



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

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on May 26, 2026 at 2:15 p.m. at Albemarle County Service Authority, 168 Spotnap Road, Charlottesville, VA 22911.

Board Members Present: Mike Gaffney, Jeff Richardson, Samuel Sanders, Jr., Lauren Hildebrand, Quin Lunsford, Ann Mallek, Lloyd Snook.

Board Members Absent: None.

Rivanna Staff Present: Bill Mawyer, Dave Tungate, Lonnie Wood, Jennifer Whitaker, Leah Beard, Daniel Campbell, Westley Kern, Jacob Woodson, Kyra Harris, Brad Puffenbarger, Brian Haney, Bethany Houchens, Cary Wingo, Austin Marrs, Steve Minnis, Sr., Victoria Fort, Katie McIlwee, Deborah Anama.

Attorney(s) Present Valerie Long.

1. CALL TO ORDER

Mr. Gaffney convened the May 26, 2026, regular meeting of the Board of Directors of the Rivanna Water and Sewer Authority at 2:16 p.m.

2. AGENDA APPROVAL

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

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

3. MINUTES OF PREVIOUS BOARD MEETING ON APRIL 28, 2026

Mr. Gaffney asked if there were any questions or changes to the minutes from the previous meeting. Hearing none, he asked for a motion.

Ms. Mallek moved that the Board of Directors approve the minutes of the previous meeting on April 28, 2026. Mr. Snook seconded the motion, which carried unanimously (7-0).

4. RECOGNITION

There was none.

5. EXECUTIVE DIRECTOR'S REPORT

Mr. Mawyer stated that it was his pleasure to welcome their Engineering Project Coordinator, Kyra Harris, to the team. He stated that Bonnie Eveleth recently transitioned from a Water Relief Operator position to the Lab as Chemist; Cary Wingo transitioned from Water Department Assistant Manager to a Project Engineer position in the Engineering Department; and Dyon Vega was recently promoted to Senior Civil Engineer in the Engineering Department. Additionally, he was pleased to announce that Kenny Lawhorne, Mechanic 1 and Rich McElfresh, Vehicle Equipment Mechanic in the Maintenance Department, had obtained their vehicle safety inspector certification. He stated that this certification would enable them to conduct their own vehicle inspections and potentially collaborate with other organizations.

Mr. Mawyer stated that they were also working closely with the Solid Waste Authority to provide maintenance services for solid waste vehicles. He stated that their goal was to maintain a cohesive Rivanna team while ensuring that the cost accounting was accurately reflected for the 2 Authorities. He stated that they had experienced a significant turnover rate since April 1, with 10 employees leaving their organization. He stated that this turnover rate was 9%, which was only slightly below their strategic plan goal of less than 10% for the full year.

Mr. Mawyer stated that they had a 16% turnover rate last year, and they were taking steps to address this issue. He stated that their Administration & Communications Director would be proposing changes to their Personnel Management Plan (PMP) to help them hire and retain highly qualified staff, particularly their water and wastewater operators. He stated that they were committed to doing everything possible to keep their talented team members.

Mr. Snook asked if there were exit interviews or some similar way to learn why staff were leaving.

Mr. Mawyer stated there were exit interviews, and pay was generally the issue. He stated that another reason was that some of their operators who were required to work day and night shifts found other opportunities at small utilities that only worked days. He stated that apparently, we were not paying enough to convince them to remain with Rivanna. He stated that their Human Resources Manager, who they hired in January, left about two weeks ago, and she stated that her former employer made an offer she could not refuse, so she returned to that job. He stated that their Engineering Manager recently left after 13 years to join a private engineering firm with a better opportunity. He stated that he believed that pay was a significant reason for the high turnover rate.

Mr. Mawyer stated that another topic of importance was whether they were out of the drought conditions. He stated that they had re-run their drought model today, and according to the data, they had no more than a 12% chance of being at only 80% reservoir storage capacity in the next 12 weeks. He stated that based on historical data, this suggested that they were not in a drought based on the data over the last 100 years. He stated that they had received significant rainfall over the last week, with about three inches recorded at the airport, which should cover the expected rain in May. He stated that, however, this did not make up for the deficit they had coming into May, which was approximately four and a half inches for 2026.

