Bonus Awards (up to $500 each).

**D.11 Other Forms of Compensation** – Operator License Incentive Program – 10% increase aligns with pay grade increase language.

**D.11. Other Forms of Compensation –**
Shift Differential - Relief Operators was 10%, will now be 15%
Shift Differential - Rotating Night/Day Operator was 2%, will now be 5%

**D.11. Other Forms of Compensation** –Cost-of-Living Adjustments (COLA) - add language that this will be based on multiple factors, rather than solely on Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U).

**Section F. – Leave Policy and Rules**

**F.1. Policy –** add clarifying language regarding extended leave being paid at regular base rate.

**F.3. Annual Leave – Accrual Chart** – add step for employees with tenure more than 3

years and less than 5 years to receive an additional 1.5 days of leave per year.
**F.4. Sick Leave – Definition** – add clarifying language to more closely align with the Virginia Employment Commission. Define requests for documentation of sick leave and how it relates to essential job duties.

**Section I. – Administrative Policies**

**I.14. Operational Designations –** define
**I.15. Essential Employees** – define
**I.16. Operationally Available Employees** – define
**I.17. Non-Essential Employees** – define

**Section J. Employee Training, Development, & Educational Assistance Program**

**J.4. Essential Training** – add consistent Expense Reimbursement Language
**J.5. Advanced Development Training** – add consistent Expense Reimbursement Language
**J.6. Degree Program –** define
**J.6. Degree Program** – Financial Assistance & Reimbursement Requirements – remove carry forward language: Only expenses incurred and paid within the applicable calendar year (up to $5250 per year) are eligible for reimbursement during that same calendar year. Add cap: Degree Program reimbursement assistance is limited to a lifetime maximum of seven (7) calendar years per employee.
**J.6. Degree Program** –Employee Requirements for Education Reimbursement – remove "voluntarily" in separation clause and define submission requirements.
**J.6. Degree Program** – Departmental Manager Responsibilities – add budgetary expectation assessment and identify anticipated funding needs during the budget development process.

**Board Action Requested:**

Approve the recommended updates to the *Personnel Management Plan* to be effective on July 1, 2026.

***Attached:*** Redline of changes to the *Personnel Management Plan*

# Personnel Management Plan

RIVANNA SOLID WASTE AUTHORITY

RIVANNA WATER & SEWER AUTHORITY

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## A. INTRODUCTION & ORGANIZATION CHART

It is the policy of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority that a fair and uniform personnel management system be established and maintained in order to ensure effective service to our customers and community.

**1. Authority**

The policies and procedures in this Manual are intended to cover all aspects of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority (the Authority) personnel management system. They have been adopted or revised by the Authority's Boards of Directors (Boards) on the dates noted in each chapter or section. Administrative authority has been delegated to the Executive Director. The authority to revise or add to this manual remains with the Boards with day-to-day supervision by the department managers, or as delegated, with the exception that *Section D.3., "Compensation Plan and Administration, Job Descriptions"* may be revised as needed by the Executive Director. The authority to add full-time and part-time equivalent permanent staff (FTE'S) and departments remains with the Boards. The authority to retain temporary employees who meet the criteria as temporary, part-time employees as designated by the Virginia Retirement System and the Affordable Care Act (See section D.2 – Compensation Plan and Administration Definitions), has been delegated to the Executive Director. Nothing in this Personnel Manual is to be construed as a contract of employment.

**2. Work Service**

All employees work under these policies as approved by the Authority's Boards and administered by the Executive Director. The followings categories of work service do not fall under these provisions:

A. Consultants, contractors, and counsel;
B. Volunteers, or persons appointed to serve without pay;
C. Members of Boards, commissions, or committees;
D. Other positions as designated by the Board.

**3. Organizational Chart**

The Executive Director may request or recommend changes to the organizational charts from time to time. When this occurs, the organizational charts shall be presented to the Board for review and approval. Once approved, the organizational charts will be updated accordingly. For Authority organizational charts see *Section M. Forms and Attachments*.

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## B. RECRUITMENT & HIRING POLICY

**1. Policy**

It is the policy of the Authority to hire employees through a systematic recruitment and selection process that identifies, attracts, and selects the most qualified applicants for employment. All applicants are considered on the basis of job requirements and applicant qualifications and otherwise without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, disability, hairstyles, hair texture, or any other non-job-related factor. The Authority's programs and practices seek

to foster internal advancement opportunities for current employees. The Human Resources Department is responsible for overseeing the recruitment and selection process. All recruitment and selection will be done in accordance with applicable policies and laws and no selection decision will be made that would constitute unlawful discrimination in violation of state or federal laws.

**2. Job Posting**

A. Open positions can be posted in one of the following ways:
   1) The job may be open to Authority personnel only, in which case interested employees will notify the appropriate department manager or the Human Resources Manager of their interest.
   2) The job may be filled by evaluating applications already filed by qualified people.
   3) The job may be advertised by contacting local schools, agencies, and the Virginia Employment Commission, or by paid advertisements in appropriate newspapers, journals or Web posting and/or television.
   4) All open positions will be posted until filled.
   5) Job advertisement is under the direct supervision of the Human Resources Manager. No position may be opened and filled without notifying the Human Resources Manager and following one of the above procedures. This policy is to ensure that job openings are publicized adequately, both in the interest of fairness and of finding the best candidate for a job opening.

**3. Application Policy**

A. All applicants must complete an Authority employment application or submit a complete resume. All employment applications and resumes are submitted to the Human Resources Manager.
B. All applications and resumes received for any position must be retained as stated in the retention policy of the Library of Virginia. Destruction of employment applications and resumes at the end of the retention period must be confidential.
C. All applicant data will be tracked by the Human Resources Department.

**4. Job Offer Policy**

The Executive Director has final approval of all hiring decisions. A recommendation will be made to the Executive Director by the hiring department manager and/or the Human Resources Manager for all open positions.

**5. Criminal Background Checks**

All applicants who are offered positions shall be required, as a condition of employment, to authorize the Authority to have a criminal background check investigation performed and additionally a motor vehicle investigation check when driving a motor vehicle is an essential function of the position.

A. When an applicant has a prior conviction, the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought will be reviewed. The Authorities may withdraw a job offer based on what type of offense an applicant was convicted of in the past.
B. If an applicant should refuse to permit a background check, the applicant will be removed from further employment consideration.

**6. Pre-employment Drug Testing**

A post offer drug screening is required of the successful candidate within 2 business days of accepting a job offer. The candidate will submit a urine specimen for drug screening purposes. The candidate must test negative for any illegal drug use to be eligible for employment. All drug and alcohol records are confidential and are maintained in a file separate from the employee's personnel file. *See Section L., "Substance Abuse Policy"* for additional information on the Authority's drug testing policy.

**7. Orientation Policy**

All new employees will receive a copy of the Authority Employee Handbook prior to their first day of employment. New employees will attend an orientation session with the Human Resources Manager, the Payroll and Benefits Coordinator and the Safety Manager on their first day of employment. During this time, new employees will review all of their employment documentation, complete Employment Eligibility forms, and receive a comprehensive review of safety procedures.

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## C. PERSONNEL FILE POLICY

**1. Policy**

A. This policy establishes guidelines for the personnel files for each employee of the Authority and governs the access, dissemination, and purging of information contained within this file.

**2. Description**

A. The Personnel File contains personal information relevant to the individual's employment. These files are maintained under the supervision of the Human Resources Manager and are kept in a file cabinet which is locked at all times except when the files are inspected, or materials are added.

B. The personnel file shall be the only file which is to be considered official and complete in matters related to wages and salary, employee selection, employee relations, and arbitration hearings. Information pertaining to any personnel related aspect of employment (personnel action forms, letters of reprimand, letters of commendation, unemployment compensation requests, and any other pertinent information) shall be contained within the file.

C. All documents containing employee health information shall be maintained in a separate locked file and only those individuals with a need to know shall have access to these files as defined in the HIPAA Security Rule.

**3. Access**

A. The access, dissemination, and purging of information contained within a personnel file shall be in accordance with the federal Privacy Protection Act of 1974 and may from time to time be amended.

B. The following individuals or agencies shall be designated as having regular access to the personnel files:

a. The Executive Director.

b. The Director of Administration and Communications, the Human Resources Manager, and the Payroll & Benefits Coordinator (for administrative purposes).

c. Federal, State, or local law enforcement agencies during a properly warranted investigation of a violation or potential violation of the law.

C. The following individuals or agencies may inspect a limited number of personnel files:
   a. An individual employee or former employee may inspect his or her own official personnel file after presenting proof of identity.
   b. An immediate department manager or Divisional Director may inspect portions of the official personnel file of any employee under their supervision.
   c. The members of the Grievance Appeals Board may inspect relevant files.
   d. The Virginia Employment Commission Unemployment Compensation Division may inspect relevant files.

D. All personnel files shall be reviewed in the presence of the Executive Director, a Division Director, or the Human Resources Manager. No files shall be removed from the Human Resources Department unless needed for a grievance or court hearing.

E. There will be no release of any personal information contained within a personnel file to any individual or organization not having regular or limited access unless the employee has authorized the release of the information. The authorization from the employee must be in writing and signed by the employee.

F. Wage and salary information is not considered confidential under Freedom of Information Act laws and may be released as a part of a Freedom of Information Act (FOIA) request.

## 4. Official Personnel Forms

A. *The following forms will be maintained in an employee's personnel file:*
   6) Performance Evaluation forms
   7) Personnel Action forms
   8) Employee pay history
   9) Tax forms
   10) Any policy sign-off forms
   11) Any documentation of performance issues, to include reprimands and suspensions
   12) Original hiring documents such as offer letters and applications
   13) Any other confidential documents pertaining to that specific employee

B. *The following forms will not be maintained in an employee's personnel file:*
   1) Any health-related documents, to include health insurance applications, doctor's notes, physical and drug testing results and Family & Medical Leave forms
   2) Employment Eligibility Verification Form I-9
   3) Requests for employment verification

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## D. COMPENSATION PLAN & ADMINISTRATION

### 1. Policy

By these rules and regulations, the Authority intends to establish a means of providing fair compensation to its employees while ensuring orderly and cost-effective operations. Employees shall be paid based on the value of the work that they perform. Job performance shall be the major factor in determining wages and salary adjustments. Requests and appeals from employees regarding the application of these rules and regulations are to be submitted through appropriate channels, reaching the Executive Director if necessary.

### 2. Definitions

*Base Pay*: An employee's normal hourly rate or annual salary, to include merit and administrative increases through the tenure of their employment. Base pay does not include overtime rates and premium rates. Base pay does include any relief or night shift operator differential pay.

*Employee*: Individual within a position.

Full-time Employee: A person with a work schedule of 40 hours per week. Treatment plant operators who work the 12-hour rotating shift schedule are also considered full time. Full-time employees are eligible to receive benefits.

*Intern*: A student/trainee who works in a particular position full-time for a restricted period of time or part-time, in order to gain work experience in a particular field. All interns will be paid at least the federal minimum wage and are considered temporary employees.

*Job Title:* A specific job that may have more than one position within it. (Note: a job title is defined by its job description that details the duties, qualifications and skills needed to perform the work.)

*Part-time Employee:* A part-time employee is an employee with a work schedule of less than 30 hours per week.

*Position:* An individual job. All positions must be approved by the Board of Directors.

*Day/Night Rotating Shift Operator* – A water or wastewater operator who works a rotating schedule of shifting from day shifts to overnight shifts on a regular basis. Night shift operators must be permanent employees. *The Managers of the Water and Wastewater Departments or the Divisional Director shall designate for each department the employees assigned as Night Shift Operators.*

*Pay Grade/Grade:* A single pay range within a pay scale to which one or more job titles may be assigned.

*Pay Range:* The minimum, midpoint and maximum annual salary range within a pay grade paid for a specific job/position.

*Pay Scale:* A system that determines how much an employee in a job/job position can or may be paid as a base wage/salary for the job/position.

*Performance or Merit Increase:* An increase within grade to reward performance which meets or exceeds expectations of the position.

*Separation or Termination*: An employee ceasing to be employed by the Authority, either by resigning or by being dismissed.

*Temporary Employee*: A person whose employment with the Authority will last no longer than 90 days. These employees are not considered to be part of the Authorities' authorized permanent full-time equivalent staff and not eligible for participation in the Authority benefits program.

*Workweek:* A fixed and regular recurring period of 168 hours – seven consecutive 24-hour periods. Different work weeks may be established for different employees or groups of employees.

The Authority uses a pay scale of numbered pay grades, with each grade approximately 5% above the previous grade. The pay range for each position has a total spread from the minimum to the maximum of approximately 66%. The determination of a pay grade in which a particular position falls will take into account pay equity for work performed and consistency in pay with positions that perform similar work. The assignment of positions to pay ranges and the pay rates within each grade may be modified both by reclassification, such as through a classification study, or by across-the-board adjustments added to all pay rates as approved by the Authority Boards.
The Executive Director will recommend adjustments to the pay scale annually as needed. All adjustments to the pay scale must be approved by the Board of Directors.
The Authority will conduct a Compensation and Classification Study at a minimum of every five years, or sooner as needed, to ensure the internal and external equity of the pay scale.

**3. Job Descriptions**

Each job title has a specific job description. In the job description, the following items are outlined:

A. **Job Summary**: A statement that contains overall job function/duties, department manager responsibilities, if any, and the job title of the department manager of the position.
B. **Essential Job Functions**: A detailed list of job responsibilities for the job title.
C. **Minimum Education and Experience:** A list of the minimum education and work experience expected of the employee in the job.
D. **Knowledge, Skills and Ability:** A list of the basic abilities an employee must possess in order to effectively perform the job.
E. **Physical Requirements:** A list of physical acts that the employee must be able to perform in the job.
F. **Work Environment:** A summary of the working conditions in which the job is performed.
G. **Special Requirements:** Any requirements for the job that are not listed elsewhere in the job description or that are unique to the job.

**4. Determination of Pay Grade**

All job titles are assigned a pay grade based on:

C. **Complexity of the Work**

1) **Unskilled**: Work requiring the performance of uncomplicated tasks, physical work.
2) **Semi-Skilled**: Work requiring the performance of uncomplicated work, specialized physical work.
3) **Skilled**: Work requiring specialized physical skills used in the performance of complicated tasks.
4) **Clerical**: Work requiring the use of basic language, mathematical and social skills in orderly duplication, processing, recordation and maintenance of information documents.
5) **Skilled Clerical**: Work requiring the use of basic language, mathematical and social skills in orderly duplication, processing, recordation and maintenance of information and financial documents and requiring typing skills.
6) **Technical**: Work requiring the specific application of detailed procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.
7) **Paraprofessional:** Work requiring the application of advanced knowledge and often advanced social skills in support of professional activities and may include research and data collection, client assistance or other activities.
8) **Professional**: Work requiring the application of advanced knowledge and personal ingenuity, creativity, estimation or related input and often advanced social skills, to the solution of complex problems or situations.
9) **Administrative**: Work requiring the application of general procedural knowledge and advanced social skills in the planning, organizing, coordinating, directing and/or control of agency activities, procedures and practices.

D. **Level of Work**

1) **Routine**: This is the lowest level of the type of work performed requiring the employee to handle a restricted scope of simple or more basic assignments or problems.
2) **Responsible**: This is the senior and often department manager level of this type of work requiring the employee to handle a variety of typical assignments or problems.
3) **Difficult**: This is the senior and often department manager level of this type of work requiring the employee to handle all assignments or problems except those requiring unit or departmental policy or procedural change.
4) **Complex:** This is the highest level of mastery of this type of work and is often a managerial position. It requires the employee to handle or direct the handling of all assignments or problems.

E. **Supervision Received**

1) **Immediate Supervision:** The employee works under close supervision and work is checked regularly.

2) **Regular Supervision**: The employee generally works independently, following standard practices requiring only occasional supervision, work is checked periodically for quality accuracy and quantity; department managers are normally available for consultation and advice upon request.
3) **General Supervision**: The employee requires only general direction, working from broad policies and on general objectives. Refer specific matters to superior only when interpretation of municipal or agency policies is deemed necessary; sets own standard of performance, limited only by general policies and budget; direct responsibility for final results.
4) **Supervision Exercised**: The employee is responsible for the supervision of others. This is determined by the number of employees supervised – a small group being less than six employees, a medium group being between six and twenty employees and a large group being over 20 employees supervised.

F. **Knowledge, Skills, & Abilities**

Level of skills & abilities required for the job, as stated in the job description.

1) **Some Knowledge:** the employee has sufficient familiarity with the subject to know elementary principles and terminology and to understand simple problems.
2) **General Knowledge:** The employee has sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations.
3) **Thorough Knowledge:** The employee has almost complete coverage of the subject matter; work calls for sufficient comprehension to solve unusual as well as common-place work problems.
4) **Comprehensive Knowledge**: The employee has the most advanced degree of knowledge likely to be found; work calls for complete mastery and understanding of the subject.

G. **Education & Experience**

Level of education required for the job, as stated in the job description.

1) **Some Experience:** Sufficient to enable employee to acquire some familiarity with methods and nomenclature in common work situations of the occupational field (usually six months to two years).
2) **Considerable Experience**: Sufficient experience in an occupational field to perform work as assigned with little direct supervision, work calls for a journeyman comprehension of standard work situations (usually two to five years).
3) **Administrative Experience**: Extensive experience as defined and develop or advise on major policy matters and independently direct the operations of a major agency.

H. **Special Job Requirements**

1) These are specific requirements that must be met by an employee working in a particular job, such as licensing and specific physical requirements.

**5. Current Pay Scale & Position Table**

A. For current pay scale and position table, see Section M., "Forms and Attachments".

B. The Authority will conduct a comprehensive classification and compensation study every five years at a minimum. The Executive Director may, if warranted, recommend an adjustment to the overall pay scale during a year that a survey is not completed, which must be approved by the Board of Directors.

**6. Pay Rates**

A. ***Starting Pay***

1) The Executive Director is authorized to hire employees at any point within the salary range based on market conditions and the qualifications of the individual.

2) Original appointment above the minimum pay rate for a class may be recommended, subject to approval by the Executive Director, if any of the following conditions exist:

a. The qualifications and/or experience of the applicant exceed the basic requirements for the position.

b. The applicant is a former employee.

c. Difficulty of recruitment requires offering a higher pay rate.

**7. Promotion, Demotion and Transfer**

A. ***Purpose***

1) When an employee is promoted from one job to another having a higher pay range/pay grade and additional responsibilities, the employee shall receive an increase of at least ten percent (10%).

2) *See 7.d. of this Section, "Other Forms of Compensation, Operator License Incentive Program"* regarding license increases, which are not considered promotions under these rules and regulations.

3) When a position is filled by demotion, the employee shall be paid at any rate in the pay grade assigned to the position the employee is demoted to, as determined by the Executive Director.

4) When a position is filled by a transfer of an employee from a position assigned to the same grade, the base pay rate normally shall not change. When an employee chooses to apply and transfers to a position in a lower pay grade, that employee may receive a reduction in base pay, as determined by the Executive Director.

**8. Reclassification**

A. ***Purpose***

1) A reclassification is the change in a job title or the reassignment of a job title to a different pay grade because the previous title/pay grade/pay range no longer accurately reflects the duties performed. All reclassifications must be approved by the Executive Director.

2) Any employee whose position is reclassified into a higher pay grade as the result of a Compensation/Classification study or market survey will not automatically be

entitled to an increase in base pay, unless their current rate of base pay is below the minimum of the new pay grade.

## 9. Employee Performance Appraisal and Merit Pay

A. ***Purpose***

1) The annual employee performance appraisal is a process that allows an employee and their department manager to discuss the employee's performance from the prior year, as well as to set performance expectations for the following year. Employee performance that meets or exceeds expectations can result in an annual merit increase. Merit increases will take effect on July 1 for the review period of April 1 through March 31.
2) Merit increase funding is a function of the annual budget process and must be reviewed and approved by the Boards of Directors. The total merit pool is a percentage of total salaries.
3) Specific policy and procedures related to the execution of employee performance appraisals are found in the Performance Evaluation System Manual, a separate manual from this policy, which is approved by the Board of Directors.

## 10. Appraisal Procedure and Merit Increase Eligibility

A. ***Purpose***

1) If the Boards approve a merit increase with the adopted annual budget, increases can be awarded to all eligible employees, to be allocated based on each employee's performance appraisal by a calculation method stated in the Performance Evaluation System Manual and formally approved by the Board or Directors.
2) No employee shall receive a salary increase that would cause the employee's base pay rate to exceed the maximum pay rate in the employee's pay grade. If an employee is ineligible for a salary increase because an increase would cause their annual salary to exceed to top of their pay grade; the employee may receive a performance bonus. *See Section 7.b.1. of this Section, "Other Forms of Compensation, Bonuses, Performance Bonus".*
3) New employees in a probationary status as of March 31 are not eligible for a merit increase in the next fiscal year; however, the same employee may be eligible of a one-time administrative increase after a successful six-month probation period, pending Executive Director approval. *See 7.c. of this Section, "Other Forms of Compensation, Administrative Increase".*
4) Eligibility for performance increases shall not be affected by other salary increases, including administrative, promotion, and bonus increases or by a transfer or reclassification provided there remain sufficient range in the grade.
5) Employee performance information is personal information and shall be handled in a confidential manner and retained in their personnel file.

