



RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
July 22, 2025

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, July 22, 2025, at 2:53 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, Ann Mallek, Brian Pinkston, Lauren Hildebrand, Quin Lunsford.

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Dave Tungate, Lonnie Wood, Jennifer Whitaker, Daniel Campbell, Michelle Simpson, Austin Marrs, Betsy Nemeth, Stephanie Deal, Matt Walker, Westley Kern, Deborah Anama, Jacob Woodson.

Attorney(s) Present: Valerie Long.

1. CALL TO ORDER

Mr. Gaffney convened the July 22, 2025, regular meeting of the Board of Directors of the Rivanna Water and Sewer Authority at 2:53 p.m.

2. AGENDA APPROVAL

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

3. MINUTES OF PREVIOUS BOARD MEETING ON JUNE 24, 2025

Ms. Mallek stated that she had suggested edits to the Minutes. She stated that on line 223, “alter” should be changed to “shut off or stop the river’s flow;” line 343 “Board help” to “Board held;” and line 979, change “17 million gallons” to “0.25 million gallons.”

Mr. Pinkston moved that the Board of Directors approve the Minutes of the previous Board Meeting on June 24, 2025, as amended. Ms. Mallek seconded the motion, which carried unanimously (7-0).

4. RECOGNITION

There was none.

5. EXECUTIVE DIRECTOR’S REPORT

Bill Mawyer, Executive Director, recognized Matt Walker, who had recently been promoted to Assistant Maintenance Department Manager. He stated that Mr. Walker had worked with RWSA

47 since 2016 and had been a Mechanic 2 since 2018. He noted that Mr. Walker's promotion was an
48 example of succession management within the organization. He stated that they had a staff
49 turnover rate of 10.1% in FY 2025 which exceeded their strategic goal for staff turnover in
50 Water and Sewer, which was 10%. He stated that they would continue to work to bring turnover
51 below 10% in the coming year.

52
53 Mr. Gaffney asked if any of the turnover was due to retirements. Mr. Mawyer confirmed that
54 there had been two retirements.

55
56 He stated that excellent progress had been made in their strategic plan priority of Communication
57 and Collaboration. He stated that youth from Triple C Camp had participated in a tour of the
58 South Rivanna Water Treatment Plant. He stated that additionally, their Safety Manager, George
59 Cheape, attended an annual joint safety committee seminar to learn more about safety best
60 practices.

61
62 He stated that the Engineering team had made significant progress on the emergency siren
63 system at Sugar Hollow Reservoir. Mr. Mawyer explained that installation of the siren began
64 yesterday, and it was expected to be completed today. He stated that the siren would be tested
65 this afternoon, assuming all went well. He stated that the siren would be mounted on a pole at the
66 dam, with signs posted at the dam and along the road leading up to Sugar Hollow to inform the
67 public about the siren's purpose. He stated that this was an interim system, and they considered it
68 a work in progress. He stated that if it proved effective and was loud enough, they would expand
69 the siren system; if not, they would find a louder horn that met decibel limits without being too
70 loud for people near the siren. Mr. Mawyer stated that they would perform maintenance and
71 testing of the siren every month to ensure it was working correctly. He stated that it was an
72 interim and prototype system they expected to expand to all their reservoirs in the coming years.

73
74 He stated that the Virginia Department of Health (VDH) recently implemented a two-hour
75 reporting requirement, effective July 1, 2025, for significant issues impacting the drinking water
76 system. Mr. Mawyer stated that staff developed a standard operating procedure for
77 communications with VDH to meet this 2-hour requirement. They had internal training and had
78 also met jointly with City Utilities and Albemarle County Service Authority (ACSA) staff to
79 discuss how they would work together to notify VDH about these significant events. He stated
80 that this regulation was in response to the challenges faced by Rapidan Service Authority at Lake
81 of the Woods, where they had an oily substance in their drinking water, as well as with the City
82 of Richmond who experienced problems with their water treatment plant and a resulting Boil
83 Water Advisory in January. Mr. Mawyer explained that in both cases, VDH felt that there was
84 not good communication between the Utilities, and as a result, the General Assembly made it a
85 requirement that Utilities notify VDH when significant events occurred.

86
87 He continued that staff previously informed the Board that there was class action litigation
88 against PFAS manufacturers if PFAS contamination was found in raw and treated water sources.
89 He stated that they expected to receive approximately \$2 million, and they had recently received
90 a check for almost \$267,000, which was the first of the litigation payments. He stated that these
91 funds were not included in their budget, so they were above their budget on the revenue side. He
92 stated that they anticipated receiving checks for the next 10 years to pay these claims.