70 Mr. Mawyer noted that the state had updated its drought map the previous day, decreasing the
71 concern for stream flow from an emergency status to a warning. He stated that Sugar Hollow
72 was now full, and their total urban capacity had increased from 97% to 98%. He stated that they
73 had begun transferring water from Sugar Hollow to Ragged Mountain Reservoir the previous
74 day to capture some of the runoff. He stated that both South Rivanna and Sugar Hollow
75 Reservoirs were full and overflowing, and these were their primary areas of concern when
76 evaluating drought conditions, along with stream flows.

77 Mr. Lunsford stated that the model showed a 12% chance of being at 80% by the end of the 12-
78 week period, as of today. He stated that however, it was a 5% chance as of April 28. He asked if
79 Mr. Mawyer could speak to that.

80 Mr. Mawyer stated that he would have to follow up with their modeler to understand how their
81 condition had worsened despite the recent rainfall.

82 Ms. Mallek stated that her first interpretation was that a 5% chance was better than 12%, but it
83 was not actually improving but rather a greater chance of drought conditions.

84 Mr. Mawyer stated that was correct. He stated that looking back 100 years at the historic rainfall,
85 based on past patterns they predicted the likely rainfall they could typically expect in June, July,
86 and August. He stated that regarding climate change, the historical data provided the observed
87 changes in climate over that time period, but did not make any predictions as to future weather
88 conditions.

89 Ms. Mallek stated that drought.gov and NOAA were predicting this anomalous drought would
90 last until August.

91 Mr. Mawyer stated that recent climate predictions indicated that the El Nino weather pattern
92 could result in more severe droughts and rain events. He stated that their organization addressed
93 this by having a larger reservoir at Ragged Mountain so that they could capture and retain
94 precipitation when it did occur. He stated that they focused on keeping their reservoirs full and
95 being conservative with water use.

96 Mr. Mawyer stated that their Communications Coordinator had been doing an excellent job in
97 running a robust program, promoting their profile to numerous organizations in the community
98 including attending the Botanical Garden of the Piedmont Eco Fair and Rivanna River Fest.
99 Students from Blue Ridge School and St. Anne's-Belfield had visited their facilities recently. He
100 stated that they were trying to educate the community, particularly school students, about their
101 water, wastewater, refuse and recycling services.

102 Mr. Mawyer stated that the construction project for the administrative building was progressing
103 smoothly. He stated that all metal flooring and roofing had been installed, and concrete floors
104 would be poured in the next week. He stated that staff would provide a more detailed
105 presentation on this project next month.

106 Mr. Mawyer stated that for the Central Water Line Phase 1 project, the contractor had installed a
107 pipe in the disturbed earth near the railroad track at Jefferson Park Avenue, just south of the
108 bridge. He stated that the contractor must excavate a pit in the disturbed area on both sides of the

109 railroad track to install the pipe beneath the railroad tracks. He stated that the contractor had
110 dispatched one crew to work south on Jefferson Park Avenue and another crew to Cherry
111 Avenue. He stated that with two crews they are trying to get the work completed in front of the
112 two schools on Cherry Avenue this summer.

113 Mr. Mawyer stated that they had not been as fortunate with the South Rivanna River Crossing
114 project. He stated that the contractor was close to pulling the pipe through the tunnel beneath the
115 river when the tunnel collapsed in December. He stated that the tunneling subcontractor had been
116 unable to create a new tunnel, so Faulconer Construction had terminated that subcontractor and
117 was hiring a second subcontractor to complete the work. He stated that they were monitoring the
118 situation and assisting Faulconer with the process.

119 Mr. Mawyer stated that the Ragged Mountain Reservoir to Observatory Water Treatment Plant
120 Pipe and Pump Station project was also underway. He stated that the pump station was moving
121 forward, and it would be a significant facility on Reservoir Road. He stated that the Rivanna
122 Reservoir to Ragged Mtn Reservoir project was underway, with trenching in Woodburn Road,
123 just south of the water treatment plant. He stated that they cleared the easement, removed the
124 logs, and placed piping along the easement path. He stated that the permanganate chemical
125 building was being constructed near the reservoir, in addition to the new pump station.

126 Mr. Mawyer stated that staff recently met with the Colthurst Homeowners Association, updating
127 them on the project. He stated that their contractor, Garney, would be bringing on a second crew
128 this summer to begin work in Colthurst. He stated that they would continue to stay in close
129 contact with the Colthurst residents during the project.

