



**RWSA BOARD OF DIRECTORS**  
**Minutes of Regular Meeting**  
**March 28, 2023**

A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was held on Tuesday, March 28, 2023 at 2:47 p.m. via Zoom.

**Board Members Present:** Mike Gaffney, Michael Rogers, Brian Pinkston, Ann Mallek, Lauren Hildebrand, Jeff Richardson, and Gary O'Connell.

**Board Members Absent:** None.

**Rivanna Staff Present:** Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, Deborah Anama, Betsy Nemeth, Jacob Woodson, Jeff Southworth.

**Attorney(s) Present:** Carrie Stanton.

**1. CALL TO ORDER**

Mr. Gaffney convened the March 28, 2023 regular meeting of the Board of Directors of the Rivanna Water and Sewer Authority at 2:47 p.m.

**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 March 28, 2023 meeting of the Board of Directors to order.

"This virtual meeting today is being held pursuant to and in compliance with Virginia Code § 2.2-3708.3.

"The opportunities for the public to access and participate in the electronic meeting were posted on the Rivanna Authority's website. Participation will include the opportunity to comment on those matters not listed for public hearing on the agenda.

"All Board members are participating electronically. All Board members will identify themselves and state their physical location via electronic means during the roll call which we will hold next."

Mr. Gaffney called the roll.

Ms. Hildebrand stated she was located at 305 Fourth Street NW, Charlottesville.

Ms. Mallek stated she was located at 4826 Advance Mills Road, Earlysville.

Mr. O'Connell stated he was located at the ACSA Offices, 168 Spotnap Road.

47 Mr. Pinkston stated he was located at 575 Alderman Road, Charlottesville.

49 Mr. Richardson stated he was located at the County Office Building, 401 McIntire Road,  
51 Charlottesville.

52 Mr. Rogers stated he was located at City Hall, 605 East Main Street, Charlottesville.

54 Mr. Gaffney stated he was located at 3180 Dundee Road, Earlysville.

### 56 **3. AGENDA APPROVAL**

58 There were no comments on or questions for the agenda.

59  
60 **Mr. Pinkston moved to approve the agenda. Ms. Mallek seconded the motion, which**  
61 **carried unanimously (7-0).**

### 62 **4. MINUTES OF PREVIOUS BOARD MEETING**

#### 63 *a. Minutes of Regular Board Meeting on February 28, 2023*

64 There were no comments on or questions regarding the minutes for the meeting held on February  
65 28, 2023.

66 **Ms. Mallek moved the Board to approve the minutes from the meeting held on February**  
67 **28, 2023. Mr. O'Connell seconded the motion, which passed unanimously (7-0).**

### 70 **5. RECOGNITIONS**

71 There were none.

### 72 **6. EXECUTIVE DIRECTOR'S REPORT**

73 Mr. Mawyer recognized that two staff members had improved their credentials. He stated Mr.  
74 Seth Morris passed the state exam and was now a Class II water operator. He stated that Mr.  
75 Keith Covington had achieved his Class I water operator license.

76 He stated that they continued to work on the planning and infrastructure for water and sewer. He  
77 stated that renovation of the Observatory WTP continued and they projected the project would be  
78 completed the following month. Mr. Mawyer stated that the South Rivanna and North Rivanna  
79 WTPs carried the full urban water system while the Observatory WTP was out of service.

80 He stated that there had been productive meetings with UVA and the UVA Foundation about the  
81 major piping projects. He stated that Mr. Gaffney had also met with the UVA Foundation to  
82 discuss the schedule and commitments to keep the projects moving forward. He stated that there  
83 were two sections where they required easements from the UVA Foundation, and there was one  
84 section where they required easements from UVA. Mr. Mawyer stated that they received 30%  
85 design drawings for the Central Waterline project. He stated that they were moving forward with  
86 60% design completion for the waterline project.

93 Mr. Mawyer stated that it was Fix-A-Leak Month, and they partnered with the City and ACSA to  
94 host events, such as a scavenger hunt and 5-K family run. He mentioned that former supervisor  
95 Ken Boyd died, and he had served on the RWSA Board for about six years.

