





Board of Directors Meeting & Public Hearing


May 25, 2021
2:15pm



695 Moores Creek Lane | Charlottesville, Virginia 22902-9016

434.977.2970 

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www.rivanna.org 

BOARD OF DIRECTORS

Regular Meeting of the Board of Directors of the Rivanna Water & Sewer Authority

DATE: May 25, 2021

LOCATION: Virtually via ZOOM

TIME: 2:15 p.m.

AGENDA

1. CALL TO ORDER

2. STATEMENT FROM THE CHAIR

3. MINUTES OF PREVIOUS BOARD MEETINGS

a. Minutes of Regular Board Meeting on April 27, 2021

4. RECOGNITION

5. EXECUTIVE DIRECTOR'S REPORT

6. ITEMS FROM THE PUBLIC

7. RESPONSES TO PUBLIC COMMENTS

8. CONSENT AGENDA

a. Staff Report on Finance

b. Staff Report on Operations

c. Staff Report on Ongoing Projects

d. Staff Report on Wholesale Metering

e. FY 22 Personnel Management Plan Update

f. FY 22 Pay Scale Adjustment

g. FY 22 Holiday Schedule

h. Construction Change Order Authorization – MC Slide Gate Improvements Project – Waco, Inc.

- i. Capital Improvement Plan Amendment and Award of Construction Contract– Moores Creek Generator Fuel Storage Expansion*
- j. Engineering Services Additional Contingency – Crozet Flow Equalization Tank and Pumping Station Upgrade – Schnabel Engineering*

9. OTHER BUSINESS

- a. Presentation: Approval of FY 2022-2026 Capital Improvement Plan; Bill Mawyer, Executive Director*
- b. Presentation and Public Hearing: Approval of FY 2021 – 2022 Operating Budget and Rate Schedule Resolution: Bill Mawyer, Executive Director*
- a. Presentation: Options for the North Rivanna WTP; Engineering Manager, Scott Schiller*

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

11. CLOSED MEETING

12. ADJOURNMENT

GUIDELINES FOR PUBLIC COMMENT AT VIRTUAL RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please use the “chat” feature in the Zoom Meeting interface.

Members of the public who submit comments will be recognized during the specific time designated on the meeting agenda for “Items From The Public.” The comment(s) will be read aloud to the Board of Directors only during this agenda item, so comments must be received prior to the end of this agenda item. The comments will be read by the Rivanna Authority’s Executive Coordinator/Clerk of the Board.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for “Items From The Public.” 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.

If you would like to submit a comment, please keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. In order to give all who wish to submit a comment proper respect and courtesy, the Board requests that commenter follow the following guidelines:

- Submit your comment prior to the start of or during the “Items from the Public” section of the Agenda.
- In your comment, state your full name and address and your organizational affiliation if commenting 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;
- Be respectful and civil in all interactions at Board meetings;
- 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 commenters 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 Administration office upon request or can be viewed on the Rivanna website.

CALL TO ORDER

STATEMENT OF CHAIR TO OPEN MEETING

This is Mike Gaffney, Chair of the Rivanna Water and Sewer Authority.

I would like to call the May 25, 2021 meeting of the Board of Directors to order.

Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville's Continuity of Government Ordinance adopted on March 25, 2020, Albemarle County's Continuity of Government Ordinance adopted on April 15th, 2020, and revised effective October 1, 2020 and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location.

All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City's Continuity of Government Ordinance and Section 6 of the County's revised Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next. I note for the record that the public has real time audio-visual access to this meeting over Zoom as provided in the lawfully posted meeting notice and real time audio access over telephone, which is also contained in the notice. The public is always invited to send questions, comments, and suggestions to the Board through Bill Mawyer, the Authority's Executive Director, at any time.

ROLL CALL:

Mr. Boyles: Please state your full name and location.
Ms. Hildebrand: Please state your full name and location.
Mr. O'Connell: Please state your full name and location.
Dr. Palmer: Please state your full name and location.
Mr. Richardson: Please state your full name and location.
Mr. Snook: Please state your full name and location.

And I am Mike Gaffney and I am located at _____.

Joining us today electronically are the follow Authority staff members:

Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, and Katie McIlwee

We are also joined electronically by Lori Schweller, counsel to the Authority.



RWSA BOARD OF DIRECTORS
Minutes of Regular Meeting
April 27, 2021

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, April 27, 2021 at 2:15 p.m. via Zoom.

Board Members Present: Mike Gaffney, Dr. Liz Palmer, Jeff Richardson, Lauren Hildebrand, Gary O’Connell, Chip Boyles, Lloyd Snook.

Board Members Absent: none.

Rivanna Staff Present: Bill Mawyer, Katie McIlwee, Lonnie Wood, Jennifer Whitaker, David Tungate, John Hull, Andrea Bowles.

Attorney(s) Present: Valerie Long.

1. CALL TO ORDER

Mr. Gaffney called the April 27, 2021 regular meeting of the Rivanna Water and Sewer Authority to order at 2:17 p.m.

Mr. Mawyer noted that rather than Ms. Carrie Stanton, Ms. Valerie Long would be filling the role of the RWSA Board attorney today.

2. STATEMENT FROM THE CHAIR

Mr. Gaffney read the following statement aloud:

“This is Mike Gaffney, Chair of the Rivanna Water and Sewer Authority.

“I would like to call the April 27, 2021 meeting of the Board of Directors to order.

“Notwithstanding any provision in our Bylaws to the contrary, as permitted under the City of Charlottesville’s Continuity of Government Ordinance adopted on March 25, 2020, Albemarle County’s Continuity of Government Ordinance adopted on April 15th, 2020, and revised effective October 1, 2020 and Chapter 1283 of the 2020 Acts of the Virginia Assembly effective April 24, 2020, we are holding this meeting by real time electronic means with no board member physically present at a single, central location.

“All board members are participating electronically. This meeting is being held pursuant to the second resolution of the City’s Continuity of Government Ordinance and Section 6 of the County’s revised Continuity of Government Ordinance. All board members will identify themselves and state their physical location by electronic means during the roll call which we will hold next. I note for the record that the public has real time audio-visual access to this meeting over Zoom as provided in the lawfully posted meeting notice and real time audio access over telephone, which is also

46 contained in the notice. The public is always invited to send questions, comments, and suggestions
47 to the Board through Bill Mawyer, the Authority's Executive Director, at any time."

48
49 Mr. Gaffney called the roll.

50
51 Mr. Chip Boyles stated he was located at 605 East Main Street.

52
53 Ms. Lauren Hildebrand stated she was located at 305 4th Street Northwest in Charlottesville, VA.

54
55 Mr. Gary O'Connell stated he was located at 168 Spotnap Road (ACSA offices).

56
57 Dr. Liz Palmer stated she was located at her home address of 2958 Mechum Banks Drive,
58 Charlottesville, VA 22901.

59
60 Mr. Jeff Richardson stated he was located at the County Administration Building at 401 McIntire
61 Road in Charlottesville.

62
63 Mr. Lloyd Snook stated he was located at 408 East Market Street in Charlottesville.

64
65 Mr. Mike Gaffney stated he was located at 3180 Dundee Road in Earlysville, VA.

66
67 Mr. Gaffney stated the following Authority staff members were joining the meeting electronically:
68 Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, Andrea Bowles, John Hull, and
69 Katie McIlwee.

70
71 Mr. Gaffney stated they were also joined electronically by Ms. Valerie Long, Counsel to the
72 Authority.

73
74 **3. MINUTES OF PREVIOUS BOARD MEETINGS**

75 *a. Minutes of Regular Board Meeting on March 23, 2021*

76
77 **Dr. Palmer moved that the board approve the minutes of the previous board meeting. The**
78 **motion was seconded by Mr. Richardson and passed unanimously (6-0). (Mr. Snook**
79 **abstained.)**

80
81 **4. RECOGNITIONS**

82 There were no recognitions.

83
84 **5. EXECUTIVE DIRECTOR'S REPORT**

85 Mr. Mawyer stated 80% of Water Sewer staff had signed up to receive vaccinations, and almost
86 all of those who have signed up (about 98%) have received one or more vaccinations.

87
88 Mr. Mawyer stated management staff received "Incident Investigation" training from the
89 Virginia Risk Sharing Association, which is the RWSA's risk insurance carrier and provides the
90 training as a benefit to the authority.
91

92 Mr. Mawyer stated with the RWSA's strategic plan goal of Infrastructure and Master Planning,
93 they continue to work with Charlottesville Department of Utilities and the Albemarle County
94 Service Authority staff to refine a route through the City that is planned for a 24-inch finished
95 waterline called the "Central Waterline." He stated they continue to make progress on this major
96 project.

97
98 Mr. Mawyer stated that the same group is looking at the North Rivanna Water Treatment Plant
99 and whether it is more cost effective to do a major renovation to that plant in the coming years or
100 if they would decommission it and transfer the resource to the South Rivanna Water Treatment
101 Plant. He stated they will make a presentation to the board in the coming months.

102
103 Mr. Mawyer stated the Albemarle County School Board granted a one-mile easement for the
104 Rivanna Reservoir to Ragged Mountain waterline project. He presented a new map of the
105 waterline, noting that the dark black lines are the easements that have been obtained.

106
107 Mr. Mawyer stated the small green area near the South Rivanna Water Treatment Plant denotes
108 two properties where the RWSA is working with private owners. He stated these are in the
109 process of being sold, so RWSA is working with both the former and new owners to obtain
110 easements. He stated the next green area on the map, near Albemarle High School to the north of
111 Barracks Road, is a farm and RWSA is working with the resident to reach an agreement on an
112 easement. He stated the blue lines on the map are properties owned by the UVA Foundation. He
113 stated these are the major spots left to complete for the Rivanna-to-Ragged waterline.

114
115 Mr. Mawyer added that RWSA is also working on the Ragged Mountain to Observatory
116 waterline replacement, which will precede the Rivanna-to-Ragged waterline. He stated starting at
117 the Ragged Mountain Reservoir, then going all the way to the treatment plant will be RWSA's
118 first phase of the project to start in a couple of years. He stated they are working with UVA on
119 this because it traverses around Observatory Mountain on its way to the treatment plant.

120
121 Mr. Mawyer stated RWSA is pleased to get the latest easement from the Albemarle School
122 Board, and they are working with the UVA Foundation to try to complete an agreement on the
123 properties they own, as well as with private entities.

124
125 Mr. Mawyer stated in 2017 during the drought, an issue was discovered with the South Rivanna
126 Dam gates. He stated RWSA found they had leakage from the two gates at the dam at the South
127 Rivanna Reservoir. He stated this month, they completed repairs to those gates. He stated they
128 did not need to be replaced, but new seals had to be put on the bottom, as well as new
129 attachments to the stem with which they can open and close the gates.

130
131 Mr. Mawyer stated staff took a walking tour with the Clarke Family for the Beaver Creek Raw
132 Water Pump Station. He stated the family has spoken to the Board in the past about the
133 prospective pump station sites and their preference of where the pump station is to be located. He
134 stated the family invited RWSA to come out to walk the property with them, which they did
135 recently, and it was a nice walk around. He stated RWSA hopes to bring some information to the
136 Board in the coming months about which site they prefer and get input. The Natural Resources

137 Conservation Service (NRCS) is also involved and they must work through the federal process in
138 hopes they will receive federal funding for the project.

139
140 Mr. Mawyer stated that with regards to the Communication and Collaboration strategic goal,
141 RWSA held its third annual Northwest Central Virginia Utility Managers Conference, and there
142 were managers from Culpeper, Charlottesville, Augusta, Louisa, and Harrisonburg in attendance.

143
144 Mr. Mawyer stated RWSA assisted Mr. O'Connell and gave a tour of the Scottsville Water and
145 Wastewater Plants to Supervisor Donna Price recently. He stated he also recently spoke to the
146 Scottsville Town Council to provide them an overview of the drinking water and wastewater
147 treatment facilities that RWSA manages that serve the town.

148
149 Mr. Mawyer stated RWSA recently completed its fourth annual testing of its reservoirs and
150 water treatment plants for per- and polyfluorinated alkaline compounds (PFAS). He stated these
151 are chemicals that are found everywhere in places such as fast-food wrapping paper, pizza boxes,
152 carpet, and waterproof clothing. He stated RWSA's testing event was non-detect, meaning they
153 did not detect any PFAS in any of its raw or finished water. He stated they had detected a very
154 small amount in 2020, and they were pleased that in 2021, there was none detected in their water
155 sources, nor in their finished water.

156
157 Mr. Mawyer stated RWSA recently optimized by contracting with a firm with which they can
158 electronically file their easements and other documents with the Clerk of the Court, so they do
159 not have to take them there and record them by hand. He stated RWSA maintains control of the
160 originals rather than having to turn them into the court, then have them mailed back. He stated
161 there have been a few challenges lately with the mail service, so RWSA is pleased to have gotten
162 this electronic filing service in place.

163
164 Dr. Palmer asked Mr. Mawyer if he could go back to the picture of the pipeline. She asked in
165 terms of the line from Ragged Mountain to Observatory Hill, where there is a small green spot
166 for private and a purple spot for public, if the green is going right along Reservoir Road.

167
168 Mr. Mawyer replied yes.

169
170 Dr. Palmer stated she assumed the purple was VDOT.

171
172 Mr. Mawyer replied it was owned by the Department of Forestry.

173
174 Dr. Palmer recalled Mr. Mawyer telling the board before that it was the Department of Forestry.

175
176 Mr. Mawyer noted they would be boring under Route 29 to a location near the research park,
177 which is why there is some VDOT frontage. He stated the orange on the map was UVA in front
178 of the research park. He stated the line then crosses under Fontaine and goes up and around
179 Observatory Mountain to the Observatory WTP.

180
181 Dr. Palmer pointed out that the purple is on the west side of Route 29. She asked Mr. Mawyer if
182 he was saying that this was the Forestry Department land.

183
184 Mr. Mawyer replied that this was correct. He stated Forestry has a small piece of property there
185 that RWSA must cross. He stated therefore, it is labeled as public property on the map. He added
186 that this is the section they will build first in their CIP plan, from Ragged to Observatory. He
187 stated they will build the new pump station at the intersection of the two blue lines on the map.
188 He stated this is where the new pump station will be, and it will pump water from Ragged to
189 Observatory and, as well, it would pump water from Ragged back to the South Rivanna
190 Treatment Plant. He stated this work will begin as soon as 2023.

191 192 **6. ITEMS FROM THE PUBLIC**

193 Mr. Gaffney opened the meeting to the public.

194
195 Mr. Hull stated there were no speakers signed up for the day.

196
197 Ms. McIlwee stated there was one comment submitted via email, which she would read aloud.
198 She stated this comment was submitted by Ms. Nancy Chamberlin, resident of 1358 Allen Farm
199 Lane. She read the email aloud:

200
201 “There are many contradictory and missing details in the August 2020 and March 2021 RWSA
202 meeting packages that raise a number of questions:

203
204 “1. When was the most recent structural analysis of the bridge on Allen Farm Lane conducted
205 and how do we obtain a copy of it? The package for the August 25, 2020 RWSA meeting (Buck
206 Mountain Land Use Maser Plan) states that the bridge is structurally sound, but the March 23,
207 2021 package (Memo re Buck Mountain Property Management) implies that it is not. Was an
208 analysis performed between those two dates?

209
210 “From the August 25, 2020 meeting notes, it looks like a structural analysis of the bridge was
211 commissioned in 2005 and 2019, so is 2019 the most recent one? Also, the recommendation in
212 the latest meeting notes is to "remove the bridge in 2024, after mitigation plan acceptance."
213 Acceptance by whom, the residents or just the RWSA? Either way, just getting rid of the bridge
214 altogether makes no sense.

215
216 “2. How would rerouting Allen Farm traffic through Catterton Road make sense? First, Allen
217 Farm residents have a non-exclusive right of way (as shown on County plats) out to Route 666
218 via Allen Road. Second, the part of Allen Farm Lane going towards Catterton Road is basically a
219 dirt path with no gravel and would require a substantial investment to make it an appropriate
220 access route. Third, going out that way would add substantial time/mileage for residents when
221 going to the store or other places of business.

222
223 “3. If RWSA is not responsible for the maintenance of the bridge, why would they have the
224 power to decide how to address any needed repairs? The package for the August 25, 2020

RWSA meeting (Buck Mountain Land Use Master Plan) states that RWSA, as owner, is responsible for the bridge and then later, in the same paragraph, states it is not responsible.

“Not having a written agreement from RWSA about the maintenance of the bridge (as noted in the March 23, 2021 meeting minutes) was probably the result of the property owners being forced to sell. Maintenance of property typically falls on the owner, unless otherwise specified. If RWSA is not responsible for the upkeep (or cost) of the bridge, then the residents should have the final say on when, where, how, and by whom it's replaced.

“4. What was the purpose and cost for planting those 40,000 trees? Based on my observations, at least 80 percent of them did not survive. Left behind are many unsightly plastic tubes with wooden stakes (photo attached).

“Also, what would be the purpose (and cost) of installing fencing on both sides near the bridge (brought up in the minutes of the 3-23-21 meeting)? Allen Farm Lane is narrow, and this could make it difficult for passing vehicles to get out of each other's way.

“Suggestion: Since the site was determined to be inappropriate for RWSA's planned purpose, the prudent, just, and moral resolution is to return the land to the original property owners at the price at which they sold it. For RWSA, this course of action would:

- Eliminate any future expenses by RWSA for maintaining the property
- Return responsibility for maintenance of the bridge to the residents, including responsibility for any potential liability issues
- Support RWSA's goal of environmental stewardship and its standing as a non-profit agency.

“For Allen Farm residents, along with the James River spiny mussel, it would allow them to continue their peaceful enjoyment of the property.”

Mr. Gaffney closed Items from the Public.

7. RESPONSES TO PUBLIC COMMENT

Mr. Mawyer stated Ms. Andrea Bowles talked to Ms. Chamberlin that morning to help her with her questions and explain the process RWSA is working through. He stated they do not have all the answers yet in terms of what they will do with the bridge and the road, and they are currently working with Ms. Valerie Long on the legal issues. He stated RWSA will be glad to provide all the structural reports that they have. He stated they have two reports – one that was done in 2005, and one in 2019. He stated in between that time, they did do a repair to the bridge to try to correct some concrete spalling and structural issues.

Mr. Mawyer stated that as far as the 2020 master plan, the engineering consultant that helped the architectural consultant did have a comment about the bridge being structurally deficient

267 regarding VDOT standards. He stated this had not been thought of as a structural analysis, but
268 there were comments in the recent master plan about the structural sufficiency of the bridge.
269

270 Mr. Mawyer stated RWSA is talking to Ms. Chamberlin about these issues. He stated it is of
271 interest to RWSA when Ms. Chamberlin says there is a non-exclusive right-of-way that she has
272 on County plats. He stated Ms. Long is looking into this issue with the other legal documents
273 RWSA is obtaining. He stated he believes RWSA is responsible for the bridge since it is on their
274 property, and Ms. Bowles explained to Ms. Chamberlin that they planted the 40,000 trees as part
275 of the mitigation of the Ragged Mountain Dam project. He stated it feels as if they have many
276 more living trees than what Ms. Chamberlin indicated, and the tubes and tree planting were all
277 part of the mitigation project.
278

279 Mr. Mawyer stated Ms. Chamberlin suggests that RWSA should sell the property back to the
280 original owners. He stated clearly, if they can carve off property and sell the property and bridge
281 back to someone, RWSA would probably be interested in that.
282

283 Mr. Mawyer stated RWSA is currently working on all these aspects, and he is sure they will
284 bring another report back to the board in the coming months as they make progress and come up
285 with plans and recommendations for the bridge, road, and other properties at Buck Mountain.
286

287 Dr. Palmer asked Ms. McIlwee if she could share this letter with the board. She stated one thing
288 she believes the Board of Supervisors will be very interested in is information on removing those
289 development rights from that property, since she does not think they will want a lot of houses
290 built. She stated there is value in maintaining the watershed, and she thinks the Board of
291 Supervisors would be interested in understanding what that would mean. She stated she believed
292 that the last time the Board discussed this, they were told there was an option for RWSA to do
293 that.
294

295 Mr. Gaffney asked Mr. Mawyer if they could also ask Ms. Bowles at a future meeting to give the
296 board an update on the trees and a better proximation of how they are faring in that area.
297

298 Ms. Bowles stated she could provide some information about this. She stated she had not looked
299 up the exact percentage of survival, but RWSA must monitor all the tree plantings through their
300 annual mitigation reports. She stated these are submitted to DEQ, and DEQ determines if the
301 requirement has been met about the number of plant species growing there.
302

303 Ms. Bowles stated RWSA overplanted, with the knowledge that not every one of the trees would
304 survive. She stated she did not have the exact percentage, but she could get it for the board. She
305 reiterated that RWSA does coordinate with DEQ on this.
306

307 Ms. Bowles added that it is possible to see areas like this one where perhaps the trees did not
308 take as well. She stated in other areas, they may have taken better, so there is some variability
309 across the whole property.
310

311 **8. CONSENT AGENDA**

312 *a. Staff Report on Finance*

313
314 *b. Staff Report on Operations*

315
316 *c. Staff Report on Ongoing Projects*

317
318 *d. Staff Report on Wholesale Metering*

319
320 *e. Award of Term Contract for Professional Surveying Services; Draper Aden Associates*

321
322 **Mr. O'Connell moved that the board approve the Consent Agenda. The motion was**
323 **seconded by Dr. Palmer and passed unanimously (7-0).**

324
325 **9. OTHER BUSINESS**

326
327 *a. Presentation: Annual Reservoir Report; Andrea Bowles – Water Resources Manager*

328
329 Ms. Andrea Bowles, Water Resources Manager, stated the Annual Reservoir Report talks
330 primarily about the results from Calendar Year 2020.

331
332 Ms. Bowles stated the map of Albemarle County shown on the screen was a depiction of all the
333 reservoirs and their watersheds. She stated this was a great way to call attention to the size of the
334 South Rivanna Watershed, which is 260 square miles, compared to the size of the Ragged
335 Mountain Reservoir, which is less than 2 square miles. She stated one could see that each one of
336 these has a different watershed size.

337
338 Ms. Bowles presented the listing of reservoirs. She indicated on the chart to the sizes of the
339 watersheds and noted how they vary throughout. She stated the storage volume is usable storage
340 in each of the reservoirs, or how much water there is that RWSA can take out for water supply.
341 She stated this information is received from RWSA's bathymetric surveys of the reservoirs. She
342 stated they do these for the urban system reservoirs every ten years.

343
344 Ms. Bowles stated she has talked to the board before about RWSA's water quality and
345 management assessment studies they have done in the past, and she would briefly touch on this.
346 She stated RWSA has always done some reservoir sampling but in 2014, they decided to hire a
347 consultant, and they began a detailed study. She stated this study really established the baseline
348 for characteristics of the reservoirs and helped them learn more about how each reservoir is
349 different.

350
351 Ms. Bowles stated now they have the same consultant prepare an annual review report, and as
352 part of that report, RWSA asks the consultant to provide insight into the changes in the water
353 quality data, but they also want them to do a system check on RWSA to see how we are doing
354 and determine if we need to tweak field work or adjust where they are sending samples for lab

work. She stated this is a very valuable piece of information for RWSA, as we use the data from the water quality assessments to make operational decisions.

Ms. Bowles stated the goal of the reservoir monitoring program is to collect data to understand the biological processes in the reservoirs and inform water treatment decision making, which is very important. She stated we establish the baseline and do the annual review.

Ms. Bowles stated in general, RWSA does bi-weekly sampling at the urban reservoirs (i.e., Sugar Hollow, South Rivanna, and Ragged Mountain). She stated usually, they do monthly sampling at Sugar Hollow and Totier Creek Reservoirs. She stated they had to cut back in 2020 because of COVID and the ability to get out to the reservoirs, and so those two were not focused on in 2020. She stated this data is used to make operational and capital decisions.

Ms. Bowles stated the graphic shown on the screen explained how the reservoir works. She stated there are nutrients flowing in from streams and groundwater, and those nutrients feed algae in the reservoir. She stated as they continue to grow and bloom, they will eventually die, start to sink, and decompose. She stated when this happens, they use up the oxygen in the bottom of the reservoir.

Ms. Bowles stated this process starts in the spring, and in the summertime, they still have nutrients coming in and algae growing – likely at a greater rate, as it is much warmer. She stated the upper levels of the water column become very warm, the algae grow, and a thermocline is developed partway down in the reservoir. She stated it is a sort of barrier to oxygen and nutrients. She stated down below, it is very cold, there is little to no oxygen, and the fish cannot swim there because they can only live in the oxygenated waters at the top of the reservoir.

Ms. Bowles stated going into the fall, nutrients are still always moving around, but the reservoir starts to cool from the top in surface temperature, and the lake mixes. She stated everything becomes basically the same temperature. She stated the nutrients that were trapped in the bottom under the thermocline come straight up into the water column, and it is possible to get a bloom late in the season.

Ms. Bowles stated in terms of monitoring trends, Beaver Creek Reservoir shows stratification in early May. She stated she would talk about this because RWSA has their eyes trained on Beaver Creek, as it is the reservoir where they are going to install a hypolimnetic oxygenation system to try to decrease the blooms. She stated the reservoir stratifies early in May, and this year, RWSA has already treated it, unlike last year, but like they did two years ago. She stated it seems to be an early season for algae there. She stated turnover is in early November. She stated it is anoxic at depths in mid- to late May. She stated although she cannot explain why, the phosphorus coming from the streams is higher in 2020. She stated RWSA will look into this.

395
396 Ms. Bowles stated South Rivanna Reservoir is the biggest watershed. She stated it works more
397 like a river than a lake. She stated water flows through it, and the retention time in the reservoir
398 is short. She stated stratification is variable each year and probably starts in May. She stated it is
399 much more shallow than Ragged Mountain. She stated there is turnover in early October, and
400 there were not any blooms requiring treatment in 2020. She stated she believes this partly has
401 something to do with the fact that the reservoir was spilling the whole time throughout the year.
402

403 Ms. Bowles stated Ragged Mountain also stratifies, partly because it is very, very deep. She
404 stated turnover there is in late November. She stated RWSA is also seeing total higher
405 phosphorus numbers there than in previous years, and she is not sure why because this has a very
406 small watershed. She stated it may be something to do with legacy sediments, and RWSA will
407 look into this further.
408

409 Ms. Bowles presented a summary chart of algacide applications. She stated last year, in 2020,
410 there was the first blue-green algae bloom at Ragged Mountain. She stated there has already been
411 one algae bloom at Beaver Creek in 2021. She stated there is an issue with an algae called
412 Dinobryon, which is a golden algae. She stated it is not a blue-green algae, does not produce
413 toxins, and is currently happening in Ragged Mountain. She stated Dinobryon is a big taste and
414 odor producer, and it is slightly over the threshold. She stated RWSA will be doing a treatment
415 next week on Ragged Mountain.
416

417 Ms. Bowles stated Rivanna does boat surveys of the reservoirs. She stated although they make
418 sure to do them twice a year, they are out there a lot more, especially at Beaver Creek and South
419 Rivanna. She stated they do these boat surveys of the reservoirs twice a year at Beaver Creek,
420 South Rivanna, and Ragged Mountain, and once a year at Sugar Hollow and Totier Creek. She
421 stated they are looking for trash, dump sites, illicit discharges, unauthorized withdrawals,
422 whether they have basic aquatic weed problem, and what could be potential County Water
423 Protection Ordinance violations, in which case, they collect information and pictures and forward
424 these to the County to investigate.
425

426 Ms. Bowles stated another thing she wanted to call attention to was how the three entities (the
427 City, County, and Rivanna) work together regarding reservoir usage. She stated some of the
428 reservoirs are owned by the City, and some are owned by the County. She stated Rivanna leases
429 the water usage for all of them. She stated they work together with the different departments on
430 recreational access, boat docks, law enforcement, and safety.
431

432 Ms. Bowles stated regarding source water protection initiatives, RWSA is still in the process of
433 updating its protection plans for the smaller water sources (Beaver Creek, Totier Creek, the
434 North Fork intake, and Red Hill). She stated for this fiscal year, they received a \$19,200 grant

435 from VDH to establish source water protection signage in three watersheds. She stated they are
436 not yet complete, but she will let the board know as soon as this happens. She stated RWSA has
437 participated in riparian zone planting and stream cleanups with the Rivanna Conservation
438 Alliance.

439
440 Ms. Bowles stated something new is that RWSA is participating with the County on its Stream
441 Health Initiative, which is a big push they have been undertaking with Friday lunchtime
442 discussions with different speakers. She stated she and Ms. Whitaker presented for one of those
443 discussions, which was positive. She stated there will be another committee meeting in mid-May.

444
445 Ms. Bowles stated she wanted to reiterate that there is a robust reservoir monitoring program,
446 and it does inform RWSA's water treatment decision making. She stated they look at this each
447 year, and they are trying to compare, contrast, and understand what has changed from year to
448 year to try to understand what the reasons might be. She stated new in 2020 was the blue-green
449 algae bloom at Ragged Mountain, and there is an active source water protection program in
450 collaboration with their partners.

451
452 Ms. Bowles offered to answer questions.

453
454 Dr. Palmer asked if it was known whether the blue-green algae were producing toxins.

455
456 Ms. Bowles replied that blue-green algae do not always produce toxins, but they do some of the
457 time. She stated in RWSA's monitoring program, testing of the toxins has been done, and they
458 have never had a positive hit. She stated if algal levels are high, they have a threshold of 50,000
459 cells per milliliter and if it is above that, they test for toxins as well. She stated they have not had
460 to do that because they have been controlling it enough to keep it down lower. She asked Dr.
461 Palmer if this made sense.

462
463 Dr. Palmer replied yes. She asked if RWSA does not test it if it is under the 50,000.

464
465 Ms. Bowles replied that they do not. She stated she believed it was two years ago that they tested
466 the source water, also testing in the treatment train, and they did not get a positive test.

467
468 Dr. Palmer asked what Ms. Bowles meant by "source water," as she was envisioning them taking
469 the water out of the reservoir and testing that. She asked if the source water is coming into the
470 plant.

471
472 Ms. Bowles replied that the source water is the reservoir itself. She stated the protection part of it
473 is the watershed. She stated it has to do with what programs are in place in the watershed that
474 help protect the quality of the water in the reservoir.

475
476 Dr. Palmer asked if nothing was being tested but the source water, then.
477

478 Ms. Bowles replied that they are testing the source water, and they also have some sites upstream
479 of the reservoirs where they take a sample (e.g., South Fork at Reas Ford Road Bridge). She
480 stated there is also a watershed sample location in Beaver Creek, up above the reservoir itself.
481

482 Dr. Palmer stated she now understood this better.
483

484 *b. Presentation: Review of Organizational Agreements; Bill Mawyer – Executive Director*
485

486 Mr. Mawyer stated that at the March board meeting, he reviewed some of the historical
487 documents of the Solid Waste Authority, and so he wanted to do the same for the Water Sewer
488 Authority because it affects the way they do business and the decisions they make.
489

490 Mr. Mawyer stated this was intended to be a cursory review, and if there were detailed questions,
491 he would try to answer them, though if they were too detailed, they would come back with
492 another presentation specific to a particular document or series of documents.
493

494 Mr. Mawyer stated the foundational documents, as he thinks of them, for the RWSA start with
495 the Articles of Incorporation in 1972. He stated he found it interesting that the reason why
496 RWSA was ever created was that the State Water Control Board told the City and County that
497 they had \$13 million available for federal and state grants to work on wastewater treatment
498 facilities, but that the City and the County must designate a single political entity to speak for
499 both localities and receive the funds. He stated this spurred the City Council and the Board of
500 Supervisors to form the Rivanna Water and Sewer Authority, which was authorized by the
501 General Assembly and the Virginia Water and Sewer Authorities Act of 1950.
502

503 Mr. Mawyer stated the sentence shown on the slide is seen in many of the documents. He read
504 aloud, "Rivanna was incorporated as a public body, politic and corporate." He stated as an
505 attorney, Mr. Snook probably had a better legal understanding than most about that. He stated
506 this is included in most of the agreements, and it came from the Articles of Incorporation with
507 the State Corporation Commission.
508

509 Mr. Mawyer stated RWSA was incorporated and created for the purpose of acquiring, financing,
510 constructing, and maintaining facilities for a potable water supply as well as the abatement of
511 pollution resulting from sewage. He stated there were five board members from the City and the
512 County in the original incorporation (two from the City, two from the County, and one jointly
513 appointed). He stated the appointed official was to be paid \$1,800 per year, and this is still the
514 salary of the appointed official (currently, Mr. Gaffney). He stated this salary has not gone up in

515 almost 50 years, and the probable reason is that RWSA must go back to the State Corporation
516 Commission to change it.

517
518 Mr. Mawyer stated one thing that seems to be a thread in several of the agreements is that the
519 articles in the beginning prohibited Rivanna from contracting with any other party, be it a private
520 entity especially, in the City or County for water or sewer services. He stated it maintained that
521 the City utility department was going to have all the retail customers in the City, and the
522 Albemarle County Service Authority (created in 1964) would still be the retail provider to
523 customers in the County. He stated Rivanna would not have customers in either locality.

524
525 Mr. Mawyer stated the second agreement was the Service Agreement of 1973, which is called
526 the "four-party agreement" between the City, County, Service Authority, and Rivanna. He stated
527 this set forth the terms and conditions by which Rivanna would be organized and managed. He
528 stated RWSA would acquire – either by purchase or lease from the City and Service Authority –
529 the existing water and wastewater facilities.

530
531 Mr. Mawyer stated as an example, RWSA purchased from the City the South Rivanna Water
532 Treatment Plant and the Moores Creek Wastewater Plant. He stated the City transferred its lease
533 to RWSA for the Observatory Water Treatment Plant, where the City owned the building but had
534 a ground lease with UVA, which RWSA assumed.

535
536 Mr. Mawyer stated the Service Authority had the North Rivanna Water Treatment Plant as well
537 as Scottsville Water and Wastewater and Crozet Water Treatment Plants, and RWSA purchased
538 all of those. He stated the service agreement put the Beaver Creek Reservoir Raw Water Pump
539 Station and the lease of the Beaver Creek Reservoir (which is owned by the County) under
540 Rivanna's control. He stated the service agreement also set up rules and procedures for the
541 construction and who would pay for new facilities. He stated it repeated that Rivanna was going
542 to be the sole provider of potable water and treatment of wastewater in the community, and it set
543 how the rates would be calculated.

544
545 Mr. Mawyer stated one thing of interest is that the term of the four-party agreement expired on
546 June 30, 2012; however, it has a continuing resolution part that the agreement will not expire as
547 long as bonds are existing, unless one of the parties sets up an escrow to pay their share. He
548 stated there must be two years of written notice to end the agreement. He stated the June 30,
549 2012 date was an item he would talk about in the future.

550
551 Mr. Mawyer stated the third foundational document were the 1973 bylaws. He stated those are
552 the only documents of all of them that RWSA could not find, and they are still looking for those.

Mr. Mawyer stated the Articles of Incorporation were founded in 1972 and amended in 1985. He stated they were amended to limit Rivanna's powers to serve only the City and the Service Authority and no other customers. He stated in 1986, there was the second restatement, which placed the Executive Director of the Albemarle County Service Authority on the Rivanna Board of Directors at the discretion of the County and in lieu of the County Engineer.

Mr. Mawyer stated the third restated articles, in 2009, made a significant change in that it increased the board members from five to seven, and it placed an elected official from the City Council and the Albemarle Board of Supervisors on the Rivanna Board.

Mr. Mawyer stated the fourth restated articles happened in 2017, when the City split the utility department to have the Public Works Department be separate from Utilities. He stated as such, they placed the Director of Utilities on the RWSA Board and the Public Works Director on the RSWA Board.

Mr. Mawyer stated the bylaws are administrative documents. As an aside, he stated the pictures on the screen showed some of the former board members (including some current members), as COVID did not allow for photographing the current board members in 2020. He stated in 1975, the bylaws were amended and were specific about who the officers of the board would be. He stated it scheduled the meetings for the third Monday at 403 8th Street, in the City. He stated it set up the agenda for board meetings and order of topics, which is still followed today, and it stated that all members must be present to amend the bylaws.

Mr. Mawyer stated in 1983, the bylaws were amended to allow a member to have an alternate attend the board meeting, but the alternate cannot vote. He stated in 1986, the meetings were changed from the third Monday to the fourth Monday.

Mr. Mawyer stated in 2010, the bylaws were amended to be much more specific about the roles of the Board of Directors, and they again changed the meeting date from the fourth Monday to the fourth Tuesday for reasons unknown.

Mr. Mawyer stated in 2014, the bylaws were amended to allow the board members to participate remotely in a board meeting through electronic communications, which was significant. He stated it stipulated that they still had to have a quorum of four members physically present at the meeting for it to be an official meeting.

Mr. Mawyer stated in 2016, the bylaws authorized the Executive Director to sign contracts, in addition to the board chairman. He stated in 2020, it increased that authorization from \$100,000 to \$200,000.

594 Mr. Mawyer stated other major agreements have been put in place through the years. He stated in
595 1983, there was a Working Agreement on Urban Area Wholesale Flow Allocation and Billing.
596 He stated this set up how RWSA would bill water and wastewater operating and maintenance
597 charges based on the reported retail flows of the City and the ACSA. He stated as an example, if
598 the City had 100 gallons worth of retail sales and the Service Authority had 200 gallons, then the
599 total would be 300, and the City would be billed one-third and the Service Authority two-thirds
600 of the total cost of all the water that RWSA produces, which is how RWSA allocates their
601 operating expenses today.

602
603 Mr. Mawyer stated in 1983, the City Council and Board of Supervisors authorized Rivanna to
604 purchase the Buck Mountain property to create a new drinking water reservoir. He stated this did
605 not get built due to environmental regulations.

606
607 Mr. Mawyer stated the Southern Loop Agreement was put in place in 1987, which was to
608 improve the infrastructure in the southern area of the City and County for finished drinking
609 water. He stated it planned a pipeline from the Observatory Water Treatment Plant area
610 (specifically, the Observatory Mountain water storage tank) over to Avon Street, and this was
611 constructed and called the "Western Branch." He stated they will continue to work on it and talk
612 about the Eastern Branch that was planned to go from Avon Street around the south side of the
613 City to East High and Long Street at Free Bridge. He stated they now call it the "Central
614 Waterline," and it is planned to traverse through the center of the City. He stated, RWSA is
615 working on an agreement to revise the original Southern Loop Agreement.

616
617 Mr. Mawyer stated there was a sewer project in 1990 to put in a major sewer line. He stated the
618 Urban Waterline in 1993 was a major agreement to provide a funding formula for the waterline
619 from the South Rivanna Water Treatment Plant all the way to Main Street in Charlottesville.

620
621 Mr. Mawyer stated there was an agreement in 2003 about funding for the South Rivanna Water
622 Treatment Plant expansion, that non-capacity CIP projects would be shared 48% by the City and
623 52% by the Service Authority. He stated this is followed today. He stated the agreement also
624 allocated the urban plant capacity, and the South Rivanna Reservoir safe yield was increased.

625
626 Mr. Mawyer stated more recently, the 2021 Ragged Mountain Dam Project Agreement was
627 completed as an outcome of the Community Water Supply Plan that decided that they needed to
628 build a new dam at Ragged Mountain. He stated it also required Rivanna to complete the Water
629 Supply and Demand Study every ten years, which RWSA just completed the first one in 2020.
630 He stated it also required Rivanna to build a Wholesale Meter System to monitor the usage of
631 finished water by the City and Service Authority so that the allocation of water supply could be
632 monitored. He stated it also includes a term that the Ragged Mountain Reservoir is leased to

633 Rivanna for 40 years, and it will expire in 2052. He stated this is another item on his list to work
634 on.

635
636 Mr. Mawyer stated the counterpart to the Ragged Mountain Agreement was the Water Cost
637 Allocation Agreement of 2012, which decided that the Ragged Mountain Dam was going to be
638 paid 85% by the Service Authority and 15% by the City; and that the Rivanna-to-Ragged
639 Pipeline will be funded 80% by the Service Authority and 20% by the City. He stated it also
640 allocated the additional water and the safe yield that the pipeline and reservoir was going to
641 create.

642
643 Mr. Mawyer stated there was a Wastewater Projects Cost Agreement in 2014, which was about
644 allocating the cost of the new Rivanna Pump Station as well as future capacity and non-capacity
645 wastewater project costs. He stated it requires RWSA to do an engineering study every five years
646 to see how much wastewater flow is coming from the City and Service Authority. He stated this
647 was completed last year, and RWSA will likely be bringing information to the board about it
648 soon.

649
650 Mr. Mawyer stated #18 on the slide was an amendment to the four-party agreement, which stated
651 that rather than putting debt service into the service rates, it will be accounted separately. He
652 stated there is a rate for the usage of finished water, but they have a charge for the debt service.
653 He stated this separated the two costs that RWSA manages and charges the City and ACSA.

654
655 Mr. Mawyer stated not long ago, in 2019, RWSA decided that the Buck Mountain bond had been
656 paid and that the surcharge should be ended. He stated the County, City, ACSA, and Rivanna
657 signed onto that joint resolution.

658
659 Mr. Mawyer stated #20 on the slide was the Observatory Water Treatment Plant Agreement for
660 the capacity increase, and #21 was for the new Observatory Water Treatment Plant lease that
661 took RWSA many hours to put together with UVA.

662
663 Mr. Mawyer stated in summary, part of the purpose of this was to give the board a quick
664 overview of the many agreements RWSA administers and has studied to make sure they
665 understand and apply them correctly, as well as correctly budget and allocate costs. He stated
666 along with receiving direction from the board, RWSA follows these agreements. He offered to
667 answer any questions.

668
669 Mr. Gaffney stated this was very thorough and helpful for many of the board members, including
670 himself.

Mr. Mawyer stated it was a long history, and they try not to forget their roots to help them manage where they are going. He stated the decisions and plans they make today are based on these agreements.

Dr. Palmer commented that this reminded her of when Mr. Mawyer spoke in March about the Solid Waste agreements and about the operational agreement. She stated she read the RSWA minutes and noticed that Mr. Mawyer did not mention the portion about additional facilities that Rivanna would develop and carry out new construction if the County or the City wanted them in the future.

Dr. Palmer stated this time, however, Mr. Mawyer did mention that the four-party agreement, it includes the construction of new facilities that Rivanna would construct, that would be designed and operated by Rivanna. She asked Mr. Mawyer if he had anything to say about this, adding that she wanted to note that this exists in the operational agreements for Solid Waste also.

Mr. Mawyer stated yes. He stated the generalities that Rivanna would design, construct, operate, and maintain facilities of solid waste and water and sewer that the community needs are similar in the two agreements.

Dr. Palmer stated she was saying this is something she has noted as coming up over the years. She stated her other comment was that some of these agreements, when changes are made, take an amazing length of time. She stated these were discussed for years before they were changed. She stated she always appreciates when there is a final agreement, and the change takes place. She stated this was just a comment on how long it does take at times to get these things done. She thanked Mr. Mawyer for the overview.

Mr. O'Connell stated the Central Waterline needs a cost allocation agreement. He asked if there are any others in the near future. He stated he noticed a couple of leases that are longer-term.

Mr. Mawyer replied that there were none in mind at that time. He stated there may be some discussion in the near future about some facilities on 29 North and how they fit in with the four-party agreement, along with the Central Waterline. He stated there were no other major agreements, however, that RWSA was thinking of other than the fact that the four-party agreement's term ended in 2012. He stated he has been talking to Ms. Long about some of the State Code requirements and any leasing limitations.

Mr. Mawyer stated the Ragged Mountain Dam Project Agreement leases the Ragged Mountain Reservoir for 40 years until 2052. He stated based on the current schedule, they would finish the new pipeline around 2033 and, in effect, only have 20 years left on the lease of this major water supply facility on which they just spent a lot of money to expand and build the pipeline so that

they can fill it. He stated similarly to the Observatory Treatment Plant, where they talked about needing a major renovation to the plant but how the lease will expire, which fueled RWSA to coordinate with UVA on a new lease, he may need to talk with the City about extending the lease on the Ragged Mountain Reservoir in a similar way.

Mr. Gaffney stated he did not think it was too early to do so.

Mr. Mawyer agreed.

10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA

There were no items.

11. CLOSED MEETING

There was no closed meeting.

12. ADJOURNMENT

At 3:17 p.m., Mr. O'Connell moved to adjourn the meeting of the Rivanna Water and Sewer Authority. The motion was seconded by Dr. Palmer and passed unanimously (7-0).



MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

DATE: MAY 25, 2021

STRATEGIC PLAN GOAL: WORKFORCE DEVELOPMENT

Recognitions

The professional qualifications of our staff continue to improve and enhance our services. The following employee has successfully completed the requirements for a license from the State:

- Haider Al-Safee – Water Operator License, Class 2

COVID Vaccinations

81% of our water/sewer staff requested vaccinations, and from that group, 100% have received one or more vaccinations.

STRATEGIC PLAN GOAL: INFRASTRUCTURE AND MASTER PLANNING

Gasoline Facilities

We were mostly unaffected by the recent gasoline shortage. While we prepared for an extended fuel outage and conserved as we could, our on-site gasoline and diesel storage tanks provided adequate supplies of fuel for our vehicles, equipment and emergency power generators.

Schenks Branch Sewer Line Replacement

We are coordinating with City and County staff to renew the planning for this pipe replacement project to be located near McIntire Road and the County Office Building.

Central Water Line

We have substantially defined a route through the City for this 24" finished water distribution pipe needed to strengthen the urban drinking water system. Detailed considerations continue to be reviewed with City and ACSA staff.

S. Rivanna to Ragged Mtn Reservoir Water Line

We have obtained agreements with VDOT and easements for 6 miles of the 8 mile long 36" raw water pipeline from SRR to the new raw water pump station located near RMR. Our focus is now with the UVA Foundation and 3 private owners for the remaining 2 miles.



MEMORANDUM

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

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

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: MARCH MONTHLY FINANCIAL SUMMARY – FY 2021

DATE: MAY 25, 2021

Urban Water flow and rate revenues are in line with budget estimates through March, and Urban Wastewater flow and rate revenues are 16% over budget. Revenues and expenses are summarized in the table below:

	Urban Water	Urban Wastewater	Total Other Rate Centers	Total Authority
Operations				
Revenues	\$ 5,830,075	\$ 7,621,298	\$ 1,713,132	\$ 15,164,505
Expenses	(6,216,036)	(6,714,906)	(1,728,244)	(14,659,186)
Surplus (deficit)	<u>\$ (385,961)</u>	<u>\$ 906,392</u>	<u>\$ (15,112)</u>	<u>\$ 505,319</u>
Debt Service				
Revenues	\$ 5,161,509	\$ 6,380,340	\$ 1,241,853	\$ 12,783,702
Expenses	(5,197,521)	(6,405,464)	(1,251,010)	(12,853,995)
Surplus (deficit)	<u>\$ (36,012)</u>	<u>\$ (25,124)</u>	<u>\$ (9,157)</u>	<u>\$ (70,293)</u>
Total				
Revenues	\$ 10,991,584	\$ 14,001,638	\$ 2,954,985	\$ 27,948,207
Expenses	(11,413,557)	(13,120,370)	(2,979,254)	(27,513,181)
Surplus (deficit)	<u><u>\$ (421,973)</u></u>	<u><u>\$ 881,268</u></u>	<u><u>\$ (24,269)</u></u>	<u><u>\$ 435,026</u></u>

When reviewing the Authority as a whole, operating revenues are \$1,092,600 over budget (7.5%), and operating expenses are \$709,600 over budget (4.9%).

A. Annual Transactions

Some revenues and expenses are over the prorated year-to-date budget due to one-time annual payments made or revenues received for the year. These transactions appear to be significant impacts on the budget vs. actual monthly comparisons but will even out as the year progresses. Septage receiving support revenue of \$109,441 is received annually from

the County. Annual payments made for certain leases and maintenance agreements and some quarterly insurance premiums are good examples.

- B. Personnel Costs (various departments) – Unbudgeted Special Award bonuses were paid to staff in October, and unbudgeted merit pool salary increases went into effect in January. Maintenance department salaries were underbudgeted this year.
- C. Professional Services (Urban Water, Crozet Water, Urban Wastewater – pages 2,3,5) – Urban Water incurred \$269,000 of unbudgeted professional fees, but \$110,000 of that amount has been refunded by UVA pursuant to our Supplemental Water Treatment Systems Study, Design and Construction Agreement, and recorded as miscellaneous revenue. \$42,000 more will be billed to UVA in April. The remaining unbudgeted costs include fees for engineering and technical services related to Virginia Water Permit renewal and Buck Mountain land use planning. Urban Wastewater has spent \$45,000 on unbudgeted engineering and technical services related to updating the flow model. Crozet Water is \$11,600 over the annual budget in this category.
- D. Other Services and Charges (Urban Water, Scottsville Water, Urban Wastewater and Scottsville Wastewater – pages 2,4,5 and 7) – Urban Water incurred \$57,000 of unbudgeted watershed management costs due to unexpected charges related to mitigation plan compliance at the Moores Creek wetland site. Urban Water and Urban Wastewater utilities are both running \$45,000 higher than anticipated. Urban Wastewater is \$21,000 over the annual budget for lab analysis costs and safety programs.
- E. Operations and Maintenance (Urban Water, Crozet Water, all Wastewater, Administration and Maintenance – pages 2,3 and 5-9) – Urban Water is \$363,000 over its total annual budget for Pipeline and Appurtenances repairs due to several major line breaks, and Urban Wastewater has exceeded its budget for line break repair costs by \$152,000. Glenmore had some unexpected equipment repair costs, and the Administration building is undergoing some unbudgeted remodeling costs to create more offices for staff. Crozet Water incurred \$15,000 of unbudgeted instrumentation and metering costs.
- F. Communications (Urban Water, Crozet Water – pages 2-3) – Urban Water and Crozet Water data lines were upgraded to fiber, and the annual costs will be much higher going forward.
- G. Miscellaneous Revenue (Urban Water – page 2) – Urban Water’s Miscellaneous Revenue is mostly legal settlement revenue (\$128,000) and UVA’s reimbursement of professional fees (\$110,000 as explained in Note C).

Attachments

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021
Fiscal Year 2021

Consolidated**Revenues and Expenses Summary****Operating Budget vs. Actual**

Notes

Revenues

		<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
		<i>FY 2021</i>	<i>Year-to-Date</i>	<i>Year-to-Date</i>	<i>vs. Actual</i>	<i>Percentage</i>
Operations Rate Revenue		\$ 17,381,293	\$ 13,035,970	\$ 14,005,280	\$ 969,310	7.44%
Lease Revenue		105,000	78,750	84,034	5,284	6.71%
Admin., Maint. & Engineering Revenue		545,000	408,750	466,413	57,663	14.11%
Other Revenues	C, G	542,788	407,091	758,388	351,297	86.29%
Use of Reserves-GAC		535,220	401,415	128,400	(273,015)	-68.01%
Rate Stabilization Reserves		240,027	180,020	180,020	-	0.00%
Interest Allocation		35,100	26,325	8,383	(17,942)	-68.15%
Total Operating Revenues		\$ 19,384,428	\$ 14,538,321	\$ 15,630,918	\$ 1,092,597	7.52%

Expenses

Personnel Cost	B	\$ 8,913,257	\$ 6,562,619	\$ 6,656,949	\$ (94,330)	-1.44%
Professional Services	C	602,700	452,025	741,062	(289,037)	-63.94%
Other Services & Charges	D	3,136,780	2,352,585	2,504,367	(151,782)	-6.45%
Communications	F	161,020	120,765	158,669	(37,904)	-31.39%
Information Technology		392,950	294,713	227,312	67,401	22.87%
Supplies		47,045	35,284	29,977	5,307	15.04%
Operations & Maintenance	A, E	4,918,416	3,688,812	3,962,460	(273,648)	-7.42%
Equipment Purchases		352,250	264,188	199,802	64,385	24.37%
Depreciation		860,000	645,000	645,000	(0)	0.00%
Reserve Transfers		-	-	-	-	
Total Operating Expenses		\$ 19,384,418	\$ 14,415,990	\$ 15,125,598	\$ (709,608)	-4.92%
Operating Surplus/(Deficit)		\$ 10	\$ 122,331	\$ 505,320		

Debt Service Budget vs. Actual**Revenues**

Debt Service Rate Revenue		\$ 15,861,016	\$ 11,895,762	\$ 11,895,768	\$ 6	0.00%
Use of Reserves		954,652	715,989	715,989	-	
Septage Receiving Support - County		109,440	82,080	109,441	27,361	33.33%
Buck Mountain Lease Revenue		1,600	1,200	-	(1,200)	-100.00%
Trust Fund Interest		135,900	101,925	5,468	(96,457)	-94.63%
Reserve Fund Interest		666,000	499,500	57,035	(442,465)	-88.58%
Total Debt Service Revenues		\$ 17,728,608	\$ 13,296,456	\$ 12,783,701	\$ (512,755)	-3.86%

Debt Service Costs

Total Principal & Interest		\$ 14,380,219	\$ 10,785,164	\$ 10,785,164	\$ -	0.00%
Reserve Additions-Interest		666,000	499,500	57,035	442,465	88.58%
Debt Service Ratio Charge		725,000	543,750	543,750	-	0.00%
Reserve Additions-CIP Growth		1,957,394	1,468,046	1,468,046	-	0.00%
Total Debt Service Costs		\$ 17,728,613	\$ 13,296,460	\$ 12,853,994	\$ 442,465	3.33%
Debt Service Surplus/(Deficit)		\$ (5)	\$ (4)	\$ (70,293)		

Summary

Total Revenues	\$ 37,113,036	\$ 27,834,777	\$ 28,414,619	\$ 579,842	2.08%
Total Expenses	37,113,031	27,712,450	27,979,593	(267,143)	-0.96%
Surplus/(Deficit)	\$ 5	\$ 122,327	\$ 435,026		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Urban Water Rate Center
Revenues and Expenses Summary

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

		Notes								
Revenues										
Operations Rate Revenue		\$	7,118,541	\$	5,338,906	\$	5,316,576	\$	(22,330)	-0.42%
Lease Revenue			75,000		56,250		62,204		5,954	10.58%
Miscellaneous	C, G		-		-		248,718		248,718	
Use of Reserves-GAC			500,000		375,000		128,400		(246,600)	-65.76%
Rate Stabilization Reserves			94,254		70,691		70,691		-	0.00%
Interest Allocation			14,600		10,950		3,487		(7,463)	-68.15%
Total Operating Revenues		\$	7,802,395	\$	5,851,796	\$	5,830,075	\$	(21,721)	-0.37%
Expenses										
Personnel Cost	B	\$	1,918,361	\$	1,414,554	\$	1,457,705	\$	(43,151)	-3.05%
Professional Services	C		134,000		100,500		409,821		(309,321)	-307.78%
Other Services & Charges	D		738,130		553,598		662,803		(109,206)	-19.73%
Communications	F		76,000		57,000		78,188		(21,188)	-37.17%
Information Technology			85,500		64,125		39,427		24,698	38.52%
Supplies			5,745		4,309		5,044		(735)	-17.06%
Operations & Maintenance	A, E		2,159,300		1,619,475		1,669,488		(50,013)	-3.09%
Equipment Purchases			28,000		21,000		16,789		4,211	20.05%
Depreciation			300,000		225,000		225,000		-	0.00%
Reserve Transfers			-		-		-		-	
Subtotal Before Allocations		\$	5,445,036	\$	4,059,561	\$	4,564,264	\$	(504,704)	-12.43%
Allocation of Support Departments			2,357,359		1,738,090		1,651,772		86,318	4.97%
Total Operating Expenses		\$	7,802,395	\$	5,797,651	\$	6,216,036	\$	(418,386)	-7.22%
Operating Surplus/(Deficit)		\$	0	\$	54,146	\$	(385,961)			

Debt Service Budget vs. Actual

Revenues					
Debt Service Rate Revenue		\$ 6,178,645	\$ 4,633,984	\$ 4,633,947	\$ (37) 0.00%
Trust Fund Interest		49,000	36,750	1,974	(34,776) -94.63%
Reserve Fund Interest		339,600	254,700	29,088	(225,612) -88.58%
Use of Reserves		662,000	496,500	496,500	- 0.00%
Lease Revenue		1,600	1,200	-	(1,200) -100.00%
Total Debt Service Revenues		\$ 7,230,845	\$ 5,423,134	\$ 5,161,509	\$ (261,625) -4.82%
Debt Service Costs					
Total Principal & Interest		\$ 5,215,445	\$ 3,911,584	\$ 3,911,584	\$ - 0.00%
Reserve Additions-Interest		339,600	254,700	29,088	225,612 88.58%
Debt Service Ratio Charge		400,000	300,000	300,000	- 0.00%
Reserve Additions-CIP Growth		1,275,800	956,850	956,850	- 0.00%
Total Debt Service Costs		\$ 7,230,845	\$ 5,423,134	\$ 5,197,521	\$ 225,612 4.16%
Debt Service Surplus/(Deficit)		\$ -	\$ -	\$ (36,013)	

Rate Center Summary

Total Revenues	\$ 15,033,240	\$ 11,274,930	\$ 10,991,584	\$ (283,346)	-2.51%
Total Expenses	15,033,240	11,220,784	11,413,558	(192,774)	-1.72%
Surplus/(Deficit)	\$ 0	\$ 54,146	\$ (421,974)		
Costs per 1000 Gallons	\$ 2.30		\$ 2.45		
Operating and DS	\$ 4.42		\$ 4.50		
Thousand Gallons Treated or Flow (MGD)	3,397,700	2,548,275	2,537,743	(10,532)	-0.41%
	9.309		9.262		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Crozet Water Rate Center
Revenues and Expenses Summary

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Operations Rate Revenue	\$ 1,028,808	\$ 771,606	\$ 771,606	\$ -	0.00%
Lease Revenues	30,000	22,500	21,830	(670)	-2.98%
Use of Reserves-GAC	26,000	19,500	-	(19,500)	-100.00%
Interest Allocation	2,100	1,575	495	(1,080)	-68.59%
Total Operating Revenues	\$ 1,086,908	\$ 815,181	\$ 793,931	\$ (21,250)	-2.61%

Expenses

Personnel Cost	B \$ 302,598	\$ 223,112	\$ 232,247	\$ (9,134)	-4.09%
Professional Services	C 15,000	11,250	26,613	(15,363)	-136.56%
Other Services & Charges	142,360	106,770	75,937	30,833	28.88%
Communications	F 5,600	4,200	13,535	(9,335)	-222.26%
Information Technology	2,250	1,688	2,012	(325)	-19.24%
Supplies	1,350	1,013	1,257	(244)	-24.11%
Operations & Maintenance	E 353,292	264,969	286,623	(21,654)	-8.17%
Equipment Purchases	3,000	2,250	2,775	(525)	-23.33%
Depreciation	40,000	30,000	30,000	0	0.00%
Reserve Transfers	-	-	-	-	
Subtotal Before Allocations	\$ 865,450	\$ 645,251	\$ 670,998	\$ (25,747)	-3.99%
Allocation of Support Departments	221,456	163,301	156,187	7,114	4.36%
Total Operating Expenses	\$ 1,086,906	\$ 808,552	\$ 827,185	\$ (18,633)	-2.30%
Operating Surplus/(Deficit)	\$ 2	\$ 6,629	\$ (33,254)		

Debt Service Budget vs. Actual

Revenues

Debt Service Rate Revenue	\$ 1,311,312	\$ 983,484	\$ 983,484	\$ -	0.00%
Trust Fund Interest	11,600	8,700	465	(8,235)	-94.66%
Use of Reserves	198,252	148,689	148,689	-	0.00%
Reserve Fund Interest	15,700	11,775	1,369	(10,406)	-88.37%
Total Debt Service Revenues	\$ 1,536,864	\$ 1,152,648	\$ 1,134,007	\$ (18,641)	-1.62%

Debt Service Costs

Total Principal & Interest	\$ 1,217,569	\$ 913,177	\$ 913,177	\$ -	0.00%
Reserve Additions-Interest	15,700	11,775	1,369	10,406	88.37%
Reserve Additions-CIP Growth	303,600	227,700	227,700	-	0.00%
Total Debt Service Costs	\$ 1,536,869	\$ 1,152,652	\$ 1,142,246	\$ 10,406	0.90%
Debt Service Surplus/(Deficit)	\$ (5)	\$ (4)	\$ (8,239)		

Rate Center Summary

Total Revenues	\$ 2,623,772	\$ 1,967,829	\$ 1,927,938	\$ (39,891)	-2.03%
Total Expenses	2,623,775	1,961,204	1,969,430	(8,227)	-0.42%
Surplus/(Deficit)	\$ (3)	\$ 6,625	\$ (41,493)		
Costs per 1000 Gallons	\$ 5.47		\$ 4.85		
Operating and DS	\$ 13.20		\$ 11.54		
Thousand Gallons Treated	198,830	149,123	170,663	21,541	14.44%
Flow (MGD)	0.545		0.623		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Scottsville Water Rate Center
Revenues and Expenses Summary

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Operations Rate Revenue	\$ 520,812	\$ 390,609	\$ 390,609	\$ -	0.00%
Use of Reserves-GAC	9,220	6,915	-	(6,915)	-100.00%
Interest Allocation	1,000	750	243	(507)	-67.58%
Total Operating Revenues	\$ 531,032	\$ 398,274	\$ 390,852	\$ (7,422)	-1.86%

Expenses

Personnel Cost	B	\$ 184,031	\$ 135,666	\$ 141,690	\$ (6,023)	-4.44%
Professional Services		71,000	53,250	10,468	42,782	80.34%
Other Services & Charges	D	22,780	17,085	22,819	(5,734)	-33.56%
Communications		4,600	3,450	6,826	(3,376)	-97.85%
Information Technology		650	488	2,024	(1,536)	-315.14%
Supplies		200	150	42	108	71.70%
Operations & Maintenance		87,662	65,747	48,857	16,889	25.69%
Equipment Purchases		2,500	1,875	1,875	(0)	0.00%
Depreciation		20,000	15,000	15,000	(0)	0.00%
Reserve Transfers		-	-	-	-	
Subtotal Before Allocations		\$ 393,423	\$ 292,710	\$ 249,602	\$ 43,109	14.73%
Allocation of Support Departments		137,604	101,515	98,974	2,541	2.50%
Total Operating Expenses		\$ 531,027	\$ 394,226	\$ 348,576	\$ 45,650	11.58%
Operating Surplus/(Deficit)		\$ 5	\$ 4,048	\$ 42,277		

Debt Service Budget vs. Actual

Revenues

Debt Service Rate Revenue	\$ 128,749	\$ 96,562	\$ 96,561	\$ (1)	0.00%
Trust Fund Interest	1,200	900	49	(851)	-94.53%
Reserve Fund Interest	8,300	6,225	684	(5,541)	-89.01%
Total Debt Service Revenues	\$ 138,249	\$ 103,687	\$ 97,295	\$ (6,392)	-6.16%

Debt Service Costs

Total Principal & Interest	\$ 126,032	\$ 94,524	\$ 94,524	\$ -	0.00%
Reserve Additions-Interest	8,300	6,225	684	5,541	
Reserve Additions-CIP Growth	3,917	2,938	2,938	-	
Total Debt Service Costs	\$ 138,249	\$ 103,687	\$ 98,146	\$ 5,541	5.34%
Debt Service Surplus/(Deficit)	\$ -	\$ -	\$ (852)		

Rate Center Summary

Total Revenues	\$ 669,281	\$ 501,961	\$ 488,147	\$ (13,814)	-2.75%
Total Expenses	669,276	497,912	446,722	51,191	10.28%
Surplus/(Deficit)	\$ 5	\$ 4,048	\$ 41,425		
Costs per 1000 Gallons	\$ 30.79		\$ 22.41		
Operating and DS	\$ 38.81		\$ 28.72		
Thousand Gallons Treated	17,245	12,934	15,555	2,621	20.27%
or					
Flow (MGD)	0.047		0.057		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Urban Wastewater Rate Center
Revenues and Expenses Summary

Budget FY 2021	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
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Operating Budget vs. Actual

Notes

Revenues

Operations Rate Revenue	\$ 8,033,620	\$ 6,025,215	\$ 7,016,855	\$ 991,640	16.46%
Stone Robinson WWTP	22,788	17,091	11,016	(6,075)	-35.55%
Septage Acceptance	475,000	356,250	409,431	53,181	14.93%
Nutrient Credits	45,000	33,750	86,999	53,249	157.77%
Rate Stabilization Reserve	121,233	90,925	90,925	-	0.00%
Miscellaneous Revenue	-	-	2,224	2,224	
Interest Allocation	16,100	12,075	3,848	(8,227)	-68.13%
Total Operating Revenues	\$ 8,713,741	\$ 6,535,306	\$ 7,621,298	\$ 1,085,992	16.62%

Expenses

Personnel Cost	\$ 1,299,876	\$ 957,433	\$ 928,430	\$ 29,002	3.03%
Professional Services	C 143,400	107,550	194,732	(87,182)	-81.06%
Other Services & Charges	D 2,020,300	1,515,225	1,603,502	(88,277)	-5.83%
Communications	10,700	8,025	10,612	(2,587)	-32.24%
Information Technology	69,500	52,125	17,162	34,963	67.07%
Supplies	1,900	1,425	1,608	(183)	-12.86%
Operations & Maintenance	E 1,767,000	1,325,250	1,556,656	(231,406)	-17.46%
Equipment Purchases	125,250	93,938	52,738	41,199	43.86%
Depreciation	470,000	352,500	352,500	(0)	0.00%
Reserve Transfers	-	-	-	-	
Subtotal Before Allocations	\$ 5,907,926	\$ 4,413,470	\$ 4,717,940	\$ (304,470)	-6.90%
Allocation of Support Departments	2,805,815	2,069,362	1,996,966	72,397	3.50%
Total Operating Expenses	\$ 8,713,741	\$ 6,482,832	\$ 6,714,906	\$ (232,074)	-3.58%
Operating Surplus/(Deficit)	\$ (0)	\$ 52,474	\$ 906,392		

Debt Service Budget vs. Actual

Revenues

Debt Service Rate Revenue	\$ 8,229,090	\$ 6,171,818	\$ 6,171,858	\$ 41	0.00%
Septage Receiving Support - County	109,440	82,080	109,441	27,361	33.33%
Trust Fund Interest	74,000	55,500	2,975	(52,525)	-94.64%
Use of Reserves	94,400	70,800	70,800	-	0.00%
Reserve Fund Interest	295,200	221,400	25,266	(196,134)	-88.59%
Total Debt Service Revenues	\$ 8,802,130	\$ 6,601,598	\$ 6,380,340	\$ (221,257)	-3.35%

Debt Service Costs

Total Principal & Interest	\$ 7,812,130	\$ 5,859,098	\$ 5,859,098	\$ -	0.00%
Reserve Additions-Interest	295,200	221,400	25,266	196,134	88.59%
Debt Service Ratio Charge	325,000	243,750	243,750	-	0.00%
Reserve Additions-CIP Growth	369,800	277,350	277,350	-	0.00%
Total Debt Service Costs	\$ 8,802,130	\$ 6,601,598	\$ 6,405,464	\$ 196,134	2.97%
Debt Service Surplus/(Deficit)	\$ -	\$ -	\$ (25,124)		

Rate Center Summary

Total Revenues	\$ 17,515,871	\$ 13,136,903	\$ 14,001,638	\$ 864,734	6.58%
Total Expenses	17,515,871	13,084,430	13,120,370	(35,940)	-0.27%
Surplus/(Deficit)	\$ (0)	\$ 52,474	\$ 881,268		
Costs per 1000 Gallons	\$ 2.57		\$ 2.27		
Operating and DS	\$ 5.17		\$ 4.43		
Thousand Gallons Treated	3,390,400	2,542,800	2,961,947	419,147	16.48%
or					
Flow (MGD)	9.289		10.810		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Glenmore Wastewater Rate Center
Revenues and Expenses Summary

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Operations Rate Revenue	\$ 370,524	\$ 277,893	\$ 277,893	\$ -	0.00%
Rate Stabilization Reserve	24,540	18,405	18,405	-	0.00%
Interest Allocation	700	525	168	(357)	-68.06%
Total Operating Revenues	\$ 395,764	\$ 296,823	\$ 296,466	\$ (357)	-0.12%

Expenses

Personnel Cost	\$ 97,804	\$ 72,067	\$ 67,647	\$ 4,421	6.13%
Professional Services	24,200	18,150	87	18,063	
Other Services & Charges	36,800	27,600	29,758	(2,158)	-7.82%
Communications	3,200	2,400	2,688	(288)	-11.98%
Information Technology	4,050	3,038	915	2,123	69.89%
Supplies	-	-	654	(654)	
Operations & Maintenance	E 109,100	81,825	103,324	(21,499)	-26.27%
Equipment Purchases	3,700	2,775	2,775	0	0.00%
Depreciation	10,000	7,500	7,500	0	0.00%
Subtotal Before Allocations	\$ 288,854	\$ 215,355	\$ 215,348	\$ 7	0.00%
Allocation of Support Departments	106,907	78,908	77,941	968	1.23%
Total Operating Expenses	\$ 395,761	\$ 294,263	\$ 293,288	\$ 975	0.33%
Operating Surplus/(Deficit)	\$ 3	\$ 2,560	\$ 3,177		

Debt Service Budget vs. Actual

Revenues

Debt Service Rate Revenue	\$ 3,778	\$ 2,834	\$ 2,835	\$ 2	0.05%
Trust Fund Interest	-	-	-	-	
Reserve Fund Interest	3,000	2,250	285	(1,965)	-87.33%
Total Debt Service Revenues	\$ 6,778	\$ 5,084	\$ 3,120	\$ 2	0.03%

Debt Service Costs

Total Principal & Interest	\$ 1,579	\$ 1,184	\$ 1,184	\$ -	0.00%
Reserve Additions-CIP Growth	2,199	1,649	1,649	-	0.00%
Reserve Additions-Interest	3,000	2,250	285	1,965	87.33%
Total Debt Service Costs	\$ 6,778	\$ 5,084	\$ 3,119	\$ 1,965	38.65%
Debt Service Surplus/(Deficit)	\$ -	\$ -	\$ 2		

Rate Center Summary

Total Revenues	\$ 402,542	\$ 301,907	\$ 299,586	\$ (2,321)	-0.77%
Total Expenses	402,539	299,347	296,407	2,940	0.98%
Surplus/(Deficit)	\$ 3	\$ 2,560	\$ 3,179		
Costs per 1000 Gallons	\$ 9.51		\$ 8.71		
Operating and DS	\$ 9.67		\$ 8.80		
Thousand Gallons Treated	41,629	31,222	33,671	2,449	7.84%
or					
Flow (MGD)	0.114		0.123		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Scottsville Wastewater Rate Center
Revenues and Expenses Summary

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Operations Rate Revenue	\$ 308,988	\$ 231,741	\$ 231,741	\$ -	0.00%
Interest Allocation	600	450	142	(308)	-68.34%
Total Operating Revenues	\$ 309,588	\$ 232,191	\$ 231,883	\$ (308)	-0.13%

Expenses

Personnel Cost	\$ 97,317	\$ 71,702	\$ 67,647	\$ 4,055	5.66%
Professional Services	2,100	1,575	87	1,488	94.45%
Other Services & Charges	D 23,710	17,783	24,415	(6,632)	-37.30%
Communications	3,720	2,790	2,926	(136)	-4.88%
Information Technology	1,500	1,125	478	647	57.53%
Supplies	500	375	0	375	99.91%
Operations & Maintenance	E 57,812	43,359	73,892	(30,533)	-70.42%
Equipment Purchases	3,700	2,775	2,775	0	0.00%
Depreciation	20,000	15,000	15,000	(0)	0.00%
Subtotal Before Allocations	\$ 210,359	\$ 156,484	\$ 187,220	\$ (30,737)	-19.64%
Allocation of Support Departments	99,228	73,233	71,975	1,258	1.72%
Total Operating Expenses	\$ 309,587	\$ 229,716	\$ 259,195	\$ (29,479)	-12.83%
Operating Surplus/(Deficit)	\$ 1	\$ 2,475	\$ (27,311)		

Debt Service Budget vs. Actual

Revenues

Debt Service Rate Revenue	\$ 9,442	\$ 7,082	\$ 7,083	\$ 2	0.02%
Trust Fund Interest	100	75	5	(70)	-92.77%
Reserve Fund Interest	4,200	3,150	342	(2,808)	-89.14%
Total Debt Service Revenues	\$ 13,742	\$ 10,307	\$ 7,431	\$ (2,876)	-27.90%

Debt Service Costs

Total Principal & Interest	\$ 7,464	\$ 5,598	\$ 5,598	\$ -	0.00%
Reserve Additions-Interest	4,200	3,150	342	2,808	89.14%
Estimated New Principal & Interest	2,078	1,559	1,559	-	0.00%
Total Debt Service Costs	\$ 13,742	\$ 10,307	\$ 7,499	\$ 2,808	27.24%
Debt Service Surplus/(Deficit)	\$ -	\$ -	\$ (68)		

Rate Center Summary

Total Revenues	\$ 323,330	\$ 242,498	\$ 239,314	\$ (3,183)	-1.31%
Total Expenses	323,329	240,023	266,693	(26,671)	-11.11%
Surplus/(Deficit)	\$ 1	\$ 2,475	\$ (27,379)		
Costs per 1000 Gallons	\$ 13.39		\$ 11.08		
Operating and DS	\$ 13.98		\$ 11.40		
Thousand Gallons Treated	23,126	17,345	23,396	6,052	34.89%
or					
Flow (MGD)	0.063		0.085		

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Administration

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Payment for Services SWA	\$ 543,000	\$ 407,250	\$ 407,250	\$ -	0.00%
Miscellaneous Revenue	2,000	1,500	46,552	45,052	3003.44%
Total Operating Revenues	\$ 545,000	\$ 408,750	\$ 453,802	\$ 45,052	11.02%

Expenses

Personnel Cost	\$ 1,906,136	\$ 1,401,671	\$ 1,405,157	\$ (3,487)	-0.25%
Professional Services	183,000	137,250	81,775	55,475	40.42%
Other Services & Charges	80,600	60,450	58,444	2,006	3.32%
Communications	21,500	16,125	15,217	908	5.63%
Information Technology	177,000	132,750	133,178	(428)	-0.32%
Supplies	24,250	18,188	16,554	1,634	8.98%
Operations & Maintenance	E 75,200	56,400	79,024	(22,624)	-40.11%
Equipment Purchases	24,000	18,000	10,500	7,500	41.67%
Depreciation	-	-	-	-	
Total Operating Expenses	\$ 2,491,686	\$ 1,840,833	\$ 1,799,849	\$ 40,984	2.23%

Department Summary

Net Costs Allocable to Rate Centers **\$ (1,946,686) \$ (1,432,083) \$ (1,346,047) \$ (86,036) 6.01%**

Allocations to the Rate Centers

Urban Water	44.00%	\$ 856,542	\$ 630,117	\$ 592,261	\$ 37,856
Crozet Water	4.00%	\$ 77,867	\$ 57,283	\$ 53,842	\$ 3,441
Scottsville Water	2.00%	\$ 38,934	\$ 28,642	\$ 26,921	\$ 1,721
Urban Wastewater	48.00%	\$ 934,409	\$ 687,400	\$ 646,103	\$ 41,297
Glenmore Wastewater	1.00%	\$ 19,467	\$ 14,321	\$ 13,460	\$ 860
Scottsville Wastewater	1.00%	\$ 19,467	\$ 14,321	\$ 13,460	\$ 860
	100.00%	\$ 1,946,686	\$ 1,432,083	\$ 1,346,047	\$ 86,036

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Maintenance

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual

Notes

Revenues

Payment for Services SWA	\$	-	\$	-	\$	-	\$	-
Miscellaneous Revenue		-		-		3,101		3,101
<i>Total Operating Revenues</i>	\$	-	\$	-	\$	3,101	\$	3,101

Expenses

Personnel Cost	B	\$	1,233,605	\$	908,520	\$	994,679	\$	(86,159)	-9.48%
Professional Services			-		-		-		-	
Other Services & Charges			50,700		38,025		17,772		20,253	53.26%
Communications			17,400		13,050		16,074		(3,024)	-23.17%
Information Technology			8,500		6,375		6,024		351	5.51%
Supplies			2,000		1,500		186		1,314	87.60%
Operations & Maintenance	E		84,550		63,413		69,295		(5,883)	-9.28%
Equipment Purchases			139,000		104,250		92,250		12,000	11.51%
Depreciation			-		-		-		-	
<i>Total Operating Expenses</i>		\$	1,535,755	\$	1,135,133	\$	1,196,281	\$	(61,148)	-5.39%

Department Summary

Net Costs Allocable to Rate Centers		\$	(1,535,755)	\$	(1,135,133)	\$	(1,193,179)	\$	64,249	-5.66%
<u>Allocations to the Rate Centers</u>										
Urban Water	30.00%	\$	460,727	\$	340,540	\$	357,954	\$	(17,414)	
Crozet Water	3.50%		53,751		39,730		41,761		(2,032)	
Scottsville Water	3.50%		53,751		39,730		41,761		(2,032)	
Urban Wastewater	56.50%		867,702		641,350		674,146		(32,796)	
Glenmore Wastewater	3.50%		53,751		39,730		41,761		(2,032)	
Scottsville Wastewater	3.00%		46,073		34,054		35,795		(1,741)	
	100.00%	\$	1,535,755	\$	1,135,133	\$	1,193,179	\$	(58,046)	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Laboratory

Budget FY 2021	Budget Year-to-Date	Actual Year-to-Date	Budget vs. Actual	Variance Percentage
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Operating Budget vs. Actual

Notes

Revenues

N/A

Expenses

Personnel Cost	\$ 404,171	\$ 297,311	\$ 291,936	\$ 5,375	1.81%
Professional Services	-	-	-	-	
Other Services & Charges	7,600	5,700	1,077	4,623	81.10%
Communications	2,100	1,575	978	597	
Information Technology	2,500	1,875	991	884	47.17%
Supplies	1,300	975	1,215	(240)	-24.57%
Operations & Maintenance	97,250	72,938	45,883	27,054	37.09%
Equipment Purchases	1,600	1,200	1,200	0	0.00%
Depreciation	-	-	-	-	
Total Operating Expenses	\$ 516,521	\$ 381,573	\$ 343,280	\$ 38,294	10.04%

Department Summary

Net Costs Allocable to Rate Centers		\$ (516,521)	\$ (381,573)	\$ (343,280)	\$ (38,294)	10.04%
<u>Allocations to the Rate Centers</u>						
Urban Water	44.00%	\$ 227,269	\$ 167,892	\$ 151,043	\$ 16,849	
Crozet Water	4.00%	20,661	15,263	13,731	1,532	
Scottsville Water	2.00%	10,330	7,631	6,866	766	
Urban Wastewater	47.00%	242,765	179,340	161,342	17,998	
Glenmore Wastewater	1.50%	7,748	5,724	5,149	574	
Scottsville Wastewater	1.50%	7,748	5,724	5,149	574	
	100.00%	\$ 516,521	\$ 381,573	\$ 343,280	\$ 38,294	

Rivanna Water & Sewer Authority
Monthly Financial Statements - March 2021

Engineering

<i>Budget FY 2021</i>	<i>Budget Year-to-Date</i>	<i>Actual Year-to-Date</i>	<i>Budget vs. Actual</i>	<i>Variance Percentage</i>
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Operating Budget vs. Actual**Revenues**

Payment for Services SWA

Total Operating Revenues

\$ -	\$ -	\$ 9,510	\$ 9,510	
\$ -	\$ -	\$ 9,510	\$ 9,510	

Expenses

Personnel Cost

Professional Services

Other Services & Charges

Communications

Information Technology

Supplies

Operations & Maintenance

Equipment Purchases

Depreciation & Capital Reserve Transfers

Total Operating Expenses

\$ 1,469,358	\$ 1,080,582	\$ 1,069,811	\$ 10,771	1.00%
30,000	22,500	17,479	5,021	22.31%
13,800	10,350	7,839	2,511	24.26%
16,200	12,150	11,625	525	4.32%
41,500	31,125	25,102	6,023	19.35%
9,800	7,350	3,418	3,932	53.50%
127,250	95,438	29,417	66,020	69.18%
21,500	16,125	16,125	(0)	0.00%
-	-	-	-	
\$ 1,729,408	\$ 1,275,619	\$ 1,180,817	\$ 94,803	7.43%

Department Summary

Net Costs Allocable to Rate Centers

\$ (1,729,408)	\$ (1,275,619)	\$ (1,171,307)	\$ (85,293)	6.69%
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Allocations to the Rate Centers

Urban Water

47.00%

Crozet Water

4.00%

Scottsville Water

2.00%

Urban Wastewater

44.00%

Glenmore Wastewater

1.50%

Scottsville Wastewater

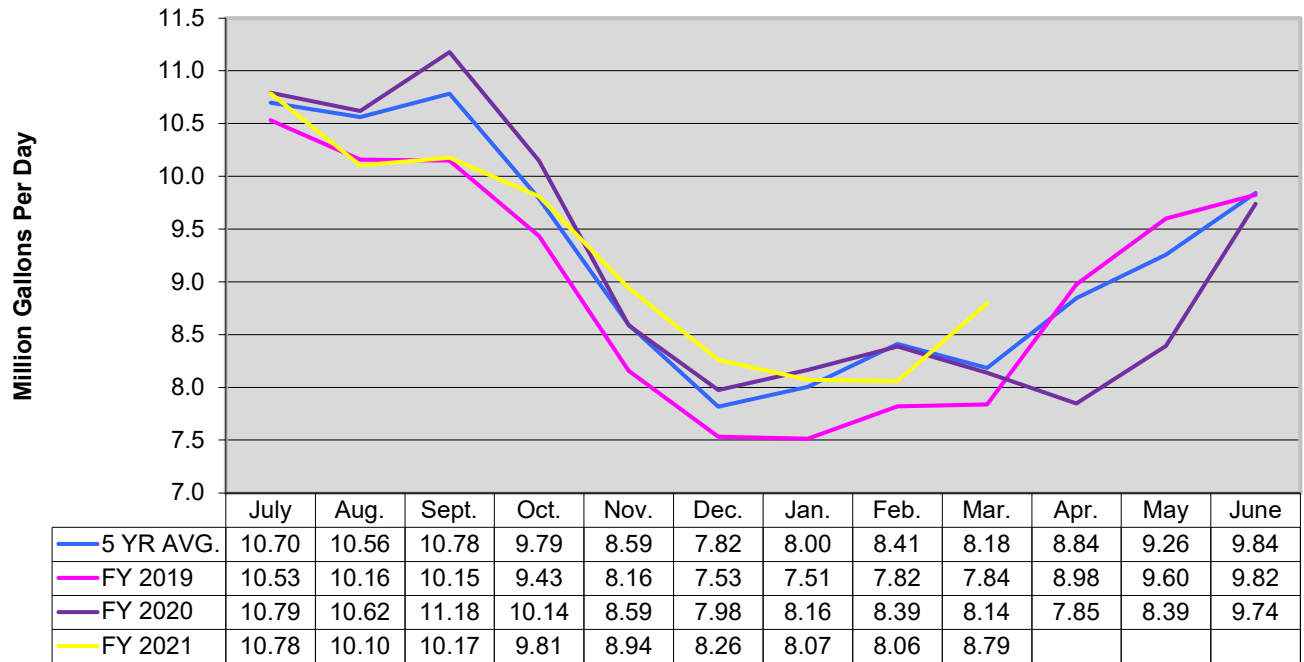
1.50%

100.00%

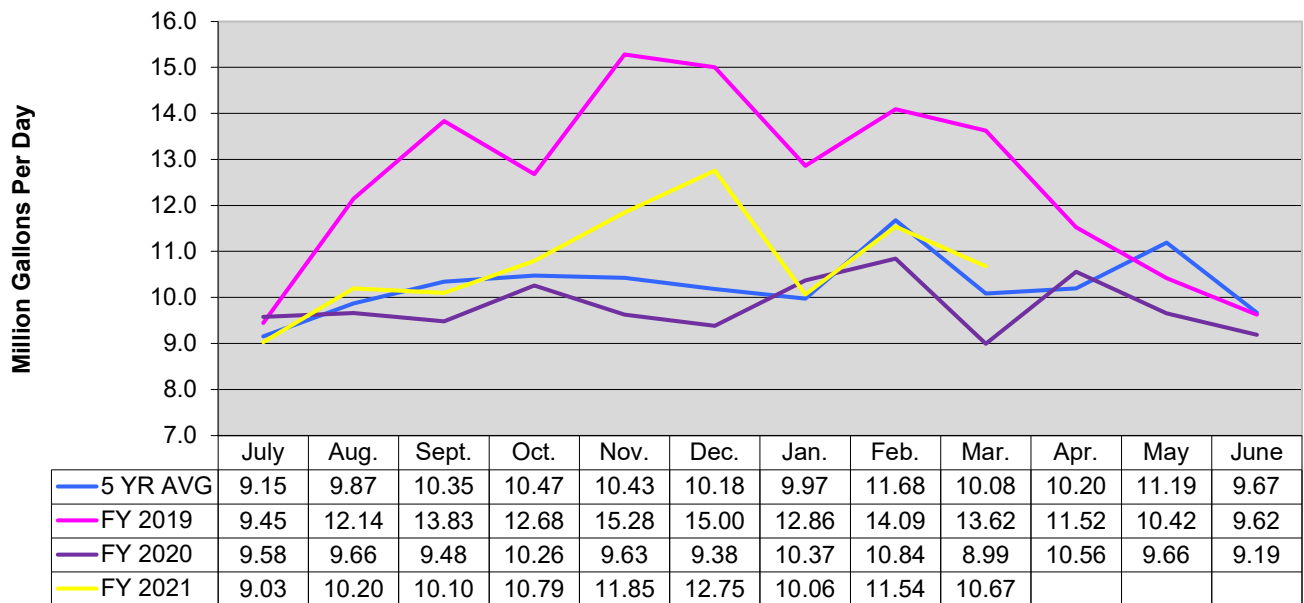
\$ 812,822	\$ 599,541	\$ 550,514	\$ 49,027
69,176	51,025	46,852	4,173
34,588	25,512	23,426	2,086
760,939	561,273	515,375	45,898
25,941	19,134	17,570	1,565
25,941	19,134	17,570	1,565
\$ 1,729,408	\$ 1,275,619	\$ 1,171,307	\$ 104,313

**Rivanna Water and Sewer Authority
Flow Graphs**

Urban Water Flows



Urban Wastewater Flows



MEMORANDUM

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

FROM: DAVE TUNGATE, DIRECTOR OF OPERATIONS

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: OPERATIONS REPORT FOR APRIL 2021

DATE: MAY 25, 2021

WATER OPERATIONS:

The average daily/monthly total water distributed for April 2021 was as follows:

<i>Water Treatment Plant</i>	<i>Average Daily Production (MGD)</i>	<i>Total Monthly Production (MG)</i>	<i>Maximum Daily Production in the Month (MGD)</i>
Observatory	1.83	55.00	2.45 (04/07/21)
South Rivanna	6.95	208.54	8.08 (04/30/21)
North Rivanna	<u>0.39</u>	<u>11.65</u>	0.50 (04/12/21)
Urban Total	9.17	275.19	10.52 (04/29/21)
Crozet	0.63	18.92	0.79 (04/30/21)
Scottsville	0.054	1.61	0.19 (04/27/21)
Red Hill	<u>0.0017</u>	<u>0.052</u>	0.003 (04/12/21)
RWSA Total	9.86	295.77	---

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

Status of Reservoirs (as of May 14, 2021):

- Urban Reservoirs: 95.1 % of Total Useable Capacity
- Ragged Mountain Reservoir is not full (99.26%)
- Sugar Hollow Reservoir is not full (64.73%)*
- South Rivanna Reservoir is full (100%)
- Beaver Creek Reservoir is full (100%)
- Totier Creek Reservoir is full (100%)

*The Sugar Hollow Reservoir has been lowered for replacement of the rubber bladder on the dam.

