RIVANNA
WATER & SEWER AUTHORITY

Board of Directors Meeting

May 26, 2026

2:15pm

RIVANNA WATER & SEWER 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 Water & Sewer Authority

DATE: **May 26, 2026**

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

TIME: **2:15 p.m.**

AGENDA

1. ***CALL TO ORDER***
2. ***AGENDA APPROVAL***
3. ***MINUTES OF PREVIOUS BOARD MEETING ON APRIL 28, 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 Administration and Communications*
   b. *Staff Report on CIP Projects*
   c. *Staff Report on Finance*
   d. *Staff Report on Information Technology*
   e. *Staff Report on Maintenance*
   f. *Staff Report on Operations*
   g. *Staff Report on Drought Monitoring*
   h. *Staff Report on Wholesale Metering*

i. *Approval to Amend FY 26-30 Capital Improvement Plan and Increase Construction Funds – MCAWRRF Structural and Concrete Rehabilitation Project*

j. *Approval to Amend FY 27-31 Capital Improvement Plan and Increase Construction Funds – Airport Road Water Pump Station Project*

k. *Approval to Increase Construction Contingency – Glenmore Water Resource Recovery Facility Blowers, UV Disinfection, and Manual Transfer Switch Improvements – Maverick Construction*

9. OTHER BUSINESS

a. *Presentation and Consider Vote to Approve: Beaver Creek Pump Station and Water Line Project Update; Uncontested Condemnation of Water Line Easement*
Victoria Fort, P.E. Senior Civil Engineer & Valerie Long, RWSA Attorney

b. *Presentation and Consider Vote to Approve: FY 2027 - 2031 Capital Improvement Program; Public Hearing, and Consider Vote to Approve Resolution to Adopt the FY 2026 – 2027 Rate Schedule and the FY 2026-2027 Budget: Bill Mawyer, P.E., Executive Director*

(Combined Session with the RSWA)

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

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

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

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

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

11. CLOSED MEETING

13. 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

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

RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
April 28, 2026

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on April 28, 2026, at 3:00 p.m. at the Albemarle County Service Authority, 168 Spotnap Road, Charlottesville, VA 22911.

Board Members Present: Mike Gaffney, Jeff Richardson, Sam Sanders (arrived at 2:17 p.m.), Lauren Hildebrand, Quin Lunsford, Ann Mallek, Lloyd Snook.

Board Members Absent:

Rivanna Staff Present: Bill Mawyer, Dave Tungate, Lonnie Wood, Jennifer Whitaker, Leah Beard, Daniel Campbell, Jeff Southworth, Austin Marrs, Westley Kern, Jacob Woodson, LaToya Smith, Kyra Harris, Brian Haney, David White, Brad Puffenbarger, Steve Minnis, Sr., Bethany Houchens, Deborah Anama.

Attorney(s) Present Valerie Long

1. CALL TO ORDER

Mr. Gaffney convened the April 28, 2026, regular meeting of the Board of Directors of the Rivanna Water and Sewer Authority at 2:15 p.m.

2. AGENDA APPROVAL

Ms. Mallek moved that the Board of Directors adopt the agenda. Mr. Snook seconded the motion, which carried unanimously (6-0). (Sam Sanders was absent at the time of approval.)

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

Ms. Mallek moved that the Board of Directors approve the minutes for the March 24, 2026, meeting. Mr. Snook seconded the motion, which carried unanimously (6-0). (Sam Sanders was absent at the time of the approval.)

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

Ms. Mallek moved that the Board of Directors elect Mr. Gaffney as Chair, Mr. Sanders as Vice Chair, and Mr. Richardson as Secretary-Treasurer. Mr. Snook seconded the motion, which carried unanimously (7-0) with roll call vote.

Mr. Mawyer noted that the newly elected positions would be effective on May 1.

5. RECOGNITION

There were none.

DRAFT

6. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer discussed the transformation of the Rivanna Water and Sewer Authority. He stated that they would be celebrating the retirement of Lab Manager, Patricia Defibaugh in June. He stated that they conducted a competitive recruitment process for a new Lab Manager position and had selected Madison Kelly, who holds a Bachelor of Science in Biology and is currently pursuing a Master of Natural Resources at Virginia Tech. Madison has been working with RWSA since 2024 as a Lab Chemist.

Mr. Mawyer stated that they had also replaced their Engineering Manager since Scott Schiller left to join a private firm. He stated that after a competitive process, Austin Marrs was selected to fill this role and would oversee their engineering team, which included six project managers, six inspectors, and a significant CIP program. He stated that this team also played a critical role in the private development review program including utility markings. He stated that Mr. Marrs held a Bachelor of Science degree in Engineering from James Madison University, and he had been with them since 2017; first starting as an intern and most recently as a Senior Civil Engineer.

Mr. Mawyer stated he also wanted to recognize other staff members who had improved their licenses. Tyler Powell and Michelle Derryberry earned their Class 1 Water Operator license. Additionally, Matt Walker, Assistant Maintenance Manager, passed the Backflow Prevention Device Worker license exam.

Mr. Mawyer stated that next week would be Drinking Water Week, and they would celebrate with the water professionals and thank them for the outstanding job they did 24/7/365 to serve the community. We are required to have a Class 1 Water Operator on-site at all times at the South Rivanna WTP.

Mr. Mawyer stated that for the past eight years, they had been hosting utility managers in their area as a networking effort, and attendance continued to grow as it was a very beneficial meeting. He stated that Utility Managers from the Roanoke area attended this year, along with Managers from eight other utilities. He stated they had a short discussion about each Utility and then took the group on a tour of the South Rivanna water treatment plant. Mr. Mawyer stated that this had provided numerous benefits for them and their network.

He stated they were a member of the Virginia Water and Waste Authorities Association, and he was the First Vice Chair of that organization. He stated the organization represented the interests solely of Authorities. Recently, they had given a tour of the Scottsville wastewater treatment plant to the Peabody School.

Mr. Mawyer stated that in a year or two ago, they had asked the Board if they wanted to join a class action lawsuit against PFAS manufacturers. They had elected to join the lawsuit instead of litigating independently. They had recently received another check for approximately $216,000, and they had collected a total of $1.2 million over the term of the litigation from these companies. He stated the companies used a formula to determine compensation based on the amount of PFAS and water produced. Overall, their experience had been relatively positive, with

DRAFT

minimal expenses. They did contribute to the attorneys representing the class action group, but otherwise, they had no individual expenses.

Mr. Mawyer stated that the Environmental Stewardship goal team had organized an Earth Month Bingo Challenge to raise awareness about the environment and sustainability.

He had mentioned that in February he presented an evaluation of our infrastructure to the Board as compared to an assessment of infrastructure systems in the country. At that time, he discussed the ongoing Potomac Interceptor sewer overflow which had released approximately 250 million gallons of untreated wastewater into the Potomac River. He stated the EPA and Department of Justice had since sued the DC Water Authority for failure to maintain critical sewer infrastructure. This highlighted the potential consequences of neglecting infrastructure maintenance and allowing it to deteriorate, leading to environmental impacts.

Mr. Mawyer stated they recently celebrated the topping-out ceremony for the Administration building addition. He stated attendees signed the last structural steel beam, which was then installed. He stated that the addition was approximately 22,000 square feet, and it would allow them to relocate staff currently in the Engineering trailers into the Administration building and provide an improved and secure space for staff.

Mr. Richardson asked if there was a projected move-in date.

Mr. Mawyer stated it would be about 18 months, completed between June and December 2027.

Mr. Mawyer stated that they continued with the Central Water Line project. He stated that they had identified two concerns related to this project: a noise issue on Montpelier Avenue and cracks in a resident's house on Piedmont Avenue. He stated that they were working with the affected residents to address these concerns.

He stated that the South Rivanna to Ragged Mountain Pipeline project was also underway, with the installation of new piping and pumping stations. He stated that the Ragged to Observatory Pipeline and Pump Station Project was well underway, with a large pump station facility being built on the property acquired from the University Foundation.

Ms. Mallek asked if they had home assessments to document the properties before the construction-related damage was reported.

Mr. Mawyer stated that they did not conduct a survey, nor was there any blasting involved. He stated that the primary disturbance was equipment-related vibrations and noise. He stated that an engineer visited the individual's property on Piedmont Ave to assess the impact and provided a report. He stated they were coordinating with the property owner.

Ms. Mallek encouraged staff to focus on public education early and all the time in relation to drought conditions. Changes can happen quickly and it’s slow to catch up.

7. ITEMS FROM THE PUBLIC

There were none.

DRAFT

8. RESPONSES TO PUBLIC COMMENTS

There were no items from the public, so there were no responses.

9. CONSENT AGENDA

a. Staff Report on Administration and Communications

b. Staff Report on CIP Projects

c. Staff Report on Finance

d. Staff Report on Information Technology

e. Staff Report on Maintenance

f. Staff Report on Operations

g. Staff Report on Drought Monitoring

h. Staff Report on Wholesale Metering

i. Approval of Term Contract for On-Call Electrical Services (RFP 25-08) - U.S. Electrical Testing, Carter Machinery

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

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

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

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. Presentation and Vote to Consider CIP Amendment and Award of Construction Contract for Permit Modifications, Scottsville Water Resource Recovery Facility (IFB # 438) – Orders Construction Company, Inc

David White III, Project Engineer, presented the staff report. He stated that the Scottsville Wastewater pump station outfall ultimately discharged into a ditch, which would flow to a creek and then to the James River. Additionally, they had a lagoon that would store excess wastewater during high flow events when we had storms. He stated the genesis of this project began when DEQ evaluated the plant and changed the discharge requirements. As a result, this led to the requirement for a new chemical application system for enhanced wastewater treatment. He stated they also identified equipment that had reached the end of its service life and needed to be

DRAFT

replaced. As a result, they were upgrading the system with a new motorized influent slide gate, a grit removal system, bypassing pumping connections, site piping, and electrical infrastructure.

Mr. White stated the new aerated grit system at the headworks would remove larger solids, and the motorized slide gate would enable operators to manage flow during high wet weather events without having to manually operate the weir. Currently, operators had to travel from Moores Creek to Scottsville to adjust the gate, and travel could take 40 minutes to an hour. The motorized slide gate would alleviate this issue because it could be operated via the SCADA system. He stated they received two bids, with the apparent low bidder being Orders Construction Company. However, the bid came in slightly higher than their anticipated construction budget. To mitigate this, they conducted value engineering efforts, reducing the cost to $726,930 from $730,430. He recommended awarding the construction bid to Orders Construction Company and amending the CIP budget to increase the allocation from $827,000 to $1,015,000. He noted that the construction period was expected to be from June 2026 to June 2027.

Ms. Mallek asked if because the discharge was not directly into the river where there is more volume, then is more treatment required? She asked if the outfall ditch was covered in riprap.

Mr. White stated that he would have to follow up with that information.

Mr. Richardson moved that the Board of Directors amend the FY 27 - 31 CIP for the Scottsville WRRF Permit Modification Project to increase the budget by $188,000. This amendment will bring the total CIP budget for this project to $1,015,000. Mr. Sanders seconded the motion, which carried unanimously (7-0).

Mr. Richardson moved that the Board of Directors authorize the Executive Director to award a construction contract for IFB#438 to Orders Construction Company, Inc. for a total amount of $726,930 and to approve any change orders to the construction contract necessary for the completion of the work not to exceed 10% of the original contract award. Ms. Mallek seconded the motion, which carried unanimously (7-0).

b. Presentation: Drought and Water Supply Update, 2002 vs. 2026

Bethany Houchens, Water Resource Coordinator, noted that Mr. Snook had requested information about how the 2002 drought compared to current conditions. She stated that DEQ updated the drought stage declaration on April 14 of this year which put the middle James River into a drought warning stage.

Ms. Houchens stated that currently, they were 14% below the annual average of 41.61 inches of precipitation, whereas in the 2002 drought, they were only 13% below. She stated she would contextualize these numbers with more information about how DEQ determined the drought stages. She highlighted that during the 2002 drought, the Charlottesville reservoirs had the potential to dry up in 88 days, and they were at 54% reservoir capacity. However, when they looked at flow rates, the conditions were very different. She stated that in 2002, the Mechums River gage was at 25 MGD, and currently, it was at 67 MGD. The Rivanna River was only 144 MGD in 2002, while it is currently 487 MGD.

DRAFT

Ms. Houchens stated that in 2002 rainfall was below average for four prior years, and wintertime precipitation was below average for three prior years, which meant they did not have much groundwater recharge. August 2002 was a very dry and hot summer, with record-low stream flow and zero flow in some streams. She stated the County was also under a drought disaster status at the time. She noted that short-term rainfall did not correct long-term drought, and this was largely due to the recharging of the groundwater.

Ms. Houchens stated this brought them to the community water supply plan completed in 2012, which was sparked by the 18-month long 2002 drought and had been a decade-long process to develop a strategy to increase the urban water supply. The historic drought in central Virginia had led to a planning process to increase the community's water supply, and the community had evaluated over 30 alternatives, including taking water from the James River. Instead, they had decided to focus on local sources and stay within their own watershed. This had led to the development of the community water supply plan, which was supported by the Board of Supervisors, City Council and ACSA in 2012.

Ms. Houchens stated that the plan's key components included the expanded Ragged Mountain Reservoir, which was completed in 2014 and initially filled by 2016. She stated that the full reservoir expansion was currently under construction. She noted that a new pipeline was being constructed from the South Rivanna Reservoir to the Ragged Mountain Reservoir to provide redundancy in water availability. She stated that the urban water treatment plants, South Rivanna and Observatory, were also renovated.

Ms. Houchens stated that the local drought management plan was developed in 2004 by the County, ACSA and Rivanna, establishing the Rivanna Regional Drought Response Committee. She stated the plan was updated in 2024. She stated that the plan included three drought stages with trigger levels for voluntary conservation, mandatory measures, and water restrictions. She stated that they monitored drought conditions based on multiple factors, including weather predictions, reservoir and stream flow data, and the OASIS model. She stated that the Regional Drought Committee and the DEQ Drought Monitoring Task Force also played a role in their drought management.

Ms. Houchens stated the current conditions differed from those in 2002 due to the infrastructure they had put in place. She stated that they had resiliency and redundancy through the CIP projects that the Authority approved over the past several years. She stated that precipitation was broken into periodic wet months, which contributed to groundwater levels. She stated that although they declared a drought watch in 2024, they had an above-average wet spring that year, and they also experienced snowfall in the winter, including this past winter. She stated that these factors contributed to the groundwater level.

Ms. Houchens stated that they continued to have good base flow contributions and good stream flows compared to 2002. She stated that the reservoirs are now operated differently, with an operational strategy to best utilize the Rivanna and Ragged Mtn reservoirs. She stated that they had also improved modeling and forecasting, and changed their trigger levels for implementation of drought measures to be more conservative. She stated this allowed them to get ahead of potential droughts. She stated that the expansion of the Ragged Mountain Reservoir had also increased the capacity of the three urban reservoirs 900 million gallons from 1.7 billion gallons

DRAFT

in 2002 to 2.6 billion gallons today. Projects which are in construction today will increase the storage capacity of Ragged Mtn Reservoir by 700 million gallons to reach a total storage capacity of 3.3 billion gallons in the three urban reservoirs which will be connected.

Ms. Mallek asked if there were other gages in the system besides the Mechums River gage which they could use to compare data.

Ms. Houchens stated there were other gages. She stated that there was the South Rivanna gage, but it was a newer gage installed after the drought. She stated that the Moormans gage was installed prior to the 2002 drought, but it was not providing data for about six years during that time. She explained that the new Urban permit required them to do a feasibility study to install a gage at the Sugar Hollow Moormans River site. She stated they were in the siting stage for the gage. She stated that they were limited in where they could locate the gage due to communication infrastructure limitations.

Ms. Hildebrand asked if they planned to run a hydrological model or if they had run one recently.

Ms. Houchens stated they had recently discussed moving forward with a hydrological model, and they had decided to run the OASIS model. She stated she would share the results with the regional drought committee and with the Board at the next meeting.

Ms. Mallek asked if the model had been updated to account for climate change.

Mr. Mawyer stated he was not sure, and he would have to follow up with that information.

Mr. Lunsford asked if the reservoir capacity increase from 900 million gallons to 2.63 billion gallons was related to the dam raising.

Ms. Houchens explained the capacity represented the cumulative total of the three reservoirs. She stated that the change was associated with the expansion of the Ragged Mountain Reservoir.

Mr. Snook asked what the currently capacity was.

Ms. Houchens stated that as of this morning, they were at 98.4% capacity of the urban reservoirs.

Mr. Snook asked if the 2.63 gallon capacity represented the maximum capacity in development, or if there was room for more capacity.

Ms. Houchens stated that currently, the community water supply plan was to expand Ragged Mountain and continue to source water locally. She stated that they had also retained the Buck Mountain property, which was acquired in the 1980s, as a potential site for an additional reservoir. She stated that in the event of drought or other emergencies, they had backup water supplies that could be drawn upon to supplement their existing resources. She stated that the 2.63-billion-gallon capacity did not include the most recent 700-million-gallon expansion at Ragged Mountain.

DRAFT

Mr. Snook stated that there had been studies indicating that the average household water consumption had been declining. He stated that he would like to know if there was any data available on whether this trend was continuing.

Ms. Houchens stated that the demand projection had decreased, and the trend was likely to continue for another five years.

Mr. Mawyer stated that per capita, they had gone from about 100 gallons per person to approximately 60 gallons over the last several decades. He stated that the introduction of water-efficient appliances, such as washers and toilets, had contributed to this reduction. He stated that UVA projected to hit a low-point in demand by 2035, at which point usage was expected to increase.

c. Presentation: Wastewater Treatment, Facilities, and Staffing Overview

Brian Haney, Wastewater Department Manager, provided the presentation. He stated they had four water resource recovery facilities. He stated that Moores Creek was the largest facility, with a process design capacity of 15 million gallons per day, while Stone Robinson had a capacity of approximately 7,000 gallons per day. He stated there were two lift stations at Moores Creek with an average flow of 3.5 million gallons per day at Moores Creek Pump Station. He stated that the Rivanna pump station averaged about 6.5 million gallons per day. He stated that service areas extended from Hollymead, served by the Rivanna pump station, to Crozet, served by the Moores Creek pump station. He stated that Crozet had four lift stations to convey wastewater to Moores Creek.

Mr. Haney stated that they had two band screens which removed debris from wastewater to protect equipment and preserve downstream capacity. He stated that the materials removed were ground up, compacted, and transferred to a landfill. He stated that the grit removal system removed finer material. He stated that the primary treatment stage collected solids in primary clarifiers and pumped them to digesters for removal. Flows leaving the primary clarifier proceeded to the aeration basins, where the biological process occurred, converting ammonia to nitrogen and removing phosphorus. The second stage of solids separation was where solids were captured and returned to the aeration process to maintain the valuable microbes necessary for nitrification and denitrification.

Mr. Haney stated that the wastewater effluent building included a well for storage. He stated the effluent was reused in the processing. He stated that on average, they reused about 500,000 gallons per day. The wastewater then passes through sand filters, serving as an additional polishing mechanism to capture any remaining solids. The final stage of disinfection included utilizing four Ultraviolet Light channels to inactivate organisms, rendering them unable to reproduce downstream.

Mr. Haney stated that on the solids side of processing, primary sludge and additional activated sludge were pumped to one of the three primary digesters, where mechanical mixing and heating facilitate digestion. He stated that as a byproduct, they were producing methane, which was captured in the secondary digester and subsequently pumped to the methane storage sphere, serving as a fuel source for the boiler.

DRAFT

Mr. Haney stated that the digestion process ultimately resulted in sludge, which was dewatered using two centrifuges, typically running for 12 to 16 hours per day. He stated that last year, they generated 14,500 tons of biosolids, which were discharged into the trailer and ultimately sent to McGill, a composting facility in Waverly, Virginia, where it was turned into compost and sold.

Mr. Haney stated the septage receiving station was a critical component of the overall wastewater management system. He stated that last year, it processed approximately 8.5 million gallons, serving the County and surrounding areas. He stated that to effectively address biosolids and septic issues, they needed a comprehensive approach. He stated that Moores Creek featured two odor scrubbers: a biological scrubber and a chemical scrubber to combat sulfides. He stated that they also had odor control measures in place at the Crozet pumping stations. Specifically, Crozet pump station #4 utilized chemical odor control. He stated that the flow equalization tank provided an extra million gallons of storage of flow from Crozet, helping to mitigate high flow events and minimize downstream loading.

Mr. Haney stated they always had a minimum of two Operators on-site at the Moores Creek facility. He stated that at Glenmore in Scottsville, an Operator was on-site for at least four hours per day. He stated that the Stone Robinson facility had one Operator on site for approximately an hour per day. He stated that approximately half of the Operators held a Class One certification, the highest level of wastewater treatment licensed by VDPOR.

Mr. Haney stated that the industrial waste pre-treatment program covered all four of the treatment facilities and served as a tool to mitigate wastewater loading and ensure compliance with our permitted discharge limits. He stated that the program was mandated, and they were required to monitor for fats, oil, grease, metals, nutrients, and pH levels. He stated that specifically, they were looking to maintain a pH range between 6 and 9, as specified in their discharge permit.

Mr. Haney stated there were categories of industrial users (IUs). He stated that categorical industrial users were typically metal or product manufacturers. He stated that they were users with a high potential to discharge high concentrations of toxic loads. He stated that was one non-categorical significant industrial users (SIUs) in our system, which was a user that discharged over 25,000 gallons per day. He stated that they had four IUs in the pretreatment program, and the permits expired in 2028. He stated that twice a year, IUs were required to submit monitoring reports and proof of discharge analysis.

Mr. Snook asked if the regulations were federal, state, or local ordinance based.

Mr. Mawyer stated that the state issued the discharge permits, and those permits followed federal regulations.

Ms. Mallek asked who audited the monitoring reports.

Mr. Mawyer stated that the Authority did. He stated that this was likely a growing aspect of our program as the number of IUs increased in our system. Future compliance requirements may include conducting inspections and requiring installation of a manhole from which samples could be taken so we can conduct analysis.

DRAFT

Mr. Haney stated that the discharge permit for Moores Creek included daily measurements for dissolved oxygen and pH levels. He stated that samples were collected and analyzed in-house. He stated that each month, based on their lab results, they calculated how many pounds of nutrients they were discharging to the system. He stated the annual allocation for nitrogen was 282,000 pounds, and for phosphorus, it was over 18,000 pounds. He stated that by the end of the first quarter, they had used about 12% of the nitrogen allocation and 3% of the phosphorus allocation.

Mr. Mawyer stated that being part of Virginia's Nutrient Exchange was a voluntary commitment to help minimize nutrient loading in the Chesapeake Bay. He stated that based on our treatment efficiency and volume, Utilities could create nutrient credits available for sale to the Exchange. Mr. Haney stated that for 2025, they utilized only 17% of the phosphorus allocation and 35% of the total nitrogen allocation. He stated that this resulted in credits of about $90,000.

Ms. Mallek asked if there was a time limit to utilize the credits.

Mr. Mawyer stated the credits were received and sold by the Nutrient Exchange on an annual basis.

Mr. Haney stated that the FY 27 budget for the Wastewater Department was $29.9 million. He stated that the reason they required this budget support was that last year, they had treated over 3.4 billion gallons of wastewater. He stated that wastewater treatment volumes included: Moores Creek over 3.3 billion gallons, Glenmore over 50 million, Scottsville over 20 million, and Stone Robinson over 640,000 gallons.

d. Presentation: Water Treatment, Facilities, and Staffing Overview

Brad Puffenbarger, Water Department Manager, provided the presentation. He stated they had six water treatment plants. He stated that the South Rivanna, Observatory, and North Rivanna plants served the Urban area of Albemarle County and the City of Charlottesville. Crozet and Scottsville served their small local communities, and Red Hill was the sole groundwater system that supplied water to a small community and elementary school south of Charlottesville.

Mr. Puffenbarger stated that the 2025 average daily production was just over 10 million gallons per day across all six facilities. He stated that the South Rivanna plant was the largest water treatment plant, producing an average of about 8.4 million gallons per day in 2025, accounting for over 80% of total urban production in 2025.

Mr. Puffenbarger stated that starting at the source water, drinking water went through coagulation, flocculation, sedimentation, filtration, granular activated carbon absorption, and finally disinfection. Behind each stage of treatment, they used treatment chemicals that served a specific purpose. For coagulation, they used aluminum sulfate to initiate the particle removal process. They used liquid lime or calcium hydroxide for pH control and stability. Free chlorine was used for disinfection, orthophosphate for corrosion control, and fluoride for dental health.

Mr. Puffenbarger stated that the South Rivanna plant sourced water from the South Rivanna Reservoir. Water was pumped from the raw water pump station, where they had four pumps, each with different capacities. Conventional surface water treatment began with coagulation. The

DRAFT

water then moved through flocculation, which slowly mixed the water to create larger clumps of particles. Next, the water passed through sedimentation basins, where the floc particles settled to the bottom of those basins. The water was then filtered through gravity filters. They treated the water with granular activated carbon contact to remove organic carbon and then disinfected it with free chlorine. Finally, the water was pumped out to the distribution system.

Mr. Puffenbarger stated they used a jar test machine to determine the best dosage of coagulant and pH to remove turbidity and sediment from the water. He noted that removed solids were pumped to the filter press building, dewatered, and hauled to the Waverly composting facility. He stated they utilized dual-media filters which used anthracite, coal, and sand to remove finer particles. He stated they acted as a critical barrier against microorganisms and pathogens. Turbidity removal and filtration were essential, and they monitored turbidity using online instrumentation, including filter turbidimeters, which provided continuous feedback via SCADA. They used a benchtop turbidimeter to double-check the online instrumentation.

Mr. Puffenbarger stated that after filtration, granular activated carbon adsorption, and disinfection, the treated water was pumped out to the distribution system using four finished water pumps at South Rivanna, each rated at different capacities. They closely monitored the chlorine residuals throughout the distribution system at sampling sites. This was a critical step to ensure proper disinfection was maintained throughout the drinking water system. They used a general administrative procedure that they had created years ago to guide decisions on when to adjust finished chlorine residues leaving the water treatment plant. In the summer months, they increased chlorine residuals because chlorine decayed more quickly in warmer temperatures. They monitored water temperature and distribution, as well as chlorine residuals, on a weekly basis.

Mr. Puffenbarger stated that an improvement coming was a sewer line connection from the clarifiers at the South Rivanna WTP, which would allow them to continuously process and manage sludge and solids residuals. This project was scheduled to start in FY 27 and finish by FY 29. He stated they used two types of activated carbon: powdered and granular. Powdered activated carbon was used at the beginning of the treatment process to remove taste and odor compounds and enhance coagulation. He stated that it was single-use product, and then granular activated carbon was used primarily for total organic carbon removal.

Mr. Puffenbarger stated that granular activated carbon was renewable and could be thermally reactivated and reused. He stated that GAC could also be effective in treating PFAS and emerging contaminants, which was an important consideration for the future. He stated that sampling ports on the side of the contactors allowed them to collect samples from the top, middle, and bottom to monitor total organic carbon removal and concentrations at different levels in the GAC filters.

Mr. Puffenbarger stated that currently, they had two upgrade construction projects underway at Crozet and Red Hill WTPs. He stated they were adding additional GAC contactors to increase GAC treatment capacity at Crozet and adding a 1000-pound GAC contactor at Red Hill to ensure that plant was equal to the others in terms of treatment even though it was a ground water system.

DRAFT

Each month, they submitted reports to the DEQ, which included detailed data on daily water treatment and production, chemical usage and dosages, filter performance, finish chlorine residuals, and total coliform samples.

Mr. Puffenbarger stated the Water Department budget for FY 27 was $40.9 million, highlighting the investments in personnel, chemicals, utilities, and infrastructure required to treat over 3.7 billion gallons of water annually. He stated they had 26 staff members, with four dedicated to water management. Staff included one water quality specialist, and three Relief Operators who filled in at plants when needed. He stated the South Rivanna plant operated 24/7/365 with most of the Operators working there. The North Rivanna plant had one Operator on-site twice a week. He stated that the other five days, the Airport Road pump station was used to convey water from the South Rivanna pressure zone to the northern pressure zone of the County, filling the Piney Mountain tank. He stated that as of April, they had 14 Class 1 operators, one Class 2, and the rest were trainees.

Mr. Gaffney asked what the savings would be when they installed the sewer main to the water treatment plant since they would no longer have to truck the sewage.

Mr. Puffenbarger stated it was about $20,000 per year.

Mr. Snook asked how AstraZeneca was anticipated to impact operations.

Mr. Mawyer stated that was currently being evaluated, but preliminary information indicates the average day demand increase will be one to two million gallons per day.

Mr. Snook asked how they were equipped to handle that.

Mr. Mawyer stated that they were building an additional water supply infrastructure and they had several projects planned to accommodate the capacity needed for the northern area, including AstraZeneca. He stated that specifically, they would be adding a water storage tank at the Airport Road pump station and additional pumps in that pumping station. He stated that additionally, they planned to install a second pipe crossing under the North Rivanna River to improve redundancy along with additional piping in that area.

Mr. Mawyer stated that they conducted a supply and demand study every 10 years, which examined the long-term demand of the community and whether they had sufficient water to serve it. He stated that because it took them a long time to build infrastructure, they must look decades ahead and anticipate demand increases. He stated that the anticipated utility demands of AstraZeneca had significantly impacted their projections.

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

There were none.

12. CLOSED MEETING

There was no reason for a closed meeting.

DRAFT

13. ADJOURNMENT

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

DRAFT

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **EXECUTIVE DIRECTOR'S REPORT**

DATE: **MAY 26, 2026**

STRATEGIC PLAN PRIORITY: EMPLOYEE DEVELOPMENT

New Team Member

Kyra Harris, our new Engineering Project Coordinator, is a dedicated professional with experience in Project Management, Coordination, and Administration. Hailing from the Sonoran Desert in Tucson, Arizona, she holds a bachelor's degree in cultural anthropology from the University of Arizona and a master's degree in project management from Northern Arizona University.

Career Progression

Bonnie Eveleth recently transitioned from Water Relief Operator to the Lab. Bonnie has served the RWSA since November 2022 supporting operations across multiple water treatment plants. With a B.S. in Chemistry (New Mexico Institute of Mining and Technology), we are pleased to have Bonnie join our Laboratory team.

Cary Wingo recently transitioned from Water Department Assistant Manager to a Project Engineer position in our Engineering Department. Cary has served the RWSA since 2021 and holds a B.S. in Civil Engineering from the University of Virginia and is certified as an Engineer-in-Training (EIT) in Virginia.

Dyon Vega was recently promoted to Senior Civil Engineer in our Engineering Department. Dyon has served the RWSA since March 2019, holds a B.S. in Biological Engineering from North Carolina State University, and is a licensed Professional Engineer in Virginia.

Congratulations to two members of our Maintenance Department for successfully meeting the qualifications and examination requirements for Certification and License as Vehicle Safety Inspectors, issued by the Virginia Department of State Police:

- **Kenny Lawhorne**, Mechanic 1- Class A Certification
- **Rich McElfresh**, Vehicle Equipment Mechanic – Class A Certification

High Staff Turnover

10 of our 106 employees (9.4%) have left our group since April 1, 2026. We had 16% turnover in FY 26 (April 2025 – March 2026) and are on track to significantly exceed our Strategic Plan goal of 10% annual turnover by April 2027.

STRATEGIC PLAN PRIORITY: COMMUNICATION AND COLLABORATION

Educational Tours and Outreach

Staff participated in numerous educational tours and community outreach events.

Botanical Garden of the Piedmont Eco Fair – April 18th Community Outreach and Education



Blue Ridge School - 11th and 12th Grade Students toured the Scottsville Water and Wastewater Facilities on May 5th


Scottsville Facilities Tour

Rivanna River Fest – May 9th – Community Education and Outreach





St. Anne's-Belfield School – Sixty 5th Grade Students toured South Rivanna Water Treatment Plant on May 11th and 12th



STRATEGIC PLAN PRIORITY: PLANNING AND INFRASTRUCTURE

<u>Administration Building</u> - May 12, 2026





<u>Central Water Line – Phase 1</u> - Jefferson Park Avenue - May 3, 2026





<u>South Rivanna River Crossing –</u>
Faulconer Construction terminated its contract with the tunnel drilling subcontractor and is hiring a second subcontractor to complete the tunnel under the river.



<u>Ragged Mtn Reservoir to Observatory WTP Pipe and Pump Station Project</u> – April 28, 2026



Red Hill WTP – April 13, 2026



Crozet Pump Station Rehabilitation – April 13, 2026



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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

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

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

SUBJECT: **ADMINISTRATION & COMMUNICATIONS REPORT**

DATE: **MAY 26, 2026**

Human Resources

Our Human Resources team has 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.

We have had several internal promotions recently:

- Madison Kelly was promoted to our new Lab Manager
- Austin Marrs was promoted to our new Engineering Manager
- Bonnie Eveleth was promoted to our new Chemist
- Dyon Vega was promoted to a Senior Civil Engineer, and
- Cary Wingo transitioned to a Civil Engineer

The Authority's personnel turnover rate is 9.4% for the 2026-2027 performance evaluation period which began on April 1, 2026.

Communications & Outreach

Westley Kern, *Communications & Outreach Coordinator*, collaborated with partners from the City of Charlottesville and the Albemarle County Service Authority to promote the regional *RiverFest* event, which was successfully held on May 9.

Progress continues on the Central Water Line project. Stage 1 activities north of Lewis Street are nearing completion, while Stage 2 preparations are underway along Jefferson Park Avenue south of Fontaine Avenue. Ongoing communication efforts remain focused on providing timely updates to the community.

We are hosting a Public Information Session on June 2, 2026, at 6pm at the County Office Complex on 5th St. Extended. Approximately 1,500 mailers have been sent to area community members, informing them of the information session.

Safety

George Cheape, *Safety Manager*, has launched a new incident reporting platform, *Safety Plus*. Manager training has aided the smooth implementation and successful integration of the system into daily operations.

Grants & Sustainability

Leah Beard has been actively collaborating with the Authority's team to submit a strong grant packet for FEMA's Building Resilient Infrastructure & Communities funding for a backup Generator at our South Rivanna Water Treatment Plant.

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **CIP PROJECTS REPORT**

DATE: **MAY 26, 2026**

This memorandum reports on the status of the following major Capital Projects as well as other significant operating, maintenance, and planning projects. *Recent budget changes, if any, are highlighted in the project information below.*

For the current CIP and additional project information, please visit: https://www.rivanna.org/wp-content/uploads/2024/06/2025-2029-CIP-Final-Draft.pdf

Summary

	Project	Construction Start Date	Construction Completion Date
1	Central Water Line, Phase 1	October 2025	December 2029
2	Red Hill Water Treatment Plant Upgrades	January 2025	June 2027
3	South Fork Rivanna River Crossing	December 2024	*September 2027*
4	RMR to OBWTP Raw Water Line and Pump Station	February 2025	June 2029
5	MC Building Upfits and Gravity Thickener Improvements	May 2025	May 2027
6	MC Structural and Concrete Rehabilitation	May 2025	May 2027
7	Crozet Pump Stations Rehabilitation	December 2025	July 2027
8	MC Administration Building Renovation and Addition	August 2025	December 2027
9	SVWRRF Permit Modification Upgrades	*June 2026*	*June 2027*
10	RMR Pool Raise	September 2025	December 2026
11	Sewer and Manhole Repairs, Phase 2	December 2025	June 2027
12	Crozet WTP GAC Expansion, Phase 1	March 2026	May 2028
13	SVWRRF Generator Replacement	April 2026	June 2027
14	SRR to RMR Pipeline, Pump Station & Intake	March 2026	December 2030
15	Glenmore WRRF Upgrade, Phase 1	June 2026	August 2027
16	SRWTP – PAC Upgrades	June 2026	June 2027
17	Sodium Hypochlorite Tank Replacement, OBWTP	September 2026	July 2027
18	Central Water Line, Phase 2	*March 2027*	*December 2029*

19	MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades	*March 2027*	*December 2028*
20	Beaver Creek Dam Spillway Modifications	*January 2030*	*December 2032*
21	Beaver Creek Raw Water Pump Station, Intake, and Piping	*March 2027*	*December 2029*
22	Upper Schenks Branch Interceptor, Phase 2	2027	2029
23	Dam Concrete and Steel Repairs	*March 2027*	*May 2028*
24	Airport Rd WSTs and Pumps	*September 2026*	*September 2029*
25	NR River Crossing and Piping	*September 2027*	*December 2030*

Under Construction

1. Central Water Line, Phase 1
2. Red Hill Water Treatment Plant Upgrades
3. South Fork Rivanna River Crossing
4. RMR to OBWTP Raw Water Line and Pump Station
5. MC Building Upfits and Gravity Thickener Improvements
6. MC Structural and Concrete Rehabilitation
7. Crozet Pump Stations Rehabilitation
8. MC Administration Building Renovation and Addition
9. SVWRRF Permit Modification Upgrades
10. RMR Pool Raise
11. Sewer & Manhole Repairs, Phase 2
12. Crozet WTP GAC Expansion, Phase 1
13. SVWRRF Generator Replacement
14. SRR to RMR Pipeline, Pump Station & Intake
15. Glenmore WRRF Upgrade, Phase 1
16. SRWTP – PAC Upgrades
17. Sodium Hypochlorite Tank Replacement, OBWTP

Design and Bidding

18. Central Water Line, Phase 2
19. MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades
20. Beaver Creek Dam Spillway Modifications
21. Beaver Creek Raw Water Pump Station, Intake, and Piping
22. Upper Schenks Branch Interceptor, Phase 2
23. Dam Concrete and Steel Repairs
24. Airport Rd WSTs and Pumps
25. NR River Crossing and Piping

Planning and Studies

26. Flood Protection Resiliency Study
27. Powell Creek Interceptor Upgrade (PC1-PC5)
28. Crozet Drinking Water Infrastructure Plan Update

Other Significant Projects

29. Urgent and Emergency Repairs

Under Construction

1. Central Water Line, Phase 1

Design Engineer:	Michael Baker International (Baker)
Construction Contractor:	Sagres Construction Corporation (Alexandria, VA)
Construction Start:	October 2025
Percent Complete:	16%
Base Construction Contract + Change Order to Date = Current Value:	$47,450,000
Completion:	December 2029
Budget:	$58 M

Current Status: Contractor has completed RWSA and City water line installation in Stage 1 area (Stadium to Lewis St), passed the pressure tests, and will complete pavement and sidewalk restoration this month. Water line installation work began in JPA for Stage 2. A second pipe installation crew will be mobilizing in June and they will begin work near the intersection of Cherry Ave and Roosevelt Brown Blvd and work south toward Cleveland Ave in an effort to complete work in front of the two school zones this summer. RWSA has sent out mailers for a public meeting with the Fifeville Neighborhood on June 2, 2026 at 6 PM at the County Office Building off 5th St. Extended.

2. Red Hill Water Treatment Plant Upgrades

Design Engineer:	Short Elliot Hendrickson (SEH)
Construction Contractor:	Anderson Construction (Lynchburg, VA)
Construction Start:	January 2025
Percent Complete:	30%
Base Construction Contract + Change Order to Date = Current Value:	$2,067,000 - $324,625 = $1,742,375
Completion:	June 2027
Budget:	$2.05 M

Current Status: Construction of the new Chemical Storage and GAC building continues. The foundation concrete slab for the building has been poured.

3. South Fork Rivanna River Crossing

Design Engineer:	Michael Baker International (Baker)
Construction Contractor:	Faulconer (Charlottesville, VA)
Construction Start:	December 2024
Percent Complete:	70%
Base Construction Contract + Change Order to Date = Current Value:	$4,916,940 + $734,933 = $5,651,873
Completion:	*September 2027*

Budget:	$6.55 M

Current Status: Faulconer Construction terminated its contract with the tunnel drilling subcontractor and is hiring a second subcontractor to complete the tunnel under the river. A portion of Old Rio Mills Road will be closed for several more months during construction of the 24" water line.

4. Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line and Pump Station

Design Engineer:	Kimley-Horn
Construction Contractor:	Thalle Construction (Hillsborough, NC)
Construction Start:	February 2025
Percent Complete:	30%
Base Construction Contract + Change Order to Date = Current Value:	$56,532,000 - $2,779,390 + $50,931 = $53,803,541
Completion:	June 2029
Budget:	$61.49 M

Current Status: Pipeline construction continues between Ragged Mountain Reservoir and the new pump station on Reservoir Road. Construction of the pump station continues, and the Contractor has begun installing concrete block and brick masonry, after completing the concrete slab earlier in the month. The Contractor began installing the raw water main under US-29 via jack and bore, but ran into very large boulders that impeded the work. Staff and the Contractor are working together to assess the geotechnical conditions and determine a path forward.

5. MCAWRRF Building Upfits and Gravity Thickener Improvements

Design Engineer:	Short Elliot Hendrickson (SEH)
Construction Contractor:	English Construction (Lynchburg, VA)
Construction Start:	May 2025
Percent Complete:	27%
Base Construction Contract+ Change Order to Date = Current Value:	$9,821,000 - $189,500 = $9,631,500
Completion:	May 2027
Budget:	$11.8 M

Current Status: Contractor continues framing and utility relocations in the Blower Building. In the Vehicle Maintenance Building, the walls are being framed for the new office space, and demolition work for the new oil storage room is on-going.

6. MCAWRRF Structural and Concrete Rehabilitation

Design Engineer:	Hazen and Sawyer (Hazen)
Construction Contractor:	WM Schlosser (Hyattsville, MD)
Construction Start:	May 2025
Percent Complete:	27%
Base Construction Contract+ Change Order to Date = Current Value:	$12,967,500+$114,981 = $13,082,481
Completion:	May 2027
Budget:	$15.5 M

Current Status: Roofing and gutter installation on the North Maintenance Shed is ongoing. Concrete work in the equalization basins is ongoing and blasting and painting began in one of the primary clarifiers. A separate Board report is included this month for a budget increase.

7. Crozet Pump Stations Rehabilitation

Design Engineer:	Wiley | Wilson
Construction Contractor:	Waco, Inc. (Sandston, VA)
Construction Start:	December 2025
Percent Complete:	7%
Base Construction Contract+	
Change Order to Date = Current Value:	$9,583,350
Completion:	July 2027
Budget:	$12.35 M

Current Status: Contractor has mobilized to Pump Station No. 2. Bypass pumping was installed and tested. Renovations are underway.

8. Moores Creek Administration Building Renovation and Addition

Design Engineer:	SEH
Construction Contractor	Martin Horn (Charlottesville, VA)
Construction Start:	August 2025
Percent Complete:	30%
Base Construction Contract+	
Change Order to Date = Current Value	$22,094,000
Completion:	December 2027
Budget:	$27.6 M

Current Status: Structural steel framing and flooring installations are underway.

9. SVWRRF Permit Modification Upgrades

Design Engineer:	Short Elliot Hendrickson
Construction Contractor:	Orders Construction Co.
Construction Start:	June 2026
Percent Complete:	5%
Completion:	June 2027
Budget:	$1,015,000

Current Status: This project includes influent pump station and headworks upgrades, as well as an additional chemical application and storage building. Orders Construction Co. has been issued the Notice of Award after the project was approved during the April Board Meeting.

10. RMR Pool Raise

Design Engineer:	Schnabel Engineering
Construction Contractor:	Faulconer Construction (Charlottesville, VA)
Construction Start:	September 2025
Percent Complete:	60%
Base Construction Contract+	
Change Order to Date = Current Value	$12,329,000 - $1,310,950 = $11,018,050

Completion:	December 2026
Budget:	$13.3 M

Current Status: Tree felling was completed ahead of the March 31st deadline as required by restrictions associated with the Northern Long-Eared Bat. Clean-up efforts for the fallen trees will continue through the summer. Meanwhile, construction of the expanded blanket drain system in the right abutment of the dam has begun.

11. Sewer and Manhole Repairs, Phase 2

Design Engineer:	CHA Consulting, Inc.
Construction Contractor:	Vortex Services, LLC (Chesapeake, VA)
Construction Start:	December 2025
Percent Complete:	70%
Base Construction Contract+	
Change Order to Date = Current Value	$1,439,440
Completion:	June 2027
Budget:	$2.185 M

Current Status: Pipeline rehabilitation of three sections of the Moores Creek Interceptor near 5th Street was completed last month. The Contractor also completed several sections of lining along the Woodbrook Interceptor near Carrsbrook Drive.

12. Crozet WTP GAC Expansion, Phase 1

Design Engineer:	SEH
Construction Contractor:	English Construction Company (Lynchburg, VA)
Construction Start:	March 2026
Percent Complete:	10%
Base Construction Contract +	
Change Orders to Date = Current Value	$9,920,000
Completion:	May 2028
Budget:	$12.165 M

Current Status: Contractor is excavating for the new VDH clearwell and GAC building.

13. SVWRRF Generator Replacement

Design Engineer:	Wiley|Wilson
Construction Contractor:	Carrick Contracting Corp. (Williamsburg, VA)
Construction Start:	April 2026
Percent Complete:	10%
Base Construction Contract +	
Change Orders to Date = Current Value	$825,245 - $192,417 = $632,828
Completion:	June 2027
Budget:	$1.36 M

Current Status: The direction drill work has been completed and Carrick is installing the new concrete duct bank between the treatment plant and pump station.

14. SRR to RMR Pipeline, Intake, and Facilities

Design Engineer:	Kimley Horn
Construction Contractor:	Garney Construction (Fairfax, VA)
Construction Start:	March 2026
Percent Complete:	10%
Completion:	December 2030
Budget:	$107 M

Current Status: Tree felling has been completed at the pump station/intake site, as well as along the pipeline alignment near Woodburn Road and the ACPS Lambs Lane Campus. Clean-up of these areas continues, with the focus shifting to the ACPS Lambs Lane Campus. The Contractor anticipates beginning pipeline installation this month in private easements adjacent to Woodburn Road near the South Rivanna WTP. Elsewhere, the Contractor has begun excavation for the foundation of the new Permanganate Building at the South Rivanna WTP. Staff attended the Colthurst HOA Meeting on May 20th to provide an update on the project.

15. Glenmore WRRF Upgrade, Phase 1

Design Engineer:	SEH
Construction Contractor:	Maverick Construction, LLC (Grasonville, MD)
Construction Start:	June 2026
Percent Complete:	10%
Completion:	August 2027
Budget:	$1.8 M

Current Status: Concrete footing installation is in progress for the new canopy over the UV disinfection system.

16. SRWTP – PAC Upgrades

Design Engineer:	SEH
Construction Contractor	Waco, Inc (Sandston, VA)
Construction Start:	June 2026
Percent Complete:	5%
Base Construction Contract+	
Change Order to Date = Current Value	$1,497,000
Completion:	June 2027
Budget:	$1.82 M

Current Status: Submittals for the powdered activated carbon tank are being processed and materials are being ordered. Based on the anticipated lead time for the PAC system, onsite mobilization is anticipated in June 2026.

17. Sodium Hypochlorite Tank Replacement, OBWTP

Design Engineer:	Short Elliott Hendrickson (SEH)
Construction Contractor:	Waco, Inc. (Sandston, VA)
Construction Start:	September 2026
Percent Complete:	5%
Base Construction Contract +	

Change Order to Date = Current Value:	$227,000
Completion:	July 2027
Budget:	$293,000

Current Status: Project includes replacement of two hypochlorite tanks. Tanks have been ordered with delivery expected by September.

Design and Bidding

18. Central Water Line, Phase 2

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2024
Project Status:	90% Design
Construction Start:	March 2027
Completion:	December 2029
Budget:	$21 M

Current Status: Plans have been submitted for City site plan review and the first round of comments was received. Easements on two City parcels will be requested from City Council.

19. MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	June 2023
Project Status:	100% Design
Construction Start:	March 2027
Completion:	May 2028
Budget:	$10.2 M

Current Status: 100% design documents were submitted for review. Acquisition of a small parcel outside the MC fence line is needed for construction. Negotiations are underway.

20. Beaver Creek Dam Spillway Modifications

Design Engineer:	Schnabel Engineering
Project Start:	February 2018
Project Status:	80% Design
Construction Start:	January 2030
Completion:	*December 2032*
Budget:	$33.5 M

Current Status: Final design of the dam spillway upgrades is ongoing, with efforts focusing on primary spillway riser modifications to meet new seismic criteria. Changes to the spillway bridge design are being completed based on feedback from VDOT. A significant ($20 M) construction grant from the NRCS is anticipated.

21. Beaver Creek Raw Water Pump Station, Intake, and Piping Improvements

Design Engineer:	Hazen & Sawyer
Project Start:	February 2018
Project Status:	95% Design
Construction Start:	March 2027
Completion:	December 2029
Budget:	$39.0 M

Current Status: Hazen is preparing final Plans and Specifications for bid advertisement this summer. Discussions with the County are underway regarding a lease for the Pump Station property. Easement negotiations for the raw water main to convey raw water from the pump station to the WTP are nearly complete.

22. Upper Schenks Branch Interceptor, Phase 2

Design Engineer:	CHA Consulting
Project Start:	July 2021
Project Status:	Design
Construction Start:	2027
Completion:	2029
Budget:	$7.1 M for RWSA section; $11 – 15 M including City section

Current Status: Meetings with the County and City are ongoing to finalize the piping alignment.

23. Dam Concrete and Steel Repairs

Design Engineer:	GAI Consultants
Project Start:	January 2025
Project Status:	90% Design
Construction Start:	March 2027
Completion:	May 2028
Budget:	$2.82 M

Current Status: Final Design Drawings for the Project are in development for bid advertisement. Additional field assessment work was completed in April to finalize repair needs.

24. Airport Rd Water Storage Tanks and Pumps

Design Engineer:	*SEH*
Project Start:	*December 2025*
Project Status:	*PER, Permitting and 30% Design*
Construction Start:	*September 2026*
Completion:	*September 2029*
Budget:	*$7.2 M*

Current Status: Coordinating permitting (site plan, ARB, special exception, WPO) with Albemarle County staff for one water storage tank. A separate Board report is included this month for installation of two pumps in the pump station. Preparing Basis of Design memorandum and 30% design documents. Completed geotechnical investigations. Coordinating VDH Construction permit.

25. NR River Crossing and Piping

Design Engineer: *Kimley-Horn*
Project Start: *December 2025*
Project Status: *PER*
Construction Start: *September 2027*
Completion: *December 2030*
Budget: *$16.345 M*

Current Status: Completed survey and utility designations. Began detailed layout for river crossing. Conducted permitting and design coordination meetings with VDOT. Developing conceptual layout for pipeline routing. Will begin wetlands delineation in the next 30 days. Awaiting final modeling results for pipe diameter and total length determinations.

Planning and Studies

26. Flood Protection Resiliency Study

Design Engineer: Hazen
Project Start: August 2024
Project Status: Preliminary Engineering/Study
Completion: June 2026
Budget: $278,500

Current Status: This project will identify individualized flood mitigation measures for various facilities to increase their resiliency from a 1% to a 0.2% flooding event and will focus on facilities located at the Moores Creek AWRRF within those flood event boundaries. This project received $198,930 in grant funding from FEMA and VDEM and the analysis process has begun with site visits and data collection. A meeting to discuss a potential Flood Wall was held on April 30th. Hazen will now work on a draft report to incorporate their findings and recommendations on how Moores Creek AWRRF can survive a 500-year flood event.

27. Powell Creek Interceptor Upgrade (PC1-PC5)

Design Engineer: Hazen
Project Start: December 2025
Project Status: PER
Construction Start: TBD
Completion: TBD
Budget: $0.5 M

Current Status: Developing scope of work to replace this sewer pipe.

28. Crozet Drinking Water Infrastructure Plan Update

Design Engineer: Hazen
Project Start: October 2025
Project Status: Study Underway
Completion: October 2026

Budget: $450,000

Current Status: Engineer is finalizing the land use model for demand forecasting and anticipates completing a draft of the demand forecast report this month. Meetings have been held with County staff to review land use maps and the resulting impacts on the demand projection process.

Other Significant Projects

29. Urgent and Emergency Repairs

Staff are currently working on several urgent repairs within the water and wastewater systems as listed below:

Project No.	Project Description	Approx. Cost
2023-01	Finished Water System ARV Repairs	$150,000
2025-03	Rivanna Interceptor Stream Crossing Repairs	TBD

- RWSA Finished Water ARV Repairs: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include seven (7) sites, all along the South Rivanna Waterline. Three replacements have been completed at this time, with a fourth site in progress. This in progress site included abandonment of an existing manual ARV located in the middle of the Route 29-Hydraulic intersection, which has been completed, and was a major coordination effort with VDOT, as they intend to pave this area in the coming weeks. The Contractor is working with VDOT on permits for the final sites. The remaining replacements will be scheduled pending Contractor availability.
- Rivanna Interceptor Stream Crossing Repairs: In Spring 2025, during annual inspections performed by the RWSA Maintenance Department, erosion was identified at two stream crossings along the Rivanna Interceptor to the North of the Dunlora subdivision. RWSA On-Call Maintenance Contractor, Digs, temporarily stabilized the worst of the two stream crossing sites with sandbags, to protect the pipe as the design of the repair is finalized. RWSA will be utilizing Design Engineer, SEH, for assistance with plans and USACOE permitting. The plans have recently been finalized, and have been submitted to the Contractor for pricing, with permitting submittals upcoming.

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

MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS

FROM: LONNIE WOOD, DIRECTOR OF FINANCE

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: MARCH MONTHLY FINANCIAL SUMMARY – FY 2026

DATE: MAY 26, 2026

Financial Snapshot

The Authority's actual operating revenues for the first nine months of this fiscal year are $1,577,000 over the prorated annual budget estimates, and operating expenses are over the prorated budget by $259,000, resulting in an operating surplus of $1,318,000. Urban Water flows and operating rate revenue for this month are 2.3% over budget estimates. Urban Wastewater flows and operating rate revenue are 2.4% under budget. The two Urban rate centers together generated had a $13,000 shortfall in revenues related to these flows. The Authority has received $1,037,000 in PFAS litigation funds through March this fiscal year. Revenues and expenses are summarized in the table below:

March 2026 Year-to-Date Budget vs Actual Results:

	Budget	Actual	Variance
Operations			
Revenues	$ 22,984,426	$ 24,560,975	$ 1,576,549
Expenses	22,984,426	23,243,110	(258,684)
Surplus (deficit)	$ -	$ 1,317,865	$ 1,317,865
Debt Service			
Revenues	$ 25,059,933	$ 24,977,160	$ (82,773)
Expenses	25,059,933	25,043,623	16,310
Surplus (deficit)	$ -	$ (66,463)	$ (66,463)
Total			
Revenues	$ 48,044,359	$ 49,538,135	$ 1,493,776
Expenses	48,044,359	48,286,733	(242,374)
Surplus (deficit)	$ -	$ 1,251,402	$ 1,251,402

A more detailed financial analysis is in the following monthly report and reviews more closely actual financial performance compared to budgeted estimates. There are comments listed that will reference the applicable line items in the financial statement for each rate center and each support department in the following pages. Please refer to the Budget vs Actual financial statements when reviewing these comments.

Detailed Financials

The following comments help explain most of the other budget vs. actual variances.

A. Annual and Quarterly Transactions - Some revenues and expenses exceed the prorated annual budget due to up-front annual receipts of revenue and quarterly or annual payments of expenses. These transactions appear to significantly impact the budget vs. actual monthly comparisons, but they usually even out as the year progresses. Septage receiving support revenue of $109,440 is billed to the County annually in July. Annual payments are made in July for certain maintenance agreements and for employer contributions to employees' health savings accounts. The annual payment to UVA for the Observatory WTP lease ($175,000) is made in August. Insurance premiums are generally paid at the beginning of each quarter.

B. Personnel Costs (most departments) – The prorated budget amounts through March are calculated as 9/12 (or 75%) of the annual budget on these financial statements. However, actual payroll is paid biweekly, and there have been 20 out of 26 total pay periods through March (or 76.9%). This 1.9% difference affects the comparison of budget vs. actual payroll costs. For several departments, salaries are over the prorated budget, but the overages are reduced by health insurance premium rebates. The Maintenance Department is also over the prorated budget due to the final leave payout to the maintenance manager upon retirement. Several water operators have achieved their Class 1 licenses in the past few months.

C. Professional Services (Urban Water, Crozet Water, Finance/IT – pages 2, 3, 9) – Urban Water incurred $91,000 of unbudgeted expenses in this category, including engineering and technical services of $66,000 and legal fees related to leases of $25,000. Crozet Water is $16,000 over the annual budget on expenditures for engineering and technical services. The Finance division is $54,000 over the annual budget in this category for an unbudgeted engineering report to the bond trustee.

D. Communication – (Urban Water, Finance, IT – pages 2, 9) – Urban Water, Finance, and IT are over the prorated budget in this category $14,000 and $40,000, respectively, for higher than anticipated telephone and data services.

E. Information Technology (Administration, Lab – pages 8, 11) – The Administration department paid $19,000 for unbudgeted annual renewal fees for safety training and incident reporting software and website maintenance fees. The Lab spent $64,000 for unbudgeted annual subscription fees for lab information management system software.

F. Operations and Maintenance (Urban Water, Crozet Water, Urban Wastewater, Maintenance – pages 2, 3, 5, 6) – Urban Water has spent $221,000 more than originally estimated for its annual line break repairs, and other equipment maintenance and repair costs are running high, which has pushed this category $356,000 over the prorated budget. Crozet Water is currently $29,000 over the prorated budget in this category for chemical costs. The Maintenance department is $42,000 over the prorated budget for vehicle and equipment repairs.

G. Equipment Purchases – (Urban Water, Urban Wastewater – pages 2, 5) – Urban Water and Urban Wastewater incurred unbudgeted equipment rental costs for generators of $14,000 and $77,000, respectively.

H. Other Services and Charges – (Urban Wastewater-page 5) - Urban Wastewater is slightly over the prorated budget on lab analysis fees.