96  
97 Mr. Pinkston clarified that the central waterline had completed 60% design.

98  
99 Mr. Mawyer stated that they were moving from 30% design to 60%.

100  
101 Mr. Pinkston asked if they had an estimate for when construction would start.

102  
103 Mr. Mawyer stated that there was a summary table in Item 8c of the ongoing projects report.

104  
105 Mr. Gaffney noted that the bid advertise date was December 2023.

106  
107 Mr. Mawyer stated that construction would likely begin three to four months after the bid.

108  
109 Mr. Richardson asked how long ago the Birdwood section of the pipe was completed.

110  
111 Mr. Mawyer stated that it was completed in 2018 and 2019.

112  
113 Mr. Richardson noted that there was a request for assistance and synchronization for another  
114 project.

115  
116 Mr. Mawyer stated that the UVA Foundation was planning to remodel the golf course at the  
117 time. He stated that we wanted to install the pipe in the ground before the Foundation did its  
118 major remodeling.

119  
120 Mr. Richardson asked how many private easements the Authority had negotiated.

121  
122 Mr. Mawyer stated that they had acquired 1 easement from UVAF, with 2 easements pending,  
123 and they wanted to purchase over an acre to build the pump station. He stated that they acquired  
124 an easement from Sugar Day Farm and one for a betterment project at Victorian Heights. He  
125 stated that much of the project was in the public right-of-way of Woodburn Road, Rio Road, and  
126 Lambs Road. He noted that they acquired an easement from the Albemarle School Board to build  
127 the pipe behind Journey Middle School. He stated that they acquired an easement from the new  
128 Regents School located on Reservoir Road. He stated that the City donated easements near  
129 Ragged Mountain Reservoir. He stated that in total, there were 19 easements required on 31  
130 parcels including 14 private property owners and 5 public property owners, (UVA, UVAF, DoF,  
131 ACPS, City).

132  
133 Mr. Richardson stated that they hoped to conclude the project in the near future.

134  
135 Mr. Mawyer stated that they planned to complete the project by June 2023. He stated that they  
136 had a good understanding with the UVA Foundation about the location of the easement.

137  
138 Mr. Gaffney stated that the UVA Foundation negotiations had to be reviewed by the University

Office of the Architect to ensure it fit within their 200-year plan. He stated that adjustments had to go through the entire process again. He stated that the Foundation members were onboard with the project.

## **7. ITEMS FROM THE PUBLIC**

*For matters not listed on the agenda for public hearing*

Mr. Gaffney opened Items from the Public.

Mr. James Bennett, 6430 Sugar Hollow Road, stated that he was speaking on behalf of the Moormans Scenic River Advisory Board, a VDCR board formed in 2022 of volunteer individuals approved to serve based on their interest in the health of the scenic Moormans River. He stated that on February 1, they met by teleconference with Andrea Bowles and Jennifer Whitaker of RWSA to express concerns about the Moormans River.

Mr. Bennett stated that the Community Water Supply Plan was developed in 2006 and signed by RWSA and other parties in 2008. He stated that the plan created resilience while meeting water supply needs and introduced advances in water supply protection. He stated that the biodiversity goals acknowledged in the plan had been formalized by the County. He stated that several surrounding states had referred to the plan as exemplary, and several of the goals of the plan had been completed or were in progress.

Mr. Bennett stated that the scientific analyses of hydrology and ecology of rivers had advanced significantly, and it led them to conclude that RWSA needed to integrate the goals further with the County's biodiversity plan. He requested that all formulas that estimated water inflows to the Sugar Hollow Reservoir be replaced by those that used modern technology to directly measure the inflow rates. He stated that the use of minimum instream flow (MIF) as a metric of river flow was out of date and had been replaced by ecological or environmental flow as a more meaningful metric.