WASTEWATER OPERATIONS:

All RWSA Water Resource Recovery Facilities (WRRFs) were in regulatory compliance with their effluent limitations during April 2021. Performance of the WRRFs in April was as follows compared to the respective VDEQ permit limits:

WRRF	<i>Average Daily Effluent Flow (mgd)</i>	<i>Average CBOD₅ (ppm)</i>		<i>Average Total Suspended Solids (ppm)</i>		<i>Average Ammonia (ppm)</i>	
		<i>RESULT</i>	<i>LIMIT</i>	<i>RESULT</i>	<i>LIMIT</i>	<i>RESULT</i>	<i>LIMIT</i>
Moores Creek	10.72	2.0	10	<QL	22	0.11	7.0
Glenmore	0.103	5.0	15	4.0	30	NR	NL
Scottsville	0.085	5.0	25	5.0	30	NR	NL
Stone Robinson	0.029	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 0.1 ppm for Ammonia).

Nutrient discharges at the Moores Creek AWRRF were as follows for April 2021.

<i>State Annual Allocation (lb./yr.) Permit</i>		<i>Average Monthly Allocation (lb./mo.) *</i>	<i>Moores Creek Discharge April (lb./mo.)</i>	<i>Performance as % of monthly average Allocation*</i>	<i>Year to Date Performance as % of annual allocation</i>
Nitrogen	282,994	23,583	8,662	37%	12%
Phosphorous	18,525	1,544	670	43%	12%

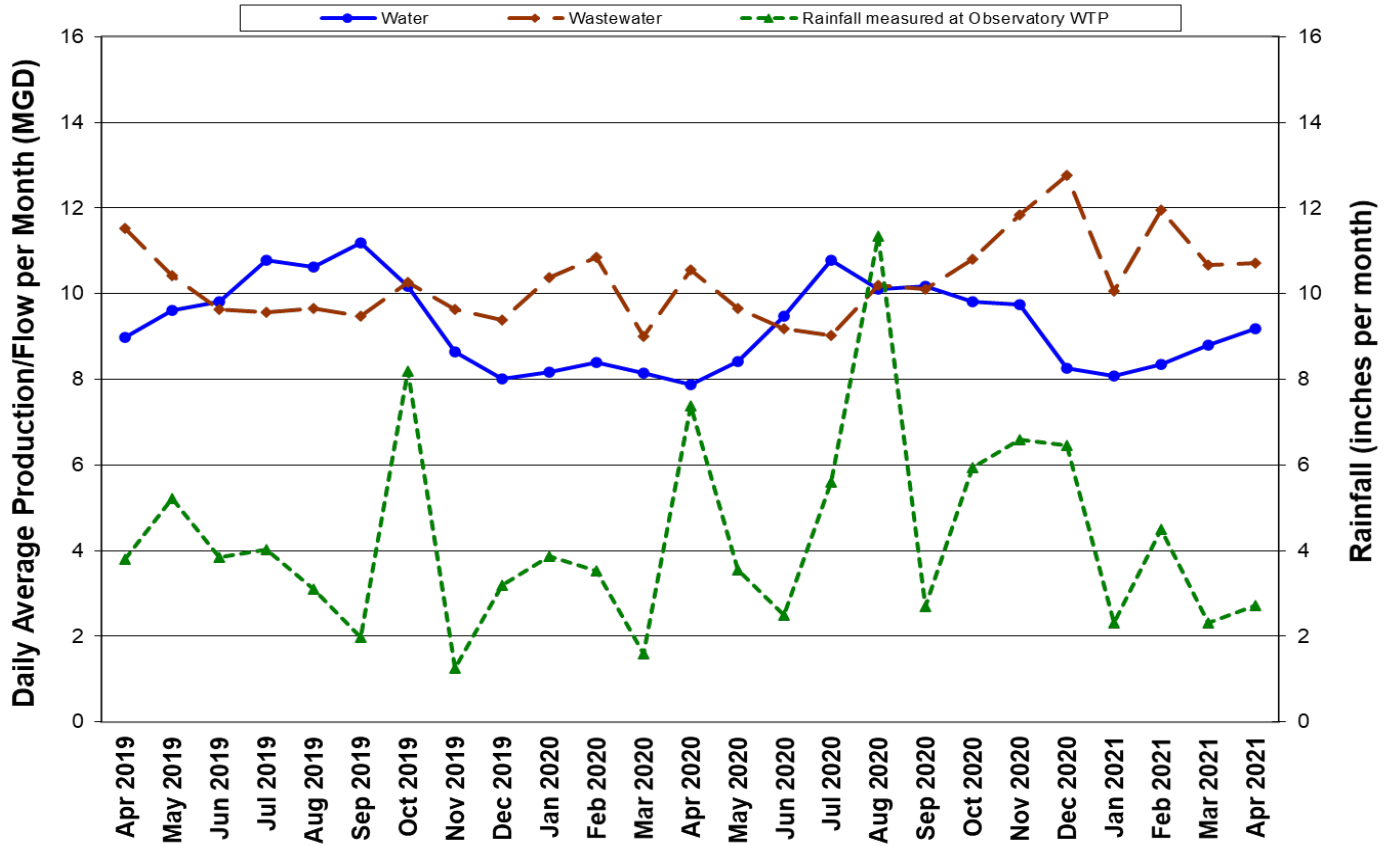
*State allocations are expressed as annual amounts. One-twelfth of that allocation is an internal monthly benchmark for comparative purposes only.

WATER AND WASTEWATER DATA:

The following graphs are provided for review:

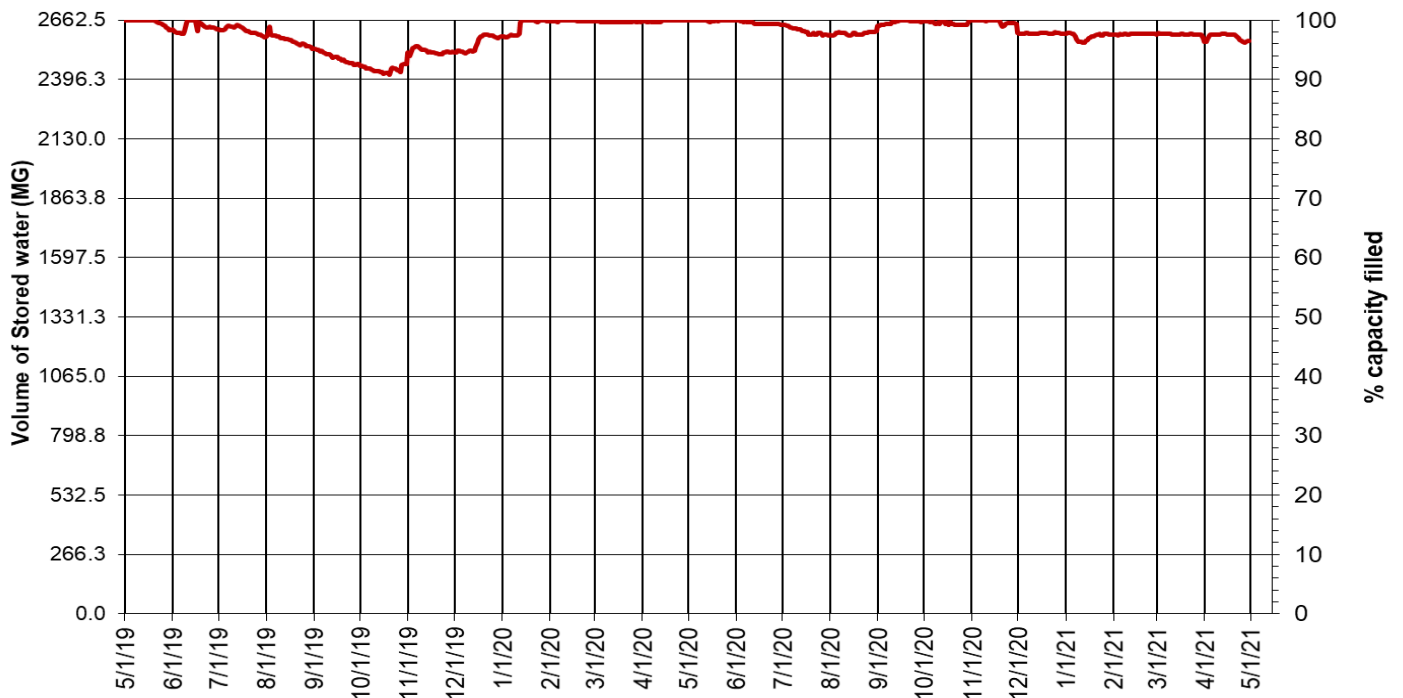
- Usable Urban Reservoir Water Storage
- Urban Water and Wastewater Flows versus Rainfall

Urban Water and Wastewater Flows versus Rainfall



Usable Urban Reservoir Water Storage

Maximum 2,662.5 MG after 5/1/19



MEMORANDUM

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

**FROM: JENNIFER WHITAKER, DIRECTOR OF ENGINEERING &
MAINTENANCE**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: STATUS REPORT: ONGOING PROJECTS

DATE: MAY 25, 2021

This memorandum reports on the status of the following Capital Projects as well as other significant operating, maintenance and planning projects.

For the current, approved CIP, please visit: <https://www.rivanna.org/wp-content/uploads/2020/06/2021-2025-CIP-Final.pdf>

Under Construction

1. South Rivanna and Observatory Water Treatment Plant Renovations
2. Crozet Flow Equalization Tank
3. MC Aluminum Slide Gate Replacements
4. Sugar Hollow Dam – Gate Replacement and Intake Tower Repairs
5. MC Exterior Lighting Improvements

Design and Bidding

6. Ragged Mtn Reservoir to Observatory WTP Raw Water Line and Pump Station
7. Beaver Creek Dam, Pump Station and Piping Improvements
8. Airport Road Water Pump Station and Piping
9. South Fork Rivanna River Crossing
10. MC Clarifier and Silo Demolition
11. MC Generator Fuel Expansion
12. MC Facility Renovations
13. MC 5kV Electrical System Upgrades
14. Glenmore WRRF Influent Pump & VFD Addition

Planning and Studies

15. South Rivanna Reservoir to Ragged Mtn Reservoir Water Line Right-of-Way
16. Urban Finished Water Infrastructure Master Plan

17. Upper Schenks Branch Interceptor, Phase II
18. Asset Management Plan
19. MC Facilities Master Plan
20. SRR to RMR Pipeline – Pretreatment Pilot Study
21. Central Water Line - Routing Study

Other Significant Projects

22. Urgent and Emergency Repairs
23. Interceptor Sewer & Manhole Repair
24. Security Enhancements

Under Construction

1. South Rivanna and Observatory Water Treatment Plant Renovations

Design Engineer:	Short Elliot Hendrickson, Inc. (SEH)
Construction Contractor:	English Construction Company (Lynchburg, VA)
Construction Start:	May 2020
Percent Complete:	25%
Base Construction Contract +	
Change Orders to Date = Current Value:	$\$36,748,500 + \$222,723.32 = \$36,971,223.32$
Completion:	March 2023
Budget:	\$43,000,000

Current Status: Work continues at the SRWTP with construction of the filter building expansion, foundations for the Alum and Fluoride Chemical Storage Building and Administration Building, and recoating of the clarifier metal components. Work at the OBWTP includes exploratory excavations to identify underground utilities in the area of the new Chemical Building and relocation of process lines and an electrical ductbank.

2. Crozet Flow Equalization Tank

Design Engineer:	Schnabel Engineering
Construction Contractor:	Anderson Construction (Lynchburg, VA)
Construction Start:	September 2020
Percent Complete:	25%
Based Construction Contract +	
Change Orders to Date = Current Value:	\$4,406,300
Completion:	November 2022
Budget:	\$5,400,000

Current Status: All of the foundation piles having been poured and site grading for the tank construction underway.

3. MC Aluminum Slide Gate Replacements

Design Engineer:	Hazen and Sawyer
Construction Contractor:	Waco Incorporated (Sandston, VA)
Construction Start:	September 2020
Percent Complete:	55%
Base Construction Contract + Change Orders to Date = Current Value:	\$373,600 - \$30,400 = \$343,200
Completion:	October 2021
Budget:	\$675,000

Current Status: The gears and shafts on all four mud valves at the headworks are badly corroded and in need of repair prior to installing the actuators for proper operation. A significant change order is warranted which will exceed the current amount of contingency. A separate Board Report is included this month to request the additional contingency.

4. Sugar Hollow Dam – Gate Replacement and Intake Tower Repairs

Design Engineer:	Schnabel Engineering
Construction Contractor:	Allegheny Construction (Roanoke, VA)
Construction Start:	October 2020
Percent Complete:	70%
Base Construction Contract + Change Order to Date = Current Value:	\$1,410,875 + \$800 = \$1,411,675
Completion:	July 2021
Budget:	\$1,900,000

Current Status: Installation of the new bladder is expected to be completed in May, with testing, startup, and miscellaneous site improvements to follow in June. Periodic lowering of the reservoir by 2-5 feet will be required by the contractor for the remaining construction activities.

5. MC Exterior Lighting Improvements

Design Engineer:	Hazen and Sawyer
Construction Contractor:	Pyramid Electrical Contractors (Richmond, VA)
Construction Start:	April 2021
Percent Complete:	20%
Base Construction Contract + Change Order to Date = Current Value:	\$349,000
Completion:	February 2022
Budget:	\$900,000

Current Status: Replacement of light fixtures will begin in July as materials are delivered.

Design and Bidding

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

Design Engineer:	Michael Baker International (Baker)/Kimley-Horn
Project Start:	August 2018
Project Status:	Prelim Design & Easement Acquisition
Construction Start:	2023
Completion:	2027
Budget:	\$24,000,000

Current Status:

Easement negotiations with two private owners, UVA, the UVA Foundation, and the Virginia Department of Forestry are in progress. Kimley-Horn Engineers will design the pumping station and pipeline.

7. Beaver Creek Dam, Pump Station and Piping Improvements

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen & Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	20% Design and Permitting Underway
Construction Start:	2024
Completion:	2026
Budget:	\$27,000,000

Current Status: A presentation to the Board is anticipated in June regarding the pump station site selection process.

8. Airport Road Water Pump Station and Piping

Design Engineer:	Short Elliot Hendrickson (SEH)
Project Start:	July 2019
Project Status:	75% Design
Construction Start:	Fall 2021
Completion:	June 2023
Budget:	\$7,600,000

Current Status: SEH is working on VDH, County Site Plan, ARB, and WPO submittals and anticipates County submission of all documents in May.

9. South Fork Rivanna River Crossing

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020

Project Status:	20% Design
Construction Start:	Spring 2022
Completion:	Fall 2023
Budget:	\$3,655,000

Current Status: Baker is working on a technical memo to summarize the pros and cons, permitting impacts, and costs of the alternative river crossing alignment options. Once RWSA selects an alternative, Baker will initiate survey and geotechnical work.

10. MC Clarifier and Lime Silo Demolition

Design Engineer:	Hazen and Sawyer
Project Start:	October 2020
Project Status:	95% Design
Construction Start:	Summer 2021
Completion:	Summer 2022
Budget:	\$655,000

Current Status: County permit applications have been submitted.

11. MC Generator Fuel Storage Expansion

Design Engineer:	SEH, Inc.
Project Start:	August 2020
Project Status:	Construction Award
Construction Start:	Summer 2021
Completion:	Fall 2021
Budget:	\$250,000

Current Status: Approval of a construction contract is included in the May documents to the Board.

12. MC Facility Renovations

Design Engineer:	SEH, Inc.
Project Start:	August 2020
Project Status:	0% Design
Construction Start:	Winter 2020/2021
Completion:	Summer 2021
Budget:	\$750,000

Current Status: Staff is evaluating the Duty Station for conversion into office space. This conversion will require extensive cleaning and the relocation of load bearing walls. An updated cost estimate has been developed by SEH to confirm the viability of this conversion. This work is on hold pending the outcome of the Moores Creek Facility Master Plan.

13. MC 5 kV Electrical System Upgrades

Design Engineer:	Hazen and Sawyer
Project Start:	August 2020
Project Status:	50% Design
Construction Start:	March 2022
Completion:	June 2024
Budget:	\$4,600,000

Current Status: Design is underway.

14. Glenmore WRRF Influent Pump and VFD Addition

Design Consultant:	Wiley Wilson
Project Start:	August 2020
Project Status:	90% Design
Construction Start:	2021
Completion:	Fall 2021
Budget:	\$65,000

Current Status: Construction bids to be received in June.

Planning and Studies

15. South Rivanna Reservoir to Ragged Mtn. Reservoir Water Line Right-of-Way

Design Engineer:	Michael Baker International (Baker)
Project Start:	October 2017
Project Status:	Easement Acquisition
Completion:	2021
Budget:	\$2,295,000

Current Status: Progress continues in our efforts to acquire the 9.5 miles of easements and agreements (with VDOT) for this 36" water line. Discussions continue on remaining easements with 3 private owners and the UVA Foundation.

16. Urban Finished Water Infrastructure Master Plan

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2018
Project Status:	95% complete
Completion:	April 2021
Budget:	\$253,000

Current Status: The revised draft Master Plan was received and will be circulated to stakeholders for review and comment following RWSA internal review.

17. Upper Schenks Branch Interceptor, Phase II

Design Engineer:	Frazier Engineering, P.A.
Project Start:	TBD
Project Status:	Alignment Analysis
Construction Start:	TBD
Completion:	TBD
Budget:	\$3,985,000

Current Status: Discussions about the pipe alignment have been renewed with the County and the City. Following pipe alignment determinations, the design plans will be updated, and the construction approach will be coordinated with a City project planned for the same general area.

18. Asset Management Plan

Design Engineer:	GHD, Inc.
Project Start:	July 2018
Project Status:	Phase 2 – 95% Complete CMMS Implementation – 20% Complete
Completion:	2021
Budget:	\$1,115,000

Current Status: A draft Tactical Asset Management Plan has been submitted for review. For implementation of the new CMMS, workshops continue with various departments to identify their current and future workflows for eventual incorporation into the new CMMS. GHD completed a draft version of an RWSA-wide asset register based on an export of assets from the current work order system that is being replaced. Workshops are also being held to review the draft register and initiate the software configuration process.

19. MC Facilities Master Plan

Design Consultant:	Hazen and Sawyer
Project Start:	August 2019
Project Status:	85% Complete
Completion:	May 2021
Budget:	\$275,000

Current Status: Multiple reviews have been held with staff. RWSA is reviewing scheduling scenarios and budgets for proposed future improvements and long-term impacts to the CIP.

20. SRR to RMR Pipeline – Pretreatment Pilot Study

Design Consultant:	SEH
Project Start:	August 2020
Project Status:	90% Complete (Phase 1)
Completion:	July 2022

Budget: \$22,969 (Phase 1)

Current Status: Phase 1, analysis of existing water quality and seasonal weather data, is underway. SEH is finalizing their technical memorandum on this phase of the study. Phase 2 of the study will include detailed reservoir water quality modeling performed by DiNatale Water Consultants. As Phase 2 kicks off, staff from RWSA and SEH will also develop the scope for Phase 3, which will include a pilot study of various pretreatment technologies to determine their overall effectiveness in removing nutrients and sedimentation.

21. Central Water Line Project - Routing Study

Design Consultant: Michael Baker International (Baker)
Project Start: February 2021
Project Status: 75% Complete
Completion: June 2021
Budget: \$63,070

Current Status: Baker, the City, ACSA and our staff held a second workshop on April 21, 2021 to go over field review observations. A southern route across the City has generally been identified with the potential to evaluate another route along Route 250.

Other Significant Projects

22. 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
2018-06	South Rivanna Dam Apron and River Bank Repairs	\$200,000
2019-07	Urban Water Line Valve and Blow-off Repair	\$175,000
2020-14	MCWWPS Gate Valve 205 Replacement	TBD
2020-20	Finished Water Sampling Stations	\$150,000
2020-21	PCI Erosion	\$125,000
2020-23	MCI Erosion @ Moores Creek Crossing (Near Avon Ct)	\$50,000
2020-25	Upper MRI Point Repair/New MH Installation	\$175,000
2021-02	CZI-MH-96 Slope Failure	\$30,000
2021-04	UWL-ARV-15 Settlement	\$25,000
2021-08	MCAWRRF Digester Manway Sealing	\$70,000

- South Rivanna Dam Apron and River Bank Repairs: Repairs to the north and south concrete aprons were designed by Schnabel Engineering. Repair services will be procured from the on-call dam maintenance contractor and are expected to take place in June of 2021.

- Urban Water Line Valve and Blow-off Repair: Faulconer Construction has completed the installation of a new drain valve at UWL-017, as well as the associated modifications to the drain line outlet and creek bank. With the installation of the new drain valve in March 2020, leakage in this location has ceased. Faulconer Construction mobilized to UWL-025 at Gasoline Alley during the week of April 5. Similar to UWL-017, a redundant valve was installed to end any leakage from the site, and the outlet was reworked by Faulconer Construction to allow for a safe and effective discharge should the assembly ever need to be used during a system emergency. Repairs at this location were completed on April 14. Relocation of a nearby ARV in a difficult to access location is still being planned, however, this has been moved to a separate project due to the anticipated depth of the water main and proximity of adjacent utilities. Staff has also been notified of a similar (slight leakage) issue at UWL-010 near Route 29. This assembly currently is blind flanged and is not actively leaking into any adjacent creeks or stormwater structures. Staff will continue planning with this repair with Faulconer Construction as availability allows.
- Moore's Creek WWPS Gate Valve 205 Replacement: In July 2020, RWSA Operations staff identified a valve had become stuck in nearly the fully closed position, causing a reduction in the discharge capacity of the pumping station (PS), especially during wet weather events where both of the 24" force mains leaving the PS are required. Waco, Inc. was selected to perform the work under an Emergency Declaration by the Executive Director, and staff worked with Waco to plan for the associated force main shutdown and valve replacement. Due to excessive lead times and impending weather, a spool piece of pipe was procured for temporary installation while the replacement valve is procured. The existing gate valve was ultimately replaced with the spool piece of pipe during a planned pumping station shutdown during the early morning hours of August 2, 2020, restoring full pumping capabilities to the PS. In the preliminary attempts to shut down one of the two discharge force mains and replace the No. 205 valve, it was discovered that additional valves inside the PS are not fully holding when placed in a closed position. Staff is currently evaluating the needs associated with bypass pumping around MCWWPS, which would allow for the permanent installation of the No. 205 Gate Valve Replacement, as well as replacement of the adjacent valves mentioned above and inspections of equipment inside of the PS that normally can't be inspected due to the incoming flows.
- Finished Water Sampling Stations: As a part of its ongoing Water Quality Monitoring Program, members of the Water & Laboratory Departments collect water samples from throughout the distribution system to track parameters such as Chlorine Residuals and Disinfection Byproducts. Historically, this has meant that staff must enter local businesses to collect the samples, which takes several minutes and further exposes staff to members of the public. In order to minimize staff exposure to the public and overall impact to local businesses/offices, seven (7) pre-fabricated sampling stations will be installed along ACSA finished water lines throughout the distribution system, which will allow staff to quickly and safely retrieve water samples. Faulconer Construction is performing this work for RWSA, with ACSA providing the associated wet taps. These 7 sites were completed by the week of December 7th. In addition, RWSA staff is coordinating with ACSA, the City, and UVA on a new set of five (5) additional sites. This work is slated to be completed by Faulconer Construction following the Upper MRI Point Repair and New MH Installation.

- PCI Erosion: RWSA Maintenance Department staff finished its annual inspection of the Powell Creek Interceptor in early October, and a number of erosion concerns were identified throughout the interceptor alignment. Engineering and Maintenance Department staff determined that two of the repairs were more urgent, and should be performed by Faulconer Construction as soon as possible. Both of the areas in question are large drainage ditches that have caused large wash-outs over the sewer line. RWSA coordinated access through Sutherland Middle School property with ACPS, and Faulconer began these repairs during the week of October 26. The scope of these two repairs was to backfill the ditches and install a large HDPE culvert pipe to safely and effectively move the storm water across the sewer line while minimizing erosion. The two ditch lines were completed by Faulconer Construction during the week of November 2, with the site fully restored by the week of November 9. Four creek crossings along the interceptor were also identified as needing light rip-rap armament, as well as minor bank modifications to allow for enhanced access for RWSA staff. This work will also be coordinated with Faulconer Construction. A site visit was conducted on November 24, 2020, with the work being scheduled as crews have availability and site conditions allow.
- MCI Erosion @ Moores Creek Crossing (Near Avon Ct): While performing routine line maintenance activities, the RWSA Maintenance Department identified erosion along the Moores Creek Interceptor (MCI), at its creek crossing between MH-39 and MH-40. This is just downstream of the previous bank repair made in this area using imbricated stone in early 2019, which remains standing in good condition. No infrastructure is exposed at this time, and staff will continue to monitor the area and plan for the associated bank repairs (as site conditions allow), which will likely include the placement of large rip-rap to protect the sewer line from future high flow/erosion events.
- Upper MRI Point Repair/New MH Installation: RWSA is in the final stages of rehabilitation efforts along the upper Morey Creek Interceptor. The final piece of rehabilitation is to complete a point repair, which includes the installation of approximately 65' of new Ductile Iron Pipe, as well as a new manhole, due to a sag in the existing, Vitrified Clay Pipe. Rather than perform this work under the Sanitary Sewer Rehabilitation Contract, since that contractor generally performs no-dig style rehabilitation, RWSA has elected to shift this project to the On-Call Maintenance Construction Services Contract. Faulconer Construction mobilized on April 22nd, and completed pipe work and the installation of the associated new manhole structure on May 1st. Applicable vacuum and pressure testing was completed on May 4th, and site restoration was completed on May 6th. All work was coordinated with the property owner, and the only remaining work is for Dominion Energy to relocate their pole support in the repair area.
- CZI-MH-96 Slope Failure: Following recent heavy rains, the RWSA Engineering Department performed a 1-year inspection of the previous bank repair at CZI-MH-96. While the vast majority of the repair was found to be in good condition, a short stretch of the imbricated stone wall was undercut from behind, which caused a short stretch of the wall to become dislodged and fall over. Staff will coordinate the repairs with its On-Call Contractor, which will include repairs to the wall and additional erosion control measures behind the wall.

- UWL-ARV-15 Settlement: While marking a Miss Utility Ticket, the RWSA Engineering Department identified an ARV that was settling with a small section of Kenwood Lane. No immediate danger to the ARV is present, however, staff has looked at the issue with its On-Call Maintenance Contractor and is coordinating the necessary repairs for completion following some adjacent City sanitary sewer replacement.
- MCAWRRF Digester Manway Sealing: Staff has identified the immediate need to repair gas leaks in Digesters #1, #2 and #3 at the MCAWRRF. The gas leaks are a safety concern and are causing significant concrete degradation which has led to Digester #2 being taken out of service thereby reducing solids processing redundancy. Following external and internal inspections by our engineering consultants, it has been decided that installation of rubber seals in the manways and sample ports will mitigate gas leaks into the annular roof space and decrease further concrete degradation. Waco, Inc. was selected to perform the work under an Emergency Declaration by the Executive Director and is ordering materials for the work which have several weeks of lead time.

23. Interceptor Sewer and Manhole Repair

Design Engineer:	Frazier Engineering
Construction Contractor:	IPR Northeast
Construction Start:	November 2017
Percent Complete:	40%
Base Construction Contract + Change Orders to Date = Current Value:	\$1,000,838.79
Expected Completion:	June 2021
Total Capital Project Budget:	\$1,088,330 (Urban) + \$880,000 (Crozet) = \$1,968,330

Current Status: With the completion of the Upper MRI Point Repair/New MH Installation, all rehabilitation work on the Upper MRI has been completed. Staff continues coordination on the lower Powell Creek Interceptor and a portion of the Woodbrook Interceptor, as these are the next high-priority areas to be addressed based upon the latest CCTV footage. The scope of this rehabilitation work is likely to include several sections of Cured in Place Piping, as well as manhole rehabilitation. RWSA is awaiting a revised schedule from its Sanitary Sewer Evaluation and Rehabilitation Contractor for the associated cleaning and CCTV work on the applicable sections of the Woodbrook and Powell Creek Interceptors.

24. Security Enhancements

Design Engineer:	N/A
Construction Contractor:	Security 101
Construction Start:	March 2020
Percent Complete:	100% WA #1, 0% WA #2 & 3
Based Construction Contract + Change Orders to Date = Current Value:	\$718,428.00 (WA#1) + \$91,130.32 (WA #2) + \$128,166.69 (WA #3) = \$937,725.01 (total)
Completion:	September 2021 (WA #2 & 3)

Approved Capital Budget:

\$2,730,000

Current Status: Access control system installation is underway for all exterior doors at MCAWRRF, as well as all WTP motorized gates. Device installation at all sites has been completed. The Card Access System is in use at the Administration, Engineering, and Maintenance Buildings at MCAWRRF, as well as at the WTP gates. Programming has been completed by Security 101, and the only task that remains is some door/lock improvements at MCAWRRF, which will help enhance the functionality of the access control system and allow it to be placed fully online. This work will be completed under Work Authorization No. 2, along with installation of card access on 3 additional doors, and improvements to the intercom system in the Administration Building. Work Authorization No. 3 has also been executed, which will include card access installation at the Crozet and Scottsville WTPs. Finally, staff continues to coordinate on upcoming conduit installations at South Rivanna and Observatory WTPs. RWSA and Security 101 will be coordinating with the Design Consultant (SEH) and Contractor (English Construction) for the South Rivanna and Observatory Improvements Projects, to ensure that the proposed conduit installation schedule is suitable for all parties involved.

History

Under Construction

1. South Rivanna and Observatory Water Treatment Plant Renovations

An informational meeting with prospective contractors was held on September 26, 2019 to maximize interest in the project. A project kickoff meeting with staff was held on November 14, 2018 and 30% design documents were provided in February. A Value Engineering Workshop took place the week of April 8, 2019, and a memo summarizing the results has been completed. Agreed upon results were incorporated into the project. The project was advertised, and bids were received. English Construction was awarded the contract and a Notice to Proceed was issued on May 18, 2020.

Observatory: This project will upgrade the plant from 7.7 to 10 MGD capacity. Costs to upgrade the plant to 12 MGD were determined to be too high at this time. Much of the Observatory Water Treatment Plant is original to the 1953 construction. A Condition Assessment Report was completed by SEH in October of 2013. The approved Capital Improvement Plan project was based on the findings from this report. The flocculator systems were replaced and upgraded as part of the Drinking Water Activated Carbon and WTP Improvements project (GAC). Four additional GAC contractors will be included in the design.

South Rivanna: The work herein includes expansion of the coagulant storage facilities; installation of additional filters to meet firm capacity needs; the addition of a second variable frequency drive at the Raw Water Pump Station; the relocation for the electrical gear from a sub terrain location at the Sludge Pumping Station; a new building on site for additional office, lab, control room and storage space; improvements to storm sewers to accept allowable WTP discharges; of new metal building to cover the existing liquid lime feed piping and tanks. The scope of this project will not increase the 12 MGD plant treatment capacity.

2. Crozet Flow Equalization Tank

A 2016 update to the 2006 model was completed which evaluated the I&I reduction goals previously established and future capital project needs. Based on the results of that study, it was determined that the Crozet Interceptor system and the existing Crozet Pump Stations (1 through 4) have adequate capacity to handle the 2015 peak wet weather flow from the Crozet Service Area during a two-year storm. However, as projected growth in the service area occurs, peak wet weather flows in the area under the storm conditions established in the updated model will begin to exceed the firm capacities of the pump stations by 2025. Additional I&I reductions in order to reduce flows enough to not exceed the pump station firm capacities are not feasible and as a result, the construction of a flow equalization tank was identified as the best method to alleviate wet weather capacity issues.

While the study indicates that capacity should not be an issue until 2025, a flow equalization tank would also provide a significant benefit to the maintenance of the Crozet Pumping Station system which currently lacks system storage necessary to allow adequate time to perform repairs on the pumps and the associated force mains while the system is down.

Greeley and Hansen completed a siting study to determine the location for the flow equalization tank based on the results of the comprehensive model update. The results of the siting study were reviewed with ACSA and a final tank location was determined.

A work authorization with Schnabel Engineering was finalized and a Project Kick-off Meeting was held on July 12, 2018. The construction bids were received on July 16, 2020. Anderson Construction of Lynchburg, VA was awarded the construction contract. Notice to Proceed on this project was given on October 9, 2020 and now construction is in progress.

3. MC Aluminum Slide Gate Replacements

Several large aluminum slide gates are located at the influent side of the Moores Creek Pump Station. These gates allow staff to stop or divert flow to perform maintenance activities. After repeated attempts to repair the deteriorated gates, it is now necessary to replace the gates and modify the gate arrangement. There are also several deteriorated gates at the Ultraviolet disinfection facility that leak water, causing a reduced capacity of the facility. Replacement of these gates will restore the process to full capacity. Work also includes replacement of the cast iron gates in the holding pond pump station and new actuators on the headworks gates. A Notice to Proceed for these efforts was provided on October 6, 2020. The work specific to the Moores Creek Pump Station will be bid under a separate project due to the extensive bypass pumping.

4. Sugar Hollow Dam – Rubber Crest Gate Replacement and Intake Tower Repairs

In 1998, the Sugar Hollow Dam underwent a significant upgrade to improve structural stability and spillway capacity. The original metal spillway gates were replaced with a manufactured five-foot-high inflatable rubber dam that is bolted to the existing concrete structure. This rubber dam allows for the normal storage of water in the reservoir with the ability to be lowered during extreme storm events. The rubber dam has an approximate service life of twenty years and is therefore now due for replacement. The aging intake tower structure has been inspected and evaluated. Recommended repairs include repair or replacement of intake trash racks and sealing/grouting of minor concrete wall

cracks. This project was advertised for construction in July 2020 and Allegheny Construction was awarded the project. A Notice to Proceed was provided on October 1, 2020.

5. MC Exterior Lighting Improvements

The lighting at the 80-acre MCAWRRF consists of over 300 fixtures installed over the entire life of the facilities presence at Moores Creek. In 2019, Albemarle County investigated the lighting plan at the facility and issued a Zoning Notice of Violation.

RWSA and Albemarle County staff have been working together to best address the issue. A photo metric plan of existing lighting was submitted to the county for review. RWSA has submitted a minor site plan amendment and Architectural Review Board submission that will include a large scale replacement of non-compliant fixtures as well as address industrial lighting standards for the entire facility. The submission was approved by the County and design is underway.

The design has been completed by Hazen and Sawyer and the project was awarded to Pyramid Electrical Contractors, LLC. Notice to Proceed was provided on April 13, 2021.

Design and Bidding

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

A Work Authorization was executed in December 2018 with Michael Baker International for the raw water line routing study, preliminary design, plat creation and the easement acquisition process for this portion of the project. Raw water is transferred from the Ragged Mountain Reservoir (RMR) to the Observatory Water Treatment Plant (WTP) by way of two 18-inch cast iron pipelines, which have been in service for more than 110 and 70 years, respectively. The increased frequency of emergency repairs and expanded maintenance requirements are one impetus for replacing these pipelines. The proposed water line will be able to reliably transfer water to the expanded Observatory plant. The new pipeline will be constructed of 36-inch ductile iron and will be approximately 2.6 miles feet in length. The segment of the project immediately east of the RMR will constitute a portion of the proposed South Rivanna Reservoir to RMR raw water main project as part of the approved 50-year Community Water Supply Plan.

The RMR to Observatory WTP raw water pump station is planned to replace the existing Stadium Road and Royal pump stations, which have exceeded their design lives or will require significant upgrades with the Observatory WTP expansion. The pump station will pump up to 10 million gallons per day (MGD) of raw water to the Observatory WTP. The new pump station site selection and design are being conducted in coordination with the South Rivanna Reservoir to RMR pipeline in the interest of improved operational and cost efficiencies. An integrated pump station would also include the capacity to transfer up to 16 MGD of raw water from RMR back to the SR WTP.

7. Beaver Creek Dam and Pump Station Improvements

Dam: 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 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. This CIP project includes investigation, preliminary design, public outreach, permitting, easement acquisition, final design, and construction of the anticipated modifications. Work for this project will be coordinated with the new relocated raw water pump station and intake and a reservoir oxygenation system project.

Schnabel Engineering developed three alternatives for upgrading the capacity of the Beaver Creek Dam Spillway in 2012. Following the adoption of a new Probable Maximum Precipitation (PMP) Study on December 9, 2015 and the release of DCR guidelines for implementing the PMP study in March of 2016, RWSA determined it would proceed with an updated alternatives analysis and Preliminary Engineering Report for upgrading the dam spillway. Following the completion of an updated alternatives analysis by Schnabel Engineering, staff met with members of Albemarle County and ACSA staff to discuss the preferred alternative. It was determined that staff would proceed with design of a labyrinth spillway and chute through the existing dam with a bridge to allow Browns Gap Turnpike to cross over the new spillway.

In 2020, staff received grant funding for a planning and environmental study from the Natural Resources Conservation Service (NRCS). The project kicked off in August 2020 and is expected to be completed in July 2022. Following completion of the study and acceptance of the Plan-Environmental document by NRCS, staff will pursue additional grant funding through NRCS that, if available, could cover up to 65% of final design and construction costs.

Pump Station: The Drinking Water Infrastructure Plan for the Crozet water service area, developed by Hazen and Sawyer, recommends installation of a new Raw Water Pump Station and Intake at the Beaver Creek Dam in order to meet new minimum instream flow requirements and provide adequate raw water pumping capacity to serve the growing Crozet community for the next 50 years. The pump station will be moved out of its existing location at the toe of the dam to a new location, to be determined during design. The new intake structure will include enhanced controls to allow for access to the best quality water at any given time.

8. Airport Road Water Pump Station and Piping

The Rt. 29 Pump Station and Pipeline master plan was developed in 2007 and originally envisioned a multi-faceted project that reliably connected the North and South Rivanna pressure bands, 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 update was completed in June of 2018 to reflect the changes in the system and demands since 2007. This project, along with the South Rivanna River Crossing and North Rivanna Transmission Main project, will provide a reliable and redundant finished water supply to the North Rivanna area. The proposed pump station will be able to serve system demands at both the current high pressure and future low pressure conditions. These facilities will also lead to future phase implementation which will include a storage tank and the creation of the Airport water pressure zone. The North Rivanna Transmission Main improvements included under a separate CIP project have been added to this project to allow connection of the pump station to the distribution system.

9. 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 LF of 24-inch water main along Rt. 29 and 600 LF of 24-inch water main along the new Berkmar Drive Extension, behind the 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. Acquisition of right-of-way will be required at the river crossing.

10. MC Clarifier and Lime Silo Demolition

The two in-plant clarifiers were constructed in the late 1950's and were taken out of service as a result of the Odor Control Project at the plant. Due to the age of the tanks, various components have significantly deteriorated over time and no additional uses for these tanks have been identified. In addition, due to their out-of-service status, they remain empty and a safety concern for plant staff and visitors. There is also an abandoned lime silo currently located adjacent to the Solids Handling Building. Lime was previously used with the old plat and frame presses before centrifuges were installed for sludge dewatering purposes. This project will include the complete demolition of the in-plant clarifiers by removing all existing components, backfilling the area and returning the area to open space and removing the lime silo from the plant and properly disposing of it.

11. MC Generator Fuel Expansion

The Moores Creek AWWRF south side electrical facilities have a single large system back-up power generator that was installed between 2009 – 2012 during the ENR plant upgrade. The generator has a belly tank that allows for approximately 22 hours of operation. This project will install an ancillary fuel tank that will allow for approximately three days of operation.

12. MC Facility Renovations

The RWSA Administration Building Board Room finishes are generally original to the facility. The proposed project will update the wall and floor coverings, alter the shelving and update the room furnishings in order to create a more modern and useable meeting space.

The Duty Pump Station was construction in 1958 and no longer functions as an actual pump station. It currently houses electrical equipment that serves the plant, but otherwise has available space that could be beneficially used for other purposes. RWSA has a need for additional office space and has evaluated repurposing portions of the Duty Pump Station for office and work space in order to make use of all available space at the plant before proceeding with more significant administrative expansions. This project includes demolition of a select portion of the interior of the station, cleaning and sanitizing of the areas to be repurposed, and an interior upfit of the space to provide additional office and work space. Costs related to this effort have been updated and the budget is being evaluated through the CIP process.

13. MC 5 kV Electrical System Upgrades

After discussions through the Moores Creek Facilities Master Plan, it was identified that several areas of the MCAWWRF, including the Blower Building, Sludge Pumping Building, Grit Removal Building, Moores Creek Pumping Station, and the Administration Building are 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 at this point, 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 certain treatment processes, and repairs could take weeks to months given the lead times associated with equipment of this age. A technical memo was provided in July 2020 by Hazen & Sawyer, which recommended that a CIP Project be added immediately to encompass replacement of the original 1980s-vintage 5kV cables, switchgear, transformers, and MCCs. A CIP Amendment Recommendation and Engineering Services Work Authorization was approved during the August 2020 Board of Directors Meeting. The Design Work Authorization was executed on October 6, 2020.

A Design Kickoff Meeting was held virtually on October 20, 2020. A site visit was attended on November 5, 2020 by Hazen & Sawyer staff, as well as RWSA Maintenance and Engineering Department staff.

14. Glenmore WRRF Influent Pump and VFD Addition

The 0.381-mgd water resource recovery facility, located within the Glenmore subdivision, is operated by RWSA. The facility includes an influent pumping station located immediately adjacent to the treatment facility. The Glenmore WRRF is predicted to see additional dry and wet weather flows as construction within the service area continues. Future wet weather flows will require higher influent pumping capacity and an additional pump and electrical variable frequency drive will be required to maintain firm capacity. After discussions with the Operations and Maintenance departments, installation of a new exhaust fan in the influent pump station will also be included. A work authorization for this project has been finalized and design is underway.

Planning and Studies

15. South Rivanna Reservoir to Ragged Mtn. Reservoir Water Line Right-of-Way

The approved 50-year Community Water Supply Plan includes the construction of a raw water line from the South Rivanna Reservoir to the Ragged Mountain Reservoir. This water line will replace the existing Upper Sugar Hollow Pipeline and increase raw water transfer capacity in the Urban Water System. The preliminary route for the water line followed the proposed Route 29 Charlottesville Bypass; however, the Bypass project was suspended by VDOT in 2014, requiring a more detailed routing study for the future water line. This project includes a routing study, preliminary design and preparation of easement documents, as well as acquisition of water line easements along the approved route.

Baker has completed the routing study. Preliminary design, plat creation and the acquisition of easements are underway. Property owners were contacted to request permission to access properties for topographical surveying. A community information meeting was held in June 2018.

16. Urban Finished Water Infrastructure Master Plan

As identified in the 2017 Strategic Plan, the Authority has a goal to plan, deliver and maintain

dependable infrastructure in a financially responsible manner. Staff has identified asset master planning as a priority strategy to improve overall system development. Many previously identified projects in the urban finished water treatment and distribution system are in preliminary engineering, design or construction. As such, staff have identified a need to develop a current and ongoing finished water master plan.

17. Upper Schenks Branch Interceptor, Phase II

The Schenks Branch Sanitary Sewer interceptor is a pipeline operated by RWSA that serves the City of Charlottesville. The 21-inch sewer line was originally constructed by the City in the 1950s. Evaluations from the flow metering and modeling from the Comprehensive Sanitary Sewer Interceptor Study, and negotiations with the ACSA and City, resulted in an inflow and infiltration reduction plan from which it was concluded that increased capacity of the Schenks Branch Interceptor was needed for wet weather peak flow. Due to several road construction projects and the construction of the Meadow Creek Interceptor project along the sewer alignment, Schenks Branch was to be constructed in multiple phases. The completed sections, collectively known as the Lower Schenks Branch Interceptor, include the Tie-in to Meadow Creek, the section along McIntire Road Ext, and the section through the Route 250 Interchange.

The remaining sections, which are considered the Upper Schenks Branch Interceptor, were split into 2 phases. The first phase has been completed and is located within City-owned Schenks Greenway adjacent to McIntire Road, and the second phase is to be located on County property (baseball field and County Office Building) adjacent to McIntire Road or within McIntire Road.

18. Asset Management Plan

Asset management is the practice of managing our infrastructure to minimize the total cost of owning and operating these assets while providing desired service levels. In doing so, it is used to make sure planned maintenance activities take place and that capital assets are replaced, repaired or upgraded at the right time, while ensuring that the money necessary to perform those activities is available. RWSA has some components of an asset management program in place (i.e. GIS, work order system), but has identified the need to further develop the program as part of our Strategic Planning process. In order to continue to build the program, a consultant has been procured to assist with a three-phase process that will include facilitation and development of an asset management strategic plan, development and management of a pilot study where the results of the strategic plan will be applied to a specific class of assets, and assistance through a full implementation process. As part of this three-phase process, the consultant also assisted RWSA with the procurement of a new CMMS software package to facilitate the overall program. Cityworks was selected and implementation has begun.

19. Albemarle-Berkeley PS Capacity Analysis

The Albemarle Berkeley wastewater pump station serves the schools and other connections in the area near Albemarle High School. Due to unacceptably high run times on the pumps, a capacity analysis of the pump station, given the current and projected upstream conditions, will be completed to provide design data for replacement of the pump station.

The Capacity Analysis Study began in Spring 2020, and the first report draft was reviewed by staff in September 2020. A final draft was issued to RWSA/ACSA/ACPS by the Design Consultant in December 2020, and comments were received in January 2021.

20. MC Facilities Master Plan

The majority of the Moores Creek Water Resource Recovery Facility was constructed in the early 1980's. At the time, the plant layout was developed with space held open for future process expansion. With the Enhanced Nutrient Removal (ENR) project in 2009, the operation and layout of the plant was fundamentally altered, as needed to meet the new regulation. The project did anticipate the need for future expansion and some of the processes have readily available space. However, a full expansion plan was not developed at the time. As identified in the Strategic Plan, the Authority has a goal to plan, deliver and maintain dependable infrastructure in a financially responsible manner. Staff has identified asset master planning as a priority strategy to improve overall system development. As such, this project will serve to evaluate and plan for future space and process needs to accommodate capacity expansion and/or anticipated regulatory changes.

21. SRR to RMR Pipeline – Pretreatment Pilot Study

As part of the SRR to RMR Pipeline project, the impact of sending raw water from the SRR to RMR has been previously studied and a significant amount of pretreatment was initially identified as being needed to avoid reducing the quality of the raw water contained within the RMR. With the pipeline easement acquisition process well underway and additional information now available associated with the proposed timing of this overall project based on water demand projections, the intent of this project is to update the pretreatment needs anticipated.

The study is anticipated to be completed in 4 phases: 1. Analysis and Correlation of Existing Water Quality and Seasonal Weather Data 2. Enhanced Water Quality Sampling 3. Pretreatment Piloting 4. Level Setting for the Final Pretreatment Solution. Phase 1 commenced in January 2021.

22. Central Water Line Project – Routing Study

Route alignment determination, hydraulic modeling, and preliminary design were underway in 2017. 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 Central Water Line (formerly referred to as the Avon to Pantops Water Main). The focus of this project was on the southern half of the urban area water system which is currently served predominantly by the Avon Street and Pantops water 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 reduced system flexibility. In 1987, the City and ACSA developed the Southern Loop Agreement which laid out two key phases (with the first being built at the time). The 1987 Agreement and planning efforts were a starting point for this current project. An engineering contract has been negotiated and was approved by the Board of Directors in July 2017. Recent efforts and modeling for the Urban Finished Water Infrastructure Master Plan have determined that a central water line corridor through the City is the best option to hydraulically connect the Observatory Water Treatment Plant to the Pantops area.

Other Significant Projects

23. Urgent and Emergency Repairs

- **South Rivanna Dam Apron and River Bank Repairs**

Intense rainfall between May 30-31, 2018 resulted in extensive flooding throughout Charlottesville and parts of Albemarle County, with flows over the South Fork Rivanna Dam reaching more than 7 feet over the spillway crest at its peak. Staff has inspected the dam and abutments to determine the extent of damage resulting from the extreme flooding. Although there is no discernible damage to the dam itself, staff found erosion damage to the north downstream river bank and substantial displacement of large stone downstream of the dam to form a rock dam and pool below the north apron. Additionally, some damage to concrete structures on both aprons was noted, including possible creation of voids beneath the concrete and loss of concrete joint filler. Repairs to the river bank and removal of the rock dam were completed June 3-7, 2019 under RWSA's on-call construction contract.

- **Urban Water Line Valve and Blow-off Repair**

During its routine inspections of the Water System, the Maintenance Department discovered a blowoff (drain) valve along the Urban Waterline (UWL-017) that had significant leakage. In addition, during one of the numerous heavy rain events received in 2018, the water in the creek adjacent to the drain line rose, eroding the area around the drain line and causing the headwall to become disconnected from the end of the pipe. Staff will be coordinating internally to confirm the overall scope of the project, including whether the drain line will need to be further reinforced or restrained.

24. Interceptor Sewer and Manhole Repair

Results from sewer flow monitoring and modeling under the Comprehensive Sanitary Sewer Study provided awareness to specific inflow and infiltration (I&I) concerns in the collection system and resulted in strengthened commitments from the City, ACSA and RWSA to continue professional engineering services to aid in the rehabilitation and repair of the sewer collection system. Engineering services will be used for sewer infrastructure condition assessments and the development of a sewer rehabilitation bid package for the procurement of a contractor to perform the recommended rehabilitation work.

Lining work on the Upper Morey Creek Interceptor began in Fall 2019 and was completed in Fall 2020. A critical section of upper Morey Creek Interceptor under Rt. 250 was lined on August 28, 2020.

25. Security Enhancements

As required by the Federal Bioterrorism Act of 2002 and the American Water Infrastructure Act of 2018, water utilities must conduct Vulnerability Assessments and have Emergency Response Plans. RWSA recently completed an updated Risk Assessment of its water system in collaboration with the Albemarle County Service Authority (ACSA), City of Charlottesville (City), and University of Virginia (UVA). A number of security improvements that could be applied to both the water and wastewater systems were identified. The purpose of this project will be to install security improvements at RWSA facilities including additional security gate and fencing components, vehicle bollards, facility signage, camera system enhancements, additional security lighting, intrusion

detection systems, door and window hardening, installation of industrial strength locks, communication technology and cable hardening, and an enhanced access control program.

RWSA Engineering staff held a meeting with Operations staff to discuss overall project needs and priorities in October 2018. Meetings with ACSA and City staff were held in Fall/Winter 2018-2019 to discuss how access control and intrusion detection systems have been implemented into to the day-to-day operations of the two utilities. A Request for Proposal (RFP) for an Implementer to facilitate selection of an access control system, confirmation of design requirements based upon RWSA's facilities and project goals, and installation of the selected system was issued on June 6, 2019. RWSA conducted a Pre-Proposal Meeting on June 14, 2019, and proposals were opened on June 27, 2019. Interviews were conducted on July 15-16, 2019, and a Contract Award Recommendation was approved by the Board on July 23, 2019. Access Control System Installation at MCAWRRF began in March 2020. Access Control System Installation was completed in the Administration and Engineering Buildings by the week of November 30, 2020, completing installation of the physical access control system across the MCAWRRF site. Training for staff was completed on November 10, 2020.



MEMORANDUM

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

**FROM: JENNIFER WHITAKER, DIRECTOR OF ENGINEERING &
MAINTENANCE**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: WHOLESALE METERING REPORT FOR APRIL 2021

DATE: MAY 25, 2021

The monthly and average daily Urban water system usages by the City and the ACSA for April 2021 were as follows:

	<i>Month</i>	<i>Daily Average</i>	
City Usage (gal)	144,877,968	4,829,266	52.6%
ACSA Usage (gal)	130,306,237	4,343,541	47.4%
Total (gal)	275,184,205	9,172,807	

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 SRR-RMR Pipeline projects. Below are graphs showing the calculated monthly water usage by each party, the trailing twelve-month average (extended back to May 2020), and that usage relative to the maximum allocation for each party (6.71 MGD for the City and 11.99 MGD for ACSA).

NOTES: Meter Site #32 (Fontaine Avenue) was repaired on May 5, 2021 and is now reporting data. Annual Calibration testing of all wholesale and finished water meters is scheduled for late June, 2021.

Figure 1: City of Charlottesville Monthly Water Usage and Allocation

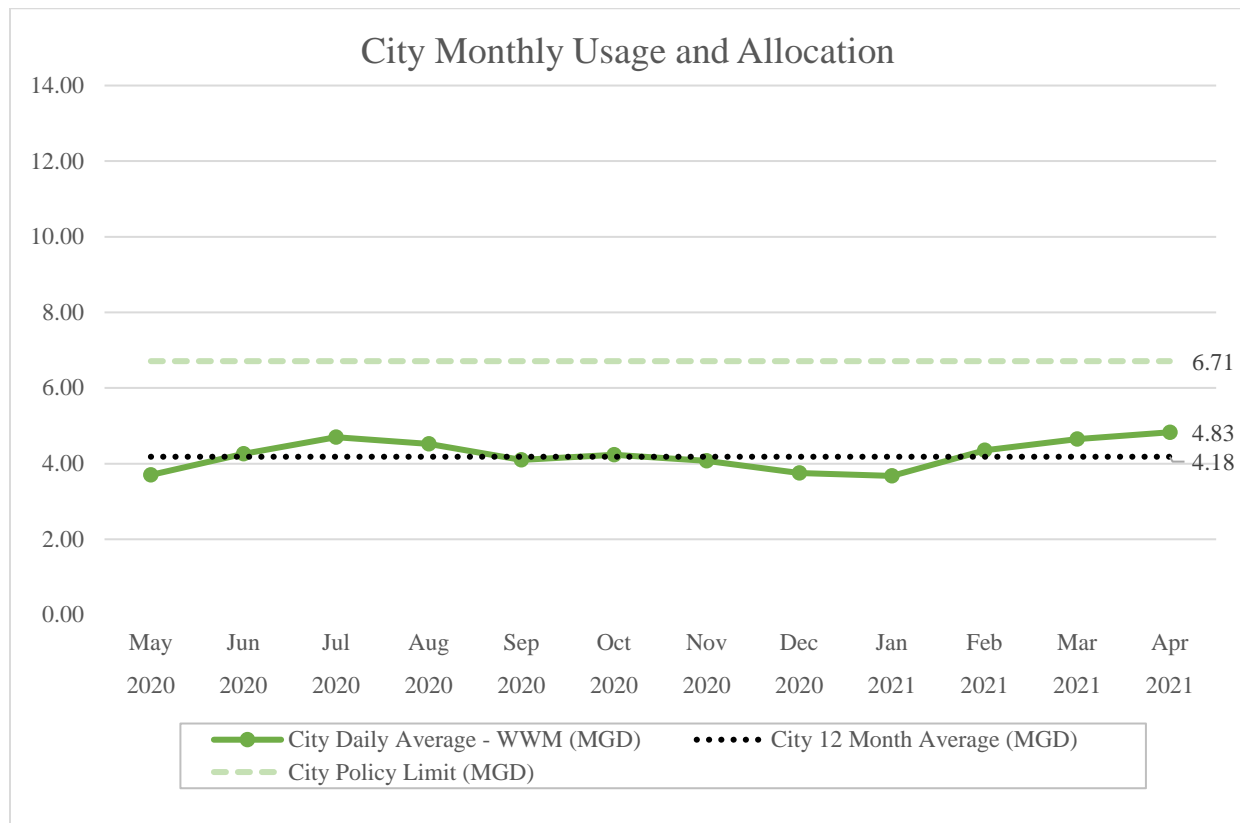
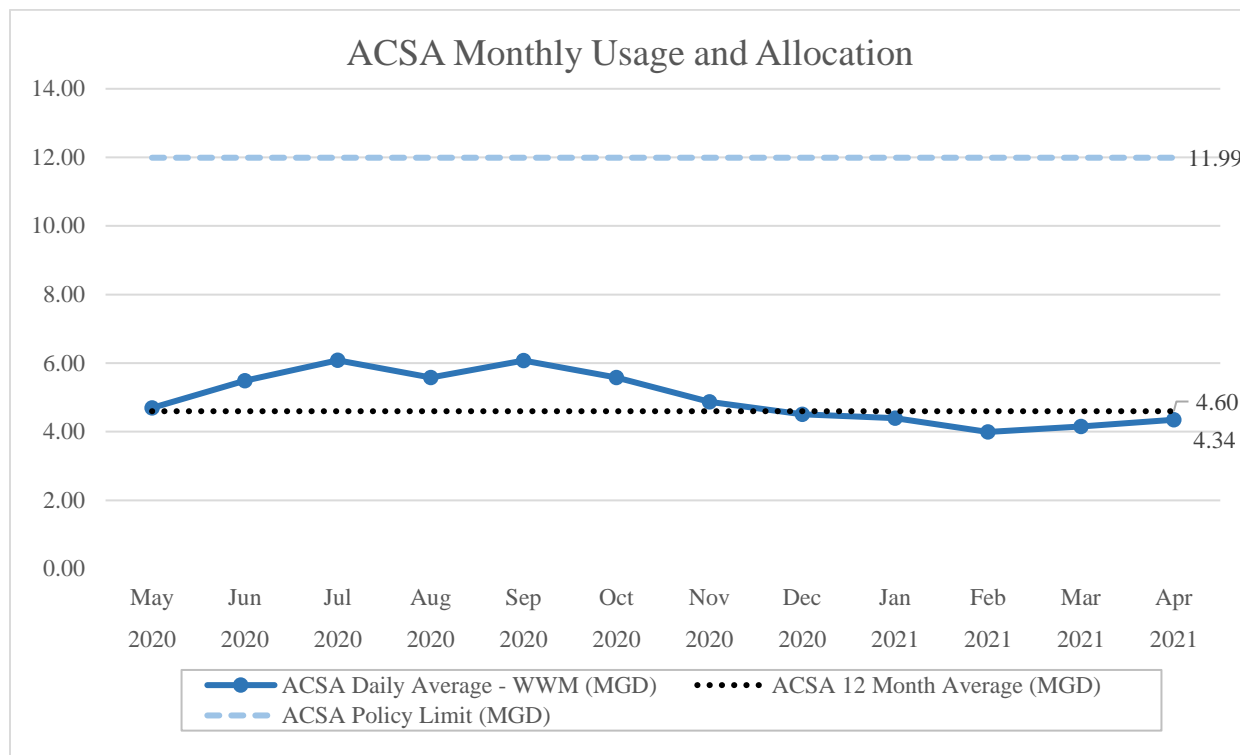


Figure 2: Albemarle County Service Authority Monthly Water Usage and Allocation



MEMORANDUM

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

FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION
BETSY NEMETH, HUMAN RESOURCES MANAGER

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: FY 22 PERSONNEL MANAGEMENT PLAN UPDATE

DATE: MAY 25, 2021

The Personnel Management Plan is the policy guidance of the Authorities to document and communicate labor regulations and management direction functions. It covers everything from employee hiring, employee compensation and benefits to grievance rights, substance abuse requirements and code of conduct.

Annually, staff must review and update the Plan to reflect recent changes in the labor laws, changes in certain benefits and general review for best practices. This year's updates are a mixture of regulatory changes and clarifications for the most part. There is one substantive change related to Hybrid employee related sick leave. The previous policy on sick-leave was viewed as inadequate for employees and could promote misuse of the leave because of it's "use-it or lose-it" requirements. The other substantive change was a complete re-write of the Substance Abuse Policy to make it more clear and concise. The current policy was repetitive and had too many specific definitions that were not needed. The proposed draft is a more modern policy for the Authorities purposes.

Below is a summary of the changes.

- **Section A – Introduction and Organization Chart**
 - A.1. Authority** – Clarifies that only the Boards of Directors have the authority to add additional staff. Removes unnecessary language that is covered in the Authorities' by-laws.
- **Section B – Recruitment and Hiring Policy**
 - B.1. Policy** – Adds language covered in §2.2-3902 of the Code of Virginia.

B.5. Criminal Background Checks – Removes language to be in compliance with §15.2-1505.3 of the Code of Virginia.

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

D.5. Pay Rates – Clarifies that a reclassification can be a change of a job title or the reassignment of a job title to a new pay grade.

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

F.3. Annual Leave – Clarifies that two-week notice must be given and worked through in order to have any unused annual leave paid out upon termination.

F.4. Sick Leave – Allows VRS Hybrid Plan members to accrue up to 480 hours of sick leave time, which allows them enough leave time to care for a family member while on Family & Medical Leave (FMLA) for up to 12 weeks. Sets the accrual rate for them at 96 hours annually. Accrual will begin with the first paycheck in July 2021 and they will keep the sick time that they have as of July 1, 2021. *(Current Hybrid plan allots 96 hours at the beginning of the year. If it is not used by the end of the year, it is lost and not accrued. This was not enough sick time for employees with chronic health conditions and family sick leave purposes. It also could be viewed as encouraging employees to use it inappropriately because they would lose it.)*

F.11. Procedures for Requesting Leave – Clarifies that all time away from work requires the use of leave time or prior approval from the Executive Director for unpaid leave.

- **Section I – Administrative Policies**

I.7. Inclement Weather Policy – Policy rewritten to reflect Work from Home Administrative Procedure.

I.10. Effect of Criminal Conviction or Arrest - Removes language to be in compliance with §15.2-1505.3 of the Code of Virginia.

I.12. ID Badges – Clarifies that the loss or theft of an employee's ID badge must be reported to their supervisor immediately.

- **Section L – Substance Abuse Policy**

Section rewritten. New section references the United States Department of Transportation (DOT) 49 CFR part 382 and 40, which mandates drug and alcohol testing for drivers and the manner in which testing is completed. Policy will not need to be changed if the regulation changes, as the policy now states that all testing must be in compliance with this regulation.

- **Employee Handbook**

Updated to include all policy changes and new policies mentioned above.

Attached:

Redline of the manual

Redline of the Employee Handbook

Board Action Requested:

It is requested that the Board of Directors of Both Authorities adopt the recommended update to the Personnel Management Plan.

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A. Introduction and 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~~power to add/delete full-time and part-time equivalent staff (FTE'S) positions and departments remains with the Boards. Nothing in this Personnel Manual is to be construed as a contract of employment. ~~The personnel management system and the Manual are subject to change at any time, with or without notice, by the Boards. The Boards retain the right to take whatever actions they believe to be in the best interest of the Rivanna Water & Sewer Authority and/or the Rivanna Solid Waste Authority and its clients and customers.~~

2. Work Service

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

- a. Consultants, contractors, and counsel;
- b. Volunteers, or persons appointed to serve without pay;
- c. Members of Boards, commissions, or committees;
- d. Other positions as designated by the Board.

3. Organizational Chart

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

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B. Recruitment and 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 opened 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 persons.
 - 3) The job may be advertised by contacting local schools, agencies, the Virginia Employment Commission, or by paid advertisements in appropriate newspapers, journals or Web posting and/or television.
- b. All open positions will be posted for a minimum of ten business days.
- c. The closing date of the posting will be listed as a part of the posting.
- d. 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, either an online application or a paper application. All employment applications are submitted to the Human Resources Manager.
- b. Applicants must complete an employment application for a position before the closing date of the job posting.

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- c. All applications received for any position must be retained as stated in the retention policy of the Library of Virginia. Destruction of employment applications at the end of the retention period must be confidential.
- d. 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 Executive Director will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought.
- b. If an applicant should refuse to permit a background check, the applicant will be removed from further employment consideration.
- c. ~~Applicants who omit criminal convictions from their employment application may be denied employment for falsification of the application. A new application may be filed after three (3) calendar years provided the person at the time lists their convictions.~~

Commented [BN1]: Virginia law does not allow us to ask about convictions on job applications.

6. Post-Offer Physicals

- a. A post offer physical is required of the successful candidate. The candidate must meet the physical requirements of the position and must successfully pass a medical examination prior to the first day of employment. All medical records are confidential and shall comply with HIPPA guidelines.
- b. A post offer drug screening is required of the successful candidate. At the time of the physical examination 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.

C. Personnel File Policy

1. Policy

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

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.

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.

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

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.

- a. The following individuals or agencies shall be designated as having regular access to the personnel files:
 - 1) The Executive Director.
 - 2) The Director of Finance and Administration, the Human Resources Manager, and the Payroll & Benefits Coordinator (for administrative purposes).
 - 3) Federal, State, or local law enforcement agencies during a properly warranted investigation of a violation or potential violation of the law.
- b. The following individuals or agencies may inspect a limited number of personnel files:
 - 1) An individual employee or former employee may inspect his or her own official personnel file after presenting proof of identity.
 - 2) An immediate department manager or Divisional Director may inspect portions of the official personnel file of any employee under their supervision.
 - 3) The members of a Grievance Appeals Board may inspect relevant files.
 - 4) The Virginia Employment Commission Unemployment Compensation Division may inspect relevant files.

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

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.

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:

- 1) Performance Evaluation forms
- 2) Personnel Action forms
- 3) Employee pay history
- 4) Tax forms
- 5) Any policy sign-off forms
- 6) Any documentation of performance issues, to include reprimands and suspensions
- 7) Original hiring documents such as offer letters and applications
- 8) 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

D. Compensation Plan and 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 work that they perform. Job performance shall be the major factor in determining wage and salary adjustments. Requests and appeals by employees regarding the application of these rules and regulations are to be submitted through appropriate channels, reaching to 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.

Night 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 Manager of each Water and Wastewater Department or the Divisional Director shall designate for each department the employees assigned as Night Shift Operators. There shall be only 8 designated night shift operators at any given time in each of the two operating departments, for a total of 16 designated 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 title 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 eligible for participation in the Authority benefits program.

Workweek: A fixed and regular recurring period of 168 hours – seven consecutive 24-hour periods. Different workweeks 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 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:

a. 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.

b. 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.

c. 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 manager 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.

d. Knowledge, Skills, and Abilities

- 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.

e. Education and 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.

f. Special Job Requirements

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

g. Current Pay Scale & Position Table

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

h. 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.

5. Pay Rates

a. Starting Pay

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.

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:

- 1) The qualifications and/or experience of the applicant exceed the basic requirements for the position.
- 2) The applicant is a former employee.
- 3) Difficulty of recruitment requires offering a higher pay rate.

b. Promotion, Demotion and Transfer

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%).

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.

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.

When a position is filled by a transfer of an employee from a position assigned 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.

c. Former Employee Hiring

A former employee who is hired to fill a position in the same pay grade in which they previously served, shall be paid the current base pay rate within the grade commensurate with their current work experience and qualifications.

A former employee who is hired to fill a position in a pay grade other than which they previously served, shall be paid the current base pay rate within the pay grade commensurate with his/her current work experience and qualifications, at the discretion of the Executive Director.

d. Reclassification

A reclassification is the change in a job title or the reassignment of a job title to a different pay grade to a position whose because the previous title/-pay grade/pay range no longer accurately reflects the duties performed. A new pay grade within the pay scale may be established if necessary, with the approval of the Board.

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An employee whose regular and continuing duties are reclassified from one pay grade into a higher pay grade will receive a 5% pay increase in their base pay for reclassification resulting in a one pay grade increase and a 10% increase in their base pay for reclassification resulting in a two or more pay grade increase or the minimum in the new grade, whichever is higher.

An employee whose regular and continuing duties are reclassified to a lower pay grade shall not incur any base pay rate reduction even if the employee's current base pay rate is higher than the maximum in the new pay grade when not related to less than expected performance.

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.

6. Employee Performance Appraisal and Merit Pay

a. Purpose

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. 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.

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.

b. Appraisal Procedure and Merit Increase Eligibility

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.

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".*

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".*

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.

Employee performance information is personal information and shall be handled in a confidential manner and retained in their personnel file.

7. Other Forms of Compensation

a. On-Call Pay

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, he/she 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 his or her 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 \$3000. Only the Executive Director has the authority to award such a bonus.

c. Administrative Increase

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.

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.

An administrative increase shall not exceed 15% within grade.

An administrative increase may be granted in the case of a temporary promotion or transfer, limited to the duration of the temporary assignment. *See 7.c. of this Section, “Other Forms of Compensation, Administrative Increase”.*

d. Operator License Incentive Program

Persons 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 5% above the current salary/base pay, whichever is greater, if the experience requirements have been met.

Granting of a license increase shall not be considered a promotion under these rules and regulations.

e. Overtime

Overtime shall be utilized to relieve specific occasional peak workloads or emergencies, and as a part of the Authority’s day-to-day operations.

Non-exempt employees are paid overtime for hours worked in excess of 40 hours in a workweek. 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 night time shift differential pay within in 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.

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.

Regular part-time employees and interns receive overtime pay for work hours exceeding 40 hours in a workweek.

All overtime specified above, must be preauthorized by the immediate department manager on a daily basis.

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

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.

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 work load needs or covering another employee's work schedule. (Examples: line breaks, plant shutdowns, special construction needs requiring nighttime work.)

g. Pay Differential – Relief Operators

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.

At such time 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. Night Shift Pay Differential – Water and Wastewater Night Shift Operators

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.

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.

8. 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 5% employee member contribution as a pre-tax deduction from their creditable compensation. An employee's creditable 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 based on the VRS Plan in which they participate:

- 1) VRS Hybrid Plan participants will be paid a Service Bonus of \$200 per year of continuous service to the Authority, up to a maximum of \$5,000.
- 2) VRS Plan 1 and Plan 2 participants 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 \$5,000.

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

c. Life Insurance

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

d. Medical/Dental Insurance

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

e. Workers' Compensation

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

f. Leave

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

g. Other Optional Benefits

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

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

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E. Harassment Policy

1. Policy

It is the policy of the Authority to provide a working environment that is free from all forms of discrimination and conduct that is considered harassing, coercive, intimidating, or disruptive, to include sexual harassment. Actions, words, jokes or comments based on an individual's sex ~~(including pregnancy)~~, 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:

- a. 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;
- b. Displaying derogatory pictures or offensive printed material;
- c. 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;
- d. 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.

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:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. submission or rejecting of the conduct is used as a basis for making employment decisions; or
- c. 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. Department Manager 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.

6. Complaint Procedures

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

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

7. Corrective and/or Disciplinary Action

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

- a. A verbal reprimand
- b. A written reprimand
- c. Suspension with or without pay
- d. Discharge/Dismissal

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

8. Recourse Through Other Policies/Agencies

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

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F. Leave Policy and Rules

1. Policy

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

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
- Presidents' Day, Third Monday in February
- *Jefferson's Birthday, April 13 (Floating)
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Labor Day, First Monday in September
- *Veterans Day, November 11 (Floating)
- Thanksgiving, close at 12:00 pm the fourth Wednesday, closed on fourth Thursday and Friday of November
- Christmas Eve, December 24
- Christmas Day, December 25

*The RWSA/RSWA offices will be open on Jefferson's Birthday, April 13 and Veterans Day, November 11. 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 April 13 and November 11.

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 work day. 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 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

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.

a. 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	<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	120 hours	144 hours	168 hours	192 hours	216 hours

b. Annual Carry Over

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

Years of Service	<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	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 his designate may grant an extension to this date.

c. Taking

The following rules pertain to taking annual leave:

- 1) In most cases, annual leave may not be taken until an employee has completed their 6-month probation period. This is at the department manager's discretion.
- 2) 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.
- 3) 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.
- 4) Failure to return from an approved annual leave may result in an unauthorized leave or in disciplinary action, up to and including termination.

d. Debiting

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.

e. Effect of Separation

- 1) Provided that an employee has given a two-week 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.
- 2) Annual leave credits shall be prorated through the employee's effective date of separation.
- 3) Upon separation, all annual leave hours shall be cleared from the employee's leave record.
- 4) 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

Sick leave is leave with pay granted to an employee for an illness, bodily injury resulting in temporary disability, medically required confinement and medical/dental appointments. Up to 40 hours of sick leave may also be used for bereavement leave in the event of the death of an immediate family member, per instance. Up to 40 hours of sick leave may be used as immediate family sick leave per year. Immediate family includes spouse, children, parents, stepsiblings, foster children, siblings, grandparents, grandchildren, step-children, step-parents, guardian or same relative of spouse and any other relatives or individuals residing with the employee. The FMLA policy may apply in some instances of sick leave after the first 12 months of employment.

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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. Accrual

1) ~~All VRS Plan 1 and VRS Plan 2 participating~~ employees will accrue sick leave time at a rate of 12 days annually or 3.69 hours per pay period.

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2) ~~VRS Hybrid Plan participating employees will receive annual sick leave based on the following:~~

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Months of Service	Sick Leave Accruals (hours)
Less than 60	96 (8 hours per month)
60 to 119	104
120 or more	120

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b. Annual Carry Over

- 1) VRS Plan 1 and VRS Plan 2 participating employees do not have any limit to the amount of sick time that they may carry over.
- 2) VRS Hybrid Plan participating employees may ~~not carry over sick leave~~ accrue up to 480 hours of sick leave time. Accrual of sick leave time will stop when an employee has accrued 480 hours and will begin again if they drop below 480 hours of sick leave time.

c. Taking

The following rules pertain to taking sick leave:

- 1) Sick leave taken shall not exceed the total cumulated sick leave hours earned by the employee.
- 2) 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".*
- 3) Employees who have completed six months of service may use annual leave hours when sick leave hours have been exhausted.

d. Debiting

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. Other Rules and Regulations Regarding Sick Leave

- 1) Reporting of sickness

- a) 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 his/her usual reporting time, or as required by his/her department manager, if physically able. Failure to do so may result in unauthorized *leave*. See *Items 2.b. and 3.a. below*.
- 2) Investigation of sickness
 - a) A department manager may verify the questionable illness of an employee using sick leave by requesting a note from the employee's physician.
 - b) Failure by the employee to cooperate in sick leave investigating or to return from sick leave when expected may result in an unauthorized leave or in disciplinary action.
- 3) False or fraudulent use of sick leave
 - a) 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.
- 4) Conversion of sick leave
 - a) the use of sick leave for annual leave purposes shall not be permitted.
- f. Sick Leave Pay Out Upon Separation

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

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

a. General Description

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:

- 1) Birth, adoption or foster placement of a child;
- 2) Care of a spouse, child or parent with a serious medical condition;
- 3) Serious health condition of the employee rendering the employee unable to perform an essential function of his/her position;

- 4) Covered military active duty; and
- 5) 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 workweeks.

b. Definitions

Child: Includes son or daughter under the age of 18 or son or daughter 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.

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 son, daughter, or parent.

c. Notice of Leave

If the need for family/medical leave is foreseeable, the employee must give his/her 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 his/her 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. 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. 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.

d. Medical Certification

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. Medical Certification forms are available from the Human Resources Manager. 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. 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.

e. Reporting While on Leave

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.

f. Pay During FMLA Leave

Family/medical leave is legally unpaid leave (with the exception of worker's compensation benefits). 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. Family/medical leave runs concurrently with other type of leave, including leave for work-related injury or illness.

g. Medical and Other Benefits

During an approved family/medical leave, the Authority will maintain health benefits for the employee, as in cases of active employment. The Authority will continue to deduct the health and dental insurance premiums from the employees pay. 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 to pay 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 from the date of the late notice, coverage will cease, effective on the last day for which premiums have been paid.

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.

h. Exemption for Highly Compensated/Key Employees

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 he/she qualifies 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.

i. Intermittent and Reduced-Schedule Leave

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.

j. Record Keeping and Anti-Retaliation

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

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 agree 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.

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.

The Human Resources Manager is designated as the administrator of the sick leave bank.

a. 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 deduction to their sick leave hours.

b. 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) 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 request may be considered. Requests must be supported by a medical doctor's certification.
- 3) A maximum of 180 hours each rolling 12-month period can be used by any one member.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) Members utilizing sick leave from the bank will not have to replace hours used except as a regular contributing member of the bank.

c. Termination

Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the hours he/she has contributed to the bank.

7. Military Leave

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.

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 to 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 the Military Leave.

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

8. Court Leave

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.

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 action that occur during working hours.

9. 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.

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:

- a. The first occurrence of absence without approved leave shall result in a written reprimand.

- b. The second occurrence of absence without approved leave shall result in a suspension without pay.
- c. The third occurrence of absence without approved leave shall result in immediate dismissal.
- d. Failure to report for three consecutive scheduled shifts without department manager notification shall be considered a voluntary resignation.

10. Workers' Compensation Leave

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.

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.

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:

- a. May assign a temporary modified/light duty work assignment for the employee.
- b. May offer temporary modified duty at a reduced wage.
- c. May offer temporary modified duty in a different department than the employee's pre-injury job.
- d. May offer temporary modified duty at a reduced number of hours.
- e. May modify an employee's pre-injury job to accommodate the employee's restrictions.

The Authority will make every effort to place the employee in an available position for which he/she is qualified for. In all cases, the Authority will comply with the American's With Disabilities Act and will make reasonable accommodations to maintain the individual as an employee.

11. Procedures for Requesting Leave

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. 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. 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.

12. Maintenance of Leave Records

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

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. Pattern(s) of safety violations, severity of risk to be determined
- 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

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:

- a. Verbal reprimand
- b. Written reprimand
- c. Suspension
- d. Executive Director Inquiry
- e. Administrative decrease
- f. Demotion
- g. Dismissal/Involuntary Separation

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"*.

- a. 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.
- b. 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.
- c. Suspension: A suspension is the temporary prohibiting of an employee to perform his/her duties. The suspension period shall be without pay 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.
- d. Executive Director Inquiry: Prior to any demotion or dismissal recommendation from the department manager or divisional director, the Human Resources Manager/Director of Finance & Administration and the Executive Director will 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 employees personnel file.

- e. 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.
- f. 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.
- g. 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.

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

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H. Grievance Procedure

1. Policy

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

2. Coverage of Grievance Procedure

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

This procedure shall not apply to the following employees:

- a. Appointees of the Board of Directors;
- b. Employees in temporary or seasonal positions;
- c. Student interns, volunteers, or persons appointed to serve without pay;
- d. Probationary employees; and
- e. The Executive Director

3. Definitions

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

Grievance: shall mean a complaint or dispute by an employee eligible to use this procedure relating to his or her 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;
 - 1) acts of retaliation as the result of using the grievance procedure or of participation in the grievance of another Authority employee;
- c. 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
- d. 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.
- e. 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 his/her 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.

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:

- a. there was a valid business reason for the action, and
- b. 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

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.

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.

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.

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 persons 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 his option, choose to have a representative of his 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.

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

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.

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.

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

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 his 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.

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).

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 his 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.

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.

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.

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.

The classification of a complaint as nongrievable 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.

9. Step 1 Procedure - Immediate Department Manager

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 his immediate department manager. Within ten (10) days of such identification, the immediate department manager shall give his 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.

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 he 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.

If the employee's immediate department manager is also his department manager, he shall pass by Step 2 of this procedure and proceed immediately to Step 3. If the employee's immediate department manager is the divisional director, he shall pass by Steps 2 and 3 and proceed to Step 4. If the employee's immediate department manager is the Executive Director, he shall pass by Steps 2, 3 and 4 and proceed to Step 5.

10. Step 2 Procedure - Department Manager

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 his 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.

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.

11. Step 3 Procedure - Divisional Director

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.

The only persons 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.

A written reply to the grievance shall be provided to the employee and the Human Resources Department within five (5) days after the meeting.

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

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 his 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.

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 his right to representation. The Executive Director or designee shall, in his sole discretion, determine whether the testimony of a witness is relevant or, if witnesses have testified, whether additional testimony by other witnesses is necessary.

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.

13. Step 5 Procedure - Grievance Panel

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.

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, who shall make the necessary arrangements.

14. Composition of the Grievance Panel

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 persons 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, persons 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, niece, nephew and first cousin.

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.

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 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.

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.

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 his choice present at the Panel hearing.

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.

15. Conduct of Grievance Panel Hearing

The Panel is constituted solely for the purpose of determining whether a 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.

The Panel shall conduct the hearing as follows:

- a. At the request of either party, the hearing shall be private and limited to the grievant, the Panel members, the legal counsel or other representative 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.
- b. 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.

The Panel may at any time ask the parties or their representatives for statements clarifying the issues involved in the grievance.

Exhibits, when offered by the grievant or the Authority, may be received as evidence by the Panel, and when so received shall be marked and made a part of the record.

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.

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.

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.

Upon the request of the Panel, the Authority or the grievant, the Human Resources Manager shall insure that a verbatim record of the hearing is made and retained in his/her 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.

The Human Resources Manager or his/her 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.

In any matters not covered by this section, the Panel shall determine the applicable procedures to be followed.

16. Decision of Grievance Panel Hearing

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.

The question of whether the relief granted by the Panel is consistent with written policy shall be determined by the Executive Director, or his 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 his judgment is inconsistent with the laws or written policy applicable to grievance resolution. He shall not disturb any decision consistent with the laws or written policy.

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 he has not specifically requested in the original written grievance form, unless the parties have mutually agreed otherwise as to alternative relief.

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.

17. Implementation of Grievance Panel Decision

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:

- a. The Executive Director shall inform the Panel and the grievant of his determination within ten (10) days of his receipt of the Panel's written decision; and,
- b. The Executive Director shall not implement the decision of the Panel.

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.

I. Administrative Policies

1. Conflict of Interest/Accepting Gifts

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 having official responsibility for procurement transactions will conduct themselves in a manner that avoids the appearance of impropriety or unlawful conflicts of interest.

An employee cannot accept money, loans, trips, gifts, 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. Service Awards

This is a program that recognizes employees' years of work service. Awards are presented for service in five-year increments. All awards are presented annually in a mass setting.

Gift cards or cash are fully taxable under IRS regulations; all appropriate federal, state and other taxes will be withheld from the employee's next payroll.

3. De Minimis Fringe Benefits

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.

4. Termination of Employment

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.

5. 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

VERIP benefits shall be paid monthly for a period of five years after retirement or until age 65, whichever comes first.

Benefits under VERIP will be calculated as follows:

- 1) Compute the annual VRS benefit. This computation shall include any reductions for early VRS retirement if appropriate;
- 2) 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;
- 3) The difference between these two calculations shall be the annual VERIP benefit to be paid on a monthly basis.

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.

If the retiree returns to work in a part-time position with the Authority and chooses to participate in the Authority's health care program while receiving VERIP benefits, there will be no additional Board contribution towards the individual's health insurance.

c. Application

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

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.

PERSONNEL MANAGEMENT PLAN

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e. Administration

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

f. Duration

Once an employee has been approved for VERIP, the benefits will continue without interruption as outlined in this policy. Subsequent alternations or deletion of this policy shall not affect the benefits of those who have retired under these provisions.

This policy automatically continues unless the Board acts to discontinue the policy for another year.

6. Anti-Nepotism Policy

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 father, mother, brother, sister, spouse, son, daughter, son in law or daughter in law, aunt, uncle, 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 he or she is qualified when and if such a vacancy occurs.

7. Inclement Weather Policy

The objective of this policy is to establish procedures and guidelines for all Authority employees concerning the potential closings or delays in opening Authority facilities.

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1. a. Roles and Responsibilities

(i) The Executive Director will be responsible for determining whether a delayed opening or closing of some or all of the Authority facilities is necessary due to inclement weather. Non-essential employees who are able to work from home will be expected to work from home if their work location is closed for the day. If there is a delay, the Executive Director/Divisional Director will determine if non-essential employees should work from home prior to coming into their work location.

