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2  
3 **RWSA BOARD OF DIRECTORS**  
4 **Minutes of Regular Meeting**  
5 **July 23, 2024**

6 A regular meeting of the Rivanna Water and Sewer Authority (RWSA) Board of Directors was  
7 held on Tuesday, July 23, 2024 at 2:15 p.m. at the Moores Creek Administration Building, 695  
8 Moores Creek Lane, Charlottesville, VA 22902.

9  
10 **Board Members Present:** Mike Gaffney, Sam Sanders, Jeff Richardson, Brian Pinkston, Ann  
11 Mallek, Quin Lunsford, Lauren Hildebrand

12  
13 **Board Members Absent:** None

14  
15 **Rivanna Staff Present:** Bill Mawyer, Lonnie Wood, Jennifer Whitaker, David Tungate, Jacob  
16 Woodson, Deborah Anama, Betsy Nemeth, Leah Beard

17  
18 **Attorney(s) Present:** Micah Schwartz (Williams Mullen)

19  
20 **1. CALL TO ORDER**

21 Mr. Gaffney convened the July 23, 2024 regular meeting of the Board of Directors of the  
22 Rivanna Water and Sewer Authority at 2:20 p.m.

23  
24 **2. AGENDA APPROVAL – As Amended**

25 ***8i: Change “Utilities” to “Public Works” Department***

26 Mr. Gaffney stated that they would defer Item 9(c) so that they could address the bylaws at the  
27 same time as RSWA.

28  
29 **Ms. Mallek moved to approve the Agenda as amended. Mr. Pinkston seconded the motion,**  
30 **which carried unanimously (7-0).**

31  
32 **3. MINUTES OF PREVIOUS BOARD MEETING ON JUNE 25, 2024- As Amended**

33 *Line 578: Add word ON - “Ms. Mallek stated that it was astonishing to see how lawn chairs and*  
34 *other belongings disappeared from people's properties, only to be found later at a height of 8*  
35 *feet above on the road.”*

36  
37 *Line 1393: “nonconfrontational” should be “noncommittal”. “Ms. Mallek stated that the*  
38 *wastewater testing will definitely be coming. She stated that the EPA was noncommittal when*  
39 *they were asked to address the production of the chemicals, and because it was a legislative*  
40 *issue, they should all consider contacting their congress representatives. She stated that if they*  
41 *did not address the source, all of this work was pointless.”*

42  
43 **Mr. Pinkston moved the Board to approve the minutes from the meeting held on June 25,**  
44 **2024 as amended. Ms. Mallek seconded the motion, which passed unanimously (7-0).**  
45

46 **4. RECOGNITIONS**

47 Mr. Mawyer stated that he wanted to thank Mr. Micah Schwartz, who was joining the meeting in  
48 place of Ms. Long, who was away. He stated that Mr. Schwartz was an attorney with Williams  
49 Mullen. He stated that they welcomed their new member, Mr. Quin Lunsford, ACSA Executive  
50 Director.

51  
52 **5. EXECUTIVE DIRECTOR'S REPORT**

53 Mr. Mawyer stated that they had another successful internship program that summer. He stated  
54 that they had four outstanding interns who had worked with them. He asked the interns to  
55 introduce and share a bit about themselves.

56  
57 Jenny Little stated that during the beginning of her summer, she spent time working with the  
58 operators at the wastewater facility. She stated that now, she had been dedicating a significant  
59 amount of time to administrative work, specifically focusing on communications, and starting an  
60 Instagram account for Human Resources. She stated that she had a QR code for it. She stated that  
61 at that time, they had 44 followers, and she aimed to reach 200 by the time she finished the  
62 internship in two and a half weeks.

63  
64 Jenny stated that she was a student at William & Mary, majoring in English and Environmental  
65 Science. She stated that she planned to stay in touch with Ms. Nemeth and contribute about five  
66 hours a week until someone was secured for the social media position permanently. She stated  
67 that she intended to engage in professional development activities.