Mr. Bennett requested that the ecological flow for the Moormans River be analyzed by an ecological hydrologist. He stated that the effects of reduced flows on summertime temperature variations and alkalinity of the river must be considered. He stated that "decommission in place" of the Sugar Hollow to Ragged Mountain needed more definition. He stated that a plan to preserve water volume in the Ragged Mountain Reservoir through water conservation measures should be developed before initiating flow limitations on the Moormans River.

## **8. RESPONSES TO PUBLIC COMMENTS**

Mr. Mawyer stated that there was a permit from DEQ which established how they operated the Sugar Hollow Reservoir. He stated that they met with the Moormans Scenic River Advisory Board (MSRAB) in February, and they received a list of comments and thoughts from the board. He stated that they were preparing a response to elaborate on the facts and requirements of the permit.

Mr. Mawyer stated that they offered to meet with the MSRAB board along with Ms. Mallek. He noted that Dr. Liz Palmer was interested in meeting. He stated that they applied for a new urban

185 withdrawal permit in May 2021. He stated that the permit was originally issued in 2008, and it  
186 expired in 2023. He stated that DEQ had reviewed the permit and given the Authority permission  
187 to continue to operate until completion of the initial review. He stated that there would be a  
188 public meeting on the draft permit.

189  
190 Mr. Mawyer noted that the MSRAB had concerns that water should be released into the  
191 Moormans River continuously. He stated that they had installed an automated valve, so they  
192 were able to release water every day from the Sugar Hollow Reservoir. He stated that they were  
193 required to release when the reservoir was not overflowing because the overflow constituted an  
194 acceptable release. He stated that they calculated how much to release based on a hydrological  
195 formula which used another watershed as a basis and gauges below the dam.

196  
197 Ms. Mallek asked about the potential of installing gauges at the water intake rather than at the  
198 bottom of the dams. She stated that they were making progress.

199  
200 Mr. Mawyer stated that the item would be brought before the Board the following month for  
201 presentation.

202  
203 Mr. O'Connell clarified that the flow release had changed and was flowing daily.

204  
205 Mr. Mawyer stated that if the dam was overflowing, there was a release to the river, and if the  
206 reservoir was not overflowing, they had to calculate from the day before how much water flowed  
207 into the reservoir. He stated that they released either 100% of the inflow or some minimum set  
208 forth in the permit. He stated that the calculation was based on how much water was in the  
209 Ragged Mountain Reservoir.

210  
211 Ms. Mallek clarified that the water was released from a pipe at the bottom of the dam.

212  
213 Mr. Mawyer stated that was correct.

214  
215 **9. *CONSENT AGENDA***

216 *a. Staff Report on Finance*

217  
218 *b. Staff Report on Operations*

219  
220 *c. Staff Report on Ongoing Projects*

221  
222 *d. Staff Report on Wholesale Metering*

223  
224 *e. Approval of Engineering Services – Moores Creek AWRRF Structural and Concrete*  
225 *Rehabilitation – Hazen and Sawyer Engineering*

226  
227 Mr. O'Connell asked for clarification about the total estimated cost for Item E.

228  
229 Mr. Mawyer stated that the project totaled \$13.5M. He stated that they aggregated several  
230 smaller projects into the one project.

Mr. Gaffney noted that engineering service contracts typically had a 10% limit for amendments, but the request was for 25%. He asked for clarification.

Mr. Mawyer stated that this was a request for authorization to amend the contract up to 25% as permitted in the Purchasing Manual for contracts exceeding \$200,000 if within the approved CIP project budget.

**Mr. Rogers moved to approve the Consent Agenda. Ms. Mallek seconded the motion, which passed unanimously (7-0).**

## **10. OTHER BUSINESS**

- a. Presentation and Approval: Introduction of FY 2023-2024 Budget and Approval of the Resolution to Adopt the Preliminary Rate Schedule*  
*Bill Mawyer, Executive Director*

Mr. Mawyer stated that if approved, the proposed budget and rate schedule would be advertised to the public, and a public hearing would be held in May. He stated that the purpose of the presentation was as an introduction. He stated that optimization and resiliency, workforce development, communication and collaboration, planning and infrastructure, and environmental stewardship were part of the strategic plan and offered guidance for the Authority's programs.

