



Board of Directors Meeting

May 28, 2024

2:00pm

BOARD OF DIRECTORS

Regular Meeting of the Board of Directors of the Rivanna Solid Waste Authority

DATE: May 28, 2024

LOCATION: Rivanna Administration Building (2nd Floor Conference Room),
695 Moores Creek Lane, Charlottesville, VA 22902

TIME: 2:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **AGENDA APPROVAL**
3. **MINUTES OF PREVIOUS BOARD MEETING ON MARCH 26, 2024**
4. **ELECTION OF CHAIR, VICE CHAIR, & SECRETARY-TREASURER**

Mr. Gaffney is currently the Chair, Mr. Richardson is the Vice Chair, and Mr. Sanders is the Secretary-Treasurer

After any nominations, a motion, second and vote would be in order to elect new Officers for a two-year term starting on June 1, 2024.

5. **RECOGNITION**
Approve the Resolution of Appreciation for Mr. Gary B. O'Connell
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **ITEMS FROM THE PUBLIC**
Matters Not Listed for Public Hearing on the Agenda
8. **RESPONSES TO PUBLIC COMMENTS**
9. **CONSENT AGENDA**
 - a. *Staff Report on Finance*
 - b. *Staff Report on Ivy Material Utilization Center/Recycling Operations Update*
 - c. *Staff Report on Administration and Communications*

- d. *Approval of Fiscal Year 2024-2025 Pay Scale Adjustment*
- e. *Approval of Personnel Management Plan Update*
- f. *Approval of Contract for Vegetative Waste Grinding and Disposal – 3 Brothers Land Solutions, Inc. (Dba Hurst Landworks)*
- g. *Approval of Contract for Electronic, Household Hazardous, and Very Small Quantity Generator Waste Special Collection Events – MXI Environmental*

10. OTHER BUSINESS

- a. *Presentation, Public Hearing, and Vote to Consider Approval of the Resolution to Adopt the FY 2024- 2025 Rate Schedule, and Approval of the FY 2024 – 2025 Budget*
Phil McKalips, Solid Waste Division Director
- b. *Presentation: Recycling Update*
Phil McKalips, Solid Waste Division Director

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

12. CLOSED MEETING

13. ADJOURNMENT

GUIDELINES FOR PUBLIC COMMENT AT RIVANNA BOARD OF DIRECTORS MEETINGS

If you wish to address the Rivanna Board of Directors during the time allocated for public comment, please raise your hand or stand when the Chairman asks for public comments.

Members of the public requesting to speak will be recognized during the specific time designated on the meeting agenda for “Items From The Public, Matters Not Listed for Public Hearing on the Agenda.” Each person will be allowed to speak for up to three minutes. When two or more individuals are present from the same group, it is recommended that the group designate a spokesperson to present its comments to the Board and the designated speaker can ask other members of the group to be recognized by raising their hand or standing. Each spokesperson for a group will be allowed to speak for up to five minutes.

During public hearings, the Board will attempt to hear all members of the public who wish to speak on a subject, but it must be recognized that on rare occasion comments may have to be limited because of time constraints. If a previous speaker has articulated your position, it is recommended that you not fully repeat the comments and instead advise the Board of your agreement. The time allocated for speakers at public hearings are the same as for regular Board meetings, although the Board can allow exceptions at its discretion.

Speakers should keep in mind that Board of Directors meetings are formal proceedings and all comments are recorded on tape. For that reason, speakers are requested to speak from the podium and wait to be recognized by the Chairman. In order to give all speakers proper respect and courtesy, the Board requests that speakers follow the following guidelines:

- Wait at your seat until recognized by the Chairman.
- Come forward and state your full name and address and your organizational affiliation if speaking for a group;
- Address your comments to the Board as a whole;
- State your position clearly and succinctly and give facts and data to support your position;
- Summarize your key points and provide the Board with a written statement, or supporting rationale, when possible;
- If you represent a group, you may ask others at the meeting to be recognized by raising their hand or standing;
- Be respectful and civil in all interactions at Board meetings;
- The Board may ask speakers questions or seek clarification, but recognize that Board meetings are not a forum for public debate; Board Members will not recognize comments made from the audience and ask that members of the audience not interrupt the comments of speakers and remain silent while others are speaking so that other members in the audience can hear the speaker;
- The Board will have the opportunity to address public comments after the public comment session has been closed;
- At the request of the Chairman, the Executive Director may address public comments after the session has been closed as well; and
- As appropriate, staff will research questions by the public and respond through a report back to the Board at the next regular meeting of the full Board. It is suggested that citizens who have questions for the Board or staff submit those questions in advance of the meeting to permit the opportunity for some research before the meeting.

The agendas of Board meetings, and supporting materials, are available from the RWSA/RSWA Administration office upon request or can be viewed on the Rivanna website.

Rev. September 7, 2022



1 **RSWA BOARD OF DIRECTORS**
2 **Minutes of Regular Meeting**
3 **March 26, 2024**
4

5 A regular meeting of the Rivanna Solid Waste Authority (RSWA) Board of Directors was held
6 on Tuesday, March 26, 2024, at 2:00 p.m. in the Rivanna Administrative Building, (2nd Floor
7 Conference Room), 695 Moores Creek Lane, Charlottesville, VA 22902.
8

9 **Board Members Present:** Mike Gaffney, Jeff Richardson, Sam Sanders, Jim Andrews, Steven
10 Hicks, Brian Pinkston, Lance Stewart.

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12 **Board Members Absent:** None

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14 **Rivanna Staff Present:** Bill Mawyer, Lonnie Wood, Phil McKalips, Betsy Nemeth, David
15 Rhoades, Jacob Woodson, Deborah Anama, Stephanie Deal
16

17 **Attorney(s) Present:** Valerie Long.
18

19 **1. CALL TO ORDER**

20 Mr. Gaffney convened the March 26, 2024 regular meeting of the Board of Directors of the Rivanna
21 Solid Waste Authority at 2:00 p.m.
22

23 **2. AGENDA APPROVAL**

24
25 **Mr. Andrews moved that the Board adopt the agenda. The motion was seconded by Mr.**
26 **Sanders and passed unanimously (7-0).**
27

28 **3. MINUTES OF PREVIOUS BOARD MEETING**

29
30 *a. Minutes of the Regular Meeting of the Board on January 23, 2024*
31

32 **Mr. Pinkston moved that the Board approve the minutes of the January 23, 2024 meeting.**
33 **The motion was seconded by Mr. Stewart and passed unanimously (7-0).**
34

35 **4. RECOGNITION**

36 There were no recognitions.
37

38 **5. EXECUTIVE DIRECTOR'S REPORT**

39
40 Mr. Mawyer stated that the Solid Waste Authority continues to be a growing enterprise with the
41 refuse disposal at the Ivy Transfer Station increasing by approximately 25% compared to last year.
42

43 Mr. Mawyer stated that in February, they reached 214 tons per day, which represented a nearly five
44 and a half times increase from when the new Transfer Station opened in 2018 and received 39 tons
45 daily. He stated that the introduction of the new Transfer Station, extended hours, and reduced fees
46 had all been strategic measures aimed at increasing the usage of the Ivy Transfer Station. He stated

47 that these initiatives had been successful. He stated that he was pleased to recognize several staff
48 members.

49
50 Mr. Mawyer stated that first he wanted to commend David Rhoades, their Solid Waste Manager. He
51 explained that David obtained his Bachelor of Science degree in Environmental Science during his
52 tenure with them. He stated this was part of the Authority's succession management program,
53 which involved identifying candidates for future positions and informing them about the required
54 qualifications for eligibility. He stated that Mr. Rhoades excelled by returning to school and
55 acquiring his degree. He thanked Mr. Rhoades very much. He asked if Mr. Rhoades had any
56 comments.

57
58 Mr. Rhoades stated that he was now getting a lot of sleep after two and a half years of no sleep.

59
60 Mr. Mawyer stated that in July of 2022, this Board, along with the Water and Sewer Board,
61 requested a succession management plan. He stated that consequently, he presented a
62 comprehensive strategy in January of 2023 that incorporated the organization's retirement
63 expectations over the next five years, aligned with the priorities identified in the 2023 Strategic
64 Plan. He stated that the plan outlined how the organization might evolve, including additional
65 positions up to the year 2035 due to the Administration building expansion project and potential
66 staffing changes within 10 to 15 years. He stated that one of the new positions was a Finance
67 Manager, which the Board approved in July of last year.

68
69 Mr. Mawyer stated that he was delighted to introduce Stephanie Deal, their newly appointed
70 Finance Manager, who began her tenure yesterday. He stated that with over 13 years of experience,
71 most recently as the elected Treasurer in Greene County, Stephanie had a distinguished history. He
72 stated that she had previously worked for Rivanna from 1995 to 2001 as an Accounting Technician
73 before pursuing further education at the UVA McIntire School of Commerce. He stated that she
74 then held various positions, including in Greene County, and now joined them as their Finance
75 Manager. He stated that they were thrilled to welcome her to the team.

76
77 Ms. Deal thanked Mr. Mawyer. She stated that things had changed a lot since the first time she was
78 here. She stated that she was very excited, as everyone was so wonderful, and the training had been
79 great. She stated that she was looking forward to getting started.

80
81 Mr. Mawyer noted that Ms. Deal would support both authorities in her role as Finance Manager. He
82 continued to report that they had recently engaged in extensive community outreach efforts. He
83 stated that they hosted the Charlottesville-Albemarle Airport management team, providing them
84 with a comprehensive tour of their facilities both physically and virtually. He stated that he had the
85 opportunity to meet Jason Burch, Chris White, Stuart Key, and Penny Shifflett from the Airport's
86 management team, and appreciated getting to know them. He stated that in return, they had invited
87 Rivanna to visit the airport, and they will be touring some of their facilities soon.

88
89 Mr. Mawyer stated that Betsy Nemeth, their Administration and Communications Division
90 Director, had developed a new program where interested parties could sign up online to tour their
91 facilities. He mentioned that a tour for the Ivy MUC was scheduled for March 29, and a number of
92 people had already signed up. He stated that this initiative was another example of how they were
93 reaching out to the community and educating them about the services provided by Rivanna. He
94 stated that Ms. Nemeth's position was part of their Succession Management Strategic Plan, which
95 the Board approved in July 2023.

96

97 Mr. Mawyer stated that regarding the Large Clean Fill Program, it did not have the most positive
98 future. He stated that in their last meeting in January, they proposed adding two new large fill areas
99 to continue the program. He stated that since that time, following discussions Mr. McKalips had
100 with the Department of Environmental Quality (DEQ), numerous requirements must be met before
101 they can expand into different fill areas. He stated that these include installing additional landfill
102 liners. He stated that at this point, doing that was prohibitively expensive, so although they were
103 still in talks with DEQ, they did not plan to expand the Large Clean Fill Program as initially
104 discussed in January. He stated that this development was disappointing.

105
106 Mr. Pinkston stated that it was further explained in the packet, but his understanding was that they
107 had met with a couple of people from DEQ. He asked if it was worth going over their heads
108 somehow.

109
110 Mr. McKalips stated that he did not think so. He stated that when they initially discussed this long-
111 range idea with DEQ, they asked if they could do these things. He stated that the issue arose when
112 clean fill was placed over existing caps, as this prevented inspection of the existing caps. He stated
113 that consequently, a new cap must be constructed, which entailed not only the cost of the new cap
114 but also initiated a 30-year post-closure care period. He stated that from his perspective, this
115 significantly hindered the process, making it an unadvisable choice.

116
117 Mr. Gaffney asked if they could fill in between the existing cells.

118
119 Mr. McKalips stated that unfortunately, the roads situated between them had caps on either side,
120 leaving no other area. He stated that he had initiated some preliminary discussions with Mr. Stewart
121 about whether there was there an alternative location within the County where they could explore
122 this program further. He stated that considering its value to the community and potential revenue
123 generation, it would be beneficial to find an appropriate location.

124
125 Mr. Mawyer stated that they would maintain communication with DEQ regarding this matter,
126 perhaps to persuade them otherwise, but this information was based on the feedback received from
127 the DEQ permit writers. He stated that the DEQ office in Harrisonburg is their point of contact.

128
129 He stated that to address a community request, Albemarle Supervisor LaPisto-Kirtley contacted him
130 about creating a pickleball recycling station. He stated that this facility, located at Ivy, allows local
131 pickleball players to deposit balls into the container. He stated that a North Carolina-based company
132 will recycle the balls without the need for transportation elsewhere by Rivanna staff.

133
134 Mr. Hicks asked if they had pickleball courts in Albemarle or Charlottesville Parks and Rec.

135
136 Mr. Andrews stated that they did at Darden Towe.

137
138 Ms. Mallek stated that they also had them at Crozet Park.

139
140 Mr. Hicks stated that he had seen a lot of them at parks. He asked if the containers were at the parks.

141
142 Mr. Mawyer stated that right now they just had one at Ivy, but could expand to the parks in the
143 future if desired.

144

145 Mr. Mawyer stated that similar to their recycling program for oyster shells, this was a unique,
146 specialty program. He stated that they tried to support these initiatives where possible, and it did
147 was not a significant expense to do so.

148
149 He stated that Ms. Anama did an exceptional job creating their spring newsletter, which they sent to
150 over 2,000 recipients. He stated that the newsletter included the attached spring special collection
151 schedule for items such as household, furniture, appliances, tires, and e-waste. Mr. Mawyer stated
152 that they emphasized their daily paint collection program at Ivy, where people could bring their cans
153 of paint for disposal. He stated that after discussing the issue of paint spills on highways with the
154 Board of Supervisors, they wanted to emphasize that this program was available every day the Ivy
155 Convenience Center was open. He stated that at the bottom of the newsletter, there was an invitation
156 to take a tour of the Ivy MUC, organized by Ms. Nemeth and her group.

157
158 **6. ITEMS FROM THE PUBLIC**

159 There were none.

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161 **7. RESPONSES TO PUBLIC COMMENTS**

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

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164 **8. CONSENT AGENDA**

165
166 *a. Staff Report on Finance*

167 *b. Staff Report on Ivy Material Utilization Center/Recycling Operations Update*

168 *c. Staff Report on Administration and Communications*

169 **Mr. Pinkston moved that the Board approve the Consent Agenda as presented. The motion**
170 **was seconded by Mr. Hicks and passed unanimously (7-0).**

171
172 **9. OTHER BUSINESS**

173
174 *a. Presentation: History and Organizational Agreements of the RSWA*

175
176 Mr. Mawyer stated that each year, he had been reviewing with the Board during budget season
177 the background of how they performed their calculations and the recipients of allocations
178 between the City, the County, and UVA. He stated that the Solid Waste Authority was
179 established in 1990 through the Solid Waste Organizational Agreement, also known as the
180 “three-party agreement”, similar to the “four-party agreement” in water and sewer.

181
182 Mr. Mawyer stated that around the year 2000, a settlement agreement was reached with
183 neighbors prohibiting future landfilling at Ivy. He stated that the Environmental Memorandum of
184 Understanding in 2005 was between the County, City, and UVA, bringing them to the table to
185 share in their environmental expenses as part of the 30-year post-closure program, initiated by
186 Mr. Gaffney.

187
188 Mr. Mawyer reiterated that the Solid Waste Agreement in 1990 directed Rivanna to acquire,
189 finance, construct, and operate a regional garbage and recycling disposal system for waste
190 reduction, recycling, and disposal. He stated that the 2000 settlement agreement with the IMUC
191 neighbors focused on monitoring and maintenance costs of closed landfill cells. He stated that

192 the 2007 Local Government Agreement established City and County contributions to fund
193 Rivanna's administrative and operating expenses, which would be highlighted in the slides Mr.
194 McKalips would present.

195
196 Mr. Mawyer stated that in 2010, the City and County agreed to continue funding Rivanna for just
197 a few months. He stated that the Local Government Support Agreement in 2011 established the
198 funding distribution for Rivanna's recycling programs at McIntire and the Paper Sort, with the
199 County funding 70% while the City covering 30%. He stated that the Ivy MUC Agreement of
200 2011 established the County's commitment to continue funding services provided by Rivanna,
201 such as vegetation disposal, clean fill, and refuse transfer operations. He stated that it was
202 amended and restated in 2016 when the County asked Rivanna to build a new transfer station.

203
204 Mr. Mawyer stated that the background of the new transfer station was that DEQ had notified
205 them that the existing transfer station was noncompliant with the regulations, so they had to
206 provide major improvements to the facility or eliminate it. With the County's concurrence, it
207 was decided to build a new transfer station with major modifications. He stated that the ninth
208 agreement was the Ivy Convenience Center Agreement of 2019.

209
210 He stated that to summarize, through this regional collaboration, multiple agreements have been
211 established to guide service allocation and charges, ensuring that funds are distributed accurately
212 between the City, the County, and UVA. He commended Mr. Wood and his staff for maintaining
213 this financial order.

214
215 Mr. Richardson stated that as Mr. Mawyer summarized this with the City, the County, and the
216 University, he was paying close attention to the University aspect. He asked if, besides the
217 \$79,000 he mentioned that Mr. Gaffney was involved in during 2010, were there any other
218 agreements related to the University that he had overlooked. He stated that it appeared that there
219 was only one such agreement.

220
221 Mr. Mawyer stated that it was just the one that pertained to the continuing care of closed landfill
222 cells, specifically regarding the disposal of refuse within them. He stated that Mr. Gaffney had
223 successfully persuaded the involved parties to contribute towards the shared costs of ongoing
224 post-closure care.

225
226 Mr. Gaffney stated that UVA's Vice President Leonard Sandridge stated, during their initial
227 meeting, that the university would contribute their fair share. He stated that UVA has been
228 adhering to this commitment.

229
230 *b. Presentation and Vote: Introduction of FY 2024-2025 Budget and Vote to Consider Approval*
231 *of the Resolution to Adopt the Preliminary Rate Schedule*

232
233 Mr. McKalips stated that he would like to present on the proposed FY25 Budget and invite anyone
234 with questions to feel free to interrupt him at any time, rather than waiting until the end. He stated
235 that their total budget for this year amounted to \$9.8 million, which was a \$1.88 million increase in
236 expenses from FY24, and a \$1.22 million increase in revenues, resulting in a \$0.66 million rise in
237 net expenses compared to last year. He stated that the County allocation stood at \$3.4 million, while
238 the City allocation was \$0.7 million, and the UVA allocation was just under \$80,000.

239
240 Mr. McKalips stated that they aimed to provide a historical context by presenting a snapshot of their
241 progress. He stated that if one referred to the peak during the environmental programs in FY 2007 to

242 2009 and 2010, there was extensive groundwater remediation involved, particularly with caps and
243 legacy landfill systems. He stated that following this period, operations shifted primarily to a small
244 transfer station, accompanied by minimal staffing levels. He stated that then, in 2018, the
245 construction of a new transfer station commenced, leading to an increase in activities. He stated that
246 the tipping fees fell from \$66 per ton to a market rate of \$52 a ton, which marked a significant
247 turning point. He stated that the Ivy Convenience Center was opened in 2021, and the Southern
248 Albemarle Convenience Center opened in June of 2023.

249
250 Mr. Andrews asked if these figures referred to the total budget numbers.

251
252 Mr. McKalips stated yes, they were the total budget numbers. He continued to say that their
253 accomplishments this year included the opening of the Southern Convenience Center and managing
254 a 20% increase in transfer station growth. He stated that additionally, they saw similar growth in
255 their vegetative waste disposal tonnage. He stated that they had completed the design and permitting
256 for the new baling facility, with over 60% design already done, and begun preliminary design for a
257 convenience center north of town, known as the Northern Convenience Center. He stated that for
258 the coming fiscal year, they planned to start construction of the baling facility in the summer and
259 complete the design and permitting of the Northern Convenience Center in FY25.

260
261 Mr. McKalips explained that they intended to renovate the Ivy Administrative Office facility, which
262 had not been updated for years, to accommodate the new staff members, including a Recycling
263 Assistant Manager. He stated that the addition would provide much-needed office space and
264 meeting space for training and public outreach. He stated that they planned to repurpose an existing
265 garage at the site by building a two-story area in the back half of the garage, providing indoor
266 meeting space. He stated that this year, they expected to complete the Large Clean Fill Disposal
267 Program, with only minor delays possibly extending it into the following year.

268
269 Mr. Pinkston asked if the baling facility would be staying at its current location or relocating.

270
271 Mr. McKalips stated that it was moving to Ivy, in the northeastern corner of the site, beyond the
272 landfill disposal cells. He stated they would close the paper sort facility located on Meade Avenue
273 and cease rent payments.

274 He stated that moving on to the budget pie chart, the Ivy Transfer comprised half of the budget,
275 including shared expenses with the City and County. He stated that the Ivy Environmental and
276 Recycling budgets were shared costs with the City and the County, so that was where the City's
277 payments were involved. He stated that the Ivy Operations and Convenience Centers were the
278 remainder and were County financial obligations.

279
280 Mr. McKalips stated that he would like to discuss each of the cost centers. He stated that first was
281 Operations, and the Operations cost center included expenses such as vegetative waste disposal,
282 mulching programs, clean fill, and tires. He stated that this year's costs were similar to last year's,
283 with an expense of \$1.4 million and a revenue of \$1.36 million primarily from the large clean fill
284 program. He stated that the net expense was \$40,000. He stated that no capital expenditures were
285 expected in this cost center for the next year. He stated that this was a 100% County-supported cost
286 center.

287
288 Mr. McKalips stated that the Ivy Environmental program cost center covered expenses related to the
289 legacy landfill, such as the MOU between the City, County, and UVA. He stated that it included
290 groundwater remediation, e-waste, paint disposal, and their HHW program. He stated that no capital
291 expenditure was proposed for the upcoming year.

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Mr. McKalips stated that the Transfer cost center was responsible for contracted transportation and disposal of MSW refuse and construction demolition debris to a landfill in Henrico. He stated that it also covered staff and equipment costs as well as special collections for appliances and furniture. He stated that the net expense totaled \$5 million. He stated that the breakdown consisted of revenues of \$3.8 million and a net expense of \$1.2 million. He stated that capital expenditures in this cost center included replacing the 20-year-old scale house for \$100,000 and a 1996 front-end loader for \$250,000, both of which had provided significant service and were due for replacement.

Mr. McKalips stated that the County Convenience Centers, their newest cost center, included the Southern Albemarle Convenience Center, the Ivy Convenience Center, and eventually, the Northern Convenience Center. He stated that the capital expenditure in the program was entirely funded by the County. He stated that since opening the Southern Convenience Center in late June last year, they had seen a 25% increase in customers, which was promising.

Mr. McKalips stated that the McIntire Recycling Center expenses amounted to \$1.08 million, with revenues of \$285,000 and a net expense of \$800,000. He stated that the increased expenses this year resulted from decreased revenues and the cost of the new Assistant Manager position. He stated that regarding administrative costs, they were controlled by various agreements they had in place. He stated that the expenses for each cost center included administrative support allocations from the RWSA.

Mr. McKalips stated that although administrative costs might seem like a negative aspect, he emphasized the benefits they provided. He stated that they had increased their internet bandwidth to all sites, allowing them to manage HR programs such as Paychex and timekeeping. He stated that additionally, monitoring cameras at the sites enabled them to see what customers and employees were experiencing. He stated that their focus on customer service was much more front-facing compared to the Water and Sewer Authority. He stated that other benefits of their administrative efforts included succession planning and outreach.

Mr. McKalips stated that from 2013 to 2018, they managed approximately 75,000 transactions per year through their accounting department. He stated that in the last full fiscal year, that number increased to 175,000 transactions. He stated that the tonnage also increased significantly, so administrative charges also rose due to the need to process tickets, cash checks, and handle other related tasks.

Mr. McKalips stated that their staff size grew from 9.2 members to 28 in this fiscal year. He stated that their technology had advanced substantially, progressing from two flip phones and poor email service to high-speed gigabit fiber optics at Ivy and connectivity across all sites. He stated that this transformation had been impressive, and while it required additional funds, they believed the value received justified the expenses.

Mr. Pinkston asked what the timeframe was for these statistics.

Mr. McKalips stated that it had been from 2018 to present, so six years. He stated that it had been a dramatic change in the Authority. He stated that these organizational improvements had positively impacted their staff, because as they discussed staff professionalism and organization, these actions demonstrated that they had certain expectations for their employees, such as hard work and dedication. He stated that the capital improvement program would further support these goals by outlining projects like replacing the Encore shop in 2026, as shown in the budget.

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Mr. McKalips stated that addressing landfill cap repairs and landfill gas system repairs in FY27 was crucial for future environmental concerns. He stated that although it was challenging to predict the exact timeline, they could anticipate these repairs occurring between 2027 and 2031. He stated that to avoid large, unexpected expenses, they must start funding these projects through a capital fund account now.

Mr. Pinkston asked for clarification about the Encore shop.

Mr. McKalips stated that the Encore shop had expanded its scope, now encompassing the well-known triangle of reduce, reuse, and recycle. He stated that the emphasis on reusing materials had played a significant role in diverting items from large landfills. He mentioned that as a result, a shop was established where individuals could pay a disposal fee to bring items with remaining useful life that could be purchased by customers. He stated that this location saw a steady clientele interested in purchasing items such as used lawnmowers and bicycles.

Mr. McKalips stated that in 2023, the shop recorded nearly 1,100 transactions, generating approximately \$7,700 in revenue. He stated that many people had small businesses refurbishing lawnmowers and other items that they could then sell to the public. He stated that they also had a capital equipment program for acquiring and maintaining rolling stock and cans. He stated that replacement costs for this program were also considered.

Mr. McKalips stated that for each cost center there was a line called "allocated equipment," which would be discussed in the next slide. He stated that the green line represented shared equipment and was for rolling stock and items expected to be replaced within the next five years. He explained that out of the \$250,000 allocated to these costs, \$75,000 went into the Ivy Operations Cost Center, while \$175,000 went into the Transfer Station. He stated that these costs reappear in the upper table.

Mr. McKalips stated that to summarize, their increases are due to depreciation for both equipment and buildings, investing in workforce with an additional Recycling Assistant Manager, adding half an FTE to complement a previously unfilled Attendant position at the Ivy Convenience Center, and granting a 3% COLA and a 2% merit increase. He stated that they continue to absorb health insurance costs and are increasing their investment in the workforce. He stated that an anticipated increase in refuse tonnage is projected to result in an additional \$1.2 million dollar increase in Transfer fees.

Mr. McKalips stated that the proposed Tipping Fee changes, recommend to and requested by the County, are that vegetation disposal will rise from \$50 to \$54 per ton, and domestic waste and construction debris disposal will increase from \$54 to \$58 per ton. He stated that these rates remain within market ranges, making them competitive with neighboring counties. He stated that anecdotally, he had heard this morning that Greene County's domestic waste rate went from \$60 to \$70, so Rivanna's costs are well-priced at this point.

Mr. McKalips stated that in terms of organization, the new Assistant Solid Waste Manager for Recycling can be seen on this slide, as well as their contribution to the new Deputy Executive Director and the Outreach and Communication Coordinator positions. He stated that to recap, their budget is \$9.8 million, with revenues of \$5.6 million, a net expense of \$4.2 million, and the allocations shown on the slide.

391 Mr. Stewart stated that he would like to pose a question as he was considering the next fiscal year,
392 which would be this time next year. He stated that the revenues associated with the Clean Fill
393 Program for the full year amounted to approximately half a million dollars. He stated for their own
394 planning purposes for the outyears, they need to plan for that. He stated that it was likely that they
395 would see a rise in compensation without any dramatic changes in tipping fees or significant
396 changes.

397
398 Mr. McKalips stated that the Large Clean Fill Program would likely be completed this year with the
399 resultant decrease of approximately \$500,000 in revenues next fiscal year.

400
401 Mr. Gaffney asked if it was known what the deficit would be if they had not raised the rates.

402
403 Mr. McKalips stated the estimated waste tonnage for FY 2025 was 63,000 tons. He stated that for
404 every dollar increase, it amounted to \$63,000. He stated that the \$4 increase would provide an
405 additional \$252,000. He stated that for vegetation, it was 9,000 tons, so 9,000 times \$4 would be
406 \$36,000.