68  
69 Ben Stevens stated that he had been studying data analytics and computer science at Virginia  
70 Tech, and he had served as a SCADA and IT intern. He stated that he had spent a significant  
71 amount of time with Will Dobson and Tanner Wright. He stated that through this experience, he  
72 had gained a lot of relevant exposure to programs like SQL and CAD drawings. He stated that he  
73 had developed a comprehensive overview of how a SCADA system operates.

74  
75 Sofia Beard stated that she was a bio-chem major at Catawba College, and she had been working  
76 with Michael Webb, collecting samples and testing them in the lab. She stated that this process  
77 had allowed her to see the results of her work after the collection of the samples.

78  
79 Florence Pinkston stated that she was an intern at the Moores Creek Wastewater Treatment  
80 Plant. She stated that she had been shadowing the wastewater operators and learning about their  
81 work. She stated that as a graduate of Piedmont Virginia Community College, she had hoped to  
82 pursue a career in environmental science and conservation and stewardship. She stated that she  
83 had enjoyed her time at the plant and believed she had gained valuable insights from the  
84 wastewater operators.

85  
86 Mr. Mawyer stated that they had an outstanding group of interns this summer; they were very  
87 smart and engaging. He stated that the internship program continued to pay rewards for them. He  
88 stated that the Board had approved a Deputy Executive Director position, and they had hired a  
89 firm called POLIHIRE from Washington, D.C., to assist them in recruiting for the position. He  
90 stated that they had requested proposals for a compensation and classification study for RWSA  
91 and RSWA with the aim of obtaining the information by the end of the calendar year to include it

92 in the next year's proposed budget.

93  
94 Mr. Mawyer stated that under their strategic plan priority of Environmental Stewardship, drought  
95 had been a topic of concern for many people recently. He stated that according to the National  
96 Weather Service, Virginia had the record driest weather in June in the country. He stated that the  
97 state had the lowest precipitation for June in 130 years, with Charlottesville and Albemarle  
98 County with the third and fourth lowest precipitation level in 130 years, respectively. He stated  
99 that Albemarle County had transitioned from a moderate to a severe drought status. He stated  
100 that the map indicated that extreme drought was advancing from west to east across the state.

101  
102 Mr. Mawyer stated that the Virginia DEQ map showed that Albemarle County remained in a  
103 watch status. He stated that other parts of the Middle James Region also remained in the watch  
104 category. He stated that all four factors—precipitation, groundwater levels, reservoir levels, and  
105 stream flow levels—continued to be rated as normal within their respective categories. He stated  
106 that these analyses were conducted at various locations throughout the Middle James area. He  
107 stated that groundwater was measured in Buckingham and streamflow monitoring was done in  
108 the Appomattox River near Farmville. He stated that their five reservoirs, which were  
109 monitored, were all rated as normal. He stated that he did not know the source of the  
110 precipitation monitoring, but it was also rated as normal within the district. He stated that the  
111 good news was that the weather had been cooler recently. He stated that it was expected to  
112 remain cooler for the next 10 days. He stated that showers may occur on Thursday, but there was  
113 no significant rain forecast in the next 10 days.

114  
115 Mr. Mawyer stated that their drought model, which had been run by a consultant, indicated that  
116 the South Rivanna Reservoir had reached the trigger for a warning stage. He stated that this  
117 meant that there was a greater than 10% chance that the reservoir would be less than 70% full  
118 within the next 10 weeks. He stated that the model analyzed historical precipitation data over the  
119 last 100 years. He stated that they relied on the South Rivanna Reservoir for water supply. He  
120 stated that they could not obtain sufficient water from the Observatory WTP to meet the needs of  
121 the entire urban area.