## 11. Other Forms of Compensation

A. ***On-Call Pay***

1) Certain positions are required to participate in an after-hours on-call schedule. In the event of an emergency, the on-call employee is expected to respond

immediately and be fit for duty. Employees that are on-call will receive a wage rate of 10% of their hourly base pay rate for every hour waiting to be called outside of their normal work schedule. Lunchtime during the normal workweek is not considered on-call time. Should the employee be required to come into work during their on-call schedule, they will receive Unscheduled Premium pay for two hours or the actual hours worked out of schedule. In the case of an emergency operation status, as determined by the Executive Director, other positions may temporarily be included in the on-call schedule. Department Managers shall designate any employee that is in On-Call status for each pay period.

B. ***Bonuses***

1) *Performance Bonus*
An employee who is at the maximum of their pay grade shall be eligible for a performance bonus. If an employee is ineligible for a salary increase because an increase would cause their annual salary to exceed to top of their pay grade; the employee may receive a performance bonus as determined by the merit-based pay increases, if any. See Section D.6.b., "Compensation Plan and Administration, Employee Performance Appraisal and Merit Pay, Appraisal Procedure and Merit Increase Eligibility".

2) *Meritorious Bonus Award*
The Executive Director may make a cash award to an employee(s) for extraordinary events, such as extraordinary performance or significant money saving suggestions conceived outside the usual and normal expectations of their position(s). The award is a one-time, lump sum bonus of $100 to $5,000. Only the Executive Director has the authority to award such a bonus.

3) *Skills Development Bonus Award*
   a) Non-exempt employees who successfully complete and pass approved skilled trades courses outside of their normal working hours may be eligible for a bonus of up to $500 per course.
   b) To be eligible for the bonus, the employee must complete the course outside of scheduled work hours and must not receive compensation from the Authority for time spent participating in the course.
   c) All courses must be pre-approved by the employee's Department Manager and Divisional Director prior to enrollment. Bonus awards are subject to budget availability and final approval by the Authority.
   d) Employees may receive a maximum of $1,500 in Skills Development Bonus Awards per calendar year.
   ~~a)~~e) ~~Any employee in a Mechanic position or a solid waste position who completes skilled trades courses outside of their normal working hours and earns a grade of a B or higher will be eligible for a bonus of up to $500 per class.~~

C. ***Administrative Increase***

1) An employee who performs the duties and responsibilities of his position in a consistently superior manner deserving recognition beyond what is provided

through pay for performance increases, as determined by the Executive Director, shall be eligible to be considered for an administrative increase where a promotion may not be possible and/or may not be warranted. An administrative increase may also be used to adjust any inequities, which may arise from the application of these rules and regulations. An administrative increase shall have no effect upon eligibility for pay for performance increases.

2) An administrative increase to advance an employee when such action seems justifiable may be recommended to or by a divisional director and/or the Executive Director. Such a recommendation shall be submitted in writing to the Executive Director for approval and shall state the reason for the recommendation.
3) An administrative increase shall not exceed 15% within grade.
4) An administrative increase may be granted in the case of a temporary promotion or transfer, limited to the duration of the temporary assignment.

D. ***Operator License Incentive Program***

1) People in an Operator position who pass a licensing exam for a higher-class license than the one currently held will be reclassified and be paid either the minimum for the new pay grade or a rate in the new range ~~7~~10% above the current salary/base pay, whichever is greater, if the experience requirements have been met.
2) ~~Granting a license increase shall not be considered a promotion under these rules and regulations.~~

E. ***Overtime***

1) Overtime shall be utilized to relieve specific occasional peak workloads or emergencies, and as a part of the Authority's day-to-day operations.
2) Non-exempt employees are paid overtime for hours worked in excess of 40 hours in a work week. Overtime pay is based on the employee's base rate of pay for hours actually worked. This includes compensation for hours worked while in unscheduled premium and compensation while in on-call pay status, which is added to the base rate of pay (or blended). It also includes compensation for relief operator differential pay and nighttime shift differential pay within any given week. It does not include compensation or time for sick, vacation, holiday, or other leave granted, holiday premium pay, or discretionary bonuses received within the workweek. Pay for these items is added after overtime is calculated.
3) This will result in non-exempt employees receiving a Blended Overtime rate each week there is applicable time worked beyond the statutorily required 40 hours per week.
4) Regular part-time employees and interns receive overtime pay for work hours exceeding 40 hours in a workweek.
5) All overtime specified above must be preauthorized by the immediate department manager on a daily basis.
6) Vacation leave is available to non-exempt employees in lieu of overtime pay. In all instances of overtime, the employee may request in lieu of overtime pay, a

vacation leave credit at a rate of 1.5 times the overtime hours worked. An employee may request up to a total of 30 hours of vacation leave time instead of overtime pay (instead of 20 hours of overtime pay) per calendar year as allowed by law. An employee's department manager must approve the request for vacation leave in lieu of overtime.

F. ***Premium Pay***

1) **Holiday Premium Pay:** Hourly employees will receive premium pay at the rate of 0.5 times their hourly rate of base pay, in addition to their regular base pay for any hours worked in the workweek that are on an Authority designated regular holiday.
2) **Unscheduled Premium Pay:** Hourly employees will receive premium pay at the rate of 0.5 times their hourly base pay rate, in addition to their regular base pay, for any hours worked in the workweek that are unscheduled hours worked due to emergency call-in, special workload needs or covering another employee's work schedule. (Examples: line breaks, plant shutdowns, special construction needs requiring nighttime work.)

G. ***~~Pay~~ Shift Differential – Relief Operator Shift***

1) In recognition of the additional responsibilities and operational demands associated with the shift assignment of Relief Operators, and to support retention of qualified employees working as Relief Operators, employees assigned as Relief Operators may be eligible for a shift differential of up to 15%. Shift differential for Relief operators requires successful completion of all required training and qualification requirements, as determined by the Department Manager.
2) ~~In recognition of the additional demands with the Relief Operator assignment and to implement an incentive to retain qualified operators in Relief Operator assignment, the Relief Operator will be eligible to receive a 10% pay differential above their hourly base pay rate once fully trained at all related facilities as determined by the department manager. This new pay rate becomes their base pay.~~
3) The amount of the shift differential may be established and periodically reviewed by the Executive Director, taking into consideration compensation studies, market conditions, operational needs, and budgetary considerations.
4) Any approved shift differential shall be paid only while the employee is actively assigned to, and performing duties, and working schedules eligible for the shift differential. When an employee is no longer assigned to an eligible shift position, duty assignment, or work schedule qualifying for a shift differential, the differential shall cease.
5) Shift differential pay is based on the employee's assigned shift and is not considered part of the employee's permanent base pay and may not apply during periods of extended leave or other non-working status.

~~1)~~6) Relief operators are *not* eligible for Unscheduled Premium Pay.

2)7) At such times when a water or wastewater operator ceases to perform the assignment of a Relief Operator, the 10% pay differential for the Relief Operator assignment will no longer be paid.

H. ***Pay Shift Differential – Rotating Night/Day Shift Operators***

1) 1) In recognition of the additional responsibilities and operational demands associated with the shift assignment of Rotating Night/Day Operators, and to support retention of qualified employees working as Rotating Night/Day Operators, employees assigned as Rotating Night/Day Operators may be eligible for a shift differential of up to 5%. Operators eligible for the shift differential of Rotating Night/Day must be designated by the Operations Department Manager.
2) The amount of the Shift Differential shall be established and periodically reviewed by the Executive Director, taking into consideration compensation studies, market conditions, operational needs, and budgetary considerations.
3) Any approved shift differential shall be paid only while the employee is actively assigned to, and performing duties, and working schedules eligible for the shift differential. When an employee is no longer assigned to an eligible shift position, duty assignment, or work schedule qualifying for a shift differential, the differential shall cease.
4) Shift differential pay is based on the employee's assigned shift and is not considered part of the employee's permanent base pay and may not apply during periods of extended leave or other non-working status.

1) In recognition of the additional demands on water and wastewater operators who are working overnight shift schedules, these operators will be eligible to receive a 2% pay differential above their hourly base pay rate. This new pay rate becomes their base pay. Overnight shift operators must be designated by the Water and Wastewater Managers.

2)5) When a water or wastewater operator no longer works the overnight shift schedule, the 2% pay differential for the shift assignment will no longer be paid.

I. ***Cost of Living Adjustments***

1) A Cost-of-Living Adjustment (COLA) is an adjustment to employee compensation intended to help offset the impact of inflation and changes in the cost of living. COLA recommendations may consider the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U), market conditions, budgetary considerations, compensation studies, and other economic factors deemed relevant by the Authority.
2) COLA adjustments are not performance-based and may be granted independently of, or in conjunction with, merit increases or other compensation adjustments.
3) Any COLA adjustment must be approved by the Board of Directors as part of the annual budget process or through other authorized Board action.

1) A *Cost-of-Living Adjustment* is an increase in an employee's compensation intended to help offset increasing inflation and is based solely on the Bureau of Labor Statistics CPI-U.

~~2) COLA's are not based on an employee's performance. COLA's can be given in conjunction with merit increases.~~
~~3) All COLA increases must be approved by the Board of Directors.~~

## 12. Benefits Briefly Explained

A. ***Retirement***

The Authority is a member of the Virginia Retirement System (VRS). The Authority makes contributions into the plan as determined and instructed by VRS. In addition, the employee pays a minimum of 5% employee member contribution as a pre-tax deduction from their creditable compensation. An employee's credible compensation is their annual salary, or their hourly base pay rate multiplied by 2,080 hours (which is 40 hours per week for a year). Participation in VRS is a condition of employment for all eligible employees.

B. ***Retirement Pay Out***

In recognition of employee service to the Authority, employees who are eligible to retire under the Virginia Retirement System will be paid one of the following upon their retirement:

All employees will be paid a percentage of their accrued sick leave time at the time of retirement, based on the table below, up to a maximum of $6,500.

| Years of Service | % | Benefit Calculation |
|---|---|---|
| <3 | 0 | No cash benefit |
| 3 to <5 | 10 | Sick leave balance x employee hourly rate x 10% |
| 5 to <10 | 15 | Sick leave balance x employee hourly rate x 15% |
| 10 to <15 | 20 | Sick leave balance x employee hourly rate x 20% |
| 15 to <20 | 25 | Sick leave balance x employee hourly rate x 25% |
| 20 + | 30 | Sick leave balance x employee hourly rate x 30% |

C. ***Life Insurance***

All Authority employees must participate in a group life insurance plan tied to the retirement plan. The premium and benefits are based upon each employee's base gross salary. The Authority pays the premium cost. The contribution made by the Authority is subject to change as part of the Authority's annual budget. Employees may also elect to purchase additional life insurance and extend coverage to family members. This additional optional life insurance is at the employee's expense.

D. ***Medical/Dental Insurance***

The Authority participates in a major medical and dental plan for employees and their families. The Authority makes a contribution towards the premiums, and the employee pays the remaining amount through a payroll deduction. The specific features of this plan are normally subject to change annually.

E. ***Workers' Compensation***

Under State Law, the Authority maintains workers' compensation insurance to pay for treatment of work-related injuries and to protect against loss of income resulting from a job-related injury. *See Section F.10., "Leave Policy and Rules, Workers' Compensation Leave".*

F. ***Leave***

The various types of leave are covered in *Section F., "Leave Policy and Rules".*

G. ***Other Optional Benefits***

In addition to optional life insurance noted above, other optional benefits include dependent and health care flexible spending accounts, health savings accounts, optional critical care insurance, a 457 Deferred Compensation Account and gym memberships at a reduced rate.

The Authority retains the right to change, alter or discontinue benefits offered where applicable.

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## E. HARASSMENT POLICY

**1. Policy**

It is the policy of the Authority to provide a working environment that is free from all forms of discrimination and conduct that is considered harassing, coercive, intimidating, or disruptive, to include sexual harassment. Actions, words, jokes or comments based on an individual's sex , race, color, national origin, age (over 40), religion, disability, genetic information, sexual orientation, gender identity, pregnancy, childbirth and related medical conditions, hairstyles, hair textures, and any other legally protected characteristic will not be tolerated. This policy includes reporting procedures and remedies in the event of harassing behavior.

**2. Workplace Harassment**

Offensive behavior toward an employee may constitute workplace harassment if:

A. The conduct occurs because of a person's inclusion in a legally protected class;
B. The conduct is unwelcome;
C. The conduct results in a tangible employment action against the alleged victim (termination, demotion, denial of promotion, decrease in pay, or altering that individual's duties in a way that blocks the individual's opportunity for promotion or salary increase);
D. Or if the conduct is sufficiently severe or pervasive to create a hostile, intimidating or offensive work environment, to unreasonably interfere with a person's work performance, or to otherwise adversely affect terms, conditions, or opportunities of a person's employment.

   Such behavior can include, but is not limited to:

   1) Repeating stereotypical jokes or making stereotypical comments related to race, age, sex, sexual orientation, gender identity, national origin, religion or disability or any other legally protected characteristic;
   2) Displaying derogatory pictures or offensive printed material;
   3) Insults, name-calling, and any other words or comments that demean, stigmatize, intimidate, or single out a person because of one's sex, sexual orientation, gender identity, race, religion, national origin, age, disability or other legally protected status;
   4) Physical contact, invading one's physical space, damaging one's personal property, offensive gestures, or any other demeaning physical act directed at someone based on their legally protected status.

**3. Sexual Harassment**

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior

and includes gender-based harassment. The following is a partial list of sexual harassment examples:

A. Unwanted sexual advances;
B. Offering employment benefits in exchange for sexual favors;
C. Making or threatening reprisals after a negative response to sexual advances;
D. Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters;
E. Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes;
F. Verbal sexual advances or propositions;
G. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations;
H. Physical conduct that includes touching, assaulting, or impeding or blocking movements.
I. Unwelcome sexual advances (either verbal, written, online or physical), requests for sexual favors, and other verbal, written, online or physical conduct of a sexual nature constitute sexual harassment when:
    1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
    2) submission or rejecting of the conduct is used as a basis for making employment decisions;
    3) or the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**4. Employee Responsibilities**

All employees are responsible for assisting in the prevention of harassment by refraining from participation in, or encouragement of, actions that could be perceived as harassment. An employee who feels they have experienced or witnessed sexual or other unlawful harassment in the workplace is required to immediately report such incidents. Employees are required to report incidents to either their immediate department manager, their divisional director or any other divisional director, the Human Resources Manager, or the Executive Director. Employees are assured that concerns and reports can be made without fear of reprisal or retaliation.

**5. Managers' and Supervisors' Responsibilities**

Each department manager and divisional director is responsible for assisting in the prevention of harassment by monitoring the work environment for signs that harassment may be occurring, counseling employees on the types of behavior prohibited, and knowing and following procedures for reporting and resolving complaints of harassment. Managers and supervisors must immediately report any harassment complaints to their divisional director and the Human Resources Manager.

**6. Complaint Procedures**

All allegations of sexual or other unlawful harassment will be quickly and discreetly investigated. To the extent possible, confidentiality of the complainant and any other witnesses, as well as the harasser, will be protected against unnecessary disclosure.

A. Any employee encountering harassment is encouraged to tell the person directly responsible that their actions are unwelcome and offensive. The employee should document all incidents of harassment in order to provide the fullest basis for investigation.
B. If the incident is serious (i.e., physical advance), unacceptable or repeated, especially if the employee has asked the offender to refrain from such behavior in the past, a written complaint should be filed immediately.
C. A complaint should be reported to one's immediate department manager, a department manager from another department, their divisional director or any other divisional director, the Human Resources Manager, or the Executive Director. The employer representative taking such complaint must document all information including dates, times, places, names, and quotes.
D. The employee will be informed as to how and when the employer representative intends to follow up on the complaint. If the situation warrants, immediate steps to protect the employee from further harassment may be taken.

**7. Corrective and/or Disciplinary Action**

Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, including one or more of the following:

A. A verbal reprimand
B. A written reprimand
C. Suspension with or without pay
D. Discharge Dismissal

In addition, the filing of a false complaint, or false statements, during an investigation will be subject to disciplinary action as stated above.

**8. Recourse Through Other Policies/Agencies**

Employees who have encountered harassment, or employees accused of harassment, are not precluded by this policy from filing a complaint with the Equal Employment Opportunity Commission (EEOC). Employees may also file an appeal or grievance through the Authority's grievance policy, see *Section H., "Grievance Procedure"*.

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## F. LEAVE POLICY AND RULES

**1. Policy**

Department managers shall grant leave in accordance with these policies, on the basis of the work requirements, and whenever possible in accordance with the wishes of the employee. Employees are encouraged to plan the use of their cumulated annual leave far enough in advance that full consideration can be given to their requests.

Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

**2. Holiday Leave**

It is the policy of the Authority to ensure that all regular employees enjoy the same number of holidays each year, irrespective of the provisions of the section below on granting holiday leave. The standard shall be the number of holidays in a year which will be celebrated by regular employees.

The following holidays are observed by the Authority and shall be granted to all full-time employees with pay, and to part-time, non-benefited employees without pay, unless such employees are required to be on duty as scheduled:

- New Year's Day, January 1
- *Martin Luther King Day, Third Monday in January (Floating)
- *Presidents' Day, Third Monday in February (Floating)
- Memorial Day, Last Monday in May
- *Juneteenth, June 19 (Floating)
- Independence Day, July 4
- Labor Day, First Monday in September
- *Veterans Day, November 11 (Floating)
- Thanksgiving
    - *Fourth Wednesday of November, close at 12:00 pm
    - Fourth Thursday of November
    - *Fourth Friday of November
- Christmas Eve, December 24
- Christmas Day, December 25

*The RWSA/RSWA offices will be open. Holiday leave may be taken on the formal holiday with the department manager's approval. If leave is not taken on the holiday, it will become 8 hours of annual leave and will be treated as such.

*Holiday premium pay will ***not*** be paid for time worked on days indicated as Floating Holidays (i.e. Martin Luther King Day, Presidents' Day, Juneteenth, Veterans Day, or any other day indicated as a *Floating Holiday* by the Holiday Calendar).

Holidays observed by the Authority shall be subject to the following rules:

A. *Holiday on weekend.* In the case of non-shift employees when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Employees working shift schedules (water operators, wastewater operators) will observe the holiday on the actual day and be paid accordingly.

B. *Holiday on a mandatory workday*. Any hours worked on a holiday will be paid at a rate noted in *Section D., "Compensation and Plan Administration"*. The employee will also receive 8 hours of holiday pay at their base pay rate. Temporary employees are not eligible for holiday pay.

C. *Holidays during paid leave*. A holiday falling within a period of paid leave shall not be counted as a workday when computing the amount of leave debited. When an employee takes unauthorized leave on a holiday, time shall be deducted from his/her sick leave or annual leave or be charged as leave without pay. *See Item 9. of this Section, "Unauthorized Absence/Leave".*

D. *Holiday during unpaid leave.* When a holiday falls within a period of leave without pay or immediately preceding or following such leave, the employee shall receive no pay for the holiday.

E. *Employment or separation on a holiday*. The employment or separation of a regular or part-time employee shall not be affected by a holiday, except when the employee works that day.

**3. Annual Leave**

1) ***Definition***

Annual leave is intended to be used for personal leave and for vacations. Annual leave must be scheduled with and approved by the appropriate department manager at least one business day prior to the employee taking the leave time. Final approval rests with the department manager, divisional director or as delegated.

2) ***Accrual***

Annual leave shall normally be accrued to regular full-time employees at the following rates (employees on unpaid leave will not receive an accrual during leave):

| Years of Service | <3 Years | 3 to <5 Years | 5 to <10 Years | 10 to <15 Years | 15 to <20 Years | 20 to <25 Years | 25 + Years |
|---|---|---|---|---|---|---|---|
| **Annual Accrual Rate** | 96 hours | ~~96~~109 hours | 120 hours | 144 hours | 168 hours | 192 hours | 216 hours |

***3) Annual Carry Over***

Annual leave may be carried over to the next calendar year at the following rates:

| Years of Service | <3 Years | 3 to <5 Years | 5 to <10 Years | 10 to <15 Years | 15 to <20 Years | 20 to <25 Years | 25 + Years |
|---|---|---|---|---|---|---|---|
| **December 31 Maximum** | 192 hours | ~~192~~218 hours | 240 hours | 288 hours | 336 hours | 384 hours | 432 hours |

Employees may carry over twice their annual accrual as of January 1st each year. Annual leave in excess of these limits on January 1st shall be lost. Only the Executive Director or their ~~designate~~ designee may grant an extension to this date.

***4) Taking***

The following rules pertain to taking annual leave:

*a)* Annual leave shall normally be granted each calendar year. Any annual leave taken should be approved by the employee's department manager prior to the leave being taken.

~~*a)*~~*b)* Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~*b)*~~*c)* Annual leave taken shall not exceed the annual leave time that has been accrued by the employee at the time they are taking annual leave. Exceptions must be approved by the Executive Director. Such excess leave granted will be debited against future annual leave credits. Any such negative accumulation at the time of separation must be reimbursed.

~~*c)*~~*d)* Failure to return from an approved annual leave may result in unauthorized leave and in disciplinary action, up to and including termination.

5) ***Debiting***

*a)* The amount of annual leave debited will be computed on the basis of the days or hours an employee is scheduled to work during the period when leave is taken. Holidays and other regular days off will not be included.