130 Mr. Mawyer stated that they were building the granular activated carbon (GAC) facility at Red
131 Hill WTP. He stated that the small foundation beside the existing building would be the new
132 GAC building, and the existing ground water well was also nearby. He stated that the only
133 groundwater system Rivanna operated was this facility at Red Hill, which was required by the
134 Department of Environmental Quality after a leaking underground fuel storage tank was
135 discovered at a nearby gas station. He stated that they had since installed a new water treatment
136 system that served all the houses on Red Hill Road and Red Hill Elementary School. He stated
137 that the facilities at Red Hill WTP would provide the same level of treatment as their other water
138 treatment plants.

139 Mr. Mawyer stated that they were also rehabilitating Crozet Pump Station #2, a wastewater
140 pump station that conveyed wastewater from Crozet to Moore's Creek. He stated that the bypass
141 setup during the rehab allowed for the replacement of pumps similar while maintaining operation
142 of the pump station. He stated that May 31 was National Dam Safety Awareness Day, and they
143 would celebrate this event. He stated that their dam engineers, Jennifer Whitaker and Victoria
144 Fort, maintain this program, and Ms. Fort would be giving a presentation to the Board in the next
145 couple of months on all nine of their managed dams.

146 **6. ITEMS FROM THE PUBLIC**

147 There were none.

148 **7. RESPONSES TO PUBLIC COMMENTS**

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

150 **8. CONSENT AGENDA**

151 *a. Staff Report on Administration and Communications*

152 *b. Staff Report on CIP Projects*

153 *c. Staff Report on Finance*

154 *d. Staff Report on Information Technology*

155 *e. Staff Report on Maintenance*

156 *f. Staff Report on Operations*

157 *g. Staff Report on Drought Monitoring*

158 *h. Staff Report on Wholesale Metering*

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

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

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

166 Ms. Hildebrand asked about Item *j* on the Consent Agenda and why additional funds were
167 needed for the Airport Road Water Pump Station project, rather than moving the funds from the
168 new project.

169 Mr. Mawyer stated they could do that if it would be simpler. He stated that this item was for the
170 Airport Road Water Pump Station that they started in 2022. He stated that the contract was
171 awarded in 2021 by the Board, they began work in 2022 and completed the pump station in
172 2025. He stated that for the past year, the contractor had been working to complete items on a
173 punch list. He stated that as they became involved with the County and the Service Authority on
174 the northern area projects, they saw a benefit to having the current contractor provide two
175 additional pumps originally planned and accommodated in the pump station. He stated that they
176 proposed a change order with the contractor to add the two additional pumps for approximately
177 \$1.1 million. He stated that this memo requested that they allocate funds from a second project to
178 work on the pump station in the FY 26 CIP rather than the subsequent year as initially planned.

179 Mr. Mawyer stated that they also required \$279,000 of additional funding; however, they could
180 include those funds in the second project to simplify the process. He stated that the proposed

181 change would amend the FY 27-31 CIP to increase the Airport Road Pump Station project by
182 \$984,000, resulting in a revised total of \$10.9 million, and would also reduce the Airport Road
183 tank number one and pump improvements project by \$984,000, reducing the total from \$7.2
184 million to \$6.2 million. He stated that this would authorize a change order to Anderson
185 Construction, who built the pump station, to install the two additional pumps.

186 Mr. Mawyer stated that they consulted with their engineers about the cost of the pumps and they
187 indicated that they should cost approximately \$500,000 each. He stated that they also reviewed
188 what Anderson did in 2021 to provide the two pumps competitively. When inflated to 2026,
189 those values were also approximately \$1 million. He stated that they felt that with the cross-
190 check of both pricing mechanisms, it was a fair and reasonable price.

191 Mr. Mawyer stated that once they authorized the change, there was a six-month lead time to
192 receive the pumps, and then they needed approximately six to eight months to install and test
193 them. He stated that this was intended to keep pace with the growth in the northern area. He
194 stated that this project was 100% funded by the Albemarle County Service Authority.

195 Ms. Hildebrand stated that this was not adding any new money; rather, it was moving money
196 from the other project.

197 Mr. Lunsford stated that he had a question regarding the Beaver Creek project. He asked if the
198 timeline for the modifications had been pushed out slightly.