122  
123 Mr. Mawyer stated that as of midnight the previous night, the South Rivanna WTP's production  
124 had been reduced to approximately 6 million gallons per day, while Observatory's output was  
125 about 4 million gallons, which was the maximum they could produce through the older pipeline  
126 from Ragged Reservoir to the plant and then into the distribution system. He stated that the  
127 situation necessitated the implementation of two major pipe construction projects aimed at  
128 replacing both the Ragged Reservoir to Observatory water line and the Central Water Line,  
129 which extended from Observatory WTP to the Long St Bridge.

130  
131 Mr. Mawyer stated that the recent rains, which had occurred from Monday until today, had been  
132 beneficial. He stated that the water level of the South Rivanna Reservoir had risen by about three  
133 inches, or 0.23 feet, putting it back on par with its level around July 15. He stated that this meant  
134 they were about 10 days closer to recovery from the drought. He stated that the Drought  
135 Committee, which included representatives from the City, the ACSA, and the County, along with  
136 their own team, had convened the previous week to discuss drought triggers and the potential for  
137 issuing a warning. He stated that a warning stage would create mandatory water conservation

138 measures in the City and the County.

139

140 Mr. Mawyer stated that the Albemarle County Board of Supervisors was required to enact these  
141 measures, and ACSA was responsible for implementing them. He stated that they were  
142 discussing a level of 2 to 2.5 feet down in the South Rivanna Reservoir before declaring a  
143 drought warning. He stated if the water level reached five feet below the top of the dam, it would  
144 be considered an emergency stage.

145

146 Mr. Mawyer stated that despite the worsening conditions, they were relieved to see that the water  
147 level in the South Rivanna had stabilized over the last 10 days and was not continuing to decline.  
148 He stated that it was previously declining by 0.10 feet per day. He stated that if they did not  
149 receive more rain and faced extreme high temperatures, it would likely start declining again.

150

151 Mr. Mawyer that they monitored Mechums River, and as an example, on Monday before the  
152 rain, there were approximately 6 million gallons flowing down the river, and after the rain the  
153 previous day, the flow had increased to about 20 million gallons.

154

155 Mr. Mawyer stated that this morning, it had dropped back to 12 million gallons. He stated that  
156 rivers and streams flash during storms and then returned to lower levels. He stated that they were  
157 capturing a significant portion of this rain in their reservoirs. He stated that more than just a  
158 shower was needed to alleviate the drought-like conditions.

159

160 Ms. Mallek asked if the model considered that during the summer months, the population was  
161 lower since students went back home.

162

163 Mr. Mawyer stated that they were aware of that reduced demand factor. He stated that in a  
164 couple of weeks, the UVA population would return. He stated that they were attempting to  
165 balance the community's water conservation efforts against the challenges that arose when  
166 businesses had to reduce their water usage.

167

168 Mr. Mawyer stated that they had received an additional grant of almost \$200,000 from FEMA  
169 through the Virginia Department of Emergency Management for a study on climate change and  
170 its impact on wastewater facilities. He stated that the study aimed to examine their facilities,  
171 especially those constructed near rivers, and determine if accommodations were necessary to  
172 protect them against rising flood levels. He stated that Ms. Whitaker, Director of Engineering  
173 and Maintenance, had provided a presentation to the Avon CAC as part of their communication  
174 and collaboration outreach.

175

176 Mr. Pinkston asked if Mr. Mawyer could summarize and encapsulate the situation regarding their  
177 challenging position with their water supply due to the ongoing drought, and the drought  
178 committee involved. He inquired what the deliberations of this committee might entail and the  
179 potential outcomes. He stated that they had members of the media present earlier. He asked what  
180 kind of information they would receive and what notification would happen.

181

182 Mr. Mawyer reported that the good news was that their reservoir at South Rivanna was at 94%  
183 capacity. He stated that Sugar Hollow reservoir was also in good condition.

184

185 Mr. Mawyer stated that he could not provide an exact number of days, but they had been  
186 monitoring a specific volume and level to determine how many days' supply of water they had.  
187 He stated that they had been observing the decline and trying to identify a suitable threshold for  
188 implementing mandatory and emergency restrictions. He stated that the Regional Drought  
189 Management Plan provided guidance to consider all factors before making a recommendation.