*6)* ***Effect of Separation***

*a)* Provided that an employee has given two weeks' notice at the time of resignation and worked through those two weeks, ~~any~~ unused annual leave shall be paid to the employee at their current hourly base pay.

*b)* Annual leave will not be paid out in cases of involuntary termination or if the employee does not provide and work a two-week notice.

*c)* Annual leave credits shall be prorated through the employee's effective date of separation.

*d)* Upon separation, all annual leave hours shall be cleared from the employee's leave record.

*e)* Employees shall reimburse the Authority for any unearned or excess leave taken, regardless of leave type, upon separation. Any reimbursement to the Authority or any nonpayment for hours taken shall be documented for the record and appropriate action taken in accordance with these rules and regulations and the documentation filed in the employee's personnel file.

**4. Sick Leave**

A. ***Definition***

Sick leave is leave with pay granted to an employee for illness, medical, vision, or dental appointments, bodily injury, temporary medical disability, medically required confinement, or to care for an ill or injured family member or individual residing in the employee's household.

B. For purposes of this policy, family member includes a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or other individual whose relationship with the employee is similar to that of a family member, as determined by the Authority.

C. Up to forty (40) hours of accrued sick leave may also be used for bereavement leave following the death of a family member or loved one, per occurrence.

D. A physician's statement or other appropriate documentation may be required by the Department Manager when an absence exceeds three (3) consecutive workdays or when misuse of sick leave is suspected. Documentation may include confirmation of the employee's inability to work, applicable dates of treatment or incapacity, the anticipated return-to-work date, and any work restrictions related to the employee's ability to perform essential job duties.

E. The Family and Medical Leave Act (FMLA) policy may apply in certain circumstances following the employee's first twelve (12) months of employment.

~~Sick leave is leave with pay granted to an employee for an illness, bodily injury resulting in temporary disability, medically required confinement, medical/dental appointments and the care of a sick family member, to include individuals residing in the same household. Up to 40 hours of sick leave may also be used for bereavement leave in the event of the death of a family member or loved one, per instance. The FMLA policy may apply in some instances of sick leave after the first 12 months of employment.~~

~~A doctor's certificate or other documentation of illness may be required by a department manager should absence exceed three days or when misuse of sick leave is suspected. This certificate or documentation will include the nature of the employee's condition and the expected date on which the employee will be able to return to work and perform their normal job duties.~~

~~A.~~F. ***Accrual***

1) All employees will accrue sick leave time at a rate of ~~15 days annually or~~ 4.62 hours per pay period. New employees will be given 20 hours of sick time on their date of hire.

~~B.~~G. ***Annual Carry Over***

2) Employees do not have any limit to the amount of sick time that they may carry over.

~~C.~~H. ***Taking***

3) The following rules pertain to taking sick leave:
   a. Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.
   a.b. Sick leave taken shall not exceed the total cumulated sick leave hours earned by the employee.
   b.c. Leave without pay may be granted for sickness extending beyond the use of all sick or other leave. See Item 5 of this Section, "Family and Medical Leave Act (FMLA) Provisions".
   c.d. Employees may use annual leave hours when sick leave hours have been exhausted.

D.I. ***Debiting***

4) The amount of sick leave debited will be computed on the basis of the days or hours an employee is scheduled to work during the period when the leave is taken. Holidays and other regular days off will not be included when computing debits.

E.J. ***Other Rules*** *and Regulations Regarding Sick Leave*

5) Reporting of sickness Illness
   a. An employee who is absent from work for reasons qualifying for sick leave shall notify their Department Manager or designated supervisor as soon as practicable, but generally no later than four (4) hours prior to their scheduled reporting time, unless otherwise directed by the Department Manager or circumstances reasonably prevent timely notice. Failure to provide appropriate notice may result in the absence being considered unauthorized leave. See Items 2.b. and 3.a. below.An employee who is absent from duty for reasons which entitle them to sick leave shall notify his/her department manager at least four (4) hours before their usual reporting time, or as required by their department manager, if physically able. Failure to do so may result in unauthorized leave. See Items 2.b. and 3.a. below. Investigation of sickness.
   b.a. When misuse of sick leave is suspected or when otherwise deemed appropriate, a Department Manager may require a physician's statement or other appropriate documentation supporting the employee's use of sick leave.A department manager may verify the questionable illness of an employee using sick leave by requesting a note from the employee's physician.

F. Failure to cooperate with requests for sick leave documentation, failure to maintain appropriate communication during an absence, or failure to return to work as scheduled may result in unauthorized leave and/or disciplinary action.Failure by the employee to cooperate in sick leave investigating or to return from sick leave when expected may result in unauthorized leave or in disciplinary action.

G.K. ***False or Fraudulent use of Sick Leave***

6) Use of sick leave for purposes other than those permitted under this policy, including falsification or fraudulent use of sick leave, may result in disciplinary action, up to and including suspension or dismissal.~~Use of sick leave for other than the purposes stated above shall be cause of disciplinary action (including suspension or dismissal) against the offending employee.~~

~~H.~~L. ***Conversion of sick leave***

7) the use of sick leave for annual leave purposes shall not be permitted.

~~I.~~M. ***Sick Leave Pay Out Upon Separation***

8) Accrued sick leave will **not** be paid out in the event of a termination or resignation. For sick leave pay out upon retirement, see Section D.8.b., "Compensation Plan and Administration, Benefits Briefly Explained, Retirement Pay Out".

**5. Family and Medical Leave Act (FMLA) Provisions**

A. ***General Description***

1) Notwithstanding any other provision of this Manual, eligible employees may take up to 12 work weeks of paid or unpaid leave under the provisions of the Family and Medical Leave Act, subject to the following rules and regulations.

~~1)~~2) The twelve (12) month period during which an employee may take up to twelve (12) workweeks of leave under the Family and Medical Leave Act will begin on the first day that leave is taken. *In this Section, see: Item 3, "Annual Leave"; Item 4, "Sick Leave"; and, if eligible, Item 6, "Sick Leave Bank".*

~~2)~~3) An eligible employee may take family medical leave, continue any paid medical/dental insurance during such leave and be restored to the same position upon their return (or a position equivalent in pay, benefits and terms of employment) in any of the cases of:

a. Birth, adoption or foster placement of a child;
b. Care of a spouse, child or parent with a serious medical condition;
c. Serious health conditions of the employee rendering the employee unable to perform an essential function of their position;
d. Covered military active duty; and
e. Care of a covered service member with a serious injury or illness when the employee is the spouse, child, parent or next of kin of the service member, as defined by the Family and Medical Leave Act. This type of leave may be for up to 26 work weeks.

***B. Definitions***

Child: Includes child under the age of 18 or child over 18 who is disabled and cannot care for themselves, legal wards, stepchildren and others for whom the employee stands in the place of parent.

Eligible employee: An employee who has been employed at least one year and has worked at least 1,250 hours during the 12 months immediately preceding the proposed leave.

Health Care Provider: A licensed medical doctor or any other person determined by the U.S. Secretary of Labor to be capable of providing health care service.

Parent: Biological parents as well as any others who have acted in the place of a parent to the employee. This does not include parents-in-law.

Serious Medical Condition: A physical or mental illness or an injury requiring inpatient care at a hospital, hospice, or residential medical care facility; or continued treatment by a health-care provider.

**C. *FMLA Parental Leave***

1) Parental Leave due to the birth or adoption must be completed within the 12-month period beginning on the date of birth or adoption. In addition, in cases where the married couple are both employed by the Authority, the two together may be limited to a combined total of twelve (12) workweeks of leave during any 12-month period for the birth or adoption of a child, or for the care of the same child or parent.

***D. Notice of Leave***

1) If the need for family medical leave is foreseeable, the employee must give their immediate department manager written notice at least 30 days prior to leave, except in extraordinary circumstances. Additionally, if medical treatment is planned the employee must first consult with their immediate department manager regarding the dates of such treatment. If this is not possible, the employee must at least give notice as soon as practicable (within one or two business days of learning of the need for leave). Failure to provide such notice may be grounds for delay of leave. As in all cases of leave, a leave request form must be submitted to the immediate department manager.
2) Family medical leave forms are available from department managers or the Human Resources Manager. These forms must be used when specifically requesting family medical leave.
3) In cases where family/medical leave has not been specifically requested, but has been determined as FMLA-qualifying leave, a family medical leave form will be provided and must be completed as soon as possible so that FMLA leave may be approved.

***E. Medical Certification***

1) If leave is requested due to the employee's or a covered relation's serious health condition, the employee and relevant health care provider must supply appropriate medical certification.
2) Medical Certification forms are available from the Human Resources Manager.
3) When leave is requested, the Authority will notify employees of the requirement for medical certification and when it is due. Failure to provide requested medical certification in a timely manner may result in delay of leave until such time as it is received.

4) The Authority, at its expense, may require an examination by a second health care provider designated by the Authority if initial medical certification is deemed incomplete or unsatisfactory. If the second health care provider's opinion conflicts with the original medical certification, the Authority, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final binding opinion. The Authority may require subsequent medical recertification.

***F. Reporting While on Leave***

1) In cases of leave for the employee's own serious health condition, or to care for a covered relation, the employee and the Human Resources Manager will determine how often the employee should contact their department manager regarding the status of their condition and their intention to return to work. In addition, notice must be given as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended, or initially unknown.

***G. Pay During FMLA Leave***

1) Family medical leave is legally unpaid leave (with the exception of worker's compensation benefits).
~~1)~~2) The Authority requires an employee taking a leave covered by the FMLA to use first, their sick leave hours, and then their annual leave hours during their FMLA leave.
3) Family medical leave runs concurrently with other types of leave, including leave for work-related injury or illness.
4) Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

***H. Medical and Other Benefits***

1) During an approved family medical leave, the Authority will maintain health benefits for the employee, as in cases of active employment.
2) The Authority will continue to deduct the health and dental insurance premiums from the employees pay.
3) If the employee does not have leave time to use during their family medical leave and the family medical leave is unpaid, the employee is responsible for paying by the 25th of each month, the monthly employee portion of the premium. Employees will be notified if payments are more than 15 days late. If payments are not received within 15 days of the date of the late notice, coverage will cease, effective on the last day for which premiums have been paid.
4) Membership with the Virginia Retirement System will not be affected by family medical leave; however, no wages will be reported during periods of unpaid leave. In addition, life insurance premiums will not be paid by the Authority during periods of unpaid leave and must be paid by the employee, as well as applicable premiums for optional life insurance, as set forth above.

Upon return to work, the employee may be eligible to purchase the lost service with VRS, if the leave is necessitated by birth or adoption, as defined by VRS policies. The Authority will resume its contribution to life insurance and wage reporting to VRS, with no lapse in credited service.

***I. Exemption for Highly Compensated/Key Employees***

1) Highly compensated or key employees (the highest paid 10 percent of employees) may not be returned to their former or equivalent position following a leave if the employee's restoration to their position will cause substantial and grievous economic injury to the Authority. This determination is not based on whether the absence of the employee will cause such substantial and grievous injury to the Authority. The Authority will make this fact-specific determination on a case-by-case basis. The Authority will notify the employee at the time of a leave request if they qualify as a "highly compensated" employee, if the Authority believes that the restoration of the employee to their position may be denied, and of the employee's rights in such instances.

***J. Intermittent and Reduced-Schedule Leave***

1) Leave due to a serious health condition, or to care for a covered relation with a serious health condition, can be taken intermittently (in separate blocks of time, due to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours worked per workday or workweek), if medically necessary. Requests for intermittent or reduced leave schedule for birth or adoption of a child must be approved in advance and will be approved on a case-by-case basis. If leave is unpaid, the Authority will reduce the employee's salary based on the amount of time actually worked. In addition, while on intermittent or reduced-schedule leave, the Authority may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave, and which has equivalent pay and benefits.

***K. Record Keeping and Anti-Retaliation***

1) The Human Resources Manager shall maintain records necessary to demonstrate compliance with FMLA. A doctor's note is not required for each absence under a FMLA leave. FMLA requires that no employee be subject to any penalty for seeking rights under FMLA or for testifying for or otherwise helping other employees seek rights under FMLA.

## 6. Sick Leave Bank

### *1) Definition*

1) Each Authority will maintain a sick leave bank to be used when a member of the bank becomes incapacitated by long-term and/or chronic illness or injury as long as one-third of the eligible employees agrees to participate in accordance with the terms contained herein. The sick leave bank is not for use for any other type of illness or injury leave, such as that of a family member.
2) Membership in the sick leave bank shall be voluntary and open to all eligible personnel who accrue sick leave. Each employee of the Authority who accumulates sick leave is eligible for membership and agrees to donate eight (8) hours of their sick leave to join the bank.
3) The Human Resources Manager is designated as the administrator of the sick leave bank.

### *2) Enrollment Procedures*

1) An eligible employee may enroll within the first thirty days of employment by completing a Sick Bank Donation Form.
2) An employee who does not enroll when first eligible may do so between any subsequent January 1 to January 31 period by completing a Sick Bank Donation Form and providing satisfactory evidence of good health from a doctor to the Human Resources Manager.
3) An employee gains membership into the sick leave bank by contributing eight (8) hours of their sick leave time to the bank and eight (8) hours thereafter whenever an assessment is required. The donated leave will be deducted from the employee's accumulated days of sick leave. Employees will be notified of an assessment two (2) weeks prior to any deductions to their sick leave hours.

### *3) Rules of Use*

1) The first twenty (20) working days of illness or disability will not be covered by the bank and must be covered by the member's own accumulated leave or leave without pay.
2) Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~1)~~3) Requests for use of the sick leave bank must be made in writing by the employee (or representative if the employee is unable to submit the request) prior to the absence for which the leave days are to be used. In extenuating circumstances, retroactive requests may be considered. Requests must be supported by a medical doctor's certification.

~~2)~~4) A maximum of 180 hours each rolling 12-month period can be used by any one member.

~~3)~~5) Hours drawn from the sick leave bank for any one period of eligibility do not need to be used consecutively but must be for the same illness.

~~4)~~6) A member of the bank will not be able to use the sick leave bank benefit until all of the employee's leave balances decline to zero.

~~5)~~7) Members of the bank will be assessed an additional eight (8) hours of sick leave when the bank is depleted to 40 hours unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed eight (8) hours and allowed to temporarily maintain a negative balance. Should an employee drop membership at the time of an assessment, the member will not be eligible to rejoin the bank until open enrollment in January of each year and only after providing satisfactory evidence of good health.

~~6)~~8) Members utilizing sick leave from the bank will not have to replace hours used except as a regular contributing member of the bank.

~~7)~~9) Members may not be compensated through both the Worker's Compensation and the Sick Leave Bank.

***4) Termination***

1) Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the hours they have contributed to the bank.

**7. Paid Parental Leave**

***A. Definition***

1) Paid parental leave is intended to enable an employee to care for and bond with a newborn child or newly adopted child.
2) This policy will run concurrently with *Family and Medical Leave Act* (FMLA) leave, as applicable. The employee will submit FMLA leave paperwork to Human Resources prior to taking leave.
3) Paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~3)~~4) The employee will receive 80 hours of Paid Parental Leave following the birth of the employee's child or the adoption of the employee's child.

~~4)~~5) The employee must be the parent of the child. The adoption of a new spouse's child is excluded from this policy.

**B. *Enrollment Procedures***

1) An eligible employee may be approved for *Paid Parental Leave*
2) Leave must be taken during the first 90 days immediately following the birth or adoption of a child.
3) If an employee is a VRS Hybrid Plan member, payment of Short-Term disability, through VRSA, to the employee will be counted as a part of the 80 hours of paid parental leave.
4) The employee must be a regular, full-time employee, and employed with the Authority's for 12 consecutive months prior to taking paid parental leave.
5) The employee must submit completed FMLA paperwork to Human Resources 30 days prior to beginning leave.

***C. Rules of Use***

1) Each hour of *Paid Parental Leave* is compensated at 100 percent of the employee's regular, base, straight-time hourly pay.

~~1)~~2) Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~2)~~3) The fact that multiple births or adoptions occur (e.g., the birth of twins or adoption of siblings) does not increase the *Paid Parental Leave* total leave granted for that event.

~~3)~~4) In no case will an employee receive more than one *Paid Parental Leave* period in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

**D. *Termination***

1) Upon termination of the individual's employment at the company, an employee will not be paid for any unused Paid Parental Leave for which they were eligible.

**8. Bereavement Leave**

A. Bereavement Leave is intended to provide full-time employees with paid time off following the death of an immediate family member. An employee may take up to 24 hours per occurrence or loss. Immediate family is defined as spouse, child, stepchild, parent, sibling, grandparent, grandchild, guardian, any persons residing in the same household as the employee and spouse's immediate family. After an absence of 24 hours, the employee then may use up to an additional 40 hours of their accrued sick leave, followed by the use of annual leave if sick leave time is exhausted or if 40 hours of sick leave have been used.

B. Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

**9. Military Leave**

A. This policy provides employees with the time required to perform any form of military service for the Armed Forces of the United States, National Guard or Naval Militia whether voluntary or involuntary, called or activated, such as being placed on active duty and for training.

B. Any full-time employee who is also a member of the organized reserve forces of any of the armed services of the United States, National Guard, or Naval Militia, is entitled to a leave of absence from their duties without loss of accumulated leave or regular salary on all days when in training or when called to duty by the Governor of Virginia, in accordance with the Code of Virginia, Article 10, Section 44-93 and Title 38 of the United States Code, Chapter 43, Section 2024 (d). Up to fifteen (15) days, or time as required by federal law, of Military Leave per calendar year is available to those employees who are called for training with their military units. Employees are required to submit a copy of their orders, prior to the effective date of the leave, to the Executive Director for approval. The Authority will pay the employee the difference between the employee's military pay and their regular Authority base pay for the period of time that the employee

is on Military Leave. It is not intended that the employee receive an amount of compensation greater than he would normally have received from their regular employment for the period of Military Leave.

C. Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~B.~~D. The Authority will make all efforts to accommodate National Guard weekend drills.

**10. Court Leave**

A. A regular employee shall be granted court leave when summoned to jury duty. Employees serving jury duty will receive full salary and may retain compensation received from the court. Employees are expected to give their department manager notice of jury duty and submit a copy of the official summons for jury duty. If the employee's presence is required for less than a full workday, the employee is required to contact the department manager concerning return to work.

B. Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

~~A.~~C. Employees who are subpoenaed to appear as witnesses in legal proceedings in their capacity as an Authority employee will be entitled to treat time spent in such proceedings as compensable working time. However, employees who initiate or are otherwise involved in private legal actions of any kind (excluding employee grievance proceedings) will not be permitted to treat time spent during working hours in connection with such actions as compensable working time. Employees will be required to use accrued annual or compensatory time for all hours spent in connection with such actions that occur during working hours.

**11. Volunteer Time Off (VTO)**

A. Full-time employees, who have been employed for at least six months, and are in good standing can volunteer for up to eight (8) hours per calendar year with a charitable institution or association, if such institution or association is not controlled in whole or in part by any church or sectarian society (in compliance with Virginia Code § 15.2-953). More than one organization may be chosen.

B. Time off must be requested as far in advance as possible for scheduling purposes and can be taken in increments of two (2) hours. Employees will be paid at their normal rate of pay for any volunteer hours used and will not be eligible for premium or overtime pay for any time spent volunteering. VTO will be refreshed at the beginning of each calendar year and cannot be carried over.

C. Unused VTO will not be paid out at time of separation from employment.

D. The volunteer work must be for a neutral, community-focused charity that is not run by a religious, political, or activist group.

1) Eligible organizations include but are not limited to:

a. Food banks,

b. Homeless shelters,

c. Environmental clean-up groups,

d. Public Schools (if not religious),
e. Red Cross or similar.

2) VTO may ***not*** be used for organizations that discriminate based on:
   a. race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin, or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

## 12. Unauthorized Absence/Leave

Unauthorized absence includes:

A. Failure to report for a scheduled shift without notifying your department manager.
B. Failure to report to work at the end of an authorized leave.
C. Absence without leave time available.
D. An employee shall receive no pay for the duration of any unauthorized leave and may be subject to disciplinary action, using the following procedure as a guide:
E. The first occurrence of absence without approved leave shall result in a written reprimand.
F. The second occurrence of absence without approved leave shall result in a suspension without pay.
G. The third occurrence of absence without approved leave shall result in immediate dismissal.
H. Failure to report for three consecutive scheduled shifts without department manager notification shall be considered a voluntary resignation.

## 13. Workers' Compensation Leave

A. All Authority employees receive benefits provided by the Virginia Workers' Compensation Act (referred to in this policy as *WCA*) if they suffer a work-related injury or disease, and covered employees who are entitled to benefits under the WCA also are eligible for supplemental benefits provided by the Authority.
B. If an employee suffers a workplace injury that causes them to miss time from work, they will be placed on sick leave. If the disability continues past seven working days, workers' compensation insurance will provide compensation from that point forward. An employee may not receive payment from worker's compensation and sick leave at the same time. If an employee does not have enough sick and/or annual leave hours to cover the first seven days of absence, the employee will be placed on leave without pay.
C. Temporary modified duty or a reasonable accommodation (a modification or adjustment to the work environment, or to the manner or circumstances under which the position held is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position) may be offered to an injured employee, once the treating physician states that it is safe for the employee to return to work and once the physician provides information in regard to the employee's capabilities. When an employee is released to modified duty the Authority:

1) May assign a temporary modified/light duty work assignment for the employee.
2) May offer temporary modified duty at a reduced wage.
3) May offer temporary modified duty in a different department than the employee's pre-injury job.
4) May offer temporary modified duty at a reduced number of hours.
5) May modify an employee's pre-injury job to accommodate the employee's restrictions.
~~5)~~6) Extended paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

D. The Authority will make every effort to place the employee in an available position for which they are qualified. In all cases, the Authority will comply with the Americans with Disabilities Act and will make reasonable accommodations to maintain the individual as an employee.