Mr. Mawyer stated that the focus of the budget was to address the objectives of the 2024 – 2028 CIP, establish a framework to achieve the strategic plan priorities, support the workforce during a period of inflation, and to translate the objectives and priorities into reasonable charges to the ACSA and City. He stated that the objectives of the CIP included improving the water supply capacity by completing the South Fork Rivanna to Ragged Mountain pipeline by 2030. He stated that other goals included improving the water treatment system by providing additional granular activated carbon treatment at the Crozet and Red Hill WTPs, leveraging partnerships with the City, UVA, and VDOT on drinking water pipe projects on Emmet Street, and improving drinking water capacity and reliability in the Route 29 North area.

Mr. Mawyer stated that the proposed budget totaled \$47.7M, a \$5.8M increase, or 13.9%. He stated that the majority of the increase was due to the debt service, which totaled \$23.3M, an 18% increase. He stated that operations had a budget of \$24.4M, a \$2.2M increase, or 10%. He stated that they estimated the City allocation to be \$17.8M, a \$1.5M increase, or 9.3%. He stated the ACSA allocation would be \$27M, a \$3.2M increase, or 13.4%.

Mr. Mawyer stated that the budget had steadily increased year over year. He stated that the largest component of the budget was debt service, totaling 49% of the Authority's expenses. He stated that workforce represented 24% of the budget, operations and maintenance represented 16%, and general services represented 11%. He stated that chemical and workforce expenditures equated to 59% of the total operating budget. He stated that information technology was a growing component of the budget. He stated that the SCADA system had to be maintained and upgraded. He stated that they transported biosolids to Waverly, Virginia, to be disposed of in a compost facility, and the cost was \$750K. He stated that odor control system used chemicals to

277 reduce wastewater odor, and the cost was about \$400K.

278  
279 Mr. Mawyer stated that the cost drivers for next year were, of the \$5.8M increase, debt service at  
280 62% or almost \$3.6M, workforce at 19% or \$1.1M, chemicals were 11% or \$680,000, and  
281 information technology was 8% or \$453,000. He stated that they worked within the strategic plan  
282 priorities to try to optimize. He stated that they had come up with a number of programs where  
283 they had optimized and expected to save \$187,000 in the coming year from improved metering  
284 of chemicals usage to in-house Covid-19 testing, which allowed for results to be available within  
285 30 minutes.

286  
287 Mr. Mawyer stated that Mr. David Tungate and his Operations staff had optimized their usage of  
288 chemicals and injection of the chemicals into the wastewater stream at an optimum quantity. He  
289 stated that they had a need-based system technology and new equipment that allowed for the  
290 right amount of chemical to be injected at the right time, which saved on costs for those  
291 chemicals. He stated that they were not advertising their Board meeting in the newspaper each  
292 month, but advertised it at the beginning of the year, unless they had a public hearing. He stated  
293 that one public hearing was scheduled in May, but no others were scheduled to be advertised.

294  
295 Mr. Mawyer stated that major achievements in FY2023 were the completion of the strategic  
296 plan, completion of major renovations of the South Rivanna and Observatory treatment plants,  
297 increase in the number of water and wastewater operator's licenses as Class I and Class II by  
298 24% over the last year, and in their water group, 24 of the 25 had a Class I or Class II license, or  
299 96%. He stated that there had been discussion regionally and nationally about how difficult it  
300 was to hire Class I operators, so they were trained in-house.

301  
302 Mr. Mawyer stated that Mr. Tungate and his managers had helped to hold training classes with  
303 staff about the topics on the licensing exams. They hired a practiced expert with a Class I license  
304 to provide a test review on what topics would be on the test, and it was paying off. He stated that  
305 of their 14 Class I operators, 1 was required to be on site 24 hours a day at the South Rivanna  
306 and Observatory Treatment Plants, so the value of this license was very high.