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026
Fiscal Year 2026

Consolidated Revenues and Expenses Summary

Operating Budget vs. Actual

	Notes	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Revenues						
Operations Rate Revenue		$ 28,565,847	$ 21,424,385	$ 21,411,106	$ (13,280)	-0.06%
Lease Revenue		120,000	90,000	110,597	20,597	22.89%
Admin., Finance/IT, Maint. & Engineering Revenue		998,000	748,500	807,677	59,177	7.91%
Other Revenues		689,654	517,241	1,892,760	1,375,520	265.93%
Interest Allocation		272,400	204,300	338,834	134,534	65.85%
Total Operating Revenues		**$ 30,645,901**	**$ 22,984,426**	**$ 24,560,975**	**$ 1,576,549**	**6.86%**
Expenses						
Personnel Cost	**B**	$ 14,179,052	$ 10,634,289	$ 10,814,895	$ (180,606)	-1.70%
Professional Services	**C**	777,950	583,463	683,060	(99,598)	-17.07%
Other Services & Charges	**H**	4,580,981	3,435,736	3,317,767	117,968	3.43%
Communication	**D**	291,328	218,496	252,120	(33,624)	-15.39%
Information Technology	**E**	2,398,380	1,798,785	1,305,157	493,628	27.44%
Supplies		60,031	45,023	49,023	(3,999)	-8.88%
Operations & Maintenance	**A,F**	6,856,926	5,142,695	5,745,817	(603,122)	-11.73%
Equipment Purchases	**G**	551,250	413,438	362,771	50,666	12.25%
Depreciation		950,000	712,500	712,500	(0)	0.00%
Total Operating Expenses		**$ 30,645,898**	**$ 22,984,424**	**$ 23,243,110**	**$ (258,686)**	**-1.13%**
Operating Surplus/(Deficit)		**$ 3**	**$ 2**	**$ 1,317,865**		

Debt Service Budget vs. Actual

Revenues						
Debt Service Rate Revenue		$ 31,290,304	$ 23,467,728	$ 23,467,725	$ (3)	0.00%
Septage Receiving Support - County		109,440	82,080	109,440	27,360	33.33%
Buck Mountain Lease Revenue		10,000	7,500	11,122	3,622	48.29%
Trust Fund Interest		456,900	342,675	245,229	(97,446)	-28.44%
Reserve Fund Interest		1,546,600	1,159,950	1,143,644	(16,306)	-1.41%
Total Debt Service Revenues		**$ 33,413,244**	**$ 25,059,933**	**$ 24,977,160**	**$ (82,773)**	**-0.33%**
Debt Service Costs						
Total Principal & Interest		$ 21,245,638	$ 15,934,229	$ 15,934,229	$ -	0.00%
Reserve Additions-Interest		1,546,600	1,159,950	1,143,644	16,306	1.41%
Debt Service Ratio Charge		725,000	543,750	543,750	-	0.00%
Reserve Additions-CIP Growth		9,896,000	7,422,000	7,422,000	-	0.00%
Total Debt Service Costs		**$ 33,413,238**	**$ 25,059,929**	**$ 25,043,623**	**$ 16,306**	**0.07%**
Debt Service Surplus/(Deficit)		**$ 6**	**$ 5**	**$ (66,463)**		

Summary

Total Revenues	$ 64,059,145	$ 48,044,359	$ 49,538,134	$ 1,493,776	3.11%
Total Expenses	64,059,136	48,044,352	48,286,732	(242,380)	-0.50%
Surplus/(Deficit)	**$ 9**	**$ 6**	**$ 1,251,402**		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Urban Water Rate Center
Revenues and Expenses Summary

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Operating Budget vs. Actual						
Revenues						
Operations Rate Revenue		$ 12,376,260	$ 9,282,195	$ 9,495,623	$ 213,428	2.30%
Lease Revenue		90,000	67,500	84,661	17,161	25.42%
Grants		-		296,648	296,648	
Other Revenue		-	-	941,224	941,224	
Interest Allocation		120,000	90,000	148,409	58,409	64.90%
Total Operating Revenues		**$ 12,586,260**	**$ 9,439,695**	**$ 10,966,565**	**$ 1,526,870**	**16.17%**
Expenses						
Personnel Cost	**B**	$ 2,725,694	$ 2,044,270	$ 2,107,306	$ (63,035)	-3.08%
Professional Services	**C**	220,500	165,375	311,050	(145,675)	-88.09%
Other Services & Charges		1,210,134	907,601	833,426	74,175	8.17%
Communications	**D**	91,500	68,625	82,795	(14,170)	-20.65%
Information Technology		197,100	147,825	67,729	80,096	54.18%
Supplies		10,031	7,523	10,868	(3,345)	-44.46%
Operations & Maintenance	**A, F**	3,116,833	2,337,625	2,693,857	(356,233)	-15.24%
Equipment Purchases	**G**	26,900	20,175	34,602	(14,427)	-71.51%
Depreciation		300,000	225,000	225,000	-	0.00%
Subtotal Before Allocations		$ 7,898,692	$ 5,924,019	$ 6,366,633	$ (442,614)	-7.47%
Allocation of Support Departments		4,687,568	3,515,676	3,335,765	179,911	5.12%
Total Operating Expenses		**$ 12,586,259**	**$ 9,439,694**	**$ 9,702,398**	**$ (262,704)**	**-2.78%**
Operating Surplus/(Deficit)		**$ 1**	**$ 1**	**$ 1,264,167**		
Debt Service Budget vs. Actual						
Revenues						
Debt Service Rate Revenue		$ 15,733,661	$ 11,800,246	$ 11,800,242	$ (4)	0.00%
Trust Fund Interest		200,000	150,000	107,386	(42,614)	-28.41%
Reserve Fund Interest		744,800	558,600	551,236	(7,364)	-1.32%
Lease Revenue		10,000	7,500	11,122	3,622	48.29%
Total Debt Service Revenues		**$ 16,688,461**	**$ 12,516,346**	**$ 12,469,986**	**$ (46,360)**	**-0.37%**
Debt Service Costs						
Total Principal & Interest		$ 8,904,860	$ 6,678,645	$ 6,678,645	$ -	0.00%
Reserve Additions-Interest		744,800	558,600	551,236	7,364	1.32%
Debt Service Ratio Charge		400,000	300,000	300,000	-	0.00%
Est. New Debt Service - CIP Growth		6,638,800	4,979,100	4,979,100	-	0.00%
Total Debt Service Costs		**$ 16,688,460**	**$ 12,516,345**	**$ 12,508,981**	**$ 7,364**	**0.06%**
Debt Service Surplus/(Deficit)		**$ 1**	**$ 1**	**$ (38,995)**		
Rate Center Summary						
Total Revenues		$ 29,274,721	$ 21,956,041	$ 23,436,551	$ 1,480,510	6.74%
Total Expenses		29,274,719	21,956,039	22,211,380	(255,340)	-1.16%
Surplus/(Deficit)		**$ 2**	**$ 1**	**$ 1,225,171**		
Costs per 1000 Gallons		$ 3.70		$ 3.72		
Operating and DS		$ 8.62		$ 8.52		
Thousand Gallons Treated		3,397,700	2,548,275	2,607,256	58,981	2.31%
or						
Flow (MGD)		9.309		9.516		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Crozet Water Rate Center
Revenues and Expenses Summary

Operating Budget vs. Actual

	Notes	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Revenues						
Operations Rate Revenue		$ 1,562,184	$ 1,171,638	$ 1,171,638	$ -	0.00%
Lease Revenue		30,000	22,500	25,936	3,436	15.27%
Other Revenue		-	-	77,691	77,691	
Interest Allocation		15,000	11,250	18,636	7,386	65.65%
Total Operating Revenues		**$ 1,607,184**	**$ 1,205,388**	**$ 1,293,901**	**$ 88,513**	**7.34%**
Expenses						
Personnel Cost	**B**	$ 379,359	$ 284,519	$ 295,811	$ (11,292)	-3.97%
Professional Services	**C**	19,500	14,625	35,056	(20,431)	-139.70%
Other Services & Charges		177,582	133,187	120,622	12,565	9.43%
Communications		15,300	11,475	11,038	437	3.81%
Information Technology		64,400	48,300	17,527	30,773	63.71%
Supplies		1,100	825	2,759	(1,934)	-234.39%
Operations & Maintenance	**F**	449,085	336,814	368,268	(31,454)	-9.34%
Equipment Purchases		3,800	2,850	2,850	(0)	0.00%
Depreciation		60,000	45,000	45,000	-	0.00%
Subtotal Before Allocations		$ 1,170,126	$ 877,595	$ 898,931	$ (21,336)	-2.43%
Allocation of Support Departments		437,056	327,792	311,379	16,414	5.01%
Total Operating Expenses		**$ 1,607,183**	**$ 1,205,387**	**$ 1,210,309**	**$ (4,922)**	**-0.41%**
Operating Surplus/(Deficit)		**$ 1**	**$ 1**	**$ 83,592**		

Debt Service Budget vs. Actual

	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Revenues					
Debt Service Rate Revenue	$ 3,103,992	$ 2,327,994	$ 2,327,994	$ -	0.00%
Trust Fund Interest	32,000	24,000	17,166	(6,834)	-28.48%
Reserve Fund Interest	118,000	88,500	86,917	(1,583)	-1.79%
Total Debt Service Revenues	**$ 3,253,992**	**$ 2,440,494**	**$ 2,432,077**	**$ (8,417)**	**-0.34%**
Debt Service Costs					
Total Principal & Interest	$ 1,126,391	$ 844,793	$ 844,793	$ -	0.00%
Reserve Additions-Interest	118,000	88,500	86,917	1,583	1.79%
Estimated New Principal & Interest	2,009,600	1,507,200	1,507,200	-	0.00%
Total Debt Service Costs	**$ 3,253,991**	**$ 2,440,493**	**$ 2,438,910**	**$ 1,583**	**0.06%**
Debt Service Surplus/(Deficit)	**$ 1**	**$ 1**	**$ (6,833)**		

Rate Center Summary

	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Total Revenues	$ 4,861,176	$ 3,645,882	$ 3,725,978	$ 80,096	2.20%
Total Expenses	4,861,174	3,645,880	3,649,220	(3,339)	-0.09%
Surplus/(Deficit)	**$ 2**	**$ 2**	**$ 76,758**		
Costs per 1000 Gallons	$ 7.93		$ 7.07		
Operating and DS	$ 23.98		$ 21.31		
Thousand Gallons Treated	202,697	152,023	171,276	19,253	12.66%
Flow (MGD)	0.555		0.625		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Scottsville Water Rate Center
Revenues and Expenses Summary

Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
Operations Rate Revenue		$ 851,940	$ 638,955	$ 638,955	$ -	0.00%
Other Revenue		-	-	17,997	17,997	
Interest Allocation		7,700	5,775	9,487	3,712	64.28%
Total Operating Revenues		**$ 859,640**	**$ 644,730**	**$ 666,439**	**$ 21,709**	**3.37%**
Expenses						
Personnel Cost		$ 248,090	$ 186,067	$ 194,341	$ (8,274)	-4.45%
Professional Services		15,000	11,250	18,277	(7,027)	-62.46%
Other Services & Charges		79,887	59,915	55,535	4,380	7.31%
Communications		18,550	13,913	21,536	(7,624)	-54.80%
Information Technology		57,000	42,750	17,657	25,093	58.70%
Supplies		200	150	1,550	(1,400)	-933.27%
Operations & Maintenance		137,220	102,915	103,169	(254)	-0.25%
Equipment Purchases		2,400	1,800	2,658	(858)	-47.67%
Depreciation		40,000	30,000	30,000	0	0.00%
Subtotal Before Allocations		$ 598,347	$ 448,760	$ 444,723	$ 4,037	0.90%
Allocation of Support Departments		261,289	195,967	185,797	10,170	5.19%
Total Operating Expenses		**$ 859,636**	**$ 644,727**	**$ 630,520**	**$ 14,207**	**2.20%**
Operating Surplus/(Deficit)		**$ 4**	**$ 3**	**$ 35,919**		

Debt Service Budget vs. Actual

Revenues						
Debt Service Rate Revenue		$ 304,128	$ 228,096	$ 228,096	$ -	0.00%
Trust Fund Interest		4,200	3,150	2,256	(894)	-28.38%
Reserve Fund Interest		4,800	3,600	3,431	(169)	-4.70%
Total Debt Service Revenues		**$ 313,128**	**$ 234,846**	**$ 233,783**	**$ (1,063)**	**-0.45%**
Debt Service Costs						
Total Principal & Interest		$ 148,127	$ 111,095	$ 111,095	$ -	0.00%
Reserve Additions-Interest		4,800	3,600	3,431	169	4.70%
Estimated New Principal & Interest		160,200	120,150	120,150	-	0.00%
Total Debt Service Costs		**$ 313,127**	**$ 234,845**	**$ 234,676**	**$ 169**	**0.07%**
Debt Service Surplus/(Deficit)		**$ 1**	**$ 1**	**$ (893)**		

Rate Center Summary

Total Revenues	$ 1,172,768	$ 879,576	$ 900,222	$ 20,646	2.35%
Total Expenses	1,172,763	879,572	865,197	14,376	1.63%
Surplus/(Deficit)	**$ 5**	**$ 4**	**$ 35,026**		
Costs per 1000 Gallons	$ 49.89		$ 38.88		
Operating and DS	$ 68.07		$ 53.35		
Thousand Gallons Treated	17,230	12,923	16,217	3,295	25.49%
or					
Flow (MGD)	0.047		0.059		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Urban Wastewater Rate Center
Revenues and Expenses Summary

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Operating Budget vs. Actual						
Revenues						
Operations Rate Revenue		$ 12,610,887	$ 9,458,165	$ 9,231,458	$ (226,707)	-2.40%
Stone Robinson WWTP		19,654	14,741	108,793	94,053	638.06%
Septage Acceptance		620,000	465,000	392,656	(72,344)	-15.56%
Nutrient Credits		50,000	37,500	53,777	16,277	43.40%
Miscellaneous Revenue		-	-	-	-	
Interest Allocation		120,000	90,000	150,442	60,442	67.16%
Total Operating Revenues		**$ 13,420,541**	**$ 10,065,406**	**$ 9,937,126**	**$ (128,279)**	**-1.27%**
Expenses						
Personnel Cost	**B**	$ 1,725,025	$ 1,293,769	$ 1,329,462	$ (35,693)	-2.76%
Professional Services		205,000	153,750	95,002	58,748	38.21%
Other Services & Charges	**H**	2,742,631	2,056,973	2,067,475	(10,502)	-0.51%
Communications		15,100	11,325	5,233	6,092	53.80%
Information Technology		187,600	140,700	112,668	28,032	19.92%
Supplies		2,600	1,950	2,660	(710)	-36.42%
Operations & Maintenance	**F**	2,523,628	1,892,721	2,093,506	(200,785)	-10.61%
Equipment Purchases	**G**	73,500	55,125	132,218	(77,093)	-139.85%
Depreciation		470,000	352,500	352,500	(0)	0.00%
Subtotal Before Allocations		$ 7,945,084	$ 5,958,813	$ 6,190,724	$ (231,911)	-3.89%
Allocation of Support Departments		5,475,458	4,106,594	3,904,630	201,963	4.92%
Total Operating Expenses		**$ 13,420,542**	**$ 10,065,407**	**$ 10,095,354**	**$ (29,948)**	**-0.30%**
Operating Surplus/(Deficit)		**$ (1)**	**$ (1)**	**$ (158,228)**		
Debt Service Budget vs. Actual						
Revenues						
Debt Service Rate Revenue		$ 11,948,147	$ 8,961,110	$ 8,961,111	$ 1	0.00%
Septage Receiving Support - County		109,440	82,080	109,440	27,360	33.33%
Trust Fund Interest		220,000	165,000	118,029	(46,972)	-28.47%
Reserve Fund Interest		675,000	506,250	498,629	(7,621)	-1.51%
Total Debt Service Revenues		**$ 12,952,587**	**$ 9,714,440**	**$ 9,687,208**	**$ (27,232)**	**-0.28%**
Debt Service Costs						
Total Principal & Interest		$ 11,040,988	$ 8,280,741	$ 8,280,741	$ -	0.00%
Reserve Additions-Interest		675,000	506,250	498,629	7,621	1.51%
Debt Service Ratio Charge		325,000	243,750	243,750	-	0.00%
Est. New Debt Service - CIP Growth		911,600	683,700	683,700	-	0.00%
Total Debt Service Costs		**$ 12,952,588**	**$ 9,714,441**	**$ 9,706,820**	**$ 7,621**	**0.08%**
Debt Service Surplus/(Deficit)		**$ (1)**	**$ (1)**	**$ (19,612)**		
Rate Center Summary						
Total Revenues		$ 26,373,128	$ 19,779,846	$ 19,624,335	$ (155,511)	-0.79%
Total Expenses		26,373,130	19,779,848	19,802,174	(22,326)	-0.11%
Surplus/(Deficit)		**$ (2)**	**$ (2)**	**$ (177,839)**		
Costs per 1000 Gallons		$ 3.96		$ 4.07		
Operating and DS		$ 7.78		$ 7.98		
Thousand Gallons Treated		3,390,400	2,542,800	2,482,242	(60,558)	-2.38%
or						
Flow (MGD)		9.289		9.059		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Glenmore Wastewater Rate Center
Revenues and Expenses Summary

	Budget FY 2026	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Operating Budget vs. Actual					
Notes					
Revenues					
Operations Rate Revenue	$ 673,248	$ 504,936	$ 504,936	$ -	0.00%
Interest Allocation	5,500	4,125	6,777	2,652	64.28%
Total Operating Revenues	**$ 678,748**	**$ 509,061**	**$ 511,713**	**$ 2,652**	**0.52%**
Expenses					
Personnel Cost	$ 142,586	$ 106,940	$ 110,300	$ (3,360)	-3.14%
Professional Services	10,000	7,500	997	6,503	86.71%
Other Services & Charges	45,136	33,852	42,421	(8,569)	-25.31%
Communications	20,300	15,225	16,415	(1,190)	-7.82%
Information Technology	53,450	40,088	13,930	26,157	65.25%
Supplies	-	-	0	(0)	
Operations & Maintenance	152,435	114,326	72,360	41,966	36.71%
Equipment Purchases	3,500	2,625	2,625	(0)	0.00%
Depreciation	60,000	45,000	45,000	-	0.00%
Subtotal Before Allocations	$ 487,407	$ 365,555	$ 304,049	$ 61,507	16.83%
Allocation of Support Departments	191,344	143,508	135,276	8,232	5.74%
Total Operating Expenses	**$ 678,752**	**$ 509,064**	**$ 439,325**	**$ 69,739**	**13.70%**
Operating Surplus/(Deficit)	**$ (4)**	**$ (3)**	**$ 72,388**		
Debt Service Budget vs. Actual					
Revenues					
Debt Service Rate Revenue	$ 144,948	$ 108,711	$ 108,711	$ -	0.00%
Trust Fund Interest	500	375	294	(81)	-21.53%
Reserve Fund Interest	-	-	-	-	
Total Debt Service Revenues	**$ 145,448**	**$ 109,086**	**$ 109,005**	**$ (81)**	**-0.07%**
Debt Service Costs					
Total Principal & Interest	$ 18,746	$ 14,060	$ 14,060	$ -	0.00%
Estimated New Principal & Interest	126,700	95,025	95,025	-	0.00%
Reserve Additions-Interest	-	-	-	-	
Total Debt Service Costs	**$ 145,446**	**$ 109,085**	**$ 109,085**	**$ -**	**0.00%**
Debt Service Surplus/(Deficit)	**$ 2**	**$ 2**	**$ (79)**		

Rate Center Summary

Total Revenues	$ 824,196	$ 618,147	$ 620,718	$ 2,571	0.42%
Total Expenses	824,198	618,148	548,410	69,739	11.28%
Surplus/(Deficit)	**$ (2)**	**$ (1)**	**$ 72,308**		
Costs per 1000 Gallons	$ 16.39		$ 11.41		
Operating and DS	$ 19.91		$ 14.24		
Thousand Gallons Treated	41,401	31,051	38,504	7,453	**24.00%**
or					
Flow (MGD)	0.113		0.141		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Scottsville Wastewater Rate Center
Revenues and Expenses Summary

Operating Budget vs. Actual

	Notes	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Revenues						
Operations Rate Revenue		$ 491,328	$ 368,496	$ 368,496	$ -	0.00%
Interest Allocation		4,200	3,150	5,083	1,933	61.35%
Total Operating Revenues		**$ 495,528**	**$ 371,646**	**$ 373,579**	**$ 1,933**	**0.52%**
Expenses						
Personnel Cost		$ 142,484	$ 106,863	$ 110,300	$ (3,437)	-3.22%
Professional Services		5,000	3,750	5,950	(2,200)	-58.66%
Other Services & Charges		30,936	23,202	26,219	(3,017)	-13.01%
Communications		6,050	4,538	170	4,368	96.26%
Information Technology		54,750	41,063	1,792	39,271	95.64%
Supplies		-	-	0	(0)	
Operations & Maintenance	F	53,680	40,260	64,821	(24,561)	-61.01%
Equipment Purchases		3,500	2,625	2,625	(0)	0.00%
Depreciation		20,000	15,000	15,000	(0)	0.00%
Subtotal Before Allocations		$ 316,400	$ 237,300	$ 226,877	$ 10,423	4.39%
Allocation of Support Departments		179,127	134,345	126,674	7,671	5.71%
Total Operating Expenses		**$ 495,527**	**$ 371,645**	**$ 353,551**	**$ 18,094**	**4.87%**
Operating Surplus/(Deficit)		**$ 1**	**$ 1**	**$ 20,028**		

Debt Service Budget vs. Actual

	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Revenues					
Debt Service Rate Revenue	$ 55,428	$ 41,571	$ 41,571	$ -	0.00%
Trust Fund Interest	200	150	98	(52)	-34.59%
Reserve Fund Interest	4,000	3,000	3,431	431	14.36%
Total Debt Service Revenues	**$ 59,628**	**$ 44,721**	**$ 45,100**	**$ 379**	**0.85%**
Debt Service Costs					
Total Principal & Interest	$ 6,526	$ 4,895	$ 4,895	$ -	0.00%
Reserve Additions-Interest	4,000	3,000	3,431	(431)	-14.36%
Estimated New Principal & Interest	49,100	36,825	36,825	-	0.00%
Total Debt Service Costs	**$ 59,626**	**$ 44,720**	**$ 45,150**	**$ (431)**	**-0.96%**
Debt Service Surplus/(Deficit)	**$ 2**	**$ 2**	**$ (50)**		

Rate Center Summary

	Budget FY 2026	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
Total Revenues	$ 555,156	$ 416,367	$ 418,679	$ 2,312	0.56%
Total Expenses	555,153	416,364	398,701	17,663	4.24%
Surplus/(Deficit)	**$ 3**	**$ 3**	**$ 19,977**		
Costs per 1000 Gallons	$ 20.96		$ 24.86		
Operating and DS	$ 23.48		$ 28.04		
Thousand Gallons Treated	23,643	17,732	14,221	(3,511)	**-19.80%**
or					
Flow (MGD)	0.065		0.052		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Administration and Communication

Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
Payment for Services SWA		$ 417,000	$ 312,750	$ 312,881	$ 131	0.04%
Grants				3,975	3,975	
Miscellaneous Revenue		-	-	1,439	1,439	
Total Operating Revenues		**$ 417,000**	**$ 312,750**	**$ 318,295**	**$ 5,545**	**1.77%**
Expenses						
Personnel Cost	**B**	$ 1,657,525	$ 1,243,144	$ 1,324,059	$ (80,916)	-6.51%
Professional Services		103,950	77,963	69,126	8,836	11.33%
Other Services & Charges		162,450	121,838	85,084	36,753	30.17%
Communications		9,200	6,900	1,433	5,467	79.23%
Information Technology	**E**	5,700	4,275	24,340	(20,065)	-469.36%
Supplies		19,600	14,700	11,331	3,369	22.92%
Operations & Maintenance		66,050	49,538	49,244	293	0.59%
Equipment Purchases		9,000	6,750	6,750	-	0.00%
Depreciation		-	-	-	-	
Total Operating Expenses		**$ 2,033,475**	**$ 1,525,106**	**$ 1,571,369**	**$ (46,263)**	**-3.03%**

Department Summary

Net Costs Allocable to Rate Centers	**$ (1,616,475)**	**$ (1,212,356)**	**$ (1,253,074)**	**$ 40,718**	**-3.36%**
Allocations to the Rate Centers					
Urban Water 44.00%	**$ 711,249**	**$ 533,437**	**$ 551,353**	**$ (17,916)**	
Crozet Water 4.00%	**$ 64,659**	**48,494**	**50,123**	**(1,629)**	
Scottsville Water 2.00%	**$ 32,330**	**24,247**	**25,061**	**(814)**	
Urban Wastewater 48.00%	**$ 775,908**	**581,931**	**601,475**	**(19,544)**	
Glenmore Wastewater 1.00%	**$ 16,165**	**12,124**	**12,531**	**(407)**	
Scottsville Wastewater 1.00%	**$ 16,165**	**12,124**	**12,531**	**(407)**	
100.00%	**$ 1,616,475**	**$ 1,212,356**	**$ 1,253,074**	**$ (40,718)**	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Finance and Information Technology

Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
Payment for Services SWA		$ 581,000	$ 435,750	$ 435,750	$ 0	0.00%
Bond Proceeeds Funding Bond Issuance Costs		-	-		-	
Miscellaneous Revenue		-	-	11,065	11,065	
Total Operating Revenues		**$ 581,000**	**$ 435,750**	**$ 446,815**	**$ 11,065**	**2.54%**
Expenses						
Personnel Cost	**B**	$ 2,411,906	$ 1,808,930	$ 1,870,147	$ (61,217)	-3.38%
Professional Services	**C**	47,000	35,250	89,634	(54,384)	-154.28%
Other Services & Charges		55,200	41,400	49,861	(8,461)	-20.44%
Communication	**D**	73,900	55,425	95,874	(40,449)	-72.98%
Information Technology		1,550,650	1,162,988	888,643	274,344	23.59%
Supplies		14,000	10,500	10,494	6	0.06%
Operations & Maintenance		5,000	3,750	8,636	(4,886)	-130.30%
Equipment Purchases		7,500	5,625	5,625	-	0.00%
Depreciation		-	-	-	-	
Total Operating Expenses		**$ 4,165,156**	**$ 3,123,867**	**$ 3,018,913**	**$ 104,954**	**3.36%**

Department Summary

Net Costs Allocable to Rate Centers	**$ (3,584,156)**	**$ (2,688,117)**	**$ (2,572,098)**	**$ (116,019)**	**4.32%**
Allocations to the Rate Centers					
Urban Water 44.00%	**$ 1,577,029**	**$ 1,182,772**	**$ 1,131,723**	**$ 51,048**	
Crozet Water 4.00%	**$ 143,366**	**107,525**	**102,884**	**4,641**	
Scottsville Water 2.00%	**$ 71,683**	**53,762**	**51,442**	**2,320**	
Urban Wastewater 48.00%	**$ 1,720,395**	**1,290,296**	**1,234,607**	**55,689**	
Glenmore Wastewater 1.00%	**$ 35,842**	**26,881**	**25,721**	**1,160**	
Scottsville Wastewater 1.00%	**$ 35,842**	**26,881**	**25,721**	**1,160**	
100.00%	**$ 3,584,156**	**$ 2,688,117**	**$ 2,572,098**	**$ 116,019**	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Maintenance

Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
Payment for Services SWA		$ -	$ -	$ -	$ -	
Miscellaneous Revenue		-	-	4,377	4,377	
Total Operating Revenues		**$ -**	**$ -**	**$ 4,377**	**$ 4,377**	
Expenses						
Personnel Cost	**B**	$ 1,836,099	$ 1,377,074	$ 1,405,156	$ (28,082)	-2.04%
Professional Services		10,000	7,500	975	6,525	87.00%
Other Services & Charges		40,350	30,263	16,736	13,526	44.70%
Communications		20,000	15,000	4,128	10,872	72.48%
Information Technology		7,500	5,625	4,696	929	16.51%
Supplies		3,500	2,625	345	2,280	86.87%
Operations & Maintenance	**F**	130,300	97,725	139,878	(42,153)	-43.13%
Equipment Purchases		395,750	296,813	152,920	143,893	48.48%
Depreciation		-	-	-	-	
Total Operating Expenses		**$ 2,443,499**	**$ 1,832,624**	**$ 1,724,834**	**$ 107,790**	**5.88%**

Department Summary

Net Costs Allocable to Rate Centers		**$ (2,443,499)**	**$ (1,832,624)**	**$ (1,720,457)**	**$ (103,414)**	**5.64%**
Allocations to the Rate Centers						
Urban Water	30.00%	**$ 733,050**	**$ 549,787**	**$ 516,137**	**$ 33,650**	
Crozet Water	3.50%	**85,522**	**64,142**	**60,216**	**3,926**	
Scottsville Water	3.50%	**85,522**	**64,142**	**60,216**	**3,926**	
Urban Wastewater	56.50%	**1,380,577**	**1,035,433**	**972,058**	**63,374**	
Glenmore Wastewater	3.50%	**85,522**	**64,142**	**60,216**	**3,926**	
Scottsville Wastewater	3.00%	**73,305**	**54,979**	**51,614**	**3,365**	
	100.00%	**$ 2,443,499**	**$ 1,832,624**	**$ 1,720,457**	**$ 112,167**	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Laboratory

Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
N/A						
Expenses						
Personnel Cost		$ 503,003	$ 377,252	$ 375,644	$ 1,608	0.43%
Professional Services		-	-	-	-	
Other Services & Charges		9,800	7,350	4,677	2,673	36.37%
Communications		800	600	10,258	(9,658)	-1609.59%
Information Technology	**E**	-	-	64,237	(64,237)	
Supplies		2,300	1,725	2,949	(1,224)	-70.98%
Operations & Maintenance		146,357	109,768	97,699	12,069	10.99%
Equipment Purchases		3,900	2,925	3,774	(849)	-29.02%
Depreciation		-	-	-	-	
Total Operating Expenses		**$ 666,160**	**$ 499,620**	**$ 559,238**	**$ (59,618)**	**-11.93%**

Department Summary

Net Costs Allocable to Rate Centers		**$ (666,160)**	**$ (499,620)**	**$ (559,238)**	**$ 59,618**	**-11.93%**
Allocations to the Rate Centers						
Urban Water	44.00%	**$ 293,110**	**$ 219,833**	**$ 246,065**	**$ (26,232)**	
Crozet Water	4.00%	**26,646**	**19,985**	**22,370**	**(2,385)**	
Scottsville Water	2.00%	**13,323**	**9,992**	**11,185**	**(1,192)**	
Urban Wastewater	47.00%	**313,095**	**234,821**	**262,842**	**(28,020)**	
Glenmore Wastewater	1.50%	**9,992**	**7,494**	**8,389**	**(894)**	
Scottsville Wastewater	1.50%	**9,992**	**7,494**	**8,389**	**(894)**	
	100.00%	**$ 666,160**	**$ 499,620**	**$ 559,238**	**$ (59,618)**	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2026

Engineering

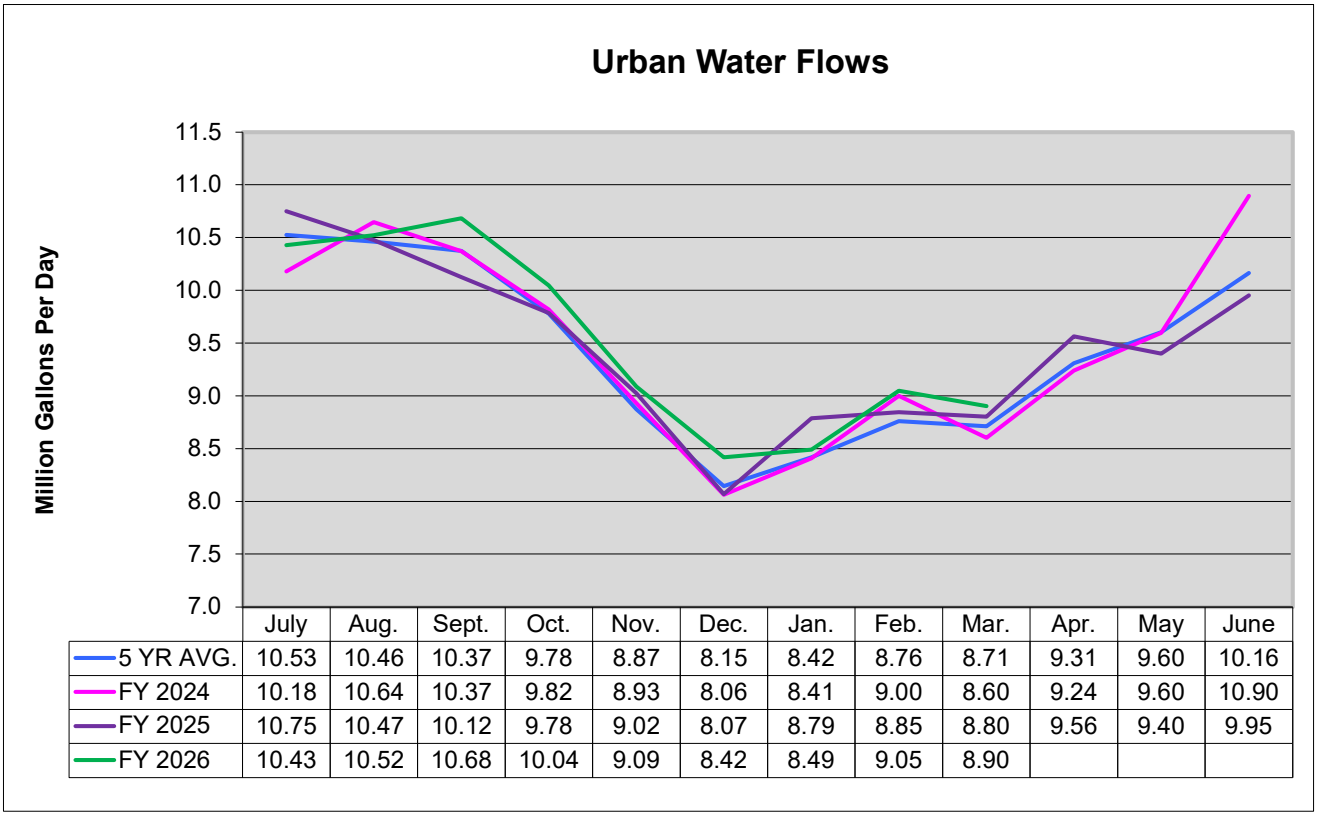
Operating Budget vs. Actual

	Notes	*Budget FY 2026*	*Budget Year-to-Date*	*Actual Year-to-Date*	*Budget vs. Actual*	*Variance Percentage*
Revenues						
Payment for Services SWA		$ -	$ -	$ 20,710	$ 20,710	
Miscellaneous Revenue		-	-	21,454	21,454	
Total Operating Revenues		**$ -**	**$ -**	**$ 42,165**	**$ 42,165**	
Expenses						
Personnel Cost		$ 2,407,282	$ 1,805,461	$ 1,692,370	$ 113,092	6.26%
Professional Services		142,000	106,500	56,993	49,507	46.49%
Other Services & Charges		26,875	20,156	15,711	4,445	22.05%
Communications		20,628	15,471	3,240	12,231	79.06%
Information Technology		220,230	165,173	91,937	73,236	44.34%
Supplies		6,700	5,025	6,066	(1,041)	-20.72%
Operations & Maintenance		76,338	57,254	54,377	2,876	5.02%
Equipment Purchases		21,500	16,125	16,125	0	0.00%
Depreciation		-	-	-	-	
Total Operating Expenses		**$ 2,921,553**	**$ 2,191,164**	**$ 1,936,819**	**$ 254,345**	**11.61%**

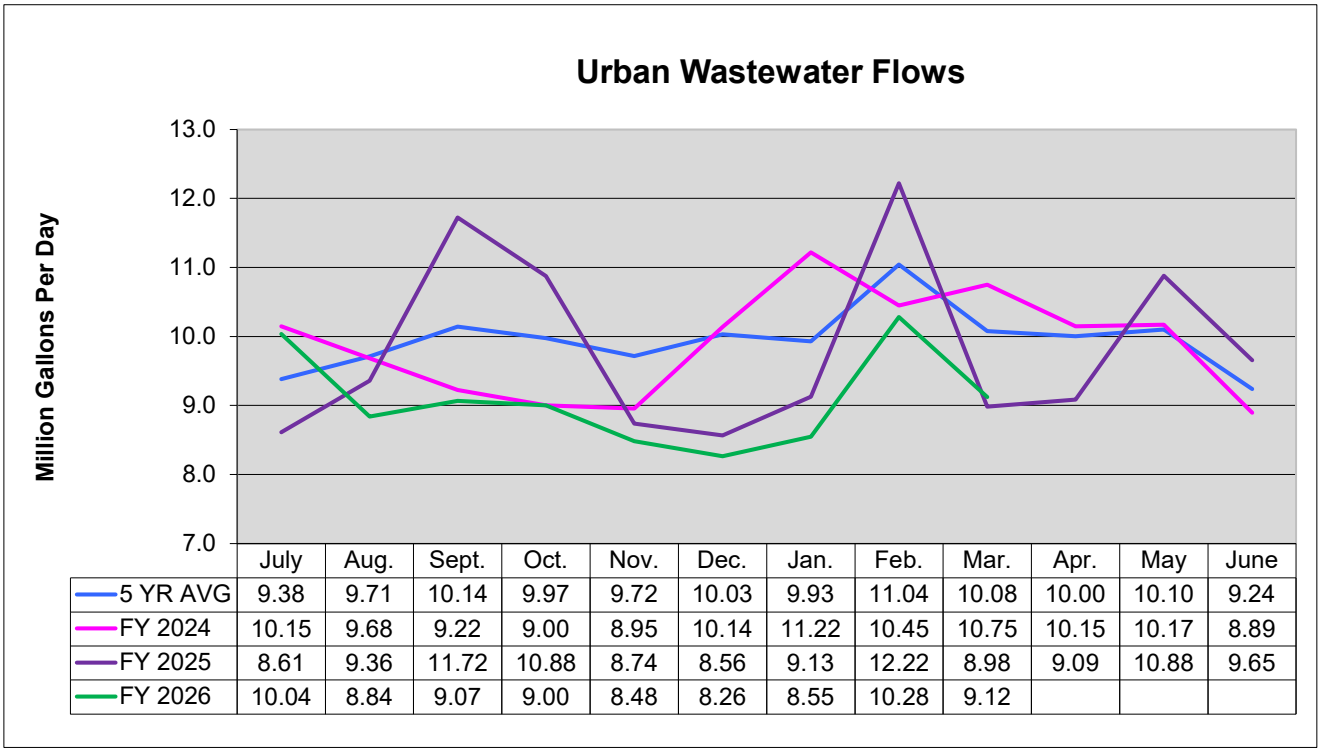
Department Summary

Net Costs Allocable to Rate Centers		**$ (2,921,553)**	**$ (2,191,164)**	**$ (1,916,109)**	**$ (233,635)**	**10.66%**
Allocations to the Rate Centers						
Urban Water	47.00%	**$ 1,373,130**	**$ 1,029,847**	**$ 900,571**	**$ 129,276**	
Crozet Water	4.00%	**116,862**	**87,647**	**76,644**	**11,002**	
Scottsville Water	2.00%	**58,431**	**43,823**	**38,322**	**5,501**	
Urban Wastewater	44.00%	**1,285,483**	**964,112**	**843,088**	**121,024**	
Glenmore Wastewater	1.50%	**43,823**	**32,867**	**28,742**	**4,126**	
Scottsville Wastewater	1.50%	**43,823**	**32,867**	**28,742**	**4,126**	
	100.00%	**$ 2,921,553**	**$ 2,191,164**	**$ 1,916,109**	**$ 275,056**	

Rivanna Water and Sewer Authority
Flow Graphs



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
5 YR AVG.	10.53	10.46	10.37	9.78	8.87	8.15	8.42	8.76	8.71	9.31	9.60	10.16
FY 2024	10.18	10.64	10.37	9.82	8.93	8.06	8.41	9.00	8.60	9.24	9.60	10.90
FY 2025	10.75	10.47	10.12	9.78	9.02	8.07	8.79	8.85	8.80	9.56	9.40	9.95
FY 2026	10.43	10.52	10.68	10.04	9.09	8.42	8.49	9.05	8.90			



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
5 YR AVG	9.38	9.71	10.14	9.97	9.72	10.03	9.93	11.04	10.08	10.00	10.10	9.24
FY 2024	10.15	9.68	9.22	9.00	8.95	10.14	11.22	10.45	10.75	10.15	10.17	8.89
FY 2025	8.61	9.36	11.72	10.88	8.74	8.56	9.13	12.22	8.98	9.09	10.88	9.65
FY 2026	10.04	8.84	9.07	9.00	8.48	8.26	8.55	10.28	9.12			

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

MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS

FROM: JEFF SOUTHWORTH, MANAGER OF INFORMATION TECHNOLOGY

REVIEWED BY: DAVE TUNGATE, DEPUTY EXECUTIVE DIRECTOR
BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: APRIL 2026 INFORMATION TECHNOLOGY REPORT

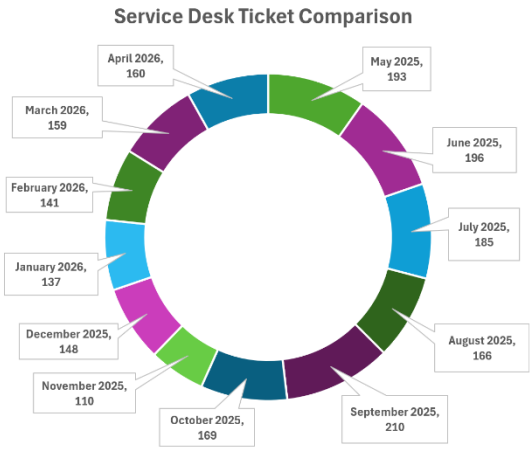
DATE: MAY 26, 2026

INFRASTRUCTURE – CORE SYSTEMS

Background: Includes network operations, system administration, software and hardware deployment, and security management.

April 2026 the team:

- Resolved **160** Service Desk Tickets



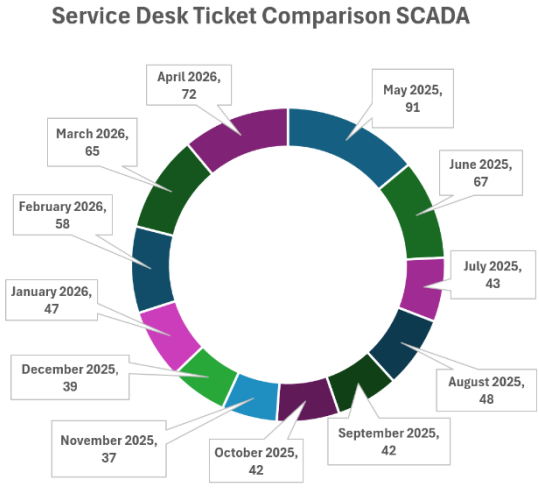
SCADA / OPERATIONAL SYSTEMS

(SUPERVISORY CONTROLS AND DATA ACQUISITION)

Background: Oversight includes PLCs, operational data collection and software applications for water and wastewater operations.

April 2026 the team:

- Completed **72** SCADA service desk requests



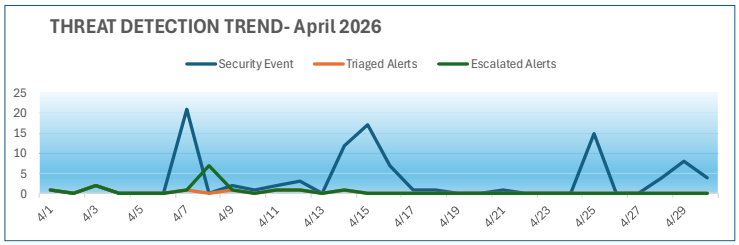
DIGITAL & PHYSICAL SECURITY - JANUARY

Background: Network Firewall Security for **28** Devices

April 2026 there were:

- **1.0 B** Security logs Analyzed for suspicious network traffic
- **102** Threat Detections – All blocked
- **8** Categorized Security Alerts resolved
- **15** Escalated Alert – resolved

Spikes were from Malicious Phishing Campaigns



GIS (GEOGRAPHICAL INFORMATION SYSTEMS)

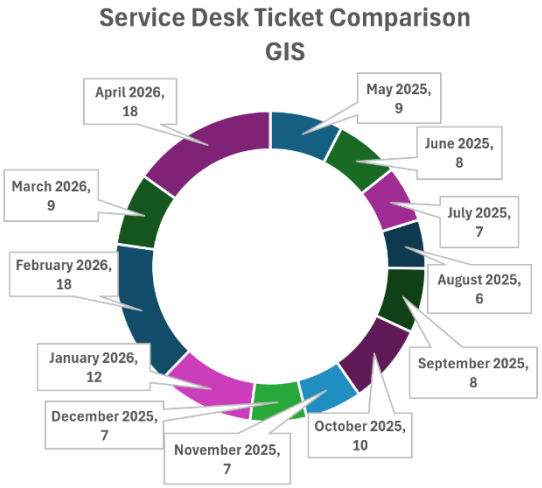
Background: Strategic data system that collects, processes, manages, and displays spatial data that supports engineering and maintenance workflows. Our system is managed by the RWSA GIS Coordinator.

April 2026 the GIS Coordinator:

- Completed **18** Service Desk tickets
- Digitalized **14** features (points, lines, polygons)
- Completed **177** Daily Inspection reports (for CIPs)
- Processed **41** MISS Utility reports
- Processed **118** Water inspections (GIS attributes adjusted)
- Processed **65** Sewer inspections
- Completed **7** Internal map requests
- Completed **19** Drone site visits for pictures of CIPs

Major Projects

- Audited water systems for install dates
- Updated Pressure Zone in conjunction with ACSA



IT Department's Large Project Participation

Infrastructure

Ongoing: The project to secure network equipment in locked cabinets and closets is nearing completion. We are currently moving our virtual server environment from VMware to Microsoft Hyper-V for cost reduction on server licensing. Continued improvements to network connectivity and security, including secondary fiber installations, firewall security patching, VPN enhancements, and centralized device management cleanup.

SCADA System

In progress: We are overseeing several capital improvement projects, including upgrades to the RMR to OBWTP Raw Water Line and Pump Station, SFRR to RMR Pump Station, and Crozet WTP GAC expansion. The MC Pump Station IT commissioning is ongoing. Other efforts include optimizing SCADA alarms, reviewing SCADA standards and specs, and performing server maintenance and configuration updates.

Cybersecurity: Activity stayed high, mainly because of phishing and social engineering attacks, as well as greater awareness of nation-state threats influenced by global geopolitical events. Our multi-layer security measures effectively identified and managed every incident. Barracuda Email Protection intercepted over 18,000 targeted phishing emails, Fortinet SOCaaS prevented 102 instances of malware activity, and our 24/7 Network Operations Center resolved every network outage and state change. Ongoing involvement in CISA's Cyber Hygiene scanning confirmed both internet-facing asset exposure and remediation progress.

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **STEVEN MINNIS, SR., MAINTENANCE MANAGER**

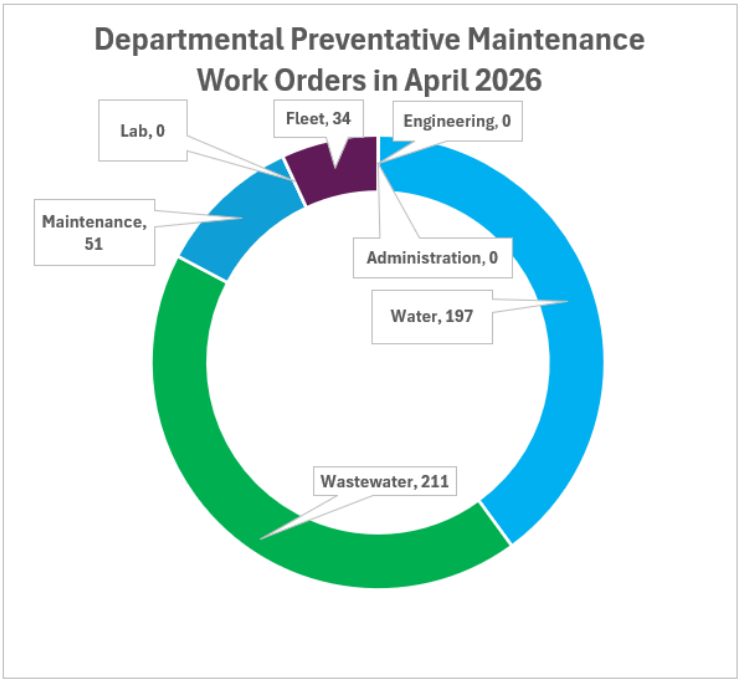
REVIEWED BY: **DAVE TUNGATE, DEPUTY EXECUTIVE DIRECTOR**
BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: **MAINTENANCE OPERATIONS REPORT FOR APRIL 2026**

DATE: **MAY 26, 2026**

RWSA Maintenance Department is responsible for more than 9,100 pieces of equipment assets in the Cityworks asset management system. The graphs below were generated from the data pulled from Cityworks.

SCHEDULED MONTHLY WORK ORDERS BY DEPARTMENT

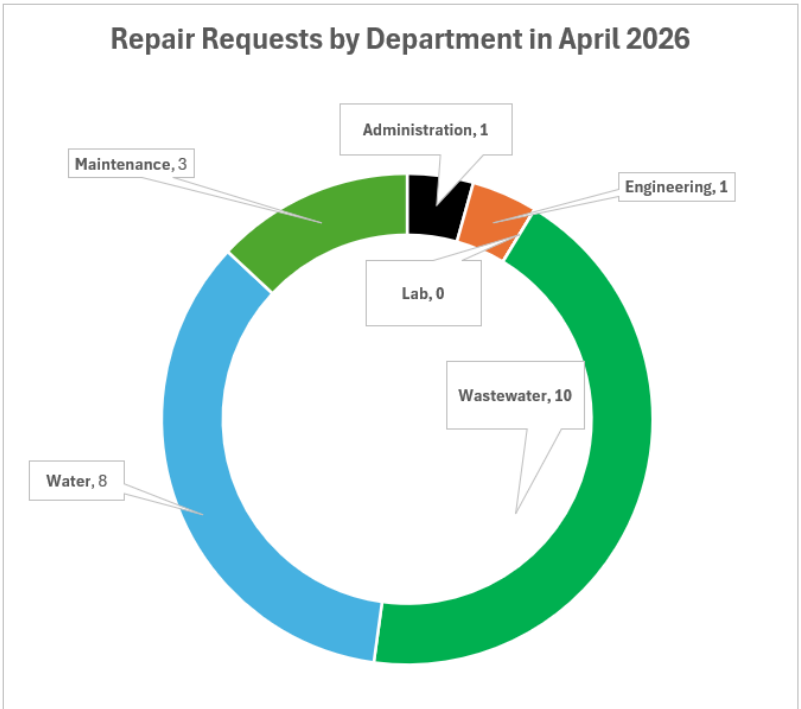


493 TOTAL SCHEDULED WORK ORDERS BY DEPARTMENT IN APRIL 2026

Background:

- Preventative work orders are on a 30, 90, 180, 365 day , 3 year and 5 year schedule- depending on the asset and the manufacturer recomendations.

APRIL 2026 REPAIR REQUESTS

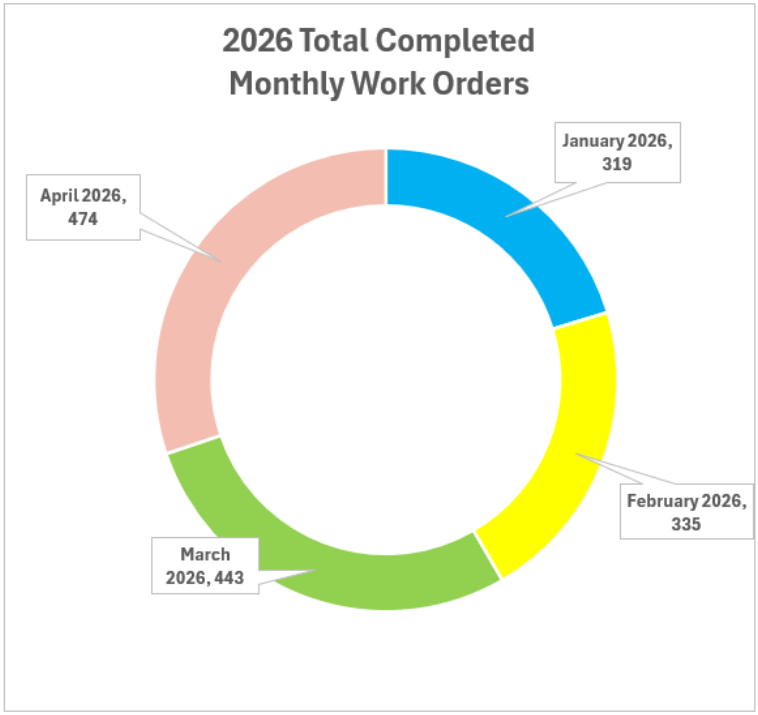


23 APRIL 2026 REPAIR REQUESTS

Background:

- These requests were unplanned.
- Some examples of these requests in April 2026:
  - Moores Creek Pump Station debris buildup on pumps impacting performace
  - Holding pond aerator pulled due operational issues
  - 2 vehicle repairs
  - Scottsville WWTP 10" influent valve replaced to the UV system

COMPLETED WORK ORDERS BY MONTH IN 2026

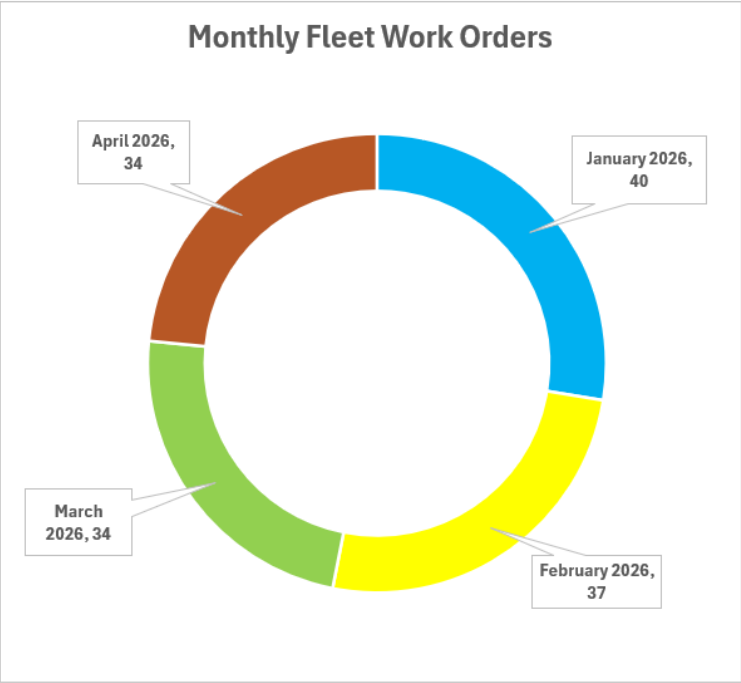


474 WORK ORDERS COMPLETED IN APRIL 2026

Background:

- This is total of all work orders completed by the Maintenance Department for 2026 by month.
- This includes the preventative and repair request work orders for each month.

MONTHLY FLEET WORK ORDERS

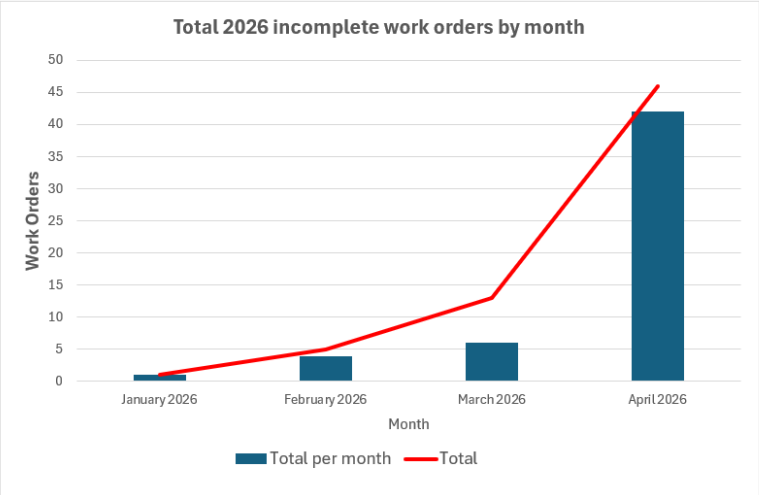


34 MONTHLY FLEET WORK ORDERS IN APRIL 2026

Background:

- Fleet work orders consist of the following :
- 5,000-Mile Vehicle Service
- 7,500-Mile Vehicle Service
- 25,000-Mile Vehicle Service
- 90-Day Vehicle Service
- 180-Day Trailer Service
- 5-Year Battery Service
- Annual State Inspection

TOTAL INCOMPLETE WORK ORDERS BY MONTH



42 OPEN WORK ORDERS IN APRIL 2026

Background:

- **April 2026 incomplete work orders**
  - **33 of the 42 work orders are water valve inspections that require night work due to their location in high traffic areas. RWSA will coordinate with ACSA to get these work orders completed. ACSA and RWSA valves inspections can done at the same time. They are located ver close together. ACSA has a crash truck, which will save RWSA ~$2,000/night.**
  - **The other 9 work orders are waiting on parts or replacement equipment**
- **9 incomplete work orders from previous months were closed in April 2026**

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **DANIEL G. CAMPBELL, DIRECTOR OF OPERATIONS & ENVIRONMENTAL SERVICES**

REVIEWED BY: **DAVE TUNGATE, DEPUTY EXECUTIVE DIRECTOR**
BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: **OPERATIONS REPORT FOR APRIL 2026**

DATE: **MAY 26, 2026**

WATER OPERATIONS:

The average and maximum daily water volumes produced in April 2026 were as follows:

Water Treatment Plant	***Average Daily Production (MGD)***	***Maximum Daily Production in the Month (MGD)***
South Rivanna	8.42	10.06 (4/16/2026)
Observatory	1.34	3.79 (4/14/2026)
North Rivanna	0.10	0.18 (4/7/2026)
Urban Total	9.86	12.80 (4/14/2026)
Crozet	0.61	0.82 (4/24/2026)
Scottsville	0.07	0.09 (4/25/2026)
Red Hill	0.002	0.003 (4/16/2026)
RWSA Total	10.54	-

- All RWSA water treatment facilities were in regulatory compliance during the month of April.

Status of Reservoirs (as of May 20, 2026):

- Urban Reservoirs are 97% of Total Useable Capacity
  - South Rivanna Reservoir is 100% full
  - Ragged Mountain Reservoir is 96% full
- Sugar Hollow Reservoir is 93% full
- Beaver Creek Reservoir (Crozet) is 100% full
- Totier Creek Reservoir (Scottsville) is 100% full

WASTEWATER OPERATIONS:

All RWSA Water Resource Recovery Facilities (WRRFs) were in regulatory compliance with their effluent limitations during April 2026. Performance of the WRRFs in April was as follows compared to the respective VDEQ permit limits:

WRRF	*Average Daily Effluent Flow (MGD)*	*Average $CBOD_5$ (ppm)*		*Average Total Suspended Solids (ppm)*		*Average Ammonia (ppm)*	
		RESULT	*LIMIT*	*RESULT*	*LIMIT*	*RESULT*	*LIMIT*
Moores Creek	8.66	<QL	9	<QL	22	0.27	6.4
Glenmore	0.147	<QL	15	5.1	30	NR	NL
Scottsville	0.046	<QL	25	3.6	30	NR	NL
Stone Robinson	0.0021	NR	30	NR	30	NR	NL

NR = Not Required

NL = No Limit

<QL: Less than analytical method quantitative level (2.0 ppm for CBOD, 1.0 ppm for TSS, and 0.2 ppm for Ammonia).

Nutrient discharges at the Moores Creek AWRRF were as follows for April 2026.

State Annual Allocation (lb./yr.) Permit		*Average Monthly Allocation (lb./mo.) **	*Moores Creek Discharge April (lb./mo.)*	*Performance as % of monthly average Allocation**	*Year to Date Performance as % of annual allocation*
Nitrogen	282,994	23,583	6,266	27%	14%
Phosphorous	19,637	1,636	218	13%	4%

*State allocations are expressed as annual amounts. One-twelfth of that allocation is an internal monthly benchmark for comparative purposes only.

LABORATORY OPERATIONS:

The RWSA Laboratory completed the following number of analyses in April 2026:

Purpose	***Water***	***Wastewater***
Compliance (VDH, VaDEQ*)	526	160
Non-Compliance (Treatment Process Monitoring)	282	55

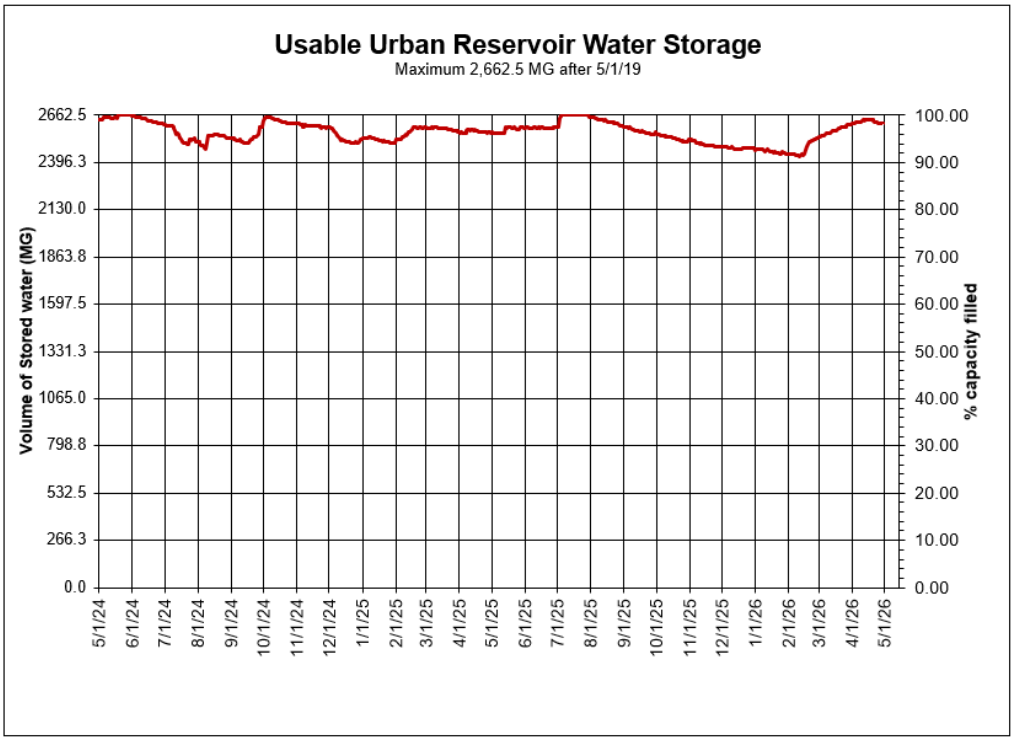
* VDH – Virginia Department of Health for drinking water

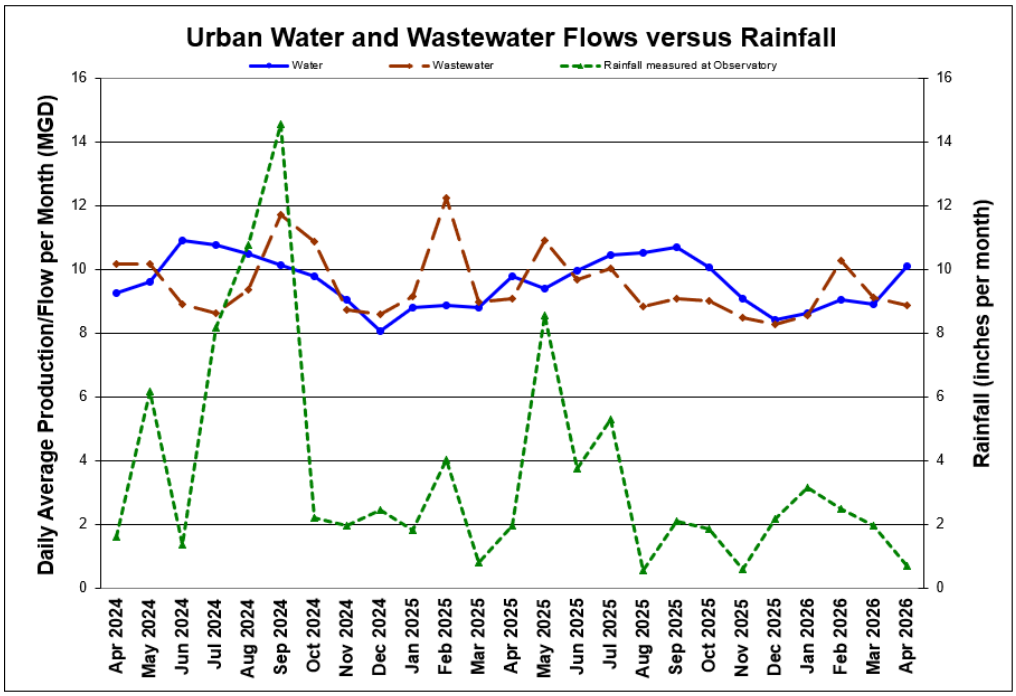
VaDEQ – Virginia Department of Environmental of Environmental Quality for wastewater

WATER AND WASTEWATER DATA:

The following graphs are provided for review:

- Usable Urban Reservoir Water Storage
- Urban Water and Wastewater Flows versus Rainfall





695 Moores Creek Lane | Charlottesville, Virginia 22902
434.977.2970
434.293.8858
www.rivanna.org

TO: RIVANNA WATER & SEWER AUTHORITY
BOARD OF DIRECTORS

FROM: BETHANY HOUCHENS, WATER RESOURCES COORDINATOR

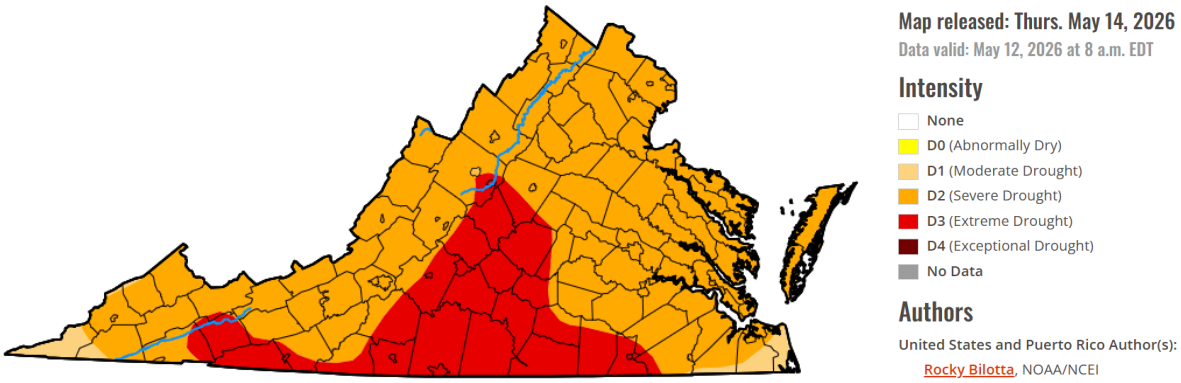
REVIEWED: DAVE TUNGATE, DEPUTY EXECUTIVE DIRECTOR
BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: DROUGHT MONITORING REPORT

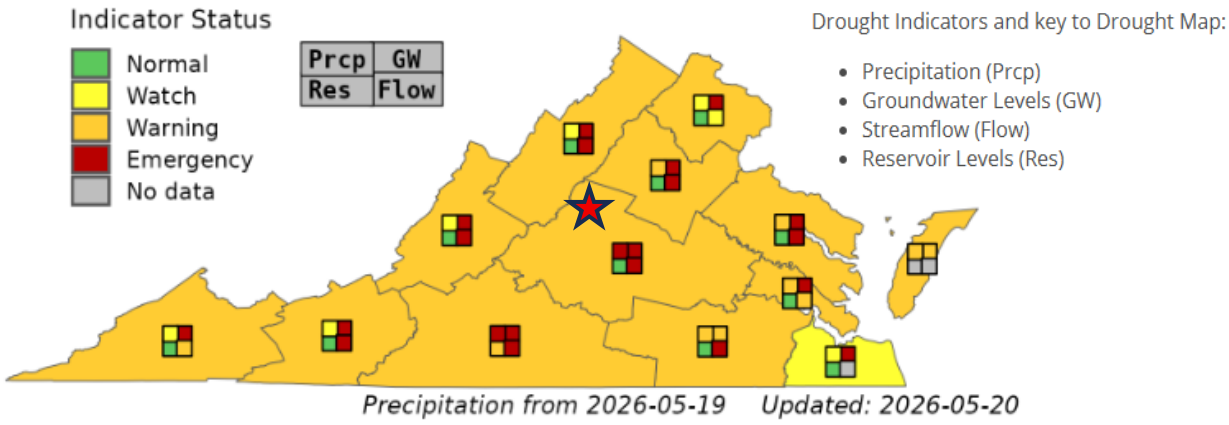
DATE: MAY 26, 2026

State and Federal Drought Monitoring as of May 20, 2026:

- U.S. Drought Monitoring Report: Indicates Albemarle County and the City of Charlottesville are in severe drought conditions. The southern portion of Albemarle County is in an extreme drought.

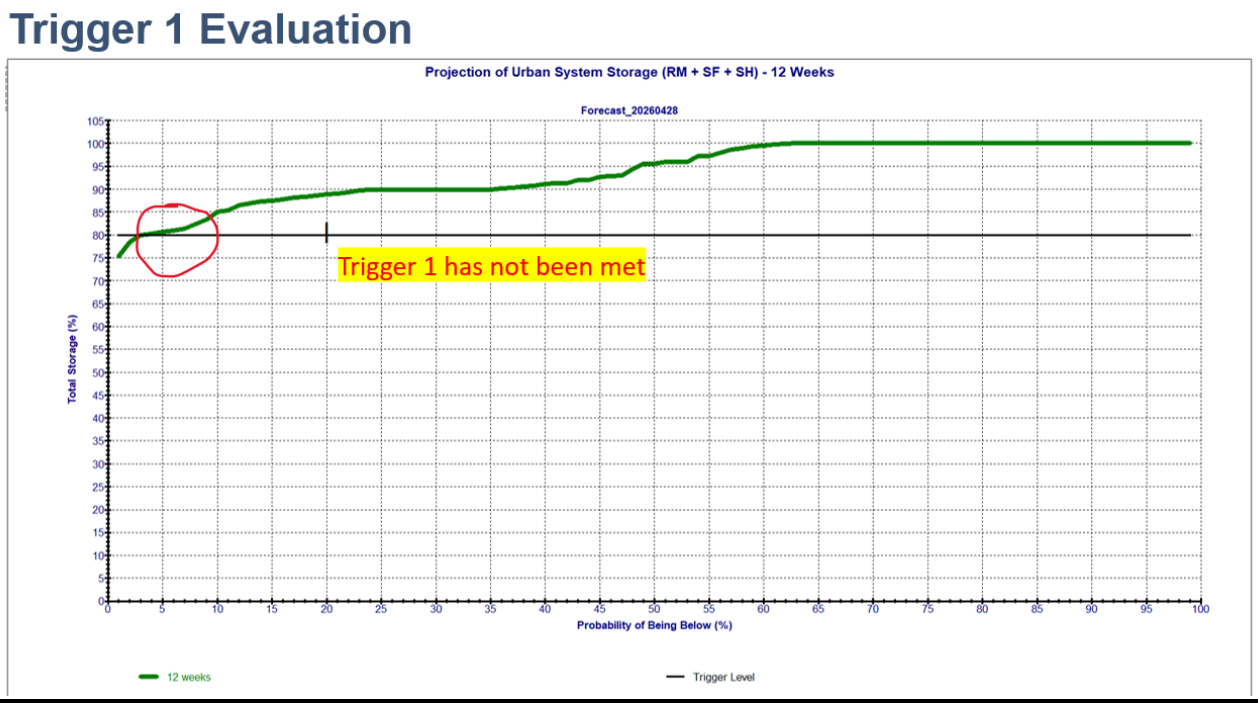


- VDEQ Drought Status Report: Our region is listed as being in a "Normal" level for Reservoir Levels. Groundwater, precipitation and streamflow are in an "Emergency"status.