407
408 Mr. Stewart expressed his gratitude to Mr. McKalips and his team for initiating the five-year Capital
409 Planning process. He stated that this endeavor significantly assisted them in projecting accurate
410 figures when conducting their Comprehensive Annual Financial Reports.

411
412 Mr. McKalips stated that it had been beneficial for them to look ahead and consider the long-term
413 implications.

414
415 Mr. Mawyer clarified that the motion before the Board was to advertise the preliminary rate, which
416 would be scheduled for a public hearing in May.

417
418 **Mr. Pinkston moved that the Board approve the Resolution to adopt the preliminary rate**
419 **schedule including authorization to advertise the preliminary rate schedule for a public**
420 **meeting to be held during the regular meeting of the Board of Directors on May 28, 2024. The**
421 **motion was seconded by Mr. Andrews and passed unanimously (7-0).**

422
423 ***10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA***

424
425 There were none.

426
427 ***11. CLOSED MEETING***

428 There was no reason for a closed meeting.

429
430 ***12. ADJOURNMENT***

431 **At 2:37 p.m., Mr. Andrews moved to adjourn the meeting of the Rivanna Solid Waste**
432 **Authority. Mr. Sanders seconded the motion, which passed unanimously (7-0).**

433



**RIVANNA SOLID WASTE AUTHORITY
RIVANNA WATER & SEWER AUTHORITY
BOARDS OF DIRECTORS**

Resolution of Appreciation for Mr. Gary B. O'Connell

WHEREAS, Mr. O'Connell has served as a member of the Rivanna Water & Sewer Authority Board of Directors since 1995 and as a member of the Rivanna Solid Waste Authority Board of Directors from 1995 until 2010; and

WHEREAS, over that same period Mr. O'Connell has demonstrated leadership in water and sewer, solid waste and recycling services, and has been a valuable member of the Boards of Directors and a resource to the Authorities; and

WHEREAS, Mr. O'Connell's understanding of the water, sewer, solid waste and recycling operations of the Water & Sewer Authority and the Solid Waste Authority has supported a strategic decision-making process that provided benefits to the customers served by the City of Charlottesville and the Albemarle County Service Authority as well as the community as a whole. Through the leadership and skillful support of Mr. O'Connell, major regional initiatives, Agreements and projects were completed for the Authorities during his tenure including:

- The Environmental Memorandum of Understanding of 2005 which allocated the costs of maintaining the closed landfill cells at the Ivy Material Utilization Center between the City, County and UVA
- The Ragged Mountain Dam Project and Cost Allocation Agreements of 2012 to increase the community's drinking water supply by constructing a larger dam at the Ragged Mountain Reservoir and a connecting raw water pipeline from the South Rivanna Reservoir
- 2014 Wastewater Projects Cost Allocation Upgrades Agreement to address wet weather flows and future capacity needs of the Urban Wastewater System
- The Observatory Water Treatment Plant, Raw Water Pumping and Piping Upgrade Cost and Capacity Allocation Agreement of 2020 to upgrade and expand the water production capacity of the Observatory Water Treatment Plant from 7.7 to 10 mgd, as well as replace and upgrade the raw water pump stations and pipelines between the Ragged Mountain Reservoir and the Observatory Water Treatment Plant
- The Northern Area Drinking Water Projects Agreement of 2022 to allocate costs for construction of four new drinking water infrastructure projects, all planned within the northern area of the County described as follows:
 1. The Airport Road Water Pump Station and Piping Project
 2. The South Rivanna River Crossing Project
 3. The North Rivanna River Crossing Project
 4. The Water Storage Tank Project for the Airport Road Water Pump Station, along with all future capacity and non-capacity water facilities located north of the South Fork Rivanna River
- Major upgrade of Moores Creek AWRRF for nutrient reduction and wet weather capacity
- Major renovations of the South Rivanna and Observatory Water Treatment Plants
- Construction of the Central Water Line, a major drinking water pipeline to serve the Urban Area
- A Strategic Plan for both Authorities

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority Boards of Directors recognize, thank, and commend Mr. O'Connell for his distinguished service, efforts, and achievements as a member of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority, and present this Resolution as a token of esteem with best wishes in his future endeavors.

BE IT FURTHER RESOLVED that this Resolution be entered upon both the permanent Minutes of the Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority.

Michael Gaffney, Chairman
Jim Andrews
Steven Hicks
Lauren Hildebrand
Ann Mallek
Brian Pinkston
Jeff Richardson
Samuel Sanders, Jr.
Lance Stewart

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: EXECUTIVE DIRECTOR’S REPORT

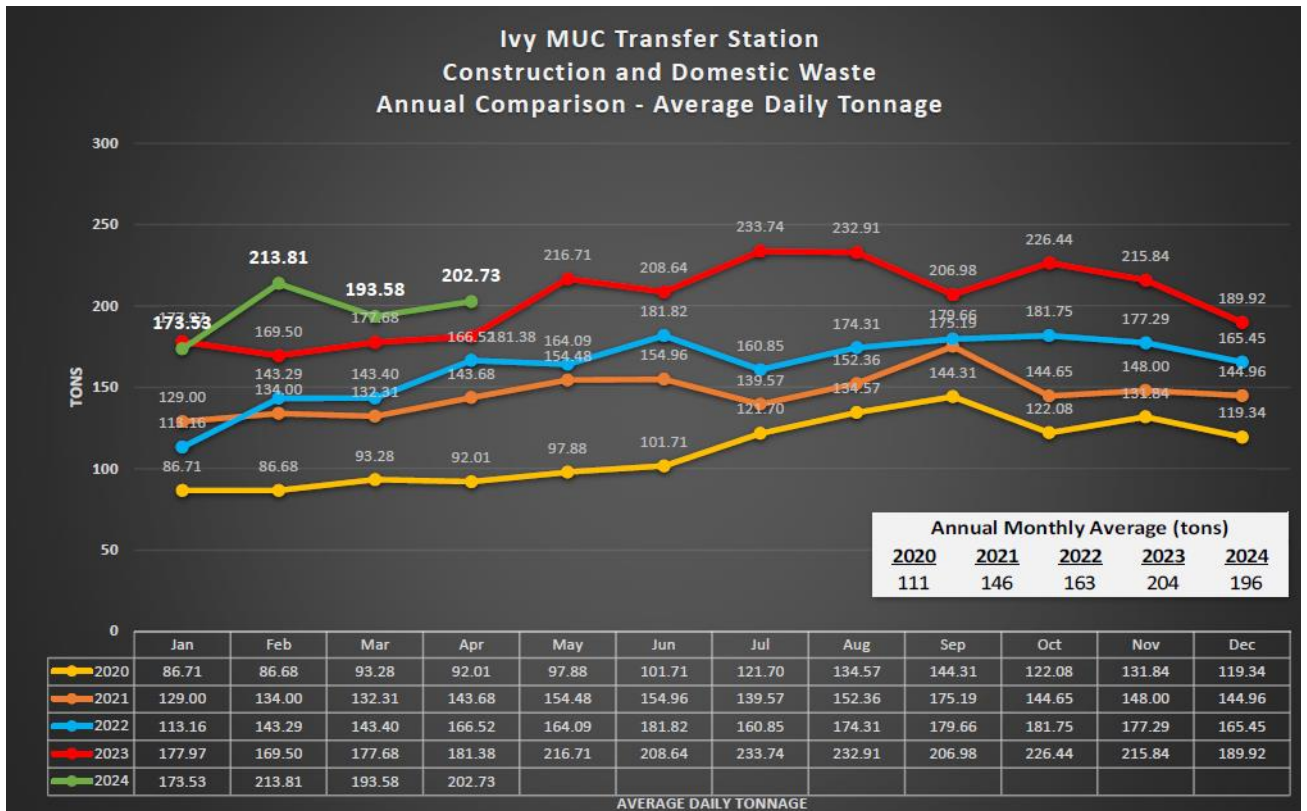
DATE: MAY 28, 2024

STRATEGIC PLAN PRIORITY: OPTIMIZATION AND RESILIENCY

Use of the Ivy Materials Utilization Center:

We are receiving about 12% more refuse each day than last year at the Transfer facility. Average daily refuse volume has increased from 92 tons per day in April 2020 to 203 tons per day in April 2024, as shown below:

March 2024	<u>Vehicles</u> 7,611	<u>Avg MSW & CDD Tons/Day</u> 194
April 2024	<u>Vehicles</u> 7,765	<u>Avg MSW & CDD Tons/Day</u> 203



STRATEGIC PLAN PRIORITY: COMMUNICATION AND COLLABORATION

On April 23rd, at the RWSA Board Meeting, Mr. O’Connell was presented a Resolution of Appreciation by Chairman Gaffney and a glass water drop award on behalf of RWSA and RSWA by Executive Director Mawyer for his many years of service to both Authorities. We congratulate Mr. O’Connell on his upcoming retirement.

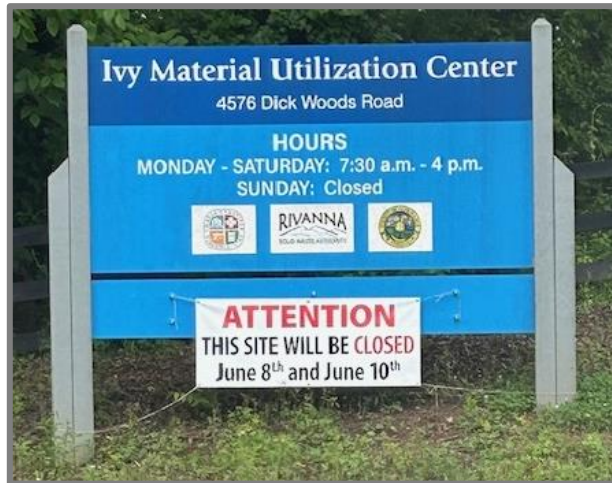


VA Regional Solid Waste Authorities Group



Phil McKalips attended the quarterly meeting of the Virginia Regional Solid Waste Authorities Group on May 2 in Virginia Beach and toured Southeastern Public Service Authority facilities which serve Portsmouth, Chesapeake, Franklin, Isle of Wight, Norfolk, Suffolk, Southampton County, and Virginia Beach. This meeting provided a good opportunity to network with other solid waste authorities from the region and discuss operational challenges.

Ivy MUC Community Outreach



- 12 Signs/Notices Posted at Ivy MUC – April 25
- Rivanna website– May 1
- Ivy MUC website page – May 1
- Rivanna Facebook – May 1
- Google search & site for Ivy MUC- May 13
- Crozet Gazette ad – June 6
- Daily Progress print ads- June 1, 4, 6, 8
- Daily Progress online ads- June 1 – 11
 - (June 11 is a “we are open today” ad
- Cville Weekly ad – May 29 and June 5
- Press Release – May 14 and June 3

The Ivy MUC will be closed from June 8 – 10 to replace the inbound scale. Notices have been provided to the public through our website, social media, on- site signs, media releases and several publications.

Outreach and Communications

Solid Waste staff have completed the following Outreach and Communication activities since the last Board Report:

- 4/14 – New Green Mountain Baptist Church– Introduction to SACC & Recycling Presentation
- 4/25 – NBC 29 interview on MRC Closure for April 30 and May 1 to replace the gate
- 4/29 – Cub Scouts Ivy MUC Tour and presentation on Recycling
- 5/16 – Woodbrook Elementary 1st Graders Ivy MUC Tour and Presentation on Recycling
- 5/17 – Woodbrook Elementary 1st Graders Ivy MUC Tour and Presentation on Recycling





MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: LONNIE WOOD, DIRECTOR OF FINANCE AND INFORMATION
TECHNOLOGY**

REVIEWED: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: MARCH 2024 FINANCIAL SUMMARY

DATE: MAY 28, 2024

Operating revenues through March total \$3,893,600, and total operating expenses are \$6,596,700, resulting in a \$2,703,100 net operating loss. Funding support for operations and remediation of \$2,698,800 has been received so far this year. The Authority has processed 143,452 tons of waste and recycling products. A breakdown of net revenue or cost per ton, including overhead and administrative support costs, is shown below.

	<u>Ivy Operations</u>	<u>Ivy Transfer</u>	<u>Recycling</u>	<u>Total</u>
Tonnage	93,378	48,429	1,645	143,452
Net operating income (loss)	\$ (2,933)	\$ (898,441)	\$ (1,030,483)	\$ (1,931,857)
Net operating income (loss) per ton	\$ (0.03)	\$ (18.55)	\$ (626.43)	\$ (13.47)

Attachments

**Rivanna Solid Waste Authority
Revenue and Expense Summary Report
FY 2024**

For March 2024

	Budget FY 2024	Budget YTD	Actual YTD	Variance \$	Variance %
Revenues					
Ivy Operations Tipping Fees	\$ 1,358,000	\$ 1,018,500	\$ 846,007	\$ (172,493)	-16.94%
Ivy Environmental Revenues	-	-	-	-	
Ivy MSW Transfer Tipping Fees	2,587,000	1,940,250	2,732,142	791,892	40.81%
County Convenience Centers	60,000	45,000	32,342	(12,658)	-28.13%
Recycling Revenues	285,000	213,750	150,063	(63,687)	-29.79%
Other Revenues Administration	80,000	60,000	133,012	73,012	121.69%
Total Revenues	\$ 4,370,000	\$ 3,277,500	\$ 3,893,566	\$ 616,066	18.80%
Expenses					
Ivy Operations	\$ 865,140	\$ 648,855	\$ 671,881	\$ (23,025)	-3.55%
Ivy Environmental	903,859	677,895	558,772	119,123	17.57%
Ivy MSW Transfer	3,597,923	2,698,442	3,453,524	(755,082)	-27.98%
County Convenience Centers	730,706	548,030	547,268	762	0.14%
Recycling Operations	699,125	524,343	523,973	371	0.07%
Administration	1,144,972	858,729	841,248	17,481	2.04%
Total Expenses	\$ 7,941,725	\$ 5,956,294	\$ 6,596,665	\$ (640,371)	-10.75%
Net Operating Income (Loss)	\$ (3,571,725)	\$ (2,678,794)	\$ (2,703,099)	\$ (24,305)	-0.91%
Other Funding Sources					
Local Government Support	\$ 2,348,374	\$ 1,761,281	\$ 1,761,282	\$ 1	0.00%
Environmental Support	1,223,351	917,513	937,508	19,995	2.18%
Subtotal	\$ 3,571,725	\$ 2,678,794	\$ 2,698,790	\$ 19,996	0.75%

Net Income (Loss)	\$ 0	\$ 0	\$ (4,309)	\$ (4,309)
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Local Support Detail	Annualized Payments			True-up Est.
				Due to / (Due from)
County - Ivy Operations	\$ (226,617)	\$ (169,962)	\$ (169,962)	\$ (172,895)
County - Ivy Transfer	1,277,166	957,874	957,874	59,433
County - Convenience Centers	670,706	503,030	503,030	(11,896)
County - Recycling	438,983	329,237	329,237	(31,652)
County - Environmental MOU	737,473	553,105	553,104	-
	<u>\$ 2,897,711</u>	<u>\$ 2,173,284</u>	<u>\$ 2,173,283</u>	<u>\$ (157,011)</u>
City - Recycling	\$ 188,136	\$ 141,102	\$ 141,102	(13,565)
City - Environmental MOU	405,896	304,422	304,422	-
	<u>\$ 594,032</u>	<u>\$ 445,524</u>	<u>\$ 445,524</u>	<u>\$ (13,565)</u>
UVa - Environmental MOU	\$ 79,982	\$ 59,987	\$ 79,982	\$ 19,995
Total Local Support	\$ 3,571,725	\$ 2,678,794	\$ 2,698,789	\$ (150,581)

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024			Variance \$	Variance %
Budget FY 2024	Budget YTD	Actual YTD		

Ivy Operations

Revenues

Clean fill material	\$ 875,000	\$ 656,250	\$ 451,434	(204,816)	-31.21%
Grindable material	350,000	262,500	296,765	34,265	13.05%
Tires whole	38,000	28,500	26,103	(2,397)	-8.41%
Tires and white good per item	20,000	15,000	26,126	11,126	74.17%
Material Sales	75,000	56,250	45,579	(10,671)	-18.97%
Total Operations Revenues	\$ 1,358,000	\$ 1,018,500	\$ 846,007	\$ (172,493)	-16.94%

Expenses

Personnel Cost	\$ 301,640	\$ 226,230	\$ 225,735	\$ 495	0.22%
Professional Services	-	-	1,704	(1,704)	
Other Services and Charges	27,700	20,775	24,918	(4,143)	-19.94%
Communications	1,800	1,350	11,057	(9,707)	-719.04%
Information Technology	25,000	18,750	2,380	16,370	87.31%
Vehicles and Equip. Maintenance	82,000	61,500	42,424	19,076	31.02%
Supplies	1,000	750	2,234	(1,484)	-197.88%
Operations and Maintenance	241,000	180,750	222,679	(41,929)	-23.20%
Environmental Remediations	-	-	-	-	
Equipment Replacement	185,000	138,750	138,750	(0)	0.00%
Total Operations Expenses	\$ 865,140	\$ 648,855	\$ 671,881	\$ (23,025)	-3.55%
Allocation of Administration Costs	266,243	199,682	177,059	22,623	11.33%
Expenses With Admin Allocations	\$ 1,131,383	\$ 848,538	\$ 848,939	\$ (402)	-0.05%

Net Operating Income (Loss)	\$ 226,617	\$ 169,962	\$ (2,933)	(172,895)	-101.73%
				(172,895)	

Summary of Local Support

County	\$ (226,617)	\$ (169,962)	\$ (169,962)	\$ -
	\$ (226,617)	\$ (169,962)	\$ (169,962)	\$ -

Estimated True-up

\$ (172,895)

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024				
<i>Budget FY 2024</i>	Budget YTD	Actual YTD	<i>Variance \$</i>	<i>Variance %</i>

Ivy Environmental

Revenues

Forestry Management Revenue	\$	-	\$	-	\$	-	\$	-
Total Operations Revenues	\$	-	\$	-	\$	-	\$	-

Expenses

Personnel Cost	\$	211,359	\$	158,520	\$	164,229	\$	(5,709)	-3.60%
Professional Services		40,000		30,000		13,745		16,255	54.18%
Other Services and Charges		8,200		6,150		6,627		(477)	-7.75%
Communications		300		225		306		(81)	-35.83%
Information Technology		-		-		-		-	
Vehicles and Equip. Maintenance		22,000		16,500		13,402		3,098	18.78%
Supplies		-		-		-		-	
Operations and Maintenance		209,000		156,750		114,800		41,950	26.76%
Environmental Remediations		208,000		156,000		91,914		64,086	41.08%
Equipment Replacement		205,000		153,750		153,750		0	0.00%
Total Operations Expenses	\$	903,859	\$	677,895	\$	558,772	\$	119,123	17.57%
Allocation of Administration Costs		319,492		239,619		212,471		27,148	11.33%
Expenses With Admin Allocations	\$	1,223,351	\$	917,513	\$	771,243	\$	146,271	15.94%
Net Operating Income (Loss)	\$	(1,223,351)	\$	(917,513)	\$	(771,243)		146,271	-15.94%

Summary of Local Support

County	\$	737,473	\$	553,105	\$	553,104	\$	1
City		405,896		304,422		304,422		-
Uva		79,982		59,987		79,982		(19,996)
	\$	1,223,351	\$	917,513	\$	937,508	\$	(19,995)

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024				
<i>Budget FY 2024</i>	Budget YTD	Actual YTD	<i>Variance \$</i>	<i>Variance %</i>

Ivy Transfer Station

Revenues

MSW / Construction Debris	\$ 2,484,000	\$ 1,863,000	\$ 2,653,126	\$ 790,126	42.41%
Compostable Material	-	-	-	-	
Service Charges / other revenues	103,000	77,250	79,016	1,766	2.29%
<i>Total Operations Revenues</i>	\$ 2,587,000	\$ 1,940,250	\$ 2,732,142	\$ 791,892	40.81%

Expenses

Personnel Cost	\$ 753,673	\$ 565,255	\$ 581,787	\$ (16,533)	-2.92%
Professional Services	-	-	900	(900)	
Other Services and Charges	48,000	36,000	27,813	8,187	22.74%
Communications	1,600	1,200	6,921	(5,721)	-476.72%
Information Technology	55,000	41,250	4,175	37,075	89.88%
Vehicles and Equip. Maintenance	110,000	82,500	95,988	(13,488)	-16.35%
Supplies	7,000	5,250	10,868	(5,618)	-107.00%
Operations and Maintenance	2,514,150	1,885,613	2,650,072	(764,460)	-40.54%
Environmental Remediations	3,500	2,625	-	2,625	100.00%
Equipment Replacement	105,000	78,750	75,000	3,750	4.76%
<i>Total Operations Expenses</i>	\$ 3,597,923	\$ 2,698,442	\$ 3,453,524	\$ (755,082)	-27.98%
Allocation of Administration Costs	266,243	199,682	177,059	22,623	11.33%
<i>Expenses With Admin Allocations</i>	\$ 3,864,166	\$ 2,898,124	\$ 3,630,583	\$ (732,459)	-25.27%

Net Operating Income (Loss) \$ (1,277,166) \$ (957,874) \$ (898,441) 59,433 -6.20%

Summary of Local Support				
County	\$ 1,277,166	\$ 957,874	\$ 957,874	\$ -
City	-	-	-	-
	\$ 1,277,166	\$ 957,874	\$ 957,874	\$ -

Estimated True-up \$ 59,433

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024				
<i>Budget FY 2024</i>	Budget YTD	Actual YTD	<i>Variance \$</i>	<i>Variance %</i>

County Convenience Centers

Revenues

Material Sales	\$ 60,000	\$ 45,000	\$ 32,342	\$ (12,658)	-28.13%
<i>Total Operations Revenues</i>	\$ 60,000	\$ 45,000	\$ 32,342	\$ (12,658)	-28.13%

Expenses

Personnel Cost	\$ 478,206	\$ 358,655	\$ 376,798	\$ (18,143)	-5.06%
Professional Services	-	-	31,063	(31,063)	
Other Services and Charges	16,300	12,225	8,903	3,322	27.17%
Communications	6,200	4,650	4,310	340	7.31%
Information Technology	-	-	7,868	(7,868)	
Vehicles and Equip. Maintenance	155,000	116,250	37,661	78,589	67.60%
Supplies	-	-	-	-	
Operations and Maintenance	10,000	7,500	31,914	(24,414)	-325.51%
Environmental Remediations	-	-	-	-	
Equipment Replacement	65,000	48,750	48,750	(0)	0.00%
<i>Total Operations Expenses</i>	\$ 730,706	\$ 548,030	\$ 547,268	\$ 762	0.14%
Allocation of Administration Costs	-	-	-	-	
<i>Expenses With Admin Allocations</i>	\$ 730,706	\$ 548,030	\$ 547,268	\$ 762	0.14%
Net Operating Income (Loss)	\$ (670,706)	\$ (503,030)	\$ (514,926)	(11,896)	2.36%

Summary of Local Support				
County	\$ 670,706	\$ 503,030	\$ 503,030	\$ -
	\$ 670,706	\$ 503,030	\$ 503,030	\$ -

Estimated True-up \$ (11,896)

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024			Variance \$	Variance %
Budget FY 2024	Budget YTD	Actual YTD		

Recycling

McIntire & Paper Sort

Revenues

Material Sales & other revenues	\$ 250,000	\$ 187,500	\$ 80,798	\$ (106,702)	-56.91%
Grants	35,000	26,250	69,265	43,015	163.87%

Total Operations Revenues	\$ 285,000	\$ 213,750	\$ 150,063	\$ (63,687)	-29.79%
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Expenses

Personnel Cost	\$ 342,575	\$ 256,931	\$ 258,881	\$ (1,950)	-0.76%
Professional Services	-	-	5,107	(5,107)	
Other Services and Charges	53,100	39,825	50,685	(10,860)	-27.27%
Communications	3,400	2,550	8,675	(6,125)	-240.20%
Information Technology	-	-	6,407	(6,407)	0.00%
Vehicles and Equip. Maintenance	106,000	79,500	67,925	11,575	14.56%
Supplies	1,050	788	895	(108)	-13.65%
Operations and Maintenance	93,000	69,750	50,399	19,351	27.74%
Environmental Remediations	-	-	-	-	0.00%
Equipment Replacement	100,000	75,000	75,000	0	0.00%

Total Operations Expenses	\$ 699,125	\$ 524,343	\$ 523,973	\$ 371	0.07%
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Allocation of Administration Costs	212,994	159,746	141,647	18,099	11.33%
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Expenses With Admin Allocations	\$ 912,119	\$ 684,089	\$ 665,620	\$ 18,469	2.70%
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Net Operating Income (Loss)	\$ (627,119)	\$ (470,339)	\$ (515,557)	(45,217)	9.61%
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Summary of Local Support

County	\$ 438,983	\$ 329,237	\$ 329,237	\$ -
City	188,136	141,102	141,102	\$ -
	\$ 627,119	\$ 470,339	\$ 470,339	\$ -

Estimated True-up - County	\$ (31,652)
Estimated True-up - City	\$ (13,565)

Rivanna Solid Waste Authority
 Fiscal Year 2024 - March 2024
 Revenue and Expense Summary Report

FY 2024			Variance \$	Variance %
Budget FY 2024	Budget YTD	Actual YTD		

Administration

Revenues

Interest revenues	\$ 65,000	\$ 48,750	\$ 115,403	\$ 66,653	136.72%
Late Fees	15,000	11,250	17,609	6,359	56.53%
Total Operations Revenues	\$ 80,000	\$ 60,000	\$ 133,012	\$ 73,012	121.69%

Expenses

Personnel Cost	\$ 186,572	\$ 139,929	\$ 149,477	\$ (9,548)	-6.82%
Professional Services	105,000	78,750	27,173	51,578	65.50%
Other Services and Charges	838,700	629,025	659,098	(30,073)	-4.78%
Communications	5,700	4,275	2,901	1,374	32.13%
Information Technology	8,000	6,000	1,215	4,785	79.74%
Vehicles and Equip. Maintenance	-	-	-	-	
Supplies	1,000	750	1,384	(634)	-84.56%
Operations and Maintenance	-	-	-	-	
Environmental Remediations	-	-	-	-	
Equipment Replacement	-	-	-	-	
Subtotal Before Allocations	\$ 1,144,972	\$ 858,729	\$ 841,248	\$ 17,481	2.04%

Net Operating Income (Loss)	\$ (1,064,972)	\$ (798,729)	\$ (708,236)	90,493	-11.33%
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Allocation to Cost Centers (per agreement)

	Allocation %					
Ivy Operations	25%	\$ 266,243	\$ 199,682	\$ 177,059	\$ 22,623	-33.50%
Ivy Environmental	30%	319,492	239,619	212,471	27,148	-33.50%
Ivy Transfer	25%	266,243	199,682	177,059	22,623	-33.50%
County Convenience Centers	0%	-	-	-	-	
Recycling	20%	212,994	159,746	141,647	18,099	-33.50%
Total Allocation to Cost Centers	100%	\$ 1,064,972	\$ 798,729	\$ 708,236	\$ 90,493	-33.50%