190

191 Mr. Mawyer stated that the plan recommended use of the model, stream conditions, and weather  
192 forecasts, and then using the data to formulate a recommendation. He stated that the committee  
193 had been following this approach. He stated that when the committee agreed on a threshold, such  
194 as 2.5 feet below the top of the South Rivanna dam, and there was no rain in the forecast, they  
195 would send a letter to the City and the County recommending implementation of emergency  
196 water conservation ordinances.

197

198 Mr. Mawyer stated that Ms. Hildebrand and her department would enforce the ordinances for the  
199 City, while the Albemarle Service Authority would implement conservation measures for County  
200 public water users. He stated that both ordinances included fines for non-compliance. He stated  
201 that there might be a warning initially, but it could eventually lead to a fine. He asked Mr.  
202 Lunsford if he had any further comments on this.

203

204 Mr. Lunsford stated that in 2017, they exercised a plan that had been developed in the early  
205 2000s. He stated that they coordinated with Ms. Hildebrand's team at the City and developed a  
206 number of different advertisements and PSAs. He stated that these materials had been distributed  
207 and were starting to inform homeowners about the drought watch and voluntary restrictions on  
208 outside irrigation. He stated that they also explained that if they were to take the next step,  
209 mandatory restrictions would be implemented, which would impact homeowners and some  
210 businesses.

211

212 Mr. Mawyer explained that more stringent conservation measures included no fountains allowed  
213 or washing driveways, and citizens should be irrigating with a handheld hose only. He stated that  
214 irrigation would be allowed in some locations only between 9:00 p.m. and 6:00 a.m. He stated  
215 that there were a number of measures in the City and County ordinances that were meant to serve  
216 as conservation measures. He stated that the emergency threshold would include a similar letter  
217 with emergency provisions that would kick in, which were more stringent.

218

219 Mr. Pinkston asked if the university was involved with all of this at some level.

220

221 Mr. Mawyer stated yes, because they were a customer of the City and were required to comply.

222

223 Ms. Hildebrand stated that the process was that once the letter from Bill was received, it had to  
224 be placed on a Council agenda for authorization. She stated that the Council then approved  
225 implementation of the conservation measures.

226

227 Ms. Mallek asked how far the reservoir was from the threshold of 2.5 feet down.

228

229 Mr. Mawyer stated that today, they were at 0.34 feet down, or approximately 4 inches. He stated

230 that they had a way to go before it got to 2.5 feet. He stated that they got to the drought watch  
231 stage the Board approved last month before the guidelines indicated they should, but that was  
232 because the whole State had been declared to be in a drought watch. He stated that now, the State  
233 had issued a drought warning. He stated that the committee would need to consider the timing of  
234 the local issuances.

235  
236 Ms. Mallek stated that if Orange County received three inches of rain, that would not benefit  
237 them, but it would significantly alter the virtual measurement for precipitation, which did impact  
238 the drought stages. She stated that the method of data collection on that map was quite unusual.

239  
240 **6. ITEMS FROM THE PUBLIC**

241 *Matters Not Listed for Public Hearing on the Agenda*

242

243 There were none.

244

245 **7. RESPONSES TO PUBLIC COMMENTS**

246

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

248

249 **8. CONSENT AGENDA**

250 *a. Staff Report on Finance*

251

252 *b. Staff Report on Operations*

253

254 *c. Staff Report on CIP Projects*

255

256 *d. Staff Report on Administration and Communications*

257

258 *e. Staff Report on Wholesale Metering*

259

260 *f. Staff Report on Drought Monitoring*

261

262 *g. Approval of the Updated Purchasing Manual*

263

264 *h. Approval of Engineering Services – Rivanna Pump Station Reconstruction – Short Elliot*  
265 *Hendrickson Engineers*