**14. Procedures for Requesting Leave**

A. For all leave except holiday and unplanned sick leave, a request indicating the type of leave, and duration of leave to include start date and time and end date and time must be approved in advance by the appropriate department manager.
B. The request should be made at least one business day prior to the planned leave time that is being requested. This time is to allow the department manager to make any schedule or workload adjustments necessary to accommodate the request.
C. Unless an absence for voluntary leave is approved by the appropriate department manager, the absence will be regarded as unauthorized leave. All time away from work requires either the use of leave time or prior approval from the Executive Director for unpaid leave.

**15. Maintenance of Leave Records**

A. The Human Resources Manager is responsible for maintaining accurate leave records in a form acceptable to the Executive Director.
B. Questions regarding leave time should be addressed to the Human Resources Manager or the appropriate department manager.

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## G. DISCIPLINARY POLICY

**1. Policy**

This policy provides a guideline to effectively correct an employee's unsatisfactory work performance or misconduct in an effort to promote maximum employee potential. All employees will be covered under this policy. Any disciplinary matters involving drugs or alcohol are covered in *Section L., "Substance Abuse Policy"*.

**2. Unsatisfactory Work Performance or Misconduct**

Each need for discipline has varying circumstances and requires the exercise of discretion on the part of the employee's department manager. Disciplinary action may be taken for any of the following examples of unsatisfactory work performance and misconduct. These examples are not in any way to be construed as a comprehensive listing of possible violations nor are they to be considered as rigid guidelines.

A. Recurring tardiness
B. Absence without leave
C. Violation of the Substance Abuse Policy
D. Sleeping on the job
E. Serious neglect of work
F. Serious neglect of duty
G. Insubordination, defined as refusal to comply with a direct order from a department manager
H. Deliberate or careless conduct endangering the safety of oneself or other employees
I. Violations of the Rivanna Authorities' safety policies as outlined in the Safety Manual.
J. Negligence in the care and handling of Authority or customer property
K. Theft or unauthorized use of Authority property or of another employee's property
L. Incompetence or inefficiency in the performance of required job duties
M. Use of offensive, abusive, threatening, coercive, indecent or discourteous language toward department managers, divisional directors, other employees, or members of the public
N. Intentional falsification of personnel records, time records, or any other Authority records or reports
O. Provoking, instigating or participating in a fight while on duty or on Authority property or in an Authority vehicle
P. Harassing other employees
Q. Violation of *Section I.1., "Administrative Policies, Conflict of Interest/Accepting Gifts".*
R. Violation of Authority Policies

**3. Progressive Discipline Policy**

A. The Authority will support the practice whereby all employees will be disciplined by the same process. The discipline of an employee will be a progressive process in most cases, where disciplinary actions of lesser severity than dismissal/involuntary separation can be taken in an attempt to correct an employee's unsatisfactory work performance or misconduct before a dismissal/involuntary separation is initiated. However, the Authority reserves the right to bypass the progressive discipline policy to address breaches of law, Authority policy and actions by employees which hinder the goals and or public perception of the Authority. Disciplinary actions may take any of the following forms and are not necessarily restricted to the order set forth below:
    1) Verbal reprimand
    2) Written reprimand
    3) Suspension
    4) Executive Director Inquiry
    5) Administrative decrease
    6) Demotion
    7) Dismissal/Involuntary Separation

B. All formal disciplinary actions, as listed above, should be documented. In the case of all of the above, except for a verbal reprimand, the employee should receive a copy of the written notice that will be placed in their personnel file. Any written notice should contain a statement of reasons for the disciplinary action, a warning of what further disciplinary action could result if the situation is not corrected and a statement of the employee's right to appeal in accordance with the Authority's Grievance Procedure, *See Section H., "Grievance Procedure".*

1) **Verbal Reprimand:** A verbal reprimand is a discussion between the department manager and the employee during which the employee is advised and cautioned in reference to unsatisfactory work performance or misconduct. Department managers are required to document the date, subject and details of the conversation for future reference if needed.
2) **Written Reprimand:** A written reprimand is a written documentation to the employee from the department manager during which the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct. A copy of the written reprimand should be signed by the employee and retained in their personnel file.
3) **Suspension:** A suspension is the temporary prohibiting of an employee to perform his/her duties. The suspension period shall be without pay, to include sick or annual leave time, for just cause or with pay for investigative purposes. All suspensions must be approved by the Executive Director. A copy of the suspension letter should be signed by the employee and retained in their personnel file.
4) **Executive Director Inquiry:** Prior to any demotion or dismissal recommendation from the department manager or divisional director, the Human Resources Manager/Director of Administration and Communications and the Executive Director may conduct a formal interview with the employee and applicable management staff regarding the merits of the recommendation regarding the employee's unsatisfactory work performance or misconduct. Any disciplinary action that takes place will be approved by the Executive Director and documented in the employee's personnel file.
5) **Administrative Decrease**: An administrative decrease is a reduction in an employee's pay. All administrative decreases must be approved by the divisional director and the Executive Director. The letter of notification of an administrative decrease stating the specific reason for the decrease and signed by the employee should be retained in the employee's personnel file.
6) **Demotion:** A demotion is a reduction in the pay range of an employee in conjunction with a change in job duties and responsibilities. All demotions must be approved by the divisional director and the Executive Director. The letter of notification of a demotion stating the specific reason for the demotion and signed by the employee should be retained in the employee's personnel file.
7) **Dismissal/Involuntary Separation:** A dismissal is an involuntary termination from employment initiated by the Authority as a result of the employee's unsatisfactory work performance or misconduct. All dismissals/involuntary

separations must be approved by the divisional director and the Executive Director and are subject to appeal or Loudermill hearing/grievance.

C. All formal disciplinary actions, as listed above, should be documented. In the cases above, except for a verbal reprimand, the employee should receive a copy of the written notice that will be placed in their personnel file. Any written notice should contain a statement of reasons for the disciplinary action, a warning of what further disciplinary action could result if the situation is not corrected and a statement of the employee's right to appeal in accordance with the Authority's Grievance Policy. *See Section H., "Grievance Procedure*".

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## H. GRIEVANCE PROCEDURE

**1. Policy**

The Authority Grievance Procedure affords an immediate and impartial method for the resolution of disputes that may arise between the Authority and employees in the Authority service.

**2. Coverage of Grievance Procedure**

This procedure applies to all non-probationary employees in permanent full-time and permanent part-time positions in the Authority.

This procedure shall not apply to the following employees:

A. Appointees of the Board of Directors;
B. Employees in temporary or seasonal positions;
C. Student interns, volunteers, or persons appointed to serve without pay;
D. Probationary employees; and
E. The Executive Director

**3. Definitions:**

Executive Director: shall mean either the Executive Director or his/her designee.

Grievance: shall mean a complaint or dispute by an employee eligible to use this procedure relating to their employment, including but not limited to:

a. disciplinary actions, including dismissals, demotions and suspensions, provided that dismissals shall be grievable only when resulting from formal discipline or unsatisfactory job performance;
b. the application of personnel policies, procedures, rules and regulations;
c. acts of retaliation as the result of using the grievance procedure or of participation in the grievance of another Authority employee;
d. acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, or has reported an incidence of fraud, abuse, or gross mismanagement; and
e. complaints of discrimination on the basis of sex, sexual orientation, gender identity, race, color, creed, political affiliation, religion, national origin, age, disability or other legally protected status.

Grievant: shall mean an eligible employee who has filed a complaint under this procedure.

Human Resources Manager: shall mean either the Human Resources Manager or their designee.

Management: shall mean the Board of Directors and its designees who establish policy for the Authority.

**4. Management Responsibilities**

Management retains the exclusive right to manage the affairs and operations of the Authority. Accordingly, the following complaints are non-grievable:

A. establishment and revision of wages or salaries, position classification or general benefits;
B. work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
C. the contents of established personnel policies, procedures, rules and regulations;
D. failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
E. the methods, means and personnel by which or by whom work activities are to be carried out;
F. termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job elimination, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance;
G. the hiring, promotion, transfer, assignment and retention of employees within the Authority; and
H. the relief of employees from duties of the Authority in emergencies.
    1) In any grievance brought under the exception to Section 4.f above, the Authority's action shall be upheld upon a showing by the Authority that:
I. there was a valid business reason for the action, and
J. the employee was notified of the reason in writing prior to the effective date of the action.

**5. Human Resources Department Responsibilities**

The Authority Human Resources Department shall serve as an impartial administrator of this process. Upon the filing of a grievance, the Human Resources Department shall do the following:

A. establish and maintain a file;
B. ensure that all parties are aware of the process;
C. monitor procedures and time frames;
D. notify either party of noncompliance;
E. be informed of the status of the grievance by both parties at each step;
F. maintain appropriate documentation; and
G. perform all other responsibilities as specified in this Procedure.

## 6. Grievance Procedure Generally

A. For purposes of this procedure, "days" shall be defined as calendar days and time periods shall begin to run on the day following that on which any action is taken, or report rendered, without regard to weekends or Authority-observed holidays. If a time period specified in this procedure ends on a weekend or holiday, the last day of the time period shall be the next full business day following the weekend or holiday.

B. For example, a written grievance under Step 1 must be presented to the grievant' s immediate department manager within five (5) days of the department manager's verbal reply to the informal grievance. The five (5) days shall begin to run on the day after receipt of the department manager's verbal reply and shall terminate on the fifth day following. If the fifth day is a weekend or holiday, the time period shall terminate at the end of the next full business day.

C. Time limits established under this procedure are intended to be strictly construed and enforced. However, in the interests of fairness, such time limits may be extended if both parties agree to such extensions in writing.

D. All stages of this procedure beyond Step 1 shall be reduced to writing on forms supplied by the Human Resources Department. With the exception of the final management step, the only people who may normally be present in the management step meetings are the grievant, the appropriate Authority official and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At Step 4 and above, the grievant may, at their option, choose to have a representative of their choice, including legal counsel. If the grievant is represented by legal counsel or other person(s), the Authority likewise has the option of being represented by legal counsel, provided that a person may not serve as both a witness and a representative at any Step under this procedure.

E. The grievant shall bear any and all costs involved in employing representation and preparing their case at all steps of this procedure, including but not limited to attorneys' fees and expenses and any costs of judicial filings or appeals.

F. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of this procedure, without just cause, shall result in a decision in favor of the other party on any grievable issue, provided that the noncomplying party fails to correct the noncompliance within five (5) days of receipt of written notification by the other party of the compliance violation.

G. However, the right of the grievant to correct compliance violations shall not apply to any determinations under Steps 1 through 3, or to grievability determinations, provided that the grievant has previously received written notice of the applicable deadlines for appealing such determinations at the time the determination was rendered but has failed to respond in a timely fashion.

H. The Executive Director may require a clear written explanation of the basis for any requests for just cause extensions or exceptions and shall determine all compliance issues. Such determinations by the Executive Director are subject to appeal by the grievant by filing a petition with the Circuit Court of Albemarle County within thirty (30) days of the compliance determination. The grievant shall be solely responsible for filing such petition.

## 7. Grievability

A. Decisions regarding grievability, including the question of access to this procedure, shall be made by the Executive Director. Grievability decisions shall be made at the request of the grievant or their divisional director or immediate department manager within ten (10) days of such request. A copy of the Executive Director's decision concerning grievability shall be sent to the grievant, to the divisional director and/or immediate department manager and to the Human Resources Manager.

B. Decisions by the Executive Director that an issue or complaint is not grievable may be appealed by the grievant to the Circuit Court of Albemarle County for a hearing de novo on the issue of grievability as provided in Virginia Code § 15.2-1507(A)(9).

C. Proceedings for the review of the Executive Director's decision regarding grievability shall be instituted by filing a notice of appeal with the Executive Director within ten (10) days from the date of receipt of the decision and giving a copy thereof to all other parties. Within ten (10) days thereafter, the Executive Director shall transmit to the Clerk of the Circuit Court of Albemarle County a copy of their decision, a copy of the notice of appeal, and any exhibits that may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the court shall also be furnished to the grievant.

D. The failure of the Executive Director to transmit the record shall not prejudice the rights of the grievant. If the Executive Director fails to transmit the record within the time required, the Circuit Court, on motion of the grievant, may issue a writ of certiorari requiring the Executive Director to transmit the record on or before a certain date.

E. The Circuit Court, sitting without a jury, shall hear the appeal on the record transmitted by the Executive Director and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The Court, in its discretion, may receive such other evidence as the ends of justice require. The Court may affirm, reverse or modify the decision of the Executive Director. The decision of the Court is final and is not appealable.

F. The issue of grievability may be raised at any step of the Grievance Procedure prior to the panel hearing provided in Section 13 of this procedure, or it shall be deemed waived by all parties. Once raised, the issue shall be resolved before further processing of the complaint. A request that grievability be determined shall toll the time limits under this procedure. Time limits shall begin to run again the day after the decision on grievability is made by the Executive Director or the Circuit Court.

G. The classification of a complaint as non-grievable by either the Executive Director or the Circuit Court of Albemarle County shall not be construed to restrict any employee's right to seek, or management's right to provide, customary administrative review of complaints outside the scope of the Grievance Procedure.

## 8. Consolidation of Grievances

If more than one grievance is filed arising from the same factual circumstances, the Executive Director may, at any time prior to a panel hearing, consolidate those grievances for joint processing, including grievability determinations. If consolidation occurs, all time limits set forth in this procedure shall thereafter be calculated from the date of the last filed grievance. Once consolidated, the grievances shall all be processed as a single matter pursuant to this procedure.

**A. Step 1 Procedure - Immediate Department Manager**

1) No later than fifteen (15) days after the occurrence or condition giving rise to the grievance, the employee affected shall identify the grievance verbally to their immediate department manager. Within ten (10) days of such identification, the immediate department manager shall give their response to the employee with respect to the particular grievance. The failure of an employee to identify the grievance within the time specified above shall constitute forfeiture and a waiver of any rights to proceed further and shall terminate the grievance.
2) If a satisfactory resolution is not reached by this informal process, the employee shall notify the Human Resources Department of the intent to file a grievance and shall obtain a copy of Grievance Form, see *Section M., "Forms and Attachments"*. The employee shall reduce the grievance to writing on the Grievance Form, Part A, identifying specifically and in detail the nature of the grievance and the requested remedy. Should they prevail in the grievance, an employee is entitled only to the relief specifically requested. Such written grievance shall be presented to the immediate department manager within five (5) days of the department manager's verbal reply to the oral grievance. The department manager shall then reply in writing to this written grievance within five (5) days of receiving it.
3) If the employee's immediate department manager is also their department manager, they shall pass Step 2 of this procedure and proceed immediately to Step 3. If the employee's immediate department manager is the divisional director, they shall pass Steps 2 and 3 and proceed to Step 4. If the employee's immediate department manager is the Executive Director, they shall pass Steps 2, 3 and 4 and proceed to Step 5.

**B. Step 2 Procedure - Department Manager**

1) If a satisfactory resolution is not reached at the conclusion of Step 1 as outlined above, the grievant shall have the right to appeal as follows. Within five (5) days following receipt of the Step 1 (written reply), the grievant shall notify their department manager and the Human Resources Department in writing on the Grievance Form, Part A that resolution has not occurred and shall supply the reasons why the grievant believes that resolution has not occurred. The department manager shall schedule and hold a meeting with the grievant to review the grievance within five (5) days of receipt of such submission, or on such other date as the parties may mutually agree.
2) The only persons who may be present at this meeting are the Grievant and the department manager. The Human Resources Manager may be present if requested by either party. The meeting may be adjourned to another time or place by agreement of the parties. A written reply to the grievance shall be provided to the employee and the Human Resources Department within five (5) days after the meeting.

**C. Step 3 Procedure - Divisional Director**

1) If a satisfactory resolution is not reached at the conclusion of Step 2 as outlined above, the grievant shall have the right to appeal as follows. Within five (5) days following receipt of the Step 2 written reply, the Grievant shall notify the divisional director and the Human Resources Department in writing on the

Grievance Form, Part A that resolution has not occurred and shall supply the reasons why the Grievant believes that resolution has not occurred. The divisional director shall schedule and hold a meeting with the grievant to review the grievance within five (5) days of receipt of such submission, or on such other date as the parties may mutually agree.

2) The only people who may be present at this meeting are the grievant and the divisional director. The Human Resources Manager may be present if requested by either party. The meeting may be adjourned to another time or place by agreement of the parties.
3) A written reply to the grievance shall be provided to the employee and the Human Resources Department within five (5) days after the meeting.

**D. Step 4 Procedure - Executive Director Level (Final Management Step)**

1) If a satisfactory resolution is not reached at the termination of Step 3 as outlined above in Section 11, the grievant shall notify the Human Resources Department, indicate on the Grievance Form, Part A that resolution has not occurred and submit the grievance to the Executive Director within five (5) days following receipt of the Step 3 reply. The Executive Director or their designee shall schedule and hold a meeting with the grievant to review the grievance within ten (10) days of receipt of such submission, or on such other date as the parties may mutually agree.
2) The grievant may have legal representation or another representative present at the Step 4 meeting. If the grievant is represented by legal counsel or another representative, the Executive Director may also have legal counsel or another representative present. The grievant shall inform the Authority in writing of the name of his legal counsel or other representative at least five (5) days prior to the Step 4 meeting and failure to do so shall result in a waiver by the employee of their right to representation. The Executive Director or designee shall, in their sole discretion, determine whether the testimony of a witness is relevant or, if witnesses have testified, whether additional testimony by other witnesses is necessary.
3) A written reply to the grievance shall be provided to the grievant and the Human Resources Department within ten (10) days after the Step 4 meeting, or on such other date as the parties may mutually agree.

**E. Step 5 Procedure - Grievance Panel**

1) If a satisfactory resolution is not reached at the termination of Step 4 as outlined above in Section 12, the grievant shall notify the Human Resources Department, indicate on the Grievance Form, Part A that resolution has not occurred and request a hearing before a Grievance Panel ("Panel"). The request shall be submitted to the Human Resources Manager within five (5) days following receipt of the Step 4 reply.
2) An impartial Grievance Panel shall be constituted and selected for each grievance hearing. The Human Resources Manager shall arrange for the Panel selection. If the Human Resources Manager is a party to the grievance, the request form shall be submitted to the Director of Administration and Communications, who shall make the necessary arrangements.

**F. Composition of the Grievance Panel**

1) The Panel shall be composed of three (3) members who shall be chosen in the following manner: one member shall be appointed by the grievant, one member shall be appointed by the Executive Director, and a third member shall be selected by the first two Panel members. To ensure an objective, impartial Panel, no people having direct involvement with the grievance being heard by the Panel, or with the complaint or dispute giving rise to the grievance, shall serve on the Panel. Managers who are in a direct line of supervision of a grievant, people residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, siblings' children, and first cousin.
2) Both the Grievant and the Executive Director shall make their appointments to the Panel within ten (10) days after the request for a panel hearing is filed. The Human Resources Manager shall be notified of the appointments on the Grievance Form Part B. The two panel members chosen by the grievant and Executive Director shall select the third panel member within ten (10) days after the request for a panel hearing is filed and shall notify the Human Resources Manager of their selection. Unless it is necessary to involve the Circuit Court in the selection of the third member, a complete panel shall be selected within ten (10) days after the request for a panel hearing is filed.
3) In all cases where the first two members cannot reach an agreement as to the third member within ten (10) days, the Human Resources Manager, after confirming such fact, shall immediately notify the Director of Administration and Communications, who shall request the Chief Judge of the Circuit Court of Albemarle County to appoint the third member pursuant to the selection procedures outlined in paragraph one of this section. The Authority and Grievant shall share equally in the costs and expenses, if any, of the third panel member.
4) The Authority, at its sole option, may use an administrative hearing officer in employee termination or retaliation cases. When the Authority elects to use an administrative hearing officer as the third panel member in an employee termination or retaliation case, the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Va. Code § 9-6.14:14.1. If the Authority elects to use an administrative hearing officer, it shall bear the expense of such officer's services.
5) In all cases, the third member shall serve as chairperson of the panel. The chairperson shall set the time for the hearing and notify the Human Resources Manager, who shall in turn notify the grievant and Executive Director. The grievant and the Executive Director shall each be responsible for arranging the presence of their respective witnesses. The hearing shall be held as soon as possible after the date of the original request for a hearing, allowing sufficient time for access to records as specified in paragraph six below. Either party may have an attorney or other representative of their choice present at the Panel hearing.

6) The Human Resources Manager shall provide the Panel with copies of the grievance record prior to the hearing and provide the grievant with a list of documents furnished to the Panel. At least ten (10) days prior to the hearing, the grievant and his attorney or other representative shall be allowed access to, and copies of all relevant documents intended by the Authority to be used in the hearing. At least five (5) days prior to the hearing, the grievant and the Authority shall exchange lists of witnesses and exhibits to be called or introduced at the proceeding.