307  
308 Mr. Mawyer stated that they had reduced staff turnover from 15% in FY2022 to 5% in FY2023.  
309 He stated that they were now ready to implement a new human resources information system to  
310 allow online management of payroll, annual and sick leave, and training. He stated that they had  
311 created a lease and sale procedure for the Buck Mountain properties, and the sale was completed  
312 for the Elliot House for \$136,500. He stated that the Rivanna Authorities had reduced safety  
313 accidents by 82% over the last three years. He stated that they had produced over 3.5 billion  
314 gallons (BG) of high-quality drinking water and processed over 3.5 BG of wastewater.

315  
316 Mr. Mawyer stated that in FY2024, there would be construction projects occurring including the  
317 Airport Road Water Pump Station, the Moores Creek 5kv Electrical Upgrade, the South Rivanna  
318 River Crossing, the Ragged Mountain Reservoir to Observatory Water Treatment Plant Pipeline  
319 and Pump Station, the Central Water Line, the Red Hill Water Treatment Plant upgrades and  
320 GAC, the Scottsville Wastewater Plant emergency power generator, and the Moores Creek  
321 Administration Building renovation and addition. He stated that they were continuing design  
322 with the Rivanna to Ragged pipeline, the Beaver Creek dam, pump station, and piping, and the



323 Crozet Water Treatment Plant GAC systems.

324  
325 Mr. Mawyer stated that part of the reason there were different shared allocations of the costs of  
326 projects was because of the agreements between the ACSA and the City. He stated that some  
327 projects were funded 100% by the ACSA, some were funded 52% ACSA and 48% City, and  
328 some were funded 80% ACSA and 20% City. He stated that they also were proposing to create a  
329 new administration and communications division to help with HR priorities and strategic plan  
330 initiatives. He indicated on the slide the large 24-inch valves and pumps for the Airport Road  
331 Water Pump Station.

332  
333 Mr. Mawyer stated that the network for water and wastewater chemicals was expansive, reaching  
334 up and down the east coast, to Illinois, and to Wyoming. He stated that timing and quantity of  
335 these chemicals was essential for their water treatment plants. He stated that assessment of  
336 workforce compensation for FY2024 was based in part on achieving the Strategic Plan goal of  
337 keeping turnover below 10%.

338  
339 Mr. Mawyer stated that for FY18-FY22, the average staff turnover was 15% for RWSA, but this  
340 year from July of 2022 to February of 2023, they had reduced it to 5%, which they attributed to  
341 the 10% cost of living increase and merit increase approved by the Board in CY2023. He stated  
342 that they had maintained no increase in health insurance premiums for employees for a number  
343 of years.

344  
345 Mr. Mawyer stated that inflation since the last cost of living increase had risen 6.9% from  
346 February 2022 to February 2023, and may be higher by July of 2023 when the increase would be  
347 effective. He stated that they looked locally for market survey of other water and sewer utilities,  
348 and from the results from 10 utilities, the increases proposed to their respective boards ranged  
349 from 4% to 10% with an average of about 7.4%.

350  
351 Mr. Mawyer stated that the consumer price index 12 month rolling average was 6%. He stated  
352 that local proposals included from the County a 4% increase plus compensation study results,  
353 and the City had a 6% increase plus compensation study results. He stated nationally, the  
354 increase in Social Security Administration was 8.7% for its retirees in CY2023.

355  
356 Mr. Mawyer stated that proposed was a 6% cost of living increase plus a 2% merit for the water  
357 and sewer staff effective July 1, which was equivalent to \$601,000. He stated that they estimated  
358 increases in benefit costs were \$274,000. He stated that they were proposing a new division for  
359 administration and communications, and four additional positions that included a director, a  
360 financial manager, an IT technician for cybersecurity, and an engineering inspector supervisor.  
361 He stated that to help balance the budget and save expenses in FY24, the last three positions  
362 would be filled during the second quarter of FY24.

363  
364 Mr. Mawyer noted that there was a 0.4 water operator position that was eliminated so the net  
365 increase was 3.6 additional positions. He stated that there was a proposed 10% shift in the pay  
366 scale and additional funds would be only applied to those who were currently paid below the  
367 minimum of their paygrade, which they estimated to be \$12,000. He stated that the staff would  
368 need to complete about 2,700 hours of safety training next year.