Mr. Mawyer stated that Jennifer Whitaker, their Engineering & Maintenance Division Director, and Bethany Houchens, their Water Resources Coordinator, had updated their Drought Response and Contingency Plan, which was about 10 years old. He stated that they sent the updated plan to City Utilities and ACSA. He explained that this plan provided guidance if they entered drought-like conditions about what actions to take and when to implement official water conservation measures.

He added that they received CPR, AED, and first aid training recently, and 86 water and sewer staff members participated and received certification for two years.

Mr. Mawyer stated that as part of the renovation of the Administration building, they were setting up a temporary lab in rental space at 1216 Harris Street. He stated that they expected the temporary lab to be fully operational soon and to be in that building for about two years.

He reported that construction was underway for the Ragged Mountain Reservoir to Observatory Water Treatment Plant piping and pump station project. He stated that they had been installing pipe on Hereford Drive at the university since the first of June in an effort to get the pipe in Hereford Drive before the students returned at the end of July. He stated that some of the operations taking place involved trenching and hammering underground rock to install a large 36-inch pipe. A picture displayed showed the coating and wrap applied to the pipe to provide corrosion protection to help preserve and extend the lifespan of the pipe.

Mr. Mawyer noted that there was an item on the Consent Agenda which granted staff the authority to reimburse their cash accounts using borrowed funds up to \$395 million, which they anticipated borrowing in the coming years. He emphasized that this resolution did not authorize borrowing the funds; rather, it authorized staff to use the funds to reimburse RWSA with bond funds. He stated that when they were ready to borrow, staff would bring a specific borrowing resolution to the Board for approval.

Mr. Gaffney stated that he had one question regarding the rock removal process. He stated that he was wondering how much rock had been removed so far, and whether the current estimate was being met or exceeded.

Austin Marrs, Senior Civil Engineer, explained that in June, approximately 150 cubic yards of rock were removed. He stated that as part of their preconstruction geotechnical subsurface boring process, they test drilled for rock about every 500 feet. He stated that at this point in the project the amount of rock was about what they expected. He stated that during bidding, contractors had asked Rivanna to confirm whether there was rock, but they had explained that they could not tell at that time. He stated that with the geotechnical boring data they confirmed the presence of rock. He stated that at this point, they were tracking the quantity of rock removed. The rock was a very hard blue stone that could potentially be used as building material.

Mr. Hicks, RSWA Board member, asked if there would be blasting with dynamite.

Mr. Marrs replied no; the pipe trenches were close to many utilities. He stated that it could be more expensive to hand-drill through the rock, but they wanted to make sure they did not

139 damage any existing infrastructure. Mr. Mawyer noted that blasting was allowed on UVA
140 property but must be approved by Council in the City.

141
142 Mr. Richardson stated that regarding the emergency notification work at Sugar Hollow, he
143 thought it would be beneficial for their team to make a call to explain the process to their local
144 Fire and Rescue Department, if they had not done so already. He suggested they also update their
145 new 911 Director on the situation as well to make sure everyone was aware and could inform the
146 public.

147
148 Jennifer Whitaker, Director of Engineering & Maintenance, confirmed that staff had contacted
149 both already. She noted that they also planned to have the emergency siren system be a
150 collaborative effort between Rivanna and the Emergency Communications Center so either
151 agency could trigger the siren for flood responses.

152
153 Mr. Mawyer stated that they would implement the new horn system, but then they needed to
154 educate the public on its purpose, how it worked, and what actions the public and residents
155 should take when it was activated.

156
157 Ms. Mallek stated that she appreciated the reassurance that people were feeling about the
158 progress made since January. He stated that their efforts had been impressive, and she was
159 grateful for the hard work. She stated that she was aware that changes would be made along the
160 way, but it was notable that this implementation of this improvement was far along before the
161 recent Texas flood disaster occurred.

162
163 Mr. Mawyer explained that they had also installed sensors on the bladder and pneumatic
164 equipment which provided real-time monitoring information. He stated that from the South
165 Rivanna Water Treatment Plant, operators could always monitor these sensors. He stated that the
166 protocol was that if the Operators noticed any malfunction indicated by the sensors, they could
167 first check a camera to see if there was a problem with the bladder, then if they identified a
168 problem, they could activate the siren by pressing a button.

169
170 Mr. Lunsford asked if it was a manual process to sound the siren.

171
172 Mr. Mawyer confirmed yes, it was an entirely manual process.

173
174 Mr. Lunsford asked if it would be monitored constantly.