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(ii) Essential employees will be expected to report to work regardless of the weather. It is the department manager's responsibility to ensure their employees know whether they are considered essential employees. Essential employees are employees who are designated to work, even when offices are closed, because they work in operations that provide services to the community around the clock. (See Section I.19 – Administrative Policies – Essential Employees)

(iii) The number that non-essential employees should call to ascertain weather-related instructions is (434) 977-2970, ext. 333.

b. Use of Leave during Inclement Weather

(i) Employees who are delayed due to weather conditions on days when the facilities are opened at the regular time or who need to leave early due to weather-related

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concerns when the facility remains open until its normal closing time will be expected to account for time missed within the same workweek or use annual leave time to account for the time missed.

- (ii) Employees who are considered essential who do not report to their work location due to inclement weather are expected to use leave time.

~~The objective of this policy is to establish procedures and guidelines for all Authority employees concerning the potential closings or delays in opening Authority facilities.~~

~~a. Roles and Responsibilities~~

- ~~1) The Executive Director will be responsible for determining whether a delayed opening or closing of some or all of the Authority facilities is necessary due to inclement weather.~~
- ~~2) Essential employees will be expected to report to work regardless of the weather. It is the department manager's responsibility to ensure their employees know whether they are considered essential employees. Essential employees are employees who are designated to work, even when offices are closed, because they work in operations that provide services to the community around the clock.~~
- ~~3) Notice of delayed opening or closing may be announced via local radio and local television announcements for the public. The number that non essential employees should call to ascertain weather related instructions is (434) 977-2970, ext. 333.~~

~~b. Use of Leave during Inclement Weather Incidents~~

- ~~1) Employees will not be required to make up time missed due to weather related delayed openings or early closings that have been authorized by the Executive Director.~~
- ~~2) Employees will not be required to make up lost time if offices are authorized to be closed for the entire day by the Executive Director.~~
- ~~3) Employees who are delayed due to weather conditions on days when the offices are opened at the regular time or who need to leave early due to weather related concerns when the facility remains open until its normal closing time will be expected to account for time missed within the same workweek or use annual leave time to account for the time missed.~~

8. Personal Use of Authority Vehicles

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

9. Technology System Acceptable Use Policy

All employees will have access to the Authority's Technology System, which can include computers, printers, phones, cell phones, networks, software, internet access, email, voicemail, radios, Supervisory Control and Data Acquisition systems for industrial process control and any other technology used by the Authority. The following policies apply to all employees of the Authority:

- a. All employees are expected to follow the Technology System Acceptable Use Policy.
- b. All employees will receive a copy of this policy during their new hire orientation and will sign an acknowledgement of receipt of this policy at that time.
- c. All employees will maintain their secure passwords to the Technology System, and they will keep them confidential.
- d. Use of these systems by any employee implicitly consents to the Authority's right to monitor their activity on the systems.
- e. All employees using these systems to communicate are acting as representatives of the Authority.
- f. All information/communications must be retained as required to comply with the Library of Virginia Records Retention and Disposition Guidelines.
- g. No electronic communication is assured to be confidential. Sensitive and/or confidential information should not be sent electronically unless it is encrypted.

Further details as related to the Technology System Acceptable Use Policy can be found in the policy document (see Section M., "Forms and Attachments"). Any violation of this policy can result in disciplinary action, up to and including termination of employment.

10. Effect of Criminal Conviction or Arrest

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. ~~Individuals applying for employment with the Authority for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses. Information provided by applicants may be certified by work history, personal reference or criminal record inquiries to determine the applicant's acceptability for employment. In the case of a prior criminal conviction, the Authority will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought. If an applicant makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.~~

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.

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.

11. Fitness for Duty

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.

All new employees are required to have a fit for duty medical examination within two days of signing their job offer and prior to their first day of work. The results must be received by the Human Resources Manager before the employee begins working.

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.

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.

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.

12. ID Badges

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.

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.

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

13. 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.

14. Safety Shoe Program

The Authority will provide all employees required to wear steel toed shoes with \$125 per fiscal year (July 1 – June 30) towards the purchase of their shoes. An employee may carry over up to \$250 by not using their annual voucher.

15. Prescription Safety Glasses Program

The Authority will provide all employees required to wear prescription safety glasses a voucher for \$250 for the purchase of those glasses. This program is administered by the Safety Manager.

16. 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 Communications Manager will be responsible for maintaining that presence. This policy will be further amended at that time.

17. 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.

18. 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.

19. Essential Employees

Employees who are designated as required to work when the main office is closed due to weather or other emergencies are considered essential. Essential employees generally must work to maintain ongoing and safe operations and basic public services, such as Water Operators, Wastewater Operators, Chemists and Mechanics. Occasionally, employees who are not normally considered essential may be required to work if the circumstances require it. This determination will be made by the Executive Director and/or the employee's Manager or Divisional Director.

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J. Employee Training, Development and 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

Advanced Development Training: Voluntary training and education that will assist the employee in their pursuit towards an advanced skill or licensing level.

Degree Program: Training and education that will result in credit or credit hours towards a college degree.

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.

Financial Assistance: Financial assistance offered and paid for by the Authority, available to an employee participating in approved Advanced Development Training and Degree Programs.

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. 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.

- b. Types of Essential Training includes:

- 1) Authority sponsored in-house training;
- 2) Off-site training;

- 3) Seminars or conferences; and
- 4) Webinars.
- c. 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.
- d. 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.
- e. Expense Reimbursement

Expenses paid by the employee related to the approved Essential Training are reimbursable. Request for reimbursement must be submitted to the Authority within 60 days after the expenses were incurred. Request for reimbursement must be clear, concise, itemized and include original receipts.

5. Advanced Development Training

- a. 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.
- b. 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.
- c. 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.
- d. 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 reimbursed.
- e. Expense Reimbursement

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 were incurred. Request for reimbursement must be clear, concise, itemized and include original receipts.

6. Degree Program

- a. All training and education that will result in the earning of credit or credit hours towards a college degree and will enhance the employee's contribution to the Authority.

- 1) A Degree Program is not required to maintain the employee's current position.
 - 2) A Degree Program must be directly related to the employee's current position.

- b. Registration, enrollment, tuition, textbooks and study materials must be paid for by the employee.

- c. Financial Assistance & Reimbursement Requirements

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) The Authority will reimburse up to a maximum of \$5,250 per fiscal year (July 1 through June 30) for eligible educational expenses paid for by the employee.
 - 3) Reimbursements that exceed the maximum of \$5,250 per fiscal year will be held and reimbursed in upcoming fiscal years until all expenses have been reimbursed.

- 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 college courses;
 - 5) The employee must submit an official grade transcript within ~~60~~30 days of course completion;
 - 6) The employee must remain employed by the Authority; and
 - 7) In the event of voluntarily separation of employment the employee shall be required to repay all received reimbursed expenses from the prior 12-month period.

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.

7. Pre-Approval

All employee requests for training, regardless of type, must be pre-approved by the employee's department manager or divisional director before registration.

8. Work Schedule Adjustment

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 is not allowed to be conducted during the normal work schedule hours. All requests will be approved on a case by case basis and must occur before training registration. Adjusted work schedules will not be granted for Degree Programs.

9. Authority Responsibilities

- a. Provide for the training and education necessary for employees to obtain or renew required certificates and licenses necessary for the position.
- b. Provide for the training and education necessary to keep up with changing work requirements.
- c. Provide for the training and education which is mandated by law.
- d. Provide timely payment and/or reimbursement upon receipt of all required expense reimbursement requests and transcripts if applicable.
- e. Register employees for training and education provided employee gives ample time to process. See employee's responsibilities below.

10. Employee Responsibilities

- a. Must submit a completed training request form to the department manager in enough time to process request.
- b. Complete all registration forms and if necessary, register in person at the training site.
- c. Complete all the required applications related to examinations.
- d. 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.
- e. Must provide proof of successful completion.

- f. 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.

11. Human Resources Responsibilities

The Human Resources Manager or designee will maintain records of training, education and related requirements.

12. Department Manager Responsibilities

- a. The department manager will promptly review all employee requests for training and consistently apply the rules relating to this policy.
- b. The department manager will monitor the employee's progress.
- c. The department manager will develop an annual training and education needs assessment and request funds need in the department budget.

13. Divisional Director Responsibilities

The divisional director will ensure the rules of this policy are consistently applied.

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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.

2. Travel Reimbursement Requirements

a. 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.

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

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.

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)
- 2) The following expenses are not reimbursable:
- a) Lost or stolen property
 - b) Alcoholic beverages
 - c) Damages to personal items
 - d) Movies charged to hotel bill
 - e) All expenses related to personal negligence such as fines
 - f) Entertainment expenses
 - g) Towing charges
 - h) Expenses for children, spouses or other companions while traveling
 - i) Travel insurance

This list is not all inclusive and traveler 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.

3. Authority Vehicles

Employees are encouraged to use Authority vehicles for business travel whenever possible. Vehicles can be reserved in advanced 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.

Employees who have take-home Authority vehicles should use those vehicles for all business travel.

Authority vehicles should not be used for any personal travel unless approved by the Executive Director or the Divisional Director.

4. Mileage

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.

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.

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.)

5. Transportation

a. Air Travel

- 1) 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.
- 2) All flight reservations must be made by the Administration department.
- 3) 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.
- 4) Any change fees incurred due to flight changes made by the employee must have a legitimate business reason or they will not be reimbursed.

b. Other Transportation

Other forms of transportation can be used for business travel is permissible if the reduction in cost is beneficial to the Authority.

c. Rental Cars

- 1) Employees traveling to attend conferences should book the hotel where the conference is being held or a hotel within walking distance whenever possible.
- 2) All rental car reservations will be made through the Administration department.
- 3) Any fees, other than basic car rental expenses will not be reimbursed.

6. Lodging

- a. 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.
- b. 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.

7. Meals and Incidentals

- a. The employee must provide itemized receipts in order to be reimbursed for meals and incidentals.
- b. Employees will be reimbursed for tips up to 15% on meals.

- c. 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.

8. Compensation While Traveling, Overnight Travel

- a. Overnight travel is travel away from home community, as defined by the FLSA and the Code of Virginia.
- b. An employee will be compensated for travel 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 nonworking days.
- c. An employee will be compensated for any hours spent in a class or training that was mandated by a department manager or divisional director.
- d. 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.
- e. 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.

9. Travel Advances

Cash advance 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.

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.

~~L. Substance Abuse Policy~~

~~The goal of the Rivanna Solid Waste Authority and the Rivanna Water & Sewer Authority, collectively the "Authority", through this policy is to establish and maintain a safe and healthy workplace that is free from alcohol abuse and illegal drug use for its employees and to protect the safety of its customers by providing the highest quality service.~~

~~This policy contains all the Authority's policies relating to substance abuse as it affects the workplace.~~

~~This policy is separated into and will be detailed into the following sections:~~

~~Section I – General Policy, Provisions and Definitions~~

~~Section II – Federal Motor Carrier Safety Administration (FMCSA) Highway Administration (FHWA)
Coverage Commercial Driver's License (CDL)~~

~~Section III – All Other Authority Coverage Non CDL~~

~~Section IV – Appendixes~~

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L. Substance Abuse Policy

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Section I: General Policy, Provisions and Definitions

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1. Policy

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.

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.

The use or distribution of alcohol; reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the 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.

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.

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.

All Authority employees must notify their supervisor of any arrests, charges and/or convictions for criminal drug statute violations or of any alcohol beverage control law or law that governs driving while intoxicated.

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.

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.

- 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.
- 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.

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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.

- 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.
- 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.

The Authority shall:

- Maintain a copy of the Drug Use/Alcohol Abuse policy in an accessible location.
- 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.
- 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. Supervisors should contact their Department Head/Manager or Human Resource Manager for guidance and/or access to the ~~Drug and Alcohol~~ 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 in 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.

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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 include 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.

Safety Sensitive Functions: Any task performed where the employee performing the task has a responsibility for his/her own safety or the safety of others. The Authority has established the following list as Safety Sensitive Functions:

- All time working at any water or wastewater treatment facility.
- All time spent working at any Rivanna Solid Waste Authority facility.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations.
- All time spent at the driving controls of any motor vehicle or any motorized equipment.
- All time spent performing any assigned duties at a confined space operation.
- All time spent performing duties involving locating utilities.
- All time spent operating power tools such as chainsaws, pipe saws, drills, grinders, welders, etc.
- All time spent working on electrical equipment.
- All time spent working above ground/floor level.
- All time spent "On Call". On call will be considered "ready to perform safety-sensitive functions;" therefore failure to be available for an emergency due to drug use or alcohol misuse while on scheduled call will result in disciplinary action up to and including termination.

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.

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3. Drug and Alcohol Testing Requirements

a. Employee Testing Groups

Employees will be divided in to two testing groups:

- 1) Employees whose position requires them to have a Class A Commercial Driver's License and who operate vehicles requiring a Commercial Driver's License (CDL Pool).
- 2) Employees whose position does not require them to have or Commercial Driver's License and who do not operate vehicles requiring a Commercial Driver's License (Non-CDL Pool).

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b. Types of Drug and Alcohol Testing

- 1) Random Testing – All fulltime and part time employees will be subject to unannounced drug and alcohol testing based on random selection by an outside contractor.

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- 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.
- The percentage of employees tested from the Non-CDL Pool will be 10% annually. This percentage can be changed by the Executive Director based on statistics from the prior year.
- The Executive Director can, at any time, suspend random testing for the Non-CDL Pool.

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- 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:

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- The accident involves a fatality.
- The accident involves bodily injury to any person who receives immediate medical treatment away from the accident scene.
- The employee receives (or is expected to receive) a citation under state of local law for a moving violation arising from the accident.
- One or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the accident scene.

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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

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submit to the test within two hours of the accident if able. 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. 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.

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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. 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:

- Physical signs and symptoms that the employee is under the influence.
- Evidence of alcohol or drug use, such as bottles, cans or drug paraphernalia.
- Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other policy/procedure.
- 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 related behavior on or off at the workplace site.

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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.

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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.

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c. Testing Notification

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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.

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.

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d. Refusal to Test and Uncompleted Tests

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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.

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e. Recordkeeping

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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.

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f. Employee Assistance Program (EAP)

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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.

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4. Testing Standards

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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.

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The Authority are 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.

All test results are considered confidential information and will not be released to third parties without the specific written consent of the employee.

a. Medical Review Officer (MRO)

The Medical Review Officer must meet the criteria in the US Department of Transportation's 49 CFR Parts 382 and 40.

b. Testing Laboratory

The testing laboratory for this policy must meet the criteria set in the US Department of Transportation's 49 CFR Part 382 and 40.

c. Specimen Collection Requirements

Specimen collection will be as required in the US Department of Transportation's 49 CFR Parts 382 and 40.

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5. Disciplinary Actions

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.

An employee will be dismissed immediately if:

a. 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.

b. The employee is referred for rehabilitation, by a substance abuse professional, and then refuses to enter or fails to successfully complete the rehabilitation program.

c. 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.

d. The employee tests positive a second time during their employment with the Authority.

e. The employee is in their probationary period.

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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.

This policy establishes guidelines and procedures for the detection of on the job alcohol use and illegal drug use within the workplace. All Authority employees shall be responsible for reporting any evidence of illegal drug use or the use of alcohol in the workplace by any co-worker or supervisor. All such reports shall be thoroughly investigated and reported to the Executive Director or designee and appropriate action will be taken as necessary. The Authority's Executive Director, or his/her designee, shall be the person responsible for the administration, evaluation, and oversight of the Substance Abuse Policy and all its components.

For purposes of this policy, "illegal drugs" shall mean any controlled substance, or imitation controlled substance, whose unauthorized manufacture, distribution, dispensing, possession, consumption, use, or sale is prohibited by federal or state law. "Unauthorized use of prescription drugs" means use of a drug by anyone other than the person for whom the drug was prescribed, or in any manner that is prohibited by federal or state laws.

The Authority will not tolerate any violation of the law and, in accordance with the law, will fully support any employee who, in good faith and with probable cause acts to report the activities of other employees as they relate to the use of alcohol or drugs on Authority property. Any Authority employee determined to have violated this policy will be subject to disciplinary action up to and including dismissal.

In the event of conflict between federal or state law and the policy stated herein, federal and/or state law shall prevail.

2. Employee Rules of Conduct

All employees are expected to adhere to the following guidelines as a condition of their employment with the Authority, and any violation of this policy may subject the employee to discipline, up to and including dismissal from employment and can include a first offense.

- a. The manufacture, distribution, dispensing, possession, consumption, use, transportation, or sale of illegal drugs at anytime and anywhere on the Authority property, at an Authority sponsored function or event, or in any other manner while performing duties or obligations related to the Authority employment, is strictly prohibited.
- b. No employee shall report to work, perform assigned duties, or otherwise engage in the Authority's business, with detectable amounts of alcohol, illegal drugs, unauthorized prescription drugs, or illegal drug metabolites in his or her system. Whether the employee has alcohol, illegal drugs, unauthorized prescription drugs, or illegal drug metabolites in his or her system shall be determined in accordance with medically established standards for detectable amounts of these substances. The only limited exception to the foregoing pertains to employees who are not on an official on-call roster and who are called in to work outside their normal duty hours to perform emergency or unscheduled work. No such employee will be disciplined for off duty consumption of alcohol that results in reporting to duty with alcohol in his or her system so long as the employee first reports that

~~consumption of alcohol to the supervisor making the work request prior to the commencement of any work activity, and such consumption does not impair the employee's ability to safely perform his/her job functions.~~

- ~~e. Employee must submit to substance detection testing (alcohol and drug tests) when requested to do so by management pursuant to this policy.~~
- ~~d. Employee must provide within one day (24 hours) of request evidence of a current valid prescription for any drug found to be in his/her possession or identified in a positive drug screen analysis. Failure to provide a valid prescription shall give rise to a presumption that the employee did not legally possess or use the drug.~~
- ~~e. Employee must notify the employer of any criminal drug or alcohol charge or conviction no later than five (5) days after such charge or conviction. Failure to notify the Authority of such charge or conviction is grounds for dismissal.~~
- ~~f. Employees must notify his/her supervisor of any suspension, revocation, or other loss of driver's license privileges within one (1) work day (24 hours) of the event, provided the employee must drive an Authority vehicle as part of their job duties. This notice to Supervisor shall also precede any use of a motor vehicle for Authority business after the time the employee becomes aware of the lost license privilege.~~

~~3. Selection Process~~

- ~~a. All employees are subject to unannounced testing based on random selection.~~
- ~~b. The random selection procedure will be a computer-based number generator and conducted by the Medical Review Officer (MRO) facility.~~
- ~~c. The Authority will maintain two separate random drug testing pools: a CDL Drivers testing pool and a Non CDL Drivers testing pool. "Covered positions" include both Commercial Driver's License (CDL) positions and Non Commercial Driver's License (Non CDL) positions from which selection will take place. The Non CDL pool selection will be 10% for the first twelve months after the adoption of this policy and will remain 10% in subsequent years unless the Executive Director determines on a year to year basis that the percentage needs to be increased, decreased or suspended on the basis of statistics showing increased number of positive Non-CDL alcohol or drug tests in the preceding year or due to unforeseen circumstances that may cause regular testing of Non-CDL employees to potentially be hazardous or unsafe. Non-CDL testing should not exceed 25% without the Board of Directors' approval. The CDL pool selection will be based on the requirements from the United States Department of Transportation.~~
- ~~d. Within every twelve (12) month calendar period, the Authority shall randomly test from each pool unless the Executive Director has suspended Non-CDL testing. An employee may be randomly picked more than once or not picked at all during a twelve month period.~~
- ~~e. An employee shall only be tested for alcohol while the employee is performing, just before the employee is to perform, or just after the employee has performed their work tasks. It~~

is the Authority's position that covered employees are expected to perform their work functions any time that they are on duty or on paid on call to report to duty.

4. Leave During Testing

The following provisions will apply when persons are waiting to be tested for alcohol or drugs and when employees refuse tests:

- a. ~~If an employee refuses to take a test, he shall be deemed "not qualified" for duty. Employees deemed "not qualified" for duty as a result of refusal to take their test, in addition to any disciplinary action, shall have their time charged as unauthorized absence without pay.~~
- b. ~~When employees are sent to be tested, awaiting tests to be conducted by the medical provider, he/she shall remain in pay status and no leave time is charged, unless there is an unrelated reason for the Authority to suspend pay or charge leave time.~~
- c. ~~Employees who are awaiting the results of a substance detection test shall have time away from the job handled on a case-by-case basis giving consideration to the total circumstance.~~

5. Physical Searches

- a. ~~Supervisors may not physically search employees or employee personal property under any circumstances.~~
- b. ~~Supervisors may search without employee consent, all areas and property in which the Authority maintains either joint control with the employee or full control. All Authority vehicles, equipment and Authority owned property are subject to full search without the employee's consent.~~
- c. ~~If illegal drugs are found in an employee's possession or in any area under their control, the police will be immediately summoned, and the drugs will not be touched, moved, or confiscated by the supervisor. All reasonable efforts short of physical force shall be used to prevent the employee from disposing of the drugs before the police arrive.~~

6. Disciplinary Actions

All employees, who engage in any of the following conduct, will be subject to disciplinary action up to and including dismissal in accordance with due process:

- a. ~~Violate any of the foregoing rules regarding manufacturing, distributing, dispensing, possessing, consuming, using, or selling drugs or alcohol;~~
- b. ~~Have drugs or alcohol in their systems in violation of this policy;~~
- c. ~~Refuse to submit to or cooperate with drug and/or alcohol testing which includes, but is not limited to:~~
 - 1) ~~tampering with or attempting to adulterate the specimen or collection procedure;~~
 - 2) ~~not reporting directly and immediately to the collection site;~~

- ~~3) not accurately signing in and reporting the arrival and departure times at the test site; and~~
- ~~4) leaving the scene of an accident without a valid reason before the tests have been concluded;~~
- ~~d. Fail to report their consumption of over the counter or prescribed medication(s) that could impair their ability to perform their duties safely; or~~
- ~~e. Fail to report any drug or alcohol conviction or charge as required by this policy.~~

~~This policy shall be administered consistently with the Authority's obligations under federal, state and local laws and regulations. Recommendations for disciplinary actions, including dismissal for violation of this policy, will be consistent with standard operating procedures to ensure that due process is observed throughout all proceedings. Disciplinary actions affecting employment status shall be reviewed by the Executive Director or designee, before a final decision with respect to continued employment status or disciplinary actions is reached. An employee who is charged with a drug related felony or convicted of any criminal offense shall notify his or her immediate supervisor who shall report the information to the Human Resources Manager within five (5) days of the charge or arrest or prior to reporting for duty, whichever is earlier.~~

~~7. Multi-Function Position (CDL and Non-CDL employees)~~

~~Employees may be responsible for performing different functions (i.e. job duties which are covered under both CDL and Non-CDL provisions). When these cases arise, the following rules generally apply:~~

- ~~a. Federal Highway Administration (FHWA) provisions which apply to post-accident testing under the CDL licensing requirement and the Authority provisions which apply to post-accident testing for Non-CDL employees are the same. Therefore, all employees are subject to same set of testing guidelines regardless of class vehicle the employee may be driving (i.e. commercial motor vehicle or other licensed or unlicensed vehicles).~~
- ~~b. Employees who perform duties requiring a CDL license shall be placed in the CDL pool for random selection testing and only those CDL employees are subject to all of the pre-employment requirements of the federal agency rules.~~

~~8. Severability~~

~~If any part of this policy is held to be unconstitutional, illegal, or otherwise unenforceable, that part shall be deemed severable and the hold shall not affect the validity and enforceability of the remaining parts.~~

~~9. Definitions~~

~~Accident – CDL (FHWA): an incident involving a commercial motor vehicle in which there is either:~~

- ~~• a fatality; or~~
- ~~• the employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following;~~

- bodily injury to any person who immediately receives medical treatment away from the scene; and/or
- one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.

Accident – Non CDL: an incident involving a state licensed or unlicensed vehicle in which there is either:

- a fatality; or
- the employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following:
 - bodily injury to any person who immediately receives medical treatment away from the scene; and/or
 - one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.

Air Blank: a reading by an evidential breath testing device (EBT) of ambient air containing no alcohol.

Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration: the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test conducted under Federal regulations.

Alcohol Misuse Prevention Plan (AMPP): the portion of the Authority's Substance Abuse Policy that outlines the employer's policy on alcohol misuse in the workplace.

Alcohol Program Manager (APM): the person designated by the Authority who is primarily responsible for the administration of the AMPP as it relates to the Substance Abuse Policy.

Alcohol Use: the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Anti Drug Plan (ADP): Anti Drug Plan portion of the Authority's Substance Abuse Policy.

Authority: shall mean Rivanna Water & Sewer Authority and/or Rivanna Solid Waste Authority.

Breath Alcohol Technician (BAT): an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Code of Federal Regulations (CFR): the United States Code of Federal Regulations.

Canceled Test: a drug or alcohol test that has a problem identified by a Medical Review Officer that cannot be or has not been corrected, or which this part otherwise required to be canceled. A canceled test is neither a positive nor a negative test. A sample that has been rejected for testing by a laboratory is treated the same as a canceled test.

Chain of Custody: the procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

Collection Container: a container into which the employee urinates to provide the specimen for a drug test.

Collection Site: a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

Collector: a person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

Commercial Driver's License (CDL): a license issued by a government agency that allows an individual to operate a commercial motor vehicle.

Commercial Motor Vehicle (CMV): a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (2) has a gross vehicle weight rating of 26,001 or more pounds; (3) is designed to transport 16 or more passengers, including the driver; or, (4) is of any size and is used in the transportation of hazardous materials requiring placards. This includes all qualifying vehicles in all departments.

Confirmation Test: a second alcohol test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances, confirmation testing means a second analytical procedure to identify and quantify the presence of a specific drug or metabolite and reviewed by the Medical Review Officer.

Confirmed Drug Test: a confirmation test result.

Consortium/Third-party Administrator (C/TPA): a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers.

Controlled Substance: shall mean the same as "drug" unless another meaning is clear from context and shall include marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

Covered Employee: any full time, part time or temporary employee to include both CDL and Non-CDL positions.

Designee: an agency, firm, individual, or other party contacted by the Authority to provide services under this program.

Department of Health and Human Services (DHHS): United States Department of Health and Human Services.

Director, Staff: Executive Director, Director of Finance and Administration, Director of Operations (RWSA only), Director of Maintenance and Engineering (RWSA only), Director of Solid Waste (RWSA only).

DOT Agency: in agency of the United States Department of Transportation administering regulations related to drug or alcohol testing. The Federal Highway Administration and Federal Transit Administration are DOT agencies.

Driver: an employee who operates a motor vehicle owned by the Authority.

Driver CDL: any employee who operates a commercial motor vehicle (CMV) requiring a commercial driver license (CDL) or is in a position which requires a CDL as an eligibility criterion because they must drive or be on call and ready to drive if necessary. This includes full time, part time, and temporary personnel. In every position requiring a CDL, the employee is either driving or in a state of readiness on call if required to drive. Drivers are subject to drug and alcohol testing under federal and Authority policy. For purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to the Authority to drive a commercial motor vehicle.

Drug: shall mean the same as "controlled substance" unless another meaning is clear from the context and shall include marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Additionally, the use of any substance for the purpose of achieving a drug-like effect will fall under the prohibition against drugs.

Drug Metabolite: the specific substance produced when the human body metabolizes a given drug as it passes through the body and is excreted in the urine.

Drug Program Designee (DPD): the person designated by the Authority who is primarily responsible for the administration of the ADP as it relates to the Substance Abuse Policy.

Drug Test: the laboratory analysis of urine specimen collected in accordance with 49 CFR part 40 and analyzed in a DHHS approved laboratory.

Employee Assistance Program (EAP): a program provided to assist employees in dealing with drug or alcohol dependency and other personal problems. Rehabilitation and reentry to the work force are usually arranged through an EAP.

Evidential Breath Testing Device (EBT): an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for evidential testing of breath and placed on NHTSA's conforming products list of evidential breath measurement devices (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

Employee: any full time, part time, temporary or intern status person who is employed by the Authority and receives some form of compensation.

Federal Highway Administration (FHWA): the DOT operating authority that regulates commercial motor vehicles.

~~Invalid Drug Test:~~ the result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

~~Medical Review Officer (MRO):~~ a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

~~Medical Service Provider (MSP):~~ Authority Medical Services Provider.

~~Motor Vehicle:~~ motorized equipment, either licensed or unlicensed, capable of carrying one or more passengers, including the driver.

~~Non-DOT Test:~~ drug or alcohol testing conducted for employees who do not hold a CDL but drive other non-CDL Authority vehicles as part of job duties and responsibilities.

~~Omnibus Transportation Employees Testing Act of 1991:~~ the federal law that requires drug and alcohol testing of drivers in various industries. By the authority of this act, the Office of the Secretary of Transportation, U.S. Department of Transportation (DOT) on February 15, 1994, has published rules requiring employers to test each applicant for employment or employee who is required to obtain a CDL for the illegal use of alcohol and controlled substances.

~~Prohibited Drugs:~~ any of the following substances specified in Schedule I or Schedule II of the Controlled Substances Act, 21 U.S.C. 801.812 (1981 & 1987 Cum. P.O.): marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

~~Refusal to Submit (to an alcohol or controlled substance test):~~ a covered employee fails to provide an adequate breath sample for testing without a valid medical explanation after receiving notice of the requirement to be tested; or fails to provide an adequate urine specimen for controlled substances testing without a valid medical explanation after he has received notice of the requirement for drug testing; or engages in conduct that clearly obstructs the testing process.

~~Safety Sensitive Function:~~ an employee is performing a safety sensitive function whenever he/she is engaged in driving a commercial motor vehicle (CDL required) or working in any employment capacity which could affect the safe operation of the vehicle and the safety and welfare of others. This includes any period in which the employee is actually performing, ready to perform or immediately available to perform any safety sensitive functions.

~~Substance Abuse Professional (SAP):~~ a licensed physician (Medical Doctor or Doctor of Osteopathy), or a 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 alcohol or drug abuse related disorders.

Screening Test (or initial test): an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen. In controlled substances testing, an immunoassay test on urine specimens to eliminate "negative" specimens from further testing.

Split Sample Testing: division of the urine specimen in controlled substance testing into two separate containers, the primary specimen used for the screening test and the split specimen used if the employee requests a second test after being informed of a verified positive screening test of the primary specimen or a verified adulterated or substituted test result.

Stand down: the practice of temporarily removing an employee from the performance of their safety sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

Verified Positive (drug test result): a drug test result reviewed by a Medical Review Officer and determined to have evidence of prohibited drug use.

Workplace: any Authority facility, vehicle, equipment, site or location as well as any other facility, vehicle, equipment or other site or location where an Authority employee is on duty or performing work tasks.

49 CFR, Part 40: refers to the U.S. Department of Transportation Drug Testing Program Procedures (laboratory testing, specimen collection, etc.) in the federal register.

49 CFR, Part 382: refers to the regulations issued by the U.S. Department of Transportation relating to alcohol and drug testing for commercial motor vehicles and commercial driver's licenses.

10. Federal Mandates

This Policy applies to all employees. Federal law provides standards for creating a workplace free of illegal drugs with the passage of the Drug Free Workplace Act of 1988. In addition, required standardized tests have been established by the government with the passage of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act) for employees who are drivers of commercial motor vehicles. The Authority has exceeded these minimum requirements to establish and maintain a drug free workplace for all employees.

- a. The Drug Free Workplace Act of 1988 requires that an organization receiving federal funds through grants or other means shall maintain a drug free workplace. The Authority from time to time receives such funds. Under this Act the employee must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to notify the Authority of drug related convictions is grounds for dismissal. The Authority must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the workplace. The Authority will impose a sanction on any employee who is so convicted.

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~~b. Under the U.S. Department of Transportation final rules implementing the Omnibus Transportation Employee Testing Act of 1991, the Authority is required to establish a program to conduct pre employment/pre duty, reasonable suspicion, random and post accident alcohol and controlled substances testing of each applicant for employment or employee who is required to obtain a commercial driver's license (CDL).~~

11.6. Revision Dates

The policy was originally implemented in 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

Section II: Federal Highway Administration (FHWA) Coverage, US Department of Transportation, CDL Positions

Section II of the Authority Substance Abuse Policy applies to all those employees who are required to maintain a commercial driver's license (CDL) to perform any portion of their job duties. It is the Authority policy to comply with all Federal and State laws rules, and regulation relating to commercial driving safety. This section incorporates those policies and procedures found in the US Department of Transportation Federal Highway Administration (FHWA) Regulations 49 CFR, Part 40 and 49 CFR, Part 382.

In the event of any conflicts between Federal Law and the Policy stated herein, Federal Law shall prevail.

This section is separated into two categories:

Part A — Alcohol Misuse and Prevention Plan (AMPP)

Part B — Anti Drug Plan

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Part A — Alcohol Misuse and Prevention Plan (AMPP)

The goal of the Authority is to establish and maintain a safe and healthy workplace that is free from alcohol abuse by all employees and to protect the safety of its customers by providing the highest quality of service. Therefore, the Authority maintains a zero tolerance policy for levels of alcohol use that could imperil the health and well being of its employees or threaten the safety and reliability of service to its customers and the public.

There are mandates that require employers to test all employees who must maintain a commercial driver's license (CDL) to perform any portion of their job duties. The Authority require testing for misuse of alcohol under the following conditions:

- Random
- Post Accident
- Reasonable Suspicion
- Return to Duty
- Follow Up

The US Department of Transportation Federal Highway Administration (FHWA) Regulations 49 CFR, Part 40 and 49 CFR, Part 382 specifies procedures which must be followed.

The purpose of this policy is to:

- Set consistent guidelines and procedures for the detection and deterrence of alcohol abuse within the Authority;
- Identify management and employees' responsibilities; and
- Comply with the US Department of Transportation (DOT), Federal Highway Administration (FHWA) Drug Testing Regulations.

In the event of any conflicts between Federal Law and the Policy stated herein, Federal Law shall prevail.

This document in providing specific information and guidance to employees is used for complying with Federal Regulations. Employees may view a copy of these Federal Regulations for specific requirements of compliance during normal business hours at the Administration Office, 695 Moores Creek Lane, Charlottesville, Virginia.

1. Responsibilities

- a. **Alcohol Program Manager (APM):** Appendix A contains the name and phone number of the individual(s) who are responsible for the preparation of an alcohol misuse plan which complies with requirements of the Department of Transportation regulations as set for the in 49 CFR, Parts 40 and 382. The APM shall be responsible for providing oversight and evaluation of the plan; providing guidance and counseling in regards to the plan; ensuring that all discipline applied under this plan is consistent and conforms to human resources policies and procedures; scheduling for types of testing (i.e. random); maintaining a locked file system on all alcohol test results; and overseeing the referral of employees for evaluation and treatment. The Authority shall ensure that all covered employees are aware of the provisions and coverage of the Authority AMPP. All employees will have access to the current Substance Abuse Policy.
- b. **Supervisor(s):** Supervisors are responsible for observing the performance and behavior of employees; observation and documentation of events suggestive of reasonable suspicion; and requesting post-accident testing if determined that it is applicable.
- c. **Employees:** Covered employees shall be knowledgeable of the provisions of the Authority AMPP and fully comply with the provisions of the plan.

2. Applicability

- a. **Individuals Subject to Alcohol Testing:** Any employee who is required to maintain a commercial driver's license (CDL) to perform any portion of his/her duties is subject to alcohol testing under Section 2, Part A of the Policy. A complete copy of all covered positions is maintained in Main Office for inspection.
- b. **Procedure for Notifying Covered Employees:** Upon receipt of the Authority's Substance Abuse Policy which contains the AMPP, each manager and/or supervisor shall post a copy of the Policy in a prominent location that is readily accessible to all covered employees. All covered employees will have access to a copy of the Substance Abuse Policy.
- c. **Employee Notification Criteria:** Each new employee will be informed of the Authority's testing policy and will be required to sign an Employee Notification Letter which will tell them which drug testing pool they are in. In addition, all employees will be notified of any changes and/or revision through notices.

When requested, Human Resources shall provide information to all covered employees on the following elements:

- a. Name of representative designated to answer questions for covered employees about the alcohol regulations (See Appendix A).
- b. List covered employees who are subject to the alcohol regulations. A detailed position listing of all covered positions is maintained in the Administration Office.
- c. Circumstances under which a covered employee will be tested for alcohol under the AMPP portion of the Substance Abuse Policy.

- d. ~~Procedures that cover:~~
 - 5) ~~testing for presence of alcohol;~~
 - 6) ~~protection of employee rights;~~
- e. ~~Information concerning requirements for covered employees to submit to various types of alcohol tests.~~
- f. ~~Information detailing what constitutes a refusal and consequences of such refusal.~~
- g. ~~Information detailing consequences of covered employees who violate the prohibitions as set forth in the AMPP portion of the Substance Abuse Policy. This information addresses the removal from performing covered functions and guidance on referral for evaluation and/or treatment.~~
- h. ~~Information detailing consequences of covered employees who test at an alcohol concentration of 0.02 or greater.~~

~~3. Types of Testing~~

~~a. Random~~

~~All FHWA employees covered by this Policy are subject to random alcohol testing.~~

~~The refusal of an employee who is on duty to report and submit to a random test within thirty (30) minutes of such a request and notification shall be considered as a refusal and shall be deemed equivalent to failure of the test and lead to disciplinary action up to and including termination.~~

~~b. Post Accident~~

~~As soon as possible following an accident involving a commercial motor vehicle, the Authority shall test the employee driver for alcohol when either:~~

- 1) ~~The accident involved a fatality; or~~
- 2) ~~The employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following:~~
 - a) ~~bodily injury to any person who immediately receives medical treatment away from the scene; or~~
 - b) ~~one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.~~
- 3) ~~It is the employee's immediate supervisor's responsibility to ensure that the provisions of post accident testing are followed.~~
- 4) ~~Each employee shall be required to submit to an alcohol test within two (2) hours of the accident. If a test is not administered within eight (8) hours following the accident, the Authority shall cease all attempts to conduct an alcohol test and shall prepare and maintain on file written documentation indicating why the alcohol test was not~~

conducted. A copy of all such determinations shall be forwarded to the APM and, upon request, made available to FHWA officials.

~~5) An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying the supervisor or department representative of his/her location if he/she leaves the scene of the accident prior to submission to such test, shall be deemed by the Authority to have refused to submit to testing.~~

~~6) The employee must remain available for alcohol testing and may not consume any alcohol for either (8) hours following the accident or until the alcohol test has been conducted. Notwithstanding the previous statement, nothing in this Policy shall prevent employees from seeking and obtaining emergency medical care whenever necessary.~~

~~4. Reasonable Suspicion~~

~~Reasonable suspicion testing is designed to provide the Authority with a tool, in conjunction with the supervisor training on the signs and symptoms of alcohol misuse, to identify employees affected by/under the influence of alcohol who may pose a danger to themselves and others in their job performance. Supervisors must make a decision as to whether there is reasonable suspicion to believe an employee is using or has used alcohol.~~

~~The supervisor's determination that reasonable suspicion exists to require a covered employee to undergo an alcohol test shall be based on specific, articulated observations concerning the appearance, behavior, and speech or body odors of the employee who is just reporting for duty, currently on duty, or has immediately finished duty.~~

~~In making a determination of reasonable suspicion, some factors to be considered include, but are not limited to the following:~~

- ~~a. 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 related behavior on or off the work site.~~
- ~~b. Physical signs and symptoms consistent with alcohol abuse.~~
- ~~c. Evidence of prohibited alcohol use while on duty or on paid on call for duty.~~
- ~~d. Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other operational procedures.~~

~~The potentially affected employee should not be allowed to proceed alone to or from the collection site. Supervisor or other appropriate personnel shall accompany him/her to and from the collection site.~~

~~The Supervisor shall not permit a covered employee to report for duty or remain on duty while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or~~

~~performance indicators of alcohol misuse, nor shall the employee be permitted to perform or continue to perform work duties until:~~

- ~~a. An alcohol test is administered and the employee's alcohol concentration measures 0.00; or~~
- ~~b. The start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions as contained in the AMPP portion of this Policy.~~

~~5. Return to Duty~~

~~Before an employee may return to duty to perform covered functions after engaging in prohibited conduct, he shall undergo a return to duty alcohol test with a result indicating an alcohol concentration of 0.00. The Authority or their designated supervisors, managers, or agents shall not permit an employee who refuses to submit to an alcohol test to perform or continue to perform their job duties.~~

~~*Note: Return to Duty Testing presumes that the Authority has elected to retain the employee and has not exercised its authority to dismiss the employee under this Policy or under any other Authority disciplinary rules and regulations.*~~

~~6. Follow-Up~~

~~The Authority shall ensure that the employee is subject to unannounced random follow up alcohol testing as directed by a substance abuse professional (SAP).~~

~~Follow up testing shall be conducted when the employee is performing job functions; just before the employee is to perform job functions; or just after the employee has ceased performing job functions.~~

~~A minimum of six (6) unannounced, follow up alcohol tests must be administered within the first twelve (12) months after the employee has returned to duty. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date that the employee returned to duty. The SAP can terminate the requirement for the follow up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary.~~

~~*Note: Return to Duty Testing presume that the Authority has elected to retain the employee and has not exercised its authority to dismiss the employee under this Policy or under any other Authority disciplinary rules and regulations.*~~

~~7. Alcohol Prohibited Conduct~~

- ~~a. **Alcohol Concentration:** A covered employee shall be prohibited from reporting for duty or remaining on duty requiring the performance of covered functions while having an alcohol concentration of 0.02 or greater. If an Authority representative has actual knowledge that a covered employee has an alcohol concentration of 0.02 or greater, the employee shall not be permitted to perform or continue to perform job duties.~~

- ~~b. **Pre-Duty Use:** Federal Regulations prohibit a covered employee from using alcohol within four (4) hours prior to performing covered function, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report to duty. If the Authority or their agents has actual knowledge that a covered employee has used alcohol within four (4) hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform job duties.~~
- ~~c. **Possession of Alcohol:** All covered employees are prohibited while on duty from possessing alcohol including the possession of medicines containing alcohol unless the seal is unbroken.~~
- ~~d. **On-Duty Use:** Federal Regulations prohibit a covered employee from using alcohol while performing covered functions. If the Authority or their agents have actual knowledge that a covered employee is using alcohol while performing covered functions, the employee shall not be permitted to perform or continue to perform covered functions.~~

~~8. **Refusal to Submit to Alcohol Tests**~~

~~Compliance with this the alcohol testing policy is a condition of employment. Refusal to take a required alcohol test may be deemed equivalent to failure of the test and lead to disciplinary action up to and including termination.~~

~~9. **Disciplinary Actions for FHWA Covered Position**~~

- ~~a. **Refusal to Report for Assessment with a Substance Abuse Professional:** If an employee refuses to report for assessment, evaluation, and/or referral for treatment with the Authority's substance abuse professional, the employee shall be dismissed.~~
- ~~b. **Refusal to Enter or Successfully Complete a Rehabilitation or Counseling Program:** If an employee is referred for rehabilitation or counseling and the employee refuses to enter or fails to successfully complete such a program, the employee shall be dismissed.~~
- ~~c. **Refusal to Submit to an Alcohol Test:** An employee who refuses to provide an adequate breath sample for alcohol testing without a valid medical explanation after he has received notice of the requirement to be tested, or who engages in conduct that clearly obstructs the testing procedure, shall be dismissed.~~
- ~~d. **On-Duty Use of Alcohol:** On duty use of alcohol during work time shall result in removal from performing a covered function and will result in disciplinary action up to an including dismissal.~~
- ~~e. **Alcohol (Confirmation) Test with a Concentration of 0.02 or Greater, but less than 0.04:** When an employee has tested for alcohol at a concentration of 0.02 or greater, but less than 0.04, that employee will be immediately suspended or placed on leave. Such employee may conditionally return to duty after he/she has retested at an alcohol concentration of 0.00. Mandatory referral to the Authority EAP, participation for counseling is required as a condition of continued employment upon return to duty.~~

- ~~f. **Alcohol (Confirmation) Test with a Concentration of 0.04 or Greater:** When an employee has tested for alcohol at a concentration of 0.04 or greater that employee will be immediately suspended or placed on leave. Such employee may conditionally return to duty after he/she has retested at an alcohol concentration of 0.00. Mandatory referral to the Authority EAP, participation in and successful completion of rehabilitation is required as a condition of continued employment upon return to duty.~~
- ~~g. **Repeat Usage:** In all cases where an employee tests positive a second time during their employment with the Authority at an alcohol concentration of 0.02 or greater, the employee shall be dismissed.~~
- ~~h. **Re employment:** Any covered employee, who violates the provisions of this Part of the Authority Substance Abuse Policy, which results in a dismissal from Authority employment, that individual shall be barred from re-employment in any position for a period of three (3) years from the date of dismissal. Any employee rehired and dismissed a second time for violation of the Substance Abuse Policy shall be ineligible for re-employment in any position with the Authority.~~

10. Alcohol Testing Requirements

~~The alcohol testing procedures contained herein and in Appendix B shall be complied with by the designated alcohol testing sites. These procedures address the requirements contained in 49 CFR, Parts 40 and 382.~~

~~The alcohol testing site shall have all necessary personnel, materials, equipment, facilities, and supervision to provide for the testing and processing of alcohol test results.~~

11. Disclosure of Alcohol Information and Records

~~The Authority will maintain all alcohol related testing information including all test results and other appropriate records in a secure manner to prevent the disclosure of such information to unauthorized personnel. The APM will maintain a locked file system which will contain the alcohol testing information and records. This file shall be maintained as confidential. Employee files will be handled on a strict "need to know" basis. Alcohol test results shall not be included in personnel files.~~

~~The Authority shall not release covered employee information that is contained in records in accordance with federal requirements except as required by law or when expressly authorized or required by 49 CFR, Part 382.~~

~~A covered employee is entitled, upon written request, to receive copies of any records pertaining to his/her use of alcohol, including any records pertaining to his/her alcohol tests. Access to an employee's records shall not be contingent upon payment for records other than those specifically requested.~~

~~The Authority shall make available copies of all results for alcohol testing and any other information pertaining to the administrative process of the Authority' AMPP portion of the Substance Abuse Policy as required by 49 CFR, Part 40 and 382 when requested by any FHWA or state agency with regulatory authority over the Authority.~~

~~When requested by the National Transportation Safety Board as part of an accident investigation, the Authority shall disclose information related to its administration of any post accident alcohol test administered following the accident under investigation.~~

~~The Authority shall make alcohol records available to a subsequent employer, upon receipt of the written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.~~

~~The Authority may disclose information required to be maintained under this program pertaining to an employee, the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test, or from the employer's determination that the employee engaged in conduct prohibited by this program (including, but not limited to worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)~~

~~The Authority shall release information regarding a covered employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.~~

12. Employee Assistance Program (EAP)

~~The Authority contract with an Employee Assistance Program (EAP). EAP services are available to all employees. The EAP staff shall be available to provide employees with the appropriate education regarding the use of alcohol. Alcohol information will be periodically distributed and/or displayed in Authority work areas. The telephone number of the EAP office is located in Appendix D and is displayed in the work areas.~~

~~Supervisory personnel responsible for those employees covered under FHWA regulations will receive training under the alcohol misuse prevention plan. This training shall include at least one sixty (60) minute period of training on the specific, contemporaneous, physical, behavior, speech and performance indications of probable alcohol misuse. This training shall be for any supervisor who may determine whether an employee must be alcohol tested for reasonable suspicion.~~

13. Recordkeeping Procedures

~~The Authority maintains testing records in compliance with 49 CFR, Part 382. All recordkeeping requirements and guidelines may be found in Appendix E.~~

~~Part B — Anti-Drug Plan (ADP)~~

~~Section II, Part B of the Substance Abuse Policy has been developed by the Authority for those employees who are required to maintain a commercial driver's license (CDL) in order to perform any portion of their duties as outlined by Regulation administered by the Federal Highway Administration (FHWA). Our goal is to establish and maintain a safe, healthy and productive working environment. Therefore, the Authority maintains a policy of non-tolerance for any drug use that imperils the health and well-being of its employees or threatens the safety and quality of services to its customers or citizens.~~

~~This policy requires all CDL employees be subject to the following testing for detection of illegal drug use under the following conditions:~~

- ~~• Pre-Employment~~
- ~~• Random~~
- ~~• Post-Accident~~
- ~~• Reasonable Suspicion~~
- ~~• Return To Duty~~
- ~~• Follow Up~~

~~The purpose of the FHWA Anti-Drug Plan (ADP) is to:~~

- ~~• Set consistent guidelines and procedures for the detection and deterrence of drug abuse within the Authority;~~
- ~~• Identify management and employee responsibilities; and~~
- ~~• Comply with the US Department of Transportation (DOT), Federal Highway Administration (FHWA) Drug Testing Regulations.~~

~~It is the policy of the Authority to comply with all Federal, State and Municipal laws, rules and regulations relating to commercial driving safety.~~

~~The Federal Highway Administration (FHWA) Anti-Drug Plan (ADP) incorporates those policies and procedures found in the US Department of Transportation, Federal Highway Administration Regulations, 49 CFR, Part 40 and Part 382 and this information is the foundation for this Section of the Substance Abuse Policy.~~

~~In the event of any conflicts between Federal Law and the Policy stated herein, Federal Law shall prevail.~~

~~This document provides specific information and guidance to employees and is used for complying with Federal Regulations. Employees may view a copy of these Regulations for specific requirements of compliance during normal business hours at the Main Office, 695 Moores Creek Lane, Charlottesville, Virginia.~~

1. Responsibilities

- a. **Drug Program Designee (DPD):** Appendix A contains the name and phone number of the individual(s) who are responsible for the preparation of a drug testing and anti-drug plan which complies with requirements of the US Department of Transportation regulations as set for the in 49 CFR, Parts 40 and 382. The DPD shall be responsible for providing oversight and evaluation of the plan; providing guidance and counseling; reviewing discipline applied under this plan for consistency and conformance to human resources policies and procedures; scheduling for types of testing, random and return to duty testing; overseeing the referral of employees for evaluation and treatment; and maintaining a locked file system on all drug testing results. The Authority shall ensure that all covered employees are aware of the provisions of the Authority's Anti Drug Plan. All covered employees will be provided a copy of the current Substance Abuse Policy.
- b. **Supervisor(s):** Authority individuals responsible for observing the performance and behavior of employees; observation and documentation of events suggestive of reasonable cause; and making requests of second supervisor for substantiation and concurrence for reasonable cause testing, if applicable.
- c. **Employees:** Each employee has the responsibility to be knowledgeable of the requirements of the Authority's ADP and fully comply with the provisions of the plan.

2. Applicability

- a. **General:** All FHWA covered employees who fall under the "persons covered" section of 49 CFR, Part 382 will be subject to random drug testing. "Persons covered" include all persons listed under the definition of "FHWA Covered Employee" as stated earlier in the Authority's Substance Abuse Policy.
- b. **Covered Employees:** A complete listing of positions which will be required to adhere to FHWA random drug testing requirements is maintained in the Main Office and is available for review during normal business hours. Routinely, Human Resources will review the list of "covered persons" to ensure it is up to date and accurate. Names and positions may be added or deleted as jobs and circumstances change.
- c. **Notifying Employees of Plan:** The goal of the Authority is to establish and maintain a workplace that is free from drug use; one that is safe and healthy, and one that is a model for others to follow. Therefore, as early as the interview process, all job applicants will be informed as to whether or not the position/job they are seeking is a "FHWA" position, subject to the FHWA rules and procedures regarding drug testing. Each new employee will be informed of the Authority' testing policy and will be required to sign an "Acknowledgement Form" after receiving and reading their individual copy (see Appendix C). In addition, all employees will be notified of any changes and/or revision through notices.
- d. **FHWA Unauthorized Substances:** FHWA employees covered under the FHWA Regulations, 49 CFR, Part 30 and Part 382 will be tested for the following unauthorized substances:
 - 1) Marijuana (THC)

- ~~2) Cocaine~~
- ~~3) Opiates (Morphine and Codeine)~~
- ~~4) Phencyclidine (PCP); and~~
- ~~5) Amphetamines (Amphetamine, Methamphetamine)~~

~~3. Types of Testing~~

~~a. Pre-Employment~~

- ~~1) The Authority will not hire any person unless that person successfully passes a drug test.~~
- ~~2) All job applicants selected for employment under this Part shall undergo a drug test as part of a pre-employment physical at the Authority's expense. It is the Authority's policy, that any persons testing positive will be denied employment in any position with the Authority for a period of three (3) years from the date of the drug test results. Any applicant testing positive a second time shall be ineligible for employment.~~
- ~~3) A drug test will be conducted when a current employee moves from a Non CDL position into an FHWA covered position.~~
- ~~4) An employee who previously was moved from an FHWA covered position will be subject to another pre-employment test prior to returning to his/her former position or in any other FHWA covered position.~~
- ~~5) All pre-employment job applicants who test positive shall have the right to have their original sample re-tested by a laboratory approved by the Medical Review Officer, at the applicant's own expense.~~
- ~~6) Employees moving into a FHWA covered position who test positive have the right to have their original sample re-tested at their own expense. Employees who fail the re-test will not be moved to an FHWA position and are subject to disciplinary action under the Non-CDL Parts of the Substance Abuse Policy.~~
- ~~7) An employee, who moves from one Authority FHWA position to another Authority FHWA position without interruption of service, shall not require testing under this Part of the Authority's Substance Abuse Policy.~~

~~b. Post-Accident~~

~~As soon as possible following an accident involving a commercial motor vehicle, the Authority shall test the employee driver for drugs when either:~~

- ~~1) The accident involved a fatality; or~~
- ~~2) The employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following:~~

- ~~a) bodily injury to any person who immediately receives medical treatment away from the scene; or~~
 - ~~b) one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.~~
- ~~3) It is the applicable employee's immediate supervisor's responsibility to ensure that the provisions of post accident testing are followed.~~
- ~~4) All covered employees shall be required to submit to a drug test within two (2) hours or as soon as possible after the accident. If a test is not administered within 32 hours following the accident, the Authority shall cease all attempts to conduct a drug test and shall prepare and maintain on file written documentation indicating why the drug test was not conducted. A copy of all such determinations shall be forwarded to the DPD and upon request, made available to FHWA officials.~~
- ~~5) An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the supervisor or department representative of his/her location if he/she leaves the scene of the accident prior to submission to such test, shall be deemed by the Authority to have refused to submit to testing.~~
- ~~6) The employee must remain available for drug testing until the drug test has been conducted. Notwithstanding the previous statement, nothing in this Policy shall prevent employees from seeking and obtaining emergency medical care whenever necessary.~~
- ~~7) If an employee is injured, unconscious, or otherwise unable to grant consent to the drug test, all reasonable steps must be taken to obtain a urine sample. The Authority or their agents may decide not to test under this paragraph; however, such a decision must be based on the best information available immediately after the accident that the employee's performance could not have contributed to the accident, or that because of the time between that performance and the accident, it is not likely that a drug test would reveal whether the performance was affected by drug use.~~
- ~~c. Random Testing~~
 - ~~1) Once notified for random testing, the employee must report no later than the time it takes to travel from the work site to the testing site, plus 30 minutes. There are no exceptions and the employee will report to the designated facility.~~
 - ~~2) A covered employee who tests positive for drug use will be removed from performing job duties. Such employee shall be disciplined in accordance with the provisions of the Substance Abuse Policy.~~
- ~~d. Reasonable Suspicion Testing~~
 - ~~1) The Authority will test an FHWA covered employee when there is reasonable cause to believe the employee is under the influence and/or using prohibited drugs.~~

- ~~2) Reasonable suspicion is a belief based on objective and clearly stated facts sufficient to lead a supervisor, exercising sound judgment, to suspect that an employee is under the influence of drugs.~~
- ~~3) Every supervisor covered by this Policy, who will determine whether or not an employee will be subject to a reasonable suspicion drug test, will receive at least a one-hour training period on the specific physical, behavioral and performance indicators of probable drug use.~~
- ~~4) In making a determination of reasonable suspicion, some factors to be considered include, but are not limited to the following:~~
 - ~~a) 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 related behavior on or off the work site.~~
 - ~~b) Physical signs and symptoms consistent with alcohol abuse.~~
 - ~~c) Evidence of prohibited alcohol use while on duty or on paid on call for duty.~~
 - ~~d) Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other operational procedures.~~
- ~~e. Return to Duty~~
 - ~~1) Before an employee may return to duty to perform job duties after engaging in prohibited conduct, the employee shall undergo a return to duty drug screening test with a negative result.~~
 - ~~2) The Authority or their designated supervisors, managers, or agents shall not permit an employee who refuses to submit to a drug screening test to return to duty.~~
- ~~f. Follow Up~~
 - ~~1) The Authority shall ensure that the employee is subject to unannounced random follow up drug screening tests as directed by a substance abuse professional (SAP).~~
 - ~~2) Follow up testing shall be conducted when the employee is performing job tasks; just before the employee is to perform job tasks; or just after the employee has ceased performing job tasks.~~
 - ~~3) A minimum of six (6) unannounced, follow up drug tests must be administered within the first twelve (12) months after the employee has returned to duty. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date that the employee returned to duty. The SAP can terminate the requirement for the follow up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary.~~

4. Disciplinary Actions for FHWA Covered Positions

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 a prohibited drug, the Authority will not knowingly use such employee or person in any capacity. The employee shall be suspended or placed on leave immediately. The employee may return to work only after a Substance Abuse Professional 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.

An employee will be dismissed immediately:

- a. if an employee refuses to report to a substance abuse professional for assessment, evaluation, and/or referral for treatment with the Authority's abuse professional;
- b. if an employee is referred for rehabilitation and the employee refuses to enter or fails to successfully complete such a rehabilitation assessment program;
- c. if an employee refuses to provide an adequate urine sample for drug testing without a valid medical explanation after he has received notice of the requirement to be tested, or who engages in conduct that clearly obstructs the testing procedure; or
- d. if an employee tests positive a second time during their employment with the Authority.

If an employee uses or has in their possession illegal drugs on Authority property or in an Authority vehicle, the Authority may impose discipline on the employee up to and including dismissal, even for a first offense.

Any covered employee, who violates the provisions of this Part of the Authority Substance Abuse Policy, which results in a dismissal from Authority employment, that individual shall be barred from re-employment in any position for a period of three (3) years from the date of dismissal. Any employee rehired and dismissed a second time for violation of the Substance Abuse Policy shall be ineligible for re-employment in any position with the Authority.

5. Specimen Collection Requirements

A complete copy of the specimen collection requirements may be found in Appendix F.

6. Drug Testing Laboratory

The Authority uses a laboratory certified by the DHHS to conduct the analysis of urine samples. These documents contain specific Drug Testing Procedures and may be found in Appendix F. The testing laboratory will comply with all methods and procedures of 49 CFR and will provide annual reports to the contracting agency, and to the DPD showing compliance. The designated collection agency and testing laboratory information for the Authority ADP is listed in Appendix G.

7. Blind Sample Performance Test Procedures

Regulations regarding the submission of blind samples may be found in Appendix F of this Policy. The Authority's Medical Services Provider (MSP) shall be responsible for the submission of blind samples in compliance with Federal Regulations.

~~8. Review of Drug Testing Results~~

~~The Authority contract for the services of a Medical Review Officer (MRO). The name, address and general responsibilities of the MRO for the Authority are listed in Appendix H.~~

~~9. Retention of Samples~~

~~All FHWA covered applicants and employees who test positive may challenge the test results by notifying the DPD in writing within seventy two (72) hours of receiving the test results. If a test result is challenged, the original sample will then be re-tested by a certified DHHS laboratory other than the Authority's medical provider primary laboratory. The selection of the certified laboratory must be made from a list of laboratories maintained by the MSP provider and approved by DPD.~~

- ~~a. Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence or absence of the drug or metabolite.~~
- ~~b. All costs associated with a positive re test will be borne by the applicant or employee raising the challenge and must be prepaid.~~

~~10. Disclosure of Drug Information and Records~~

~~Except as provided in the following paragraphs, the MRO shall not disclose to any third party medical information provided by the individual to the MRO as a part of the testing verification process.~~

~~The MRO may disclose such information to the DPD in Human Resources; FHWA, or other Federal safety agency officials; or to a physician responsible for determining the medical qualification of the applicant or employee under the appropriate FHWA regulations, as applicable, only if:~~

- ~~a. An applicable FHWA regulation permits or requires such disclosure;~~
- ~~b. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under an applicable FHWA rule; or~~
- ~~c. In the MRO's reasonable medical judgment, in a situation, in which there is not a FHWA rules establishing physical qualification standards applicable to the employee, the information indicates that continued performance by the employee of his/her covered function could pose a significant safety risk.~~
- ~~d. Before obtaining medical information from an applicant or employee as part of the verification process, the MRO shall inform the applicant or employee that information may be disclosed to third parties as provided in this section and the identity of any parties to whom information may be disclosed.~~

~~11. Employee Assistance Program (EAP)~~

~~The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all FHWA employees covered under this Policy. The EAP staff shall be available to provide employees with the appropriate education regarding the use of prohibited drugs. Drug information~~

will be periodically distributed and/or displayed in Authority work areas. The telephone number of the EAP office is located in Appendix D and is displayed in the work areas.

12. Record Keeping Procedures

The Authority maintains testing records in compliance with 49 CFR, Part 382. All recordkeeping requirements and guidelines may be found in Appendix E.

~~Section III: All Other Authority Coverage, Non-CDL Employees~~

~~Section III of the Authority Substance Abuse Policy applies to all employees other than those employees who are required to maintain a commercial driver's license (CDL). For purposes of this policy, all employees other than CDL employees will be referred to as Non-CDL employees. It is Authority policy to comply with all Federal and State laws, rules, and regulations relating to driving safety.~~

~~This section is separated into two categories:~~

~~Part A—Alcohol Misuse and Prevention Plan~~

~~Part B—Anti-Drug Plan~~

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Part A — Alcohol Misuse Prevention Plan (AMPP)

The goal of the Authority is to establish and maintain a safe and healthy workplace that is free from alcohol abuse by all employees and to protect the safety of its customers by providing the highest quality of service. Therefore, the Authority maintains a zero tolerance policy for levels of alcohol use that imperil the health and well being of its employees or threaten the safety and reliability of service to its customers and the public.

This policy requires all Non-CDL employees be subject to the following testing for misuse of alcohol under the following conditions:

- Random
- Post Accident
- Reasonable Suspicion
- Return to Duty
- Follow Up

The purpose of this policy is to:

- Set consistent guidelines and procedures for the detection and deterrence of alcohol abuse within the Authority relating to all covered employees; and
- Identify management and employee responsibilities.

1. Responsibilities

- a. **Alcohol Program Manager (APM):** Appendix A contains the name and phone number of the individual(s) who are responsible for the preparation of an alcohol misuse plan which applies to all covered employees. The APM shall be responsible for providing oversight and evaluation of the plan; providing guidance and counseling in regards to the plan; ensuring that all discipline applied under this plan is consistent and conforms to human resources policies and procedures; scheduling for types of testing (i.e. random); maintaining a locked file system on all alcohol test results; and overseeing the referral of employees for evaluation and treatment. The Authority shall ensure that all covered employees are aware of the provisions of the Authority's AMPP. All employees will have access to the current Substance Abuse Policy.
- b. **Supervisor(s):** Supervisors are responsible for observing the performance and behavior of employees; observation and documentation of events suggestive of reasonable suspicion; and requesting post accident testing if determined that it is applicable.
- c. **Employees:** Covered employees shall be knowledgeable of the provisions of the Authority AMPP and fully comply with the provisions of the plan.

2. Applicability

- a. **Individuals Subject to Alcohol Testing:** All Non-CDL employees are subject to alcohol testing under this section.

~~b. **Procedure for Notifying Covered Employees:** Upon receipt of the Authority's Substance Abuse Policy which contains the AMPP, each manager and/or supervisor shall post a copy of the Policy in a prominent location that is readily accessible to all employees. All employees will have access to a copy of the Substance Abuse Policy.~~

~~c. **Employee Notification Criteria:** Each new employee will be informed of the Authority's testing policy and will be required to sign an Employee Notification Letter, which will tell them which drug testing pool they are in. In addition, all employees will be notified of any changes and/or revision through notices.~~

~~When requested, Human Resources shall provide information to all covered employees on the following elements:~~

- ~~a. Name of representative designated to answer questions for covered employees about the alcohol regulations (see Appendix A).~~
- ~~b. List employees who are subject to the alcohol regulations. A detailed position listing of all covered positions is maintained in the Main Office.~~
- ~~c. Circumstances under which a covered employee will be tested for alcohol under the AMPP portion of the Substance Abuse Policy.~~
- ~~d. Procedures that cover:
 - ~~1) testing for presence of alcohol,~~
 - ~~2) protection of employee rights,~~~~
- ~~e. Information concerning requirements for covered employees to submit to various types of alcohol tests.~~
- ~~f. Information detailing what constitutes a refusal and consequences of such refusal.~~
- ~~g. Information detailing consequences of covered employees who violate the prohibitions as set forth in the AMPP portion of the Substance Abuse Policy. This information addresses the removal from performing job assignments and guidance on referral for evaluation and/or treatment.~~
- ~~h. Information detailing consequences of covered employees who test at an alcohol concentration of 0.02 or greater.~~

~~3. Types of Testing~~

- ~~a. Random
 - ~~1) All employees covered by this Policy are subject to random alcohol testing.~~
 - ~~2) The refusal of an employee who is on duty to report and submit to a random test within thirty (30) minutes of such a request and notification shall be considered as a refusal and shall be deemed equivalent to failure of the test and lead to disciplinary action up to and including termination.~~~~

~~b. Post Accident~~

~~As soon as possible following an accident involving an Authority motor vehicle, the Authority shall test the employee driver for alcohol when either:~~

- ~~1) The accident involved a fatality; or~~
- ~~2) The employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following:~~
 - ~~a) bodily injury to any person who immediately receives medical treatment away from the scene; or~~
 - ~~b) one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.~~
- ~~3) It is the employee's immediate supervisor's responsibility to ensure that the provisions of post accident testing are followed.~~
- ~~4) Each employee shall be required to submit to an alcohol test within two (2) hours of the accident. If a test is not administered within eight (8) hours following the accident, the Authority shall cease all attempts to conduct an alcohol test and shall prepare and maintain on file written documentation indicating why the alcohol test was not conducted. A copy of all such determinations shall be forwarded to the APM.~~
- ~~5) An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying the supervisor or department representative of his/her location if he/she leaves the scene of the accident prior to submission to such test, shall be deemed by the Authority to have refused to submit to testing.~~
- ~~6) The employee must remain available for alcohol testing and may not consume any alcohol for either (8) hours following the accident or until the alcohol test has been conducted. Notwithstanding the previous statement, nothing in this Policy shall prevent employees from seeking and obtaining emergency medical care whenever necessary.~~

~~c. Reasonable Suspicion~~

- ~~1) Reasonable suspicion testing is designed to provide the Authority with a tool, in conjunction with the supervisor training on the signs and symptoms of alcohol misuse, to identify employees affected by/under the influence of alcohol who may pose a danger to themselves and others in their job performance. Supervisors must make a decision as to whether there is reasonable suspicion to believe an employee is using or has used alcohol.~~
- ~~2) The supervisor's determination that reasonable suspicion exists to require a covered employee to undergo an alcohol test shall be based on specific, articulated observations concerning the appearance, behavior, and speech or body odors of the~~

employee who is just reporting for duty, currently on duty, or has immediately finished duty.

~~3) In making a determination of reasonable suspicion, some factors to be considered include, but are not limited to the following:~~

- ~~a) 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 related behavior on or off the work site.~~
- ~~b) Physical signs and symptoms consistent with alcohol abuse.~~
- ~~c) Evidence of prohibited alcohol use while on duty or on paid on call for duty.~~
- ~~d) Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other operational procedures.~~

~~4) The potentially affected employee should not be allowed to proceed alone to or from the collection site. A supervisor, or other appropriate personnel, shall accompany the employee to and from the collection site.~~

~~5) The Supervisor shall not permit a covered employee to report for duty or remain on duty while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, nor shall the employee be permitted to perform job duties until:~~

- ~~a) An alcohol test is administered and the employee's alcohol concentration measures less than 0.00; or~~
- ~~b) The start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions as contained in the AMPP portion of this Policy.~~

~~d. Return to Duty Testing~~

~~Before an employee may return to duty to perform job duties after engaging in prohibited conduct, the employee shall undergo a return to duty alcohol test with a result indicating an alcohol concentration of 0.00. The Authority or their designated supervisors, managers, or agents shall not permit an employee who refuses to submit to an alcohol test to perform or continue to perform their job duties.~~

~~e. Follow Up Testing~~

~~1) The Authority shall ensure that the employee is subject to unannounced random follow up alcohol testing as directed by a substance abuse professional (SAP).~~

2) Follow up testing shall be conducted when the employee is performing job tasks; just before the employee is to perform job tasks; or just after the employee has ceased performing job tasks.

3) A minimum of six (6) unannounced, follow up alcohol tests must be administered within the first twelve (12) months after the employee has returned to duty. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date that the employee returned to duty. The SAP can terminate the requirement for the follow up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary.

4. Alcohol Prohibited Conduct

- a. **Alcohol Concentration:** A covered employee shall be prohibited from reporting for duty or remaining on duty requiring the performance of covered functions while having an alcohol concentration of 0.02 or greater. If an Authority representative has actual knowledge that a covered employee has an alcohol concentration of 0.02 or greater, the employee shall not be permitted to perform or continue to perform job duties.
- b. **Pre-Duty Use:** This policy prohibits a covered employee from using alcohol within four (4) hours prior to performing job duties, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report to duty. If the Authority or its agents has actual knowledge that a covered employee has used alcohol within four (4) hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform their work duties.
- c. **Possession of Alcohol:** All covered employees are prohibited while on duty from possessing alcohol including the possession of medicines containing alcohol unless the seal is unbroken.
- d. **On-Duty Use:** The policy prohibits an employee from using alcohol while performing job duties. If the Authority or their agents has actual knowledge that an employee is using alcohol while performing work duties, the employee shall not be permitted to perform or continue to perform work duties.

5. Refusal to Submit to Alcohol Tests

Compliance with the alcohol testing policy is a condition of employment. Refusal to take a required alcohol test may be deemed equivalent to failure of the test and lead to disciplinary action up to and including termination.

6. Disciplinary Actions for All Non-CDL Employees

- a. **Refusal to Report for Assessment with a Substance Abuse Professional:** If an employee refuses to report for assessment, evaluation, and/or referral for treatment with the Authority's substance abuse professional, the employee shall be dismissed.

- ~~b. **Refusal to Enter or Successfully Complete a Rehabilitation or Counseling Program:** If an employee is referred for rehabilitation or counseling and the employee refuses to enter or fails to successfully complete such a program, the employee shall be dismissed.~~
- ~~c. **Refusal to Submit to an Alcohol Test:** An employee who refuses to provide an adequate breath sample for alcohol testing without a valid medical explanation after he has received notice of the requirement to be tested, or who engages in conduct that clearly obstructs the testing procedure, shall be dismissed.~~
- ~~d. **On-Duty Use of Alcohol:** On duty use of alcohol shall result in removal from performing job duties. The policy prohibits an employee from using alcohol while performing job duties and shall be disciplined up to and including dismissal.~~
- ~~e. **Alcohol (Confirmation) Test with a Concentration of 0.02 or Greater, but less than 0.04:** When an employee has tested for alcohol at a concentration of 0.02 or greater, but less than 0.04, that employee will be immediately suspended or placed on leave. Such employee may conditionally return to duty after he/she has retested at an alcohol concentration of 0.00. Mandatory referral to the Authority EAP, participation in counseling is required as a condition of continued employment upon return to duty.~~
- ~~f. **Alcohol (Confirmation) Test with a Concentration of 0.04 or Greater:** When an employee has tested for alcohol at a concentration of 0.04 or greater that employee will be immediately suspended or placed on leave. Such employee may conditionally return to duty after he/she has retested at an alcohol concentration of 0.00. Mandatory referral to the Authority EAP, participation in and successful completion of rehabilitation is required as a condition of continued employment upon return to duty.~~
- ~~g. **Repeat Usage:** In all cases where an employee tests a second time during their employment with the Authority at an alcohol concentration of 0.02 or greater, the employee shall be dismissed.~~
- ~~h. **Re-employment:** Any covered employee, who violates the provisions of this Part of the Authority's Substance Abuse Policy, which results in a dismissal from Authority employment, shall be barred from re-employment in any position for a period of three (3) years from the date of dismissal. Any employee rehired and dismissed a second time for violation of the Substance Abuse Policy shall be ineligible for re-employment in any position with the Authority.~~

~~7. Alcohol Testing Requirements~~

~~The alcohol testing procedures contained herein and in Appendix B shall be complied with by the designated alcohol testing sites. These procedures mirror the requirements contained in 49 CFR, Parts 40 and 382.~~

~~The alcohol testing site shall have all necessary personnel, materials, equipment, facilities, and supervision to provide for the testing and processing of alcohol test results.~~

8. Disclosure of Alcohol Information and Records

The Authority will maintain all alcohol related testing information including all test results and other appropriate records in a secure manner to prevent the disclosure of such information to unauthorized personnel. The APM will maintain a locked file system which will contain the alcohol testing information and records. This file shall be maintained as confidential. Employee files will be handled on a strict "need to know" basis. Alcohol test results shall not be included in personnel files.

The Authority shall not release covered employee information that is contained in records except as required by law or when expressly authorized by the employee.

A covered employee is entitled, upon written request, to receive copies of any records pertaining to his/her use of alcohol, including any records pertaining to his/her alcohol tests. Access to an employee's records shall not be contingent upon payment for records other than those specifically requested.

The Authority shall make alcohol records available to a subsequent employer, upon receipt of the written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.

The Authority may disclose information required to be maintained under this program pertaining to an employee, the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test, or from the employer's determination that the employee engaged in conduct prohibited by this program (including, but not limited to worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)

The Authority shall release information regarding a covered employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.

9. Employee Assistance Program (EAP)

The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all covered employees. The EAP staff shall be available to provide employees with the appropriate education regarding the use of alcohol. Alcohol information will be periodically distributed and/or displayed in Authority work areas. The telephone number of the EAP office is located in Appendix D and is displayed in the work areas.

Supervisory personnel responsible will receive training under the alcohol misuse prevention plan. This training shall include at least one sixty (60) minute period of training on the specific, contemporaneous, physical, behavior, speech and performance indications of probable alcohol misuse. This training shall be for any supervisor who may determine whether an employee must be alcohol tested for reasonable suspicion.

10. Recordkeeping Procedures

~~The Authority maintains testing records. All recordkeeping requirements and guidelines may be found in Appendix E.~~

Part B — Anti-Drug Plan (ADP)

The goal of the Authority is to establish and maintain a safe and healthy workplace that is free from drug abuse by all employees and to protect the safety of its customers by providing the highest quality of service. Therefore, the Authority maintains a zero tolerance policy for any drug use that imperils the health and well-being of its employees or threatens the safety and reliability of service to its customers and the public.

This policy requires all employees be subject to the following testing for illegal drug use under the following conditions:

- Pre-Employment
- Post-Accident
- Random
- Reasonable Suspicion
- Return to Duty
- Follow Up

The purpose of the Anti-Drug Plan (ADP) is to set consistent guidelines and procedures for the detection and deterrence of drug abuse within the Authority and identify management and employee responsibilities.

1. Responsibilities

- a. **Drug Program Designee (DPD):** Appendix A contains the name and phone number of the individual(s) who are responsible for the preparation of a drug testing and anti drug plan. The DPD shall be responsible for providing oversight and evaluation of the plan; providing guidance and counseling in regards to the plan; ensuring that all discipline applied under this plan is consistent and conforms to human resources policies and procedures; scheduling for types of testing random and return to duty testing; overseeing the referral of employees for evaluation and treatment; and maintaining a locked file system on all drug testing results. The Authority shall ensure that all covered employees are aware of the provisions and coverage of the Authority's Anti Drug Plan. All covered employees will have access to a copy of the current Substance Abuse Policy.
- b. **Supervisor(s):** Supervisors are responsible for observing the performance and behavior of employees; observation and documentation of events suggestive of reasonable cause; and making requests of second supervisor for substantiation and concurrence for reasonable cause testing, if applicable.
- c. **Employees:** Covered employees shall be knowledgeable of the requirements of the Authority's ADP and fully comply with the provisions of the plan.

2. Applicability

- a. **General:** All employees will be subject to random drug testing. Section 3, "Persons covered" include all employees other than those covered under Section 2, FHWA Covered Employee as stated earlier in the Authority's Substance Abuse Policy.
- b. **Notifying Covered Employees of Plan:** The goal of the Authority is to establish and maintain a workplace that is free from drug use. Therefore, as early as the interview process, all job

~~applicants will be informed that all Authority employees are subject to these rules and procedures regarding drug testing. Each new employee will be informed of the Authority's testing policy and will be required to sign an Employee Notification Letter which tells them which drug testing pool they are in. In addition, all employees will be notified of any changes and/or revision through notices.~~

~~Following is a list of unauthorized substances that are subject to drug detection:~~

- ~~c. Marijuana (THC)~~
- ~~d. Cocaine~~
- ~~e. Opiates (Morphine and Codeine)~~
- ~~f. Phencyclidine (PCP)~~
- ~~g. Amphetamines (Amphetamine, Methamphetamine)~~

~~3. Types of Testing~~

~~a. Pre Employment~~

- ~~1) The Authority will not hire any person, unless that person successfully passes a drug test.~~
- ~~2) All job applicants selected for employment under this Part shall undergo a drug test as part of a pre-employment physical at the Authority's expense. It is the Authority's policy, that any persons testing positive will be denied employment in any position with the Authority for a period of three (3) years from the date of the drug test results. Any applicant testing positive a second time shall be ineligible for employment.~~
- ~~3) A drug test will be conducted when a current employee moves from a Non-CDL position into a CDL FHWA covered position.~~
- ~~4) All pre-employment job applicants who test positive shall have the right to have their original sample re-tested by a laboratory approved by the Medical Review Officer, at the applicant's own expense.~~
- ~~5) Employees moving into an FHWA covered position who test positive have the right to have their original sample re-tested at their own expense. Employees who fail the re-test will not be moved to an FHWA position and are subject to disciplinary action under the Substance Abuse Policy.~~

~~b. Post Accident~~

~~As soon as possible following an accident involving a motor vehicle, the Authority shall test the employee driver for drugs when either:~~

- ~~1) The accident involved a fatality; or~~
- ~~2) The employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the accident which also includes at least one of the following:~~

- ~~a) bodily injury to any person who immediately receives medical treatment away from the scene, or~~
 - ~~b) one or more motor vehicles incur damage requiring the vehicle(s) to be towed away from the scene.~~
- ~~3) It is the applicable employee's immediate supervisor's responsibility to ensure that the provisions of post accident testing are followed.~~
- ~~4) Each employee shall be required to submit to a drug test within two (2) hours or soon as possible. If a test is not administered within 32 hours following the accident, the Authority shall cease all attempts to conduct a drug test and shall prepare and maintain on file written documentation indicating why the drug test was not conducted.~~
- ~~5) An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying the supervisor or department representative of his/her location if he/she leaves the scene of the accident prior to submission to such test, shall be deemed by the Authority to have refused to submit to testing.~~
- ~~6) The employee must remain available for drug testing until the drug test has been conducted. Notwithstanding the previous statement, nothing in this Policy shall prevent employees from seeking and obtaining emergency medical care whenever necessary.~~
- ~~7) If an employee is injured, unconscious, or otherwise unable to grant consent to the drug test, all reasonable steps must be taken to obtain a urine sample. The Authority or their agents may decide not to test under this paragraph; however, such a decision must be based on the best information available immediately after the accident that the employee's performance could not have contributed to the accident, or that because of the time between that performance and the accident, it is not likely that a drug test would reveal whether the performance was affected by drug use.~~
- ~~c. Random~~
 - ~~1) Once notified for random testing, the employee must report no later than the time it takes to travel from the work site to the testing site, plus 30 minutes. There are no exceptions and the employee will report to the designated facility.~~
 - ~~2) A covered employee who tests positive for drug use will be removed from performing job duties. Such employee shall be disciplined in accordance with the provisions of the Substance Abuse Policy.~~
- ~~d. Reasonable Suspicion~~
 - ~~3) The Authority will test a covered employee when there is reasonable cause to believe the employee is under the influence and/or using prohibited drugs.~~
 - ~~4) Reasonable suspicion is a belief based on objective and clearly stated facts sufficient to lead a supervisor, exercising sound judgment, to suspect that an employee is under~~

~~the influence of drugs while just reporting for duty, while on duty or having immediately finished duty.~~

~~5) Every supervisor covered by this Policy, who will determine whether or not an employee will be subject to a reasonable suspicion drug test, will receive at least a one-hour training on the specific physical, behavioral and performance indicators of probable drug use.~~

~~6) In making a determination of reasonable suspicion, some factors to be considered include, but are not limited to the following:~~

- ~~a) 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-related behavior on or off the work site.~~
- ~~b) Physical signs and symptoms consistent with alcohol abuse.~~
- ~~c) Evidence of prohibited alcohol use while on duty or on paid on call for duty.~~
- ~~d) Occurrence of a serious or potentially serious accident that may have been caused by flagrant violation of established safety, security or other operational procedures.~~

~~e. Return to Duty~~

~~1) Before an employee may return to duty after engaging in prohibited conduct, the employee shall undergo a return to duty drug screening test with a negative result.~~

~~2) The Authority or their designated supervisors, managers, or agents shall not permit an employee who refuses to submit to a drug screening test to return to duty.~~

~~f. Follow Up~~

~~3) The Authority shall ensure that the employee is subject to unannounced random follow up drug screening tests as directed by a substance abuse professional (SAP).~~

~~4) Follow up testing shall be conducted when the employee is performing job tasks; just before the employee is to perform job tasks; or just after the employee has ceased performing job tasks.~~

~~5) A minimum of six (6) unannounced, follow up drug tests must be administered within the first twelve (12) months after the employee has returned to duty. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date that the employee returned to duty. The SAP can terminate the requirement for the follow up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary.~~

~~4. Disciplinary Actions for Non-CDL Positions~~

~~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 a prohibited~~

~~drug, the Authority will not knowingly use such employee or person in any capacity. The employee shall be suspended or placed on unpaid leave immediately. The employee may return to work only after a Substance Abuse Professional 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.~~

~~An employee will be dismissed immediately:~~

- ~~a. if an employee refuses to report to a substance abuse professional for assessment, evaluation, and/or referral for treatment with the Authority's abuse professional;~~
- ~~b. if an employee is referred for rehabilitation and the employee refuses to enter or fails to successfully complete such a rehabilitation assessment program;~~
- ~~c. if an employee refuses to provide an adequate urine sample for drug testing without a valid medical explanation after he has received notice of the requirement to be tested, or who engages in conduct that clearly obstructs the testing procedure;~~
- ~~d. if an employee tests positive a second time during their employment with the Authority, the employee will be dismissed.~~

~~If an employee uses or has in their possession illegal drugs on Authority property or in an Authority vehicle, the Authority may impose discipline on the employee up to and including dismissal, even for a first offense.~~

~~Any covered employee, who violates the provisions of this Part of the Authority's Substance Abuse Policy, which results in a dismissal from Authority employment, that individual shall be barred from re-employment in any position for a period of three (3) years from the date of dismissal. Any employee rehired and dismissed a second time for violation of the Substance Abuse Policy shall be ineligible for re-employment in any position with the Authority.~~

~~5. Specimen Collection Requirements~~

~~A complete copy of the specimen collection requirements may be found in Appendix F.~~

~~6. Drug Testing Laboratory~~

~~The Authority use a laboratory certified by the DHHS to conduct the analysis of urine samples. These documents contain specific drug testing procedures and may be found in Appendix F. The testing laboratory will comply with all methods and procedures of 49 CFR and will provide annual reports. The designated collection agency and the testing laboratory information for the Authority ADP is listed in Appendix G.~~

~~7. Blind Sample Performance Test Procedures~~

~~Regulations regarding the submission of blind samples may be found in Appendix F of this Policy. The Authority Medical Services Provider (MSP) shall be responsible for the submission of blind samples in compliance with Federal Regulations.~~

~~8. Review of Drug Testing Results~~

~~The Authority contract for the services of a Medical Review Officer (MRO). The name, address and general responsibilities of the MRO for the Authority are listed in Appendix H.~~

~~9. Retention of Samples~~

~~All applicants and employees who test positive may challenge the test results by notifying the DPD in writing within seventy two (72) hours of receiving the test results. If a test result is challenged, the original sample will then be re-tested by a certified DHHS laboratory other than the Authority's medical provider primary laboratory. The selection of the certified laboratory must be made from a list of laboratories maintained by the MSP provider and approved by DPD.~~

~~Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence or absence of the drug or metabolite.~~

~~All costs associated with a positive re-test will be borne by the applicant or employee raising the challenge and must be prepaid.~~

~~10. Disclosure of Drug Information and Records~~

~~Except as provided in the following paragraphs, the MRO shall not disclose to any third party medical information provided by the individual to the MRO as a part of the testing verification process.~~

~~The MRO may disclose such information to the DPD in Human Resources; or other Federal safety agency officials; or to a physician responsible for determining the medical qualification of the applicant or employee, as applicable, only if:~~

- ~~a. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified; or~~
- ~~b. In the MRO's reasonable medical judgment, the information indicates that continued work performance by the employee could pose a significant safety risk.~~

~~Before obtaining medical information from an applicant or employee as part of the verification process, the MRO shall inform the applicant or employee that information may be disclosed to third parties as provided in this section and the identity of any parties to whom information may be disclosed.~~

~~11. Employee Assistance Program (EAP)~~

~~The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all employees. The EAP staff shall be available to provide employees with the appropriate education regarding the use of prohibited drugs. Drug information will be periodically distributed and/or displayed in Authority work areas. The telephone number of the EAP office is located in Appendix D and is displayed in the work areas.~~

~~12. Recordkeeping Procedures~~

~~All recordkeeping requirements and guidelines may be found in Appendix E.~~

APPENDIX

~~The Appendixes of the Substance Abuse Policy may be changed without prior Board approval in response to changes in process and operational controls, medical providers, substance abuse professionals, and personnel turnover.~~

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PERSONNEL MANAGEMENT PLAN

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A. Substance Abuse Policy Personnel

The following individuals are responsible for the administration of the Authority's Substance Abuse Policy and each of its Sections and Sub-parts and may be contacted for information regarding the Policy.