★ Charlottesville and Albemarle County

Oasis Drought Model: April 28th, 2026



RWSA has not met our first Trigger (drought watch) of a 20% chance of being below 80% Urban reservoir capacity in the next 12 weeks.

The model shows a 5% chance of being at 80% capacity in the next 12 weeks, as shown below- where the green line meets the black trigger line of 80%.

The model does not account for climate change. It uses historical ensemble data to predict future patterns, with an inflow conditioning of the past 30 days to adjust for current conditions.

Precipitation & Stream Flows

Charlottesville Precipitation					
Year	Month	Observed (in.)	Normal (in.)	Departure (in.)	Comparison to Normal (%)
2022	Jan - Dec	43.53	41.61	+1.92	+5
2023	Jan - Dec	26.95	41.61	-14.66	-35
2024	Jan - Dec	39.56	41.61	-2.05	-5
2025	Jan - Dec	32.59	41.61	-9.02	-22
2026	Jan - April	7.53	12.14	-4.61	-38

Source: National Weather Service, National Climatic Data Center, Climate Summary for Charlottesville, Charlottesville Albemarle Airport station

Local Precipitation Summary				
4 Year Period	Observed (in.)	Normal (in.)	Departure (in.)	Comparison to Normal (%)
Jan 2022 – Dec 2025	142.63	166.44	-23.81	-14%

USGS Stream Gaging Station Near the Urban Area (May 7- May 13)				
Gage Name	Rolling 7-day Avg. Stream Flow		2025 Mean Streamflow	
	cfs	mgd	cfs	mgd
Mechums River	31.1	20.1	56.9	36.8
Moormans River	21.3	13.8	38.1	24.6
NF Rivanna River	32.5	21	61.8	39.9
SF Rivanna River	47.5	30.7	120.4	77.8

Mean streamflow for May 7th – May 13th, 2025

Status of Reservoirs as of May 20, 2026

- Urban Reservoirs are 97% of Total Useable Capacity
- Beaver Creek Reservoir (Crozet) is 100% of Total Useable Capacity
- Totier Creek Reservoir (Scottsville) is 100% of Total Useable Capacity

Drought History in Central Virginia

- Severe: 1838, 1930, 1966, 1979, 2002
- Longest: May 2007 - April 2009; 103 weeks
- Significant: every 10 -15 years
- Drought of Record: 2001- 2002; 18 months

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **WHOLESALE METERING REPORT FOR APRIL 2026**

DATE: **MAY 26, 2026**

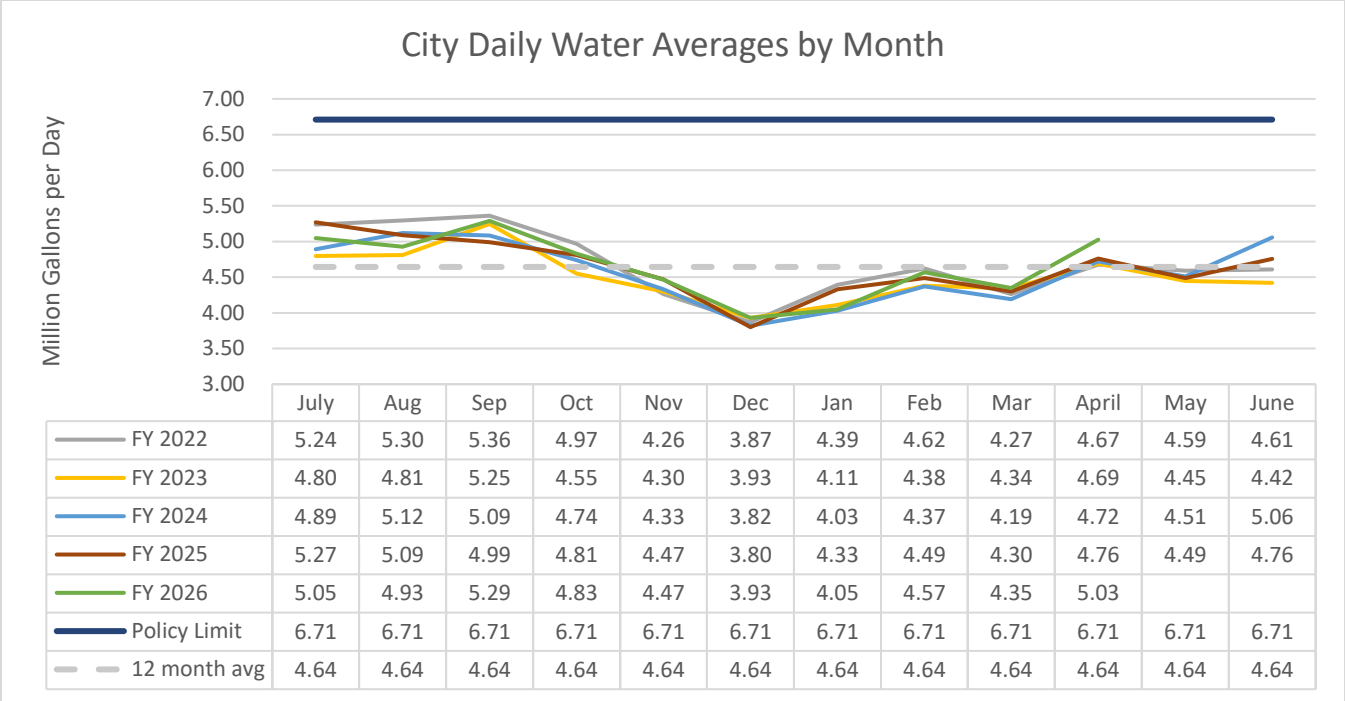
The monthly and average daily Urban water system usages by the City and the ACSA for April 2026 were as follows:

		Month	***Daily Average***	
City Usage (gal)		150,785,217	5,026,174	**49.7%**
ACSA Usage (gal)		152,345,024	5,078,167	**50.3%**
Total (gal)		**303,130,241**	**10,104,341**	

The *RWSA Wholesale Metering Administrative and Implementation Policy* requires that water use be measured based upon the annual average daily water demand of the City and ACSA over the trailing twelve (12) consecutive month period. The *Water Cost Allocation Agreement (2012)* established a maximum water allocation for each party. If the annual average water usage of either party exceeds this value, a financial true-up would be required for the debt service charges related to the Ragged Mountain Dam and the SFRR-RMR Pipeline projects. Below are graphs showing the calculated monthly water usage by each utility dating back to the beginning of FY 22, the trailing twelve-month average (extended back to May 2025), and the usage relative to the maximum allocation for each party (6.71 MGD for the City and 11.99 MGD for ACSA). Completed in 2019 for a cost of about $3.2 M, our Wholesale Metering Program consists of 25 remote meter locations around the City boundary and 3 finished water flow meters at treatment plants.

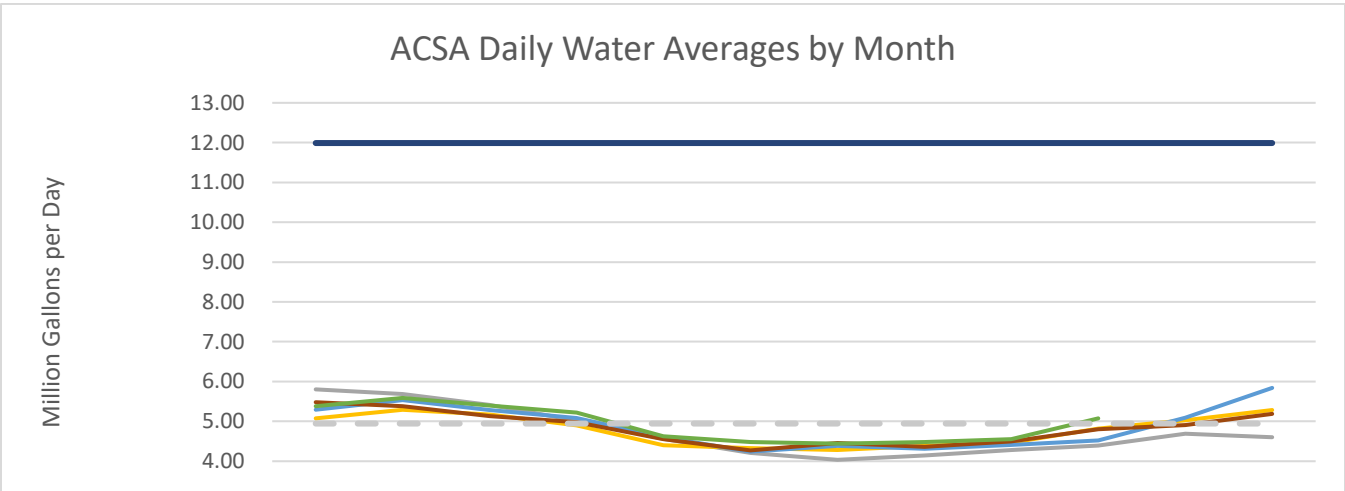
Note 1: Meter 14 was found to be offline at the end of March. Maintenance has replaced the register and is waiting for a component to arrive to finalize the repair. A 3-month average was used to create the data for March and April.

Figure 1: City of Charlottesville Monthly Water Usage and Allocation



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 2022	5.24	5.30	5.36	4.97	4.26	3.87	4.39	4.62	4.27	4.67	4.59	4.61
FY 2023	4.80	4.81	5.25	4.55	4.30	3.93	4.11	4.38	4.34	4.69	4.45	4.42
FY 2024	4.89	5.12	5.09	4.74	4.33	3.82	4.03	4.37	4.19	4.72	4.51	5.06
FY 2025	5.27	5.09	4.99	4.81	4.47	3.80	4.33	4.49	4.30	4.76	4.49	4.76
FY 2026	5.05	4.93	5.29	4.83	4.47	3.93	4.05	4.57	4.35	5.03		
Policy Limit	6.71	6.71	6.71	6.71	6.71	6.71	6.71	6.71	6.71	6.71	6.71	6.71
12 month avg	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64	4.64

Figure 2: Albemarle County Service Authority Monthly Water Usage and Allocation



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 2022	5.80	5.68	5.42	5.02	4.56	4.20	4.03	4.15	4.28	4.39	4.69	4.60
FY 2023	5.08	5.29	5.18	4.90	4.40	4.33	4.28	4.38	4.46	4.81	5.03	5.28
FY 2024	5.29	5.53	5.28	5.08	4.60	4.24	4.38	4.32	4.41	4.52	5.09	5.84
FY 2025	5.48	5.38	5.13	4.98	4.55	4.27	4.46	4.36	4.50	4.80	4.91	5.19
FY 2026	5.38	5.59	5.40	5.22	4.62	4.48	4.44	4.48	4.55	5.08		
Policy Limit	11.99	11.99	11.99	11.99	11.99	11.99	11.99	11.99	11.99	11.99	11.99	11.99
12 month avg	4.94	4.94	4.94	4.94	4.94	4.94	4.94	4.94	4.94	4.94	4.94	4.94

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **APPROVAL TO AMEND FY 26-30 CAPITAL IMPROVEMENT PLAN AND INCREASE CONSTRUCTION FUNDS – MCAWRRF STRUCTURAL AND CONCRETE REHABILITATION PROJECT**

DATE: **MAY 26, 2026**

This request is to amend the FY 26 – 30 Capital Improvement Plan budget for this project to increase the budget by $518,700 due to Change Orders required to complete unforeseen rehabilitation of the primary clarifiers. This request includes approval to increase the construction contingency authorization for the Executive Director from 10% to 14% (from $1,296,750 to $1,815,450). With this increase, the project budget will total $16,018,700.

Background

On February 25, 2025, the Board of Directors approved award of a Construction Contract to W.M. Schlosser Company, Inc. (W.M. Schlosser) for the MCAWRRF Structural and Concrete Rehabilitation Project in the amount of $12,967,500 including any change orders not to exceed 10% of this original contract amount. At that time, an amendment to the FY 25 – 29 CIP for the MCAWRRF Structural and Concrete Rehabilitation project was approved to increase the budget by $4,200,000 to a total project budget of $15.5 M. Since the project began, several Change Orders have been issued to account for unforeseen conditions which ultimately necessitated modification of the originally approved 10% contingency value to this recommended 14%.

This project comprises rehabilitation, repair and installation of multiple structural components throughout MCAWRRF, to include concrete repairs in both the equalization basins and holding ponds, rehabilitation to the existing primary clarifiers and associated influent splitter box, installation of a monorail and hoist over the aeration basins for NRCY pump removal, and rehabilitation to both the digester complex and compost shed roof and drainage system. Significant impacts to the construction budget are primarily due to unforeseen conditions associated with the primary clarifiers which involve discovery of severe metal deterioration of the weirs, support brackets, drive cages, and center columns, which were exposed during metal blasting for the coatings required by the contract. Most of the replacement components will be fabricated of FRP (fiber reinforced plastic) for longevity. Furthermore, the primary clarifier drives and motors are nearly 50 years old, have exceeded their useful life, and are deteriorating. The subcontractor that is rehabilitating the primary clarifiers specializes in refurbishing older clarifier equipment and can accomplish this work while each clarifier is out of service for internal repairs. All this work will provide the needed resiliency for operating the MCAWWRF and treating peak wet weather flows.

Conducting this work under the existing MCAWWRF Structural and Concrete Rehabilitation contract will eliminate the need for the future MCAWRRF Primary Clarifier Mechanical Upgrade project in the current CIP from FY 31-33. The current CIP budget for the MCAWWRF Structural and Concrete Rehabilitation project is $15.5 M. Incorporating the additional construction contingency costs represents an increase to the CIP Budget of $518,700 and a total revised project budget of approximately $16 M. Increasing this project budget by $518,700 reduces the FY 31-33 CIP by $2,650,000 by eliminating the future primary clarifier project.

Board Action Requested:

1. Amend the FY 2026 Capital Improvement Plan to increase the project budget by $518,700 to a revised total project budget of $16,018,700.

2. Authorize the Executive Director to execute construction contract Change Orders up to 14% of the original contract value.

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **APPROVAL TO AMEND FY 27-31 CAPITAL IMPROVEMENT PLAN AND INCREASE CONSTRUCTION FUNDS – AIRPORT ROAD WATER PUMP STATION PROJECT**

DATE: **MAY 26, 2026**

This request is to amend and increase the FY 27 Capital Improvement Plan budget for this project by $984,000 to a revised total of $10,984,000 and increase the authorization for construction change orders to $1.32 M to provide the third and fourth pumps and Variable Frequency Drives (VFDs) in the Airport Road Water Pump Station. Additional pumps and VFDs are needed to support increased water demand in the northern area of our drinking water system.

Background

The Rt. 29 Pipeline and Pump Station master plan was developed in 2007 and originally envisioned a multi-faceted project that reliably connected the North and South Rivanna pressure zones, reduced excessive operating pressures, and developed a new Airport pressure zone to serve the highest elevations near the Airport and Hollymead Town Center. The master plan was updated in 2018 to reflect the changes in the system and demands since 2007. The Airport Road Pump Station project was designed to provide a 1.5 million gallon per day pump station as a reliable and redundant finished water supply to the North Rivanna pressure zone. The pump station was designed to be expandable in the future, facilitate the abandonment of the North Rivanna Water Treatment Plant, and become the primary source of water to the North Rivanna pressure zone.

On October 26, 2021, the Board of Directors approved award of a Construction Contract to Anderson Construction, Inc. for the Airport Road Pump Station project in the amount of $8,520,312.50 including any change orders not to exceed 6% of this original contract amount. At that time, the FY 22-26 capital budget was increased by $2.4 M for a total project budget of $10 M. Although the pump station construction is complete and in service, several site restoration and paving punch list items remain open and final payment to the contractor has not been made.

In mid-2025 the Authority completed the Northern Area Master Plan, which projected additional growth in the area and outlined stepwise expansion of the pump station capacity. Since the completion of the 2025 Northern Area Master Plan, prompt implementation of increased water supply to the north of the Airport Road Pump Station has become critical to serve new large industrial users by next year. Numerous rezonings and construction projects within the Northern Area have also increased the need for future pumping capacity. The pump station currently has two 1.5 MGD pumps with a firm capacity of 1.5 MGD (capacity with the largest pump out of

service). Anticipated maximum day flows in late 2027 may reach an estimated 2.8 MGD, and then 4.7 MGD by 2029, so additional pumping capacity is needed to serve the northern areas. Considering that Anderson Construction's contract is still open, and the long lead times on pumping equipment, we requested a quote for the installation of two additional 2.5 MGD pumps and VFDs which will increase the firm pump station capacity to 5.5 MGD once electrical upgrades are complete. The estimated cost for this additional work is $1.32 M and will be funded as follows:

1. $336,000 remains in the initial 6% contingency awarded by the Board of Directors in October 2021 and is included in the existing $10 M capital budget.
2. $705,000 will be transferred from the new Airport Road Tank No. 1 and Pump Improvements Project (Capital Project #22) to the Airport Road Pump Station Project since that project included funding for one additional pump. The Airport Road Tank No. 1 and Pump Improvements Project budget will be reduced from $7,250,000 to $6,545,000.
3. $279,000 of additional funding is requested to fund this change order.

Board Action Requested:

1. Amend the FY 2027-2031 Capital Improvement Plan to increase the Airport Road Pump Station project budget by $984,000 ($705,000 + $279,000) to a revised total project budget of $10,984,000 and to reduce the Airport Road Tank No. 1 and Pump Improvements Project budget by $705,000 from $7,250,000 to $6,545,000.

2. Authorize the Executive Director to execute construction contract Change Orders up to $1.32 M.

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

MEMORANDUM

TO: **RIVANNA WATER & SEWER AUTHORITY BOARD OF DIRECTORS**

FROM: **BILL MAWYER, EXECUTIVE DIRECTOR**

SUBJECT: **APPROVAL TO INCREASE CONSTRUCTION CONTINGENCY – GLENMORE WATER RESOURCE RECOVERY FACILITY BLOWERS, UV DISINFECTION, AND MANUAL TRANSFER SWITCH IMPROVEMENTS – MAVERICK CONSTRUCTION**

DATE: **MAY 26, 2026**

This request is to authorize an increase of $246,000 in the construction contingency (from 10% to 33% of the contract value) to replace a deteriorated wastewater bar screen. The contract was awarded in December 2025 for $1.067 M with authorization for construction change orders up to 10% of the contract amount. Replacement of the bar screen was not foreseen or required by the contract but is needed immediately to maintain proper operation of the treatment equipment. The project will remain within the approved CIP Budget of $1.959 M with the $246,000 addition to the construction contingency.

Background

The Glenmore WRRF provides wastewater treatment and disposal for the Glenmore community. The WRRF was built in 1992 and due to its age, a needs assessment was prepared to evaluate the existing infrastructure and prioritize its replacement. The current capacity of the facility is adequate for the present demands, however, there were several interim improvements identified and ultimately included in an initial project. These improvements included replacement of the existing aeration blowers and UV disinfection unit, as well as installation of a new manual transfer switch to provide electric power from a portable generator when needed. The existing UV disinfection unit has outlived its useful service life and no longer has spare parts available from the manufacturer. The existing aeration blowers have outlived their useful service life and have caused noise complaints from nearby property owners that will be mitigated with the new blowers. The manual transfer switch will increase the resiliency of the facility by providing a simple way to connect a portable generator, should utility power be lost and the existing backup generator fail to start.

The bar screen serves to catch large debris, such as rags, and prevent the debris from entering the treatment plant and impacting downstream processes. It was installed in 1992 and was expected to be replaced in the second phase of this project. However, the bar screen has recently failed, necessitating replacement in the project's current phase.

The current construction contract with Maverick Construction LLC has a total value of $1,067,125.

The previously approved contingency is 10% of the construction contract, or $106,713. To replace the bar screen during this project, an increase in the contingency to 33% of the contract value or $352,151, is required. The total project budget after this addition will be $1.879 M, which remains below the approved total CIP budget of $1.959 M.

Board Action Requested:

Authorize the Executive Director to execute construction contract Change Orders up to 33% of the original contract value, an increase of $246,000, for the Glenmore WRRF Blowers, UV Disinfection, and Manual Transfer Switch Improvements Project.



Beaver Creek Raw Water Pump Station, Intake, and Raw Water Main Project – Easement Negotiation Update

Victoria Fort, P.E.

Senior Civil Engineer

Board of Director's Meeting

May 26, 2026

RIVANNA WATER & SEWER AUTHORITY

PROJECT BACKGROUND & OVERVIEW

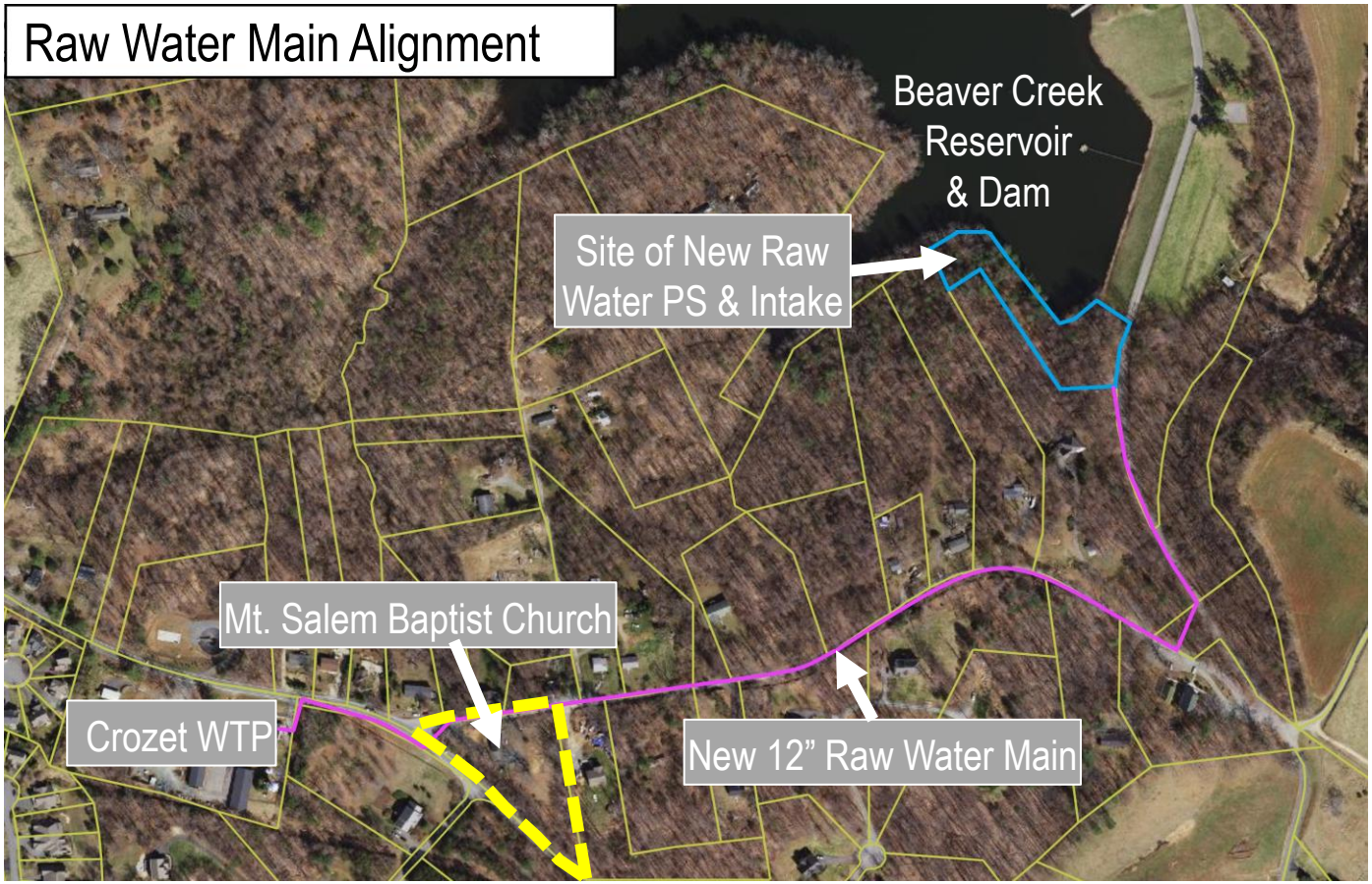
- The existing raw water pump station at the Beaver Creek Dam was constructed in 1964 and is located below the dam.

- Increased raw water pumping needs, dam safety upgrades, and new minimum instream flow requirements necessitate moving the pump station away from its current location.

- The new pump station will be constructed next to the dam on the Beaver Creek Reservoir. A new raw water main will be installed from the pump station to the Crozet Water Treatment Plant, requiring temporary and permanent easements on private property and within prescriptive right-of-way.

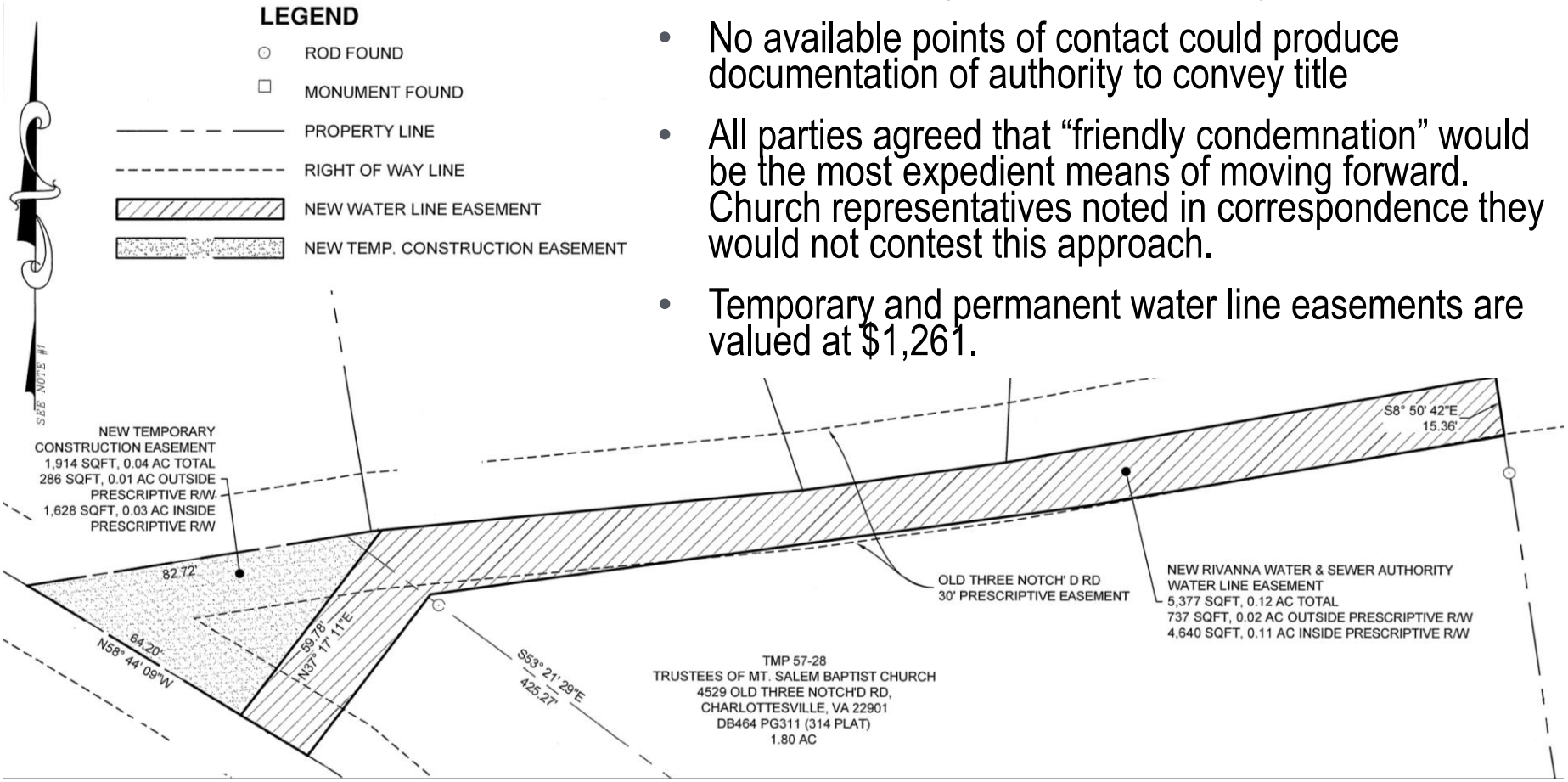
RAW WATER MAIN EASEMENT ACQUISITION STATUS

- 24 Easements Required
- 21 Easements Complete
- 2 Easements signed, awaiting execution of Trustee documents to record (Mountain Plain Baptist Church)
- 1 Easement remaining - Mt. Salem Baptist Church is unable to convey title



MT. SALEM NEGOTIATION SUMMARY

- ERM & Associates conducted negotiations with Mt. Salem from August 2025 – February 2026
- No available points of contact could produce documentation of authority to convey title
- All parties agreed that “friendly condemnation” would be the most expedient means of moving forward. Church representatives noted in correspondence they would not contest this approach.
- Temporary and permanent water line easements are valued at $1,261.



Noncontested Condemnation Process: Valerie Long

1. Deliver bona fide offer and supporting materials.
2. Conduct a Public Hearing at the June Board Meeting.
3. After any public comments, vote on proposed resolution authorizing the condemnation.
4. If resolution is approved, file Notice of Intent to file Certificate of Take with Payment.
5. Between 30-45 days after - file Certificate of Take with Payment with the court.
6. RWSA can proceed with bidding and construction.
7. File the Petition for Condemnation; complete condemnation process with court (must be filed no later than 100 days of filing Certificate of Take).

Questions?

Board Action Requested:

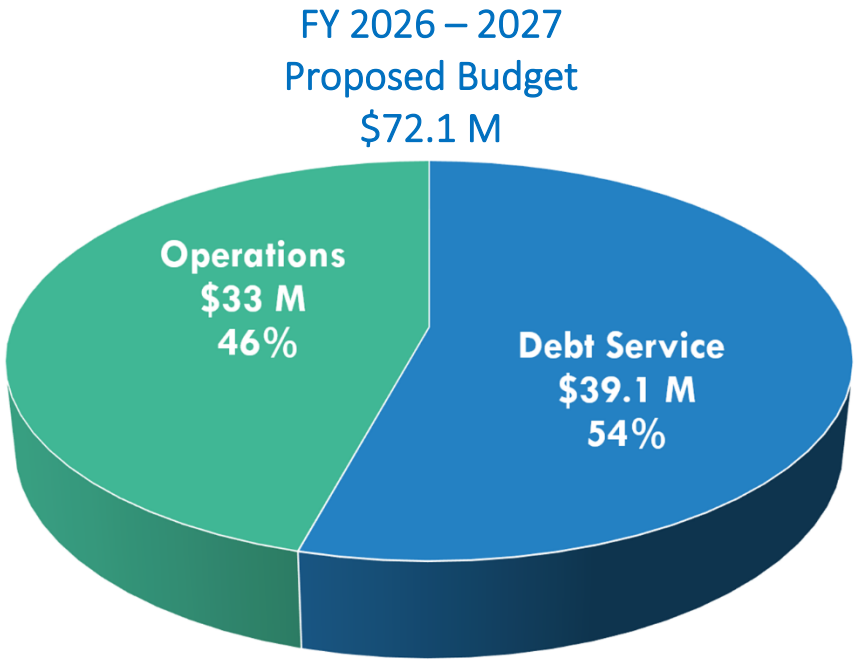
Vote to consider advertisement of the public hearing for the condemnation.

Rivanna Water and Sewer Authority
Draft
FY 2026-2027 Budget

Budget Overview

The Rivanna Water and Sewer Authority provides wholesale drinking water and wastewater treatment services for the Albemarle County Service Authority (ACSA) and the City of Charlottesville Utilities Department (City). An FY 2026-2027 budget of $72.1 million is proposed to support the quality of life and economic development desired by both localities. The proposed budget was developed to strategically provide these water and wastewater services for our community in a reliable, regulatory compliant, environmentally protective, and financially responsible manner.

To provide the capacity and reliability needed to appropriately serve our customers, we are guided by our Strategic Plan priorities of *Optimization and Resiliency*, *Communication and Collaboration*, *Planning and Infrastructure*, *Environmental Stewardship*, and *Workforce Development*. The proposed budget includes $39.1 million for Debt Service charges and $33 million for Operating expenses, including a budget increase of $8.1 million, or 12.6%.

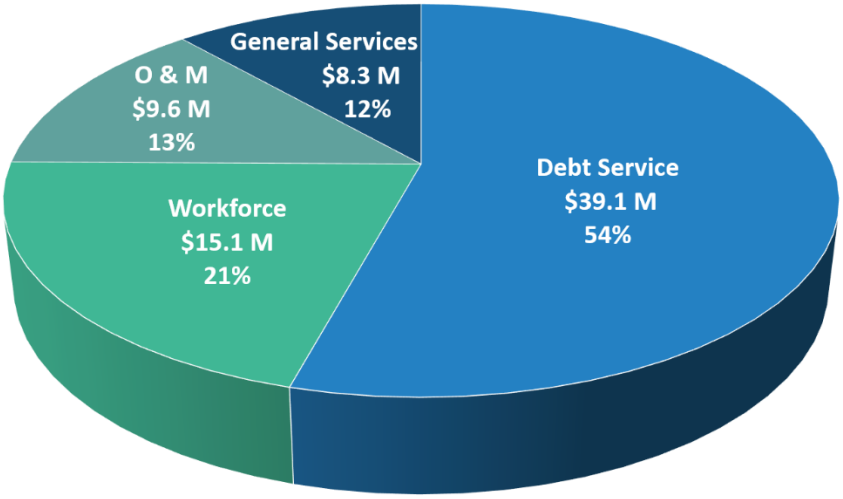


Debt Service charges represent 54% of our budget and provide funding to construct and renew our major infrastructure including water and wastewater treatment plants, pumping stations, piping systems, reservoirs and administrative facilities. Operating expenses represent 46% of our budget and include the following:

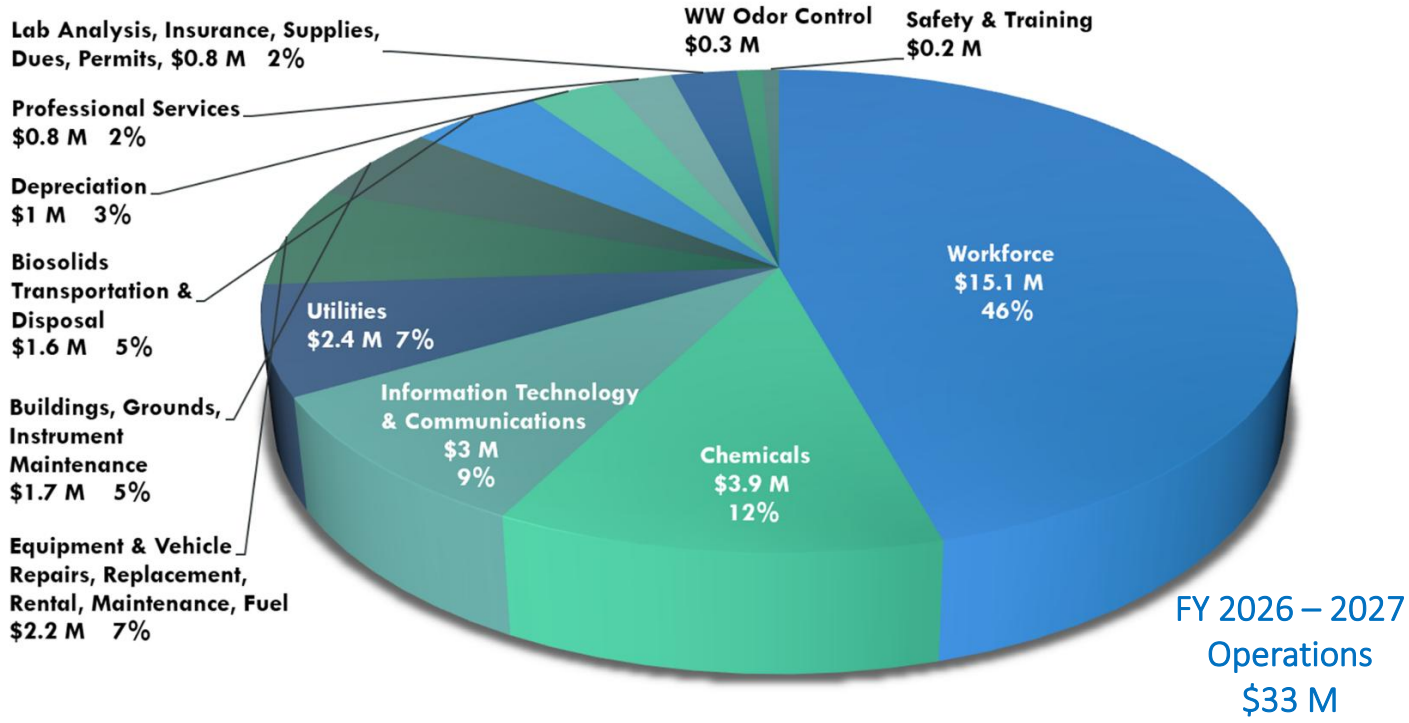
1. General Services:
   - professional and nonprofessional contract services; utilities; biosolids transportation and disposal; odor control; information technology; insurance; permits; and communications
2. Operations and Maintenance:
   - chemicals; repairs and maintenance for buildings, vehicles, and equipment; fuel; and depreciation
3. Workforce:
   - salaries, benefits, training and uniforms, as shown below:

Rivanna Water and Sewer Authority
Draft
FY 2026-2027 Budget

FY 2026 – 2027
Proposed Budget
$72.1 M



A detailed summary of our Operating expenses is shown below:



FY 2026 – 2027
Operations
$33 M

To support our Debt Service, Operating, and Strategic Plan goals, the FY 2026-2027 budget proposes an increase of $5.7 million in Debt Service charges and an increase of $2.4 million in Operating expenses for a total budget increase of $8.1 million. Rates in the Urban Centers are proposed to increase:

- $0.300 per 1000 gallons = 8.2% for water
- $0.202 per 1000 gallons = 5.4% for wastewater

Monthly Debt Service charges to City Utilities will increase:

- $89,852 = 19% for Urban water
- $43,019 = 9% for Urban wastewater

Monthly Debt Service charges to the ACSA will increase:

- $199,400 = 24% for Urban water
- $64,691 = 12% for Urban wastewater
- $92,120 = 19% for non-Urban water
- $27,934 = 24% for non-Urban wastewater

Actual Water and Wastewater Flows

Actual FY 2024-2025 water and wastewater retail flows reported by City Utilities and ACSA are proportioned to allocate RWSA's operating costs to serve the Urban Area, in accordance with the "Working Agreement on Urban Area Wholesale Flow Allocation and Billing Methodology" (1983). Based on the actual retail flows reported in FY 2024-2025, there was no change in the allocation of costs to the City or the ACSA as shown below.

Allocation of flows (based on retail flows):

	FY 2026	**FY 2027**
City Water	48%	48%
ACSA Water	52%	52%
City Wastewater	46%	46%
ACSA Wastewater	54%	54%

Expenses

Daily hauling and disposal of wastewater biosolids and water residuals to a compost facility in Waverly, Va. will be a major driver of our expense increases next year along with chemicals, information technology and replacement of equipment which is deteriorated and has reached the end-of-life cycle. Three additional positions are proposed to strengthen our information technology and construction administration resources. In addition, a 2% merit pool and 2.5% cost-of-living allowance are proposed for salary increases to help us retain and attract highly skilled staff to provide our essential services. A brief description of proposed budget investments includes:

A. Increase in Operating Expenses: $2.4 M

1. Water and Wastewater Programs: $1.2 M

a. Biosolids and Residuals Hauling and Disposal	$0.5
b. Chemicals	$0.4
c. Information Technology	$0.2
d. Equipment Replacement	$0.2
e. Reductions: consultants, travel, training	<$0.1>

2. Personnel: **$1.2 M**

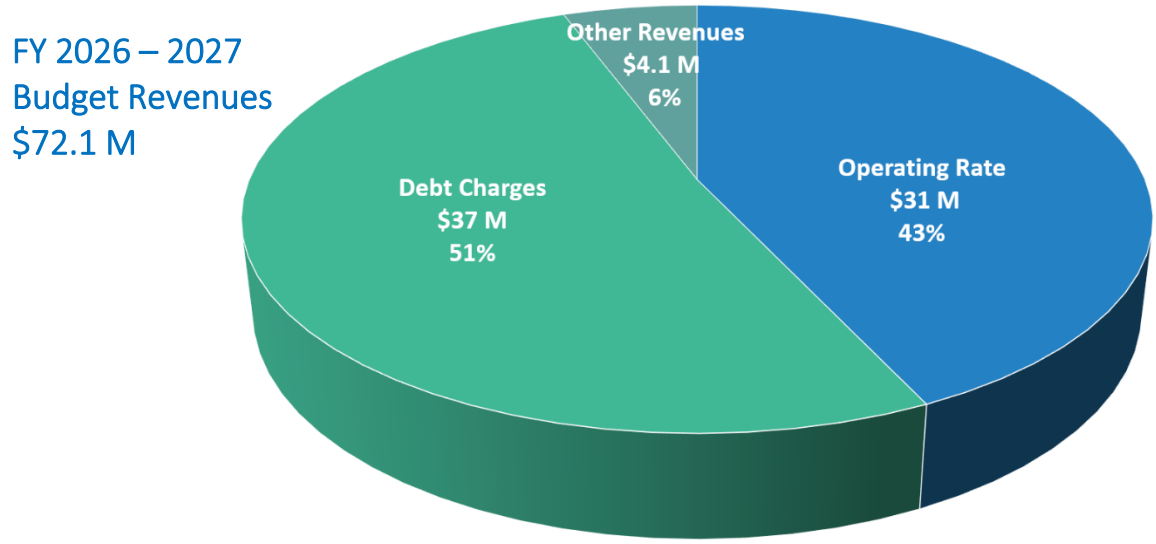
a. 2 % merit + 2.5% cola $0.45
b. VRS, Taxes, Health and Life Insurance $0.40
c. FY 27 positions $0.39
   - Director of Information and Operational Technology
   - Project Engineer
   - Construction Inspector

B. Increase in Debt Service Charges: **$5.7 M**

Debt Service costs of $39.1 million represent the largest component of our budget (54%) and of our budget increase (71%). These debt costs are estimated to increase $5.7 million to support our investment in major water supply infrastructure projects in our FY 27 – 31 CIP. Essential projects will complete our community's water supply plan crafted in 2012 including the S. Rivanna Reservoir to Ragged Mtn. Reservoir Water Line and Pump Station and the Ragged Mtn Reservoir to Observatory WTP Water Line and Pump Station. Significant regulatory and water distribution projects including the Beaver Creek Reservoir Spillway, Pump Station and Water Line to support the Crozet community, and the Central Water Line to strengthen our Urban treated water distribution system, are prominent in our 5-year CIP.

Revenues

Revenues for FY 2026 - 2027 are based upon estimated water and wastewater Operating Rates totaling $31 million, Debt Service charges of $37 million, and other Debt Service revenues of $4.1 million (interest, septage, RSWA allocation, nutrient credits), as shown below:



A summary of major investment-driven budget increases is provided below. **Appendix 8** provides a line-by-line review of the proposed budget for the Authority as a whole.

Rivanna Water and Sewer Authority
Draft
FY 2026-2027 Budget

Summary of Budget Expenses
Operating Budget Specific
FY 2027
Significant Line - item increases

	Line Item	Notable Items	Budget Change over Prior year
Personnel cost			
• Salary Adjustment 2.5% COLA & 2% Merit increase	11000	448,150	
• New Positions FY2027 - 3 FTE's	11000	390,000	
• Personnel costs related changes - Benefits(VRS, Taxes, Life Ins., Health)	12XXX	402,350	
Total change in personnel and benefit costs			**$ 1,240,500**
General overall changes			
Professional Services			
• Engineering Professional Services - All departments	20300		$ (44,000)
• Legal Fees - Closer to actual trend - All departments (spent $144k last year)	20100		$ 40,000
All Departments - Certain Items			
• Hardware - reduction in server infrastructure needs	31100		$ (140,250)
• Software and Subscriptions - increases due to cloud hosting transition	31250		$ 519,900
• Security Systems	31300		$ (48,800)
• Radio Maintenance - still paying Alb County for installation	22100		$ 40,500
• Telephone and Data	22150		$ 22,000
• Education and Training	13150		$ (42,300)
• Travel - Lodging	13200		$ (24,700)
Urban Water			
• Property Insurance - several insurable values were overestimated	21100		$ (21,700)
• Watershed Mgt	21250		$ (30,000)
• Lab Analysis	21350		$ (48,600)
• General Other Services - sludge process increase	21420		$ 70,400
• SCADA Maint.	31150		$ (60,000)
• Security	31300		$ 17,600
• Chemicals - see worksheet	41450		$ 340,900
Urban Wastewater			
• General Other Services - Biosolids Increase	21420		$ 402,700
• Building and Grounds	41100		$ (61,800)
• Pipeline and Appurtenances (less ROW clearing)	41350		$ (62,500)
• Equipment Maint	41550		$ (514,500)

Rivanna Water and Sewer Authority
Draft
FY 2026-2027 Budget

Summary of Budget Expenses
Operating Budget Specific
FY 2027
Significant Line - item increases

	Line Item	Notable Items	Budget Change over Prior year
Crozet			
• Pipeline and Appurtenances (Foxchase)	41350		$ 39,000
• Chemicals - See Data Table Worksheet	41450		$ 36,200
Scottsville Water			
• Equipment Maint (spare IPS Pump)	41550		$ 55,000
• Equipment over $10,000 (portable generator booster PS)	81250		$ 110,000
Scottsville WW			
• SCADA Maint.	31150		$ (25,000)
• Building and Grounds - lagoon work, fence and tree work	41100		$ 13,500
Pipeline / Appurtenances (RRA manhole monitoring)	41350		$ 12,500
• General Other - trend, lagoon pumping	41700		$ 18,600
Administration			
• Advertising & Comm (outreach $75,000)	21150		$ 56,300
• Software Subscriptions - Safety mgt system	31250		$ 20,000
Finance			
• Fin and Admin Services - RSM support on investigating new ERP system	20200		$ 89,000
Maintenance			
• Safety Programs	21253		$ 15,100
• Equipment over $10,000	81250		$ (125,300)
Lab			
• Materials and Supplies	41400		$ 20,000
• Software Subscriptions - Lab information system	31250		$ 29,000
• Equipment over $10,000 - autoclave, dishwashers for new building	81250		$ 54,000
• All other changes - All Departments			$ 82,150
FY 2027 Total increases in estimated operating expenses			**$ 2,423,000**

Debt Service & Capital Improvements

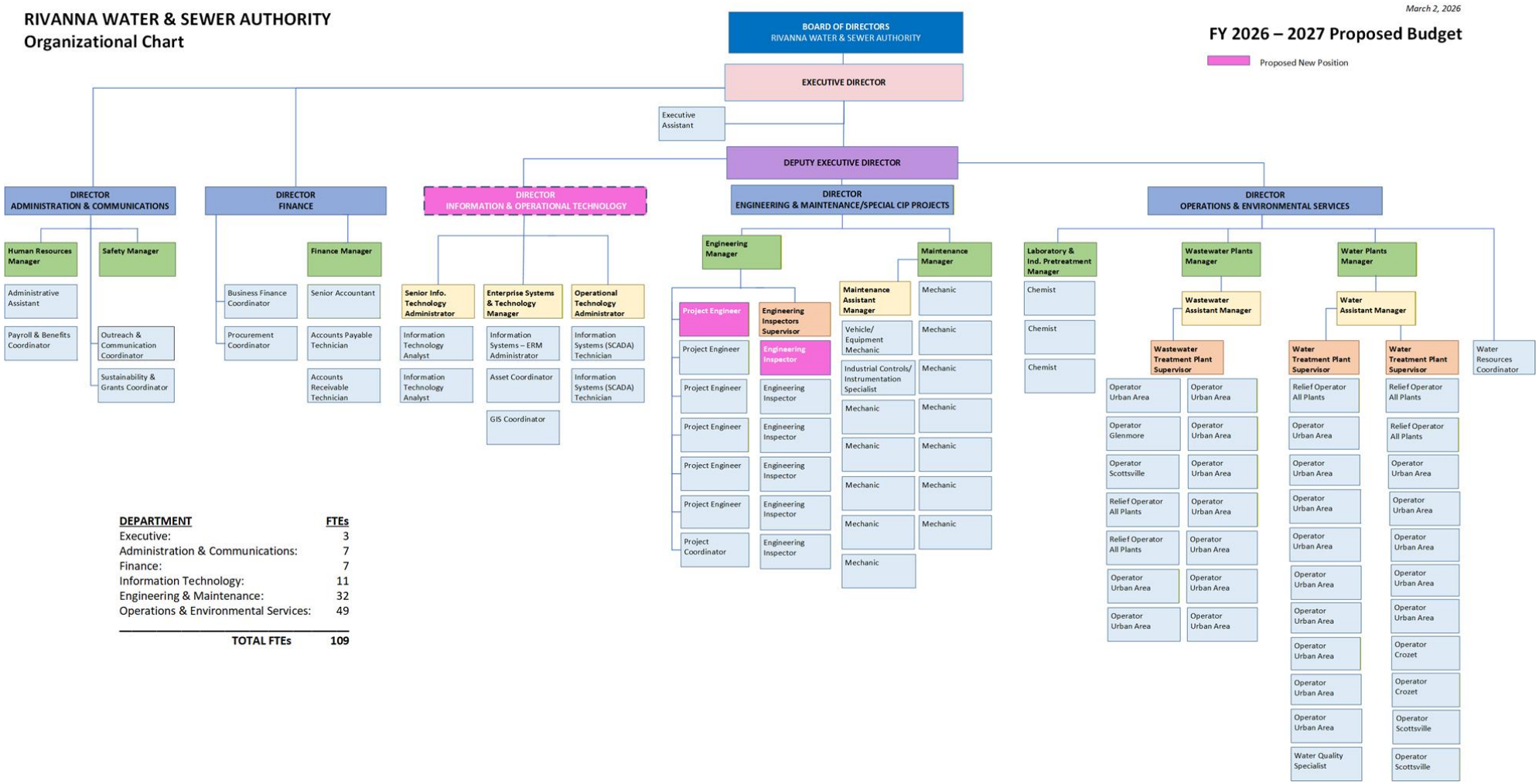
Debt service requirements for the Capital Improvement Plan (CIP) are included in the budget request. The FY 27-31 CIP totals $604 million, an increase of $54 million as compared to the FY 26-30 CIP. Projects totaling $38 million transitioned into FY 2031 of the five-year CIP, nine projects totaling $20 million were added, and a budget decrease of $4 million was included for revisions to existing projects. More detailed information on the proposed FY 2027 – 2031 CIP can be found at: https://rivannawater.org/who-we-are/#financials-rates. The table below shows the changes in estimated project costs reflected in the CIP:

Project Cost	2026-2030 Adopted CIP	Projects Completed	New or Additional Project Costs	2027-2031 Draft CIP	Change $	Change %
Urban Water Projects	$ 313,243,800	$ -	$ 34,264,200	$ 347,508,000	$ 34,264,200	11%
Urban Wastewater Projects	129,409,000	(6,200,000)	5,343,000	128,552,000	(857,000)	-1%
Shared Projects	7,435,481	(405,875)	(2,382,106)	4,647,500	(2,787,981)	-60%
Non-Urban Projects	100,190,000	-	23,272,000	123,462,000	23,272,000	19%
Total Project Cost Estimates	**$ 550,278,281**	**$ (6,605,875)**	**$ 60,497,094**	**$ 604,169,500**	**$ 53,891,219**	9%

The Authority has programmed into the FY 2026-2027 budget charges that fund the additional debt service anticipated by the proposed CIP. Cumulatively, the Authority has built 43% of future debt service costs into the rates and charges for all rate centers in FY 2026-2027. This is done by using the CIP as a guide for future debt needs, and including an average charge increase over that five-year period. This proactive approach prevents large spikes in charges for any given year in which new debt is actually issued - effectively leveling the impact on charges.

For example, current Urban Water charges have 44.2% ($9.7 million) of the needed future debt service revenues already built into the charges to cover the total funding needed for the next five years, which is $14.79 million. This will require the remaining $19.6 million to be included in the future debt service charge as an annual increase over the next four years to fund the Water projects within the CIP.

	Next Five Years		
	Annual Estimated NEW Debt Service related to 5-year CIP New Debt	New Debt Service Cost built into FY 2027 Rates	Percentage of Debt Service in FY 2027 Rates
Urban Water	$ 21,973,000	$ 9,705,550	44.2%
Urban Wastewater	5,481,800	1,825,650	33.3%
Non-Urban Rate Centers	6,914,400	3,259,400	47.1%
	$ 34,369,200	$ 14,790,600	43.0%



DEPARTMENT	FTEs
Executive:	3
Administration & Communications:	7
Finance:	7
Information Technology:	11
Engineering & Maintenance:	32
Operations & Environmental Services:	49
TOTAL FTEs	**109**

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

RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2026-2027, EFFECTIVE JULY 1, 2026
BY THE RIVANNA WATER AND SEWER AUTHORITY

WHEREAS, the Rivanna Water and Sewer 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 Water and Sewer Authority hereby adopts the Rate Schedule for Fiscal Year 2026-2027, to be effective on July 1, 2026.

Rate Schedule

Water Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.942	Per 1,000 gallons
City	Debt Service	$	553,528	Per month
ACSA	Debt Service	$	1,046,862	Per month
Crozet				
ACSA	Operating	$	141,386	Per month
ACSA	Debt Service	$	312,805	Per month
Scottsville				
ACSA	Operating	$	88,797	Per month
ACSA	Debt Service	$	33,041	Per month

Wastewater Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.921	Per 1,000 gallons
City	Debt Service	$	509,019	Per month
ACSA	Debt Service	$	594,370	Per month
Glenmore				
ACSA	Operating	$	62,115	Per month
ACSA	Debt Service	$	23,558	Per month
Scottsville				
ACSA	Operating	$	46,600	Per month
ACSA	Debt Service	$	8,761	Per month

The Rivanna Water & Sewer Authority (Rivanna) was created by the City of Charlottesville (City) and the County of Albemarle in 1972 to supply and treat water for drinking and to provide wastewater treatment. The above fees represent Rivanna's fees and charges to the City Utilities and the Albemarle County Service Authority (ACSA) for these services and are not the same as the City Utilities and ACSA charges to individual residents and businesses. Debt Service covers capital-related project costs and are different for the City Utilities and ACSA reflecting terms of contractual agreements.

The City Utilities and the ACSA distribute drinking water and collect wastewater from individual residents and businesses and charge retail rates that combine charges from the above schedule to reflect their service costs, including Rivanna's costs.

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

RIVANNA
WATER & SEWER AUTHORITY



DRAFT BUDGET

FISCAL YEAR 2027



Rivanna Water & Sewer Authority
695 Moores Creek Lane, Charlottesville, Virginia 22902

RIVANNA WATER & SEWER AUTHORITY
FY 2027 DRAFT Budget

Prepared: Draft 9
Adopted: March 20, 2026

Table of Contents

			Page
Budget Highlights			
Narrative			i-viii
Departmental Summary of Revenues and Expenses			1
Summary of Itemized Rates			2
Summary of Charges to Customers			3
	Urban Water:	Summary Sheet	7
		Expense Detail	8-9
	Crozet Water:	Summary Sheet	11
		Expense Detail	12-13
	Scottsville Water:	Summary Sheet	15
		Expense Detail	16-17
Wastewater:	Urban Wastewater:	Summary Sheet	21
		Expense Detail	22-23
	Glenmore Wastewater:	Summary Sheet	25
		Expense Detail	26-27
	Scottsville Wastewater:	Summary Sheet	29
		Expense Detail	30-31
Support Departments:			
	Administration		35-37
	Finance		39-41
	Maintenance		43-45
	Lab		47-49
	Engineering		51-53
	Information Technology		55-57
Appendices:			
1 - Flow Projections			61
2 - Urban Water Debt Service Rates			62
3 - Urban Wastewater Debt Service Rates			63
4 - Other Rate Centers Debt Service Rates			64
5 - Debt Summary			65
6 - Stone Robinson			66
7 - Detailed Summary of Revenues			67
8 - Detailed Summary of Expenses			68-69
9 - Staffing by Department			70-71

This page left blank intentionally.

Budget Highlights

- Executive Summary Narrative

Budget Details

Pages 1 - 71

This page left blank intentionally.

Departmental Summary of Revenues and Expenses

Summary of Revenues

	FY 2026	FY 2027	$ Change	% Change
Operations Revenues				
Urban Water	$ 12,586,000	$ 13,587,000	1,001,000	7.95%
Crozet Water	1,607,000	1,740,000	133,000	8.28%
Scottsville Water	860,000	1,073,000	213,000	24.77%
Urban Wastewater	13,421,000	14,078,000	657,000	4.90%
Glenmore Wastewater	679,000	751,000	72,000	10.60%
Scottsville Wastewater	496,000	563,000	67,000	13.51%
Administration	417,000	444,000	27,000	6.47%
Finance	581,000	314,000	(267,000)	-45.96%
Maintenance	-	-	-	
Lab	-	-	-	
Engineering	-	256,000	256,000	
Information Technology	-	262,000	262,000	
Total	$ 30,647,000	$ 33,068,000	$ 2,421,000	7.90%
Debt Service Revenues				
Urban Water	$ 16,688,000	$ 20,193,000	3,505,000	21.00%
Crozet Water	3,254,000	3,932,000	678,000	20.84%
Scottsville Water	313,000	403,000	90,000	28.75%
Urban Wastewater	12,953,000	14,147,000	1,194,000	9.22%
Glenmore Wastewater	145,000	283,000	138,000	95.17%
Scottsville Wastewater	60,000	109,000	49,000	81.67%
Total	$ 33,413,000	$ 39,067,000	$ 5,654,000	16.92%
Total Revenues	**$ 64,060,000**	**$ 72,135,000**	**$ 8,075,000**	**12.61%**

Summary of Expenses

	FY 2026	FY 2027	$ Change	% Change
Operations Expenses				
Urban Water	$ 7,899,000	$ 8,317,000	418,000	5.29%
Crozet Water	1,170,000	1,258,000	88,000	7.52%
Scottsville Water	598,000	787,000	189,000	31.61%
Urban Wastewater	7,945,000	8,168,000	223,000	2.81%
Glenmore Wastewater	487,000	529,000	42,000	8.62%
Scottsville Wastewater	316,000	354,000	38,000	12.03%
Administration	2,033,000	2,356,000	323,000	15.89%
Finance	4,165,000	1,363,000	(2,802,000)	-67.27%
Maintenance	2,443,000	2,561,000	118,000	4.83%
Lab	666,000	805,000	139,000	20.87%
Engineering	2,922,000	2,821,000	(101,000)	-3.46%
Information Technology	-	3,750,000	3,750,000	
Total	$ 30,647,000	$ 33,068,000	$ 2,421,000	7.90%
Debt Service Expenses				
Urban Water	$ 16,688,000	$ 20,193,000	3,505,000	21.00%
Crozet Water	3,254,000	3,932,000	678,000	20.84%
Scottsville Water	313,000	403,000	90,000	28.75%
Urban Wastewater	12,953,000	14,147,000	1,194,000	9.22%
Glenmore Wastewater	145,000	283,000	138,000	95.17%
Scottsville Wastewater	60,000	109,000	49,000	81.67%
Total	$ 33,413,000	$ 39,067,000	$ 5,654,000	16.92%
Total Expenses	**$ 64,060,000**	**$ 72,135,000**	**$ 8,075,000**	**12.61%**
Total Budgetary Surplus/ (Deficit)	**$ -**	**$ -**	**$ -**	

These figures are rounded from the detail pages of this budget model and some immaterial differences will be present.

Summary of Itemized Rates

URBAN RATE CENTERS		FY 2026	FY 2027	$ Change	% Change
Operating Rates	($ per 1,000 Gallons)				
Operations	**Water**	$ 3.642	$ 3.942	$ 0.300	8.24%
Operations	**Wastewater**	3.719	3.921	0.202	5.43%
Debt Service Charges	($ Monthly Charge)				
Water					
Debt Service	**CITY**	$ 463,676	$ 553,528	$ 89,852	19.38%
Debt Service	**ACSA**	847,462	1,046,862	199,400	23.53%
Wastewater					
Debt Service	**CITY**	$ 466,000	$ 509,019	$ 43,019	9.23%
Debt Service	**ACSA**	529,679	594,370	64,691	12.21%

OTHER RATE CENTERS (Monthly)	FY 2026	FY 2027	$ Change	% Change
Crozet Water				
Operations	$ 130,182	$ 141,386	$ 11,204	8.61%
Debt Service	258,666	312,805	54,139	20.93%
Scottsville Water				
Operations	$ 70,995	$ 88,797	$ 17,802	25.08%
Debt Service	25,344	33,041	7,697	30.37%
Water Total	$ 485,187	$ 576,029	$ 90,842	18.72%
Glenmore Wastewater				
Operations	$ 56,104	$ 62,115	$ 6,011	10.71%
Debt Service	12,079	23,558	11,479	95.03%
Scottsville Wastewater				
Operations	$ 40,944	$ 46,606	$ 5,662	13.83%
Debt Service	4,619	8,761	4,142	89.67%
Wastewater Total	$ 113,746	$ 141,040	$ 27,294	24.00%
Total Monthly Other Rate Center Charges - ACSA	**$ 598,933**	**$ 717,069**	**$ 118,136**	**19.72%**

Prepared: Draft 9
Adopted: March 20, 2026

Summary of Charges to Customers

	FY 2026	FY 2027	Change $	Change %
City - Charges From RWSA				
Urban Water				
Operating Rate Charges	$ 5,940,600	$ 6,428,600	$ 488,000	8.2%
Debt Service Charges	5,564,100	6,642,300	1,078,200	19.4%
	$ 11,504,700	$ 13,070,900	$ 1,566,200	13.6%
Urban Wastewater				
Operating Rate Charges	$ 5,801,000	$ 6,114,800	$ 313,800	5.4%
Debt Service Charges	5,592,100	6,108,300	516,200	9.2%
	$ 11,393,100	$ 12,223,100	$ 830,000	7.3%
Total City Charges	**$ 22,897,800**	**$ 25,294,000**	**$ 2,396,200**	**10.5%**
ACSA - Charges From RWSA				
Urban Water				
Operating Rate Charges	$ 6,435,700	$ 6,964,400	$ 528,700	8.2%
Debt Service Charges	10,169,500	12,562,300	2,392,800	23.5%
	$ 16,605,200	$ 19,526,700	$ 2,921,500	17.6%
Urban Wastewater				
Operating Rate Charges	$ 6,809,900	$ 7,178,300	$ 368,400	5.4%
Debt Service Charges	6,356,100	7,132,400	776,300	12.2%
	$ 13,166,000	$ 14,310,700	$ 1,144,700	8.7%
Other Rate Centers				
Operating Rate Charges	$ 3,578,700	$ 4,066,800	$ 488,100	13.6%
Debt Service Charges	3,608,500	4,538,000	929,500	25.8%
	$ 7,187,200	$ 8,604,800	$ 1,417,600	19.7%
Total ACSA Charges	**$ 36,958,400**	**$ 42,442,200**	**$ 5,483,800**	**14.8%**
RWSA Customer Revenue Charges				
Operating Rate Revenues				
Urban Water	$ 12,376,300	$ 13,393,000	$ 1,016,700	8.2%
Urban Wastewater	12,610,900	13,293,100	682,200	5.4%
Other Rate Centers	3,578,700	4,066,800	488,100	13.6%
	$ 28,565,900	$ 30,752,900	$ 2,187,000	7.7%
Debt Service Rate Revenues				
Urban Water	$ 15,733,600	$ 19,204,600	$ 3,471,000	22.1%
Urban Wastewater	11,948,200	13,240,700	1,292,500	10.8%
Other Rate Centers	3,608,500	4,538,000	929,500	25.8%
	$ 31,290,300	$ 36,983,300	$ 5,693,000	18.2%
Total RWSA Customer Revenues	**$ 59,856,200**	**$ 67,736,200**	**$ 7,880,000**	**13.2%**

This page left blank intentionally.