**G. Conduct of Grievance Panel Hearing**

1) The Panel is constituted solely for the purpose of determining whether grievance filed by an employee is substantiated and what remedy, if any, should be provided. The Panel may not formulate or change Authority policy, rules or procedures. The Panel shall determine whether the grievant has demonstrated, by a preponderance of the evidence, that the action complained of was without cause, or done in violation of a law, rule, regulation or other policy. The Panel shall not otherwise substitute its judgment for that of management.
2) The Panel shall conduct the hearing as follows:
3) At the request of either party, the hearing shall be private and limited to the grievant, the Panel members, the legal counsel or other representatives of the grievant and the Authority, appropriate witnesses as they testify, and any court reporters or other official recorders of the hearing. At the request of either party, witnesses shall be separated from the hearing room and allowed to be present only during the time that they actually testify.
4) The Panel shall consider the grievance without regard to any proposed disposition (including offers of settlement) by any lower authority, unless the grievant and the Executive Director shall agree in writing that the issue(s) shall be so limited. In all other cases, the Panel shall consider the matter as if presented to it in the first instance.
5) The Panel may at any time ask the parties or their representatives for statements clarifying the issues involved in the grievance.
6) Exhibits, when offered by the grievant or the Authority, may be received as evidence by the Panel, and when so received they shall be marked and made a part of the record.
7) Both parties shall have the right to make opening statements, starting with the grievant. After opening statements, the order of the hearing shall be as follows: the grievant shall proceed first and shall bear the ultimate burden of persuasion. At the conclusion of the Grievant's evidence, the Authority shall have the opportunity to present its evidence. At the conclusion of the Authority's presentation, the Chairperson shall specifically inquire of all parties whether they have any further evidence to offer or witnesses to be heard. Upon receiving a negative response, the Chairperson shall permit the parties to summarize their cases (beginning with the grievant) and shall then declare the hearing closed.
8) Both parties have the right to offer evidence, cross-examine witnesses, and shall produce such additional evidence as the Panel deems necessary for understanding and ruling upon the dispute. There shall be no formal rules of evidence at the hearing; however, the Panel shall have the right to determine the

relevancy of any evidence offered. All evidence shall be taken in the presence of the Panel and the parties, except by mutual consent of the parties.

9) The hearing may be reopened by the Panel on its own motion or upon application of either party for good cause shown at any time before a final decision is made.
10) Upon the request of the Panel, the Authority or the Grievant, the Human Resources Manager shall ensure that a verbatim record of the hearing is made and retained in their custody for not less than 12 months. The record may be in writing or by a taped recording. The party requesting the record shall bear the costs of preparation and transcription, including any costs associated with attendance of a court reporter. If both the grievant and the Authority request such a record, they shall share equally in all costs incurred.
11) The Human Resources Manager or their designee may be called upon by the Panel or either party as a witness at any time to provide specific policy interpretation or clarification of applicable Authority policy and these procedures.
12) In any matters not covered by this section, the Panel shall determine the applicable procedures to be followed.

**H. Decision of Grievance Panel Hearing**

1) The decision of the Panel shall be filed in writing by the Chairperson with the Executive Director and the grievant no later than thirty (30) days after the completion of the hearing. The decision shall summarize the grievance and the evidence, shall make specific findings of fact, and shall state in full the reasons for the decision, and the remedy (if any) to be granted. Decisions shall be made by majority vote of the entire Panel. The decision of the Panel shall be final and binding and shall be consistent with law and written policy.
2) The question of whether the relief granted by the Panel is consistent with written policy shall be determined by the Executive Director, or their designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney of Albemarle County. The Executive Director or Commonwealth's Attorney shall request the Panel to reconsider any decision which in their judgment is inconsistent with the laws or written policy applicable to grievance resolution. They shall not disturb any decision consistent with the laws or written policy.
3) If the Panel determines that the grievant prevails on any grievable complaint or dispute, it may remedy that complaint or dispute by ordering that the grievant be reinstated to a former position; awarding back pay; or ordering expungement of information contained in the grievant's personnel file(s) maintained by the Authority Human Resources Department or individual department; or rendering opinions specifying the application or interpretation of Authority personnel policies and procedures as they may relate to the specific facts of the grievance. The grievant shall not, however, be entitled to any relief that they have not specifically requested in the original written grievance form, unless the parties have mutually agreed otherwise as to alternative relief.

4) If, in response to a grievable complaint or dispute, the Panel finds that a divisional director or other Authority official failed to follow established procedures governing promotion, demotion, transfer, hiring or layoff, the Panel shall remand the grievance back to the divisional director or official with instructions that the actions taken be rescinded, and proper procedures be followed for the matter at issue. In connection with such remand, the Panel may make appropriate provisional orders concerning the case.

**I. Implementation of Grievance Panel Decision**

1) The Executive Director shall implement any remedy that may be ordered by the Panel, provided that such remedy is consistent with applicable law and Authority personnel policies. If the Executive Director determines that the Panel decision is not consistent with applicable law or Authority personnel policies, the following steps shall be taken:
2) The Executive Director shall inform the Panel and the grievant of their determination within ten (10) days of their receipt of the Panel's written decision; and,
3) The Executive Director shall not implement the decision of the Panel.
4) Either party may petition the Albemarle County Circuit Court for an order requiring implementation of the Panel decision. The review of the Circuit Court shall be limited to the question of whether the panel's decision is consistent with provisions of law and written policy.

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## I. ADMINISTRATIVE POLICIES

### 1. Conflict of Interest/Accepting Gifts

A. All employees are expected to make business decisions that are in the best interest of the Authority and the customers it serves. Employees are prohibited from engaging in any private business or professional activity, or having a financial interest in such activity, which would be or appear to be in conflict with their public responsibilities. Any employees who have official responsibility for procurement transactions will conduct themselves in a manner that avoids the appearance of impropriety or unlawful conflicts of interest.

B. An employee cannot accept money, loans, trips, gift cards, reward cards, favor, service, business or professional opportunity of any value that might influence them in the performance of their official duties, or when it is known there is a reasonable likelihood that the item is being offered to influence an Authority employee in the performance of their duties. Employees are responsible for avoiding any impropriety or the appearance of impropriety. If there is a question as to what is permissible, the final decision will be made by the Executive Director.

### 2. De Minimis Fringe Benefits

A. De minimis fringe benefits are defined by the Internal Revenue Service as any property or service given to an employee by the employer which, after taking into account the frequency provided, whose value is so small as to make accounting for it unreasonable or administratively impracticable. Any benefit, with the exception of cash or gift cards, with a value of under $25 will be considered as a de minimis fringe benefit by the Authority and will not be subject to taxation. In accordance with

Internal Revenue Service regulations, any cash or gift cards given to employees as awards or benefits will be subject to taxation.

**3. Termination of Employment**

B. Any employee who voluntarily terminates their employment with the Authority is expected to give two weeks' notice to their department manager. All Authority property, to include phones, uniforms and any other equipment supplied to the employee by the Authority, is to be returned prior to any employee's last day of employment. If the employee fails to return any Authority property, they will be expected to reimburse the Authority for the cost of the property through a payroll deduction from their last paycheck.

**4. Voluntary Early Retirement Incentive Program (VERIP)**

*A. Eligibility*

Participants in the VERIP must be regular full-time employees eligible for benefits and meet the following requirements:

1) Be eligible for early or full retirement under the provisions of the Virginia Retirement System (VRS). Part-time employees must meet the same criteria as if covered under VRS.
2) Have been employed by the Authority for 10 of the last 13 years prior to retirement and meet the VRS requirements.
3) Employees retiring under the disability provisions of VRS and/or Social Security shall not be eligible for the VERIP.

*B. Benefits*

1) VERIP benefits shall be paid monthly for a period of five years after retirement or until age 65, whichever comes first.
2) Benefits under VERIP will be calculated as follows:
3) Compute the annual VRS benefit. This computation shall include any reductions for early VRS retirement if appropriate;
4) Recompute the annual VRS benefit with the addition of five more years of service, or the number of additional years needed to reach age 65, whichever is the lesser;
5) The difference between these two calculations shall be the annual VERIP benefit to be paid on a monthly basis.
    a. The Board will pay the employee the amount of the Board's contribution toward an individual employee's health insurance as long as the employee is covered by VERIP benefits. The benefit will be paid to the retiree on a monthly basis.
    b. If, at any point during their VERIP period, the Authorities receive a billing notice from the Virginia Employment Commission for unemployment benefits, those will be deducted from the employee's monthly VERIP payment.

*C. Application*

1) Applications for VERIP must be made to the Executive Director prior to December 1st of the year preceding the fiscal year the VERIP takes effect. Applications received after December 1 may be approved based on the needs of the Authority.

*D. VERIP Contract*

1) Any employee retiring under the VERIP program must read and sign a VERIP Contract. The contract is administered by the Human Resources Manager, and it reviews all of the provisions and rules of the VERIP program, as well as information specific to the employee.

*E. Administration*

1) Administration of the VERIP policy is delegated by the Board of Directors to the Executive Director.

*F. Duration*

1) Once an employee has been approved for VERIP, the benefits will continue without interruption as outlined in this policy. Subsequent alterations or deletion of this policy shall not affect the benefits of those who have retired under these provisions.
2) This policy automatically continues unless the Board acts to discontinue the policy for another year.

**5. Anti-Nepotism Policy**

A. No administrator or any other person in a department manager position shall have under his or her direct supervision any employee whose relationship is that of parents, sibling spouse, child, child in law, parents' sibling, or same relative of spouse and any other relatives or individuals residing with the employee. In the event of a promotion which brings about the conditions thus described, the employee of lower rank shall be transferred to another position for which they are qualified when and if such a vacancy occurs.

**6. Personal Use of Authority Vehicles**

A. Personal use of Authority vehicles is not permitted. Employees who use vehicles for personal errands or chores that are not incidental to work assignments are subject to disciplinary action.

**7. Effect of Criminal Conviction or Arrest**

A. It is the policy of the Board not to employ or to continue the employment of personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction.

B. Any employee who is arrested for a criminal violation of any kind, whether misdemeanor or felony, is required to report such arrest promptly to their department manager or divisional director within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including dismissal. In addition, all employees shall have the continuing duty to notify the Authority of any arrest or criminal conviction that occurs subsequent to being hired by the Authority.

C. Department managers or divisional directors shall contact the Executive Director or designee upon receiving notification that an employee has been arrested. The Authority reserves the right to determine appropriate disciplinary action in such cases, up to and including dismissal, depending upon the facts and circumstances surrounding the arrest.

**8. Fitness for Duty**

A. All job descriptions will clearly state the minimum physical and emotional health requirements of the particular job. Employees are responsible for familiarizing themselves with these requirements. If there is a question about an employee's fitness for duty, the employee will be required to complete a fitness for duty examination at the expense of the Authority.

B. Results of the fitness for duty examination will be shared with the employee. If the fitness for duty examination indicates that the employee requires some treatment prior to resuming their employment responsibilities, the employee is responsible for obtaining treatment sufficient to qualify as again fit for duty before returning to work. The employee may use leave authorized by this policy during the period of absence to the extent leave is available. If the Authority physician or the EAP counselor indicates that the employee is not fit for duty on a permanent basis, the employee may also have benefits such as retirement disability.

C. If the fitness for duty examination indicates that the employee could perform their responsibilities with some reasonable accommodation to the job, the Executive Director will determine whether or not such modifications to the job can be made.

D. When employees return to work after hospitalization or prolonged absence for health reasons, a doctor's release to return to duty is required. Should circumstances dictate, the Executive Director may require that the employee be examined by the Authority physician prior to allowing the employee to return to duty.

**9. ID Badges**

A. As a vital part of the Authority's security system, an identification badge with the employee's name, photo and department will be issued to employees on their first day of employment. All employees are required to carry an ID badge during their shift or while conducting any Authority business on or off premises. All employees are required to produce said ID badge when requested.

B. If an identification badge is lost or stolen, the employee must report the loss to their supervisor immediately and obtain a replacement. A fee of $5.00 will be assessed for all replacement badges. Lost or stolen cards should be reported to the department manager as soon as possible. Failure to be able to display or produce your ID badge when requested or excessive loss or damage to cards can lead to disciplinary action.

C. Upon termination, employees will be required to return ID badges to the Human Resources Department.

**10. Dress Code/Personal Hygiene**

All employees are expected to dress neat and professionally based on the needs of their position.

A. Uniforms are provided to certain departments. Employees in those departments are expected to wear their uniforms. Uniforms are to be returned to the Authority upon termination of employment.

B. Any Personal Protective Equipment required in a certain location or work environment must be worn.

**11. Social Media Policy**

The primary online presence for the Authority will be the Authority's website. If it is deemed necessary to establish an additional online presence via social media, the

Director of Administration & Communications will be responsible for maintaining that presence. This policy will be further amended at that time.

**12. Smoking/Vaping**

Smoking and vaping are not permitted in any Authority building or vehicle. Additionally, employees are not permitted to smoke or vape at building entrances. Smoking and vaping will be permitted in designated areas and employees are expected to dispose of cigarette butts in the appropriate receptacles.

**13. Transferring Between Authority**

Employees may apply for open positions in the other Authority. If an employee transfers to the other Authority, they will maintain their years of service with the Authority. At the time of transfer, all annual and sick leave balances will be transferred to that Authority with no loss of accrued time. The employee will continue to accrue leave time based on their combined years of service.

**14. Operational Designations**

a) Employees will be assigned to one of the following operational categories:
   a. Essential
   b. Operationally Available
   c. Non-Essential
b) Designations may vary during inclement weather, emergency events, or other operational circumstances depending on the nature of the event and operational needs.
c) Employee work requirements and reporting expectations will be determined based on the employee's operational designation.
d) The Authority may modify employee designations, work expectations, and operational requirements at any time based on evolving conditions and operational needs.
e) Operational designations are separate from an employee's exempt or non-exempt classification under applicable wage and hour laws.

**A. Essential Employees**

**a) Definition**

Essential Employees are those positions designated by the Authority as necessary to maintain critical operations during inclement weather, emergency events, facility closures, or other operational disruptions.

**b) Work Expectations**

Employees designated as Essential are required to report to their assigned work location and remain onsite (or at another designated work site) to perform duties necessary to sustain critical services. Essential Employees are expected to work their regularly scheduled hours regardless of delayed openings, early closures, or administrative office closures, unless expressly directed otherwise by their Director, Manager, or the Executive Director.

**c)** Operational demands may require Essential Employees to work outside of their normal schedule, including extended hours, modified shifts, or call-back assignments, in accordance with applicable wage and hour laws and Authority policy.

**d) Notification Requirements**

If an Essential Employee is unable to report as scheduled, they must notify their immediate supervisor as soon as possible and in accordance with established departmental call-in procedures. Failure to report or to provide timely notification may result in disciplinary action, up to and including termination of employment.

**e) Temporary Essential Designation**

Under certain circumstances, employees not normally designated as Essential may be temporarily required to report to work based on operational needs. Such determinations will be made by the Executive Director, Divisional Director, or the employee's Manager, as appropriate.

~~a) **Definition**~~

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~~b) **Work Expectations**~~

~~Employees designated as Essential are required to report to their assigned work location and remain onsite (or at another designated work site) to perform duties necessary to sustain critical services. Essential Employees are expected to work their regularly scheduled hours regardless of delayed openings, early closures, or administrative office closures, unless expressly directed otherwise by their Director, Manager, or the Executive Director.~~

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a) ~~**Temporary Essential Designation**~~

~~Under certain circumstances, employees not normally designated as Essential may be temporarily required to report to work based on operational needs. Such determinations will be made by the Executive Director, Divisional Director, or the employee's Manager, as appropriate.~~

## B. Operationally Available Employees

a) Employees designated as *Operationally Available* are not required to report onsite during full closures but are expected to work remotely during their normal scheduled hours unless otherwise directed.

b) *Operationally Available* employees must remain accessible via email, phone, or other communication systems during normal business hours.

c) Employees may be directed to report onsite if remote work does not adequately address operational needs.

d) This designation does not change an employee's job classification, pay grade, or employment status.

e) Work expectations for non-exempt employees will be applied in accordance with the Fair Labor Standards Act (FLSA) and applicable wage and hour laws.

## C. Non-Essential Employees

a) Employees designated as *Non-Essential* are not required to report to work or perform job duties during closures unless specifically directed by their Director or Manager.

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## J. EMPLOYEE TRAINING, DEVELOPMENT, & EDUCATIONAL ASSISTANCE PROGRAM

**1. Policy**

The Authority promotes professional excellence and encourages employees to achieve their highest potential through education, training, and mentoring. The Authority encourages employees to use developmental opportunities to enhance their career progression, develop fully in their current position, and/or prepare for and become eligible to seek promotional opportunities within the organization. Training and education are separated into three categories: *Essential Training*, *Advanced Development Training*, and *Degree Programs*.

**2. Definitions**

*Essential Training*: All training that is determined by the employee's department manager or divisional director to be necessary to perform duties of the employee's current position.

*Advanced Development Training:* Voluntary training and education that will assist the employee in their pursuit of an advanced skill or licensing level, from an accredited, nationally recognized program.

*Degree Program:* Training and education that will result in credit or credit hours towards a college degree, from an accredited, nationally recognized program..

*Financial Assistance:* Financial assistance offered and paid for by the Authority, available to an employee participating in approved Advanced Development Training and/or Degree Programs, from an accredited, nationally recognized program, up to the maximum, defined, and by presenting proof of completion with a passing grade, within 60 days of course completion, within the specified calendar year.

*Work Schedule:* An employee's assigned hours to work as required by their position.

**3. Employee Eligibility**

Employees who have been employed for six months or less, are eligible to apply for *Essential Training* but are not eligible to participate in *Advanced Development Training* or *Degree Programs.* Employees who have been employed for more than six months are eligible to apply for Essential Training, Advanced Development Training, and Degree Programs.

**4. Essential Training**

**A.** Textbooks / Materials - Textbooks or study materials may be:

1) Purchased in advance by the Authority; or
2) Purchased by the employee and reimbursed in accordance with this policy.

**B.** Registration / Enrollment Fees - Fees may be:

1) Paid in advance by the Authority; or
2) Paid by the employee and reimbursed.

**C.** Expense Reimbursement
1) Expenses paid by the employee for approved Essential Training are reimbursable.
2) All reimbursement requests must comply with Section R: Standard Reimbursement Requirements.
3) When proof of completion is required, reimbursement is contingent upon successful completion of the training.

**D.** All training and education that is determined by the department manager and/or the divisional director as necessary to perform the duties of the employee's current position to include:
1) Training and education necessary to maintain and/or improve the employee's knowledge, skills and ability to perform the required job tasks;
2) Training and education mandated by law; and
3) Training and education necessary to keep up with technological or process changes.

**E.** Types of Essential Training include:
1) Authority sponsored in-house training;
2) Off-site training;
3) Seminars or conferences; and
4) Webinars.

**F.** Textbooks or study materials purchased for Essential Training may be:
1) Prepaid and purchased by the Authority; or
2) Prepaid and purchased by the employee, who will then be reimbursed by the Authority.

**G.** Registration or Enrollment Fees will be:
1) Paid for in advance by the Authority if possible; or
2) Paid for by the employee and be reimbursed.

**H.** Expense Reimbursement
1) Expenses paid by the employee related to the approved Essential Training are reimbursable.
2) Request for reimbursement must be submitted to the Authority within sixty (60) days after the expenses have been incurred.
3) Request for reimbursement must be clear, concise, itemized and include original receipts.
4) Failure to comply with submission deadlines or documentation requirements may result in denial of reimbursement.
~~1)~~5) Reimbursement is contingent upon successful completion of the training or course, where applicable.

## 5. Advanced Development Training

**A.** Textbooks / Materials - Textbooks or study materials may be:
1) Purchased in advance by the Authority; or
2) Purchased by the employee and reimbursed in accordance with this policy.

**B.** Registration / Enrollment Fees - Fees may be:
1) Paid in advance by the Authority; or
2) Paid by the employee and reimbursed.

**C.** All training and education that will assist the employee in their pursuit towards an advanced skill or licensing level as well as enhancing the employee's contribution to the Authority.

**D.** Types of Advanced Development Training includes but is not limited to:
1) Authority pre-approved training and education programs for operator correspondence courses (Sacramento); and
2) Authority pre-approved mechanic training programs.

**E.** Textbooks and/or study materials purchased for Advanced Development Training may be:
1) Prepaid and purchased by the Authority; or
2) Prepaid and purchased by the employee.

**F.** Registration or Enrollment Fees will be:
1) Paid for in advance by the Authority if possible; or
2) Paid for by the employee and to be reimbursed.

**G.** Expense Reimbursement
1) Expenses paid by the employee for approved Essential Training are reimbursable.
2) Request for reimbursement must be submitted to the Authority within sixty (60) days after the expenses have been incurred.
3) Request for reimbursement must be clear, concise, itemized and include original receipts.
4) Failure to comply with submission deadlines or documentation requirements may result in denial of reimbursement.
5) Reimbursement is contingent upon successful completion of the training or course, where applicable.

~~1) Expenses paid by the employee related to the approved Advanced Development Training are reimbursable; request for reimbursement must be submitted to the Authority within 60 days after the expenses have been incurred, and within 60 days after course completion. Request for reimbursement must be clear, concise, itemized and include original receipts.~~

## 6. Degree Program

**A.** Eligible Degree Programs
1) Training and education that result in the earning of academic credit toward an accredited college degree may be eligible for reimbursement when the coursework is directly related to the employee's current position and enhances the employee's contribution to the Authority.