266

267 *i. Approval of Betterment Agreement with City of Charlottesville Utilities Department –*  
268 *Emmet Streetscape Water Line*

269 *j. Approval to Amend Professional Engineering Services Work Authorization –*

270 *Observatory & South Rivanna Water Treatment Plants, Rehabilitation and Expansion*  
271 *Project – Short Elliot Hendrickson Engineers*

272

273 *k. Approval of Additional Engineering Services – Moores Creek Pump Station Slide Gates,*  
274 *Valves, Bypass, and Septage Receiving Upgrades – Hazen and Sawyer Engineering*

275

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

278  
279 **9. OTHER BUSINESS**

280 *(Joint Session with the RSWA)*

281  
282 *a. Presentation: Strategic Plan Update*

283 *Betsy Nemeth, Director of Administration and Communications*

284 Betsy Nemeth, Director of Administration and Communications, stated that she would provide  
285 an update the strategic plan, which was the second iteration for 2023. She stated that their vision  
286 was to become a recognized leader in environmental stewardship by offering exceptional water  
287 and solid waste services. She stated that their mission was to serve the Charlottesville,  
288 Albemarle, and UVA community with high-quality water and wastewater treatment, refuse, and  
289 recycling services in a financially responsible and sustainable manner.

290  
291 Ms. Nemeth stated that their values represented a change from their first strategic plan, because  
292 they are now better defined. She stated that their first priority was communication and  
293 collaboration. She stated that they had several tours at their facilities, including Woodbrook  
294 Elementary first graders who visited the Ivy Convenience Center and Transfer Station, with 96  
295 students participating. She stated that they were terrific, and staff received letters from the  
296 students afterward. She stated that the school had also been teaching them about recycling and  
297 solid waste.

298  
299 Ms. Nemeth stated that they had signed a contract with WNRN, a nonprofit listener-supported  
300 independent radio network, to discuss their solid waste services. She stated that this initiative  
301 included special information on hazardous household waste (HHW). She stated that they were  
302 also redesigning the Rivanna website. She stated that they had chosen Red Orange Studio to do  
303 the project, and they were currently in the middle of it.

304  
305 Ms. Nemeth stated that by the end of the year, they would have a main site for Rivanna.org, as  
306 well as two child sites: RivannaWater.org and RivannaSolidWaste.org, which were specific to  
307 those authorities. She stated that she believed it would be a really neat thing once they were  
308 done. She stated that coming back around the bend, the UVA public health class had toured  
309 Moores Creek Treatment Plant. She stated that this class visited the plant every year. She stated  
310 that the Authorities were now on Facebook and Instagram, and she encouraged everyone to visit  
311 their pages.

312  
313 Ms. Nemeth stated that their staff also attended Riverfest this year, so they were pretty busy with  
314 public outreach. She stated that they were excited to add an outreach coordinator this year, which  
315 would help them expand those efforts. She stated that regarding environmental stewardship, she  
316 observed that pollinators were arriving at the no-mow area of the Ivy site, which elevated the  
317 environmental education efforts. She stated that Jennifer Whitaker, along with Leah Beard and  
318 Dave Tungate, volunteered with the Rivanna Conservation Alliance, teaching children about the  
319 environment, stream health, and more.

320

321 Ms. Nemeth stated that the 10th-grade class from St. Anne's Belfield had also participated in  
322 cleaning up the Moores Creek wetlands, removing tubes from trees and exploring an interesting  
323 area of our property that was not often seen. She stated that regarding their clean fill area, Mr.  
324 McKalips calculated that it prevented 780 tons of CO2 being discharged into the environment  
325 because it reduced the distance trucks had to travel to get clean fill.

326  
327 Ms. Nemeth stated that regarding workforce development, David Rhodes received his Bachelor's  
328 Degree in Environmental Science from Southern New Hampshire University. She stated that due  
329 to Rivanna's tuition reimbursement program that got him through, he would begin his Master's  
330 program in January.