175
176 Mr. Mawyer confirmed that it would be constantly staffed 24/7 at South Rivanna, where the
177 Water Operators would be responsible for oversight.

178 179 **6. ITEMS FROM THE PUBLIC**

180 *Matters Not Listed for Public Hearing on the Agenda*

181
182 Dede Smith stated that she was a City Water and Sewer customer. She stated that she was
183 curious to know if letters had been sent to the homeowners along the Central Water Line route.
184 She stated that she had heard mentioned in one of the meetings that letters would be sent after the
185 contract was awarded. She stated that hearing about this initial section made her think that people

would want to know what was coming, particularly in that first section, which included Stadium, Piedmont, Price, and Lewis roads. She stated that these were very small roads and would likely require notification.

Ms. Smith stated that if Rivanna had already taken steps to notify homeowners, she thanked them. She stated that additionally according to today's meeting notes, this first part was expected to last four years or more. She stated that therefore, she believed homeowners should receive a letter not only before the work began but also shortly after, as renters may not have received the initial letter. She stated that she would appreciate a copy of the letter, and if they did not remember, she would ask again.

7. RESPONSES TO PUBLIC COMMENTS

Mr. Mawyer responded that he would be presenting to City Council on August 4, 2025, regarding the Central Water Line project. He stated that they had not recently mailed letters with new information to homeowners along the route. He stated that the contractor was expected to begin work in October or November, with it taking up to five months to get a delivery of pipe. He stated that before October or November they would send letters to all the residents along the route with updated information. He stated that as Ms. Smith had mentioned, this project would be a moving construction site, so they would not be working on four miles of piping at once. He stated that they would begin at the Stadium Road end of the project and progress towards the Long Street bridge area. He stated that as they reached each neighborhood along the route, they would notify the residents of the specific construction schedule.

8. CONSENT AGENDA

a. Staff Report on Finance

b. Staff Report on Operations

c. Staff Report on CIP Projects

d. Staff Report on Administration and Communications

e. Staff Report on Wholesale Metering

f. Staff Report on Drought Monitoring

g. Approval of the Resolution of Official intent to Reimburse Expenditures with Proceeds of a Borrowing – CIP Funding

Mr. Pinkston moved that the Board of Directors adopt the Consent Agenda as presented. Mr. Sanders seconded the motion, which carried unanimously (7-0).

9. OTHER BUSINESS

232
233 *a. Presentation: UVA Rowing Program, Director of Rowing, Frank Biller*
234

235 Frank Biller, Director of Rowing, thanked the Board for having him back in July, as they had
236 previously discussed at the January meeting. He stated that he served as the Director of Rowing
237 for the University of Virginia Rowing Programs and the men's team head coach. He stated that as
238 such, he was responsible for representing the rowing programs here to the Board and for
239 requesting additional permits that they required. He stated that he had prepared a memo, which
240 he believed was included in the Board's documentation.

241
242 Mr. Biller explained that in January, he was requested to return in July to report on the update
243 regarding the electrification of their coaching and safety launches. He stated that for historical
244 context, they had held special permits to use gasoline launches on the Rivanna Reservoir, also
245 known as the South Fork Reservoir, for decades. He stated that however, due to the pressure to
246 push forward with electrification, they now had to reevaluate their approach. He stated that one
247 of the suppliers they identified, Pure Water from Seattle, Washington, went bankrupt, which
248 significantly set them back and caused them to reevaluate what potential equipment they could
249 use.

250
251 Mr. Biller stated that nevertheless, they were fortunate to find another company, Elco Boat
252 Company, which had developed suitable motors and batteries for their needs. He noted that the
253 Elco Boat Company was also the oldest electric boat company in the world, having started its
254 business at the Chicago World's Fair in the late 19th century. He stated that they had cooperated
255 with a battery manufacturer in Massachusetts, and they were now testing their brand-new solid-
256 state lithium-ion batteries, which were far more advanced than current lithium batteries in terms
257 of safety, capacity, charging duration, and other aspects. He stated that although these batteries
258 were expensive, they had identified these as the equipment they could use.

259
260 Mr. Biller stated that they had placed orders for all the necessary programs, including those for
261 the women's team, the men's team, the Rivanna Rowing Club, and Albemarle High School. He
262 stated that the total investment was approximately \$200,000, which was significant. He stated
263 that while they may think that UVA had a lot of money, it was not equally distributed to all parts
264 of the university. He stated that the men's team was an independent, self-funded club, and UVA
265 did not provide funding to them nor to the Rivanna Rowing Club and Albemarle High School.
266 He stated that they would need to fundraise for the remaining amount. He stated that they had
267 committed to doing so, and if everything went well, they expected to complete the project by this
268 fall.