369  
370 Mr. Mawyer stated that under Operations and Maintenance costs, technology, communications,  
371 and equipment maintenance were the main expenses increases. He stated that there was a  
372 reduction in professional and other services by \$160,000.

373  
374 Mr. Mawyer showed on the slide the organization chart proposed for next year. He stated that at  
375 the far left was the new administration and communications division that was proposed, and the  
376 other pink-colored positions on the slide were the assistant manager of the finance group, an IT  
377 technician, and the supervisor of engineering inspectors. He stated that the supervisor of  
378 engineering inspectors would supervise the four existing inspectors and help with specialty  
379 inspections.

380  
381 Mr. Pinkston asked if some of this cost was shared with Solid Waste.

382  
383 Mr. Mawyer stated yes. He stated that the organizational chart applied to all water and sewer  
384 positions. He stated that while the departments may be housed entirely within water and sewer,  
385 Solid Waste was billed for a portion of their time. He stated that they expected the new division  
386 to manage the human resource programs, including recruiting, hiring, payroll, and benefits,  
387 personnel management and training, leadership development, compensation and classification  
388 studies, and the new human resources information system.

389  
390 Mr. Mawyer stated that the new administration and communications division would also design,  
391 implement, and manage their strategic plan initiatives, which included developing a public-  
392 facing brand identity in the community, promoting their services to the community through  
393 educational outreach and partnerships, increasing recruitment and retention of women and  
394 minority candidates in support of the DEI initiative.

395  
396 Mr. Mawyer continued that they would also be enhancing the webpage and social media sources,  
397 creating educational videos and notices to the public to highlight improvements and  
398 achievements, support the ACSA and City in their effort to communicate with customers to  
399 explain what cost increases provided. He stated that this division would also manage continued  
400 enhancement of the safety program.

401  
402 Mr. Mawyer stated that the four proposed positions were the director of administrations and  
403 communications, a finance manager who would supervise staff and become proficient with all  
404 finance programs of the RWSA and RSWA, an information technology technician to support  
405 systems including cybersecurity, and a supervisory engineering inspector. He stated that the  
406 inspector was somewhat self-funded because it kept them from having to hire as many consultant  
407 inspectors to monitor projects.

408  
409 Mr. Mawyer stated that on the slide was a chart of the financial charges estimated to the City and  
410 the ACSA over the next five years. He stated that the FY24 Capital Budget was \$34.3M, the  
411 FY24-FY28 CIP was \$326.1M, which would be decreased with \$20.5M in grants, and as much  
412 as \$232M in additional debt was expected. He noted that they charged operating costs based on  
413 the urban retail water and wastewater flows that the City and ACSA were reporting to them,  
414 which helped them proportion the operating costs.

415  
416 Mr. Mawyer stated that the results of the FY2022 actual flows showed that a cost of \$480,000  
417 should shift from the City to the ACSA, including the terms of the Northern Area Drinking  
418 Water Agreement. He stated that this resulted in a 2.9% decrease for the City's charges and a 2%  
419 increase in the ACSA charges.

420  
421 Mr. Mawyer stated that the previous debt service profile showed that around 2031, the debt  
422 service will go down and capacity would go up so that they could fund the Rivanna to Ragged  
423 Mountain pipeline. He stated that the red line was the FY2024 debt service charges, and the blue  
424 bars were the projected increase of debt service over the coming decades as they built their large  
425 projects.

426  
427 Mr. Mawyer stated that in summary, the proposed budget was \$47.7M, which was a \$5.8M  
428 increase or 13.9%, with the major component of the increase being debt service to pay for the  
429 CIP. He stated that the charges to the City would increase by approximately 9.3%, and the  
430 ACSA charges would increase approximately 13.4%. He stated that the action requested by the  
431 Board would allow for authorization to advertise the preliminary rate schedule for a public  
432 hearing to be held on May 23, 2023.