April 1-30, 2024

Days of

Operation: **26**

		MSW collected at Transfer Station (tons)						Non-MSW
		Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Total Tons
04/01/24	Monday	299	293	1.12	64.28	156.64	222.04	850.90
04/02/24	Tuesday	257	302	0.64	95.36	80.27	176.27	723.82
04/03/24	Wednesday	134	134	0.19	33.51	101.60	135.30	42.66
04/04/24	Thursday	254	263	1.16	64.15	147.02	212.33	507.55
04/05/24	Friday	313	337	0.84	79.06	142.19	222.09	558.79
04/06/24	Saturday	322	373	0.81	20.43	52.91	74.15	124.01
04/07/24	Sunday						-	
04/08/24	Monday	326	311	1.44	82.19	188.49	272.12	493.30
04/09/24	Tuesday	309	315	0.63	108.34	133.86	242.83	464.20
04/10/24	Wednesday	299	288	0.34	96.48	165.94	262.76	338.69
04/11/24	Thursday	251	259	1.06	118.09	145.05	264.20	184.22
04/12/24	Friday	257	271	0.50	63.97	134.96	199.43	265.41
04/13/24	Saturday	333	330	0.72	17.92	52.15	70.79	66.16
04/14/24	Sunday						-	
04/15/24	Monday	315	327	1.76	101.50	192.63	295.89	354.37
04/16/24	Tuesday	303	341	0.74	97.58	131.92	230.24	540.14
04/17/24	Wednesday	295	290	0.55	74.30	117.14	191.99	547.50
04/18/24	Thursday	301	301	1.22	97.49	151.40	250.11	619.66
04/19/24	Friday	304	288	0.58	84.34	134.50	219.42	534.11
04/20/24	Saturday	351	398	1.05	26.37	39.11	66.53	102.30
04/21/24	Sunday						-	
04/22/24	Monday	325	347	1.16	107.51	195.16	303.83	722.57
04/23/24	Tuesday	288	315	0.42	83.14	130.93	214.49	454.24
04/24/24	Wednesday	264	354	0.44	88.73	127.25	216.42	278.74
04/25/24	Thursday	298	323	0.93	66.03	155.55	222.51	454.97
04/26/24	Friday	381	390	0.67	58.29	131.78	190.74	985.65
04/27/24	Saturday	311	338	0.89	21.21	36.69	58.79	74.69
04/28/24	Sunday						-	
04/29/24	Monday	338	432	1.78	65.47	236.38	303.63	396.83
04/30/24	Tuesday	337	360	0.35	71.50	102.30	174.15	707.52
Total		7,765	8,280	21.99	1,887.24	3,383.82	5,293.05	11,393.00
<i>Average</i>		299	318	0.85	72.59	130.15	203.58	438.19
<i>Median</i>		304	319	0.78	76.68	134.18	217.92	459.59
<i>Maximum</i>		381	432	1.78	118.09	236.38	303.83	985.65
<i>Minimum</i>		134	134	0.19	17.92	36.69	58.79	42.66

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires)

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day

March 1-31, 2024

Days of

Operation: **26**

MSW collected at Transfer Station (tons)

	Vehicles	Count	Citizen-Can	Construction	Domestic	MSW Total	Non-MSW Total Tons
03/01/24 Friday	240	269	0.36	73.92	123.06	197.34	33.84
03/02/24 Saturday	255	287	0.66	25.33	51.13	77.12	21.13
03/03/24 Sunday						-	
03/04/24 Monday	315	353	1.21	115.50	228.00	344.71	459.74
03/05/24 Tuesday	235	267	0.54	54.26	112.86	167.66	317.16
03/06/24 Wednesday	208	219	0.38	85.59	120.51	206.48	209.12
03/07/24 Thursday	241	280	1.09	73.68	143.45	218.22	336.05
03/08/24 Friday	278	369	0.94	80.58	104.69	186.21	471.54
03/09/24 Saturday	178	214	0.36	8.27	39.08	47.71	5.78
03/10/24 Sunday						-	
03/11/24 Monday	295	321	1.17	62.38	210.13	273.68	300.16
03/12/24 Tuesday	339	379	0.41	74.01	112.22	186.64	1,402.05
03/13/24 Wednesday	288	302	0.48	80.68	124.05	205.21	374.17
03/14/24 Thursday	281	290	1.20	99.95	149.81	250.96	644.35
03/15/24 Friday	350	349	0.51	60.94	138.89	200.34	737.87
03/16/24 Saturday	389	345	0.90	18.93	62.51	82.34	130.63
03/17/24 Sunday						-	
03/18/24 Monday	431	448	1.71	108.67	213.16	323.54	873.03
03/19/24 Tuesday	340	318	0.30	102.11	100.20	202.61	981.63
03/20/24 Wednesday	343	325	0.26	127.02	111.53	238.81	1,003.39
03/21/24 Thursday	324	322	0.62	76.01	159.54	236.17	996.70
03/22/24 Friday	321	303	0.97	94.93	125.99	221.89	536.26
03/23/24 Saturday	229	265	0.85	14.50	26.19	41.54	43.82
03/24/24 Sunday						-	
03/25/24 Monday	316	396	1.32	48.76	201.70	251.78	542.24
03/26/24 Tuesday	316	356	0.69	84.86	105.24	190.79	523.60
03/27/24 Wednesday	195	210	0.45	71.87	164.85	237.17	287.85
03/28/24 Thursday	241	263	1.28	63.24	112.72	177.24	323.08
03/29/24 Friday	314	323	0.58	44.75	161.42	206.75	456.50
03/30/24 Saturday	349	401	0.84	18.43	60.94	80.21	110.99
03/31/24 Sunday						-	
Total	7,611	8,174	20.08	1,769.17	3,263.87	5,053.12	12,122.68
<i>Average</i>	293	314	0.77	68.05	125.53	194.35	466.26
<i>Median</i>	305	320	0.68	73.80	121.79	203.91	415.34
<i>Maximum</i>	431	448	1.71	127.02	228.00	344.71	1,402.05
<i>Minimum</i>	178	210	0.26	8.27	26.19	41.54	5.78

Material Type & Description

Citizen-Can: Roll-off container at the Ivy MUC Convenience Center-citizens dispose of prepaid trashbags

Construction: Construction/demolition debris (shingles, sheetrock, treated lumber, etc.)

Count: Transactions per item (appliances, hauling fees, service fees, tag-bag stickers, tires,

Domestic: Business/residential general or household waste

MSW: Materials processed/handled at the Transfer Station

Non-MSW: Materials processed/handled on-site

Vehicle: Transactions or vehicles processed in a day



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

**FROM: DAVID RHOADES, SOLID WASTE MANAGER
PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: IVY MATERIAL UTILIZATION CENTER REPORT/
RECYCLING OPERATIONS UPDATE**

DATE: MAY 28, 2024

Ivy Material Utilization Center (IMUC) : DEQ Permit 132: 450 tons/day MSW limit

March 2024

- **7,611 vehicles crossed the scales**
- The IMUC transfer station operated for 26 days and received a total of 5,053.12 tons of municipal solid waste (MSW), an average of 194.35 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 12,122.68 tons of non-MSW materials were received
- 17,175.80 tons were received as a combined total tonnage (MSW + non-MSW)

April 2024

- **7,765 vehicles crossed the scales**
- The IMUC transfer station operated for 26 days and received a total of 5,293.05 tons of municipal solid waste (MSW), an average of 203.58 tons per day of operation. The monthly transfer station tonnage figures are attached to this report.
- 11,393.00 tons of non-MSW materials were received
- 16,686.05 tons were received as a combined total tonnage (MSW + non-MSW)

Outreach and Communications

Solid Waste staff have completed the following Outreach and Communication activities since the last Board Report:

- 4/14 – New Green Mountain Baptist Church – Introduction to SACC and Recycling Presentation
- 4/25 – NBC 29 interview on MRC Closure for April 30 and May 1 to replace the gate
- 4/29 – Cub Scouts Ivy MUC Tour and presentation on Recycling
- 5/16 – Woodbrook Elementary 1st Graders Ivy MUC Tour and Presentation on Recycling
- 5/17 - Woodbrook Elementary 1st Graders Ivy MUC Tour and Presentation on Recycling

Troop 206 – Cub Scouts on Ivy Tour



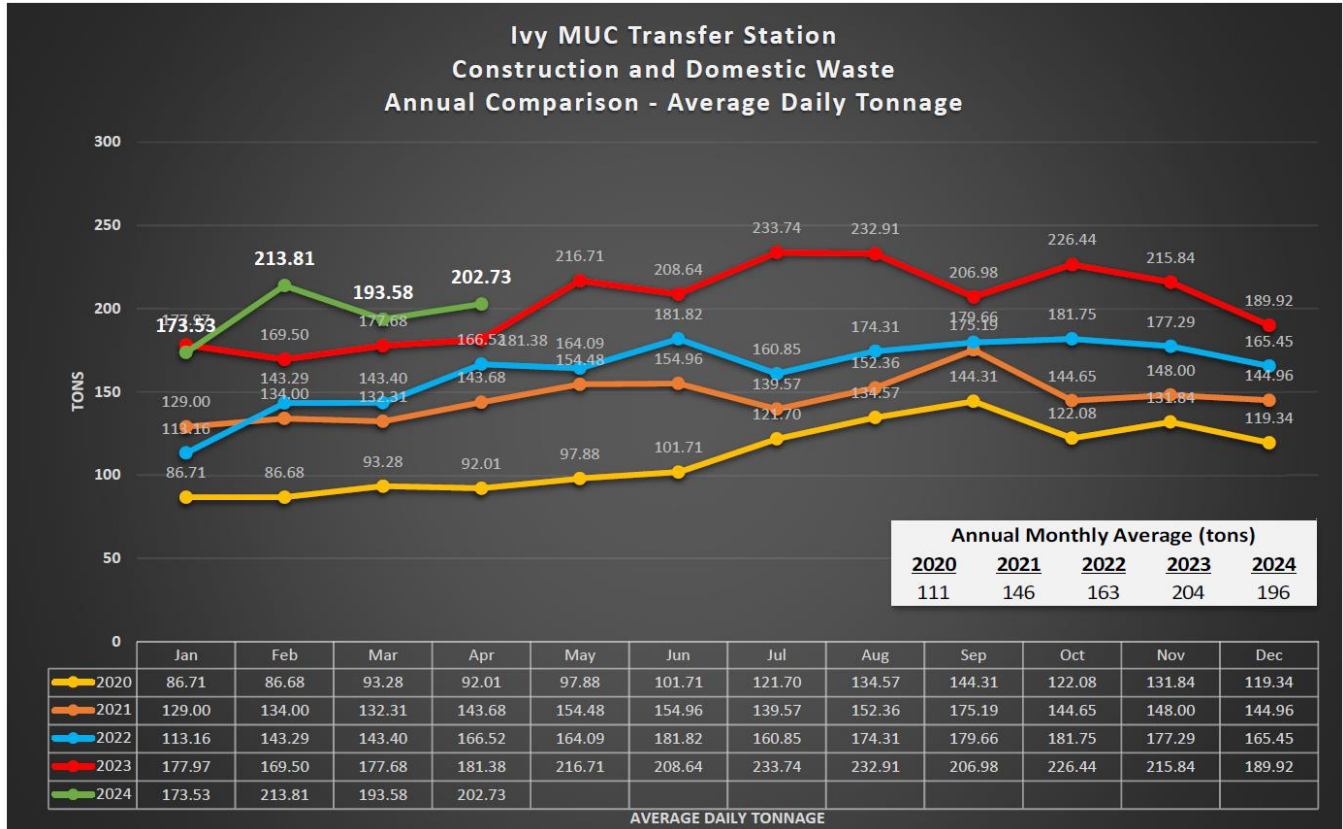
Ivy MUC rejoins VDOT Adopt a Highway

RSWA had adopted Dick Woods Road between the Ivy MUC site and I-64 for many years but terminated that agreement in 2013 for unknown reasons. To allow VDOT approval to conduct litter pick ups on this stretch of roadway on a regular (sometimes weekly) basis, RSWA has “readopted” this portion of Dick Woods Road.



Transfer Station Update

Our average daily tonnages are generally following seasonal trends, as shown in the following figure.



Spring HHW and Bulky Waste Totals:

Saturday, April 20, 2024: *E-Waste*

A total of 362 vehicles participated, including 287 from the County and 76 from the City.

Thursday, April 25, Friday, April 26, and Saturday, April 27, 2024: *Special Collections*

The Very Small Quantity Generator (VSQG) Special Collection for business hazardous waste was held on Thursday, April 25, 2024. The VSQG collection program is a pre-registration, fee-based program with sign-up information and instructions on the Rivanna.org website. Nine customers participated.

Household Hazardous Waste Day was a two-day event this Spring. The hours were from 9am-2pm on Friday, April 26 and Saturday, April 27, 2024. There were no wait times on either day. The total customer count for the two-day event was 834 City/County/Nelson residents. Friday: the split was 324 County, 113 City, and 20 Nelson County. Saturday: the split was 279 County, 86 City, and 12 Nelson County residents participated.

Saturday, May 4, 2023: Furniture / Mattresses

A total of 160 vehicles participated, including 118 from the County and 42 from the City. 17,640 lbs. of furniture and mattresses were collected from the county. 6,200 lbs. of furniture and mattresses were collected from the City.

MSW Transportation and Disposal Contract Renewal

A Request for Bid (RFB 390) was developed and advertised on February 23, 2022 for a contract with qualified MSW transportation and disposal firms to serve the IMUC Transfer Station. Two bids were received on March 18, 2022. The lowest bidder was BFI with a bid of \$50.50/ton. On May 31, 2022 a unit price contract was executed between BFI and RSWA which allows up to 4 one-year annual renewals. At the May 24, 2022 Board Meeting, the Board Authorized the Executive Director to execute this contract and annual pricing changes.

BFI provides MSW transportation and disposal services from the IMUC to Republic Services' Old Dominion Landfill in Henrico County. This represents the second one-year term contract renewal and will extend services from July 1, 2024 through June 30, 2025. MSW will be transferred for \$56.05/ton, with an estimated annual cost of \$3.6 M. This is a 5.3% increase over the FY 2024 cost per ton but is in keeping with our contractual agreement to allow an annual renewal increase equal to the 12-month Consumer Price Index for Water and Sewer and Trash Collection Services.

This annual increase fits within the proposed FY 2024-2025 budget estimate for this task.

Asbestos Disposal Area Cap Repaving

The 2.25 acre Asbestos Disposal Area received approximately 1,342 tons of asbestos containing waste from 1982 to 1999. When it was capped in 2000, the upper layer of the VA DEQ-approved cap consisted of asphalt pavement. Over the years and through its use as a parking lot, this asphalt pavement has deteriorated and cracked in many places. After reviewing several options the use of a flexible pavement fabric was selected as part of the repairs. This fiberglass fabric material provides uniform strength across the pavement section and minimizes the ability of cracks and underlying weaknesses from being transmitted through the overlying pavement. The fabric effectively replaces (and exceeds the performance of) 3 inches of additional asphalt pavement placement at about half the cost. This project was completed on May 17, 2024.

In the future, when the just placed pavement is in need of repair, the repair process will only consist of milling the 2-inch surface of asphalt pavement (down to the layer of pavement fabric) and then placing another 2-inch overlay. The flexible fabric should continue to be effective for many decades.





MEMORANDUM

TO: RIVANNA SOLID WASTE AUTHORITY BOARD OF DIRECTORS

FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION AND COMMUNICATIONS

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: ADMINISTRATION AND COMMUNICATIONS REPORT

DATE: MAY 28, 2024

Human Resources

Annual turnover for the Rivanna Solid Waste Authority is 22.6% for the fiscal year beginning on July 1, 2023 through May 9, 2024.

We are currently holding Open Enrollment for all employees and completing our annual performance evaluations.

Safety

We completed Arc Flash training for a total of 43 employees on March 27th and March 28th.

The Centers for Disease Control updated their recommendations for respiratory viruses to include COVID-19. The guidance now treats all respiratory viruses the same. Because of this change, we have suspended our COVID-19 Response and Infectious Disease Prevention Plan until further notice.

Our Safety Manager attended the Virginia Risk Sharing Associations annual meeting in Richmond. He also spent time with a representative from VRSA to learn how the company's systems work and about the services offered.

We continue to review and update our Safety Manual and are currently adding a new chapter for Electrical Safety.

Community Outreach

We had our first public tour of the Ivy Material Utilization Center on March 29, 2024. Ten people attended – four adults and six children. Our next public tour was held on May 23, 2024.

The Cub Scouts from Hollymead Elementary School toured the Ivy MUC on April 29, 2024.

We received numerous responses to our Request for Quote for work on a new website: RivannaSolidWaste.org. Once we choose a vendor, we will begin that work early this summer.

The Ivy MUC will be closed from Saturday, June 8 through Monday, June 10 to replace the inbound scale. The facility will reopen on Tuesday, June 11. We are using several means to notify the public of this closure. Besides using our website, rivanna.org, and Facebook page, we will also issue press releases two times prior to the closure. We will advertise the closure in local newspapers and in the May 2024 Community Digest for Albemarle County. We have directly emailed all the major haulers that use the facility and we have posted signs with the closure dates throughout the Ivy facility.



MEMORANDUM

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

FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION AND
COMMUNICATIONS
LEAH BEARD, HUMAN RESOURCES MANAGER

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: FISCAL YEAR 2024-2025 PAY SCALE ADJUSTMENT

DATE: MAY 28, 2024

This request is to authorize a 3.5% increase in the pay ranges included in our pay scale. This increase will help us hire and retain a highly qualified workforce, reduce compression, and keep pace with inflation in a competitive hiring market. This change will not increase the salary of existing employees (unless below the minimum salary of the pay range, which will include very few employees) and will not increase our budget.

Background

The Rivanna Authorities Personnel Management Plan establishes a procedure for the Executive Director to recommend adjustments to the pay scale. This recommendation supports our Strategic Plan – Workforce Development goal to attract, develop, and retain a professional, highly-skilled, engaged, and diverse team, by increasing starting pay at the lower end of our pay scale and reducing compression at the higher end of our pay scale. Based on the continued inflation in our country and area, we recommend the pay scale be increased by 3.5% on July 1, 2024. While the national unemployment rate in April 2024 was 3.9%, Virginia (2.9%) and the Charlottesville area (2.1%) have lower unemployment rates which continues to make the local job market very competitive. This change will also help us to drive towards a lower turnover rate. As of May 14, 2024, the Rivanna Solid Waste Authority turnover rate is 22.6% and the Rivanna Water & Sewer Authority turnover rate is 13.0% in FY 2024, both of which are higher than our Strategic Plan goal of 10%. Table 1, which is a copy of a comparison between our current pay scale and the recommended pay scale is attached for your review. Table 2, which is a list of the pay grade for each position with the 3.5% increase, is also attached.

Board Action Requested:

Approve a 3.5% increase in our pay scale effective July 1, 2024 to help us hire and retain a highly qualified workforce, reduce compression, and keep pace in a competitive hiring market.

TABLE 1

FY2024 Approved Pay Scale			
Grade	Min	Mid	Max
10	\$37,040	\$49,263	\$61,488
20	\$38,892	\$51,726	\$64,561
30	\$40,837	\$54,313	\$67,788
40	\$42,878	\$57,028	\$71,178
50	\$45,022	\$59,880	\$74,738
60	\$47,273	\$62,875	\$78,474
70	\$49,637	\$66,017	\$82,398
80	\$52,119	\$69,320	\$86,518
90	\$54,725	\$72,785	\$90,843
100	\$57,461	\$76,424	\$95,386
110	\$60,334	\$80,245	\$100,155
120	\$63,352	\$84,257	\$105,163
130	\$66,519	\$88,470	\$110,421
140	\$69,845	\$92,893	\$115,942
150	\$73,337	\$97,537	\$121,739
160	\$77,004	\$102,415	\$127,826
170	\$80,853	\$107,536	\$134,217
180	\$84,896	\$112,913	\$140,928
190	\$89,141	\$118,558	\$147,975
200	\$93,599	\$124,486	\$155,374
210	\$98,279	\$130,710	\$163,143
220	\$103,192	\$137,245	\$171,299
230	\$108,352	\$144,108	\$179,864
240	\$113,770	\$151,313	\$188,857
250	\$119,458	\$158,879	\$198,299
260	\$125,431	\$166,823	\$208,215
270	\$131,702	\$175,164	\$218,625

FY 2025 Proposed Pay Scale			
Grade	Min	Mid	Max
10	\$38,336	\$50,987	\$63,640
20	\$40,253	\$53,536	\$66,821
30	\$42,266	\$56,214	\$70,161
40	\$44,379	\$59,024	\$73,669
50	\$46,598	\$61,976	\$77,354
60	\$48,928	\$65,076	\$81,221
70	\$51,374	\$68,328	\$85,282
80	\$53,943	\$71,746	\$89,546
90	\$56,640	\$75,332	\$94,023
100	\$59,472	\$79,099	\$98,725
110	\$62,446	\$83,054	\$103,660
120	\$65,569	\$87,206	\$108,844
130	\$68,847	\$91,566	\$114,286
140	\$72,290	\$96,144	\$120,000
150	\$75,904	\$100,951	\$126,000
160	\$79,699	\$106,000	\$132,300
170	\$83,683	\$111,300	\$138,915
180	\$87,867	\$116,865	\$145,860
190	\$92,261	\$122,708	\$153,154
200	\$96,875	\$128,843	\$160,812
210	\$101,719	\$135,285	\$168,853
220	\$106,804	\$142,049	\$177,294
230	\$112,144	\$149,152	\$186,159
240	\$117,752	\$156,609	\$195,467
250	\$123,639	\$164,440	\$205,239
260	\$129,821	\$172,662	\$215,503
270	\$136,312	\$181,295	\$226,277

TABLE 2 – Position Title, Pay Grade, and Range

Position Title	Pay Grade	Minimum	Midpoint	Maximum	FLSA Status
Maintenance Worker	10	\$38,336	\$50,987	\$63,640	Non-Exempt
SW Operator/Attendant	20	\$40,253	\$53,536	\$66,821	Non-Exempt
Recycling Technician	20	\$40,253	\$53,536	\$66,821	Non-Exempt
Scale Clerk	30	\$42,266	\$56,214	\$70,161	Non-Exempt
Administrative Assistant	30	\$42,266	\$56,214	\$70,161	Non-Exempt
Mechanic Helper	30	\$42,266	\$56,214	\$70,161	Non-Exempt
Plant Operator Trainee	40	\$44,379	\$59,024	\$73,669	Non-Exempt
Plant Operator 4	40	\$44,379	\$59,024	\$73,669	Non-Exempt
Utility Locator	40	\$44,379	\$59,024	\$73,669	Non-Exempt
Mechanic 4	50	\$46,598	\$61,976	\$77,354	Non-Exempt
Plant Operator 3	60	\$48,928	\$65,076	\$81,221	Non-Exempt
Mechanic 3	60	\$48,928	\$65,076	\$81,221	Non-Exempt
Engineering Inspector 3	60	\$48,928	\$65,076	\$81,221	Non-Exempt
Accounts Payable Technician	70	\$51,374	\$68,328	\$85,282	Non-Exempt
Accounts Receivable Technician	70	\$51,374	\$68,328	\$85,282	Non-Exempt
Administrative Office Technician	70	\$51,374	\$68,328	\$85,282	Non-Exempt
Payroll & Benefits Coordinator	70	\$51,374	\$68,328	\$85,282	Non-Exempt
RSWA Heavy Equipment Operator	70	\$51,374	\$68,328	\$85,282	Non-Exempt
Vehicle Mechanic	70	\$51,374	\$68,328	\$85,282	Non-Exempt
Driver/Equipment Operator	80	\$53,943	\$71,746	\$89,546	Non-Exempt
Plant Operator 2	80	\$53,943	\$71,746	\$89,546	Non-Exempt
Mechanic 2	80	\$53,943	\$71,746	\$89,546	Non-Exempt
Engineering Inspector 2	80	\$53,943	\$71,746	\$89,546	Non-Exempt
Outreach Coordinator	80	\$53,943	\$71,746	\$89,546	Non-Exempt
Business Process Analyst	90	\$56,640	\$75,332	\$94,023	Exempt
Executive Assistant	90	\$56,640	\$75,332	\$94,023	Exempt
Water Quality Specialist	90	\$56,640	\$75,332	\$94,023	Non-Exempt
Engineering Inspector 1	100	\$59,472	\$79,099	\$98,725	Non-Exempt
Sustainability & Grants Coordinator	100	\$59,472	\$79,099	\$98,725	Exempt
Plant Operator 1	100	\$59,472	\$79,099	\$98,725	Non-Exempt
Chemist	110	\$62,446	\$83,054	\$103,660	Non-Exempt
Instrumentation Specialist	110	\$62,446	\$83,054	\$103,660	Non-Exempt
IT Analyst	110	\$62,446	\$83,054	\$103,660	Exempt
Mechanic 1	110	\$62,446	\$83,054	\$103,660	Non-Exempt
Wastewater Supervisor	120	\$65,569	\$87,206	\$108,844	Non-Exempt
Water Supervisor	120	\$65,569	\$87,206	\$108,844	Non-Exempt
IS Assistant Administrator	130	\$68,847	\$91,566	\$114,286	Exempt
Asset Mgmt./Facilities Coordinator	130	\$68,847	\$91,566	\$114,286	Exempt
GIS Coordinator	130	\$68,847	\$91,566	\$114,286	Exempt

Position Title	Pay Grade	Minimum	Midpoint	Maximum	FLSA Status
Water Resources Coordinator	130	\$68,847	\$91,566	\$114,286	Exempt
Engineering Inspection Supervisor	140	\$72,290	\$96,144	\$120,000	Exempt
Senior Accountant	140	\$72,290	\$96,144	\$120,000	Exempt
Maintenance Assistant Manager	140	\$72,290	\$96,144	\$120,000	Exempt
Recycling Assistant Manager	140	\$72,290	\$96,144	\$120,000	Exempt
Solid Waste Assistant Manager	140	\$72,290	\$96,144	\$120,000	Exempt
Wastewater Assistant Manager	140	\$72,290	\$96,144	\$120,000	Exempt
Water Assistant Manager	140	\$72,290	\$96,144	\$120,000	Exempt
Civil Engineer	150	\$75,904	\$100,951	\$126,000	Exempt
Safety Manager	150	\$75,904	\$100,951	\$126,000	Exempt
IT Administrator	170	\$83,683	\$111,300	\$138,915	Exempt
Finance Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Human Resources Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Laboratory Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Maintenance Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Senior IT Administrator	180	\$87,867	\$116,865	\$145,860	Exempt
Senior Civil Engineer	180	\$87,867	\$116,865	\$145,860	Exempt
Solid Waste Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Wastewater Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Water Manager	180	\$87,867	\$116,865	\$145,860	Exempt
Engineering Manager	210	\$101,719	\$135,285	\$168,853	Exempt
IT Manager	210	\$101,719	\$135,285	\$168,853	Exempt
Director of Admin. & Communication	240	\$117,752	\$156,609	\$195,467	Exempt
Director of Solid Waste	240	\$117,752	\$156,609	\$195,467	Exempt
Director of Engineering & Maintenance	250	\$123,639	\$164,440	\$205,239	Exempt
Director of Finance & IT	250	\$123,639	\$164,440	\$205,239	Exempt
Director of Operations & Env. Services	250	\$123,639	\$164,440	\$205,239	Exempt
Deputy Executive Director	270	\$136,312	\$181,295	\$226,277	Exempt

MEMORANDUM

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

**FROM: BETSY NEMETH, DIRECTOR OF ADMINISTRATION &
COMMUNICATIONS
LEAH BEARD, HUMAN RESOURCES MANAGER**

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF FISCAL YEAR 2024-2025 PERSONNEL
MANAGEMENT PLAN UPDATE**

DATE: MAY 28, 2024

The Personnel Management Plan (PMP) is the policy guidance of the Authorities to document and communicate labor regulations, management practices, and overall personnel policies approved by the Board. It covers many topics ranging from employee hiring procedures, compensation, and benefits to grievance rights, substance abuse and code of conduct.

Annually, staff must review and update the PMP to reflect recent changes in the labor laws and benefits, and to provide a general review for best practices. Significant changes for FY 2025 include:

- Changes language to ensure that the PMP is gender neutral.
- Adds Cost-of-Living Adjustments as a form of compensation. All Cost-of-Living Increases must be approved by the Board of Directors.
- Increases the Executive Director's authority to award Meritorious Bonus Awards for employees from \$3000 to \$4000. CPI inflation of 22% has occurred since the last time this authorization was increased in 2019.
- Makes RSWA employees eligible for Skills Development Bonus Awards of up to \$500. RSWA mechanics are currently eligible for this award.
- Eliminates a limit on the number of night shift operators in the Water and Wastewater Departments. Managers will have the flexibility to decide resource allocations.

Below is a summary of the changes proposed for the PMP.

Section D. – Compensation Plan and Administration

D.2. Definitions – Removes the limit to the number of night shift operators who can receive differential pay.

D.5. Pay Rates – Removes section about former employee hiring.

D.7. Other forms of Compensation – Allows the Executive Director to authorize

Meritorious Bonuses of up to \$4000.