Water Rate Centers

Rivanna Water and Sewer Authority

Fiscal Year 2026-2027

This page left blank intentionally.

Rivanna Water & Sewer Authority
FY 2027 DRAFT Budget

Urban Water Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)	9.309			9.309	0.00%
Operations Budget					
Projected Revenues					
Operations Rate	**$ 3.642**			**$ 3.942**	8.24%
Revenue	$ 12,376,260	$ 6,609,651	$ 13,219,302	$ 13,393,013	8.22%
Lease Revenues	90,000	56,441	112,882	90,000	0.00%
Grants	-	251,558	251,558	-	
Miscellaneous	-	941,224	941,224	-	
Interest Allocation	120,000	113,535	227,070	104,300	-13.08%
Total Operations Revenues	**$ 12,586,260**	**$ 7,972,409**	**$ 14,752,036**	**$ 13,587,313**	**7.95%**
Projected Expenses					
Personnel Cost	$ 2,725,694	$ 1,363,632	$ 2,712,782	$ 2,815,331	3.29%
Professional Services	220,500	215,392	430,784	234,500	6.35%
Other Services and Charges	1,210,134	616,860	1,195,049	1,178,826	-2.59%
Communications	91,500	57,445	114,890	104,600	14.32%
Information Technology	197,100	60,324	119,934	156,437	-20.63%
Supplies	10,031	5,392	10,784	10,500	4.68%
Operations and Maintenance	3,116,833	2,022,558	3,870,116	3,459,123	10.98%
Equipment Purchases	26,900	26,253	52,506	33,100	23.05%
Depreciation & Reserves	300,000	150,000	300,000	325,000	8.33%
Subtotal Before Allocations	$ 7,898,692	$ 4,517,856	$ 8,806,845	$ 8,317,417	5.30%
Allocation of Support Departments	4,687,568	2,225,962	3,829,734	5,269,896	12.42%
Total Operations Expenses	**$ 12,586,260**	**$ 6,743,818**	**$ 12,636,579**	**$ 13,587,313**	**7.95%**
Operations Cost per 1,000 gallons	$3.704			$3.999	7.96%
Debt Service Budget					
Projected Revenue					
Debt Service Rates CITY	**$ 463,676**			**$ 553,528**	19.38%
ACSA	**$ 847,462**			**$ 1,046,862**	23.53%
Debt Service Rate Revenue - CITY	$ 5,564,116	$ 2,782,056	$ 5,564,112	$ 6,642,333	19.38%
Debt Service Rate Revenue - ACSA	10,169,545	5,084,772	10,169,544	12,562,339	23.53%
Trust Fund Interest	200,000	80,566	161,132	149,000	-25.50%
Reserve Fund Interest	744,800	354,403	708,806	829,200	11.33%
Lease Revenue	10,000	381	762	10,000	0.00%
Total Debt Service Revenue	**$ 16,688,461**	**$ 8,302,178**	**$ 16,604,356**	**$ 20,192,872**	**21.00%**
Principal, Interest & Reserves					
Total Principal & Interest	$ 8,904,860	$ 4,452,430	$ 8,904,860	$ 8,898,121	-0.08%
Reserve Additions - Interest	744,800	354,403	708,806	829,200	11.33%
Debt Service Ratio Charge	400,000	200,000	400,000	760,000	90.00%
Est. New Debt Service - CIP Growth	6,638,800	3,319,400	6,638,800	9,705,550	46.19%
Total Debt Principal and Interest	**$ 16,688,460**	**$ 8,326,233**	**$ 16,652,466**	**$ 20,192,871**	**21.00%**
Rate Center Summary					
Total Revenues	$ 29,274,721	$ 16,274,587	$ 31,356,392	$ 33,780,185	15.39%
Total Expenses	29,274,720	15,070,051	29,289,045	33,780,184	15.39%
Surplus/(Deficit)	**$ 1**	**$ 1,204,536**	**$ 2,067,347**	**$ 1**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Urban Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 1,817,830	$ 948,088	$ 1,896,176	$ 1,872,800	$ 54,970	3.02%
11010	Overtime & Holiday Pay	100,000	57,429	114,858	100,000	-	0.00%
12010	FICA	146,714	75,118	150,236	150,919	4,205	2.87%
12020	Health Insurance	378,700	138,100	276,200	416,300	37,600	9.93%
12026	Employee Assistance Program	350	171	342	350	-	0.00%
12030	Retirement	155,970	79,463	158,926	161,810	5,840	3.74%
12040	Life Insurance	24,359	9,716	19,432	19,852	(4,507)	-18.50%
12050	Fitness Program	4,700	2,555	5,110	4,700	-	0.00%
12060	Worker's Comp Insurance	28,700	21,726	28,968	28,700	-	0.00%
	Subtotal	$ 2,657,323	$ 1,332,365	$ 2,650,248	$ 2,755,431	$ 98,108	3.69%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 4,500	$ 4,300	8,600	$ 4,000	$ (500)	-11.11%
13150	Education & Training	33,271	3,966	7,932	21,000	(12,271)	-36.88%
13200	Travel & Lodging	4,500	2,517	5,034	1,400	(3,100)	-68.89%
13250	Uniforms	24,000	18,636	37,272	32,000	8,000	33.33%
13325	Recruiting & Medical Testing	1,100	1,321	2,642	1,500	400	36.36%
13350	Other	1,000	527	1,054	-	(1,000)	-100.00%
	Subtotal	$ 68,371	$ 31,267	# $ 62,534	$ 59,900	$ (8,471)	-12.39%
	Professional Services						
20100	Legal Fees	$ -	$ 15,284	$ 30,568	$ 20,000	$ 20,000	
20200	Financial & Admin. Services	20,000	6,398	12,796	14,000	(6,000)	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	200,500	193,710	387,420	200,500	-	0.00%
	Subtotal	$ 220,500	$ 215,392	$ 430,784	$ 234,500	$ 14,000	6.35%
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 85,700	$ 58,006	$ 77,341	$ 64,000	$ (21,700)	-25.32%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	90,000	38,725	77,450	60,000	(30,000)	-33.33%
21253	Safety Programs/Supplies	16,900	8,252	16,504	23,450	6,550	38.76%
21300	Authority Dues/Permits/Fees	19,906	13,229	26,458	21,996	2,090	10.50%
21350	Laboratory Analysis	96,285	53,586	107,172	47,680	(48,605)	-50.48%
21400	Utilities	810,000	419,730	839,460	800,000	(10,000)	-1.23%
21420	General Other Services	91,343	25,332	50,664	161,700	70,357	77.03%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 1,210,134	$ 616,860	$ 1,195,049	$ 1,178,826	$ (31,308)	-2.59%
22000	***Communication***						
22100	Radio	$ 3,500	$ -	$ -	$ 10,600	$ 7,100	202.86%
22150	Telephone & Data Service	76,000	54,876	109,752	80,000	4,000	5.26%
22200	Cell Phones, Wireless data	12,000	2,569	5,138	14,000	2,000	16.67%
	Subtotal	$ 91,500	$ 57,445	$ 114,890	$ 104,600	$ 13,100	14.32%
31000	***Information Technology***						
31100	Computer Hardware	$ 15,000	$ 17,850	$ 35,700	$ 15,000	$ -	0.00%
31150	SCADA Maint. & Support	169,700	40,716	81,432	109,700	(60,000)	-35.36%
31200	Maintenance & Support Services	-	880	1,760	-	-	#DIV/0!
31250	Software & Subscriptions	-	521	1,042	1,737	1,737	
31300	Security Systems	12,400	357	714	30,000	17,600	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 197,100	$ 60,324	$ 119,934	$ 156,437	$ (40,663)	-20.63%
33000	***Supplies***						
33100	Office Supplies	$ 3,000	$ 1,892	$ 3,784	$ 3,000	$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	7,031	3,500	7,000	7,500	469	6.67%
	Subtotal	$ 10,031	$ 5,392	$ 10,784	$ 10,500	$ 469	4.68%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 181,220	$ 70,460	$ 140,920	$ 203,807	$ 22,587	12.46%
41150	Building/land Lease, Rental	175,000	175,000	175,000	175,000	-	0.00%
41300	Dam Maintenance	145,170	85,792	171,584	146,400	1,230	0.85%
41350	Pipeline/Appurtenances	87,500	212,646	425,292	40,000	(47,500)	-54.29%
41400	Materials, Supplies & Tools	16,653	15,532	31,064	25,000	8,347	50.12%
41450	Chemicals	2,123,683	1,121,691	2,243,382	2,464,574	340,891	16.05%
41500	Vehicle Maintenance	10,000	1,669	3,338	10,000	-	0.00%
41550	Equipment Repair, Replace, Maint.	187,000	278,940	557,880	178,343	(8,657)	-4.63%
41600	Instrumentation & Metering	133,607	6,644	13,288	130,999	(2,608)	-1.95%
41650	Fuel & Lubricants	25,000	19,188	38,376	25,000	-	0.00%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Urban Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41700	General Other Maintenance	32,000	34,996	69,992	60,000	28,000	87.50%
	Subtotal	$ 3,116,833	$ 2,022,558	$ 3,870,116	$ 3,459,123	$ 342,290	10.98%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ 12,803	$ 25,606	$ -	$ -	0.00%
81250	Equipment (over $10,000)	-	-	-	-	-	0.00%
81300	Vehicle Replacement Fund	26,900	13,450	26,900	33,100	6,200	23.05%
	Subtotal	$ 26,900	$ 26,253	$ 52,506	$ 33,100	$ 6,200	23.05%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 711,249	$ 372,505	$ 742,401	$ 841,293	$ 130,044	18.28%
95110	Finance	1,577,029	754,760	955,629	461,431	(1,115,598)	-70.74%
95300	Engineering Allocation	1,373,130	622,730	1,191,280	1,205,615	(167,515)	-12.20%
95150	Maintenance Allocation	733,050	339,143	674,500	768,405	35,355	4.82%
95200	Laboratory Allocation	293,110	136,824	265,924	354,168	61,058	20.83%
95250	Information Technology	-	- -	-	1,638,984	1,638,984	#DIV/0!
	Subtotal	$ 4,687,568	$ 2,225,962	$ 3,829,734	$ 5,269,896	$ 582,328	12.42%
	Depreciation	$ 300,000	$ 150,000	$ 300,000	$ 325,000	$ 25,000	8.33%
	Subtotal	$ 300,000	$ 150,000	$ 300,000	$ 325,000	$ 25,000	8.33%
	Total	**$ 12,586,260**	**$ 6,743,818**	**$ 12,636,579**	**$ 13,587,313**	**$ 1,001,053**	**7.95%**

This page left blank intentionally.

Rivanna Water & Sewer Authority
FY 2027 DRAFT Budget

Crozet Water Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)	0.555			0.638	14.95%
Operations Budget					
Projected Revenues					
Operations Rate (monthly)	**$ 130,182**			**$ 141,386**	8.61%
Revenue	$ 1,562,184	$ 781,092	$ 1,562,184	$ 1,696,632	8.61%
Leases	30,000	17,282	34,564	30,000	0.00%
Other Revenue	-	77,691	77,691	-	
Interest Allocation	15,000	14,257	28,514	13,300	-11.33%
Total Operations Revenues	**$ 1,607,184**	**$ 890,322**	**$ 1,702,953**	**$ 1,739,932**	**8.26%**
Projected Expenses					
Personnel Cost	$ 379,359	$ 191,553	$ 380,855	$ 394,763	4.06%
Professional Services	19,500	32,363	64,726	30,000	53.85%
Other Services and Charges	177,582	81,719	161,788	163,296	-8.04%
Communications	15,300	8,544	17,088	18,000	17.65%
Information Technology	64,400	16,835	33,670	69,400	7.76%
Supplies	1,100	1,765	3,530	3,000	172.73%
Operations and Maintenance	449,085	305,471	610,942	510,305	13.63%
Equipment Purchases	3,800	1,900	3,800	3,800	0.00%
Depreciation	60,000	30,000	60,000	65,000	8.33%
Subtotal Before Allocations	$ 1,170,126	$ 670,150	$ 1,336,399	$ 1,257,564	7.47%
Allocations of Support Departments	437,055	207,483	358,619	482,367	10.37%
Total Operations Expenses	**$ 1,607,181**	**$ 877,633**	**$ 1,695,018**	**$ 1,739,931**	**8.26%**
Operations Cost per 1,000 gallons	$7.934			$7.472	-5.82%
Debt Service Budget					
Projected Revenue					
Debt Service Rates (monthly)	**$ 258,666**			**$ 312,805**	20.93%
Debt Service Rate Revenue - ACSA	$ 3,103,992	$ 1,551,996	$ 3,103,992	$ 3,753,660	20.93%
Trust Fund Interest	32,000	12,879	25,758	18,800	-41.25%
Reserve Fund Interest	118,000	55,881	111,762	159,100	34.83%
Total Debt Service Revenue	**$ 3,253,992**	**$ 1,620,756**	**$ 3,241,512**	**$ 3,931,560**	**20.82%**
Principal, Interest & Reserves					
Total Principal & Interest - Existing	$ 1,126,391	$ 563,196	$ 1,126,392	$ 1,126,956	0.05%
Estimated New Principal & Interest	2,009,600	1,004,800	2,009,600	2,645,500	31.64%
Reserve Additions - Interest	118,000	55,881	111,762	159,100	34.83%
Total Debt Principal and Interest	**$ 3,253,991**	**$ 1,623,877**	**$ 3,247,754**	**$ 3,931,556**	**20.82%**
Rate Center Summary					
Total Revenues	$ 4,861,176	$ 2,511,078	$ 4,944,465	$ 5,671,492	16.67%
Total Expenses	4,861,172	2,501,510	4,942,772	5,671,487	16.67%
Surplus/(Deficit)	**$ 4**	**$ 9,568**	**$ 1,693**	**$ 5**	
Rates - (Monthly)					
ACSA	**$ 388,848**			**$ 454,191**	**16.80%**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Crozet Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 252,600	$ 132,759	$ 265,518	$ 261,300	$ 8,700	3.44%
11010	Overtime & Holiday Pay	15,000	8,164	16,328	15,000	-	0.00%
12010	FICA	20,471	10,526	21,052	21,137	666	3.25%
12020	Health Insurance	53,300	19,538	39,076	58,600	5,300	9.94%
12026	Employee Assistance Program	50	24	48	50	-	0.00%
12030	Retirement	21,673	11,143	22,286	22,576	903	4.17%
12040	Life Insurance	3,385	1,357	2,714	2,770	(615)	-18.17%
12050	Fitness Program	630	363	726	630	-	0.00%
12060	Worker's Comp Insurance	4,500	3,376	4,501	4,500	-	0.00%
	Subtotal	$ 371,609	$ 187,250	$ 372,249	$ 386,563	$ 14,954	4.02%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 500	$ 611	$ 1,222	$ 500	$ -	0.00%
13150	Education & Training	2,500	541	1,082	2,500	-	0.00%
13200	Travel & Lodging	1,000	295	590	500	(500)	-50.00%
13250	Uniforms	3,500	2,649	5,298	4,500	1,000	28.57%
13325	Recruiting & Medical Testing	150	186	372	100	(50)	-33.33%
13350	Other	100	21	42	100	-	0.00%
	Subtotal	$ 7,750	$ 4,303	$ 8,606	$ 8,200	$ 450	5.81%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	270	540	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	19,500	32,093	64,186	30,000	10,500	53.85%
	Subtotal	$ 19,500	$ 32,363	$ 64,726	$ 30,000	$ 10,500	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 3,600	$ 2,475	$ 3,300	$ 4,100	$ 500	13.89%
21150	Advertising & Communication	-	(507)	(1,014)	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	2,000	2,241	4,482	1,500	(500)	-25.00%
21300	Authority Dues/Permits/Fees	2,382	1,048	2,096	2,295	(87)	-3.65%
21350	Laboratory Analysis	44,600	21,389	42,778	30,401	(14,199)	-31.84%
21400	Utilities	125,000	55,073	110,146	125,000	-	0.00%
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 177,582	$ 81,719	$ 161,788	$ 163,296	$ (14,286)	-8.04%
22000	***Communication***						
22100	Radio	$ 700	$ 80	$ 160	$ 1,000	$ 300	42.86%
22150	Telephone & Data Service	13,000	8,158	16,316	15,000	2,000	15.38%
22200	Cell Phones, Wireless data	1,600	306	612	2,000	400	25.00%
	Subtotal	$ 15,300	$ 8,544	$ 17,088	$ 18,000	$ 2,700	17.65%
31000	***Information Technology***						
31100	Computer Hardware	$ 3,000	$ 15,643	$ 31,286	$ 3,000	$ -	0.00%
31150	SCADA Maint. & Support	60,400	1,192	2,384	65,400	5,000	8.28%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software & Subscriptions	-	-	-	-	-	
31300	Security Systems	1,000	-	-	1,000	-	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 64,400	$ 16,835	$ 33,670	$ 69,400	$ 5,000	7.76%
33000	***Supplies***						
33100	Office Supplies	$ -	$ 326	$ 652	$ -	$ -	
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	1,100	1,439	2,878	3,000	1,900	172.73%
	Subtotal	$ 1,100	$ 1,765	$ 3,530	$ 3,000	$ 1,900	172.73%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 57,100	$ 28,330	$ 56,660	$ 39,715	$ (17,385)	-30.45%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	1,000	-	-	40,000	39,000	3900.00%
41400	Materials, Supplies & Tools	1,150	2,180	4,360	5,000	3,850	334.78%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Crozet Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41450	Chemicals	292,789	224,089	448,178	328,992	36,203	12.36%
41500	Vehicle Maintenance	3,000	237	474	2,000	(1,000)	-33.33%
41550	Equipment Repair, Replace, Maint.	40,000	45,297	90,594	40,040	40	0.10%
41600	Instrumentation & Metering	45,046	3,078	6,156	45,058	12	0.03%
41650	Fuel & Lubricants	4,000	2,260	4,520	3,500	(500)	-12.50%
41700	General Other Maintenance	5,000	-	-	6,000	1,000	20.00%
	Subtotal	$ 449,085	$ 305,471	$ 610,942	$ 510,305	$ 61,220	13.63%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	3,800	1,900	3,800	3,800	-	0.00%
	Subtotal	$ 3,800	$ 1,900	$ 3,800	$ 3,800	$ -	0.00%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 64,659	$ 33,864	$ 67,491	$ 76,481	$ 11,822	18.28%
95110	Finance	143,366	68,615	86,875	41,948	(101,418)	-70.74%
95300	Engineering Allocation	116,862	52,998	101,386	102,606	(14,256)	-12.20%
95150	Maintenance Allocation	85,522	39,567	78,692	89,647	4,125	4.82%
95200	Laboratory Allocation	26,646	12,439	24,175	32,197	5,551	20.83%
95250	Information Technology	-	-	-	139,488	139,488	#DIV/0!
	Subtotal	$ 437,055	$ 207,483	$ 358,619	$ 482,367	$ 45,312	10.37%
	Depreciation	$ 60,000	$ 30,000	$ 60,000	$ 65,000	$ 5,000	8.33%
	Subtotal	$ 60,000	$ 30,000	$ 60,000	$ 65,000	$ 5,000	8.33%
	Total	**$ 1,607,181**	**$ 877,633**	**$ 1,695,018**	**$ 1,739,931**	**$ 132,750**	**8.26%**

This page left blank intentionally.

Rivanna Water & Sewer Authority
FY 2027 DRAFT Budget

Scottsville Water Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)	0.047			0.054	14.89%
Operations Budget					
Projected Revenues					
Operations Rate (monthly)	**$ 70,995**			**$ 88,797**	25.08%
Revenue	$ 851,940	$ 425,970	$ 851,940	$ 1,065,564	25.08%
Other Revenue	$ -	$ 17,997	$ 17,997	$ -	
Interest Allocation	7,700	7,258	14,516	7,100	-7.79%
Total Operations Revenues	**$ 859,640**	**$ 451,225**	**$ 884,453**	**$ 1,072,664**	**24.78%**
Projected Expenses					
Personnel Cost	$ 248,090	$ 125,832	$ 249,471	$ 258,464	4.18%
Professional Services	15,000	15,511	31,022	15,000	0.00%
Other Services and Charges	79,887	38,366	76,113	62,632	-21.60%
Communications	18,550	14,529	29,058	27,400	47.71%
Information Technology	57,000	17,010	28,846	67,700	18.77%
Supplies	200	1,045	2,090	2,169	984.50%
Operations and Maintenance	137,220	45,142	55,670	195,896	42.76%
Equipment Purchases	2,400	1,801	3,602	112,400	4583.33%
Depreciation	40,000	20,000	40,000	45,000	12.50%
Subtotal Before Allocations	$ 598,347	$ 279,236	$ 515,872	$ 786,661	31.47%
Allocations of Support Departments	261,289	123,524	218,655	286,008	9.46%
Total Operations Expenses	**$ 859,636**	**$ 402,760**	**$ 734,527**	**$ 1,072,669**	**24.78%**
Operations Cost per 1,000 gallons	$50.110			$54.423	8.61%
Debt Service Budget					
Projected Revenue					
Debt Service Rates - Monthly	**$ 25,344**			**$ 33,041**	30.37%
Debt Service Rate Revenue - ACSA	$ 304,128	$ 152,064	$ 304,128	$ 396,492	30.37%
Trust Fund Interest	4,200	1,693	3,386	2,500	-40.48%
Reserve Fund Interest	4,800	2,206	4,412	4,300	-10.42%
Total Debt Service Revenue	**$ 313,128**	**$ 155,963**	**$ 311,926**	**$ 403,292**	**28.79%**
Principal, Interest & Reserves					
Total Principal & Interest	$ 148,127	$ 74,064	$ 148,128	$ 148,196	0.05%
Estimated New Principal & Interest	160,200	80,100	160,200	250,800	56.55%
Reserve Additions-Interest	4,800	2,206	4,412	4,300	-10.42%
Total Debt Principal and Interest	**$ 313,127**	**$ 156,370**	**$ 312,740**	**$ 403,296**	**28.80%**

Rate Center Summary					
Total Revenues	$ 1,172,768	$ 607,188	$ 1,196,379	$ 1,475,956	25.85%
Total Expenses	1,172,763	559,130	1,047,267	1,475,965	25.85%
Surplus/ (Deficit)	**$ 5**	**$ 48,058**	**$ 149,112**	**$ (9)**	
Rates - Monthly					
ACSA	**$ 96,339**			**$ 121,838**	**26.47%**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Scottsville Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 166,000	$ 87,253	$ 174,506	$ 171,700	$ 5,700	3.43%
11010	Overtime & Holiday Pay	9,000	5,395	10,790	9,000	-	0.00%
12010	FICA	13,388	6,920	13,840	13,824	436	3.26%
12020	Health Insurance	35,100	12,890	25,780	38,600	3,500	9.97%
12026	Employee Assistance Program	35	16	32	35	-	0.00%
12030	Retirement	14,243	7,327	14,654	14,835	592	4.16%
12040	Life Insurance	2,224	891	1,782	1,820	(404)	-18.17%
12050	Fitness Program	400	240	480	400	-	0.00%
12060	Worker's Comp Insurance	2,750	2,077	2,769	2,750	-	0.00%
	Subtotal	$ 243,140	$ 123,009	$ 244,633	$ 252,964	$ 9,824	4.04%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 400	$ 404		$ 300	$ (100)	-25.00%
13150	Education & Training	2,000	352	704	2,000	-	0.00%
13200	Travel & Lodging	100	180	360	250	150	150.00%
13250	Uniforms	2,200	1,751	3,502	2,800	600	27.27%
13325	Recruiting & Medical Testing	150	122	244	100	(50)	-33.33%
13350	Other	100	14	28	50	(50)	-50.00%
	Subtotal	$ 4,950	$ 2,823	$ 4,838	$ 5,500	$ 550	11.11%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	660	1,320	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	15,000	14,851	29,702	15,000	-	0.00%
	Subtotal	$ 15,000	$ 15,511	$ 31,022	$ 15,000	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 1,400	$ 928	$ 1,237	$ 1,600	$ 200	14.29%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	2,500	1,706	3,412	3,150	650	26.00%
21300	Authority Dues/Permits/Fees	1,607	527	1,054	1,538	(69)	-4.29%
21350	Laboratory Analysis	43,380	21,313	42,626	22,344	(21,036)	-48.49%
21400	Utilities	31,000	13,892	27,784	34,000	3,000	9.68%
21420	General Other Services	-	-	-	-	-	#DIV/0!
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 79,887	$ 38,366	$ 76,113	$ 62,632	$ (17,255)	-21.60%
22000	***Communication***						
22100	Radio	$ 250	$ -	$ -	$ 1,000	$ 750	300.00%
22150	Telephone & Data Service	17,000	14,294	28,588	25,000	8,000	47.06%
22200	Cell Phones, Wireless data	1,300	235	470	1,400	100	7.69%
	Subtotal	$ 18,550	$ 14,529	$ 29,058	$ 27,400	$ 8,850	47.71%
31000	***Information Technology***						
31100	Computer Hardware	$ 2,000	$ 12,990	$ 25,980	$ 2,000	$ -	0.00%
31150	SCADA Maint. & Support	50,200	1,433	2,866	64,200	14,000	27.89%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software & Subscriptions	-	-	-	-	-	0.00%
31300	Security Systems	4,800	2,587	5,174	1,500	(3,300)	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 57,000	$ 17,010	$ 28,846	$ 67,700	$ 10,700	18.77%
33000	***Supplies***						
33100	Office Supplies	$ -	$ 325	$ 650	$ -	$ -	
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	200	720	1,440	2,169	1,969	984.50%
	Subtotal	$ 200	$ 1,045	$ 2,090	$ 2,169	$ 1,969	984.50%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 22,600	$ 16,131	$ 32,262	$ 33,700	$ 11,100	49.12%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	
41400	Materials, Supplies & Tools	2,353	2,781	5,562	3,500	1,147	48.75%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Scottsville Water

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41450	Chemicals	59,770	17,307		51,952	(7,818)	-13.08%
41500	Vehicle Maintenance	2,000	388	776	1,500	(500)	-25.00%
41550	Equipment Repair, Replace, Maint.	20,000	3,559	7,118	75,041	55,041	275.21%
41600	Instrumentation & Metering	18,497	1,614	3,228	23,703	5,206	28.15%
41650	Fuel & Lubricants	2,000	1,637	3,274	1,500	(500)	-25.00%
41700	General Other Maintenance	10,000	1,725	3,450	5,000	(5,000)	-50.00%
	Subtotal	$ 137,220	$ 45,142	$ 55,670	$ 195,896	$ 58,676	42.76%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ 601	$ 1,202	$ -	-	
81250	Equipment (over $10,000)	-	-	-	110,000	110,000	
81300	Vehicle Replacement Fund	2,400	1,200	2,400	2,400	-	0.00%
	Subtotal	$ 2,400	$ 1,801	$ 3,602	$ 112,400	$ 110,000	4583.33%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 32,330	$ 16,932	$ 33,745	$ 38,241	$ 5,911	18.28%
95110	Finance	71,683	34,307	43,438	20,974	(50,709)	
95300	Engineering Allocation	58,431	26,499	50,693	51,303	(7,128)	-12.20%
95150	Maintenance Allocation	85,522	39,567	78,692	89,647	4,125	4.82%
95200	Laboratory Allocation	13,323	6,219	12,087	16,099	2,776	20.84%
95250	Information Technology	-	-	-	69,744	69,744	#DIV/0!
	Subtotal	$ 261,289	$ 123,524	$ 218,655	$ 286,008	$ 24,719	9.46%
	Depreciation	$ 40,000	$ 20,000	$ 40,000	$ 45,000	$ 5,000	12.50%
	Subtotal	$ 40,000	$ 20,000	$ 40,000	$ 45,000	$ 5,000	12.50%
	Total	**$ 859,636**	**$ 402,760**	**$ 734,527**	**$ 1,072,669**	**$ 213,033**	**24.78%**

This page left blank intentionally.

Wastewater Rate Centers

Rivanna Water and Sewer Authority

Fiscal Year 2026-2027

This page left blank intentionally.

Urban Wastewater Summary

		FY 2026			FY 2027	
		Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)		9.289			9.289	0.00%
Operations Budget						
Projected Revenues						
Operations Rate		**$ 3.719**			**$ 3.921**	5.43%
Revenue		$ 12,610,887	$ 6,123,988	$ 12,247,976	$ 13,293,067	5.41%
Stone Robinson WWTP		19,654	105,593	115,000	23,602	20.09%
Septage Acceptance		620,000	281,152	562,304	600,000	-3.23%
Nutrient Credits		50,000	53,777	107,554	50,000	0.00%
Miscellaneous Revenue		-	-	-	-	
Interest Allocation		120,000	115,090	230,180	111,300	-7.25%
Total Operations Revenues		**$ 13,420,541**	**$ 6,679,600**	**$ 13,263,014**	**$ 14,077,969**	**4.90%**
Projected Expenses						
Personnel Cost		$ 1,725,024	$ 857,827	$ 1,708,325	$ 1,815,233	5.23%
Professional Services		205,000	66,993	133,986	205,000	0.00%
Other Services and Charges		2,742,631	1,328,886	2,607,036	3,152,566	14.95%
Communications		15,100	4,035	8,070	21,600	43.05%
Information Technology		187,600	81,617	162,078	184,672	-1.56%
Supplies		2,600	1,393	2,786	-	-100.00%
Operations and Maintenance		2,523,628	1,152,801	2,190,390	1,888,996	-25.15%
Equipment Purchases		73,500	36,750	73,500	405,241	451.35%
Depreciation & Reserves		470,000	235,000	470,000	495,000	5.32%
Subtotal before allocations		$ 7,945,083	$ 3,765,302	$ 7,356,171	$ 8,168,308	2.81%
Allocations of Support Departments		5,475,458	2,597,598	4,522,000	5,909,661	7.93%
Total Operations Expenses		**$ 13,420,541**	**$ 6,362,900**	**$ 11,878,171**	**$ 14,077,969**	**4.90%**
Operations Cost per 1,000 gallons		$3.958			$4.152	4.90%
Debt Service Budget						
Projected Revenue						
Debt Service Rate	CITY	**$ 466,000**			**$ 509,019**	**9.23%**
	ACSA	**$ 529,679**			**$ 594,370**	**12.21%**
Debt Service Rate Revenue - CITY		$ 5,592,002	$ 2,796,000	$ 5,592,000	$ 6,108,222	9.23%
Debt Service Rate Revenue - ACSA		6,356,145	3,178,074	6,356,148	7,132,445	12.21%
County MOU - Septage		109,440	109,440	109,440	109,440	0.00%
Trust Fund Interest		220,000	88,551	177,102	184,500	-16.14%
Reserve Fund Interest		675,000	320,581	641,162	612,200	-9.30%
Total Debt Service Revenue		**$ 12,952,587**	**$ 6,492,646**	**$ 12,875,852**	**$ 14,146,807**	9.22%
Principal, Interest & Reserves						
Total Principal & Interest		$ 11,040,988	$ 5,520,494	$ 11,040,988	$ 10,963,959	-0.70%
Reserve Additions - Interest		675,000	320,581	641,162	612,200	-9.30%
Debt Service Ratio Charge		325,000	162,500	325,000	745,000	129.23%
Est. New Debt Service - CIP Growth		911,600	455,800	911,600	1,825,650	100.27%
Total Debt Principal and Interest		**$ 12,952,588**	**$ 6,459,375**	**$ 12,918,750**	**$ 14,146,809**	9.22%
Rate Center Summary						
Total Revenues		$ 26,373,128	$ 13,172,246	$ 26,138,866	$ 28,224,776	7.02%
Total Expenses		26,373,129	12,822,275	24,796,921	28,224,778	7.02%
Surplus/(Deficit)		**$ (1)**	**$ 349,971**	**$ 1,341,945**	**$ (2)**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Urban Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 1,164,200	$ 602,695	$ 1,205,390	$ 1,220,800	$ 56,600	4.86%
11010	Overtime & Holiday Pay	50,000	18,111	36,222	50,000	-	0.00%
12010	FICA	92,886	46,171	92,342	97,216	4,330	4.66%
12020	Health Insurance	253,500	107,968	215,936	278,700	25,200	9.94%
12026	Employee Assistance Program	250	156	312	250	-	0.00%
12030	Retirement	99,888	50,191	100,382	105,477	5,589	5.60%
12040	Life Insurance	15,600	6,641	13,282	12,940	(2,660)	-17.05%
12050	Fitness Program	1,800	665	1,330	1,800	-	0.00%
12060	Worker's Comp Insurance	14,500	10,993	14,657	14,500	-	0.00%
	Subtotal	$ 1,692,624	$ 843,591	$ 1,679,853	$ 1,781,683	$ 89,059	5.26%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 2,500	$ -	$ -	$ 2,000	$ (500)	-20.00%
13150	Education & Training	15,200	3,677	7,354	12,000	(3,200)	-21.05%
13200	Travel & Lodging	1,600	1,774	3,548	1,450	(150)	-9.38%
13250	Uniforms	11,500	8,540	17,080	17,000	5,500	47.83%
13325	Recruiting & Medical Testing	1,100	35	70	800	(300)	-27.27%
13350	Other	500	210	420	300	(200)	-40.00%
	Subtotal	$ 32,400	$ 14,236	$ 28,472	$ 33,550	$ 1,150	3.55%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	20,000	7,470	14,940	20,000	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	185,000	59,523	119,046	185,000	-	0.00%
	Subtotal	$ 205,000	$ 66,993	$ 133,986	$ 205,000	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 112,400	$ 76,104	$ 101,472	$ 132,000	$ 19,600	17.44%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	27,500	8,478	16,956	5,400	(22,100)	-80.36%
21300	Authority Dues/Permits/Fees	40,490	39,414	78,828	56,677	16,187	39.98%
21350	Laboratory Analysis	13,800	12,251	24,502	25,372	11,572	83.86%
21400	Utilities	1,368,000	611,300	1,222,600	1,350,000	(18,000)	-1.32%
21420	General Other Services	1,180,441	581,339	1,162,678	1,583,117	402,676	34.11%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 2,742,631	$ 1,328,886	$ 2,607,036	$ 3,152,566	$ 409,935	14.95%
22000	***Communication***						
22100	Radio	$ 2,500	$ -	$ -	$ 8,600	$ 6,100	
22150	Telephone & Data Service	6,500	2,437	4,874	6,500	-	
22200	Cell Phones, Wireless data	6,100	1,598	3,196	6,500	400	6.56%
	Subtotal	$ 15,100	$ 4,035	$ 8,070	$ 21,600	$ 6,500	43.05%
31000	***Information Technology***						
31100	Computer Hardware	$ 14,000	$ 15	$ 30	$ 14,000	$ -	0.00%
31150	SCADA Maint. & Support	158,400	81,024	162,048	153,400	(5,000)	-3.16%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software & Subscriptions	-	-	-	772	772	
31300	Security Systems	15,200	578	1,156	16,500	1,300	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 187,600	$ 81,617	$ 162,078	$ 184,672	$ (2,928)	-1.56%
33000	***Supplies***						
33100	Office Supplies	$ -	$ 451	$ 902	$ -	$ -	#DIV/0!
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	2,600	942	1,884	-	(2,600)	-100.00%
	Subtotal	$ 2,600	$ 1,393	$ 2,786	$ -	$ (2,600)	-100.00%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 157,824	$ 179,902	$ 359,804	$ 96,000	$ (61,824)	-39.17%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	102,500	1,580		40,000	(62,500)	-60.98%
41400	Materials, Supplies & Tools	50,000	18,719	37,438	36,000	(14,000)	-28.00%
41450	Chemicals	1,037,900	509,590	1,019,180	1,045,576	7,676	0.74%
41500	Vehicle Maintenance	14,000	11,124	22,248	17,000	3,000	21.43%
41550	Equipment Repair, Replace, Maint.	949,031	369,185	738,370	434,529	(514,502)	-54.21%
41600	Instrumentation & Metering	180,373	56,026		214,891	34,518	19.14%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Urban Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41650	Fuel & Lubricants	47,000	24,612	49,224	35,000	(12,000)	-25.53%
41700	General Other Maintenance	(15,000)	(17,937)	(35,874)	(30,000)	(15,000)	-100.00%
	Subtotal	$ 2,523,628	$ 1,152,801	$ 2,190,390	$ 1,888,996	$ (634,632)	-25.15%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	#DIV/0!
81250	Equipment (over $10,000)	-	-	-	323,641	323,641	
81300	Vehicle Replacement Fund	73,500	36,750	73,500	81,600	8,100	11.02%
	Subtotal	$ 73,500	$ 36,750	$ 73,500	$ 405,241	$ 331,741	451.35%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 775,908	$ 406,369	$ 809,892	$ 917,774	$ 141,866	18.28%
95110	Finance	1,720,395	823,375	1,042,504	503,379	(1,217,016)	
95300	Engineering Allocation	1,285,483	582,981	1,115,241	1,128,661	(156,822)	-12.20%
95150	Maintenance Allocation	1,380,577	638,720	1,270,308	1,447,163	66,586	4.82%
95200	Laboratory Allocation	313,095	146,153	284,055	378,316	65,221	20.83%
95250	Information Technology		-	-	1,534,368	1,534,368	
	Subtotal	$ 5,475,458	$ 2,597,598	$ 4,522,000	$ 5,909,661	$ 434,203	7.93%
	Depreciation	$ 470,000	$ 235,000	$ 470,000	$ 495,000	$ 25,000	5.32%
	Subtotal	$ 470,000	$ 235,000	$ 470,000	$ 495,000	$ 25,000	5.32%
	Total	**$ 13,420,541**	**$ 6,362,900**	**$ 11,878,171**	**$ 14,077,969**	**$ 657,428**	**4.90%**

This page left blank intentionally.

Rivanna Water & Sewer Authority
FY 2027 DRAFT Budget

Glenmore Wastewater Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)	0.113			0.118	
Operations Budget					
Projected Revenues					
Operations Rate (monthly)	**$ 56,104**			**$ 62,115**	10.71%
Revenue	673,248	$ 336,624	$ 673,248	745,380	10.71%
Interest Allocation	5,500	5,184	10,368	5,600	1.82%
Total Operations Revenues	**$ 678,748**	**$ 341,808**	**$ 683,616**	**$ 750,980**	**10.64%**
Projected Expenses					
Personnel Cost	$ 142,587	$ 71,190	$ 141,803	$ 151,487	6.24%
Professional Services	10,000	861	1,722	10,000	
Other Services and Charges	45,136	25,328	50,450	46,313	2.61%
Communications	20,300	10,996	21,992	23,400	15.27%
Information Technology	53,450	13,708	27,416	65,286	22.14%
Supplies	-	-	-	-	
Operations and Maintenance	152,435	39,730	79,460	148,836	-2.36%
Equipment Purchases	3,500	1,750	3,500	3,550	1.43%
Depreciation	60,000	30,000	60,000	80,000	33.33%
Subtotal before allocations	$ 487,408	$ 193,563	$ 386,343	$ 528,872	8.51%
Allocations of Support Departments	191,344	89,725	164,370	222,113	16.08%
Total Operations Expenses	**$ 678,752**	**$ 283,288**	**$ 550,713**	**$ 750,985**	**10.64%**
Operations Cost per 1,000 gallons	$16.457			$17.436	
Debt Service Budget					
Projected Revenue					
Debt Service Rate (monthly)	**$ 12,079**			**$ 23,558**	95.03%
Debt Service Rate Revenue - ACSA	$ 144,948	$ 72,474	$ 144,948	$ 282,696	95.03%
Trust Fund Interest	500	221	442	307	
Reserve Fund Interest	-	-	-	-	
Total Debt Service Revenue	**$ 145,448**	**$ 72,695**	**$ 145,390**	**$ 283,003**	**94.57%**
Principal, Interest & Reserves					
Total Principal & Interest	$ 18,746	$ 9,373	$ 18,746	$ 18,701	-0.24%
Estimated New Principal & Interest	126,700	63,350	126,700	264,300	108.60%
Reserve Additions - Interest	-	-	-	-	#DIV/0!
Total Debt Principal and Interest	**$ 145,446**	**$ 72,723**	**$ 145,446**	**$ 283,001**	**94.57%**
Rate Center Summary					
Total Revenues	$ 824,196	$ 414,503	$ 829,006	$ 1,033,983	25.45%
Total Expenses	824,198	356,011	696,159	1,033,986	25.45%
Surplus/(Deficit)	**$ (2)**	**$ 58,492**	**$ 132,847**	**$ (3)**	
Rates (Monthly)					
ACSA	**$ 68,183**			**$ 85,673**	**25.65%**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Glenmore Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 95,800	$ 49,821	$ 99,642	$ 101,400	$ 5,600	5.85%
11010	Overtime & Holiday Pay	4,500	1,548	3,096	4,500	-	0.00%
12010	FICA	7,673	3,818	7,636	8,101	428	5.58%
12020	Health Insurance	21,460	9,150	18,300	23,600	2,140	9.97%
12026	Employee Assistance Program	20	13	26	20	-	0.00%
12030	Retirement	8,220	4,161	8,322	8,761	541	6.58%
12040	Life Insurance	1,284	548	1,096	1,075	(209)	-16.28%
12050	Fitness Program	130	57	114	130	-	0.00%
12060	Worker's Comp Insurance	1,150	866	1,155	1,150	-	0.00%
	Subtotal	$ 140,237	$ 69,982	$ 139,387	$ 148,737	$ 8,500	6.06%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 150	$ -	$ -	$ 100	$ (50)	-33.33%
13150	Education & Training	1,000	295	590	1,000	-	0.00%
13200	Travel & Lodging	100	104	208	50	(50)	-50.00%
13250	Uniforms	1,000	789	1,578	1,500	500	50.00%
13325	Recruiting & Medical Testing	50	1	2	50	-	0.00%
13350	Other	50	19	38	50	-	0.00%
	Subtotal	$ 2,350	$ 1,208	$ 2,416	$ 2,750	$ 400	17.02%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	476	952	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	10,000	385	770	10,000	-	0.00%
	Subtotal	$ 10,000	$ 861	$ 1,722	$ 10,000	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 400	$ 309	$ 412	$ 500	$ 100	25.00%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	-	567	1,134	150	150	#DIV/0!
21300	Authority Dues/Permits/Fees	3,936	4,648	9,296	4,999	1,063	27.01%
21350	Laboratory Analysis	2,800	3,204	6,408	2,664	(136)	-4.86%
21400	Utilities	38,000	16,600	33,200	38,000	-	0.00%
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 45,136	$ 25,328	$ 50,450	$ 46,313	$ 1,177	2.61%
22000	***Communication***						
22100	Radio	$ 250	$ -	$ -	$ 1,000	$ 750	
22150	Telephone & Data Service	19,200	10,786	21,572	21,500	2,300	
22200	Cell Phones, Wireless data	850	210	420	900	50	
	Subtotal	$ 20,300	$ 10,996	$ 21,992	$ 23,400	$ 3,100	
31000	***Information Technology***						
31100	Computer Hardware	$ 2,000	$ 12,821	$ 25,642	$ 2,000	$ -	0.00%
31150	SCADA Maint. & Support	49,650	447	894	62,150	12,500	25.18%
31200	Maintenance & Support Services	-	440	880	-	-	
31250	Software & Subscriptions	-	-	-	386	386	
31300	Security Systems	1,800	-	-	750	(1,050)	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 53,450	$ 13,708	$ 27,416	$ 65,286	$ 11,836	22.14%
33000	***Supplies***						
33100	Office Supplies	$ -	$ -	$ -	$ -	$ -	
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 13,235	$ 694	$ 1,388	$ 10,000	$ (3,235)	-24.44%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Glenmore Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41400	Materials, Supplies & Tools	1,000	123	246	1,500	500	50.00%
41450	Chemicals	4,700	2,548	5,096	3,277	(1,423)	-30.28%
41500	Vehicle Maintenance	1,000	609	1,218	500	(500)	-50.00%
41550	Equipment Repair, Replace, Maint.	40,000	10,721	21,442	40,029	29	0.07%
41600	Instrumentation & Metering	20,000	2,679	5,358	20,530	530	2.65%
41650	Fuel & Lubricants	3,500	1,368	2,736	3,000	(500)	-14.29%
41700	General Other Maintenance	69,000	20,988	41,976	70,000	1,000	1.45%
	Subtotal	$ 152,435	$ 39,730	$ 79,460	$ 148,836	$ (3,599)	-2.36%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	3,500	1,750	3,500	3,550	50	1.43%
	Subtotal	$ 3,500	$ 1,750	$ 3,500	$ 3,550	$ 50	1.43%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 16,165	$ 8,466	$ 16,873	$ 19,120	$ 2,955	18.28%
95110	Finance	35,842	17,154	21,719	10,487	(25,355)	-70.74%
95300	Engineering Allocation	43,823	19,874	38,020	38,477	(5,346)	-12.20%
95150	Maintenance Allocation	85,522	39,567	78,692	89,647	4,125	4.82%
95200	Laboratory Allocation	9,992	4,664	9,066	12,074	2,082	20.84%
95250	Information Technology		-	-	52,308	52,308	
	Subtotal	$ 191,344	$ 89,725	$ 164,370	$ 222,113	$ 30,769	16.08%
	Depreciation	$ 60,000	$ 30,000	$ 60,000	$ 80,000	$ 20,000	33.33%
	Subtotal	$ 60,000	$ 30,000	$ 60,000	$ 80,000	$ 20,000	33.33%
	Total	**$ 678,752**	**$ 283,288**	**$ 550,713**	**$ 750,985**	**$ 72,233**	**10.64%**

This page left blank intentionally.

Scottsville Wastewater Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Projected Flow (MGD)	0.065			0.061	
Operations Budget					
Projected Revenues					
Operations Rate (monthly)	**$ 40,944**			**$ 46,606**	13.83%
Revenue	$ 491,328	$ 245,664	$ 491,328	$ 559,272	13.83%
Interest Allocation	4,200	3,888	7,776	4,100	-2.38%
Total Operations Revenues	**$ 495,528**	**$ 249,552**	**$ 499,104**	**$ 563,372**	**13.69%**
Projected Expenses					
Personnel Cost	$ 142,484	$ 71,190	$ 141,803	$ 151,160	6.09%
Professional Services	5,000	486	972	5,000	0.00%
Other Services and Charges	30,936	19,652	38,789	32,314	4.45%
Communications	6,050	145	290	7,400	22.31%
Information Technology	54,750	1,572	3,144	25,036	-54.27%
Supplies	-	-	-	-	
Operations and Maintenance	53,680	41,327	82,654	104,606	94.87%
Equipment Purchases	3,500	1,750	3,500	3,550	1.43%
Depreciation	20,000	10,000	20,000	25,000	25.00%
Subtotal before allocations	$ 316,400	$ 146,122	$ 291,152	$ 354,066	11.90%
Allocations of Support Departments	179,127	84,072	153,128	209,307	16.85%
Total Operations Expenses	**$ 495,527**	**$ 230,194**	**$ 444,280**	**$ 563,373**	**13.69%**
Operations Cost per 1,000 gallons	$20.886			$25.303	121.15%
Debt Service Budget					
Projected Revenue					
Debt Service Rate (monthly)	**$ 4,619**			**$ 8,761**	89.67%
Debt Service Rate Revenue - ACSA	$ 55,428	$ 27,714	$ 55,428	$ 105,132	89.67%
Trust Fund Interest	200	74	148	100	-50.00%
Reserve Fund Interest	4,000	2,206	4,412	3,800	-5.00%
Total Debt Service Revenue	**$ 59,628**	**$ 29,994**	**$ 59,988**	**$ 109,032**	**82.85%**
Principal, Interest & Reserves					
Total Principal & Interest	$ 6,526	$ 3,263	$ 6,526	$ 6,530	0.06%
Estimated New Principal & Interest	49,100	24,550	49,100	98,700	101.02%
Reserve Additions - Interest	4,000	2,206	4,412	3,800	-5.00%
Total Debt Principal and Interest	**$ 59,626**	**$ 30,019**	**$ 60,038**	**$ 109,030**	**82.86%**
Rate Center Summary					
Total Revenues	$ 555,156	$ 279,546	$ 559,092	$ 672,404	21.12%
Total Expenses	555,153	260,213	504,318	672,403	21.12%
Surplus/(Deficit)	**$ 3**	**$ 19,333**	**$ 54,774**	**$ 1**	
Rates (Monthly)					
ACSA	**$ 45,563**			**$ 55,367**	**21.52%**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Scottsville Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 95,800	$ 49,821	$ 99,642	$ 101,400	$ 5,600	5.85%
11010	Overtime & Holiday Pay	4,400	1,548	3,096	4,400	-	0.00%
12010	FICA	7,665	3,818	7,636	8,094	429	5.60%
12020	Health Insurance	21,460	9,150	18,300	23,600	2,140	9.97%
12026	Employee Assistance Program	20	13	26	20	-	0.00%
12030	Retirement	8,220	4,161	8,322	8,761	541	6.58%
12040	Life Insurance	1,284	548	1,096	1,075	(209)	-16.28%
12050	Fitness Program	135	57	114	135	-	0.00%
12060	Worker's Comp Insurance	1,150	866	1,155	1,150	-	0.00%
	Subtotal	$ 140,134	$ 69,982	$ 139,387	$ 148,635	$ 8,501	6.07%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 150	$ -	$ -	$ 100	$ (50)	-33.33%
13150	Education & Training	1,000	295	590	800	(200)	-20.00%
13200	Travel & Lodging	100	104	208	50	(50)	-50.00%
13250	Uniforms	1,000	789	1,578	1,500	500	50.00%
13325	Recruiting & Medical Testing	50	1	2	50	-	
13350	Other	50	19	38	25	(25)	-50.00%
	Subtotal	$ 2,350	$ 1,208	$ 2,416	$ 2,525	$ 175	7.45%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	101	202	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	5,000	385	770	5,000	-	0.00%
	Subtotal	$ 5,000	$ 486	$ 972	$ 5,000	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 1,200	$ 773	$ 1,031	$ 1,500	$ 300	25.00%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	-	481	962	150	150	#DIV/0!
21300	Authority Dues/Permits/Fees	3,936	4,648	9,296	5,000	1,064	27.03%
21350	Laboratory Analysis	2,800	3,204	6,408	2,664	(136)	-4.86%
21400	Utilities	23,000	10,546	21,092	23,000	-	0.00%
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 30,936	$ 19,652	$ 38,789	$ 32,314	$ 1,378	4.45%
22000	***Communication***						
22100	Radio	$ 250	$ -	$ -	$ 1,000	$ 750	300.00%
22150	Telephone & Data Service	5,400	51	102	6,000	600	11.11%
22200	Cell Phones, Wireless data	400	94	188	400	-	0.00%
	Subtotal	$ 6,050	$ 145	$ 290	$ 7,400	$ 1,350	22.31%
31000	***Information Technology***						
31100	Computer Hardware	$ 6,000	$ (575)	$ (1,150)	$ 2,000	$ (4,000)	-66.67%
31150	SCADA Maint. & Support	47,150	2,147	4,294	22,150	(25,000)	-53.02%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software & Subscriptions	-	-	-	386	386	
31300	Security Systems	1,600	-	-	500	(1,100)	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 54,750	$ 1,572	$ 3,144	$ 25,036	$ (29,714)	-54.27%
33000	***Supplies***						
33100	Office Supplies	$ -	$ -	$ -	$ -	$ -	
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 19,980	$ 2,521	$ 5,042	$ 33,500	$ 13,520	67.67%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	47	94	12,500	12,500	
41400	Materials, Supplies & Tools	1,000	946	1,892	1,500	500	50.00%
41450	Chemicals	5,000	3,253	6,506	4,222	(778)	-15.56%
41500	Vehicle Maintenance	1,000	561	1,122	500	(500)	-50.00%
41550	Equipment Repair, Replace, Maint.	15,000	13,174	26,348	17,484	2,484	16.56%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Rate Center: Scottsville Wastewater

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41600	Instrumentation & Metering	500	1,339	2,678	5,000	4,500	900.00%
41650	Fuel & Lubricants	1,200	912	1,824	1,300	100	8.33%
41700	General Other Maintenance	10,000	18,574	37,148	28,600	18,600	186.00%
	Subtotal	$ 53,680	$ 41,327	$ 82,654	$ 104,606	$ 50,926	94.87%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	3,500	1,750	3,500	3,550	50	1.43%
	Subtotal	$ 3,500	$ 1,750	$ 3,500	$ 3,550	$ 50	1.43%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ 16,165	$ 8,466	$ 16,873	$ 19,120	$ 2,955	18.28%
95110	Finance	35,842	17,154	21,719	10,487	(25,355)	
95300	Engineering Allocation	43,823	19,874	38,020	38,477	(5,346)	-12.20%
95150	Maintenance Allocation	73,305	33,914	67,450	76,841	3,536	4.82%
95200	Laboratory Allocation	9,992	4,664	9,066	12,074	2,082	20.84%
95250	Information Technology	-	-	-	52,308	52,308	#DIV/0!
	Subtotal	$ 179,127	$ 84,072	$ 153,128	$ 209,307	$ 30,180	16.85%
	Depreciation	$ 20,000	$ 10,000	$ 20,000	$ 25,000	$ 5,000	25.00%
	Subtotal	$ 20,000	$ 10,000	$ 20,000	$ 25,000	$ 5,000	25.00%
	Total	**$ 495,527**	**$ 230,194**	**$ 444,280**	**$ 563,373**	**$ 67,846**	**13.69%**

This page left blank intentionally.

Support Departments

Fiscal Year 2026-2027

Rivanna Water and Sewer Authority

This page left blank intentionally.

Administration Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Operations Budget					
Projected Revenues & Sources					
Payment for Services SWA	$ 417,000	$ 208,631	$ 417,262	$ 444,400	6.57%
Bond Proceeeds Funding Bond Issuance Costs	-		-	-	
Miscellaneous Revenue	-	599	599	-	
Total Operations Revenues	**$ 417,000**	**$ 209,230**	**$ 417,861**	**$ 444,400**	**6.57%**
Projected Expenses					
Personnel Cost	$ 1,657,525	$ 856,193	$ 1,709,155	$ 1,869,274	12.78%
Professional Services	103,950	75,003	150,006	124,000	19.29%
Other Services and Charges	162,450	64,676	126,052	227,805	40.23%
Communications	9,200	1,189	2,378	8,200	-10.87%
Information Technology	5,700	17,321	34,642	23,000	303.51%
Supplies	19,600	7,942	15,884	15,500	-20.92%
Operations and Maintenance	66,050	29,009	58,018	70,500	6.74%
Equipment Purchases	9,000	4,500	9,000	18,150	101.67%
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 2,033,475**	**$ 1,055,833**	**$ 2,105,135**	**$ 2,356,429**	**15.88%**

Department Summary						
Total Revenues		$ 417,000	$ 209,230	$ 417,861	$ 444,400	6.57%
Total Expenses		2,033,475	1,055,833	2,105,135	2,356,429	15.88%
Net Costs Allocable to Rate Centers		**$ (1,616,475)**	**$ (846,603)**	**$ (1,687,274)**	**$ (1,912,029)**	18.28%
Allocations to the Rate Centers						
Urban Water	44.00%	**$ 711,249**	**$ 372,505**	**$ 742,401**	**$ 841,293**	
Crozet Water	4.00%	**64,659**	**33,864**	**67,491**	**76,481**	
Scottsville Water	2.00%	**32,330**	**16,932**	**33,745**	**38,241**	
Urban Wastewater	48.00%	**775,908**	**406,369**	**809,892**	**917,774**	
Glenmore Wastewater	1.00%	**16,165**	**8,466**	**16,873**	**19,120**	
Scottsville Wastewater	1.00%	**16,165**	**8,466**	**16,873**	**19,120**	
	100.00%	**$ 1,616,476**	**$ 846,602**	**$ 1,687,275**	**$ 1,912,029**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Administration

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 1,229,350	$ 645,765	1,291,530	$ 1,382,800	$ 153,450	12.48%
11010	Overtime & Holiday Pay	500	165	330	500	-	0.00%
12010	FICA	94,084	38,505	77,010	105,822	11,738	12.48%
12020	Health Insurance	152,900	70,551	141,102	196,500	43,600	28.52%
12026	Employee Assistance Program	320	80	160	320	-	0.00%
12030	Retirement	105,478	55,727	111,454	119,474	13,996	13.27%
12040	Life Insurance	16,473	7,470	14,940	14,658	(1,815)	-11.02%
12050	Fitness Program	2,000	1,082	2,164	2,000	-	0.00%
12060	Worker's Comp Insurance	6,350	4,847	6,463	6,350	-	0.00%
	Subtotal	$ 1,607,455	$ 824,192	$ 1,645,153	$ 1,828,424	$ 220,969	13.75%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 500	$ 309	$ 618	$ 1,800	$ 1,300	260.00%
13150	Education & Training	14,000	9,174	18,348	9,000	(5,000)	-35.71%
13200	Travel & Lodging	5,000	2,588	5,176	3,000	(2,000)	-40.00%
13250	Uniforms	2,500	962	1,924	1,500	(1,000)	-40.00%
13325	Recruiting & Medical Testing	3,070	111	222	550	(2,520)	-82.08%
13350	Other	25,000	18,857	37,714	25,000	-	0.00%
	Subtotal	$ 50,070	$ 32,001	$ 64,002	$ 40,850	$ (9,220)	-18.41%
	Professional Services						
20100	Legal Fees	$ 45,000	$ 44,903	$ 89,806	$ 75,000	$ 30,000	66.67%
20200	Financial & Admin. Services	48,950	20,172	40,344	49,000	50	0.10%
20250	Bond Issue Costs	-	-	-	-	-	0.00%
20300	Engineering & Technical Services	10,000	9,928	19,856	-	(10,000)	0.00%
	Subtotal	$ 103,950	$ 75,003	$ 150,006	$ 124,000	$ 20,050	19.29%
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 7,400	$ 4,950	$ 6,600	$ 7,000	$ (400)	-5.41%
21150	Advertising & Communication	32,200	1,505	3,010	88,500	56,300	174.84%
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	10,250	6,720	13,440	6,000	(4,250)	-41.46%
21300	Authority Dues/Permits/Fees	1,500	3,871	7,742	1,555	55	3.67%
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	1,600	744	1,488	1,900	300	18.75%
21420	General Other Services	87,000	44,861	89,722	93,850	6,850	7.87%
21430	Governance & Strategic Support	22,500	2,025	4,050	29,000	6,500	28.89%
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 162,450	$ 64,676	$ 126,052	$ 227,805	$ 65,355	40.23%
22000	***Communication***						
22100	Radio	$ 1,700	$ -	$ -	$ 3,000	$ 1,300	76.47%
22150	Telephone & Data Service	-	-	-	-	-	#DIV/0!
22200	Cell Phones, Wireless data	7,500	1,189	2,378	5,200	(2,300)	-30.67%
	Subtotal	$ 9,200	$ 1,189	$ 2,378	$ 8,200	$ (1,000)	-10.87%
31000	***Information Technology***						
31100	Computer Hardware	$ -	$ 80	$ 160	$ -	$ -	#DIV/0!
31150	SCADA Maint. & Support	-	-	-	-	-	#DIV/0!
31200	Maintenance & Support Services	5,200	1,241	2,482	2,500	(2,700)	-51.92%
31250	Software & Subscriptions	-	16,000	32,000	20,000	20,000	#DIV/0!
31300	Security Systems	500	-	-	500	-	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 5,700	$ 17,321	$ 34,642	$ 23,000	$ 17,300	303.51%
33000	***Supplies***						
33100	Office Supplies	$ 12,100	$ 5,692	$ 11,384	$ 11,500	$ (600)	-4.96%
33150	Subscriptions/Reference Material	-	231	462	-	-	#DIV/0!
33350	Postage & Delivery	7,500	2,019	4,038	4,000	(3,500)	-46.67%
	Subtotal	$ 19,600	$ 7,942	$ 15,884	$ 15,500	$ (4,100)	-20.92%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 47,800	$ 18,371	$ 36,742	$ 48,750	$ 950	1.99%
41150	Building/land Lease, Rental	7,500	4,082	8,164	8,000	500	6.67%
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	
41400	Materials, Supplies & Tools	750	2,449	4,898	750	-	0.00%
41450	Chemicals	-	-	-	-	-	
41500	Vehicle Maintenance	3,000	859	1,718	6,000	3,000	100.00%
41550	Equipment Repair, Replace, Maint.	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Administration

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41600	Instrumentation & Metering	-	-	-	-	-	
41650	Fuel & Lubricants	7,000	3,248	6,496	7,000	-	0.00%
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	$ 66,050	$ 29,009	$ 58,018	$ 70,500	$ 4,450	6.74%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	9,000	4,500	9,000	18,150	9,150	101.67%
	Subtotal	$ 9,000	$ 4,500	$ 9,000	$ 18,150	$ 9,150	101.67%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 2,033,475**	**$ 1,055,833**	**$ 2,105,135**	**$ 2,356,429**	**$ 322,954**	**15.88%**

This page left blank intentionally.

Finance Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Operations Budget					
Projected Revenues & Sources					
Payment for Services SWA	$ 581,000	$ 290,500	$ 581,000	314,400	-45.89%
Bond Proceeeds Funding Bond Issuance Costs	-	-	-	-	
Miscellaneous Revenue	-	8,995	8,995	-	
Total Operations Revenues	**$ 581,000**	**$ 299,495**	**$ 589,995**	**$ 314,400**	**-45.89%**
Projected Expenses					
Personnel Cost	$ 1,049,401	$ 1,211,680	$ 2,419,609	$ 1,135,507	8.21%
Professional Services	47,000	62,550	125,100	126,000	168.09%
Other Services and Charges	50,500	30,734	59,921	52,850	4.65%
Communications	23,000	58,523	117,046	4,000	-82.61%
Information Technology	-	631,271	-	30,000	#DIV/0!
Supplies	14,000	8,345	16,690	11,000	-21.43%
Operations and Maintenance	-	8,006	16,012	3,750	#DIV/0!
Equipment Purchases	-	3,750	7,500	-	#DIV/0!
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 1,183,901**	**$ 2,014,859**	**$ 2,761,878**	**$ 1,363,107**	**15.14%**

Department Summary					
Total Revenues		$ 581,000	$ 299,495	$ 589,995	$ 314,400
Total Expenses		1,183,901	2,014,859	2,761,878	1,363,107
Net Costs Allocable to Rate Centers		**$ (602,901)**	**$ (1,715,364)**	**$ (2,171,883)**	**$ (1,048,707)**
Allocations to the Rate Centers					
Urban Water	44.00%	**$ 265,276**	**$ 754,760**	**$ 955,629**	**$ 461,431**
Crozet Water	4.00%	**24,116**	**68,615**	**86,875**	**41,948**
Scottsville Water	2.00%	**12,058**	**34,307**	**43,438**	**20,974**
Urban Wastewater	48.00%	**289,392**	**823,375**	**1,042,504**	**503,379**
Glenmore Wastewater	1.00%	**6,029**	**17,154**	**21,719**	**10,487**
Scottsville Wastewater	1.00%	**6,029**	**17,154**	**21,719**	**10,487**
	100.00%	**$ 602,900**	**$ 1,715,365**	**$ 2,171,884**	**$ 1,048,706**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Finance

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 755,300	$ 902,046	$ 1,804,092	$ 821,500	$ 66,200	8.76%
11010	Overtime & Holiday Pay	500	38	76	1,000	500	
12010	FICA	57,830	63,697	127,394	62,921	5,091	8.80%
12020	Health Insurance	133,750	130,553	261,106	155,600	21,850	16.34%
12026	Employee Assistance Program	75	141	282	150	75	100.00%
12030	Retirement	64,805	81,001	162,002	70,978	6,173	9.53%
12040	Life Insurance	10,121	10,326	20,652	8,708	(1,413)	-13.96%
12050	Fitness Program	750	779	1,558	1,500	750	100.00%
12060	Worker's Comp Insurance	2,000	5,626	7,501	2,400	400	20.00%
	Subtotal	$ 1,025,131	$ 1,194,207	$ 2,384,663	$ 1,124,757	$ 99,626	9.72%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 2,000	$ 368	$ 736	$ 2,000	$ -	0.00%
13150	Education & Training	12,000	9,307	18,614	5,000	(7,000)	-58.33%
13200	Travel & Lodging	3,000	4,957	9,914	2,000	(1,000)	-33.33%
13250	Uniforms	5,500	1,682	3,364	1,000	(4,500)	-81.82%
13325	Recruiting & Medical Testing	770	284	568	500	(270)	-35.06%
13350	Other	1,000	875	1,750	250	(750)	-75.00%
	Subtotal	$ 24,270	$ 17,473	$ 34,946	$ 10,750	$ (13,520)	-55.71%
	Professional Services						
20100	Legal Fees	$ 10,000	$ 2,703	$ 5,406	$ -	$ (10,000)	-100.00%
20200	Financial & Admin. Services	37,000	5,547	11,094	126,000	89,000	240.54%
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	-	54,300	108,600	-	-	
	Subtotal	$ 47,000	$ 62,550	$ 125,100	$ 126,000	$ 79,000	168.09%
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 3,500	$ 2,320	$ 3,093	$ 300	$ (3,200)	-91.43%
21150	Advertising & Communication	-	879	1,758	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	-	2,743	5,486	1,200	1,200	
21300	Authority Dues/Permits/Fees	47,000	24,507	49,014	51,350	4,350	9.26%
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	-	-	-	-	-	
21420	General Other Services	-	285	570	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 50,500	$ 30,734	$ 59,921	$ 52,850	$ 2,350	4.65%
22000	***Communication***						
22100	Radio	$ -	$ -	$ -	$ -	$ -	
22150	Telephone & Data Service	20,000	55,742	111,484	-	(20,000)	-100.00%
22200	Cell Phones, Wireless data	3,000	2,781	5,562	4,000	1,000	33.33%
	Subtotal	$ 23,000	$ 58,523	$ 117,046	$ 4,000	$ (19,000)	-82.61%
31000	***Information Technology***						
31100	Computer Hardware	$ -	$ 80,712	$ 161,424	$ -	$ -	#DIV/0!
31150	SCADA Maint. & Support	-	89,355	178,710	-	-	#DIV/0!
31200	Maintenance & Support Services	-	125,290	250,580	15,000	15,000	#DIV/0!
31250	Software & Subscriptions	-	333,760	667,520	15,000	15,000	#DIV/0!
31300	Security Systems	-	2,154	4,308	-	-	#DIV/0!
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ -	$ 631,271	$ 1,258,234	$ 30,000	$ 30,000	#DIV/0!
33000	***Supplies***						
33100	Office Supplies	$ 7,500	$ 3,607	$ 7,214	$ 7,000	$ (500)	-6.67%
33150	Subscriptions/Reference Material	500	1,974	3,948	-	(500)	-100.00%
33350	Postage & Delivery	6,000	2,764	5,528	4,000	(2,000)	-33.33%
	Subtotal	$ 14,000	$ 8,345	$ 16,690	$ 11,000	$ (3,000)	-21.43%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ -	$ 220	440	$ 3,750	$ 3,750	0.00%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance		-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	
41400	Materials, Supplies & Tools	-	977	1,954	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Finance

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41450	Chemicals	-	-	-	-	-	
41500	Vehicle Maintenance	-	6,244	12,488	-	-	#DIV/0!
41550	Equipment Repair, Replace, Maint.	-	-	-	-	-	
41600	Instrumentation & Metering	-	-	-	-	-	
41650	Fuel & Lubricants	-	565	1,130	-	-	#DIV/0!
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	$ -	$ 8,006	$ 16,012	$ 3,750	$ 3,750	#DIV/0!
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	-	3,750	7,500	-	-	#DIV/0!
	Subtotal	$ -	$ 3,750	$ 7,500	$ -	$ -	#DIV/0!
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-		-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 1,183,901**	**$ 2,014,859**	**$ 4,020,112**	**$ 1,363,107**	**$ 179,206**	**15.14%**

This page left blank intentionally.