331  
332 Ms. Nemeth stated that they were using Barrenridge Consulting for individual leadership  
333 coaching for all their new and current leaders. She stated that their consultant Tim Smith had  
334 developed a Rivanna-specific program, which spoke to their organization's values. She stated  
335 that they continued to update their existing job descriptions, for which they had a 20% per year  
336 goal. She stated that the creation of new job descriptions for new positions occurred as well.

337  
338 Ms. Nemeth stated that they just had two mechanics attend a Commercial Driver's License  
339 (CDL) class at PVCC and they received their Class A CDLs. She stated that they used PVCC  
340 because of a federal law that required the organization to use an accredited teacher. She stated  
341 that another goal for the workforce development team was to expand candidate-sourcing to  
342 increase diversity of candidates. She stated that their Paychex payroll system also served as a  
343 hiring and recruiting application system, so they automatically posted jobs on multiple job  
344 boards.

345  
346 Ms. Nemeth stated that they also posted some water and sewer jobs to the American Waterworks  
347 Association website as well. She stated that regarding optimization and resiliency, at Moores  
348 Creek they optimized the caustic feed into the wastewater aeration basins, which saved them  
349 \$173,000. She stated that regarding safety, they conducted ARC Flash training for 38 employees  
350 and introduced an electrical safety chapter into their safety manual by collaborating with UVA.

351  
352 Ms. Nemeth stated that these initiatives not only provided valuable resources but also  
353 demonstrated the benefits of partnership in the area. She stated that they were standardizing  
354 equipment across different plants, simplifying operator training. She stated that the  
355 implementation of a specialized alum feed system for South Rivanna was expected to save  
356 approximately \$20,000 annually through determining the correct feed amount for treatment  
357 conditions at the plant.

358  
359 Ms. Nemeth stated that regarding planning and infrastructure, one of their challenges was cost-  
360 efficient project planning. She stated that the image on the slide was a report from value  
361 engineering sessions for the Moores Creek building. She stated that while not every idea  
362 presented had resulted in cost savings, they provided a comprehensive view of possible areas for  
363 efficiency improvements. She stated that the sessions involved experts from various fields, not  
364 just their own team.

365  
366 Ms. Nemeth stated that the top two images illustrated the maintenance team using the asset



367 management system, CityWorks, for documenting preventive maintenance and maintaining  
368 equipment records. She stated that another image on the slide was of staff using iPads to input  
369 information into CityWorks, keeping their maintenance records up-to-date. She stated that  
370 DocLink, their document storage system, had seen a 4.7% increase in 2024 so far, with a goal of  
371 achieving a 5% annual increase.

372  
373 Ms. Nemeth stated that this was important because it made their information much more  
374 accessible and easier to find; it was categorized, which helped them with quicker decisions. She  
375 stated that a significant change they had previously discussed and likely to be mentioned by Ms.  
376 Beard as well was regarding their turnover goal for the Solid Waste Authority. She stated that  
377 their turnover goal for the Solid Waste Authority was currently 10%, but this year they had seen  
378 a 22.6% turnover rate with six employees leaving between July 1, 2023, and June 30, 2024, out  
379 of 24 employees.

380  
381 Ms. Nemeth stated that their new number of positions was 28. She stated that if they lost three  
382 more this year, they would exceed their goal. She stated that they aimed to set realistic,  
383 transparent, and achievable goals, yet challenging ones. She stated that therefore, they were  
384 changing the Solid Waste turnover goal to 15%, to recognize that it was difficult to maintain  
385 unskilled labor positions while still keeping a challenging goal. She stated that they were not  
386 changing the Water and Sewer turnover goal of 10%.

387  
388 Ms. Hildebrand asked if the turnover rate also included people who were retiring.

389  
390 Ms. Nemeth stated yes.