D.7. Other Forms of Compensation – Makes RSWA employees eligible for the Skills Development Bonus Award.

D.7. Other Forms of Compensation – Adds Cost-of-Living Adjustments as a form of compensation.

Section E. – Harassment Policy

E.5. Manager and Supervisor Responsibilities – Requires managers and supervisors to immediately report any harassment complaints to their Division Director and the Human Resources Manager.

Section F. – Leave Policy and Rules

F.3. Annual Leave – States that annual leave balance will not be paid out in cases of involuntary termination or if the employee does not work a two-week notice.

Section I. – Administrative Policies

I.2. Service Awards – Eliminated. This is a General Administrative Procedure and is duplicated here.

I.4. Voluntary Early Retirement Incentive Program (VERIP) – Notes that any unemployment benefits that the Rivanna Authorities are required to pay for an employee collecting a VERIP stipend will be subtracted from their monthly stipend.

Board Action Requested:

Approve the recommended updates to the Personnel Management Plan to be effective on July 1, 2024.

Attached: Redline of changes to the PMP

RIVANNA AUTHORITY

PERSONNEL MANAGEMENT PLAN

Adopted May 2024¹³

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Style Definition: TOC 4

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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 to add full-time and part-time equivalent permanent staff (FTE'S) and departments remains with the Boards. The authority to retain temporary employees who meet the criteria as temporary, part-time employees as designated by the Virginia Retirement System and the Affordable Care Act (See section D.2 – Compensation Plan and Administration Definitions), has been delegated to the Executive Director. Nothing in this Personnel Manual is to be construed as a contract of employment.

2. Work Service

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

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

3. Organizational Chart

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

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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 ~~peoplersons~~.
 - 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 until filled.
- c. 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~~, or submit a complete resume. All employment applications and resumes are submitted to the Human Resources Manager.
- b. All applications and resumes received for any position must be retained as stated in the retention policy of the Library of Virginia. Destruction of employment applications and resumes at the end of the retention period must be confidential.
- c. All applicant data will be tracked by the Human Resources Department.

4. Job Offer Policy

The Executive Director has final approval of all hiring decisions. A recommendation will be made to the Executive Director by the hiring department manager and/or the Human Resources Manager for all open positions.

5. Criminal Background Checks

All applicants who are offered positions shall be required, as a condition of employment, to authorize the Authority to have a criminal background check investigation performed and additionally a motor vehicle investigation check when driving a motor vehicle is an essential function of the position.

- a. When an applicant has a prior conviction, the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought will be reviewed. The Authorities may withdraw a job offer based on what type of offense an applicant was convicted of in the past.
- b. If an applicant should refuse to permit a background check, the applicant will be removed from further employment consideration.

6. Pre-employment Drug Testing

A post offer drug screening is required of the successful candidate within 2 business days of accepting a job offer. The candidate will submit a urine specimen for drug screening purposes. The candidate must test negative for any illegal drug use to be eligible for employment. All drug and alcohol records are confidential and are maintained in a file separate from the employee's personnel file. See Section L, "Substance Abuse Policy" for additional information on the Authority's drug testing policy.

7. Orientation Policy

All new employees will receive a copy of the Authority Employee Handbook prior to their first day of employment. New employees will attend an orientation session with the Human Resources Manager, the Payroll and Benefits Coordinator and the Safety Manager on their first day of employment. During this time, new employees will review all of their employment documentation, complete Employment Eligibility forms, and receive a comprehensive review of safety procedures.

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 and Communications, 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, a Division Director, or the Human Resources Manager. No files shall be removed from the Human Resources Department 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 the 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 Managers ~~of the of each~~ Water and Wastewater Departments 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 ~~position~~ can or may be paid as a base wage/salary for the job/position.

Performance or Merit Increase: An increase within grade to reward performance which meets or exceeds expectations of the position.

Separation or Termination: An employee ceasing to be employed by the Authority, either by resigning or by being dismissed.

Temporary Employee: A person whose employment with the Authority will last no longer than 90 days. These employees are not considered to be part of the Authorities' authorized permanent full-time equivalent staff and not eligible for participation in the Authority benefits program.

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

A reclassification is the change in a job title or the reassignment of a job title to a different pay grade because the previous title/pay grade/pay range no longer accurately reflects the duties performed. All reclassifications must be approved by the Executive Director.

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, ~~they~~~~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 ~~their~~~~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 ~~\$443~~000. Only the Executive Director has the authority to award such a bonus.
- 3) Skills Development Bonus Award. Any employee in ~~a~~~~the~~ Mechanic position ~~or a solid~~ waste position who completes skilled trades courses outside of their normal working

hours and earns a grade of a B or higher will be eligible for a bonus of up to \$500 per class.

c. Administrative Increase

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.

d. Operator License Incentive Program

Peoplersons in an Operator position who pass a licensing exam for a higher-class license than the one currently held will be reclassified and be paid either the minimum for the new pay grade or a rate in the new range 7% 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 nighttime shift differential pay within any given week. It does not include compensation or time for sick, vacation, holiday or other leave granted, holiday premium pay, or discretionary bonuses received within the workweek. Pay for these items is added after overtime is calculated.

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 workload 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. Relief operators are not eligible for Unscheduled Premium 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.

i. Cost of Living Adjustments

A Cost of Living Adjustment is an increase in an employee’s compensation intended to help offset increasing inflation and is based primarily on the Bureau of Labor Statistics CPI-U. COLA’s are not based on an employee’s performance. COLA’s can be given in conjunction with merit increases. All COLA increases must be approved by the Board of Directors.

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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, 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 Managers' and Supervisors'~~ Responsibilities

Each department manager and divisional director is responsible for assisting in the prevention of harassment by monitoring the work environment for signs that harassment may be occurring, counseling employees on the types of behavior prohibited, and knowing and following procedures for reporting and resolving complaints of harassment. Managers and supervisors must immediately report any harassment complaints to their divisional director and the Human Resources Manager.

6. Complaint Procedures

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

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

7. Corrective and/or Disciplinary Action

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

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

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

8. Recourse Through Other Policies/Agencies

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

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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 the 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 (Floating)
- *Presidents' Day, Third Monday in February (Floating)
- Memorial Day, Last Monday in May
- *Juneteenth, June 19 (Floating)
- Independence Day, July 4
- Labor Day, First Monday in September
- *Veterans Day, November 11 (Floating)
- Thanksgiving
 - Fourth Wednesday of November, close at 12:00 pm
 - Fourth Thursday and Friday of November
- Christmas Eve, December 24
- Christmas Day, December 25

*The RWSA/RSWA offices will be open. Holiday leave may be taken on the formal holiday with the department manager's approval. If leave is not taken on the holiday, it will become 8 hours of annual leave and will be treated as such. Holiday premium pay will not be paid for time worked on Martin Luther King Day, Presidents' Day, Juneteenth or Veterans Day.

Holidays observed by the Authority shall be subject to the following rules:

- a. Holiday on weekend. In the case of non-shift employees when a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Employees working shift schedules (water operators, wastewater operators) will observe the holiday on the actual day and be paid accordingly.
- b. Holiday on a mandatory workday. Any hours worked on a holiday will be paid at a rate noted in *Section D., "Compensation and Plan Administration"*. The employee will also

receive 8 hours of holiday pay at their base pay rate. Temporary employees are not eligible for holiday pay.

- c. Holidays during paid leave. A holiday falling within a period of paid leave shall not be counted as a workday when computing the amount of leave debited. When an employee takes unauthorized leave on a holiday, time shall be deducted from his/her sick leave or annual leave or be charged as leave without pay. See Item 9. of this Section, "Unauthorized Absence/Leave".
- d. Holiday during unpaid leave. When a holiday falls within a period of leave without pay or immediately preceding or following such leave, the employee shall receive no pay for the holiday.
- e. Employment or separation on a holiday. The employment or separation of a regular or part-time employee shall not be affected by a holiday, except when the employee works that day.

3. Annual Leave

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 ~~their~~ designate may grant an extension to this date.

c. Taking

The following rules pertain to taking annual leave:

- 1) 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.

2) 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.

3) 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. Annual leave will not be paid out in cases of involuntary termination or if the employee does not provide and work a two-week notice.

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, medical/dental appointments and the care of a sick family member, to include individuals residing in the same household. Up to 40 hours of sick leave may also be used for bereavement leave in the event of the death of a family member or loved one, per instance. The FMLA policy may apply in some instances of sick leave after the first 12 months of employment.

A doctor's certificate or other documentation of illness may be required by a department manager should absence exceed three days or when misuse of sick leave is suspected. This certificate or documentation will include the nature of the employee's condition and the expected date on which the employee will be able to return to work and perform their normal job duties.

a. Accrual

All employees will accrue sick leave time at a rate of 12 days annually or 3.69 hours per pay period. New employees will be given 20 hours of sick time on their date of hire.

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 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 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 ~~their/his/her~~ usual reporting time, or as required by ~~their/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~~work weeks 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 ~~their~~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 ~~child~~son or daughter under the age of 18 or ~~child~~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 ~~childson, daughter,~~ or parent.

c. Notice of Leave

If the need for family ~~/~~medical leave is foreseeable, the employee must give ~~their/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 ~~their/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 ~~off 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 ~~they/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 deductions 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 ~~they have~~~~he/she has~~ contributed to the bank.

7. Bereavement Leave

Bereavement Leave is intended to provide full-time employees with paid time off following the death of an immediate family member. An employee may take up to 24 hours per occurrence or loss. Immediate family is defined as spouse, child, step-child, parent, ~~sibling~~~~brother, sister,~~ grandparent, grandchild, guardian, any persons residing in the same household as the employee and spouse's immediate family. After an absence of 24 hours, the employee then may use up to an additional 40 hours of their accrued sick leave, followed by the use of annual leave if sick leave time is exhausted or if 40 hours of sick leave have been used.

8. 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.

9. 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.

10. Volunteer Time Off (VTO)

All regular full-time employees can volunteer up to eight (8) hours per calendar year with a charitable institution or association, if such institution or association is not controlled in whole or in part by any church or sectarian society (in compliance with Virginia Code § 15.2-953.). More than one organization may be chosen. Time off must be requested as far in advance as possible for scheduling purposes and can be taken in increments of two (2) hours. Employees will be paid at their normal rate of pay for any volunteer hours used and will not be eligible for premium or overtime pay for any time spent volunteering. VTO will be refreshed at the beginning of each calendar year and cannot be carried over. Unused VTO will not be paid out at time of separation from employment.

VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin, or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

11. 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.

12. 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 they are/he/she is qualified for. In all cases, the Authority will comply with the Americans with Disabilities Act and will make reasonable accommodations to maintain the individual as an employee.

13. 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.

14. 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 time 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, to include sick or annual leave time, for just cause or with pay for investigative purposes. All suspensions must be approved by the Executive Director. A copy of the suspension letter should be signed by the employee and retained in their personnel file.
- 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 Communications and the Executive Director ~~may~~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 employee's 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 the cases above, except for a verbal reprimand, the employee should receive a copy of the written notice that will be placed in their personnel file. Any written notice should contain a statement of reasons for the disciplinary action, a warning of what further disciplinary action could result if the situation is not corrected and a statement of the employee's right to appeal in accordance with the Authority's Grievance Policy. See Section H, "Grievance Procedure".

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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 ~~their~~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.

Grievant: shall mean an eligible employee who has filed a complaint under this procedure.

Human Resources Manager: shall mean either the Human Resources Manager or ~~their~~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~~ 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 ~~people~~ 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 ~~their~~ his option, choose to have a representative of ~~their~~ 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 ~~their~~ 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 ~~their~~ divisional director or immediate department manager within ten (10) days of such request. A copy of the Executive Director's decision concerning grievability shall be sent to the grievant, to the divisional director and/or immediate department manager and to the Human Resources Manager.

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 ~~their~~ decision, a copy of the notice of appeal, and any exhibits that may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the court shall also be furnished to the grievant.

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 ~~their~~ immediate department manager. Within ten (10) days of such identification, the immediate department manager shall give ~~their~~ response to the employee with respect to the particular grievance. The failure of an employee to identify the grievance within the time specified above shall constitute forfeiture and a waiver of any rights to proceed further and shall terminate the grievance.

If a satisfactory resolution is not reached by this informal process, the employee shall notify the Human Resources Department of the intent to file a grievance and shall obtain a copy of Grievance Form, see *Section M., "Forms and Attachments"*. The employee shall reduce the grievance to writing on the Grievance Form, Part A, identifying specifically and in detail the nature of the grievance and the requested remedy. Should ~~they~~ prevail in the grievance, an employee is entitled only to the relief specifically requested. Such written grievance shall be presented to the immediate department manager within five (5) days of the department manager's verbal reply to the oral grievance. The department manager shall then reply in writing to this written grievance within five (5) days of receiving it.

If the employee's immediate department manager is also ~~their~~ department manager, ~~they~~ 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, ~~they~~ shall pass by Steps 2 and 3 and proceed to Step 4. If the employee's immediate department manager is the Executive Director, ~~they~~ 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 ~~their~~ department manager and the Human Resources Department in writing on the Grievance Form, Part A that resolution has not occurred and shall supply the reasons why the grievant believes that resolution has not occurred. The department manager shall schedule and hold a meeting with the grievant to review the grievance within five (5) days of receipt of such submission, or on such other date as the parties may mutually agree.

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~~people who may be present at this meeting are the grievant and the divisional director. The Human Resources Manager may be present if requested by either party. The meeting may be adjourned to another time or place by agreement of the parties.

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 ~~their~~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 ~~their~~his right to representation. The Executive Director or designee shall, in ~~their~~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 and Communications, 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-people~~ having direct involvement with the grievance being heard by the Panel, or with the complaint or dispute giving rise to the grievance, shall serve on the Panel. Managers who are in a direct line of supervision of a grievant, ~~persons-people~~ residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, ~~niece, nephewsiblings' children~~, 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 and Communications who shall request the Chief Judge of the Circuit Court of Albemarle County to appoint the third member pursuant to the selection procedures outlined in paragraph one of this section. The Authority and grievant shall share equally in the costs and expenses, if any, of the third panel member.

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 ~~their~~^{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 ~~their/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 ~~their/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 ~~their/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 ~~their/his~~ judgment is inconsistent with the laws or written policy applicable to grievance resolution. ~~They/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 ~~they have/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 ~~htheiris~~ determination within ten (10) days of ~~theirhis~~ 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.

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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.~~

Commented [BN1]: Deleted - In the General Administrative Procedures - duplicated here.

~~3.2.~~ 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.

~~4.3.~~ Termination of Employment

Any employee who voluntarily terminates their employment with the Authority is expected to give ~~two-week~~^{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.

5.4. Voluntary Early Retirement Incentive Program (VERIP)

a. Eligibility

Participants in the VERIP must be regular full-time employees eligible for benefits and meet the following requirements:

- 1) Be eligible for early or full retirement under the provisions of the Virginia Retirement System (VRS). Part-time employees must meet the same criteria as if covered under VRS.
- 2) Have been employed by the Authority for 10 of the last 13 years prior to retirement and meet the VRS requirements.
- 3) Employees retiring under the disability provisions of VRS and/or Social Security shall not be eligible for the VERIP.

b. Benefits

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, at any point during their VERIP period, the Authorities receive a billing notice from the Virginia Employment Commission for unemployment benefits, those will be deducted from the employee's monthly VERIP payment.~~

~~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.

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~~alterations 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.

~~6-5.~~ 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, parents, brother, sister, sibling~~ spouse, ~~child, son, daughter, child, son-in-law or daughter-in-law, aunt, uncle, parents' sibling~~, or same relative of spouse and any other relatives or individuals residing with the employee. In the event of a promotion which brings about the conditions thus described, the employee of lower rank shall be transferred to another position for which ~~he or she is~~they are qualified when and if such a vacancy occurs.

~~7-6.~~ 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.

~~8-7.~~ 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.

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.

9.8. 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. If there is a question about an employee's fitness for duty, the employee will be required to complete a fitness for duty examination at the expense of the Authority.

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.

10.9. 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.

11.10. Dress Code/Personal Hygiene

All employees are expected to dress neat and professionally based on the needs of their position.

- a. Uniforms are provided to certain departments. Employees in those departments are expected to wear their uniforms. Uniforms are to be returned to the Authority upon termination of employment.
- b. Any Personal Protective Equipment required in a certain location or work environment must be worn.

12.11. Social Media Policy

The primary online presence for the Authority will be the Authority's website. If it is deemed necessary to establish an additional online presence via social media, the [Director of Administration & Communications](#)~~Communications Manager~~ will be responsible for maintaining that presence. This policy will be further amended at that time.

13.12. Smoking/Vaping

Smoking and vaping are not permitted in any Authority building or vehicle. Additionally, employees are not permitted to smoke or vape at building entrances. Smoking and vaping will be permitted in designated areas and employees are expected to dispose of cigarette butts in the appropriate receptacles.

14.13. Transferring Between Authority

Employees may apply for open positions in the other Authority. If an employee transfers to the other Authority, they will maintain their years of service with the Authority. At the time of transfer, all annual and sick leave balances will be transferred to that Authority with no loss of accrued time. The employee will continue to accrue leave time based on their combined years of service.

15.14. 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~~^{of} 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~~have been 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 be 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~~have been 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 calendar year (January 1 through December 31) for eligible educational expenses paid for by the employee.
 - 3) Reimbursements that exceed the maximum of \$5,250 per calendar year will be held and reimbursed in upcoming calendar years until all expenses have been reimbursed.
- 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 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~~ 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.

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L. Substance Abuse Policy

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.

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. Managers should contact their Division Director or Human Resource Manager for guidance and/or access to the Substance Abuse Policy located in the Personnel Management Plan. However, in emergency situations supervisors should first ensure the safety of others and then, if necessary, contact 911 should the situation warrant such.

2. Definitions

Alcoholic Liquors/Alcohol: These include alcohol, beer, wine, and any liquid or solid containing alcohol and capable of being consumed.

Arrest/Charges: To be taken into custody or to be formally accused by law enforcement due to a violation of criminal statute.

Commercial Driver's License: Some maintenance and solid waste personnel are required to obtain and maintain a Class-A Commercial Driver's License as part of their job. Employees that have a Class-A License have a lower Breath Alcohol Concentration (BAC) limit of less than (0.04) while a non-CDL holder may have a (BAC) level of less than (0.08).

Controlled Substance: A federally regulated substance listed Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C.812) and Virginia Code (2.2) that when taken into the body, may impair one's mental faculties and /or physical performance.

Conviction: A finding of guilt, (including a plea of no contest) or the imposition of a sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

Employee: Any person who works full-time or part-time, or temporary staff who are directly engaged in the performance of work for the Authority.

Legal Drug: Legal drugs include medications prescribed by a physician (to included controlled substances), and over the counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.

Illegal Drug: Any drug which is not legally obtainable or is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal law or State Law (Virginia) which are not authorized for sale, possession, use, and legal drugs which are obtained or distributed illegally.

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Workplace: A worksite where service or work is conducted in the performance of an employee's employment. The workplace shall include jobsite, facilities, properties, buildings, offices, structures, automobiles, trucks, and any location that work is performed as a representative of the Authority.

3. Drug and Alcohol Testing Requirements

Employees whose position requires them to have a Class A Commercial Driver's License and who operate vehicles requiring a Commercial Driver's License shall be tested in accordance with federal requirements as provided by the Federal Motor Carrier Safety Administration. Other types of employee drug testing and reasons for employee drug and alcohol testing are outlined below. Employees who are not required to have a Class A Commercial Driver's License are not required to be randomly tested, however may be tested post-accident or due to reasonable suspicion. All newly hired employees are required to take a drug test prior to their first day of employment.

f. Types of Drug and Alcohol Testing

- 1) Random Testing – All ~~fulltime~~full-time and part time employees will be subject to unannounced drug and alcohol testing based on random selection by an outside contractor.
 - The percentage of employees tested from the CDL Pool will be determined by requirements from the Federal Motor Carrier Safety Administration and will be subject to changes based on these requirements.

- 2) Post-Accident – As soon as possible following an accident involving an Authority vehicle, the Authority shall test the employee driving the vehicle when any of the following apply:
 - 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.

It is the employee's immediate supervisor's responsibility to ensure that the above provisions for post-accident testing are followed. The employee involved should submit to the test within two hours of the accident if able. 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.
- 4) Reasonable Suspicion – The Authority will test any employee when there is reasonable cause to believe that the employee is under the influence of drugs or alcohol during work hours or while on call. Only an employee's supervisor, department manager or divisional director can send an employee for reasonable suspicion testing. If an employee is sent for drug or alcohol testing due to reasonable suspicion, they must be driven to and from the testing facility by another employee. Any factors leading to testing based on reasonable suspicion must be documented in writing. In making a determination of reasonable suspicion, the following should be considered:
 - 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 at the workplace.
- 5) Return to Duty – An employee who has engaged in prohibited conduct based on this policy must undergo a return to duty test with a negative result before returning to their job duties. If an employee refuses to submit to return to duty testing, they will not be permitted to return to work.
 - 6) Follow-Up – Any employee who has engaged in prohibited conduct based on this policy will be subject to unannounced random follow up testing. The testing will be conducted while the employee is on duty. A minimum of six tests will be conducted in the twelve months following an employee's return to duty or more if directed by a substance abuse professional (SAP). The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if it is determined that the testing is no longer necessary.

g. Testing Notification

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.

h. Refusal to Test and Uncompleted Tests

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.

i. Recordkeeping

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.

j. Employee Assistance Program (EAP)

The Authority contracts with an Employee Assistance Program (EAP). EAP services are available to all employees. The EAP staff can provide employees with the appropriate education regarding the use of prohibited drugs.

4. Testing Standards

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.

The Authority is required by the Federal Motor Carrier Safety Administration (FMCSA) to adhere to the minimum annual percentage rate for random controlled substance testing for drivers of commercial motor vehicles requiring a commercial driver's license as determined by the FMCSA. This rate is subject to change on an annual basis and effects the CDL Pool only.

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.

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 rehabilitation⁷ 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.

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.

6. Revision Dates

The policy was originally implemented January 1, 1996 and has been revised on the following effective dates:

- November 25, 1996
- September 24, 1999
- July 25, 2005
- April 2019
- March 2021
- July 2023

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



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF CONTRACT FOR VEGETATIVE WASTE
GRINDING AND DISPOSAL – 3 BROTHERS LAND SOLUTIONS,
INC. (dba HURST LANDWORKS)**

DATE: MAY 28, 2024

This request is to authorize a unit price contract with 3 Brothers Land Solutions Inc. doing business as Hurst Landworks (Hurst) to grind and dispose of vegetative waste materials collected at the Ivy Material Utilization Center. This unit price contract will consist of a one-year term (July 1, 2024 to June 30, 2025) with two 2 renewals. Based on the estimated quantities anticipated, the annual cost for these services will be about \$250,000.

Background

A Request for Bid (RFB 410) was developed and advertised on March 15, 2024 for a qualified firm to provide vegetative waste grinding and disposal services for three grinding events each fiscal year. Four bids were received on April 11, 2024. The lowest responsible and responsive bidder was Hurst with unit prices of \$22.50 per ton for vegetative waste grinding and \$12 per ton for disposal. Based on the estimated quantities anticipated, the annual cost will be about \$250,000.

Board Action Requested:

Authorize the Executive Director to execute a unit price contract with Hurst for vegetative waste grinding and disposal services totaling about \$250,000 during FY 2024-2025 with two renewals.



MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: PHILLIP MCKALIPS, DIRECTOR OF SOLID WASTE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: APPROVAL OF CONTRACT FOR ELECTRONIC, HOUSEHOLD
HAZARDOUS, AND VERY SMALL QUANTITY GENERATOR
WASTE SPECIAL COLLECTION EVENTS – MXI
ENVIRONMENTAL**

DATE: MAY 28, 2024

This request is to authorize a unit price contract with MXI Environmental (MXI) to manage, operate and dispose of materials collected during annual eWaste, Household Hazardous Waste (HHW), and Very Small Quantity Generator (VSQG) Special Collection Events. This contract will include a one-year period (July 1, 2024 to June 30, 2025) with four annual renewals. The cost of these services will be about \$170,000 for two Special Collection Events during FY 2024 - 2025.

Background

A Request for Bid (RFB 414) was developed and advertised on April 5, 2024 for a contract with qualified firms to provide HHW, VSQG, and eWaste collection, transportation, and disposal services for two semi-annual events each fiscal year. Two bids were received on May 2, 2024. The lowest bidder was MXI Environmental. MXI has successfully provided these services in the past. Based on the unit prices included in the bid, the estimated annual cost for two Special Collection Events will be about \$170,000. These unit prices were about 5% higher than the prices included in the last procurement for these services.

Board Action Requested:

Authorize the Executive Director to execute a unit price contract for an estimated annual cost of \$170,000 with MXI for eWaste, VSQG, and HHW collection, transportation, and disposal services during FY 2024-2025 along with four annual renewals.



**RESOLUTION
 TO ADOPT THE RATE SCHEDULE
 FOR FISCAL YEAR 2024-2025, EFFECTIVE JULY 1, 2024
 BY THE RIVANNA SOLID WASTE AUTHORITY**

WHEREAS, the Rivanna Solid Waste Authority (the “Authority”) Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2024-2025; and

WHEREAS, the Authority conducted a public hearing for the proposed Rate Schedule on May 28, 2024 after advertising the actual date fixed for the public hearing in the Daily Progress on May 14, 2024 and May 21, 2024, and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2024-2025, to be effective on July 1, 2024.

Rate Schedule

<u>Tipping Fees (Per Ton):</u>			<u>Tipping Fees (Per Item):</u>		
Clean Fill Material		\$10.00	Freon Appliances		\$17.00
Clean Fill-Project > than 10,000 tons*		\$3.50	Passenger Veh. Tire, Off Rim		\$6.00
Vegetation/Yard Waste		\$54.00	Passenger Veh. Tire, With Rim		\$13.00
Domestic Waste(MSW)		\$58.00	Large Truck Tire, Off Rim		\$17.00
Construction Debris(CDD)		\$58.00	Large Truck Tire, With Rim		\$33.00
Tires		\$190.00			
			<u>Other Charges</u>		
Minimum Charge Per Load		\$6.00	Service Fee Per Ticket-		
Compost, Sold (per ton)		\$75.00	Albemarle County Customer		\$1.00
Trash Stickers (each)		\$2.00	Other Customers		\$10.00
Ticket Request (per copy)		\$1.00	Credit Application Fee (each)		\$35.00
* Project requires advanced approval by RSWA and agreement to special terms and conditions					

MEMORANDUM

**TO: RIVANNA SOLID WASTE AUTHORITY
BOARD OF DIRECTORS**

FROM: BILL MAWYER, EXECUTIVE DIRECTOR

**SUBJECT: ADOPTION OF THE FY 2024-2025 RATE SCHEDULE AND APPROVAL
OF THE FY 2024-2025 BUDGET**

DATE: MAY 28, 2024

Fiscal Year 2024 - 2025 will be another dynamic year for the Rivanna Solid Waste Authority. A budget totaling \$9.8 million is proposed to provide our essential refuse disposal and recycling services. We will start construction of a new Baling Facility for recycled materials to be located at the Ivy MUC. The Baling Facility will replace the existing leased Paper Sort facility. We will complete the design for a new Northern Convenience Center to be located on the County's Brookhill property, with construction planned for FY 2027. The Ivy Transfer Station continues to receive an increasing amount of municipal solid waste and construction demolition debris, currently about 210 tons per day, which far exceeds the transfer goal of 89 tons per day hoped for when the tip fees were reduced and the number of operating days were increased from five to six per week in FY 2018 – 2019. Our Fall and Spring Special Collection Programs for Household Hazardous Waste, eWaste and Bulky Waste will also continue to be provided as beneficial services for the community.

To support these solid waste services, an FY 2024 -2025 budget totaling \$9.8 million is proposed. This budget represents an increase in operating expenses of \$1.8 million (24%), largely due to the costs to process more tonnage through the Transfer Station, along with investments in building repairs and equipment replacement, as well as support for our workforce. Revenues from tip fees, clean fill, recycling, and other sales are estimated to be \$5.6 million, a 28% increase above FY 2023 - 2024 levels, resulting in a net budget increase of \$0.66 million (18%).