269
270 Mr. Biller stated that in his memo, he would like to request permission to continue using gasoline
271 launches in case of a delivery issue. He stated that although he did not anticipate this, recent
272 history had shown that supply chain issues could cause problems. He stated that additionally, he
273 would like to maintain the operation of one motorboat launch with a gasoline engine, even after
274 the electrification was complete. He stated that there were three reasons for this: first, in the
275 event of a power outage, they could not charge the battery-powered boats, and they would need
276 at least one motorboat available for emergency training purposes; the second reason was that
277 sometimes, in the event of a breakdown, they would need to tow the launch and bring it back; the

third reason was so they could quickly provide law enforcement and first responders with access to the boathouse, including the key, and have them launch the vessel.

Mr. Biller stated that this process was straightforward and efficient, unlike electric launches, which required more complex setup and charging. He stated that their launch was always ready to go, even in emergency situations. He stated that for instance, during a recent incident where a report was made about something spotted in the river, they were able to respond immediately. He stated that law enforcement arrived, and they were able to assist them right away. He stated that although this was an extreme example, it demonstrated their ability to provide reliable support to local law enforcement and first responders 24/7.

Ms. Mallek asked if the boathouse had a generator on-site.

Mr. Biller replied no; they did not. He stated that it would be a possible solution.

Ms. Mallek stated that this could be a solution to the charging issue. She stated that for the one they would like to keep ready, that meant it was constantly submerged in water. She stated that she rowed for 11 years and remembered seeing the slick around the engine.

Mr. Biller stated that they could disconnect the gasoline tank so that it was not in the water all the time. He stated that they could do the same with the electric motors.

Mr. Gaffney stated that there were about 10 boats there. He asked how many were for the UVA teams and how many were for the Rivanna Rowing Club and Albemarle High School.

Mr. Biller replied that there were eight for UVA and two shared between the Rowing Club and the high school.

Mr. Gaffney asked how many are currently electric.

Mr. Biller stated that currently, four are electric.

Mr. Gaffney asked if the Rivanna Rowing Club and Albemarle High School are still using the gas boats.

Mr. Biller confirmed that they are; however, they are also on the purchasing plan for electric motors.

Mr. Gaffney asked if it was correct that they would be only using the one gasoline motorboat for emergency situations.

Mr. Biller confirmed that was correct.

Mr. Pinkston asked, if one gallon of gasoline was spilled into the reservoir, would the water treatment facilities be able to satisfactorily remove the gasoline?

Mr. Mawyer confirmed it would be a non-issue due to the Granular Activated Carbon (GAC) filter and other filters. He stated that one gallon of gasoline in 880 million gallons of water in the reservoir would not be a significant issue.

Mr. Biller indicated he will return in January for an update on the Rowing Club conversion to electric motors.

(Combined Session with the RSWA)

*b. Presentation: Succession Management and Strategic Plan Update
Betsy Nemeth, Director of Administration and Communications*

Betsy Nemeth, Director of Administration and Communications, stated that she would provide the Board with an update on their strategic plan and on their succession planning efforts. She stated that as part of this update, she would be sharing some key highlights from their strategic plan. She stated that the document outlined their vision, mission, and values, which were essential to their organization's success. She stated that this time, she would focus on sharing some specific initiatives that she believed were noteworthy.

Ms. Nemeth stated that their first goal was optimization and resiliency, advancing effective and efficient operational processes. She stated that a notable example was the work their lab recently undertook to improve their Total Kjeldahl Nitrogen (TKN) Testing Method. She stated that they had acquired new equipment to facilitate this change, and as a result, they had reduced labor time per test by nine hours, from 12 to three hours, resulting in savings of approximately \$330 per test. She stated that she found this initiative particularly important. She stated that they had made significant reductions in hazardous waste generation, from two liters to 25 milliliters, and increased their capacity to handle 25 samples simultaneously, rather than the previous 14. She stated that additionally, they had seen a decrease in the cost of supplies, from \$200 per test to \$125 per test, resulting in estimated annual savings of \$10,000.

Ms. Nemeth stated that she would also like to acknowledge the contributions of Rob Woodside, their Geographic Information Systems Coordinator for the pictures he provided. She stated that their environmental stewardship goal was to promote sustainability, and they had achieved that partially with their solar cell initiatives. She stated that in addition to the solar installation at the Ivy landfill, they planned to install solar panels on the Moores Creek Administration Building and the Ragged Mountain Raw Water Pump Station building roofs.