Executive Director	Director of Finance/Administration	Human Resources Manager
(434) 977-2970, ext. 103	(434) 977-2970, ext. 198	(434) 977-2970, ext. 111
(434) 293-8858, Fax	(434) 293-8858, Fax	(434) 977-9507, Fax
(434) 906-2623, Cell	(434) 906-0759, Cell	(434) 981-9583, Cell

B. Alcohol Testing Procedures, Evidential Breath Testing (EBT) Procedures**1. Scope**

The evidential breath testing procedures set forth in this appendix address all the requirements as set forth in 49 CFR, Part 40, and specifies the required form and disposition of such testing forms.

2. Alcohol Testing Form and Log Book

The BAT shall utilize the Breath Alcohol Testing form. The alcohol testing form must comply with the provisions as contained in 49 CFR, Part 40, with regard to the information that must be contained on the form. The form must address the specific requirements contained in §40.59.

The Authorities and their EMS contractors may utilize a form that is directly generated by an EBT and may omit the space for affixing a separate printed result to the testing form. The form shall provide triplicate or three consecutive identical copies with copy 1 being retained by the APM in the Authority's Human Resources Office, copy 2 shall be provided to the employee, and copy 3 shall be retained by the BAT.

The medical provider shall use a log book in conjunction with any EBT used for screening tests that does not meet the requirements listed in the AMPP.

The breath alcohol testing form may include such additional information as may be required for billing or other legitimate purposes necessary to the testing, provided that personal identifying information on the individual (other than the social security number or employee identification number) may not be provided.

3. Breath Testing Locations

The Authorities shall ensure that there are sufficient breath testing sites or that the breath testing sites are located within a reasonable proximity to various work locations.

Testing shall be conducted in a location that affords visual and audio privacy to the employee being tested. The location shall prevent unauthorized personnel from seeing or hearing test results. All necessary equipment, personnel, and materials for conducting the alcohol testing shall be provided at the testing site.

~~No unauthorized persons shall be permitted access to the testing site when the EBT remains unsecured, or in order to prevent such individuals from seeing or hearing a test result.~~

~~The BAT shall supervise only employee's use of the EBT at a time. The BAT shall not leave the alcohol testing site while the testing process is in progress.~~

4. ~~Breath Alcohol Testing Preparations~~

~~When an employee arrives at the alcohol testing site, the BAT shall ensure that the individual is positively identified as the employee selected for alcohol testing (e.g. through presentation of photo identification or identification by the department's representative). If the employee's identity cannot be established, the BAT shall not proceed with the alcohol test. If the employee requests, the BAT shall show proper identification to the employee.~~

~~The BAT shall explain the alcohol testing process to the employee.~~

5. ~~Screening Test Procedures~~

~~The BAT shall begin the alcohol testing process by completing Step 1 on the Alcohol Breath Testing form. The employee shall then complete Step 2 by signing the certification. Refusal by the employee to sign the certification shall be regarded as a refusal to take the alcohol test.~~

~~The BAT shall select an individually sealed mouthpiece and it shall be opened in full view of the employee and attached to the EBT in accordance with the manufacturer's instructions.~~

~~The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT instrument indicates that an adequate amount of breath has been obtained.~~

~~If the EBT does not meet the requirements of the AMPP, the BAT shall show the employee the result displayed on the EBT. The BAT shall record the displayed result, test number, testing device, serial number of the testing device, time and quantified result in Step 3 of the form. They BAT shall record in the log book the test number, date of the test, name of the BAT, location, and quantified test result. The employee shall then initial the log book entry.~~

~~If the EBT provides a printed result but does not print the results directly onto the form, the BAT shall show the employee the result displayed on the EBT. The BAT shall then affix the test result printout to the breath alcohol test form in the designated space. The result shall be secured in such a manner that will provide clear evidence of removal, such as the use of tamper-evident tape.~~

~~If the EBT prints the test result directly onto the alcohol form, then the BAT shall show the employee the result displayed on the EBT.~~

~~If the result of the screening alcohol test is a breath alcohol concentration of less than 0.02, the BAT shall date the form and sign the certification in Step 3 of the form. The employee shall then sign the certification and fill in the date in Step 4 of the form. If the employee does not sign the certification in Step 4 or does not initial the log book entry for a test, it shall not be considered a refusal to be tested. In this event, the BAT shall note the employee's failure to sign or initial in the "Remarks" section of the form.~~

If a test result printed by the EBT does not match the displayed result, the BAT shall note the disparity in the "Remarks" section. Both the BAT and the employee shall initial or sign the notation. The alcohol test is invalid and the APM and the employee shall be so advised.

At this point, no further testing is authorized. The BAT shall transmit the result of less than 0.02 to the APM or other designated representative in a confidential manner. The Authorities shall receive and store the information ensuring that confidentiality is maintained as required in the AMPP.

If the result of the screening test is an alcohol concentration of 0.02 or greater, then the BAT shall perform a confirmation test. If the confirmation test will be conducted by a different BAT, then the BAT who conducts the screening test shall complete and sign the form and log entry. The BAT will upon completion of the alcohol test, provide the employee with Copy 2 of the breath alcohol testing form.

6. Confirmation Test Procedures

When a BAT other than the one who conducted the screening test is required to conduct the confirmation test, the new BAT will require the employee to provide positive identification such as photo ID card or identification by a representative. The BAT will, upon request of the employee being tested, provide such identification.

The BAT shall instruct the employee not to eat, drink, put any object or substance in his/her mouth and, to the extent possible, not belch during the waiting period just prior to the confirmation test being conducted. This waiting period shall begin with completion of the screening test and shall not be less than 15 minutes but must be within 20 minutes of the completion of the screening test. The BAT shall explain to the employee that the reason for this is to prevent any accumulation of mouth alcohol leading to an artificially high reading and that it is for the benefit of the employee to comply with these instructions. The BAT shall also explain that the test will be conducted at the end of the required waiting period, even if the employee has disregarded the instructions. Should the BAT become aware that the employee has not complied with the instructions as provided, the BAT shall note the observations in the "Remarks" section of the form.

When a BAT other than the one who conducted the screening test is required to conduct the confirmation test, the new BAT shall initiate a new Breath Alcohol Testing form. The BAT shall then complete Step 1 on the form and the employee shall then complete Step 2 by signing the certification. If the employee should choose not to sign the certification, the BAT shall then make an appropriate notation in the "Remarks" section indicating the employee's refusal to take the alcohol test. The BAT shall note in the "Remarks" section that a different BAT conducted the screening test.

The BAT shall open, in the presence of the employee, a new individually sealed mouthpiece and attach the mouthpiece to the EBT in accordance with the manufacturer's instructions. The BAT will then instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.

The BAT shall ensure, prior to the confirmation test being administered to the employee, that the EBT shall register 0.00 on an air blank. If the reading is greater, the BAT shall conduct one more air

~~blank. Should the EBT again register greater than 0.00, the testing shall not proceed using that EBT. An EBT taken out of service because of failure to perform an air blank accurately shall not be used for testing until a check of external calibration is conducted and the EBT is found to be within the accepted tolerance limits. Alcohol testing using another EBT may proceed.~~

~~In the event that the screening and confirmation test results are not identical, the confirmation test result shall be deemed to be the final result on which disciplinary action is taken in order to comply with the requirements of the AMPP and any applicable federal requirements.~~

~~If the EBT provides a printed result but does not print the results directly onto the form, the BAT shall show the employee the result displayed on the EBT. The BAT shall then affix the test result printout to the breath alcohol test form in the designated space. The result shall be secured in such a manner that will provide clear evidence of removal, such as the use of tamper evident tape.~~

~~If the EBT prints the test result directly onto the alcohol form, then the BAT shall show the employee the result displayed on the EBT.~~

~~After the confirmation test is completed, the BAT shall date the form and sign the certification in Step 3 of the form. The employee shall then be instructed to sign the certification and fill in the date in Step 4. If the employee should elect not to sign the certification or to provide his/her initials in the log book entry for the test conducted, it shall not be considered as a refusal to be tested. The BAT shall then note the employee's failure to sign or initial the log book entry in the "Remarks" section of the testing form.~~

~~If a test result printed by the EBT does not match the displayed result, the BAT shall note the disparity in the "Remarks" section. Both the BAT and employee shall initial or sign the notation on the testing form. The test shall be considered "invalid" and the APM and the employee shall be so advised.~~

~~The BAT shall transmit all alcohol testing results to the APM or other designated Authority representative in a confidential manner. All communications by BATs shall be to the APM or designee only and may be provided in writing, in person, or by telephone or electronic means. The BAT shall ensure that immediate transmission of test results to the Human Resources Manager in order to prevent the employee from performing any covered functions.~~

~~Should the initial transmission not be accomplished in writing, but via telephone notification, the APM or designee shall establish a mechanism to verify the identity of the BAT providing the information. The BAT shall follow the initial transmission by providing to the APM or designee the Authorities' copy of the breath alcohol testing form. The test results shall be stored in such a manner so as to protect the confidentiality of the results and to eliminate the disclosure of information to unauthorized persons.~~

~~7. Refusals to Test and Uncompleted Tests~~

~~Refusal by an employee to complete and sign Step 2 of the breath alcohol testing form, to provide breath, to provide an adequate amount of breath, or to otherwise cooperate with the testing process in a way that prevents the completion of the test, shall be noted by the BAT in the~~

~~"Remarks" section of the form. The testing process shall be dismissed and the BAT shall immediately notify the APM or designee without delay.~~

~~If a screening or confirmation test cannot be completed or if an event occurs to invalidate the test, the BAT shall, if practicable, begin a new screening or confirmation test using a new breath alcohol testing form with a new sequential test number.~~

~~8. Inadequate Amount of Breath~~

~~If the employee is unable, or alleges that he is unable, to provide a sufficient amount of breath to permit a valid breath test because of a medical condition, the BAT shall again instruct the employee to attempt to provide an adequate amount. If the employee refuses to make the attempt, the BAT shall immediately inform the APM.~~

~~If the employee attempts and fails to provide an adequate amount of breath, the BAT shall so note in the "Remarks" section of the testing form and shall immediately inform the APM. The APM shall direct the employee to obtain, as soon as practical after the attempt, an evaluation from a licensed physician who is acceptable to the Authorities concerning the employee's medical ability to provide an adequate amount of breath.~~

~~If the physician determines, in his/her reasonable medical judgment, that a medical condition has or could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall not be deemed as a refusal to take an alcohol test. The physician shall provide to the APM a written statement for the basis of his/her conclusion.~~

~~If the physician, in his/her reasonable medical judgment, is unable to make the determination that a medical condition has precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall be regarded as a refusal to take a test. The physician shall provide a written statement for the basis of his/her conclusion to the APM.~~

~~9. Invalid Tests~~

~~A breath alcohol test shall be invalid under the following circumstances:~~

- ~~a. The EBT does not pass its next external calibration check. This invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test. This would not invalidate any negative tests conducted.~~
- ~~b. The BAT does not observe the minimum 15 minute waiting period prior to conducting the confirmation test.~~
- ~~c. The BAT does not perform an air blank of the EBT before a confirmation test, or an air blank does not result in a reading of 0.00 prior to the administration of an alcohol test.~~
- ~~d. The BAT does not sign the breath alcohol testing form.~~

- e. ~~The BAT fails to note in the "remarks" section of the form that the employee has failed or refused to sign the form following the recording or printing on or attachment to the form of the test results.~~
- f. ~~An EBT fails to print a confirmation test result.~~
- g. ~~The sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.~~

10. Alcohol Testing Equipment

~~The Authorities' Employee Medical Services (EMS) provider shall use only approved evidential breath testing (EBTs) devices for conducting the alcohol testing.~~

a. ~~Screening Devices~~

~~The Authorities' EMS provider shall utilize a log book to record information relative to screening alcohol tests, if the EBT being utilized does not have:~~

- 1) ~~capabilities to be attached independently or by direct link to a separate printer, print a result in triplicate (or three consecutive identical copies) of each breath test;~~
- 2) ~~capabilities to assign a unique and sequential number to each completed test so that the number can be read by the breath alcohol technician (BAT) and the employee before each test and be printed out on each copy of the result;~~
- 3) ~~capabilities of printing out the manufacturer's name of the device, serial number and time of the test.~~

~~A log book shall be used for each device that does not meet the above criteria and the log book shall include the following information: test number, date of test, name of BAT, location of test, test result and initials of the employee taking each test.~~

b. ~~Confirmation Devices~~

~~The Authorities' Employee Medical Services provider shall utilize an EBT for confirmation testing that has the required capabilities. The EBT shall also be able to distinguish alcohol from acetone; be capable of testing an air blank prior to each collection of breath; and perform an external calibration.~~

c. ~~NHTSA Conforming Products List~~

~~All devices that will be used by the Authorities' Employee Medical Services provider for alcohol testing shall be National Highway Transportation Safety Administration (NHTSA) approved evidential breath testing (EBT) devices. NHTSA has model specifications for evidential breath testing devices and periodically publishes an updated Conforming Products List, which states which devices have met NHTSA standards.~~

11. Breath Alcohol Technician (BAT) Guidance

~~The Authorities' Employee Medical Services provider breath alcohol technician (BAT) shall receive sufficient training and be certified to proficiency in the specific operation of the evidential breath~~

testing (EBT) device he uses in the required alcohol testing procedures as outlined in the Substance Abuse Policy. These products include the following:

- a. Each BAT used by the EMS shall be able to demonstrate by successful completion of a course of instruction which, at a minimum, provides training in the principles of EBT methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required for obtaining a breath sample, and interpreting and recording EBT results.
- b. The EMS provider shall ensure that only courses of instruction that are equivalent to the National Highway Traffic Safety Administration (NHTSA), as amended, model course may be used to train BATs to proficiency. Upon request to NHTSA, they will review a BAT instruction to determine equivalency.
- c. The EMS provider shall ensure that the course of instruction shall provide documentation that the BAT has demonstrated competence in the operation of the specific EBT(s) to be used.

The EMS provider shall ensure that any BAT who will perform an external calibration check of an EBT shall be trained to proficiency in conducting the check:

- a. on the particular model of the EBT to be used. The BAT training shall also include practical experience and demonstrated competence in preparing the breath alcohol simulator or alcohol standard, and in the maintenance and calibration of the particular EBT.
- b. The EMS provider shall ensure the BAT(s) receives sufficient additional training to ensure proficiency concerning any new or additional devices or changes in technology for equipment used.
- c. The EMS provider and/or its designated agent, who are involved in conducting alcohol testing, shall establish documentation regarding the training and proficiency testing of any BAT it uses to test employees. The documentation shall be maintained in accordance with the requirements of federal regulations.

C. Employee Assistance Program (EAP)

~~The Authorities maintain a provider of employee assistance services. Services provided by this program include all employees of the Authorities.~~

~~The Authorities' Employee Assistance Program (EAP) provider is:~~

OPTIMA HEALTH

www.OptimaEAP.com

(800) 899-8174 or (757) 363-6777

~~This program is available to both the employee and your immediate family. The program is easily accessible with convenient appointment scheduling and emergency access to counselors 24 hours, seven days a week, through the 800 Helpline (800-932-0034).~~

D. Recordkeeping Procedures

Alcohol Records

1. General

The APM shall maintain the alcohol testing records in accordance with the provisions set out in the Substance Abuse Policy. Records shall be maintained for the specified periods of time as required in 49 CR, 282 and 40. In addition, the Authorities' Employee Medical Services (EMS) provider will maintain the alcohol testing records as specified in the Federal Regulations and the Authority Records Retention Guidelines.

2. Record Retention Provisions

- a. The following types of records shall be maintained for a minimum period of five years:
 - 1) Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
 - 2) Documentation of refusals to take required alcohol tests.
 - 3) Calibration documentation of each EBT used in alcohol testing, including records of the results of external calibration checks.
 - 4) Employee referrals and evaluations.
 - 5) Annual alcohol misuse report data.
- b. The following types of records shall be maintained for a minimum period of two years:
 - 1) Records related to the collection process (except calibration of EBT devices).
 - 2) Records related to training.
 - 3) Records of the inspection and maintenance of each EBT used in employee testing.
 - 4) Documentation of the Authorities' EMS provider compliance with the Quality Assurance Plan (QAP) for each EBT it uses for alcohol testing under the AMPP.
 - 5) Records of the training and proficiency testing of each BAT used in employee testing.
 - 6) Log books used in conjunction with EBTs.
- c. The following types of records shall be maintained for a minimum period of one year:
 - 1) Records of all test results below 0.02.

3. Maintenance of Specific Types of Records

- a. The following types of records related to the collection process shall be maintained:
 - 1) Collection log books, if used.
 - 2) Calibration documentation of EBT devices.
 - 3) Documentation of BAT training.

- ~~4) Documents generated in connection with decisions to administer reasonable suspicion alcohol tests.~~
- ~~5) Documents generated in connection with decisions to administer post-accident alcohol test.~~
- ~~6) Documents verifying existence of a medical explanation of the inability of a covered employee to provide adequate breath for alcohol testing.~~
- ~~b. The following types of records related to test results:~~
 - ~~1) EMS copy of the alcohol test form, including the results of the test.~~
 - ~~2) Documents related to the refusal of any covered employee to submit to a required alcohol test.~~
 - ~~3) Documents presented by a covered employee to dispute the result of an alcohol test administered under the AMPP.~~

~~Records related to other violations outlined in the AMPP.~~
- ~~c. The following types of records related to referrals and evaluations:~~
 - ~~1) Records pertaining to a determination by an SAP concerning a covered employee's need for assistance.~~
 - ~~2) Records concerning a covered employee's compliance with the recommendations of the SAP.~~
 - ~~3) Records related to the annual alcohol misuse testing data. The Authorities shall submit the required alcohol misuse MIS testing data and FHWA as prescribed by the regulations.~~
- ~~d. The following types of records related to education and training of employees and supervisors:~~
 - ~~1) Materials on alcohol misuse awareness, including a copy of the Authorities' policy on alcohol misuse.~~
 - ~~2) Documentation of compliance with the requirements of Part 382.~~
 - ~~3) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion.~~
 - ~~4) Certification that any training conducted under the AMPP be in compliance with the requirements of 49 CFR, Parts 199, 382 and 40.~~

Drug Records

1. General

The DPD shall maintain the drug testing records in accordance with the provisions set out in the Substance Abuse Policy. Records shall be maintained for the specified periods of time as required in 49 CFR, Parts 382 and 40. In addition, the Authorities' Employee Medical Services (EMS) provider will maintain drug testing records as specified in the Federal Regulations.

2. Record Retention Provisions

Records that demonstrate the collection process conforming to 49 CFR, Part 382, will be kept for a minimum of three (3) years by the program contractor.

Records of employee drug test results that show employees who had a positive test, and the type of test (e.g., post accident), and records that demonstrate rehabilitation, if any, must be kept for at least five (5) years, and include the following information:

- a. The function performed by each employee who had a positive drug test.
- b. The prohibited drugs that were used by an employee who had a positive drug test.
- c. The disposition of each employee who had a positive drug test or refused a drug test (e.g., dismissal, rehabilitation, removed from covered function, other).

Records of employee drug test results that show employees passed a drug test must be kept for at least one (1) year.

A record of the number of employee tests, by type of test (e.g., post accident), must be kept for at least five (5) years.

Records confirming that supervisors and employees have been trained as required by federal regulations must be kept for at least three (3) years.

Information regarding an employee's drug test results or rehabilitation may be released only upon the written consent of the employee, except that such information must be released regardless of consent to the federal agency or the representative of a state agency upon request as part of an accident investigation. Statistical data related to drug testing and rehabilitation that is not name-specific and training records must be made available to FHWA or the representative of a state agency upon request.

E. Specimen Collection Procedures

Policy

The Authorities' Employee Medical Services provider will provide collection of urine drug screens based on guidelines by the Department of Transportation Procedures for Transportation Workplace Drug Testing Programs. The EMS will send all Drug Screens to an NIDA-certified laboratory for testing based on DOT guidelines.

References

- ~~a. Federal Register, Volume 53, Number 224~~
- ~~b. Federal Register, Volume 59, Number 110~~
- ~~c. U.S. Department of Transportation's Specimen Collection Workbook, May, 1992.~~

Procedure

1. Collection Site Security

~~The following conditions will be maintained to ensure that the collection site is secured for the purpose of drug testing:~~

- ~~a. Doors to the collection rooms (bathrooms) will remain locked at all times. Access codes will be limited to department staff responsible for urine sample collections.~~
- ~~b. All collection rooms will be inspected for paraphernalia which could be used to tamper with or adulterate the urine sample at the beginning of each workday and randomly throughout the day.~~
- ~~c. Bluing agent will be added to the toilet water.~~
- ~~d. During the collection process, all water faucets will be secured by the collector.~~

2. Employee and Collector Identification

- ~~a. The collector of the urine specimen will be a licensed medical professional or technician who has been instructed in the collection process.~~
- ~~b. All employees/donors will present valid photo identification at the time they are scheduled for the drug screening procedure. (Driver's license, employee ID, or identification by the employer's representative.)~~
- ~~c. If the employee's/donor's identity cannot be established, the collection site person shall not proceed with the collection.~~

3. Collection Procedure

- ~~a. Complete Step 1 (A, B, C, D and E) on Chain of Custody form.~~
- ~~b. The employee/donor is directed to remove any unnecessary outer garments, such as a coat or jacket, that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. The employee/donor is directed to leave all personal belongings, such as a purse or briefcase, with the outer garments. The employee/donor may retain his/her wallet.~~
- ~~c. The donor is instructed to wash his/her hands using soap from a dispenser outside the bathroom.~~
- ~~d. The water is then turned off from a remote control switch outside the bathroom.~~
- ~~e. A sealed split specimen sample COC box is handed to the donor for sample collection.~~
 - ~~1) Collect an adequate amount of urine (45 ml minimum).~~

- ~~2) If the amount of urine is less than 45 ml, the collection is void and the urine sample is discarded.~~
- ~~3) The donor is provided not more than 24 ounces of fluid, and after a period of up to two hours, is instructed to provide a complete sample using a fresh collection kit.~~
- ~~4) If, after another attempt to collect, the specimen is less than 45 ml of urine, notify the employer and discard the urine.~~
- ~~f. Both the donor and the collector shall keep the specimen in full view at all times prior to its being sealed and labeled.~~
- ~~g. Check temperature. This must be done within four minutes after collection. The collector shall also inspect the specimen to determine its color and look for any signs of contamination.~~
 - ~~1) If temperature sensor is not within 90-100 degrees, record actual temperature with thermometer in aliquot. Fill out Step 2 on COC Form.~~
 - ~~2) A donor may volunteer to have his/her temperature taken to provide evidence to counter the reason to believe the donor may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.~~
- ~~h. Open sealed bottle in kit and pour off 15 ml into it from the first bottle. This is now sample bottle B (split). Cap both bottles firmly.~~
- ~~i. Seal containers with numbered bottle seals provided with the form. Specimen A should contain at least 30 ml. Collector dates both bottle seals. Donor initials both bottle seals. Place in COC bags and seal.~~
- ~~j. Have donor complete Step 4 and Copy 4 (pink page) of COC form. Instruct donor to read certification statement before printing and signing name.~~
- ~~k. Collector fills out Step 5 on Copy 1. Remarks section can be used for comments, type of ID, suspicious behavior or witness's signature if indicated.~~
- ~~l. Collector prints and signs name on RECEIVED BY line on the first line of Step 6, signs and prints name again under RELEASED BY line. Under RECEIVED BY, line 2, write COC box/AML Courier (or other delivery service used). Under PURPOSE OF CHANGE write "ship specimen to lab."~~
- ~~m. Give DOT copy 5 (green) to donor. Place sealed specimens and top 3 copies of form in COC box. Place red security seal over opening and initial and date. Place box in secure area.~~

4. Direct Observation Collection

- ~~a. Direct observation collection may be conducted in the following circumstances:~~
 - ~~1) The donor has provided a specimen that falls outside the acceptable temperature range (90-100 degrees).~~

- ~~2) The collector observes conduct clearly indicating an attempt to substitute or adulterate the sample (i.e. substitute urine in plain view, blue dye in specimen presented, adulterated substance in view).~~

~~NOTE: In both of the above described circumstances the collector must obtain, in advance of the direct observation collection, the review and concurrence of the collection site supervisor or the designated employer representative. The person directly observing the specimen collection shall be of the same gender.~~

- ~~b. The DOT regulations permit a subsequent collection to be collected under direct observation if:~~
- ~~1) The last specimen provided by the donor (i.e. on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and Creatinine concentration below 2.g/l.~~
 - ~~2) The donor has had a verified positive result on a previous drug test and is subject to return to duty or follow-up testing under DOT regulations.~~
- ~~c. The decision to conduct a direct observation collection in the two circumstances described above is made by the employer, not the collection site personnel. In these cases, it is the responsibility of the employer to notify the collection site personnel when a direct observation collection is warranted.~~

5. Reporting and Reviewing of Results

- ~~a. The Medical Review Officer (MRO) shall be a licensed physician with knowledge of substance abuse disorders.~~
- ~~b. The MRO will review and interpret confirmed positive test results. If the test of the first specimen bottle (bottle A) is verified positive by the MRO, the MRO shall report the result to Human Resources Manager.~~
- ~~1) Prior to making a final decision to verify a positive test result of an individual, the MRO shall give the individual an opportunity to discuss the test results with him.~~
 - ~~2) The MRO shall contact the individual directly, on a confidential basis, to determine whether the employee wishes to discuss the test results with him.~~
 - ~~3) If, after making all reasonable efforts and documenting them, the MRO is unable to reach the individual directly, the MRO shall contact a designated management official who shall direct the individual to contact the MRO as soon as possible.~~
 - ~~4) If, after making all reasonable efforts, the designated management official is unable to contact the employee, the employer may place the employee on temporary medically unqualified status or medical leave.~~
- ~~c. The MRO may verify a test as positive without having communicated directly with the employee about the test in two circumstances.~~
- ~~1) The employee expressly declines the opportunity to discuss the test.~~

~~2) The designated employer representative has successfully made and documented a contact with the employee and instructed the employee to contact the MRO, and more than five days have passed since the date the employee was contacted by the designated employer representative.~~

~~a) If a test is verified positive under the circumstances specified in subparagraph (C 2) of this paragraph, the employee may present to the MRO information documenting the serious illness, injury or other circumstances which unavoidably prevented the employee from timely contacting the MRO. The MRO, on the basis of such information, may reopen the verification, allowing the employee to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO declares the test to be negative.~~

~~d. Following verification of a positive test result, the MRO shall, as provided in the employer's policy, refer the case to the employer's employee assistance or rehabilitation program and, if applicable, to the management official empowered to recommend or take administrative action (or the official's designated agent), or both.~~

6. Verification for Opiates

~~Review for prescription medication. Before the MRO verifies a confirmed positive result for opiates, he or she shall determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivative (e.g., Morphine, Codeine): (This requirement does not apply if the employer's GC/MS confirmation testing of opiates confirms the presence of 6 Monoacetylmorphine.)~~

7. Reanalyzes Authorized

~~a. Should any questions arise as to the accuracy or validity of a positive test result, only the MRO is authorized to reanalyze the original sample and such retests are authorized only at laboratories certified by DHHS. The MRO shall authorize a reanalysis of the original sample if requested to do so by the employee within 72 hours of the employee's having received actual notice of the positive test. If the retest is negative, the MRO shall cancel the test.~~

~~b. Only the donor may request, through the MRO, that the second specimen bottle (Bottle B) be tested in a DHHS-certified lab for presence of the drug for which a positive result was obtained in the test of the first specimen bottle (Bottle A). The MRO shall honor such a request if it is made within 72 hours of the donor having received notice that he/she tested positive.~~

~~c. The result of this test is transmitted to the MRO without regard to the cutoff levels used to test the first specimen bottle (Bottle A).~~

8. Result Consistent with Legal Drug Use

~~If the MRO determines there is a legitimate medical explanation for the positive test results, the MRO shall report the test to the employer as negative.~~

9. Result Scientifically Insufficient

~~Additionally, the MRO based on review of inspection reports, quality control data, multiple samples, and other pertinent results, may determine the result as scientifically insufficient for further action and declare the test specimen negative. In this situation the MRO may request reanalysis of the original sample before making this decision. (The MRO may request that reanalysis as provided in §40.22 (c) be performed by the same laboratory or, that an aliquot of the original specimen be sent for reanalysis to an alternate laboratory which is certified in accordance with the DHHS Guidelines.) The laboratory shall assist in this review process as requested by the MRO by making available the individual responsible for day-to-day management of the urine drug testing laboratory or other employee who is a forensic toxicologist or who has equivalent forensic experience in urine drug testing, to provide specific consultation as required by the employer. The employer shall include, in any required annual report to a DOT agency, a summary or any negative findings based on scientific insufficiency but shall not include any personal identifying information in such reports.~~

10. Disclosure of Information

- ~~a. Except as provided in this paragraph, the MRO shall not disclose to any third-party medical information provided by the individual to the MRO as part of the testing verification process.~~
- ~~b. The MRO may disclose such information to the employer, a DOT agency or other Federal Safety Agency, or physician responsible for determining the medical qualification of the employee under an applicable DOT agency regulation, as applicable, only if:
 - ~~1) An applicable DOT regulation permits or requires such disclosure.~~
 - ~~2) In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under an applicable DOT agency rule.~~
 - ~~3) In the MRO's medical judgment, in a situation in which there is no DOT agency rule establishing physical qualification standards applicable to the employee, the information by the employee of his or her safety sensitive function could pose a significant safety risk.~~~~
- ~~c. Before obtaining medical information from the employee as part of the verification process, the MRO shall inform the employee that information may be disclosed to third parties as provided in this paragraph and the identity of any parties to whom information may be disclosed.~~
- ~~d. Protection of Employee Records The EMS provider contract with laboratories shall require that the laboratory maintain employee test records in confidence as provided in DOT agency regulations. The contracts shall provide that the laboratory shall disclose information related to a positive drug test of an individual to the individual, the employer, or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test.~~

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- e. ~~Individual Access to Test and Laboratory Certification Results~~ Any employee who is the subject of a drug test conducted under this part shall, upon written request, have access to any records relating to his or her drug test and any records relating to the revocation of certification proceedings.

F. Designated Collection Agency/Medical Services Provider and Testing Laboratories

Collection Agency and Medical Services Provider

MedExpress Urgent Care Pantops
260 Pantops Center
Charlottesville, VA 22901
Monday – Friday, 9:00 AM – 5:00 PM

All Other Times

University of Virginia Emergency Room
1215 Lee Street
Charlottesville, VA 22902
(434) 924-0000 (ask Operator to page #1616)*

- Supervisor must call ahead
- Stay on line while #1616 is paged
- Tell answering Respiratory Therapy Supervisor that answers page that an after hours substance testing is coming to them
- Employee reports directly to the ER at UVA Medical Center and tell desk they are there for after hours substance screening provided through UVA Work Med
- Tell ER registration to page #1616 and tell them of their arrival
- Employee Must show picture ID

Name and Address of Testing Laboratory:

Quest Diagnostics Philadelphia
400 Egypt Road
Norristown, PA 19403

G. Medical Review Officer

MedExpress Urgent Care Pantops
260 Pantops Center
Charlottesville, VA 22901

MEDICAL REVIEW OFFICER GENERAL RESPONSIBILITIES:

The Medical Review Officer is generally responsible for the following:

- a. Although the laboratory analysis will determine whether the specimen is positive, any confirmed positive test results from the laboratory must be reviewed and interpreted by a Medical Review Officer (MRO) prior to transmission of the results to the Authority's DPD. The MRO's review must include a review of the chain of custody to ensure that it is complete and sufficient on its face.
- b. Prior to confirming a positive result for opiates, the MRO must determine that there is clinical evidence (in addition to the urine test) of unauthorized use of any opium, opiate or opium derivative (e.g., morphine/codeine).
- c. The MRO must be a licensed physician with knowledge of both substance abuse disorders and possible alternate medical explanations for a positive test result. The MRO may not be an employee of the laboratory conducting the controlled substances test(s).
- d. As part of his/her responsibilities, the MRO must examine alternate medical explanations for any positive test results and review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. The MRO may not consider results of urine samples that were not obtained or processed in accordance with the DOT controlled substances testing program requirements.

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Additional detailed rules governing the responsibilities of the MRO may be found in 49 CFR, 40.33.

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H. Alcohol & Drug Testing Percentages

In accordance with federal and Authority mandates, the Authority shall test the following percentages of employees for calendar year 2005:

ALCOHOL TESTING

Pre-employment	0%	0%
Post-Accident	100% of who met requirements	100% of who met requirements
Random	10%	10%
Movement/Transfer	100% of those who move into a CDL position from a Non-CDL position	0% of those who move into a Non-CDL position from a CDL position
Return-To-Duty	100%	100%
Follow-Up	100%	100%
Reasonable Suspicion	100% based on specific, contemporaneous, and articulated observations	100% based on specific, contemporaneous, and articulated observations

DRUG TESTING

Pre-employment	100%	100%
Post-Accident	100% of who met requirements	100% who met requirements
Random	50%	10%
Movement/Transfer	100% of those who move into a CDL position from a Non-CDL position	0% of those who move into a Non-CDL position from a CDL position
Return-To-Duty	100%	100%
Follow-Up	100%	100%
Reasonable Suspicion	100% based on specific, contemporaneous, and articulated observations	100% based on specific, contemporaneous, and articulated observations

~~I. Quality Assurance Plan for Intoximeters, Inc. – RBT IV/Alco-Sensor IV~~

~~1. Designated Methods for External Calibration ("Accuracy") Checks~~

~~Assuming that they are approved for use by NHTSA, Intoximeters, Inc. recommends that external accuracy checks be performed using either an approved compressed dry gas standard made up of $\pm 0.05 \pm 2$ ppm ethanol in nitrogen or any NHTSA approved wet bath simulator in conjunction with a properly certified and maintained ethanol solution that has been manufactured to produce an apparent breath alcohol concentration of $0.040 \pm .002$ grams per 210 liters of breath.~~

~~In all cases the compressed gas tanks, simulators and simulator solutions should be used and maintained only in accordance with the quality assurance plans provided by their respective manufacturers in order to ensure that they produce consistent and reliable samples.~~

~~Instruction for use of these accuracy check standards with the instrument can be found in the documentation provided with the instrument.~~

~~2. Minimum Intervals for Accuracy Checks~~

~~In order to maintain the highest level of integrity for all alcohol breath tests performed, an accuracy check would have to be performed before and after every breath test. For most employers this will be a cumbersome requirement that will not offer much benefit.~~

~~When a test is run, an accuracy check must be run prior to that test if an accuracy check has not occurred within the past 31 days.~~

~~Intoximeters, Inc. also highly recommends that an accuracy check be run on the instrument as soon after a positive confirmation test as is practical.~~

~~Because an accuracy check that produces a result outside of the expected tolerances outlined below throws into doubt the validity of all previous breath tests since the last successful accuracy check, this procedure ensures that only one positive test (the last one) will be comprised. Also, if the accuracy check is run immediately, it gives the BAT an opportunity to test the subject again.~~

~~Intoximeters, Inc. suggests, if practical, that an accuracy check be run before the first test on each day that the instrument is used. This procedure offers additional assurances that the instrument is functioning properly especially when there is a long period during which there are no positive tests and an accuracy check would not otherwise be run according to the procedures outlined above.~~

~~3. Acceptance Tolerances on an External Accuracy Check~~

~~The result of an accuracy check must be with ± 0.005 grams per 210 liters of breath inclusive of the expected value.~~

~~For wet bath simulators, the requirement is measured by using simulator solution manufactured to produce an apparent breath alcohol concentration of $0.040 \pm .002$ grams per 210 liters of breath. The value of a sample from the wet breath simulator, as read by the Alco-Sensor IV, should be 0.040 ± 0.005 grams per 210 liters of breath inclusive.~~

For compressed dry gas standards, the requirement is met by using compressed dry gas tanks containing 105 \pm 2ppm of ethanol in nitrogen. The value of a sample of this gas delivered at 760mm of Hg. absolute barometric pressure as read by the Alco Sensor IV should be 0.038 \pm 0.005 grams per 210 liters of breath inclusive. However, both weather conditions and higher elevations for operation will change the barometric pressure and cause the expected value of the dry gas standard to change. For instance, in Santa Fe at 7000 ft. the compressed dry gas tank will have a value of approximately 0.025. To accommodate these variations, the TRUE CAL device is supplied with compressed dry gas tanks for manual accuracy checks and calibrations.

The TRUE CAL device contains a precision pressure sensor which monitors the barometric pressure and automatically corrects the expected value of the dry gas standard at that moment. The information is available by pushing a button on the TRUE CAL device.

Altitude tables may be used for this correction, but weather extremes may cause variations of up to \pm .002 grams per 210 liters in the expected value.

This value must be entered into the memory of the RBT IV/Alco Sensor IV by the BAT before the standard is run and is recorded on the test record, along with the result obtained from running the standard.

If the instrument does fail an accuracy check, the employer shall take the instrument out of service as per 49 CFR, Part 40.55(b)(2) and re-calibrate it.

4. Inspection, Maintenance and Calibration Requirements

The instrument should be calibrated when the result of an accuracy check is \pm 0.005 grams per 210 liters of breath or more from the expected value as outlined above.

The instrument should be taken out of service if:

- a. The instrument repeatedly fails to maintain its calibration (i.e., if after two successful attempts to calibrate the device a successful accuracy check was not obtained);
- b. the instrument fails to maintain its calibration on three consecutive monthly accuracy checks;
- c. the instrument consistently takes more than two minutes to perform a breath analysis on a sample with a concentration less than 0.100 grams per 210 liters of breath.

The instrument should be inspected by a certified technician at least once every two years in service.

Routine maintenance procedures are specified in the manuals of each instrument and must be followed in order to ensure accurate test results.

J. The Effects of Alcohol, Controlled Substances, Prescription Drugs and Over the Counter Medications

Testing for controlled substances is done for the following five drugs and their metabolites: Amphetamines, Cocaine, Marijuana, Opiates and Phencyclidines (PCP). Alcohol testing is also required. Each of these substances, as well as prescription and over the counter medications are discussed in detail in this section:

Alcohol

1. Description

Alcohol is a drug. It is a depressant, not a stimulant as is commonly believed, which slows down physical responses and progressively impairs mental functions. Ethyl alcohol is the alcohol which is contained in beer, wine and liquor. Medically, alcohol is found in elixirs, cough syrups, cold medicines, and in such items as breath spray, mouthwash, etc. Alcohol is alcohol whether it is found in an over the counter medication or a beer and has the same effect at the same level. It is immaterial how it got in the individual's system—it has the same effect. Although alcohol is legally and socially acceptable in our society, it is not legally acceptable to consume alcohol prior to or while on duty or subject to a call to report to duty. Commonly you hear that a cutoff defined as a decimal such as 0.02 breath alcohol concentration, which means 2 drops of pure alcohol to 10,000 drops of blood.

2. Health Effects

The effects are dependent on many factors—the amount consumed, a person's body weight, whether the person is rested or tired, sick or healthy, stomach content, age, altitude, gender, and metabolism. Malnutrition, lower resistance to infections, irreversible damage to brain, liver, pancreas, kidneys, pancreas, and nutritional deficiencies occur with long term use; as do birth defects, increased cancers of the mouth, malignant melanoma of the tongue, etc. Alcohol also carries a high risk of psychological and physical dependence.

It is necessary to have an understanding of what "a drink" is since the regulation prohibits consuming alcohol within four hours of reporting to work. A drink is defined as 1/2 oz. of pure alcohol. A five-ounce glass of 12% wine, a 12 oz. can of beer and a 1 oz. (a shot glass) of 100 proof liquor, all contain 1/2 oz. of pure alcohol. The body takes about two hours to eliminate the alcohol that has been consumed in a 1/2 oz. of alcohol.

A 150 lb. man could drink two 1 oz. shots of 100 proof liquor OR two beers OR two glasses of wine and measure and register a 0.05% on the breathalyzer. Two hours later, he may still register at the 0.02% breath alcohol content.

3. Symptoms of Use

Glazed eyes, flushing, slurred speech, emotional instability, decreased inhibitions, stupor, impaired coordination, slowed reflexes, odor of alcohol, hangover, sweating, blackouts, impaired thinking, aggressiveness, tunnel vision, slowed reaction times, nausea, memory loss, unsteadiness, short attention span, blurred vision, hostility, drowsiness, distorted sense of time and distance. Except for the odor, these are the signs and symptoms of any depressant substance.

4. Performance Effects

The first part of the brain to be affected is the part which controls judgment and self control. Once judgment and self control have been disrupted, the impaired individual is unable to recognize that he/she is impaired and is unable to make rational decisions. This is what ultimately leads to the decision to get behind the wheel when impaired. Reaction time decreases as much as 60% after just two drinks. Some performance problems would include faulty judgment, reasoning and lack of coordination, inability to watch other vehicles as they approach or pass, excessive braking, inability to make rapid decisions, loss of peripheral vision, takes more risks, swerving, emotional instability and increased aggressiveness, distorted sense of time and distance and blurred vision. It is important to know that the number of drinks consumed compared to body weight is only a small portion of the equation used when determining the impairment level in an individual.

5. Other Issues

Two to three percent of the driving population is legally drunk at any one time — this rate is doubled at night and on weekends. More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related. Each year 24,000 people will die on the highway due to the legally impaired driver (0.08 blood alcohol content) and 12,000 more will die on the highway due to the alcohol affected driver (less than 0.08 blood alcohol content). The rate of separation and divorce in families with alcohol dependency problems is seven times the average. Coffee and exercise do not help a drinker sober up — only time. Food slows the absorption of alcohol.

Amphetamines

1. Description

Amphetamines ("speed," "white cross," "black beauties") may be taken orally in the form of pills or capsules. Methamphetamines ("meth," "crank," or "crystal") is usually a granular powder or lumps, and may be taken orally, injected or snorted into the nose. The physical sense of energy at lower doses and the mental exhilaration of higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is not limited to a very narrow range of medical conditions.

2. Health Effects

Amphetamines are stimulants, which speed up breathing and heart rate and raise blood pressure. Low doses produce increased alertness and talkativeness, feelings of power and energy, and decreased appetite and desire for sleep. Larger doses are associated with impaired judgment, insomnia, irritability, anxiety, tremors and, with long term or high dose usage, transient psychotic episodes, and paranoia. Chronic use may cause heart, brain, dental, bones, lungs, liver, and kidney damage, and seriously deplete the body of vitamins and nutrients. The legal use is limited to a very narrow range of medical conditions. Detection time in urine is 1-2 days for light use to 2-4 days for chronic use.

3. Symptoms of Use

Dilated pupils, rapid breathing, jerky eye movements, impaired coordination, decrease in appetite, weight loss, excessive talking, insomnia, hyperactivity, sweating, confusion, panic, inability to concentrate, mood elevations.

4. Performance Effects

Amphetamines will cause a short-term improvement in fatigue or alertness. However, with greater usage the effect reverses and has an impairing effect physical fatigue and depression. Work performance would be affected by impaired judgment, delayed reaction time, greater tendency to take risks, and impaired muscle coordination.

Cocaine

1. Description

Cocaine is a stimulant. It is also called crack, rock, coke, toot, blow, nose or freebase. Cocaine Hydrochloride is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 10 to 60 minutes per 1 inch line. Cocaine Base ("crack") is a small crystalline rock about the size of a small pebble or in tablet form for smoking. Crack is smoked in a pipe, mixed with marijuana or tobacco or doused with PCP. Crack is beige or slightly brownish; white or yellowish white. It boils at low temperature and is heated in a glass pipe and the vapor is inhaled. The effect is felt within several seconds. Medically, cocaine is used as a local anesthetic.

2. Health Effects

Cocaine causes the strongest mental dependency of any known drug. It is a stimulant which causes the heart to beat faster and harder, increases blood pressure, causes muscles to become more tense, etc. "Crack" cocaine is a more potent form of the drug and is especially addicting and dangerous. It produces an intense high almost instantly. The high is always followed by a low so unpleasant that the user will do almost anything to get more crack. Larger doses are associated with restlessness, headache, rapid pulse, irregular respiration, chills, rise in body temperature and nausea. Chronic uses or overdoses include delirium, convulsions, unconsciousness, and death from stroke or heart attack. Because crack dulls pain, users may ignore conditions that require medical attention. Detection time in urine is 1-2 days for light use and 4-6 days for chronic use.

3. Symptoms of Use

Nasal redness, increased physical activity and fatigue, extreme mood swings, violent, depression, short attention span, sensitive to noises, irritable, forgetfulness, weight loss, running nose, nose bleeds, sniffing, hyperactivity, bad breath, dilated pupils and visual impairment, anxiety.

4. Performance Effects

Absenteeism, tardiness, missed assignments or forgetfulness; difficulty in concentration, impairment of performance and judgment. Because the addiction is costly and the "high" so important, it's hard for the person to think about anything but how to get the next "high" financial

problems and theft or dealing may occur. Slower reaction time and ability to make decisions, distorted vision and depth perceptions, unable to judge time and distance.

Marijuana

1. Description

Marijuana comes from the hemp plant, cannabis sativa. It is a depressant which primarily affects the brain. Leaf marijuana ranges in color from green to light tan and the leaves are usually dry and broken into small pieces. Hashish is a compressed tar like substance ranging in color from pale yellow to black and is sold in small chunks. Marijuana has a distinct pungent smell. Marijuana, hashish, hash, oil are forms of cannabis which are smoked. Nicknames include pot, dope, grass, joint or reefer. Marijuana is usually smoked in a cigarette or pipe and can also be eaten. Marijuana contains hundreds of different chemicals, which produce many different effects on the mind and body.

2. Health Effects

Increases heart rate, lowers blood pressure and causes reddening of the eyes. One marijuana cigarette (joint) contains cancer causing substances equal to one half pack of cigarettes. Low to moderate dose effects range from relaxation and euphoria, talkativeness, and gaiety to mild fatigue, perceptual changes, and feelings of heightened sensitivity. High or repeated doses can produce panic reactions, reduced motivation, and distortions of body image. Medically, marijuana has been used in glaucoma treatment, epileptic spasms and seizures treatment, and relief of nausea associated with cancer chemotherapy. Marijuana poses a moderate potential for psychological dependence and some tolerance may develop with long term usage. Long term effects include lung cancer, immune system problems impaired memory, concentration and motivation, reduction in hormonal levels which regulate growth, reproduction and sexual development, and pregnancy problems. Because of the effect on the immune system, there is research on the possible connection between marijuana smoking and the activation of AIDS in positive HIV carriers. The potency of the active chemical, THC, in marijuana makes smoking 3-5 joints a week today equivalent to 15-40 joints a week in 1978. Detection time in urine is 2-7 days for light use and more than 30 days for chronic use.

3. Symptoms of Use

Bloodshot eyes, persistent cough, sore throat, or respiratory infection, increased appetite, memory lapses, reduced attention span, fatigue, slowed speech, odor on clothing, lack of motivation, paranoia, confusion and aggression.

4. Performance Effects

Produces a number of changes in perceptions, memory and thought processes including reduced concentration, impairment of judgment and coordination, reaction time, tracking ability, distorted vision and depth perception, inability to correctly measure time and distance all of which can linger up to 24 hours after use. Marijuana poses serious risks on the road or in jobs involving heavy or complicated equipment.

Opiates

1. Description

Opiates are classified as a narcotic analgesic that alleviate pain and depress body functions and reactions. Opium derivatives are more commonly known as morphine, codeine, and heroin. Nicknames are junk, smack, horse and brown sugar. Synthetic narcotics are methadone, meperidine (Demerol), hydromorphone (Dilaudid), oxycodone (Percodan), pentazocine (Talwin), propoxyphene (Darvon). Opiates have a sedating, calming effect, and act as a depressant to the central nervous system. They are taken either orally, by injection or smoked.

2. Health Effects

Narcotics slow down body systems, reduce sensitivity to pain and induce sleep. Low dose or infrequent use produces euphoria, fatigue, lower sensitivity to pain, and impaired concentration, while wiping out desire for food, sex and most physical activity. Higher dose or regular use promotes sleep and triggers a sense of detachment and reduced motivation. Medically, opiates are prescribed to relieve pain, cough and diarrhea and reduce pain in the terminally ill. Unwanted side effects include itchiness, constipation, nausea and vomiting, restlessness, abdominal pain and visual problems and if taken in excess, can cause coma or death. Users quickly build tolerance and risks of overdose are particularly high. Narcotics effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose. Detection time in urine is 2-4 days for light use and more than one week for chronic use.

3. Symptoms of Use

Pinpoint pupils, mood changes, confusion, shallow and slow breathing, sleepiness, unresponsiveness to pain, nausea and vomiting, memory loss, dry mouth, raspy speech, depressed reflexes, excess talking, cold, moist or bluish skin, slurred speech, hostility, euphoria, short attention span, unsteadiness, depression. High doses impair judgment and coordination.

4. Performance Effects

Work performance problems would include daydreaming or lack of concentration, drowsiness, distorted vision, distorted sense of time and distance, depressed reflexes, potential visual problems.

Phencyclidine (PCP)

1. Description

Phencyclidine is known as a dissociative anesthetic. Street names include hog, crystal, angel dust, embalming fluid, tic and THC. It is sold as pills, powder, and liquid, or sprinkled on marijuana or tobacco cigarettes. PCP may be smoked, snorted or injected. PCP is easily the most unpredictable of all psychoactive drugs and effects vary widely depending on the user and the dose.

2. Health Effects

PCP users may experience hallucinations and signs of intoxication. They will be unable to focus their attention or will experience confusion and lack of coordination. Although it has short term effects, it is known for its long term effect of causing psychotic behavior often associated with violent acts.

~~Low doses produce stimulation, numbness, and reduced inhibitions along with flushing, sweating, impaired coordination and judgment and slurred speech. Moderate doses of PCP act as a depressant, with a sense of detachment and being excited and confused. High doses of PCP effects resemble powerful hallucinogens, including agitation, increased aggression, paranoia, and near complete insensitivity to pain. Originally developed as an anesthetic, the side effects limited its use to a large animal tranquilizer but have no current medical use. Detection time in urine is 2-7 days.~~

3. Symptoms of Use

~~Lack of coordination, panic, loss of sensitivity to pain, imprecise eye movements, delusions, severe confusion, agitation, increased blood pressure, anxiety, flashbacks, muscle rigidity, blank stare, cyclic behavior, disorientation, perspiring, extreme mood shifts, dilated pupils, sweating, dizziness, depression, paranoia, inability to carry on a conversation, bizarre behavior.~~

4. Performance Effects

~~Work performance problems would include increased likelihood to take risks, powerfully impaired judgment and coordination, aggressive actions with vehicle, severe disorientation, hallucinations, distortion of size, shape and distance.~~

Over the Counter and Prescription Drugs

~~While it is legal to purchase nonprescription medicines over the counter, such medicines are not necessarily safe to use while driving or performing other duties. The Department of Transportation regulations do not permit drivers to take anything that can affect their ability to drive. For example, certain cold remedies contain antihistamines. Antihistamines may make the driver drowsy. If the warning on the box or label clearly states: "product may cause drowsiness. Do not operate heavy equipment or machinery while taking", it is a violation of the Department of Transportation regulations to take it and drive a commercial motor vehicle. Carefully examine the ingredients in any over the counter medication—alcohol, for instance, may be an ingredient.~~

~~Over the counter stimulants such as "No Doz" or "Stay Awake", are all considered legal and are used by drivers to stay awake. These products only keep the driver's eyes open, however. They cannot overcome the effects of fatigue on the body. Thought processes and reaction speed are still those of a person who is fatigued and tired. In an emergency, this driver may not be able to perform as well as if he or she were well rested.~~

~~Is it OK to take prescription medicine as long as it has been prescribed by the doctor? Maybe... but not if the prescription medication contains ingredients which may make you drowsy or affect your performance. While talking to the doctor, it is YOUR RESPONSIBILITY to make sure the doctor knows what kind of work you do so a medicine can be prescribed that won't affect your ability to safely perform your work tasks. The Authority has the right to require that you inform us of any medications you are taking that may affect on the job performance.~~

M. Attachments and Forms

- a. Rivanna Water & Sewer Authority Organizational Chart *(Section A)*
- b. Rivanna Solid Waste Authority Organizational Chart *(Section A)*
- c. Authority Pay Grade and Scale, Table 1 *(Section D)*
- d. Authority Pay Grade and Scale with Title, Table 2 *(Section D)*
- e. Sick Leave Bank Enrollment Form *(Section F)*
- f. Grievance Procedure Form Part A & Part B *(Section H)*
- g. Technology System Acceptable Use Policy *(Section I)*
- h. Employee Expense Reimbursement Form *(Section J)*
- i. Employee Training and Development Form *(Section J)*
- j. Employee Mileage Reimbursement Form *(Section K)*
- k. Employee Travel Request Form *(Section K)*
- l. Employee Drug and Alcohol Testing Pool Designation Letter *(Section L)*

~~m.~~ Employee Handbook

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RIVANNA WATER & SEWER AUTHORITY

RIVANNA SOLID WASTE AUTHORITY

EMPLOYEE HANDBOOK



July 2021

WELCOME! As an employee of the Rivanna Water and Sewer Authority or the Rivanna Solid Waste Authority (Authority), we hope that you will find your association with this organization to be both pleasant and rewarding. This handbook is intended to give you basic information about personnel policies, operating rules, and benefits. Nothing in this handbook is to be construed as a contract of employment or can be modified. Employees are employed at will and can be terminated or resign with or without cause. Please talk to your immediate department manager or the Human Resources Manager if you have any questions not fully answered by this handbook or the Personnel Management Plan. Copies of the Personnel Management Plan are maintained by the department managers and divisional directors, a current copy can be found on our network in the Employee Drive Q: Personnel Management Plan\Personnel Management Plan Approved.

AUTHORITY

The Rivanna Water and Sewer Authority (RWSA) and Rivanna Solid Waste Authority (RSWA) are independent public agencies that serve the citizens of Charlottesville and Albemarle County.

The Rivanna Water & Sewer Authority is a wholesale agency with two customers, the City of Charlottesville and the Albemarle County Service Authority, which in turn provide service to individual retail customers. We provide clean drinking water to the community and treat wastewater and return it to the environment. We operate several water treatment plants and wastewater treatment plants throughout the Charlottesville and Albemarle County area.

The Rivanna Solid Waste Authority is an independent public agency formed to develop and operate regional garbage and refuse disposal services, including systems and facilities for transferring, recycling, waste reduction and other disposal alternatives, for the Charlottesville and Albemarle County area as well as to acquire and operate current facilities. The RSWA provides disposal services and does not collect solid waste.

The Authority has an Executive Director who is appointed and supervised by a Board of Directors. Under the supervision of the Executive Director are the Director of Operations, who supervises the Water, Wastewater, and Laboratory Departments; the Director of Engineering and Maintenance, who supervises the Maintenance and Engineering Departments; the Director of Finance and Administration, who handles administrative functions, including finance, data processing, accounting, budget, personnel, and purchasing; and the Director of Solid Waste who manages all solid waste services. All employees are expected to carry out the practices and policies established by the Board of Directors and administered by the Executive Director.

EMPLOYMENT

The Authority is an equal opportunity employer. The Authority prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race (including hair styles and textures), color, religion, sex, sexual orientation, gender identity or expression, pregnancy, childbirth, pregnancy-related medical conditions, age, national origin, disability status, genetic information, protected veteran status, marital status or any other characteristic protected by law. The Authority conforms to the spirit as well as to the letter of all applicable laws and regulations.

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The Authority seeks to employ people who seek the challenge and rewards of meeting our critical public service needs. In return, the Authority offers on-the-job training, opportunity for advancement in most positions, good benefits and working conditions, and a fair wage.

Job applicants are evaluated for the ability, training, and experience necessary to perform the tasks for the position applied for. ~~RR~~ Race, color, sex, pregnancy, childbirth or related medical conditions, religion, sexual orientation, gender identity, national origin, age, marital status, hairstyles, hair textures, or non-job related disabilities are not considered in the selection or promotion of employees.

Employees are hired as either: 1) Full-time for a position of at least 2,080 hours annually and are eligible to receive benefits; 2) Part-time for positions working less than 32 hours a week. Part-time employees do not receive benefits. Work hours are specified at the time of employment. They may vary for each employee depending upon the position, the shift schedule, or the work site.

The Main Office maintains a Personnel File for each employee dating from time of employment. It contains copies of all promotions, merit reviews, pay changes, commendations, reprimands, tax withholding forms, retirement and life insurance forms, and other materials. It is available for your inspection, by appointment. Any and all changes to your vital information, such as address, home phone number, marital status, emergency contact and the like must be reported immediately to the Human Resources Manager.

REASONABLE ACCOMODATIONS FOR EMPLOYEES WITH DISABILITIES

The Authority is committed to providing equal employment opportunities to qualified individuals with disabilities, and complies with the Americans with Disabilities Act (ADA), as amended, the Virginians with Disabilities Act (VDA), and the Virginia Human Rights Act (VHRA), in addition to all other applicable federal, state, and local fair employment practices.

Reasonable Accommodation

Consistent with this commitment, the Authority will provide reasonable accommodation to disabled applicants and employees if reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create undue hardship upon the business. Employees seeking accommodation should contact their department manager.

Once an accommodation is requested, the Authority will engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, the Authority will discuss alternative accommodations that may be provided.

No Retaliation

The Authority is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to their department manager.

PREGNANCY DISCRIMINATION

No employer may refuse to hire, discharge, or otherwise discriminate against any individual with respect to the individual's compensation, terms, conditions, or privileges of employment, on the basis of pregnancy, childbirth, or related medical conditions. The law requires employers to make reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions (including lactation), unless

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such accommodations would impose an undue hardship on the employer. Reasonable accommodations include more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

All nursing mothers are eligible to take reasonable breaks to express breast milk for up to one year after the birth of the employee's child. The Authority encourages all eligible employees who intend to take breaks under this policy to notify Human Resources. The employee will be provided reasonable break time to pump breast milk for a nursing child and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used to pump breast milk. Please contact Human Resources for details.

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COMPENSATION PLAN

The Authority uses a pay scale and each position has a range from entry level to maximum as defined in the Personnel Management Plan (*Section D. Compensation Plan and Administration*). Positions are classified to a pay range according to job requirements and responsibilities. All employees are paid biweekly on Fridays. Paychecks may be automatically deposited. All new employees are requested to have their paychecks automatically deposited into a checking or savings account.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to your manager or the Human Resources Manager.

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Work schedules vary by department and position. Non-exempt employees are paid overtime for hours worked in excess of forty in a workweek. Overtime pay at blended rate based on hours actually worked and compensation or those hours actually worked. Overtime does not include time for sick, vacation, or other leave. Additionally, employees will be paid a premium rate of 50% their hourly base pay rate regardless of the number of hours worked in the workweek for unscheduled hours worked due to emergency call-in or covering another employee's work schedule. Part-time employees receive overtime pay for work hours exceeding 40 in a workweek. Any other overtime which is not specified above, must be preauthorized by your immediate department manager on a daily basis. In all instances of overtime, the employee may request in lieu of overtime pay an annual leave credit at a rate of 1.5 times the overtime hours worked for up to 20 overtime hours per calendar year.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Authority. This salary will be established at the time of hire or when you become classified as an exempt employee. You will be required to use accrued vacation, sick or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, your salary will not be reduced for partial day absences if you do not have accrued paid time off. Your salary also may be reduced for

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certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 457 or pension plan. If you believe a deduction from your check was made in error, contact the Human Resources Manager.

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Certain positions are required to participate in an on-call rotating schedule. Currently, only one mechanic, ~~and one~~ engineering staff member and the water and wastewater supervisors are on-call during the normal off-duty hours. In the event of an emergency, this on-call employee is expected to respond promptly and be fit for duty. Non-exempt employees that are placed on-call will receive a wage rate of 10% of their normal hourly 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, he/she will receive unscheduled premium pay ~~overtime pay~~ for two hours or the actual hours worked, whichever is greater. In the case of emergency operation status, as determined by the Executive Director, other positions may temporarily be included in the on-call schedule.

Your performance is evaluated annually by your immediate department manager. Evaluations determine annual merit increases and also give you a concrete idea of job performance standards. The evaluation gives you an opportunity to discuss strengths and weaknesses in job performance and to express to the immediate department manager any problems found in performing the job. Further details of the performance evaluation/merit increase plan are available from your department manager or the Personnel Management Plan (*Section D. Compensation Plan and Administration*). Please remember that you do not have to wait for an evaluation to discuss how you are doing with your immediate department supervisor. The job descriptions used in performance evaluation have been worked out with contributions from all levels of employees. If you have suggestions for improving them let your department manager or the Human Resources Manager know. The Authority does not have any policies prohibiting our employees from discussing compensation information.

PROBATION PERIOD

New employees must successfully complete a six-month probation period. During probation, your immediate department supervisor has the opportunity to observe you on the job and determine your suitability for the job. Your performance will be evaluated in writing after 3 months and after 6 months, with minimum scores of 1.5 points after 3 months and 1.75 points after 6 months required for success during probation. Lower scores are grounds for termination. Accrued annual balances will not be paid should you terminate during initial probation. Dismissals during probation cannot be appealed under the Authority's grievance procedure. Employees who score below 1.60 on any subsequent evaluation after the initial probation period will reenter the probation period.

BENEFITS

The following benefits are provided or are available to all full-time employees. Further, medical insurance and prorated annual leave are offered to part-time employees working at least 30 hours per week. Nothing in this manual shall prevent the Authority from changing, altering or discontinuing Authority provided benefits.

HOLIDAYS

The following 12 and a half days are paid holidays:

- New Year's Day
- Martin Luther King Jr. Day (3rd Monday in January)
- Washington's Birthday/Presidents' Day (3rd Monday in February)

- Thomas Jefferson's Birthday (April 13, Floating Holiday)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Veterans Day (November 11, Floating Holiday)
- Thanksgiving (half day on the 4th Wednesday, 4th Thursday and Friday in November)
- Christmas Eve and Christmas Day (December 24 and 25)

In the case of Monday-Friday work schedules, if a holiday falls on a Sunday, it is observed the following Monday. If it falls on a Saturday, it is observed the preceding Friday. An employee scheduled to work on the actual day on which a holiday falls, will receive holiday premium pay for each hour worked. All employees will receive 8 hours of regular holiday pay. Thomas Jefferson's Birthday and Veterans' Day are floating holidays and can be taken any time during the year. Holiday premium pay is not paid for work on these days.

ANNUAL LEAVE

Full-time employees accumulate annual leave at the following rates:

Years of Service	<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	120 hours	144 hours	168 hours	192 hours	216 hours

Annual leave hours may be accumulated until they equal twice the annual accrual rate. Annual leave accumulations over the allowed amount will be lost as of January 1 of each year. Unused annual leave hours are paid upon separation provided that at least two-weeks' notice is given if the separation is voluntary.

SICK LEAVE

~~All full-time employees who participate in Plan 1 or Plan 2 of the Virginia Retirement System accrue 96 hours of sick leave per year. Sick leave is accrued at a rate of 3.69 hours per pay period. Full-time employees who participate on the Virginia Retirement System Hybrid Plan can accrue up to 480 sick hours. All other full-time employees do not have a limit on the amount of sick time they can accrue. earn sick time every January 1st based on their service (see the chart below).~~

Sick leave is for personal illness, medical and dental appointments, or after exposure to a contagious disease. Sick leave used to attend members of your immediate family for the reasons above is limited to 40 hours per year (January 1 – December 31). Immediate family includes spouse, parents, parents-in-law, children, stepchildren, foster children, or other relatives or individuals residing in the same household. A supervisor may require a medical certificate for sick leave when leave is taken before or after a holiday or other scheduled day off, or when leave taken is in excess of three working days. A supervisor may also require a medical certificate when a sick leave occurrence exceeds one sick leave occurrence per three months.

Sick leave may also be used as bereavement leave in the event of a death in the immediate family, for up to 40 hours per occurrence. Your immediate family in this case includes spouse, children, parents, foster children, siblings,

grandparents, grandchildren, stepchildren, ~~step-parents~~stepparents, guardian or same relative of spouse and any other relatives or individuals residing with the employee.

SICKNESS DISABILITY AND PERSONAL TIME OFF POLICY (SDPTO)

~~This policy applies to all employees that are enrolled in the VRS Hybrid Plan. Full-time employees earn SDPTO hours as follows:~~

Months of Service	Sick Leave Accruals (hours)
Less than 60	96 (8 hours per month)
60 to 119	104
120 or more	120

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~~SDPTO can be used for personal illness, medical and dental appointments, or after exposure to contagious diseases. SDPTO can be used for family illness or injury, or bereavement. The first year of employment, a new hire will be credited for the accruals based on their anticipated months of service; thereafter, the employee will receive their annual accrual on January 1. SDPTO cannot be carried forward year to year.~~

SHORT-TERM LONG-TERM DISABILITY INSURANCE

Disability insurance is provided to employees enrolled in the VRS Hybrid Plan. After meeting specific eligibility requirements, an employee receives partial salary for a maximum of 26-weeks each year beginning the 8th calendar day after illness/disability. A disability lasting longer than 26-weeks requires coverage to transition to a Long-Term Disability Plan.

FAMILY AND MEDICAL LEAVE

All employees are eligible for up to 12 weeks per year of Family and Medical Leave in the circumstances of birth, adoption or foster placement of child, and of serious medical condition of a family member or the employee. In many cases, use of annual and sick leave will count toward the twelve weeks. Any Family and Medical Leave not covered by current paid leave benefits will be Leave Without Pay. Please see the Personnel Management Plan, (Section F., Leave Policy and Rules) your immediate department manager, or the Human Resources Manager if you have questions.

WORKER'S COMPENSATION

If you are hurt on the job and the injury is considered compensable under the Worker's Compensation Act, the costs of your treatment, medicines, supplies, therapy, hospital, and other items will be paid through our Worker's Compensation insurance. This insurance also provides for 66^{2/3} pay during time lost from the job should the lost time exceed seven calendar days. It is important that employee:

- Report every injury immediately to your immediate department manager and go to a doctor if necessary. Get help, don't tough it out. The Authority has a panel of physicians that handle all employee injuries or illnesses. Going to a physician other than a panel physician may result in you being personally responsible for these bills.
- Tell the doctor and others you were injured on the job and make sure the Authority receives the bill, not you. Do not provide your personal insurance information. If you do get a bill, give it to the Human Resources Manager as soon as possible for payment or reimbursement; and

- Cooperate with your immediate department manager, the insurance company and the Safety Committee in investigating the accident.

You are also required to review the Safety Manual and sign an acknowledgement.

MEDICAL INSURANCE

You as an employee may participate in the Authority group health, dental and vision insurance plans. Please see the plan handbook for more details. You will be provided a copy of the summary plans on your first day of employment. The Authority contributes toward whichever option and plan you choose. The Authority will not contribute to any other insurance plan you may wish to substitute for this group plan.

RETIREMENT

Full-time employees must participate in the Virginia Retirement System (VRS). On a biannual basis, the VRS actuarially determines the Authority's contribution rate. This contribution is a percentage of the employee's monthly credible compensation and is paid by the Authority into the VRS retirement funds for each employee. In addition, depending on an employee's enrollment in VRS Plan 1, VRS Plan 2 or VRS Hybrid the employee is required to make a minimum payment of 5% of their compensation into the VRS retirement fund. This member contribution is deducted on a pre-tax basis from the employee's biweekly pay. Please see the current VRS handbook for information on retirement, disability, and death benefits and options. There is no mandatory retirement age. A copy of the handbook can be found at www.varetire.org.

SOCIAL SECURITY (FICA)

Social Security is another part of our retirement benefit. A payment is withheld from your gross pay and this payment is matched by the Authority.

LIFE INSURANCE

Participation in VRS includes a group life insurance plan, paid for by the Authority. The amount of insurance provided is your annual wage rounded to the next higher thousand and then multiplied by two. See the VRS booklet for details. Employees may also elect to purchase additional life insurance for family members through optional insurance.

OPTIONAL BENEFITS

The Authority supplements its core benefits package with various voluntary or optional benefits. The optional benefits currently offered include a 457 Deferred Compensation plan, Flexible Dependent and Medical Spending Accounts, Health Savings Accounts, health club membership at reduced rates, Legal Resources and Liberty Mutual group auto and ~~homeowners~~[homeowners'](#) group discounted rates. These benefits are subject to review and may be altered, changed or discontinued.

OTHER BENEFITS

Military leave, court leave (jury or witness duty), supplemental leave, leave without pay, and educational assistance are described in the Personnel Manual, available from your immediate department manager, or can be viewed on our network in the Employee Drive Q: Personnel Management Plan\Personnel Management Plan Approved. Further information is available from your immediate department manager or the Human Resources Manager.

DEDUCTIONS

The following deductions must be taken from your pay: Federal and State tax withholding, Social Security taxes, VRS member contributions, garnishments, and mandated child support payments. Voluntary deductions may be taken for the following: optional medical and dental insurance, AFLAC insurance, ~~Credit Union~~, Deferred Compensation, Flexibility Spending Accounts, Health Club memberships, Health Savings Accounts, or others as the need arises.

DEPARTMENT MANAGERS

Every employee has an immediate department manager (IDM) to whom he or she is responsible for the effective job performance. Your IDM's main responsibility is to see that the job gets done and that you are treated fairly. Together you and your IDM can work out most problems. You are expected to carry out your duties thoughtfully and thoroughly in accordance with the performance standards for your position. Disciplinary problems are handled through the Disciplinary Policy in the Personnel Management Plan (*Section G., Disciplinary Policy*).

Disciplinary action options include reprimands, suspension, demotion, reduction in pay, or dismissal for such offenses as (examples only and not limited to):

- Tardiness
- Absenteeism
- Neglect of duty
- Sleeping on the job
- Dishonesty
- Insubordination
- Fighting
- Incompetence
- Criminal convictions
- Harassment
- Work rules violations
- Unauthorized use of Authority Property

UNIFORMS

Uniforms are provided to all operators, maintenance and certain engineering employees. You are expected to report to work in uniform and to remain in uniform until relieved of duty. You are required to wear your complete uniform while on the job and to wear appropriate shoes at all times. Failure to wear the complete uniform may result in disciplinary action. Uniforms may be worn home, but it is your responsibility to turn in uniforms for cleaning on the scheduled days so that clean uniforms will be available. Employees who prefer to launder their uniforms may do so. If you leave the Authority, all uniforms and other equipment must be returned. You will be expected to reimburse the Authority for the cost of items not returned.

Operators, maintenance employees and certain other employees are required to wear approved steel-toe safety shoes on the job. The Authority gives an allowance credited July 1st of each year as set out in the Personnel Management Plan (*Section I., Administrative Policies*).

SAFETY

Safety is important to everyone at the Authority. Your immediate department manager is expected to train you in the safety rules for your position and make sure that you have the proper equipment, use it properly, and follow the safety rules. Department managers are expected to provide continuing safety education. On-the-job accidents must be reported promptly to your department manager to ensure treatment and proper reporting. Employees must promptly report all accidents and injuries, no matter how slight. You are expected and encouraged to report to your department manager any unsafe conditions immediately and to bear safety in mind both on the job and at home. You may take safety concerns directly to the Safety Manager and/or the Safety Committee if you are not satisfied with your immediate department manager's response.

Our safety program is administered and advised by the Employee Safety Committee. Members serve two-year terms. This committee is charged with maintaining and improving our safety consciousness as well as improving the safety rules and safety education. Each accident is investigated to determine unsafe acts or unsafe conditions. The Authority has a safety incentive program. Please refer to the Safety Manual to which you will be provided access on your first day of employment.

SPECIAL INFORMATION FOR TREATMENT PLANT OPERATORS

Most operators are expected to remain at the plant while on duty and are not to leave the plant site during their shift without the plant supervisor's or department manager's permission. The operator on duty is expected to remain on duty and in uniform until he/she has been relieved. Every effort will be made to minimize overtime and shift schedule changes, but the plant has to be staffed at all scheduled times. Acceptance of overtime to fill in for sickness, vacation, and emergencies is expected.

A good work habit is to report to work sufficiently early to receive any special instructions from the operator on duty or to learn of any equipment problems so that the operator being relieved can leave on time. Repeated tardiness will result in disciplinary action. The fact that treatment plants operate around the clock puts special requirements on the operators to ensure good control of the process. It is your responsibility to notify your plant supervisor or department manager with as much advance notice as possible (a minimum of four hours) when you will be absent or late to work. Having some other person call the operator on duty is not acceptable and may result in disciplinary action. Only rare exceptions will be made to this policy.

Operators 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 class or a rate in the new range 5% above the current salary, whichever is greater, provided the experience requirements have been met.

These provisions are intended to help insure proper training and qualification of water and wastewater treatment plant operators. Each operator is required to earn a Class 1 license level. Failure to obtain the required license will be grounds for termination or other disciplinary action.

GRIEVANCES

The Authority hopes that all complaints and grievances can be resolved between you and your immediate department manager. If not, you deserve and have the right to submit grievances resulting from work situations and have them resolved speedily. The Personnel Management Plan contains a grievance procedure (*Section H., Grievance Procedure*) to be used when a grievable instance, situation or condition arises. Grievances cannot be used to change policy, but in general may be used to resolve interpretation/application of rules and policies, acts of reprisal for filing a grievance, certain disciplinary matters, or complaints of discrimination.

INCLEMENT WEATHER POLICY

The objective of this policy is to establish procedures and guidelines for all Authority employees concerning the potential closings or delays in opening Authority facilities. For more information, refer to the Personnel Management Plan (*Section I., Administrative Policies*).

ROLES AND RESPONSIBILITIES

The Executive Director will be responsible for determining whether a delayed opening or closing of some or all Authority facilities is necessary due to inclement weather and whether the Liberal Work from Home protocol will go into effect due to inclement weather. (Refer to General Administrative Procedures – Work from Home (WFH)/Telecommute Procedures))

Essential employees will be expected to report to work regardless of the weather. It is immediate department manager's responsibility to ensure their employees know whether they are considered essential or non-essential employees.

~~Notice of delayed opening or closing may be announced via local radio and local television announcements. These announcements are opening and closing notices to the general public that use these facilities and not Authority employee work schedule announcements.~~ Non-essential employees should call (434) 977-2970 extension 333 for weather-related delays or closings that effect their work schedules.

SNOW/ICE REMOVAL

Snow and ice removal will be based on the following priorities:

- Public parking and travel ways into and around all Authority facilities;
- Employee parking areas and travel ways;
- Main pedestrian walkways and ramps; and
- Other Authority driveways and facilities that are not maintained by other outside agencies.

These priorities may be altered as deemed necessary by the Department Manager when considering special events or circumstances.

USE OF LEAVE DURING INCLEMENT WEATHER INCIDENTS

In order to address the questions regarding time that has to be made up or leave debited, the following shall apply:

Delayed Opening and/or Early Closing

- Essential Employees who are scheduled to work on a day when liberal Work from Home is in effect must use annual leave if they do not report for their scheduled shift.
- Non-essential Employees must use annual leave if they do not work from home when the facility in which they work is closed or has a delayed opening due to inclement weather and the liberal Work from Home protocol is in effect.

~~Non-essential employees will not be required to make up time missed due to weather-related delayed opening or early closing. However, if the employee leaves work prior to an early closing, the time between the departure and the early closing time must be made up in the same payroll week or annual leave or comp time debited. Should the employee report to work after the delayed opening time, the time between the delayed opening time and the actual time the employee reported to work must be made up in the same payroll week or annual leave debited.~~

Closed for the Entire Day

~~Non-essential employees will not be required to make up lost time if offices are closed for the entire day.~~

Open or Close on Regular Scheduled Time

- Non-essential employees who are delayed due to weather conditions on days when the facilities/offices are opened at ~~their~~ regular time or who need to leave early due to weather-related concerns when the facility remains open until its normal closing time will be expected to account for time missed. Any time

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missed can be accounted for through either making up time or using annual leave. All time made up must be within the same payroll week.

◆ ~~Employee on Leave~~

~~When an individual is on leave during a day that there is a delayed opening, early closing, or a complete closing, the time assessed for such leave is not adjusted for the changed schedule. An individual will be charged the full time that they are not at work.~~

GENERAL INFORMATION AND BEHAVIOR GUIDELINES

The following information summarizes miscellaneous Authority policies from the Personnel Management Plan, previously written directives, and policy interpretations. It is not all-inclusive, and some information applies only to certain groups of employees, but the intent is to answer some of the more common questions as to what is expected with respect to attendance, work habits, and the like. All employees are expected to abide by these rules and guidelines and violation may result in disciplinary action.

Every effort will be made to minimize overtime and schedule changes, but certain staffing requirements must be met regardless of circumstances. Acceptance of overtime when necessary for operations is expected but immediate department managers are expected to be reasonable and fair in scheduling overtime and in making schedule changes.

Employees are expected to report to work on time. Repeated tardiness will result in disciplinary action. It is your responsibility to notify your immediate department manager with as much advance notice as possible, but a minimum of 4 hours before your shift starts, when you will be absent or late to work.

It is understood that treatment plant operators are to take time to eat between duties during their shifts. All other departments have a scheduled non-paid meal break. Limited kitchen facilities are available, but extensive meals should be prepared at home, not on the job. Normal work schedules vary from 8-hour, 9-hour, 10-hour to a 12-hour workday. The workweek may also vary among position and department.

Outside interests that conflict with your ability to be alert and attentive to your job are discouraged. Any employee that has another job outside of the Authority must advise their immediate department manager of this. It may be necessary that your extra employment be reviewed by the Executive Director for any conflicts of interests with your Authority position. Working a second job may not allow you sufficient rest to do a satisfactory job here and may result in poor performance evaluations. Should your outside interests or other job have an adverse impact on the Authority, you may be asked to terminate your outside job or activity if you wish to remain with the Authority.

Telephones are for Authority business and personal calls should be minimized. No personal long-distance calls may be charged to the Authority. You are expected to handle incoming calls politely and efficiently. Entertaining visitors while on duty is not permitted. If you want to show friends or relatives where you work, schedule visits on daylight hours during weekdays. You are not permitted to carry firearms while on duty or on Authority premises without prior permission from the Executive Director.

Employees who use, are under the influence of, or have possession of intoxicants or controlled substances (as defined by the Code of Virginia) while on duty either on or off Authority premises or in an Authority vehicle are subject to immediate dismissal. See Section L., Substance Abuse Policy of the Personnel ~~Management Plan~~ [Manual](#) for further information.

You are responsible for the proper use and maintenance of equipment and vehicles used in your work. You are expected to report any defect you cannot fix to your immediate department manager as soon as possible. Do not operate any equipment or vehicle if its safety is questionable.

The personal use of Authority equipment or facilities is permitted to a reasonable extent; however, permission must be obtained from a department manager each time something is borrowed or used. The personal use of Authority vehicles is not permitted. Abuse of this privilege or of the equipment may result in the loss of this privilege ~~for everyone~~. Use of Authority equipment or facilities, including personal car washing, is limited to off-duty hours or scheduled breaks.

Computers, internet, e-mail and voicemail are tools available to employees to perform the duties of their position. No user should presume that any file or message generated, received, transmitted or stored on any Authority system is private. This includes, but is not limited to, e-mail, voicemail, text documents, graphics files, executable files, audio files and printouts. No web page viewed using the Authority equipment or accounts are private. The Authority reserves the right to inspect any hardware, software or file at any time for any reason. The Authority reserves the right to monitor internet usage, including the logging of sites visited. If password protection is used on any file, directory, software package or machine, a copy of the password used must be forwarded to the appropriate department manager and the Human Resources Manager. Before any software or hardware is purchased or installed, you must check with the Information Systems Administrator first. Personal use of computers, printers, e-mail and the internet must be kept to a minimum. In addition, personal use should be confined to personal time. Excessive personal use may, at your immediate department manager's discretion, result in loss of the privilege of personal use. E-mail attachments should only be opened if they are from a trusted source. Users will be held responsible for damage done by computer viruses that come in attached to personal e-mail. The use of any of the Authority's equipment, e-mail or internet connections for any illegal, discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive purpose is strictly prohibited and will result in disciplinary action. See Personnel Management Plan for more information (*Section I-9, Administrative Policies, Technology System Acceptable Use Policy*).

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 their ID badge when requested.

If an identification badge is lost or stolen, the employee must obtain a replacement. A fee of \$5.00 will be assessed for all replacement badges. Lost or stolen cards should be reported to your immediate 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.

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

STANDARDS OF CONDUCT

The Authority is a public corporation and thus special demands and responsibilities must be met by its employees. We are always in the public eye, with our work subject to critical review by the people who pay our wages through their water and wastewater rates. Also, our facilities by their nature lie across the property of many landowners

who have their own expectations of our conduct. We are required by these facts to conduct ourselves with courtesy, fairness, honesty, and efficiency while maintaining our own dignity.

Our function in the community is a critical one. This great responsibility requires conduct that not only meets the demands and responsibilities above but also helps ensure safe, effective, and efficient operations. The standards of conduct below define general and specific behavioral guides to which all employees are expected to conform. You are hired with this expectation and breaches of these standards will be met by a range of disciplinary actions. It is the intent of this policy to establish fair and objective process means for correcting and treating unacceptable conduct and to distinguish between less serious and more serious misconduct and provide for timely correct action. While the standards cannot cover all circumstances, you should remember that your actions with the public and your co-workers are expected to be and to appear to be courteous, fair, honest, non-discriminatory and efficient.

All employees are expected to have timely and regular attendance, their time at work applied to the duties of their position, satisfactory work performance, and appropriate work attire. See the Personnel Management Plan (*Section I., Administrative Policies*).

CONFLICT OF INTEREST

Employees must not have a material financial interest in or engage in any business or profession that conflicts or appears to conflict with job responsibilities or that tends to impair independence of judgment or action on the job. Likewise, employees must not use their positions for personal gain beyond wages and benefits and must keep confidential all information acquired through employment when that information is not available to the public. See the Personnel Management Plan (*Section I., Administrative Policies*).

- **Gifts**

Employees must not accept gifts of goods, favors, services, or money from any person or firm which would influence or could be inferred to influence the impartial discharge of duties. Employees also must not accept such gifts for services the Authority pays them to provide. If such gifts cannot be gracefully declined, the employee should either donate them to charity or in some cases make them available department-wide or Authority-wide. Promotional items such as individual caps, pens, pencils and the like can usually be accepted without fear of violating this standard. Likewise, acceptance of occasional meals or attendance at social activities provided by business contacts or vendors can usually be accepted. Favoritism will not be tolerated. Employees should remember that donors of gifts will probably expect or seek preferential treatment. If you have **any** doubts as to what to do, ask your department manager or the Executive Director before accepting any gift.

- **Nepotism**

No employee in a supervisory position shall have under his or her direct supervision any employee whose relationship is of the first or second degree either by blood or marriage. 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 he or she is qualified when a vacancy occurs.

Relationship of the first or second degree shall mean: father, mother, brother, sister, spouse, son, daughter, aunts, uncles, son-in-law or daughter-in-law, brother-in-law, ~~step-family~~ stepfamily members and any other relatives or individuals residing with the employee.

- **Discrimination**

Employees must not discriminate on the basis of race, color, religion, age, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, hair style, hair texture, disability, political affiliation, or national ancestry. Equal employment opportunity is not just a set of words but a commitment by the Authority to make affirmative action to provide a workplace in which employee qualifications, merit, and fairness are the governing rules regarding hiring, assigning work schedules, promotion, compensation, benefits, educational opportunities, and disciplinary actions. Further, the Authorities will give reasonable accommodation for known limitations related to pregnancy, childbirth or related medical conditions. If you see an apparent act of discrimination or feel you have been discriminated against, speak up or use the Grievance Procedure. The Human Resources Manager is available as a sounding board and any charges brought forth will be held in confidence as much as is legally allowable.

The Virginia Human Rights Act, found in Chapter 39 of the Virginia Code, makes it illegal for an employer to discriminate against someone on the basis of: race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. A violation of this act will be deemed an unlawful discriminatory practice.

Further, an employee has a right to reasonable accommodation for known limitations as related to pregnancy, childbirth or related medical conditions. (*"Reasonable accommodation" includes more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.*)

An employee or applicant who has been denied any of the rights may bring an action in a general district or circuit court having jurisdiction over the employer that allegedly denied such rights. Any such action shall be brought within two years from the date of the unlawful denial of rights, or, if the employee or applicant has filed a complaint with the Division of Human Rights of the Department of Law or a local human rights or human relations agency or commission within two years of the unlawful denial of rights, such action shall be brought within 90 days from the date that the Division or a local human rights or human relations agency or commission has rendered a final disposition on the complaint.