391  
392 Mr. Mawyer stated that they did not exclude any category from that number. He stated that  
393 regardless of whether they retired or left in any other way, they were included in the turnover  
394 rate.

395  
396 *b. Presentation: Human Resources Update*  
397 *Leah Beard, Human Resources Manager*

398 Leah Beard, Human Resources Manager, stated that she had been part of the organization since  
399 January and felt honored to share the work they do. She stated that staff wanted to emphasize the  
400 importance of helping employees understand their total rewards package, which includes  
401 benefits. She stated that she had been conducting one-on-one sessions with employees in the  
402 Solid Waste Department, because sometimes they only focused on the extra dollar offered in a  
403 new job, not realizing the full benefits package.

404  
405 Ms. Beard stated that something she found extraordinary about Rivanna was that although  
406 Anthem costs had risen 30% during this renewal, the Board and Executive Director had decided  
407 that Rivanna would absorb that cost so that employees would not have to pay for those increases.  
408 She stated that employees may not immediately recognize the importance of insurance rates  
409 staying the same for the past seven years, so she wanted to ensure that employees were aware of  
410 all the benefits available.

411

412 Ms. Beard stated that they had started open enrollment in May, which took place online through  
413 Paychex. She stated that they had re-evaluated their dental and vision plans due to feedback from  
414 employees about the network quality. She stated that they switched to another company, hoping  
415 to improve those benefits for their employees. She stated that Alisa Cooper, the Payroll and  
416 Benefits Administrator, had been instrumental in making the process easy for everyone. She  
417 stated that she ensured the open enrollment process was streamlined and made easy for their  
418 employees.

419  
420 Ms. Beard stated that she had hosted numerous in-person sessions aimed at educating employees  
421 about their benefits. She stated that she was initiating this process with her new hires, ensuring  
422 they understood the differences between high and low deductibles. She stated that staff also  
423 conducted retirement sessions, including early retirement through the state of Virginia, as the  
424 organization operated on the VRS system. She stated that their goal was to offer various  
425 opportunities for employees' growth and learning. She stated that for instance, she had recently  
426 held a session with AFLAC discussing supplemental health benefits for those considering  
427 retirement.

428  
429 Ms. Beard stated that this was just one example of the different opportunities they provided. She  
430 stated that the managers and supervisors were actively engaging with employees to help them  
431 reach their career goals. She stated that since she had been there since January, they had seen 15  
432 internal promotions, a testament to the team's dedication to employee development. She stated  
433 that they had also welcomed 14 new hires. She stated that they were beginning to establish a  
434 baseline for their diversity through review of those policies.

435  
436 Ms. Beard stated that 18% of their current employees were composed of people of color (POC).  
437 She stated that 40% of their executive leadership team were women. She stated that they were  
438 establishing this baseline to improve their rates of diversity and inclusion. She stated that for  
439 recruiting, they had created an online job portal, which Ms. Nemeth had also spoken about. She  
440 stated that they were posting to eight different external sites to attract potential candidates. She  
441 stated that she had started conducting in-person interviews on site at the location where the  
442 candidate would be working if hired.

443  
444 Ms. Beard stated that regarding workforce development, some of the information in her report  
445 was repeating Ms. Nemeth's discussion on the strategic plan, which emphasized organizational  
446 growth and development. She stated that this included their five-year staffing plan, addition of  
447 more positions, the offering of tuition reimbursement for employees, and the evaluation of  
448 turnover rates to retain employees. She stated that for employee growth and development,  
449 speaking to their internal processes, they should view their employees as an investment, not a  
450 liability on their budget sheets.

451  
452 Ms. Beard stated that they had paid bonuses for individuals in the Maintenance department who  
453 earned certifications outside of the organization, and they developed specific training for  
454 wastewater and water employees, which had helped them with their continuing education. She  
455 stated that leadership training had been offered to recently promoted supervisors and managers.  
456 She stated that training was now available on phones and mobile devices through Paychex,  
457 allowing individuals who were not in front of a desktop to access it.