The FY 2025 – 2029 Capital Improvement Program includes \$9.2 million for the Baling and Northern Convenience Facilities, as well as a replacement scale house and repairs to the landfill gas and leachate management systems. The FY 2025 – 2029 Capital Equipment Replacement Program includes \$1.6 million to replace a loader and yard jockey for the Transfer Station, renovation of the Ivy Administrative spaces, as well as a Bobcat tractor and compactors for the McIntire Recycling Center. These Capital expenses are funded through depreciation charges in the Operating budget, except for the Baling Facility (70% County/30% City) and Northern Convenience Center (100% County) costs which will be funded directly by the County and City. A new position, Assistant Manager of Recycling, was envisioned by our Succession Management Plan and is proposed in FY 2025 along with a 0.5 FTE Attendant position to support the Ivy Convenience Center. A 3% cost-of-living increase and 2% merit performance pool for all eligible employees are also proposed to help reduce our turnover rate (22%) and achieve our Strategic Plan turnover goal of less than 10%. This will be the first salary increase for staff since July 2023, and the only salary increase planned for FY 2025.

The estimated support required to provide our programs includes:

- \$3.4 million from Albemarle County, an increase of \$0.52 million
- \$0.73 million from the City, an increase of \$0.14 million
- and \$79,982 from the University of Virginia

Tipping fees are proposed to increase from \$54 to \$58/ton for municipal and construction debris disposal, along with an increase from \$50 to \$54/ton for vegetation disposal.

Board Action Requested:

After conducting a Public Hearing, consider approval of the Resolution to Adopt the attached Rate Schedule and approval of the FY 2024 – 2025 Budget, with both to be effective on July 1, 2024.

Attachments

RIVANNA



SOLID WASTE AUTHORITY



VALUES

The Rivanna Authorities are committed to the following values:

- Integrity
- Teamwork
- Respect
- Quality

Draft Budget
Fiscal Year 2024 – 2025

Rivanna Solid Waste Authority

FY 2024-2025 Draft Budget

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Prepared March 18, 2024
 Adopted **BOD Draft**

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Rivanna Solid Waste Authority
Budget Draft FY 2024-2025
Budget Summary

	Adopted Budget FY 2023-2024	Estimated Year-end FY 2023-2024	Draft Budget FY 2024-2025	FY 2024 vs. FY 2025 Variance \$	FY 2024 vs. FY 2025 Variance %
Revenues					
Ivy Tipping Fees	\$ 1,358,000	\$ 1,033,221	\$ 1,360,450	\$ 2,450	0.18%
Ivy Environmental Revenues	-	-	-	-	
Ivy MSW Transfer Tipping	2,587,000	3,773,494	3,804,850	1,217,850	47.08%
County Convenience Centers	60,000	35,806	60,000	-	0.00%
Recycling Revenues	285,000	153,361	285,000	-	0.00%
Other Revenues - Administration	80,000	179,090	80,000	-	0.00%
Total Revenues	\$ 4,370,000	\$ 5,174,972	\$ 5,590,300	\$ 1,220,300	27.92%
Expenses					
Ivy Operations	\$ 865,140	\$ 833,348	\$ 1,099,541	\$ 234,400	27.09%
Ivy Environmental	903,859	791,431	1,105,926	202,067	22.36%
MSW Transfer Ivy	3,597,923	4,682,446	4,659,079	1,061,156	29.49%
County Convenience Centers	730,706	665,508	828,216	97,510	13.34%
Recycling Operations	699,125	655,201	841,582	142,458	20.38%
Administration	1,144,972	1,050,143	1,291,034	146,062	12.76%
Total Expenses	\$ 7,941,725	\$ 8,678,077	\$ 9,825,378	\$ 1,883,653	23.72%

Operating Net Income (Loss)	\$ (3,571,725)	\$ (3,503,105)	\$ (4,235,078)	\$ (663,353)	18.6%
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Other Funding Sources & Adjustments

Local Contributions-Operations	\$ 2,348,374	\$ 2,450,358	\$ 2,765,841	\$ 417,467	17.78%
Environmental Support - Local - MOU	1,223,351	1,223,351	1,469,237	245,886	20.10%

Total Local Support*	\$ 3,571,725	\$ 3,673,709	\$ 4,235,078	\$ 663,353	18.57%
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Local Support Detail	Support - FY 2024		Support - FY 2025		
County - Ivy Operations	\$ (226,617)	\$ 17,890	\$ 41,849	\$ 268,466	-118.47%
County - Ivy Transfer	1,277,166	1,126,716	1,156,987	(120,178)	-9.41%
County - Convenience Centers	670,706	629,702	768,216	97,510	14.54%
County - Recycling	438,983	473,235	559,152	120,169	27.37%
County - Environmental MOU	737,473	737,473	896,069	158,596	21.51%
	<u>\$ 2,897,711</u>	<u>\$ 2,985,016</u>	<u>\$ 3,422,274</u>	<u>\$ 524,563</u>	<u>18.10%</u>
City - Recycling	\$ 188,136	\$ 202,815	\$ 239,637	\$ 51,501	27.37%
City - Environmental MOU	405,896	405,896	493,185	87,289	21.51%
	<u>\$ 594,032</u>	<u>\$ 608,711</u>	<u>\$ 732,822</u>	<u>\$ 138,790</u>	<u>23.36%</u>
UVa - Environmental MOU	\$ 79,982	\$ 79,982	\$ 79,982	\$ -	
Total Local Support*	\$ 3,571,725	\$ 3,673,709	\$ 4,235,078	\$ 663,353	18.57%
Operational Support	\$ 2,348,374	\$ 2,450,358	\$ 2,765,841	417,467	
Environmental Support.	1,223,351	1,223,351	1,469,237	245,886	
	<u>\$ 3,571,725</u>	<u>\$ 3,673,709</u>	<u>\$ 4,235,078</u>	<u>\$ 663,353</u>	

Financial Budgets by Cost Center

Rivanna Solid Waste Authority

Fiscal Year 2024-2025

Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			

Ivy Operations

Tipping fees & Tonnage Information

Operations Rate / Tipping Fees						
Clean fill material	\$ 10.00			\$ 10.00	\$ -	0.00%
Bulk Clean fill	3.50			3.50		0.00%
Grindable material	50.00			54.00	4.00	8.00%
Tires whole - per ton	190.00			190.00	-	0.00%
Tires - per item (various rates per item)	-			-	-	0.00%
White goods per ton	-			-	-	
Freon removal fee per item	17.00			17.00	-	
White goods per item without freon	-			-	-	0.00%
Estimated tonnage						
Clean fill material	35,000	15,489	30,978	35,000	-	0.00%
Bulk Clean fill	150,000	38,465	76,930	108,000	(42,000)	-28.00%
Grindable material	7,000	3,617	7,234	9,000	2,000	28.57%
Tires whole - per ton	200	10	20	265	65	32.50%

Projected Revenues

Revenues						
Clean fill material	\$ 875,000	\$ 287,264	574,528	\$ 728,000	(147,000)	-16.80%
Grindable material	350,000	183,119	366,238	486,000	136,000	38.86%
Tires whole	38,000	1,851	1,851	50,350	12,350	32.50%
Tires and white good per item	20,000	18,698	37,396	21,100	1,100	5.50%
Material Sales	75,000	26,604	53,208	75,000	-	0.00%
Total Operations Revenues	\$ 1,358,000	\$ 517,536	\$ 1,033,221	\$ 1,360,450	\$ 2,450	0.18%

Projected Expenses

Personnel Cost	\$ 301,640	\$ 145,638	\$ 291,276	\$ 377,941	76,300	25.30%
Professional Services	-	9,904	19,808	-	-	
Other Services and Charges	27,700	17,538	31,843	29,700	2,000	7.22%
Communications	1,800	8,566	17,132	18,900	17,100	950.00%
Information Technology	25,000	1,055	2,109	25,000	-	0.00%
Vehicles and Equip. Maintenance	82,000	29,140	58,280	82,000	-	0.00%
Supplies	1,000	1,454	2,908	4,000	3,000	300.00%
Operations and Maintenance	241,000	112,496	224,992	362,000	121,000	50.21%
Environmental Remediations	-	-	-	-	-	
Equipment Replacement	185,000	92,500	185,000	200,000	15,000	8.11%
Subtotal Before Allocations	\$ 865,140	\$ 418,290	\$ 833,348	\$ 1,099,541	\$ 234,400	27.09%
Allocation of Administration Costs	266,243	108,882	217,763	302,758	36,515	13.72%
Total Operations Expenses	\$ 1,131,383	\$ 527,172	\$ 1,051,111	\$ 1,402,299	\$ 270,916	23.95%

Net Surplus or (Deficit) \$ 226,617 \$ (9,636) \$ (17,890) \$ (41,849) (268,466) -118.47%

Summary of Local Support Payments

County	\$ 226,617	\$ (9,636)	\$ (17,890)	\$ (41,849)	\$ (268,466)	-118.47%
City	-	-	-	-	-	
Uva	-	-	-	-	-	
Total	\$ 226,617	\$ (9,636)	\$ (17,890)	\$ (41,849)	\$ (268,466)	-118.47%

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
IVY OPERATIONS**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024 vs. FY 2025 Variance \$	FY 2024 vs. FY 2025 Variance %
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024			
Salaries and Benefits							
10000	Salaries	\$ 195,400	\$ 99,495	\$ 198,991	\$ 251,300	\$ 55,900	28.6%
11000	Holiday & Overtime Pay	15,000	6,109	12,218	15,000	-	0%
12010	FICA	16,096	7,911	15,821	20,372	4,276	27%
12020	Health Insurance	46,500	18,367	36,735	57,550	11,050	24%
12026	Employee Assistance Program	30	29	57	30	-	0%
12030	Retirement	9,496	4,754	9,509	13,822	4,325	46%
12040	Life Insurance	2,618	1,207	2,414	3,367	749	29%
12050	Fitness Program	200	127	254	200	-	0%
12060	Worker's Comp Insurance	10,000	4,897	9,794	10,000	-	0%
	Subtotal	\$ 295,340	\$ 142,896	\$ 285,792	\$ 371,641	\$ 76,300	26%
Other Personnel Costs							
13000	Employee Dues & Licenses	\$ 100	\$ 34	\$ 69	\$ 100	\$ -	0%
13100	Education & Training	2,700	659	1,318	2,700	-	0%
13200	Travel & Lodging	200	-	-	200	-	0%
13250	Uniforms	2,600	1,690	3,380	2,600	-	0%
13325	Recruiting and Medical Testing	200	190	379	200	-	0%
13350	Other	500	169	339	500	-	0%
	Subtotal	\$ 6,300	\$ 2,742	\$ 5,484	\$ 6,300	\$ -	0%
Professional Services							
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	-	9,904	19,808	-	-	-
	Subtotal	\$ -	\$ 9,904	\$ 19,808	\$ -	\$ -	-
Other Services and Charges							
21100	General Liability/Property Insurance	\$ 3,000	\$ 1,200	\$ 2,400	\$ 3,000	\$ -	0%
21150	Advertising / Communication / Outreach	-	-	-	-	-	-
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	-	1,373	2,746	2,000	2,000	-
21300	Authority Dues/Permits/Fees	1,200	1,616	-	1,200	-	0%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	3,500	1,467	2,933	3,500	-	0%
21420	General Other Services	20,000	11,882	23,765	20,000	-	0%
21430	Governance & Strategic Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 27,700	\$ 17,538	\$ 31,843	\$ 29,700	\$ 2,000	7%
Communication							
22000	Radio	\$ -	\$ 56	\$ 112	\$ -	\$ -	-
22100	Telephone & Data Service	1,400	7,499	14,997	16,400	15,000	1071%
22200	Cell Phones & Pagers	400	1,011	2,023	2,500	2,100	525%
	Subtotal	\$ 1,800	\$ 8,566	\$ 17,132	\$ 18,900	\$ 17,100	950%
Information Technology							
31000	Computer Hardware	\$ 1,000	\$ 255	\$ 509	\$ 1,000	\$ -	0%
31200	Maintenance & Support Services	4,000	800	1,600	4,000	-	0%
31250	Software Purchases	20,000	-	-	20,000	-	-
	Subtotal	\$ 25,000	\$ 1,055	\$ 2,109	\$ 25,000	\$ -	0%
Vehicles and Equipment Maint.							
32000	Vehicle Maintenance & Repair	\$ 15,000	\$ 4,851	\$ 9,703	\$ 15,000	\$ -	0%
32100	Equipment Maint. & Repair	50,000	18,849	37,697	50,000	-	0%
32200	Fuel	17,000	5,440	10,880	17,000	-	0%
32300	Trailer Maint. & Repairs	-	-	-	-	-	-
	Subtotal	\$ 82,000	\$ 29,140	\$ 58,280	\$ 82,000	\$ -	0%
Supplies							
33000	Office Supplies	\$ 1,000	\$ 1,454	\$ 2,908	\$ 4,000	\$ 3,000	300%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 1,000	\$ 1,454	\$ 2,908	\$ 4,000	\$ 3,000	300%
Operation & Maintenance							
41000	Facility Maintenance/Repairs/Replacements	\$ 12,000	\$ 2,448	\$ 4,896	\$ 12,000	\$ -	0%
41100	Forestry Services	-	-	-	-	-	-
41160	Materials, Supplies & Tools	3,000	1,954	3,908	3,000	-	0%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	200,000	98,329	196,658	321,000	121,000	61%
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	26,000	9,765	19,530	26,000	-	0%
	Subtotal	\$ 241,000	\$ 112,496	\$ 224,992	\$ 362,000	\$ 121,000	50%
Disposal Contracts							
43000	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
43100		-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
Ivy Remediation							
51000	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41350	Gas Systems Maintenance	-	-	-	-	-	-
41360	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51101	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51110	Surface Water Monitoring	-	-	-	-	-	-
51200	Cap Replacement and Repair	-	-	-	-	-	-
51225		-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
IVY OPERATIONS**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	-	-	-	-	-	-
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81000	Equipment						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Depreciation	185,000	92,500	185,000	200,000	15,000	8%
Subtotal		\$ 185,000	\$ 92,500	\$ 185,000	\$ 200,000	\$ 15,000	8%
Total		\$ 865,140	\$ 418,290	\$ 833,348	\$ 1,099,541	\$ 234,400	27%

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Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

Ivy Environmental

FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			

Projected Revenues

Revenues

Forestry Management Revenues	\$	-	\$	-	\$	-	\$	-	0.00%
Total Operations Revenues	\$	-	\$	-	\$	-	\$	-	#DIV/0!

Projected Expenses

Personnel Cost	\$	211,359	\$	105,426	\$	210,853	\$	230,426	\$	19,067	9.02%
Professional Services		40,000		2,745		5,489		40,000		-	
Other Services and Charges		8,200		4,859		9,718		8,200		-	0.00%
Communications		300		225		449		5,300		5,000	1666.67%
Information Technology		-		-		-		-		-	#DIV/0!
Vehicles and Equip. Maintenance		22,000		9,145		18,289		22,000		-	0.00%
Supplies		-		-		-		-		-	
Operations and Maintenance		209,000		98,493		196,986		220,000		11,000	5.26%
Environmental Remediations		208,000		72,324		144,647		270,000		62,000	
Equipment Replacement		205,000		102,500		205,000		310,000		105,000	51.22%
Subtotal Before Allocations	\$	903,859	\$	395,716	\$	791,431	\$	1,105,926	\$	202,067	22.36%
Allocation of Administration Costs		319,492		130,658		261,316		363,310		43,819	13.72%
Total Operations Expenses	\$	1,223,351	\$	526,374	\$	1,052,747	\$	1,469,237	\$	245,886	20.10%

Net Deficit \$ (1,223,351) \$ (526,374) \$ (1,052,747) \$ (1,469,237) \$ (245,886) 20.10%



Local Support Payments - Environmental MOU											
County	\$	737,473	\$	368,736	\$	737,473	\$	896,069	\$	158,596	21.51%
City		405,896		202,948		405,896		493,185		87,289	21.51%
UVa		79,982		79,982		79,982		79,982		-	-
	\$	1,223,351	\$	651,666	\$	1,223,351	\$	1,469,237	\$	245,886	20.10%

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
IVY ENVIRONMENTAL**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
10000	Salaries and Benefits						
11000	Salaries	\$ 128,750	\$ 71,068	\$ 142,136	\$ 142,850	\$ 14,100	11.0%
11010	Holiday & Overtime Pay	15,000	4,363	8,727	15,000	-	0%
12010	FICA	10,997	5,650	11,301	12,076	1,079	10%
12020	Health Insurance	31,600	13,119	26,239	33,700	2,100	7%
12026	Employee Assistance Program	30	20	41	30	-	0%
12030	Retirement	6,257	3,396	6,792	7,857	1,600	26%
12040	Life Insurance	1,725	862	1,724	1,914	189	11%
12050	Fitness Program	200	91	182	200	-	0%
12060	Worker's Comp Insurance	10,000	4,897	9,794	10,000	-	0%
	Subtotal	\$ 204,559	\$ 103,468	\$ 206,935	\$ 223,626	\$ 19,067	9%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 100	\$ 25	\$ 49	\$ 100	\$ -	0%
13150	Education & Training	2,800	471	941	2,800	-	0%
13200	Travel & Lodging	200	-	-	200	-	0%
13250	Uniforms	2,700	1,207	2,414	2,700	-	0%
13325	Recruiting and Medical Testing	500	136	271	500	-	0%
13350	Other	500	121	242	500	-	0%
	Subtotal	\$ 6,800	\$ 1,959	\$ 3,918	\$ 6,800	\$ -	0%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	40,000	2,745	5,489	40,000	-	-
	Subtotal	\$ 40,000	\$ 2,745	\$ 5,489	\$ 40,000	\$ -	-
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 800	\$ 322	\$ 645	\$ 800	\$ -	0%
21150	Advertising / Communication / Outreach	1,000	-	-	1,000	-	0%
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	-	402	804	-	-	-
21300	Authority Dues/Permits/Fees	3,400	100	200	3,400	-	0%
21350	Laboratory Analysis	-	-	-	-	-	#DIV/0!
21400	Utilities	3,000	1,664	3,328	3,000	-	0%
21420	General Other Services	-	2,370	4,741	-	-	#DIV/0!
21430	Governance & Strategic Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 8,200	\$ 4,859	\$ 9,718	\$ 8,200	\$ -	0%
22000	Communication						
22100	Radio	\$ -	\$ 40	\$ 80	\$ -	\$ -	-
22150	Telephone & Data Service	150	42	83	5,150	5,000	3333%
22200	Cell Phones & Pagers	150	143	286	150	-	0%
	Subtotal	\$ 300	\$ 225	\$ 449	\$ 5,300	\$ 5,000	1667%
31000	Information Technology						
31100	Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	-
31200	Maintenance & Support Services	-	-	-	-	-	#DIV/0!
31250	Software Purchases	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 5,500	\$ 263	\$ 525	\$ 5,500	\$ -	0%
32150	Equipment Maint. & Repair	3,500	1,452	2,905	3,500	-	0%
32200	Fuel	12,000	3,886	7,771	12,000	-	0%
32300	Trailer Maint. & Repairs	1,000	3,544	7,088	1,000	-	0%
	Subtotal	\$ 22,000	\$ 9,145	\$ 18,289	\$ 22,000	\$ -	-
33000	Supplies						
33100	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
41000	Operation & Maintenance						
41100	Facility Maintenance/Repairs/Replacements	\$ 30,000	\$ 4,999	\$ 9,998	\$ 30,000	\$ -	0%
41160	Forestry Services	-	5,811	11,622	11,000	11,000	-
41400	Materials, Supplies & Tools	22,000	3,091	6,182	22,000	-	0%
41450	HHW Disposal	155,000	84,198	168,395	155,000	-	0%
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	2,000	394	789	2,000	-	0%
41760	Tire Disposal	-	-	-	-	-	-
	Subtotal	\$ 209,000	\$ 98,493	\$ 196,986	\$ 220,000	\$ 11,000	5%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	0%
41360	Gas Systems Maintenance	40,000	8,394	16,788	40,000	-	0%
51101	Settlement Agreement (Air & Groundwater)	9,000	5,327	10,654	13,000	4,000	44%
51110	Compliance Ground Water Well Monitoring	75,000	31,886	63,772	85,000	10,000	13%
51200	Surface Water & Water Supply Monitoring	15,000	4,448	8,896	18,000	3,000	20%
51225	Cap Replacement and Repair	-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
IVY ENVIRONMENTAL**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	45,000	17,787	35,574	50,000	5,000	11%
51651	Full Scale EBR - Injection & Reporting	-	-	-	35,000	35,000	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	#DIV/0!
51670	Cobalt MNA Monitoring	9,000	4,482	8,963	14,000	5,000	56%
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	8,500	-	-	8,500	-	0%
Subtotal		\$ 208,000	\$ 72,324	\$ 144,647	\$ 270,000	\$ 62,000	30%
81000	Equipment						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
	Depreciation	205,000	102,500	205,000	310,000	105,000	51%
Subtotal		\$ 205,000	\$ 102,500	\$ 205,000	\$ 310,000	\$ 105,000	51%
Total		\$ 903,859	\$ 395,716	\$ 791,431	\$ 1,105,926	\$ 202,067	22%

Current year budget and yearend estimates				Draft
MOU PAYMENT BASIS:				
Base Expenses	\$ 903,859	\$ -	\$ 791,431	\$ 1,105,926
Adminstrative allocation	319,492	-	261,316	363,310
	\$ 1,223,351	\$ -	\$ 1,052,747	\$ 1,469,237
Use of Reserves	\$ -	\$ -	\$ -	\$ -
UVA FIXED PER AGREEMENT	79,982	-	79,982	79,982
Forestry Revenues	-	-	-	-
COUNTY 64.5%	737,473	-	737,473	896,069
CITY 35.5%	405,896	-	405,896	493,185
	\$ 1,223,351	\$ -	\$ 1,223,351	\$ 1,469,237
Defict / Use of Reserves	\$ -		\$ 170,604	

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Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			

Ivy Transfer Station

Tipping fees & Tonnage Information

Operations Rate / Tipping Fees						
MSW / Construction Debris	\$	54.00		\$	58.00	\$ 4.00 7.41%
Compostable material		-			-	-
Service charge (\$1 county, \$10 non-county)		-			-	-
Estimated tonnage						
MSW / Construction Debris		46,000	33,473	66,946	63,825	17,825 38.75%
Compostable material		350	-	-	350	- 0.00%

Projected Revenues

Revenues						
MSW / Construction Debris	\$	2,484,000	\$ 1,834,855	\$ 3,669,710	\$ 3,701,850	\$ 1,217,850 49.03%
Compostable material		-	-	-	-	-
Service charges / other revenues		103,000	51,892	103,784	103,000	- 0.00%
Total Operations Revenues		\$ 2,587,000	\$ 1,886,747	\$ 3,773,494	\$ 3,804,850	\$ 1,217,850 47.08%

Projected Expenses

Personnel Cost	\$	753,673	\$ 375,119	\$ 750,238	\$ 712,652	\$ (41,021) -5.44%
Professional Services		-	-	-	-	-
Other Services and Charges		48,000	19,910	39,820	52,000	4,000 8.33%
Communications		1,600	808	1,617	16,600	15,000 937.50%
Information Technology		55,000	1,200	2,400	55,000	- 0.00%
Vehicles and Equip. Maintenance		110,000	71,669	143,339	110,000	- 0.00%
Supplies		7,000	10,399	20,798	10,000	3,000 42.86%
Operations and Maintenance		2,514,150	1,812,118	3,624,235	3,574,327	1,060,177 42.17%
Environmental Remediations		3,500	-	-	3,500	- 0.00%
Equipment Replacement		105,000	50,000	100,000	125,000	20,000 19.05%
Subtotal Before Allocations		\$ 3,597,923	\$ 2,341,223	\$ 4,682,446	\$ 4,659,079	\$ 1,061,156 29.49%
Allocation of Administration Costs		266,243	108,882	217,763	302,758	36,515 13.72%
Total Operations Expenses		\$ 3,864,166	\$ 2,450,105	\$ 4,900,210	\$ 4,961,837	\$ 1,097,672 28.41%
Net Deficit		\$ (1,277,166)	\$ (563,358)	\$ (1,126,716)	\$ (1,156,987)	\$ 120,178 -9.41%

Summary of Local Support Payments						
County	\$	(1,277,166)	\$ (563,358)	\$ (1,126,716)	\$ (1,156,987)	\$ 120,178 -9.41%
City		-	-	-	-	-
Uva		-	-	-	-	-
		\$ (1,277,166)	\$ (563,358)	\$ (1,126,716)	\$ (1,156,987)	\$ 120,178 -9.41%

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
MSW TRANSFER OPERATIONS - IVY**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024 vs. FY 2025 Variance \$	FY 2024 vs. FY 2025 Variance %
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024			
10000	Salaries and Benefits						
11000	Salaries	\$ 479,550	\$ 255,845	\$ 511,691	\$ 449,600	\$ (29,950)	-6.25%
11010	Holiday & Overtime Pay	40,000	15,708	31,417	40,000	-	0%
12010	FICA	39,746	20,342	40,683	37,454	(2,291)	-6%
12020	Health Insurance	122,800	47,230	94,460	113,000	(9,800)	-8%
12026	Employee Assistance Program	75	74	147	75	-	0%
12030	Retirement	23,306	12,225	24,451	24,728	1,422	6%
12040	Life Insurance	6,426	3,103	6,206	6,025	(401)	-6%
12050	Fitness Program	450	327	654	450	-	0%
12060	Worker's Comp Insurance	27,000	13,213	26,426	27,000	-	0%
	Subtotal	\$ 739,353	\$ 368,067	\$ 736,135	\$ 698,332	\$ (41,021)	-6%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 120	\$ 88	\$ 176	\$ 120	\$ -	0%
13150	Education & Training	8,000	1,695	3,389	8,000	-	0%
13200	Travel & Lodging	200	-	-	200	-	0%
13250	Uniforms	5,000	4,345	8,691	5,000	-	0%
13325	Recruiting and Medical Testing	500	488	976	500	-	0%
13350	Other	500	435	871	500	-	0%
	Subtotal	\$ 14,320	\$ 7,051	\$ 14,103	\$ 14,320	\$ -	0%
	Professional Services						
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 8,000	\$ 3,197	\$ 6,393	\$ 8,000	\$ -	0%
21150	Advertising / Communication / Outreach	2,000	-	-	2,000	-	0%
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	15,000	1,447	2,895	19,000	4,000	27%
21300	Authority Dues/Permits/Fees	9,000	7,294	14,588	9,000	-	0%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	11,000	4,400	8,799	11,000	-	0%
21420	General Other Services	3,000	3,573	7,145	3,000	-	0%
21430	Governance & Strategic Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 48,000	\$ 19,910	\$ 39,820	\$ 52,000	\$ 4,000	8%
22000	Communication						
22100	Radio	\$ 100	\$ 144	\$ 288	\$ 100	\$ -	-
22150	Telephone & Data Service	500	150	299	15,500	15,000	3000%
22200	Cell Phones & Pagers	1,000	515	1,030	1,000	-	0%
	Subtotal	\$ 1,600	\$ 808	\$ 1,617	\$ 16,600	\$ 15,000	938%
31000	Information Technology						
31100	Computer Hardware	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	0%
31200	Maintenance & Support Services	12,000	1,200	2,400	12,000	-	0%
31250	Software Purchases	40,000	-	-	40,000	-	-
	Subtotal	\$ 55,000	\$ 1,200	\$ 2,400	\$ 55,000	\$ -	0%
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 25,000	\$ 13,261	\$ 26,522	\$ 25,000	\$ -	0%
32150	Equipment Maint. & Repair	45,000	44,420	88,840	45,000	-	0%
32200	Fuel	40,000	13,988	27,977	40,000	-	0%
32300	Trailer Maint & Repairs	-	-	-	-	-	-
	Subtotal	\$ 110,000	\$ 71,669	\$ 143,339	\$ 110,000	\$ -	0%
33000	Supplies						
33100	Office Supplies	\$ 7,000	\$ 10,399	\$ 20,798	\$ 10,000	\$ 3,000	43%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 7,000	\$ 10,399	\$ 20,798	\$ 10,000	\$ 3,000	43%
41000	Operation & Maintenance						
41100	Facility Maintenance/Repairs/Replacements	\$ 45,000	\$ 26,495	\$ 52,990	\$ 45,000	\$ -	0%
41160	Forestrty Services	-	-	-	-	-	-
41400	Materials, Supplies & Tools	15,000	8,535	17,070	15,000	-	0%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	-	-	-	-	-	-
	Subtotal	\$ 60,000	\$ 35,030	\$ 70,060	\$ 60,000	\$ -	0%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ 2,454,150	\$ 1,777,088	\$ 3,554,176	\$ 3,514,327	\$ 1,060,177	43%
	Subtotal	\$ 2,454,150	\$ 1,777,088	\$ 3,554,176	\$ 3,514,327	\$ 1,060,177	43%
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41360	Gas Systems Maintenance	-	-	-	-	-	-
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51200	Surface Water Monitoring	-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
MSW TRANSFER OPERATIONS - IVY**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51225	Cap Replacement and Repair	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	3,500	-	-	3,500	-	0%
51800	Contingency	-	-	-	-	-	-
Subtotal		\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	
81000	Equipment						
81200	Rental & Leases	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	
	Depreciation	100,000	50,000	100,000	120,000	20,000	20%
Subtotal		\$ 105,000	\$ 50,000	\$ 100,000	\$ 125,000	\$ 20,000	19%
Total		\$ 3,597,923	\$ 2,341,223	\$ 4,682,446	\$ 4,659,079	\$ 1,061,156	29%