**B.** Employee Responsibility for Educational Expenses

Registration, enrollment, tuition, textbooks, ~~and~~ study materials, and other associated educational expenses must initially be paid for by the employee.

~~**A.**~~**C.** Financial Assistance & Reimbursement Requirements

The Authority may provide financial assistance to employees participating in an approved Degree Program. Eligible employees may request reimbursement for approved educational expenses including registration, enrollment, tuition, textbooks, study materials, and other degree-related expenses.~~The Authority offers financial~~

~~assistance to those employees participating in an approved Degree Program. Through the financial assistance program, employees may request reimbursement for expenses related to an approved Degree Program to include registration/enrollment/tuition fees, textbooks, study materials or other degree related expenses.~~

1) All reimbursements are conditional upon the approval of the Authority's annual budget.
2) Approval of a Degree Program does not guarantee reimbursement availability.
~~2)~~3) The Authority will reimburse up to a maximum of $5,250 per employee per calendar year (January 1 through December 31) for eligible educational expenses paid for by the employee.
4) Only expenses incurred and paid within the applicable calendar year are eligible for reimbursement during that same calendar year.
5) Degree Program reimbursement assistance is limited to a lifetime maximum of seven (7) calendar years per employee. Eligibility for reimbursement ends once the employee has received reimbursement in seven (7) calendar years, regardless of the amount reimbursed in each year or whether the years were consecutive.
    i. All Degree Program reimbursements received from the Authority prior to the effective date of this policy revision shall collectively count as one (1) calendar year toward the seven (7) calendar year maximum eligibility limit. Any reimbursement received after the effective date of this policy revision shall count individually toward the maximum eligibility limit based on the calendar year in which the reimbursement was issued.
6) Reimbursement requests must be submitted within sixty (60) days of course completion and within the same calendar year in which the expense was incurred.
7) Unused reimbursement amounts do not carry forward to future calendar years.
8) Educational expenses exceeding the annual reimbursement maximum of $5,250 are the sole responsibility of the employee and will not be reimbursed in future calendar years.
~~3) Reimbursements that exceed the maximum of $5,250 per calendar year will be held and reimbursed in upcoming calendar years until all expenses have been reimbursed.~~

~~**B.**~~**D.** Employee Requirements for Education Reimbursement

1) The employee's Degree Program and request for financial assistance must be pre-approved by the employee's Department Manager and Divisional Director;
2) The employee must complete all course requirements within the prescribed timeframe.
3) The employee must receive a passing grade of a C or higher for all undergraduate or business courses.
4) The employee must receive a passing grade of a B or higher for all graduate-level college courses.
5) The employee must submit an official grade transcript within sixty (60) days of course completion.

6) The employee must remain employed by the Authority~~; and~~ at the time reimbursement is processed.
7) In the event of ~~voluntarily~~ separation of employment the employee shall repay all educational reimbursements received within the preceding twelve (12) months.
8) Failure to comply with submission deadlines or documentation requirements may result in denial of reimbursement.

~~C.~~**E.** Tax Liability for Tuition Reimbursements

~~In some circumstances, education aid or reimbursement may be considered taxable income under the IRS regulations. Generally, educational assistance for job-related courses is not counted as taxable income. If an employee receives more than the annual IRS maximum allowable amount for educational assistance, the amount exceeding the IRS maximum will be subject to payroll taxes.~~ In some circumstances, educational assistance or reimbursement may be considered taxable income under IRS regulations. Generally, educational assistance for job-related courses is not considered taxable income. Any reimbursement exceeding the annual IRS maximum allowable amount for educational assistance may be subject to applicable payroll taxes.

~~D.~~**F.** Pre-Approval

All employee requests for training, regardless of type, must be pre-approved by the employee's Department Manager ~~or~~ and Divisional Director before registration.

~~E.~~**G.** Work Schedule Adjustment

1) Provided it is in the best interest of both the employee and the Authority, an adjusted work schedule may be approved if the Essential Training or Advanced Development Training cannot reasonably be conducted during normal work schedule hours.~~is not allowed to be conducted during the normal work schedule hours.~~
2) All requests will be reviewed and approved on a case-by-case basis and must occur before training registration.
~~1)~~3) Adjusted work schedules will not be granted for participation in Degree Programs.

~~F.~~**H.** Authority Responsibilities

1) Provide training and education necessary for employees to obtain or renew certifications and licenses required for their positions.
~~1)~~2) Provide for the training and education necessary to meet changing operational or regulatory requirements.~~keep up with changing work requirements.~~
~~2)~~3) Provide for the training and education mandated by applicable laws or regulations.~~which is mandated by law.~~
~~3)~~4) Provide timely payment and/or reimbursement upon receipt of all required expense reimbursement requests and transcripts if applicable.
~~4)~~5) ~~Register employees for training and education provided employee gives amply time to process.~~ Assist with employee registration and related administrative processing when sufficient advance notice is provided by the employee. See employee's responsibilities below.

**I.** Employee Responsibilities

Employees participating in training or educational programs shall:

1) Submit a completed Training Request Form to the Department Manager with sufficient advance notice to allow for review and processing.
2) Complete all required registration forms and, when necessary, register directly with the training provider.
3) Complete all applications and requirements related to examinations or certifications.
4) Submit requests for assistance with registration, fees, travel, and/or lodging arrangements at least thirty (30) days prior to the applicable registration date or travel date.
5) Provide proof of successful completion, including transcripts, certifications, or other required documentation, as applicable.
6) Submit Expense Reimbursement Requests within sixty (60) days of course or training completion and within the same calendar year in which the expense was incurred. Reimbursement requests must be itemized and include original receipts, and all required supporting documentation.

~~1)~~7) Must submit a completed training request form to the Department Manager in enough time to process request.

~~2)~~8) Complete all registration forms and if necessary, register in person at the training site.

~~3)~~9) Complete all the required applications related to examinations.

~~4)~~10) Employees seeking assistance from the Administration Office with registration, fees, travel and/or lodging arrangements must be made 30 days prior to travel and/or registration date.

~~5)~~11) Must provide proof of successful completion.

~~6)~~12) Expense Reimbursement Requests for reimbursement must be submitted to the Authority within 60 days after the expenses were incurred. Reimbursement requests must be clear, concise, itemized and include original receipts.

~~G.~~**J.** Human Resources Responsibilities

~~H.~~ The Human Resources Manager or designee will maintain records related to employee training, education, certifications, and reimbursement requirements.~~of training, education and related requirements.~~

~~I.~~**K.** Department Manager Responsibilities

3) The Department Manager will promptly review all employee requests for training and consistently apply the provisions ~~rules~~ relating to this policy.
4) The department manager will monitor the employee's participation and progress in approved training or educational programs.
5) The Department Manager will develop an annual training and education needs assessment and request funds need in the department budget.

~~5)~~6) Develop an annual training and educational needs assessment and identify anticipated funding needs during the budget development process.

~~J.~~**L.** Divisional Director Responsibilities

1) The Divisional Director will ensure the rules of this policy are consistently applied.

TOP

## K. TRAVEL POLICY

### 1. Policy

This policy establishes guidelines for the approval and reimbursement of travel-related expenses. The Authority will reimburse employees traveling on official Authority business for reasonable and necessary expenses incurred. It is the policy of the Authority to limit travel costs to expenses that are necessary for providing essential services to its customers. The use of Authority funds to accommodate personal comfort and convenience is not permitted. Travelers and travel planners must seek ways to reduce the cost of travel.

**A. Travel Reimbursement Requirements**

1) Travel Request - All travel outside of the Authority's service area (Charlottesville or Albemarle County) requiring reimbursable travel expenses must be approved in advance by the employee's department manager or divisional director. The employee traveling must complete a Travel Request Form. (Please note – if travel expenses are related to properly approved training, education, or conference attendance, then the appropriate form for that approval will suffice for approval of related travel request. This is for the form approval only and all policies herein apply.) Each Travel Request Form should detail anticipated or estimated expenses for the trip. The USGSA can be used to estimate travel costs.
2) The Authority has a policy of reimbursement for reasonable costs actually incurred to exempt such payments to employees from federal and state taxation. When an employee is seeking reimbursement of expenses incurred during a trip, they should complete an Expense Reimbursement Form, and have it approved by their department manager. An approved Travel Request Form should be attached to all Expense Reimbursement Forms that include overnight trips.

B. Reservations

1) Whenever possible, travel reservations should be made in advance through the Administration department. This would include airline tickets, hotel reservations, conference fees and any other travel cost that can be paid in advance.
2) Itemized receipts must be provided for all reimbursed travel. Any travel costs submitted without an itemized receipt will not be reimbursed, to include meals. An Expense Reimbursement Form should be completed with all receipts attached.

C. Expense Submittal

1) An Expense Reimbursement Form must be submitted to an employee's department manager within 14 days of the completion of the trip. The following expenses are reimbursable for overnight stays:
   a. Mileage
   b. Transportation (airfare, rail, bus, rental car, taxi)
   c. Tolls and Parking
   d. Lodging
   e. Meals
   f. Registration Fees (conferences)
   g. The following expenses are not reimbursable:

h. Lost or stolen property
i. Alcoholic beverages
j. Damage to personal items
k. Movies charged to hotel bill
l. All expenses related to personal negligence such as fines
m. Entertainment expenses
n. Towing charges
o. Expenses for children, spouses or other companions while traveling
p. Travel insurance
q. This list is not all inclusive and travelers should use prudent judgement regarding travel expenses. Department managers have a responsibility to question any costs that seem to be unreasonable and deny any costs that are unreasonable or undocumented.

**B. Authority Vehicles**

1) Employees are encouraged to use Authority vehicles for business travel whenever possible. Vehicles can be reserved in advance and can be used for overnight travel. All Authority vehicles must be signed out by the employee who is driving the vehicle. Authority vehicles must be returned immediately when the employee returns from a trip.
2) Employees who have take-home Authority vehicles should use those vehicles for all business travel.
3) Authority vehicles should not be used for any personal travel unless approved by the Executive Director or the Divisional Director.

**C. Mileage**

1) When traveling outside the service area, employees are permitted to use their personally owned vehicle when an Authority owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the Authority. Employees electing to use their personal vehicle as a matter of convenience will not be reimbursed for mileage unless approved by their department manager.
2) Mileage will be reimbursed (when traveling outside of the service area) at the current same rate as the Federal IRS published rate for business travel deduction.
3) Round trip mileage for reimbursement purposes will be total miles traveled to and from the destination from the employee's home or Administration Office location, whichever is shorter. (i.e. any normal commuting costs are not reimbursable.)

**D. Transportation**

*1) Air Travel*

a) Any air travel booked should be at economy airfare unless approved by the Executive Director or if the difference between the airfare purchased and economy airfare is paid for by the employee.
b) All flight reservations must be made by the Administration department.
c) Any baggage fees incurred will be reimbursed for a checked bag. Any baggage fees that are incurred due to a bag being over the air carriers weight limits or multiple bags checked must have a legitimate business reason or they will not be reimbursed.

d) Any change in fees incurred due to flight changes made by the employee must have a legitimate business reason or they will not be reimbursed.

2) *Other Transportation*
   a) Other forms of transportation that can be used for business travel is permissible if the reduction in cost is beneficial to the Authority.

3) *Rental Cars*
   a) Employees traveling to attend conferences should book the hotel where the conference is being held or a hotel within walking distance whenever possible.
   b) All rental car reservations will be made through the Administration department.
   c) Any fees, other than basic car rental expenses, will not be reimbursed.

**E. Lodging**

1) Reimbursement for lodging will include hotel nightly rate and any hotel taxes, fees or surcharges. Any other charges will not be reimbursed unless approved by the employee's department manager and/or divisional director. An itemized hotel bill must be provided.
2) If travel plans change and a hotel reservation needs to be cancelled, it is the responsibility of the employee to notify either the Administration department so that the reservation can be cancelled or to cancel it themselves so as to not incur a cancellation charge.

**F. Meals and Incidentals**

1) The employee must provide itemized receipts in order to be reimbursed for meals and incidentals.
2) Employees will be reimbursed for tips up to 15% on meals.
3) Any meal or incidental expenses deemed excessive will not be reimbursed. The Authority will use the U.S. GSA per diem as a guideline when appropriate.

**G. Compensation While Traveling, Overnight Travel**

1) Overnight travel is travel away from home community, as defined by the FLSA and the Code of Virginia.
2) An employee will be compensated for travelling away from home when it clearly cuts across the employee's normal workday or the hours that correspond to an employee's normal work hours on non-working days.
3) An employee will be compensated for any hours spent in a class or training that was mandated by a department manager or divisional director.
4) An employee will be compensated for time spent driving other employees to a location in an Authority vehicle if the employee was directed to do so by a department manager or divisional director.
5) If an employee is offered transportation (air, rail, etc.) for travel away from home and chooses to use his/her own vehicle, either the time spent driving their own vehicle or the time it would have taken to use the offered transportation will be compensated if the time clearly cuts across the employee's normal workday.

**H. Travel Advances**

1) Cash advances for travel should be avoided; however, occasionally there is a need for an employee to estimate the costs of travel and obtain a cash advance. Once a

cash advance has been approved (request must be made 30 days in advance of need) the employee is responsible for handing in all receipts to document the costs incurred like any other travel event. If the cash advance was more than the documented receipts, the employee will be required to pay the difference to the Authority. If, however; there were more costs (documented by receipts turned in) than the cash advance, the Authority will pay the employee the difference.

2) Then all the rules for submitting the documentation of costs will apply per 4 above. Any excess the employee will have to reimburse the Authority any shortage the Authority will pay the employee.

TOP

## L. SUBSTANCE ABUSE POLICY

### 1. Policy

A. It is the policy of the Authority to ensure that its' workplaces are free of alcohol, illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, or sale of these substances. Although the sale and use of alcohol by an adult is legal, the possession, use, or distribution of alcohol in the workplace or in any Authority vehicle is strictly prohibited.

B. This policy is applicable while employees are engaged in any work-related activity which includes performance of Authority business or any services for or by the Authority.

C. The use or distribution of alcohol; reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether alcohol was consumed at work or away from work, are all prohibited in the workplace. The Authority prohibits the use of alcohol while assigned to "on call" duty.

D. The unlawful possession, use, manufacture, or distribution of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.

E. All Authority employees must report the use of any prescribed controlled substance or prescribed drug which may affect their ability to perform any aspect of their job to their Supervisor.

F. All Authority employees must notify their supervisor of any arrests, charges and/or convictions for criminal drug statue violations or of any alcohol beverage control law or law that governs driving while intoxicated.

G. When reasonable suspicion exists that any employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to the abuse or misuse of controlled substances or prescribed medications, the employee may be subject to assessment, testing, and disciplinary action or termination of employment.

H. This policy establishes clear and uniform guidelines in accordance with federal and state regulations for the Commonwealth of Virginia regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.

I. Further, the purpose of this policy is to make every effort to provide and maintain a drug and alcohol-free workplace. The policy shall cover all Authority employees.

J. The policy is to establish an Anti-Drug/Alcohol Misuse Policy that complies with the Department of Transportation's (DOT) 49 CFR parts 382 and 40, which mandates that employers provide Drug and Alcohol testing for drivers who are required to hold commercial driver's licenses (CDL), for the use of alcohol and controlled substances. Part 40 outlines the manner in which and by whom these tests are conducted.
    1) The policy's goal is to comply with the Drug Free Workplace statute to eliminate the presence and/or use of alcohol, controlled substances and illegal drugs in the workplace.

K. The intent of this policy is to ensure that all Authority workplaces and sites are safe, productive and secure for employees and the public we serve.

L. This policy prohibits the use of alcohol and/or illegal drugs in the workplace as such use may affect an employee's job performance; bring discredit upon the reputation of the Rivanna Authorities as the employer, threaten the safety of fellow employees, the general public, and expose the Rivanna Authorities to any liability.

M. **The Authority shall:**
    1) Maintain a copy of the Drug Use/Alcohol Abuse policy in an accessible location.
    2) Enforce the policy and take appropriate action against individuals who are convicted or violate the policy as soon as possible from the date of the conviction or violation.
    3) Promptly deal with any possession, consumption, and /or distribution of alcohol, an illegal drug or controlled substance in the workplace, in accordance with legal and administrative disciplinary procedures as outlined in the Personnel Management Plan. Managers should contact their Division Director or Human Resource Manager for guidance and/or access to the Substance Abuse Policy located in the Personnel Management Plan. However, in emergency situations supervisors should first ensure the safety of others and then, if necessary, contact 911 should the situation warrant such.

**2. Definitions**

Alcoholic Liquors/Alcohol: These include alcohol, beer, wine, and any liquid or solid containing alcohol and capable of being consumed.

Arrest/Charges: To be taken into custody or to be formally accused by law enforcement due to a violation of criminal statute.

Commercial Driver's License: Some maintenance and solid waste personnel are required to obtain and maintain a Class-A Commercial Driver's License as part of their job. Employees that have a Class-A License have a lower Breath Alcohol Concentration (BAC) limit of less than (0.04) while a non-CDL holder may have a (BAC) level of less than (0.08).

Controlled Substance: A federally regulated substance listed Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C.812) and Virginia Code (2.2) that when taken into the body, may impair one's mental faculties and /or physical performance.

Conviction: A finding of guilt, (including a plea of no contest) or the imposition of a sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
Criminal Drug Statute: A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.
Employee: Any person who works full-time or part-time, or temporary staff who are directly engaged in the performance of work for the Authority.
Legal Drug: Legal drugs include medications prescribed by a physician (to included controlled substances), and over the counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.
Illegal Drug: Any drug which is not legally obtainable or is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal law or State Law (Virginia) which are not authorized for sale, possession, use, and legal drugs which are obtained or distributed illegally.
Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.
Workplace: A worksite where service or work is conducted in the performance of an employee's employment. The workplace shall include jobsite, facilities, properties, buildings, offices, structures, automobiles, trucks, and any location that work is performed as a representative of the Authority.

**3. Drug and Alcohol Testing Requirements**

A. Employees whose position requires them to have a Class A Commercial Driver's License and who operate vehicles requiring a Commercial Driver's License shall be tested in accordance with federal requirements as provided by the Federal Motor Carrier Safety Administration. Other types of employee drug testing and reasons for employee drug and alcohol testing are outlined below. Employees who are not required to have a Class A Commercial Driver's License are not required to be randomly tested; however, may be tested post-accident or due to reasonable suspicion. All newly hired employees are required to take a drug test prior to their first day of employment.

B. *Types of Drug and Alcohol Testing*

1) *Random Testing* – All full–time and part time employees will be subject to unannounced drug and alcohol testing based on random selection by an outside contractor.
   a. The percentage of employees tested from the CDL Pool will be determined by requirements from the Federal Motor Carrier Safety Administration and will be subject to changes based on these requirements.
2) *Post-Accident* – As soon as possible following an accident involving an Authority vehicle, the Authority shall test the employee driving the vehicle when any of the following apply:
   a. The accident involves a fatality.

b. The accident involves bodily injury to any person who receives immediate medical treatment away from the accident scene.
c. The employee receives (or is expected to receive) a citation under state of local law for a moving violation arising from the accident.
d. One or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the accident scene.
    i. It is the employee's immediate supervisor's responsibility to ensure that the above provisions for post-accident testing are followed. The employee involved should submit to the test within two hours of the accident if able.
    ii. Any employee who does not remain available for testing, unless they are receiving emergency medical care, shall be deemed as refusing to submit to testing.
    iii. If the employee is receiving medical care at an emergency facility, every attempt should be made to get a test performed; however, any effort to get a test should stop after 32 hours.

3) *Pre-Employment* – Any person who has been offered a position with the Authority must take and pass a drug test, at the Authority's expense, within 2 business days of receiving the job offer. If an applicant does not pass the drug test, their job offer will be rescinded immediately, and they will not be eligible for employment with the Authority for a period of three years.
4) *Reasonable Suspicion* – The Authority will test any employee when there is reasonable cause to believe that the employee is under the influence of drugs or alcohol during work hours or while on call. Only an employee's supervisor, department manager or divisional director can send an employee for reasonable suspicion testing. If an employee is sent for drug or alcohol testing due to reasonable suspicion, they must be driven to and from the testing facility by another employee. Any factors leading to testing based on reasonable suspicion must be documented in writing. In making a determination of reasonable suspicion, the following should be considered:
    a. Physical signs and symptoms that the employee is under the influence.
    b. Evidence of alcohol or drug use, such as bottles, cans or drug paraphernalia.
    c. Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other policy/procedure.
    d. Adequately documented pattern of unsatisfactory work performance for which no apparent non-impairment related reason exists, or a change in an employee's prior pattern of work performance, especially where there is some evidence of alcohol or drug related impairment at the workplace.

5) *Return to Duty* – An employee who has engaged in prohibited conduct based on this policy must undergo a return to duty test with a negative result

before returning to their job duties. If an employee refuses to submit to return to duty testing, they will not be permitted to return to work.

6) *Follow-Up* – Any employee who has engaged in prohibited conduct based on this policy will be subject to unannounced random follow up testing. The testing will be conducted while the employee is on duty. A minimum of six tests will be conducted in the twelve months following an employee's return to duty or more if directed by a substance abuse professional (SAP). The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if it is determined that the testing is no longer necessary.