199 Mr. Mawyer stated yes, it did. He stated that the pump station project was not expected to be
200 completed until late 2029. He stated that they could not begin the dam work or remove the
201 current pump station until the new pump station was completed. He stated that they were still
202 working with the County to obtain approval for permits and site plans. He stated that the project's
203 timeline had been extended.

204 Mr. Lunsford asked if there was any concern related to the significant grant associated with that
205 project.

206 Mr. Mawyer stated no, not that they were aware of any conflict with the NRCS grant. He stated
207 that although the status of grants from the federal government was unpredictable, they had not
208 heard anything negative regarding extending the timeline. He stated that in fact, they recently
209 received an additional \$170,000 to cover additional design services they needed. He stated that
210 they had been funded by the federal government for the study, design, and were working with
211 them monthly. He stated that they had a meeting scheduled with the NRCS to discuss the
212 construction funding, and as long as NRCS had available funds, we expect to receive funding.

213 Ms. Mallek asked if the reason for the change regarding the Airport Road Station was to allow
214 them to order equipment before the costs increased further in the future.

215 Mr. Mawyer stated that was correct. He stated that instead of going through a full design, bid,
216 and build process, they opted to work with their contractor who had built the pump station. He
217 stated that while change orders were not typically their preferred method of completing needed
218 work, in this instance, it seemed like a good procurement method to get what they needed in a
219 timely manner.

220 **Mr. Richardson moved that the Board of Directors approve the Consent Agenda without**
221 **Item J. Ms. Mallek seconded the motion, which carried unanimously (7-0).**

222 **Ms. Hildebrand moved that the Board of Directors approve the amendment of the FY**
223 **2027-2031 Capital Improvement Plan to increase the Airport Road Pump Station project**
224 **budget by \$984,000 to a revised total project budget of \$10,984,000 and to reduce the**
225 **Airport Road Tank No. 1 and Pump Improvements Project budget by \$984,000, reducing**
226 **the total from \$7.25 million to \$6.266 million. In addition, authorize the Executive Director**
227 **to execute construction contract Change Orders up to \$1.32 M. Ms. Mallek seconded the**
228 **motion, which carried unanimously (7-0).**

229 **9. OTHER BUSINESS**

230 *a. Presentation and Consider Vote to Approve: Beaver Creek Pump Station and Water Line*
231 *Project Update; Uncontested Condemnation of Water Line Easement*

232 *Victoria Fort, P.E., Senior Civil Engineer & Valerie Long, RWSA Attorney*

233 Victoria Fort, P.E., Senior Civil Engineer, stated that she was the project manager for the Beaver
234 Creek Raw Water Pump Station and Raw Water Main project. She stated that she would like to
235 provide a brief update on easement negotiations for the raw water main component of the
236 project. She stated that the existing water pump station at the Beaver Creek Dam was constructed
237 in 1964 with the dam and located below the dam on the downstream side.

238 Ms. Fort stated that to address the community's increased raw water pumping needs, dam safety
239 upgrades, and new minimum in-stream flow requirements as part of the Virginia Water
240 Protection (VWP) permit recently obtained, the pump station must be relocated from its current
241 site below the dam. She stated that a new pump station will be constructed next to the dam on the
242 Beaver Creek Reservoir, and a new raw water main will be installed from that pump station to
243 the Crozet Water Treatment Plant. She stated that this required both temporary and permanent
244 easements on private property, primarily within prescriptive right-of-way.

245 Ms. Fort stated that to provide an overview of the project location, the pump station site included
246 the access road, pump station, and intake infrastructure. She stated that a new raw water main
247 will be installed from the pump station along Browns Gap Turnpike to old Three Notched Road,
248 and then to the Crozet Water Treatment Plant. She stated that this section of piping was
249 approximately half a mile long, mostly within prescriptive right-of-way, where most properties
250 were owned to the center of the road. She stated that as a result, they had to obtain easements
251 from private owners for the entire alignment.

252 Ms. Fort stated that they had secured 21 of the 24 required easements, with the remaining three
253 belonging to church-owned properties, which posed challenges when conveying titles. She stated
254 that two of these easements with a church had been signed, and they were awaiting execution of
255 trustee documents to record. She stated that those two parcels were located near the intersection
256 of Browns Gap Turnpike and Old Three Notched Road and they hoped to have those resolved
257 within the next few weeks.