- **Harassment**

The Authority is committed to provide a work environment that is free from all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, race, color, national origin, hair style, hair texture, age, religion, disability, or any other legally protected characteristic will not be tolerated. Specifically related to sexual harassment, it is illegal for any employee, male or female, to harass another employee by (1) making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature; (2) making submission to or rejection of such conduct a basis for employment decisions affecting the employee; or, (3) creating an intimidating, hostile, or offensive working environment by such conduct. See the Personnel Management Plan for more information (*Section E., Harassment Policy*).

If you see an apparent act of harassment of any nature or feel you have been harassed, speak up and/or use the Grievance Procedure. The Human Resources Manager is available as a sounding board and any charges brought forth will be held in confidence as much as is legally allowable.

- **Outside Activities**

Employees are encouraged to be active in professional, civic, and charitable organizations. With department manager approval, employees may occasionally work for such organizations (other than religious or partisan political organizations) during working hours, provided there is a reasonable relationship to work duties.

- **Ethics in Purchasing**

Those employees responsible for purchasing, that is, divisional directors, department managers, and the Accounting/Purchasing Technician are expected to be familiar with the code of ethics incorporated into the Authority's Purchasing Manual.

- **Other Standards of Conduct**

See the Personnel Management Plan for additional expectations for standards of conduct.

- **Violations**

Any employee, who is found in violation of the Standards of Conduct after the appropriate investigation, will be subject to disciplinary action depending upon the circumstances, from a warning in his or her personnel file up to and including immediate dismissal from employment.

- **Reporting Violations**

Under the Fraud and Abuse Whistle Blower Protection Act of Virginia, employees are freely able to report violations of any federal or state law committed by a governmental agency or independent contractor of a governmental agency without fear of retaliation. Employees can report suspected violations to their manager, director or the Executive Director, or they can anonymously report any violations by completing a Waste, Fraud or Abuse form which is located at all Employee Suggestion boxes.

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FURTHER INFORMATION

The Human Resources Manager, the Director of Finance and Administration, and your department manager are the people to contact for general information about topics in this Handbook. They can also give you copies of such material as the Grievance Procedure if you need them. Don't hesitate to call, because there are no "silly" questions if you are concerned about work matters.

MEMORANDUM

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

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION
BETSY NEMETH, HUMAN RESOURCES MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: FY 22 PAY SCALE ADJUSTMENT

DATE: MAY 25, 2021

The Rivanna Authorities Personnel Management Plan allows the Executive Director to recommend adjustments to the pay scale in those years when we do not conduct a compensation study. A compensation study is currently underway and will be completed this fall for consideration in FY 23. In the interim, staff recommend that the pay scale be raised by 4.5% effective July 1, 2021 (FY 22). This recommendation supports our Strategic Plan – Workforce Development goal of attracting and retaining a highly-skilled team of professionals by increasing starting pay at the lower end of our pay scale, and reducing compression at the higher end of our pay scale.

In May of 2019, a 5% increase to the Rivanna Authorities pay scale was approved by the Board of Directors and became effective on July 1, 2019. This increase was closely linked to the increase in the Consumer Price Index for Urban Consumers (CPI-U) from 2017 and 2018, and the low unemployment rate in the Charlottesville area. There have been no changes to our pay scale since that adjustment in 2019.

The increase in the CPI-U from the Bureau of Labor Statistics from April 2019 to April 2021 is shown on the chart below:

Bureau of Labor Statistics CPI-U April to April	
Year	Yearly Change
2020 - 2021	4.2
2019 - 2020	.3
Cumulative Change	4.5

While the March unemployment rate in Charlottesville was 4.5%, the national unemployment rate in

April was 6.0% and the unemployment rate for the State of Virginia in March was 5.1%. Charlottesville is still maintaining an unemployment rate that is lower than both the state and nation. While the unemployment rate is higher than in May 2019, when the last increase to the pay scale was approved, the hiring market is still proving to be competitive as the unemployment rate continues to drop. This adjustment will not apply to staff salaries unless a salary is below the minimum, resulting in a budget impact of less than \$1000 for FY 2022.

Attached is a comparison of the current pay scale and the recommended pay scale.

Board Action Requested:

Approve the recommended 4.5% increase in the pay scale effective July 1, 2021.

Current Pay Grade Scale FY 2020 - 2021			
Grade	Min	Mid	Max
10	\$26,765	\$35,597	\$44,429
20	\$28,103	\$37,377	\$46,651
30	\$29,508	\$39,246	\$48,983
40	\$30,983	\$41,208	\$51,433
50	\$32,533	\$43,268	\$54,004
60	\$34,159	\$45,432	\$56,704
70	\$35,867	\$47,703	\$59,540
80	\$37,661	\$50,089	\$62,517
90	\$39,544	\$52,593	\$65,642
100	\$41,521	\$55,223	\$68,925
110	\$43,597	\$57,984	\$72,371
120	\$45,777	\$60,883	\$75,989
130	\$48,066	\$63,927	\$79,789
140	\$50,469	\$67,123	\$83,778
150	\$52,992	\$70,480	\$87,967
160	\$55,642	\$74,004	\$92,365
170	\$58,424	\$77,704	\$96,984
180	\$61,345	\$81,589	\$101,833
190	\$64,412	\$85,668	\$106,925
200	\$67,633	\$89,952	\$112,271
210	\$71,015	\$94,449	\$117,884
220	\$74,565	\$99,172	\$123,779
230	\$78,294	\$104,131	\$129,967
240	\$82,208	\$109,337	\$136,466
250	\$86,319	\$114,804	\$143,289

Proposed Pay Grade Scale FY 2021 - 2022			
Grade	Min	Mid	Max
10	\$27,969	\$37,199	\$46,429
20	\$29,368	\$39,059	\$48,750
30	\$30,836	\$41,012	\$51,188
40	\$32,378	\$43,062	\$53,747
50	\$33,997	\$45,215	\$56,434
60	\$35,696	\$47,476	\$59,256
70	\$37,481	\$49,850	\$62,219
80	\$39,355	\$52,343	\$65,330
90	\$41,323	\$54,960	\$68,596
100	\$43,389	\$57,708	\$72,026
110	\$45,559	\$60,593	\$75,627
120	\$47,837	\$63,623	\$79,409
130	\$50,228	\$66,804	\$83,379
140	\$52,740	\$70,144	\$87,548
150	\$55,377	\$73,651	\$91,926
160	\$58,146	\$77,334	\$96,522
170	\$61,053	\$81,200	\$101,348
180	\$64,106	\$85,261	\$106,415
190	\$67,311	\$89,524	\$111,736
200	\$70,676	\$94,000	\$117,323
210	\$74,210	\$98,700	\$123,189
220	\$77,921	\$103,635	\$129,349
230	\$81,817	\$108,816	\$135,816
240	\$85,908	\$114,257	\$142,607
250	\$90,203	\$119,970	\$149,737

MEMORANDUM

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

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE & ADMINISTRATION
BETSY NEMETH, HUMAN RESOURCES MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: PROPOSED FY 22 HOLIDAY SCHEDULE

DATE: MAY 25, 2021

The FY 22 Holiday Schedule is proposed below. The schedule maintains our current total of 12.5 holidays for staff, but includes several updates. Due to the essential nature of our 24/7/365 services to the community, the number of holidays on which Water & Sewer administrative support offices will be closed has been reduced from 10.5 to 8.5. Our Solid Waste and Recycling facilities will continue to be closed on six holidays. Correspondingly, the number of “floating” holidays for all staff has been increased from two to four days. Staff can use these “floating” holidays at their discretion, with their Supervisor’s approval. In addition, “Juneteenth” has been added to our schedule, while Jefferson’s Birthday has been removed. The chart below compares our current holiday schedule to the proposed schedule:

Offices Closed	
Current FY 21	Proposed FY 22
New Year's Day	New Year's Day*
Martin Luther King, Jr. Day	Memorial Day*
Presidents' Day	Independence Day*
Memorial Day	Labor Day*
Independence Day	Half Day Wednesday before Thanksgiving
Labor Day	Thanksgiving*
Half Day Wednesday before Thanksgiving	Friday after Thanksgiving
Thanksgiving	Christmas Eve
Friday after Thanksgiving	Christmas Day*
Christmas Eve	
Christmas Day	

Floating Holidays - Offices Open	
Current	Proposed
Jefferson's Birthday	Martin Luther King, Jr. Day
Veterans' Day	Presidents' Day
	Juneteenth
	Veterans' Day

*Days Solid Waste and Recycling Facilities will be closed.

Further, the addition of “Juneteenth” on June 18, 2021 is proposed to the FY 21 Holiday Schedule as a floating holiday for staff.

Board Action Requested:

Approve “Juneteenth” as an additional floating holiday to the FY 21 Holiday Schedule, and the proposed Holiday Schedule for FY 22.



MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY
BOARD OF DIRECTORS

FROM: JENNIFER A. WHITAKER, DIRECTOR OF ENGINEERING AND
MAINTENANCE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: CONSTRUCTION CHANGE ORDER AUTHORIZATION – MC
SLIDE GATE IMPROVEMENTS PROJECT – WACO, INC.

DATE: MAY 25, 2021

Waco, Inc. was awarded a contract for a total value of \$343,200 for the MC Slide Gate Improvements Project (RFB No. 369), and any change orders not to exceed 10% of the original contract amount at the July 2020 BOD meeting. Construction is ongoing and they have completed the work to replace the four slide gates at the Moores Creek ultraviolet light disinfection facility. Two additional gates in the holding pond pump station from the original 1977 Moores Creek construction will be replaced as part of this work this summer once the materials are delivered. The contractor is currently working on the installation of seven motor operated actuators for four mud valves and three gates at the headworks to improve wet weather operations related to the grit facility.

During the course of the project, Waco discovered that the stems and gears on the original headworks mud valves from the 1977 Moores Creek construction are corroded and need to be replaced for the new actuators to work properly. Additionally, electrical modifications may be warranted to integrate the new actuators into our SCADA system. As such, Waco has requested Change Orders estimated at \$50,000, which is greater than the board authorized 10% amount of \$34,320. As this work will require construction of a bulkhead to divert flow at the headworks, and there is uncertainty on how difficult the valve repairs will be, this work will be conducted on a time and materials basis so the change order can only be estimated at this time.

Board Action Requested:

Authorize an increase in construction contingency funding for the Moores Creek Slide Gate Project from 10% to 20% of the original contract amount. This would bring the total board authorized contingency to \$68,640. The total project costs are still within the total CIP Budget of \$675,000.



MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY
BOARD OF DIRECTORS

FROM: JENNIFER A. WHITAKER, DIRECTOR OF ENGINEERING AND
MAINTENANCE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: CAPITAL IMPROVEMENT PLAN AMENDMENT AND AWARD
OF CONSTRUCTION CONTRACT– MOORES CREEK
GENERATOR FUEL STORAGE EXPANSION

DATE: MAY 25, 2021

The Moores Creek Advanced Water Resource Recovery Facility south side electrical facilities have a single large back-up generator that was installed between 2009 and 2012 during the Enhanced Nutrient Removal plant upgrade. The generator has a fuel tank that allows for approximately 22 hours of operation. Staff has determined there is a need for an auxiliary fuel tank to allow continuous operations of the backup generator for up to 72 hours. This project is intended to resolve that capacity issue by including the installation of an 8000 gallon auxiliary tank, a concrete pad to set the tank on, and a small amount of electrical work to power the tank components (fuel pump, light, etc.).

A request for quotes was issued on March 18, 2021, and two quotes were received for \$197,960 and \$199,590. The apparent low quoter was Waco, Inc.. The current Capital Improvement Plan (CIP) budget for this project is \$100,000. Further development of the project scope of work during design identified additional required components which increased the cost for the project (additional tank components, concrete pad expansion). Given these increased costs, the design engineers (SEH) worked with Waco, Inc. to identify areas for cost reductions. As a result of that process, Waco, Inc. was able to lower their quote to approximately \$177,960. Based on the range of prices received, SEH and staff believe that the pricing provided is in accordance with the current market value for this work. While the cost reductions were beneficial, the necessary cost is still greater than the current CIP budget. Since this work is an important part of maintaining essential plant operations during power outages and fuel shortages, we are requesting an increase of \$150,000 in the CIP budget to cover all unforeseen construction and design related expenses.

Board Action Requested:

1. Approve an amendment to the FY 21-25 Capital Improvement Plan for the Moores Creek Generator Fuel Storage Expansion project of \$150,000, bringing the total project budget to \$250,000.

2. Authorize the Executive Director to execute a construction contract with Waco, Inc. totaling \$177,960 and any change orders up to 15% of the original contract amount.



MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY
BOARD OF DIRECTORS

FROM: JENNIFER A. WHITAKER, DIRECTOR OF ENGINEERING AND
MAINTENANCE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: TERM ENGINEERING SERVICES WORK AUTHORIZATION
INCREASE– CROZET FLOW EQUALIZATION TANK AND
PUMPING STATION UPGRADE – SCHNABEL ENGINEERING

DATE: MAY 25, 2021

This request is to increase the Work Authorization contingency from 10% to 25% of the authorized amount, \$333,318, for Schnabel Engineering. Additional scope of work requirements were needed on the project since award of the construction contract in 2020, including additional geotechnical analyses of the proposed tank site, a modified foundation design and the need to upgrade the PLC components. Construction of project was awarded to Anderson Construction, Inc. at the July 29, 2020 Board meeting for a total value of \$4,406,300.

Based on the additions to the scope of the Engineering services, an increase to the Work Authorization contingency from 10% to 25% is requested.

Board Action Requested:

Authorize an increase in engineering services contingency funding for the Crozet Flow Equalization Tank and Pumping Station Upgrade project from 10% to 25% for a total contingency of \$83,330.



MEMORANDUM

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

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: REVIEW OF THE PROPOSED FY 2022 – 2026
CAPITAL IMPROVEMENT PLAN**

DATE: MAY 25, 2021

We are pleased to provide a brief review of the proposed FY 2022 – 2026 Capital Improvement Plan (CIP) totaling \$170.1 M. This budget was introduced and discussed in detail during the February 2021 Board meeting. We continue to strategically plan for the water supply, drinking water, and wastewater treatment facilities required to meet the requirements of State and Federal regulations, as well as the reliability, quantity and quality expectations of our community. Projects to achieve these objectives in a financially responsible manner have been included in this proposed CIP.

During this five-year period, the CIP will significantly strengthen our drinking water systems with expenditures of \$125 M for essential projects including:

- Renovations and Upgrades to our largest Water Treatment Plants (South Rivanna and Observatory)
- Additional Granular Activated Carbon Water Filtering Facilities at the Observatory Water Treatment Plant
- Replacement of Raw Water Piping and Pumping Stations from Ragged Mountain Reservoir to the Observatory Water Treatment Plant
- An Additional Water Pumping Station and Piping located near Airport Road
- Modifications to the Beaver Creek Reservoir Dam, Pump Station and Piping

We will also complete significant improvements to our wastewater treatment and piping facilities to ensure our environment is protected. The proposed FY 22 – 26 CIP includes \$40 M for essential wastewater projects including:

- A Wastewater Storage Tank to serve the Crozet area
- Renovations and Repairs to Wastewater Facilities (Moores Creek, Scottsville, Glenmore, and Crozet Pump Stations and Piping)
- Repairs and Replacement of Wastewater Piping and Manholes (Lower Morey Creek, Powell Creek, Moores Creek, Upper Rivanna Interceptors)

This proposed CIP will continue the efforts of the Authority to provide reliable drinking water and wastewater infrastructure for our community.

Board Action Requested:

Approval of the FY 22 – 26 CIP totaling \$170.1 M.

Capital Improvement Plan

Fiscal Years 2022 - 2026

Draft May 2021



OUR MISSION

Our professional team of knowledgeable and engaged personnel serve the Charlottesville, Albemarle, and UVA community by providing high quality water treatment, refuse, and recycling services in a financially and environmentally responsible manner.



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



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Introduction

The Capital Improvement Plan (CIP) for Fiscal Years 2022-2026 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, and as such are being removed from the 2022-2026 CIP. These projects account for approximately \$13.3 million or 10% of FY 2021-2025 CIP. These projects include:

- 7 Valve Repair & Replacement (Phase 2)
- 11 Finished Water System Master Plan
- 14 South Rivanna Dam – Gate Repairs
- 18 Crozet WTP Expansion
- 21 Scottsville WTP LT2 Improvements
- 29 Albemarle-Berkeley Pump Station – Basin Demolition
- 31 Moores Creek AWRRF Odor Control (Phase 2)
- 35 Moores Creek AWRRF Master Plan
- 48 Scottsville WRRF Air Control Improvements

The total 5-year 2022-2026 CIP is approximately \$170.2 million, with the previous expenditures on active projects totaling approximately \$6.4 million, leaving a net proposed 5-year projected expenditure of \$163.8 million.

There are six new projects added to the CIP this year. The total estimated expenditures for the projects equal \$8.9 million from 2022-2026 and include:

- 5 South Rivanna Reservoir to Ragged Mountain Reservoir RWL – Birdwood to Old Garth (\$1.98 million)
- 15 South Rivanna WTP – Plate Settlers Addition (\$0.2 million)
- 23 Scottsville WTP - Upgrade (\$0.3 million)
- 24 Red Hill WTP - Upgrade (\$0.015 million)
- 47 Moores Creek AWRRF Miscellaneous Concrete Repair (\$2.65 million)
- 48 Moores Creek AWRRF Digester Replacement/Repair (\$3.62 million)

An additional four projects that were in the previous 10-year plan that are now transitioning into the 5-year horizon. These projects equal \$1.8 million from 2022-2026 and include:

- 11 Avon, Pantops and Observatory Tank Rehabilitation (\$1.045 million)
- 12 Second North Rivanna River Crossing (\$0.45 million)
- 22 Scottsville Tank Rehabilitation (\$0.085 million)
- 32 Moores Creek AWWRF Engineering and Administration Building (\$0.25 million)

There are several projects where the proposed budgets have been modified based on the anticipated project requirements and necessitate funding adjustments. The projects with changes include:

- 1 South Rivanna Reservoir to Ragged Mountain Reservoir Water Line Right-Of-Way (\$2.3 million existing / \$2.74 million proposed)
- 3 Ragged Mountain Reservoir to Observatory WTP Raw Water Line (\$7.5 million existing / \$15.3 million proposed)
- 4 Ragged Mountain Reservoir to Observatory WTP Raw Water Pump Station (\$2.5 million existing / \$5.8 million proposed)
- 6 Observatory WTP Improvements (\$26 million existing / \$23 million proposed)
- 7 Sugar Hollow Dam Rubber Crest Gate Replacement (\$1.7 million existing / \$1.9 million proposed)
- 9 South Rivanna River Crossing (\$2.8 million existing / \$3.655 million proposed)
- 10 Airport Road Pump Station and North Rivanna Transmission Main (\$5.85 million existing / \$7.6 million proposed)
- 14 South Rivanna WTP Improvements (\$17 million existing / \$20 million proposed)
- 16 North Rivanna WTP Upgrade (\$1.35 million existing / \$2.35 million proposed)
- 17 Beaver Creek Dam Alteration (\$10.6 million existing / \$16.2 million proposed)
- 18 Beaver Creek New Raw Water Pump Station & Intake (\$10.2 million existing / \$10.8 million proposed)
- 20 Crozet Ground Storage Tank Leak Repair (\$0.1 million existing / \$0.16 million proposed)
- 28 Crozet Flow Equalization Tank (\$4.86 million existing / \$5.4 million proposed)
- 34 Moores Creek AWWRF Aluminum Slide Gate Replacement (\$0.0675 million existing / \$1.35 million proposed)
- 40 Moores Creek AWWRF Structural Modifications (\$0.5 million existing / \$0.9 million proposed)
- 43 Moores Creek AWWRF Meter and Valve Replacements (\$0.6 million existing / \$0.75 million proposed)
- 44 Moores Creek AWWRF Facility Renovations (\$0.375 million existing / \$0.75 million proposed)
- 49 Scottsville WRRF Whole Plant Generator and ATS (\$0.125 million existing / \$0.2 million proposed)
- 50 Glenmore WRRF Influent Pump and VFD Addition (\$0.065 million existing / \$0.12 million proposed)
- 51 Radio Upgrades (\$0.4 million existing / \$0.6 million proposed)
- 52 Asset Management (\$1.12 million existing / \$1.2 million proposed)

FINANCIAL SUMMARY
MAJOR SYSTEM CATEGORIES

FINANCIAL SUMMARY

Major System Categories – Water

System Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress
	Current CIP	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
Urban Water (UW)										
Community Water Supply Plan	\$12,342,000	\$13,553,000	\$2,295,000	\$1,201,000	\$3,106,000	\$3,043,000	\$8,125,000	\$8,125,000	\$25,895,000	\$951,513
Observatory WTP & Ragged Mountain/Sugar Hollow Reservoir System	\$27,700,000	-\$2,800,000	\$8,930,000	\$10,520,000	\$5,450,000	\$0	\$0	\$0	\$24,900,000	\$1,553,946
Finished Water Storage/Distribution	\$13,600,000	\$8,228,000	\$3,410,000	\$4,405,000	\$4,264,000	\$1,276,000	\$2,850,000	\$5,623,000	\$21,828,000	\$245,848
South & North Fork Rivanna Water System	\$19,050,000	\$4,200,000	\$16,510,000	\$1,800,000	\$3,740,000	\$0	\$0	\$1,200,000	\$23,250,000	\$1,985,524
Subtotal (UW)	\$72,692,000	\$23,181,000	\$31,145,000	\$17,926,000	\$16,560,000	\$4,319,000	\$10,975,000	\$14,948,000	\$95,873,000	\$4,736,831
Non-Urban Water (NUW)										
Crozet Water System	\$21,441,000	\$6,834,000	\$1,943,000	\$15,000	\$900,000	\$5,790,000	\$9,200,000	\$10,427,000	\$28,275,000	\$423,097
Scottsville Water System	\$315,000	\$535,000	\$0	\$35,000	\$255,000	\$175,000	\$0	\$385,000	\$850,000	\$0
Subtotal (NUW)	\$21,756,000	\$7,369,000	\$1,943,000	\$50,000	\$1,155,000	\$5,965,000	\$9,200,000	\$10,812,000	\$29,125,000	\$423,097
WATER TOTAL	\$94,448,000	\$30,550,000	\$33,088,000	\$17,976,000	\$17,715,000	\$10,284,000	\$20,175,000	\$25,760,000	\$124,998,000	\$5,159,928

FINANCIAL SUMMARY

Major System Categories – Wastewater

System Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress
	Current CIP	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
Urban Wastewater (UWW)										
Wastewater Interceptors and Pumping Stations	\$12,138,330	\$2,207,000	\$10,333,330	\$1,345,000	\$480,000	\$575,000	\$630,000	\$982,000	\$14,345,330	\$1,139,285
Moore's Creek AWWRF	\$7,690,000	\$17,690,000	\$3,965,000	\$5,235,000	\$4,490,000	\$2,855,000	\$1,115,000	\$7,720,000	\$25,380,000	\$40,722
Subtotal (UWW)	\$19,828,330	\$19,897,000	\$14,298,330	\$6,580,000	\$4,970,000	\$3,430,000	\$1,745,000	\$8,702,000	\$39,725,330	\$1,180,007
Non-Urban Wastewater (NUWW)										
Scottsville WRRF	\$125,000	\$75,000	\$0	\$11,000	\$180,000	\$9,000	\$0	\$0	\$200,000	\$0
Glenmore WRRF	\$65,000	\$55,000	\$65,000	\$55,000	\$0	\$0	\$0	\$0	\$120,000	\$0
Subtotal (NUWW)	\$190,000	\$130,000	\$65,000	\$66,000	\$180,000	\$9,000	\$0	\$0	\$320,000	\$0
WASTEWATER TOTAL	\$20,018,330	\$20,027,000	\$14,363,330	\$6,646,000	\$5,150,000	\$3,439,000	\$1,745,000	\$8,702,000	\$40,045,330	\$1,180,007
All Systems Security & Technology	\$4,695,000	\$415,000	\$2,985,000	\$1,236,000	\$735,000	\$154,000	\$0	\$0	\$5,110,000	\$573,081
TOTAL	\$119,161,330	\$50,992,000	\$50,436,330	\$25,858,000	\$23,600,000	\$13,877,000	\$21,920,000	\$34,462,000	\$170,153,330	\$6,913,016

PROJECT DETAILS

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Completed Projects

During fiscal year 2021, several capital improvement projects were completed, were advanced to the final phases of close-out, or were determined to be no longer necessary. As such they will be removed from consideration in future planning documents. Presented in the table below are the nine (9) completed projects, pertinent information on the adopted budgets, as well as the projected final costs and any anticipated savings. There was a total completed projects cost savings of \$1.0 million.

7. Valve Repair & Replacement (Phase 2): Isolation valves are critical for normal operation of the water distribution system and timely emergency response to water main breaks. Staff continuously reviews results from an ongoing valve exercising and condition assessment program performed by the RWSA Maintenance Department. This project repaired valves identified during the condition assessment as having a repairable deficiency and replaced the highest priority valves that were deemed inoperable and/or unrepairable. This phase of the Valve Repair-Replacement Project included the repair of an existing valve on the Southern Loop Waterline and replacement of valves on the North Rivanna, South Rivanna, Pantops, and Crozet Waterlines. In all, 12 existing gate valves, sizes 8" – 24", were replaced during the project. A new 2" ARV Assembly and 24" Insertion Valve were also installed during the course of the project.
11. Finished Water System Master Plan: As identified in the 2017 Strategic Plan, the Authority has a goal to plan, deliver and maintain dependable infrastructure in a financially responsible manner. Staff has identified asset master planning as a priority strategy to improve overall system development. There are asset classes where comprehensive and ongoing plans exist or are in development (e.g. wastewater collection, raw water supply, Crozet water, etc.). In the case of the urban finished water system, many of the previously identified capital projects are in design or construction. As such, staff have identified a need to develop a current and ongoing finished water master plan. The Finished Water Master Plan will be used to identify future capital needs. This work utilized the demand forecasting from the Water Demand Project and Safe Yield Study.
14. South Rivanna Dam - Gate Repairs: The South Rivanna Dam, originally constructed in 1965, is equipped with two 36-inch diameter slide gates and conduits, one on the north and south abutments of the dam. These gates can be utilized to dewater the facility or to meet minimum instream flow (MIF) requirements when the dam is not spilling. These gates were original to the dam and while they were operable and exercised regularly, they can no longer provide a complete seal, therefore allowing some leakage through the dam. RWSA has protocols in place to temporarily stop leakage through the gates when necessary to conserve water; however, there was a desire to repair the gates and components to restore full functionality. The project also included repairs to the concrete wall adjacent to the raw water pump station to address seepage and improvements to the north dam tower to provide safer and more secure access by staff and contractors.
18. Crozet Water Treatment Plant Expansion: The Crozet water treatment system is currently permitted and rated to supply up to 1.0 mgd of water to the ACSA distribution system. Over

the past several years, average day usage of water has increased steadily, with maximum day demand approaching plant capacity. In addition, much of the plant systems were the same as when the plant was constructed in the 1960's.

Expanding the plant capacity to 2 MGD at Crozet WTP will require a new Virginia Department of Environmental Quality Water Withdrawal Permit and will include possible stream release requirements. In order to fully analyze all aspects of the design required for this project a Preliminary Engineering Report, plant field testing, preliminary permitting work and coordination with pertinent regulators were completed. The results of the PER found that the treatment plant could be upgraded, and the capacity increased, through installation of newer, and more technologically advanced equipment into the existing footprint of the filter plant. Work associated with this project included general building rehabilitation, filter improvements, sedimentation expansion and improvements, chemical feed improvements, flocculator expansion, alum storage/containment improvements and waste sludge handling and removal improvements. The upgrade was substantially completed in the Spring of 2021 with additional permitting ongoing in the Beaver Creek Raw Water Pump Station project. Additionally, funding was retained within the CIP to address interim increased pumping needs during peak day demands.

21. Scottsville Water Treatment Plant LT2 Improvements: RWSA conducts routine regulatory sampling of the raw water from Totier Creek and Totier Creek Reservoir for compliance with the EPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2). The rule provides risk based guidance on the needed level of treatment for the deactivation of microbial pathogens. This project included the design and construction of additional ultraviolet (UV) disinfection to the treatment process in Scottsville.
29. Albemarle-Berkeley Pump Station – Basin Demolition: Historically, the Albemarle-Berkley Pump Station was located adjacent to an open-air basin that occasionally collected sewage during power outages. With the addition of a back-up power generator, the basin no longer served a technical purpose. Given the proximity of the deteriorating structure to school property, this project served to demolish and fill the area of the existing basin to allow for a more beneficial use of the property. Demolition of other existing above and below grade i structures, as well as various yard piping removal/abandonment was also included in the project. Design of the basin demolition began in Fall 2019, and the demolition was completed in Summer 2020.
31. Moore's Creek AWRRF Odor Control Phase 2: As part of the implementation of the next phase of the 2007 Odor Control Master Plan at the MCAWRRF, operations audits were performed, liquid and vapor phase sampling was conducted, and a computerized dispersion model was developed from 2013 to 2014. Recommendations for odor control improvements that would significantly control odors from traveling beyond the MCAWRRF fence line were presented to the RWSA Board of Directors in December 2014 and the CIP project was approved at the January 2015 Meeting, with subsequent increases due to project challenges. The final design for odor control improvements included covering the head works and screening channels, installing grit facilities, constructing a bypass line through one equalization basin, covering the primary clarifiers, building additional odor scrubbing facilities to treat the foul air from the

covered sources, removing the post-digestion clarifiers from service, modifying the handling, and hauling and storage of bio solids, and coating the interior of the digesters. The remaining odor control work included in the CIP budget included cleaning the equalization basins and holding ponds which was completed from fall 2020 to winter 2021.

35. Moore's Creek AWRRF Master Plan: The majority of the Moore's Creek Water Resource Recovery Facility was constructed in the early 1980's. At the time, the plant layout was developed with space held open for future process expansion. With the Enhanced Nutrient Removal (ENR) project in 2009, the operation and layout of the plant was fundamentally altered, as needed to meet the new regulation. The project did anticipate the need for future expansion and some of the processes have readily available space. However, a full expansion plan was not developed at the time. As identified in the Strategic Plan, the Authority has a goal to plan, deliver and maintain dependable infrastructure in a financially responsible manner. Staff has identified asset master planning as a priority strategy to improve overall system development. As such, this project serves to evaluate and plan for future space and process needs to accommodate capacity expansion and/or anticipated regulatory changes.
48. Scottsville WRRF Air Control Improvements: This project has evaluated methods to automate air control for the biological treatment process. The current method of air control produces inconsistent results, adversely impacting treatment and operations. This project included an automated system to control air and therefore dissolved oxygen to the equalization basin.

Completed Projects

			Five-Year Capital Program			
Line No.	Proj. No.	Project Description	Adopted Budget 6/2020	Previous Expenditures (6/30/2020)	Final Projected Costs/Close Out	Savings
7	20.08	Valve Repair & Replacement (Phase 2)	\$1,132,914	\$914,463	\$956,914	\$176,000
11	20.14	Finished Water System Master Plan	\$253,000	\$139,205	\$253,000	\$0
14	20.17	South Rivanna Dam - Gate Repairs	\$900,000	\$49,981	\$500,000	\$400,000
18	20.22	Crozet Water Treatment Plant Expansion	\$8,000,000	\$5,566,078	\$8,000,000	\$0
21	20.24	Scottsville Water Treatment Plant LT2 Improvements	\$160,000	\$21,582	\$160,000	\$0
29	20.32	Albemarle-Berkeley Pump Station - Basin Demolition	\$200,000	\$30,128	\$184,000	\$16,000
31	20.33	Moores Creek AWWRF Odor Control Phase 2	\$2,216,632	\$1,258,890	\$1,996,000	\$220,632
35	20.37	Moores Creek AWWRF Master Plan	\$275,000	\$157,177	\$275,000	\$0
48	20.41	Scottsville WRRF Air Control Improvements	\$210,000	\$11,650	\$187,000	\$23,000
TOTAL			\$13,347,546	\$8,149,154	\$12,511,914	\$835,632

CIP 21-25 Total	CIP 22-26 Completed	CIP 22-26 Remaining	CIP 22-26 New Funding	CIP 22-26 New Total
\$132,508,876	\$13,347,546	\$119,161,330	\$50,992,000	\$170,153,330

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. An 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 as necessary.

Project Descriptions:

1. South Rivanna Reservoir to Ragged Mountain Reservoir Water Line Right-of-Way: The approved 50-year Community Water Supply Plan includes the future construction of a new raw water pipeline from the South Rivanna River to the Ragged Mountain Reservoir. This new pipeline will replace the Upper Sugar Hollow Pipeline along an alternative alignment to increase raw water transfer capacity in the Urban Water System. The project includes a detailed routing study to account for recent and proposed development and road projects in Albemarle County and the University of Virginia. Preliminary design, preparation of easement documents, and acquisition of water line easements along the approved route will also be completed as part of this project. Prior expenditures covered a previous review of the 2009 conceptual design that was requested by the Board.
2. South Rivanna Reservoir Dredging: The South Rivanna Reservoir stores raw water for treatment at the South Rivanna Water Treatment Plant and in the future, is proposed to provide water for transfer to the enlarged Ragged Mountain Reservoir. River flow into the reservoir is from a drainage area, almost entirely within Albemarle County, of approximately 259 square miles. Soil erosion from natural events, from land use in the agricultural area, from land disturbances in the developed areas, and from re-suspension of flood plain deposits created during the 19th century (stream bank erosion), are likely the causes of sediment becoming trapped within the reservoir. The initial design of the reservoir anticipated the accumulation of

these sediments, and a significant portion of the total storage volume was designated for this purpose. Currently the sediment stored does not exceed the available sediment storage capacity.

The January 2012 Ragged Mountain Dam Project Agreement outlines that “the City and ACSA agree to direct, and RWSA agrees, to perform such dredging projects at the South Fork Rivanna Reservoir as may be specified jointly by the City and ACSA pursuant to the Water Cost Allocation Agreement.” The Cost Allocation Agreement stipulates that target maintenance dredging shall be performed, and that the dredging be market driven, cost effective, and opportunistic and shall not exceed \$3.5M. In 2012 and 2013, RWSA, via the Public-Private Education Facilities and Infrastructure Act (PPEA) process, solicited proposals to provide maintenance dredging. In July 2013, the one qualified PPEA proposer withdrew its proposal, citing difficulties in obtaining necessary land agreements.

Future Board decisions on the project contracting approach will dictate the next steps. This project remains in the CIP as the fulfillment of a contractual obligation from the January 2012 Ragged Mountain Dam Cost Allocation Agreement. The project has been moved to FY 2026.

3. 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 (WTP) 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 Observatory WTP, 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 14,000 feet.
4. Ragged Mountain Reservoir to Observatory Raw Water Pump Station: The Ragged Mountain Reservoir (RMR) to Observatory Water Treatment Plant (WTP) 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 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 Observatory WTP and will be integrated with the planned South Rivanna Reservoir (SRR) to RMR pipeline for improved operational and cost efficiencies. This integrated pump station will also include the capacity to transfer up to 16 mgd of raw water from RMR back to the SRR WTP. The pump station property will be purchased as part of the SRR to RMR raw water main preliminary design and right of way acquisition, which is currently underway.
5. South Rivanna Reservoir to Ragged Mountain Reservoir WL – Birdwood to Old Garth: RWSA is expediting construction of a portion of the future South Rivanna to Ragged Mountain 36-inch raw water main from the northern end of the Birdwood Raw Water Line to the UVA Foundation Westover Property at Old Garth Road. This project will enable pipeline work to proceed ahead of planned redevelopment of the two adjacent Ivy Road Parcels to prevent subsequent disruption to the properties and decrease future construction and site restoration costs. This work includes approximately 1,200 linear feet of 36-inch raw water main, plus two trenchless crossings at Ivy Road and CSX Railroad/Old Garth Road.

Community Water Supply Plan

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year						
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
1	20.01	South Rivanna Reservoir to Ragged Mountain Reservoir Water Line Right-of-Way	\$2,295,000	\$445,000	\$2,295,000	\$445,000					\$2,740,000	\$951,513
2	20.02	South Rivanna Reservoir Dredging									\$0	
3	20.03	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line	\$7,497,000	\$7,828,000		\$375,000	\$1,150,000	\$2,100,000	\$5,850,000	\$5,850,000	\$15,325,000	
4	20.04	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Pump Station	\$2,550,000	\$3,300,000		\$215,000	\$300,000	\$785,000	\$2,275,000	\$2,275,000	\$5,850,000	
5	22.01	South Rivanna Reservoir to Ragged Mountain Reservoir - Birdwood to Old Garth		\$1,980,000		\$166,000	\$1,656,000	\$158,000			\$1,980,000	
		TOTAL	\$12,342,000	\$13,553,000	\$2,295,000	\$1,201,000	\$3,106,000	\$3,043,000	\$8,125,000	\$8,125,000	\$25,895,000	\$951,513

Observatory WTP and Ragged Mountain/Sugar Hollow Reservoir System

The Observatory Water Treatment Plant (WTP) and Ragged Mountain/Sugar Hollow Reservoir System 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 Observatory WTP. The Ragged Mountain Raw Water Main conveys water from the Ragged Mountain Reservoir through the Stadium Road Pumping Station and terminates at the Observatory Water Treatment Plant.

Project Descriptions:

6. Observatory Water Treatment Plant Improvements: The Observatory Water Treatment Plant was originally constructed in the mid-1950s, and since very little has been replaced or upgraded at the facility, much of the original equipment remains. As a result, that equipment is inefficient, prone to unexpected failure, and does not have readily accessible replacement parts. Based on a Needs Assessment Study, the plant will undergo a wholesale upgrade including improvements to the flocculators, sedimentation basins, filters, and chemical feed facilities to enhance future reliability. In addition, the existing reinforced concrete flume, which conveys treated water from the sedimentation basins to the filters, is in need of replacement, filter control valves and piping will be replaced, and electrical and SCADA control systems upgraded. A portion of this project was completed during the Granular Activated Carbon (GAC) project, where the flocculator systems were upgraded with new mechanical and electrical equipment, including variable speed drives for optimal efficiency.

In addition to providing needed equipment upgrades, these improvements will increase the plant's capacity from 7.7 million gallons per day to 10 million gallons per day based on a feasibility analysis performed during the Preliminary Engineering phase of the project. It was determined that the capacity upgrades could be performed economically and would provide needed reliability and redundancy in the Urban System. As part of this capacity increase, it was also determined that the plant's GAC treatment capacity should increase as well. As a result, this project also includes efforts required for the addition of four GAC contactors.

It should be noted that the Observatory Water Treatment Plant is sited on land leased to RWSA by the University of Virginia. A new 49-year lease was signed this past year commencing on July 1, 2020.

7. Sugar Hollow Dam Rubber Crest Gate Replacement: In 1998 the Sugar Hollow Dam underwent a significant upgrade to improve structural stability and spillway capacity following the 1995 flood and landslide. The original metal spillway gates were replaced with a manufactured five-foot-high inflatable rubber dam that is bolted to the existing concrete structure. This rubber dam allows for the normal storage of water in the reservoir with the ability to be lowered during extreme storm events for a controlled release of water from the reservoir. The rubber dam has an approximate service life of twenty years and is therefore now due for replacement. In addition to replacement of the rubber crest gate, the project includes funding for minor repairs to the concrete surfaces of the dam and replacement of the intake trash racks.

Observatory Water Treatment Plant and Ragged Mountain/Sugar Hollow Reservoir System

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year						
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2019)
6	20.06	Observatory Water Treatment Plant Improvements	\$26,000,000	(\$3,000,000)	\$7,700,000	\$9,850,000	\$5,450,000				\$23,000,000	\$1,487,586
7	20.07	Sugar Hollow Dam Rubber Crest Gate Replacement	\$1,700,000	\$200,000	\$1,230,000	\$670,000					\$1,900,000	\$66,360
		TOTAL	\$27,700,000	(\$2,800,000)	\$8,930,000	\$10,520,000	\$5,450,000	\$0	\$0	\$0	\$24,900,000	\$1,553,946

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:

8. 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 ASCA 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 is 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. When the Finished Water Master plan is completed in early 2021, projects will be prioritized for design and construction in coordination with the City and ACSA. It is anticipated that the first few water line upgrades will be concentrated in the vicinity of the Observatory Water Treatment Plant to ensure the increased hydraulic capacity of 10 MGD from the water treatment plant upgrades can be met. Staff will also coordinate upgrades with current development and City streetscape projects to minimize future construction impacts in busy street corridors.
9. 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 LF of 24-inch water main along Rt. 29 and 600 LF of 24-inch water main along the new Berkmar Drive Extension, behind the 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. Acquisition of right-of-way will be required at the river crossing and along Rio Mills Road

10. Airport Rd. Pump Station and North Rivanna Transmission Main: 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 bands, 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. This project, along with project above will provide a reliable and redundant finished water supply to the North Rivanna area. The proposed pump station will be able to serve system demands at both the current high pressure and a future low-pressure condition. These facilities will also lead to a future phase implementation which will include a storage tank and the creation of the Airport pressure zone.

To complete the connection between the new 24-inch water main in Rt. 29 and the pump station, construction will include two “gap” sections of 24-inch water main between the already completed sections in the vicinity of Kohl’s. Much of the new water main route is within VDOT right-of-way; however, acquisition of right-of-way will be required on the Kohl’s Property at Hollymead Town Center.

11. Avon, Pantops and Observatory Tank Rehabilitation: 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 of Charlottesville and the urban areas of Albemarle County, including numerous 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, which will help protect the tank from corrosion and prolong its service life. Each tank must be 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.

12. Second North Rivanna River Crossing: As a result of water distribution system master planning, critical sections of the distribution system were identified where improvements were needed in order to improve the resiliency of the system. One particular location was the North Rivanna Water Line crossing at the North Fork Rivanna River where there is a single 12-inch diameter water main that interconnects the northern portion of the Piney Mountain Pressure Zone and the North Rivanna Water Treatment Plant with the southern portion of that pressure zone and the interconnection with the Urban Pressure Zone. As a result, the intent of this project is to provide a second crossing of the North Fork Rivanna River with a redundant 12-inch diameter water main to maintain the connection between those sections should one crossing be out of service.

Finished Water Storage/Transmission – Urban System

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year						
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
8	20.10	Central Water Line	\$4,950,000	\$4,133,000	\$1,375,000			\$725,000	\$2,850,000	\$4,133,000	\$9,083,000	\$137,749
9	20.12	South Fork Rivanna River Crossing	\$2,800,000	\$855,000	\$260,000	\$530,000	\$2,314,000	\$551,000			\$3,655,000	
10	20.13	Airport Rd. Pump Station and North Rivanna Transmission Main	\$5,850,000	\$1,750,000	\$1,775,000	\$3,875,000	\$1,950,000				\$7,600,000	\$108,099
11	20.50	Avon, Pantops and Observatory Tank Rehabilitation		\$1,045,000						\$1,045,000	\$1,045,000	
12	20.58	Second North Rivanna River Crossing		\$445,000						\$445,000	\$445,000	
		TOTAL	\$13,600,000	\$8,228,000	\$3,410,000	\$4,405,000	\$4,264,000	\$1,276,000	\$2,850,000	\$5,623,000	\$21,828,000	\$245,848

South and North Rivanna Water Systems

The South Rivanna Water System 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). 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 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:

13. South Rivanna Hydropower Plant Decommissioning: The South Fork Hydropower Plant is a small hydroelectric generating facility constructed in 1987. The plant had historically operated intermittently, as river flows allow. The generated power was used at the South Rivanna Water Treatment Plant, thereby reducing power purchased off the electric grid. During an effort to troubleshoot and repair the turbine, a large rain and lightning event caused unexpected flooding into the facility. Insurance paid damages to more recent improvements, but not the pre-existing needs to repair the turbine. Engineering investigations in 2013 associated with the failed mechanical equipment and flood event confirmed the need for further disassembly and inspection of the turbine shaft and blade linkages from a remote factory location.

Due to the complexity of possible rehabilitation, the associated Federal Energy Regulatory Commission (FERC) dam permitting, and the numerous variables in the economic analysis, proposals were solicited from national hydropower experts to initiate a feasibility study to determine the cost effectiveness of rehabilitating the hydropower plant while making sure to account for FERC-related costs and issues. The feasibility study was completed in May 2016 and determined that rehabilitation of the facility had a small likelihood for a positive return on investment. This conclusion was brought to the Board of Directors along with a recommendation to initiate the surrender of the exemption to licensure and decommission the facility. The Board approved this recommendation and staff filed the Surrender Application with FERC. The application was approved in 2020. The budget includes regulatory support as well as physical improvements such as removing defunct electrical components, abandoning components of the turbine and re-establishment of the penstock as a reservoir drain.

14. South Rivanna Water Treatment Plant Improvements: The South Rivanna Water Treatment Plant recently completed limited upgrades as part of the Urban Granular Activated Carbon project. Over the course of that project, several other significant needs were identified and assembled into a single project within this Capital Plan. The project components include, but are not limited to, the following: a new alum and fluoride storage facility; installation of two additional filters to meet firm capacity needs and new filter control panels; building around the lime storage facilities; the addition of a second variable frequency drive at the Raw Water Pump Station as well as other general pump station improvements; the relocation for the

electrical gear from a sub terrain location at the Sludge Pumping Station to a new aboveground enclosure; a new administration building on site for additional office, meeting, and storage space; high service pump improvements and the addition of variable frequency drives to three of the pumps; sedimentation basin improvements; replacement of filter inlet valves and actuators; remodeling of the existing filter building for better lab and control space and painting throughout; new clarifier drives; and incoming electrical system improvements for the facility. Currently this facility operates at 80-90% of capacity and the identified upgrades will improve reliability and resiliency, particularly at higher flow rates.

15. South Rivanna Water Treatment Plant – Plate Settlers Addition: Recent water treatment plant upgrades at the Crozet and Observatory Water Treatment Plants have included the installation of plate settlers in the sedimentation basins to increase plant capacity within limited footprints. This occurs by increasing the solids removal efficiency within the existing sedimentation basins and avoids the need to install additional basins. As these units have been placed into operation, the additional solids removal efficiency has been very beneficial to plant operations and allowed for increased flexibility in daily procedures. While the South Rivanna Water Treatment Plant is currently under construction for general plant upgrades to improve its reliability at a capacity of 12 MGD, the installation of plate settlers was anticipated to take place once the plant was upgraded to a capacity of 16 MGD. However, based on the benefits that have been realized by the plate settlers installed at other plants, Operations staff have prioritized the installation of them at the South Rivanna Water Treatment Plant, as well, in advance of the 16 MGD upgrade. As a result, the purpose of this project would be to install plate settlers in five of the six sedimentation basins at the plant. Due to plate settler interference with the existing sludge collectors, the sludge collectors in those five basins would also be replaced. Only five basins are included as the sixth basin is expected to be converted into a flocculation basin once the 16 MGD upgrade takes place.
16. North Rivanna Water Treatment Plant Upgrade: The North Rivanna Water Treatment Plant was recently upgraded with Granular Activated Carbon (GAC) treatment. While components of the plant's electrical system were upgraded during the GAC project, the remaining equipment and process controls are original to the plant and in need of upgrades. As a result, a needs assessment for the plant was updated to identify potential improvements and the associated costs. At the same time, future regulatory impacts to the plant are being evaluated which may limit the benefit of investing those significant dollars in plant upgrades. In order to clarify this process, this project will include an abandonment and alternatives analysis which will evaluate the costs and implications of maintaining operations at the North Rivanna Water Treatment Plant versus adjusting our Urban System operational guidelines in an attempt to maintain our overall withdrawal and finished water production capabilities should the plant be taken out of service. This analysis is being coordinated with other system analyses including the Finished Water System Master Plan and the Urban Water System Virginia Water Protection Individual Permit renewal process.

South and North Rivanna Water Systems

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
13	20.15	South Rivanna Hydropower Plant Decommissioning	\$725,000		\$725,000						\$725,000	\$136,067
14	20.16	South Rivanna Water Treatment Plan Improvements	\$17,000,000	\$3,000,000	\$15,400,000	\$1,800,000	\$2,800,000				\$20,000,000	\$1,847,327
15	22.05	South Rivanna Water Treatment Plant - Plate Settlers Addition		\$200,000						\$200,000	\$200,000	
16	20.18	North Rivanna Water Treatment Plant Upgrade	\$1,325,000	\$1,000,000	\$385,000		\$940,000			\$1,000,000	\$2,325,000	\$2,130
		TOTAL	\$19,050,000	\$4,200,000	\$16,510,000	\$1,800,000	\$3,740,000	\$0	\$0	\$1,200,000	\$23,250,000	\$1,985,524

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 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 (1.0 mgd rated capacity, soon to be 2 mgd) 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:

17. Crozet Water Treatment Plant Expansion: The Crozet water treatment system is currently permitted and rated to supply up to 1.0 mgd of water to the ACSA distribution system. Over the past several years, average day usage of water has increased steadily, with maximum day demand approaching plant capacity. From 2020-2021 the plant capacity infrastructure was expanded to 2 mgd. Full utilization of the capacity will require a new Virginia Department of Environmental Quality Water Withdrawal Permit and will include possible stream release requirements which is being developed in the Beaver Creek Raw Water Pump Station project. The remaining project funds are being utilized to increase interim pumping capacity to meet peak day demands prior to the new raw water pump station and withdraw permit.
18. 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 an alternatives analysis by Schnabel Engineering in 2018, staff decided to proceed with design of a labyrinth spillway and chute through the existing dam 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 thru the Natural Resources Conservation Service is being pursued to cover a portion of the design and construction costs.
19. 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 in order to meet new minimum instream flow requirements and provide adequate raw water pumping capacity to serve the growing Crozet community for the next 50 years. The new pump station will be constructed in a new location on the Beaver Creek Reservoir, to be determined during design. The new intake structure will include enhanced controls as well as a Hypolimnetic Oxygenation System that will serve to enhance water quality within the reservoir.

20. 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 2025. 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.
21. Crozet Ground Storage Tank Leak Repair: The 500,000-gallon Crozet Ground Storage Tank serves as the wet well for the finished water pumps at the Crozet Water Treatment Plant and is one of two finished water storage tanks in the Crozet Service Area. In late 2017, a small leak at the base of the tank was discovered, and a subsequent inspection by a remotely operated vehicle (ROV) in February of 2018 confirmed that the leak was likely in the floor of the tank near the tank drain pipe. The tank will need to first drained and inspected following the completion of the Crozet WTP Expansion in order to determine the overall scope of the repairs, and then consultant assistance will be utilized for design and quote solicitation purposes. The tank is scheduled to be taken out of service for inspection in early 2021, with the repairs commencing following the quote solicitation process.

Crozet Water System

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
17	20.22	Crozet Water Treatment Plant Expansion	\$500,000		\$500,000						\$500,000	
18	20.19	Beaver Creek Dam Alteration	\$10,598,000	\$5,552,000	\$845,000		\$470,000	\$3,200,000	\$5,630,000	\$6,005,000	\$16,150,000	\$293,315
19	20.20 21.15	Beaver Creek New Raw Water Pump Station & Intake	\$10,160,000	\$620,000	\$498,000		\$430,000	\$2,590,000	\$3,490,000	\$3,772,000	\$10,780,000	\$129,782
20	21.01	Buck's Elbow Tank and Waterball Painting	\$83,000	\$647,000					\$80,000	\$650,000	\$730,000	
21	21.03	Crozet Ground Storage Tank Leak Repair	\$100,000	\$15,000	\$100,000	\$15,000					\$115,000	
		TOTAL	\$21,441,000	\$6,834,000	\$1,943,000	\$15,000	\$900,000	\$5,790,000	\$9,200,000	\$10,427,000	\$28,275,000	\$423,097

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).

Project Description:

22. Scottsville Water Treatment Plant Lagoon Liner Replacement: The Scottsville Water Treatment Plant has two waste lagoons that receive filter backwash water, filter-to-waste water and flow from the sedimentation basin sludge collectors. These basins also receive drainage flows from the flocculator and sedimentation basins. The lagoons were initially lined in 2007, but that liner has now reached the end of its useful life and is showing sections of wear and degradation. In order to maintain the integrity of the lagoons, new HDPE liners need to be installed.
23. Scottsville Tank Rehabilitation: The 250,000-gallon Scottsville Standpipe Tank helps maintain pressures for RWSA's Scottsville finished water distribution system, as well as provides increased flows for fires and other system emergencies. This tank, along with all RWSA storage tanks, is inspected for structural and coating defects regularly. Per the results of a recent inspection, the Scottsville Standpipe Tank is due for coating rehabilitation, in order to protect the steel tank from corrosion. Other minor foundation/structural repairs and safety improvements will also be included in the work.
24. Scottsville Water Treatment Plant – Upgrade: The Scottsville WTP was constructed in the 1960's and has undergone several small process specific upgrades since that time with projects such as a filter rehabilitation, lagoon lining, the addition of GAC and UV disinfection. The remainder of the plant is comprised of original infrastructure and equipment. A preliminary needs assessment for the facility is currently underway. To date staff has identified the following needs: chemical storage building expansion, roofing replacement, masonry repairs, door and window replacement, replacement of the main electrical switchgear, replacement and relocation of the generator automatic transfer switch, HVAC improvements, automation of second filter, replacement of finished water pumps, chemical feed upgrades, replacement of sludge collection equipment, replacement of the Totier Creek raw water pump station and improvements to the access road. The completed Needs Analysis and Preliminary Engineering Report will define the final scope of work for the comprehensive improvements.
25. Red Hill Water Treatment Plant – Upgrades: The Red Hill WTP 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. The project was constructed in response to groundwater contamination as a result of a nearby leak of underground fuel storage tanks. Originally the facility was operated primarily as a well head and pump house. More recently the facility has operated more 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.

Scottsville Water System

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
22	21.04	Scottsville Water Treatment Plant Lagoon Liner Replacement	\$315,000				\$140,000	\$175,000			\$315,000	
23	20.66	Scottsville Tank Rehabilitation		\$85,000						\$85,000	\$85,000	
24	22.06	Scottsville Water Treatment Plant - Upgrade		\$300,000						\$300,000	\$300,000	
25	22.07	Red Hill Water Treatment Plant - Upgrades		\$150,000		\$35,000	\$115,000				\$150,000	
		TOTAL	\$315,000	\$535,000	\$0	\$35,000	\$255,000	\$175,000	\$0	\$385,000	\$850,000	\$0

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:

26. 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 once easement negotiations with Albemarle County are complete (or the City authorizes the second phase project be constructed under McIntire Road).
27. Interceptor Sewer and Manhole Repair – Phase 1: This project is used to conduct assessments of various interceptors as well as rehabilitation of interceptors that do not have a separate CIP project. Planned projects to complete Phase 1 include the completion of rehabilitation efforts along the upper Morey Creek Interceptor, high-priority rehabilitation on the Powell Creek Interceptor, and evaluation of the Upper Rivanna Interceptor. Rehabilitation of the Moores Creek, Moores Creek Relief, and Upper Rivanna Interceptors, as well as completion of rehabilitation efforts along the Morey Creek and Powell Creek Interceptors, will take place during subsequent phases. A sewer rehabilitation contract has been developed under this project which procured a dedicated contractor for all evaluation and rehabilitation work. The intent of this project is to complete a condition assessment of all RWSA interceptors (except those replaced during the period with new pipe) by 2022 and complete this phase of repairs as defects are identified. Such periodic assessment of all sewer pipe reflects industry best practices and the maintenance expectations of federal and state regulators as a part of avoiding sanitary sewer overflows.
28. Crozet Interceptor: The Crozet Interceptor is located in western Albemarle County and serves the Crozet and Ivy areas. Flow metering indicated that the interceptor experienced substantial inflow and infiltration and requires rehabilitation. In order to minimize future infrastructure improvements, ACSA and RWSA have agreed to rehabilitate this interceptor and the sewers that flow to the interceptor. The initial phase of rehabilitation to repair high-priority defects in manholes and pipelines contributing to the inflow and infiltration in the interceptor upstream of Crozet Pump Station No. 4 has been completed. The current budget accounts for high-

priority rehabilitation needs on the downstream portion of the interceptor, as well as outstanding rehabilitation items on upstream portions of the interceptor. While wet weather flows have moderately improved based on the initial phase of work, the ACSA and RWSA continue to investigate and remediate deficiencies along the entire interceptor.

29. Crozet Flow Equalization Tank: Rehabilitation work in the RWSA and ACSA sewer systems is on-going to meet the Inflow and Infiltration (I/I) reduction goals in the Crozet Interceptor. This is based on the flow metering and modeling results of the Comprehensive Sanitary Sewer Model & Study conducted in 2006 and as part of the Crozet Interceptor CIP project. The results of the 2006 study were updated in 2016 to evaluate I/I reduction goals and future capital project needs. The need to proceed with construction of a flow equalization tank in the Crozet area was confirmed as a result of this study update, which took in to account recent flow monitoring data that had been collected following previous I/I reduction efforts. Based on those results, a preliminary engineering evaluation and siting analysis of a flow equalization tank upstream of Crozet Pump Station No. 4 was completed to ensure that the facility could be designed, permitted, constructed and ready for operation to meet projected two-year storm flow targets. A construction contract has been awarded with completion expected in FY23.
30. Crozet Pump Station 1, 2, 3 Rehabilitation: The Crozet Interceptor Pump Stations were constructed in the 1980's and many of the components are original. This project includes 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 includes 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.
31. Albemarle-Berkeley Pump Station Upgrade: The Albemarle-Berkeley Pump Station was constructed in 1975 and conveys flows from several Albemarle County Public Schools 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 is underway, which is 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. Once the capacity analysis is complete, staff will review the results, and utilize consultant assistance in order to formulate a set of bidding documents that will include the installation of bypass pumping, demolition of the existing pump station, and construction of a new pumping station that is sized to meet the current and future flows as determined by the Capacity Analysis.

32. 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 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 Interceptor. Planned projects for Phase 2 include continuation of rehabilitation on the Lower Morey Creek and Powell Creek Interceptors, as well as rehabilitation along the Moores Creek, Moores Creek Relief, and Upper Rivanna Interceptors. Similar to Phase 1, a sewer rehabilitation contract will be developed under this project in order to procure a dedicated contractor for any evaluation and rehabilitation work specified. 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.

Urban Wastewater Interceptors/Pumping Stations

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
26	20.25	Upper Schenks Branch Interceptor	\$3,985,000		\$3,300,000	\$685,000					\$3,985,000	\$50,787
27	20.26	Interceptor Sewer and Manhole Repair (Phase 1)	\$1,088,330		\$1,088,330						\$1,088,330	\$468,537
28	20.27 21.10	Crozet Interceptor	\$880,000		\$790,000	\$90,000					\$880,000	\$250,223
29	20.28	Crozet Flow Equalization Tank	\$4,860,000	\$540,000	\$4,860,000	\$540,000					\$5,400,000	\$354,156
30	20.30	Crozet Pump Station 1, 2, 3 Rehabilitation	\$590,000		\$295,000	\$30,000	\$210,000	\$55,000			\$590,000	\$15,582
31	20.31	Alb. Berkley PS Upgrade	\$40,000	\$412,000					\$50,000	\$402,000	\$452,000	
32	21.07	Interceptor Sewer and Manhole Repair (Phase 2)	\$695,000	\$1,255,000			\$270,000	\$520,000	\$580,000	\$580,000	\$1,950,000	
		TOTAL	\$12,138,330	\$2,207,000	\$10,333,330	\$1,345,000	\$480,000	\$575,000	\$630,000	\$982,000	\$14,345,330	\$1,139,285

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 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:

33. Moores Creek AWWRF 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 early 1980's and houses offices, IT server space, meeting space and a full-service laboratory. The second building is a series of four trailers installed in between 2003-2010 that house the Engineering department. The Administration building is located at the head of the wastewater treatment plant and is surrounded by underground piping and process functions that may conflict with existing parking and/or the building in a future plant expansion. There is currently a need to house additional staff; increase office and meeting space; plan for the replacement of the trailers; bring the IT server workrooms to modern standards; and provide classroom space for education outreach. This project is currently planned to begin after the results of the MCAWRRF Master Plan have been considered.
34. Moores Creek AWWRF Digester Sludge Storage Improvements: The sole sludge storage tank at the MCAWRRF was constructed in 1959 of reinforced concrete and is in need of repairs. The scope of work would include piping modifications, hydraulic improvements, tank safety improvements such as handrail and lights, and structural improvements to the existing sludge storage tank roof.
35. Moores Creek AWWRF Aluminum Slide Gate Replacement: Several large aluminum slide gates are located at the influent side of the Moores Creek Pump Station. These gates allow staff to stop or divert flow to perform maintenance activities. After repeated attempts to access and repair the gates, it is now necessary to replace and modify the gate arrangement. The replacement includes new gates for greater flexibility and resiliency as well as significant flow bypass pumping. Likewise, there are several gates at the Ultraviolet disinfection facility that leak water, causing a reduced capacity of the facility. Replacement of these gates will restore the process to full capacity. Two additional gates in the holding pond pump station from the original 1977 Moores Creek facility construction are broken and non-operational and will be replaced as part of this work. In addition, motor operated valves at the headworks will improve wet weather operations related to the new grit facility.
36. Moores Creek AWWRF Mechanical Thickener: During the design of the Moores Creek AWWRF Phase 2 Odor Control project, the consultants conducted a detailed evaluation of all facility odor sources. One of the key sources identified, was the post-digestion clarifiers. These clarifiers are two round open-topped tanks of digested wastewater sludge,

located on the north side of the plant. During the ENR upgrade, the characteristics of the post-aeration sludge changed. This change has led to less predictable sludge handling through the existing gravity thickeners. This change in the post-aeration sludge characteristics has made obtaining a clear thickener overflow more difficult without chemical addition. Removing the post-digestion clarifiers from service combined with solids carryover from the existing gravity thickeners create a number of downstream consequences in primary clarification, sludge digestion and solids dewatering. Removing these facilities from service reduces the sludge thickness and therefore the plant's ability to adequately process it. This project includes the design and installation of a mechanical thickener prior to digestion that will increase plant solids processing reliability and capacity.

37. Moore's Creek AWWRF Compost Shed Roof Rehabilitation: In the early 1980's a large metal-framed shed roof was constructed to house the biosolids composting operations. Subsequent to stopping composting at Moore's Creek AWWRF, the shed serves as an equipment maintenance yard, solids handling facility and material storage lock-up. The shed roof is exhibiting signs of rafter deterioration and ongoing drainage issues. This project will evaluate and perform remediation needs at this facility.
38. Moore's Creek AWWRF Gas Sphere Rehabilitation: The gas sphere was constructed in 1980 and is used to house pressurized methane gas as part of the boiler and cogeneration system at the Moore's Creek Advanced Water Resource Recovery Facility (MCAWWRF). An inspection of the sphere determined that the coating system was nearing the end of its serviceable life and the tank would require some additional minor repairs and safety improvements. The project will include an updated inspection to confirm the necessary improvements, recoating the exterior of the tank, repairs to the grout around the concrete ring wall, installation of a safety climb on the exterior of the tank and other minor repairs.
39. Moore's Creek AWWRF Cogeneration Upgrades: The MCAWWRF 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. Unfortunately, the existing cogeneration facility requires expensive recurring maintenance services, has proprietary equipment which further complicates servicing needs, and has had a number of operational issues that have impeded the benefit this facility was intended to provide. 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. This project includes costs of installation of a new cogeneration facility as described in the Cogeneration System Analysis. The project is intended to commence following a review of the MCAWWRF digester system as part of the MCAWWRF Master Plan to ensure the expected gas to be produced would remain the same as that used during the Cogeneration System Analysis.
40. Moore's Creek AWWRF Maintenance Building Space: The Moore's Creek Maintenance Department facilities are undersized to serve the current staffing; parts storage and oil and

grease storage needs. The Moores Creek Master Plan is currently evaluating plant needs into the future and will provide specific recommendations for the Maintenance Department. Preliminarily, this project will increase personal spaces such as offices and a locker room. Additionally, the project will construct a new oil and grease storage facility that will meet all current best practices for safety and fire suppression. Lastly, the project will address the need for additional conditioned parts storage.

41. Moores Creek AWRRF Structural Modifications: 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 are ten nitrogen recycle (NCRY) pumps. Due to the corrosive atmosphere, these submersed pumps require being pulled and rebuilt frequently. To remove the pumps, staff must currently hire a long boom crane. This project will provide the means to pull, move, and load the pumps during maintenance activities.

Two of the six pumps in the New Rivanna Pump Station are smaller and were designed to be replaced if future average day flows warrant increased capacity. The current configuration resulted in several valves being located approximately 40 feet above the pump floor level. Valve maintenance activities have been challenging due to their height. A project is proposed to install a catwalk from the upper mezzanine level to each valve to provide a safer, walkable access to each valve.

42. Moores Creek AWRRF In-plant Clarifier and Lime Silo Demolition: The two in-plant clarifiers were constructed in the late 1950's and were taken out of service as a result of the Odor Control Project at the plant. Due to the age of the tanks, various components have significantly deteriorated over time and no additional uses for these tanks have been identified. In addition, due to their out-of-service status, they remain empty and a safety concern for plant staff and visitors. There is also an abandoned lime silo currently located adjacent to the Solids Handling Building. Lime was previously used with the old plate and frame presses before centrifuges were installed for sludge dewatering purposes. This project will include the complete demolition of the in-plant clarifiers by removing all existing components, backfilling the area and returning the area to open space and removing the lime silo from the plant and properly disposing of it.
43. Moores Creek AWRRF Generator Fuel Storage Expansion: The Moores Creek AWRRF south side electrical facilities have a single large system back-up power generator that was installed between 2009-2012 during the ENR plant upgrade. The generator has a belly tank that allows for approximately 22 hours of operation. This project will install an ancillary fuel tank that will allow for approximately three days of operation.
44. Moores Creek AWRRF Meter and Valve Replacements: As part of the Odor Control Phase II Project, the post digestion clarifiers were eliminated from use and the gravity thickener overflow was diverted through existing piping directly to the Moores Creek Pump Station at the head of the treatment facility. This resulted in less odor generation, however, the gravity thickener overflow lost its metering location at the post digestion clarifiers. A new metering manhole location was installed near the Moores Creek Pump Station where several plant recycle flows come together. Unfortunately, this meter location has been problematic and is subject to backwater flows from the pump station and meter fouling from grease and

solids. This project involves installation of individual meters on each recycle flow at locations that will provide less operation and maintenance problems.

The circulation of Waste Activated Sludge (WAS) and Return Activated Sludge (RAS) is important in the wastewater process to maintain a healthy balance of microorganisms. The existing WAS and RAS flow meters are original to the 1980's construction of the facility and are nearly 40 years old. These meters can no longer be calibrated and replacement parts are not available. Replacement of these meters is necessary for process and operational efficiency.

45. Moore's Creek AWWRF Facility Renovations: The Duty Pump Station was constructed in 1958 and no longer functions as an actual pump station. It currently houses electrical equipment that serves the plant, but otherwise has available space that could be beneficially used for other purposes. RWSA has a need for additional office space and has evaluated repurposing portions of the Duty Pump Station for office and workspace in order to make use of all available space at the plant before proceeding with more significant administrative expansions. This project includes demolition of a select portion of the interior of the station, cleaning and sanitizing of the areas to be repurposed, and an interior upfit of the space to provide additional office and workspace. The viability of this project will be reviewed with the final recommendation of the Moore's Creek AWWRF Master Plan.
46. Moore's Creek AWWRF 5kV Electrical System Upgrade: After discussions through the Moore's Creek Facilities Master Plan, it was identified that several areas of the MCAWWRF, including the Blower Building, Sludge Pumping Building, Grit Removal Building, Moore's Creek Pumping Station, and the Administration Building are 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 at this point, 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 certain treatment processes, and repairs could take weeks to months given the lead times associated with equipment of this age. In July 2020, staff recommended that a CIP Project be started as soon as possible to encompass replacement of the original 1980s-vintage 5kV cables, switchgear, transformers, and MCCs.
47. Moore's Creek AWWRF Lighting Upgrade: The lighting at the 80-acre MCAWWRF consists of over 300 fixtures installed at various times over the entire life of the facility's presence. In 2019, Albemarle County investigated the existing and historic lighting at the facility and determined that upgrades were required to bring Moore's Creek AWWRF in to compliance. RWSA and Albemarle County staff have been working together to best address the issue. A Minor Site plan amendment was submitted to the county and the Architectural Review Board for review. RWSA is currently working on a design, bid, build package that will include a large scale replacement of non-compliant fixtures as well as address industrial lighting standards for the entire facility.

48. Moores Creek AWRRF Miscellaneous Concrete Repair: The two Holding Ponds and the two Equalization Basins were built with the 1977 Moores Creek Upgrades and are critical to the plant infrastructure to contain wet weather flows. The 40 year old concrete is showing signs of degradation. Following inspections in Fall 2020, Hazen recommended we implement concrete repairs soon to extend the life of the concrete basins. Work will include crack repair, spalling repair, joint repair, and coating of miscellaneous metals and valves in the basins.
49. Moores Creek AWRRF Digester Replacement/Repair: 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. Furthermore, through the Moores Creek master planning process, Hazen has identified future plant improvements which are most advantageously built around the existing filters, UV facility and plant outfall and therefore utilizing the space for any future digester complex expansions. This project includes addressing remaining repairs to the digester complex, including safety repairs, to extend the useful life approximately 7-10 years while RWSA plans, designs, and constructs a new digester complex at another location on the Moores Creek site.

Moores Creek Advanced Water Resource Recovery Facility

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
33	20.34	Moores Creek AWRRF Engineering and Administration Building	\$250,000	(\$25,000)						\$225,000	\$225,000	
34	20.35	Moores Creek AWRRF Digester Sludge Storage Improvements	\$550,000		\$550,000						\$550,000	\$15,450
35	20.36	Moores Creek AWRRF Aluminum Slide Gate Replacements	\$675,000	\$675,000	\$675,000	\$630,000	\$45,000				\$1,350,000	\$25,272
36	20.38	Moores Creek AWRRF Mechanical Thickener Improvement	\$100,000	\$3,000,000					\$400,000.00	\$2,700,000	\$3,100,000	
37	20.39	Moores Creek AWRRF Compost Shed Roof Rehabilitation	\$200,000			\$200,000					\$200,000	
38	20.40	Moores Creek AWRRF Gas Sphere Rehabilitation	\$80,000	\$760,000					\$90,000	\$750,000	\$840,000	
39	20.67	Moores Creek AWRRF Cogeneration Upgrades	\$1,865,000		\$245,000	\$1,620,000					\$1,865,000	
40	20.68	Moores Creek AWRRF Maintenance Building	\$105,000	\$1,220,000	\$275,000				\$105,000	\$945,000	\$1,325,000	
41	20.69 21.06	Moores Creek AWRRF Structural Modifications	\$575,000	\$325,000			\$110,000	\$790,000			\$900,000	
42	21.05	Moores Creek AWRRF In-plant Clarifier and Lime Silo Demolition	\$655,000		\$185,000	\$470,000					\$655,000	

Moores Creek Advanced Water Resource Recovery Facility (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
43	21.09	Moores Creek AWWRF Generator Fuel Storage Expansion	\$100,000		\$100,000						\$100,000	
44	21.11 21.17	Moores Creek AWWRF Meter and Valve Replacements	\$660,000	\$90,000	\$380,000	\$370,000					\$750,000	
45	21.13 21.20	Moores Creek AWWRF Facility Renovations	\$375,000	\$375,000	\$375,000	\$375,000					\$750,000	
46	21.18	Moores Creek AWWRF 5kV Electrical System Upgrade	\$500,000	\$4,100,000	\$180,000	\$420,000	\$2,685,000	\$1,315,000			\$4,600,000	
47	21.21	Moores Creek AWWRF Lighting Upgrade	\$1,000,000	\$900,000	\$1,000,000	\$900,000					\$1,900,000	
48	22.11	Moores Creek AWWRF Miscellaneous Concrete Repair		\$2,650,000		\$250,000	\$1,650,000	\$750,000			\$2,650,000	
49	22.12	Moores Creek AWWRF Digester Replacement/Repair		\$3,620,000					\$520,000	\$3,100,000	\$3,620,000	
		TOTAL	\$7,690,000	\$17,690,000	\$3,965,000	\$5,235,000	\$4,490,000	\$2,855,000	\$1,115,000	\$7,720,000	\$25,380,000	\$40,722

Scottsville Wastewater System

The Scottsville Wastewater System includes the influent pumping station, the water resource recovery facility 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:

50. Scottsville WRRF Whole Plant Generator and ATS: The current back-up power generator at the Scottsville Water Treatment Plant does not power the entire plant, serving only the facilities needed to send flow to the lagoons. This project will provide for a plant-wide generator and automatic transfer switch. This project will offer greater treatment flexibility and monitoring capability for the operations staff; particularly when the plant is unmanned and monitored remotely.

Scottsville Water Resource Recovery Facility

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
50	21.12	Scottsville WRRF Whole Plant Generator and ATS	\$125,000	\$75,000		\$11,000	\$180,000	\$9,000			\$200,000	
		TOTAL	\$125,000	\$75,000	\$0	\$11,000	\$180,000	\$9,000	\$0	\$0	\$200,000	\$0

Glenmore Wastewater System

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

Project Descriptions:

51. Glenmore WRRF Influent Pump & VFD Addition: The Glenmore WRRF is predicted to see additional dry and wet weather flows as residential and commercial construction within the service area continues. Future wet weather flows will require higher influent pumping capacity and an additional pump and electrical variable frequency drive will be required to maintain firm capacity.

Glenmore Water Resource Recovery Facility

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
51	20.42	Glenmore WRRF Influent Pump and VFD Addition	\$65,000	\$55,000	\$65,000	\$55,000					\$120,000	
		TOTAL	\$65,000	\$55,000	\$65,000	\$55,000	\$0	\$0	\$0	\$0	\$120,000	\$0

All Systems

Project Descriptions:

52. Radio Upgrades: The regional 800 MHz Public Safety Communication System, in which the Rivanna Water and Sewer Authority participates to provide internal and emergency radio communication, is nearing the end of its service life. Because of technology changes (software and hardware) the Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC) will need to upgrade or replace the system to keep it useable. This project plans 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 is being apportioned a part of the project cost proportionately based on the number of radios. In addition to this assessment from the ECC, the Authority will replace its fleet of portable radios.
53. Asset Management: Asset management is the practice of managing our infrastructure to minimize the total cost of owning and operating these assets while providing desired service levels. In doing so, it is used to make sure planned maintenance activities take place and that capital assets are replaced, repaired or upgraded at the right time, while ensuring that the resources necessary to perform those activities is available. RWSA has some components of an asset management program in place (i.e. GIS, work order system), but has identified the need to further develop the program as part of our Strategic Planning process. In order to continue to build the program, a consultant was procured to assist with a three-phase process that will include facilitation and development of an asset management strategic plan, development and management of a pilot study where the results of the strategic plan will be applied to a specific facility, and assistance through a full implementation process. Procurement of software to facilitate the overall program is also included in this project.
54. 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 will include: industrial strength door and window components, security gate and fencing modifications, an improved lock and key program, facility signage, closed circuit television (CCTV) enhancements, intrusion detection systems (IDS), additional security lighting, mass emergency notification systems, and emergency call stations/panic buttons. 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 began at MCAWRRF in Spring 2020, with additional facilities to follow.

55. IT Master Plan – Software: Staff is currently updating an IT Master Plan which assessed and benchmarked current software and business practices. Work is currently underway to reconfigure the Network infrastructure and to install and implement major software initiatives. This project will continue to address those Authority wide needs.