433  
434 Ms. Mallek thanked staff for all the work done with the process to help sell the Elliot House. She  
435 stated that she had seen that the grounds had been cleaned up and she thought it would be a  
436 wonderful place for a family to live, and she was glad that the County no longer had to deal with  
437 it. She asked if the grant for the GAC in Crozet that was just announced would get passed along  
438 to the ACSA share.

439  
440 Mr. Mawyer stated that the Crozet facility was 100% an ACSA expense, so 100% of the grant  
441 would be allocated to the ACSA.

442  
443 Ms. Mallek stated that was great. She asked if a site visit could be made to the Airport Road  
444 location where the new pipes were being installed. She asked if the chemicals received from all  
445 over the country came to them via truck or a combination of trucks and trains.

446  
447 Mr. Tungate stated that they traveled by truck.

448  
449 Ms. Mallek asked if the UV lights that required replacement must be disposed of in a particular  
450 fashion. She stated that there had been a shortage of locations available to dispose of LED lights.  
451 (These UV lamps are disposed with our vendor during the Household Hazardous Waste event).  
452 She stated that she had forwarded a relevant graph about the population increase in Albemarle  
453 County that had risen rapidly. She stated that it was no surprise to her that there was a slow and  
454 gradual increase in costs over time, because the demand had shot up.

455  
456 Mr. O'Connell thanked all of the staff for their work on the budget. He stated that there were  
457 questions about areas where they could reduce some costs, and some changes occurred during  
458 that process to achieve that. He stated that he appreciated the time and effort they spent trying to  
459 look at the budget from a customer standpoint. He stated that the wholesale rates for customers  
460 was 13.4% and was not necessarily retail rates. He stated that ACSA was finishing the budget

and rates and would publicly present that on April 20, which would be significantly less than that 13.4%.

Mr. Mawyer stated that he appreciated their support and willingness to work with them on the charges. He stated that there was pressure on the rates, but they had an aggressive program to improve treatment, capacity, and to complete the community water supply plan projects.

Mr. Pinkston stated that the budgets for the RWSA and RSWA were impressive in their composition.

Mr. Rogers thanked Mr. Mawyer and commended the 6% cost of living increase and 2% merit increase. He asked, with respect to the 2% merit increase, if there was an established employee evaluation system.

Mr. Mawyer stated yes. He stated that there was a merit evaluation system in which employees are rated 1, 2, or 3 based on their performance evaluation, and their merit increase was based on that rating. He stated that when they approved a 2% pool, they took 2% of the salary dollars and put them in a pool, then allocated the funds associated with the merit scores.

Mr. Rogers asked if those increases were rolled into the pay plan.

Mr. Mawyer stated yes. He stated that there were not steps, but grades, and there were currently 23 pay grades. He stated that they would discuss in May about expanding to 27, but there was a minimum and maximum of each pay grade. He stated that the 2% and the 6% would be within the established pay grade, but they were going to propose all of the pay grades be shifted 10% so the minimum and the maximum would increase by that amount, but no money would be given to any employees who were above the minimum. He stated that very few staff would be below the minimum, with an estimated cost of \$12,000.

Ms. Hildebrand thanked the Rivanna staff for their work on the budget and their answering difficult questions. She stated that the City set their rates that incorporated these rates, which the City would see in June.

Mr. Gaffney stated that it was great to see the City, County, Service Authority, and RWSA, working together to bring the community resources. He thanked everyone for their commitment.

**Mr. Pinkston moved to approve the resolution to adopt the preliminary rate schedule including authorization to advertise the preliminary rate schedule for a public hearing to be held during the regular meeting of the Board of Directors on May 23, 2023. Ms. Mallek seconded the motion, which passed unanimously (7-0).**

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

There were no items.

#### ***11. CLOSED MEETING***

There was no reason for a closed meeting.

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517

**12. ADJOURNMENT**

At 3:58 p.m., Mr. Pinkston moved to adjourn the meeting of the Rivanna Water and Sewer Authority. Mr. O'Connell seconded the motion, which passed unanimously (7-0).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeff Richardson', written over a horizontal line.

Mr. Jeff Richardson  
Secretary - Treasurer