258 Ms. Fort stated that the final easement belonged to Mt. Salem Baptist Church and after several
259 months of negotiation, they had been unable to convey the title. She stated that ERM &
260 Associates had conducted negotiations on Rivanna's behalf with property owners. She stated that
261 they had been in talks with Mt. Salem representatives since August of last year, but they had
262 determined that they were unable to produce documentation giving authority to convey title; it
263 appeared that the church did not have a trustee with the necessary authority to convey property.

264 Ms. Fort stated that through these negotiations, they concluded that a friendly condemnation or
265 quick take process would be the most expedient way to move the project forward. She stated that
266 no one from the church had expressed any intention to contest this approach in any
267 correspondence.

268 Mr. Snook asked if they had the authority to cash their check.

269 Ms. Long stated that the amount at issue, as shown, was \$1,261. She stated that unfortunately,
270 the church had not been regularly meeting because their building had been damaged by a storm.
271 She stated that the church did not have any current trustees. She stated that the process under
272 state law allowed for the petitioning the court to have trustees appointed; nevertheless, there
273 were additional complexities involved.

274 Ms. Long stated that it would take a considerable amount of time to pursue this process. She
275 stated that Ms. Fort and the consultants had been in contact with the individual who was most
276 recently a trustee, who had indicated that she was no longer authorized to sign. She stated that
277 she had been helpful and connected them with a former pastor, whom they believed was in the
278 same position, and neither of them felt that they had the authority to sign. She stated that
279 typically, they would petition the court if it were an active congregation to have new trustees
280 appointed to sign the easements, but it did not make sense in this case.

281 Ms. Long stated that therefore, when they had indicated that they did not object, this would be a
282 way to move the project forward. She stated that the Authority would deposit the funds into an
283 account, so it would be ready and available, file a quick take certificate, at which time the
284 Authority would have the title to those easements and then the official process could continue.
285 She stated that during this time, the Authority and their consultants could continue engagement
286 and outreach efforts with anyone and everyone to try and find someone through the church or the
287 community who might be able to provide assistance.

288 Ms. Mallek stated that she could try to contact some of the church members if staff would share
289 the names with her.

290 Ms. Long stated that would be wonderful. She stated that they were considering holding a public
291 hearing on the matter, which could raise awareness about the situation and elicit conversations to
292 identify individuals they could work with. She stated that the church would at least be able to
293 receive the compensation they were owed and be able to participate in the process.

294 Ms. Mallek asked if they could consider providing in-kind work to the church, such as repairing
295 the damages to the property from the storm.

296 Ms. Long stated that she was not sure, but it may be an option to consider.

297 Ms. Fort stated that she wanted to note that since the water line followed the road, they did not
298 have many other options for properties, so they would continue with this route.

299 Ms. Long stated that she would like to walk the Board through the steps involved in a non-
300 contested or "friendly" condemnation under the state statute, specifically the certificate of take
301 process. She stated that the first step was to file and deliver a bona fide offer to the property
302 owner, along with all required supporting materials, such as title search, appraisal, and copy of
303 the plat. She stated that this had already been done, and she believed it had been delivered to the
304 property owner, despite previous engagement efforts and sharing of some materials.

305 Ms. Long stated that to avoid any confusion, it was re-delivered in a more formal notice format.
306 She stated that if the Board supported this action, they would conduct a public hearing at the
307 June meeting to authorize moving forward, following public comment, a vote, and adopting a
308 resolution. She stated that the next step would be to file a notice of intent to file the certificate of
309 take with the property owner, and then, within 30 to 45 days, file the certificate of take with the
310 courts and deposit the compensation funds.

311 Ms. Long stated that at that point, Rivanna could proceed with the project having obtained title to
312 the property. She stated that the Authority could then petition for actual condemnation and
313 follow the normal process for establishing fair compensation and the rest of the process. She
314 stated that Mr. Snook raised a question they had been struggling with: what happens if there was
315 never anyone appointed to receive those funds? She stated that this was a question that still
316 remained to be determined, but they wanted to at least initiate this process.

317 **Mr. Snook moved that the Board of Directors advertise the public hearing for the**
318 **uncontested condemnation of the water line easement for the Beaver Creek Pump Station**
319 **and Water Line Project. Ms. Mallek seconded the motion, which carried unanimously (7-**
320 **0).**

321 Ms. Mallek asked Ms. Fort to consider advertising the public hearing and staff contact
322 information in the Crozet Gazette before the end of May to spread the word.