All Systems

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
52	20.44	Radio Upgrades	\$400,000	\$200,000	\$400,000	\$200,000					\$600,000	\$130,742
53	20.45	Asset Management	\$1,115,000	\$65,000	\$735,000	\$180,000	\$185,000	\$80,000			\$1,180,000	\$183,069
54	20.46	Security Enhancements	\$2,730,000		\$1,550,000	\$556,000	\$550,000	\$74,000			\$2,730,000	\$203,489
55	20.47	IT Master Plan - Software	\$450,000	\$150,000	\$300,000	\$300,000					\$600,000	\$55,781
		TOTAL	\$4,695,000	\$415,000	\$2,985,000	\$1,236,000	\$735,000	\$154,000	\$0	\$0	\$5,110,000	\$573,081

APPENDICES

CIP Financial Summary

Water System Summary

Wastewater System Summary

All Systems Summary

CIP Financial Summary

Line No.	Proj. No.	Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
1	20.01	South Rivanna Reservoir to Ragged Mountain Reservoir Water Line Right-of-Way	\$2,295,000	\$445,000	\$2,295,000	\$445,000					\$2,740,000	\$951,513
2	20.02	South Rivanna Reservoir Dredging	\$0	\$0	\$0						\$0	\$0
3	20.03	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line	\$7,497,000	\$7,828,000	\$0	\$375,000	\$1,150,000	\$2,100,000	\$5,850,000	\$5,850,000	\$15,325,000	\$0
4	20.04	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Pump Station	\$2,550,000	\$3,300,000	\$0	\$215,000	\$300,000	\$785,000	\$2,275,000	\$2,275,000	\$5,850,000	\$0
5	22.01	South Rivanna Reservoir to Ragged Mountain Reservoir - Birdwood to Old Garth	\$0	\$1,980,000	\$0	\$166,000	\$1,656,000	\$158,000			\$1,980,000	\$0
6	20.06	Observatory Water Treatment Plant Improvements	\$26,000,000	(\$3,000,000)	\$7,700,000	\$9,850,000	\$5,450,000				\$23,000,000	\$1,487,586
7	20.07	Sugar Hollow Dam Rubber Crest Gate Replacement	\$1,700,000	\$200,000	\$1,230,000	\$670,000					\$1,900,000	\$66,360
8	20.10	Central Water Line	\$4,950,000	\$4,133,000	\$1,375,000			\$725,000	\$2,850,000	\$4,133,000	\$9,083,000	\$137,749
9	20.12	South Fork Rivanna River Crossing	\$2,800,000	\$855,000	\$260,000	\$530,000	\$2,314,000	\$551,000			\$3,655,000	\$0
10	20.13	Airport Rd. Pump Station and North Rivanna Transmission Main	\$5,850,000	\$1,750,000	\$1,775,000	\$3,875,000	\$1,950,000				\$7,600,000	\$108,099

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
11	20.50	Avon, Pantops and Observatory Tank Rehabilitation	\$0	\$1,045,000	\$0					\$1,045,000	\$1,045,000	\$0
12	20.58	Second North Rivanna River Crossing	\$0	\$445,000	\$0					\$445,000	\$445,000	\$0
13	20.15	South Rivanna Hydropower Plant Decomissioning	\$725,000	\$0	\$725,000						\$725,000	\$136,067
14	20.16	South Rivanna Water Treatment Plant Improvements	\$17,000,000	\$3,000,000	\$15,400,000	\$1,800,000	\$2,800,000				\$20,000,000	\$1,847,327
15	22.05	South Rivanna Water Treatment Plant - Plate Settlers Addition	\$0	\$200,000	\$0					\$200,000	\$200,000	\$0
16	20.18	North Rivanna Water Treatment Plant Upgrade	\$1,325,000	\$1,000,000	\$385,000		\$940,000			\$1,000,000	\$2,325,000	\$2,130
17	20.22	Crozet Water Treatment Plant Expansion	\$500,000	\$0	\$500,000						\$500,000	
18	20.19	Beaver Creek Dam Alteration	\$10,598,000	\$5,552,000	\$845,000		\$470,000	\$3,200,000	\$5,630,000	\$6,005,000	\$16,150,000	\$293,315
19	20.20 21.15	Beaver Creek New Raw Water Pump Station & Intake	\$10,160,000	\$620,000	\$498,000		\$430,000	\$2,590,000	\$3,490,000	\$3,772,000	\$10,780,000	\$129,782
20	21.01	Buck's Elbow Tank and Waterball Painting	\$83,000	\$647,000	\$0				\$80,000	\$650,000	\$730,000	\$0
21	21.03	Crozet Ground Storage Tank Leak Repair	\$100,000	\$15,000	\$100,000	\$15,000					\$115,000	\$0

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
22	21.04	Scottsville Water Treatment Plant Lagoon Liner Replacement	\$315,000	\$0	\$0		\$140,000	\$175,000			\$315,000	
23	20.66	Scottsville Tank Rehabilitation	\$0	\$85,000	\$0					\$85,000	\$85,000	
24	22.06	Scottsville Water Treatment Plant - Upgrade	\$0	\$300,000	\$0					\$300,000	\$300,000	
25	22.07	Red Hill Water Treatment Plant - Upgrades	\$0	\$150,000	\$0	\$35,000	\$115,000				\$150,000	
26	20.25	Upper Schenks Branch Interceptor	\$3,985,000	\$0	\$3,300,000	\$685,000					\$3,985,000	\$50,787
27	20.26	Interceptor Sewer and Manhole Repair - Phs 1	\$1,088,330	\$0	\$1,088,330						\$1,088,330	\$468,537
28	20.27 21.10	Crozet Interceptor	\$880,000	\$0	\$790,000	\$90,000					\$880,000	\$250,223
29	20.28	Crozet Flow Equalization Tank	\$4,860,000	\$540,000	\$4,860,000	\$540,000					\$5,400,000	\$354,156
30	20.30	Crozet Pump Station 1, 2, 3 Rehabilitation	\$590,000	\$0	\$295,000	\$30,000	\$210,000	\$55,000			\$590,000	\$15,582
31	20.31	Alb. Berkley Pump Station Upgrade	\$40,000	\$412,000	\$0				\$50,000	\$402,000	\$452,000	\$0

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
32	21.07	Interceptor Sewer and Manhole Repair - Phs 2	\$695,000	\$1,255,000	\$0		\$270,000	\$520,000	\$580,000	\$580,000	\$1,950,000	\$0
33	20.34	Moore's Creek AWWRF Engineering and Administration Building	\$250,000	(\$25,000)	\$0					\$225,000	\$225,000	\$0
34	20.35	Moore's Creek AWWRF Digester Sludge Storage Improvements	\$550,000	\$0	\$550,000						\$550,000	\$15,450
35	20.36	Moore's Creek AWWRF Aluminum Slide Gate Replacements	\$675,000	\$675,000	\$675,000	\$630,000	\$45,000				\$1,350,000	\$25,272
36	20.38	Moore's Creek AWWRF Mechanical Thickener Improvement	\$100,000	\$3,000,000	\$0				\$400,000	\$2,700,000	\$3,100,000	\$0
37	20.39	Moore's Creek AWWRF Compost Shed Roof Rehabilitation	\$200,000	\$0	\$0	\$200,000					\$200,000	\$0
38	20.40	Moore's Creek AWWRF Gas Sphere Rehabilitation	\$80,000	\$760,000	\$0				\$90,000	\$750,000	\$840,000	\$0
39	20.67	Moore's Creek AWWRF Cogeneration Upgrades	\$1,865,000	\$0	\$245,000	\$1,620,000					\$1,865,000	\$0
40	20.68	Moore's Creek AWWRF Maintenance Building	\$105,000	\$1,220,000	\$275,000				\$105,000	\$945,000	\$1,325,000	\$0
41	20.69 21.06	Moore's Creek AWWRF Structural Modifications	\$575,000	\$325,000	\$0		\$110,000	\$790,000			\$900,000	\$0

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
42	21.05	Moore's Creek AWWRF In-plant Clarifier and Lime Silo Demolition	\$655,000	\$0	\$185,000	\$470,000					\$655,000	\$0
43	21.09	Moore's Creek AWWRF Generator Fuel Storage Expansion	\$100,000	\$0	\$100,000						\$100,000	\$0
44	21.11 21.17	Moore's Creek AWWRF Meter and Valve Replacements	\$660,000	\$90,000	\$380,000	\$370,000					\$750,000	\$0
45	21.13 21.20	Moore's Creek AWWRF Facility Renovations	\$375,000	\$375,000	\$375,000	\$375,000					\$750,000	\$0
46	21.18	Moore's Creek AWWRF 5kV Electrical System Upgrade	\$500,000	\$4,100,000	\$180,000	\$420,000	\$2,685,000	\$1,315,000			\$4,600,000	\$0
47	21.21	Moore's Creek AWWRF Lighting Upgrade	\$1,000,000	\$900,000	\$1,000,000	\$900,000					\$1,900,000	\$0
48	22.11	Moore's Creek AWWRF Miscellaneous Concrete Repair	\$0	\$2,650,000	\$0	\$250,000	\$1,650,000	\$750,000			\$2,650,000	\$0
49	22.12	Moore's Creek AWWRF Digester Replacement/Repair	\$0	\$3,620,000	\$0				\$520,000	\$3,100,000	\$3,620,000	\$0
50	21.12	Scottsville WRRF Whole Plant Generator and ATS	\$125,000	\$75,000	\$0	\$11,000	\$180,000	\$9,000			\$200,000	\$0
51	20.42	Glenmore WRRF Influent Pump & VFD Addition	\$65,000	\$55,000	\$65,000	\$55,000					\$120,000	\$0

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2020)
			Current CIP Adopted 6/2020	Proposed Changes	Current Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
52	20.44	Radio Upgrades	\$400,000	\$200,000	\$400,000	\$200,000					\$600,000	\$130,742
53	20.45	Asset Management	\$1,115,000	\$65,000	\$735,000	\$180,000	\$185,000	\$80,000			\$1,180,000	\$183,069
54	20.46	Security Enhancements	\$2,730,000	\$0	\$1,550,000	\$556,000	\$550,000	\$74,000			\$2,730,000	\$203,489
55	20.47	IT Master Plan - Software	\$450,000	\$150,000	\$300,000	\$300,000					\$600,000	\$55,781
Total			\$119,161,330	\$50,992,000	\$50,436,330	\$25,858,000	\$23,600,000	\$13,877,000	\$21,920,000	\$34,462,000	\$170,153,330	\$6,913,016

Water System Summary

	Summary			Projected Future Expenses by Year						
Urban Water System	Current CIP	Proposed Changes	Current Capital Budget	FY22	FY23	FY24	FY25	FY26	Recommended CIP	Work-in -Progress
PROJECT COSTS										
Community Water Supply Plan	\$ 12,342,000	\$ 13,553,000	\$ 2,295,000	\$ 1,201,000	\$ 3,106,000	\$ 3,043,000	\$ 8,125,000	\$ 8,125,000	\$ 25,895,000	\$ 951,513
Observatory WTP/Ragged Mtn/Sugar Hollow Systems	27,700,000	(2,800,000)	8,930,000	10,520,000	5,450,000	-	-	-	24,900,000	1,553,946
Finished Water Storage/Distribution - Urban System	14,985,914	8,228,000	3,410,000	4,405,000	4,264,000	1,276,000	2,850,000	5,623,000	21,828,000	245,848
South & North Fork Rivanna WTP and Reservoir System	19,950,000	4,200,000	16,510,000	1,800,000	3,740,000	-	-	1,200,000	23,250,000	1,985,524
Total Projects Urban Water Systems	\$ 74,977,914	\$ 23,181,000	\$ 31,145,000	\$ 17,926,000	\$ 16,560,000	\$ 4,319,000	\$ 10,975,000	\$ 14,948,000	\$ 95,873,000	\$ 4,736,831
FUNDING SOURCES URBAN SYSTEM - TO DATE										
Work-in-Progress			\$ 4,736,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,736,831	
Debt Proceeds Available 2015B			14,451,300	-	-	-	-	-	14,451,300	
Capital Funds Available			553,000	-	-	-	-	-	553,000	
SUBTOTAL			19,741,131	-	-	-	-	-	19,741,131	
FUNDING SOURCES URBAN SYSTEM - NEEDS										
Future Cash reserve transfer to Capital Fund				\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 500,000	\$ 5,500,000	
New Debt Needed			11,403,869	16,926,000	15,560,000	2,819,000	9,475,000	14,448,000	70,631,869	
SUBTOTAL			11,403,869	17,926,000	16,560,000	4,319,000	10,975,000	14,948,000	76,131,869	
TOTAL URBAN WATER FUNDING			\$ 31,145,000	\$ 17,926,000	\$ 16,560,000	\$ 4,319,000	\$ 10,975,000	\$ 14,948,000	\$ 95,873,000	
									\$95,873,000	
Estimated Bond Issues					\$30,000,000		\$40,631,869		\$70,631,869	

	Summary			Projected Future Expenses by Year						
Non-Urban Water System	Current CIP	Proposed Changes	Current Capital Budget	FY22	FY23	FY24	FY25	FY26	Recommended CIP	Work-in -Progress
PROJECT COSTS										
Crozet Water System	\$ 29,441,000	\$ 6,834,000	\$ 1,943,000	\$ 15,000	\$ 900,000	\$ 5,790,000	\$ 9,200,000	\$ 10,427,000	\$ 28,275,000	\$ 423,097
Scottsville Water System	475,000	565,000	-	35,000	255,000	175,000	-	385,000	850,000	-
Total Rural Water Systems	\$ 29,916,000	\$ 7,399,000	\$ 1,943,000	\$ 50,000	\$ 1,155,000	\$ 5,965,000	\$ 9,200,000	\$ 10,812,000	\$ 29,125,000	\$ 423,097
Non-URBAN FUNDING SOURCES										
Work in Progress			\$ 423,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 423,097	
Capital Funds Available			-	-	-	-	-	-	-	
Debt Proceeds 2018 Bond			803,800	-	-	-	-	-	803,800	
Future Cash reserve transfer to Capital Fund			300,000	50,000	100,000	150,000	-	-	600,000	
New Debt Needed			416,103	-	1,055,000	5,815,000	9,200,000	10,812,000	27,298,103	
TOTAL NON-URBAN WATER FUNDING			\$ 1,943,000	\$ 50,000	\$ 1,155,000	\$ 5,965,000	\$ 9,200,000	\$ 10,812,000	\$ 29,125,000	
Estimated Bond Issues				\$ 1,471,100			25,827,000		\$27,298,100	

Wastewater System Summary

	Summary			Projected Future Expenses by Year						
Urban Wastewater System	Current CIP	Proposed Changes	Current Capital Budget	FY22	FY23	FY24	FY25	FY26	Recommended CIP	Work-in - Progress
PROJECT COSTS										
Wastewater Interceptor/Pumping Stations	\$ 12,338,330	\$ 2,207,000	\$ 10,333,330	\$ 1,345,000	\$ 480,000	\$ 575,000	\$ 630,000	\$ 982,000	\$ 14,345,330	\$ 1,139,285
Moore's Creek WWTP	10,181,632	17,690,000	3,965,000	5,235,000	4,490,000	2,855,000	1,115,000	7,720,000	25,380,000	40,722
Total Urban Wastewater Systems	\$ 22,519,962	\$ 19,897,000	\$14,298,330	\$6,580,000	\$4,970,000	\$3,430,000	\$1,745,000	\$8,702,000	\$39,725,330	\$1,180,007
FUNDING SOURCES URBAN SYSTEM - IN PLACEA										
Work-in-Progress			\$ 1,180,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,180,007	
Debt Proceeds - 2018			4,500,000	-	-	-	-	-	4,500,000	
Capital Funds Available			4,135,000	-	-	-	-	-	4,135,000	
SUBTOTAL			9,815,007	-	-	-	-	-	9,815,007	
FUNDING SOURCES URBAN SYSTEM - NEEDS										
Future Cash Reserves			\$ -	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 3,500,000	
New Debt Needed			4,483,323	5,580,000	4,470,000	2,930,000	1,245,000	7,702,000	26,410,323	
SUBTOTAL			4,483,323	\$6,580,000	4,970,000	3,430,000	1,745,000	8,702,000	29,910,323	
TOTAL URBAN WASTEWATER FUNDING			\$ 14,298,330	\$ 6,580,000	\$ 4,970,000	\$ 3,430,000	\$ 1,745,000	\$ 8,702,000	\$ 39,725,330	
Estimated Bond Issues					\$14,533,300		\$11,877,000		\$ 26,410,300	

	Summary			Projected Future Expenses by Year						
Non-Urban Wastewater System	Current CIP	Proposed Changes	Current Capital Budget	FY22	FY23	FY24	FY25	FY26	Recommended CIP	Work-in - Progress
PROJECT COSTS										
Glenmore WWTP	\$ 65,000	\$ 55,000	\$ 65,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -
Scottsville WWTP	335,000	75,000	-	11,000	180,000	9,000	-	-	200,000	-
Total Rural Wastewater Systems	\$400,000	\$130,000	\$ 65,000	\$ 66,000	\$ 180,000	\$ 9,000	\$ -	\$ -	\$ 320,000	\$ -
FUNDING SOURCES RURAL SYSTEM - NEEDS										
Capital Funds Available			\$ -	\$ -					-	
Future Cash Reserve			-	66,000	34,000	-			100,000	
New Debt Needed			65,000	-	146,000	9,000	-	-	220,000	
TOTAL RURAL WASTEWATER FUNDING			\$ 65,000	\$ 66,000	\$ 180,000	\$ 9,000	\$ -	\$ -	\$ 320,000	
Estimated Bond Issues					\$ 220,000					

All Systems Summary

	Summary			Projected Future Expenses by Year						
Shared Projects - All Rate Centers	Current CIP	Proposed Changes	Current Capital Budget	FY22	FY23	FY24	FY25	FY26	Recommended CIP	Work-in - Progress
PROJECT COSTS										
Asset management/Security/IT Master Plan	\$ 4,695,000	\$ 415,000	\$ 2,985,000	\$ 1,236,000	\$ 735,000	\$ 154,000	\$ -	\$ -	\$ 5,110,000	\$ 573,080
Total Projects Urban Water Systems	\$ 4,695,000	\$ 415,000	\$ 2,985,000	\$ 1,236,000	\$ 735,000	\$ 154,000	\$ -	\$ -	\$ 5,110,000	\$ 573,080
FUNDING SOURCES										
Work in Progress			\$ 573,080						\$ 573,080	
Possible Future Reserves			\$ -	\$ -					\$ -	
New Debt Needed			\$ 2,411,920	\$ 1,236,000	\$ 735,000	\$ 154,000	\$ -	\$ -	\$ 4,536,920	
									-	
TOTAL URBAN WATER FUNDING			\$ 2,985,000	\$ 1,236,000	\$ 735,000	\$ 154,000	\$ -	\$ -	\$ 5,110,000	
Estimated Bond Issues					\$4,536,920					

Summary Information

	2022 - 2026 <i>Draft Proposed</i> <u>CIP</u>	2021 - 2025 <i>Adopted</i> <u>CIP</u>	<u>Change \$</u>
<u>Project Cost</u>			
Urban Water Projects	\$ 95,873,000	\$ 74,977,900	\$ 20,895,100
Urban Wastewater Projects	39,725,330	22,520,000	17,205,330
Non-Urban Projects & Shared	34,555,000	35,011,000	(456,000)
Total Project Cost Estimates	\$ 170,153,330	\$ 132,508,900	\$ 37,644,430
<u>Funding in place</u>			
Work-in-Progress (paid for)	\$ 6,913,000	\$ 5,402,500	1,510,500
Debt Proceeds Available	19,755,100	29,488,800	(9,733,700)
Cash-Capital Available	4,688,000	7,686,300	(2,998,300)
	\$ 31,356,100	\$ 42,577,600	\$ (11,221,500)
<u>Financing Needs</u>			
Possible Future Reserves	\$ 9,700,000	10,630,000	(930,000)
New Debt	129,097,230	79,301,300	49,795,930
	\$ 138,797,230	\$ 89,931,300	\$ 48,865,930
Total Funding	\$ 170,153,330	\$ 132,508,900	\$ 37,644,430
Percentage of funding in place	18.4%	32.1%	
Ratio of debt to expense	91.5%	86.2%	
Ratio of cash to expense	8.5%	13.8%	

Summary Information

Detail by Major Systems	Total <i>Draft</i> CIP	Urban Water Projects	Urban Wastewater Projects	Shared Projects	Water Non-Urban Projects	Wastewater Non-Urban Projects
<u>Project Cost</u>						
Urban Water Projects	\$ 95,873,000	\$ 95,873,000	\$ -		\$ -	\$ -
Urban Wastewater Projects	39,725,330	-	39,725,330		-	-
Non-Urban Projects & Shared	34,555,000	-	-	5,110,000	29,125,000	320,000
Total Project Cost Estimates	\$ 170,153,330	\$ 95,873,000	\$ 39,725,330	\$ 5,110,000	\$ 29,125,000	\$ 320,000
<u>Funding in place</u>						
Work-in-Progress (paid for)	\$ 6,913,000	\$ 4,736,800	\$ 1,180,000	\$ 573,100	\$ 423,100	\$ -
Debt Proceeds available	19,755,100	14,451,300	4,500,000	-	803,800	-
Cash-Capital Available	4,688,000	553,000	4,135,000	-	-	-
Subtotal	\$ 31,356,100	\$ 19,741,100	\$ 9,815,000	\$ 573,100	\$ 1,226,900	\$ -
<u>Financing Needs</u>						
Possible Future Reserves	\$ 9,700,000	5,500,000	3,500,000	-	600,000	100,000
New Debt	129,097,230	70,631,900	26,410,330	4,536,900	27,298,100	220,000
Subtotal	\$ 138,797,230	\$ 76,131,900	\$ 29,910,330	\$ 4,536,900	\$ 27,898,100	\$ 320,000
Total Funding	\$ 170,153,330	\$ 95,873,000	\$ 39,725,330	\$ 5,110,000	\$ 29,125,000	\$ 320,000
Percentage of funding in place	18.4%	20.6%	24.7%	11.2%	4.2%	0.0%
Ratio of debt to expense	91.5%	88.7%	77.8%	88.8%	96.5%	68.8%
Ratio of cash to expense	8.5%	6.3%	19.2%	0.0%	2.1%	31.3%

Summary Information

	<u>Urban Water</u>	<u>Urban Wastewater</u>	<u>Non-Urban</u>	<u>Shared</u>	<u>Total</u>
Current Adopted CIP 2021 - 2025	\$ 74,977,900	\$ 22,520,000	\$ 30,316,000	\$ 4,695,000	\$ 132,508,900
<u>Changes:</u>					
Completed or closed projects	(2,285,914)	(2,691,632)	(8,370,000)	-	(13,347,546)
Rollover from FY 2026 (roughly)	13,971,000	13,513,632	6,942,000	-	34,426,632
Adjustments on existing projects	7,030,014	(111,670)	107,000	415,000	7,440,344
New projects	<u>2,180,000</u>	<u>6,495,000</u>	<u>450,000</u>	<u>-</u>	<u>9,125,000</u>
New costs	9,210,014	6,383,330	557,000	415,000	16,565,344
Total Changes	20,895,100	17,205,330	(871,000)	415,000	37,644,430
Total Draft CIP 2022 - 2026	\$ 95,873,000	\$ 39,725,330	\$ 29,445,000	\$ 5,110,000	\$ 170,153,330
Years 6 - 10 (FY 2027-31)					<u>\$ 100,359,000</u>
Years 11 - 15 (FY2032-36)					<u>\$ 52,867,000</u>
TOTAL 15 YEAR CIP					<u>\$ 323,379,330</u>

Summary Information

		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
<u>City of Charlottesville Charges</u>													
<u>Urban Water</u>													
Operating Rate	Per 1000 gal.	2.095	2.095	2.346	2.534	2.686	2.847	3.018	3.199	3.391	3.594	3.810	4.038
	% Change		0.0%	12.0%	8.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	\$ 193,580	\$ 193,580	246,188	273,140	301,420	329,791	350,582					
			0.0%	27.2%	10.9%	10.4%	9.4%	6.3%					
Revenue Requirements:				27.2%	10.9%	10.4%	9.4%	6.3%					
Operating Rate Revenue	Annual	\$ 3,630,500	\$ 3,630,500	\$ 3,906,000	\$ 4,218,480	\$ 4,471,589	\$ 4,739,884	\$ 5,024,277	\$ 5,325,734	\$ 5,645,278	\$ 5,983,995	\$ 6,343,034	\$ 6,723,616
Debt Service Revenues	Annual	2,323,000	2,323,000	2,954,300	3,277,679	3,617,044	3,957,486	4,206,980	-	-	-	-	-
Total		\$ 5,953,500	\$ 5,953,500	\$ 6,860,300	\$ 7,496,159	\$ 8,088,633	\$ 8,697,370	\$ 9,231,257	\$ 5,325,734	\$ 5,645,278	\$ 5,983,995	\$ 6,343,034	\$ 6,723,616
	\$ Change		\$ -	\$ 906,800	\$ 635,859	\$ 592,474	\$ 608,737	\$ 533,887	\$ 301,457	\$ 319,544	\$ 338,717	\$ 359,040	\$ 380,582
	% Change		0.0%	15.2%	9.3%	7.9%	7.5%	6.1%					
<u>Urban Wastewater</u>													
Operating Rate	Per 1000 gal.	2.369	2.369	2.517	2.693	2.855	3.026	3.208	3.400	3.604	3.820	4.050	4.293
	% Change		0.0%	6.3%	7.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	\$ 407,588	\$ 407,588	412,199	422,378	432,778	443,208	455,518					
			0.0%	1.1%	2.5%	2.5%	2.4%	2.8%					
Revenue Requirements:													
Operating Rate Revenue	Annual	\$ 4,016,800	\$ 3,936,500	\$ 4,096,900	\$ 4,383,683	\$ 4,646,704	\$ 4,925,506	\$ 5,221,037	\$ 5,534,299	\$ 5,866,357	\$ 6,218,338	\$ 6,591,438	\$ 6,986,925
Debt Service Revenues	Annual	4,891,100	4,891,100	4,946,500	5,068,535	5,193,335	5,318,495	5,466,215	-	-	-	-	-
Total		\$ 8,907,900	\$ 8,827,600	\$ 9,043,400	\$ 9,452,218	\$ 9,840,039	\$ 10,244,001	\$ 10,687,252	\$ 5,534,299	\$ 5,866,357	\$ 6,218,338	\$ 6,591,438	\$ 6,986,925
	\$ Change		\$ (80,300)	\$ 215,800	\$ 408,818	\$ 387,821	\$ 403,962	\$ 443,250	\$ 313,262	\$ 332,058	\$ 351,981	\$ 373,100	\$ 395,486
	% Change		-0.9%	2.4%	4.5%	4.1%	4.1%	4.3%					
<u>Total all Rate Centers</u>													
Operating Rate Revenue		\$ 7,647,300	\$ 7,567,000	\$ 8,002,900	\$ 8,602,163	\$ 9,118,293	\$ 9,665,390	\$ 10,245,314	\$10,860,033	\$ 11,511,635	\$ 12,202,333	\$ 12,934,473	\$ 13,710,541
Debt Service Revenues		7,214,100	7,214,100	7,900,800	8,346,214	8,810,379	9,275,981	9,673,195	9,673,195	9,673,195	9,673,195	9,673,195	9,673,195
Total City All Revenues		\$ 14,861,400	\$ 14,781,100	\$ 15,903,700	\$ 16,948,377	\$ 17,928,672	\$ 18,941,371	\$ 19,918,509	\$ 20,533,228	\$ 21,184,830	\$ 21,875,528	\$ 22,607,668	\$ 23,383,736
	\$ Change		\$ (80,300)	\$ 1,122,600	\$ 1,044,677	\$ 980,295	\$ 1,012,700	\$ 977,137	\$ 614,719	\$ 651,602	\$ 690,698	\$ 732,140	\$ 776,068
	% Change		-0.5%	7.6%	6.6%	5.8%	5.6%	5.2%					
<u>10-Year CIP Debt Service</u>													
Total Estimated Charge		\$ 14,861,400	\$ 14,781,100	\$ 15,903,700	\$ 17,102,225	\$ 18,341,405	\$ 19,683,822	\$ 21,043,721	368,221	289,163	271,130	(172,481)	(677,684)
	% Change		-0.5%	7.6%	7.5%	7.2%	7.3%	6.9%	1,493,433	1,782,596	2,053,726	1,881,245	1,203,561
									\$ 22,026,661	\$ 22,967,426	\$ 23,929,253	\$ 24,488,913	\$ 24,587,297
									4.7%	4.3%	4.2%	2.3%	0.4%

Summary Information

		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
<u>ACSA Charges</u>													
<u>Urban Water</u>													
Operating Rate	Per 1000 gal.	2.095	2.095	2.346	2.534	2.686	2.847	3.018	3.199	3.391	3.594	3.810	4.038
	% Change		0.0%	12.0%	8.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	\$ 321,303	\$ 321,303	388,956	422,232	457,563	494,446	520,678					
			0.0%	21.1%	8.6%	8.4%	8.1%	5.3%					
Revenue Requirements:													
Operating Rate Revenue	Annual	\$ 3,488,100	\$ 3,488,100	\$ 4,065,500	\$ 4,390,740	\$ 4,654,184	\$ 4,933,435	\$ 5,229,442	\$ 5,543,208	\$ 5,875,801	\$ 6,228,349	\$ 6,602,050	\$ 6,998,172
Debt Service Revenues	Annual	3,855,600	3,855,600	4,667,500	5,066,780	5,490,759	5,933,349	6,248,135	-	-	-	-	-
Total		\$ 7,343,700	\$ 7,343,700	\$ 8,733,000	\$ 9,457,520	\$ 10,144,943	\$ 10,866,784	\$ 11,477,577	\$ 5,543,208	\$ 5,875,801	\$ 6,228,349	\$ 6,602,050	\$ 6,998,172
	\$ Change		\$ -	\$ 1,389,300	\$ 724,520	\$ 687,423	\$ 721,841	\$ 610,792	\$ 313,766	\$ 332,592	\$ 352,548	\$ 373,701	\$ 396,123
	% Change		0.0%	18.9%	8.3%	7.3%	7.1%	5.6%					
<u>Urban Wastewater</u>													
Operating Rate	Per 1000 gal.	2.369	2.369	2.517	2.693	2.855	3.026	3.208	3.400	3.604	3.820	4.050	4.293
	% Change		0.0%	6.3%	7.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge	Per month	\$ 278,174	\$ 278,174	301,820	313,266	327,386	341,506	355,206					
			0.0%	8.5%	3.8%	4.5%	4.3%	4.0%					
Revenue Requirements:													
Operating Rate Revenue	Annual	\$ 4,016,800	\$ 4,097,100	\$ 4,438,300	\$ 4,748,981	\$ 5,033,920	\$ 5,335,955	\$ 5,656,112	\$ 5,995,479	\$ 6,355,208	\$ 6,736,520	\$ 7,140,712	\$ 7,569,154
Debt Service Revenues	Annual	3,338,100	3,338,100	3,621,800	3,759,189	3,928,629	4,098,069	4,262,469	-	-	-	-	-
Total		\$ 7,354,900	\$ 7,435,200	\$ 8,060,100	\$ 8,508,170	\$ 8,962,549	\$ 9,434,024	\$ 9,918,581	\$ 5,995,479	\$ 6,355,208	\$ 6,736,520	\$ 7,140,712	\$ 7,569,154
	\$ Change		\$ 80,300	\$ 624,900	\$ 448,070	\$ 454,379	\$ 471,475	\$ 484,557	\$ 339,367	\$ 359,729	\$ 381,312	\$ 404,191	\$ 428,443
	% Change		1.1%	8.4%	5.6%	5.3%	5.3%	5.1%					
<u>Non-Urban Rate Centers</u>													
Operating Rate Revenue	Annual	\$ 2,229,100	\$ 2,229,100	2,303,900	2,442,134	2,588,662	2,743,982	2,908,621	3,083,138	3,268,126	3,464,214	3,672,067	3,892,391
Debt Service Revenues	Annual	1,453,300	1,453,300	2,004,000	2,347,841	2,691,682	3,035,523	3,379,364	-				
Total		\$ 3,682,400	\$ 3,682,400	\$ 4,307,900	\$ 4,789,975	\$ 5,280,344	\$ 5,779,505	\$ 6,287,985	\$ 3,083,138	\$ 3,268,126	\$ 3,464,214	\$ 3,672,067	\$ 3,892,391
				\$ 625,500	\$ 482,075	\$ 490,369	\$ 499,161	\$ 508,480	\$ 174,517	\$ 184,988	\$ 196,088	\$ 207,853	\$ 220,324
				17.0%	11.2%	10.2%	9.5%	8.8%					
<u>Total all Rate Centers</u>													
Operating Rate Revenue		\$ 9,734,000	\$ 9,814,300	\$ 10,807,700	\$ 11,581,855	\$ 12,276,766	\$ 13,013,372	\$ 13,794,175	\$ 14,621,825	\$ 15,499,135	\$ 16,429,083	\$ 17,414,828	\$ 18,459,717
Debt Service Revenues		8,647,000	8,647,000	10,293,300	11,173,810	12,111,070	13,066,941	13,889,968	13,889,968	13,889,968	13,889,968	13,889,968	13,889,968
Total ACSA All Revenues		\$ 18,381,000	\$ 18,461,300	\$ 21,101,000	\$ 22,755,665	\$ 24,387,836	\$ 26,080,313	\$ 27,684,143	\$ 28,511,793	\$ 29,389,103	\$ 30,319,051	\$ 31,304,796	\$ 32,349,685
	\$ Change		\$ 80,300	\$ 2,639,700	\$ 1,654,665	\$ 1,632,171	\$ 1,692,477	\$ 1,603,829	\$ 827,650	\$ 877,310	\$ 929,948	\$ 985,745	\$ 1,044,890
	% Change		0.4%	14.3%	7.8%	7.2%	6.9%	6.1%					
<u>10-Year CIP Debt Service</u>													
Total Estimated Charge		\$ 18,381,000	\$ 18,461,300	\$ 21,101,000	\$ 22,945,326	\$ 24,960,539	\$ 27,192,329	\$ 29,462,525	2,568,891	3,428,780	4,323,492	4,588,219	4,471,702
	% Change		0.4%	14.3%	8.7%	8.8%	8.9%	8.3%	\$ 31,080,684	\$ 32,817,882	\$ 34,642,542	\$ 35,893,015	\$ 36,821,388
									5.5%	5.6%	5.6%	3.6%	2.6%

Summary Information

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
RWSA												
Operations Revenues												
Urban Water	\$ 7,118,600	\$ 7,118,600	\$ 7,971,500	\$ 8,609,220	\$ 9,125,773	\$ 9,673,320	\$ 10,253,719	\$ 10,868,942	\$ 11,521,078	\$ 12,212,343	\$ 12,945,084	\$ 13,721,789
Urban Wastewater	8,033,600	8,033,600	8,535,200	9,132,664	9,680,624	10,261,461	10,877,149	11,529,778	12,221,565	12,954,858	13,732,150	14,556,079
Other Rate Centers	2,229,100	2,229,100	2,303,900	2,442,134	2,588,662	2,743,982	2,908,621	3,083,138	3,268,126	3,464,214	3,672,067	3,892,391
Total	\$ 17,381,300	\$ 17,381,300	\$ 18,810,600	\$ 20,184,018	\$ 21,395,059	\$ 22,678,763	\$ 24,039,488	\$ 25,481,858	\$ 27,010,769	\$ 28,631,415	\$ 30,349,300	\$ 32,170,258
Change \$		-	1,429,300	1,373,418	1,211,041	1,283,704	1,360,726	1,442,369	1,528,911	1,620,646	1,717,885	1,820,958
Change %		0.0%	8.2%	7.3%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Debt Service Charge Revenues												
Urban Water	6,178,600	6,178,600	7,621,800	8,344,459	9,107,803	9,890,835	10,455,115					
Urban Wastewater	8,229,200	8,229,200	8,568,300	8,827,724	9,121,964	9,416,564	9,728,684					
Other Rate Centers	1,453,300	1,453,300	2,004,000	2,347,841	2,691,682	3,035,523	3,379,364					
Total	\$ 15,861,100	\$ 15,861,100	\$ 18,194,100	\$ 19,520,024	\$ 20,921,449	\$ 22,342,922	\$ 23,563,163	\$ 23,563,163	\$ 23,563,163	\$ 23,563,163	\$ 23,563,163	\$ 23,563,163
Change \$		-	2,333,000	1,325,924	1,401,425	1,421,473	1,220,241					
Change %		0.0%	14.7%	7.3%	7.2%	6.8%	5.5%					
Total RWSA Customer Revenues	\$ 33,242,400	\$ 33,242,400	\$ 37,004,700	\$ 39,704,042	\$ 42,316,508	\$ 45,021,685	\$ 47,602,651	\$ 49,045,021	\$ 50,573,932	\$ 52,194,578	\$ 53,912,463	\$ 55,733,421
Change \$		\$ -	\$ 3,762,300	\$ 2,699,342	\$ 2,612,466	\$ 2,705,177	\$ 2,580,967	\$ 1,442,369	\$ 1,528,911	\$ 1,620,646	\$ 1,717,885	\$ 1,820,958
Change %		0.0%	11.3%	7.3%	6.6%	6.4%	5.7%	3.0%	3.1%	3.2%	3.3%	3.4%
Additional for 10-Year CIP												
Total Estimated Charge	\$ 33,242,400	\$ 33,242,400	\$ 37,004,700	\$ 40,047,551	\$ 43,301,944	\$ 46,876,152	\$ 50,506,245	4,062,324	5,211,376	6,377,217	6,469,464	5,675,263
% Change		0.0%	11.3%	8.2%	8.1%	8.3%	7.7%	5.2%	5.0%	5.0%	3.1%	1.7%

Proposed Capital Improvement Plan FY 2022-2026

FOR THE BOARD OF DIRECTORS

BY BILL MAWYER, EXECUTIVE DIRECTOR

MAY 25, 2021



Capital Improvement Plan
Fiscal Years 2022 - 2026
Draft February 2021



OUR MISSION
Our professional team of knowledgeable and engaged personnel serve the Charlottesville, Albemarle, and UVA community by providing high quality water treatment, refuse, and recycling services in a financially and environmentally responsible manner.



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



Strategic Plan

“Infrastructure and Master Planning”
one of our six strategic goals

- “To plan, deliver, and maintain dependable infrastructure in a financially responsible manner.”

FY 22-26 CIP Summary

➤ 54 Projects, \$170.1 M

Urban Water

\$96 M

Urban Wastewater

\$40 M

Non-Urban

\$29 M

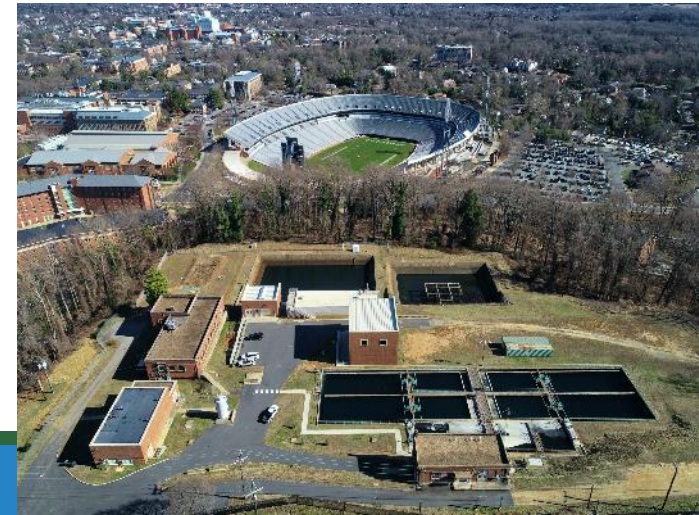
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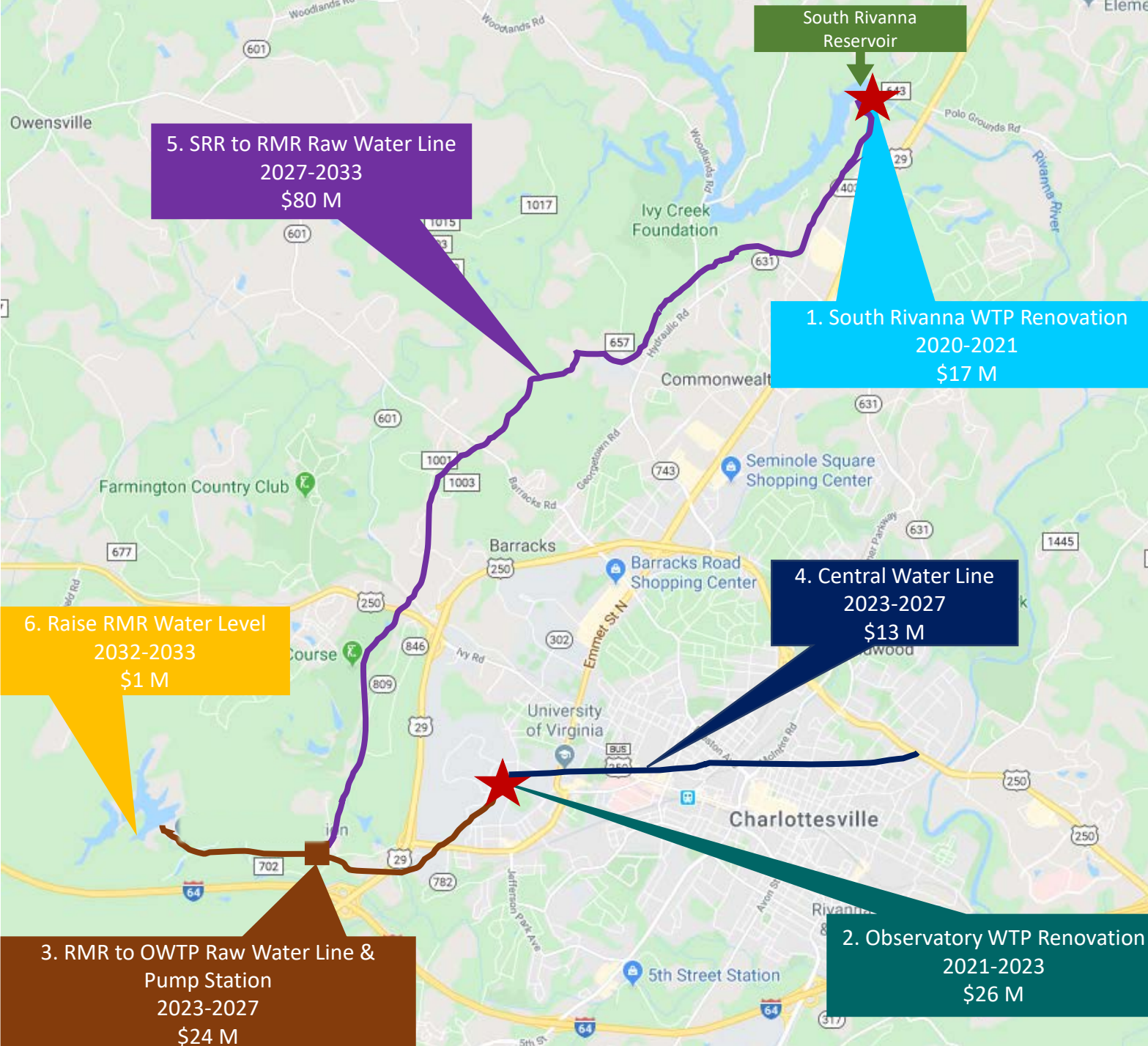
\$5 M

- Use of Cash Reserves FY 22-26: \$14.4 M
- New Debt FY 22-26: \$129 M

Major Programs and Projects

- **Upgrade the Water Treatment Plants: \$43 M**
 - South Rivanna
 - Observatory
- **Regulatory: \$34 M**
 - Crozet Wastewater Flow Equalization Tank
 - MC Exterior Lighting Upgrades
 - Beaver Creek Dam, Pump Station and Piping
- **Redundancy / Resiliency: \$65 M**
 - Airport Road Pump Station and Piping
 - Central Water Line
 - SR River Water Line Crossing
 - SRR to RMR Pipeline
- **Operations and Maintenance / Security: \$40 M**
 - Sugar Hollow Dam Gate Replacement
 - Security Enhancements
 - WW Interceptor and MH Repairs
 - RMR to OWTP Piping and Pumping
 - MC 5kv Electrical Upgrade
 - MC Digester Sludge Storage Repairs
 - MC Aluminum Slide Gate Replacements
 - MC Clarifier and Lime Silo Demolition
- **Growth: \$52 M**
 - SRR to RMR Pipeline
 - Upper Schenks Branch Interceptor
 - Admin Building Renovation
- **Master Planning: \$2 M**
 - Urban Water System
 - MC WW Facilities
 - Asset Management
 - Information Technology Systems

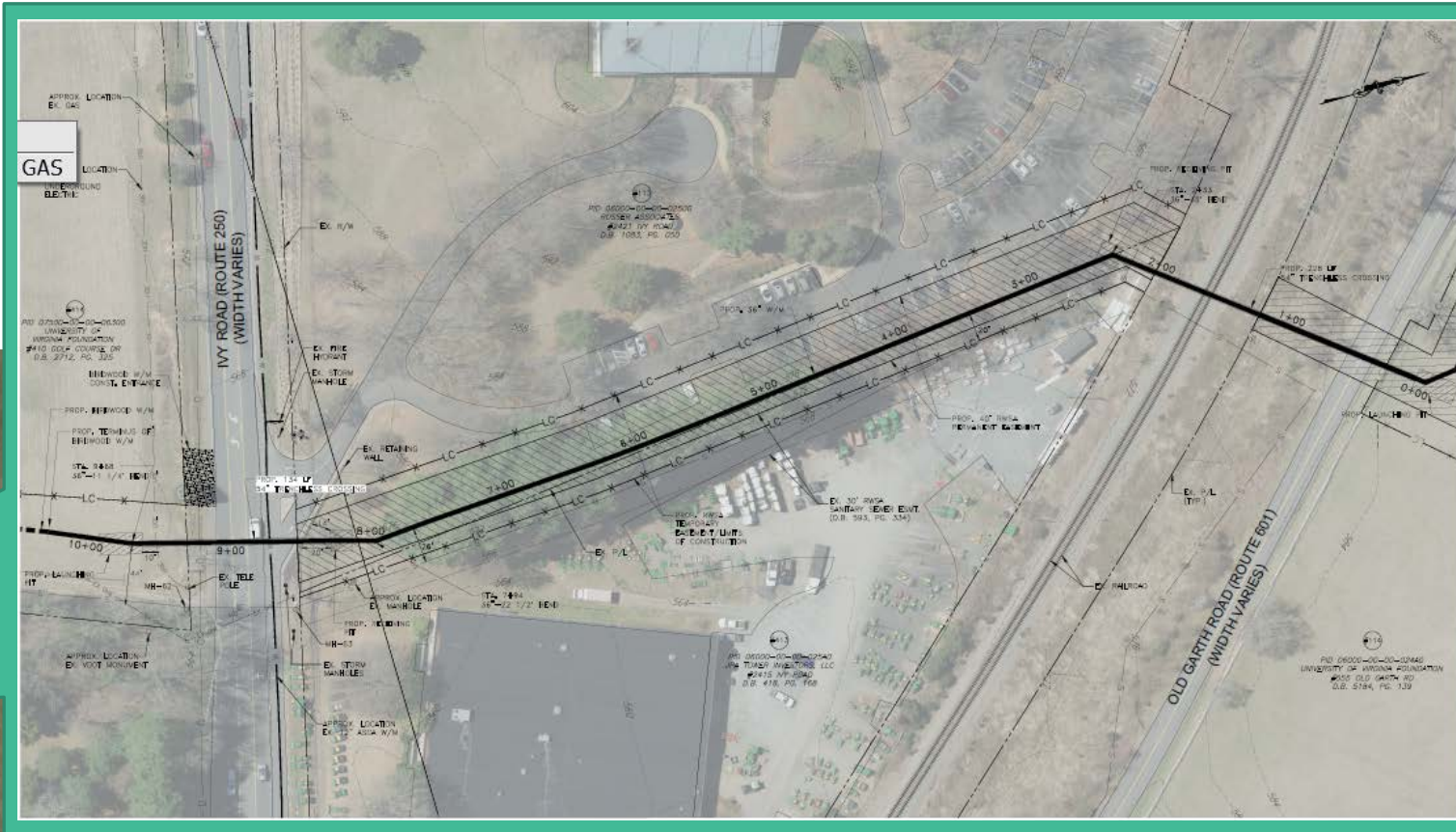




Community Water Supply Projects

1. SR WTP Renovation 2020-2021	\$17 M
2. OB WTP Renovation 2021-2023	\$26 M
3. RMR to OB WTP Raw Water Line & Pump Station 2023-2027	\$24 M
4. Central Water Line 2023-2027	\$13 M
5. SRR to RMR Raw Water Line 2027-2033	\$80 M
6. Raise RMR Water Level 2032-2033	\$1 M
\$161 M	

Birdwood to Old Garth Rd. 36" RWL



- To precede private development and avoid costs
- Budget: \$2 M
- Schedule: FY 22-24

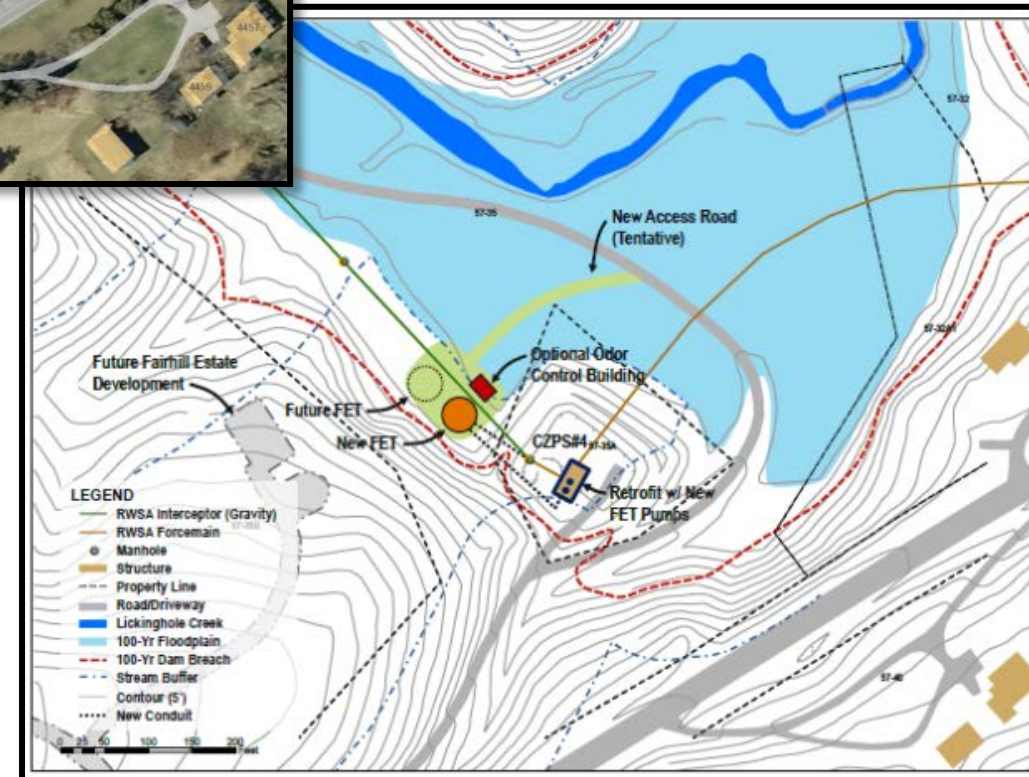
Sugar Hollow Dam Gate Replacement

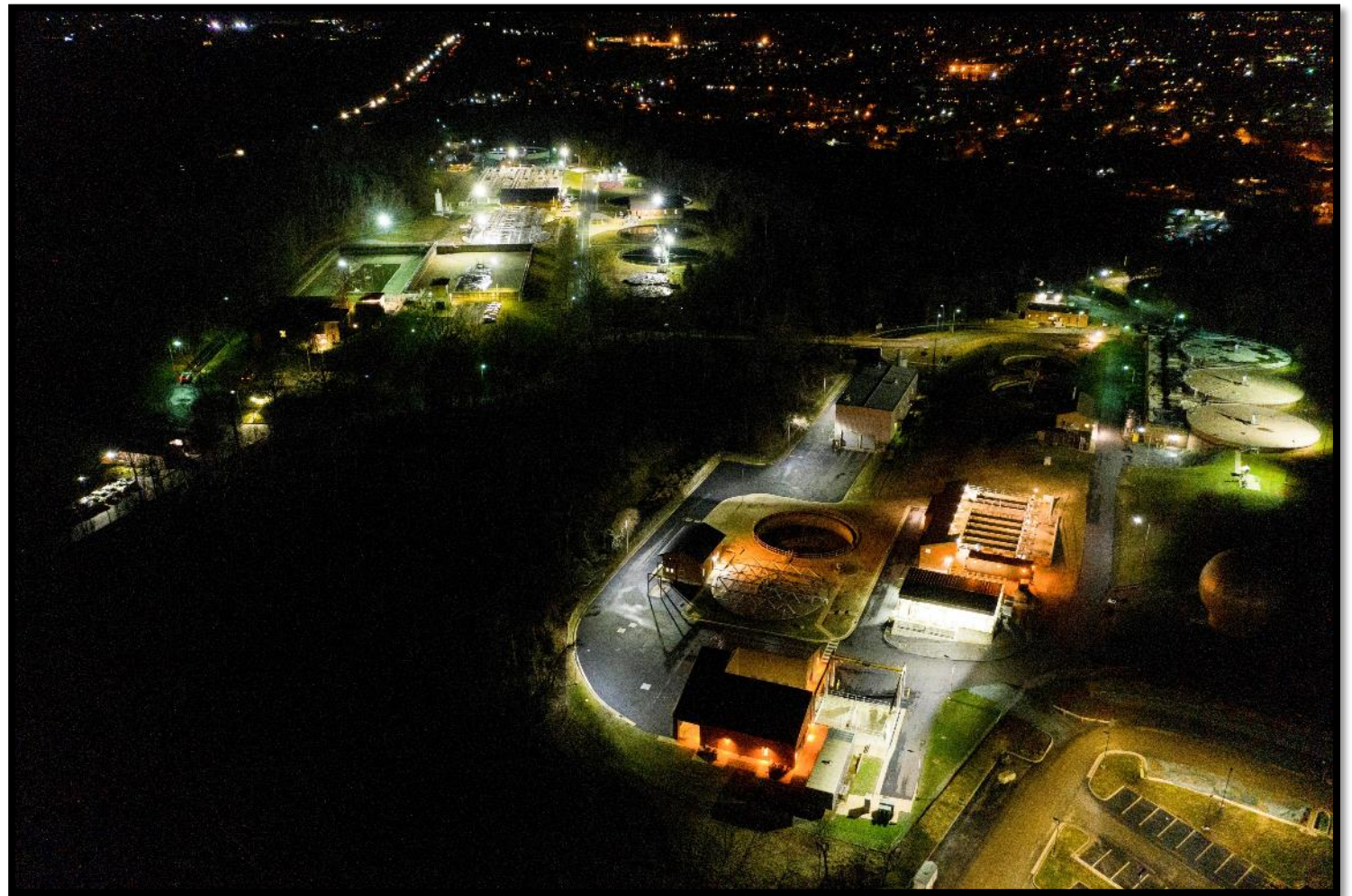
- Cost: \$1.1 M
- Completion:
- July 2021



Crozet Flow Equalization Tank

- Controls Peak Wastewater Flows within the Entire Crozet System to Avoid Overflows
- Includes New Tank, Odor Control and Modifications to the existing Crozet PS No. 4
- Cost: \$5.5 M
- Completion: 2021 – 2022



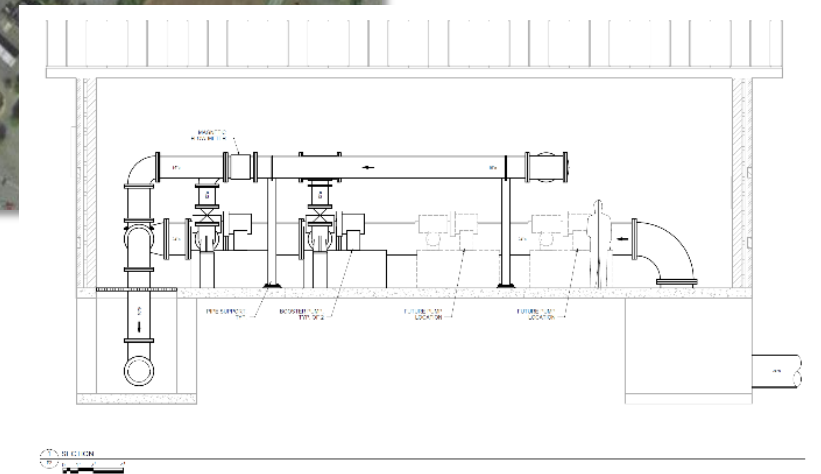
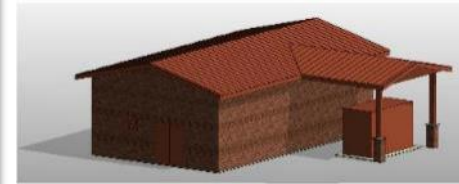


Moores Creek Lighting Upgrades

- Cost: \$0.9 M
- Completion: 2021 -2022

Airport Road Pump Station and Piping

- Provide Redundant Water Supply to North Rivanna Pressure Zone
- Eliminate the Need for Temporary Pumping
- Cost: \$7.6 M
- Completion: 2021 – 2023

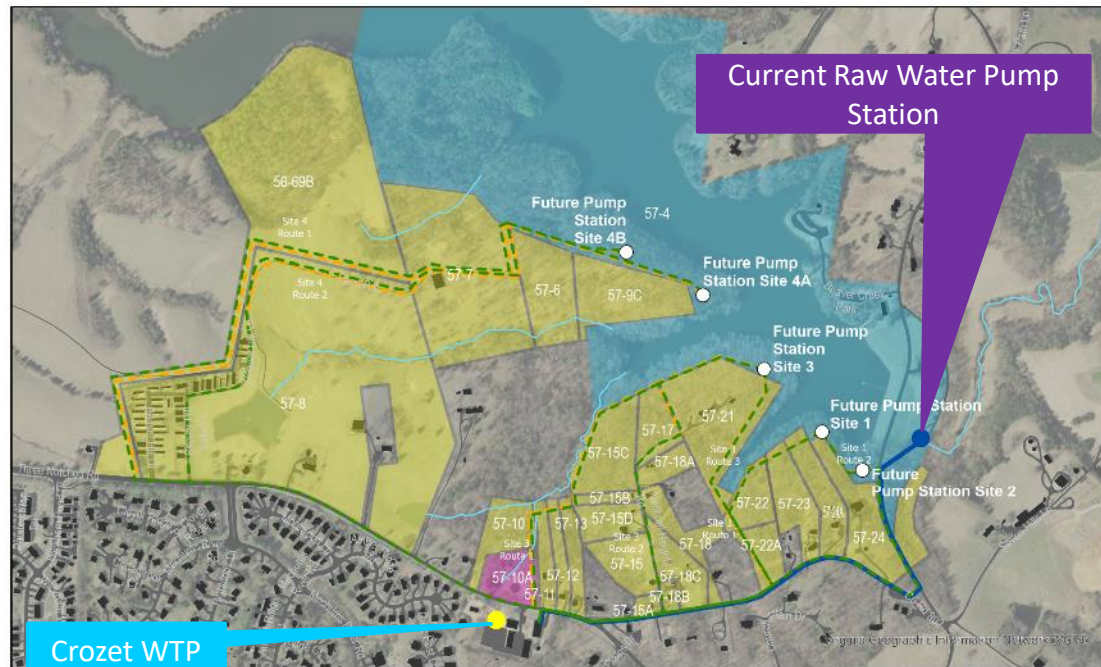


Beaver Creek Dam, Pump Station & Piping Modifications

- Upgrade the spillway to meet VDCR Dam Safety standards
- Replace the raw water pump station, intake, and pipe to the Crozet WTP
- Completion 2024 – 2026
- Budget \$27 M
- Possible Federal Funding (up to 65%).



Proposed Labyrinth Spillway thru Dam with Bridge



Existing Raw Water Pump Station to be relocated

FY 22-26 CIP Summary

➤ 54 Projects, \$170.1 M

Urban Water

\$96 M

Urban Wastewater

\$40 M

Non-Urban

\$29 M

Shared

\$5 M

- Use of Cash Reserves: \$14.4 M
- New Debt: \$129 M

Questions?

REQUESTED FROM THE BOARD:

APPROVE THE FY 22 – 26 CIP



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: REVIEW OF OPERATING BUDGET FOR FY 2021-2022, PUBLIC HEARING,
AND APPROVAL OF RATE SCHEDULE RESOLUTION**

DATE: MAY 25, 2021

After a detailed introduction of the proposed FY 2021-2022 budget totaling \$38,951,000 in March, a brief review will be provided this month, followed by a Public Hearing and consideration for approval. The proposed budget includes \$20,533,000 for Operating expenses and \$18,418,000 for Debt Service charges, and represents a 4.9% increase above the current budget. A Public Hearing for the Preliminary Rate Schedule was advertised in the Daily Progress on April 28 and May 5, 2021.

The proposed budget includes resources required to manage our infrastructure, meet debt service obligations, comply with regulatory mandates, and invest in our workforce. Wholesale water and wastewater services will be provided to the City of Charlottesville and the Albemarle County Service Authority (ACSA) in a collaborative, effective, and fiscally responsible manner. The proposed budget includes a \$1.15 million increase in Operating expenses primarily to replace important equipment, maintain capital assets, and support our workforce with a 2% merit pool for eligible staff. Three additional positions are also requested. Debt Service costs will increase \$689,000 to support ongoing renovations to our water treatment plants (Crozet, S. Rivanna and Observatory), as well as completion of the Crozet Flow Equalization Tank and the Beaver Creek Dam Improvements projects, both of which are required to meet regulatory standards for wastewater and dam safety, respectively. Charges to the City will increase 7.6%, and charges to the ACSA will increase 14.3% to support these essential services.

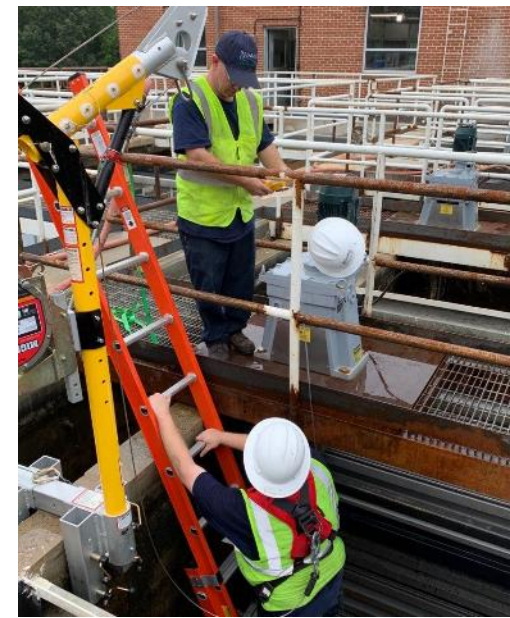
Board Action Requested:

Conduct a Public Hearing, and after considering comments, approve the Operating Budget and Rate Schedule Resolution for FY 2021 – 2022, to be effective on July 1, 2021.

Attachments

Proposed Operating Budget FY 2021 - 2022

PRESENTED TO THE BOARD OF DIRECTORS
BY BILL MAWYER, EXECUTIVE DIRECTOR
MAY 25, 2021



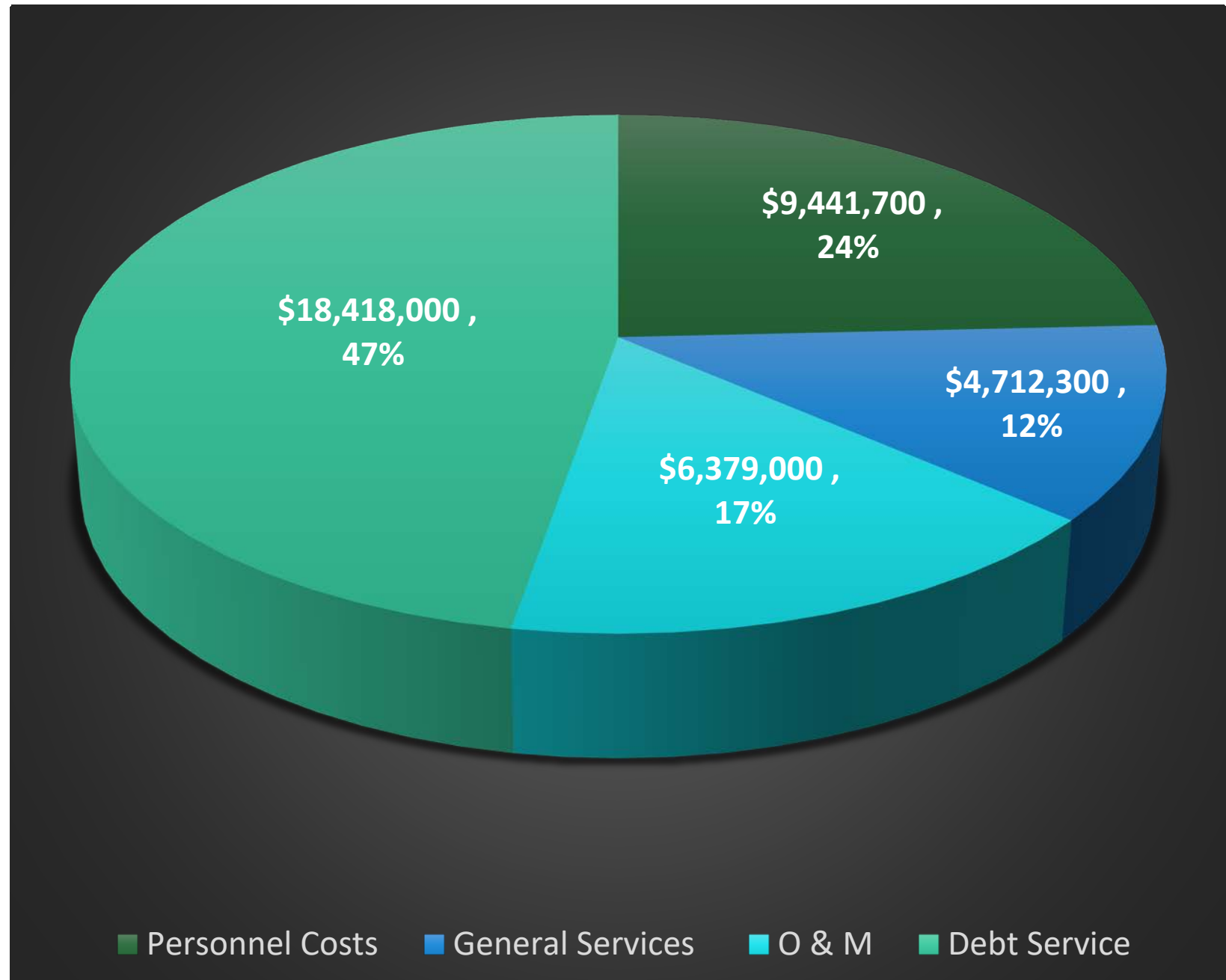
Operating Budget Summary

FY 2021 – 2022

➤ Total budget	\$38.9 m	\$1.8 m increase = 4.9%
1. Expenses	\$20.5 m	\$1.1 m increase = 5.9%
2. Debt Service	\$18.4 m	\$0.7 m increase = 3.9%
3. Use of Reserve Funds	\$516,250	\$1.2 m decrease
4. Interest Income	\$113,700	<u>\$0.7 m</u> decrease
net budget change		\$3.7 m
➤ City Charges	\$15.9 m	\$1.1 m increase = 7.6%
➤ ACSA Charges	\$21.1 m	\$2.6 m increase = 14.3%

FY 2021 – 2022 Operating Budget

\$38.9 M



Capital Assets: Facilities and Equipment

\$280 M

5 Water Supply Reservoirs:	3.3 billion gallons
6 Water Treatment Plants	
◦ 3 Urban Area:	21.7 MGD
◦ 3 Non-Urban Area	2.25 MGD
4 Wastewater Treatment Plants	
◦ 1 Urban Area:	15 MGD
◦ 3 Non-Urban Area:	0.588 MGD
7 Wastewater Pump Stations	
11 Water Pump Stations	
◦ 7 Raw Water	
◦ 4 Finished Water	
Water Distribution Pipe:	67 miles
Wastewater Collection Pipe:	42 miles
Stormwater Impoundment:	Lickinghole Creek Basin
Employees:	96.4



Major Projects in FY 2022

- Water Treatment Plant Renovations
 - South Rivanna and Observatory
- Crozet Flow Equalization Tank Construction*
- Airport Road Water Pump Station Construction
- Rivanna to Ragged Pipeline Easement Acquisitions**
 - Birdwood to Old Garth WL Section, Design and Construction **
- Central Water Line Alignment & Design (thru City)
- Beaver Creek Dam, Pump Station and Piping Design*
- Urban and Crozet* Va Water Protection Applications

* 100% ACSA allocation; ** 80% ACSA/20% City allocation



Strategic Investments

Workforce:

- Merit Pool for Staff (2%)
 - + FY 21 mid-year merit
- Additional Positions
 - Accounting Associate
 - IT Administrator
 - Facilities Coordinator
- Health Insurance

\$732 k

\$426 k

\$273 k

\$33 k

Operations:

- Equipment Replacement \$167 k
- Studies: Digesters, GAC, Arc Flash \$140 k
- Addn'l equipment \$93 k
- Software \$76 k
- OB WTP Lease \$75 k
- Buck Mtn Property Mgmt \$65 k

\$475 k

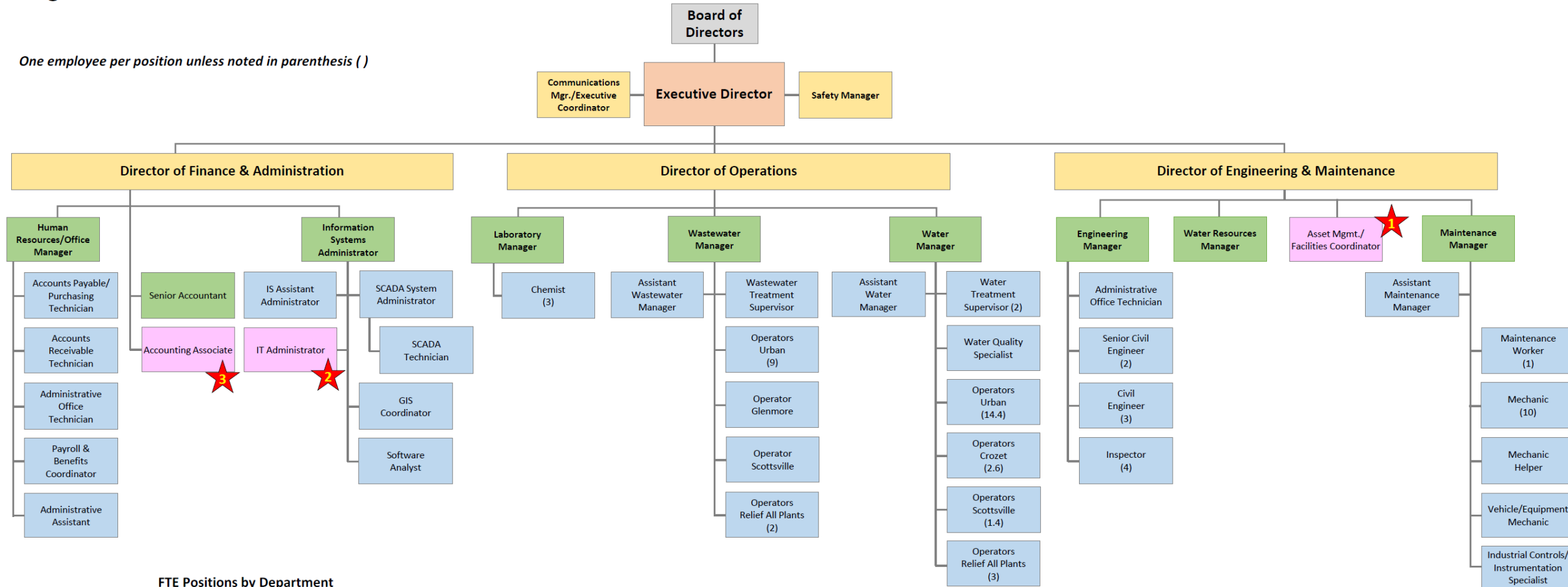
Rivanna Water & Sewer Authority

Organizational Chart

FY 2021-2022 Proposed Budget

v4

One employee per position unless noted in parenthesis ()



FTE Positions by Department

Department	FY 20-21 FTE	FY 21-22 FTE	Change + / (-)
Finance/Admin.	11	12	1
IT/SCADA	6	7	1
Engineering	13	14	1
Maintenance	16	16	No Change
Operations	1	1	No Change
Laboratory	4	4	No Change
Wastewater	16	16	No Change
Water	26.4	26.4	No Change
Total	93.4	96.4	3

FY 2021-2022 FTE Changes

1. Addition of an Asset Management/Facilities Coordinator (1 FTE) position, increasing the Engineering positions from 13 to 14 FTE.
2. Addition of an IT Administrator (1 FTE) position, increasing the IT/SCADA positions from 6 to 7 FTE.
3. Addition of an Accounting Associate (1 FTE) position, increasing the Finance/Administration positions from 11 to 12 FTE.

(FTE = Full Time Equivalent)

Charges and Financial Summary

•RWSA Charge Increase (%): FY	<u>21</u>	22	23	24	25	26
• City	0	7.6*	7.5	7.2	7.3	6.9
• ACSA	0	14.3*	8.7	8.8	8.9	8.3
◦ Includes an annual increase in Operating expenses (avg. 8%)						

- Budget Increase in FY 22: 4.9%
- Use of Cash Reserves in FY 22: \$516,250
- Capital Budget in FY 22: \$25.8 M
- FY 22-26 CIP: \$170.1 M
- New CIP Debt Anticipated: \$129 M

* *Actual Urban retail water and wastewater flows in FY 2020 resulted in a \$259,700 shift in operating costs = 1.8% decrease for City and 1.4% increase for ACSA*

Budget Summary

FY 2021 – 2022

➤ Total budget	\$38.9 m, \$1.8 m increase = 4.9%	
1. Operating Costs	\$20.5 m	\$1.1 m increase = 5.9%
2. Debt Service	\$18.4 m	\$0.7 m increase = 3.9%
3. Use of Reserves	\$516,250	
➤ City Charges	\$15.9 m, \$1.1 m increase = 7.6%	
➤ ACSA Charges	\$21.1 m, \$2.6 m increase = 14.3%	

RESOLUTION

RATE SCHEDULE

WHEREAS, the Rivanna Water and Sewer Authority Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2021-2022; and

WHEREAS, the Rivanna Water and Sewer Authority conducted a public hearing on May 25, 2021 after advertising the actual date fixed for the public hearing in the Daily Progress on April 28 and May 5, 2021;

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water and Sewer Authority hereby approves the Rate Schedule for FY 2021-2022, effective on July 1, 2021.

<u>Water Rates & Charges</u>				<u>Wastewater Rates & Charges</u>			
<u>Urban Area</u>				<u>Urban Area</u>			
ACSA & City	Operating	\$ 2.346	Per 1,000 gallons	ACSA & City	Operating	\$ 2.517	Per 1,000 gallons
City	Debt Service	\$ 246,188	Per month	City	Debt Service	\$ 412,199	Per month
ACSA	Debt Service	\$ 388,956	Per month	ACSA	Debt Service	\$ 301,820	Per month
<u>Crozet</u>				<u>Glenmore</u>			
ACSA	Operating	\$ 88,238	Per month	ACSA	Operating	\$ 33,669	Per month
ACSA	Debt Service	\$ 153,986	Per month	ACSA	Debt Service	\$ 618	Per month
<u>Scottsville</u>				<u>Scottsville</u>			
ACSA	Operating	\$ 42,892	Per month	ACSA	Operating	\$ 27,189	Per month
ACSA	Debt Service	\$ 11,574	Per month	ACSA	Debt Service	\$ 824	Per month

Questions?

Action to be Considered by the Board:

Conduct a Public Hearing for the proposed Rate Resolution, and after considering any comments, approve the Rate Resolution and the FY 2021 – 2022 Operating Budget.



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Water Rates & Charges

Urban Area

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Crozet

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Scottsville

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Wastewater Rates & Charges

Urban Area

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Glenmore

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Scottsville

ACSA	Operating	\$ 27,189	Per month
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PUBLIC NOTICE



RIVANNA WATER & SEWER AUTHORITY PUBLIC HEARING CONCERNING THE PROPOSED RATES FOR FY 2021 - 2022, EFFECTIVE JULY 1, 2021

Public Hearing:

Rivanna Water & Sewer Authority will hold a Public Hearing on Tuesday, May 25, 2021, at 2:15 p.m. during the regular Rivanna Water & Sewer Authority Board of Directors meeting. 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. Adopted rates may or may not be what are advertised.

URBAN RATE CENTERS		FY 2021	FY 2022	\$ Change	% Change
<u>Operating Rates</u> (\$ per 1,000 Gallons)					
Operations	Water	\$ 2.095	\$ 2.346	\$ 0.251	11.98%
Operations	Wastewater	2.369	2.517	0.148	6.25%
<u>Debt Service Charges</u> (\$ Monthly Charge)					
<u>Water</u>					
Debt Service	CITY	\$ 193,580	\$ 246,188	\$ 52,608	27.18%
Debt Service	ACSA	321,303	388,956	67,653	21.06%
<u>Wastewater</u>					
Debt Service	CITY	\$ 407,588	\$ 412,199	\$ 4,611	1.13%
Debt Service	ACSA	278,174	301,820	23,646	8.50%
OTHER RATE CENTERS (Monthly)		FY 2021	FY 2022	\$ Change	% Change
<u>Crozet Water</u>					
Operations		\$ 85,734	\$ 88,238	\$ 2,504	2.92%
Debt Service		109,276	153,986	44,710	40.91%
<u>Scottsville Water</u>					
Operations		\$ 43,401	\$ 42,892	\$ (509)	-1.17%
Debt Service		10,729	11,574	845	7.88%
Water Total		\$ 249,140	\$ 296,690	\$ 47,550	19.09%
<u>Glenmore Wastewater</u>					
Operations		\$ 30,877	\$ 33,669	\$ 2,792	9.04%
Debt Service		315	618	303	96.19%
<u>Scottsville Wastewater</u>					
Operations		\$ 25,749	\$ 27,189	\$ 1,440	5.59%
Debt Service		787	824	37	4.70%
Wastewater Total		\$ 57,728	\$ 62,300	\$ 4,572	7.92%
Total Monthly Other Rate Center Charges - ACSA		\$ 306,868	\$ 358,990	\$ 52,122	16.99%

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

The City 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 rivanna.org. Please call 977-2970 ext. 0 or send e-mail to info@rivanna.org with any questions you may have.

FY 2022 PROPOSED BUDGET

Board of Directors Draft
March 23, 2021



RIVANNA WATER & SEWER AUTHORITY

FY 2022 Proposed Budget

Prepared: March 8, 2021

Adopted: BOD -Draft 4

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Budget Highlights

- Executive Summary Narrative
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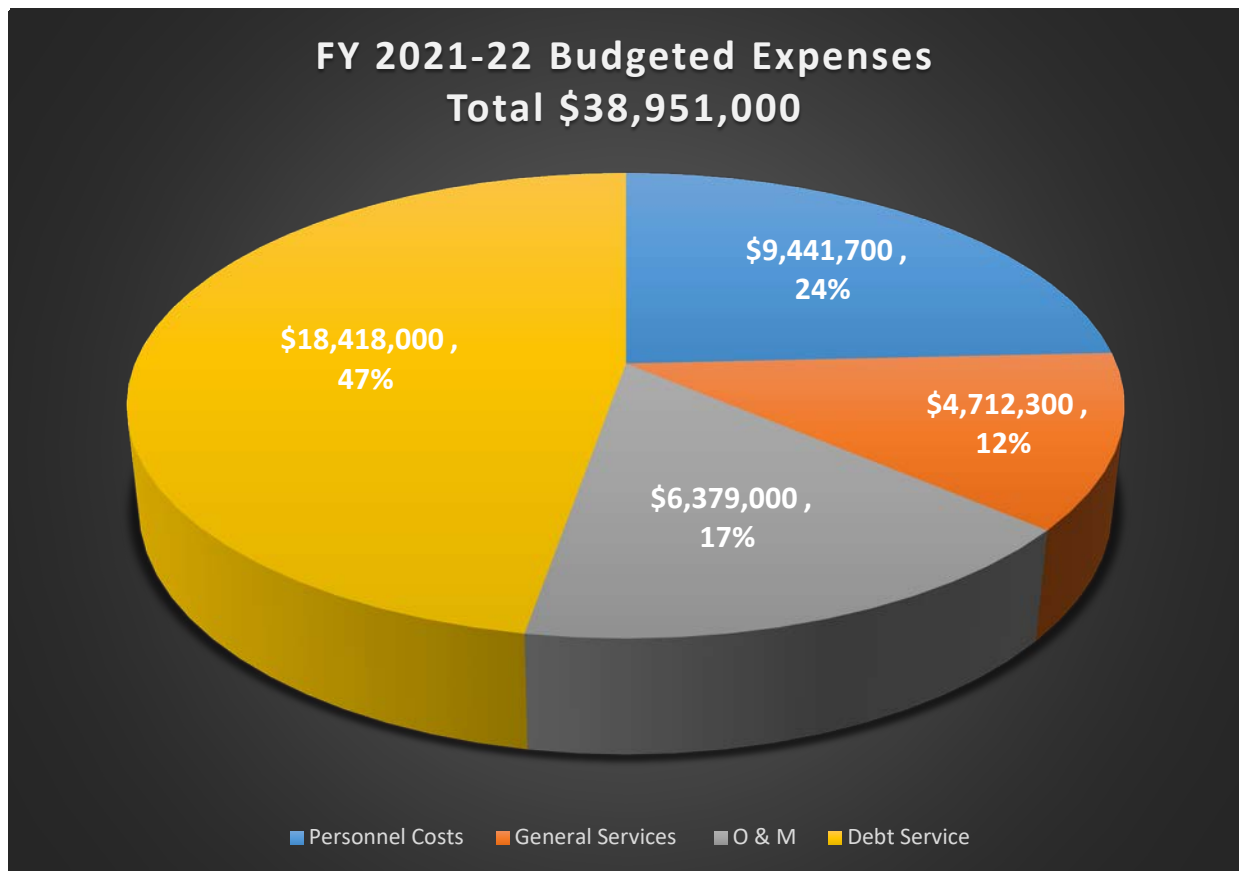
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**Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget**

Budget Overview

The Rivanna Water and Sewer Authority provides wholesale drinking water and wastewater treatment services for the City of Charlottesville and the Albemarle County Service Authority (ACSA). An FY 2021-2022 budget of \$38,951,000 is proposed to strategically provide these water and wastewater services in a reliable, regulatory compliant, environmentally protective and financially responsible manner. The FY 2021-2022 budget proposes increases of \$1,148,000 in Operating expenses, and \$689,000 in scheduled Debt Service charges for our Capital Improvement Program, for a total budget increase of \$1,837,000, or 4.95%.

The proposed budget includes \$20,533,000 for Operating expenses and \$18,418,000 for Debt Service charges. Operating expenses include Personnel costs (staff salaries and benefits), General Services costs (professional and nonprofessional contract services, utilities, insurance, permits, and data/voice communications), and Operation and Maintenance costs (chemicals, building repairs, technology, equipment maintenance, and depreciation). Debt Service charges represent 47% of our budget, and provide funding to construct and renew our major infrastructure including water and wastewater treatment plants, pumping stations, piping systems and reservoir facilities. The proposed budget includes three additional positions and a 2% merit pool for staff salary increases.



Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget

To provide the capacity and reliability needed to appropriately serve our customers through our Strategic Plan goals of Operational Optimization, Workforce Development, Communication and Collaboration, Infrastructure and Master Planning, and Environmental Stewardship, the FY 2021-2022 budget proposes an increase of \$1,148,000 in Operating expenses and an increase of \$689,000 in Debt Service charges for a total budget increase of \$1,837,000, as shown below: Operating rates in the Urban Rate Centers are proposed to increase:

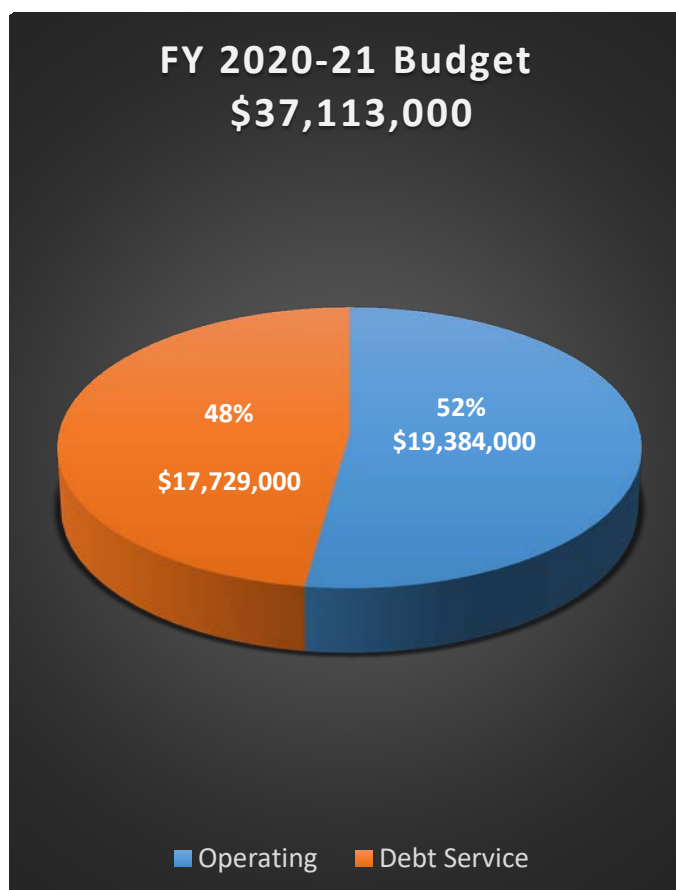
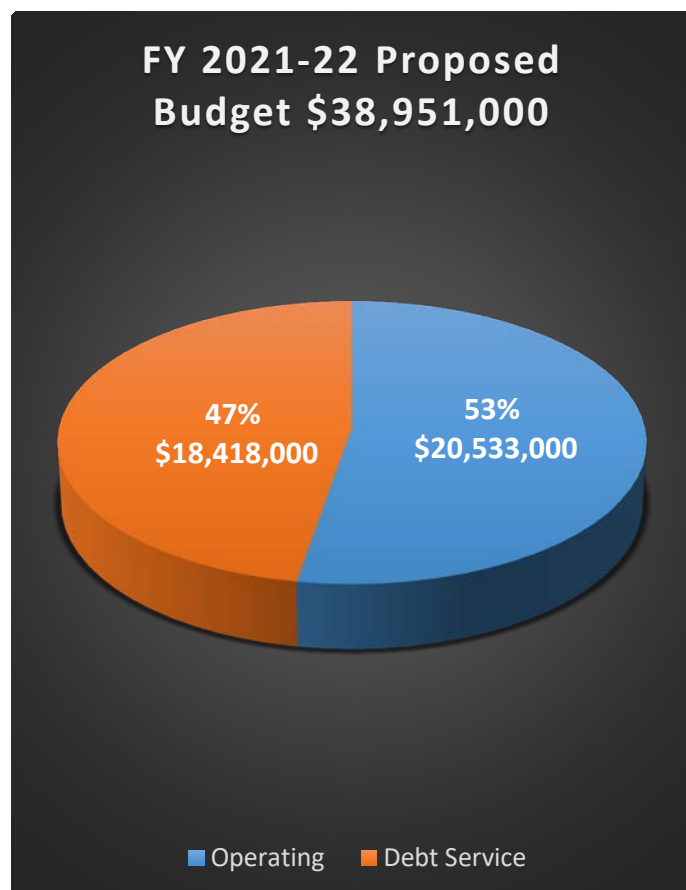
- \$0.251 per 1000 gallons = 11.98% for water
- \$0.148 per 1000 gallons = 6.25% for wastewater

Monthly Debt Service charges to the City will increase:

- \$52,608 = 27.18% for Urban water
- \$4,611 = 1.13% for Urban wastewater

Monthly Debt Service charges to the ACSA will increase:

- \$67,653 = 21.06% for Urban water
- \$23,646 = 8.5% for Urban wastewater



Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget

A brief description of proposed budget investments includes:

A. Increase in Operating Expenses:	\$1,148,000
1. Personnel:	\$732,400
a. <u>2% merit + FY 21 mid-year merit</u>	\$425,900
b. <u>Three Additional Positions</u>	\$273,000
• Accounting Associate	
• IT Administrator	
• Facilities and Assets Coordinator	
c. <u>Health Insurance</u>	\$33,500
Based on anticipated health care renewal premiums from our insurance provider, Anthem, and anticipated enrollment increases.	
2. Water and Wastewater Programs, net increase:	\$415,600
a. Equipment Replacement	\$260,000
b. Observatory Water Treatment Plant Lease	\$75,000
c. Buck Mountain Property Management	\$65,000
d. Buildings and Grounds	\$15,600

B. Increase in Debt Service Charges:	\$689,000
---	------------------

These charges will support projects included in the FY 22 – 26 CIP.

Actual Water and Wastewater Flows

Actual FY 2019-2020 water and wastewater retail flows reported by the City and ACSA are used to allocate the Urban Area operating rates and charges, in accordance with the “Working Agreement on Urban area Wholesale Flow Allocation and Billing Methodology” (1983). Based on the actual retail flows reported, the allocation of costs resulted in a \$259,700 charge increase for the ACSA and a \$259,700 charge decrease for the City.