Ms. Nemeth stated that regarding their strategic goal of communication and collaboration, she had compiled a list of their recent activities. She stated that this included community tours, press releases, and website upgrades. She stated that they would be presenting an overview of these websites in September, which were already live.

Ms. Nemeth stated that she would like to highlight their planning and infrastructure efforts, specifically addressing the evolving drinking water needs of their community. She stated that she thought it was important to highlight these projects, as they were often referred to as "generational" initiatives. She stated that she had listed a few of the significant projects they

were undertaking, which are either currently underway or in the planning stages.

Ms. Nemeth stated that these included the Ragged Mountain to Observatory Water Treatment Plant raw water line and pump station, and the South Rivanna River Crossing, which would help increase water supply to the northern part of the County. She stated that they were also working on the Ragged Mountain Reservoir pool raise, which would increase their water supply. She stated that additionally, they were in the scheduling stages of the Central Water Line project. She stated that they were planning a public information session at the Carver Recreation Center to share information with the community about the Central Water Line project. She stated that another significant project is the South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Intake, and Facilities, which would help achieve their goals in the Community Water Supply Plan.

Ms. Nemeth stated that regarding their workforce development initiative, she would like to provide an update on succession planning. She stated that they were proud of their plan, which had been working effectively. She explained that in 2023, Mr. Mawyer presented the Board with the graph of their organizational structure, highlighting key vacancies that were likely to happen due to impending retirements. She stated that three of those positions had already been filled due to retirements. She stated that considering their success in filling vacant positions with qualified individuals from within their organization, they had done a great job of preparing people to move up within the Rivanna Authorities.

Ms. Nemeth stated that she would like to show them their current RSWA organizational chart, which included career ladders. She stated that the career ladders allowed employees to see potential career paths within the organization. She stated that the current organizational chart for the Rivanna Solid Waste Authority was on the next slide. She stated that she would like to highlight their tuition reimbursement program, which had helped many employees, including David Rhoades, Solid Waste Manager, who had graduated with his bachelor's degree with assistance from Rivanna. She stated that their career ladder system allowed employees to progress through various roles, with a system that provided a clear path for advancement and career growth.

Ms. Nemeth stated that the current organizational chart for RWSA was also provided. She stated that they had several career ladders in place. She noted that a lot of positions had changed recently, and they would be reviewing staffing needs and succession planning for 2027 through 2031. She stated that to support their managers, they were providing a new training program, "Communicate with Impact," which would be rolled out to about 10 of their managers, mostly newly promoted. She stated that this training aimed to prepare them for effective communications. She stated that they were also offering individual leadership coaching for newly promoted managers.

Ms. Nemeth stated that additionally, they would be conducting a virtual training program for individuals who may be interested in pursuing leadership roles within the organization. They would identify about 10-12 high-potential individuals and provide them with virtual leadership training. This approach was beneficial as it was cost-effective and allowed these individuals to gain the necessary exposure to determine if they were interested in pursuing a leadership role.

Ultimately, leadership roles should be chosen by those who were passionate about them, rather than being forced upon them.

Ms. Mallek stated that she thought it was encouraging for employees to be invited into career paths and leadership roles, so they knew they were valued in the organization.

Ms. Nemeth agreed, stating that she had seen many people promoted during the time she had been with the organization, and it was satisfying to see that they had been able to bring in and develop good people who were contributing to the organization.

10. CLOSED MEETING

Ms. Mallek moved that the Rivanna Water and Sewer Authority enter into a joint closed session with the Rivanna Solid Waste Authority to discuss confidential information related to cybersecurity and the security of the authorities' physical premises as permitted by the public safety exemptions at Section 2.2-3711-A(19) of the Code of Virginia, and confidential performance evaluations, goals and objectives of specific personnel as permitted by the personnel exemption at Section 2.2-3711-A(1) of the Code of Virginia. Mr. Pinkston seconded the motion, which carried unanimously (7-0) by roll call vote.

11. CERTIFY CLOSED MEETING

Ms. Mallek moved that the Rivanna Water and Sewer Authority hereby certifies by recorded vote that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting to which this certification resolution applies.. Mr. Sanders seconded the motion, which carried unanimously (7-0) by roll call vote.

Ms. Mallek moved that the Board of Directors approve a merit increase for above average or outstanding performance for Executive Director Bill Mawyer of 5%. Mr. Pinkston seconded the motion, which carried unanimously (7-0).

12. ADJOURNMENT

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

Respectfully submitted,



Mr. Samuel Sanders
Secretary-Treasurer