Maintenance Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Operations Budget					
Projected Revenues					
Miscellaneous Revenue	$ -	$ 1,206	$ 2,412	$ -	
Payment for Services SWA	-	-	-	-	
Total Operations Revenues	**$ -**	**$ 1,206**	**$ 2,412**	**$ -**	
Projected Expenses					
Personnel Cost	$ 1,836,099	$ 910,123	$ 1,811,129	$ 1,933,114	5.28%
Professional Services	10,000	525	1,050	10,000	
Other Services and Charges	40,350	12,538	21,570	59,300	46.96%
Communications	20,000	4,128	8,256	34,700	73.50%
Information Technology	7,500	2,409	4,818	25,838	244.51%
Supplies	3,500	18	36	3,500	0.00%
Operations and Maintenance	130,300	81,523	163,046	152,659	17.16%
Equipment Purchases	395,750	120,420	240,840	342,240	-13.52%
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 2,443,499**	**$ 1,131,684**	**$ 2,250,745**	**$ 2,561,351**	**4.82%**

Department Summary					
Total Revenues		$ -	$ 1,206	$ 2,412	$ -
Total Expenses		2,443,499	1,131,684	2,250,745	2,561,351
Net Costs Allocable to Rate Centers		**$ (2,443,499)**	**$ (1,130,478)**	**$ (2,248,333)**	**$ (2,561,351)**
Allocations to the Rate Centers					
Urban Water	30.00%	**$ 733,050**	**$ 339,143**	**$ 674,500**	**$ 768,405**
Crozet Water	3.50%	**85,522**	**39,567**	**78,692**	**89,647**
Scottsville Water	3.50%	**85,522**	**39,567**	**78,692**	**89,647**
		-		**-**	
Urban Wastewater	56.50%	**1,380,577**	**638,720**	**1,270,308**	**1,447,163**
Glenmore Wastewater	3.50%	**85,522**	**39,567**	**78,692**	**89,647**
Scottsville Wastewater	3.00%	**73,305**	**33,914**	**67,450**	**76,841**
	100.00%	**$ 2,443,498**	**$ 1,130,478**	**$ 2,248,334**	**$ 2,561,350**

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Maintenance

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 1,257,900	$ 656,777	$ 1,313,554	$ 1,314,300	$ 56,400	4.48%
11010	Overtime & Holiday Pay	15,500	10,420	20,840	15,500	-	0.00%
12010	FICA	97,415	50,044	100,088	101,730	4,315	4.43%
12020	Health Insurance	271,400	95,097	190,194	298,426	27,026	9.96%
12026	Employee Assistance Program	275	118	236	275	-	0.00%
12030	Retirement	107,928	51,541	103,082	113,556	5,628	5.21%
12040	Life Insurance	16,856	6,847	13,694	13,932	(2,924)	-17.35%
12050	Fitness Program	-	-	-	-	-	0.00%
12060	Worker's Comp Insurance	18,100	13,676	18,235	18,100	-	0.00%
	Subtotal	$ 1,785,374	$ 884,520	$ 1,759,923	$ 1,875,819	$ 90,445	5.07%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 375	$ -	$ -	$ 375	$ -	0.00%
13150	Education & Training	31,500	14,242	28,484	40,000	8,500	26.98%
13200	Travel & Lodging	650	1,375	2,750	650	-	0.00%
13250	Uniforms	13,400	7,797	15,594	13,320	(80)	-0.60%
13325	Recruiting & Medical Testing	3,800	1,726	3,452	1,950	(1,850)	-48.68%
13350	Other	1,000	463	926	1,000	-	0.00%
	Subtotal	$ 50,725	$ 25,603	$ 51,206	$ 57,295	$ 6,570	12.95%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services		525	1,050	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	10,000	-	-	10,000	-	
	Subtotal	$ 10,000	$ 525	$ 1,050	$ 10,000	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 7,700	$ 5,259	$ 7,012	$ 11,500	$ 3,800	49.35%
21150	Advertising & Communication	-	349	698	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	28,650	5,663	11,326	43,800	15,150	52.88%
21300	Authority Dues/Permits/Fees	-	10	20	-	-	
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	-	-	-	-	-	
21420	General Other Services	4,000	1,257	2,514	4,000	-	0.00%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 40,350	$ 12,538	$ 21,570	$ 59,300	$ 18,950	46.96%
22000	***Communication***						
22100	Radio	$ 3,000	$ -	$ -	$ 15,900	$ 12,900	430.00%
22150	Telephone & Data Service	800	-	-	800	-	0.00%
22200	Cell Phones, Wireless data	16,200	4,128	8,256	18,000	1,800	11.11%
	Subtotal	$ 20,000	$ 4,128	$ 8,256	$ 34,700	$ 14,700	73.50%
31000	***Information Technology***						
31100	Computer Hardware	$ -	$ 1,920	$ 3,840	$ 13,000	$ 13,000	#DIV/0!
31150	SCADA Maint. & Support	-	-	-	-	-	
31200	Maintenance & Support Services	-	489	978	-	-	#DIV/0!
31250	Software & Subscriptions	7,500	-	-	12,588	5,088	67.84%
31300	Security Systems	-	-	-	250	250	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ 7,500	$ 2,409	$ 4,818	$ 25,838	$ 18,338	244.51%
33000	***Supplies***						
33100	Office Supplies	$ 3,500	$ -	$ -	$ 3,500	$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	-	18	36	-	-	
	Subtotal	$ 3,500	$ 18	$ 36	$ 3,500	$ -	0.00%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 13,450	$ 3,683	$ 7,366	$ 13,450	$ -	0.00%
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	6,000	3,712	7,424	6,000	-	0.00%
41400	Materials, Supplies & Tools	31,000	18,075	36,150	31,099	99	0.32%
41450	Chemicals	-	-	-	-	-	
41500	Vehicle Maintenance	13,000	33,779	67,558	27,346	14,346	110.35%
41550	Equipment Repair, Replace, Maint.	26,850	10,483	20,966	42,764	15,914	59.27%
41600	Instrumentation & Metering	10,000	1,283	2,566	2,000	(8,000)	-80.00%
41650	Fuel & Lubricants	30,000	10,508	21,016	30,000	-	0.00%
41700	General Other Maintenance	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Maintenance

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
	Subtotal	$ 130,300	$ 81,523	$ 163,046	$ 152,659	$ 22,359	17.16%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ 750	$ -	$ -	$ 750	$ -	0.00%
81250	Equipment (over $10,000)	265,000	55,420	110,840	139,700	(125,300)	-47.28%
81300	Vehicle Replacement Fund	130,000	65,000	130,000	201,790	71,790	55.22%
	Subtotal	$ 395,750	$ 120,420	$ 240,840	$ 342,240	$ (53,510)	-13.52%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-		
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 2,443,499**	**$ 1,131,684**	**$ 2,250,745**	**$ 2,561,351**	**$ 117,852**	**4.82%**

This page left blank intentionally.

Laboratory Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***

Operations Budget

Projected Revenues

N/A

Projected Expenses

Personnel Cost	$ 503,003	$ 244,015	$ 485,203	$ 554,030	10.14%
Professional Services	-	-	-	-	
Other Services and Charges	9,800	3,886	7,566	3,950	-59.69%
Communications	800	7,261	-	1,500	87.50%
Information Technology	-	-	-	28,772	#DIV/0!
Supplies	2,300	2,871	5,742	2,300	0.00%
Operations and Maintenance	146,357	50,609	101,218	156,475	6.91%
Equipment Purchases	3,900	2,322	4,644	57,900	1384.62%
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 666,160**	**$ 310,964**	**$ 604,373**	**$ 804,927**	**20.83%**

Department Summary

Total Revenues		$ -	$ -	$ -	$ -	
Total Expenses		666,160	310,964	604,373	804,927	20.83%
Net Costs Allocable to Rate Centers		**$ (666,160)**	**$ (310,964)**	**$ (604,373)**	**$ (804,927)**	
Allocations to the Rate Centers						
Urban Water	44.00%	**$ 293,110**	**$ 136,824**	**$ 265,924**	**$ 354,168**	
Crozet Water	4.00%	**26,646**	**12,439**	**24,175**	**32,197**	
Scottsville Water	2.00%	**13,323**	**6,219**	**12,087**	**16,099**	
		-	**-**	**-**		
Urban Wastewater	47.00%	**313,095**	**146,153**	**284,055**	**378,316**	
Glenmore Wastewater	1.50%	**9,992**	**4,664**	**9,066**	**12,074**	
Scottsville Wastewater	1.50%	**9,992**	**4,664**	**9,066**	**12,074**	
	100.00%	**$ 666,158**	**$ 310,963**	**$ 604,373**	**$ 804,928**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Laboratory

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 352,900	$ 176,795	$ 353,590	$ 390,500	$ 37,600	10.65%
11010	Overtime & Holiday Pay	7,300	1,128	2,256	7,300	-	0.00%
12010	FICA	27,555	13,245	26,490	30,432	2,877	10.44%
12020	Health Insurance	67,900	23,694	47,388	74,600	6,700	9.87%
12026	Employee Assistance Program	70	36	72	70	-	0.00%
12030	Retirement	30,279	15,180	30,360	33,739	3,460	11.43%
12040	Life Insurance	4,729	2,056	4,112	4,139	(590)	-12.48%
12050	Fitness Program	500	260	520	500	-	0.00%
12060	Worker's Comp Insurance	5,600	4,241	5,655	5,600	-	0.00%
	Subtotal	$ 496,833	$ 236,635	$ 470,443	$ 546,880	$ 50,047	10.07%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 200	$ -	$ -	$ 100	$ (100)	-50.00%
13150	Education & Training	3,500	6,537	13,074	4,000	500	14.29%
13200	Travel & Lodging	1,000	74	148	2,000	1,000	100.00%
13250	Uniforms	500	677	1,354	750	250	50.00%
13325	Recruiting & Medical Testing	870	-	-	300	(570)	0.00%
13350	Other	100	92	184	-	(100)	-100.00%
	Subtotal	$ 6,170	$ 7,380	$ 14,760	$ 7,150	$ 980	15.88%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	-	-	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 500	$ 309	$ 412	$ 600	$ 100	20.00%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	1,300	2,207	4,414	600	(700)	-53.85%
21300	Authority Dues/Permits/Fees	6,000	25	50	1,000	(5,000)	-83.33%
21350	Laboratory Analysis	1,500	219	438	1,750	250	16.67%
21400	Utilities	-	-	-	-	-	
21420	General Other Services	500	1,126	2,252	-	(500)	-100.00%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 9,800	$ 3,886	$ 7,566	$ 3,950	$ (5,850)	-59.69%
22000	***Communication***						
22100	Radio	$ -	$ -	$ -	$ -	$ -	
22150	Telephone & Data Service	-	6,993	13,986	-	-	
22200	Cell Phones, Wireless data	800	268	536	1,500	700	87.50%
	Subtotal	$ 800	$ 7,261	$ 14,522	$ 1,500	$ 700	
31000	***Information Technology***						
31100	Computer Hardware	$ -	$ -	$ -	$ -	$ -	
31150	SCADA Maint. & Support	-	-	-	-	-	
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software & Subscriptions	-	-	-	28,772	28,772	
31300	Security Systems	-	-	-	-	-	
31325	Asset Mgt / Project Mgt Systems	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ 28,772	$ 28,772	#DIV/0!
33000	***Supplies***						
33100	Office Supplies	$ 2,000	$ 2,810	$ 5,620	$ 2,000	$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	300	61	122	300	-	0.00%
	Subtotal	$ 2,300	$ 2,871	$ 5,742	$ 2,300	$ -	0.00%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ -	$ 450	$ 900	$ -	$ -	
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Laboratory

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41400	Materials, Supplies & Tools	50,000	29,434	58,868	70,000	20,000	40.00%
41450	Chemicals	3,000	2,081	4,162	3,750	750	25.00%
41500	Vehicle Maintenance	1,000	8	16	1,000	-	
41550	Equipment Repair, Replace, Maint.	35,000	8,788	17,576	28,125	(6,875)	-19.64%
41600	Instrumentation & Metering	56,457	9,447	18,894	53,000	(3,457)	-6.12%
41650	Fuel & Lubricants	900	401	802	600	(300)	-33.33%
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	$ 146,357	$ 50,609	$ 101,218	$ 156,475	$ 10,118	6.91%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ 372	$ 744	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	54,000	54,000	
81300	Vehicle Replacement Fund	3,900	1,950	3,900	3,900	-	0.00%
	Subtotal	$ 3,900	$ 2,322	$ 4,644	$ 57,900	$ 54,000	1384.62%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 666,160**	**$ 310,964**	**$ 618,895**	**$ 804,927**	**$ 138,767**	**20.83%**

This page left blank intentionally.

Engineering Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Operations Budget					
Projected Revenues					
ACSA Payment - Northern Area				255,600	
Payment for Services SWA	$ -	$ 10,463	$ 20,926	$ -	
Total Operations Revenues	**$ -**	**$ 10,463**	**$ 20,926**	**$ 255,600**	
Projected Expenses					
Personnel Cost	$ 2,407,282	$ 1,126,157	$ 2,240,138	$ 2,452,790	1.89%
Professional Services	142,000	51,350	102,700	100,000	-29.58%
Other Services and Charges	26,875	12,863	23,561	28,650	6.60%
Communications	20,628	2,972	5,944	35,656	72.85%
Information Technology	220,230	87,176	73,418	78,838	-64.20%
Supplies	6,700	4,714	9,428	7,700	14.93%
Operations and Maintenance	76,338	39,438	78,876	95,605	25.24%
Equipment Purchases	21,500	10,750	21,500	21,500	0.00%
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 2,921,553**	**$ 1,335,420**	**$ 2,555,565**	**$ 2,820,739**	**-3.45%**

Department Summary						
Total Revenues		$ -	$ 10,463	$ 20,926	$ 255,600	
Total Expenses		2,921,553	1,335,420	2,555,565	2,820,739	-3.45%
Net Costs Allocable to Rate Centers		**$ (2,921,553)**	**$ (1,324,957)**	**$ (2,534,639)**	**$ (2,565,139)**	
Allocations to the Rate Centers						
Urban Water	47.00%	**$ 1,373,130**	**$ 622,730**	**$ 1,191,280**	**$ 1,205,615**	
Crozet Water	4.00%	**116,862**	**52,998**	**101,386**	**102,606**	
Scottsville Water	2.00%	**58,431**	**26,499**	**50,693**	**51,303**	
Urban Wastewater	44.00%	**1,285,483**	**582,981**	**1,115,241**	**1,128,661**	
Glenmore Wastewater	1.50%	**43,823**	**19,874**	**38,020**	**38,477**	
Scottsville Wastewater	1.50%	**43,823**	**19,874**	**38,020**	**38,477**	
	100.00%	**$ 2,921,552**	**$ 1,324,956**	**$ 2,534,640**	**$ 2,565,139**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Engineering

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 1,737,200	$ 851,557	$ 1,703,114	$ 1,778,200	$ 41,000	2.36%
11010	Overtime & Holiday Pay	12,000	18,923	37,846	12,000	-	0.00%
12010	FICA	133,814	64,038	128,076	136,950	3,136	2.34%
12020	Health Insurance	266,434	65,819	131,638	293,425	26,991	10.13%
12026	Employee Assistance Program	230	136	272	230	-	0.00%
12030	Retirement	145,751	77,943	155,886	153,636	7,885	5.41%
12040	Life Insurance	20,673	9,559	19,118	18,849	(1,824)	-8.82%
12050	Fitness Program	2,500	1,514	3,028	2,500	-	0.00%
12060	Worker's Comp Insurance	24,200	18,264	24,352	24,200	-	0.00%
	Subtotal	$ 2,342,802	$ 1,107,753	$ 2,203,330	$ 2,419,990	$ 77,188	3.29%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 6,080	$ 725	$ 1,450	$ 4,000	$ (2,080)	-34.21%
13150	Education & Training	32,650	11,644	23,288	15,000	(17,650)	-54.06%
13200	Travel & Lodging	17,000	3,031	6,062	5,000	(12,000)	-70.59%
13250	Uniforms	5,150	2,627	5,254	6,000	850	16.50%
13325	Recruiting & Medical Testing	1,600	336	672	1,800	200	12.50%
13350	Other	2,000	41	82	1,000	(1,000)	-50.00%
	Subtotal	$ 64,480	$ 18,404	$ 36,808	$ 32,800	$ (31,680)	-49.13%
	Professional Services						
20100	Legal Fees	$ 5,000	$ -	$ -	$ 5,000	$ -	0.00%
20200	Financial & Admin. Services	2,500	9,225	18,450	5,000	2,500	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	134,500	42,125	84,250	90,000	(44,500)	-33.09%
	Subtotal	$ 142,000	$ 51,350	$ 102,700	$ 100,000	$ (42,000)	-29.58%
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 4,800	$ 3,248	$ 4,331	$ 9,500	$ 4,700	97.92%
21150	Advertising & Communication	2,000	-	-	500	(1,500)	-75.00%
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	11,575	8,624	17,248	11,700	125	1.08%
21300	Authority Dues/Permits/Fees	1,500	411	822	1,500	-	0.00%
21350	Laboratory Analysis	-	-	-	250	250	#DIV/0!
21400	Utilities	2,000	580	1,160	2,700	700	35.00%
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	5,000	-	-	2,500	(2,500)	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 26,875	$ 12,863	$ 23,561	$ 28,650	$ 1,775	6.60%
22000	***Communication***						
22100	Radio	$ 3,000	$ -	$ -	$ 13,600	$ 10,600	353.33%
22150	Telephone & Data Service	1,500	-	-	1,500	-	0.00%
22200	Cell Phones, Wireless data	16,128	2,972	5,944	20,556	4,428	27.46%
	Subtotal	$ 20,628	$ 2,972	$ 5,944	$ 35,656	$ 15,028	72.85%
31000	***Information Technology***						
31100	Computer Hardware	$ -	$ -	$ -	$ 12,000	$ 12,000	#DIV/0!
31150	SCADA Maint. & Support	-	-	-	-	-	
31200	Maintenance & Support Services	6,800	891	1,782	6,800	-	0.00%
31250	Software & Subscriptions	48,890	35,818	71,636	38,038	(10,852)	-22.20%
31300	Security Systems	14,500	-	-	22,000	7,500	
31325	Asset Mgt / Project Mgt Systems	150,040	50,467	100,934	-	(150,040)	
	Subtotal	$ 220,230	$ 87,176	$ 73,418	$ 78,838	$ (141,392)	-64.20%
33000	***Supplies***						
33100	Office Supplies	$ 4,200	$ 2,872	$ 5,744	$ 5,000	$ 800	19.05%
33150	Subscriptions/Reference Material	1,500	795	1,590	1,500	-	0.00%
33350	Postage & Delivery	1,000	1,047	2,094	1,200	200	20.00%
	Subtotal	$ 6,700	$ 4,714	$ 9,428	$ 7,700	$ 1,000	14.93%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 14,240	$ 4,591	$ 9,182	$ 16,740	$ 2,500	17.56%
41150	Building/land Lease, Rental	2,340	1,177	2,354	2,592	252	10.77%
41300	Dam Maintenance	-	-	-	-		
41350	Pipeline/Appurtenances	17,358	7,514	15,028	20,823	3,465	19.96%
41400	Materials, Supplies & Tools	16,200	12,058	24,116	22,450	6,250	38.58%
41450	Chemicals	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Engineering

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41500	Vehicle Maintenance	15,000	7,946	15,892	20,000	5,000	33.33%
41550	Equipment Repair, Replace, Maint.	1,600	862	1,724	1,600	-	0.00%
41600	Instrumentation & Metering	-	-	-	-	-	
41650	Fuel & Lubricants	9,600	5,290	10,580	11,400	1,800	18.75%
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	$ 76,338	$ 39,438	$ 78,876	$ 95,605	$ 19,267	25.24%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	21,500	10,750	21,500	21,500	-	0.00%
	Subtotal	$ 21,500	$ 10,750	$ 21,500	$ 21,500	$ -	0.00%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 2,921,553**	**$ 1,335,420**	**$ 2,555,565**	**$ 2,820,739**	**$ (100,814)**	**-3.45%**

This page left blank intentionally.

IT Summary

	FY 2026			FY 2027	
	Budgeted FY 2026	Actual for 6 months	Projected 12 months	***Proposed Budget***	***Budget % Change***
Operations Budget					
Projected Revenues					
Payment for Services SWA	$ -	$ -	$ -	$ 262,300	
Total Operations Revenues	**$ -**	**$ -**	**$ -**	**$ 262,300**	
Projected Expenses					
Personnel Cost	$ 1,362,507	$ -	$ -	$ 1,823,000	33.80%
Professional Services	-	-	-	-	#DIV/0!
Other Services and Charges	4,700	-	-	2,900	-38.30%
Communications	50,900	-	-	76,000	49.31%
Information Technology	1,550,650	-	-	1,835,600	18.38%
Supplies	-	-	-	-	#DIV/0!
Operations and Maintenance	5,000	-	-	4,000	-20.00%
Equipment Purchases	7,500	-	-	8,000	6.67%
Depreciation	-	-	-	-	
Total Operations Expenses	**$ 2,981,257**	**$ -**	**$ -**	**$ 3,749,500**	**25.77%**

Department Summary						
Total Revenues		$ -	$ -	$ -	$ 262,300	
Total Expenses		2,981,257	-	-	3,749,500	25.77%
Net Costs Allocable to Rate Centers		**$ (2,981,257)**	**$ -**	**$ -**	**$ (3,487,200)**	
Allocations to the Rate Centers						
Urban Water	47.00%	**$ 1,401,191**	**$ -**	**$ -**	**$ 1,638,984**	
Crozet Water	4.00%	**119,250**	**-**	**-**	**139,488**	
Scottsville Water	2.00%	**59,625**	**-**	**-**	**69,744**	
Urban Wastewater	44.00%	**1,311,753**	**-**	**-**	**1,534,368**	
Glenmore Wastewater	1.50%	**44,719**	**-**	**-**	**52,308**	
Scottsville Wastewater	1.50%	**44,719**	**-**	**-**	**52,308**	
	100.00%	**$ 2,981,257**	**$ -**	**$ -**	**$ 3,487,200**	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Information Technology

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 987,500	$ -	$ -	$ 1,345,600	$ 358,100	36.26%
11010	Overtime & Holiday Pay	500	-	-	500	-	0.00%
12010	FICA	75,571	-	-	102,977	27,406	36.27%
12020	Health Insurance	162,750	-	-	215,170	52,420	32.21%
12026	Employee Assistance Program	75	-	-	230	155	206.67%
12030	Retirement	84,728	-	-	116,260	31,532	37.22%
12040	Life Insurance	13,233	-	-	14,263	1,030	7.78%
12050	Fitness Program	750	-	-	750	-	0.00%
12060	Worker's Comp Insurance	5,400	-	-	8,000	2,600	48.15%
	Subtotal	$ 1,330,507	$ -	$ -	$ 1,803,750	$ 473,243	35.57%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ -	$ -	$ -	$ -	$ -	
13150	Education & Training	15,000	-	-	9,000	(6,000)	-40.00%
13200	Travel & Lodging	12,000	-	-	5,000	(7,000)	-58.33%
13250	Uniforms	5,000	-	-	5,000	-	0.00%
13325	Recruiting & Medical Testing	-	-	-	250	250	
13350	Other	-	-	-	-	-	
	Subtotal	$ 32,000	$ -	$ -	$ 19,250	$ (12,750)	-39.84%
	Professional Services						
20100	Legal Fees	$ -	$ -	$ -	$ -	$ -	
20200	Financial & Admin. Services	-	-	-	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	#DIV/0!
	Other Services and Charges						
21100	General Liability/Property Ins.	$ -	$ -	$ -	$ 400	$ 400	
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21253	Safety Programs/Supplies	4,700	-	-	2,500	(2,200)	-46.81%
21300	Authority Dues/Permits/Fees	-	-	-	-	-	
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	-	-	-	-	-	
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 4,700	$ -	$ -	$ 2,900	$ (1,800)	-38.30%
22000	***Communication***						
22100	Radio	$ -	$ -	$ -	$ -	$ -	
22150	Telephone & Data Service	40,900	-	-	66,000	25,100	61.37%
22200	Cell Phones, Wireless data	10,000	-	-	10,000	-	0.00%
	Subtotal	$ 50,900	$ -	$ -	$ 76,000	$ 25,100	49.31%
31000	***Information Technology***						
31100	Computer Hardware	$ 331,250	$ -	$ -	$ 170,000	$ (161,250)	-48.68%
31150	SCADA Maint. & Support	296,500	-	-	201,000	(95,500)	
31200	Maintenance & Support Services	410,400	-	-	404,100	(6,300)	-1.54%
31250	Software & Subscriptions	422,500	-	-	881,100	458,600	108.54%
31300	Security Systems	90,000	-	-	20,000	(70,000)	
31325	Asset Mgt / Project Mgt Systems	-	-	-	159,400	159,400	
	Subtotal	$ 1,550,650	$ -	$ -	$ 1,835,600	$ 284,950	18.38%
33000	***Supplies***						
33100	Office Supplies	$ -	$ -	$ -	$ -	$ -	
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	-	-	-	-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ -	$ -	$ -	$ -	$ -	
41150	Building/land Lease, Rental	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-		
41350	Pipeline/Appurtenances	-	-	-	-	-	
41400	Materials, Supplies & Tools	-	-	-	-	-	
41450	Chemicals	-	-	-	-	-	
41500	Vehicle Maintenance	3,000	-	-	2,000	(1,000)	-33.33%
41550	Equipment Repair, Replace, Maint.	-	-	-	-	-	

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Department: Information Technology

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41600	Instrumentation & Metering	-	-	-	-	-	
41650	Fuel & Lubricants	2,000	-	-	2,000	-	0.00%
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	$ 5,000	$ -	$ -	$ 4,000	$ (1,000)	-20.00%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ -	$ -	$ -	$ -	$ -	
81250	Equipment (over $10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	7,500	-	-	8,000	500	6.67%
	Subtotal	$ 7,500	$ -	$ -	$ 8,000	$ 500	6.67%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	Information Technology					-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	-	-	-	$ -	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Total	**$ 2,981,257**	**$ -**	**$ -**	**$ 3,749,500**	**$ 768,243**	**25.77%**

This page left blank intentionally.

APPENDICES

Rivanna Water and Sewer Authority

Fiscal Year 2026-2027

This page left blank intentionally.

Flow Projections

	(1,000 GALLONS)			*(MILLION GALLONS PER DAY)*		
	FY 2026	***FY 2027***	***% Change***	***FY 2026***	***FY 2027***	***% Change***
Water						
Urban	3,397,700	3,397,700	0.00%	9.309	9.309	0.00%
Crozet	202,697	233,042	14.97%	0.555	0.638	14.95%
Scottsville	17,230	19,726	14.49%	0.047	0.054	14.89%
Total	3,617,627	3,650,468	0.91%	9.911	10.001	0.91%
Wastewater						
Urban	3,390,400	3,390,400	0.00%	9.289	9.289	0.00%
Glenmore	41,401	43,136	4.19%	0.113	0.118	4.42%
Scottsville	23,643	22,337	-5.52%	0.065	0.061	-6.15%
Total	3,455,444	3,455,873	0.01%	9.467	9.468	0.01%

Allocation (Urban Area Only)	***FY 2026***	***FY 2027***	**Allocation** ***% Change***
Water			
City	48%	48%	0.00%
ACSA	52%	52%	0.00%
Wastewater			
City	46%	46%	0.00%
ACSA	54%	54%	0.00%

FY 2027 allocations are based on FY 2025 retail flows reported by the City and ACSA.

	(1,000 GALLONS)			*(MILLION GALLONS PER DAY)*		
Allocation (Urban Area Only)	***FY 2026***	***FY 2027***	***% Change***	***FY 2026***	***FY 2027***	***% Change***
Water						
City	1,630,896	1,630,896	0.00%	4.468	4.468	0.00%
ACSA	1,766,804	1,766,804	0.00%	4.841	4.841	0.00%
	3,397,700	3,397,700				
Wastewater						
City	1,559,584	1,559,584	0.00%	4.273	4.273	0.00%
ACSA	1,830,816	1,830,816	0.00%	5.016	5.016	0.00%
	3,390,400	3,390,400				

URBAN WATER DEBT SERVICE COSTS

Summary of Debt Service Budget to be included in Monthly Charges

City Allocation of Debt Service Costs	Estimated Debt Service Budget FY 2027	FY 2026	City %	City Amount	Annual Total
ALLOCATION BASED ON FLOWS					
Regional Water System Projects:					
14.2% of 2015B Bond - New Projects	$ 240,328	$ 239,847	48.00%	$ 115,357	**115,357**
Revenues that offset Debt Service					
Trust Fund Interest	(149,000)	(200,000)	48.00%	(71,520)	
Use of Reserves	-	-	FIXED	-	
Lease Revenues	(10,000)	(10,000)	48.00%	(4,800)	**(76,320)**
RATES BASED ON FIXED AGREEMENTS					
2003 & 2012 Urban Water Agreement					
Water Supply Expansion (15%/85%)					
100% of 2012B Revenue Bond	1,338,138	1,341,194	15.00%	200,721	
9.0% of 2015B Bond - Refunding	142,543	142,910	15.00%	21,381	
Water Pipeline (20%/80%)					
10.4% of 2018 Bond	162,368	162,366	20.00%	32,474	
8.1% of 2024 Bond	434,169	434,145	20.00%	86,834	
Non-Water Supply - Other Projects (48%/52%)					
47.4% of 2015B Bond - Refunding	750,727	752,660	48.00%	360,349	
77.8% of 2015B Bond - New Projects	1,316,729	1,314,091	48.00%	632,030	
37.7% of 2018 Bond	1,037,352	1,037,340	48.00%	497,929	
66.6% of 2021 Bond	1,266,653	1,269,710	48.00%	607,993	
23.8% of 2024 Bond	1,275,706	1,275,636	48.00%	612,339	
South Rivanna Expansion of 1999					
10.3% of 2015B Bond - Refunding	163,133	163,553	0.00%	-	**3,052,050**
2020 Obs / RM Pump St Agreement					
5.5% of 2024 Bond	294,806	294,790	28.00%	82,546	**82,546**
Northern Area Agreement					
25% of 2021 Bond	475,470	476,618	0.00%	-	**-**
DEBT SERVICE PROJECTED FROM 5-YEAR CIP					
CIP Growth Charge from 2025-2029 CIP	9,705,550	6,638,800	FIXED	3,202,700	**3,202,700**
Debt Service Coverage Ratio / Policy Charge	760,000	400,000	35.00%	266,000	**266,000**
Total Debt Service For Rate Computation	**$ 19,204,672**	**$ 15,733,660**		**$ 6,642,333**	**$ 6,642,333**

ACSA Allocation of Debt Service Costs	Estimated Debt Service Budget FY 2027	ACSA %	ACSA Amount	Annual Total
ALLOCATION BASED ON FLOWS				
Regional Water System Projects:				
14.2% of 2015B Bond - New Projects	$ 240,328	52.00%	$ 124,971	**124,971**
Revenues that offset Debt Service				
Trust Fund Interest	(149,000)	52.00%	(77,480)	
Use of Reserves	-	FIXED	-	
Lease Revenues	(10,000)	52.00%	(5,200)	**(82,680)**
RATES BASED ON FIXED AGREEMENTS				
2003 & 2012 Urban Water Agreement				
Water Supply Expansion (15%/85%)				
100% of 2012B Revenue Bond	1,338,138	85.00%	1,137,417	
9.0% of 2015B Bond - Refunding	142,543	85.00%	121,162	
Water Pipeline (20%/80%)				
10.4% of 2018 Bond	162,368	80.00%	129,894	
8.1% of 2024 Bond	434,169	80.00%	347,335	
Non-Water Supply - Other Projects (48%/52%)				
47.4% of 2015B Bond - Refunding	750,727	52.00%	390,378	
77.8% of 2015B Bond - New Projects	1,316,729	52.00%	684,699	
37.7% of 2018 Bond	1,037,352	52.00%	539,423	
66.6% of 2021 Bond	1,266,653	52.00%	658,660	
23.8% of 2024 Bond	1,275,706	52.00%	663,367	
South Rivanna Expansion of 1999				
10.3% of 2015B Bond - Refunding	163,133	100.00%	163,133	**4,835,468**
2020 Obs / RM Pump St Agreement				
5.5% of 2024 Bond	294,806	72.00%	212,260	**212,260**
Northern Area Agreement				
25% of 2021 Bond	475,470	100.00%	475,470	**475,470**
DEBT SERVICE PROJECTED FROM 5-YEAR CIP				
CIP Growth Charge from 2025-2029 CIP	9,705,550	FIXED	6,502,850	**6,502,850**
Debt Service Coverage Ratio / Policy Charge	760,000	65.00%	494,000	**494,000**
Total Debt Service For Rate Computation	**$ 19,204,672**		**$ 12,562,339**	**$ 12,562,339**

SUMMARY OF DEBT SERVICE REVENUES:		
CITY SHARE OF TOTAL DEBT SERVICE	**$ 6,642,333**	**35%**
ACSA SHARE OF TOTAL DEBT SERVICE	**12,562,339**	**65%**
	$ 19,204,672	**100%**

URBAN WASTEWATER DEBT SERVICE COSTS
Summary of Debt Service Budget to be Included in Charges

City Allocation of Debt Service Costs		Estimated Debt Service Budget FY 2027	FY 2026	City %	City Amount	
ALLOCATION BASED ON FLOWS						
System Projects Rate						
	22.9% of 2015B Bond Refunding	$ 362,693	$ 363,627	46%	$ 166,839	
	100% 2005A Bond VRA/VRLF	71,307	150,976	46%	32,801	
	88.5% of 2009A Bond VRA/VRLF	1,419,716	1,419,716	46%	653,069	
	37.9% of 2011 A,B Bond VRA/RLF	192,130	192,130	46%	88,380	
	24.5% of 2019 Refunding Bond	342,933	341,746	46%	157,749	
	100% of 2016 Bond	627,005	626,379	46%	288,422	
	4.8% of 2021 Bond	91,290	91,511	46%	41,993	
	2.4% of 2018 Bond	54,123	54,122	46%	24,897	
	53.4% of 2024 Bond	2,862,298	2,862,138	46%	1,316,657	**2,770,807**
Revenues/Reserves that offset Debt Service						
	County MOU - Septage	(109,440)	(109,440)	46%	(50,342)	
	Trust Fund Interest	(184,500)	(220,000)	46%	(84,870)	**(135,212)**
ALLOCATION BASED ON FIXED AGREEMENTS						
2014 Wastewater Agreement						
Meadowcreek	**97.9% of 2010A and 10.9% of 2019 Bonds**	1,095,117	1,094,589	Segments	702,643	
Wet Weather MCWWTP	**11.5% of 2009A and 62.1% of 2011 A/B Bonds**	499,293	499,293	Segments	259,030	
Moores Creek Pump Stn.	**100% of 2011 D/E Bond**	296,944	296,944	Segments	179,575	
Rivanna Pump Stn. & F.M.	**5.8% of 2019 and 100% of 2014A Bonds**	1,851,442	1,851,162	Segments	927,077	
Albemarle Berkley Pump Stn.	**3.4% of 2019 Refunding Bond**	47,069	46,906	0%	-	
Crozet Interceptor	**2.3% of 2019, 13.8% of 2018, 1.5% of 2021 and 9.2% of 2024**	836,047	835,973	0%	-	
Schenks Branch Agreement	**16.1% of 2019, 2.1% of 2010A, and 100% of 2015A Bonds**	314,552	313,776	100%	314,552	**2,382,877**
DEBT SERVICE PROJECTED FROM 5-YEAR CIP						
CIP Growth Charge from 2025-2029 CIP		1,825,650	911,600	Fixed	747,050	**747,050**
Debt Service Coverage Ratio / Policy Charge		745,000	325,000	46%	342,700	**342,700**
	Total	**$ 13,240,669**	**$ 11,948,148**		**$ 6,108,222**	**$ 6,108,222**

ACSA Allocation of Debt Service Costs		Estimated Debt Service Budget FY 2027	ACSA %	ACSA Amount	
ALLOCATION BASED ON FLOWS					
System Projects Rate					
	22.9% of 2015B Bond Refunding	$ 362,693	54%	$ 195,854	
	100% 2005A Bond VRA/VRLF	71,307	54%	38,506	
	88.5% of 2009A Bond VRA/VRLF	1,419,716	54%	766,647	
	37.9% of 2011 A,B Bond VRA/RLF	192,130	54%	103,750	
	24.5% of 2019 Refunding Bond	342,933	54%	185,184	
	100% of 2016 Bond	627,005	54%	338,583	
	4.8% of 2021 Bond	91,290	54%	49,297	
	2.4% of 2018 Bond	54,123	54%	29,226	
	53.4% of 2024 Bond	2,862,298	54%	1,545,641	**3,252,688**
Revenues/Reserves that offset Debt Service					
	County MOU - Septage	(109,440)	54%	(59,098)	
	Trust Fund Interest	(184,500)	54%	(99,630)	**(158,728)**
ALLOCATION BASED ON FIXED AGREEMENTS					
2014 Wastewater Agreement					
Meadowcreek	**97.9% of 2010A and 10.9% of 2019 Bonds**	1,095,117	Segments	392,474	
Wet Weather MCWWTP	**11.5% of 2009A and 62.1% of 2011 A/B Bonds**	499,293	Segments	240,262	
Moores Creek Pump Stn.	**100% of 2011 D/E Bond**	296,944	Segments	117,369	
Rivanna Pump Stn. & F.M.	**5.8% of 2019 and 100% of 2014A Bonds**	1,851,442	Segments	924,364	
Albemarle Berkley Pump Stn.	**3.4% of 2019 Refunding Bond**	47,069	100%	47,069	
Crozet Interceptor	**2.3% of 2019, 13.8% of 2018, 1.5% of 2021 and 9.2% of 2024**	836,047	100%	836,047	
Schenks Branch Agreement	**16.1% of 2019, 2.1% of 2010A, and 100% of 2015A Bonds**	314,552	0%	-	**2,557,585**
DEBT SERVICE PROJECTED FROM 5-YEAR CIP					
CIP Growth Charge from 2025-2029 CIP		1,825,650	Fixed	1,078,600	**1,078,600**
Debt Service Coverage Ratio / Policy Charge		745,000	54%	402,300	**402,300**
	Total	**$ 13,240,669**		**$ 7,132,445**	**$ 7,132,445**

SUMMARY OF DEBT SERVICE REVENUES:		
CITY SHARE OF TOTAL DEBT SERVICE	**$ 6,108,222**	**46%**
ACSA SHARE OF TOTAL DEBT SERVICE	**7,132,445**	**54%**
	$ 13,240,667	**100%**

OTHER RATE CENTERS DEBT SERVICE RATES

Summary of Debt Service Payments Due	Existing Estimated Debt Service Budget FY 2027	FY 2026	Estimated New Debt Service	ACSA Monthly Rate
WATER				
Crozet Water				
System Upgrades				
13.9% of 2019 Refunding Bond	$ 190,518	$ 189,859		
17.0% of 2012A Bond (new money)	-	-		
7.4% of 2015B Bond Refunding	117,202	117,504		
5.9% of 2015B Bond New Projects	99,855	99,655		
35.7% of 2018 Bond	719,381	719,373		
Estimated DS - CIP Growth Charge	2,645,500	2,009,600	**$ 635,900**	
Revenues that offset Debt Service				
Use of Reserves	-	-		
Trust Fund Interest	(18,800)	(32,000)	-	
	$ 3,753,656	$ 3,103,991	$ 635,900	**$ 312,805**
Scottsville Water				
System Upgrades				
3.4% of 2019 Refunding Bond	$ 47,069	$ 46,906		
4.2% of 2012A Bond (new money)	-	-		
2.7% of 2015B Bond Refunding	42,763	42,873		
2.1% of 2015B Bond New Projects	35,542	35,470		
1.2% of 2021 Bond	22,823	22,878		
Estimated DS - CIP Growth Charge	250,800	160,200	**$ 90,600**	
Revenues that offset Debt Service				
Trust Fund Interest	(2,500)	(4,200)	-	
	$ 396,497	$ 304,127	$ 90,600	**$ 33,041**
WASTEWATER				
Glenmore Wastewater				
System Upgrades				
0.1% of 2015B Bond Refunding	$ 1,584	$ 1,588		
0.9% of 2021 Bond	17,117	17,158		
Estimated DS - CIP Growth Charge	264,300	126,700	**$ 137,600**	
Revenues that offset Debt Service	-	-		
Trust Fund Interest	(300)	(500)	-	
	$ 282,701	$ 144,946	$ 137,600	**$ 23,558**
Scottsville Wastewater				
Facilities Purchase				
0.3% of 2012A Refunding Bond	$ -	$ -		
System Upgrades				
0.3% of 2019 Refunding Bond	3,362	3,350		
0.2% of 2015B Bond Refunding	3,168	3,176		
Estimated DS - CIP Growth Charge	98,700	49,100	**$ 49,600**	
Revenues that offset Debt Service				
Trust Fund Interest	(100)	(200)	-	
	$ 105,130	$ 55,426	$ 49,600	**$ 8,761**
TOTAL	**$ 4,537,984**	**$ 3,608,490**	**$ 913,700**	**$ 378,165**

DEBT SUMMARY

	Total Revenue Bond Debt	Total FY 2027 Debt Service
CURRENT EXISTING DEBT		
DEBT BY BOND ISSUE		
2005 A Bond VRA/VRLF	$ 70,952	$ 71,307
2009A Bond	6,762,986	1,604,199
2010A Bond	4,117,459	962,522
2011A Bond	2,296,227	443,608
2011B Bond	327,820	63,331
2011D,E Bond	1,668,430	296,944
2012B Bond	17,650,000	1,338,138
2014A Bond	16,188,227	1,770,751
2015A Bond	649,967	70,593
2015B Bond (refunding & new money)	28,445,000	3,276,266
2016 Bond	6,075,000	627,005
2018 Bond	32,260,000	2,255,113
2019 Bond	14,580,000	1,120,697
2021 Bond	34,185,000	1,901,881
2024 Bond	87,545,000	5,360,109
	$ 252,822,068	**$ 21,162,464**

Ratio of Debt Service / Total Debt *8.4%*

PRINCIPAL AND INTEREST PAYMENTS BY CENTER - Annual

Urban Water	$ 8,898,121
Crozet Water	1,126,956
Scottsville Water	148,196
Urban Wastewater	10,963,959
Glenmore Wastewater	18,701
Scottsville Wastewater	6,530
	$ 21,162,463

Stone Robinson School WWTP Estimated Charges

		Total	***Monthly***
Expenses			
Fixed Costs			
Wages		$ 8,170	
Benefits		3,230	
Mileage		1,008	
	Subtotal	$ 12,408	
	Overhead at 35%	4,343	
	Total Fixed Charge	$ 16,751	
Variable Costs			
Sludge hauls from digester		$ 1,575	
Belts oil etc.		1,000	
Chemicals		2,500	
	Subtotal	$ 5,075	
	Overhead at 35%	1,776	
	Total Variable Charge	$ 6,851	
Total Annual Charge Estimate		$ 23,602	$ 1,967

All Rate Centers

Detailed Summary of Revenues

	FY 2026	*FY 2027*	*$ Change*	*% Change*
OPERATIONS				
Operations Rate Revenues	$ 28,565,847	$ 30,752,928	$ 2,187,081	7.66%
Other Operations Revenues				
Interest Allocation	$ 272,400	$ 245,700	$ (26,700)	-9.80%
Stone Robinson WWTP	19,654	23,602	3,948	20.09%
Septage/Sludge Acceptance	620,000	600,000	(20,000)	-3.23%
Leases	120,000	120,000	-	0.00%
Administration	417,000	444,400	27,400	6.57%
Finance	581,000	314,400	(266,600)	-45.89%
Information Tech		262,300	262,300	
Nutrient Credits	50,000	50,000	-	0.00%
Miscellaneous	-	255,600	255,600	
	$ 2,080,054	$ 2,316,002	$ 235,948	11.34%
Total Operations Revenues	$ 30,645,901	$ 33,068,930	$ 2,423,029	7.91%
DEBT SERVICE				
Debt Service Rate Revenues				
City	$ 11,156,118	$ 12,750,555	$ 1,594,437	14.29%
ACSA	20,134,186	24,232,764	4,098,578	20.36%
	$ 31,290,304	$ 36,983,319	$ 5,693,015	18.19%
Other Debt Service Revenues				
Interest	2,003,500	1,963,807	(39,693)	-1.98%
County MOU - Septage	109,440	109,440	-	0.00%
Leases	10,000	10,000	-	0.00%
	$ 2,122,940	$ 2,083,247	$ (39,693)	-1.87%
Total Debt Service Revenues	$ 33,413,244	$ 39,066,566	$ 5,653,322	16.92%
Total Revenues	$ 64,059,145	$ 72,135,496	$ 8,076,351	12.61%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Authority as a Whole

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
10000	***Salaries & Benefits***						
11000	Salaries	$ 9,912,380	$ 5,103,377	$ 10,206,754	$ 10,762,300	$ 849,920	8.57%
11010	Overtime Pay	219,200	122,869	245,738	219,700	500	0.23%
12010	FICA	775,066	375,900	751,800	840,123	65,057	8.39%
12020	Health Insurance	1,818,654	682,510	1,365,020	2,073,121	254,467	13.99%
12026	Employee Assistance Program	1,770	904	1,808	2,000	230	12.99%
12030	Retirement	847,183	437,838	875,676	929,863	82,680	9.76%
12040	Life Insurance	130,221	55,959	111,918	114,081	(16,140)	-12.39%
12050	Fitness Program	14,295	7,572	15,144	15,045	750	5.25%
12060	Worker's Comp Insurance	114,400	86,558	115,411	117,400	3,000	2.62%
	Subtotal	$ 13,833,169	$ 6,873,487	$ 13,689,269	$ 15,073,633	$ 1,240,464	8.97%
13000	***Other Personnel Costs***						
13100	Employee Dues & Licenses	$ 17,355	$ 6,717	$ 12,626	$ 15,275	$ (2,080)	-11.99%
13150	Education & Training	163,621	60,030	120,060	121,300	(42,321)	-25.87%
13200	Travel & Lodging	46,050	16,999	33,998	21,350	(24,700)	-53.64%
13250	Uniforms	75,250	46,899	93,798	86,870	11,620	15.44%
13325	Recruiting & Medical Testing	12,710	4,123	8,246	7,950	(4,760)	-37.45%
13350	Other	30,900	21,138	42,276	27,775	(3,125)	-10.11%
	Subtotal	$ 345,886	$ 155,906	$ 311,004	$ 280,520	$ (65,366)	-18.90%
	Professional Services						
20100	Legal Fees	$ 60,000	$ 62,890	$ 125,780	$ 100,000	$ 40,000	66.67%
20200	Financial & Admin. Services	128,450	50,844	101,688	214,000	85,550	66.60%
20250	Bond Issue Costs	-	-	-	-	-	0.00%
20300	Engineering & Technical Services	589,500	407,300	814,600	545,500	(44,000)	-7.46%
	Subtotal	$ 777,950	$ 521,034	$ 1,042,068	$ 859,500	$ 81,550	10.48%
	Other Services and Charges						
21100	General Liability/Property Ins.	$ 228,600	$ 154,681	$ 206,241	$ 233,000	$ 4,400	1.92%
21150	Advertising & Communication	34,200	2,226	4,452	89,000	54,800	160.23%
21250	Watershed Management	90,000	38,725	77,450	60,000	(30,000)	-33.33%
21253	Safety Programs/Supplies	105,375	47,682	95,364	99,600	(5,775)	-5.48%
21300	Authority Dues/Permits/Fees	128,257	92,338	184,676	147,910	19,653	15.32%
21350	Laboratory Analysis	205,165	115,166	230,332	133,125	(72,040)	-35.11%
21400	Utilities	2,398,600	1,128,465	2,256,930	2,374,600	(24,000)	-1.00%
21420	General Other Services	1,363,284	654,200	1,308,400	1,842,667	479,383	35.16%
21430	Governance & Strategic Support	27,500	2,025	4,050	31,500	4,000	14.55%
21450	Bad Debt	-	-	-	-	-	
	Subtotal	$ 4,580,981	$ 2,235,508	$ 4,367,895	$ 5,011,402	$ 430,421	9.40%
22000	***Communication***						
22100	Radio	$ 15,150	$ 80	$ 160	$ 55,700	$ 40,550	267.66%
22150	Telephone & Data Service	200,300	153,337	306,674	222,300	22,000	10.98%
22200	Cell Phones, Wireless data	75,878	16,350	32,700	84,456	8,578	11.30%
	Subtotal	$ 291,328	$ 169,767	$ 339,534	$ 362,456	$ 71,128	24.42%
31000	***Information Technology***						
31100	Computer Hardware	$ 373,250	$ 141,456	$ 282,912	$ 233,000	$ (140,250)	-37.58%
31150	SCADA Maint. & Support	832,000	216,314	432,628	678,000	(154,000)	-18.51%
31200	Maintenance & Support Services	422,400	129,231	258,462	428,400	6,000	1.42%
31250	Software & Subscriptions	478,890	386,099	772,198	998,779	519,889	108.56%
31300	Security Systems	141,800	5,676	11,352	93,000	(48,800)	-34.41%
31325	Asset Mgt / Project Mgt Systems	150,040	50,467	100,934	159,400	9,360	6.24%
	Subtotal	$ 2,398,380	$ 929,243	$ 1,746,200	$ 2,590,579	$ 192,199	8.01%
33000	***Supplies***						
33100	Office Supplies	$ 32,300	$ 17,975	$ 35,950	$ 32,000	$ (300)	-0.93%
33150	Subscriptions/Reference Material	2,000	3,000	6,000	1,500	(500)	-25.00%
33350	Postage & Delivery	25,731	12,510	25,020	22,169	(3,562)	-13.84%
	Subtotal	$ 60,031	$ 33,485	$ 66,970	$ 55,669	$ (4,362)	-7.27%
41000	***Operation & Maintenance***						
41100	Building & Grounds	$ 527,449	$ 325,353	$ 650,706	$ 499,412	$ (28,037)	-5.32%
41150	Building/land Lease, Rental	184,840	180,259	185,518	185,592	752	0.41%
41300	Dam Maintenance	145,170	85,792	171,584	146,400	1,230	0.85%
41350	Pipeline/Appurtenances	214,358	225,499	447,838	159,323	(55,035)	-25.67%
41400	Materials, Supplies & Tools	170,106	103,274	206,548	196,799	26,693	15.69%
41450	Chemicals	3,526,842	1,880,559	3,726,504	3,902,343	375,501	10.65%
41500	Vehicle Maintenance	66,000	63,424	126,848	87,846	21,846	33.10%
41550	Equipment Repair, Replace, Maint.	1,314,481	741,009	1,482,018	857,955	(456,526)	-34.73%
41600	Instrumentation	464,480	82,110	52,168	495,181	30,701	6.61%

Rivanna Water and Sewer Authority
Fiscal Year 2026-2027 Draft Budget
Expense Detail

Authority as a Whole

Object Code	Line Item	Adopted Budget FY 2025-2026	Current Year Activity: Six Month Actual 12/31/2025	Current Year Activity: Projected Year end 6/30/2026	Proposed Budget FY 2026-2027	2026 vs. 2027 Variance $	2026 vs. 2027 Variance %
41650	Fuel & Lubricants	132,200	69,989	139,978	120,300	(11,900)	-9.00%
41700	General Other Maintenance	111,000	58,346	116,692	139,600	28,600	25.77%
	Subtotal	$ 6,856,926	$ 3,815,614	$ 7,306,402	$ 6,790,751	$ (66,175)	-0.97%
81000	***Equipment Purchases***						
81200	Rental & Leases	$ 750	$ 13,776	$ 27,552	$ 750	$ -	0.00%
81250	Equipment (over $10,000)	265,000	55,420	110,840	627,341	362,341	136.73%
81300	Vehicle Replacement Fund	285,500	142,750	285,500	381,340	95,840	33.57%
	Subtotal	$ 551,250	$ 211,946	$ 423,892	$ 1,009,431	$ 458,181	83.12%
95000	***Allocations from Departments***						
95100	Administrative Allocation	$ -	$ -	$ -	$ -	$ -	
95110	Finance	-	-	-	-	-	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
95250	IT Allocation				-	-	
	Subtotal	$ -	$ -	$ -	$ -	$ -	
	Depreciation	$ 950,000	$ 475,000	$ 950,000	$ 1,035,000	$ 85,000	8.95%
	Subtotal	$ 950,000	$ 475,000	$ 950,000	$ 1,035,000	$ 85,000	8.95%
	Total	**$ 30,645,901**	**$ 15,420,990**	**$ 30,243,234**	**$ 33,068,941**	**$ 2,423,040**	**7.91%**

Audit Check	
Less revenue allocation in Admin.	(444,400)
Less revenue allocation in Finance	(314,400)
Less revenue allocation in IT	(262,300)
Less revenue allocation in Maint.	-
Less revenue allocation in Eng.	(255,600)
Detail Check on Expenses	$ 31,792,241
Total Summary Sheet Rate Center Only	$ 31,792,240

RWSA Staffing by Department

OPERATIONS	*Approved Positions FY 2026*	*Changes*	*Positions FY 2027*	
Engineering & Maintenance				
Director of Engineering & Maintenance	1		1	
Engineering Department				
Engineering Manager	1		1	
Asset Management Coordinator	1	-1	0	
Senior Civil, Civil Engineers	5	1	6	
Grant/Sustainability Coordinator (to admin)	1	-1	0	
Construction Inspector Supervisor	1		1	
Engineering Technician/Inspector	5	1	6	
Administrative Office Technician	1		1	
(Director FTE included) Subtotal	16	0	16	
Maintenance Department				
Maintenance Manager	1		1	
Asst. Maintenance Manager	1		1	
Mechanics	10		10	
Industrial Controls/Instrumentation Specialist	1		1	
Vehicle Equipment Mechanic	1		1	
Mechanic Helper	1		1	
Maintenance Workers	1		1	
Subtotal	16	0	16	
Operations				
Director of Operations	1		1	
Laboratory				
Laboratory Manager	1		1	
Chemist	3		3	
Subtotal	4	0	4	
Wastewater Department				
Wastewater Manager	1		1	
Wastewater Assistant Manager	1		1	
Treatment Supervisor	1		1	
Plant Operators (14 total)				
Operators - Relief Shift Differential all plants	2		2	
Operators - Urban	10		10	
Operator - Glenmore	1		1	
Operator - Scottsville	1		1	
Subtotal	17	0	17	
Water Department				
Water Manager	1		1	
Water Assistant Manager	1		1	
Water Resources Coordinator (was Engineering)	1		1	
Water Quality Specialist	1		1	
Water Treatment Plant Supervisor	2		2	
Plant Operators				
Operators - Relief Shift Differential all plants	3		3	
Operators - Urban	14.6		14.6	
Operators - Crozet	2		2	
Operators - Scottsville	1.4		1.4	
Subtotal	27	0	27	44
Subtotal	81	0	81	

RWSA Staffing by Department

OPERATIONS	***Approved Positions FY 2026***	***Changes***	***Positions FY 2027***	FTE Split RWSA	FTE Split SWA	
Joint Administrative Staff						
Executive Director	1		1	0.85	0.15	1.00
Deputy Executive Director	1		1	0.85	0.15	1.00
Director of Administration	1		1	0.80	0.20	1.00
Executive Coordinator	1		1	0.85	0.15	1.00
HR Manager	1		1	0.80	0.20	1.00
Grants/Sustainability Coordinator (from Eng)	0	1	1	0.80	0.20	1.00
Payroll & Benefits Coordinator	1		1	0.80	0.20	1.00
Communications/Outreach Coordinator	1		1	0.80	0.20	1.00
Administrative Assistant	1		1	0.80	0.20	1.00
Safety Manager	1		1	0.80	0.20	1.00
Director of Finance	1		1	0.85	0.15	1.00
Finance Manager	1		1	0.85	0.15	1.00
Senior Accountant	1		1	0.85	0.15	1.00
Business Finance Coordinator	1		1	0.60	0.40	1.00
Accounts Payable Technician	1		1	0.82	0.18	1.00
Accounts Receivable Technician	1		1	0.20	0.80	1.00
Procurement Coordinator	1		1	0.85	0.15	1.00
IT/SCADA						
Director of Information Tech	0	1	1	0.80	0.20	1.00
IT Manager	1		1	0.80	0.20	1.00
Asset Management Coordinator	0	1	1	0.90	0.10	1.00
Information Systems Administrator - Core	1		1	0.80	0.20	1.00
Information Systems Administrator - ERP	1		1	0.80	0.20	1.00
Information Systems Administrator - Operation	1		1	1.00	0.00	1.00
Information Systems Asst. Administrator - Core	1		1	0.80	0.20	1.00
GIS Coordinator	1		1	1.00	0.00	1.00
IT Systems Analyst - Operations/SCADA	2		2	1.90	0.10	2.00
IT Systems Analyst - ERP/Core	1		1	0.80	0.20	1.00
Administration and allocation with RSWA	25	3	28	22.77	5.23	28.00
Total all positions	106.00	3.00	109.00			
FTE Position Allocated to RSWA	5.34		5.23			
Total Adjusted FTEs	100.66		103.77			

RIVANNA WATER & SEWER AUTHORITY
PUBLIC HEARING CONCERNING THE
PRELIMINARY RATE SCHEDULE FOR FY 2026 - 2027, EFFECTIVE JULY 1, 2026

Public Hearing:
Rivanna Water & Sewer Authority will hold a public hearing on Tuesday, May 26, 2026, at 2:15 p.m. during the regular Rivanna Water & Sewer Authority Board of Directors meeting. The purpose of the public hearing is to consider the following wholesale water and wastewater rates and charges to the City of Charlottesville and the Albemarle County Service Authority, to be effective July 1, 2026. Adopted rates may or may not be what are advertised.

Preliminary Rate Schedule

Water Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.942	Per 1,000 gallons
City	Debt Service	$	553,528	Per month
ACSA	Debt Service	$	1,046,862	Per month
Crozet				
ACSA	Operating	$	141,386	Per month
ACSA	Debt Service	$	312,805	Per month
Scottsville				
ACSA	Operating	$	88,797	Per month
ACSA	Debt Service	$	33,041	Per month

Wastewater Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.921	Per 1,000 gallons
City	Debt Service	$	509,019	Per month
ACSA	Debt Service	$	594,370	Per month
Glenmore				
ACSA	Operating	$	62,115	Per month
ACSA	Debt Service	$	23,558	Per month
Scottsville				
ACSA	Operating	$	46,600	Per month
ACSA	Debt Service	$	8,761	Per month

The Rivanna Water & Sewer Authority (Rivanna) was created by the City of Charlottesville (City) and the County of Albemarle in 1972 to supply and treat water for drinking and to provide wastewater treatment. The above fees represent Rivanna's fees and charges to the City Utilities and the Albemarle County Service Authority (ACSA) for these services and are not the same as the City Utilities and ACSA charges to individual residents and businesses. Debt Service covers capital-related project costs and are different for the City Utilities and ACSA reflecting terms of contractual agreements.

The City Utilities and the ACSA distribute drinking water and collect wastewater from individual residents and businesses and charge retail rates that combine charges from the above schedule to reflect their service costs, including Rivanna's costs.

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

Fiscal Years
2027 to 2031

CAPITAL IMPROVEMENT PLAN

DRAFT









RIVANNA
WATER & SEWER AUTHORITY

695 Moores Creek Lane, Charlottesville, Virginia 22902

I.	**INTRODUCTION**	2
II.	**FINANCIAL SUMMARY BY CATEGORY**	4
III.	**PROJECT DETAILS**	7
	Completed Projects	8
	Urban Water	
	Community Water Supply Plan	10
	Urban Water Treatment Plants and Reservoirs	13
	Finished Water Storage/Transmission	19
	Non-Urban Water	
	Crozet Water System	25
	Scottsville Water System	29
	Urban Wastewater	
	Wastewater Interceptors/Pumping Stations	32
	Moores Creek Advanced Water Resource Recovery Facility	36
	Non-Urban Wastewater	
	Glenmore Wastewater System	41
	Scottsville Wastewater System	43
	All Systems	46
IV.	**APPENDIXES**	49
	CIP Financial Summary	50
	Water System Summary	58
	Wastewater System Summary	59
	All Systems Summary	60

Introduction

The Capital Improvement Plan (CIP) for Fiscal Years 2027-2031 has been prepared as a strategic and financially responsible plan for the Rivanna Water and Sewer Authority (RWSA) to complete major infrastructure construction projects. The projects included in the CIP are necessary to achieve the RWSA's core mission of providing safe, high-quality drinking water and environmentally responsible wastewater treatment services for the City of Charlottesville and the Albemarle County Service Authority (ACSA). The CIP is a 5-year planning document which provides an estimated budget and schedule for projects as they advance through the design and construction process.

The infrastructure requirements of the Capital Improvement Plan are developed through our Asset Management and Master Planning programs to address water and wastewater capacity demands, regulatory mandates and rehabilitation needs. Each year, these projects are reviewed and prioritized by the RWSA management team and brought forth for review by the Board of Directors.

During the past year, several capital projects were completed or are nearing the end of multi-year construction and as such are being removed from the 2027-2031 CIP. These projects account for approximately $6.6 million or 1.2% of the FY 2026-2030 CIP. These projects include:

- 55 Moores Creek AWRRF 5kV Electrical System Upgrade
- 72 Radio Upgrades
- 69 IT Infrastructure (partial)

The total 5-year 2027-2031 CIP is approximately $604.2 million, with the previous expenditures on active projects totaling $35.8 million, leaving a net proposed 5-year projected expenditure of $568.4 million.