323 *b. Presentation and Consider Vote to Approve: FY 2027 - 2031 Capital Improvement*
324 *Program; Public Hearing, and Consider Vote to Approve Resolution to Adopt the FY 2026 -*
325 *2027 Rate Schedule and the FY 2026-2027 Budget*

326 *Bill Mawyer, P.E., Executive Director*

327 Mr. Mawyer stated that in February and March, staff had provided the Board with details about
328 their Capital Improvement Program and Operating Budget. He stated that he would like to
329 briefly review those documents today and request that they hold a public hearing to consider
330 approval of both the CIP and the budget. He stated that their CIP was guided by their 2023-2028
331 Strategic Plan. He stated that for the next five years, their Capital Program included 74 projects
332 totaling \$604 million.

333 Mr. Mawyer stated that they funded these projects using a combination of existing cash, existing
334 debt, and new debt. He stated that he believed Mr. Wood would be discussing their first new debt
335 proposal with the Board in June and July of this year. He stated that to provide a high-level

336 overview of their CIP, the Community Water Supply Plan accounted for approximately 31% of
337 the \$604 million budget, repairs to their wastewater treatment plants comprised 14%, while work
338 on their water distribution system, including the Central Water Line, also accounted for 14%.

339 Mr. Mawyer stated that dam improvements totaled 13%, the northern area improvements
340 constituted 10%, repairs to their water treatment plants accounted for 4%, and other projects
341 made up the remaining 14%.

342 Mr. Mawyer stated that some of their key projects in the CIP included their water supply
343 projects, which included connections from the Rivanna Reservoir to the Ragged Mountain
344 Reservoir and the Ragged Mountain Reservoir to the Observatory Treatment Plant, as well as the
345 Central Water Line from the Observatory Water Treatment Plant through the City to the Long
346 Street Bridge. He stated that these projects totaled approximately \$264 million, with all but
347 Phase 2 of the Central Water Line currently under construction.

348 Mr. Mawyer stated that they were also working on repairs at the Moores Creek Wastewater
349 Treatment Plant including the renovation and addition to the Administration office building
350 which would move staff out of the temporary trailers. He stated that they would be undertaking a
351 significant project at Beaver Creek Reservoir in the Crozet community to build a new pump
352 station, a new labyrinth dam spillway, with a new bridge over the dam on Browns Gap Turnpike.
353 He stated that in the northern area of the County, they were planning to install additional pumps
354 at the Airport Road Pump Station along with a new water storage tank.

355 Mr. Mawyer stated that they also needed to complete a crossing under the South Rivanna River
356 and a similar project under the North Rivanna River, along with replacing water piping along
357 Route 29; they had been working closely with Virginia Department of Transportation on that. He
358 stated that in addition to these water projects, they had a couple of wastewater projects planned
359 for the Forest Lakes area to support growth in the northern area. He stated that these totaled 74
360 projects, with a budget of \$604 million over the next five years.

361 Mr. Mawyer stated that on their operating side, they proposed a \$72.1 million budget, which
362 represented a 12.6% increase from last year. He stated that most of this increase was due to debt
363 service costs, which accounted for 54% of their budget. He stated that they allocated funds based
364 on previously established Agreements with the City Utilities and the ACSA, with City Utilities
365 paying \$25.3 million and the ACSA paying \$42.4 million. He stated that they also had other
366 revenues that balanced the budget.

367 Mr. Mawyer stated that the debt service component of their budget was 54%, while operations
368 accounted for 46%. He stated that they had limited flexibility in their budget, particularly when it
369 came to workforce-related costs, chemicals, Information Technology, and utilities, which
370 accounted for over 75% of their budget. He stated that they also had costs associated with lab
371 facilities, odor control, repairs, and maintenance, as well as safety and training. He stated that
372 they tried to support their workforce with their strategic plan goals and had proposed a 2% merit
373 and 2.5% cost of living adjustment for their 106 employees in Water and Sewer.

374 Mr. Mawyer stated that their benefit costs were estimated to increase by approximately
375 \$400,000, and they had proposed three new positions. He stated that these included a Director of

376 Information Technology, an additional project engineer, and an inspector to help manage their 25
377 construction projects, as well as the 25 projects under design and study. He stated that much of
378 the \$8 million budget increase was allocated towards debt service, accounting for 71% of the
379 increase. He stated that personnel costs, disposal of biosolids at Waverly, VA, chemical
380 purchases, and IT costs also contributed to the overall increase.