C. *Testing Notification*

1) The Medical Review Officer (MRO) will notify the employee of the results of random, reasonable suspicion, and post-accident drug/alcohol tests if the results are verified as positive, prior to notification of the employee's department head. The MRO will notify a job candidate of results from a pre-employment drug test that are verified to be positive before notifying the Authority.
2) Should the employee want the split sample retested as the result of a positive test, the employee needs to make arrangements with the Medical Review Officer's (MRO) staff for prepaying to have the test redone. The Authority will not be responsible for the expense of the retest.

D. *Refusal to Test and Uncompleted Tests*

1) Compliance with this drug/alcohol testing policy is a condition of employment. Refusal to take a required drug/alcohol test, failure of a drug/alcohol test, or attempting to adulterate a sample may result in the termination of employment by the Authority.

E. *Recordkeeping*

1) The Authority will maintain all records and documentation in the Administration Office and under the control of the Executive Director and the Human Resources Manager. Each record shall be kept private and confidential and stored in a secured location. With the exception of the testing laboratory, MRO, designated supervisor(s), Human Resources Manager, or upon request of the FMCSA or other federal or state agency officials as part of an accident investigation, the results of individual drug and alcohol tests will not be released to anyone without the expressed written authorization of the individual tested. Drug and alcohol tests and/or rehabilitation records will only be released to subsequent employers upon written consent from the covered employee. Then only the specific information requested by the employer will be released.

F. *Employee Assistance Program (EAP)*

1) The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all employees. The EAP staff can provide employees with the appropriate education regarding the use of prohibited drugs.

**4. Testing Standards**

A. All testing procedures performed under this policy must be in compliance with United States Department of Transportation Drug and Alcohol Regulations, 49 CFR, Part 40, regardless of if the testing is administered to an employee in the CDL Pool or the Non-CDL Pool. This includes regulations regarding sample collection, testing laboratories, medical review officers and the verification process.

B. The Authority is required by the Federal Motor Carrier Safety Administration (FMCSA) to adhere to the minimum annual percentage rate for random controlled substance testing for drivers of commercial motor vehicles requiring a commercial driver's license as determined by the FMCSA. This rate is subject to change on an annual basis and effects the CDL Pool only.

C. All test results are considered confidential information and will not be released to third parties without the specific written consent of the employee.
   1) Medical Review Officer (MRO)
      a. The Medical Review Officer must meet the criteria in the US Department of Transportation's 49 CFR Parts 382 and 40.
   2) Testing Laboratory
      a. The testing laboratory for this policy must meet the criteria set in the US Department of Transportation's 49 CFR Part 382 and 40.
   3) Specimen Collection Requirements
      a. Specimen collection will be as required in the US Department of Transportation's 49 CFR Parts 382 and 40.

**5. Disciplinary Actions**

A. Once the Medical Review Officer (MRO) makes a determination that there is no legitimate medical explanation for a confirmed positive test result other than the unauthorized use of alcohol or a prohibited drug, the Authority will not knowingly allow such employee or person to work in any capacity. The employee shall be suspended or placed on unpaid leave immediately and referred to the Employee Assistance Program. The employee may return to work only after a Substance Abuse Professional (SAP) has determined the employee is fit for duty and has successfully completed the prescribed drug rehabilitation program. The employee must also have a negative drug screening under return-to-duty testing.

B. An employee will be dismissed immediately if:
   1) The employee refuses to report to a substance abuse professional (SAP) for assessment and evaluation and/or referral for treatment with an Authority substance abuse professional.
   2) The employee is referred for rehabilitation by a substance abuse professional and then refuses to enter or fails to successfully complete the rehabilitation program.
   3) The employee refuses to provide an adequate urine sample for drug testing without a valid medical explanation after receiving notice of the requirement

to be tested, or who engages in conduct that clearly obstructs the testing procedure.

4) The employee tests positive a second time during their employment with the Authority.
5) The employee is in their probationary period.

C. Possession of illegal drugs on Authority property or in an Authority vehicle is considered unacceptable and will be considered grounds for termination of employment with the Authority.

**I. Revision Dates**

The policy was originally implemented on January 1, 1996, and has been revised on the following effective dates:

- November 25, 1996
- September 24, 1999
- July 25, 2005
- April 2019
- March 2021
- July 2023
- May 2024
- May 2025
- May 2026

TOP

RIVANNA AUTHORITIES

# Personnel Management Plan

## FY 2027 Updates

May 26, 2026

Presented to the RSWA & RWSA Boards of Directors by:


**Leah Beard**

Director of Administration & Communications


Southern Albemarle Convenience Center

# Overview of Changes

**Strategic Plan:** Attract, develop, & retain a skilled, engaged, and versatile workforce

The Personnel Management Plan serves as the Authorities' framework for personnel policies, labor compliance, employee benefits, compensation, workplace conduct, and employment practices.

Human Resources conducts an annual review to ensure alignment with evolving labor laws, operational needs, and organizational best practices.

## Updates:

- Regulatory and compliance updates
- Policy clarifications and consistency improvements
- Administrative and operational refinements
- Benefit and compensation-related updates

## Alignment of Priorities:

The majority of revisions are clarifying in nature and intended to improve consistency, transparency, and administrative efficiency.

# Compensation & Administration

## Shift Differential

Shift Differential - *Rotating Night/Day* - Was: 2% - Now: 5%
Shift Differential- *Relief Operator* - Was: 10% - Now: 15%

Rivanna primarily competes for employee talent with other Virginia local authorities and government utility departments.

## Skill Development Bonus

Further defines instances of use and adds an annual maximum of $1500/yr.

## Cost-of-Living-Adjustments (COLA)

Removes language that considers the reports from the Bureau of Labor Statistics *Consumer Price Index for All Urban Consumers* (CPI-U), as well as market conditions, budgetary considerations, compensation studies, and other economic factors.

## Operational Designations & Essential Employees

Further defines Essential, Operationally Available, and Non-Essential employee status.

South Rivanna Reservoir Sampling

# Leave Policy

RIVANNA AUTHORITIES

**Policy**
Paid leave shall be compensated at the employee's regular base rate of pay and shall not include shift differentials, assignment premiums, overtime, or other supplemental pay unless otherwise required by law.

**Accrual**
Adding a step for employees with tenure more than 3 years and less than 5 years.

- The proposed change aligns annual leave progression more closely with existing three-year benefit milestone for Retirement.
- Is more inclusive to our Operations staff covering plant operations 24 hours a day by working 12-hour shifts.
- Improves retention incentives during early career employment periods and enhances the Authority's competitiveness in attracting and retaining qualified employees.

**Sick Leave**
Clarifying language updated to more closely match Virginia Employment Commission.
Clarifying language around requesting documentation.

| Years of Service | Accrual Hours Per Pay Period | Annual Accrual |
|---|---|---|
| **< 3 Years** | 3.69 hours | 12 days |
| **3 to < 5 Years** | **4.19 hours** | **13.5 days** |
| 5 to < 10 Years | 4.62 hours | 15 days |
| 10 to < 15 Years | 5.53 hours | 18 days |
| 15 to < 20 Years | 6.46 hours | 21 days |
| 20 to < 25 Years | 7.38 hours | 24 days |
| 25 + Years | 8.30 hours | 27 days |

# Preparing for Paid Family & Medical Leave

## HOUSE BILL NO. 1207

RIVANNA AUTHORITIES

Beginning January 1, 2029, family and medical leave benefits shall be payable to employees for their own serious health condition or that of a family member. The definition is broader than current federal guidelines and is intended to provide a portion of an employee's compensation during their leave.

Virginia Employment Commission

## Family Member Definition Broadens

- A biological, adopted, or foster child, a stepchild or legal ward, a child of a domestic partner, or a child to whom the covered individual stands in loco parentis;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of a covered individual or a covered individual's spouse or domestic partner, or a person who stood in loco parentis when the covered individual or the covered individual's spouse or domestic partner;
- A person to whom the covered individual is legally married under the laws of any state, or a domestic partner of a covered individual;
- A grandparent, grandchild, or sibling, whether through a biological, foster, adoptive, or step relationship, of the covered individual or the covered individual's spouse or domestic partner; or
- Any individual whose close association with a covered individual is the equivalent of a family relationship.

# Employee Training & Development

Attract, develop, & retain a skilled, engaged, and versatile workforce

RIVANNA AUTHORITIES

**Essential Training:**

- Added Consistent Expense Reimbursement Language

**Advanced Development Training:**

- Added Consistent Expense Reimbursement Language

**Departmental Manager Responsibilities:**

- Added language to anticipate budgetary expenses

**Degree Program:**

- Added Consistent Expense Reimbursement Language
- Eliminating "Carry Forward" Language, reimbursements for eligible expenses incurred within the applicable calendar year.
- Added Cap for Degree Program reimbursement assistance - limited to a lifetime maximum of seven (7) calendar years per employee.

# Board Action Requested

Approve the recommended updates to the Employee *Personnel Management Plan* to be effective on July 1, 2026.

RIVANNA AUTHORITIES

## Thank you!

# Strategic Planning

Presented to the RSWA & RWSA Boards of Directors by:


## Leah Beard

Director of Administration & Communications


May 26, 2026

RIVANNA AUTHORITIES

Ragged Mounta
Reservoir

# Strategic Plan

## Priorities

1. Communication & Collaboration
2. Environmental Stewardship
3. Workforce Development
4. Optimization & Resiliency
5. Planning & Infrastructure

## Values

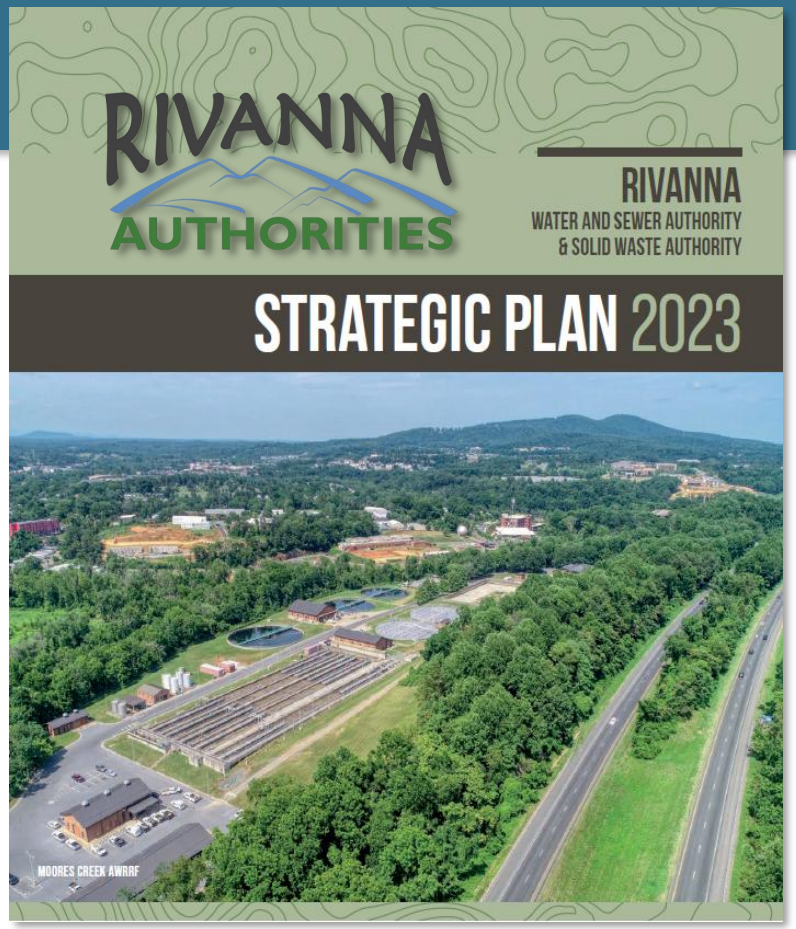
Integrity
Teamwork
Respect
Quality

## Mission

Our knowledgeable and professional team serves the Charlottesville, Albemarle, and UVA community by providing high-quality water and wastewater treatment, refuse, and recycling services in a financially responsible and sustainable manner.

## Vision

To serve the community as a recognized leader in environmental stewardship by providing exceptional water and solid waste services.



# Communication & Collaboration

Increase awareness, partnerships, & community engagement

## Community Reach

- 6 public information meetings
- 5 outreach events
- Over 350 community members toured our facilities in 2026 which is a 70% increase compared with the same time in 2025

## Digital Engagement

- Website Traffic: over 78,000 interactive sessions
- Social Media: 200 posts - over 111,000 views

## Direct Communication

- 24,788 emails sent - 64.4% open rate
- Over 500 Door Hangers placed on homes in construction areas

Ivy Solid Waste & Recycling

# Environmental Stewardship

## Promote resource conservation & environmental education

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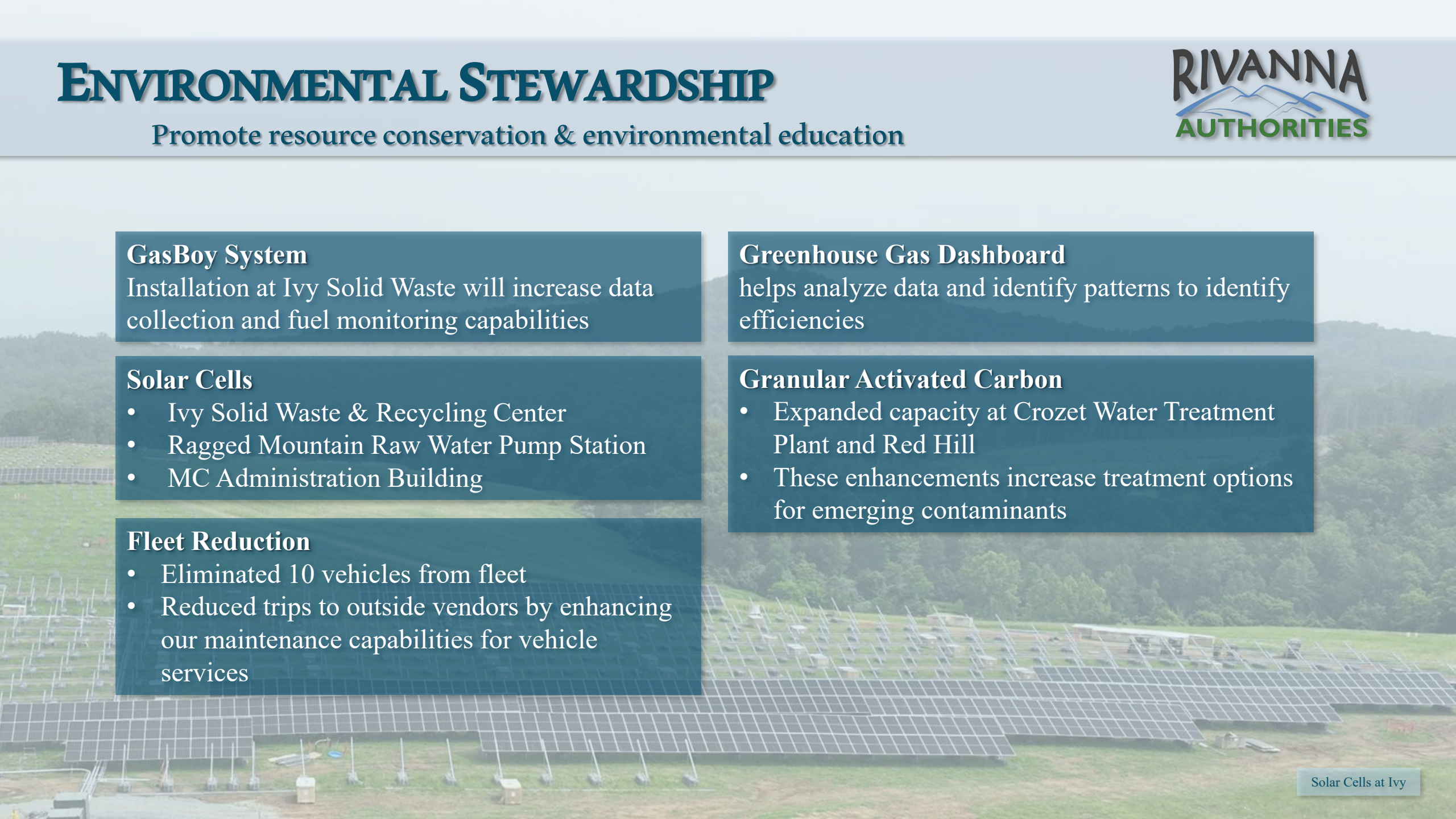
**GasBoy System**
Installation at Ivy Solid Waste will increase data collection and fuel monitoring capabilities

**Solar Cells**
- Ivy Solid Waste & Recycling Center
- Ragged Mountain Raw Water Pump Station
- MC Administration Building

**Fleet Reduction**
- Eliminated 10 vehicles from fleet
- Reduced trips to outside vendors by enhancing our maintenance capabilities for vehicle services

**Greenhouse Gas Dashboard**
helps analyze data and identify patterns to identify efficiencies

**Granular Activated Carbon**
- Expanded capacity at Crozet Water Treatment Plant and Red Hill
- These enhancements increase treatment options for emerging contaminants



Solar Cells at Ivy

# Workforce Development

Attract, develop, & retain a skilled, engaged, and versatile workforce

**Leadership Development:**

- 17 Internal Promotions & 10 Licenses Obtained
- *Communicate with Impact* – 10 Participants
- *Looking at Leadership* – 20 Participants

**Talent & Succession Planning:**

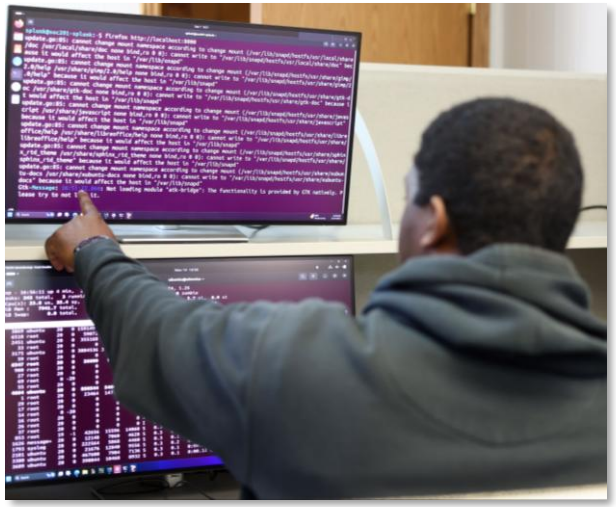
- Exit Interviews
- Staffing Efficiencies
- Future planning
- Paid Family & Medical Leave (PFML)
- Career ladders & lattice training

**Skill Development:**

- 25 New Hires
- Operations Department Supervisors created detailed training plans for new *Operator Trainees*, these packets include milestones to ensure success.

**Safety as a Priority:**

- *OK Alone* Platform
- *SafetyPlus* Platform



# Optimization & Resiliency

## Innovation, efficiency, technology modernization, and risk reduction

RIVANNA AUTHORITIES

**Cloud Based Storage**
Reduces disaster recovery time & protects business continuity

**Asset Management**
Our Asset Management System links thousands of Rivanna's assets with CityWorks to help track life and improve access to emergency response documentation.

**In-House Safety Training**
Our Safety Manager has received extensive training to be able to provide Arc Flash, Fall Protection, Confined Space, Trench Safety, and OSHA coursework to our employees. *saving approximately $30,000 annually

**Cashless at Ivy Solid Waste**
Eliminates daily cash deposits and reduced bank service fees

**Maintenance**
Linking our assets with CityWorks ensures our Maintenance Team has access to proper parts inventory, supply lists, safety information, maintenance history, while in the field, to extend the life of our assets.

**Laboratory Information Management System (LIMS)**
The system is projected to reduce administrative workload by approximately 50%, while enhancing inventory management, data integrity, and traceability for regulatory reporting, including DEQ and CMDP submissions.