There are nine (9) new projects added to the CIP this year. The total estimated expenditures for the projects equal $35.44 million and include:

- 15 South Rivanna Water Treatment Plant Dedicated Backwash Line
- 16 Dam Public Safety Enhancements
- 17 Vertical Asset Renewal - Urban Water
- 32 Northern Area Pressure Zone Improvements
- 43 Vertical Asset Renewal - Crozet Water
- 48 Vertical Asset Renewal - Scottsville Water
- 57 Powell Creek Int. Upgrade (PC4-PC5) (Planning PC1-PC5)
- 67 Moores Creek AWRRF UV System Upgrade
- 75 Vertical Asset Renewal - Scottsville Wastewater

There were nine (9) projects with mid-year cost additions. The total budget for these is $13.1 million.

- 03 South Rivanna Reservoir to Ragged Mountain Reservoir
- 06 South Rivanna Water Treatment Plant PAC Upgrade
- 22 Airport Road Tank and Pump Improvement
- 24 South Fork Rivanna River Crossing
- 25 Second North Fork Rivanna River Crossing and North Rivanna Water Main Replacement
- 37 Crozet Water Treatment Plant Full GAC
- 50 Interceptor Sewer and Manhole Repair (Phase 2)
- 57 Powell Creek Interceptor Upgrade
- 70 Scottsville WRRF Whole Plant Generator and ATS

The FY 27-31 Capital Improvement Plan prioritizes the completion of the Community's Water Supply Plan to increase capacity and reliability by 2030; to advance water and wastewater infrastructure projects to support near term growth, and maintain best management practices for water and wastewater storage, treatment and conveyance facilities. In order to maintain a balance between cost and renewal, several projects were delayed beyond the five-year planning horizon. The impact of all cost factors can be seen in Table 1 below:

Table 1

Summary	**Cost**
FY 26-30 Capital Improvement Plan	$550,278,280
Mid-year Additions -- FY 26-30 Amendments	$13,103,000
Completed Projects	($6,605,875)
(FY 26-30) Anticipated FY 31 Project Funding	$36,236,800
New Projects (9) + New Funding	$37,755,000
Inflation and Scope Changes	($26,597,695)
Total	**$604,169,150**

FINANCIAL SUMMARY

MAJOR SYSTEM CATEGORIES

FINANCIAL SUMMARY
Major System Categories – Water

	Five-Year Capital Program			Projected Future Expenses by Year						
System Description	**Current CIP**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress**
Urban Water (UW)										
Community Water Supply Plan	$182,693,000	($1,078,000)	$42,975,000	$36,795,000	$31,870,000	$30,035,000	$22,065,000	$17,875,000	$181,615,000	$9,172,890
Urban Water Treatment Plants & Reservoirs	$14,948,400	$12,357,600	$3,228,000	$6,334,000	$6,812,000	$3,399,000	$6,115,000	$1,418,000	$27,306,000	$144,884
Finished Water Storage/Distribution	$115,602,400	$22,984,600	$35,547,000	$21,310,549	$36,815,822	$25,444,129	$14,784,500	$4,685,000	$138,587,000	$5,897,283
Subtotal (UW)	$313,243,800	$34,264,200	$81,750,000	$64,439,549	$75,497,822	$58,878,129	$42,964,500	$23,978,000	$347,508,000	$15,215,057
Non-Urban Water (NUW)										
Crozet Water System	$82,401,000	$17,644,000	$19,410,000	$16,255,000	$20,981,000	$23,546,000	$16,805,000	$3,048,000	$100,045,000	$4,214,418
Scottsville Water System	$9,262,000	($467,000)	$2,050,000	$154,000	$713,000	$1,842,000	$690,000	$3,346,000	$8,795,000	$172,242
Subtotal (NUW)	$91,663,000	$17,177,000	$21,460,000	$16,409,000	$21,694,000	$25,388,000	$17,495,000	$6,394,000	$108,840,000	$4,386,660
WATER TOTAL	$404,906,800	$51,441,200	$103,210,000	$80,848,549	$97,191,822	$84,266,129	$60,459,500	$30,372,000	$456,348,000	$19,601,717

FINANCIAL SUMMARY
Major System Categories – Wastewater

	Five-Year Capital Program			Projected Future Expenses by Year						
System Description	**Current CIP**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress**
Urban Wastewater (UWW)										
Wastewater Interceptors and Pumping Stations	$51,607,000	$7,518,000	$37,995,000	($2,315,000)	$4,745,000	$8,402,000	$8,955,000	$1,343,000	$59,125,000	$12,082,386
Moores Creek AWRRF	$73,556,000	($4,129,000)	$57,190,000	$5,650,000	$5,347,000	$652,000	$39,000	$549,000	$69,427,000	$3,592,629
Subtotal (UWW)	$125,163,000	$3,389,000	$95,185,000	$3,335,000	$10,092,000	$9,054,000	$8,994,000	$1,892,000	$128,552,000	$15,675,015
Non-Urban Wastewater (NUWW)										
Glenmore WRRF	$6,717,000	$3,976,000	$2,265,000	$274,000	$634,000	$741,000	$1,309,000	$5,470,000	$10,693,000	$58,992
Scottsville WRRF	$1,810,000	$2,119,000	$1,102,000	$638,000	$838,000	$644,000	$453,000	$254,000	$3,929,000	$79,110
Subtotal (NUWW)	$8,527,000	$6,095,000	$3,367,000	$912,000	$1,472,000	$1,385,000	$1,762,000	$5,724,000	$14,622,000	$138,102
WASTEWATER TOTAL	$133,690,000	$9,484,000	$98,552,000	$4,247,000	$11,564,000	$10,439,000	$10,756,000	$7,616,000	$143,174,000	$15,813,117
All Systems Security & Technology	$5,075,605	($428,095)	$4,379,605	$267,905	$0	$0	$0	$0	$4,647,510	$371,974
TOTAL	$543,672,405	$60,497,105	$206,141,605	$85,363,454	$108,755,822	$94,705,129	$71,215,500	$37,988,000	$604,169,510	$35,786,808

PROJECT DETAILS

Page	8	**Completed Projects**
Page	10	**Urban Water**
Page	25	**Non-Urban Water**
Page	32	**Urban Wastewater**
Page	41	**Non-Urban Wastewater**
Page	46	**All Systems**

Completed Projects

During fiscal year 2026, several capital improvement projects were completed, were advanced to the final phases of close-out, or were largely completed. Presented in the table below are the five (5) completed projects, pertinent information on the adopted budgets, as well as the projected final costs and any anticipated savings. There was a total completed project cost savings of $0.5 million.

55. Moores Creek AWRRF 5kV Electrical System Upgrade: After discussions through the Moores Creek Facilities Master Plan, it was identified that several areas of the MCAWRRF, including the Blower Building, Sludge Pumping Building, Grit Removal Building, Moores Creek Pumping Station, and the Administration Building were all still connected to the original 5kV switchgear in the Blower Building. This equipment, including the associated cabling, switchgear, transformers, and motor control centers (MCCs), has a useful life expectancy of 20-30 years. Most of this equipment was installed around 1980. With the equipment having well exceeded its useful life expectancy, safety is a concern given the large electric loads that the cabling and other equipment are handling on a day-to-day basis. Failure of the existing 5kV infrastructure could also result in temporary outages of treatment processes, and repairs could take weeks to months given the lead times associated with equipment of this age. This project ultimately include replacement of all remaining original 1980s-vintage 5kV cables, switchgear, transformers, and selected motor control centers (MCCs). All work was coordinated with the Moores Creek Facilities Master Plan.

72. Radio Upgrades: The regional 800 MHz Public Safety Communication System, in which the Rivanna Water and Sewer Authority participates in to provide internal and emergency radio communication, was nearing the end of its service life. Because of technology changes (software and hardware) the Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC) needed to upgrade or replace the system to keep it useable. This project planned for the upgrade or replacement of major technology components and equipment of the existing system include electronic components at all tower sites and the prime site at the ECC facility; new console equipment at the regional ECC; equipment such as tower site generators and UPS systems; an additional tower site (to improve service in southern Albemarle County); microwave backbone; and replacement of the system recording facilities. RWSA was apportioned a part of the project cost proportionately based on the number of radios. In addition to this assessment from the ECC, the Authority replaced its fleet of portable radios.

69. IT Infrastructure: There are several ongoing projects that will fall into this project category. The Authority has implemented the initial stages of creating a Disaster Recovery (DR) site. This will include over the next year everything from the hardware, software, data line redundancy configurations and the appropriate 3rd party providers of cloud storage and back-up/retention services. It also includes the installation of proper uninterruptible power supplies (UPS). The DR site will ultimately be able to take on all Administrative and SCADA services should something happen to the Moores Creek AWRRF Date Center. There are several PLC's in the various plants that have reached end of life and will fall under this project for replacement with dual-redundant which will involve significant coordination for the major high-priority primary PLC's.

Completed Projects

			Five-Year Capital Program			
Line No.	**Proj. No.**	**Project Description**	**Adopted Budget 5/2025**	**Previous Expenditures (6/30/2025)**	**Final Projected Costs/Close Out**	**Savings**
55	21.18	Moores Creek AWWRF 5kV Electrical System Upgrade	$6,200,000	$5,401,990	$5,515,000	$685,000
72	25.10	Radio Upgrades	$210,988	$440,400	$440,400	($229,412)
69	20.47	IT Infrastructure	$194,887	$194,887	$194,887	$0
		TOTAL	$6,605,875	$6,037,277	$6,150,287	$455,588

CIP 26-30 Total	**CIP 26-30 Completed or Removed**	**CIP 26-30 Remaining**	**CIP 27-31 New Funding**	**CIP 27-31 New Total**
$550,278,280	$6,605,875	$543,672,405	$60,497,105	$604,169,510

Community Water Supply Plan

The Community Water Supply Plan represents the program developed with substantial community input to fulfill RWSA's contractual obligation to the City of Charlottesville (City) and the Albemarle County Service Authority (ACSA) to provide adequate drinking water for their future needs. This initiative started in 2003 to find a long-term solution that could achieve both local support and meet federal and state requirements. After multiple community meetings, updates with local officials, and frequent consultations with federal and state agencies, local support was obtained to apply for federal and state permits to expand the Ragged Mountain Reservoir and build a future pipeline between the South Rivanna and Ragged Mountain Reservoirs, with stream and wetlands mitigation to be provided through property in the Buck Mountain Creek area and property adjacent to a lower reach of Moores Creek near its confluence with the Rivanna River. Federal and state permits were granted in 2008 and amended in 2011.

The first phase of this long-term program centered around the expansion of the Ragged Mountain Reservoir, a project that would simultaneously address a legal obligation to correct safety deficiencies on the existing site. Through a combination of technical investigations, engineering evaluations, and continued public discussion, a decision was reached in February 2011 through the City Council and Board of Supervisors to build the new dam as an earthen dam, with the initial phase raising the reservoir pool height by 30 feet. The decision also outlined an objective of the further pursuit of water conservation through the City and ACSA, and the pursuit of opportunities for dredging of the South Rivanna Reservoir, with the second phase of reservoir expansion in the future. The Ragged Mountain Dam Agreement was amended in late 2023 and authorized the implementation and modifications for the additional 12 feet of storage at the Ragged Mountain Reservoir.

Project Descriptions:

1. Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line: Raw water is transferred from the Ragged Mountain Reservoir (RMR) to the Observatory Water Treatment Plant (OBWTP) by way of two 18-inch cast iron water lines which have been in service for more than 110 and 70 years, respectively. In addition to the need to increase transfer capacity between the RMR and OBWTP, increased frequency of emergency repairs and expanded maintenance requirements necessitates replacement of these water lines with a single, new raw water main. This new raw water main is expected to be constructed of 36-inch ductile iron pipe and will span a distance of approximately 21,400 linear feet, including the connection of the proposed RMR raw water pump station with the Southern terminus of the Birdwood raw water line completed in 2019, which will allow the pump station to integrate with the SFRR-RMR transfer system as well.

2. Ragged Mountain Reservoir to Observatory Water Treatment Plan Raw Water Pump Station: The Ragged Mountain Reservoir (RMR) to Observatory Water Treatment Plant (OBWTP) raw water pump station is planned to replace the existing Stadium Road and Royal Pump Stations, which have exceeded their design lives and would require significant upgrades to reliably meet the upgraded capacity of the Observatory WTP. The pump station will be designed to pump up to 10 million gallons per day (MGD) to the expanded Observatory WTP and will also be

integrated with the planned South Fork Rivanna Reservoir (SFRR) to RMR pipeline for improved operational flexibility and cost efficiencies. This integrated pump station will include the capacity to transfer up to 16 MGD of raw water from RMR back to the South Rivanna WTP, as well as boost up to 25 MGD of raw water from SFRR up to RMR and/or OBWTP. The pump station property was purchased as part of the SFRR to RMR raw water main preliminary design and right of way acquisition project.

3. South Fork Rivanna Reservoir to Ragged Mountain Pipeline, Intake and Facilities: The South Fork Rivanna Reservoir (SFRR) to Ragged Mountain Reservoir (RMR) Pipeline is a part of the approved and permitted Community Water Supply Plan. The pipeline and associated facilities will give RWSA the ability to move water between the two reservoirs, further enhancing the management capabilities of the Urban System water supply. The SFRR to RMR Pipeline, Intake, and Facilities Project will include construction of a 36" raw water pipeline, connecting SFRR and RMR, a new raw water intake and pump station at SFRR to bring total withdrawal capacity from SFRR to 41 MGD, and raising of the pool level at RMR 12' to allow for an additional 700 million gallons of storage at that reservoir. Approximately 6.5 miles of 36" ductile iron piping will be installed under this project, connecting to the existing 36" pipeline constructed in the Birdwood Golf Course, and subsequently connecting to the 36" pipeline currently being constructed under the RMR to Observatory WTP Raw Water Pipeline and Pump Station Projects. This work will also include construction of a new permanganate building, located at the South Rivanna WTP site near the new raw water pump station, for efficiency purposes as opposed to performing that work in a separate project as previously intended. Construction of the new intake and pump station will permanently close the existing boat ramp on RWSA property at SFRR to the public.

4. South Fork Rivanna Reservoir Aeration & Ragged Mountain Reservoir HLOS Systems: Through RWSA's ongoing Reservoir Water Quality Monitoring Program and the South Fork Rivanna Reservoir (SFRR) to Ragged Mountain Reservoir (RMR) Pretreatment Evaluation Study, water quality benefits for an Aeration System at SFRR and a Hypolimnetic Oxygenation System at RMR have been identified. While these systems would be configured differently for each reservoir, the purpose of each system is to inject Oxygen into the depths of each reservoir. Iron and manganese concentrations are reduced, thus improving water quality within the reservoir and for downstream treatment processes.

Community Water Supply Plan

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
1	20.03	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line	$40,760,000		$12,850,000	$7,910,000	$7,905,000	$7,905,000	$4,190,000		$40,760,000	$3,958,739
2	20.04	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Pump Station	$20,730,000	$625,000	$8,630,000	$4,235,000	$4,235,000	$4,255,000			$21,355,000	$1,524,789
3	20.48 20.49 23.01 22.01 26.2	South Fork Rivanna Reservoir to Ragged Mountain Pipeline, Intake & Facilities (and Permanganate)	$111,933,000	$7,567,000	$21,495,000	$24,650,000	$19,730,000	$17,875,000	$17,875,000	$17,875,000	$119,500,000	$3,689,362
4	23.02	South Fork Rivanna Reservoir Aeration & Ragged Mountain Reservoir HLOS Systems	$9,270,000	($9,270,000)								
		TOTAL	$182,693,000	($1,078,000)	$42,975,000	$36,795,000	$31,870,000	$30,035,000	$22,065,000	$17,875,000	$181,615,000	$9,172,890

Urban Water Treatment Plants and Reservoirs

The Urban Water Treatment Plants and Reservoirs consist of the Observatory Water Treatment Plant (OBWTP) and Ragged Mountain/Sugar Hollow Reservoir System which is comprised of the water treatment facility on Observatory Mountain and the associated raw water infrastructure that stores and conveys source water to the plant. The raw water storage system includes the new Ragged Mountain Dam (constructed in 2014, with a useable raw water storage capacity of 1.44 billion gallons) and the Sugar Hollow Dam (originally constructed in 1947, upgraded in 1999 and downstream discharge improvements completed in September 2014, with a useable raw water storage capacity of 339 million gallons as updated by a 2015 bathymetric survey). The system also includes 17.6 miles of 18-inch raw water cast-iron mains, originally installed in 1908, 1922, and 1946. The Sugar Hollow Raw Water Main historically conveyed water from the Sugar Hollow Dam to the Observatory Water Treatment Plant, however, as a result of the New Ragged Mountain Dam project, the main now discharges directly into Ragged Mountain Reservoir. The remaining downstream section of the Sugar Hollow main now conveys raw water from the Ragged Mountain Reservoir to the treatment plant. The line crosses the Mechums River (where an abandoned pumping station is sited) on its way to Ragged Mountain Reservoir, and eventually passes through the Royal Pumping Station and terminates at the OBWTP. The Ragged Mountain Raw Water Main conveys water from the Ragged Mountain Reservoir through the Stadium Road Pumping Station and terminates at the OBWTP.

It also includes the South Rivanna Water System which is comprised of the source water, storage, conveyance and treatment infrastructure currently serving the urban area from the South Fork Rivanna River. The system includes the South Fork Rivanna Reservoir and Dam (built in 1966) with a raw water storage capacity of 1,248 MG of which 885MG is useable. The Dam is co-located with the raw water intake and pump station, as well as a small hydroelectric generation facility. The source water from the South Rivanna Reservoir is treated at the South Rivanna treatment plant (12-mgd rated capacity).

The North Rivanna Water System is also a part of this area and is comprised of a river intake and raw water pumping station on the North Fork of the Rivanna River, as well as the North Fork Water Treatment Plant (2-mgd rated capacity built in 1973). The North Rivanna System provides water to the ACSA service area located along US Route 29, between Forest Lakes subdivision and Piney Mountain Road.

Project Descriptions:

5. Observatory Water Treatment Plant – Hypo Tank Replacements: The Hypochlorite Building at the Observatory Water Treatment Plant (OBWTP) was constructed in 1999. The facility is designed to house all necessary sodium hypochlorite feed equipment as well as two (2) 12,000-gallon fiberglass reinforced plastic (FRP) storage tanks. With the tanks being more than 20 years old, the RWSA has elected to replace the tanks with new, similar size and volume tanks.

6. South Rivanna Water Treatment Plant – PAC Upgrades: The SRWTP currently utilizes a repurposed lime silo reconfigured to feed powdered activated carbon (PAC). PAC is fed in the mixing basin where it is mixed with the raw water prior to entering the rapid mix basins. The PAC storage silo and feed system has reached the end of its useful life and requires frequent

maintenance attention to maintain operations. The purpose of this project is to replace the existing PAC system with a new modern PAC storage and slurry feed system similar to the one installed at the Crozet WTP and the one under construction at the Observatory WTP. This project would include demolition of the existing PAC silo and feed pumps, site work and grading required for the new PAC silo location and installation of a new PAC storage and slurry feed system complete with all necessary dry feed equipment, metering pumps, HVAC equipment and electrical and control equipment.

7. South Rivanna Water Treatment Plant – Main Plant Generator Replacement: During recent treatment plant upgrades, the condition of the existing main plant generator was evaluated, and it was determined that while the generator was capable of meeting our current needs at the plant, we should plan for a future replacement. This replacement would help ensure the appropriate level of electrical service resiliency for the plant and would include a new prime rated generator, automatic transfer switch, associated electrical switchgear, feeder cables and other appurtenances necessary to allow this replacement to take place while still providing the plant with backup power during the construction process.

8. South Rivanna Water Treatment Plant Improvements (Plate Settlers, Floc – PAC removed): In an effort to continue to improve and enhance treatment capabilities at the plant and perform necessary equipment replacements, this project will include the installation of plate settlers in the sedimentation basins, replacement of the two rapid mixers, replacement of the existing freight elevator and other minor miscellaneous improvements.

9. South Rivanna Water Treatment Plant – Floc Basin Improvements: This work was originally intended to be included in the SRWTP Treatment Improvements project, but based on feedback from Water Department staff, it was determined that replacement of the flocculation basin paddles and associated accessories was critical and needed to be advanced in the schedule. This project will replace the existing components in the three existing flocculation basins.

10. South Rivanna Water Treatment Plant – 16 mgd Upgrade: The South Rivanna Water Treatment Plant is a 12 MGD capacity plant that was originally constructed in 1964 that has had major upgrades in recent years to include Granular Activated Carbon (GAC) treatment and capacity resiliency improvements. As future demands increase, RWSA has plans to increase the plant's capacity to 16 MGD. During completion of a Finished Water Master Plan in 2022, expansion of this facility within the planning horizon of 50 years (through 2070) was not expected. However, with the recent anticipated growth in the Northern Area of Albemarle County, this expanded capacity is expected much sooner. Expansion of the facility to 16 MGD will include, but not be limited to, additional flocculation capacity, three additional filters, GAC treatment expansion, a second chlorine contact tank, UV disinfection, and additional residual equalization storage.

11. South Rivanna Water Treatment Plant – Sanitary Sewer Connection: Residual liquids and solids produced during the water treatment process at the South Rivanna Water Treatment Plant are routed through an equalization basin to two residuals clarifiers. Sludge is pumped to a belt filter press in the Solids Handling Facility, and clarified water is discharged to the South Fork Rivanna River under a VPDES permit issued by the Virginia DEQ. In the future, anticipated increases in

solids processing will necessitate an alternative means of disposing of sludge from the treatment process. This project includes preliminary and final design of a new sewer connection to convey sludge to the sanitary sewer system, as well as right of way acquisition, permitting, and construction costs

12. North Rivanna Water Treatment Plant Decommissioning: The North Rivanna Water Treatment Plant (NRWTP) has been in use since the 1970's with minimal upgrades aside from the addition of Granular Activated Carbon in 2018. A Needs Assessment was performed that identified additional improvements that would be required for the plant to continue to reliably provide drinking water to the North Rivanna Pressure Zone. Due to the anticipated expense of these proposed improvements, a feasibility study was performed to determine if the NRWTP should be upgraded or decommissioned. The study concluded that the plant should be decommissioned, and expenses saved could be better applied to other improvements throughout the Urban Water System. As a result, this project includes demolition of the plant facilities, removal of the low head dam on the North Fork Rivanna River and returning the property to its pre-existing conditions.

13. Dam Concrete and Steel Repairs: RWSA operates several dams for water supply and sediment storage. These include concrete gravity dams and earthen embankment dams, ranging in age from 10 to over 80 years. Over time, normal wear and tear from water passage and weather can cause degradation of concrete and steel structures. To ensure continued safe operation of these dams into the future, it is imperative to complete periodic maintenance and repairs. This project includes funding for the evaluation, design, and construction of concrete and steel repairs at the Lickinghole Creek Dam, Totier Creek Dam, South Rivanna Dam, and Sugar Hollow Dam. Repairs are expected to include injection grouting of voids in concrete structures, concrete surface repairs, recoating steel hoist beams, and installation of new hoist trolleys, among others.

14. Urban Water Treatment Plants – GAC Building Dehumidification: Granular Activated Carbon (GAC) treatment was installed at the Urban water treatment plants (South Rivanna and Observatory) in 2018. The buildings constructed around the GAC vessels were not conditioned and only included unit heaters and portable dehumidifiers. As a result of the large GAC vessels in these buildings, the humidity levels in the area tend to promote condensation which can then lead to corrosion of the equipment and general degradation. While the portable dehumidifiers were beneficial, they tended to be unreliable and insufficient to maintain lower humidity levels in the buildings. As a result, the purpose of this project is to install permanent industrial dehumidification systems in the GAC buildings associated with the Urban water treatment plants. This project would include the dehumidification units as well as the necessary ductwork, electrical improvements, and architectural modifications required for a complete installation.

15. South Rivanna Water Treatment Plant – Dedicated Backwash Line: RWSA's South Rivanna Water Treatment Plant currently has two large diameter waterlines leaving the facility. The 36" Urban Waterline is used solely for the transmission of potable water to the Urban Pressure Zone, and the 24" South Rivanna Waterline is a dedicated filter backwash and process waterline, that carries water back to South Rivanna WTP from the Woodburn Elevated Water Storage Tank for those purposes. In an effort to make the RWSA distribution system more efficient, reliable, and resilient to emergency conditions, this project will include installation of a third waterline,

currently anticipated to be 12", that would be utilized for filter backwash and plant process water, allowing the 24" South Rivanna Waterline to also be utilized for the transmission of potable water to the Urban Pressure Zone.

16. Dam Public Safety Enhancements: RWSA operates four high-hazard dams, three low-hazard dams, and three small, non-regulated dams for water supply, sediment storage, and other purposes. RWSA completes regular inspections and maintenance of these facilities; however, dams are inherently hazardous structures and can pose risks to the general public and facilities within their respective breach inundation zones. This project provides funding for installation of various public safety improvements at these facilities. Proposed improvements include audible warning systems for the Sugar Hollow, Ragged Mountain, and South Rivanna dams, new signage at all RWSA dam facilities to inform and warn the public about potential hazards, and debris and boat booms where appropriate to protect boaters from spillways and intake structures.

17. Vertical Asset Renewal – Urban Water: The asset management program at Rivanna Water & Sewer Authority is a strategic process of tracking, maintaining, and optimizing physical assets to maximize their value, lifespan, and operational efficiency while reducing costs. When assets reach the end of their serviceable life, proactive replacement becomes cost beneficial to the Authority. Assets within facilities in the Urban Water system were examined using factors, such as lifecycle and cost of maintenance versus cost of replacement, and risk, to determine when they would meet the end of their serviceable life. These assets have been captured in the vertical asset renewal program, which will ensure equipment continues to run reliably, supports compliance, and provides a high level of service for our customers.

18. Observatory Water Treatment Plant – Backwash Basin Sludge Removal and Inspection: The concrete backwash basins were built in the 1920's and 1950's as part of the original water treatment plant to be used as open storage for the filtered water. They are currently used to settle solids out of the backwash water before it is decanted to the sanitary sewer system. This project involves removal of the settled sludge and a complete inspection of the basins to determine the extent of concrete repairs needed to extend their useful life.

Urban Water Treatment Plants and Reservoirs

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
5	25.05	Observatory Water Treatment Plants - Hypo Tank Replacements	$371,000	$42,000	$167,000	$246,000					$413,000	$8,180
6	24.01	South Rivanna Water Treatment Plant - PAC Upgrades	$1,258,000	$562,000	$1,258,000	$562,000					$1,820,000	$85,397
7	22.08	South Rivanna Water Treatment Plant - Main Plant Generator Replacement	$480,000	$366,000				$71,000	$450,000	$325,000	$846,000	
8	22.05	South Rivanna Water Treatment Plant Improvements - (Plate Settlers, Floc - PAC removed)	$552,000	$450,000					$512,000	$490,000	$1,002,000	
9	26.14	South Rivanna Water Treatment Plant - Floc Basin Improvements	$2,400,000	$500,000	$180,000	$1,555,000	$1,165,000				$2,900,000	
10	26.05	South Rivanna Water Treatment Plant - 16 mgd Upgrade		$970,000				$400,000	$500,000	$70,000	$970,000	
11	23.11	South Rivanna Water Treament Plant - Sanitary Sewer Connection	$924,000	$181,000		$120,000	$555,000	$430,000			$1,105,000	
12	20.18	North Rivanna Water Treatment Plant - Decommissioning	$3,512,000	$78,000	$680,000				$2,525,000	$385,000	$3,590,000	

Urban Water Treatment Plants and Reservoirs
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
13	25.01	Dam Concrete and Steel Repairs	$1,453,000	$1,367,000	$943,000	$1,877,000					$2,820,000	$51,307
14	23.04 23.09	Urban WTPs - GAC Building Dehumidification	$3,300,000	$660,000			$310,000	$1,670,000	$1,980,000		$3,960,000	
15	27.04	South Rivanna Water Treatment Plant - Dedicated Backwash Line		$3,290,000		$440,000	$2,170,000	$680,000			$3,290,000	
16	27.02	Dam Public Safety Enhancements		$3,850,000		$1,386,000	$2,464,000				$3,850,000	
17	27.15	Vertical Asset Renewal - Urban Water		$740,000		$148,000	$148,000	$148,000	$148,000	$148,000	$740,000	
18	23.05	Observatory Water Treatment Plant - Backwash Basin Sludge Removal and Inspection	$698,400	($698,400)								
		TOTAL	$14,948,400	$12,357,600	$3,228,000	$6,334,000	$6,812,000	$3,399,000	$6,115,000	$1,418,000	$27,306,000	$144,884

Finished Water Storage/Transmission – Urban System

The urban finished water storage and transmission system serves to provide transmission of treated water from the three RWSA water plants (Observatory, South Rivanna, and North Rivanna) to the distribution networks of the Albemarle County Service Authority, the City of Charlottesville, and the University of Virginia. The system includes approximately 40 miles of pipeline, six water storage tanks: Avon Street (2 MG), Pantops (5 MG), Piney Mountain (0.7 MG), Stillhouse (0.7 MG), Observatory (3 MG), and Lewis Mountain (0.5 MG), and the Alderman Road and Stillhouse pumping stations.

Project Descriptions:

19. Valve Repair – Replacement (Phase 3): RWSA owns and operates over 500 isolation and control valves along its over 70 miles of raw and finished water mains. As many of these critical pieces of infrastructure were installed in the 1960s and 1970s, age starts to become a concern, especially for isolation valves, which are critical to ensure that water main breaks can be turned off safely and effectively, minimizing damage to adjacent features such as roadways and service restoration times.

    Phase 3 of the Valve Repair-Replacement Program will continue the replacement of isolation valves, as well as air release valves, along RWSA's water mains. Phase 3 will focus on the highest priority valves to be replaced, leaving the remaining valves for replacement under Phases 4 & 5 of this program. Prioritization will be performed using RWSA's Asset Management Software, Cityworks, as well as inspection reports submitted by the RWSA Maintenance Department through their annual valve maintenance and exercising program.

20. Avon, Pantops, and Observatory Tank Painting: The Avon, Pantops and Observatory Ground Storage Tanks have volumes of 2-million, 3-million, and 5-million gallons respectively, and each of the tanks are located within the Urban Pressure Band of RWSA's Finished water Distribution System. The Urban Pressure Band services most of the City and ACSA critical customers (UVA, UVA/MJ Hospital, Senior Living Facilities, Defense Contractors, etc.). Each of the tanks play a pivotal role in maintaining system pressures and providing increased flows during fires and other system emergencies.

    RWSA inspects its tanks on a regular basis and following recent inspections of the interior and exterior of each of the three tanks it was determined that these tanks are due for rehabilitation and necessary repairs. Each tank is slated to have its interior and exterior coatings rehabilitated, taken out of service, in turn, in order to complete repairs. While each tank is offline, roofing/structural repairs and safety enhancements will be made as appropriate to further protect the integrity of the tank.

21. Stillhouse, Lewis Mountain and Woodburn Road Tank Painting: The Stillhouse, Lewis Mountain, and Woodburn Tanks have volumes of 0.7-million, 0.5-million, and 1.0-million gallons respectively, Lewis Mountain and Stillhouse operate at their own pressure band. The Woodburn Road Tank is used primarily for backwash of the South Rivanna water treatment plant. Each of the tanks play a pivotal role in maintaining system pressures and providing increased flows during fires and other system emergencies. Stillhouse and Lewis Mountain

tank combined serve mostly the northwestern section of charlottesville city and the Albemarle County directly adjacent to it.

RWSA inspects its tanks on a regular basis and following recent inspections of the interior and exterior of each of the three tanks it was determined that these tanks are due for rehabilitation and necessary repairs. Each tank is slated to have its interior and exterior coatings rehabilitated, taken out of service, in turn, in order to complete repairs. While each tank is offline, roofing/structural repairs and safety enhancements will be made as appropriate to further protect the integrity of the tank.

22. Airport Road Tank No. 1: The newly completed Airport Road Finished Water Pump Station (APFWPS) serves to provide finished water from the Urban pressure band to the North Rivanna pressure band and following decommissioning of the North Rivanna Water Treatment Plant (NRWTP), will be the primary means of supplying finished water to the North Rivanna pressure band. Extensive modeling work performed in previous studies and the recently completed Northern Area Utilities Master Plan indicates that suction side pressures for the APFWPS may trend lower than recommended, mainly during heavy pumping scenarios or during time periods where the South Rivanna Water Treatment Plant (SRWTP) is offline or operating at a reduced output. To ensure that APFWPS can operate reliably with increasing demands in the North Rivanna pressure demand, a new 1-million-gallon ground storage tank at the pump station is recommended for construction. This project will include design and construction of the new tank. The tank will be installed at the APFWPS site, as the site was sized for two tanks of this size, with the second tank to be installed in the decades to come as demands dictate.

23. Central Water Line: The southern half of the Urban Area water system is currently served by the Avon Street and Pantops storage tanks. The Avon Street tank is hydraulically well connected to the Observatory Water Treatment Plant while the Pantops tank is well connected to the South Rivanna Water Treatment Plant. The hydraulic connectivity between the two tanks, however, is less than desired, creating operational challenges and reducing system flexibility. In 1987, the City and ACSA developed the Southern Loop Agreement, outlining project phasing and cost allocations, as envisioned at the time. The first two phases of the project were constructed shortly thereafter. The third phase, known as the "Eastern Branch" is the subject of the current project. The initial funding for this project was used for route alignment determination, hydraulic modeling, and preliminary design. Due to the complicated nature of our finished water systems, it was decided at the August 2018 Board meeting that a more comprehensive approach was warranted and we should complete the Finished Water Master Plan prior to moving forward with final design and construction of the Avon to Pantops Water Main. The Finished Water Master plan was completed in 2021 and the Central Water Line project was prioritized for design and construction in coordination with the City and ACSA. The project will consist of approximately 5 miles of new 24-inch and 30-inch water main through the City to connect the Observatory Water Treatment Plant to an existing RWSA transmission main at East High and Long St. to ensure the increased hydraulic capacity of 10 MGD from the water treatment plant upgrades can be utilized. As part of this project, several City water mains will be replaced where co-located with the Central Water Line and the City will reimburse RWSA for that work. The project has been split into 2 construction contracts

and Phase 1 includes 4-miles of the water line work and is under construction, and bidding of Phase 2 will occur in summer 2026.

24. South Fork Rivanna River Crossing: RWSA has previously identified through master planning that a 24-inch water main will be needed from the South Rivanna Water Treatment Plant (SRWTP) to Hollymead Town Center to meet future water demands. Two segments of this water main were constructed as part of the VDOT Rt. 29 Solutions projects, including approximately 10,000 linear feet (lf) of 24-inch water main along Rt. 29 and 600 lf of 24-inch water main along the new Berkmar Drive Extension, behind Kohl's department store. To complete the connection between the SRWTP and the new 24-inch water main in Rt. 29, there is a need to construct a new river crossing at the South Fork Rivanna River. The selected alternative will include a 1,200 lf trenchless river crossing to minimize environmental impacts. Acquisition of right-of-way was required for the river crossing and along Rio Mills Road. The project is under construction.

25. Second N. Rivanna River Crossing & NR Water Main Replacement: The North Rivanna water distribution system has a 12-inch water line crossing of the North Rivanna River which is difficult to access and vulnerable to erosion and washout. The Finished Water Master Plan recommended we install a second redundant river crossing to ensure water can be conveyed north of the river to the Piney Mountain Tank from the new Airport Road Pump Station once the North Rivanna Water Treatment Plant is decommissioned. Approximately 1.2 miles of cast iron water line which has the highest system pressures and has experienced numerous emergency line breaks will be replaced as part of this project to improve system resiliency.

26. Berkmar Drive Ext. Waterline Phase 2: This water line project will be completed as betterment with the construction of the last section of the VDOT Berkmar Drive Extended project. VDOT has begun preliminary design, however, the construction is not anticipated for several years. This betterment will include approximately 1,200 feet of 16-inch waterline which will connect the new Airport Road Pump Station to an RWSA main in Airport Road. This second feed out of the new pump station will provide more redundancy to supply the North Zone once the North Rivanna Water Treatment Plant is decommissioned.

27. Urban Storage Evaluation and Tank(s) Addition: The Finished Water Master Plan outlined the need to evaluate our water storage system for fire suppression, to address frequent tank cycling, and to evaluate alternatives for realizing more useable volume in each tank. Once an evaluation is completed, this project will determine the best pressure bands to add storage to ease operational constraints. This project envisions the addition of two more water storage tanks which may be at existing tank locations or new ones.

28. SCADA Panel Relocations: At many remote water storage tank sites, control panels and PLCs associated with operation and monitoring of the tanks are located in valve vaults. These locations are a concern based on limited access to the electrical and instrumentation components as well as the condition of the space and the associated impact to the longevity of the devices. This project includes installation of new control panels and PLCs aboveground in weatherproof enclosures under a self-supporting canopy that would protect staff from direct weather impacts during operation or maintenance activities at seven water storage tank sites throughout the

RWSA water distribution system. The components located in the valve vaults would be demolished after the new components were installed to minimize monitoring downtime.

29. Finished Water Master Plan Update 2030: The Authority has a goal to plan, deliver, and maintain dependable infrastructure in a financially responsible manner and asset master planning is a priority strategy to accomplish this and improve overall system development. This project will account for this process as it relates to the urban finished water system and will use demand forecasting from the Urban Area Water Demand and Safe Yield Analysis to evaluate the system and identify needed improvements for capital planning purposes.

30. Urban Area Water Demand and Safe Yield Analysis 2030: In January 2012, the City of Charlottesville, Albemarle County Service Authority, and RWSA entered into the Ragged Mountain Dam Project Agreement. Within the agreement are provisions to monitor the bathymetric capacity of the Urban water reservoirs as well as a requirement to conduct reoccurring demand analysis, demand forecasting and safe yield evaluations. The purpose of this project is to perform the next recurring analysis and use the resulting information as part of the next Finished Water Master Plan update. The population projection efforts will be used in conjunction with the Finished Water Master Plan update, the Comprehensive Sewer Model and Study Update and the Crozet Drinking Water Infrastructure Plan update.

31. Emmet Street Betterment: The Urban Finished Water Master Plan identified several necessary upgrades to the urban water distribution system to improve system performance and reliability. One of the identified improvements is an upgrade and extension of the existing RWSA water main along the Emmet Street corridor from the UVA Dell Pond to Hydraulic Road. This project will utilize planned road, streetscape, utility, and development projects along the Emmet Street corridor to complete portions of the Emmet Street water main improvements as betterment. The project scope includes planning and coordination between RWSA, UVA, the City of Charlottesville, and VDOT, design services for the betterment and "gap" sections of water line, construction funding, and construction management services. Current identified projects with betterment opportunities include: the UVA Ivy Corridor Redevelopment, UVA Contemplative Commons, and the City of Charlottesville Emmet Streetscape Project.

32. Northern Area Pressure Zone Improvements (AR Zone and PMT): The northern portion of the Urban Water system consists of customers served by the Urban Pressure Zone or the Piney Mountain Pressure Zone. The Urban Pressure Zone is maintained by a variety of finished water storage tanks and finished water produced at the South Rivanna and Observatory Water Treatment Plants. The Piney Mountain Pressure Zone is served by either continued operation of the North Rivanna Water Treatment Plant or the Airport Road Pump Station and then the Piney Mountain Tank. As a result of an expected significant increase in water demand in the northern portion of the Urban Water system, this project will analyze the benefits and costs associated with creation of a new Airport Pressure Zone and then how that potential change impacts the service area connected to the Piney Mountain Tank and the boundary of the Urban Pressure Zone.

Finished Water Storage/Transmission – Urban System

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
19	20.62	Valve Repair - Replacement (Phase 3)		$600,000						$600,000	$600,000	
20	20.50 20.51	Avon, Pantops and Observatory Tank Painting	$6,120,000	($1,605,000)		$200,000	$1,800,000	$1,565,000	$950,000		$4,515,000	
21	20.52 20.53 20.54 22.02	Stillhouse, Lewis Mtn and Woodburn Rd Tank Painting	$264,000	($184,000)						$80,000	$80,000	
22	26.06 24.05	Airport Road Tank No. 1 and Pump Improvements	$5,834,400	$1,415,600		$533,000	$3,086,000	$3,631,000			$7,250,000	
23	20.10	Central Water Line	$79,000,000		$24,490,000	$18,800,000	$24,710,000	$11,000,000			$79,000,000	$3,202,528
24	20.12	South Fork Rivanna River Crossing	$6,250,000	$300,000	$6,250,000	$300,000					$6,550,000	$1,437,369
25	20.58	Second North Rivanna River Crossing and NR Water Main Replacement	$3,520,800	$12,824,200		$500,000	$875,000	$4,860,000	$7,765,000	$2,345,000	$16,345,000	
26	24.09	Berkmar Drive Ext. Waterline - Phase 2	$1,756,000		$220,000		$321,000	$605,000	$610,000		$1,756,000	$28,530

Finished Water Storage/Transmission – Urban System
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
27	24.12	Urban Storage Evaluation and Tank(s) Addition	$4,680,000	$820,000	$72,000	$311,000	$477,000	$650,000	$3,990,000		$5,500,000	
28	24.13	SCADA Panel Relocations	$247,200	$697,800				$91,500	$177,500	$676,000	$945,000	
29	26.11	Finished Water Master Plan Update 2030	$290,000	$101,000				$15,000	$292,000	$84,000	$391,000	
30	26.17	Urban Area Water Demand and Safe Yield Analysis 2030	$240,000	$15,000				$255,000			$255,000	
31	23.06	Emmet Street Betterment	$7,400,000		$4,515,000	$185,000	$2,245,000	$455,000	$0	$0	$7,400,000	$1,228,856
32	27.21	Northern Area Pressure Zone Improvements (AR Zone and PMT)		$8,000,000		$481,549	$3,301,822	$2,316,629	$1,000,000	$900,000	$8,000,000	
		TOTAL	$115,602,400	$22,984,600	$35,547,000	$21,310,549	$36,815,822	$25,444,129	$14,784,500	$4,685,000	$138,587,000	$5,897,283

Crozet Water System

The Crozet Water System includes the source water, raw water conveyance, finished water treatment, transmission and storage infrastructure for the Crozet community in western Albemarle County. The source water for this system is the Beaver Creek Reservoir and Beaver Creek (Garnett) Dam which were built in 1964 with a current useable storage capacity of 521 million gallons. Raw water is treated at the Crozet Water Treatment Plant (2.0 mgd rated capacity) and provides finished water to the Albemarle County Service Authority. The system includes the Crozet Elevated (Waterball) Tank (0.05 MG) for water treatment plant backwash; the Crozet Ground Storage Tank (0.5 MG) and pump station, and the Buck's Elbow Storage Tank (2.0 MG).

Project Descriptions:

33. Buck's Elbow Tank and Waterball Painting: The 2,000,000-gallon Buck's Elbow Ground Storage Tank provides finished water storage for the Crozet Area while the 50,000-gallon Crozet Waterball Tank serves as filter backwash storage at the Crozet Water Treatment Plant (CZWTP). Routine inspections of these tanks in 2012 indicated that the tanks would require recoating by 2020. The current coating system has lasted beyond this initial prediction and as such was moved to 2028. The project includes recoating the interior and top-coating the exterior of both tanks to prevent corrosion. Minor repairs and improvements to both tanks will also be included in this work, such as foundation repairs and safety enhancements. The repairs will precede the painting work due to necessity of repairs.

34. Crozet Drinking Water Infrastructure Plan Update 2025: In 2019, staff completed a Drinking Water Infrastructure Plan for the Crozet Service Area to determine the water system improvements needed to meet area demands for a 50-year design period (to 2070). Since this plan was completed, rapid growth trends and Virginia Water Protection (VWP) Permit requirements issued in late 2024 by the Virginia Department of Environmental Quality (DEQ) have prompted a need to update and revise this plan. Work will include a review of the assumptions from the previous report and updates to the analysis with newly available population and water usage data and VWP Permit requirements. Various options for water system improvements will be assessed and detailed in the updated report to meet the long-term water needs of the Crozet community.

35. Beaver Creek Dam Alteration: RWSA operates the Beaver Creek Dam and reservoir as the sole raw water supply for the Crozet Area. In 2011, an analysis of the Dam Breach inundation areas and changes to the Virginia Department of Conservation and Recreation (DCR) Impounding Structures Regulations prompted a change in hazard classification of the dam from Significant to High Hazard. This change in hazard classification requires that the capacity of the spillway be increased. Following the completion of a planning study in 2023, staff is proceeding with final design and construction of a labyrinth spillway and chute with a bridge to allow Browns Gap Turnpike to cross over the new spillway. Work for this project will be coordinated with the new relocated raw water pump station and intake. Federal funding through the Natural Resources Conservation Service is being pursued to cover the design and a portion of construction costs.

36. Beaver Creek New Raw Water Pump Station & Intake: The existing Raw Water Pump Station and Intake at the Beaver Creek Reservoir was constructed in 1964 and is located at the foot of the Beaver Creek Dam. Obligatory dam safety upgrades to the Beaver Creek Dam spillway necessitate moving the pump station away from its current location downstream of the dam. Additionally, the Drinking Water Infrastructure Plan for the Crozet water service area recommends installation of a new raw water pump station and intake to meet new minimum instream flow requirements while increasing raw water pumping capacity to serve the growing needs of the Crozet community. The new pump station will be constructed adjacent to the dam on the Beaver Creek Reservoir. The new intake structure will include enhanced controls as well as an aeration/destratification system to enhance water quality within the reservoir.

37. Crozet Water Treatment Plant – Full GAC Treatment: In order to enhance RWSA's resiliency and commitment to long term finished water quality, the Authority has committed to expanding the Granular Activated Carbon (GAC) capacity at the Crozet WTP to match the current plant capacity. GAC has been identified as a leading best management practice to remove disinfection by product pre-cursers and similar potential contaminants from source water and can be used to manage removal of other emerging contaminants and compounds that are under consideration for regulation in the future. As a result, GAC treatment capacity will provide the Crozet WTP with the flexibility to provide high quality drinking water under various future conditions. This project includes the construction of a second GAC building, two additional GAC vessels, a new, larger clear well, and the necessary pumps, piping, and electrical components to connect the expanded facility to the existing treatment plant.

38. Crozet Water Treatment Plant – Disinfection Upgrades: During design of the Crozet Water Treatment Plant (WTP) GAC Expansion project, chlorine contact time (CCT) requirements for finished water were reviewed to confirm compliance with Virginia Department of Health guidelines for disinfection. Currently, the ground storage tank at the WTP provides sufficient CCT, but this does not allow for shutdowns of the tank for maintenance work or future higher flows from the treatment plant. Various disinfection alternatives are under consideration to address these conditions, including increased free chlorine residuals, installation of baffles in the existing ground storage tank to promote passive mixing, construction of additional storage for added CCT, or installation of a UV disinfection system. This project includes design and construction of the selected alternative.

39. Crozet Finished Water Grayrock Pump Station: RWSA's Bucks Elbow Ground Storage Tank (BET) currently can only be cycled as low as 26-feet (11-feet below overflow), due to the high elevation of several homes in the Grayrock area of Crozet. This results in about 0.6 million gallons (MG) of the total 2 MG being available for use. As a part of the proposed improvements, a small booster station will be installed near the tank site with a series of pressure reducing valves in order to allow the tank to cycle as low as 18-feet, making an additional 0.4 MG of water inside BET available for use. This will allow RWSA staff to cycle the tank lower, reducing water age and improving overall water quality in this area of the distribution system.

40. Crozet AC Pipe Replacement: This project includes the installation of approximately 5,000 linear feet of new 18-inch ductile iron water line along Three Notched Road in Crozet. It will

replace the final remaining section of 12-inch RWSA transite (asbestos cement) pipe built in the 1970's which is difficult to repair due to health and safety hazards. The new water line will connect the new Crozet Finished Water Pump Station at the Water Treatment Plant to the end of the previous transite replacement project at the entrance to Western Ridge and will provide more reliable service to carry the capacity of the recent water treatment plant upgrades.

41. Crozet Water Treatment Plant – GAC Building Dehumidification: Granular Activated Carbon (GAC) treatment was installed at the Crozet Water Treatment Plant in 2018. The building constructed around the GAC vessels was not conditioned and only included unit heaters and portable dehumidifiers. As a result of the large GAC vessels in this building, the humidity levels in the area tend to promote condensation which can then lead to corrosion of the equipment and general degradation. While the portable dehumidifiers were beneficial, they tended to be unreliable and insufficient to maintain lower humidity levels in the building. As a result, the purpose of this project is to install a permanent industrial dehumidification system in the GAC building. This project would include the dehumidification units as well as the necessary ductwork, electrical improvements, and architectural modifications required for a complete installation.

42. Crozet Ground Tank Painting: The 500,000-gallon Crozet Ground Storage Tank provides Chlorine Contact Time at the Crozet Water Treatment Plant (CZWTP) and serves as a clearwell for the Crozet Finished Water Pump Station. Inspections of this tank in 2018 and 2022 indicated that the tank's exterior will require top-coating by 2028 to prevent corrosion. The project includes design, construction, and bid-phase services for top-coating of the tank exterior plus minor repairs and safety improvements as needed. Removed from 5-year CIP.

43. Vertical Asset Renewal – Crozet Water: The asset management program at Rivanna Water & Sewer Authority is a strategic process of tracking, maintaining, and optimizing physical assets to maximize their value, lifespan, and operational efficiency while reducing costs. When assets reach the end of their serviceable life, proactive replacement becomes cost beneficial to the Authority. Assets at the Crozet Water Treatment Plant were examined using factors, such as lifecycle and cost of maintenance versus cost of replacement, and risk, to determine when they would meet the end of their serviceable life. These assets have been captured in the vertical asset renewal program, which will ensure equipment continues to run reliably, supports compliance, and provides a high level of service for our customers.

Crozet /Water System

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
33	21.01	Buck's Elbow Tank and Waterball Painting	$1,993,000	($118,000)	$85,000	$52,000	$1,238,000	$500,000			$1,875,000	
34	26.09	Crozet Drinking Water Infrastructure Plan Update 2025	$450,000	$10,000	$235,000	$225,000					$460,000	
35	20.19	Beaver Creek Dam Alteration	$28,160,000	$5,325,000	$5,995,000		$1,370,000	$14,810,000	$11,310,000		$33,485,000	$1,936,877
36	20.20 21.15	Beaver Creek New Raw Water Pump Station & Intake	$33,020,000	$6,050,000	$6,150,000	$13,020,000	$13,960,000	$5,940,000			$39,070,000	$1,866,280
37	23.14	Crozet Water Treatment Plant - Full GAC Treatment	$10,120,000	$2,045,000	$6,345,000	$2,520,000	$3,300,000				$12,165,000	$411,261
38	26.01	Crozet Water Treatment Plant - Disinfection Upgrades	$840,000	$160,000	$600,000	$400,000					$1,000,000	
39	23.30	Crozet Finished Water Grayrock Pump Station	$2,658,000	$427,000			$260,000	$890,000	$1,545,000	$390,000	$3,085,000	
40	23.13	Crozet AC Pipe Replacement	$3,756,000	$3,964,000			$735,000	$635,000	$3,730,000	$2,620,000	$7,720,000	
41	23.10	Crozet WTP - GAC Building Dehumidification	$822,000	$173,000			$80,000	$733,000	$182,000		$995,000	
42	20.55	Crozet Ground Tank Painting	$582,000	($582,000)								
43	27.16	Vertical Asset Renewal - Crozet Water		$190,000		$38,000	$38,000	$38,000	$38,000	$38,000	$190,000	
		TOTAL	$82,401,000	$17,644,000	$19,410,000	$16,255,000	$20,981,000	$23,546,000	$16,805,000	$3,048,000	$100,045,000	$4,214,418

Scottsville Water System

The Scottsville Water System is comprised of the raw water conveyance, finished water treatment, transmission and storage infrastructure for the Town of Scottsville in southern Albemarle County. The source water for this system is the Totier Creek Intake, and the backup supply is the Totier Creek Reservoir, which was built in 1971 with a current useable capacity of 182 million gallons. Raw water is treated at the Scottsville Water Treatment Plant (0.25 mgd rated capacity) and provides finished water to the Albemarle County Service Authority. The system includes the Scottsville Storage Tank (0.25 MG). In 2023 ACSA conveyed to RWSA the Scottsville Finished Water Pump Station on James River Road, the Rt. 795 Tank (0.7 MG) and the piping in between.

Project Description:

44. Scottsville AC Pipeline Replacement: This project is intended to replace all remaining RWSA waterline in Scottsville that is currently constructed of asbestos-cement not included under ACSA's Phase 4 Waterline Replacement Project. The scope of the project generally includes approximately 500 LF of raw waterline replacement between the filter building and Totier Creek intake behind Scottsville WTP. The proposed budget includes design for the new watermain, as well as bid/quote package assistance.

45. Red Hill Water Treatment Plant – Upgrades & GAC Addition: The Red Hill Water Treatment Plant was constructed in a joint effort of ACSA and RWSA in 2009 and consists of a well, pneumatic tank and pump house that provides treated water to the Red Hill Elementary School and adjoining neighborhood. Originally the facility was operated primarily as a well head and pump house. More recently the facility has operated as a water treatment facility with a well as source water. As such, there have been several chemical process additions, automation, online monitoring and an increase in operator wet chemistry testing. The current building is well beyond its physical capacity and this project will serve to expand the building and improve the configuration of the process and laboratory needs of the WTP.

    Furthermore, to enhance RWSA's resiliency and commitment to long term finished water quality, the Authority has committed to adding Granular Activated Carbon (GAC) treatment at the Red Hill WTP, sized to match the current plant capacity. GAC has been identified as a leading best management practice to remove disinfection by product pre-cursers and similar potential contaminants from source water and can be used to manage removal of other emerging contaminants and compounds that are under consideration for regulation in the future. As a result, full GAC treatment capacity will provide the Red Hill WTP with the flexibility to provide high quality drinking water under various future conditions. This project includes a building expansion to independently house sodium hypochlorite, fluoride and GAC treatment as well as piping, valves and pumping improvements necessary to incorporate these components into the existing treatment plant.

46. Scottsville Water Treatment Plant – Upgrade: The Scottsville Water Treatment Plant was originally constructed in 1967, and other then the addition of Granular Activated Carbon (GAC) treatment and interior finished water piping improvements, much of the original plant, including process and electrical equipment, remains in service. As a result, a needs assessment for the plant was completed that identified a number of additional improvements required to

maintain a high level of treatment and water quality for the Scottsville community. Improvements include upgrades to the raw water pump stations, general electrical system upgrades, construction of a building addition to allow for more effective chemical storage and other general space needs, rehabilitation of the existing lab space, and other treatment process-based upgrades.

47. Scottsville Water Treatment Plant – GAC Building Dehumidification: Granular Activated Carbon (GAC) treatment was installed at the Scottsville Water Treatment Plant in 2018. The building constructed around the GAC vessels was not conditioned and only included unit heaters and portable dehumidifiers. As a result of the large GAC vessels in this building, the humidity levels in the area tend to promote condensation which can then lead to corrosion of the equipment and general degradation. While the portable dehumidifiers were beneficial, they tended to be unreliable and insufficient to maintain lower humidity levels in the building. As a result, the purpose of this project is to install a permanent industrial dehumidification system in the GAC building. This project would include the dehumidification units as well as the necessary ductwork, electrical improvements, and architectural modifications required for a complete installation.

48. Vertical Asset Renewal – Scottsville Water: The asset management program at Rivanna Water & Sewer Authority is a strategic process of tracking, maintaining, and optimizing physical assets to maximize their value, lifespan, and operational efficiency while reducing costs. When assets reach the end of their serviceable life, proactive replacement becomes cost beneficial to the Authority. Assets at the Scottsville Water Treatment Plant were examined using factors, such as lifecycle and cost of maintenance versus cost of replacement, and risk, to determine when they would meet the end of their serviceable life. These assets have been captured in the vertical asset renewal program, which will ensure equipment continues to run reliably, supports compliance, and provides a high level of service for our customers.

Scottsville Water System

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
44	23.16	Scottsville AC Pipe Replacement	$390,000	$75,000			$65,000	$400,000			$465,000	
45	22.07 23.17	Red Hill Water Treatment Plant - Upgrades & GAC Addition	$2,050,000	$100,000	$2,050,000	$100,000					$2,150,000	$172,242
46	22.06	Scottsville Water Treatment Plant - Upgrade	$6,000,000	($1,085,000)			$514,000	$655,000	$454,000	$3,292,000	$4,915,000	
47	23.18	Scottsville Water Treatment Plant - GAC Building Dehumidification	$822,000	$173,000			$80,000	$733,000	$182,000		$995,000	
48	27.17	Vertical Asset Renewal - Scottsville Water		$270,000		$54,000	$54,000	$54,000	$54,000	$54,000	$270,000	
		TOTAL	$9,262,000	($467,000)	$2,050,000	$154,000	$713,000	$1,842,000	$690,000	$3,346,000	$8,795,000	$172,242

Wastewater Interceptors/Pumping Stations

The RWSA wastewater interceptors and pumping stations convey wastewater from the collection systems of the City of Charlottesville and Albemarle County Service Authority to the Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF). This grouping includes: the Crozet Interceptor and four associated pumping stations; the Moores Creek Interceptor and Relief Sewer; the Morey Creek, Maury Hills, Powell Creek, Meadow Creek, Schenks Branch, Woodbrook and Rivanna Interceptors; as well as the Albemarle-Berkley Interceptor and associated Albemarle Pumping Station. Also included in this system are the two primary pump stations into the MCAWRRF, the Rivanna and Moores Creek Pump Stations.

Project Descriptions:

49. Albemarle Berkley Pump Station Upgrade: The Albemarle-Berkeley Pump Station was constructed in 1975 and conveys flows from several Albemarle County Public Schools (ACPS) and other ACSA customers into RWSA's gravity Albemarle-Berkeley Interceptor. Recently, the pump station's run times have increased, with the pumps running nearly continuously for some periods. It is anticipated that much of the pumping infrastructure has reached or exceeded its expected lifespan, and that the equipment may be in need of replacement.

    A Capacity Analysis of the existing pump station has been completed, utilizing present flow rates, area-specific population projections, and known development projects on and adjacent to the ACPS campus in order to provide pump station buildout sizing to serve the area for the next 50 years. With the Capacity Analysis complete, this Pump Station Upgrade Project will utilize consultant assistance in order to formulate a set of bidding documents that will include the construction of a new pumping station that is sized to meet the current and future flows as determined by the Capacity Analysis, along with all equipment necessary for staff to safely remove individual pumps from service for maintenance purposes or temporarily bypass the station entirely as needed. Once the new pump station has been constructed and is in service, the existing pump station will be demolished, with that portion of the site returned to pre-existing conditions. This project is also being coordinated with the ongoing ACPS Master Planning Process.

50. Interceptor Sewer and Manhole Repair - Phase 2: This project is used to conduct assessments of various interceptors as well as rehabilitation of interceptors that do not have a separate CIP project. Phase 1 of the Interceptor Sewer and Manhole Repair Project included completion of the baseline evaluation of all RWSA interceptors (except the 42/48" Upper Rivanna Interceptor & those replaced with new pipe), as well as completion of rehabilitation on the Upper Morey Creek Interceptor and high-priority rehabilitation on the Powell Creek and Woodbrook Interceptors. Planned projects for Phase 2 include completion of the baseline evaluation by performing closed-circuit television inspections of the Upper Rivanna Interceptor. In addition, the force mains on the Crozet and Albemarle-Berkely Interceptors will be inspected, as well as inverted siphons on the Powell Creek and Moores Creek Interceptors. These inspections will require specialty equipment to complete due to the vastly different flow conditions in these portions of the interceptors. Additional high-priority rehabilitation, possibly on the Maury Hills Branch Interceptor and other sewers, will be completed under this phase as funds allow, with additional rehabilitation efforts to take place under Phase 3. Sanitary sewer evaluation

includes identification of inflow & infiltration (I & I), as well as structural defects and other maintenance issues to enable overall program planning and future rehabilitation scoping. Rehabilitation of existing sanitary sewer pipe and manholes reduces Inflow & Infiltration (I & I) in the system, thus reducing the chance for sanitary sewer overflows (SSOs) during high flow events and protecting downstream treatment processes.

51. Interceptor Sewer and Manhole Repair - Phase 3: This project is used to conduct assessments of various interceptors as well as rehabilitation of interceptors that do not have a separate CIP project. Phase 2 of the Interceptor Sewer and Manhole Repair Project, which is currently underway, includes completion of the baseline evaluation of all RWSA interceptors, including the 42-48" Upper Rivanna Interceptor, gravity portions of the Crozet Interceptor (downstream of Crozet Pump Station No. 4), force mains on the Crozet and Albemarle-Berkeley Interceptors, as well as inverted siphons on the Powell Creek and Moores Creek Interceptors. Phase 3 of this project will take data from the previous two phases and utilize that to perform rehabilitation on RWSA's largest interceptors, including the Moores Creek Interceptor, Upper Rivanna Interceptor, Crozet Interceptor, and others. Rehabilitation is anticipated to include continued usage of cured in place piping (CIPP) and point replacements of pipe as necessary, as well as cementitious manhole coatings and frame and cover replacements.

52. Crozet Pump Station 1, 2, and 3 Rehabilitation: The Crozet Interceptor Pump Stations were constructed in the 1980's and many of the components are original. This project initially included the replacement of pumps and valves at Pump Station 2 in order to improve pumping capabilities at this location and provide spare parts for the pumps at Pump Station 1. It also included roof replacements at all four pump stations, siding replacement for the wet well enclosure at Pump Station 3, and installation of new wells at Pump Stations 3 and 4. The pump station improvements now also include new electrical motor control centers as they are obsolete and past their useful life, generators, power transfer switches, pumps and valves at all pump stations.

53. Comprehensive Sewer Model and Study Updated 2030: Due to wet weather inflow and infiltration (I/I), projected growth, and infill; the RWSA interceptor system requires periodic evaluations of current and future flows. A consultant conducted flow metering and developed a system-wide computer modeling evaluation in 2006 which allowed RWSA, the City and ACSA to collectively identify system deficiencies, develop inflow and infiltration reduction goals, and project and prioritize future capital needs. The study was finalized in 2010. Subsequently, RWSA installed 12 permanent sanitary sewer flow meters to better understand the system operations. In April 2014 the City, ACSA, and RWSA entered into a Wastewater Projects Cost Allocation Agreement (Agreement) with the purpose of allocating costs for capacity-related projects. As part of that agreement, RWSA must routinely update future flow projections, and measured dry and wet weather flows, for each the City and ACSA. These projections are made through a calibrated wastewater model from flows measured in sewer pipes. To assist in this process. additional temporary flow meters will be installed to collect discrete flow data from the City and ACSA entering the RWSA system in order to update the model and evaluate I/I reduction goals and future capital project needs in accordance with the requirements of the Agreement. Data from both the temporary flow meters and the permanent flow meters will be used to determine the impacts of wet weather on

the collection system as necessary for modeling and flow projection analyses. The project will also include updated population projections for the region, capacity evaluations, and the completion of flow tables for the Wastewater Projects Cost Allocation Agreement.

54. Upper Schenks Branch Interceptor: The Schenks Branch Interceptor is located in the eastern part of the City of Charlottesville and ties into the Meadowcreek Interceptor. The interceptor was constructed in the mid-1950s of 21-inch clay and concrete pipe. The existing interceptor is undersized to serve present and future wet weather flows as determined by the City, and is to be upgraded to 30-inch pipe. The Upper Schenks Branch Interceptor consists of two sections along McIntire Road. Both of these sections have been designed with the first phase of this project located in the City's Schenks Branch Greenway, completed in early 2016. The second phase of the Upper Schenks Interceptor will be replaced by RWSA in coordination with the City of Charlottesville's sewer upgrades as easement negotiations with Albemarle County are completed.

55. Rivanna Pump Station Rehabilitation: On January 9, 2024, the area served by the MCAWRRF experienced heavy rain and over the course of the day, both influent pump stations to the facility saw increasing flows and water levels. The Moores Creek WWPS was able to pass the flow, while the Rivanna WWPS unfortunately experienced a series of control malfunctions that resulted in an a completely inundated wet well, dry well and stairwells. As a result, the equipment within the dry well of the pump station was damaged and needed to be replaced. This project includes refurbishment of the existing six wastewater pumps, replacement of the corresponding motors, replacement of impacted electrical system components, HVAC system modifications and improvements to the station control system to avoid similar issues from occurring again in the future.

56. Maury Hill Branch Sewer Replacement: The Maury Hill Branch Sewer is an 8-inch diameter clay sewer constructed in the 1970's. It ties into the Morey Creek Interceptor and primarily collects wastewater from the UVA Fontaine Research Park and a small portion of the adjacent City of Charlottesville neighborhoods. As a result of growth at the research park and increasing wastewater flows, the sewer line will need to be upsized to 12-inch diameter ductile iron pipe to properly convey flows for current and future needs. Removed from the 5-year CIP.