381 Mr. Mawyer stated that their financial forecast projected a 10.5% increase in City Utilities
382 charges this coming July, along with a 14.8% increase in Albemarle County Service Authority
383 charges. He stated he had included their projections for the next five years and how they
384 compared with the projections made last year.

385 Mr. Snook asked if the City's rates were projected to go down next year.

386 Mr. Mawyer stated that the increase was less than what was projected last year, but the rate itself
387 would not be decreasing. He stated that their one-year capital budget was \$85 million, their CIP
388 was \$604 million, and they anticipated borrowing \$455 million over the next five years to fund
389 the new debt. He stated that they had scheduled meetings with the credit agencies next month to
390 review their creditworthiness and help rate the bonds they intended to issue. He stated that the
391 total budget for next year, including debt service, was \$72.1 million. He stated that the Board
392 was requested to conduct a public hearing on the proposed FY 2026-2027 Rate Schedule and
393 consider approval of the FY 2026-2027 Rate Schedule, FY 2026-2027 Budget, and FY 2027-
394 2031 CIP.

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

396 **Ms. Mallek moved that the Board of Directors approve the Resolution to Adopt the FY**
397 **2026-2027 Rate Schedule. Mr. Snook seconded the motion, which carried unanimously (7-**
398 **0).**

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

401 **Ms. Mallek moved that the Board of Directors adopt the FY 2027-2031 Capital**
402 **Improvement Program. Mr. Snook seconded the motion, which carried unanimously (7-0).**

403 *(Combined Session with the RSWA)*

404 *c. Presentation and Consider Vote to Approve: FY 2026-2027 Personnel Management Plan*
405 *Update*

406 *Leah Beard, Director of Administration and Communications*

407 Leah Beard, Director of Administration and Communications, stated that she would present
408 some updates for their Personnel Management Plan (PMP). She stated that many of the updates
409 would be focused on clarifying language to improve consistency and transparency. She stated
410 that by standardizing their language, they could ensure that their policies and practices were clear
411 and more easily understood. She stated that the PMP could be considered the unabridged version

412 of their employee handbook, as it served as a reference guide for their managers and directors
413 when discussing policies and practices.

414 Ms. Beard stated that one of the proposed updates was a change to their compensation for shift
415 differentials. She stated that she was proposing an increase from 2% to 5% for the rotating 12-
416 hour night/day shift employees. She stated that she was also proposing an increase from 10% to
417 15% for their relief operators, who were Class I Water and Wastewater Operators trained to
418 manage all their plants and facilities. She stated that they were on call 24/7/365 and did not
419 receive premium pay. This increase would compensate for their flexibility in making unexpected
420 work schedule changes.

421 Ms. Beard stated that some of the PMP language would be updated, such as the definition and
422 annual maximum of \$1,500 per year for a skill development bonus. She stated that their cost-of-
423 living adjustments criteria would be refined to include market considerations and compensation
424 studies. She stated that she also added clarifying language for defining Essential, Operationally
425 available, and Non-essential employees. She stated that she also updated their annual and sick
426 leave policy language to reflect changes made to state law, ensuring consistency. She stated that
427 additionally, she proposed an additional annual leave accrual step.

428 Ms. Beard stated that currently, employees who had worked there for less than five years did not
429 receive an increase in annual leave accrual. She stated that she proposed adding a slight increase
430 at three years, so that employees with three to four years of service would accrue an additional
431 day and a half of leave per year, or 4.19 hours per pay period. She stated that regarding the Paid
432 Family and Medical Leave (PFML) legislation recently approved in Virginia, she aimed to
433 inform the Board about the resulting potential staffing impacts. She stated that this law
434 broadened the definition of a family member, providing extra coverage, and expanded the scope
435 of family relationships. Ms. Beard stated that it also allowed employees to be paid 80% of their
436 salary for their time off without using their sick or annual leave. She stated that the program
437 would be funded by payroll deductions from employees and Rivanna beginning in April 2028.
438 Employees would be able to utilize the PFML law starting in January 2029. She stated that they
439 were currently working with Ms. Long and her legal team to ensure they were proactive in their
440 approach to this new legislation. She stated that it would be similar to an insurance charge that
441 employees and the employer would pay. The PFML law required employees to be paid 80% of
442 salary during the 12 weeks taken off.