Moores Creek

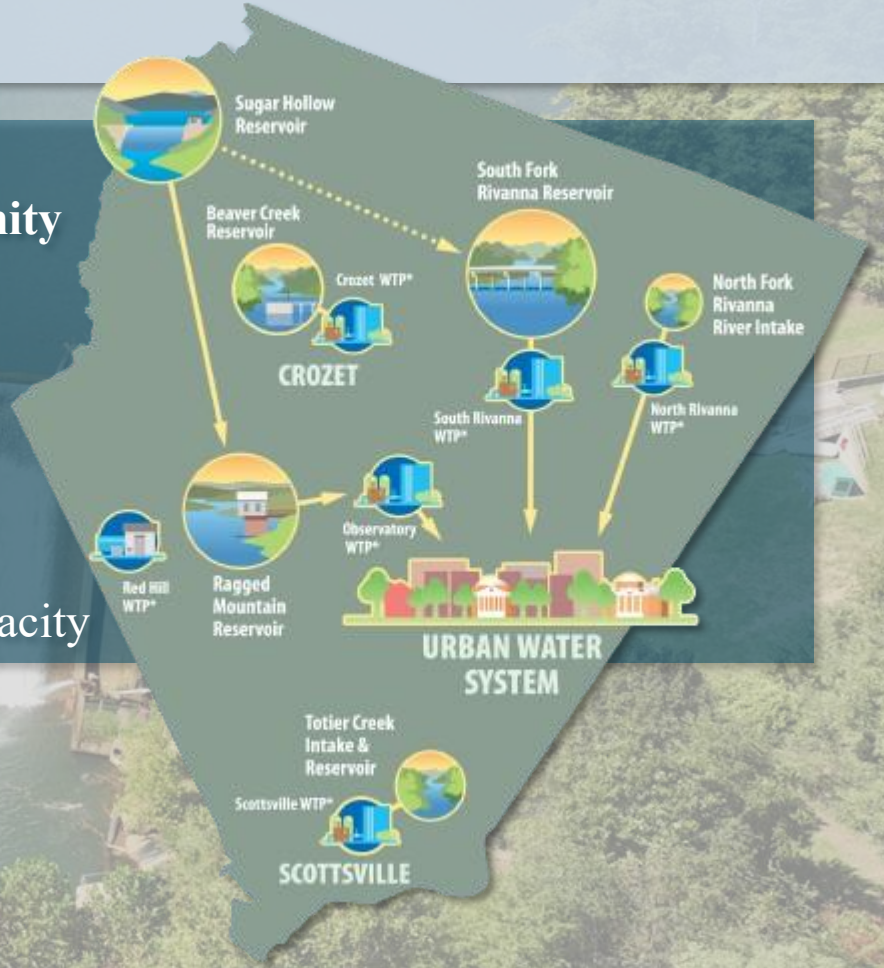
# Planning & Infrastructure

## Reliable, financially-responsible infrastructure & facilities

RIVANNA AUTHORITIES

**Generational Capital Improvement Projects:**
**Addressing the evolving drinking water and wastewater needs of our community**

- Ragged Mountain to Observatory WTP Raw Water Line & Pump Station
- Ragged Mountain Reservoir Pool Raise
- South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Pump Station & Intake
- Central Water Line
- Working with our community partners to ensure reliable northern area capacity




THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT

CHARLOTTESVILLE - VIRGINIA - 1762

Albemarle County Service Authority
Serving Conserving

AstraZeneca

UNIVERSITY of VIRGINIA
UVA FOUNDATION

Albemarle COUNTY

VDOT

Sugar Hollow Reservoir

# Questions / Comments?

# ASSET MANAGEMENT PROGRAM UPDATE

## FOR THE RWSA & RSWA BOARD OF DIRECTORS


Presented by:

Katie McIlwee

Asset Management Coordinator

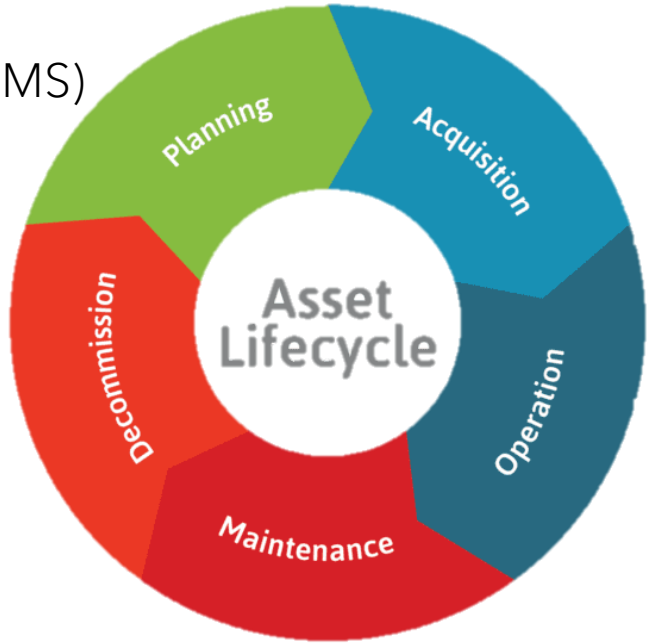

May 26, 2026

# ASSET MANAGEMENT AT THE RIVANNA AUTHORITIES

- *Supports the Strategic Plan: Infrastructure & Master Planning*

- A ***long-term*** program to attain and sustain the chosen level of service for the life of our assets in the most ***cost-effective*** manner.

- Rivanna's Asset Management Program consists of:
  - Computerized Maintenance Management Software (CMMS)
    - Cityworks
  - Asset Register/GIS
  - Decision Support Software (DSS)
    - Predictor



# ASSET MANAGEMENT BENEFITS

- **Improved Performance:** minimizes unplanned repairs
  - Preventative Maintenance Work Orders – 8,815
    - Since June 2023
  - Reactive Maintenance Work Orders – 895
    - Since June 2023
- **Streamlined Operations:** centralizes asset data into a single source of information (GIS)
  - GIS provides data for Cityworks and Predictor
- **Data-Driven Decisions:** provides insights into asset performance and lifecycle costs
  - Cityworks tracks man-hours, equipment, and material costs of maintenance on each asset

# RWSA ASSETS

## Horizontal Assets

*What you can't see – pipes, valves, manholes, etc. in the ground*

Total Assets: 4,273 segments

- Manholes – 714
- Wastewater Flow Meters - 15
- Water Valves - 961
- Wastewater Valves – 26
- Water Pipe – 72 miles (1726 segments)
- Wastewater Pipe – 42 miles (723 segments)

## Vertical Assets

*What you can see – treatment plants, pump stations, and the equipment within them*

Total Assets: 4,634 / Asset Categories – 89

- Actuator – 257
- Electrical – 257
- HVAC - 246
- Instrumentation – 548
- Motor – 369
- Pump - 373
- Valves – 823

# Asset Lifecycle

Asset lifecycle is based on Service Life + (Rehab Frequency x No. of Rehabs) = Maximum Potential Life

| | Asset Class | Quantity | Service Life-Yrs | Rehab Frequency-Life Extension | # of Rehabs | Maximum Potential Service Life-Yrs |
|---|---|---|---|---|---|---|
| **Horizontal Assets** (average - years) | Manholes | 714 | 65 | 50 | 1 | 115 |
| | Wastewater Pipe | 42 miles | 65 | 50 | 1 | 115 |
| | Water Pipe | 72 miles | 80 | 0 | 0 | 80 |
| | Water Valves | 961 | 50 | 0 | 0 | 50 |
| **Vertical Assets** (years) | Gear Drive | 10 | 15 | 15 | 3 | 60 |
| | HVAC – Unit Heater | 39 | 10 | 10 | 2 | 30 |
| | Pump-Sump | 45 | 10 | 0 | 0 | 10 |
| | Valve - Control | 40 | 15 | 0 | 0 | 15 |

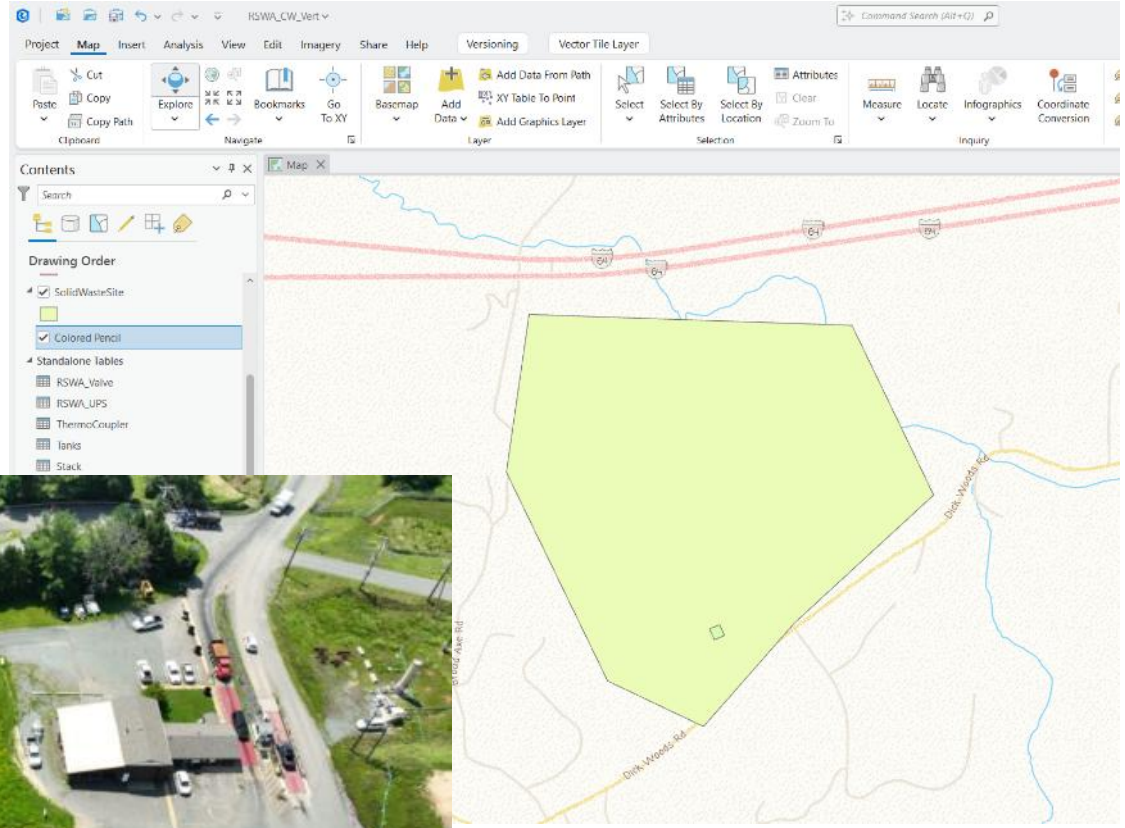
| **Total Assets Expired - Based on Age** FY 26 | | |
|---|---|---|
| Manholes | 32 of 714 = | 4.5% |
| Wastewater Pipe | 2.3 of 42 miles = | 5.5% |
| Water Pipe | 15.7 of 72 miles = | 22% |
| Water Valves | 290 of 964 = | 30% |
| Vertical - Water | 122 of 2087 = | 6% |
| Vertical - Wastewater | 297 of 2547 = | 12% |

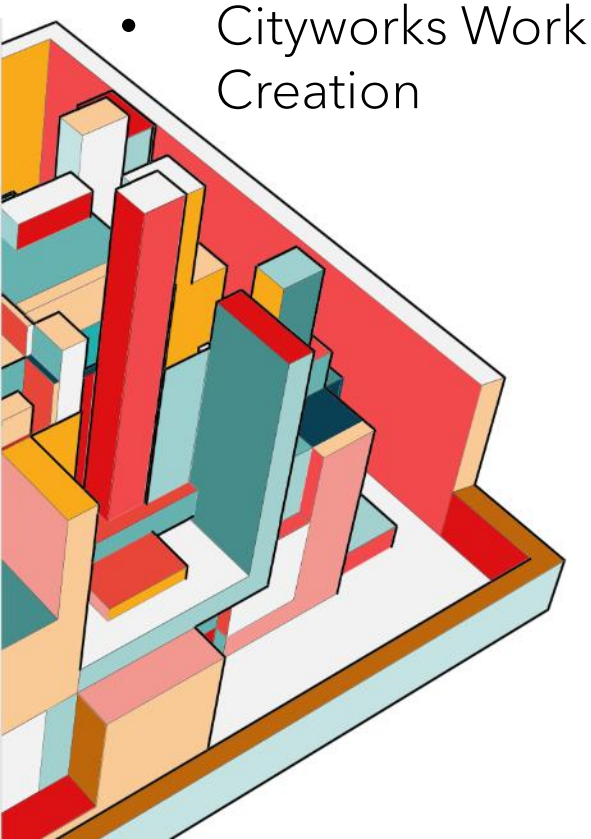
# HORIZONTAL INFRASTRUCTURE HISTORY & FUTURE

| Wastewater Pipe | Miles | Replacement | Projects |
|---|---|---|---|
| 1950s | 2 | 2020s | Moores Creek Int, Schenks Branch Int. |
| 1960s | 0 | 0 | -- |
| 1970s | 19 | 2030s | Albemarle Berkley Int, Powell Creek Int, Woodbrook Int, Moores Creek Int, Maury Creek Int, Maury Hills Branch, Morey Creek Int, Rivanna Int |
| 1980s | 14 | 2040s | Crozet Int, Moores Creek Relief Int |
| 1990s | 0.6 | 2050s | Glenmore WWTP, Powell Creek Int |
| 2000s | 0.4 | 2060s | Misc. Rehab |
| 2010s | 7 | 2070s | Schenks Branch Int, Meadow Creek Int, Misc Rehab |
| 2020s | 0.2 | 2080s | Albemarle-Berkley WWPS |
| | | | |
| | | | |
| **Water Pipe** | **Miles** | **Replacement** | |
| 1900s | 3 | 2020s | Ragged Mtn WL |
| 1920s | 13 | 2020s | Sugar Hollow WL |
| 1930s | 0 | 0 | -- |
| 1940s | 3 | 2020s | Ragged Mtn WL, Observatory WL |
| 1950s | 0.01 | 2030s | |
| 1960s | 13 | 2040s | S. Rivanna WL, N. Rivanna WL, Scottsville WL, Beaver Creek WL |
| 1970s | 11 | 2050s | Stillhouse WL, Crozet WL |
| 1980s | 10 | 2060s | Southern Loop WL, Pantops WL, Observatory WL |
| 1990s | 11 | 2070s | Urban WL |
| 2000s | 3 | 2080s | Pantops WL, Dell WL, N. Rivanna WL |
| 2010s | 6 | 2090s | Birdwood GC, Crozet WL |
| 2020s | 2 | 2100s | |

# CITYWORKS IMPLEMENTATION: RSWA

- New domain in Cityworks to keep RSWA and RWSA workflows and assets separate
- Asset Hierarchy developed
- Workflow analysis
- Cityworks Work Order & Inspection Creation

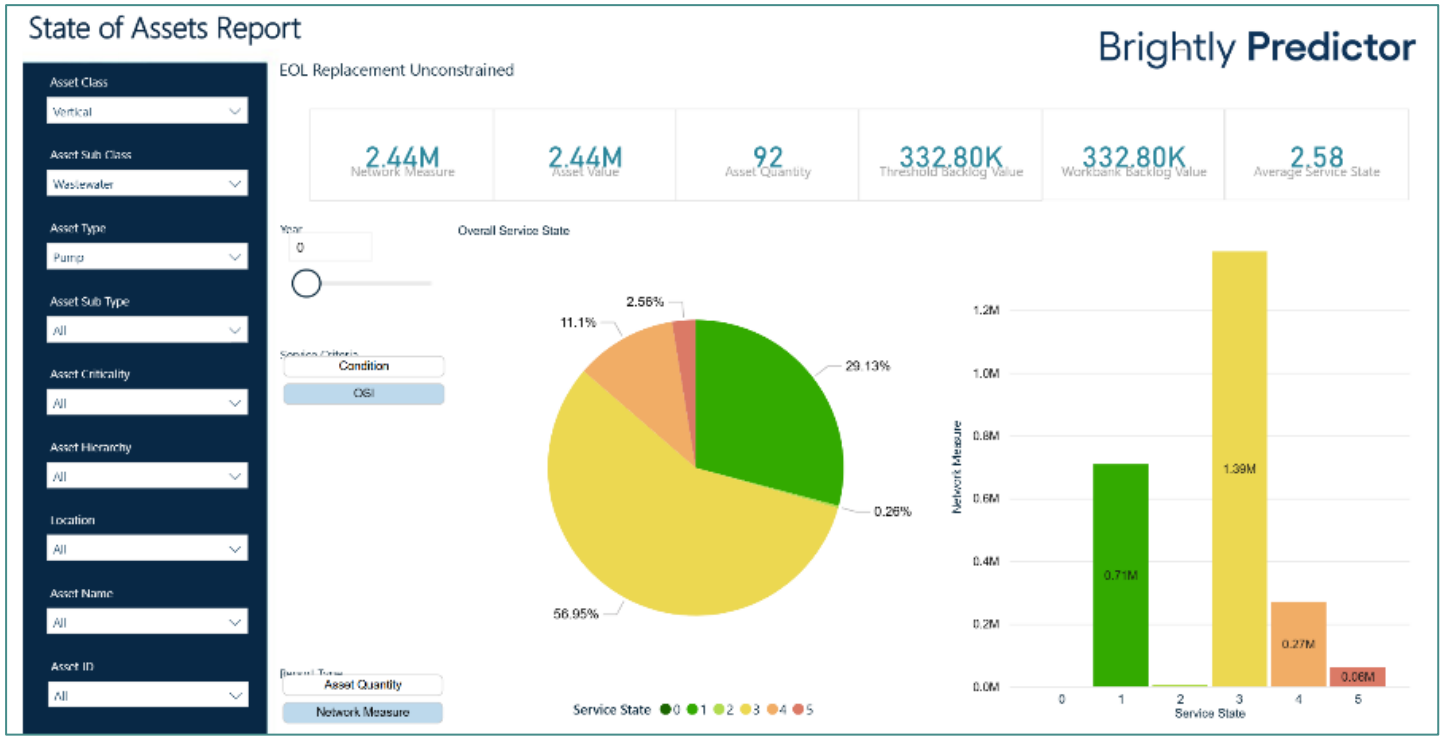


# PREDICTOR

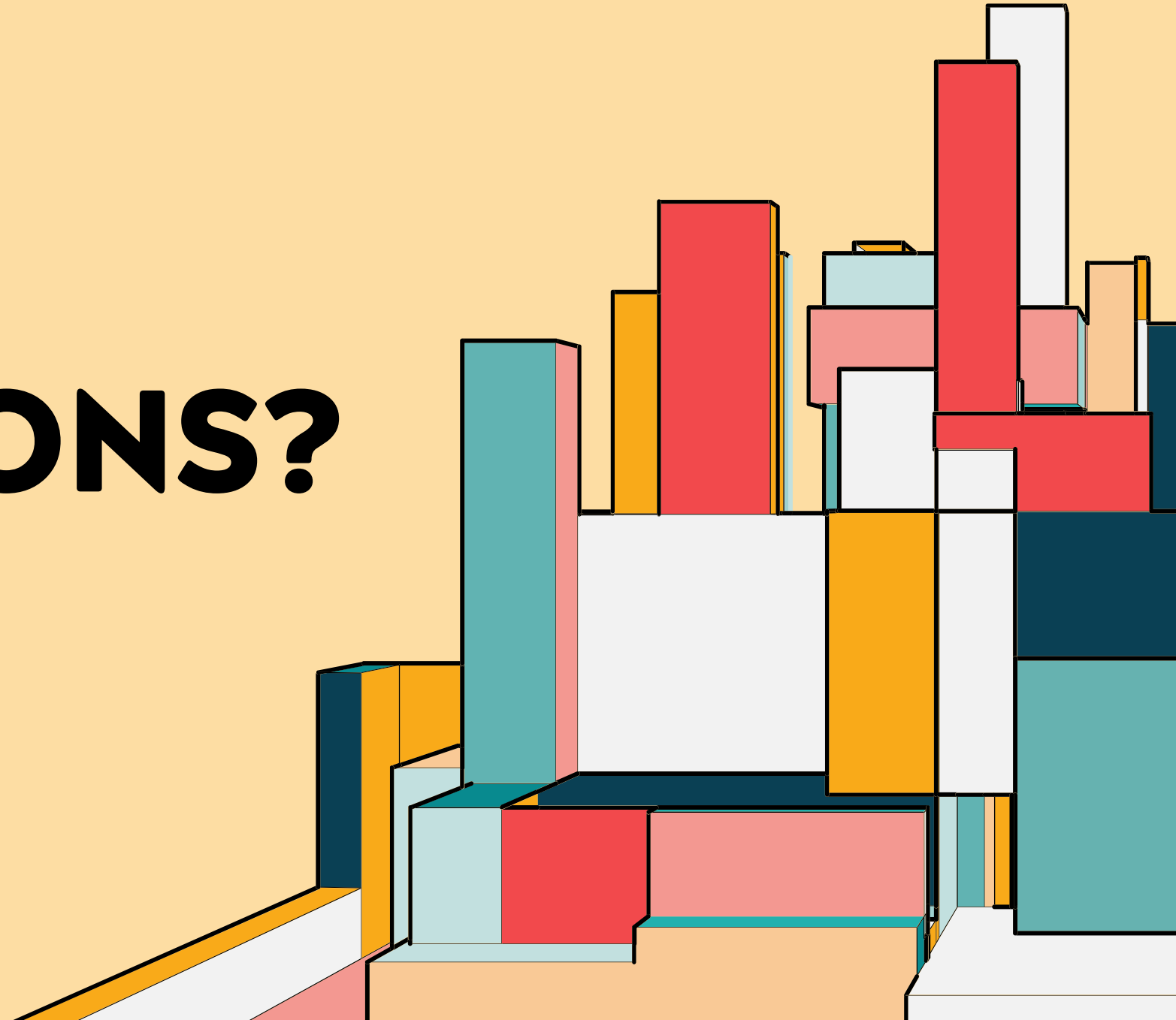
- Forecasts asset performance, evaluate investment options, and build plans that extend asset life and align with strategic priorities
- Asset data pulled directly from GIS

- Initial End-of-Life model created in March 2026
- Software training in April/May
- Continued model refinement as asset data increases



# NEXT STEPS

- Complete RSWA Cityworks Implementation
  - Work Orders & Inspections in Cityworks
  - Dashboards & Reports
  - End User Training
- Full Predictor implementation to support budget planning

# QUESTIONS?

Thank you