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Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

County Convenience Centers

	FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
	Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			
Projected Revenues							
Revenues							
Material sales	\$ 60,000	\$ 17,903	\$ 35,806	\$ 60,000	\$ -		0.00%
Total Operations Revenues	\$ 60,000	\$ 17,903	\$ 35,806	\$ 60,000	\$ -		0.00%
Projected Expenses							
Personnel Cost	\$ 478,206	\$ 244,903	\$ 489,806	\$ 558,716	\$ 80,510		16.84%
Professional Services	-	-	-	-	-		
Other Services and Charges	16,300	5,644	11,288	16,300	-		0.00%
Communications	6,200	4,116	8,231	18,200	12,000		
Information Technology	-	-	-	-	-		
Vehicles and Equip. Maintenance	155,000	19,562	39,123	155,000	-		0.00%
Supplies	-	-	-	-	-		
Operations and Maintenance	10,000	26,030	52,059	15,000	5,000		50.00%
Environmental Remediations	-	-	-	-	-		
Equipment Replacement	65,000	32,500	65,000	65,000	-		0.00%
Subtotal Before Allocations	\$ 730,706	\$ 332,754	\$ 665,508	\$ 828,216	\$ 97,510		13.34%
Allocation of Administration Costs	-	-	-	-	-		
Total Operations Expenses	\$ 730,706	\$ 332,754	\$ 665,508	\$ 828,216	\$ 97,510		13.34%
Net Deficit	\$ (670,706)	\$ (314,851)	\$ (629,702)	\$ (768,216)	\$ (97,510)		14.54%



Summary of Local Support Payments							
County	\$ (670,706)	\$ (314,851)	\$ (629,702)	\$ (768,216)	\$ (97,510)		14.54%
City	-	-	-	-	-		
Uva	-	-	-	-	-		
	\$ (670,706)	\$ (314,851)	\$ (629,702)	\$ (768,216)	\$ (97,510)		14.54%

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
COUNTY CONVENIENCE CENTERS**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
Salaries and Benefits							
10000	Salaries	\$ 321,000	\$ 170,564	\$ 341,127	\$ 369,000	\$ 48,000	14.95%
11000	Holiday & Overtime Pay	15,000	10,472	20,944	15,000	-	0%
12010	FICA	25,704	13,561	27,122	29,376	3,672	14%
12020	Health Insurance	81,200	31,487	62,973	99,700	18,500	23%
12026	Employee Assistance Program	50	49	98	50	-	0%
12030	Retirement	15,601	8,150	16,301	20,295	4,694	30%
12040	Life Insurance	4,301	2,069	4,137	4,945	643	15%
12050	Fitness Program	-	218	436	-	-	-
12060	Worker's Comp Insurance	7,400	3,633	7,265	12,400	5,000	68%
	Subtotal	\$ 470,256	\$ 240,202	\$ 480,405	\$ 550,766	\$ 80,510	
Other Personnel Costs							
13000	Employee Dues & Licenses	\$ -	\$ 59	\$ 118	\$ -	\$ -	
13100	Education & Training	1,500	1,130	2,259	1,500	-	0%
13200	Travel & Lodging	100	-	-	100	-	0%
13250	Uniforms	6,000	2,897	5,794	6,000	-	0%
13325	Recruiting and Medical Testing	150	325	650	150	-	0%
13350	Other	200	290	581	200	-	0%
	Subtotal	\$ 7,950	\$ 4,701	\$ 9,402	\$ 7,950	\$ -	
Professional Services							
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
20200	Financial & Admin. Services	-	-	-	-	-	
20300	Engineering Consultants	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Services and Charges							
21100	General Liability/Property Insurance	\$ 4,500	\$ 1,800	\$ 3,599	\$ 4,500	\$ -	0%
21150	Advertising / Communication / Outreach	800	1,093	2,186	800	-	0%
21250	Administrative Services RWSA	-	-	-	-	-	
21252	EMS Programs/Supplies	-	-	-	-	-	
21253	Safety Programs/Supplies	1,000	965	1,930	1,000	-	0%
21300	Authority Dues/Permits/Fees	-	-	-	-	-	
21350	Laboratory Analysis	-	-	-	-	-	
21400	Utilities	10,000	442	884	10,000	-	0%
21420	General Other Services	-	1,344	2,689	-	-	
21430	Governance & Strategic Support	-	-	-	-	-	
21450	Bad Debt Write-Offs	-	-	-	-	-	
	Subtotal	\$ 16,300	\$ 5,644	\$ 11,288	\$ 16,300	\$ -	
Communication							
22000	Radio	\$ 3,000	\$ 3,673	\$ 7,345	\$ 3,000	\$ -	
22100	Telephone & Data Service	200	100	199	12,200	12,000	
22200	Cell Phones & Pagers	3,000	343	687	3,000	-	
	Subtotal	\$ 6,200	\$ 4,116	\$ 8,231	\$ 18,200	\$ 12,000	
Information Technology							
31000	Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	
31100	Maintenance & Support Services	-	-	-	-	-	
31250	Software Purchases	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Vehicles and Equipment Maint.							
32000	Vehicle Maintenance & Repair	\$ 30,000	\$ 4,592	\$ 9,184	\$ 30,000	\$ -	0%
32100	Equipment Maint. & Repair	30,000	5,457	10,915	30,000	-	0%
32200	Fuel	90,000	9,326	18,651	90,000	-	0%
32300	Trailer Maint & Repairs	5,000	187	374	5,000	-	0%
	Subtotal	\$ 155,000	\$ 19,562	\$ 39,123	\$ 155,000	\$ -	
Supplies							
33000	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
33100	Subscriptions/Reference Material	-	-	-	-	-	
33150	Postage	-	-	-	-	-	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Operation & Maintenance							
41000	Facility Maintenance/Repairs/Replacements	\$ 5,000	\$ 23,991	\$ 47,983	\$ 10,000	\$ 5,000	100%
41100	Forestry Services	-	-	-	-	-	
41400	Materials, Supplies & Tools	5,000	2,038	4,076	5,000	-	0%
41450	HHW Disposal	-	-	-	-	-	
41500	Contracted Labor	-	-	-	-	-	
41550	Material Purchases	-	-	-	-	-	
41650	Wood Grinding	-	-	-	-	-	
41700	Building Rental	-	-	-	-	-	
41750	Leach Treatment	-	-	-	-	-	
41760	Tire Disposal	-	-	-	-	-	
	Subtotal	\$ 10,000	\$ 26,030	\$ 52,059	\$ 15,000	\$ 5,000	
Disposal Contracts							
43000	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Ivy Remediation							
51000	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
41350	Gas Systems Maintenance	-	-	-	-	-	
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	
51200	Surface Water Monitoring	-	-	-	-	-	

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
COUNTY CONVENIENCE CENTERS**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51225	Cap Replacement and Repair	-	-	-	-	-	
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	
51649	Full Scale EBR - Monitoring	-	-	-	-	-	
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	
51670	Cobalt MNA Monitoring	-	-	-	-	-	
41900	Closure Costs	-	-	-	-	-	
51800	Contingency	-	-	-	-	-	
	<i>Subtotal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	
81000	Equipment						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	
	Depreciation	65,000	32,500	65,000	65,000	-	0%
	<i>Subtotal</i>	\$ 65,000	\$ 32,500	\$ 65,000	\$ 65,000	\$ -	
	Total	\$ 730,706	\$ 332,754	\$ 665,508	\$ 828,216	\$ 97,510	

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Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

Recycling (McIntire & Papersort)

	FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
	Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			
Projected Revenues							
Revenues							
Material sales & Other Revenues	\$ 250,000	\$ 42,048	\$ 84,096	\$ 250,000	\$ -	-	0.00%
Grants	35,000	69,265	69,265	35,000	-	-	0.00%
Total Operations Revenues	\$ 285,000	\$ 111,313	\$ 153,361	\$ 285,000	\$ -	-	0.00%
Projected Expenses							
Personnel Cost	\$ 342,575	\$ 167,023	\$ 334,047	\$ 457,432	\$ 114,858		33.53%
Professional Services	-	157	314	-	-		
Other Services and Charges	53,100	38,129	76,257	57,100	4,000		7.53%
Communications	3,400	8,235	16,471	3,400	-		0.00%
Information Technology	-	-	-	-	-		
Vehicles and Equip. Maintenance	106,000	36,736	73,472	129,600	23,600		22.26%
Supplies	1,050	895	1,790	1,050	-		0.00%
Operations and Maintenance	93,000	26,425	52,850	93,000	-		0.00%
Environmental Remediations	-	-	-	-	-		
Equipment Replacement	100,000	50,000	100,000	100,000	-		0.00%
Subtotal Before Allocations	\$ 699,125	\$ 327,600	\$ 655,201	\$ 841,582	\$ 142,458		20.38%
Allocation of Administration Costs	212,994	87,105	174,211	242,207	29,212		13.72%
Total Operations Expenses	\$ 912,119	\$ 414,706	\$ 829,411	\$ 1,083,789	\$ 171,670		18.82%
Net Deficit	\$ (627,119)	\$ (303,393)	\$ (676,050)	\$ (798,789)	\$ (171,670)		27.37%

Summary of Local Support Payments							
County - 70%	\$ (438,983)	\$ (212,375)	\$ (473,235)	\$ (559,152)	\$ (120,169)		27.37%
City - 30%	(188,136)	(91,018)	(202,815)	(239,637)	(51,501)		27.37%
Uva - 0%	-	-	-	-	-		
	\$ (627,119)	\$ (303,393)	\$ (676,050)	\$ (798,789)	\$ (171,670)		27.37%

Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
RECYCLING

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024 vs. FY 2025 Variance \$	FY 2024 vs. FY 2025 Variance %
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024			
Salaries and Benefits							
10000	Salaries	\$ 217,000	\$ 113,709	\$ 227,418	\$ 292,700	\$ 75,700	34.88%
11010	Holiday & Overtime Pay	20,000	6,981	13,963	20,000	-	0%
12010	FICA	18,131	9,041	18,082	23,922	5,791	32%
12020	Health Insurance	53,300	20,991	41,982	75,100	21,800	41%
12026	Employee Assistance Program	40	33	65	40	-	0%
12030	Retirement	10,546	5,434	10,867	16,099	5,552	53%
12040	Life Insurance	2,908	1,379	2,758	3,922	1,014	35%
12050	Fitness Program	250	145	291	250	-	0%
12060	Worker's Comp Insurance	12,000	5,876	11,753	17,000	5,000	42%
	Subtotal	\$ 334,175	\$ 163,590	\$ 327,179	\$ 449,032	\$ 114,858	34%
Other Personnel Costs							
13100	Employee Dues & Licenses	\$ 100	\$ 39	\$ 78	\$ 100	\$ -	0%
13150	Education & Training	4,000	1,053	2,106	4,000	-	0%
13200	Travel & Lodging	100	-	-	100	-	0%
13250	Uniforms	4,000	1,931	3,862	4,000	-	0%
13325	Recruiting and Medical Testing	-	217	434	-	-	#DIV/0!
13350	Other	200	194	387	200	-	0%
	Subtotal	\$ 8,400	\$ 3,434	\$ 6,868	\$ 8,400	\$ -	0%
Professional Services							
20100	Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
20200	Financial & Admin. Services	-	-	-	-	-	-
20300	Engineering Consultants	-	157	314	-	-	-
	Subtotal	\$ -	\$ 157	\$ 314	\$ -	\$ -	-
Other Services and Charges							
21100	General Liability/Property Insurance	\$ 3,900	\$ 1,558	\$ 3,116	\$ 3,900	\$ -	0%
21150	Advertising / Communication / Outreach	15,000	6,178	12,355	15,000	-	0%
21250	Administrative Services RWSA	-	-	-	-	-	-
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	-	13,715	27,430	4,000	4,000	-
21300	Authority Dues/Permits/Fees	-	-	-	-	-	-
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	12,200	2,887	5,774	12,200	-	0%
21420	General Other Services	22,000	13,791	27,582	22,000	-	0%
21430	Governance & Strategic Support	-	-	-	-	-	-
21450	Bad Debt Write-Offs	-	-	-	-	-	-
	Subtotal	\$ 53,100	\$ 38,129	\$ 76,257	\$ 57,100	\$ 4,000	8%
Communication							
22000	Radio	\$ 100	\$ 7,218	\$ 14,435	\$ 100	\$ -	-
22150	Telephone & Data Service	2,000	66	133	2,000	-	0%
22200	Cell Phones & Pagers	1,300	951	1,903	1,300	-	0%
	Subtotal	\$ 3,400	\$ 8,235	\$ 16,471	\$ 3,400	\$ -	0%
Information Technology							
31000	Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	-
31200	Maintenance & Support Services	-	-	-	-	-	-
31250	Software Purchases	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
Vehicles and Equipment Maint.							
32000	Vehicle Maintenance & Repair	\$ 33,000	\$ 12,305	\$ 24,609	\$ 50,600	\$ 17,600	53%
32150	Equipment Maint. & Repair	30,000	16,887	33,774	30,000	-	0%
32200	Fuel	33,000	6,984	13,968	33,000	-	0%
32300	Trailer Maint & Repairs	10,000	560	1,121	16,000	6,000	60%
	Subtotal	\$ 106,000	\$ 36,736	\$ 73,472	\$ 129,600	\$ 23,600	22%
Supplies							
33000	Office Supplies	\$ 50	\$ 895	\$ 1,790	\$ 50	\$ -	0%
33150	Subscriptions/Reference Material	1,000	-	-	1,000	-	0%
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 1,050	\$ 895	\$ 1,790	\$ 1,050	\$ -	-
Operation & Maintenance							
41000	Facility Maintenance/Repairs/Replacements	\$ 18,000	\$ 5,991	\$ 11,982	\$ 18,000	\$ -	0%
41160	Forestrly Services	-	-	-	-	-	-
41400	Materials, Supplies & Tools	10,000	1,587	3,174	10,000	-	0%
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	#DIV/0!
41550	Material Purchases	25,000	2,647	5,294	25,000	-	0%
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	40,000	16,200	32,400	40,000	-	0%
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	-	-	-	-	-	-
	Subtotal	\$ 93,000	\$ 26,425	\$ 52,850	\$ 93,000	\$ -	0%
Disposal Contracts							
43000	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
Ivy Remediation							
51000	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41350	Gas Systems Maintenance	-	-	-	-	-	-
41360	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51101	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51110	Surface Water Monitoring	-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
RECYCLING**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51225	Cap Replacement and Repair	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	-	-	-	-	-	-
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	-
81000	Equipment						
81200	Rental & Leases	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Depreciation	100,000	50,000	100,000	100,000	-	0%
Subtotal		\$ 100,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	0%
Total		\$ 699,125	\$ 327,600	\$ 655,201	\$ 841,582	\$ 142,458	20.4%

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Rivanna Solid Waste Authority
 FY 2024-2025 Budget Draft

FY 2024			FY 2025		Budget ton/\$ Change	Budget % Change
Budgeted FY 2024	Actual for 6 months	Projected 12 months	Draft Budget			

Administration

Projected Revenues

Revenues

Interest	\$ 65,000	\$ 78,106	\$ 156,212	\$ 65,000	\$ -	0.00%
Late fees	15,000	11,439	22,878	15,000	-	0.00%

Total Operations Revenues

\$ 80,000	\$ 89,545	\$ 179,090	\$ 80,000	\$ -	0.00%
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Projected Expenses

Personnel Cost	\$ 186,572	\$ 99,030	\$ 198,060	\$ 196,634	\$ 10,062	5.39%
Professional Services	105,000	1,575	3,149	105,000	-	0.00%
Other Services and Charges	838,700	421,908	843,815	974,700	136,000	16.22%
Communications	5,700	1,898	3,795	5,700	-	0.00%
Information Technology	8,000	40	80	8,000	-	0.00%
Vehicles and Equip. Maintenance	-	-	-	-	-	-
Supplies	1,000	622	1,244	1,000	-	0.00%
Operations and Maintenance	-	-	-	-	-	-
Environmental Remediations	-	-	-	-	-	-
Equipment Replacement	-	-	-	-	-	-

Total Operations Expenses

\$ 1,144,972	\$ 525,071	\$ 1,050,143	\$ 1,291,034	\$ 146,062	12.76%
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Net Deficit

\$ (1,064,972)	\$ (435,526)	\$ (871,053)	\$ (1,211,034)	\$ (146,062)	13.72%
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Allocation to Cost Centers (per agreement)

	Allocation %						
Ivy Operations	25%	\$ 266,243	\$ 108,882	\$ 217,763	\$ 302,758	\$ 36,515	13.72%
Ivy Environmental	30%	319,492	130,658	261,316	363,310	43,819	13.72%
Ivy Transfer	25%	266,243	108,882	217,763	302,758	36,515	13.72%
County Convenience Centers	0%	-	-	-	-	-	-
Recycling	20%	212,994	87,105	174,211	242,207	29,212	13.72%
Total Allocation to Cost Centers	100%	\$ 1,064,972	\$ 435,526	\$ 871,053	\$ 1,211,034	\$ 146,062	13.72%

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
ADMINISTRATION**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
10000	Salaries and Benefits						
11000	Salaries	\$ 143,300	\$ 76,269	\$ 152,538	\$ 151,200	\$ 7,900	6%
11010	Holiday & Overtime Pay	-	-	-	-	-	-
12010	FICA	10,962	5,845	11,690	11,567	604	6%
12020	Health Insurance	14,000	4,852	9,704	14,100	100	1%
12026	Employee Assistance Program	25	9	18	25	-	0%
12030	Retirement	6,964	3,748	7,497	8,316	1,352	19%
12040	Life Insurance	1,920	920	1,839	2,026	106	6%
12050	Fitness Program	-	-	-	-	-	-
12060	Worker's Comp Insurance	6,300	3,098	6,197	6,300	-	0%
	Subtotal	\$ 183,472	\$ 94,741	\$ 189,482	\$ 193,534	\$ 10,062	5%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 1,000	\$ 535	\$ 1,070	\$ 1,000	\$ -	0%
13150	Education & Training	1,000	360	720	1,000	-	0%
13200	Travel & Lodging	-	-	-	-	-	#DIV/0!
13250	Uniforms	-	-	-	-	-	#DIV/0!
13325	Recruiting and Medical Testing	100	-	-	100	-	0%
13350	Other	1,000	3,394	6,787	1,000	-	0%
	Subtotal	\$ 3,100	\$ 4,289	\$ 8,577	\$ 3,100	\$ -	0%
20100	Professional Services						
20200	Legal Fees	\$ 30,000	\$ 1,345	\$ 2,689	\$ 30,000	\$ -	0%
20200	Financial & Admin. Services	15,000	230	460	15,000	-	0%
20300	Engineering Consultants	60,000	-	-	60,000	-	0%
	Subtotal	\$ 105,000	\$ 1,575	\$ 3,149	\$ 105,000	\$ -	0%
21000	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 2,200	\$ 878	\$ 1,755	\$ 2,200	\$ -	0%
21150	Advertising / Communication / Outreach	1,500	684	1,367	13,500	12,000	800%
21250	Administrative Services RWSA	781,000	390,500	781,000	905,000	124,000	16%
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	1,000	-	-	1,000	-	0%
21300	Authority Dues/Permits/Fees	35,000	18,066	36,133	35,000	-	0%
21350	Laboratory Analysis	-	-	-	-	-	-
21400	Utilities	-	-	-	-	-	-
21420	General Other Services	10,000	11,229	22,459	10,000	-	0%
21430	Governance & Strategic Support	3,000	550	1,100	3,000	-	0%
21450	Bad Debt Write-Offs	5,000	1	1	5,000	-	0%
	Subtotal	\$ 838,700	\$ 421,908	\$ 843,815	\$ 974,700	\$ 136,000	16%
22000	Communication						
22100	Radio	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
22150	Telephone & Data Service	4,700	1,898	3,795	4,700	-	0%
22200	Cell Phones & Pagers	1,000	-	-	1,000	-	0%
	Subtotal	\$ 5,700	\$ 1,898	\$ 3,795	\$ 5,700	\$ -	0%
31000	Information Technology						
31100	Computer Hardware	\$ 1,000	\$ 40	\$ 80	\$ 1,000	\$ -	0%
31200	Maintenance & Support Services	2,000	-	-	2,000	-	0%
31250	Software Purchases	5,000	-	-	5,000	-	0%
	Subtotal	\$ 8,000	\$ 40	\$ 80	\$ 8,000	\$ -	0%
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	\$ -	-
32150	Equipment Maint. & Repair	-	-	-	-	-	-
32200	Fuel	-	-	-	-	-	-
32300	Trailer Maint & Repairs	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
33000	Supplies						
33100	Office Supplies	\$ 1,000	\$ 622	\$ 1,244	\$ 1,000	\$ -	0%
33150	Subscriptions/Reference Material	-	-	-	-	-	-
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 1,000	\$ 622	\$ 1,244	\$ 1,000	\$ -	0%
41000	Operation & Maintenance						
41100	Facility Maintenance/Repairs/Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	-
41160	Forestry Services	-	-	-	-	-	-
41400	Materials, Supplies & Tools	-	-	-	-	-	-
41450	HHW Disposal	-	-	-	-	-	-
41500	Contracted Labor	-	-	-	-	-	-
41550	Material Purchases	-	-	-	-	-	-
41650	Wood Grinding	-	-	-	-	-	-
41700	Building Rental	-	-	-	-	-	-
41750	Leach Treatment	-	-	-	-	-	-
41760	Tire Disposal	-	-	-	-	-	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	-
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	-
41360	Gas Systems Maintenance	-	-	-	-	-	-
51101	Settlement Agreement (Air & Groundwater)	-	-	-	-	-	-
51110	Compliance Ground Water Well Monitoring	-	-	-	-	-	-
51200	Surface Water Monitoring	-	-	-	-	-	-

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
ADMINISTRATION**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024	FY 2024
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		vs. FY 2025 Variance \$	vs. FY 2025 Variance %
51225	Cap Replacement and Repair	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	-	-	-	-	-	-
51651	Full Scale EBR - Injection & Reporting	-	-	-	-	-	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	-
51670	Cobalt MNA Monitoring	-	-	-	-	-	-
41900	Closure Costs	-	-	-	-	-	-
51800	Contingency	-	-	-	-	-	-
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	-
81000	Equipment						
81200	Rental & Leases	\$ -	-	\$ -	\$ -	\$ -	-
	Depreciation	-	-	-	-	-	-
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	-
Total		\$ 1,144,972	\$ 525,071	\$ 1,050,143	\$ 1,291,034	\$ 146,062	13%

Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft
Expense Detail by Department
Department: All Cost Centers Consolidated

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024 vs. FY 2025 Variance \$	FY 2024 vs. FY 2025 Variance %
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024			
10000	Salaries and Benefits						
11000	Salaries	\$ 1,485,000	\$ 786,951	\$ 1,573,902	\$ 1,656,650	\$ 171,650	12%
11010	Holiday & Overtime Pay	105,000	43,634	87,268	105,000	-	0%
12010	FICA	121,635	62,350	124,699	134,766	13,131	11%
12020	Health Insurance	349,400	136,047	272,093	393,150	43,750	13%
12026	Employee Assistance Program	250	213	426	250	-	0%
12030	Retirement	72,171	37,708	75,416	91,116	18,945	26%
12040	Life Insurance	19,899	9,539	19,078	22,199	2,300	12%
12050	Fitness Program	1,100	908	1,817	1,100	-	0%
12060	Worker's Comp Insurance	72,700	35,614	71,228	82,700	10,000	14%
	Subtotal	\$ 2,227,155	\$ 1,112,964	\$ 2,225,928	\$ 2,486,931	\$ 259,776	12%
13000	Other Personnel Costs						
13100	Employee Dues & Licenses	\$ 1,420	\$ 780	\$ 1,560	\$ 1,420	\$ -	0%
13150	Education & Training	20,000	5,367	10,734	20,000	-	0%
13200	Travel & Lodging	800	-	-	800	-	0%
13250	Uniforms	20,300	12,070	24,140	20,300	-	0%
13325	Recruiting and Medical Testing	1,450	1,355	2,710	1,450	-	0%
13350	Other	2,900	4,603	9,207	2,900	-	0%
	Subtotal	\$ 46,870	\$ 24,176	\$ 48,352	\$ 46,870	\$ -	0%
20100	Professional Services						
20200	Legal Fees	\$ 30,000	\$ 1,345	\$ 2,689	\$ 30,000	\$ -	0%
20200	Financial & Admin. Services	15,000	230	460	15,000	-	0%
20300	Engineering Consultants	100,000	12,805	25,611	100,000	-	0%
	Subtotal	\$ 145,000	\$ 14,380	\$ 28,760	\$ 145,000	\$ -	0%
21100	Other Services and Charges						
21100	General Liability/Property Insurance	\$ 22,400	\$ 8,954	\$ 17,908	\$ 22,400	\$ -	0%
21150	Advertising / Communication / Outreach	20,300	7,954	15,908	32,300	12,000	59%
21250	Administrative Services RWSA	781,000	390,500	781,000	905,000	124,000	16%
21252	EMS Programs/Supplies	-	-	-	-	-	-
21253	Safety Programs/Supplies	17,000	17,902	35,804	27,000	10,000	59%
21300	Authority Dues/Permits/Fees	48,600	27,076	50,921	48,600	-	0%
21350	Laboratory Analysis	-	-	-	-	-	#DIV/0!
21400	Utilities	39,700	10,859	21,719	39,700	-	0%
21420	General Other Services	55,000	44,190	88,380	55,000	-	0%
21430	Governance & Strategic Support	3,000	550	1,100	3,000	-	0%
21450	Bad Debt Write-Offs	5,000	1	1	5,000	-	0%
	Subtotal	\$ 992,000	\$ 507,986	\$ 1,012,741	\$ 1,138,000	\$ 146,000	15%
22000	Communication						
22100	Radio	\$ 3,200	\$ 11,130	\$ 22,260	\$ 3,200	\$ -	0%
22150	Telephone & Data Service	8,950	9,753	19,507	55,950	47,000	525%
22200	Cell Phones & Pagers	6,850	2,964	5,928	8,950	2,100	31%
	Subtotal	\$ 19,000	\$ 23,848	\$ 47,695	\$ 68,100	\$ 49,100	258%
31000	Information Technology						
31100	Computer Hardware	\$ 5,000	\$ 295	\$ 589	\$ 5,000	\$ -	0%
31200	Maintenance & Support Services	18,000	2,000	4,000	18,000	-	0%
31250	Software Purchases	65,000	-	-	65,000	-	0%
	Subtotal	\$ 88,000	\$ 2,295	\$ 4,589	\$ 88,000	\$ -	0%
32000	Vehicles and Equipment Maint.						
32100	Vehicle Maintenance & Repair	\$ 108,500	\$ 35,271	\$ 70,543	\$ 126,100	\$ 17,600	16%
32150	Equipment Maint. & Repair	158,500	87,065	174,131	158,500	-	0%
32200	Fuel	192,000	39,624	79,247	192,000	-	0%
32300	Trailer Maint & Repairs	16,000	4,291	8,582	22,000	6,000	38%
	Subtotal	\$ 475,000	\$ 166,251	\$ 332,503	\$ 498,600	\$ 23,600	5%
33000	Supplies						
33100	Office Supplies	\$ 9,050	\$ 13,370	\$ 26,739	\$ 15,050	\$ 6,000	66%
33150	Subscriptions/Reference Material	1,000	-	-	1,000	-	0%
33350	Postage	-	-	-	-	-	-
	Subtotal	\$ 10,050	\$ 13,370	\$ 26,739	\$ 16,050	\$ 6,000	60%
41000	Operation & Maintenance						
41100	Facility Maintenance/Repairs/Replacements	\$ 110,000	\$ 63,924	\$ 127,849	\$ 115,000	\$ 5,000	5%
41160	Forestry Services	-	5,811	11,622	11,000	\$ 11,000	-
41400	Materials, Supplies & Tools	55,000	17,205	34,410	55,000	-	0%
41450	HHW Disposal	155,000	84,198	168,395	155,000	-	0%
41500	Contracted Labor	-	-	-	-	-	#DIV/0!
41550	Material Purchases	25,000	2,647	5,294	25,000	-	0%
41650	Wood Grinding	200,000	98,329	196,658	321,000	121,000	61%
41700	Building Rental	40,000	16,200	32,400	40,000	-	0%
41750	Leach Treatment	2,000	394	789	2,000	-	0%
41760	Tire Disposal	26,000	9,765	19,530	26,000	-	0%
	Subtotal	\$ 613,000	\$ 298,473	\$ 596,947	\$ 750,000	\$ 137,000	22%
43000	Disposal Contracts						
43100	MSW - Ivy Transfer	\$ 2,454,150	\$ 1,777,088	\$ 3,554,176	\$ 3,514,327	\$ 1,060,177	43%
	Subtotal	\$ 2,454,150	\$ 1,777,088	\$ 3,554,176	\$ 3,514,327	\$ 1,060,177	43%
51000	Ivy Remediation						
41350	Ground Water Systems Maintenance	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	0%
41360	Gas Systems Maintenance	40,000	8,394	16,788	40,000	-	0%
51101	Settlement Agreement (Air & Groundwater)	9,000	5,327	10,654	13,000	4,000	44%
51110	Compliance Ground Water Well Monitoring	75,000	31,886	63,772	85,000	10,000	13%
51200	Surface Water Monitoring	15,000	4,448	8,896	18,000	3,000	20%