443 Ms. Beard stated that the Family and Medical Leave Act (FMLA) currently covered children
444 under the age of 18. She stated that the proposed PFML would expand that coverage to include
445 children in college, as well as other family members and would provide additional payments. She
446 stated that for employee training and development, to achieve consistency in their expense
447 reimbursement language, she had created categories for essential training, developmental
448 training, and tuition assistance for degree programs. She stated that she was requesting that they
449 eliminate the carry-forward language for tuition reimbursements, which allowed employees to
450 submit expenses incurred outside of the current calendar year. She also proposed to limit tuition
451 assistance to seven total years for an employee's career with Rivanna.

452 Ms. Beard stated that this would help them maintain a more accurate budget and ensure that they
453 were prepared for future reimbursements. She stated that she was proposing departmental

454 managers include tuition reimbursement in their budgetary expenses. She stated that she had
455 included a summary of the changes in the Board's packet, along with a red-line copy for their
456 review. She stated that she was requesting that the Board approve the recommendations for the
457 update to their employee Personnel Management Plan, which would take effect on July 1, 2026.

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

461 Ms. Beard stated that was correct. She stated that essentially, tuition assistance would amount to
462 \$5,250 per year, multiplied by seven, over the course of their career.

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

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

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

470 *d. Presentation: 2023-2028 Strategic Plan Update*

471 *Leah Beard, Director of Administration and Communications*

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

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

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

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

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

504 Ms. Beard stated that they had recently welcomed 25 new hires, and their Operations Department
505 Supervisors had developed a comprehensive training plan to help them absorb the information
506 more effectively. She stated that the training packets included milestones to ensure success, as
507 well as helpful tips and tricks for Supervisors to use when coaching their new team members.
508 She stated that their Safety Manager had become a certified trainer, allowing them to purchase a
509 wide range of training programs internally, which had saved them a significant amount of
510 money. Ms. Beard stated that they had also implemented a new safety program, called OK
511 Alone, to help ensure their employees' safety when working alone, covering incidents such as
512 slips, falls, and car accidents. She stated that the app allowed them to set up notifications for
513 individual employees who did not respond, and they were also exploring the use of Safety Plus, a
514 platform that would help them track and analyze their safety incidents.

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

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

526 Mr. Richardson asked if Mr. Mawyer found the Land Use and Environmental Planning
527 Committee (LEUPC) meetings with UVA, the County, and the City to be beneficial for this
528 organization. Mr. Mawyer stated that yes, it had been a very beneficial meeting from a
529 networking perspective, as it allowed them to know who to contact at their partner organizations
530 to initiate discussions. He stated that sharing information and networking had been particularly
531 effective in that committee. He stated that the LUEPC heard from the Airport Authority at their

last meeting and gained a better understanding of plans for additional infrastructure at the Airport and how those improvements may relate to their organizations.

e. Presentation: Asset Management Program Update

Katie McIlwee, Asset Management Coordinator

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

Ms. McIlwee stated that their program consists of three main components: CityWorks, their computerized maintenance management software; GIS, their official asset register; and Predictor, the Decision Support Software tool they were currently implementing. She reviewed benefits to their Asset Management Program that have been realized since its implementation in June 2023 include approximately 8,815 preventative maintenance work orders were completed, of which only about 895 were reactive maintenance work orders. She stated that this represented about 9% of those work orders being reactive versus the 91% that were preventative, which was what they aimed to see.

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

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

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

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

571 based on their life expectancy, and the proactive measures they had taken to plan for their
572 replacement.

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

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

585 Ms. McIlwee stated that they were currently undergoing Predictor training expected to conclude
586 by the end in June. She stated that as their asset data increased, they would refine the models to
587 incorporate condition, priority, and risk factors, rather than solely focusing on end-of-life
588 models. She stated that their next steps would include continuing the RSWA CityWorks
589 implementation, creating dashboards and reporting, conducting end-user training, and
590 implementing the full Predictor system to support budget planning as they entered the next
591 budgeting cycle.

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

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

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

600 There were none.

601 ***11. CLOSED MEETING***

602 There was no reason for a closed meeting.

603 ***12. ADJOURNMENT***

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

606

607 Respectfully submitted,
608
609
610
611
612
613



Mr. Jeff Richardson
Secretary - Treasurer