458  
459 Ms. Beard stated that LinkedIn Learning was offered as a free opportunity for all their  
460 employees. She stated that staff had hosted sessions with local community partners, including  
461 Star Hill Pathways, which had collaborated with them over the last couple of years, and they  
462 gave them a tour of one of their water plants. She stated that they had also visited Beaver Creek  
463 to see both sides of the operation. She stated that they had conducted tours with local elementary,  
464 middle, and high schools. She stated that they were working with local Rivanna watershed  
465 organizations, such as the Rivanna Conservation Alliance and the Rivanna Stormwater  
466 Education Partnership.

467  
468 Ms. Beard stated that their interns this summer were also contributing to these efforts. She stated  
469 that she had reached out to an individual who was new to the Career Center at UVA, serving as a  
470 liaison between the Career Center at UVA and the Virginia Talent and Opportunity Partnership  
471 (VTOP). She stated that their goal was to open more internships, job shadowing, and mentoring  
472 programs to the local community.

473  
474 *c. Presentation and Consider Vote to Approve: Amended and Restated By-Laws*  
475 *Lonnie Wood, Director of Finance and Information Technology*

476 Item was deferred.

477  
478 **10. OTHER ITEMS FROM BOARD/STAFF NOT ON AGENDA**

479  
480 There were none.

481  
482 **11. CLOSED MEETING**

483 *(Motion, second and roll call vote to enter into a joint closed session to discuss confidential information*  
484 *related to cybersecurity and the security of the authorities' physical premises as permitted by the public*  
485 *safety exemptions at Section 2.2-3711-A(19) of the Code of Virginia and confidential performance*  
486 *evaluations, goals and objectives of specific personnel as permitted by the personnel exemption at*  
487 *Section 2.2-3711-A(1) of the Code of Virginia).*

488  
489 *Motion\*: I move that the Rivanna Water & Sewer Authority enter into a joint closed session with the*  
490 *Rivanna Solid Waste Authority to discuss confidential information related to cybersecurity and the*  
491 *security of the authorities' physical premises as permitted by the public safety exemptions at Section*  
492 *2.2-3711-A(19) of the Code of Virginia, and confidential performance evaluations, goals and objectives*  
493 *of specific personnel as permitted by the personnel exemption at Section 2.2-3711-A(1) of the Code of*  
494 *Virginia.*

495  
496 *(Motion, second and roll call vote to certify the closed session)*

497  
498 *Motion\*: The Rivanna Water and Sewer Authority hereby certifies by recorded vote that, to the best*  
499 *of each member's knowledge, only public business matters lawfully exempted from the open meeting*  
500 *requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the*

501 *closed meeting were heard, discussed or considered in the closed meeting to which this*  
502 *certification resolution applies.*

503  
504 *\* Closed meeting motion subject to change\**

505  
506 *(Complete and close the RWSA meeting, then complete and close the RSWA meeting)*

507 **Ms. Mallek moved to enter a closed session. Mr. Sanders seconded the motion, which**  
508 **passed unanimously (7-0) with roll call vote.**

509  
510 **Ms. Mallek moved to certify the closed session. Mr. Pinkston seconded the motion, which**  
511 **passed unanimously (7-0) with roll call vote.**

512  
513 **Ms. Mallek moved to approve the 3% salary increase effective July 1, 2024 for the**  
514 **Executive Director. Mr. Pinkston seconded the motion, which passed unanimously (7-0).**

515  
516 **12. ADJOURNMENT**

517  
518 **At 4:08 p.m., Ms. Mallek moved to adjourn the meeting of the Rivanna Water and Sewer**  
519 **Authority. Mr. Pinkston seconded the motion, which passed unanimously (7-0).**

520  
521 Respectfully submitted,

522

523

524

525

  
\_\_\_\_\_  
**Mr. Sam Sanders**  
**Secretary - Treasurer**