57. Powell Creek Interceptor Upgrade (PC4-PC5) (Planning PC1-PC5): The Powell Creek Interceptor (PCI) is a vitrified clay sewer pipe installed in the early 1970s and conveys wastewater from the northern area of RWSA's sanitary sewer system, to the downstream Rivanna Interceptor and ultimately the MCAWRRF. During the 2016 Comprehensive Sanitary Sewer Study, it was found that PCI was adequately sized to handle projected flows through 2065. However, with an increasing amount of growth in the Northern Area of Albemarle County, recent sewer modeling efforts revealed that the two most upstream reaches of PCI, PCI-4 & PCI-5, will need to be upsized from 18" to 24". This project will include preliminary engineering design for the eventual upsize of the entire interceptor, as well as detailed design, bidding, and construction of the upsizing of reaches PC-4 and PC-5.

Urban Wastewater Interceptors/Pumping Stations

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
49	20.31	Albemarle Berkley Pump Station Upgrade	$1,086,000	$244,000		$140,000	$605,000	$575,000	$10,000		$1,330,000	
50	21.07	Interceptor Sewer and Manhole Repair (Phase 2)	$1,492,000	$793,000	$1,090,000	$1,195,000					$2,285,000	$346,914
51	24.02	Interceptor Sewer and Manhole Repair (Phase 3)	$3,450,000	$1,000,000			$530,000	$1,310,000	$1,305,000	$1,305,000	$4,450,000	
52	20.30	Crozet Pump Station 1, 2, 3 Rehabilitation	$12,350,000	$280,000	$10,180,000	$2,450,000					$12,630,000	$852,051
53	26.07	Comprehensive Sewer Model and Study Update 2030	$564,000	$56,000				$242,000	$340,000	$38,000	$620,000	
54	20.25	Upper Schenks Branch Interceptor	$6,375,000	$735,000	$4,725,000		$1,910,000	$475,000			$7,110,000	$50,787
55	25.10a	Rivanna Pump Station Rehabilitation	$22,000,000	($7,700,000)	$22,000,000	($7,700,000)					$14,300,000	$10,832,634
56	20.29	Maury Hill Branch Sewer Replacement	$4,290,000	($4,290,000)								
57	27.10	Powell Creek Interceptor Upgrade (PC4-PC5)(Planning PC1-PC5)		$16,400,000		$1,600,000	$1,700,000	$5,800,000	$7,300,000		$16,400,000	
		TOTAL	$51,607,000	$7,518,000	$37,995,000	($2,315,000)	$4,745,000	$8,402,000	$8,955,000	$1,343,000	$59,125,000	$12,082,386

Moores Creek Advanced Water Resource Recovery Facility

The Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF) is the largest wastewater treatment facility within the RWSA system. The plant was originally constructed in 1958 and upgraded and expanded in 1981 and 1982, and currently has a rated capacity of 15 mgd. From 2009 thru 2012 the facility was again upgraded to provide enhanced nutrient removal, and increased wet weather pumping and treatment capacity. This site includes the infrastructure for the wastewater treatment process as well as the RWSA administration facilities.

Project Descriptions:

58. Moores Creek AWRRF Building Upfits and Gravity Thickener Improvements: This project will address the renovation needs of the current Maintenance and Operations building space requirements, improvements to the existing gravity thickener system, and installation of actuators on the secondary clarifier influent gate valves. The Moores Creek Maintenance and Operations Department facilities are over 40 years old, no longer meeting current staffing and operational needs. In accordance with the Moores Creek Master Plan, this project will increase and update personnel spaces such as offices, lunchrooms, labs, and locker rooms in the Maintenance, Blower, and Sludge Pumping Buildings to meet needs over an interim timeframe of approximately 15 years. Additionally, the project will construct increased oil and grease storage that will meet all current best practices for safety and address the need for additional parts storage. As part of the existing gravity thickener system, RWSA added temporary provisions to dose polymer to improve settling and thickening performance, which has proved to be effective and increased operational performance. The current polymer feed system consists of a bulk polymer tote stored on grade adjacent to the gravity thickener rapid mix and splitter structure. The current system is uncovered and manually operated with totes being moved as needed for chemical feed. This project will allow for a permanent polymer feed system with proper provisions for chemical deliveries and weather protection, including additional space for sodium hypochlorite chemical storage and feed as part of the gravity thickener odor control system. The relocation of the sodium hypochlorite storage and feed will also allocate spacing needs as part of the previously discussed operational building renovations in the existing Sludge Pumping Building. Furthermore, access points will be installed on the thickener effluent line feeding the existing sludge pumps to allow for flushing, cleaning and inspection efforts to occur. Finally, the current secondary clarifier influent gate valves are manually operated, which can be time consuming, and during a wet weather event, the clarifiers need to be placed in service as quickly and safely as possible. The use of SCADA controlled actuators would streamline the process immensely. This work includes the installation of six (6) new actuators on the influent gates of the secondary clarifiers.

59. Moores Creek AWRRF Yard Piping Upgrades: The original 36-inch Rivanna Pump Station force main was constructed around 1980 and carried flow from the original 25 MGD pump station in Riverview Park. Now that the pump station has been relocated to MCAWRRF and upsized to 53 MGD, it is desirable to install a second force main based on the age of the pipe and for redundancy. This work will include construction of a second parallel 36-inch force main from the Rivanna Pump Station, across Moores Creek, and up to the headworks. A

routing study will be completed prior to completion of the new Administration Building to minimize potential conflicts with future force main construction.

60. Moores Creek AWRRF Structural and Concrete Rehabilitation: This project comprises rehabilitation, repair and installation of multiple structural components throughout the MCAWRRF facility, to include concrete repairs in both the equalization basins and holding ponds, rehabilitation to the existing primary clarifiers and associated influent splitter box, installation of a bridge crane over the aeration basins for NRCY pump removal, and rehabilitation to both the digester complex and compost shed roof and drainage system.

    The existing holding ponds and equalization basins were constructed in 1977 and are showing signs of degradation. With now completed condition assessment inspections and subsequent recommendations, this project includes crack repair, spalling repair, joint repair, and coating of miscellaneous metals and valves associated with these critical structures.

    Inspections performed on the two existing primary clarifiers and associated influent splitter box noted several deficiencies including structural and mechanical components, concrete degradation and corrosion around pipe penetrations in need of repair or replacement, and due to advanced corrosion of metal components within the clarifiers, coatings were recommended to avoid additional deterioration. This project will provide for the rehabilitation, replacement and/ or coatings of these previously identified components within the primary clarifiers and influent splitter box.

    The aeration basins located at Moores Creek are a series of chambers that each have uniquely controlled oxygen and nutrient loading conditions. Mid-way thru the basins is ten nutrient recycle (NRCY) pumps. When maintenance or replacement of these pumps are required, staff must currently hire a long boom crane, which can be costly and disruptive to operations, especially in emergency conditions. This project will provide for the permanent means to remove and reinstall existing NRCY pumps.

    Moores Creek AWRRF has five digester vessels. The two smaller digesters were part of the original 1958 plant construction. The three larger digesters were part of the 1979 plant upgrades following construction of the bridge over Moores Creek and the south side of the plant. Although numerous upgrades have been constructed at the digester complex over the last 11 years (including heating, mixing, gas compression, and roof repairs), the overall condition of the concrete and complex is reaching its useful life. This project includes addressing remaining repairs to the existing digester complex, including safety repairs, to extend the useful life approximately 10-15 years while RWSA plans, designs, and constructs a new digester complex at another location on the Moores Creek site.

    Finally, in the early 1980's a large metal-framed roof was constructed to house the biosolids composting operations, which has subsequently ceased operation. The area was repurposed as a covered equipment maintenance yard, solids handling facility and material storage lock-up. The roof system is exhibiting signs of rafter deterioration and ongoing drainage and leakage issues. This project will evaluate and perform remediation needs at this facility.

61. Moores Creek AWRRF MCPS Slide Gates, Valves and Bypass & Septage Receiving Upgrades: Through separate procurements, previous inspections of the large aluminum slide gates at the influent side of the Moores Creek Pump Station have been conducted to determine the extent of repairs needed to stop them from leaking. Results of these investigations will be used to design the repair of the existing slide gates and add new gates and actuators so staff can have the flexibility to stop or divert flow to perform maintenance activities. In addition, this project will include the repair of 3 control valves within the pump station and provide permanent bypass connections so the entire pump station can be bypassed more efficiently in the future when needed. To reduce odors and address maintenance concerns at the existing north septage receiving station, the project will enclose the leachate discharge pit, provide for better containment of discharged materials, provide a new septage receiving software, and install rock traps and grinders with all associated process piping to prevent downstream blockages at the Moores Creek Pump Station.

62. Moores Creek AWRRF Primary Clarifier Mechanical Upgrade: Due to the end of useful life of the existing mechanical components within the primary clarifiers at the Moores Creek facility, this project will replace all interior mechanisms of the two (2) clarifiers. Work will include replacement of all components related to the center drive units, scraper arms and associated supports, weirs and baffles, electrical and instrumentation modifications and upgrades, and structural modifications as necessary.

63. Moores Creek AWRRF Blower Building Ventilation Improvements: The existing blower building at the MCAWWRF currently experiences issues related to high temperatures occurring within the building. The original building was designed for aeration blowers and a plant generator and was retrofitted to remove all this equipment and now houses upgraded blowers for the plant aeration treatment system. However, the heat generation from the newer equipment has been creating intermittent issues with high ambient temperatures causing blower equipment to fault out in warmer months due to current ventilation not being adequate. This project will look to evaluate and upgrade the ventilation system to ensure reliability for critical process operation and eliminate the excessive heat generation issues.

64. Moores Creek AWRRF Engineering and Administration Building: RWSA currently has its administrative headquarters in two buildings on the grounds of the Moores Creek Advanced Water Resource Recovery Facility. The two-story Administration Building was constructed in the late 1970's and houses offices, IT server space, meeting space and a full-service laboratory. The second building is a series of trailers installed between 2003-2010 that house the Engineering department. There is currently a need to house additional staff; increase office and meeting space; plan for the replacement of the trailers; increase available parking; bring the IT server workrooms to modern standards; and provide exhibit and classroom space for educational outreach. This project will provide an approximate 18,500 square feet addition to the existing administration building and refurbish the existing 12,500 square foot administration building in order to meet current and future growth needs of the Authority. This project was coordinated with the recent MCAWRRF Master Plan and expansion of the building will take place primarily in the lower parking lot adjacent to the existing building.

65. Moores Creek AWRRF Flood Resilience Enhancements: RWSA owns and operates multiple water and wastewater facilities that may be at risk of future flooding. One of the ways Climate

Change is expected to manifest in Central Virginia is via more frequent and intense rainfall and flooding events. While RWSA facilities were generally designed to perform during 100-year flood level conditions, future flooding could result in higher water levels, requiring RWSA to implement facility improvements to ensure continued operation during such events. This project includes installation of flood mitigation measures at vulnerable assets/facilities throughout the RWSA system that are likely to be impacted by higher flood levels. Necessary improvements have been identified at six RWSA facilities. Improvements include raising electrical and control equipment to higher elevations, replacement of existing pumps with submersible style/rated pumps, raising HVAC intakes and exhausts to higher elevations, and dry floodproofing structures when feasible to minimize floodwater intrusion. Furthermore, emergency access points are to be evaluated as well in the event staff is not able to enter facilities through standard means.

66. Moores Creek AWRRF Biogas Upgrades: The MCAWRRF has an existing cogeneration facility that was constructed in 2011. The purpose of the facility was to provide a beneficial purpose for using the gas produced by the digester process at the plant, and in doing so provide both process heating fluid to the digester tanks and electrical energy to the plant's electrical distribution system. As a result, a Cogeneration System Analysis was performed to determine a recommended approach for proceeding with improvements to the existing facility, installation of a new cogeneration facility without the issues of the previous facility or removing the cogeneration facility altogether and providing a backup boiler. Following this analysis and the initial decision to proceed with replacement of the cogeneration facility, a State of the Industry study was performed, which found that many of the aforementioned issues are common across almost all cogeneration installations. This prompted staff to perform a wider study of the industry as a whole in which it was found that many facilities are transitioning to treating the digester gas produced and transferring the gas into local natural gas pipelines so it can be reused by residential and commercial consumers. While this is still being examined by RWSA and the City of Charlottesville, whom operates the gas utility in this area, the current project budget assumes implementation of this type of system. In addition to the gas conditioning system, this project also includes rehabilitation of the existing Methane Sphere at MCAWRRF, in order to extend its service life in accordance with the MCAWRRF Master Plan.

    As the preliminary biogas evaluation is completed and a method to beneficially reuse the gas is finalized, staff will utilize consultant assistance to design and bid a project that not only allows the chosen technology to be implemented, but also performs critical spot and coating repairs to the existing gas sphere that was constructed in the 1980s. The work will also include adjustments as appropriate to the biogas processing system. Removed from the 5-year CIP.

67. Moores Creek AWRRF UV System Upgrade: As part of our Asset Management Program and approach to address equipment at the end of its serviceable life, the UV system at the Moores Creek facility was identified as being at the end of its useful life. Due to the existing system no longer being supported by the manufacturer, renewal of this asset will require upgrading the facility to the newer version currently available. As a result, this project will include replacement of the eight UV banks in the system, which is anticipated to be performed by RWSA operations and maintenance staff.

Moores Creek Advanced Water Resource Recovery Facility

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
58	20.68	Moores Creek AWRRF Building Upfits and Gravity Thickener Improvements	$11,800,000		$11,800,000						$11,800,000	$721,481
59	22.10	Moores Creek AWRRF Yard Piping Upgrades		$529,000				$116,000	$39,000	$374,000	$529,000	
60	22.12	Moores Creek AWRRF Structural and Concrete Rehabilitation	$15,500,000		$15,500,000						$15,500,000	$1,047,305
61	24.08	Moores Creek AWRRF MCPS Slide Gates, Valves, Bypass and Septage Receiving Upgrades	$9,711,000	$505,000	$6,351,000	$1,158,000	$2,707,000				$10,216,000	$155,349
62	26.02	Moores Creek AWRRF Primary Clarifier Mechanical Upgrade		$175,000						$175,000	$175,000	
63	25.07	Moores Creek AWRRF Blower Building Ventilation Improvements	$704,000	$428,000	$704,000		$428,000				$1,132,000	
64	20.34	Moores Creek AWRRF Engineering and Administration Building	$27,600,000		$18,500,000	$7,850,000	$1,250,000				$27,600,000	$1,597,716
65	24.06	Moores Creek AWRRF Flood Resilience Enhancements	$1,954,000	($1,454,000)	$970,000	($470,000)					$500,000	
66	20.67	Moores Creek AWRRF Biogas Upgrades	$6,287,000	($6,287,000)	$3,365,000	($3,365,000)						$70,778
67	27.07	Moores Creek AWRRF UV System Upgrade		$1,975,000		$477,000	$962,000	$536,000			$1,975,000	
		TOTAL	$73,556,000	($4,129,000)	$57,190,000	$5,650,000	$5,347,000	$652,000	$39,000	$549,000	$69,427,000	$3,592,629

Glenmore Wastewater System

The 0.381-mgd water resource recovery facility, located within the Glenmore subdivision, is owned by ACSA and operated by RWSA. The facility includes an influent pumping station located immediately adjacent to the treatment facility.

Project Descriptions:

68. Glenmore WRRF - Upgrade: The Glenmore WRRF was originally constructed in 1993 and much of the original facility remains in service. As a result of the age several needs assessment for the facility were completed that identified a number of additional improvements required to maintain quality service for the Glenmore community. The most recent needs assessment included improvements to the influent pump station coarse screen, influent pump station dry well ventilation, aeration blower, aeration basin, RAS/WAS pump station, chemical feed system, flocculator paddle, UV disinfection channel, non-potable water system, emergency generator, and capital equipment replacement or rehabilitation.

69. Stone Robinson Elementary School Plant Upgrade: The Stone Robinson WRRF currently uses steel process tanks that are in need of repair. During a recent inspection there were several holes found in the tank where leakage is occurring. These holes need to be repaired for proper functionality of the tank. Other items that may be addressed are site drainage issues, the control building needs replacement, and access road repairs.

Glenmore Water Resource Recovery Facility

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
68	24.14 26.04 23.26	Glenmore WRRF Upgrade	$6,231,000	$3,702,000	$1,779,000		$634,000	$741,000	$1,309,000	$5,470,000	$9,933,000	$58,992
69	26.19	Stone Robinson ES Plant Upgrade	$486,000	$274,000	$486,000	$274,000					$760,000	
		TOTAL	$6,717,000	$3,976,000	$2,265,000	$274,000	$634,000	$741,000	$1,309,000	$5,470,000	$10,693,000	$58,992

Scottsville Wastewater System

The Scottsville Wastewater System includes the influent pumping station, the Water Resource Recovery Facility (WRRF) constructed in 1983, and the historical treatment lagoon (now incorporated into the plant operation). The water resource recovery facility has a rated capacity of 0.2 mgd.

Project Descriptions:

70. Scottsville WRRF Whole Plant Generator and ATS: The current back-up power generator at the Scottsville Water Resource Recovery Facility does not power the entire plant. It serves only the facilities needed to send flow to the lagoon for storage and UV disinfection. This project will provide back-up power for the entire plant and influent pump station and will offer greater treatment flexibility and monitoring capability for the operations staff, particularly when the plant is unmanned and monitored remotely. As this project will be funded by FEMA and VDEM through the Hazard Mitigation Program, per FEMA/VDEM guidelines, this project will now also include a platform, to raise the generator and associated equipment, above the 500-year floodplain.

71. Scottsville Lagoon Outfall Rehabilitation: The Scottsville Wastewater Lagoon outfall is original to the wastewater plant from its construction. The overflow tower was recently inspected in 2021 by Bander Smith and recommended a few repairs. The concrete tower has 4 intakes, and the 4th intake is currently buried under debris. The tower is in fair condition and could use some general concrete repairs, the 4th intake is buried under material. All valves are recommended for replacement and removal of 2-3 feet of material is recommended from around the outflow tower.

72. Scottsville WRRF Polymer Feed Addition: The Scottsville WRRF Polymer Feed system has reached the end of its useful life and needs replacement. This project will focus on constructing a new polymer feed system and an enclosure to house the chemicals for the plant.

73. Scottsville WRRF Permit Modification Upgrade: Due to new VPDES permit limits, a needs assessment was performed for the Scottsville WRRF. The needs assessment confirmed what short-term improvements were required to meet these new limits as well as future improvements to account for plant age, reliability, efficiency and function. The purpose of this project is to account for the short-term improvements which include new aerated grit equipment at the Headworks, a new Alkalinity Feed System and Structure, and an electrically controlled influent slide gate.

74. Scottsville WRRF Improvements – Phase 1: The Scottsville Water Resource Recovery Facility (WRRF) was constructed in the 1960s with substantial upgrades performed in 1993. Due to the facility's age, a needs assessment was performed that identified short-term improvements needed to meet new effluent permit limits and then longer-term improvements to account for facility age, reliability, efficiency and then eventual permit compliance with increased inflow. These long-term improvements were broken into two phases. The purpose of this project is to account for the first phase of longer-term improvements to focus on plant age, reliability and

efficiency and includes influent pump station and headworks improvements, aeration piping rehabilitation, a new chemical storage and feed building, and flood resiliency improvements.

75. Vertical Asset Renewal – Scottsville Water: The asset management program at Rivanna Water & Sewer Authority is a strategic process of tracking, maintaining, and optimizing physical assets to maximize their value, lifespan, and operational efficiency while reducing costs. When assets reach the end of their serviceable life, proactive replacement becomes cost beneficial to the Authority. Assets at the Scottsville Water Treatment Plant were examined using factors, such as lifecycle and cost of maintenance versus cost of replacement, and risk, to determine when they would meet the end of their serviceable life. These assets have been captured in the vertical asset renewal program, which will ensure equipment continues to run reliably, supports compliance, and provides a high level of service for our customers.

Scottsville Water Resource Recovery Facility

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
70	21.12	Scottsville WRRF Whole Plant Generator and ATS	$520,000	$843,000	$520,000	$248,000	$595,000				$1,363,000	$79,110
71	23.24	Scottsville WRRF Lagoon Outfall Rehabilitation	$366,000	$99,000			$56,000	$409,000			$465,000	
72	23.25	Scottsville WRRF Polymer Feed Addition	$336,000	$104,000			$42,000	$90,000	$308,000		$440,000	
73	26.03	Scottsville WRRF Permit Modification Upgrade	$588,000	$239,000	$582,000	$245,000					$827,000	
74	26.15	Scottsville WRRF Improvements - Phase 1		$109,000						$109,000	$109,000	
75	27.19	Scottsville WRRF Vertical Asset Renewal		$725,000		$145,000	$145,000	$145,000	$145,000	$145,000	$725,000	
		TOTAL	$1,810,000	$2,119,000	$1,102,000	$638,000	$838,000	$644,000	$453,000	$254,000	$3,929,000	$79,110

All Systems

Project Descriptions:

76. Security Enhancements: Water utilities are required by federal law to conduct vulnerability assessments (VA) and have emergency response plans. RWSA completed an update of its VA for the water system in collaboration with other regional partners and identified a number of security improvements that could be applied to both its water and wastewater systems. The purpose of this project will be to install security improvements at RWSA facilities, with the initial focus on an enhanced access control program. Other improvements may include: industrial strength door and window components, security gate and fencing modifications, an improved lock and key program, facility signage, additional security cameras, intrusion detection systems (IDS), additional security lighting, mass emergency notification systems, and emergency call stations/panic buttons. In addition, upgrades will be made to the entrance of MCAWRRF, to better secure the facility and vet individuals as they enter. In order to implement an access control system at Authority-owned facilities, staff has procured an Implementer that will finalize system design/requirements, procure all necessary equipment, and install the chosen system. Implementation of the access control system has been completed at the Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF), Crozet Water Treatment Plant (CZWTP), Scottsville Water Treatment Plant (SVWTP), South Rivanna Water Treatment Plant (SRWTP), Red Hill Water Treatment Plant (RHWTP), Glenmore Water Resource Recovery Facility (GWRRF), Scottsville Water Resource Recovery Facility (SVWRRF) and all RWSA pump stations and dams. Implementation work is ongoing at the Observatory Water Treatment Plant (OBWTP).

77. IT Infrastructure: There are several ongoing projects that will fall into this project category. The Authority has completed implementation of creating a Disaster Recovery (DR) site at South Rivanna for the SCADA infrastructure. This includes the hardware, software, data line redundancy configurations and the appropriate 3rd party providers of cloud storage and back-up/retention services. It also includes the installation of proper uninterruptible power supplies (UPS). The South Rivanna DR site will take on all SCADA services should something happen to the Moores Creek AWRRF Date Center. We have also completed the migration of administrative servers from Moores Creek to our Private Cloud – Iron Mountain. This provides 99% administrative server uptime for both authorities. The Private Cloud provides increased Cybersecurity resilience, backup/retention services for our accounting system and file server functions. There are several PLCs in the various plants that have reached end of life and will fall under this project for replacement with dual-redundant which will involve significant coordination for the major high-priority primary PLCs.

78. IT Equipment Secure Cabinets: As part of our overall Cyber Security initiatives, specifically physical security, we are in the process of making sure all of our facilities have a locked network cabinet/rack or a locked closet for all IT networking equipment. This also includes all of our remote Tanks, and Pump Stations. Over 95% of the plants are complete. The remote Tanks and Pump Stations will be completed as a part of the project in development to raise the IT/OT equipment out of the vaults. For any new or current capital improvement projects, at all locations, we are securing the network cabinets and when appropriate, separating the network equipment in an environmentally controlled closet.

79. Asset Management: Asset management is the practice of managing infrastructure to minimize the total cost of owning and operating assets while providing desired levels of service. By doing so, asset management ensures planned maintenance activities occur and that capital assets are replaced, repaired, or upgraded at the right time, while guaranteeing the necessary resources are available to perform these activities. When the project began, RWSA had some components of an asset management program in place (i.e. GIS and a work order system), but through the Strategic Planning process identified the need to further develop the program. To fully realize the program, a consultant was procured to assist with a four-phase implementation process. Phase one included facilitation and development of an asset management strategic plan; phase two included development and management of a pilot study where the results of the strategic plan were applied to a specific facility; phase three included procurement and implementation of software (Cityworks) to facilitate the overall program; and phase 4 includes assistance through full implementation of the complete asset management program. The final step, procuring a decision support software (DSS) in order to analyze and strategically plan the best and most fiscally responsible way to approach asset management, is complete and implementation is underway. Completion of the entire Asset Management project is expected by March 2026.

80. ACM Remediation: Based on the age of many RWSA facilities, the potential for the presence of Asbestos-Containing Materials (ACM) in various buildings has been assumed. A 2005 Workplace Assessment that evaluated the presence of ACM at the Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF) was performed and then many facilities had individual assessments prior to construction projects where the ACM needed to be disposed of properly before refurbishment of the existing building or as a part of a larger demolition process. In order to confirm the presence of any ACM at all remaining RWSA facilities, an asbestos survey was completed in 2022. Based on this report, additional abatement procedures were identified for seven buildings at the MCAWRRF that had not been remediated previously and the filter building at the Scottsville Water Treatment Plant. This project includes proper removal and disposal of these ACM and refurbishment of the associated building components required as a result. Removed from the 5-year CIP.

All Systems

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
76	20.46	Security Enhancements	$2,980,000		$2,980,000						$2,980,000	$237,994
77	20.47	IT Infrastructure	$428,095	$171,905	$428,095	$171,905					$600,000	
78	25.08	IT Equipment- Secure Cabinets	$240,000		$144,000	$96,000					$240,000	
79	20.45	Asset Management	$827,510		$827,510						$827,510	$133,980
80	23.27	ACM Remediation	$600,000	($600,000)								
		TOTAL	$5,075,605	($428,095)	$4,379,605	$267,905	$0	$0	$0	$0	$4,647,510	$371,974

APPENDICES

CIP Financial Summary

Water System Summary

Wastewater System Summary

All Systems Summary

CIP Financial Summary

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
1	20.03	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line	$40,760,000		$12,850,000	$7,910,000	$7,905,000	$7,905,000	$4,190,000		$40,760,000	$3,958,739
2	20.04	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Pump Station	$20,730,000	$625,000	$8,630,000	$4,235,000	$4,235,000	$4,255,000			$21,355,000	$1,524,789
3	20.48 20.49 23.01 22.01 26.2	South Fork Rivanna Reservoir to Ragged Mountain Pipeline, Intake & Facilities (and Permanganate)	$111,933,000	$7,567,000	$21,495,000	$24,650,000	$19,730,000	$17,875,000	$17,875,000	$17,875,000	$119,500,000	$3,689,362
4	23.02	South Fork Rivanna Reservoir Aeration & Ragged Mountain Reservoir HLOS Systems	$9,270,000	($9,270,000)								
5	25.05	Observatory Water Treatment Plants - Hypo Tank Replacements	$371,000	$42,000	$167,000	$246,000					$413,000	$8,180
6	24.01	South Rivanna Water Treatment Plant - PAC Upgrades	$1,258,000	$562,000	$1,258,000	$562,000					$1,820,000	$85,397
7	22.08	South Rivanna Water Treatment Plant - Main Plant Generator Replacement	$480,000	$366,000				$71,000	$450,000	$325,000	$846,000	
8	22.05	South Rivanna Water Treatment Plant Improvements - (Plate Settlers, Floc - PAC removed)	$552,000	$450,000					$512,000	$490,000	$1,002,000	
9	26.14	South Rivanna Water Treatment Plant - Floc Basin Improvements	$2,400,000	$500,000	$180,000	$1,555,000	$1,165,000				$2,900,000	
10	26.05	South Rivanna Water Treatment Plant - 16 mgd Upgrade		$970,000				$400,000	$500,000	$70,000	$970,000	

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
11	23.11	South Rivanna Water Treament Plant - Sanitary Sewer Connection	$924,000	$181,000		$120,000	$555,000	$430,000			$1,105,000	
12	20.18	North Rivanna Water Treatment Plant - Decommissioning	$3,512,000	$78,000	$680,000				$2,525,000	$385,000	$3,590,000	
13	25.01	Dam Concrete and Steel Repairs	$1,453,000	$1,367,000	$943,000	$1,877,000					$2,820,000	$51,307
14	23.04 23.09	Urban WTPs - GAC Building Dehumidification	$3,300,000	$660,000			$310,000	$1,670,000	$1,980,000		$3,960,000	
15	27.04	South Rivanna Water Treatment Plant - Dedicated Backwash Line		$3,290,000		$440,000	$2,170,000	$680,000			$3,290,000	
16	27.02	Dam Public Safety Enhancements		$3,850,000		$1,386,000	$2,464,000				$3,850,000	
17	27.15	Vertical Asset Renewal - Urban Water		$740,000		$148,000	$148,000	$148,000	$148,000	$148,000	$740,000	
18	23.05	Observatory Water Treatment Plant - Backwash Basin Sludge Removal and Inspection	$698,400	($698,400)								
19	20.62	Valve Repair - Replacement (Phase 3)		$600,000						$600,000	$600,000	
20	20.50	Avon, Pantops and Observatory Tank Painting	$6,120,000	($1,605,000)		$200,000	$1,800,000	$1,565,000	$950,000		$4,515,000	

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
21	20.52	Stillhouse, Lewis Mtn and Woodburn Rd Tank Painting	$264,000	($184,000)						$80,000	$80,000	
22	26.06 24.05	Airport Road Tank No. 1 and Pump Improvements	$5,834,400	$1,415,600		$533,000	$3,086,000	$3,631,000			$7,250,000	
23	20.10	Central Water Line	$79,000,000		$24,490,000	$18,800,000	$24,710,000	$11,000,000			$79,000,000	$3,202,528
24	20.12	South Fork Rivanna River Crossing	$6,250,000	$300,000	$6,250,000	$300,000					$6,550,000	$1,437,369
25	20.58	Second North Rivanna River Crossing and NR Water Main Replacement	$3,520,800	$12,824,200		$500,000	$875,000	$4,860,000	$7,765,000	$2,345,000	$16,345,000	
26	24.09	Berkmar Drive Ext. Waterline - Phase 2	$1,756,000		$220,000		$321,000	$605,000	$610,000		$1,756,000	$28,530
27	24.12	Urban Storage Evaluation and Tank(s) Addition	$4,680,000	$820,000	$72,000	$311,000	$477,000	$650,000	$3,990,000		$5,500,000	
28	24.13	SCADA Panel Relocations	$247,200	$697,800				$91,500	$177,500	$676,000	$945,000	
29	26.11	Finished Water Master Plan Update 2030	$290,000	$101,000				$15,000	$292,000	$84,000	$391,000	
30	26.17	Urban Area Water Demand and Safe Yield Analysis 2030	$240,000	$15,000				$255,000			$255,000	

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
31	23.06	Emmet Street Betterment	$7,400,000		$4,515,000	$185,000	$2,245,000	$455,000	$0	$0	$7,400,000	$1,228,856
32	27.21	Northern Area Pressure Zone Improvements (AR Zone and PMT)		$8,000,000		$481,549	$3,301,822	$2,316,629	$1,000,000	$900,000	$8,000,000	
33	21.01	Buck's Elbow Tank and Waterball Painting	$1,993,000	($118,000)	$85,000	$52,000	$1,238,000	$500,000			$1,875,000	
34	26.09	Crozet Drinking Water Infrastructure Plan Update 2025	$450,000	$10,000	$235,000	$225,000					$460,000	
35	20.19	Beaver Creek Dam Alteration	$28,160,000	$5,325,000	$5,995,000		$1,370,000	$14,810,000	$11,310,000		$33,485,000	$1,936,877
36	20.20 21.15	Beaver Creek New Raw Water Pump Station & Intake	$33,020,000	$6,050,000	$6,150,000	$13,020,000	$13,960,000	$5,940,000			$39,070,000	$1,866,280
37	23.14	Crozet Water Treatment Plant - Full GAC Treatment	$10,120,000	$2,045,000	$6,345,000	$2,520,000	$3,300,000				$12,165,000	$411,261
38	26.01	Crozet Water Treatment Plant - Disinfection Upgrades	$840,000	$160,000	$600,000	$400,000					$1,000,000	
39	23.30	Crozet Finished Water Grayrock Pump Station	$2,658,000	$427,000			$260,000	$890,000	$1,545,000	$390,000	$3,085,000	
40	23.13	Crozet AC Pipe Replacement	$3,756,000	$3,964,000			$735,000	$635,000	$3,730,000	$2,620,000	$7,720,000	

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
41	23.10	Crozet WTP - GAC Building Dehumidification	$822,000	$173,000			$80,000	$733,000	$182,000		$995,000	
42	20.55	Crozet Ground Tank Painting	$582,000	($582,000)								
43	27.16	Vertical Asset Renewal - Crozet Water		$190,000		$38,000	$38,000	$38,000	$38,000	$38,000	$190,000	
44	23.16	Scottsville AC Pipe Replacement	$390,000	$75,000			$65,000	$400,000			$465,000	
45	22.07 23.17	Red Hill Water Treatment Plant - Upgrades & GAC Addition	$2,050,000	$100,000	$2,050,000	$100,000					$2,150,000	$172,242
46	22.06	Scottsville Water Treatment Plant - Upgrade	$6,000,000	($1,085,000)			$514,000	$655,000	$454,000	$3,292,000	$4,915,000	
47	23.18	Scottsville Water Treatment Plant - GAC Building Dehumidification	$822,000	$173,000			$80,000	$733,000	$182,000		$995,000	
48	27.17	Vertical Asset Renewal - Scottsville Water		$270,000		$54,000	$54,000	$54,000	$54,000	$54,000	$270,000	
49	20.31	Albemarle Berkley Pump Station Upgrade	$1,086,000	$244,000		$140,000	$605,000	$575,000	$10,000		$1,330,000	
50	21.07	Interceptor Sewer and Manhole Repair (Phase 2)	$1,492,000	$793,000	$1,090,000	$1,195,000					$2,285,000	$346,914

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
51	24.02	Interceptor Sewer and Manhole Repair (Phase 3)	$3,450,000	$1,000,000			$530,000	$1,310,000	$1,305,000	$1,305,000	$4,450,000	
52	20.30	Crozet Pump Station 1, 2, 3 Rehabilitation	$12,350,000	$280,000	$10,180,000	$2,450,000					$12,630,000	$852,051
53	26.07	Comprehensive Sewer Model and Study Update 2030	$564,000	$56,000				$242,000	$340,000	$38,000	$620,000	
54	20.25	Upper Schenks Branch Interceptor	$6,375,000	$735,000	$4,725,000		$1,910,000	$475,000			$7,110,000	$50,787
55	25.10a	Rivanna Pump Station Rehabilitation	$22,000,000	($7,700,000)	$22,000,000	($7,700,000)					$14,300,000	$10,832,634
56	20.29	Maury Hill Branch Sewer Replacement	$4,290,000	($4,290,000)								
57	27.10	Powell Creek Interceptor Upgrade (PC4-PC5)(Planning PC1-PC5)		$16,400,000		$1,600,000	$1,700,000	$5,800,000	$7,300,000		$16,400,000	
58	20.68	Moores Creek AWRRF Building Upfits and Gravity Thickener Improvements	$11,800,000		$11,800,000						$11,800,000	$721,481
59	22.10	Moores Creek AWRRF Yard Piping Upgrades		$529,000				$116,000	$39,000	$374,000	$529,000	
60	22.12	Moores Creek AWRRF Structural and Concrete Rehabilitation	$15,500,000		$15,500,000						$15,500,000	$1,047,305

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
61	24.08	Moores Creek AWRRF MCPS Slide Gates, Valves, Bypass and Septage Receiving Upgrades	$9,711,000	$505,000	$6,351,000	$1,158,000	$2,707,000				$10,216,000	$155,349
62	26.02	Moores Creek AWRRF Primary Clarifier Mechanical Upgrade		$175,000						$175,000	$175,000	
63	25.07	Moores Creek AWRRF Blower Building Ventilation Improvements	$704,000	$428,000	$704,000		$428,000				$1,132,000	
64	20.34	Moores Creek AWRRF Engineering and Administration Building	$27,600,000		$18,500,000	$7,850,000	$1,250,000				$27,600,000	$1,597,716
65	24.06	Moores Creek AWRRF Flood Resilience Enhancements	$1,954,000	($1,454,000)	$970,000	($470,000)					$500,000	
66	20.67	Moores Creek AWRRF Biogas Upgrades	$6,287,000	($6,287,000)	$3,365,000	($3,365,000)						$70,778
67	27.07	Moores Creek AWRRF UV System Upgrade		$1,975,000		$477,000	$962,000	$536,000			$1,975,000	
68	24.14 26.04 23.26	Glenmore WRRF Upgrade	$6,231,000	$3,702,000	$1,779,000		$634,000	$741,000	$1,309,000	$5,470,000	$9,933,000	$58,992
69	26.19	Stone Robinson ES Plant Upgrade	$486,000	$274,000	$486,000	$274,000					$760,000	
70	21.12	Scottsville WRRF Whole Plant Generator and ATS	$520,000	$843,000	$520,000	$248,000	$595,000				$1,363,000	$79,110

CIP Financial Summary
(Continued)

			Five-Year Capital Program			Projected Future Expenses by Year						
Line No.	**Proj. No.**	**Project Description**	**Current CIP Adopted 5/2025**	**Proposed Changes**	**Current Capital Budget**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**Recommended CIP**	**Work-in-Progress (Prev. Expenses 6/30/2025)**
71	23.24	Scottsville WRRF Lagoon Outfall Rehabilitation	$366,000	$99,000			$56,000	$409,000			$465,000	
72	23.25	Scottsville WRRF Polymer Feed Addition	$336,000	$104,000			$42,000	$90,000	$308,000		$440,000	
73	26.03	Scottsville WRRF Permit Modification Upgrade	$588,000	$239,000	$582,000	$245,000					$827,000	
74	26.15	Scottsville WRRF Improvements - Phase 1		$109,000						$109,000	$109,000	
75	27.19	Scottsville WRRF Vertical Asset Renewal		$725,000		$145,000	$145,000	$145,000	$145,000	$145,000	$725,000	
76	20.46	Security Enhancements	$2,980,000		$2,980,000						$2,980,000	$237,994
77	20.47	IT Infrastructure	$428,095	$171,905	$428,095	$171,905					$600,000	
78	25.08	IT Equipment- Secure Cabinets	$240,000		$144,000	$96,000					$240,000	
79	20.45	Asset Management	$827,510		$827,510						$827,510	$133,980
80	23.27	ACM Remediation	$600,000	($600,000)								
		TOTAL	$543,672,405	$60,497,105	$206,141,605	$85,363,454	$108,755,822	$94,705,129	$71,215,500	$37,988,000	$604,169,510	$35,786,808

Water System Summary

Urban Water System	Summary: Current CIP	Summary: Changes	Current Capital Budget	Projected Future Expenses by Year: FY27	FY28	FY29	FY30	FY31	Recommended CIP	Work-in -Progress
PROJECT COSTS										
Community Water Supply Plan	$ 182,230,000	$ (1,078,000)	$ 42,975,000	$ 36,795,000	$ 31,870,000	$ 30,035,000	$ 22,065,000	$ 17,875,000	$ 181,615,000	$ 9,172,890
Urban Water Treatement and Reservoir	15,411,400	12,357,600	3,228,000	6,334,000	6,812,000	3,399,000	6,115,000	1,418,000	27,306,000	144,884
Finished Water Storage/Distribution - Urban System	115,602,400	22,984,600	35,547,000	21,310,549	36,815,822	25,444,129	14,784,500	4,685,000	138,587,000	5,897,283
Total Projects Urban Water Systems	**$ 313,243,800**	**$ 34,264,200**	**$ 81,750,000**	**$ 64,439,549**	**$ 75,497,822**	**$ 58,878,129**	**$ 42,964,500**	**$ 23,978,000**	**$ 347,508,000**	**$ 15,215,057**
FUNDING SOURCES URBAN SYSTEM - TO DATE										
Work-in-Progress			$ 15,215,000	$ -	$ -	$ -	$ -	$ -	$ 15,215,000	
Debt Proceeds - 2024 Bond			29,826,400	-	-	-	-	-	29,826,400	
Capital Funds Available			-	-	-	-	-	-	-	
SUBTOTAL			45,041,400	-	-	-	-	-	45,041,400	
FUNDING SOURCES URBAN SYSTEM - NEEDS										
Future Cash reserve transfer to Capital Fund				$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 500,000	$ 500,000	$ 4,000,000	
Grants				2,000,000	1,500,000	-	-		3,500,000	
New Debt Needed			36,708,600	61,439,549	72,997,822	57,878,129	42,464,500	23,478,000	294,966,600	
SUBTOTAL			36,708,600	64,439,549	75,497,822	58,878,129	42,964,500	23,978,000	302,466,600	
TOTAL URBAN WATER FUNDING			**$ 81,750,000**	**$ 64,439,549**	**$ 75,497,822**	**$ 58,878,129**	**$ 42,964,500**	**$ 23,978,000**	**$ 347,508,000**	
									$347,508,000	
Estimated Bond Issues					$171,145,971		$123,820,629		$294,966,600	

Non-Urban Water System	Summary: Current CIP	Summary: Proposed Changes	Current Capital Budget	Projected Future Expenses by Year: FY27	FY28	FY29	FY30	FY31	Recommended CIP	Work-in -Progress
PROJECT COSTS										
Crozet Water System	$ 82,401,000	$ 17,644,000	$ 19,410,000	$ 16,255,000	$ 20,981,000	$ 23,546,000	$ 16,805,000	$ 3,048,000	$ 100,045,000	$ 4,214,419
Scottsville Water System	9,262,000	(467,000)	2,050,000	154,000	713,000	1,842,000	690,000	3,346,000	8,795,000	172,242
Total Rural Water Systems	**$ 91,663,000**	**$ 17,177,000**	**$ 21,460,000**	**$ 16,409,000**	**$ 21,694,000**	**$ 25,388,000**	**$ 17,495,000**	**$ 6,394,000**	**$ 108,840,000**	**$ 4,386,661**
Non-URBAN FUNDING SOURCES										
Work in Progress			$ 4,386,600	$ -	$ -	$ -	$ -	$ -	$ 4,386,600	
Grants			$ 500,000	7,064,670	9,105,754	8,149,444	2,946,132		27,766,000	
Capital Funds Available			-						-	
Debt Proceeds - 2018 & 2021Bond			-	-	-	-	-	-	-	
Future Cash reserve transfer to Capital Fund			-	450,000	250,000	200,000	-	-	900,000	
New Debt Needed			16,573,400	8,894,330	12,338,246	17,038,556	14,548,868	6,394,000	75,787,400	
TOTAL NON-URBAN WATER FUNDING			**$ 21,460,000**	**$ 16,409,000**	**$ 21,694,000**	**$ 25,388,000**	**$ 17,495,000**	**$ 6,394,000**	**$ 108,840,000**	
Estimated Bond Issues				$ 37,806,000			37,981,400		$ 75,787,400	

Wastewater System Summary

	Summary			Projected Future Expenses by Year						
Urban Wastewater System	**Current CIP**	**Changes**	**Current Capital Budget**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31**	**Recommended CIP**	**Work-in - Progress**
PROJECT COSTS										
Wastewater Interceptor/Pumping Stations	$ 51,607,000	$ 7,518,000	$ 37,995,000	$ (2,315,000)	$ 4,745,000	$ 8,402,000	$ 8,955,000	$ 1,343,000	$ 59,125,000	$ 12,082,387
Moores Creek WWTP	77,802,000	(4,129,000)	57,190,000	5,650,000	5,347,000	652,000	39,000	549,000	69,427,000	3,592,629
Total Urban Wastewater Systems	**$ 129,409,000**	**$ 3,389,000**	**$95,185,000**	**$3,335,000**	**$10,092,000**	**$9,054,000**	**$8,994,000**	**$1,892,000**	**$128,552,000**	**$15,675,016**
FUNDING SOURCES URBAN SYSTEM - IN PLACEA										
Work-in-Progress			$ 15,675,000	$ -	$ -	$ -	$ -	$ -	$ 15,675,000	
Debt Proceeds - 2018 & 2021Bond			39,813,000	-		-	-		39,813,000	
Capital Funds Available			1,000,000	-	-	-	-	-	1,000,000	
SUBTOTAL			56,488,000	-	-	-	-	-	56,488,000	
FUNDING SOURCES URBAN SYSTEM - NEEDS										
Future Cash Reserves			$ -	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 5,000,000	
Insurance Proceeds			-	-					-	
New Debt Needed			38,697,000	2,335,000	9,092,000	8,054,000	7,994,000	892,000	67,064,000	
SUBTOTAL			38,697,000	3,335,000	10,092,000	9,054,000	8,994,000	1,892,000	72,064,000	
TOTAL URBAN WASTEWATER FUNDING			**$ 95,185,000**	**$ 3,335,000**	**$ 10,092,000**	**$ 9,054,000**	**$ 8,994,000**	**$ 1,892,000**	**$ 128,552,000**	
Estimated Bond Issues					$ 50,124,000		$ 16,940,000		$ 67,064,000	

	Summary			Projected Future Expenses by Year						
Non-Urban Wastewater System	**Current CIP**	**Proposed Changes**	**Current Capital Budget**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31**	**Recommended CIP**	**Work-in - Progress**
PROJECT COSTS										
Glenmore WWTP	$ 6,717,000	$ 3,976,000	$ 2,265,000	$ 274,000	$ 634,000	$ 741,000	$ 1,309,000	$ 5,470,000	$ 10,693,000	$ 58,992
Scottsville WWTP	1,810,000	2,119,000	1,102,000	638,000	838,000	644,000	453,000	254,000	3,929,000	79,110
Total Rural Wastewater Systems	**$8,527,000**	**$6,095,000**	**$ 3,367,000**	**$ 912,000**	**$ 1,472,000**	**$ 1,385,000**	**$ 1,762,000**	**$ 5,724,000**	**$ 14,622,000**	**$ 138,102**
FUNDING SOURCES RURAL SYSTEM - NEEDS										
Work in Progress			$ 138,102	$ -	$ -	$ -	$ -	$ -	$ 138,102	
Debt Proceeds - 2018 & 2021Bond			$ -	$ -					-	
Future Cash Reserve			-	-	-	-			-	
New Debt Needed			3,228,898	912,000	1,472,000	1,385,000	1,762,000	5,724,000	14,483,898	
TOTAL RURAL WASTEWATER FUNDING			**$ 3,367,000**	**$ 912,000**	**$ 1,472,000**	**$ 1,385,000**	**$ 1,762,000**	**$ 5,724,000**	**$ 14,622,000**	
Estimated Bond Issues					$ 6,997,898		$ 7,486,000		$ 14,483,898	

All Systems Summary

	Summary			Projected Future Expenses by Year							
Shared Projects - All Rate Centers	**Current CIP**	**Changes**	**Current Capital Budget**	**FY27**	**FY28**	**FY29**	**FY30**	**FY31**	**Recommended CIP**	**Work-in - Progress**	
PROJECT COSTS											
Authority Wide Projects	$ 7,435,481	$ 428,095	$ 4,379,600	$ 267,900	$ -	$ -	$ -	$ -	$ 4,647,500	$ 371,974	$ (2,787,981)
Total Projects Urban Water Systems	**$ 7,435,481**	**$ 428,095**	**$ 4,379,600**	**$ 267,900**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,647,500**	**$ 371,974**	
FUNDING SOURCES											
Work in Progress			$ 430,990						$ 430,990	$2,044,400	
Possible Future Reserves			$ 2,000,000						$ 2,000,000		
New Debt Needed			$ 1,948,610	$ 267,900	$ -	$ -	$ -	$ -	$ 2,216,510		
									-		
TOTAL URBAN WATER FUNDING			$ 4,379,600	$ 267,900	$ -	$ -	$ -	$ -	$ 4,647,500		
Estimated Bond Issues					$2,216,510						

Summary Information

	2027 - 2031 Proposed CIP	2026 - 2030 Adopted CIP	Change $
Project Cost			
Urban Water Projects	$ 347,508,000	$ 313,243,800	$ 34,264,200
Urban Wastewater Projects	128,552,000	129,409,000	(857,000)
Non-Urban Projects & Shared	128,109,500	107,625,481	20,484,019
Total Project Cost Estimates	**$ 604,169,500**	**$ 550,278,281**	**$ 53,891,219**
Funding in place			
Work-in-Progress (paid for)	$ 35,845,691	$ 20,750,592	15,095,099
Debt Proceeds Available	69,639,400	93,239,000	(23,599,600)
Cash-Capital Available	1,000,000	1,000,000	-
	$ 106,485,091	$ 114,989,592	$ (8,504,501)
Financing Needs			
Possible Future Reserves	$ 11,900,000	$ 11,800,000	100,000
Grants	31,266,000	40,676,000	(9,410,000)
New Debt	454,518,409	382,812,689	71,705,720
	$ 497,684,409	$ 435,288,689	$ 62,395,720
Total Funding	**$ 604,169,500**	**$ 550,278,281**	**$ 53,891,219**

Percentage of funding in place	17.6%	20.9%
Ratio of debt to expense	86.8%	86.5%
Ratio of grant to expense	5.2%	7.4%
Ratio of cash to expense	2.1%	2.3%
Percentage of WIP (paid for)	5.9%	3.8%

Rivanna Water and Sewer Authority
CIP 2027-2031

Summary Information

Detail by Major Systems	Total CIP	Urban Water Projects	Urban Wastewater Projects	Shared Projects	Water Non-Urban Projects	Wastewater Non-Urban Projects
Project Cost						
Urban Water Projects	$ 347,508,000	$ 347,508,000	$ -	$ -	$ -	$ -
Urban Wastewater Projects	128,552,000	-	128,552,000	-	-	-
Non-Urban Projects & Shared	128,109,500	-	-	4,647,500	108,840,000	14,622,000
Total Project Cost Estimates	**$ 604,169,500**	**$ 347,508,000**	**$ 128,552,000**	**$ 4,647,500**	**$ 108,840,000**	**$ 14,622,000**
Funding in place						
Work-in-Progress (paid for)	$ 35,845,691	$ 15,215,000	$ 15,675,000	$ 430,990	$ 4,386,600	$ 138,101
Debt Proceeds available	69,639,400	29,826,400	39,813,000	-	-	-
Cash-Capital Available	1,000,000	-	1,000,000	-	-	-
Subtotal	$ 106,485,091	$ 45,041,400	$ 56,488,000	$ 430,990	$ 4,386,600	$ 138,101
Financing Needs						
Possible Future Reserves	$ 11,900,000	4,000,000	5,000,000	2,000,000	900,000	-
Grants	31,266,000	3,500,000	-	-	27,766,000	
New Debt	454,518,409	294,966,600	67,064,000	2,216,510	75,787,400	14,483,899
Subtotal	$ 497,684,409	$ 302,466,600	$ 72,064,000	$ 4,216,510	$ 104,453,400	$ 14,483,899
Total Funding	**$ 604,169,500**	**$ 347,508,000**	**$ 128,552,000**	**$ 4,647,500**	**$ 108,840,000**	**$ 14,622,000**
	$ -	$ -	$ -	$ -	$ -	$ -
Percentage of funding in place	17.6%	13.0%	43.9%	9.3%	4.0%	0.9%
Ratio of debt to expense	86.8%	93.5%	83.1%	47.7%	69.6%	99.1%
Ratio of cash to expense	2.1%	1.2%	4.7%	43.0%	0.8%	0.0%
Ratio of grant to expense	5.2%	1.0%	0.0%	0.0%	25.5%	0.0%
Percentage WIP (paid for)	6%	4%	12%	9%	4%	1%

Summary Information

	Urban Water	Urban Wastewater	Non-Urban	Shared	Total	Current Adopted
Adopted CIP 2026 - 2030	$ 313,243,800	$ 129,409,000	$ 100,190,000	$ 7,435,481	$ 550,278,281	
Completed or closed projects	13,250,000	363,400	-	114,909	13,728,309	
Adopted - Adusted	299,993,800	129,045,600	100,190,000	7,320,572	536,549,972	
Changes:						
Rollover for FY 2031	15,800,000	5,962,000	10,662,000	542,000	32,966,000	
Adjustments on existing projects or new projects	31,714,200	(6,455,600)	12,610,000	(3,215,072)	34,653,528	
Total Changes	**47,514,200**	**(493,600)**	**23,272,000**	**(2,673,072)**	**67,619,528**	
Total Proposed CIP 2027 - 2031	$ 347,508,000	$ 128,552,000	$ 123,462,000	$ 4,647,500	$ 604,169,500	550,278,281
Years 6 - 10 (FY 2032-36)					$ 291,770,200	96,121,000
Years 11 - 15 (FY 2037-41)					$ 299,257,600	185,060,000
			TOTAL 15 YEAR CIP		**$1,195,197,300**	**$ 831,459,281**

Summary Information

Draft 5 for CIP v7

		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
City of Charlottesville Charges													
Urban Water													
Operating Rate	Per 1000 gal.	$ 3.363	$ 3.642	$ 4.019	$ 4.421	$ 4.863	$ 5.349	$ 5.884					
	% Change	11.2%	11.2%	10.35%	10.0%	10.0%	10.0%	10.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	376,226	463,676	553,528	627,787	705,127	764,704	835,506					
		23.1%	23.1%	19.4%	13.4%	12.3%	8.4%	9.3%					
Revenue Requirements:													
Operating Rate Revenue	Annual	$ 5,598,400	$ 5,940,600	$ 6,554,100	$ 7,209,510	$ 7,930,461	$ 8,723,507	$ 9,595,858					
Debt Service Revenues	Annual	4,514,700	5,564,100	6,642,336	7,533,441	8,461,522	9,176,450	10,026,076					
Total		**$ 10,113,100**	**$ 11,504,700**	**$ 13,196,436**	**$ 14,742,951**	**$ 16,391,983**	**$ 17,899,957**	**$ 19,621,934**					
	$ Change		**$ 1,391,600**	**$ 1,691,736**	**$ 1,546,515**	**$ 1,649,032**	**$ 1,507,974**	**$ 1,721,977**					
	% Change		**13.8%**	**14.7%**	**11.7%**	**11.2%**	**9.2%**	**9.6%**					
Urban Wastewater													
Operating Rate	Per 1000 gal.	3.247	3.719	4.012	4.413	4.855	5.340	5.874					
	% Change	9.7%	9.7%	7.88%	10.0%	10.0%	10.0%	10.0%					
Debt Service Charge	Per month	$ 424,222	$ 466,000	509,019	530,533	555,543	571,641	538,794					
		2.7%	2.7%	9.2%	4.2%	4.7%	2.9%	-5.7%					
Revenue Requirements:													
Operating Rate Revenue	Annual	$ 5,173,500	$ 5,801,000	$ 6,256,800	$ 6,882,480	$ 7,570,728	$ 8,327,801	$ 9,160,581					
Debt Service Revenues	Annual	5,090,800	5,592,100	6,108,228	6,366,394	6,666,513	6,859,688	6,465,524					
Total		**$ 10,264,300**	**$ 11,393,100**	**$ 12,365,028**	**$ 13,248,874**	**$ 14,237,241**	**$ 15,187,489**	**$ 15,626,105**					
	$ Change		**$ 1,128,800**	**$ 971,928**	**$ 883,846**	**$ 988,367**	**$ 950,248**	**$ 438,616**					
	% Change		**11.0%**	**8.5%**	**7.1%**	**7.5%**	**6.7%**	**2.9%**					
Total all Rate Centers													
Operating Rate Revenue		**$ 10,771,900**	**$ 11,741,600**	**$ 12,810,900**	**$ 14,091,990**	**$ 15,501,189**	**$ 17,051,308**	**$ 18,756,439**	**$ 19,881,825**	**$ 21,074,735**	**$ 22,339,219**	**$ 23,679,572**	**$ 25,100,346**
Debt Service Revenues		**9,605,500**	**11,156,200**	**12,750,564**	**13,899,835**	**15,128,035**	**16,036,138**	**16,491,600**	**16,491,600**	**16,491,600**	**16,491,600**	**16,491,600**	**16,491,600**
Total City All Revenues		**$ 20,377,400**	**$ 22,897,800**	**$ 25,561,464**	**$ 27,991,825**	**$ 30,629,224**	**$ 33,087,446**	**$ 35,248,039**	**$ 36,373,425**	**$ 37,566,335**	**$ 38,830,819**	**$ 40,171,172**	**$ 41,591,946**
	$ Change		**$ 2,520,400**	**$ 2,663,664**	**$ 2,430,361**	**$ 2,637,399**	**$ 2,458,222**	**$ 2,160,593**	**$ 1,125,386**	**$ 1,192,910**	**$ 1,264,484**	**$ 1,340,353**	**$ 1,420,774**
	% Change		**12.4%**	**11.6%**	**9.5%**	**9.4%**	**8.0%**	**6.5%**					
									706,041	**1,180,837**	**1,216,123**	**1,254,322**	**1,486,136**
10-Year CIP Debt Service					**183,594**	**827,724**	**1,934,323**	**3,319,634**	**4,025,675**	**5,206,512**	**6,422,635**	**7,676,957**	**9,163,093**
Total Estimated Charge		**$ 20,377,400**	**$ 22,897,800**	**$ 25,561,464**	**$ 28,175,419**	**$ 31,456,948**	**$ 35,021,769**	**$ 38,567,673**	**$ 40,399,100**	**$ 42,772,847**	**$ 45,253,454**	**$ 47,848,129**	**$ 50,755,039**
% Change			**12.4%**	**11.6%**	**10.2%**	**11.6%**	**11.3%**	**10.1%**	**4.7%**	**5.9%**	**5.8%**	**5.7%**	**6.1%**
				$ 2,663,664	***$ 2,613,955***	***$ 3,281,529***	***$ 3,564,821***	***$ 3,545,904***	***$ 1,831,428***	***$ 2,373,746***	***$ 2,480,607***	***$ 2,594,675***	***$ 2,906,911***
Additional Annual Revenues				***11.6%***	***10.2%***	***11.6%***	***11.3%***	***10.1%***	***4.7%***	***5.9%***	***5.8%***	***5.7%***	***6.1%***

Summary Information

		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
ACSA Charges													
Urban Water													
Operating Rate	Per 1000 gal.	3.363	3.642	4.019	4.421	4.863	5.349	5.884					
	% Change	11.2%	11.2%	10.4%	10.0%	10.0%	10.0%	10.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	$ 673,264	$ 847,462	1,046,862	1,224,551	1,402,528	1,549,094	1,715,331					
		22.6%	22.6%	23.5%	17.0%	14.5%	10.5%	10.7%					
Revenue Requirements:													
Operating Rate Revenue	Annual	$ 5,826,900	$ 6,435,700	$ 7,100,300	$ 7,810,330	$ 8,591,363	$ 9,450,499	$ 10,395,549					
Debt Service Revenues	Annual	8,079,200	10,169,500	12,562,344	14,694,606	16,830,340	18,589,133	20,583,974					
Total		**$ 13,906,100**	**$ 16,605,200**	**$ 19,662,644**	**$ 22,504,936**	**$ 25,421,703**	**$ 28,039,632**	**$ 30,979,523**					
	$ Change		**$ 2,699,100**	**$ 3,057,444**	**$ 2,842,292**	**$ 2,916,767**	**$ 2,617,929**	**$ 2,939,891**					
	% Change		**$ 0**	**18.4%**	**14.5%**	**13.0%**	**10.3%**	**10.5%**					
Urban Wastewater													
Operating Rate	Per 1000 gal.	3.247	3.719	4.012	4.413	4.855	5.340	5.874					
	% Change	9.7%	9.7%	7.9%	10.0%	10.0%	10.0%	10.0%					
Debt Service Charge	Per month	$ 422,158	$ 529,679	594,370	639,575	686,999	734,424	781,848					
		0.0%	0.0%	12.2%	7.6%	7.4%	6.9%	6.5%					
Revenue Requirements:													
Operating Rate Revenue	Annual	$ 5,834,000	$ 6,809,900	$ 7,344,900	$ 8,079,390	$ 8,887,329	$ 9,776,062	$ 10,753,668					
Debt Service Revenues	Annual	5,065,900	6,356,100	7,132,440	7,674,901	8,243,993	8,813,085	9,382,177					
Total		$ 10,899,900	$ 13,166,000	$ 14,477,340	$ 15,754,291	$ 17,131,322	$ 18,589,147	$ 20,135,845					
	$ Change		**$ 2,266,100**	**$ 1,311,340**	**$ 1,276,951**	**$ 1,377,031**	**$ 1,457,825**	**$ 1,546,698**					
	% Change		**20.8%**	**10.0%**	**8.8%**	**8.7%**	**8.5%**	**8.3%**					
Non-Urban Rate Centers													
Operating Rate Revenue	Annual	$ 3,101,200	$ 3,578,700	4,125,900	4,538,490	4,992,339	5,491,573	6,040,730					
Debt Service Revenues	Annual	2,862,100	3,608,500	4,538,000	5,451,758	6,365,516	7,279,274	8,193,032					
Total		**$ 5,963,300**	**$ 7,187,200**	**$ 8,663,900**	**$ 9,990,248**	**$ 11,357,855**	**$ 12,770,847**	**$ 14,233,762**					
			$ 1,223,900	**$ 1,476,700**	**$ 1,326,348**	**$ 1,367,607**	**$ 1,412,992**	**$ 1,462,915**					
			20.5%	**20.5%**	**15.3%**	**13.7%**	**12.4%**	**11.5%**					
Total all Rate Centers													
Operating Rate Revenue		**$ 14,762,100**	**$ 16,824,300**	**$ 18,571,100**	**$ 20,428,210**	**$ 22,471,031**	**$ 24,718,134**	**$ 27,189,948**	**$ 28,821,344**	**$ 30,550,625**	**$ 32,383,663**	**$ 34,326,682**	**$ 36,386,283**
Debt Service Revenues		**16,007,200**	**20,134,100**	**24,232,784**	**27,821,265**	**31,439,849**	**34,681,492**	**38,159,183**	**38,159,183**	**38,159,183**	**38,159,183**	**38,159,183**	**38,159,183**
Total ACSA All Revenues		**$ 30,769,300**	**$ 36,958,400**	**$ 42,803,884**	**$ 48,249,475**	**$ 53,910,880**	**$ 59,399,626**	**$ 65,349,131**	**$ 66,980,527**	**$ 68,709,808**	**$ 70,542,846**	**$ 72,485,865**	**$ 74,545,466**
	$ Change		**$ 6,189,100**	**$ 5,845,484**	**$ 5,445,591**	**$ 5,661,405**	**$ 5,488,746**	**$ 5,949,504**	**$ 1,631,397**	**$ 1,729,281**	**$ 1,833,038**	**$ 1,943,020**	**$ 2,059,601**
	% Change		**20.1%**	**15.8%**	**12.7%**	**11.7%**	**10.2%**	**10.0%**					
10-Year CIP Debt Service					**393,126**	**1,580,552**	**3,540,703**	**5,982,506**	**7,866,873**	**10,038,568**	**11,903,377**	**13,601,652**	**15,448,081**
Total Estimated Charge		**$ 30,769,300**	**$ 36,958,400**	**$ 42,803,884**	**$ 48,642,601**	**$ 55,491,432**	**$ 62,940,329**	**$ 71,331,637**	**$ 74,847,401**	**$ 78,748,376**	**$ 82,446,223**	**$ 86,087,517**	**$ 89,993,547**
% Change			**$ 0**	**15.8%**	**13.6%**	**14.1%**	**13.4%**	**13.3%**	**4.9%**	**5.2%**	**4.7%**	**4.4%**	**4.5%**
	Additional Annual Revenues			***$ 5,845,484***	***$ 5,838,717***	***$ 6,848,831***	***$ 7,448,897***	***$ 8,391,307***	***$ 3,515,764***	***$ 3,900,975***	***$ 3,697,847***	***$ 3,641,294***	***$ 3,906,031***
				15.8%	***13.6%***	***14.1%***	***13.4%***	***13.3%***	***4.9%***	***5.2%***	***4.7%***	***4.4%***	***4.5%***

Summary Information

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
RWSA												
Operations Revenues												
Urban Water	$ 11,425,300	$ 12,376,300	$ 13,654,400	$ 15,019,840	$ 16,521,824	$ 18,174,006	$ 19,991,407					
Urban Wastewater	11,007,500	12,610,900	13,601,700	14,961,870	16,458,057	18,103,863	19,914,249					
Other Rate Centers	3,101,200	3,578,700	4,125,900	4,538,490	4,992,339	5,491,573	6,040,730					
Total	$ 25,534,000	$ 28,565,900	$ 31,382,000	$ 34,520,200	$ 37,972,220	$ 41,769,442	$ 45,946,386					
Change $		3,031,900	2,816,100	3,138,200	3,452,020	3,797,222	4,176,944					
Change %		11.9%	9.9%	10.0%	10.0%	10.0%	10.0%					
Debt Service Charge Revenues												
Urban Water	12,593,900	15,733,600	19,204,680	22,228,047	25,291,862	27,765,583	30,610,050					
Urban Wastewater	10,156,700	11,948,200	13,240,668	14,041,295	14,910,506	15,672,773	15,847,701					
Other Rate Centers	2,862,100	3,608,500	4,538,000	5,451,758	6,365,516	7,279,274	8,193,032					
	$ 25,612,700	$ 31,290,300	$ 36,983,348	$ 41,721,100	$ 46,567,884	$ 50,717,630	$ 54,650,783					
Change $		5,677,600	5,693,048	4,737,752	4,846,784	4,149,746	3,933,153					
Change %		22.2%	18.2%	12.8%	11.6%	8.9%	7.8%					
Total RWSA Customer Revenues	**$ 51,146,700**	**$ 59,856,200**	**$ 68,365,348**	**$ 76,241,300**	**$ 84,540,104**	**$ 92,487,072**	**$ 100,597,169**					
Change $		**$ 8,709,500**	**$ 8,509,148**	**$ 7,875,952**	**$ 8,298,804**	**$ 7,946,968**	**$ 8,110,097**					
Change %		**17.0%**	**14.2%**	**11.5%**	**10.9%**	**9.4%**	**8.8%**					
Additional for 10-Year CIP				**576,720**	**2,408,276**	**5,475,026**	**9,302,140**					
Total Estimated Charge	**$ 51,146,700**	**$ 59,856,200**	**$ 68,365,348**	**$ 76,818,020**	**$ 86,948,380**	**$ 97,962,098**	**$ 109,899,309**	**$ 115,246,501**	**$ 121,521,222**	**$ 127,699,677**	**$ 133,935,645**	**$ 140,748,586**
% Change		**17.0%**	**14.2%**	**12.4%**	**13.2%**	**12.7%**	**12.2%**	**4.9%**	**5.4%**	**5.1%**	**4.9%**	**5.1%**
			$ 68,365,348	***$ 76,818,020***	***$ 86,948,380***	***$ 97,962,098***	***$ 109,899,309***	***$ 115,246,501***	***$ 121,521,222***	***$ 127,699,677***	***$ 133,935,645***	***$ 140,748,586***
Additional Annual Revenues			***$ 8,509,148***	***$ 8,452,672***	***$ 10,130,360***	***$ 11,013,718***	***$ 11,937,211***	***$ 5,347,192***	***$ 6,274,721***	***$ 6,178,454***	***$ 6,235,969***	***$ 6,812,941***
			14.2%	***12.4%***	***13.2%***	***12.7%***	***12.2%***	***4.9%***	***5.4%***	***5.1%***	***4.9%***	***5.1%***

Summary Information

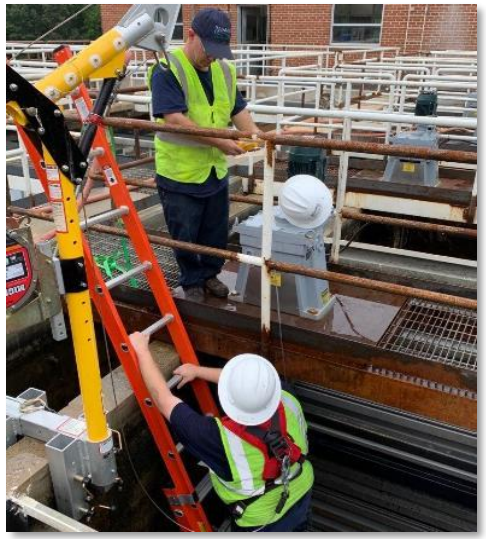
Five Year Summary of Revenue needed		FY 2026		New rate revenue needed 5-Year Revenue Growth		FY 2031	Change %	Annual Increase 5-year Average	
City - Charges From RWSA									
Urban Water									
Operating Rate Charges		$ 5,940,600		$ 3,655,258		$ 9,595,858	61.5%		
Debt Service Charges		5,564,100		4,461,976		10,026,076	80.2%		
		$ 11,504,700		$ 8,117,234		$ 19,621,934	70.6%		
Urban Wastewater									
Operating Rate Charges		$ 5,801,000		$ 3,359,581		$ 9,160,581	57.9%		
Debt Service Charges	*	5,592,100		873,424		6,465,524	15.6%		
		$ 11,393,100		$ 4,233,005		$ 15,626,105	37.2%		
Year 5-10 CIP									
Debt Service Charges		$ -		$ 3,319,634		$ 3,319,634			
Total City Charges		**$ 22,897,800**		**$ 15,669,873**		**$ 38,567,673**	**68.4%**	13.7%	$ 3,133,975
ACSA - Charges From RWSA									
Urban Water									
Operating Rate Charges		$ 6,435,700		$ 3,959,849		$ 10,395,549	61.5%		
Debt Service Charges		10,169,500		10,414,474		20,583,974	102.4%		
		$ 16,605,200		$ 14,374,323		$ 30,979,523	86.6%		
Urban Wastewater									
Operating Rate Charges		$ 6,809,900		$ 3,943,768		$ 10,753,668	57.9%		
Debt Service Charges	*	6,356,100		3,026,077		9,382,177	47.6%		
		$ 13,166,000		$ 6,969,845		$ 20,135,845	52.9%		
Other Rate Centers									
Operating Rate Charges		$ 3,578,700		$ 2,462,030		$ 6,040,730	68.8%		
Debt Service Charges		3,608,500		4,584,532		8,193,032	127.0%		
		$ 7,187,200		$ 7,046,562		$ 14,233,762	98.0%		
Year 5-10 CIP									
Debt Service Charges		$ -		$ 5,982,506		$ 5,982,506			
Total ACSA Charges		**$ 36,958,400**		**$ 34,373,237**		**$ 71,331,637**	**93.0%**	18.6%	$ 6,874,647
RWSA Customer Revenue Charges									
Operating Rate Revenues									
Urban Water		$ 12,376,300		$ 7,615,107		$ 19,991,407	61.5%		
Urban Wastewater		12,610,900		7,303,349		19,914,249	57.9%		
Other Rate Centers		3,578,700		2,462,030		6,040,730	68.8%		
		$ 28,565,900		$ 17,380,486		$ 45,946,386	60.8%		
Debt Service Rate Revenues									
Urban Water		$ 15,733,600		$ 14,876,450		$ 30,610,050	94.6%		
Urban Wastewater		11,948,200		3,899,501		15,847,701	32.6%		
Other Rate Centers		3,608,500		4,584,532		8,193,032	127.0%		
		$ 31,290,300		$ 23,360,483		$ 54,650,783	74.7%		
Year 5-10 CIP									
Debt Service Charges		$ -		$ 9,302,140		$ 9,302,140			
Total RWSA Customer Revenues		**$ 59,856,200**		**$ 50,043,109**		**$109,899,309**	**83.6%**	16.7%	$ 10,008,622

RIVANNA
WATER & SEWER AUTHORITY

Approval of the FY 2027-2031 CIP
FY 27 Rate Schedule
and
FY 27 Budget











PRESENTED TO THE BOARD OF DIRECTORS

BY BILL MAWYER, EXECUTIVE DIRECTOR

MAY 26, 2026

Strategic Plan Goals
2023 – 2028

OPTIMIZATION AND RESILIENCY

To empower a culture of innovative and collaborative thinking that advances efficient operational processes, technology modernization, and risk mitigation.