**Rivanna Solid Waste Authority
 Fiscal Year 2024-2025 Budget Draft
 Expense Detail by Department
 Department: All Cost Centers Consolidated**

Object Code	Line Item	Current Year Activity			Draft Budget FY 2024-2025	FY 2024 vs. FY 2025	FY 2024 vs. FY 2025
		Adopted Budget FY 2023-2024	Six Months Actual 12/31/2023	Projected Yearend 6/30/2024		Variance \$	Variance %
51225	Cap Replacement and Repair	-	-	-	-	-	-
51224	O&M Cell 3 and P.Plant place holder	-	-	-	-	-	-
51300	Paint Pit Remed. - Gas & Vapor Extraction	-	-	-	-	-	-
51649	Full Scale EBR - Monitoring	45,000	17,787	35,574	50,000	5,000	11%
51651	Full Scale EBR - Injection & Reporting	-	-	-	35,000	35,000	-
51660	Greenhouse Gas Monitoring & Reporting	-	-	-	-	-	#DIV/0!
51670	Cobalt MNA Monitoring	9,000	4,482	8,963	14,000	5,000	56%
41900	Closure Costs	3,500	-	-	3,500	-	0%
51800	Contingency	8,500	-	-	8,500	-	0%
Subtotal		\$ 211,500	\$ 72,324	\$ 144,647	\$ 273,500	\$ 62,000	
81000	Equipment						
81200	Rental & Leases	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	0%
	Depreciation	655,000	327,500	655,000	795,000	140,000	21%
Subtotal		\$ 660,000	\$ 327,500	\$ 655,000	\$ 800,000	\$ 140,000	21%
Total		\$ 7,941,725	\$ 4,340,654	\$ 8,678,077	\$ 9,825,378	\$ 1,883,653	24%

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Capital Improvement Plan

Rivanna Solid Waste Authority

Fiscal Year 2024-2025

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Capital Improvement Program

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2025-2029 TOTALS
	Adopted						
Ivy Operations							
Encore Shop	-		15,000			-	15,000
Subtotal	-	-	15,000	-	-	-	15,000
Ivy Transfer Station							
Replace Scale House Facility	-	100,000	-	-	-	-	100,000
Subtotal	-	100,000	-	-	-	-	100,000
Ivy Environmental							
Landfill Gas Repair	-	-	-	-	200,000	-	200,000
Asphalt repair on back lot (asbestos)	200,000						
Cell 3 Leachate Line Repair		50,000					50,000
Landfill Cap Repairs				300,000			300,000
Landfill Gas System - Flare				250,000			250,000
Leachate pond improvements	-	-	-	-	400,000	-	400,000
Subtotal	200,000	50,000	-	550,000	600,000	-	1,200,000
County Convenience Centers							
Northern Convenience Center	-	165,000	1,800,000	-	-	-	1,965,000
Stormwater Improvement ICC		-	-	250,000			250,000
Subtotal	-	165,000	1,800,000	250,000	-	-	1,965,000
Recycling - McIntire / Paper Sort							
Paper Sort Replacement	440,000	5,960,000	-				5,960,000
Subtotal	440,000	5,960,000	-	-	-	-	5,960,000
Total 5-Year CIP	\$ 640,000	\$ 6,275,000	\$ 1,815,000	\$ 800,000	\$ 600,000	\$ -	\$ 9,240,000
Capital Equipment (Schedule on next page)	\$ 545,000	\$ 640,000	\$ 375,000	\$ 173,000	\$ 395,000	\$ 60,000	\$ 1,643,000
Total Capital Spending	\$ 1,185,000	\$ 6,915,000	\$ 2,190,000	\$ 973,000	\$ 995,000	\$ 60,000	\$ 11,133,000

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Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft

Capital Equipment Detail

								FY 2025-2029
								TOTALS
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
		Adopted						
Ivy Operations								
Replace CAT 973		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Replace Vehicle - GMC Pickup (w sno-plow equip)		-	60,000	-	-	-	-	60,000
Allocated Equipment		75,000	26,600	62,500	15,600	71,600	-	176,300
Ivy Operations Subtotal		75,000	86,600	62,500	15,600	71,600	-	236,300
Ivy Transfer Station								
Loader		-	250,000	-	-	-	-	250,000
Skid Steer		130,000	-	-	-	-	-	-
Yard Jockey		-	-	125,000	-	-	-	125,000
Allocated Equipment		175,000	68,400	187,500	44,400	210,900	-	511,200
Ivy Transfer Station Subtotal		305,000	318,400	312,500	44,400	210,900	-	886,200
Ivy Environmental								
Leachate Pump		50,000	-	-	-	-	-	-
2007 JD Gator		-	-	-	-	-	10,000	10,000
John Deere 4X2 ATV		-	-	-	15,000	-	-	15,000
Ventrac Mower		-	-	-	28,000	-	-	28,000
Allocated Equipment		-	45,600	-	9,600	15,600	-	70,800
Ivy Environmental Subtotal		50,000	45,600	-	52,600	15,600	10,000	123,800
County Convenience Centers								
Break away OCC compactor		55,000	-	-	-	-	-	-
Allocated Equipment		-	19,000	-	4,000	6,500	-	29,500
County CC Subtotal		55,000	19,000	-	4,000	6,500	-	29,500
Recycling - McIntire / Paper Sort								
Bobcat S250		-	90,000	-	-	-	-	90,000
Compactors		-	50,000	-	50,000	-	50,000	150,000
Roll-off Containers		-	-	-	-	80,000	-	80,000
Replace Trailers		60,000	-	-	-	-	-	-
Allocated Equipment		-	30,400	-	6,400	10,400	-	47,200
Recycling Subtotal		60,000	170,400	-	56,400	90,400	50,000	367,200
Total 5-Year CIP		\$ 545,000	\$ 640,000	\$ 375,000	\$ 173,000	\$ 395,000	\$ 60,000	\$ 1,643,000
								\$ 1,643,000

Allocated Equipment	Class	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTALS
New Vehicle - Recycling Asst. Mgr	A	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Office Upfit at Ivy	A	-	150,000	-	-	-	-	150,000
Replace Flail Mower - Ventrac	B	-	-	-	40,000	-	-	40,000
Replace Scales	C	250,000	-	-	-	-	-	-
Replace Vehicle - Chev Colorado	A	-	-	-	40,000	-	-	40,000
Replace Vehicle - 2014 Ram	A	-	-	-	-	65,000	-	65,000
Replace Roll-off truck	B	-	-	250,000	-	250,000	-	500,000
Roll-off containers - Ivy and McIntire split		-	-	-	-	-	-	-
Total Equipment to Allocate		\$ 250,000	\$ 190,000	\$ 250,000	\$ 80,000	\$ 315,000	\$ -	\$ 835,000
Allocation:								
Ivy Operations		75,000	26,600	62,500	15,600	71,600	-	176,300
Ivy Transfer Station		175,000	68,400	187,500	44,400	210,900	-	511,200
Ivy Environmental		-	45,600	-	9,600	15,600	-	70,800
County Convenience Centers		-	19,000	-	4,000	6,500	-	29,500
Recycling		-	30,400	-	6,400	10,400	-	47,200
Total Cost Center Allocations		\$ 250,000	\$ 190,000	\$ 250,000	\$ 80,000	\$ 315,000	\$ -	\$ 835,000

Appendices

Rivanna Solid Waste Authority

Fiscal Year 2024-2025

General Definitions

MSW	Municipal Solid Waste, a.k.a. non-hazardous household, commercial refuse and construction debris
Operating Revenue Categories:	
Ivy Tipping Fees	Fees for items received at Ivy, either per ton or per item and material sales
Transfer Station Tipping Fees	Fees per ton of MSW and Construction Debris
Environmental	Sale of timber, use of reserves
Recycling Revenues	Material sales primarily from McIntire / Paper Sort collections
County Convenience Centers	Material sales primarily from the County Convenience Center material collections
Other Revenues	Grants, fees for services, and finance charges
Interest	Interest earned on operating and escrow funds
Operating Expenses:	
Ivy Operations	Operations and maintenance costs for all non-Transfer Station services (Yard/Veg waste, Tires, Clean fill, etc.)
Ivy Environmental	Ground water and gas remediation costs
MSW - Transfer	Personnel costs, maintenance, and contract costs for the Transfer Station
County Convenience Centers	Operations of Ivy and Southside convenience centers
Recycling Operations	Operations and maintenance costs for McIntire and Paper Sort
Administration	Administrative costs - mostly shared with RWSA
Tipping Fees:	
Clean Fill Material	Mixed dirt, bricks, concrete, road materials
Grindable Vegetative Material	Wood waste suitable for chipping
Tires (Split or Whole)	Vehicle & equipment tires
White Goods (Freon & non-Freon)	Large appliances
IVY - MSW TS	MSW tipping fee per ton at Ivy Transfer

Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft

Authority Staffing Plan		FY 2025	FY 2024	CHANGE FROM	
		(FTE) FULL-TIME EQUIVALENT Proposed	Approved FTE	FY 2024	FY 2024
Administrative	Director of Solid Waste	1.0	1.0	0.0	
Ivy Operations and Environmental	Manager	1.0	1.0	0.0	
	Heavy Equipment Operator/Attendant	2.0	2.0	0.0	
	Operator/Attendant - Ivy / grounds maintenance	1.0	1.0	0.0	
Allocated Positions between Ivy Operations, Ivy MSW and Recycling	<u>Ivy - MUC</u>				
	Assistant Manager	1.0	1.0	0.0	
	Operator/Attendant - Ivy	4.0	4.0	0.0	
	<u>Ivy - Convenience Center</u>				
	Operator/Attendant	2.0	1.0	1.0	
	Operator/Attendant (0.5 shared with McIntire)*	0.0	0.0	0.0	
	<u>Southern Convenience Center</u>				
	Operator/Attendant	2.0	2.0	0.0	
	<u>Recycling - McIntire / Paper Sort</u>				
	<u>Assistant Manager</u>	1.0	0.0	1.0	
	Operator/Attendant - Paper Sort	1.0	1.0	0.0	
	Operator/Attendant - McIntire	2.0	2.0	0.0	
	Scale Clerks	2.0	2.5	(0.5)	
	Driver/Equipment Operator <i>(allocated to all cost centers)</i>	8.0	8.0	0.0	
Subtotal	28.0	26.5	1.5	6%	



				FTE Split		
				RWSA	SWA	
Joint Administrative Staff						
Executive Director	1.0	1.0		0.85	0.15	1.00
Deputy Executive Director	1.0	0.0	1.0	0.85	0.15	1.00
Director of Administration	1.0	1.0		0.80	0.20	1.00
Executive Coordinator	1.0	1.0		0.60	0.40	1.00
HR Manager	1.0	1.0		0.75	0.25	1.00
Payroll & Benefits Coordinator	1.0	1.0		0.75	0.25	1.00
Communications/Outreach Coordinator	1.0	0.0	1.0	0.75	0.25	1.00
Administrative Assistant	1.0	1.0		0.75	0.25	1.00
Safety Manager	1.0	1.0		0.75	0.25	1.00
Director of Finance	1.0	1.0		0.85	0.15	1.00
Finance Manager	1.0	1.0		0.85	0.15	1.00
Senior Accountant	1.0	1.0		0.80	0.20	1.00
Accounting Associate	1.0	1.0		0.80	0.20	1.00
Accounts Payable Technician	1.0	1.0		0.80	0.20	1.00
Accounts Receivable Technician	1.0	1.0		0.20	0.80	1.00
Business System Analyst	1.0	1.0		0.60	0.40	1.00
<u>IT/SCADA</u>						
Information Systems Administrator - Core	1.0	1.0		0.60	0.40	1.00
Information Systems Administrator - ERP	1.0	1.0		0.80	0.20	1.00
Information Systems Administrator - Operation	1.0	1.0		1.00	0.00	1.00
Information Systems Asst. Administrator - Core	1.0	1.0		0.60	0.40	1.00
GIS Coordinator	1.0	1.0		1.00	0.00	1.00
IT Manager	1.0	1.0		0.80	0.20	1.00
IT Systems Analyst - Operations	1.0	1.0		0.80	0.20	1.00
IT Systems Analyst - ERP/Core	1.0	1.0		0.80	0.20	1.00
Administration and allocation with RSWA	24	22		18.15	5.85	24.00

**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft**

Cost Allocation for Administrative Services Provided by RWSA

	<u>Admin</u>	<u>Finance / IT</u>	FY 2025 SWA Share	FY 2024 SWA Share
Salaries Total Admin. <i>SWA share</i>	\$ 208,285	\$ 327,200	\$ 535,485	\$ 463,284
Benefits Total Admin. <i>SWA share</i>	67,540	104,100	\$ 171,640	150,258
Other Personnel Costs	8,600	9,700	18,300	20,560
Professional Services	30,650	8,400	39,050	13,000
General Other Services	32,220	700	32,920	14,952
Building and Grounds	11,450	-	11,450	10,240
Communications	1,455	10,500	11,955	6,420
Technology	500	76,880	77,380	96,960
Office Supplies and Postage	2,800	2,900	5,700	4,600
Vehicles	700	620	1,320	985
	\$ 364,200	\$ 541,000	\$ 905,200	\$ 781,259
Rounded to (Total shared costs to RSWA)			\$ 905,000	\$ 781,000

**Rivanna Solid Waste Authority
Material Analysis Report
Waste Tonnages
Fiscal Years 2020-2024**

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 (Jul-Dec)	FY 2024 Projected
Ivy Waste Tonnage Categories						
Clean Fill Material	11,368	10,160	92,471	180,325	53,955	107,910
Grindable Vegetative Material	4,556	4,052	7,210	7,141	3,617	7,234
Compost	379	222	376	-	-	-
Pallets	21	-	-	-	-	-
Tires, Whole	91	288	66	264	10	20
White Goods (Non-Freon)	5	21	8	5	-	-
Total Non-MSW	16,420	14,743	100,131	187,735	57,582	115,164
MSW Tonnages						
Ivy MSW TS	29,364	41,634	46,773	55,528	33,473	66,946
Total Ivy MSW	29,364	41,634	46,773	55,528	33,473	66,946
Total	45,784	56,377	146,904	243,263	91,055	182,110

**Rivanna Solid Waste Authority
Historical Material Tonnage Report - Recycling
Fiscal Years 2020-2024**

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024 (Jul-Dec)
------------------------	------------------------	------------------------	------------------------	-------------------------------------

In U.S. Tons**Fiber Products**

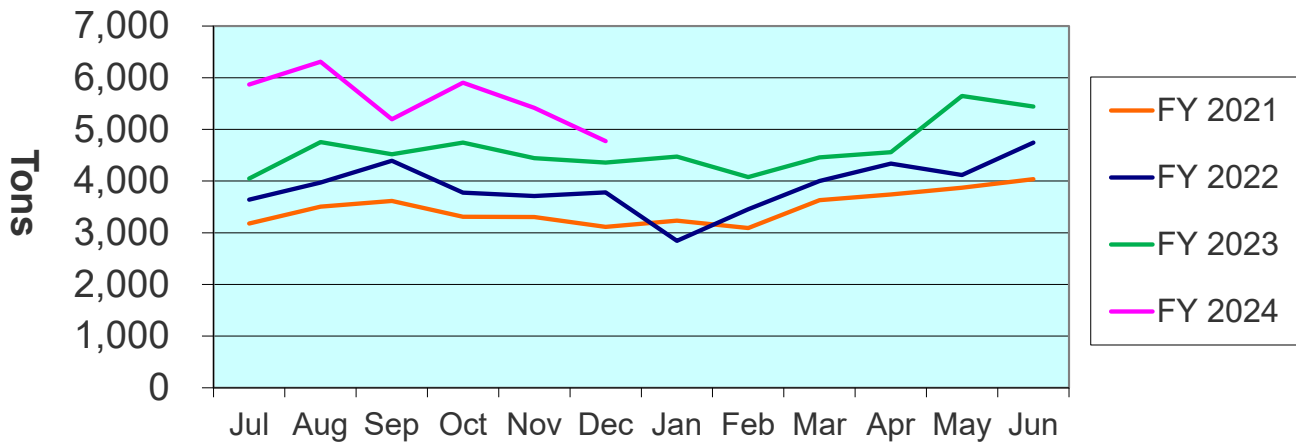
Newspaper, Magazines, Catalogs	120	-	-	9	1
Cardboard (Corrugated)	560	843	853	860	494
Mixed Paper and Phone Books	792	777	835	651	324
File Stock (Office Paper)	77	22	22	2	4
Total Fiber Products	1,549	1,642	1,710	1,522	823

Other Products

Glass	467	564	590	490	173
Metal Cans	54	92	100	104	65
Plastic	114	146	130	103	58
Total Other Products	635	802	820	697	296
Total	2,184	2,444	2,530	2,219	1,119

Rivanna Solid Waste Authority
MSW Transfer Tonnages
FY 2020 - 2023

IVY



**Rivanna Solid Waste Authority
Fiscal Year 2024-2025 Budget Draft**Cash Reserve Balances**Operating Cash Accounts**

December 2023 Ending Balance	\$ 2,370,200
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Capital Cash Reserves

December 2023 Ending Balance	\$ 979,100
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Total Discretionary Funds	<u>\$ 3,349,300</u>
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<u>Trust Fund with DEQ</u>	<u>\$ 169,848</u>
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**RIVANNA SOLID WASTE AUTHORITY
ENVIRONMENTAL COSTS PROJECTIONS**

Item	Description	FY 2024 Adopted Budget	FY 2024 as of December 2023	Estimated Yearend FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030-2034 Five year Estimate	TEN YEAR ESTIMATE
1	Groundwater System Maintenance	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 32,500	\$ 65,000
2	Gas System Maintenance support	40,000	8,394	16,788	40,000	50,000	50,000	50,000	50,000	250,000	490,000
3	Ambient Air & Ground Water Monitoring - Settlement	9,000	5,327	10,654	13,000	9,000	9,000	9,000	9,000	45,000	94,000
4	Compliance Ground Water Well Monitoring - Permit related	75,000	31,886	63,772	85,000	75,000	75,000	75,000	75,000	375,000	760,000
5	Surface Water	15,000	4,448	8,896	18,000	15,000	15,000	15,000	15,000	75,000	153,000
6	Cell 3 Cap Replacement	-	-	-	-	-	-	-	-	-	-
7	Cell 3 O&M	-	-	-	-	-	-	-	-	-	-
8	Paint Pit SVE	-	-	-	-	-	-	-	-	-	-
9	Full-Scale EBR - Monitoring	45,000	17,787	35,574	50,000	45,000	45,000	45,000	45,000	225,000	455,000
10	Full-Scale EBR - Injections and Reporting	-	-	-	35,000	10,000	10,000	-	10,000		65,000
11	Cobalt MNA Monitoring	-	-	8,963	-	13,000	13,000	13,000	13,000	65,000	117,000
12	Greenhouse Gas Monitoring and Reporting	9,000	4,482	-	14,000	5,000	5,000	5,000	5,000	25,000	59,000
N/A	Contingency	8,500	-	-	8,500	20,000	20,000	20,000	20,000	100,000	188,500
N/A	Existing Operations & Maintenance (staff, insurance, maint.)	695,859	323,392	646,784	835,926	861,004	886,834	913,439	940,843	969,068	5,407,115
	Total Estimated Cost	\$ 903,859	\$ 395,716	\$ 791,431	\$ 1,105,926	\$ 1,109,504	\$ 1,135,334	\$ 1,151,939	\$ 1,189,343	\$ 2,161,568	\$ 7,853,615



McIntire Recycling Center

Proposed FY 2025 Budget

Presented to RSWA Board of Directors

By Phillip McKalips, Director of Solid Waste

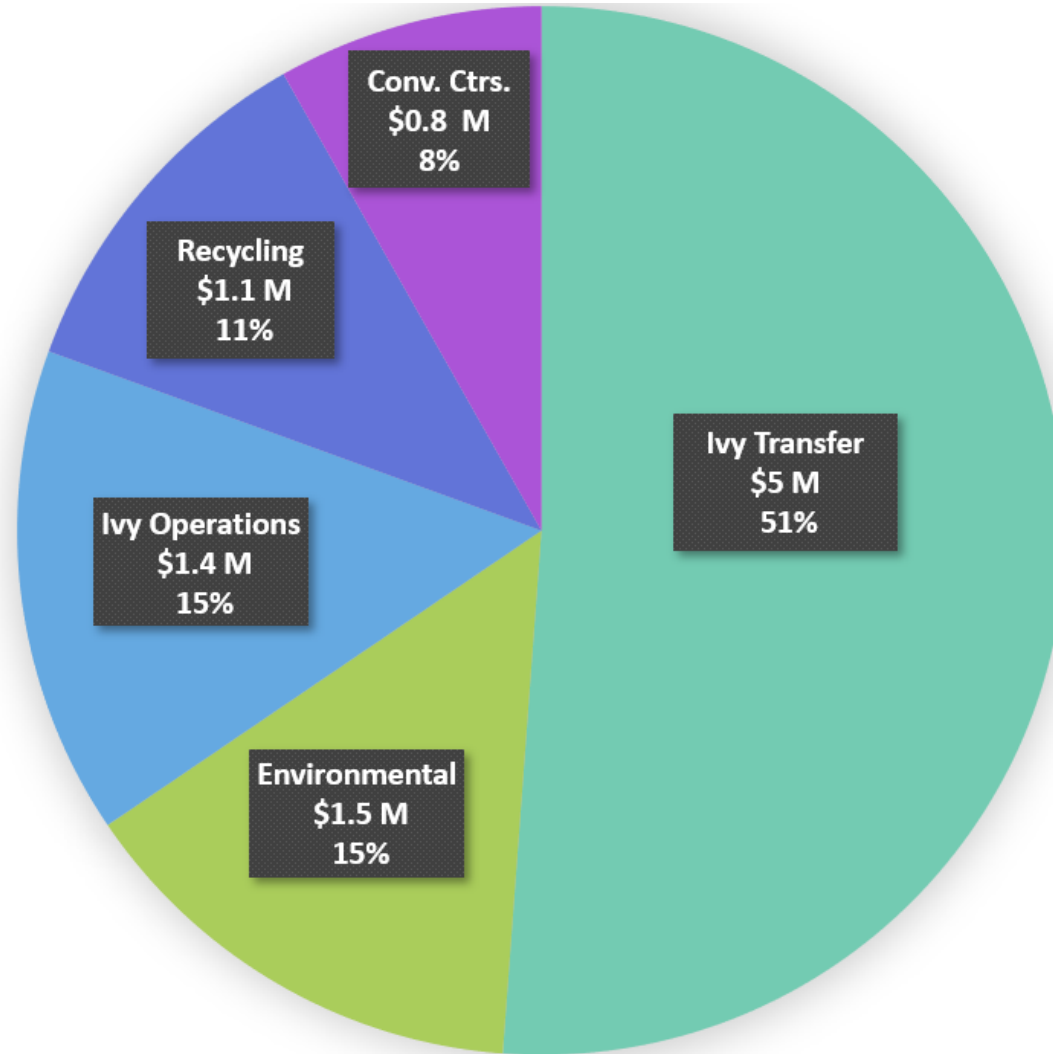
May 28, 2024



FY 2025 Budget Summary

- Total Budget: \$9.8 M
 - Expenses: \$9.8 M; \$1.88 M incr from FY 24 (23.8%)
 - Revenues: \$5.6 M; \$1.22 M incr from FY 24 (27.9%)
 - Net: \$4.2 M; \$0.66 M incr from FY 24 (18.6%)
- County Allocation: \$3.4 M; \$0.52 M incr. from FY 24 (18.1%)
- City Allocation: \$0.73 M; \$0.14 M incr. from FY 24 (23.3%)
- UVA Allocation: \$0.079 M (through FY 2035)

Solid Waste Programs – FY 25 Budget \$9.8M



Capital Improvement Program

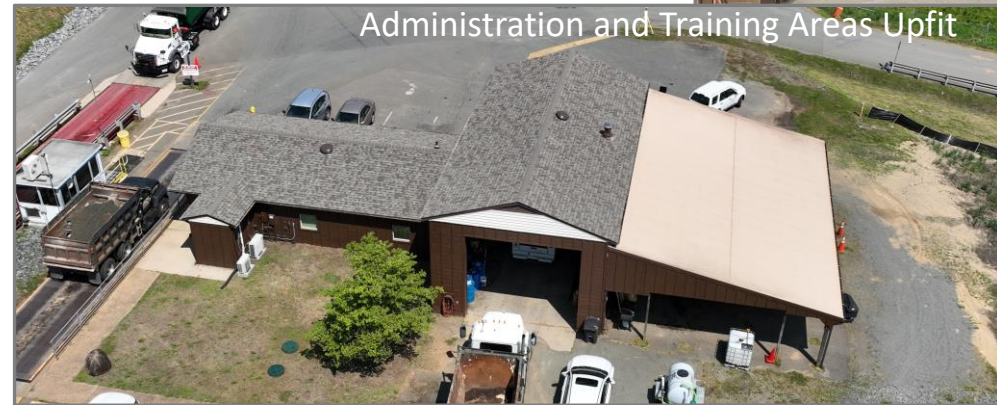
Capital Improvement Program								FY 2025-2029
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTALS	
	Adopted							
Ivy Operations								
Encore Shop	-		15,000			-	15,000	
Subtotal	-	-	15,000	-	-	-	15,000	
Ivy Transfer Station								
Replace Scale House Facility	-	100,000	-	-	-	-	100,000	
Subtotal	-	100,000	-	-	-	-	100,000	
Ivy Environmental								
Landfill Gas Repair	-	-	-	-	200,000	-	200,000	
Asphalt repair on back lot (asbestos)	200,000							
Cell 3 Leachate Line Repair		50,000					50,000	
Landfill Cap Repairs				300,000			300,000	
Landfill Gas System - Flare				250,000			250,000	
Leachate pond improvements	-	-	-	-	400,000	-	400,000	
Subtotal	200,000	50,000	-	550,000	600,000	-	1,200,000	
County Convenience Centers								
Northern Convenience Center	-	165,000	1,800,000	-	-	-	1,965,000	
Storm water Improvement ICC				250,000			250,000	
Subtotal	-	165,000	1,800,000	250,000	-	-	1,965,000	
Recycling - McIntire / Paper Sort								
Paper Sort Replacement	440,000	5,960,000	-				5,960,000	
Subtotal	440,000	5,960,000	-	-	-	-	5,960,000	
Total 5-Year CIP	\$ 640,000	\$ 6,275,000	\$ 1,815,000	\$ 800,000	\$ 600,000	\$ -	\$ 9,240,000	
Capital Equipment (Schedule on next page)	\$ 545,000	\$ 640,000	\$ 375,000	\$ 173,000	\$ 395,000	\$ 60,000	\$ 1,643,000	