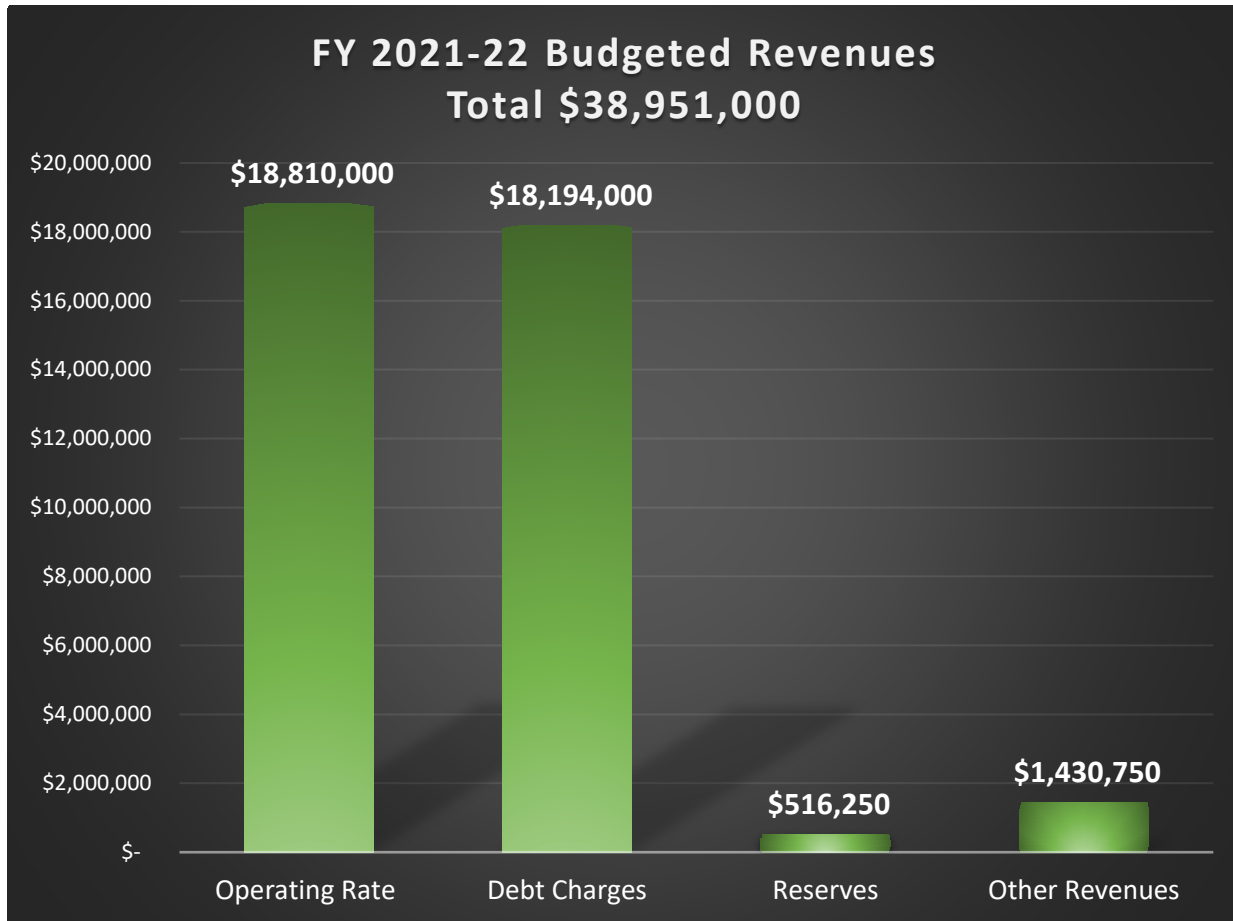
Allocation of flows (based on retail flows):

	<u>FY 2021</u>	<u>FY 2022</u>
City Wastewater	49%	48%
ACSA Wastewater	51%	52%
City Water	51%	49%
ACSA Water	49%	51%

**Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget**

Revenues & Expenses

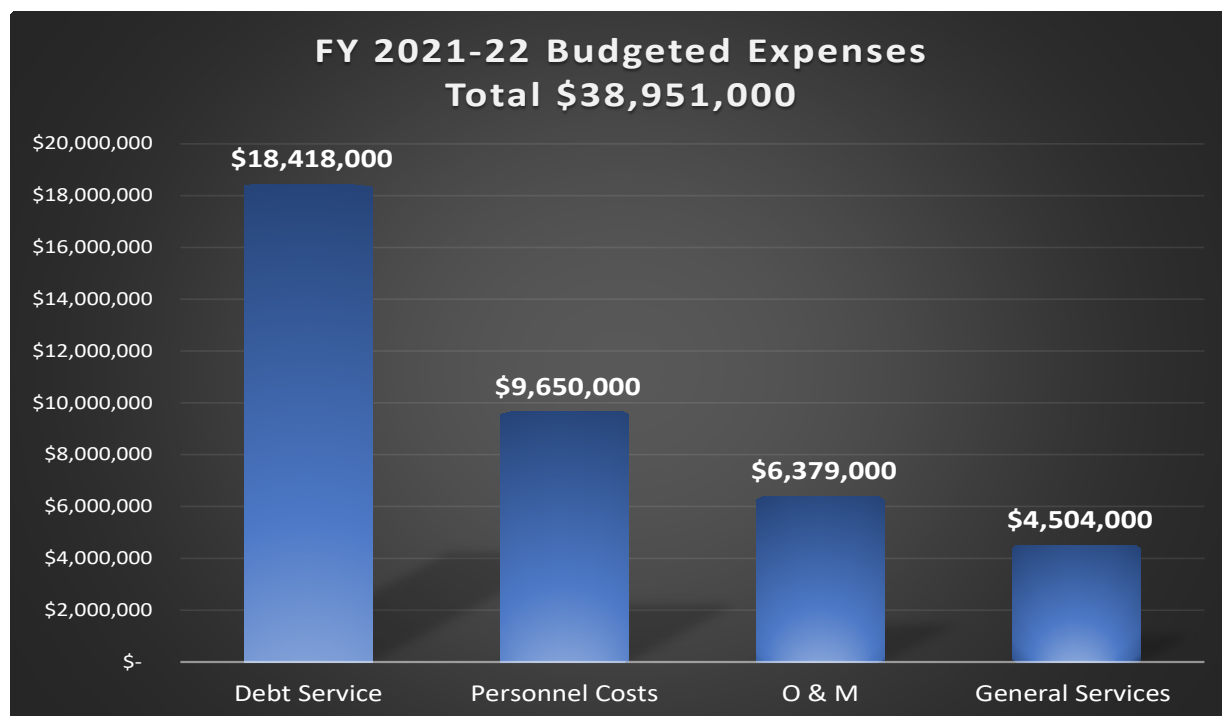
Revenues for FY 2021 - 2022 are based upon estimated Operating Rate revenues of \$18,810,000, Debt Service charges of \$18,194,000, other non-customer revenues of \$1,430,750 (RSWA allocation, septage receiving, nutrient credits, County septage station support, and interest income) and use of reserves of \$516,250, as shown below:



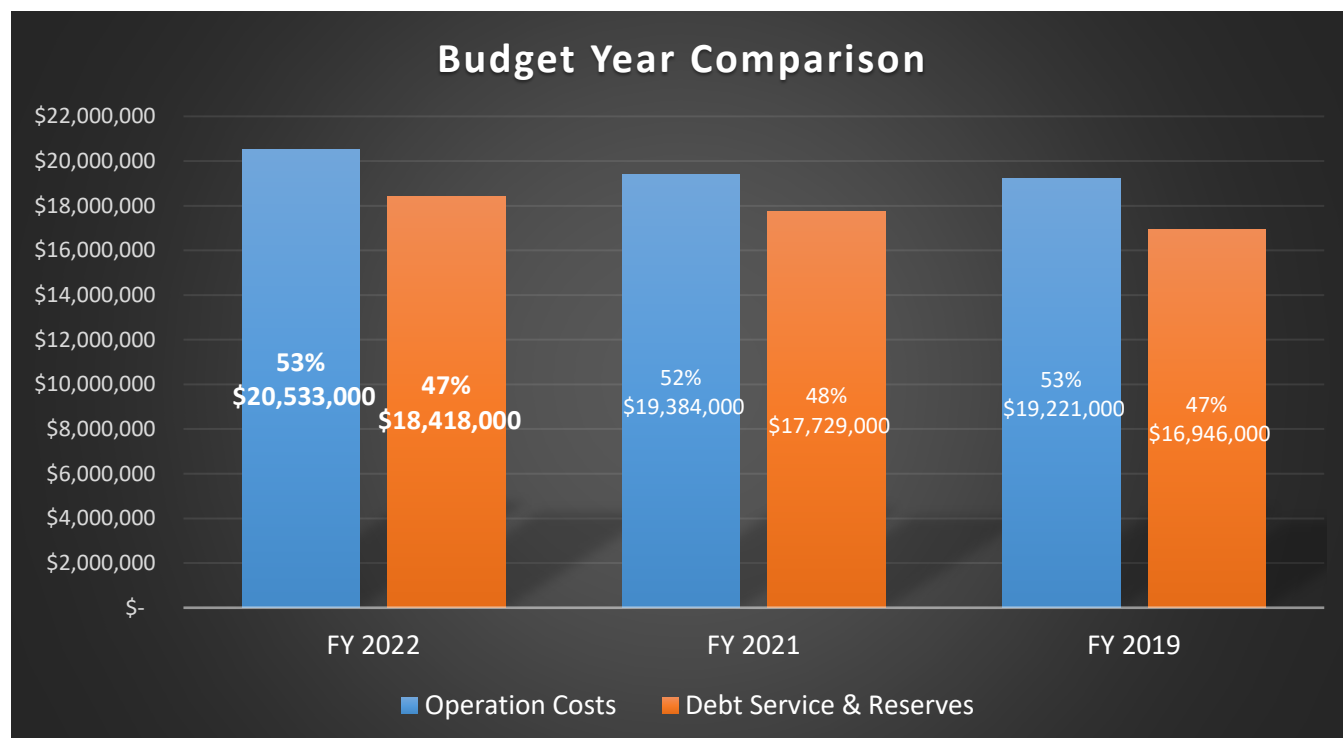
Expenses are largely allocated to four major categories. Debt Service costs of \$18,418,000 represent the largest component of our budget. These costs are estimated to increase \$689,000 over the FY 2020 – 21 level to support major projects in our CIP including Water Treatment Plant Renovations, Airport Road Water Pump Station, Central Water Line, Crozet Flow Equalization Tank, Ragged Mtn to Observatory Water Line, Beaver Creek Reservoir, and the Rivanna to Ragged Mtn. Reservoir Water Line.

Personnel and Benefit costs are the second largest expense with \$9,650,000 in estimated costs. Costs for Operations and Maintenance, which includes chemicals, building repairs, equipment maintenance, IT/SCADA, supplies and materials, and depreciation, will total approximately \$6,379,000. General Service costs, which includes professional and nonprofessional contract services, utilities, insurance, permits, and data / voice communications, are anticipated to be \$4,504,000, as shown below:

**Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget**



The Authority's overall ratio of Operating expenses and Debt Service costs is comparable to the last several years, with Operating expenses representing 53% of the total budget and Debt Service costs being 47% of the total budget, as shown below:



Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget

A summary of the major investment changes compared to last year follows, and a detailed line-by-line comparison is provided in **Appendix 8** for the Authority as a whole.

Summary of Budget Expenses
FY 2022

Draft 3

Significant Line - item increases

	<u>Line Item</u>	<u>Notable Items</u>	<u>Budget Change over Prior year</u>
• Merit of 2.0%	11000	\$ 123,700	
Related benefit costs	11XXX	21,400	
Personnel/Position changes:			
3 new positions (Accounting, IT Admin, Facility Coordinator)	11000	195,000	
Benefit costs related to personnel changes	11XXX	78,000	
Health Insurance increases 2.6%		33,500	
All other Personnel related changes (prior year 3% merit)		280,800	
Total change in personnel and benefit costs			\$ 732,400

General overall changes

• Professional Services	20300		
Urban Water - Permit Work		\$ 25,000	
Urban Water - ARC Flash Consultant		48,500	
Urban Water - Buck Mt. Land Use Consultant		30,000	
Urban Water - Operating & GAC Assistance		85,000	
Urban Water - All other Urban Water		20,700	
Urban Wastewater - Digester evaluation		125,000	
Urban Wastewater - Arch Flash		38,500	
Urban Wastewater - Operating assistance		40,000	
All Other Departments - ARC Flash Labeling		7,000	
All other needs - general operating assistance		<u>99,150</u>	
Total Requested FY2022		518,850	
FY 2021 Budget		(379,700)	
		\$ 139,150	\$ 139,150

Urban Water

• Watershed Mgt.	21250		
RCA Contribution		\$ 15,000	
Stewardship goal team initiatives		2,000	
Mitigation monitoring		30,000	
Mitigation maintenance and repairs		20,000	
Source water protection regional outreach		<u>10,000</u>	
		\$ 77,000	
FY 2021 Budget		\$ (55,000)	
		\$ 22,000	\$ 22,000
• Building & Grounds	41100		
Buck Mt. Land Management		65,000	
Painting and tank site mowing		24,400	
Fence clearing, repair and tree removal		<u>70,000</u>	

Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget

		\$ 159,400	
		<u>\$ (116,800)</u>	
		\$ 42,600	\$ 42,600
• Lease - Observatory	41150		\$ 75,000
<u>Urban Wastewater</u>			
• Chemicals - more efficient use of bioxide, polymer, micro C	41450		\$ (171,000)
• Equipment over 10,000:	81250		
Macerator at headworks		24,000	
Replace yard jockey		35,000	
Aeration basin hoists - 8		36,000	
Spare septic receiving pump		12,000	
NRCY pump rebuilds - 2		<u>60,000</u>	
			\$ 167,000
<u>All other Dept and Rate Centers</u>			
• Scottsville Wastewater - Fence repair (\$10,000)	41100		\$ 8,600
• Crozet - New Sonde for reservoir sampling	81250		\$ 25,000
• Maintenance - New valve maintenance machine	81250		\$ 68,000
• Engineering -Flat file digital scans, City Works Annual Lic.	31200		\$ 76,000
• All other changes			<u>\$ (35,592)</u>
FY 2022 Total increases in estimated operating expenses			\$ 1,149,175

Debt Service & Capital Improvements

Debt service needs for the Capital Improvement Plan (CIP) are included in the budget request. The FY 22-26 CIP totals \$170.1 M, a net increase of \$37.6 M as compared to the FY 21-25 CIP. In FY 2026, 16 projects totaling \$31 M transitioned into the five-year CIP. In addition, six projects were added to the five-year CIP totaling \$8.9 M, as well as an \$11 M budget increase for existing projects. More detailed information on the proposed FY 2022 – 2026 CIP can be found at <http://www.rivanna.org/financials-and-procurement/>.

The table below shows the changes in estimated project costs reflected in the CIP:

	2021-2025 Adopted CIP	Projects Completed	New or Additional Project Costs	2022-2026 Adopted CIP	Change \$	Change %
Project Cost						
Urban Water Projects	\$ 74,977,900	\$ (2,285,914)	\$ 23,181,014	\$ 95,873,000	\$ 20,895,100	28%
Urban Wastewater Projects	22,520,000	(2,691,632)	19,896,962	39,725,330	17,205,330	43%
Shared Projects	4,695,000	-	415,000	5,110,000	415,000	8%
Non-Urban Projects	30,316,000	(8,370,000)	7,499,000	29,445,000	(871,000)	-3%
Total Project Cost Estimates	\$ 132,508,900	\$ (13,347,546)	\$ 50,991,976	\$ 170,153,330	\$ 37,644,430	22%

Rivanna Water and Sewer Authority
Proposed
FY 2021-2022 Budget

The Authority has programmed into the FY 2021-2022 budget charges that fund the additional debt service anticipated by the proposed CIP. Cumulatively, the Authority has built 37% of future debt service costs into the rates and charges for all rate centers in FY 2021-2022. 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 40% of the needed future debt service revenues already built into the charges to cover the total funding needed for the next five years (an additional \$4.997 M in annual debt service is estimated to be needed in the next 5 years, and \$2.02 M will already be programmed into the charges with the adoption of the FY 2021-2022 budget). This will require the remaining \$2.977 M to be included in the future debt service charge as an annual increase (\$2.977 M / 5 = \$595,400) over the next five years to fund the Water projects within the CIP.

Next Five Years				
	Annual Estimated NEW Debt Service related to 5-year CIP <u>New Debt</u>	New Debt Service Cost built into <u>FY 2022 Rates</u>	Percentage of Debt Service in <u>FY 2022 Rates</u>	
Urban Water	\$ 4,997,000	\$ 2,020,000	40.4%	
Urban Wastewater	2,085,600	692,500	33.2%	
Non-Urban Rate Centers	2,031,000	655,635	32.3%	
	<u>\$ 9,113,600</u>	<u>\$ 3,368,135</u>	<u>37.0%</u>	

Rivanna Water and Sewer Authority

Proposed FY 2021-2022 Budget

Proposed FY 2021-2022 Organization Chart

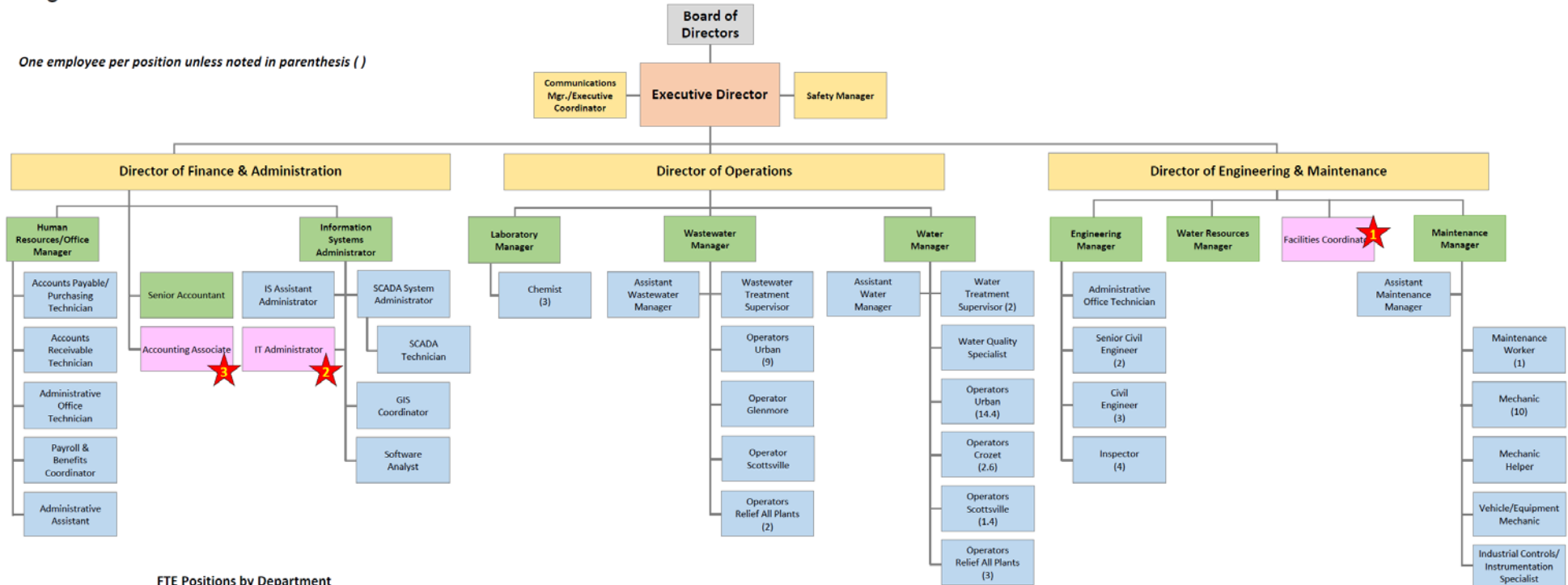
Rivanna Water & Sewer Authority

Organizational Chart

FY 2021-2022 Proposed Budget

v3

One employee per position unless noted in parenthesis ()



FTE Positions by Department

Department	FY 20-21 FTE	FY 21-22 FTE	Change + / (-)
Finance/Admin.	11	12	1
IT/SCADA	6	7	1
Engineering	13	14	1
Maintenance	16	16	No Change
Operations	1	1	No Change
Laboratory	4	4	No Change
Wastewater	16	16	No Change
Water	26.4	26.4	No Change
Total	93.4	96.4	3

FY 2021-2022 FTE Changes

1. Addition of an Facilities Coordinator (1 FTE) position, increasing the Engineering positions from 13 to 14 FTE.
2. Addition of an IT Administrator (1 FTE) position, increasing the IT/SCADA positions from 6 to 7 FTE.
3. Addition of an Accounting Associate (1 FTE) position, increasing the Finance/Administration positions from 11 to 12 FTE.

(FTE = Full Time Equivalent)

Budget Details

Pages 1 - 64

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Departmental Summary of Revenues and Expenses

Summary of Revenues

	FY 2021	FY 2022	\$ Change	% Change
Operations Revenues				
Urban Water	\$ 7,802,000	\$ 8,450,000	648,000	8.31%
Crozet Water	1,087,000	1,102,000	15,000	1.38%
Scottsville Water	531,000	518,000	(13,000)	-2.45%
Urban Wastewater	8,714,000	9,180,000	466,000	5.35%
Glenmore Wastewater	396,000	404,000	8,000	2.02%
Scottsville Wastewater	310,000	326,000	16,000	5.16%
Administration	545,000	553,000	8,000	1.47%
Maintenance	-	-	-	-
Lab	-	-	-	-
Engineering	-	-	-	-
Total	\$ 19,384,000	\$ 20,533,000	\$ 1,148,000	5.93%
Debt Service Revenues				
Urban Water	\$ 7,231,000	\$ 7,675,000	444,000	6.14%
Crozet Water	1,537,000	1,853,000	316,000	20.56%
Scottsville Water	138,000	140,000	2,000	1.45%
Urban Wastewater	8,802,000	8,732,000	(70,000)	-0.80%
Glenmore Wastewater	7,000	8,000	1,000	14.29%
Scottsville Wastewater	14,000	10,000	(4,000)	-28.57%
Total	\$ 17,729,000	\$ 18,418,000	\$ 689,000	3.89%
Total Revenues	\$ 37,113,000	\$ 38,951,000	\$ 1,837,000	4.95%

Summary of Expenses

	FY 2021	FY 2022	\$ Change	% Change
Operations Expenses				
Urban Water	\$ 5,444,000	\$ 5,803,000	359,000	6.59%
Crozet Water	865,000	853,000	(12,000)	-1.39%
Scottsville Water	393,000	362,000	(31,000)	-7.89%
Urban Wastewater	5,908,000	6,014,000	106,000	1.79%
Glenmore Wastewater	289,000	283,000	(6,000)	-2.08%
Scottsville Wastewater	210,000	214,000	4,000	1.90%
Administration	2,492,000	2,736,000	244,000	9.79%
Maintenance	1,536,000	1,785,000	249,000	16.21%
Lab	517,000	544,000	27,000	5.22%
Engineering	1,729,000	1,941,000	212,000	12.26%
Total	\$ 19,384,000	\$ 20,533,000	\$ 1,148,000	5.93%
Debt Service Expenses				
Urban Water	\$ 7,231,000	\$ 7,675,000	444,000	6.14%
Crozet Water	1,537,000	1,853,000	316,000	20.56%
Scottsville Water	138,000	140,000	2,000	1.45%
Urban Wastewater	8,802,000	8,732,000	(70,000)	-0.80%
Glenmore Wastewater	7,000	8,000	1,000	14.29%
Scottsville Wastewater	14,000	10,000	(4,000)	-28.57%
Total	\$ 17,729,000	\$ 18,418,000	\$ 689,000	3.89%
Total Expenses	\$ 37,113,000	\$ 38,951,000	\$ 1,837,000	4.95%

Total Budgetary Surplus/ (Deficit)	\$ -	\$ -	\$ -	\$ -
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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 2021	FY 2022	\$ Change	% Change
<u>Operating Rates</u> (\$ per 1,000 Gallons)					
Operations	Water	\$ 2.095	\$ 2.346	\$ 0.251	11.98%
Operations	Wastewater	2.369	2.517	0.148	6.25%
<u>Debt Service Charges</u> (\$ Monthly Charge)					
<u>Water</u>					
Debt Service	CITY	\$ 193,580	\$ 246,188	\$ 52,608	27.18%
Debt Service	ACSA	321,303	388,956	67,653	21.06%
<u>Wastewater</u>					
Debt Service	CITY	\$ 407,588	\$ 412,199	\$ 4,611	1.13%
Debt Service	ACSA	278,174	301,820	23,646	8.50%
OTHER RATE CENTERS (Monthly)		FY 2021	FY 2022	\$ Change	% Change
<u>Crozet Water</u>					
Operations		\$ 85,734	\$ 88,238	\$ 2,504	2.92%
Debt Service		109,276	153,986	44,710	40.91%
<u>Scottsville Water</u>					
Operations		\$ 43,401	\$ 42,892	\$ (509)	-1.17%
Debt Service		10,729	11,574	845	7.88%
Water Total		\$ 249,140	\$ 296,690	\$ 47,550	19.09%
<u>Glenmore Wastewater</u>					
Operations		\$ 30,877	\$ 33,669	\$ 2,792	9.04%
Debt Service		315	618	303	96.19%
<u>Scottsville Wastewater</u>					
Operations		\$ 25,749	\$ 27,189	\$ 1,440	5.59%
Debt Service		787	824	37	4.70%
Wastewater Total		\$ 57,728	\$ 62,300	\$ 4,572	7.92%
Total Monthly Other Rate Center Charges - ACSA		\$ 306,868	\$ 358,990	\$ 52,122	16.99%

Summary of Charges to Customers

	<u>FY 2021</u>	<u>FY 2022</u>	<u>Change</u> <u>\$</u>	<u>Change</u> <u>%</u>
<u>City - Charges From RWSA</u>				
Urban Water				
Operating Rate Charges	\$ 3,630,500	\$ 3,906,000	\$ 275,500	7.6%
Debt Service Charges	2,323,000	2,954,300	631,300	27.2%
	<u>\$ 5,953,500</u>	<u>\$ 6,860,300</u>	<u>\$ 906,800</u>	<u>15.2%</u>
Urban Wastewater				
Operating Rate Charges	\$ 3,936,500	\$ 4,096,900	\$ 160,400	4.1%
Debt Service Charges	4,891,000	4,946,500	55,500	1.1%
	<u>\$ 8,827,500</u>	<u>\$ 9,043,400</u>	<u>\$ 215,900</u>	<u>2.4%</u>
Total City Charges	<u>\$ 14,781,000</u>	<u>\$ 15,903,700</u>	<u>\$ 1,122,700</u>	<u>7.6%</u>

<u>ACSA - Charges From RWSA</u>				
Urban Water				
Operating Rate Charges	\$ 3,488,100	\$ 4,065,500	\$ 577,400	16.6%
Debt Service Charges	3,855,600	4,667,500	811,900	21.1%
	<u>\$ 7,343,700</u>	<u>\$ 8,733,000</u>	<u>\$ 1,389,300</u>	<u>18.9%</u>
Urban Wastewater				
Operating Rate Charges	\$ 4,097,100	\$ 4,438,300	\$ 341,200	8.3%
Debt Service Charges	3,338,100	3,621,800	283,700	8.5%
	<u>\$ 7,435,200</u>	<u>\$ 8,060,100</u>	<u>\$ 624,900</u>	<u>8.4%</u>
Other Rate Centers				
Operating Rate Charges	\$ 2,229,100	\$ 2,303,900	\$ 74,800	3.4%
Debt Service Charges	1,453,300	2,004,000	550,700	37.9%
	<u>\$ 3,682,400</u>	<u>\$ 4,307,900</u>	<u>\$ 625,500</u>	<u>17.0%</u>
Total ACSA Charges	<u>\$ 18,461,300</u>	<u>\$ 21,101,000</u>	<u>\$ 2,639,700</u>	<u>14.3%</u>

<u>RWSA Customer Revenue Charges</u>				
Operating Rate Revenues				
Urban Water	\$ 7,118,600	\$ 7,971,500	\$ 852,900	12.0%
Urban Wastewater	8,033,600	8,535,200	501,600	6.2%
Other Rate Centers	2,229,100	2,303,900	74,800	3.4%
	<u>\$ 17,381,300</u>	<u>\$ 18,810,600</u>	<u>\$ 1,429,300</u>	<u>8.2%</u>
Debt Service Rate Revenues				
Urban Water	\$ 6,178,600	\$ 7,621,800	\$ 1,443,200	23.4%
Urban Wastewater	8,229,100	8,568,300	339,200	4.1%
Other Rate Centers	1,453,300	2,004,000	550,700	37.9%
	<u>\$ 15,861,000</u>	<u>\$ 18,194,100</u>	<u>\$ 2,333,100</u>	<u>14.7%</u>
Total RWSA Customer Revenues	<u>\$ 33,242,300</u>	<u>\$ 37,004,700</u>	<u>\$ 3,762,400</u>	<u>11.3%</u>

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Water Rate Centers

Rivanna Water and Sewer Authority

Fiscal Year 2021-2022

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Urban Water Summary

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	
Projected Flow (MGD)	9.309		9.309	0.00%

Operations Budget

Projected Revenues

Operations Rate	\$	2.095			\$	2.346	11.98%
Revenue	\$	7,118,541	\$ 3,731,501	\$ 7,463,002	\$	7,971,504	11.98%
Lease Revenues		75,000	41,469	82,938		75,000	0.00%
Use of Reserves (GAC)		500,000	85,600	171,200		300,000	-40.00%
Miscellaneous		-	134,587	134,587		-	
Rate Stabilization Reserves		94,254	47,127	94,254		100,000	6.10%
Interest Allocation		14,600	2,236	4,472		3,400	-76.71%
Total Operations Revenues	\$	7,802,395	\$ 4,042,520	\$ 7,950,453	\$	8,449,904	8.30%

Projected Expenses

Personnel Cost	\$	1,918,361	\$ 983,232	\$ 1,940,597	\$	2,039,156	6.30%
Professional Services		134,000	157,693	315,386		279,200	108.36%
Other Services and Charges		738,130	447,360	828,631		734,150	-0.54%
Communications		76,000	53,249	102,024		98,670	29.83%
Information Technology		85,500	29,072	82,000		80,500	-5.85%
Supplies		5,745	4,305	8,610		5,100	-11.23%
Operations and Maintenance		2,159,300	1,298,681	2,379,180		2,250,440	4.22%
Equipment Purchases		28,000	11,263	22,526		15,400	-45.00%
Depreciation & Reserves		300,000	150,000	300,000		300,000	0.00%
Subtotal Before Allocations	\$	5,445,036	\$ 3,134,855	\$ 5,978,954	\$	5,802,616	6.57%
Allocation of Support Departments		2,357,359	1,118,848	2,284,434		2,647,288	12.30%
Total Operations Expenses	\$	7,802,395	\$ 4,253,703	\$ 8,263,388	\$	8,449,904	8.30%

Operations Cost per 1,000 gallons	\$2.296	\$2.487	8.32%
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Debt Service Budget

Projected Revenue

Debt Service Rates	CITY	193,580				246,188	27.18%
	ACSA	321,303				388,956	21.06%
Debt Service Rate Revenue - CITY	\$	2,323,007	\$ 1,161,480	\$ 2,322,960	\$	2,954,251	27.17%
Debt Service Rate Revenue - ACSA		3,855,638	1,927,818	3,855,636		4,667,474	21.06%
Trust Fund Interest		49,000	1,716	3,432		12,000	-75.51%
Reserve Fund Interest		339,600	22,032	44,064		39,300	-88.43%
Use of Reserves		662,000	331,000	662,000		-	-100.00%
Lease Revenue		1,600	-	-		1,600	0.00%
Total Debt Service Revenue	\$	7,230,845	\$ 3,444,046	\$ 6,888,092	\$	7,674,625	6.14%

Principal, Interest & Reserves

Total Principal & Interest	\$	5,215,445	\$ 2,607,723	\$ 5,215,446	\$	5,215,275	0.00%
Reserve Additions - Interest		339,600	22,032	44,064		39,300	-88.43%
Debt Service Ratio Charge		400,000	200,000	400,000		400,000	0.00%
Est. New Debt Service - CIP Growth		1,275,800	637,900	1,275,800		2,020,050	58.34%
Total Debt Principal and Interest	\$	7,230,845	\$ 3,467,655	\$ 6,935,310	\$	7,674,625	6.14%

Rate Center Summary

Total Revenues	\$	15,033,240	\$ 7,486,566	\$ 14,838,545	\$	16,124,529	7.26%
Total Expenses		15,033,240	7,721,358	15,198,698		16,124,529	7.26%
Surplus/(Deficit)	\$	-	\$ (234,792)	\$ (360,153)	\$	-	

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Urban Water

		Current Year Activity				2021		2021	
		Adopted Budget FY 2020-2021	Six Month Actual 12/31/2020		Projected Year end 6/30/2021	Proposed Budget FY 2021-2022	vs. 2022 Variance \$	vs. 2022 Variance %	
Object Code	Line Item								
10000	Salaries & Benefits								
11000	Salaries	\$ 1,169,750	\$ 640,329	\$ 1,280,658	\$ 1,281,750	\$ 112,000		9.57%	
11010	Overtime & Holiday Pay	165,000	80,875	145,000	145,000	(20,000)		-12.12%	
12010	FICA	102,108	53,770	107,540	109,146	7,038		6.89%	
12020	Health Insurance	288,200	115,862	231,724	299,000	10,800		3.75%	
12026	Employee Assistance Program	350	188	376	300	(50)		-14.29%	
12030	Retirement	105,278	49,929	99,858	106,385	1,107		1.05%	
12040	Life Insurance	15,675	7,752	15,504	17,175	1,500		9.57%	
12050	Fitness Program	3,700	841	1,682	3,400	(300)		-8.11%	
12060	Worker's Comp Insurance	24,600	16,870	22,493	26,100	1,500		6.10%	
	Subtotal	\$ 1,874,661	\$ 966,416	\$ 1,904,835	\$ 1,988,256	\$ 113,595		6.06%	
13000	Other Personnel Costs								
13100	Employee Dues & Licenses	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -		0.00%	
13150	Education & Training	15,700	4,642	9,284	22,600	6,900		43.95%	
13200	Travel & Lodging	5,000	70	140	5,300	300		6.00%	
13250	Uniforms	17,000	11,130	22,260	19,000	2,000		11.76%	
13325	Recruiting & Medical Testing	2,000	435	1,500	1,500	(500)		-25.00%	
13350	Other	2,500	539	1,078	1,000	(1,500)		-60.00%	
	Subtotal	\$ 43,700	\$ 16,816	\$ 35,762	\$ 50,900	\$ 7,200		16.48%	
20100	Professional Services								
20100	Legal Fees	\$ 20,000	\$ 23,958	\$ 47,916	\$ 20,000	\$ -		0.00%	
20200	Financial & Admin. Services	-	500	1,000	-	-			
20250	Bond Issue Costs	-	-	-	-	-			
20300	Engineering & Technical Services	114,000	133,235	266,470	259,200	145,200		127.37%	
	Subtotal	\$ 134,000	\$ 157,693	\$ 315,386	\$ 279,200	\$ 145,200		108.36%	
21100	Other Services and Charges								
21100	General Liability/Property Ins.	\$ 35,000	\$ 21,955	\$ 29,273	\$ 32,900	\$ (2,100)		-6.00%	
21150	Advertising & Communication	3,000	-	-	-	(3,000)			
21250	Watershed Management	55,000	101,995	150,000	77,000	22,000		40.00%	
21252	EMS Programs/Supplies	1,000	-	-	-	(1,000)		-100.00%	
21253	Safety Programs/Supplies	32,130	18,773	37,546	19,600	(12,530)		-39.00%	
21300	Authority Dues/Permits/Fees	6,000	1,731	6,000	6,890	890		14.83%	
21350	Laboratory Analysis	56,000	20,137	40,274	52,760	(3,240)		-5.79%	
21400	Utilities	480,000	257,735	515,470	490,000	10,000		2.08%	
21420	General Other Services	70,000	24,454	48,908	55,000	(15,000)		-21.43%	
21430	Governance & Strategic Support	-	580	1,160	-	-			
21450	Bad Debt	-	-	-	-	-			
	Subtotal	\$ 738,130	\$ 447,360	\$ 828,631	\$ 734,150	\$ (3,980)		-0.54%	
22000	Communication								
22100	Radio	\$ 5,000	\$ 4,537	\$ 4,600	\$ 3,670	\$ (1,330)		-26.60%	
22150	Telephone & Data Service	61,000	43,000	86,000	86,000	25,000		40.98%	
22200	Cell Phones & Pagers	10,000	5,712	11,424	9,000	(1,000)		-10.00%	
	Subtotal	\$ 76,000	\$ 53,249	\$ 102,024	\$ 98,670	\$ 22,670		29.83%	
31000	Information Technology								
31100	Computer Hardware	\$ 12,000	\$ 2,359	\$ 12,000	\$ 12,000	\$ -		0.00%	
31150	SCADA Maint. & Support	71,500	26,713	70,000	65,500	(6,000)		-8.39%	
31200	Maintenance & Support Services	500	-	-	500	-		0.00%	
31250	Software Purchases	1,500	-	-	2,500	1,000		66.67%	
	Subtotal	\$ 85,500	\$ 29,072	\$ 82,000	\$ 80,500	\$ (5,000)		-5.85%	
33000	Supplies								
33100	Office Supplies	\$ 3,500	\$ 1,723	\$ 3,446	\$ 2,700	\$ (800)		-22.86%	
33150	Subscriptions/Reference Material	-	1,577	3,154	-	-		#DIV/0!	
33350	Postage & Delivery	2,245	1,005	2,010	2,400	155		6.90%	
	Subtotal	\$ 5,745	\$ 4,305	\$ 8,610	\$ 5,100	\$ (645)		-11.23%	
41000	Operation & Maintenance								
41100	Building & Grounds	\$ 116,800	\$ 57,209	\$ 114,418	\$ 159,400	\$ 42,600		36.47%	
41150	Building & Land Lease	100,000	100,000	100,000	175,000	75,000		75.00%	
41200	Pump Station Maintenance	5,000	-	-	-	(5,000)		-100.00%	
41300	Dam Maintenance	98,000	39,407	78,814	115,440	17,440		17.80%	
41350	Pipeline/Appurtenances	130,000	460,080	600,000	130,000	-		0.00%	
41400	Materials, Supplies & Tools	50,000	29,209	58,418	40,000	(10,000)		-20.00%	
41450	Chemicals	1,128,800	473,545	1,100,000	1,115,400	(13,400)		-1.19%	
41500	Vehicle Maintenance	10,000	2,103	4,206	10,000	-		0.00%	
41550	Equipment Repair, Replace, Maint.	250,000	75,466	200,000	250,000	-		0.00%	
41600	Instrumentation & Metering	155,700	36,548	73,096	140,200	(15,500)		-9.96%	
41650	Fuel & Lubricants	25,000	10,985	21,970	25,000	-		0.00%	
41700	General Other Maintenance	90,000	14,129	28,258	90,000	-		0.00%	

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Urban Water

Expense Detail						2021	2021
Rate Center: Urban Water			Current Year Activity			vs.	vs.
Object Code	Line Item	Adopted Budget FY 2020-2021	Six Month Actual 12/31/2020	Projected Year end 6/30/2021	Proposed Budget FY 2021-2022	2022 Variance \$	2022 Variance %
Subtotal		\$ 2,159,300	\$ 1,298,681	\$ 2,379,180	\$ 2,250,440	\$ 91,140	4.22%
81000	Equipment Purchases						
81200	Rental & Leases	\$ -	\$ 2,263	\$ 4,526	\$ -	\$ -	#DIV/0!
81250	Equipment (over \$10,000)	10,000	-	-	-	(10,000)	-100.00%
81300	Vehicle Replacement Fund	18,000	9,000	18,000	15,400	(2,600)	-14.44%
Subtotal		\$ 28,000	\$ 11,263	\$ 22,526	\$ 15,400	\$ (12,600)	-45.00%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ 856,542	\$ 391,913	\$ 835,220	\$ 960,343	\$ 103,801	12.12%
95300	Engineering Allocation	812,821	376,121	751,233	912,156	99,335	12.22%
95150	Maintenance Allocation	460,727	246,621	488,819	535,418	74,691	16.21%
95200	Laboratory Allocation	227,269	104,193	209,162	239,371	12,102	5.32%
Subtotal		\$ 2,357,359	\$ 1,118,848	\$ 2,284,434	\$ 2,647,288	\$ 289,929	12.30%
Depreciation		\$ 300,000	\$ 150,000	\$ 300,000	\$ 300,000	\$ -	0.00%
Subtotal		\$ 300,000	\$ 150,000	\$ 300,000	\$ 300,000	\$ -	0.00%
Total		\$ 7,802,395	\$ 4,253,703	\$ 8,263,388	\$ 8,449,904	\$ 647,509	8.30%

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Crozet Water Summary

	FY 2021			FY 2022	
	Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	Budget % Change
Projected Flow (MGD)	0.545			0.555	1.83%

Operations Budget

Projected Revenues

Operations Rate (monthly)

Operations Rate (monthly)	\$	85,734			\$	88,238	2.92%		
Revenue	\$	1,028,808	\$	514,404	\$	1,028,808	\$	1,058,856	2.92%
Leases		30,000		14,554		29,108		30,000	0.00%
Use of Reserves		26,000		-		-		13,000	-50.00%
Interest Allocation		2,100		317		634		500	-76.19%
Total Operations Revenues	\$	1,086,908	\$	529,275	\$	1,058,550	\$	1,102,356	1.42%

Projected Expenses

Personnel Cost	\$	302,598	\$	156,820	\$	311,792	\$	324,463	7.23%
Professional Services		15,000		12,440		24,880		15,100	0.67%
Other Services and Charges		142,360		44,621		100,097		104,450	-26.63%
Communications		5,600		9,512		18,338		17,530	213.04%
Information Technology		2,250		409		818		5,250	133.33%
Supplies		1,350		1,061		2,122		1,500	11.11%
Operations and Maintenance		353,292		221,308		442,616		296,900	-15.96%
Equipment Purchases		3,000		1,500		3,000		28,000	833.33%
Depreciation		40,000		20,000		40,000		60,000	50.00%
Subtotal Before Allocations	\$	865,450	\$	467,671	\$	943,663	\$	853,193	-1.42%
Allocations of Support Departments		221,455		105,882		215,908		249,160	12.51%
Total Operations Expenses	\$	1,086,905	\$	573,553	\$	1,159,571	\$	1,102,353	1.42%

Operations Cost per 1,000 gallons	\$5.464	\$5.442	-0.40%
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Debt Service Budget

Projected Revenue

Debt Service Rates (monthly)

bt Service Rates (monthly)	\$	109,276			\$	153,986	40.91%		
Debt Service Rate Revenue - ACSA	\$	1,311,312	\$	655,656	\$	1,311,312	\$	1,847,832	40.91%
Trust Fund Interest		11,600		404		808		2,900	-75.00%
Use of Reserves		198,252		99,126		198,252		-	
Reserve Fund Interest		15,700		1,037		2,074		2,500	-84.08%
Total Debt Service Revenue	\$	1,536,864	\$	756,223	\$	1,512,446	\$	1,853,232	20.59%

Principal, Interest & Reserves

Total Principal & Interest - Existing	\$	1,217,569	\$	608,785	\$	1,217,570	\$	1,216,667	-0.07%
Estimated New Principal & Interest		303,600		1,037		2,074		634,070	108.85%
Reserve Additions - Interest		15,700		151,800		303,600		2,500	-84.08%
Total Debt Principal and Interest	\$	1,536,869	\$	761,622	\$	1,523,244	\$	1,853,237	20.59%

Rate Center Summary

Total Revenues	\$	2,623,772	\$	1,285,498	\$	2,570,996	\$	2,955,588	12.65%
Total Expenses		2,623,774		1,335,175		2,682,815		2,955,590	12.65%
Surplus/(Deficit)	\$	(2)	\$	(49,677)	\$	(111,819)	\$	(2)	
Rates - (Monthly)									
ACSA	\$	195,010					\$	242,224	24.21%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Crozet Water

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
10000	Salaries & Benefits						
11000	Salaries	\$ 185,300	\$ 101,814	\$ 203,628	\$ 203,300	\$ 18,000	9.71%
11010	Overtime & Holiday Pay	25,000	13,173	26,346	25,000	-	0.00%
12010	FICA	16,088	8,575	17,150	17,465	1,377	8.56%
12020	Health Insurance	46,400	18,429	36,858	48,100	1,700	3.66%
12026	Employee Assistance Program	50	30	60	50	-	0.00%
12030	Retirement	16,677	7,934	15,868	16,874	197	1.18%
12040	Life Insurance	2,483	1,231	2,462	2,724	241	9.71%
12050	Fitness Program	600	128	256	600	-	0.00%
12060	Worker's Comp Insurance	4,000	2,772	3,696	4,100	100	2.50%
	Subtotal	\$ 296,598	\$ 154,086	\$ 306,324	\$ 318,213	\$ 21,615	7.29%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 200	\$ -	\$ -	\$ 250	\$ 50	25.00%
13150	Education & Training	2,000	754	1,508	1,200	(800)	-40.00%
13200	Travel & Lodging	300	11	22	400	100	33.33%
13250	Uniforms	2,600	1,813	3,626	3,700	1,100	42.31%
13325	Recruiting & Medical Testing	300	68	136	200	(100)	-33.33%
13350	Other	600	88	176	500	(100)	-16.67%
	Subtotal	\$ 6,000	\$ 2,734	\$ 5,468	\$ 6,250	\$ 250	4.17%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
20200	Financial & Admin. Services	-	-	-	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	15,000	12,440	24,880	15,100	100	0.67%
	Subtotal	\$ 15,000	\$ 12,440	\$ 24,880	\$ 15,100	\$ 100	
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 2,500	\$ 1,568	\$ 2,091	\$ 2,200	\$ (300)	-12.00%
21150	Advertising & Communication	-	700	1,400	-	-	
21250	Watershed Management	25,000	-	-	-	(25,000)	-100.00%
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	3,260	1,735	3,470	5,150	1,890	57.98%
21300	Authority Dues/Permits/Fees	1,000	307	614	1,000	-	0.00%
21350	Laboratory Analysis	30,600	6,761	13,522	16,100	(14,500)	-47.39%
21400	Utilities	80,000	33,550	79,000	80,000	-	0.00%
21420	General Other Services	-	-	-	-	-	#DIV/0!
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 142,360	\$ 44,621	\$ 100,097	\$ 104,450	\$ (37,910)	-26.63%
22000	Communication						
22100	Radio	\$ 900	\$ 693	\$ 700	\$ 330	\$ (570)	-63.33%
22150	Telephone & Data Service	3,500	8,083	16,166	16,000	12,500	357.14%
22200	Cell Phones & Pagers	1,200	736	1,472	1,200	-	0.00%
	Subtotal	\$ 5,600	\$ 9,512	\$ 18,338	\$ 17,530	\$ 11,930	213.04%
31000	Information Technology						
31100	Computer Hardware	\$ 1,250	\$ 169	\$ 338	\$ 2,250	\$ 1,000	80.00%
31150	SCADA Maint. & Support	1,000	240	480	3,000	2,000	200.00%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software Purchases	-	-	-	-	-	#DIV/0!
	Subtotal	\$ 2,250	\$ 409	\$ 818	\$ 5,250	\$ 3,000	133.33%
33000	Supplies						
33100	Office Supplies	\$ -	\$ 1	\$ 2	\$ -	\$ -	#DIV/0!
33150	Subscriptions/Reference Material	-	40	80	-	-	#DIV/0!
33350	Postage & Delivery	1,350	1,020	2,040	1,500	150	11.11%
	Subtotal	\$ 1,350	\$ 1,061	\$ 2,122	\$ 1,500	\$ 150	11.11%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 23,100	\$ 11,810	\$ 23,620	\$ 18,200	\$ (4,900)	-21.21%
41150	Building & Land Lease	-	69	138	-	-	
41200	Pump Station Maintenance	-	-	-	-	-	
41300	Dam Maintenance	2,500	-	-	-	(2,500)	-100.00%
41350	Pipeline/Appurtenances	5,000	-	-	5,000	-	0.00%
41400	Materials, Supplies & Tools	2,500	6,025	12,050	2,500	-	0.00%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Crozet Water

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
41450	Chemicals	225,500	141,709	283,418	204,400	(21,100)	-9.36%
41500	Vehicle Maintenance	1,500	161	322	1,500	-	0.00%
41550	Equipment Repair, Replace, Maint.	40,000	21,467	42,934	40,000	-	0.00%
41600	Instrumentation & Metering	12,700	383	766	11,500	(1,200)	-9.45%
41650	Fuel & Lubricants	7,000	2,284	4,568	5,000	(2,000)	-28.57%
41700	General Other Maintenance	33,492	37,400	74,800	8,800	(24,692)	-73.73%
Subtotal		\$ 353,292	\$ 221,308	\$ 442,616	\$ 296,900	\$ (56,392)	-15.96%
81000	Equipment Purchases						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
81250	Equipment (over \$10,000)	-	-	-	25,000	25,000	
81300	Vehicle Replacement Fund	3,000	1,500	3,000	3,000	-	0.00%
Subtotal		\$ 3,000	\$ 1,500	\$ 3,000	\$ 28,000	\$ 25,000	833.33%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ 77,867	\$ 35,628	\$ 75,929	\$ 87,304	\$ 9,437	12.12%
95300	Engineering Allocation	69,176	32,010	63,935	77,630	8,454	12.22%
95150	Maintenance Allocation	53,751	28,772	57,029	62,465	8,714	16.21%
95200	Laboratory Allocation	20,661	9,472	19,015	21,761	1,100	5.32%
Subtotal		\$ 221,455	\$ 105,882	\$ 215,908	\$ 249,160	\$ 27,705	12.51%
Depreciation		\$ 40,000	\$ 20,000	\$ 40,000	\$ 60,000	\$ 20,000	50.00%
Subtotal		\$ 40,000	\$ 20,000	\$ 40,000	\$ 60,000	\$ 20,000	50.00%
Total		\$ 1,086,905	\$ 573,553	\$ 1,159,571	\$ 1,102,353	\$ 15,448	1.42%

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Scottsville Water Summary

Projected Flow (MGD)

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	
0.047			0.047	0.00%

Operations Budget

Projected Revenues

Operations Rate (monthly)

Revenue	\$ 43,401			\$ 42,892	-1.17%
Use of reserves	\$ 520,812	\$ 260,406	\$ 520,812	\$ 514,704	-1.17%
Interest Allocation	9,220	-	-	3,250	-64.75%
	1,000	156	312	200	-80.00%
Total Operations Revenues	\$ 531,032	\$ 260,562	\$ 521,124	\$ 518,154	-2.43%

Projected Expenses

Personnel Cost	\$ 184,032	\$ 95,693	\$ 190,210	\$ 195,695	6.34%
Professional Services	71,000	2,026	70,000	2,900	-95.92%
Other Services and Charges	22,780	13,273	26,169	28,100	23.35%
Communications	4,600	3,063	6,126	4,930	7.17%
Information Technology	650	844	1,688	1,250	92.31%
Supplies	200	-	-	770	285.00%
Operations and Maintenance	87,662	30,070	75,328	87,200	-0.53%
Equipment Purchases	2,500	1,250	2,500	1,500	-40.00%
Depreciation	20,000	10,000	20,000	40,000	100.00%
Subtotal Before Allocations	\$ 393,424	\$ 156,219	\$ 392,021	\$ 362,345	-7.90%
Allocations of Support Departments	137,603	67,327	136,468	155,813	13.23%
Total Operations Expenses	\$ 531,027	\$ 223,546	\$ 528,489	\$ 518,158	-2.42%

Operations Cost per 1,000 gallons \$30.955 \$30.204 -2.43%

Debt Service Budget

Projected Revenue

Debt Service Rates - Monthly

Debt Service Rate Revenue - ACSA	\$ 10,729			\$ 11,574	7.88%
Trust Fund Interest	\$ 128,749	\$ 64,374	\$ 128,748	\$ 138,888	7.88%
Reserve Fund Interest	1,200	43	86	300	-75.00%
	8,300	518	1,036	1,200	-85.54%
Total Debt Service Revenue	\$ 138,249	\$ 64,935	\$ 129,870	\$ 140,388	1.55%

Principal, Interest & Reserves

Total Principal & Interest	\$ 126,032	\$ 63,016	\$ 126,032	\$ 125,892	-0.11%
Estimated New Principal & Interest	3,917	1,959	3,918	13,299	239.52%
Reserve Additions-Interest	8,300	518	1,036	1,200	-85.54%
Total Debt Principal and Interest	\$ 138,249	\$ 65,493	\$ 130,986	\$ 140,391	1.55%

Rate Center Summary

Total Revenues	\$ 669,281	\$ 325,497	\$ 650,994	\$ 658,542	-1.60%
Total Expenses	669,276	289,039	659,475	658,549	-1.60%
Surplus/ (Deficit)	\$ 5	\$ 36,458	\$ (8,481)	\$ (7)	
Rates - Monthly					
ACSA	\$ 54,130			\$ 54,466	0.62%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Scottsville Water

Expense Detail			Current Year Activity			2021 vs. 2022 Variance \$		2021 vs. 2022 Variance %	
Object Code	Line Item	Adopted Budget FY 2020-2021	Six Month Actual 12/31/2020	Projected Year end 6/30/2021	Proposed Budget FY 2021-2022				
Rate Center: Scottsville Water									
10000	Salaries & Benefits								
11000	Salaries	\$ 113,850	\$ 62,046	\$ 124,092	\$ 124,900	\$ 11,050	9.71%		
11010	Overtime & Holiday Pay	13,000	8,067	16,134	13,000	-	0.00%		
12010	FICA	9,704	5,229	10,458	10,549	845	8.71%		
12020	Health Insurance	28,600	11,232	22,464	29,700	1,100	3.85%		
12026	Employee Assistance Program	25	19	38	25	-	0.00%		
12030	Retirement	10,247	4,835	9,670	10,367	120	1.17%		
12040	Life Insurance	1,526	750	1,500	1,674	148	9.70%		
12050	Fitness Program	300	77	154	350	50	16.67%		
12060	Worker's Comp Insurance	2,600	1,764	2,352	2,500	(100)	-3.85%		
Subtotal		\$ 179,852	\$ 94,019	\$ 186,862	\$ 193,065	\$ 13,213	7.35%		
13000	Other Personnel Costs								
13100	Employee Dues & Licenses	\$ 180	\$ -	\$ -	\$ 180	\$ -	0.00%		
13150	Education & Training	1,950	462	924	400	(1,550)	-79.49%		
13200	Travel & Lodging	200	7	14	200	-	0.00%		
13250	Uniforms	1,400	1,110	2,220	1,400	-	0.00%		
13325	Recruiting & Medical Testing	150	41	82	150	-	0.00%		
13350	Other	300	54	108	300	-	0.00%		
Subtotal		\$ 4,180	\$ 1,674	\$ 3,348	\$ 2,630	\$ (1,550)	-37.08%		
Professional Services									
20100	Legal Fees	\$ -	\$ -	\$ -		\$ -			
20200	Financial & Admin. Services	-	-	-		-			
20250	Bond Issue Costs	-	-	-		-			
20300	Engineering & Technical Services	71,000	2,026	70,000	2,900	(68,100)	-95.92%		
Subtotal		\$ 71,000	\$ 2,026	\$ 70,000	\$ 2,900	\$ (68,100)			
Other Services and Charges									
21100	General Liability/Property Ins.	\$ 900	\$ 565	\$ 753	\$ 900	\$ -	0.00%		
21150	Advertising & Communication	-	400	800		-			
21250	Watershed Management	-	-	-		-			
21252	EMS Programs/Supplies	-	-	-		-			
21253	Safety Programs/Supplies	1,430	1,736	3,472	5,900	4,470	312.59%		
21300	Authority Dues/Permits/Fees	500	-	-	500	-	0.00%		
21350	Laboratory Analysis	4,850	4,038	8,076	5,800	950	19.59%		
21400	Utilities	15,000	6,534	13,068	15,000	-	0.00%		
21420	General Other Services	100	-	-	-	(100)	-100.00%		
21430	Governance & Strategic Support	-	-	-		-			
21450	Bad Debt	-	-	-		-			
Subtotal		\$ 22,780	\$ 13,273	\$ 26,169	\$ 28,100	\$ 5,320	23.35%		
22000	Communication								
22100	Radio	\$ 500	\$ 413	\$ 826	\$ 330	\$ (170)	-34.00%		
22150	Telephone & Data Service	3,200	2,118	4,236	3,700	500	15.63%		
22200	Cell Phones & Pagers	900	532	1,064	900	-	0.00%		
Subtotal		\$ 4,600	\$ 3,063	\$ 6,126	\$ 4,930	\$ 330	7.17%		
31000	Information Technology								
31100	Computer Hardware	\$ 150	\$ -	\$ -	\$ 750	\$ 600	400.00%		
31150	SCADA Maint. & Support	500	844	1,688	500	-	0.00%		
31200	Maintenance & Support Services	-	-	-		-			
31250	Software Purchases	-	-	-		-	0.00%		
Subtotal		\$ 650	\$ 844	\$ 1,688	\$ 1,250	\$ 600	92.31%		
33000	Supplies								
33100	Office Supplies	\$ -	\$ -	\$ -		\$ -	#DIV/0!		
33150	Subscriptions/Reference Material	-	-	-		-	#DIV/0!		
33350	Postage & Delivery	200	-	-	770	570	285.00%		
Subtotal		\$ 200	\$ -	\$ -	\$ 770	\$ 570	285.00%		
41000	Operation & Maintenance								
41100	Building & Grounds	\$ 5,700	\$ 6,548	\$ 13,096	\$ 5,900	\$ 200	3.51%		
41150	Building & Land Lease	-	-	-	-	-			
41200	Pump Station Maintenance	-	-	-	-	-			
41300	Dam Maintenance	1,500	-	-	-	(1,500)	-100.00%		
41350	Pipeline/Appurtenances	-	-	-	-	-			
41400	Materials, Supplies & Tools	3,000	803	1,606	3,700	700	23.33%		
41450	Chemicals	35,550	9,769	19,538	32,800	(2,750)	-7.74%		
41500	Vehicle Maintenance	800	98	196	800	-	0.00%		

**Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail**

Rate Center: Scottsville Water

Expense Detail							2021	2021
Rate Center: Scottsville Water							vs.	vs.
Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2022 Variance \$	2022 Variance %	
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021				
41550	Equipment Repair, Replace, Maint.	20,000	7,406	20,000	20,000	-	0.00%	
41600	Instrumentation & Metering	10,600	-	10,000	13,200	2,600	24.53%	
41650	Fuel & Lubricants	1,000	346	692	1,000	-	0.00%	
41700	General Other Maintenance	9,512	5,100	10,200	9,800	288	3.03%	
Subtotal		\$ 87,662	\$ 30,070	\$ 75,328	\$ 87,200	\$ (462)	-0.53%	
81000	Equipment Purchases							
81200	Rental & Leases	\$ -	\$ -	\$ -		-	#DIV/0!	
81250	Equipment (over \$10,000)	-	-	-		-		
81300	Vehicle Replacement Fund	2,500	1,250	2,500	1,500	(1,000)	-40.00%	
Subtotal		\$ 2,500	\$ 1,250	\$ 2,500	\$ 1,500	\$ (1,000)	-40.00%	
95000	Allocations from Departments							
95100	Administrative Allocation	\$ 38,934	\$ 17,814	\$ 37,965	\$ 43,652	\$ 4,718	12.12%	
95300	Engineering Allocation	34,588	16,005	31,967	38,815	4,227	12.22%	
95150	Maintenance Allocation	53,751	28,772	57,029	62,465	8,714	16.21%	
95200	Laboratory Allocation	10,330	4,736	9,507	10,881	551	5.33%	
Subtotal		\$ 137,603	\$ 67,327	\$ 136,468	\$ 155,813	\$ 18,210	13.23%	
Depreciation		\$ 20,000	\$ 10,000	\$ 20,000	\$ 40,000	\$ 20,000	100.00%	
Subtotal		\$ 20,000	\$ 10,000	\$ 20,000	\$ 40,000	\$ 20,000	100.00%	
Total		\$ 531,027	\$ 223,546	\$ 528,489	\$ 518,158	\$ (12,869)	-2.42%	

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Wastewater Rate Centers

Rivanna Water and Sewer Authority

Fiscal Year 2021-2022

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Urban Wastewater Summary

Projected Flow (MGD)

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	
9.289			9.289	0.00%

Operations Budget

Projected Revenues

Operations Rate

Operations Rate	\$	2.369			\$	2.517	6.25%		
Revenue	\$	8,033,620	\$	4,701,231	\$	9,152,462	\$	8,535,195	6.24%
Stone Robinson WWTP		22,788		7,344		14,688		20,589	-9.65%
Septage Acceptance		475,000		260,291		520,582		475,000	0.00%
Nutrient Credits		45,000		86,999		173,998		45,000	0.00%
Rate Stabilization Reserve		121,233		60,617		121,234		100,000	-17.51%
Miscellaneous Revenue		-		2,224		4,448		-	
Interest Allocation		16,100		2,467		4,934		3,800	-76.40%
Total Operations Revenues	\$	8,713,741	\$	5,121,173	\$	9,992,346	\$	9,179,584	5.35%

Projected Expenses

Personnel Cost	\$	1,299,876	\$	624,033	\$	1,242,974	\$	1,289,471	-0.80%
Professional Services		143,400		90,080		180,160		208,500	45.40%
Other Services and Charges		2,020,300		1,107,698		2,187,209		2,011,700	-0.43%
Communications		10,700		7,972		15,944		9,800	-8.41%
Information Technology		69,500		11,104		54,772		56,500	-18.71%
Supplies		1,900		1,219		2,438		1,200	-36.84%
Operations and Maintenance		1,767,000		863,357		1,851,714		1,672,520	-5.35%
Equipment Purchases		125,250		40,738		81,476		294,250	134.93%
Depreciation & Reserves		470,000		235,000		470,000		470,000	0.00%
Subtotal before allocations	\$	5,907,926	\$	2,981,201	\$	6,086,687	\$	6,013,941	1.79%
Allocations of Support Departments		2,805,815		1,355,422		2,758,464		3,165,643	12.82%
Total Operations Expenses	\$	8,713,741	\$	4,336,623	\$	8,845,151	\$	9,179,584	5.35%

Operations Cost per 1,000 gallons

\$2.570

\$2.707

5.33%

Debt Service Budget

Projected Revenue

Debt Service Rate

Debt Service Rate	CITY	407,588			412,199	1.13%			
	ACSA	278,174			301,820	8.50%			
Debt Service Rate Revenue - CITY	\$	4,891,018	\$	2,445,528	\$	4,891,056	\$	4,946,384	1.13%
Debt Service Rate Revenue - ACSA		3,338,072		1,669,044		3,338,088		3,621,837	8.50%
County MOU - Septage		109,440		109,441		218,882		109,440	0.00%
Trust Fund Interest		74,000		2,586		5,172		18,500	-75.00%
Use of Reserves		94,400		47,200		94,400		-	-100.00%
Reserve Fund Interest		295,200		19,138		38,276		36,300	-87.70%
Total Debt Service Revenue	\$	8,802,130	\$	4,292,937	\$	8,585,874	\$	8,732,461	-0.79%

Principal, Interest & Reserves

Total Principal & Interest	\$	7,812,130	\$	3,906,065	\$	7,812,130	\$	7,689,212	-1.57%
Reserve Additions - Interest		295,200		19,138		38,276		36,300	-87.70%
Debt Service Ratio Charge		325,000		162,500		325,000		325,000	0.00%
Est. New Debt Service - CIP Growth		369,800		184,900		369,800		681,950	84.41%
Total Debt Principal and Interest	\$	8,802,130	\$	4,272,603	\$	8,545,206	\$	8,732,462	-0.79%

Rate Center Summary

Total Revenues	\$	17,515,871	\$	9,414,110	\$	18,578,220	\$	17,912,045	2.26%
Total Expenses		17,515,871		8,609,226		17,390,357		17,912,046	2.26%
Surplus/(Deficit)	\$	-	\$	804,884	\$	1,187,863	\$	(1)	

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Urban Wastewater

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 844,100	\$ 410,469	\$ 820,938	\$ 847,100	\$ 3,000	0.36%
11010	Overtime & Holiday Pay	65,000	26,884	53,768	55,000	(10,000)	-15.38%
12010	FICA	69,546	32,440	64,880	69,011	(535)	-0.77%
12020	Health Insurance	193,100	90,543	181,086	200,300	7,200	3.73%
12026	Employee Assistance Program	250	118	236	200	(50)	-20.00%
12030	Retirement	75,969	30,738	61,476	70,309	(5,660)	-7.45%
12040	Life Insurance	11,311	4,811	9,622	11,351	40	0.35%
12050	Fitness Program	1,000	489	978	1,200	200	20.00%
12060	Worker's Comp Insurance	11,500	7,638	10,184	10,000	(1,500)	-13.04%
	Subtotal	\$ 1,271,776	\$ 604,130	\$ 1,203,168	\$ 1,264,471	\$ (7,305)	-0.57%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 2,000	\$ 1,638	\$ 3,276	\$ 2,000	\$ -	0.00%
13150	Education & Training	10,900	12,657	25,314	7,400	(3,500)	-32.11%
13200	Travel & Lodging	2,500	-	-	2,600	100	4.00%
13250	Uniforms	9,700	5,156	10,312	11,000	1,300	13.40%
13325	Recruiting & Medical Testing	1,000	344	688	1,000	-	0.00%
13350	Other	2,000	108	216	1,000	(1,000)	-50.00%
	Subtotal	\$ 28,100	\$ 19,903	\$ 39,806	\$ 25,000	\$ (3,100)	-11.03%
20100	Professional Services						
20100	Legal Fees	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	
20200	Financial & Admin. Services	-	10,688	21,376	-	-	
20250	Bond Issue Costs	-	-	-	-	-	
20300	Engineering & Technical Services	138,400	79,392	158,784	203,500	65,100	47.04%
	Subtotal	\$ 143,400	\$ 90,080	\$ 180,160	\$ 208,500	\$ 65,100	
21100	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 67,400	\$ 42,280	\$ 56,373	\$ 66,200	\$ (1,200)	-1.78%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21252	EMS Programs/Supplies	1,000	-	-	-	(1,000)	
21253	Safety Programs/Supplies	25,500	20,518	41,036	10,000	(15,500)	-60.78%
21300	Authority Dues/Permits/Fees	44,900	21,655	43,310	46,500	1,600	3.56%
21350	Laboratory Analysis	9,500	12,632	25,264	25,200	15,700	165.26%
21400	Utilities	940,000	489,702	979,404	940,000	-	0.00%
21420	General Other Services	932,000	520,911	1,041,822	923,800	(8,200)	-0.88%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 2,020,300	\$ 1,107,698	\$ 2,187,209	\$ 2,011,700	\$ (8,600)	-0.43%
22000	Communication						
22100	Radio	\$ 3,900	\$ 3,712	\$ 7,424	\$ 3,000	\$ (900)	-23.08%
22150	Telephone & Data Service	2,000	1,292	2,584	2,000	-	0.00%
22200	Cell Phones & Pagers	4,800	2,968	5,936	4,800	-	0.00%
	Subtotal	\$ 10,700	\$ 7,972	\$ 15,944	\$ 9,800	\$ (900)	-8.41%
31000	Information Technology						
31100	Computer Hardware	\$ 9,000	\$ 886	\$ 1,772	\$ 7,000	\$ (2,000)	-22.22%
31150	SCADA Maint. & Support	57,500	10,218	50,000	48,500	(9,000)	-15.65%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software Purchases	3,000	-	3,000	1,000	(2,000)	-66.67%
	Subtotal	\$ 69,500	\$ 11,104	\$ 54,772	\$ 56,500	\$ (13,000)	-18.71%
33000	Supplies						
33100	Office Supplies	\$ 1,000	\$ 952	\$ 1,904	\$ 1,000	\$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	900	267	534	200	(700)	-77.78%
	Subtotal	\$ 1,900	\$ 1,219	\$ 2,438	\$ 1,200	\$ (700)	-36.84%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 85,000	\$ 55,720	\$ 111,440	\$ 91,160	\$ 6,160	7.25%
41150	Building & Land Lease	-	-	-	-	-	
41200	Pump Station Maintenance	90,000	66,461	132,922	-	(90,000)	-100.00%
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	114,360	6,351	12,702	114,360	-	0.00%
41400	Materials, Supplies & Tools	41,000	23,883	47,766	41,000	-	0.00%
41450	Chemicals	848,000	341,038	682,076	677,000	(171,000)	-20.17%
41500	Vehicle Maintenance	15,000	11,070	22,140	15,000	-	0.00%
41550	Equipment Repair, Replace, Maint.	350,000	305,130	610,260	440,000	90,000	25.71%
41600	Instrumentation & Metering	216,640	32,474	189,948	249,000	32,360	14.94%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Urban Wastewater

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
41650	Fuel & Lubricants	35,000	12,452	24,904	30,000	(5,000)	-14.29%
41700	General Other Maintenance	(28,000)	8,778	17,556	15,000	43,000	153.57%
<i>Subtotal</i>		\$ 1,767,000	\$ 863,357	\$ 1,851,714	\$ 1,672,520	\$ (94,480)	-5.35%
81000	Equipment Purchases						
81200	Rental & Leases	\$ 77,250	\$ 16,738	\$ 33,476	\$ 77,250	\$ -	0.00%
81250	Equipment (over \$10,000)	-	-	-	167,000	167,000	
81300	Vehicle Replacement Fund	48,000	24,000	48,000	50,000	2,000	4.17%
<i>Subtotal</i>		\$ 125,250	\$ 40,738	\$ 81,476	\$ 294,250	\$ 169,000	134.93%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ 934,409	\$ 427,541	\$ 911,149	\$ 1,047,647	\$ 113,238	12.12%
95300	Engineering Allocation	760,939	352,114	703,282	853,934	92,995	12.22%
95150	Maintenance Allocation	867,702	464,470	920,610	1,008,370	140,668	16.21%
95200	Laboratory Allocation	242,765	111,297	223,423	255,692	12,927	5.32%
<i>Subtotal</i>		\$ 2,805,815	\$ 1,355,422	\$ 2,758,464	\$ 3,165,643	\$ 359,828	12.82%
Depreciation		\$ 470,000	\$ 235,000	\$ 470,000	\$ 470,000	\$ -	0.00%
<i>Subtotal</i>		\$ 470,000	\$ 235,000	\$ 470,000	\$ 470,000	\$ -	0.00%
Total		\$ 8,713,741	\$ 4,336,623	\$ 8,845,151	\$ 9,179,584	\$ 465,843	5.35%

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Glenmore Wastewater Summary

Projected Flow (MGD)

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	
0.114			0.113	

Operations Budget

Projected Revenues

Operations Rate (monthly)

Revenue	\$ 30,877			\$ 33,669	9.04%
Rate Stabilization	370,524	\$ 185,262	\$ 370,524	404,028	9.04%
Interest Allocation	24,540	12,270	24,540	-	
	700	108	216	200	-71.43%
Total Operations Revenues	\$ 395,764	\$ 197,640	\$ 395,280	\$ 404,228	2.14%

Projected Expenses

Personnel Cost	\$ 97,804	\$ 45,247	\$ 90,137	\$ 94,885	-2.98%
Professional Services	24,200	87	174	12,900	
Other Services and Charges	36,800	17,145	34,207	34,300	-6.79%
Communications	3,200	1,960	3,920	3,130	-2.19%
Information Technology	4,050	915	1,830	2,000	-50.62%
Supplies	-	358	716	-	
Operations and Maintenance	109,100	73,172	146,344	121,650	11.50%
Equipment Purchases	3,700	1,850	3,700	3,800	2.70%
Depreciation	10,000	5,000	10,000	10,000	0.00%
Subtotal before allocations	\$ 288,854	\$ 145,734	\$ 291,028	\$ 282,665	-2.14%
Allocations of Support Departments	106,907	53,235	107,118	121,562	13.71%
Total Operations Expenses	\$ 395,761	\$ 198,969	\$ 398,146	\$ 404,227	2.14%

Operations Cost per 1,000 gallons

\$9.511

\$9.801

Debt Service Budget

Projected Revenue

Debt Service Rate (monthly)

Debt Service Rate Revenue - ACSA	\$ 315			\$ 618	96.19%
Trust Fund Interest	3,778	\$ 1,890	\$ 3,780	7,412	96.19%
Reserve Fund Interest	-	-	-	-	
	3,000	216	432	200	-93.33%
Total Debt Service Revenue	\$ 6,778	\$ 2,106	\$ 4,212	\$ 7,612	12.30%

Principal, Interest & Reserves

Total Principal & Interest	\$ 1,579	\$ 790	\$ 1,580	\$ 1,578	-0.06%
Estimated New Principal & Interest	2,199	1,100	2,200	5,834	165.30%
Reserve Additions - Interest	3,000	216	432	200	-93.33%
Total Debt Principal and Interest	\$ 6,778	\$ 2,106	\$ 4,212	\$ 7,612	12.30%

Rate Center Summary

Total Revenues	\$ 402,542	\$ 199,746	\$ 399,492	\$ 411,840	2.31%
Total Expenses	402,539	201,075	402,358	411,839	2.31%
Surplus/(Deficit)	\$ 3	\$ (1,329)	\$ (2,866)	\$ 1	
Rates (Monthly)					
ACSA	\$ 31,192			\$ 34,287	9.92%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Glenmore Wastewater

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 62,100	\$ 30,210	\$ 60,420	\$ 62,200	\$ 100	0.16%
11010	Overtime & Holiday Pay	6,500	2,062	4,124	4,000	(2,500)	-38.46%
12010	FICA	5,248	2,394	4,788	5,064	(184)	-3.51%
12020	Health Insurance	14,550	6,718	13,436	15,100	550	3.78%
12026	Employee Assistance Program	15	9	18	15	-	0.00%
12030	Retirement	5,589	2,256	4,512	5,163	(426)	-7.62%
12040	Life Insurance	832	353	706	833	1	0.12%
12050	Fitness Program	70	33	66	80	10	14.29%
12060	Worker's Comp Insurance	800	535	713	800	-	0.00%
	Subtotal	\$ 95,704	\$ 44,570	\$ 88,783	\$ 93,255	\$ (2,449)	-2.56%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 200	\$ 29	\$ 58	\$ 100	\$ (100)	-50.00%
13150	Education & Training	700	220	440	500	(200)	-28.57%
13200	Travel & Lodging	200	-	-	50	(150)	-75.00%
13250	Uniforms	750	395	790	780	30	4.00%
13325	Recruiting & Medical Testing	100	25	50	100	-	0.00%
13350	Other	150	8	16	100	(50)	-33.33%
	Subtotal	\$ 2,100	\$ 677	\$ 1,354	\$ 1,630	\$ (470)	-22.38%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -		\$ -	
20200	Financial & Admin. Services	-	-	-		-	
20250	Bond Issue Costs	-	-	-		-	
20300	Engineering & Technical Services	24,200	87	174	12,900	(11,300)	-46.69%
	Subtotal	\$ 24,200	\$ 87	\$ 174	\$ 12,900	\$ (11,300)	
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 200	\$ 125	\$ 167	\$ 300	\$ 100	50.00%
21150	Advertising & Communication	-	400	800		-	
21250	Watershed Management	-	-	-		-	
21252	EMS Programs/Supplies	-	-	-		-	
21253	Safety Programs/Supplies	1,100	1,354	2,708	600	(500)	-45.45%
21300	Authority Dues/Permits/Fees	3,000	3,190	6,380	3,400	400	13.33%
21350	Laboratory Analysis	1,500	1,602	3,204	2,000	500	33.33%
21400	Utilities	31,000	10,474	20,948	28,000	(3,000)	-9.68%
21420	General Other Services	-	-	-	-	-	#DIV/0!
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 36,800	\$ 17,145	\$ 34,207	\$ 34,300	\$ (2,500)	-6.79%
22000	Communication						
22100	Radio	\$ 400	\$ 413	\$ 826	\$ 330	\$ (70)	-17.50%
22150	Telephone & Data Service	2,200	1,145	2,290	2,200	-	0.00%
22200	Cell Phones & Pagers	600	402	804	600	-	0.00%
	Subtotal	\$ 3,200	\$ 1,960	\$ 3,920	\$ 3,130	\$ (70)	-2.19%
31000	Information Technology						
31100	Computer Hardware	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.00%
31150	SCADA Maint. & Support	3,050	915	1,830	1,000	(2,050)	-67.21%
31200	Maintenance & Support Services	-	-	-		-	
31250	Software Purchases	-	-	-		-	#DIV/0!
	Subtotal	\$ 4,050	\$ 915	\$ 1,830	\$ 2,000	\$ (2,050)	-50.62%
33000	Supplies						
33100	Office Supplies	\$ -	\$ -	\$ -		\$ -	#DIV/0!
33150	Subscriptions/Reference Material	-	-	-		-	
33350	Postage & Delivery	-	358	716		-	
	Subtotal	\$ -	\$ 358	\$ 716	\$ -	\$ -	#DIV/0!
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 6,000	\$ 2,495	\$ 4,990	\$ 5,200	\$ (800)	-13.33%
41150	Building & Land Lease	-	-	-		-	
41200	Pump Station Maintenance	9,000	-	-	-	(9,000)	-100.00%
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	#DIV/0!