ENVIRONMENTAL STEWARDSHIP

To demonstrate and promote best practices in sustainability, resources conservation, and environmental education.

WORKFORCE DEVELOPMENT

To attract, develop, and retain a professional, highly skilled, engaged, and diverse team.

COMMUNICATION AND COLLABORATION

To elevate awareness of the Authorities' impact and value through proactive communication, effective partnerships, and community involvement.

PLANNING AND INFRASTRUCTURE

To address evolving needs by planning, delivering, and maintaining dependable infrastructure and facilities in a financially responsible manner.

Proposed FY 27 – 31 Capital Improvement Program

74 Projects: $604 M

67 Construction, 4 Studies, 3 I.T. /Asset

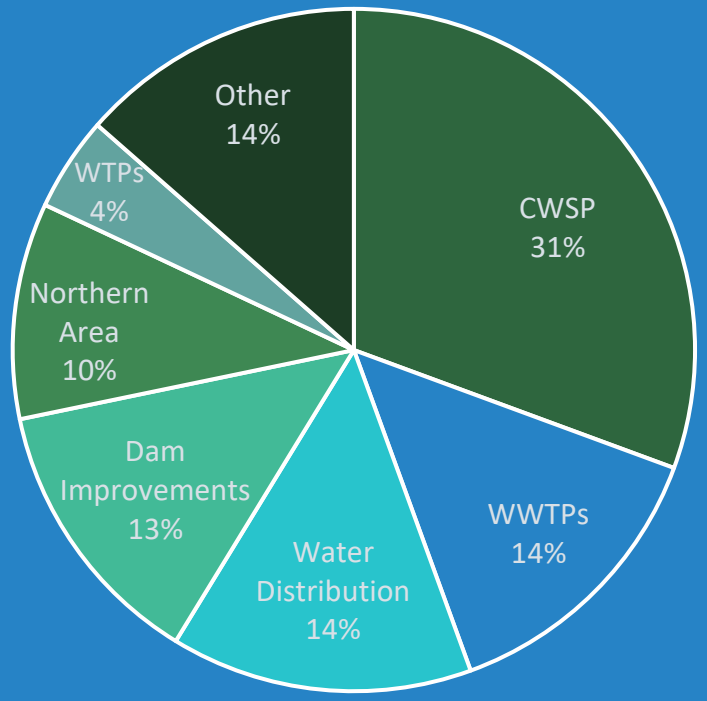
Urban Water	Urban Wastewater	Non-Urban Projects & Shared	Total
$348 M	$129 M	$127 M	$604 M

Funding

Already Paid For	Existing Debt Proceeds	Cash Reserves	Grants	New Debt	Total
$36 M	$70 M	$13 M	$31 M	$454 M	$604 M

FY 27-31 CIP At a Glance

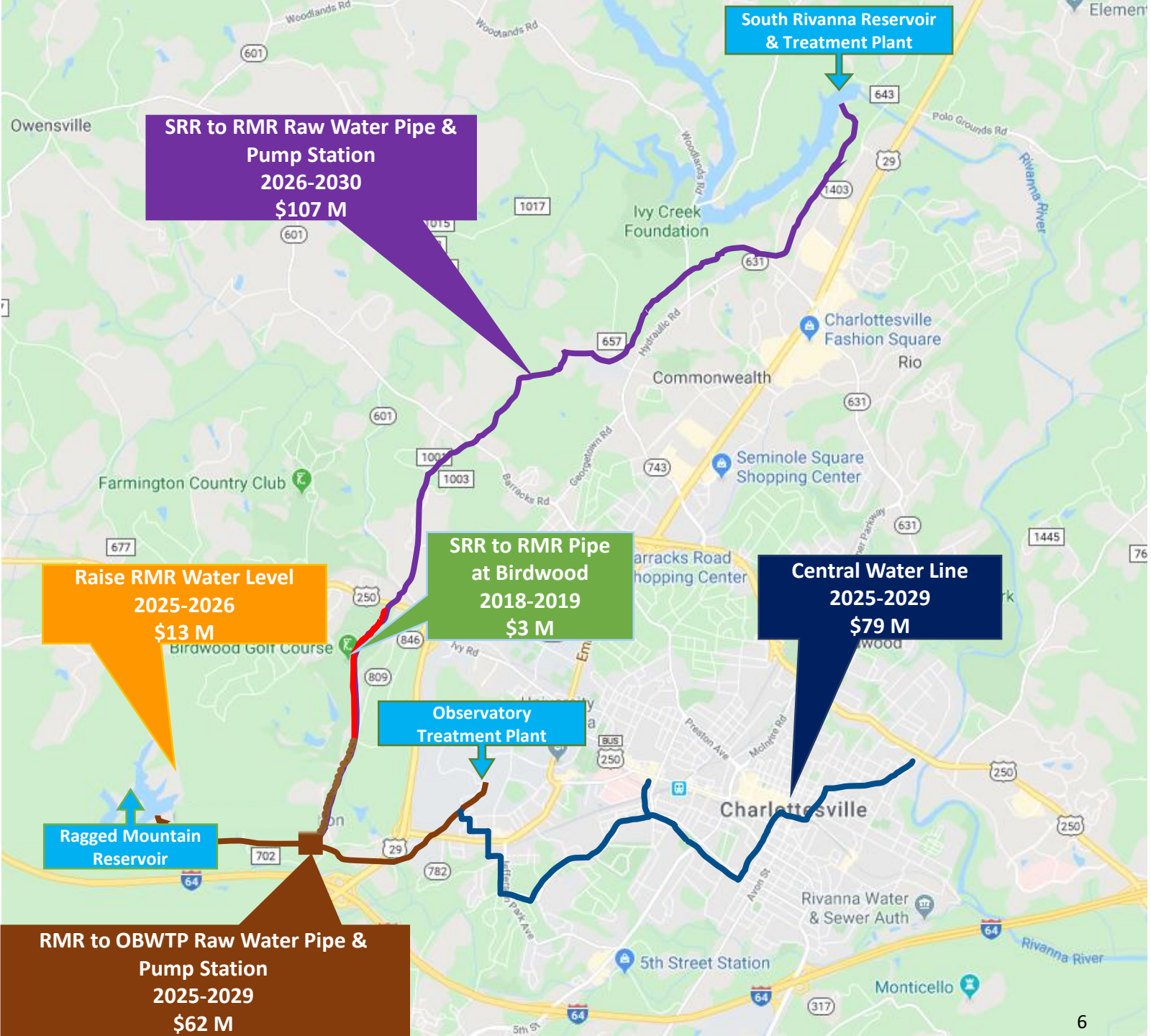
CIP Priorities



1. *Community Water Supply Projects* *$185 M*
2. *Water Distribution Projects* *$86.4 M*
   - Central Water Line $79 M
   - Emmet St. Betterment $7.4 M
3. *WWTP Repairs and Improvements* *$83.5 M*
   - Moores Creek $69 M
   - Glenmore $11 M
   - Scottsville $3 M
   - Flood Resiliency $0.5 M
4. *Dam Repairs and Improvements* *$78.6 M*
   - Beaver Creek Reservoir $72 M
   - Public Safety Systems $3.8M
   - Concrete & Steel Repairs $2.8 M
5. *Northern Area Projects* *$61.9 M*
   - Airport Rd. Tank & PS Imp. $7.3 M
   - South Fork River Crossing $6.6 M
   - N. Rivanna Crossing & WL $16.4 M
   - Powell Creek Int. $16.4 M
   - Northern Area PZ Imp. $8 M
   - Other $7.2 M
6. *WTP Repairs and improvements* *$27 M*
   - Crozet $13 M
   - South Rivanna $9 M
   - Scottsville $5M



Key Projects



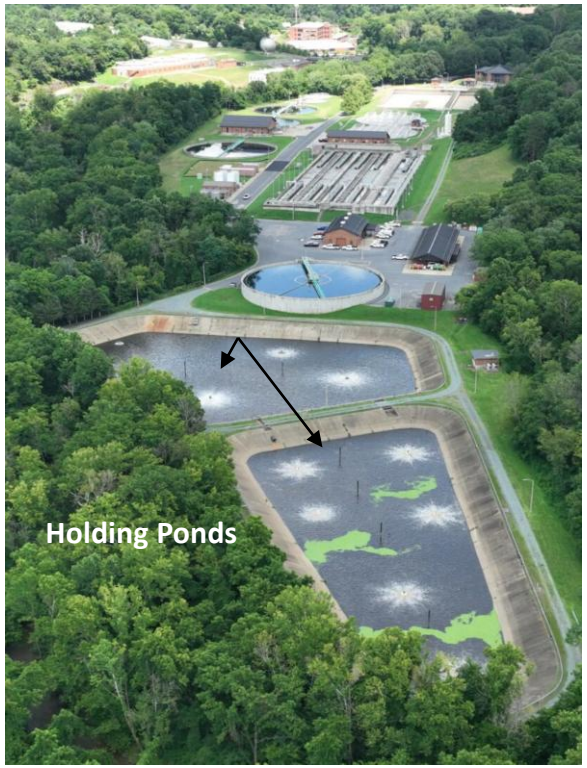
Water Supply Projects

(January 7, 2026)

	Total Project Cost
1. RMR to OBWTP Raw Water Pipe & Pump Station 2025-2029: *Awarded Oct 2024* *Pipe: 80% ACSA / 20% City* *PS: 72% ACSA / 28% City*	$62 M
2. Central Water Pipe 2025-2029: *Phase 1: Awarded June 2025: $58 M* *Phase 2: Award 2026: $21 M* *52% ACSA / 48% City*	$79 M
3. Raise RMR Water Level 2025-2026: *Awarded June 2025* *80% ACSA / 20% City*	$13 M
4. SRR to RMR Raw Water Pipe 2026-2030: *Awarded Dec 2025* *80% ACSA / 20% City* *(incl Birdwood WL: 2019; $3 M; 1 mile)*	$110 M
ACSA $187 M City Utilities $77 M	$264 M

MC Structural and Concrete Rehabilitation

- Repairs throughout plant including holding ponds, equalization basins, primary clarifiers, digesters, and equipment shed roof
- Construction: May 2025 – May 2027
- Budget $15.5 M











MC Administration Building Renovation & Addition



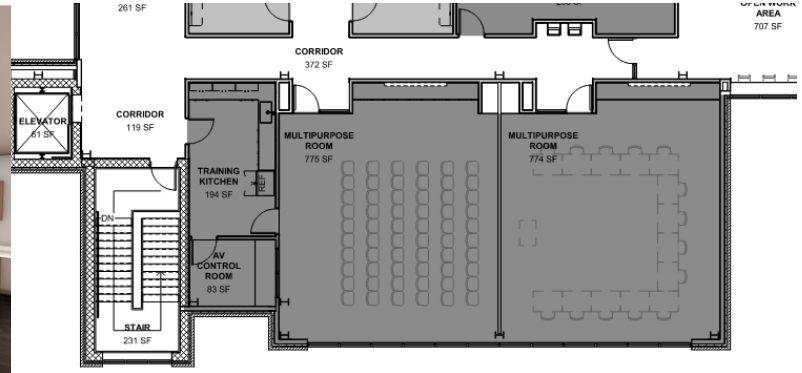
EAST ELEVATION - MAIN ENTRY



NORTH ELEVATION

- Original building constructed in 1980's
- Renovate interior and expand to includes new Board room, education center, & offices
- Construction: August 2025 - December 2027
- Budget $27.6 M



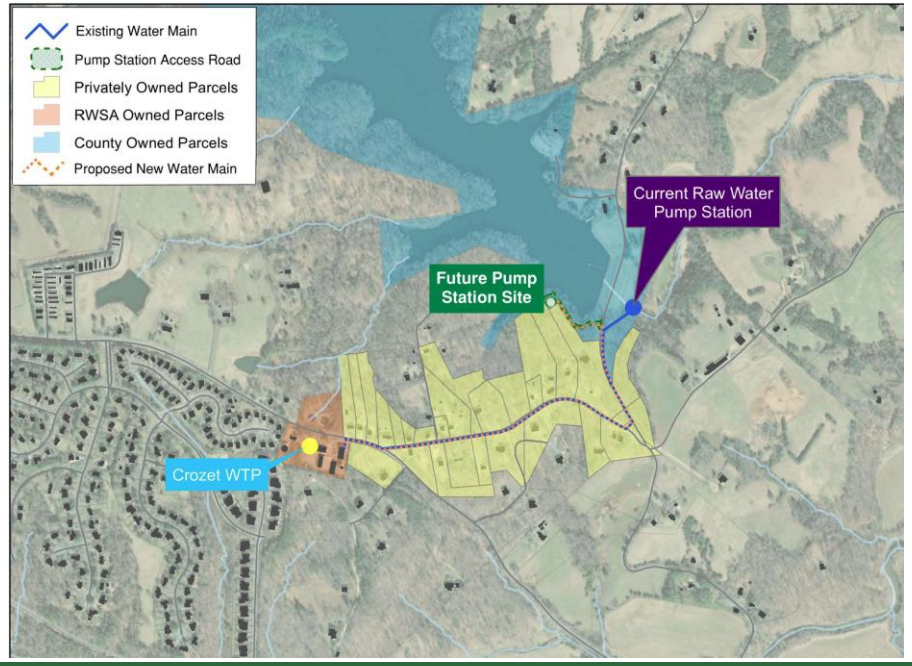


Beaver Creek Dam, Pump Station & Piping Modifications

- Replace the spillway to meet DCR dam safety standards
- Replace the raw water pump station, intake, and pipe to the Crozet WTP
- Construction: March 2027 – Dec 2032
- Anticipating NRCS grant of $21 M
- Budget $72 M











Northern Area Water Improvement Projects

2025 – 2030
$46 M







Summary

Proposed FY 27 – 31 Capital Improvement Program

74 Projects $604 M

67 Construction, 4 Studies, 3 I.T. /Asset

Urban Water	Urban Wastewater	Non-Urban Projects & Shared	Total
$348 M	$129 M	$127 M	$604 M

Funding

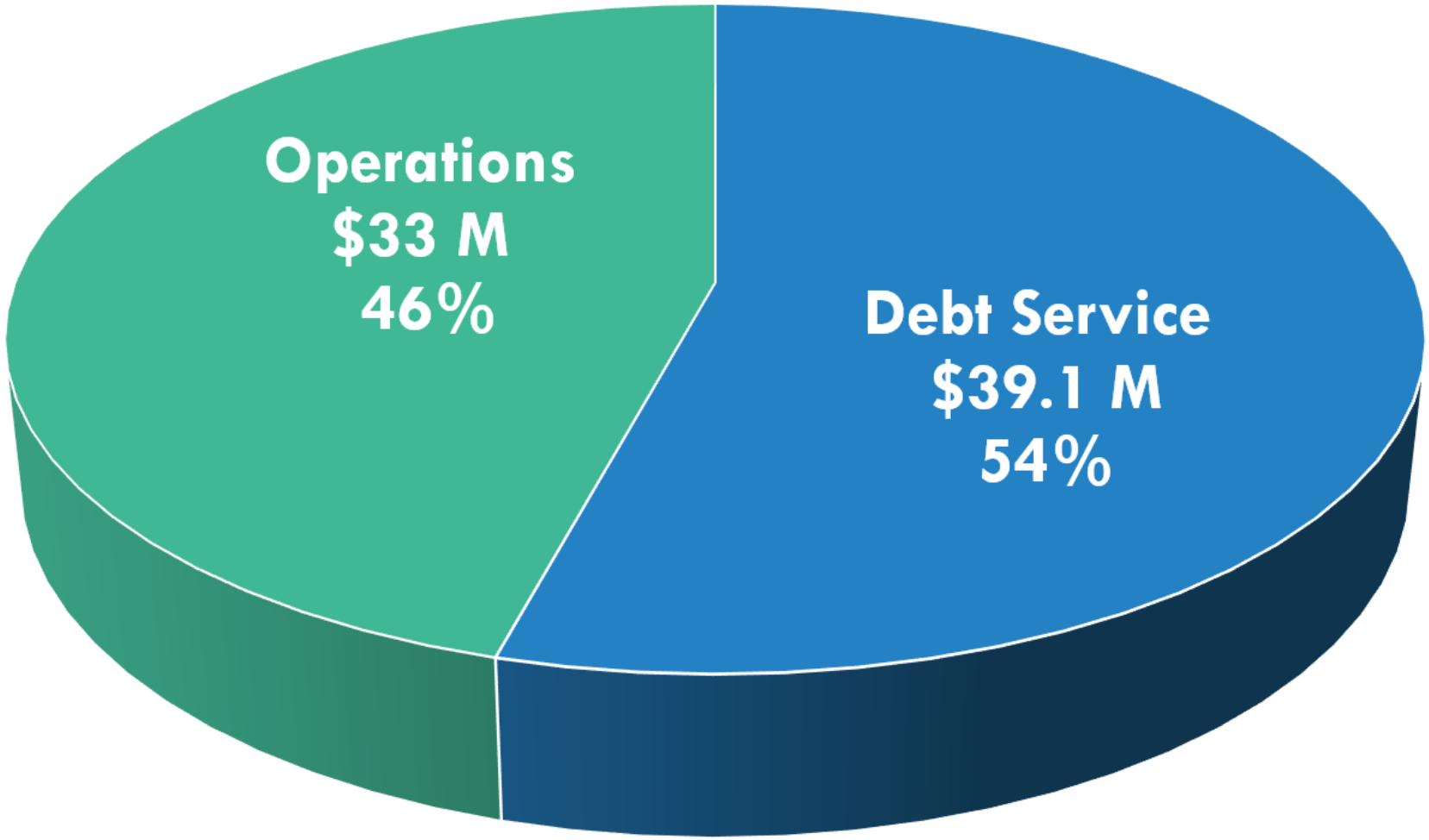
Already Paid For	Existing Debt Proceeds	Cash Reserves	Grants	New Debt	Total
$36 M	$70 M	$13 M	$31 M	$454 M	$604 M

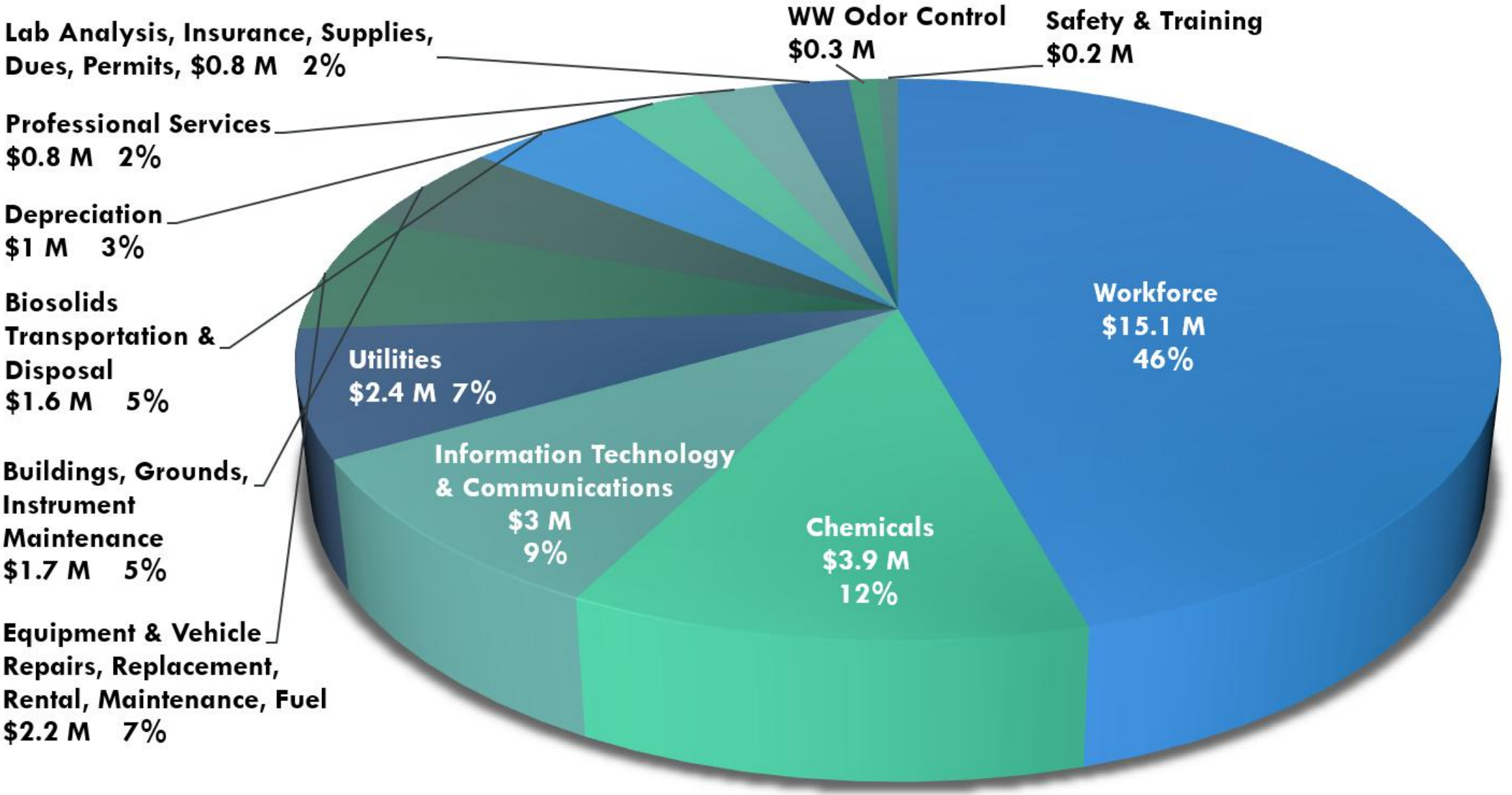
Budget Summary
FY 2026 – 2027

➢ Total Budget	$72.1 m	$8.1 m increase = 12.6%
1. Debt Service	$39.1 m	$5.7 m increase = 16.9%
2. Operations	$33.0 m	$2.4 m increase = 7.9%
➢ City Utility Charges	$25.3 m	$2.4 m increase = 10.5%
➢ ACSA Charges	$42.4 m	$5.5 m increase = 14.8%
➢ Other Revenues	$4.4 m	interest, septage, nutrient credits, rswa allocation

FY 2026 – 2027 Budget

$72.1 M





FY 2026 – 2027 Operations
$33 M

Strategic Plan Goal: Workforce Development


Employee Appreciation 2025

Personnel

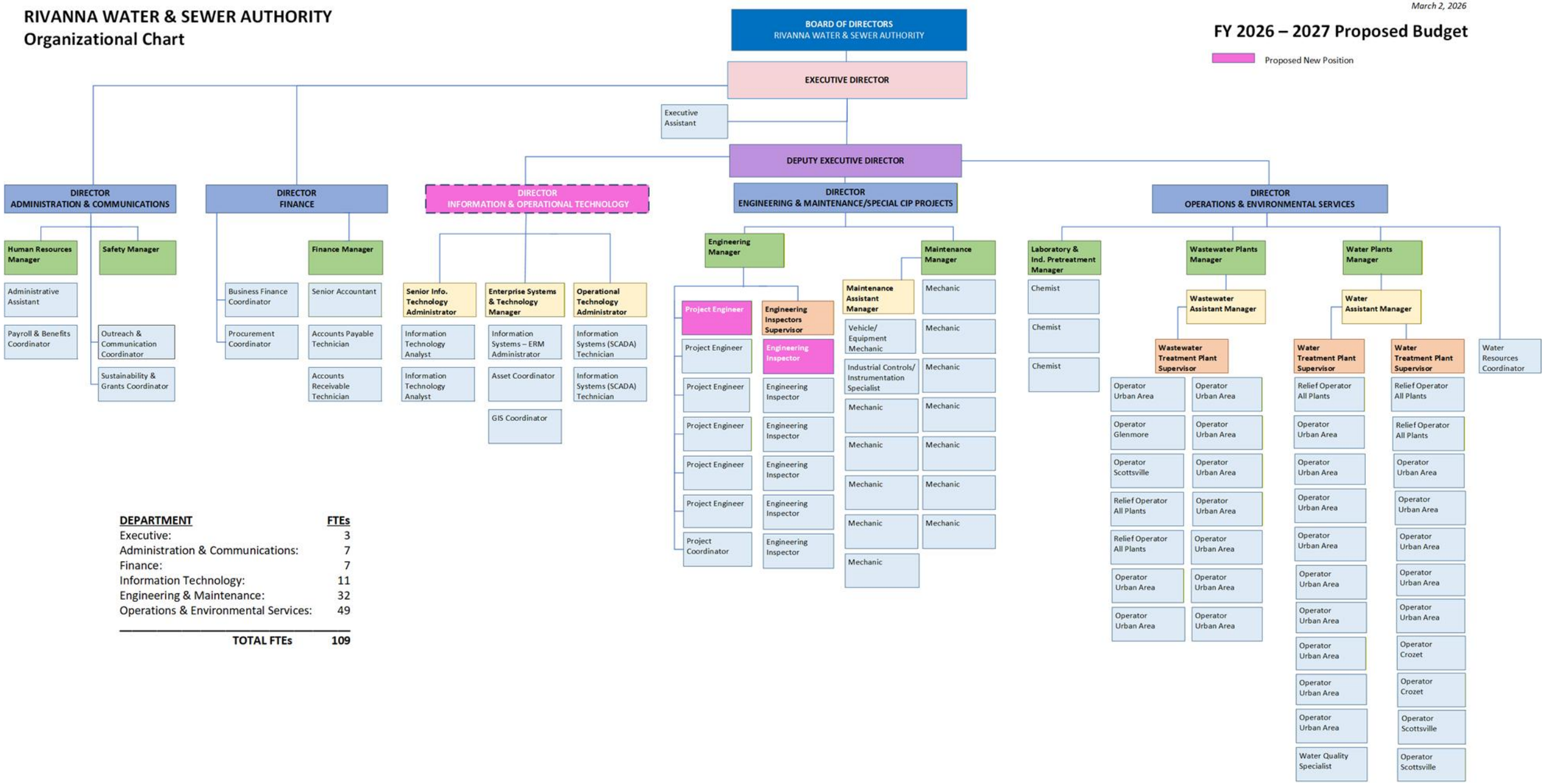
• *Salary Adjustments (106 FTEs)*	$440 k
~ 2% merit pool +2.5% cola	
•*VRS, Taxes, Health and Life Insurance*	$400 k
•*New Positions (3)*	$390 k
Total	$1.2 M

RIVANNA WATER & SEWER AUTHORITY
Organizational Chart

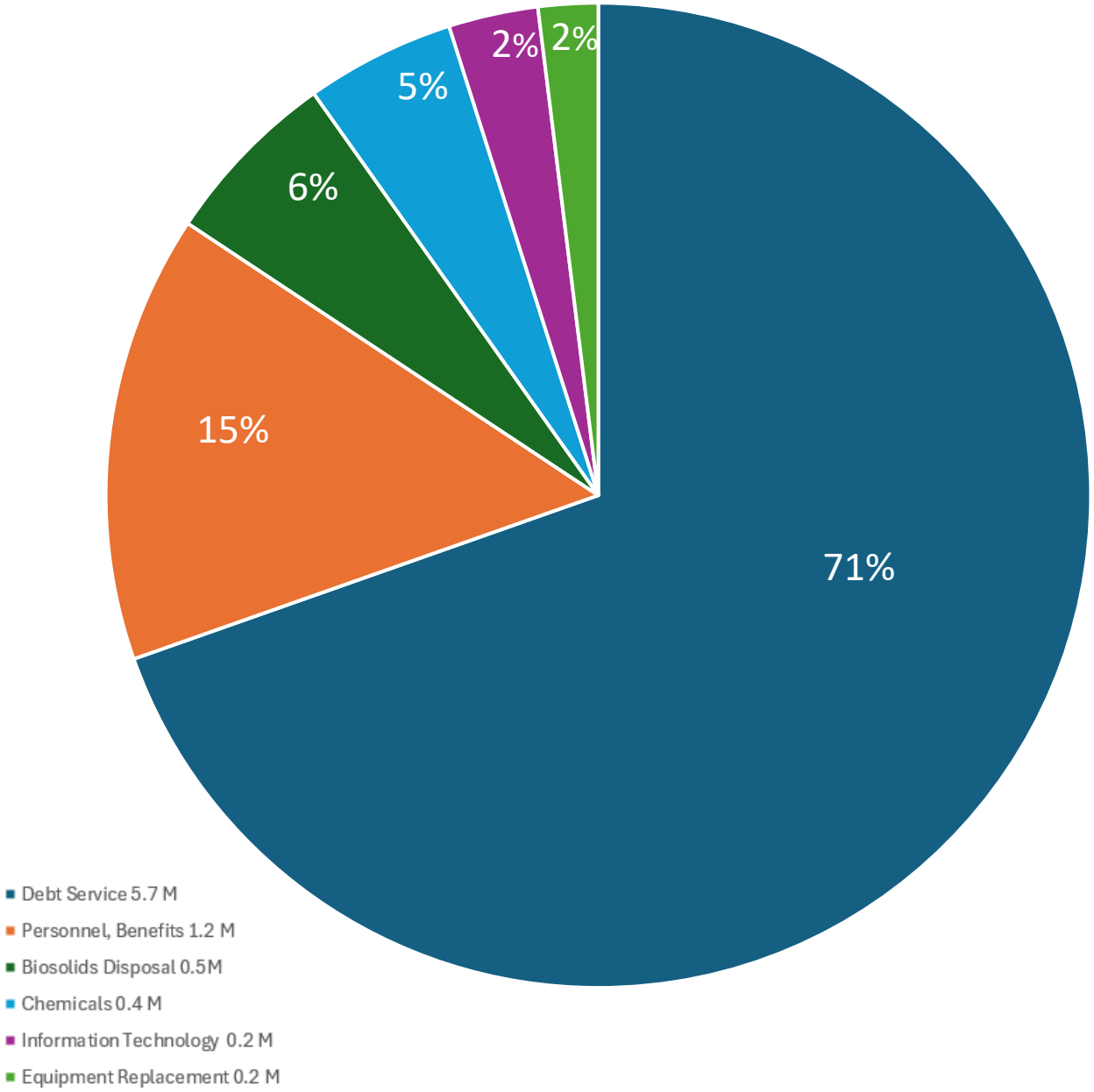
March 2, 2026

FY 2026 – 2027 Proposed Budget

Proposed New Position



DEPARTMENT	FTEs
Executive:	3
Administration & Communications:	7
Finance:	7
Information Technology:	11
Engineering & Maintenance:	32
Operations & Environmental Services:	49
TOTAL FTEs	**109**



Budget Increases
FY 2027

Debt Service	5.7 M	71%
Personnel, Benefits	1.2 M	15%
Biosolids Disposal	0.5 M	6%
Chemicals	0.4 M	5%
Information Technology	0.2 M	2%
Equipment Replacement	0.2 M	2%
Reductions	<0.1 M>	<1%>
• Consultants, Training, Travel		
Total	$8.1 M	

Financial Forecast

RWSA Charge Increase (%):	FY 27	28	29	30	31
City	10.5	10.2	11.7	11.3	10.1
FY 26 forecast	*12*	*11.8*	*11.6*	*10.2*	*2.3*
ACSA	14.8	13.7	14.1	13.5	13.4
FY 26 forecast	*15*	*13.9*	*13*	*11.4*	*2.8*

- FY 27 Capital Budget $ 85 m
- FY 27 - 31 CIP $604 m
- New CIP Debt Anticipated $455 m

Budget Summary
FY 2026 – 2027

➢ Total Budget	$72.1 m	$8.1 m increase = 12.6%
1. Debt Service	$39.1 m	$5.7 m increase = 16.9%
2. Operations	$33.0 m	$2.4 m increase = 7.9%
➢ City Charges	$25.3 m	$2.4 m increase = 10.5%
➢ ACSA Charges	$42.4 m	$5.5 m increase = 14.8%
➢ Other Revenues	$4.4 m	septage, interest, nutrient credits

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

RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2026-2027, EFFECTIVE JULY 1, 2026
BY THE RIVANNA WATER AND SEWER AUTHORITY

WHEREAS, the Rivanna Water and Sewer 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 Water and Sewer Authority hereby adopts the Rate Schedule for Fiscal Year 2026-2027, to be effective on July 1, 2026.

Rate Schedule

Water Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.942	Per 1,000 gallons
City	Debt Service	$	553,528	Per month
ACSA	Debt Service	$	1,046,862	Per month
Crozet				
ACSA	Operating	$	141,386	Per month
ACSA	Debt Service	$	312,805	Per month
Scottsville				
ACSA	Operating	$	88,797	Per month
ACSA	Debt Service	$	33,041	Per month

Wastewater Rates & Charges				
Urban Area				
ACSA & City	Operating	$	3.921	Per 1,000 gallons
City	Debt Service	$	509,019	Per month
ACSA	Debt Service	$	594,370	Per month
Glenmore				
ACSA	Operating	$	62,115	Per month
ACSA	Debt Service	$	23,558	Per month
Scottsville				
ACSA	Operating	$	46,600	Per month
ACSA	Debt Service	$	8,761	Per month

The Rivanna Water & Sewer Authority (Rivanna) was created by the City of Charlottesville (City) and the County of Albemarle in 1972 to supply and treat water for drinking and to provide wastewater treatment. The above fees represent Rivanna's fees and charges to the City Utilities and the Albemarle County Service Authority (ACSA) for these services and are not the same as the City Utilities and ACSA charges to individual residents and businesses. Debt Service covers capital-related project costs and are different for the City Utilities and ACSA reflecting terms of contractual agreements.

The City Utilities and the ACSA distribute drinking water and collect wastewater from individual residents and businesses and charge retail rates that combine charges from the above schedule to reflect their service costs, including Rivanna's costs.

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

Questions?

Actions Requested 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
   - FY 2026 – 2027 Budget
   - FY 2027-2031 Capital Improvement Plan



Beaver Creek Reservoir

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



CONTENTS

A. Introduction & Organization Chart A-5
1. Authority A-5
2. Work Service A-5
3. Organizational Chart A-5

B. Recruitment & Hiring Policy B-5
1. Policy B-5
2. Job Posting B-6
3. Application Policy B-6
4. Job Offer Policy B-6
5. Criminal Background Checks B-6
6. Pre-employment Drug Testing B-7
7. Orientation Policy B-7

C. Personnel File Policy C-7
1. Policy C-7
2. Description C-7
3. Access ..... C-7~~C-8~~
4. Official Personnel Forms C-8

D. Compensation Plan & Administration D-9
1. Policy D-9
2. Definitions D-9
3. Job Descriptions D-10
4. Determination of Pay Grade D-11
5. Current Pay Scale & Position Table D-13
6. Pay Rates D-13
7. Promotion, Demotion and Transfer D-13
8. Reclassification ..... D-13~~D-14~~
9. Employee Performance Appraisal and Merit Pay D-14
10. Appraisal Procedure and Merit Increase Eligibility D-14
11. Other Forms of Compensation ..... D-14~~D-15~~
12. Benefits Briefly Explained ..... D-19~~D-18~~

E. Harassment Policy E-20
1. Policy E-20
2. Workplace Harassment E-20
3. Sexual Harassment E-20
4. Employee Responsibilities E-21
5. Managers' and Supervisors' Responsibilities E-21
6. Complaint Procedures E-21
7. Corrective and/or Disciplinary Action E-22
8. Recourse Through Other Policies/Agencies E-22

F. Leave Policy and Rules F-22
1. Policy F-22
2. Holiday Leave F-22
3. Annual Leave ..... F-23~~F-24~~
4. Sick Leave F-25
5. Family and Medical Leave Act (FMLA) Provisions ..... F-27~~F-26~~
6. Sick Leave Bank ..... F-31~~F-30~~
7. Paid Parental Leave F-32
8. Bereavement Leave ..... F-33~~F-32~~

9. Military Leave F-33
10. Court Leave ..... F-34~~F-33~~
11. Volunteer Time Off (VTO) F-34
12. Unauthorized Absence/Leave ..... F-35~~F-34~~
13. Workers' Compensation Leave F-35
14. Procedures for Requesting Leave F-36
15. Maintenance of Leave Records F-36

G. Disciplinary Policy G-36
1. Policy G-36
2. Unsatisfactory Work Performance or Misconduct G-36
3. Progressive Discipline Policy G-37

H. Grievance Procedure H-39
1. Policy H-39
2. Coverage of Grievance Procedure H-39
3. Definitions: H-39
4. Management Responsibilities H-40
5. Human Resources Department Responsibilities H-40
6. Grievance Procedure Generally ..... H-41~~H-40~~
7. Grievability ..... H-42~~H-41~~
8. Consolidation of Grievances H-42

I. Administrative Policies I-48
1. Conflict of Interest/Accepting Gifts I-48
2. De Minimis Fringe Benefits I-48
3. Termination of Employment ..... I-49~~I-48~~
4. Voluntary Early Retirement Incentive Program (VERIP) I-49
5. Anti-Nepotism Policy I-50
6. Personal Use of Authority Vehicles I-50
7. Effect of Criminal Conviction or Arrest I-50
8. Fitness for Duty ..... I-51~~I-50~~
9. ID Badges I-51
10. Dress Code/Personal Hygiene I-51
11. Social Media Policy I-51
12. Smoking/Vaping I-52
13. Transferring Between Authority I-52
14. Operational Designations I-52
15. Essential Employees I-52
16. Operationally Available Employees I-53
17. Non-Essential Employees ..... I-54~~I-53~~

J. Employee Training, Development, & Educational Assistance Program ..... J-54~~J-53~~
1. Policy ..... J-54~~J-53~~
2. Definitions ..... J-54~~J-53~~
3. Employee Eligibility J-54
4. Essential Training J-54
5. Advanced Development Training J-55
6. Degree Program J-56

K. Travel Policy ..... K-60~~K-59~~
1. Policy ..... K-60~~K-59~~

L. Substance Abuse Policy ..... L-63~~L-62~~
1. Policy ..... L-63~~L-62~~

2. Definitions ..... L-64~~L-63~~
3. Drug and Alcohol Testing Requirements ..... L-65~~L-64~~
4. Testing Standards ..... L-68~~L-67~~
5. Disciplinary Actions ..... L-68~~L-67~~

M. Attachments and Forms ..... Error! Bookmark not defined.~~**M-68**~~

TOP

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*.

TOP

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.

TOP

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

TOP

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.

TOP

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"*.

TOP

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.

TOP

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*".

TOP

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.

TOP

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**~~

~~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.~~

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.

TOP

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

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

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.

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

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



Strategic Plan

Priorities

1. Communication & Collaboration
2. Environmental Stewardship
3. Workforce Development
4. Optimization & Resiliency
5. Planning & Infrastructure

Values

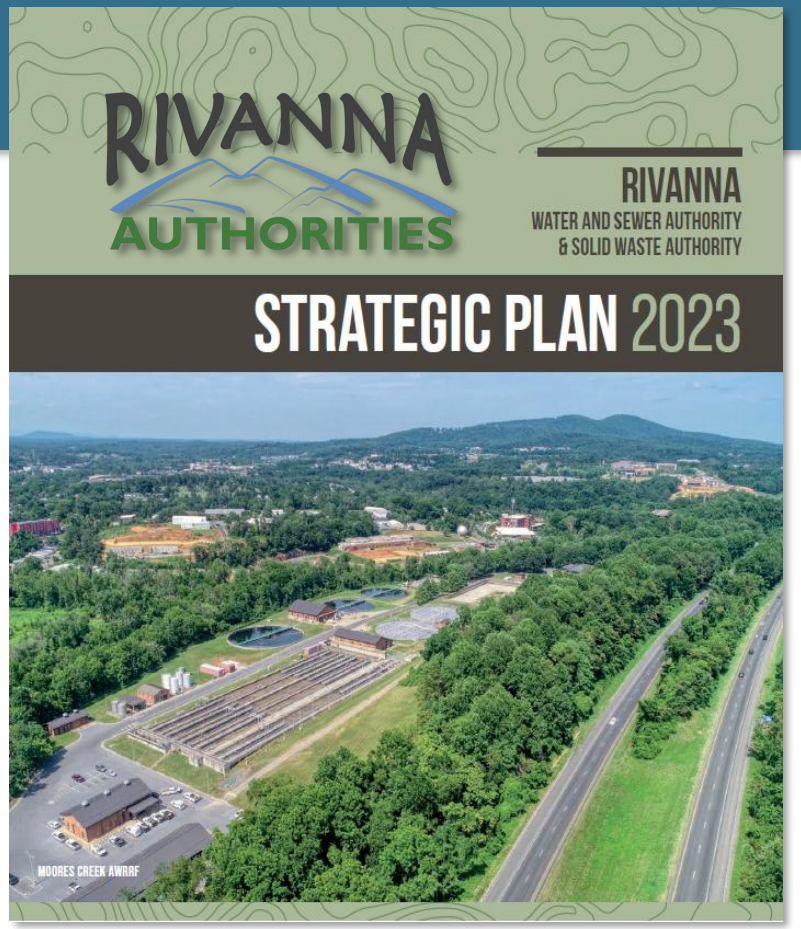
Integrity
Teamwork
Respect
Quality

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



Environmental Stewardship

Promote resource conservation & environmental education

RIVANNA AUTHORITIES

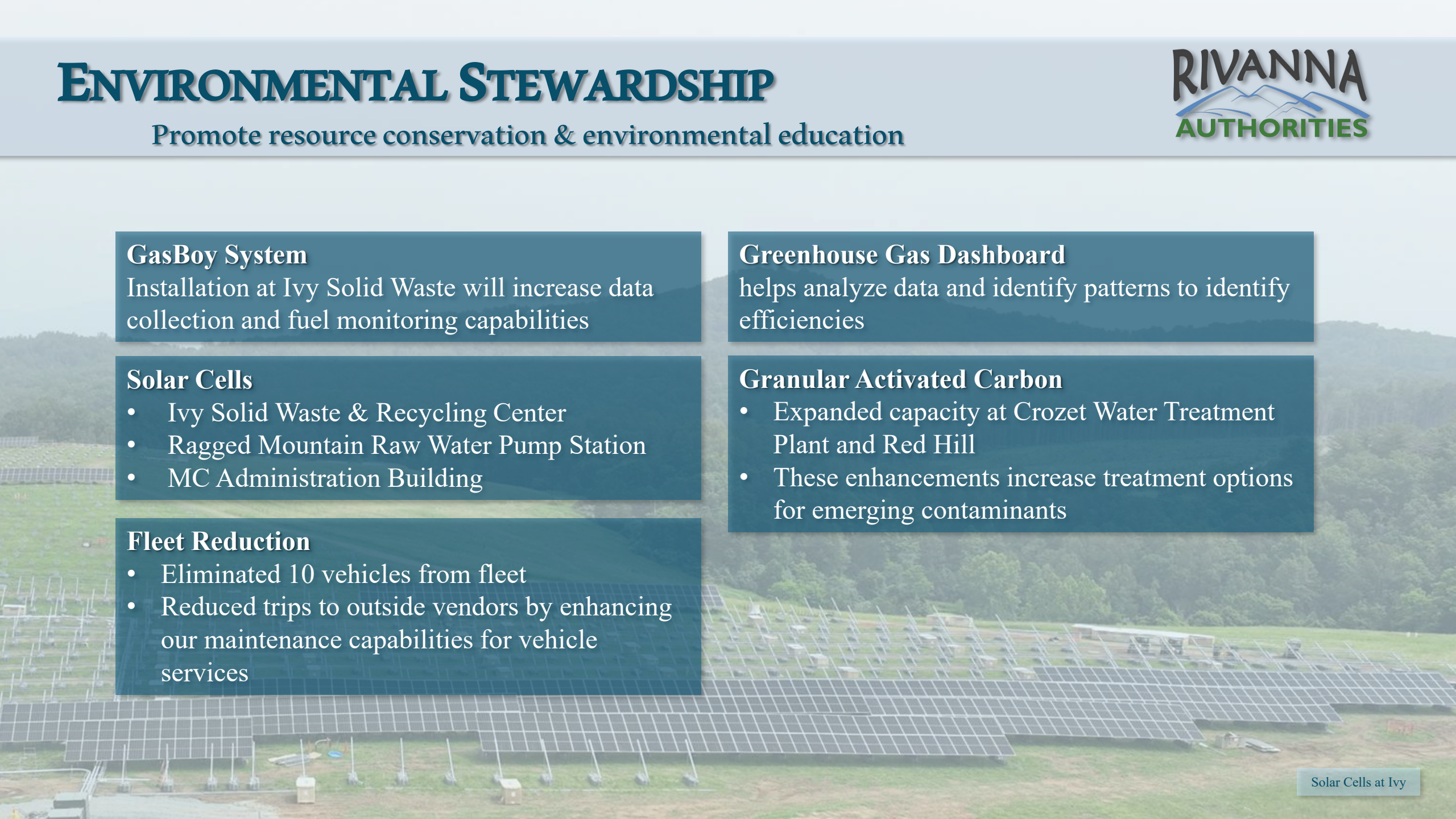
GasBoy System
Installation at Ivy Solid Waste will increase data collection and fuel monitoring capabilities

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

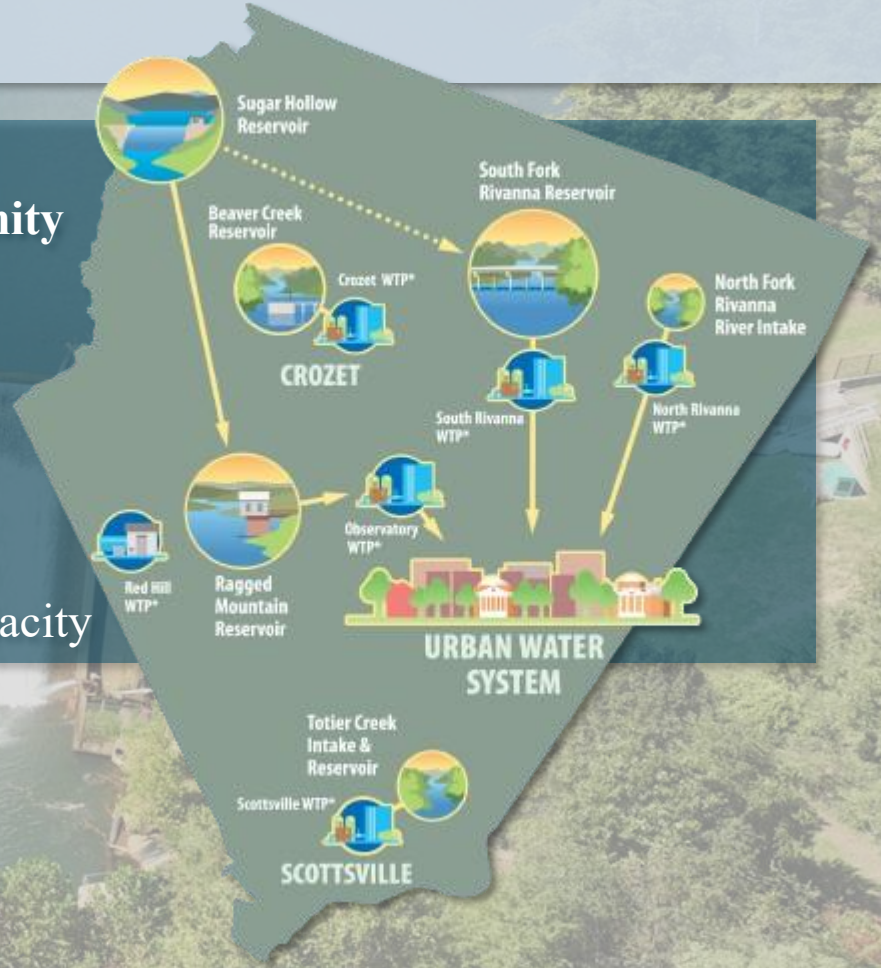
Planning & Infrastructure

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

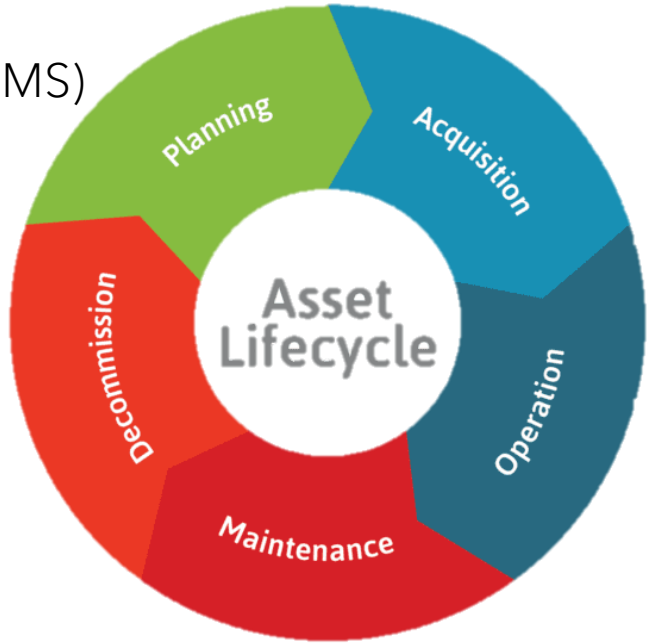
May 26, 2026

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%

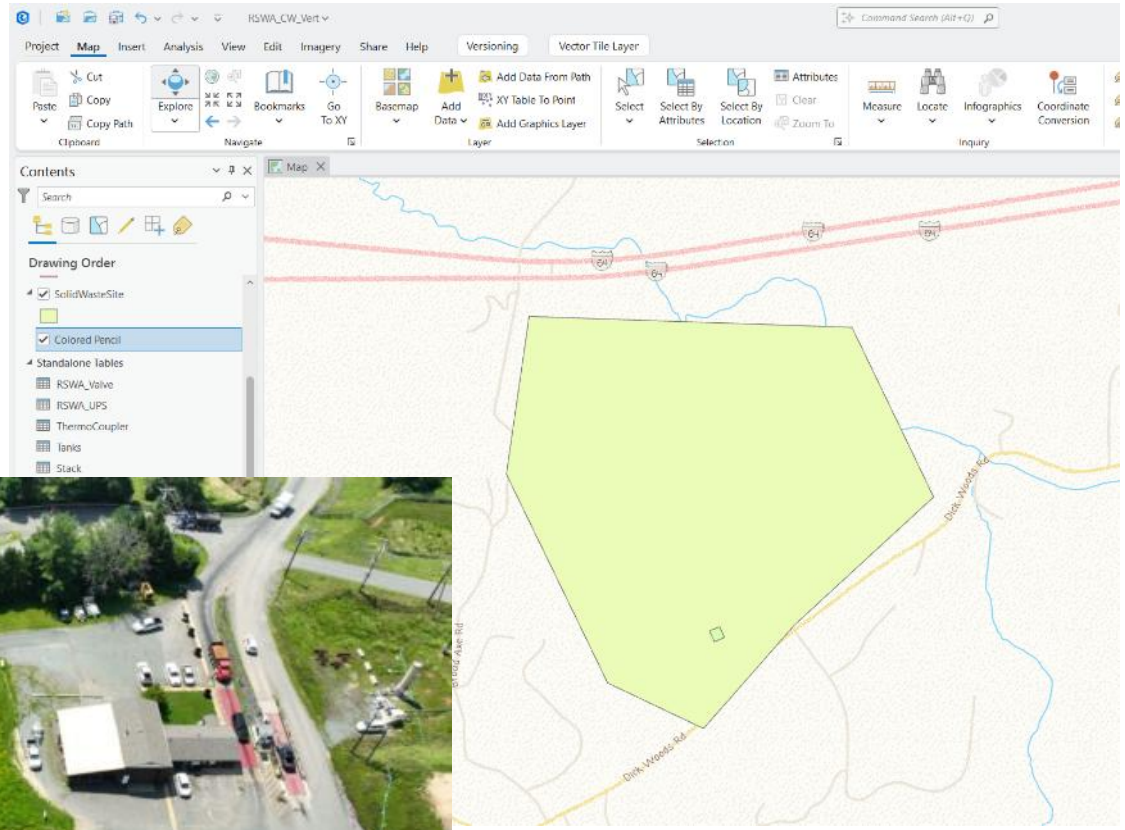
HORIZONTAL INFRASTRUCTURE HISTORY & FUTURE

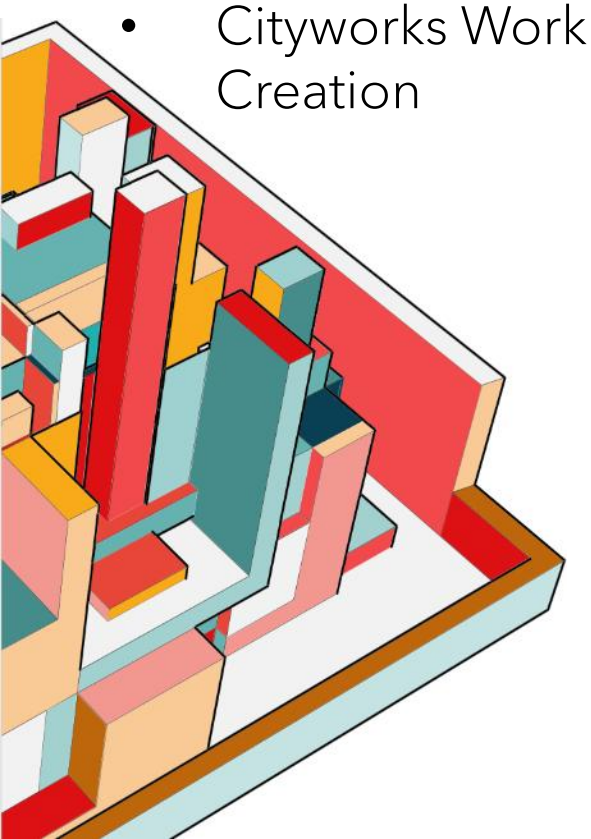


Wastewater Pipe	Miles	Replacement	Projects
1950s	2	2020s	Moores Creek Int, Schenks Branch Int.
1960s	0	0	--
1970s	19	2030s	Albemarle Berkley Int, Powell Creek Int, Woodbrook Int, Moores Creek Int, Maury Creek Int, Maury Hills Branch, Morey Creek Int, Rivanna Int
1980s	14	2040s	Crozet Int, Moores Creek 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



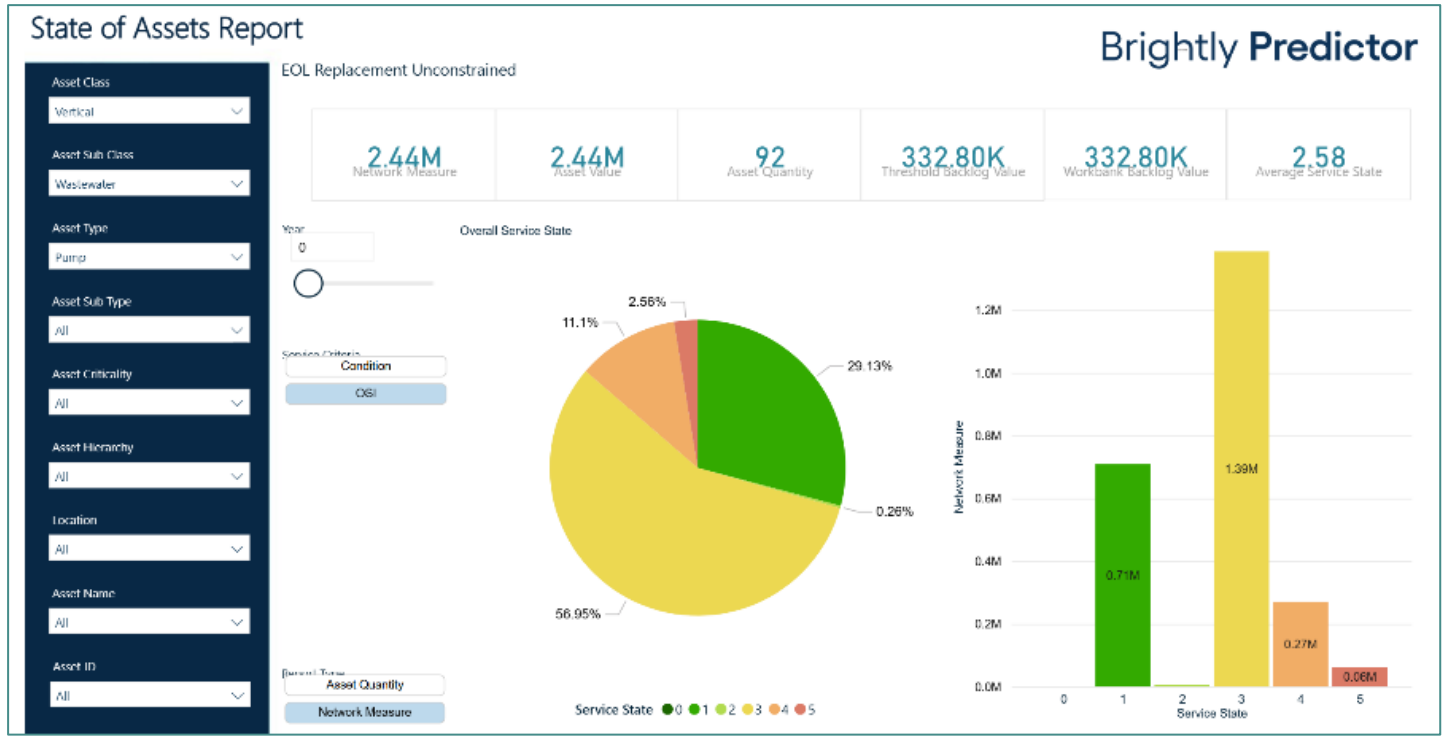




PREDICTOR

- 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