Capital Equipment Program

Capital Equipment Detail								FY 2025-2029
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTALS	
	Adopted							
Ivy Operations								
Replace CAT 973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Replace Vehicle - GMC Pickup (w sno-plow equip)	-	60,000					60,000	
Allocated Equipment	75,000	26,600	62,500	15,600	71,600	-	176,300	
Ivy Operations Subtotal	75,000	86,600	62,500	15,600	71,600	-	236,300	
Ivy Transfer Station								
Loader		250,000	-	-	-	-	250,000	
Skid Steer	130,000	-	-	-	-	-	-	
Yard Jockey	-	-	125,000	-	-	-	125,000	
Allocated Equipment	175,000	68,400	187,500	44,400	210,900	-	511,200	
Ivy Transfer Station Subtotal	305,000	318,400	312,500	44,400	210,900	-	886,200	
Ivy Environmental								
Leachate Pump	50,000	-	-	-	-	-	-	
2007 JD Gator						10,000	10,000	
John Deere 4X2 ATV				15,000			15,000	
Ventrac Mower				28,000			28,000	
Allocated Equipment	-	45,600	-	9,600	15,600	-	70,800	
Ivy Environmental Subtotal	50,000	45,600	-	52,600	15,600	10,000	123,800	
County Convenience Centers								
Break away OCC compactor	55,000	-	-	-	-	-	-	
Allocated Equipment	-	19,000	-	4,000	6,500	-	29,500	
County CC Subtotal	55,000	19,000	-	4,000	6,500	-	29,500	
Recycling - McIntire / Paper Sort								
Bobcat S250	-	90,000	-	-	-	-	90,000	
Compactors	-	50,000	-	50,000	-	50,000	150,000	
Roll-off Containers	-	-	-	-	80,000	-	80,000	
Replace Trailers	60,000						-	
Allocated Equipment	-	30,400	-	6,400	10,400	-	47,200	
Recycling Subtotal	60,000	170,400	-	56,400	90,400	50,000	367,200	
	\$ 545,000	\$ 640,000	\$ 375,000	\$ 173,000	\$ 395,000	\$ 60,000	\$ 1,643,000	

Upcoming in FY 25 and beyond

- Construct Baling Facility
- Design and permit the Northern Convenience Center
- Complete upfit of Ivy Administration Building (office space and training room)
- Look for Options to Continue the Large Clean Fill Disposal Program



Strategic Investments

Infrastructure

- Building and Equipment Depreciation

FY 25 Increase

\$ 140,000

Workforce

- 1.5 additional positions
 - Recycling Assistant Manager
 - Ivy Convenience Ctr Recycling Attendant (0.5 FTE)
- COLA (3%) + Merit (2%)**
- RSWA-absorbed Health Ins and WC

\$ 100,500

\$ 78,400

\$ 43,750

***first increase since July 2023; no additional increase in FY 25; turnover = 22%*

Operational

- MSW Transfer and Vegetative Grinding
- Vehicle Maintenance and Fuel

\$1,200,000

\$ 18,200

Organization Chart

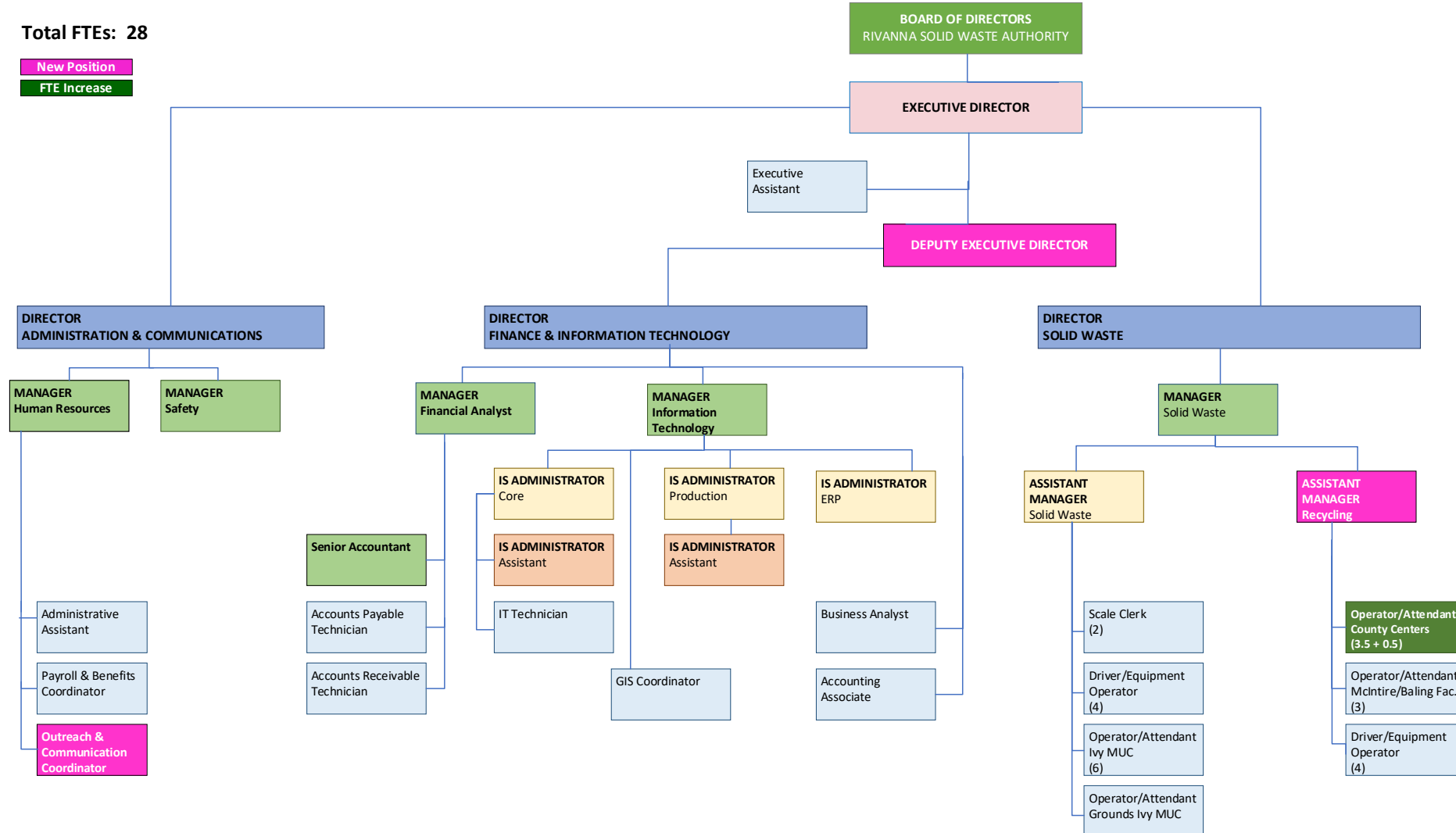
RIVANNA SOLID WASTE AUTHORITY Organizational Chart

FY 2024 – 2025
Proposed Budget

Total FTEs: 28

New Position

FTE Increase



Proposed Tipping Fee Changes

~as requested by the Albemarle County Board of Supervisors ~

Tipping Fees (Per Ton):

Clean Fill Material	\$10.00
Clean Fill-Project > than 10,000 tons*	\$3.50
Vegetation/Yard Waste	\$50.00 \$54
Domestic Waste(MSW)	\$54.00 \$58
Construction Debris(CDD)	\$54.00 \$58
Tires	\$190.00

Tipping Fees (Per Item):

Freon Appliances	\$17.00
Passenger Veh. Tire, Off Rim	\$6.00
Passenger Veh. Tire, With Rim	\$13.00
Large Truck Tire, Off Rim	\$17.00
Large Truck Tire, With Rim	\$33.00

Other Charges

Minimum Charge Per Load	\$6.00	Service Fee Per Ticket-	
Compost, Sold (per ton)	\$75.00	Albemarle County Customers	\$1.00
Trash Stickers (each)	\$2.00	Other Customers	\$10.00
Ticket Request (per copy)	\$1.00	Credit Application Fee (each)	\$35.00

* Project requires advanced approval by RSWA and agreement to special terms and conditions

New Baling Facility

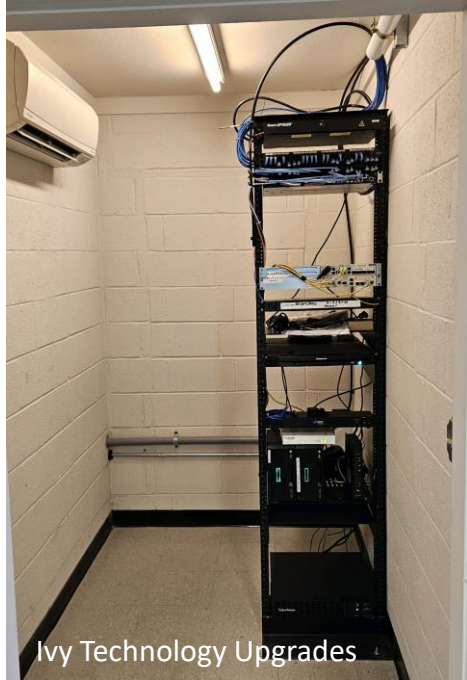
Scope: 16,800 SF

Construction:
Sept 2024 – Dec 2025

Cost: \$6.4 M
(70% County, 30% City)



FY 2025 Budget Summary



- Total Budget: \$9.8 M
- Expenses: \$9.8 M
- Revenues: \$5.6 M

- Net Exp: \$4.2 M



- County Allocation: \$3.4 M
- City Allocation: \$0.73 M
- UVA Allocation: \$0.079 M



**RESOLUTION
TO ADOPT THE RATE SCHEDULE
FOR FISCAL YEAR 2024-2025, EFFECTIVE JULY 1, 2024
BY THE RIVANNA SOLID WASTE AUTHORITY**

WHEREAS, the Rivanna Solid Waste Authority (the “Authority”) Board of Directors has reviewed the proposed Rate Schedule for Fiscal Year 2024-2025; and

WHEREAS, the Authority conducted a public hearing for the proposed Rate Schedule on May 28, 2024 after advertising the actual date fixed for the public hearing in the Daily Progress on May 14, 2024 and May 21, 2024, and

NOW, THEREFORE, BE IT RESOLVED that the Rivanna Solid Waste Authority Board of Directors hereby adopts the accompanying Rate Schedule for Fiscal Year 2024-2025, to be effective on July 1, 2024.

Rate Schedule

<u>Tipping Fees (Per Ton):</u>			<u>Tipping Fees (Per Item):</u>		
Clean Fill Material		\$10.00	Freon Appliances		\$17.00
Clean Fill-Project > than 10,000 tons*		\$3.50	Passenger Veh. Tire, Off Rim		\$6.00
Vegetation/Yard Waste		\$54.00	Passenger Veh. Tire, With Rim		\$13.00
Domestic Waste(MSW)		\$58.00	Large Truck Tire, Off Rim		\$17.00
Construction Debris(CDD)		\$58.00	Large Truck Tire, With Rim		\$33.00
Tires		\$190.00			
			Other Charges		
Minimum Charge Per Load		\$6.00	Service Fee Per Ticket-		
Compost, Sold (per ton)		\$75.00	Albemarle County Customer		\$1.00
Trash Stickers (each)		\$2.00	Other Customers		\$10.00
Ticket Request (per copy)		\$1.00	Credit Application Fee (each)		\$35.00
* Project requires advanced approval by RSWA and agreement to special terms and conditions					

Questions?

Actions to be Considered by the Board:

1. Conduct a Public Hearing on the proposed Fiscal Year 2024-2025 Rate Schedule.
2. After receiving any comments, consider approval of :
 - the Resolution to Adopt the Rate Schedule to be effective on July 1, 2024, and
 - the Fiscal Year 2024 – 2025 Budget



Recycling Update – May 2024

Presented to RSWA Board of Directors by Phil McKalips, Director of Solid Waste

May 28, 2024



What do we recycle?

- Fiber: Corrugated Cardboard, Mixed Paper, Office Paper, Newsprint
- Plastic Films: Number 2 and 4 plastic films
- Plastic Containers: Number 1 (PETE) and Number 2 (HDPE)
- Glass Containers: Any color; no window, mirror, or high temperature glass (e.g., Pyrex)
- Aluminum Beverage Cans and Mixed Metals
- Compostable Food Waste (McIntire and Ivy Only)
- Oyster Shells (McIntire Only)



RECYCLE Thank you for Recycling These:

Corrugated
Cardboard



Newsprint



Mixed Paper



Office Paper



Glass Containers



Plastic Film



1 Plastic
Containers



2 Plastic
Containers



Mixed
Metals



Aluminum
Beverage Cans



To learn more, visit

<https://www.Rivanna.org/recyclables>

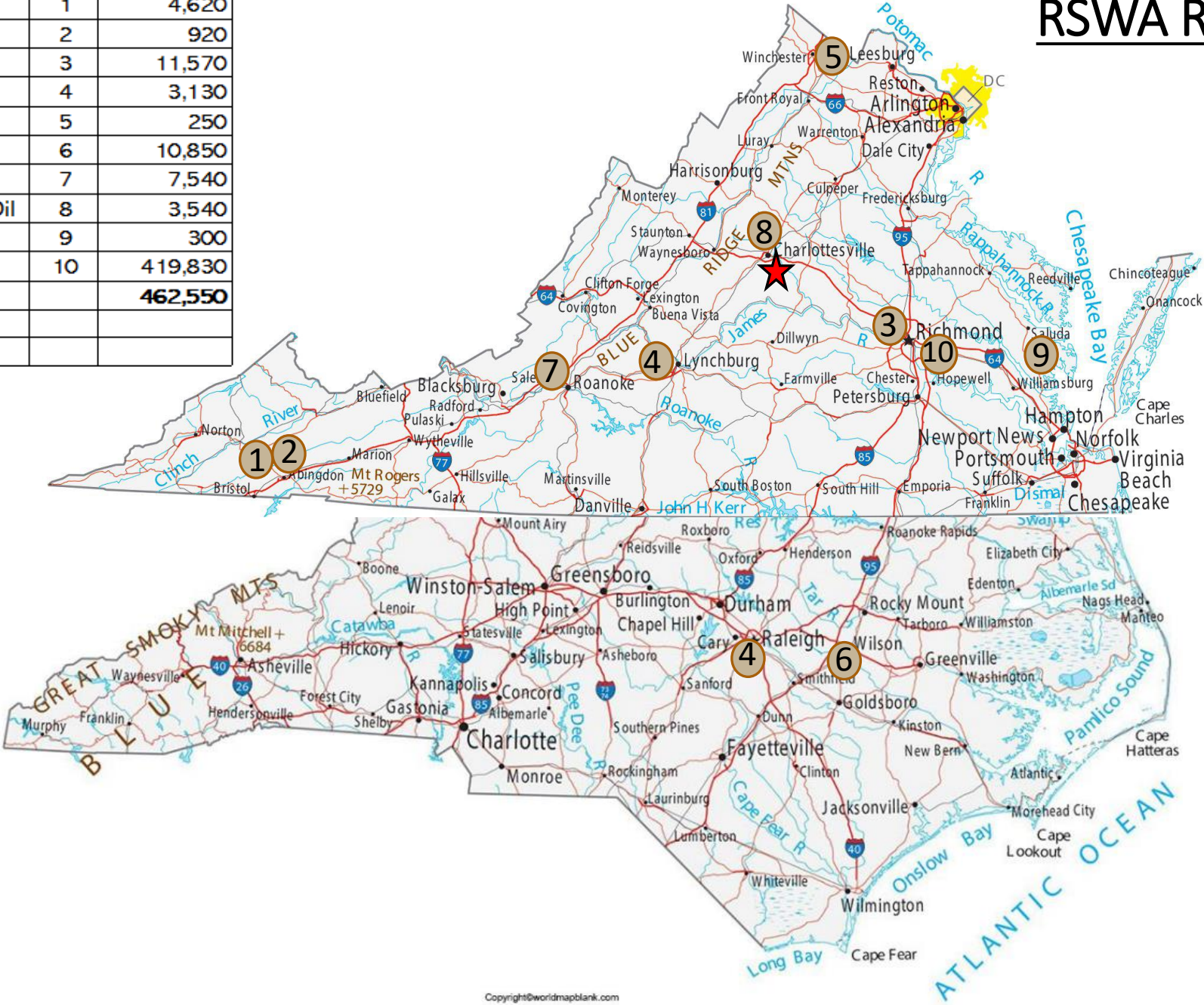
Where Does Our Material Go?

- All but glass and the metals are processed at the Paper Sort
- Cardboard, Mixed Paper, Office Paper, and Newsprint – Sonoco Mill in Richmond
- #2 and #4 Plastic Films – Trex in Winchester
- #1 and #2 Plastic Containers – Sonoco in Madison Heights
- Glass – Strategic Materials in Wilson, North Carolina
- Mixed Metal and Aluminum – Gerdau in Roanoke
- Food Waste – MRC goes to Panorama Paydirt in Earlysville, ICC goes to Black Bear in Crimora
- Oyster Shells are seeded and placed back in the Chesapeake Bay

RSWA Recycling Network

Chart of Products		Annual Miles
HHW & Paint	1	4,620
eWaste	2	920
Fiber- (Cardboard & Paper)	3	11,570
Plastics 1 & 2	4	3,130
Plastic Film	5	250
Glass	6	10,850
Metal (Mixed & Aluminum)	7	7,540
Compost & Used Cooking Oil	8	3,540
Oyster Shells	9	300
Refuse	10	419,830
Total Miles*		462,550

* Based on FY22 Data



McIntire Recycling Center (MRC)



Southern
Albemarle
Convenience
Center (SACC)
located in Keene



Ivy Convenience Center (ICC)





Paper Sort Facility
on Meade Avenue



New Baling Facility

Scope: 16,800 SF

Construction:
Sept 2024 – Dec 2025

Cost: \$6.4 M
(70% County, 30% City)



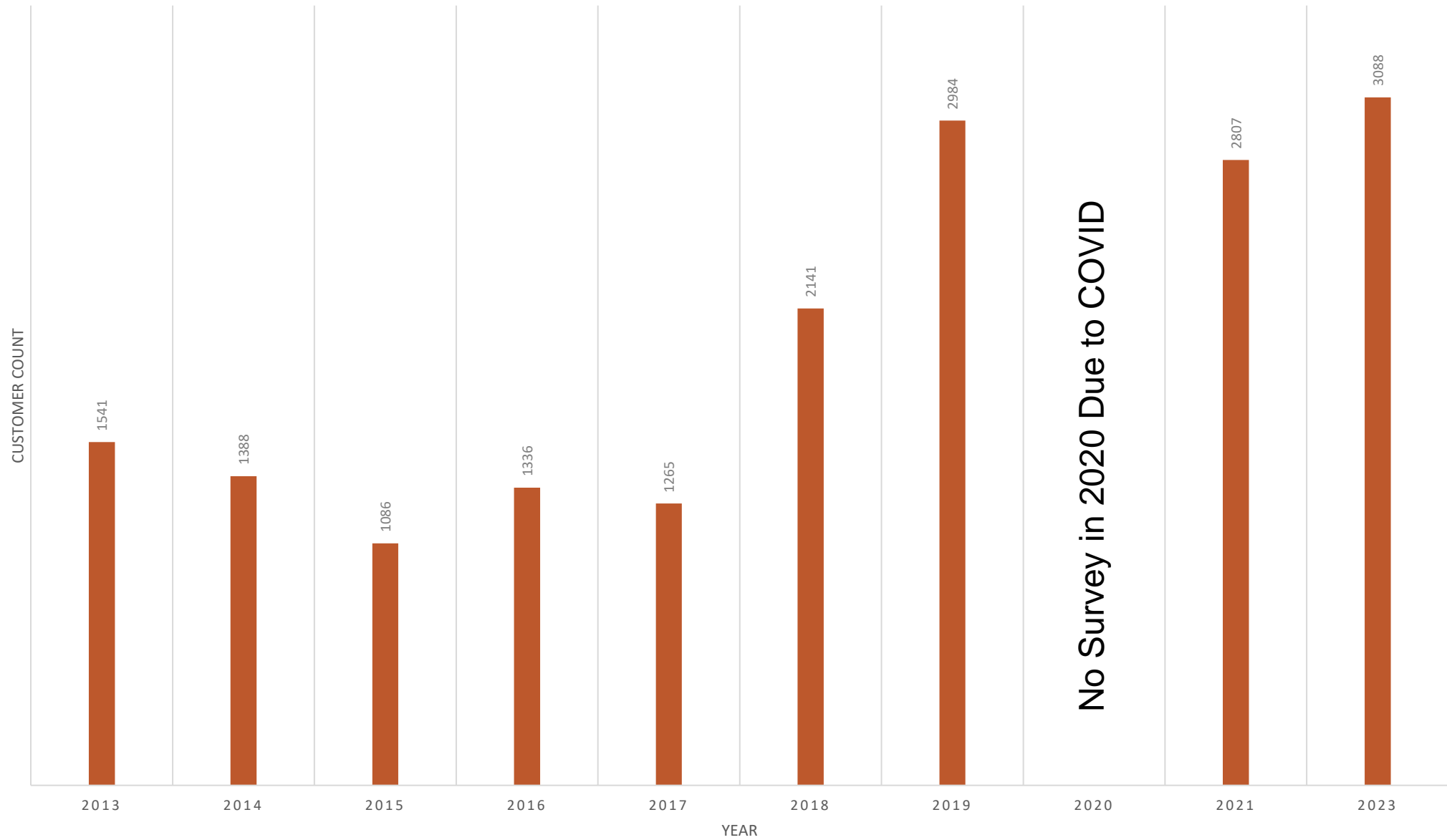
Recycling Landscape

- Commodity prices (cardboard, mixed paper, etc.) have generally been declining over the last year. Fuel prices appear to be putting downward pressure on revenues from some materials like glass.
- We are fortunate to have direct relationships for many of our materials (paper, cardboard, plastic films, glass, metals) which helps minimize national and global influences.
- We don't foresee any major shifts in the recycling landscape within the next couple of years. More focus on composting.

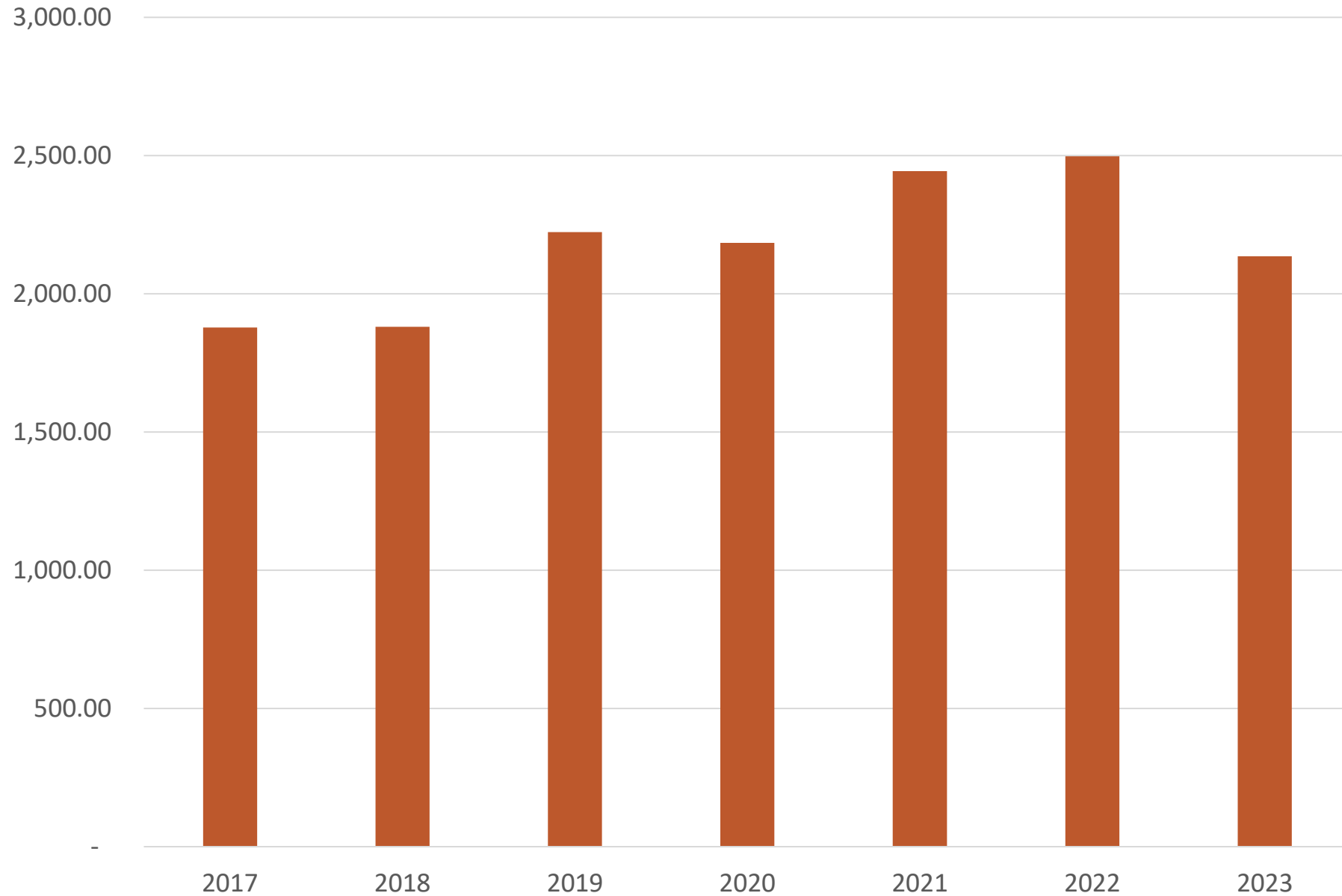
How are we doing.

- We're seeing generally stable recycling quantities (over 2000 tons in FY 2023) over the last three years. Haven't yet seen an impact of the SACC
- Number of customers showing moderate growth and now exceeds 3000 per week.
- Opened the SACC on June 23, 2023. See some increases it seems, about 40 customers a day on average (skewed toward Sat. and Sun.)
- Beginning design of a NCC, due to be completed in Summer of 2027.

MCINTIRE RECYCLE CENTER CUSTOMER COUNT BY YEAR



Fiscal Year Total Recycled Tonnages



Other things “Solid Waste”

- Several years ago, County Waste bought the MSW Transfer Station from Van der Linde at Zion Crossroads and was in turn bought by GFL.
- Republic Services closed their Zion Crossroads Transfer Station on October 1.
- This makes GFL the largest private player locally.
- Several new, smaller haulers (mostly in the roll-off business) have appeared at IMUC in the last year.

Questions?