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Glenmore Wastewater

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
41400	Materials, Supplies & Tools	3,000	769	1,538	9,200	6,200	206.67%
41450	Chemicals	2,000	3,466	6,932	5,000	3,000	150.00%
41500	Vehicle Maintenance	1,000	527	1,054	750	(250)	-25.00%
41550	Equipment Repair, Replace, Maint.	20,000	36,970	73,940	34,000	14,000	70.00%
41600	Instrumentation & Metering	5,100	-	-	10,000	4,900	96.08%
41650	Fuel & Lubricants	3,000	929	1,858	2,500	(500)	-16.67%
41700	General Other Maintenance	60,000	28,016	56,032	55,000	(5,000)	-8.33%
Subtotal		\$ 109,100	\$ 73,172	\$ 146,344	\$ 121,650	\$ 12,550	11.50%
81000	Equipment Purchases						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
81250	Equipment (over \$10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	3,700	1,850	3,700	3,800	100	2.70%
Subtotal		\$ 3,700	\$ 1,850	\$ 3,700	\$ 3,800	\$ 100	2.70%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ 19,467	\$ 8,907	\$ 18,982	\$ 21,826	\$ 2,359	12.12%
95300	Engineering Allocation	25,941	12,004	23,976	29,111	3,170	12.22%
95150	Maintenance Allocation	53,751	28,772	57,029	62,465	8,714	16.21%
95200	Laboratory Allocation	7,748	3,552	7,131	8,160	412	5.32%
Subtotal		\$ 106,907	\$ 53,235	\$ 107,118	\$ 121,562	\$ 14,655	13.71%
Depreciation		\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Subtotal		\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Total		\$ 395,761	\$ 198,969	\$ 398,146	\$ 404,227	\$ 8,466	2.14%

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Scottsville Wastewater Summary

Projected Flow (MGD)

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	
0.063			0.065	

Operations Budget

Projected Revenues

Operations Rate (monthly)

Revenue	\$ 308,988	\$ 154,494	\$ 308,988	\$ 326,268	5.59%
Interest Allocation	600	91	182	100	-83.33%
Total Operations Revenues	\$ 309,588	\$ 154,585	\$ 309,170	\$ 326,368	5.42%

Projected Expenses

Personnel Cost	\$ 97,317	\$ 45,247	\$ 90,137	\$ 94,875	-2.51%
Professional Services	2,100	87	174	10,250	388.10%
Other Services and Charges	23,710	15,289	30,285	21,800	-8.06%
Communications	3,720	2,012	4,024	3,400	-8.60%
Information Technology	1,500	478	956	1,500	0.00%
Supplies	500	-	-	-	-100.00%
Operations and Maintenance	57,812	19,310	258,620	58,100	0.50%
Equipment Purchases	3,700	1,850	3,700	3,800	2.70%
Depreciation	20,000	10,000	20,000	20,000	0.00%
Subtotal before allocations	\$ 210,359	\$ 94,273	\$ 407,896	\$ 213,725	1.60%
Allocations of Support Departments	99,229	49,125	98,971	112,639	13.51%
Total Operations Expenses	\$ 309,588	\$ 143,398	\$ 506,867	\$ 326,364	5.42%

Operations Cost per 1,000 gallons \$13.463 \$13.756 102.18%

Debt Service Budget

Projected Revenue

Debt Service Rate (monthly)

Debt Service Rate Revenue - ACSA	\$ 9,442	\$ 4,722	\$ 9,444	\$ 9,882	4.66%
Trust Fund Interest	100	5	10	-	-100.00%
Reserve Fund Interest	4,200	259	518	500	-88.10%
Total Debt Service Revenue	\$ 13,742	\$ 4,986	\$ 9,972	\$ 10,382	-24.45%

Principal, Interest & Reserves

Total Principal & Interest	\$ 7,464	\$ 3,732	\$ 7,464	\$ 7,453	-0.15%
Estimated New Principal & Interest	2,078	259	518	2,431	16.99%
Reserve Additions - Interest	4,200	1,039	2,078	500	-88.10%
Total Debt Principal and Interest	\$ 13,742	\$ 5,030	\$ 10,060	\$ 10,384	-24.44%

Rate Center Summary

Total Revenues	\$ 323,330	\$ 159,571	\$ 319,142	\$ 336,750	4.15%
Total Expenses	323,330	148,428	516,927	336,748	4.15%
Surplus/(Deficit)	\$ -	\$ 11,143	\$ (197,785)	\$ 2	
Rates (Monthly)					
ACSA	\$ 26,536			\$ 28,013	5.57%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Scottsville Wastewater

		Current Year Activity		Proposed Budget		2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
Object Code	Line Item	Adopted Budget FY 2020-2021	Six Month Actual 12/31/2020	Projected Year end 6/30/2021	Proposed Budget FY 2021-2022		
10000	Salaries & Benefits						
11000	Salaries	\$ 62,100	\$ 30,210	\$ 60,420	\$ 62,200	\$ 100	0.16%
11010	Overtime & Holiday Pay	6,000	2,062	4,124	4,000	(2,000)	-33.33%
12010	FICA	5,210	2,394	4,788	5,064	(146)	-2.80%
12020	Health Insurance	14,550	6,718	13,436	15,100	550	3.78%
12026	Employee Assistance Program	16	9	18	15	(1)	-6.25%
12030	Retirement	5,589	2,256	4,512	5,163	(426)	-7.62%
12040	Life Insurance	832	353	706	833	1	0.12%
12050	Fitness Program	70	33	66	80	10	14.29%
12060	Worker's Comp Insurance	800	535	713	800	-	0.00%
	Subtotal	\$ 95,167	\$ 44,570	\$ 88,783	\$ 93,255	\$ (1,912)	-2.01%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 200	\$ 29	\$ 58	\$ 100	\$ (100)	-50.00%
13150	Education & Training	775	220	440	500	(275)	-35.48%
13200	Travel & Lodging	200	-	-	100	(100)	-50.00%
13250	Uniforms	750	395	790	750	-	0.00%
13325	Recruiting & Medical Testing	75	25	50	70	(5)	-6.67%
13350	Other	150	8	16	100	(50)	-33.33%
	Subtotal	\$ 2,150	\$ 677	\$ 1,354	\$ 1,620	\$ (530)	-24.65%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -		\$ -	
20200	Financial & Admin. Services	-	-	-		-	
20250	Bond Issue Costs	-	-	-		-	
20300	Engineering & Technical Services	2,100	87	174	10,250	8,150	388.10%
	Subtotal	\$ 2,100	\$ 87	\$ 174	\$ 10,250	\$ 8,150	
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 700	\$ 439	\$ 585	\$ 800	\$ 100	14.29%
21150	Advertising & Communication	-	400	800	-	-	
21250	Watershed Management	-	-	-	-	-	
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	1,010	529	1,058	600	(410)	-40.59%
21300	Authority Dues/Permits/Fees	3,000	3,190	6,380	3,400	400	13.33%
21350	Laboratory Analysis	2,000	1,602	3,204	2,000	-	0.00%
21400	Utilities	17,000	9,129	18,258	15,000	(2,000)	-11.76%
21420	General Other Services	-	-	-	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 23,710	\$ 15,289	\$ 30,285	\$ 21,800	\$ (1,910)	-8.06%
22000	Communication						
22100	Radio	\$ 650	\$ 413	\$ 826	\$ 330	\$ (320)	-49.23%
22150	Telephone & Data Service	2,800	1,443	2,886	2,800	-	0.00%
22200	Cell Phones & Pagers	270	156	312	270	-	0.00%
	Subtotal	\$ 3,720	\$ 2,012	\$ 4,024	\$ 3,400	\$ (320)	-8.60%
31000	Information Technology						
31100	Computer Hardware	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.00%
31150	SCADA Maint. & Support	500	-	-	500	-	0.00%
31200	Maintenance & Support Services	-	-	-	-	-	
31250	Software Purchases	-	478	956	-	-	#DIV/0!
	Subtotal	\$ 1,500	\$ 478	\$ 956	\$ 1,500	\$ -	0.00%
33000	Supplies						
33100	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	500	-	-	-	(500)	-100.00%
	Subtotal	\$ 500	\$ -	\$ -	\$ -	\$ (500)	-100.00%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 8,000	\$ 5,608	\$ 11,216	\$ 16,600	\$ 8,600	107.50%
41150	Building & Land Lease	-	-	-	-	-	
41200	Pump Station Maintenance	1,000	-	-	-	(1,000)	-100.00%
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	#DIV/0!
41400	Materials, Supplies & Tools	1,500	234	468	2,000	500	33.33%
41450	Chemicals	2,000	580	1,160	5,000	3,000	150.00%
41500	Vehicle Maintenance	1,000	527	1,054	500	(500)	-50.00%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Rate Center: Scottsville Wastewater

Expense Detail		Current Year Activity		Proposed Budget		2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
Object Code	Line Item	Adopted Budget FY 2020-2021	Six Month Actual 12/31/2020	Projected Year end 6/30/2021	Proposed Budget FY 2021-2022		
41550	Equipment Repair, Replace, Maint.	16,000	4,878	9,756	17,000	1,000	6.25%
41600	Instrumentation & Metering	2,100	1,513	3,026	5,000	2,900	138.10%
41650	Fuel & Lubricants	1,100	351	702	1,000	(100)	-9.09%
41700	General Other Maintenance	25,112	5,619	231,238	11,000	(14,112)	-56.20%
Subtotal		\$ 57,812	\$ 19,310	\$ 258,620	\$ 58,100	\$ 288	0.50%
Equipment Purchases							
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
81250	Equipment (over \$10,000)	-	-	-	-	-	
81300	Vehicle Replacement Fund	3,700	1,850	3,700	3,800	100	2.70%
Subtotal		\$ 3,700	\$ 1,850	\$ 3,700	\$ 3,800	\$ 100	2.70%
Allocations from Departments							
95100	Administrative Allocation	\$ 19,467	\$ 8,907	\$ 18,982	\$ 21,826	\$ 2,359	12.12%
95300	Engineering Allocation	25,941	12,004	23,976	29,111	3,170	12.22%
95150	Maintenance Allocation	46,073	24,662	48,882	53,542	7,469	16.21%
95200	Laboratory Allocation	7,748	3,552	7,131	8,160	412	5.32%
Subtotal		\$ 99,229	\$ 49,125	\$ 98,971	\$ 112,639	\$ 13,410	13.51%
Depreciation		\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	0.00%
Subtotal		\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -	0.00%
Total		\$ 309,588	\$ 143,398	\$ 506,867	\$ 326,364	\$ 16,776	5.42%

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Support Departments

Fiscal Year 2021-2022

Rivanna Water and Sewer Authority

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Administration Summary

FY 2021			FY 2022	Budget % Change
<i>Budgeted FY 2021</i>	Actual for 6 months	Projected 12 months	<i>Proposed Budget</i>	

Operations Budget Projected Revenues & Sources

Payment for Services SWA	\$ 543,000	\$ 271,500	\$ 543,000	\$ 551,000	1.47%
Miscellaneous Revenue	2,000	45,344	45,344	2,000	0.00%
Total Operations Revenues	\$ 545,000	\$ 316,844	\$ 588,344	\$ 553,000	1.47%

Projected Expenses

Personnel Cost	\$ 1,906,136	\$ 957,754	\$ 1,930,044	\$ 2,177,998	14.26%
Professional Services	183,000	36,842	130,430	163,200	-10.82%
Other Services and Charges	80,600	44,394	86,269	86,200	6.95%
Communications	21,500	10,960	21,920	21,000	-2.33%
Information Technology	177,000	96,323	173,526	171,900	-2.88%
Supplies	24,250	10,572	21,144	21,500	-11.34%
Operations and Maintenance	75,200	43,710	94,238	68,600	-8.78%
Equipment Purchases	24,000	7,000	29,000	25,200	5.00%
Depreciation	-	-	-	-	
Total Operations Expenses	\$ 2,491,686	\$ 1,207,555	\$ 2,486,571	\$ 2,735,598	9.79%

Department Summary

Total Revenues		\$ 545,000	\$ 316,844	\$ 588,344	\$ 553,000	1.47%
Total Expenses		2,491,686	1,207,555	2,486,571	2,735,598	9.79%
Net Costs Allocable to Rate Centers		\$ (1,946,686)	\$ (890,711)	\$ (1,898,227)	\$ (2,182,598)	12.12%
<u>Allocations to the Rate Centers</u>						
Urban Water	44.00%	\$ 856,542	\$ 391,913	\$ 835,220	\$ 960,343	
Crozet Water	4.00%	77,867	35,628	75,929	87,304	
Scottsville Water	2.00%	38,934	17,814	37,965	43,652	
Urban Wastewater	48.00%	934,409	427,541	911,149	1,047,647	
Glenmore Wastewater	1.00%	19,467	8,907	18,982	21,826	
Scottsville Wastewater	1.00%	19,467	8,907	18,982	21,826	
	100.00%	\$ 1,946,686	\$ 890,710	\$ 1,898,227	\$ 2,182,598	

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Administration

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 1,349,200	\$ 686,846	\$ 1,391,692	\$ 1,552,600	\$ 203,400	15.08%
11010	Overtime & Holiday Pay	1,500	329	658	2,000	500	33.33%
12010	FICA	103,329	45,544	91,088	118,927	15,598	15.10%
12020	Health Insurance	259,300	127,933	255,866	295,800	36,500	14.08%
12026	Employee Assistance Program	100	149	298	300	200	200.00%
12030	Retirement	121,428	56,687	113,374	128,866	7,438	6.13%
12040	Life Insurance	18,079	8,837	17,674	20,805	2,726	15.08%
12050	Fitness Program	3,000	1,125	2,250	4,000	1,000	33.33%
12060	Worker's Comp Insurance	7,500	5,196	6,928	8,200	700	9.33%
	Subtotal	\$ 1,863,436	\$ 932,646	\$ 1,879,828	\$ 2,131,498	\$ 268,062	14.39%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 2,000	\$ 585	\$ 1,170	\$ 1,500	\$ (500)	-25.00%
13150	Education & Training	19,000	17,679	35,358	22,000	3,000	15.79%
13200	Travel & Lodging	4,000	-	-	4,000	-	0.00%
13250	Uniforms	2,000	168	336	2,000	-	0.00%
13325	Recruiting & Medical Testing	2,400	550	1,100	4,000	1,600	66.67%
13350	Other	13,300	6,126	12,252	13,000	(300)	-2.26%
	Subtotal	\$ 42,700	\$ 25,108	\$ 50,216	\$ 46,500	\$ 3,800	8.90%
	Professional Services						
20100	Legal Fees	\$ 60,000	\$ 26,570	\$ 53,140	\$ 60,000	\$ -	0.00%
20200	Financial & Admin. Services	123,000	6,627	70,000	103,200	(19,800)	-16.10%
20250	Bond Issue Costs	-	-	-	-	-	0.00%
20300	Engineering & Technical Services	-	3,645	7,290	-	-	0.00%
	Subtotal	\$ 183,000	\$ 36,842	\$ 130,430	\$ 163,200	\$ (19,800)	-10.82%
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 12,000	\$ 7,528	\$ 10,037	\$ 4,800	\$ (7,200)	-60.00%
21150	Advertising & Communication	13,500	3,174	6,348	17,800	4,300	31.85%
21250	Watershed Management	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	4,000	4,290	8,580	5,000	1,000	25.00%
21300	Authority Dues/Permits/Fees	39,100	22,957	45,914	40,000	900	2.30%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	1,100	434	868	1,100	-	0.00%
21420	General Other Services	2,400	165	330	10,000	7,600	316.67%
21430	Governance & Strategic Support	6,000	5,846	11,692	5,000	(1,000)	-16.67%
21450	Bad Debt	2,500	-	2,500	2,500	-	-
	Subtotal	\$ 80,600	\$ 44,394	\$ 86,269	\$ 86,200	\$ 5,600	6.95%
22000	Communication						
22100	Radio	\$ 1,300	\$ 1,237	\$ 2,474	\$ 1,000	\$ (300)	-23.08%
22150	Telephone & Data Service	11,000	4,177	8,354	11,000	-	0.00%
22200	Cell Phones & Pagers	9,200	5,546	11,092	9,000	(200)	-2.17%
	Subtotal	\$ 21,500	\$ 10,960	\$ 21,920	\$ 21,000	\$ (500)	-2.33%
31000	Information Technology						
31100	Computer Hardware	\$ 27,000	\$ 25,480	\$ 50,960	\$ 26,000	\$ (1,000)	-3.70%
31150	SCADA Maint. & Support	29,000	6,108	12,216	26,000	(3,000)	-
31200	Maintenance & Support Services	99,000	59,560	100,000	101,900	2,900	2.93%
31250	Software Purchases	22,000	5,175	10,350	18,000	(4,000)	-18.18%
	Subtotal	\$ 177,000	\$ 96,323	\$ 173,526	\$ 171,900	\$ (5,100)	-2.88%
33000	Supplies						
33100	Office Supplies	\$ 16,000	\$ 7,074	\$ 14,148	\$ 15,000	\$ (1,000)	-6.25%
33150	Subscriptions/Reference Material	650	512	1,024	500	(150)	-23.08%
33350	Postage & Delivery	7,600	2,986	5,972	6,000	(1,600)	-21.05%
	Subtotal	\$ 24,250	\$ 10,572	\$ 21,144	\$ 21,500	\$ (2,750)	-11.34%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 53,000	\$ 37,212	\$ 74,424	\$ 53,000	\$ -	0.00%
41150	Building & Land Lease	4,000	2,373	4,746	4,300	300	7.50%
41200	Pump Station Maintenance	-	-	-	-	-	-
41300	Dam Maintenance	-	-	-	-	-	-
41350	Pipeline/Appurtenances	-	-	-	-	-	-
41400	Materials, Supplies & Tools	10,400	1,591	10,000	5,000	(5,400)	-51.92%
41450	Chemicals	-	-	-	-	-	-
41500	Vehicle Maintenance	4,000	1,403	2,806	3,300	(700)	-17.50%
41550	Equipment Repair, Replace, Maint.	-	-	-	-	-	-
41600	Instrumentation & Metering	-	-	-	-	-	-

**Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail**

Department: Administration

Expense Detail						2021	2021
Department: Administration			Current Year Activity			vs.	vs.
Object		Adopted	Six Month	Projected	Proposed	2022	2022
Code	Line Item	Budget	Actual	Year end	Budget	Variance	Variance
		FY 2020-2021	12/31/2020	6/30/2021	FY 2021-2022	\$	%
41650	Fuel & Lubricants	3,800	1,131	2,262	3,000	(800)	-21.05%
41700	General Other Maintenance	-	-	-	-	-	
Subtotal		\$ 75,200	\$ 43,710	\$ 94,238	\$ 68,600	\$ (6,600)	-8.78%
81000	Equipment Purchases						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
81250	Equipment (over \$10,000)	10,000	-	15,000	10,000	-	0.00%
81300	Vehicle Replacement Fund	14,000	7,000	14,000	15,200	1,200	8.57%
Subtotal		\$ 24,000	\$ 7,000	\$ 29,000	\$ 25,200	\$ 1,200	5.00%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Depreciation		-	-	-	\$ -	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 2,491,686	\$ 1,207,555	\$ 2,486,571	\$ 2,735,598	\$ 243,912	9.79%

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Maintenance Summary

FY 2021			FY 2022	Budget % Change
Budgeted FY 2021	Actual for 6 months	Projected 12 months	Proposed Budget	

Operations Budget

Projected Revenues

Miscellaneous Revenue	\$ -	\$ 3,101	\$ 6,202	\$ -
Payment for Services SWA	-	-	-	-

Total Operations Revenues

\$ -	\$ 3,101	\$ 6,202	\$ -
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Projected Expenses

Personnel Cost	\$ 1,233,605	\$ 680,352	\$ 1,353,493	\$ 1,398,596	13.37%
Professional Services	-	-	-	-	
Other Services and Charges	50,700	14,046	47,195	61,200	20.71%
Communications	17,400	14,082	1,528	15,730	-9.60%
Information Technology	8,500	5,894	11,788	9,500	11.76%
Supplies	2,000	170	340	2,000	0.00%
Operations and Maintenance	84,550	49,128	98,256	89,600	5.97%
Equipment Purchases	139,000	61,500	123,000	208,100	49.71%
Depreciation	-	-	-	-	

Total Operations Expenses

\$ 1,535,755	\$ 825,172	\$ 1,635,600	\$ 1,784,726	16.21%
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Department Summary

Total Revenues		\$ -	\$ 3,101	\$ 6,202	\$ -
Total Expenses		1,535,755	825,172	1,635,600	1,784,726
Net Costs Allocable to Rate Centers		\$ (1,535,755)	\$ (822,071)	\$ (1,629,398)	\$ (1,784,726)
<u>Allocations to the Rate Centers</u>					
Urban Water	30.00%	\$ 460,727	\$ 246,621	\$ 488,819	\$ 535,418
Crozet Water	3.50%	53,751	28,772	57,029	62,465
Scottsville Water	3.50%	53,751	28,772	57,029	62,465
		-	-	-	-
Urban Wastewater	56.50%	867,702	464,470	920,610	1,008,370
Glenmore Wastewater	3.50%	53,751	28,772	57,029	62,465
Scottsville Wastewater	3.00%	46,073	24,662	48,882	53,542
	100.00%	\$ 1,535,755	\$ 822,069	\$ 1,629,398	\$ 1,784,725

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Maintenance

Expense Detail						2021	2021
Department: Maintenance						vs.	vs.
Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2022 Variance \$	2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 805,900	\$ 453,256	\$ 906,512	\$ 951,600	\$ 145,700	18.08%
11010	Overtime & Holiday Pay	6,000	7,899	15,798	10,000	4,000	66.67%
12010	FICA	62,110	34,064	68,128	73,562	11,452	18.44%
12020	Health Insurance	229,300	112,624	225,248	223,900	(5,400)	-2.35%
12026	Employee Assistance Program	250	127	254	200	(50)	-20.00%
12030	Retirement	72,531	34,228	68,456	78,983	6,452	8.90%
12040	Life Insurance	10,799	5,353	10,706	12,751	1,952	18.08%
12050	Fitness Program	400	-	-	700	300	75.00%
12060	Worker's Comp Insurance	15,900	10,817	14,423	16,500	600	3.77%
	Subtotal	\$ 1,203,190	\$ 658,368	\$ 1,309,525	\$ 1,368,196	\$ 165,006	13.71%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 250	\$ 75	\$ 150	\$ 250	\$ -	0.00%
13150	Education & Training	14,500	13,911	27,822	14,500	-	0.00%
13200	Travel & Lodging	500	-	-	500	-	0.00%
13250	Uniforms	13,915	6,430	12,860	13,900	(15)	-0.11%
13325	Recruiting & Medical Testing	500	1,466	2,932	500	-	0.00%
13350	Other	750	102	204	750	-	0.00%
	Subtotal	\$ 30,415	\$ 21,984	\$ 43,968	\$ 30,400	\$ (15)	-0.05%
20100	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -		\$ -	
20200	Financial & Admin. Services	-	-	-		-	
20250	Bond Issue Costs	-	-	-		-	
20300	Engineering & Technical Services	-	-	-		-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
21100	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 6,200	\$ 3,889	\$ 5,185	\$ 7,000	\$ 800	12.90%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	42,000	10,152	42,000	51,700	9,700	23.10%
21300	Authority Dues/Permits/Fees	-	5	10	-	-	
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	-	-	-	-	-	
21420	General Other Services	2,500	-	-	2,500	-	0.00%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 50,700	\$ 14,046	\$ 47,195	\$ 61,200	\$ 10,500	20.71%
22000	Communication						
22100	Radio	\$ 7,000	\$ 6,998	\$ 13,996	\$ 5,330	\$ (1,670)	-23.86%
22150	Telephone & Data Service	800	345	690	800	-	0.00%
22200	Cell Phones & Pagers	9,600	6,739	13,478	9,600	-	0.00%
	Subtotal	\$ 17,400	\$ 14,082	\$ 28,164	\$ 15,730	\$ (1,670)	-9.60%
31000	Information Technology						
31100	Computer Hardware	\$ 4,000	\$ 2,113	\$ 4,226	\$ 5,000	\$ 1,000	25.00%
31150	SCADA Maint. & Support	-	-	-	-	-	
31200	Maintenance & Support Services	2,500	3,262	6,524	2,500	-	0.00%
31250	Software Purchases	2,000	519	1,038	2,000	-	0.00%
	Subtotal	\$ 8,500	\$ 5,894	\$ 11,788	\$ 9,500	\$ 1,000	11.76%
33000	Supplies						
33100	Office Supplies	\$ 2,000	\$ 170	\$ 340	\$ 2,000	\$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	
33350	Postage & Delivery	-	-	-	-	-	
	Subtotal	\$ 2,000	\$ 170	\$ 340	\$ 2,000	\$ -	0.00%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 9,900	\$ 1,131	\$ 2,262	\$ 10,250	\$ 350	3.54%
41150	Building & Land Lease	-	-	-	-	-	
41200	Pump Station Maintenance	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	2,500	6,465	12,930	2,500	-	0.00%
41400	Materials, Supplies & Tools	20,750	13,164	26,328	20,750	-	0.00%
41450	Chemicals	-	-	-	-	-	
41500	Vehicle Maintenance	13,800	7,760	15,520	13,000	(800)	-5.80%
41550	Equipment Repair, Replace, Maint.	21,100	10,147	20,294	26,600	5,500	26.07%
41600	Instrumentation & Metering	1,500	526	1,052	1,500	-	0.00%
41650	Fuel & Lubricants	15,000	9,935	19,870	15,000	-	0.00%
41700	General Other Maintenance	-	-	-	-	-	
	Subtotal	\$ 84,550	\$ 49,128	\$ 98,256	\$ 89,600	\$ 5,050	5.97%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Maintenance

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
81000	Equipment Purchases						
81200	Rental & Leases	\$ 1,000	\$ -	\$ -	\$ 100	\$ (900)	-90.00%
81250	Equipment (over \$10,000)	15,000	-	-	83,000	68,000	453.33%
81300	Vehicle Replacement Fund	123,000	61,500	123,000	125,000	2,000	1.63%
	<i>Subtotal</i>	\$ 139,000	\$ 61,500	\$ 123,000	\$ 208,100	\$ 69,100	49.71%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	-
95300	Engineering Allocation	-	-	-	-	-	-
95150	Maintenance Allocation	-	-	-	-	-	-
95200	Laboratory Allocation	-	-	-	-	-	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Depreciation	-	-	-	-	-	-
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Total	\$ 1,535,755	\$ 825,172	\$ 1,662,236	\$ 1,784,726	\$ 248,971	16.21%

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Laboratory Summary

FY 2021			FY 2022	Budget % Change
<i>Budgeted FY 2021</i>	Actual for 6 months	Projected 12 months	<i>Proposed Budget</i>	

Operations Budget

Projected Revenues

N/A

Projected Expenses

Personnel Cost	\$ 404,171	\$ 198,978	\$ 395,413	\$ 411,036	1.70%
Professional Services	-	-	-	-	
Other Services and Charges	7,600	855	6,043	7,900	3.95%
Communications	2,100	764	-	1,300	-38.10%
Information Technology	2,500	102	1,704	200	-92.00%
Supplies	1,300	638	1,276	1,300	0.00%
Operations and Maintenance	97,250	34,666	69,332	120,590	24.00%
Equipment Purchases	1,600	800	1,600	1,700	6.25%
Depreciation	-	-	-	-	
Total Operations Expenses	\$ 516,521	\$ 236,803	\$ 475,368	\$ 544,026	5.33%

Department Summary					
Total Revenues	\$ -	\$ -	\$ -	\$ -	
Total Expenses	516,521	236,803	475,368	544,026	5.33%
Net Costs Allocable to Rate Centers	\$ (516,521)	\$ (236,803)	\$ (475,368)	\$ (544,026)	
<u>Allocations to the Rate Centers</u>					
Urban Water	44.00%	\$ 227,269	\$ 104,193	\$ 209,162	\$ 239,371
Crozet Water	4.00%	20,661	9,472	19,015	21,761
Scottsville Water	2.00%	10,330	4,736	9,507	10,881
		-	-	-	
Urban Wastewater	47.00%	242,765	111,297	223,423	255,692
Glenmore Wastewater	1.50%	7,748	3,552	7,131	8,160
Scottsville Wastewater	1.50%	7,748	3,552	7,131	8,160
	100.00%	\$ 516,521	\$ 236,802	\$ 475,369	\$ 544,025

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Laboratory

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 281,000	\$ 145,432	\$ 290,864	\$ 286,350	\$ 5,350	1.90%
11010	Overtime & Holiday Pay	6,000	2,727	5,454	7,800	1,800	30.00%
12010	FICA	21,956	10,939	21,878	22,502	546	2.49%
12020	Health Insurance	54,000	21,956	43,912	56,000	2,000	3.70%
12026	Employee Assistance Program	50	35	70	50	-	0.00%
12030	Retirement	25,290	11,350	22,700	23,767	(1,523)	-6.02%
12040	Life Insurance	3,765	1,756	3,512	3,837	72	1.91%
12050	Fitness Program	500	43	86	700	200	40.00%
12060	Worker's Comp Insurance	5,600	3,815	5,087	5,200	(400)	-7.14%
	Subtotal	\$ 398,161	\$ 198,053	\$ 393,563	\$ 406,206	\$ 8,045	2.02%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 500	\$ 224	\$ 448	\$ 200	\$ (300)	-60.00%
13150	Education & Training	1,680	156	312	1,680	-	0.00%
13200	Travel & Lodging	1,930	-	-	1,500	(430)	-22.28%
13250	Uniforms	1,000	331	662	1,000	-	0.00%
13325	Recruiting & Medical Testing	500	-	-	250	(250)	0.00%
13350	Other	400	214	428	200	(200)	-50.00%
	Subtotal	\$ 6,010	\$ 925	\$ 1,850	\$ 4,830	\$ (1,180)	-19.63%
	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.	\$ 400	\$ 251	\$ 335	\$ 400	\$ -	0.00%
21150	Advertising & Communication	-	-	-	-	-	
21250	Watershed Management	-	-	-	-	-	
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	700	-	-	1,900	1,200	171.43%
21300	Authority Dues/Permits/Fees	4,500	-	4,500	4,500	-	0.00%
21350	Laboratory Analysis	1,000	604	1,208	1,000	-	0.00%
21400	Utilities	-	-	-	-	-	
21420	General Other Services	1,000	-	-	100	(900)	-90.00%
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt	-	-	-	-	-	
	Subtotal	\$ 7,600	\$ 855	\$ 6,043	\$ 7,900	\$ 300	3.95%
22000	Communication						
22100	Radio	\$ -	\$ -	\$ -	\$ -	\$ -	
22150	Telephone & Data Service	-	-	-	-	-	
22200	Cell Phones & Pagers	2,100	764	1,528	1,300	(800)	-38.10%
	Subtotal	\$ 2,100	\$ 764	\$ 1,528	\$ 1,300	\$ (800)	
31000	Information Technology						
31100	Computer Hardware	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100.00%
31150	SCADA Maint. & Support	-	-	-	-	-	
31200	Maintenance & Support Services	800	102	204	200	(600)	-75.00%
31250	Software Purchases	200	-	-	-	(200)	-100.00%
	Subtotal	\$ 2,500	\$ 102	\$ 1,704	\$ 200	\$ (2,300)	-92.00%
33000	Supplies						
33100	Office Supplies	\$ 800	\$ 504	\$ 1,008	\$ 800	\$ -	0.00%
33150	Subscriptions/Reference Material	-	-	-	-	-	#DIV/0!
33350	Postage & Delivery	500	134	268	500	-	0.00%
	Subtotal	\$ 1,300	\$ 638	\$ 1,276	\$ 1,300	\$ -	0.00%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ -	\$ 256	\$ 512	\$ -	\$ -	
41150	Building & Land Lease	-	-	-	-	-	
41200	Pump Station Maintenance	-	-	-	-	-	
41300	Dam Maintenance	-	-	-	-	-	
41350	Pipeline/Appurtenances	-	-	-	-	-	
41400	Materials, Supplies & Tools	33,000	17,191	34,382	25,000	(8,000)	-24.24%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Laboratory

Expense Detail							2021	2021
<u>Department: Laboratory</u>							vs.	vs.
Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2022 Variance \$	2022 Variance %	
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021				
41450	Chemicals	21,300	9,029	18,058	28,000	6,700	31.46%	
41500	Vehicle Maintenance	3,500	1,468	2,936	-	(3,500)		
41550	Equipment Repair, Replace, Maint.	23,400	6,510	13,020	14,800	(8,600)	-36.75%	
41600	Instrumentation & Metering	15,500	-	-	52,240	36,740	237.03%	
41650	Fuel & Lubricants	550	212	424	550	-	0.00%	
41700	General Other Maintenance	-	-	-	-	-		
Subtotal		\$ 97,250	\$ 34,666	\$ 69,332	\$ 120,590	\$ 23,340	24.00%	
81000	Equipment Purchases							
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -		
81250	Equipment (over \$10,000)	-	-	-	-	-		
81300	Vehicle Replacement Fund	1,600	800	1,600	1,700	100	6.25%	
Subtotal		\$ 1,600	\$ 800	\$ 1,600	\$ 1,700	\$ 100	6.25%	
95000	Allocations from Departments							
95100	Administrative Allocation	\$ -	\$ -	\$ -	\$ -	\$ -		
95300	Engineering Allocation	-	-	-	-	-		
95150	Maintenance Allocation	-	-	-	-	-		
95200	Laboratory Allocation	-	-	-	-	-		
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -		
Depreciation		-	-	-	\$ -	-		
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -		
Total		\$ 516,521	\$ 236,803	\$ 476,896	\$ 544,026	\$ 27,505	5.33%	

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Engineering Summary

FY 2021			FY 2022	Budget % Change
<i>Budgeted FY 2021</i>	Actual for 6 months	Projected 12 months	<i>Proposed Budget</i>	

Operations Budget

Projected Revenues

Payment for Services SWA

\$ - \$ 9,510 \$ 19,020 \$ -

Total Operations Revenues

\$ - \$ 9,510 \$ 19,020 \$ -

Projected Expenses

Personnel Cost	\$ 1,469,357	\$ 726,642	\$ 1,452,517	\$ 1,623,811	10.51%
Professional Services	30,000	9,273	18,546	20,000	-33.33%
Other Services and Charges	13,800	6,873	12,366	21,600	56.52%
Communications	16,200	10,008	20,016	15,922	-1.72%
Information Technology	41,500	21,714	43,428	118,500	185.54%
Supplies	9,800	2,789	5,578	8,790	-10.31%
Operations and Maintenance	127,250	21,719	43,438	98,635	-22.49%
Equipment Purchases	21,500	10,750	21,500	33,500	55.81%
Depreciation	-	-	-	-	

Total Operations Expenses

\$ 1,729,407 \$ 809,768 \$ 1,617,389 \$ 1,940,758 12.22%

Department Summary						
Total Revenues		\$ -	\$ 9,510	\$ 19,020	\$ -	
Total Expenses		1,729,407	809,768	1,617,389	1,940,758	12.22%
Net Costs Allocable to Rate Centers		\$ (1,729,407)	\$ (800,258)	\$ (1,598,369)	\$ (1,940,758)	
<u>Allocations to the Rate Centers</u>						
Urban Water	47.00%	\$ 812,821	\$ 376,121	\$ 751,233	\$ 912,156	
Crozet Water	4.00%	69,176	32,010	63,935	77,630	
Scottsville Water	2.00%	34,588	16,005	31,967	38,815	
Urban Wastewater	44.00%	760,939	352,114	703,282	853,934	
Glenmore Wastewater	1.50%	25,941	12,004	23,976	29,111	
Scottsville Wastewater	1.50%	25,941	12,004	23,976	29,111	
	100.00%	\$ 1,729,406	\$ 800,258	\$ 1,598,369	\$ 1,940,757	

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Engineering

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021 vs. 2022 Variance \$	2021 vs. 2022 Variance %
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021			
10000	Salaries & Benefits						
11000	Salaries	\$ 1,035,480	\$ 532,379	\$ 1,064,758	\$ 1,149,900	\$ 114,420	11.05%
11010	Overtime & Holiday Pay	10,000	8,492	16,984	15,000	5,000	50.00%
12010	FICA	79,979	39,580	79,160	89,115	9,136	11.42%
12020	Health Insurance	175,300	75,889	151,778	196,000	20,700	11.81%
12026	Employee Assistance Program	180	114	228	150	(30)	-16.67%
12030	Retirement	93,193	43,705	87,410	95,442	2,249	2.41%
12040	Life Insurance	13,875	6,792	13,584	15,409	1,534	11.06%
12050	Fitness Program	2,000	1,298	2,596	4,000	2,000	100.00%
12060	Worker's Comp Insurance	20,800	14,147	18,863	20,300	(500)	-2.40%
	Subtotal	\$ 1,430,807	\$ 722,396	\$ 1,435,361	\$ 1,585,316	\$ 154,509	10.80%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 2,900	\$ 384	\$ 768	\$ 3,100	\$ 200	6.90%
13150	Education & Training	13,900	2,618	13,900	14,200	300	2.16%
13200	Travel & Lodging	15,100	-	-	15,100	-	0.00%
13250	Uniforms	4,450	1,077	2,154	4,495	45	1.01%
13325	Recruiting & Medical Testing	600	-	-	600	-	0.00%
13350	Other	1,600	167	334	1,000	(600)	-37.50%
	Subtotal	\$ 38,550	\$ 4,246	\$ 17,156	\$ 38,495	\$ (55)	-0.14%
	Professional Services						
20100	Legal Fees	\$ 15,000	\$ 1,288	\$ 2,576	\$ 5,000	\$ (10,000)	-66.67%
20200	Financial & Admin. Services	-	-	-	-	-	-
20250	Bond Issue Costs	-	-	-	-	-	-
20300	Engineering & Technical Services	15,000	7,985	15,970	15,000	-	0.00%
	Subtotal	\$ 30,000	\$ 9,273	\$ 18,546	\$ 20,000	\$ (10,000)	-33.33%
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 3,300	\$ 2,070	\$ 2,760	\$ 3,900	\$ 600	18.18%
21150	Advertising & Communication	200	-	-	200	-	0.00%
21250	Watershed Management	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	3,000	2,146	4,292	8,000	5,000	166.67%
21300	Authority Dues/Permits/Fees	1,500	2,500	5,000	1,500	-	0.00%
21350	Laboratory Analysis	250	-	-	2,500	2,250	900.00%
21400	Utilities	550	157	314	500	(50)	-9.09%
21420	General Other Services	-	-	-	-	-	-
21430	Governance & Strategic Support	5,000	-	-	5,000	-	-
21450	Bad Debt	-	-	-	-	-	-
	Subtotal	\$ 13,800	\$ 6,873	\$ 12,366	\$ 21,600	\$ 7,800	56.52%
22000	Communication						
22100	Radio	\$ 4,800	\$ 4,537	\$ 9,074	\$ 3,670	\$ (1,130)	-23.54%
22150	Telephone & Data Service	1,500	901	1,802	1,500	-	0.00%
22200	Cell Phones & Pagers	9,900	4,570	9,140	10,752	852	8.61%
	Subtotal	\$ 16,200	\$ 10,008	\$ 20,016	\$ 15,922	\$ (278)	-1.72%
31000	Information Technology						
31100	Computer Hardware	\$ 11,000	\$ 3,456	\$ 6,912	\$ 12,000	\$ 1,000	9.09%
31150	SCADA Maint. & Support	-	-	-	-	-	-
31200	Maintenance & Support Services	26,000	17,961	35,922	102,000	76,000	292.31%
31250	Software Purchases	4,500	297	594	4,500	-	0.00%
	Subtotal	\$ 41,500	\$ 21,714	\$ 43,428	\$ 118,500	\$ 77,000	185.54%
33000	Supplies						
33100	Office Supplies	\$ 5,000	\$ 1,860	\$ 3,720	\$ 4,000	\$ (1,000)	-20.00%
33150	Subscriptions/Reference Material	4,300	618	1,236	4,290	(10)	-0.23%
33350	Postage & Delivery	500	311	622	500	-	0.00%
	Subtotal	\$ 9,800	\$ 2,789	\$ 5,578	\$ 8,790	\$ (1,010)	-10.31%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 29,700	\$ 3,860	\$ 7,720	\$ 12,440	\$ (17,260)	-58.11%
41150	Building & Land Lease	26,400	852	1,704	26,400	-	0.00%
41200	Pump Station Maintenance	-	-	-	-	-	-
41300	Dam Maintenance	-	-	-	-	-	-
41350	Pipeline/Appurtenances	16,350	10,831	21,662	15,395	(955)	-5.84%
41400	Materials, Supplies & Tools	25,300	1,680	3,360	14,900	(10,400)	-41.11%
41450	Chemicals	-	-	-	-	-	-
41500	Vehicle Maintenance	24,000	1,045	2,090	24,000	-	0.00%
41550	Equipment Repair, Replace, Maint.	500	1,045	2,090	500	-	0.00%

Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail

Department: Engineering

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
41600	Instrumentation & Metering	-	-	-	-	-	
41650	Fuel & Lubricants	5,000	2,406	4,812	5,000	-	0.00%
41700	General Other Maintenance	-	-	-	-	-	
Subtotal		\$ 127,250	\$ 21,719	\$ 43,438	\$ 98,635	\$ (28,615)	-22.49%
81000	Equipment Purchases						
81200	Rental & Leases	\$ -	\$ -	\$ -	-	\$ -	
81250	Equipment (over \$10,000)	-	-	-	12,000	12,000	
81300	Vehicle Replacement Fund	21,500	10,750	21,500	21,500	-	0.00%
Subtotal		\$ 21,500	\$ 10,750	\$ 21,500	\$ 33,500	\$ 12,000	55.81%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Depreciation		-	-	-	-	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Total		\$ 1,729,407	\$ 809,768	\$ 1,617,389	\$ 1,940,758	\$ 211,351	12.22%

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APPENDICES

Rivanna Water and Sewer Authority

Fiscal Year 2021-2022

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Flow Projections

		(1,000 GALLONS)			(MILLION GALLONS PER DAY)		
		<u>FY 2021</u>	<u>FY 2022</u>	<u>% Change</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>% Change</u>
Water							
	Urban	3,397,700	3,397,700	0.00%	9.309	9.309	0.00%
	Crozet	198,830	202,697	1.94%	0.545	0.555	1.83%
	Scottsville	17,245	17,230	-0.09%	0.047	0.047	0.00%
Total		<u>3,613,775</u>	<u>3,617,627</u>	<u>0.11%</u>	<u>9.901</u>	<u>9.911</u>	<u>0.10%</u>
Wastewater							
	Urban	3,390,400	3,390,400	0.00%	9.289	9.289	0.00%
	Glenmore	41,629	41,401	-0.55%	0.114	0.113	-0.88%
	Scottsville	23,126	23,643	2.24%	0.063	0.065	3.17%
Total		<u>3,455,155</u>	<u>3,455,444</u>	<u>0.01%</u>	<u>9.466</u>	<u>9.467</u>	<u>0.01%</u>

Allocation (Urban Area Only)	<u>FY 2021</u>	<u>FY 2022</u>	<u>Allocation % Change</u>
<u>Water</u>			
City	51%	49%	-3.92%
ACSA	49%	51%	4.08%
<u>Wastewater</u>			
City	49%	48%	-2.04%
ACSA	51%	52%	1.96%

FY 2022 allocations are based on FY 2020 retail flows reported by the City and ACSA.

		(1,000 GALLONS)			(MILLION GALLONS PER DAY)		
		<u>FY 2021</u>	<u>FY 2022</u>	<u>% Change</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>% Change</u>
Allocation (Urban Area Only)							
<u>Water</u>							
	City	1,732,827	1,664,873	-3.92%	4.747	4.561	-3.92%
	ACSA	1,664,873	1,732,827	4.08%	4.561	4.747	4.08%
		<u>3,397,700</u>	<u>3,397,700</u>				
<u>Wastewater</u>							
	City	1,661,296	1,627,392	-2.04%	4.551	4.459	-2.02%
	ACSA	1,729,104	1,763,008	1.96%	4.737	4.830	1.96%
		<u>3,390,400</u>	<u>3,390,400</u>				

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 2022	City %	City Amount	Annual Total
ALLOCATION BASED ON FLOWS					
<i>Regional Water System Projects:</i>					
9.2% of 2019 Refunding Bond	\$	129,622	49.00%	\$ 63,515	
14.2% of 2015B Bond - New Projects		240,012	49.00%	117,606	181,121
<i>Revenues that offset Debt Service</i>					
Trust Fund Interest		(12,000)	49.00%	(5,880)	
Use of Reserves		-	FIXED	-	
Lease Revenues		(1,600)	49.00%	(784)	(6,664)
RATES BASED ON FIXED AGREEMENTS					
<i>2003 & 2012 Urban Water Agreement</i>					
<i>Water Supply Expansion (15%/85%)</i>					
100% of 2012B Revenue Bond		1,339,706	15.00%	200,956	
9.0% of 2015B Bond - Refunding		142,062	15.00%	21,309	
<i>Water Pipeline (20%/80%)</i>					
10.4% of 2018 Bond		234,428	20.00%	46,886	
<i>Non-Water Supply - Other Projects (48%/52%)</i>					
47.4% of 2015B Bond - Refunding		748,194	48.00%	359,133	
77.8% of 2015B Bond - New Projects		1,314,993	48.00%	631,197	
37.7% of 2018 Bond		850,618	48.00%	408,297	
<i>South Rivanna Expansion of 1999</i>					
10.3% of 2015B Bond - Refunding		162,582	0.00%	-	1,667,778
<i>Southern Loop Water Line, West Branch</i>					
0.8% of 2019 Refunding Bond		10,747	24.51%	2,634	2,634
<i>South Rivanna Connector Main</i>					
3.0% of 2019 Refunding Bond		42,311	52.00%	22,002	22,002
DEBT SERVICE PROJECTED FROM 5-YEAR CIP					
CIP Growth Charge from 2022-2026 CIP		2,020,050	FIXED	931,380	931,380
Debt Service Coverage Ratio / Policy Charge		400,000	39.00%	156,000	156,000
Total Debt Service For Rate Computation	\$	7,621,725		\$ 2,954,251	\$ 2,954,251

ACSA Allocation of Debt Service Costs		Estimated Debt Service Budget FY 2022	ACSA %	ACSA Amount	Annual Total
ALLOCATION BASED ON FLOWS					
<i>Regional Water System Projects:</i>					
9.2% of 2019 Refunding Bond	\$	129,622	51.00%	\$ 66,107	
14.2% of 2015B Bond - New Projects		240,012	51.00%	122,406	188,513
<i>Revenues that offset Debt Service</i>					
Trust Fund Interest		(12,000)	51.00%	(6,120)	
Use of Reserves		-	FIXED	-	
Lease Revenues		(1,600)	51.00%	(816)	(6,936)
RATES BASED ON FIXED AGREEMENTS					
<i>2003 & 2012 Urban Water Agreement</i>					
<i>Water Supply Expansion (15%/85%)</i>					
100% of 2012B Revenue Bond		1,339,706	85.00%	1,138,750	
9.0% of 2015B Bond - Refunding		142,062	85.00%	120,753	
<i>Water Pipeline (20%/80%)</i>					
10.4% of 2018 Bond		234,428	80.00%	187,542	
<i>Non-Water Supply - Other Projects (48%/52%)</i>					
47.4% of 2015B Bond - Refunding		748,194	52.00%	389,061	
77.8% of 2015B Bond - New Projects		1,314,993	52.00%	683,796	
37.7% of 2018 Bond		850,618	52.00%	442,321	
<i>South Rivanna Expansion of 1999</i>					
10.3% of 2015B Bond - Refunding		162,582	100.00%	162,582	3,124,805
<i>Southern Loop Water Line, West Branch</i>					
0.8% of 2019 Refunding Bond		10,747	75.49%	8,113	8,113
<i>South Rivanna Connector Main</i>					
3.0% of 2019 Refunding Bond		42,311	48.00%	20,309	20,309
DEBT SERVICE PROJECTED FROM 5-YEAR CIP					
CIP Growth Charge from 2022-2026 CIP		2,020,050	FIXED	1,088,670	1,088,670
Debt Service Coverage Ratio / Policy Charge		400,000	61.00%	244,000	244,000
Total Debt Service For Rate Computation	\$	7,621,725		\$ 4,667,474	\$ 4,667,474

SUMMARY OF DEBT SERVICE REVENUES:		
CITY SHARE OF TOTAL DEBT SERVICE	\$ 2,954,251	39%
ACSA SHARE OF TOTAL DEBT SERVICE	4,667,474	61%
	\$ 7,621,725	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 2022	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017	City %	City Amount	
ALLOCATION BASED ON FLOWS										
<i>System Projects Rate</i>										
	22.9% of 2015B Bond Refunding	\$ 361,469	\$ 361,666	361,335	363,207	362,261	362,293	48%	\$ 173,505	
	100% 2005A Bond VRA/VRLF	150,976	159,339	159,339	159,339	159,339	159,339	48%	72,468	
	88.5% of 2009A Bond VRA/VRLF	1,419,716	1,419,716	1,419,716	1,419,716	1,419,716	1,419,716	48%	681,464	
	37.9% of 2011 A,B Bond VRA/VRLF	192,130	192,130	192,130	192,130	192,130	205,219	48%	92,222	
	24.5% of 2019 Refunding Bond	344,658	345,546	370,610	369,811	370,267	370,533	48%	165,436	
	100% of 2016 Bond	626,278	626,383	627,265	626,924	626,347		48%	300,613	
	2.4% of 2018 Bond	54,376	54,401	54,341				48%	26,100	1,511,808
<i>Revenues/Reserves that offset Debt Service</i>										
	County MOU - Septage	(109,440)	(109,440)	(109,440)	(109,440)	(109,440)	(109,440)	48%	(52,531)	
	Use of Reserves	-	(94,400)	-	(300,000)	(600,000)	-	Fixed	-	
	Trust Fund Interest	(18,500)	(74,000)	(96,900)	(26,200)	(26,200)	(26,800)	48%	(8,880)	(61,411)
ALLOCATION BASED ON FIXED AGREEMENTS										
<i>2014 Wastewater Agreement</i>										
	Meadowcreek 97.9% of 2010A and 10.9% of 2019 Bonds	1,095,883	1,096,278	1,107,418	1,107,062	1,107,265	1,170,954	Segments	899,283	
	Wet Weather MCWWTP 11.5% of 2009A and 62.1% of 2011 A/B Bonds	499,293	499,293	499,293	499,293	499,293	520,739	Segments	317,447	
	Moores Creek Pump Stn. 100% of 2011 D/E Bond	296,945	296,945	296,944	296,944	296,944	317,130	Segments	181,964	
	Rivanna Pump Stn. & F.M. 5.8% of 2019 and 100% of 2014A Bonds	1,851,847	1,963,640	1,969,538	1,969,350	1,969,458	1,226,804	Segments	1,159,705	
	Albemarle Berkley Pump Stn. 3.4% of 2019 Refunding Bond	47,306	47,428	50,868	50,758	50,821	50,858	0%	-	
	Crozet Interceptor 2.3% of 2019 and 13.8% of 2018	343,580	343,802	345,835	35,047	35,091	35,116	0%	-	
	Schenks Branch Agreement 16.1% of 2019, 2.1% of 2010A, and 100% of 2015A Bonds	315,680	316,260	332,642	332,119	332,417	298,632	100%	315,680	2,874,079
<i>Four Party Rate</i>										
	Regional System Projects 3.9% of 2019 Refunding Bond	54,076	54,216	56,341	71,370	85,041	172,238	N/A	17,077	
	Crozet Interceptor 0.7% of 2019 Refunding Bond	10,775	10,803	11,226	14,221	16,945	34,319	N/A	3,403	
	Facilities Purchase 1.4% of 2019 Refunding Bond	19,736	19,786	20,562	26,047	31,037	62,860	N/A	6,232	26,712
	Moores Creek Relief IS, Pt 1 0.3% of 2019 Refunding Bond	4,488	4,499	4,676	5,923	7,058	14,294	30%	1,346	1,346
DEBT SERVICE PROJECTED FROM 5-YEAR CIP										
	CIP Growth Charge from 2022-2026 CIP	681,950	369,800	230,400	426,200	233,900	486,000	Fixed	405,350	405,350
	Debt Service Coverage Ratio / Policy Charge	325,000	325,000	325,000	325,000	325,000	325,000	58%	188,500	188,500
Total		\$ 8,568,222	\$ 8,229,091	\$ 8,229,139	\$ 7,854,821	\$ 7,384,690	\$ 7,095,804		\$ 4,946,384	\$ 4,946,384

ACSA Allocation of Debt Service Costs		Estimated Debt Service Budget FY 2022		ACSA %	ACSA Amount	
ALLOCATION BASED ON FLOWS						
<i>System Projects Rate</i>						
	22.9% of 2015B Bond Refunding	\$ 361,469		52%	\$ 187,964	
	100% 2005A Bond VRA/VRLF	150,976		52%	78,508	
	88.5% of 2009A Bond VRA/VRLF	1,419,716		52%	738,252	
	37.9% of 2011 A,B Bond VRA/VRLF	192,130		52%	99,908	
	24.5% of 2019 Refunding Bond	344,658		52%	179,222	
	100% of 2016 Bond	626,278		52%	325,665	
	2.4% of 2018 Bond	54,376		52%	28,276	1,637,795
<i>Revenues/Reserves that offset Debt Service</i>						
	County MOU - Septage	(109,440)		52%	(56,909)	
	Use of Reserves	-		52%	-	
	Trust Fund Interest	(18,500)		52%	(9,620)	(66,529)
ALLOCATION BASED ON FIXED AGREEMENTS						
<i>2014 Wastewater Agreement</i>						
	Meadowcreek 97.9% of 2010A and 10.9% of 2019 Bonds	1,095,883			196,600	
	Wet Weather MCWWTP 11.5% of 2009A and 62.1% of 2011 A/B Bonds	499,293			181,845	
	Moores Creek Pump Stn. 100% of 2011 D/E Bond	296,945			114,981	
	Rivanna Pump Stn. & F.M. 5.8% of 2019 and 100% of 2014A Bonds	1,851,847			692,142	
	Albemarle Berkley Pump Stn. 3.4% of 2019 Refunding Bond	47,306		100%	47,306	
	Crozet Interceptor 2.3% of 2019 and 13.8% of 2018	343,580		100%	343,580	
	Schenks Branch Agreement 16.1% of 2019, 2.1% of 2010A, and 100% of 2015A Bonds	315,680		0%	-	1,576,454
<i>Four Party Rate</i>						
	Regional System Projects 3.9% of 2019 Refunding Bond	54,076		N/A	36,999	
	Crozet Interceptor 0.7% of 2019 Refunding Bond	10,775		N/A	7,372	
	Facilities Purchase 1.4% of 2019 Refunding Bond	19,736		N/A	13,504	57,875
	Moores Creek Relief IS, Pt 1 0.3% of 2019 Refunding Bond	4,488		70%	3,142	3,142
DEBT SERVICE PROJECTED FROM 5-YEAR CIP						
	CIP Growth Charge from 2022-2026 CIP	681,950		Fixed	276,600	276,600
	Debt Service Coverage Ratio / Policy Charge	325,000		42%	136,500	136,500
Total		\$ 8,568,222			\$ 3,621,837	\$ 3,621,837

SUMMARY OF DEBT SERVICE REVENUES:						
CITY SHARE OF TOTAL DEBT SERVICE	\$ 4,946,384		\$ 4,899,122	\$ 4,714,093	\$ 232,291	58%
ACSA SHARE OF TOTAL DEBT SERVICE	3,621,837		2,955,698	2,670,596	951,241	42%
	\$ 8,568,221		\$ 7,854,820	\$ 7,384,689	\$ 1,183,532	100%

OTHER RATE CENTERS DEBT SERVICE RATES

Summary of Debt Service Payments Due

	Existing Estimated Debt Service Budget FY 2022	FY 2021	Estimated New Debt Service	ACSA Monthly Rate
WATER				
<u>Crozet Water</u>				
<i>System Upgrades</i>				
13.9% of 2019 Refunding Bond	\$ 194,193	\$ 194,693		
17.0% of 2012A Bond (new money)	-	-		
7.4% of 2015B Bond Refunding	116,807	116,870		
5.9% of 2015B Bond New Projects	99,723	99,703		
35.7% of 2018 Bond	805,944	806,303		
Estimated DS - CIP Growth Charge	634,070	303,600	\$ 330,470	
<i>Revenues that offset Debt Service</i>				
Use of Reserves	-	(198,252)		
Trust Fund Interest	(2,900)	(11,600)	-	
	<u>\$ 1,847,837</u>	<u>\$ 1,311,317</u>	<u>\$ 330,470</u>	<u>\$ 153,986</u>
<u>Scottsville Water</u>				
<i>System Upgrades</i>				
3.4% of 2019 Refunding Bond	\$ 47,778	\$ 47,902		
4.2% of 2012A Bond (new money)	-	-		
2.7% of 2015B Bond Refunding	42,619	42,642		
2.1% of 2015B Bond New Projects	35,495	35,488		
Estimated DS - CIP Growth Charge	13,299	3,917	\$ 9,382	
<i>Revenues that offset Debt Service</i>				
Trust Fund Interest	(300)	(1,200)	-	
	<u>\$ 138,891</u>	<u>\$ 128,749</u>	<u>\$ 9,382</u>	<u>\$ 11,574</u>
WASTEWATER				
<u>Glenmore Wastewater</u>				
<i>System Upgrades</i>				
0.1% of 2015B Bond Refunding	\$ 1,578	\$ 1,579		
Estimated DS - CIP Growth Charge	5,834	2,199	\$ 3,635	
<i>Revenues that offset Debt Service</i>				
Trust Fund Interest	-	-	-	
	<u>\$ 7,412</u>	<u>\$ 3,778</u>	<u>\$ 3,635</u>	<u>\$ 618</u>
<u>Scottsville Wastewater</u>				
<i>Facilities Purchase</i>				
0.3% of 2012A Refunding Bond	\$ -	\$ -		
<i>System Upgrades</i>				
0.3% of 2019 Refunding Bond	4,294	4,305		
0.2% of 2015B Bond Refunding	3,159	3,159		
Estimated DS - CIP Growth Charge	2,431	2,078	\$ 353	
<i>Revenues that offset Debt Service</i>				
Trust Fund Interest	-	(100)	-	
	<u>\$ 9,884</u>	<u>\$ 9,442</u>	<u>\$ 353</u>	<u>\$ 824</u>
TOTAL	\$ 2,004,024	\$ 1,453,286	\$ 343,840	\$ 167,002

DEBT SUMMARY

	Total Revenue Bond Debt	Total FY 2022 Debt Service	Total FY 2021 Debt Service
<u>CURRENT EXISTING DEBT</u>			
<u>DEBT BY BOND ISSUE</u>			
2005 A Bond VRA/VRLF	\$ 802,035	\$ 150,976	\$ 159,339
2009A Bond	13,395,034	1,604,199	1,604,199
2010A Bond	8,270,329	962,522	962,522
2011A Bond	4,171,566	443,608	443,608
2011B Bond	595,552	63,332	63,332
2011D,E Bond	2,911,016	296,944	296,944
2012A Bond (refunding & new money)	1,340,000	701,966	706,969
2012B Bond	21,395,000	1,339,706	1,338,656
2014A Bond	23,424,826	1,770,751	1,882,336
2015A Bond	942,001	70,593	70,593
2015B Bond (refunding & new money)	37,435,000	3,268,691	3,269,216
2016 Bond	8,357,000	626,278	626,383
2018 Bond	35,705,000	2,256,281	2,257,288
2019 Bond	17,430,000	700,225	698,836
	\$ 176,174,359	\$ 14,256,072	\$ 14,380,221

Ratio of Debt Service / Total Debt 8.1%

PRINCIPAL AND INTEREST PAYMENTS BY CENTER - Annual

Urban Water	\$ 5,215,275	\$ 5,215,445
Crozet Water	1,216,667	1,217,569
Scottsville Water	125,892	126,032
Urban Wastewater	7,689,212	7,812,130
Glenmore Wastewater	1,578	1,579
Scottsville Wastewater	7,453	7,464
	\$ 14,256,077	\$ 14,380,219

Stone Robinson School WWTP Estimated Charges

		<i>Total</i>	<i>Monthly</i>
Expenses			
<i>Fixed Costs</i>			
Wages		\$ 7,471	
Benefits		3,915	
Mileage		1,165	
	Subtotal	\$ 12,551	
	Overhead at 35%	4,393	
	Total Fixed Charge	\$ 16,944	
 <i>Variable Costs</i>			
	Repairs, Maintenance, Other	\$ 2,700	
	Engineering Consultant	\$ 10,000	
	Overhead at 35%	945	
	Total Variable Charge	\$ 13,645	
	Total Annual Charge Estimate	\$ 30,589	\$ 2,549

All Rate Centers

Detailed Summary of Revenues

	<i>FY 2021</i>	<i>FY 2022</i>	<i>\$ Change</i>	<i>% Change</i>
<u>OPERATIONS</u>				
Operations Rate Revenues	\$ 17,381,293	\$ 18,810,555	\$ 1,429,262	8.22%
Other Operations Revenues				
Interest Allocation	\$ 35,100	\$ 8,200	\$ (26,900)	-76.64%
Stone Robinson WWTP	22,788	20,589	(2,199)	-9.65%
Septage/Sludge Acceptance	475,000	475,000	-	0.00%
Leases	105,000	105,000	-	0.00%
Administration	545,000	553,000	8,000	1.47%
Nutrient Credits	45,000	45,000	-	0.00%
Use of Reserves	775,247	516,250	(258,997)	-33.41%
Miscellaneous	-	-	-	
	\$ 2,003,135	\$ 1,723,039	\$ (280,096)	-13.98%
Total Operations Revenues	\$ 19,384,428	\$ 20,533,594	\$ 1,149,166	5.93%
<u>DEBT SERVICE</u>				
Debt Service Rate Revenues				
City	\$ 7,214,025	\$ 7,900,635	\$ 686,610	9.52%
ACSA	8,646,991	10,293,325	1,646,334	19.04%
	\$ 15,861,016	\$ 18,193,960	\$ 2,332,944	14.71%
Other Debt Service Revenues				
Interest	801,900	113,700	(688,200)	-85.82%
County MOU - Septage	109,440	109,440	-	0.00%
Use of Reserves	954,652	-	(954,652)	
Leases	1,600	1,600	-	0.00%
	\$ 1,867,592	\$ 224,740	\$ (1,642,852)	-87.97%
Total Debt Service Revenues	\$ 17,728,608	\$ 18,418,700	\$ 690,092	3.89%
Total Revenues	\$ 37,113,036	\$ 38,952,294	\$ 1,839,258	4.96%
<i>Reserves used as revenues offset</i>	<i>\$ 1,729,899</i>	<i>\$ 516,250</i>	<i>\$ (1,213,649)</i>	<i>-170%</i>
<i>Actual Revenues</i>	<i>35,383,137</i>	<i>38,436,044</i>	<i>3,052,907</i>	

**Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail**
Authority as a Whole

Object Code	Line Item	Adopted Budget	Six Month Actual	Projected Year end	Proposed Budget	2022 Variance	2022 Variance
		FY 2020-2021	12/31/2020	6/30/2021	FY 2021-2022	\$	%
10000	Salaries & Benefits						
11000	Salaries	\$ 5,908,780	\$ 3,092,991	\$ 6,203,982	\$ 6,521,900	\$ 613,120	10.38%
11010	Overtime Pay	304,000	152,570	288,390	280,800	(23,200)	-7.63%
12010	FICA	475,278	234,929	469,858	520,405	45,127	9.49%
12020	Health Insurance	1,303,300	587,904	1,175,808	1,379,000	75,700	5.81%
12026	Employee Assistance Program	1,286	798	1,596	1,305	19	1.48%
12030	Retirement	531,791	243,918	487,836	541,319	9,528	1.79%
12040	Life Insurance	79,177	37,988	75,976	87,392	8,215	10.38%
12050	Fitness Program	11,640	4,067	8,134	15,110	3,470	29.81%
12060	Worker's Comp Insurance	94,100	64,089	85,452	94,500	400	0.43%
	Subtotal	\$ 8,709,352	\$ 4,419,254	\$ 8,797,032	\$ 9,441,731	\$ 732,379	8.41%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 9,930	\$ 2,964	\$ 7,428	\$ 9,180	\$ (750)	-7.55%
13150	Education & Training	81,105	53,319	115,302	84,980	3,875	4.78%
13200	Travel & Lodging	29,930	88	176	29,750	(180)	-0.60%
13250	Uniforms	53,565	28,005	56,010	58,025	4,460	8.33%
13325	Recruiting & Medical Testing	7,625	2,954	6,538	8,370	745	9.77%
13350	Other	21,750	7,414	14,828	17,950	(3,800)	-17.47%
	Subtotal	\$ 203,905	\$ 94,744	\$ 200,282	\$ 208,255	\$ 4,350	2.13%
	Professional Services						
20100	Legal Fees	\$ 100,000	\$ 51,816	\$ 103,632	\$ 90,000	\$ (10,000)	-10.00%
20200	Financial & Admin. Services	123,000	17,815	92,376	103,200	(19,800)	-16.10%
20250	Bond Issue Costs	-	-	-	-	-	0.00%
20300	Engineering & Technical Services	379,700	238,897	543,742	518,850	139,150	36.65%
	Subtotal	\$ 602,700	\$ 308,528	\$ 739,750	\$ 712,050	\$ 109,350	18.14%
	Other Services and Charges						
21100	General Liability/Property Ins.	\$ 128,600	\$ 80,670	\$ 107,559	\$ 119,400	\$ (9,200)	-7.15%
21150	Advertising & Communication	16,700	5,074	10,148	18,000	1,300	7.78%
21250	Watershed Management	80,000	101,995	150,000	77,000	(3,000)	-3.75%
21252	EMS Programs/Supplies	2,000	-	-	-	(2,000)	-100.00%
21253	Safety Programs/Supplies	114,130	61,233	144,162	108,450	(5,680)	-4.98%
21300	Authority Dues/Permits/Fees	103,500	55,535	118,108	107,690	4,190	4.05%
21350	Laboratory Analysis	105,700	47,376	94,752	107,360	1,660	1.57%
21400	Utilities	1,564,650	807,715	1,627,330	1,569,600	4,950	0.32%
21420	General Other Services	1,008,000	545,530	1,091,060	991,400	(16,600)	-1.65%
21430	Governance & Strategic Support	11,000	6,426	12,852	10,000	(1,000)	-9.09%
21450	Bad Debt	2,500	-	2,500	2,500	-	-
	Subtotal	\$ 3,136,780	\$ 1,711,554	\$ 3,358,471	\$ 3,111,400	\$ (25,380)	-0.81%
22000	Communication						
22100	Radio	\$ 24,450	\$ 22,953	\$ 40,746	\$ 17,990	\$ (6,460)	-26.42%
22150	Telephone & Data Service	88,000	62,504	125,008	126,000	38,000	43.18%
22200	Cell Phones & Pagers	48,570	28,125	56,250	47,422	(1,148)	-2.36%
	Subtotal	\$ 161,020	\$ 113,582	\$ 222,004	\$ 191,412	\$ 30,392	18.87%
31000	Information Technology						
31100	Computer Hardware	\$ 67,900	\$ 34,463	\$ 77,708	\$ 67,000	\$ (900)	-1.33%
31150	SCADA Maint. & Support	163,050	45,038	136,214	145,000	(18,050)	-11.07%
31200	Maintenance & Support Services	128,800	80,885	142,650	207,100	78,300	60.79%
31250	Software Purchases	33,200	6,469	15,938	28,000	(5,200)	-15.66%
	Subtotal	\$ 392,950	\$ 166,855	\$ 372,510	\$ 447,100	\$ 54,150	13.78%
33000	Supplies						
33100	Office Supplies	\$ 28,300	\$ 12,284	\$ 24,568	\$ 25,500	\$ (2,800)	-9.89%
33150	Subscriptions/Reference Material	4,950	2,747	5,494	4,790	(160)	-3.23%
33350	Postage & Delivery	13,795	6,081	12,162	11,870	(1,925)	-13.95%
	Subtotal	\$ 47,045	\$ 21,112	\$ 42,224	\$ 42,160	\$ (4,885)	-10.38%
41000	Operation & Maintenance						
41100	Building & Grounds	\$ 337,200	\$ 181,849	\$ 363,698	\$ 372,150	\$ 34,950	10.36%
41150	Building & Land Lease	130,400	103,294	106,588	205,700	75,300	57.75%
41200	Pump Station Maintenance	105,000	66,461	132,922	-	(105,000)	-100.00%
41300	Dam Maintenance	102,000	39,407	78,814	115,440	13,440	13.18%
41350	Pipeline/Appurtenances	268,210	483,727	647,294	267,255	(955)	-0.36%
41400	Materials, Supplies & Tools	190,450	94,549	195,916	164,050	(26,400)	-13.86%
41450	Chemicals	2,263,150	979,136	2,111,182	2,067,600	(195,550)	-8.64%
41500	Vehicle Maintenance	74,600	26,162	52,324	68,850	(5,750)	-7.71%
41550	Equipment Repair, Replace, Maint.	741,000	469,019	992,294	842,900	101,900	13.75%

**Rivanna Water and Sewer Authority
Fiscal Year 2021-2022 Proposed Budget
Expense Detail**

Authority as a Whole

Object Code	Line Item	Adopted Budget FY 2020-2021	Current Year Activity		Proposed Budget FY 2021-2022	2021	2021
			Six Month Actual 12/31/2020	Projected Year end 6/30/2021		vs. 2022 Variance \$	vs. 2022 Variance %
41600	Instrumentation	419,840	71,444	277,888	482,640	62,800	14.96%
41650	Fuel & Lubricants	96,450	41,031	82,062	88,050	(8,400)	-8.71%
41700	General Other Maintenance	190,116	99,042	418,084	189,600	(516)	-0.27%
Subtotal		\$ 4,918,416	\$ 2,655,121	\$ 5,459,066	\$ 4,864,235	\$ (54,181)	-1.10%
81000	Equipment Purchases						
81200	Rental & Leases	\$ 78,250	\$ 19,001	\$ 38,002	\$ 77,350	\$ (900)	-1.15%
81250	Equipment (over \$10,000)	35,000	-	15,000	297,000	262,000	748.57%
81300	Vehicle Replacement Fund	239,000	119,500	239,000	240,900	1,900	0.79%
Subtotal		\$ 352,250	\$ 138,501	\$ 292,002	\$ 615,250	\$ 263,000	74.66%
95000	Allocations from Departments						
95100	Administrative Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	
95300	Engineering Allocation	-	-	-	-	-	
95150	Maintenance Allocation	-	-	-	-	-	
95200	Laboratory Allocation	-	-	-	-	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	
Depreciation		\$ 860,000	\$ 430,000	\$ 860,000	\$ 900,000	\$ 40,000	4.65%
Subtotal		\$ 860,000	\$ 430,000	\$ 860,000	\$ 900,000	\$ 40,000	4.65%
Total		\$ 19,384,418	\$ 10,059,251	\$ 20,343,341	\$ 20,533,593	\$ 1,149,175	5.93%

Audit Check	
Less revenue allocation in Admin.	(553,000)
Less revenue allocation in Maint.	-
Less revenue allocation in Eng.	-
Detail Check on Expenses	\$ 19,980,593
Total Summary Sheet Rate Center Only	\$ 19,980,590

RWSA Staffing by Department

	Approved Positions FY 2021	Changes	Positions FY 2022
OPERATIONS			
<u>Engineering & Maintenance</u>			
Director of Engineering & Maintenance	1		1
Engineering Department			
Engineering Manager	1		1
Asset Management Coordinator	0	1	1
Senior Civil, Civil Engineers	5		5
Water Resources Manager	1		1
Engineering Technician/Inspector	4		4
Administrative Office Technician	1		1
(Director FTE included) Subtotal	13	1	14
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		16
<u>Operations</u>			
Director of Operations	1		1
Laboratory			
Laboratory Manager	1		1
Chemist	3		3
Subtotal	4		4
Wastewater Department			
Wastewater Manager	1		1
Wastewater Assistant Manager	1		1
Treatment Supervisor	1		1
<u>Plant Operators (14 total)</u>			
Operators - Relief Shift Differential all plants	2		2
Operators - Urban	9		9
Operator - Glenmore	1		1
Operator - Scottsville	1		1
Subtotal	16		16
Water Department			
Water Manager	1		1
Water Assistant Manager	1		1
Water Quality Specialist	1		1
Water Treatment Plant Supervisor	2		2
<u>Plant Operators</u>			

RWSA Staffing by Department

	Approved Positions FY 2021	Changes	Positions FY 2022
OPERATIONS			
Operators - Relief Shift Differential all plants	3		3
Operators - Urban	14.4		14.4
Operators - Crozet	2.6		2.6
Operators - Scottsville	1.4		1.4
Subtotal	26.4	0	26.4
Subtotal	76.4	1	77.4

Joint Administrative Staff

		FTE Split		
		RWSA	SWA	
Executive Director	1	0.85	0.15	1.00
Communications Manager/Executive Coordinator	1	0.60	0.40	1.00
Director of Finance & Administration	1	0.80	0.20	1.00
Office/HR Manager	1	0.80	0.20	1.00
Senior Accountant	1	0.80	0.20	1.00
Accounting Associate	0	0.90	0.10	1.00
Payroll & Benefits Coordinator	1	0.75	0.25	1.00
Accounts Payable/Purchasing Technician	1	0.75	0.25	1.00
Accounts Receivable Technician	1	0.30	0.70	1.00
Administrative Assistant	1	0.75	0.25	1.00
Administrative Office Technician	1	0.70	0.30	1.00
Safety Manager	1	0.70	0.30	1.00
<u>IT/SCADA</u>				
Information Systems Administrator	1	0.60	0.40	1.00
Information Systems Asst. Administrator	1	0.60	0.40	1.00
GIS Coordinator	1	1.00	0.00	1.00
Software Analyst	1	0.80	0.20	1.00
IT Specialist - SCADA	1	1.00	0.00	1.00
IT Administrator	0	1.00	0.00	1.00
SCADA Technician	1	1.00	0.00	1.00
Administration and allocation with RSWA	17	2	19	
Total all positions	93.40	3.00	96.40	
FTE Position Allocated to RSWA	-4.20		-4.30	
Total Adjusted FTEs	89.20		92.10	

Rivanna Water and Sewer Authority
FY 2022 Proposed Budget

Data for ACSA

	<u>FY 2021</u>	<u>FY 2022</u>	<u>Change</u>
Total RWSA Expenses			
Water	\$ 18,326,000	\$ 19,739,000	\$ 1,413,000
Wastewater	18,242,000	18,661,000	419,000
Add Administration revenue allocation	545,000	553,000	8,000
Add Maintenance revenue allocation	-	-	-
Add Engineering revenue allocation	-	-	-
			-
Total	<u>\$ 37,113,000</u>	<u>\$ 38,953,000</u>	<u>\$ 1,840,000</u>

RWSA Rate Charges Allocated to ACSA, by Service Area

Water

Urban	\$ 7,343,723	\$ 8,732,941	\$ 1,389,218
Crozet	2,340,120	2,906,688	566,568
Scottsville	649,561	653,592	4,031
Total	<u>\$ 10,333,404</u>	<u>\$ 12,293,221</u>	<u>\$ 1,959,817</u>

Wastewater

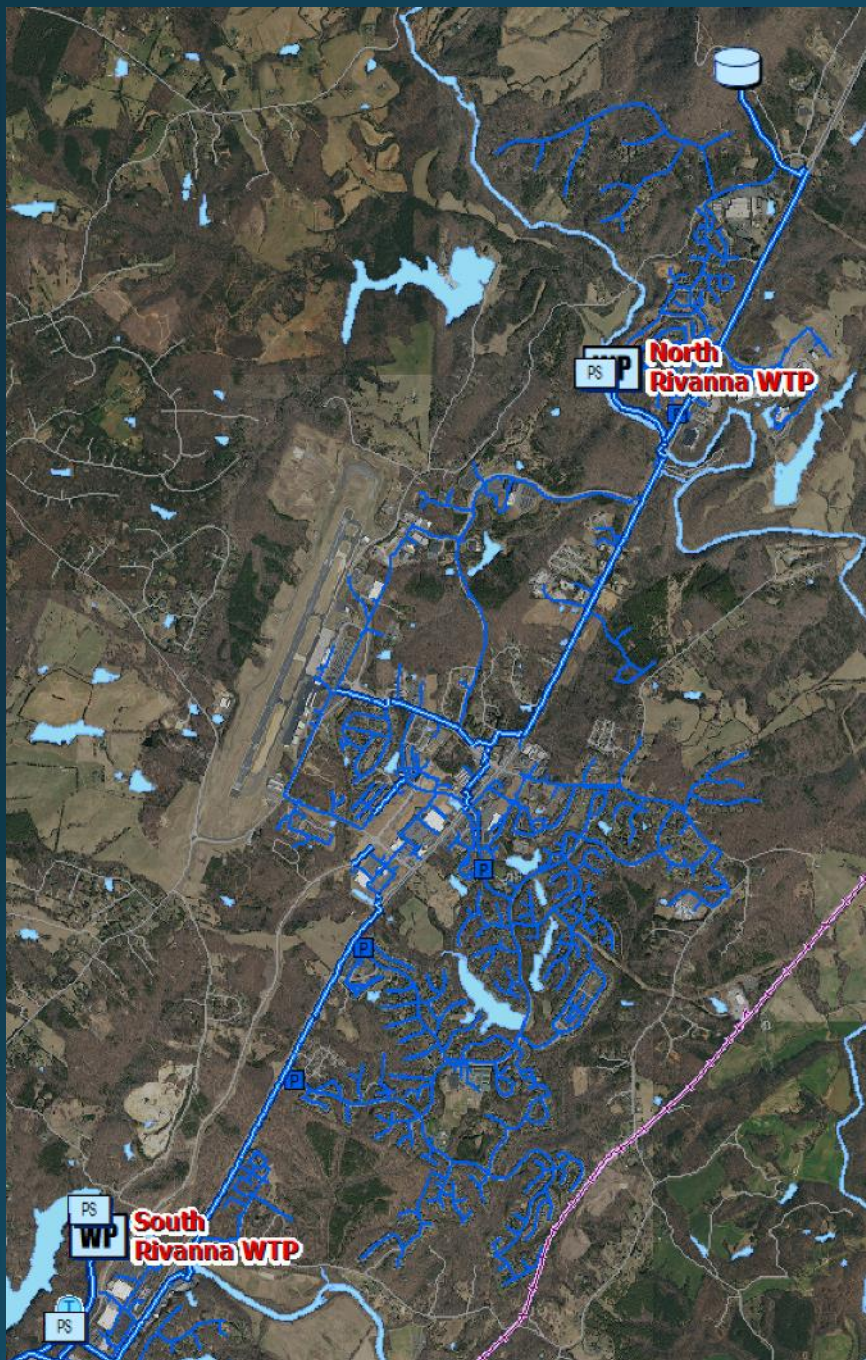
Urban	\$ 7,435,218	\$ 8,060,138	\$ 624,920
Scottsville	318,430	336,150	17,720
Stone Robinson School	22,788	30,589	7,801
Glenmore	374,302	411,440	37,138
			-
Total	<u>\$ 8,150,738</u>	<u>\$ 8,838,317</u>	<u>\$ 687,579</u>

Total for ACSA	<u>\$ 18,484,142</u>	<u>\$ 21,131,538</u>	<u>\$ 2,647,396</u>
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North Rivanna WTP Alternatives Review



Presented By:
Scott Schiller,
Engineering Manager
May 25, 2021

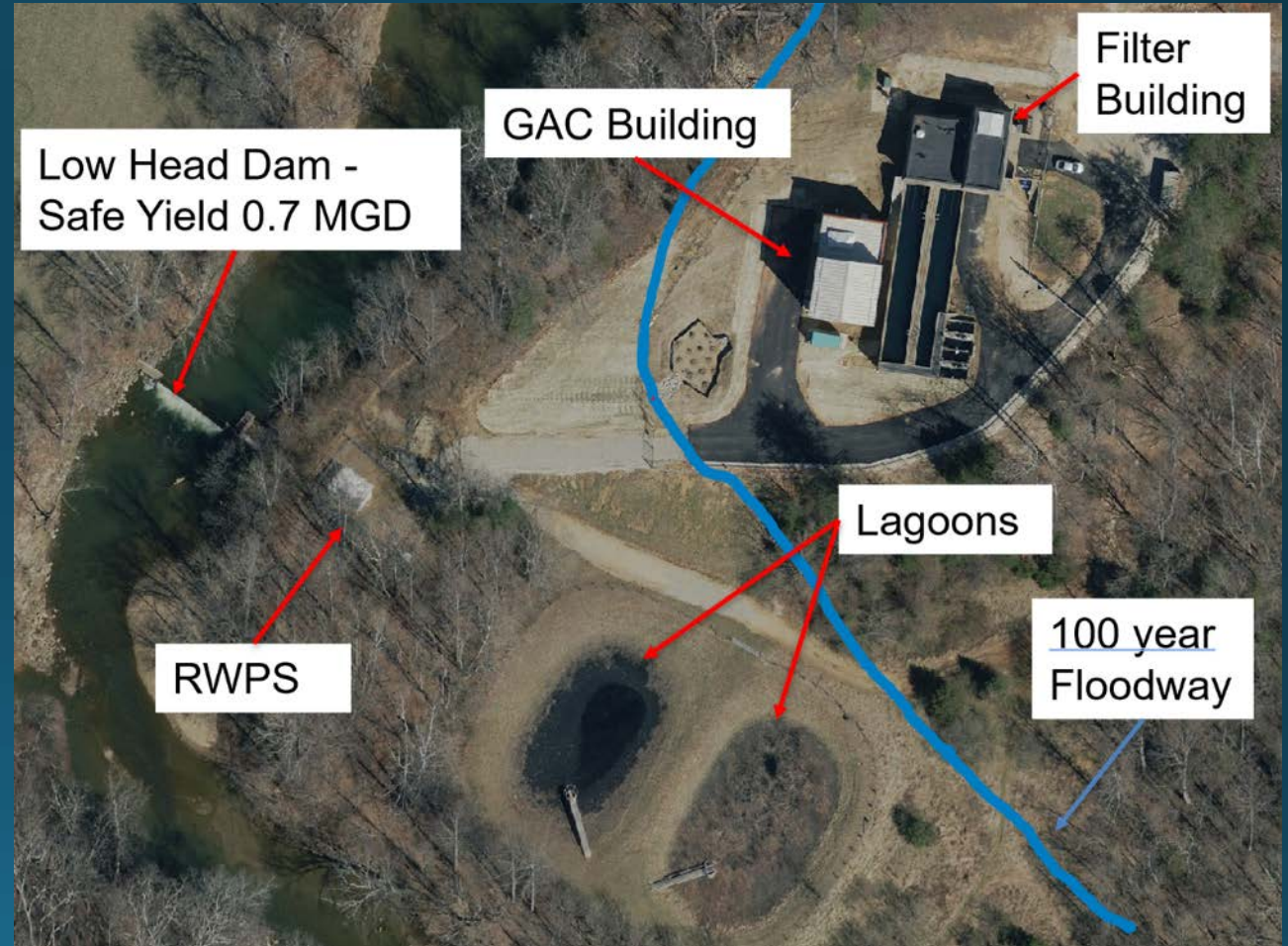


Purpose of the Review

- Plant was built in 1974
- Treats about 300,000 gpd
- Recent assessment identified needed improvements as much of plant has reached its useful life
- Operational issues and regulatory concerns
- Pipeline must be relocated
- Airport Road Pump Station (ARPS) will allow for conveyance of water from Urban Zone to the North Rivanna Zone
- Are the plant upgrades necessary or does the ARPS meet our future needs?

NRWTP Deficiencies and Challenges

- Regulatory Concerns
 - Lagoon upgrades required due to floodway
 - North Fork withdrawal uncertainties (2.0 MGD treatment capacity/0.7 MGD safe yield)
 - Potential need for additional chlorine contact
- Raw water quality can quickly change with no notice
- Raw water screens can quickly plug causing treatment disruptions
- Finished water main is along river and needs to be relocated to St. Ives
- Upgrades will require land acquisition

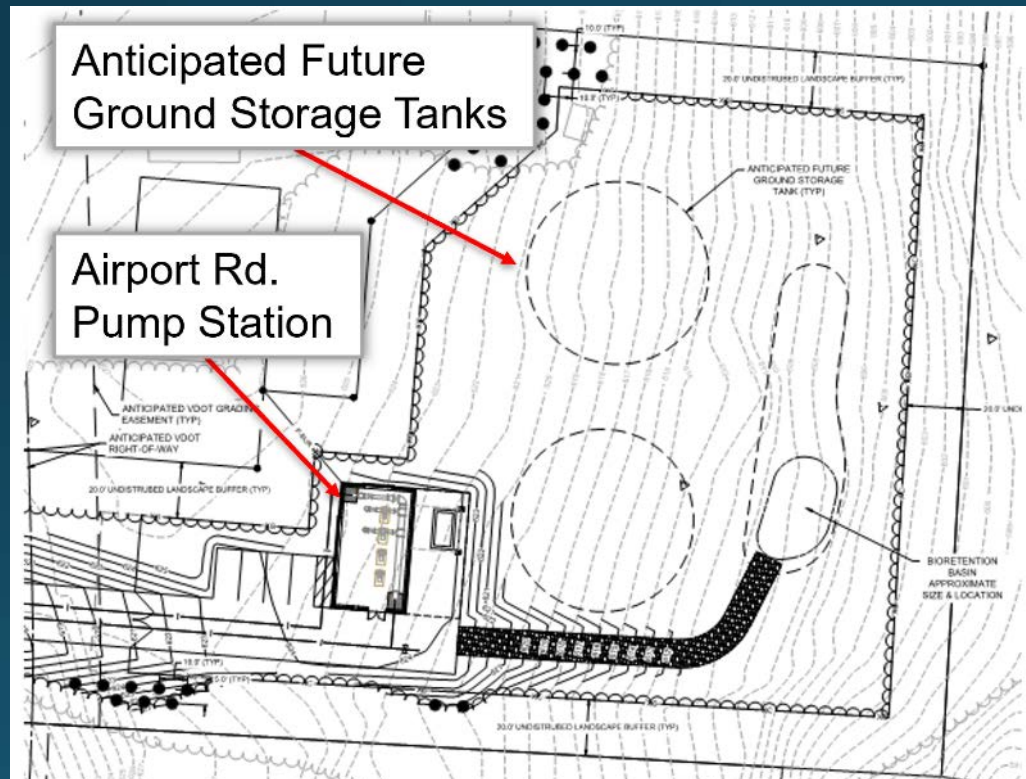


NRWTP Improvements Cost Estimate

Recommended Capital Improvements for NRWTP	
Construction Mobilization, Supervision, Overhead (13%)	\$1,226,810
Flow Meters	\$225,000
Raw Water Pump Station Upgrades	\$465,000
Water Treatment Plant Upgrades (Flocculation, Sedimentation, Chemical Feed, Filters, VFDs, Electrical, Mechanical)	\$2,939,000
Residuals Processing (Lagoons, backwash tanks)	\$4,373,000
St. Ives Water Main	\$985,000
Raw Water Intake Dam Improvements	\$150,000
Land Acquisition	\$300,000
Subtotal	\$10,663,810
Construction Contingencies (20%), Engineering Design, Permitting, Construction Services (15%)	\$4,052,260
Total Estimated Project Cost	\$14,716,070

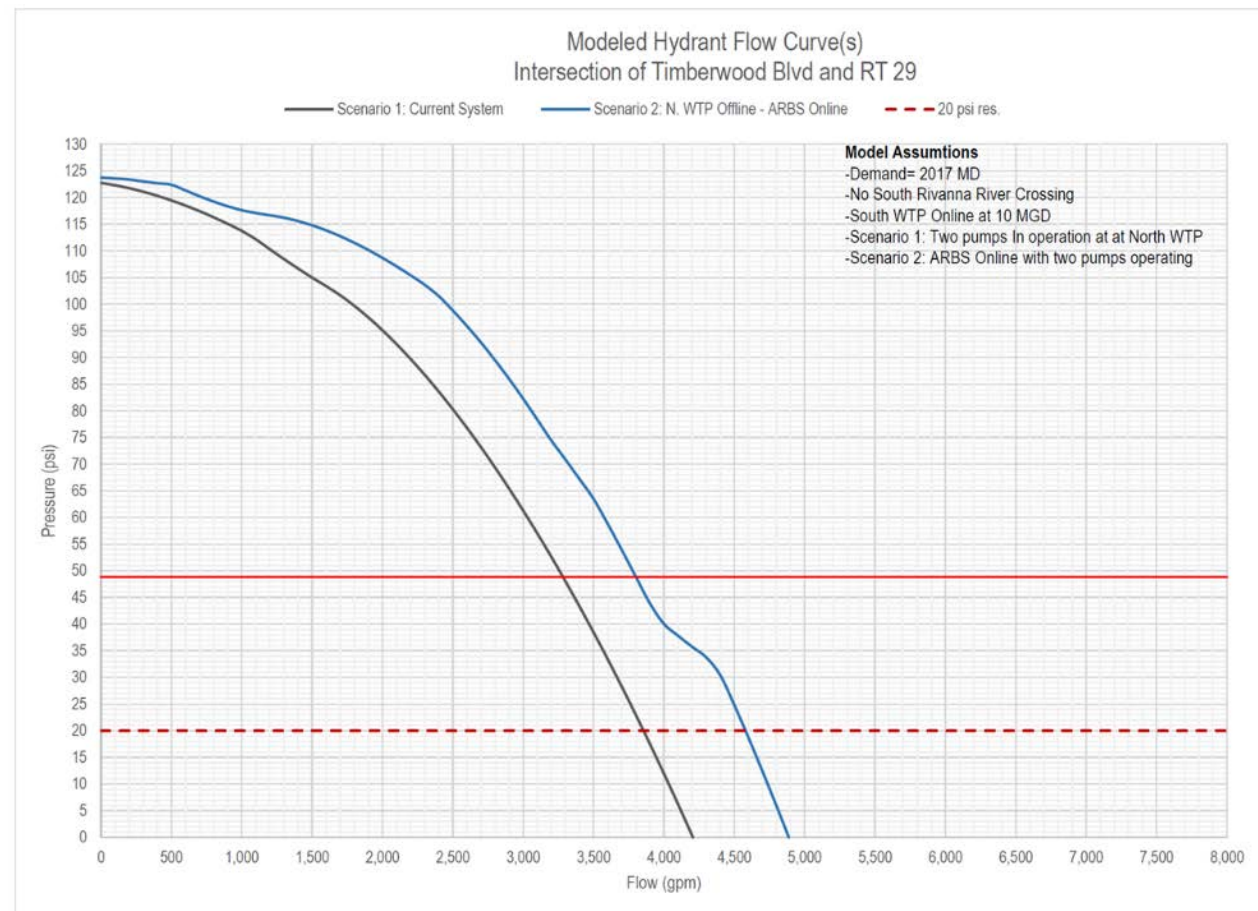
Airport Road Pump Station

- Pumps from the Urban Zone to the North Rivanna Zone (replaces temporary pump at Kohls)
- 1.5 MGD firm capacity initially, expandable to 4.4 MGD for future needs
- Allowed for the potential to decommission the NRWTP



Fire Flow Improvements

- Numerous modeling runs were performed
- If the Urban Pressure Zone has water, the North Rivanna Pressure Zone will have water even without NRWTP
- ARPS will improve fire flow conditions in area without any other system improvements



Phase 2, Figure 1 Description: Hydrant flow curve at the intersection of Timberwood Blvd and Route 29 modeling the existing system and comparing flow available with NRWTP online vs. flow available with the ARPS online.

Redundancy and Reliability

- Concern

- Without NRWTP online, system breaks could completely isolate the North Rivanna Pressure Zone from the Urban Pressure Zone, interrupting service

- Improvements

- 2nd S. Fork Rivanna River Crossing
- 2nd N. Fork Rivanna River Crossing
- Central Water Line
- Ragged Mtn Reservoir to Observatory WTP Raw Water Line and Pump Station
- S. Rivanna Reservoir to Ragged Mountain Reservoir Transfer System

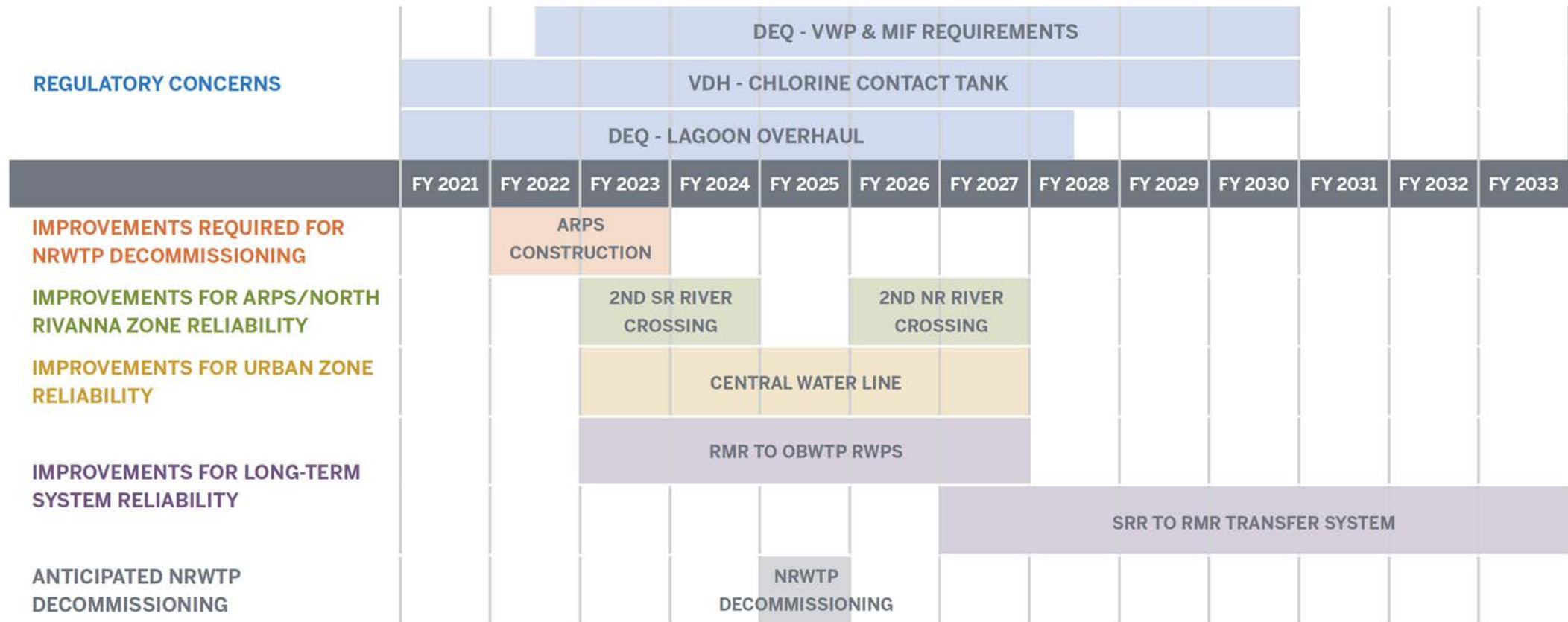
- Concern

- Existing North Rivanna Waterline has had several breaks and decommissioning of plant would complicate maintaining service to North Rivanna Pressure Zone customers

- Improvements

- Perform surge analysis and add system components to reduce impacts
- Monitor existing pipe condition and schedule replacement when warranted
- Consider additional RWSA/ACSA interconnections
- Eventual creation of Airport Pressure Zone would decrease system pressure on pipe and reduce likelihood of breaks

Project Schedules



Benefits of Decommissioning

- Avoids costly improvements required for long term reliability of NRWTP operation
- Returns North Fork Rivanna River to its natural state
- Takes full advantage of active and planned CIP projects (ARPS, distribution system improvements)
- Keeps water treatment where it is most cost effective

Decommissioning Cost Estimate

North Rivanna WTP Decommissioning Opinion of Probable Cost	
Construction Mobilization, Supervision & Overhead (13%)	\$218,700
Dam Decommissioning (Studies, demolition, dredging)	\$610,600
Raw Water Pump Station (Demolition, fill hole, site restoration)	\$74,200
Water Treatment Plant (Demolition, site restoration)	\$602,000
GAC Facilities (Demolition, salvage equipment)	\$170,000
Lagoons (Sludge removal, demolition, site restoration)	\$225,490
Subtotal	\$1,900,990
Construction Contingencies (20%), Engineering Design, Permitting, Construction Services (15%)	\$722,380
Total Estimated Project Cost	\$2,623,370

50 Year Present Worth Comparison

- Scenario 1: Upgrade NRWTP, Install St. Ives Water Main, Operate NRWTP 5 days/week, ARPS 2 days/week (supported by SRWTP)
- Scenario 2: Decommission NRWTP, Run ARPS 7 days/week (supported by SRWTP)

	Scenario 1	Scenario 2
Initial Capital Cost	\$14,716,060	\$2,623,370
Present Worth of Annual Operating Costs	\$7,820,880	\$3,629,310
Salvage Value of Equipment at 50 Years	\$10,734,390	\$0
Total 50-Year Present Worth	\$33,271,330	\$6,252,680
Cost/MG Treated	\$5,210	\$980
Assumptions:		
1.	Assumes a 2.5% inflation rate and 4% interest rate	
2.	Assumes 0.35 MGD for 50 years	

Summary

- Planned construction of ARPS allows for the decommissioning of the NRWTP
- NRWTP must have improvements (\$14.7 M) to ensure its long-term operation
- Planned Urban Water System upgrades and improvements resolve majority of decommissioning reliability, fire flow and customer service concerns
- Decommissioning is more cost effective than completing the NRWTP improvements
- Surge analysis, system interconnections and eventual creation of Airport Zone will resolve concerns associated with the existing N. Rivanna Water Line
- Supports a unified water system aimed at improving overall system redundancy and reliability, placing investments where they are most cost effective

Questions ?

- Request:
 - Authorize decommissioning of the North Rivanna Water Treatment Plant after completion of necessary Urban Water System improvements.