



Western Virginia Water Authority  
Board Meeting Agenda  
601 S. Jefferson St., 2<sup>nd</sup> Floor, Board Room  
October 16, 2025 3:00 p.m.

Complete meeting packet is available on the Authority's website at [westernvawater.org/about-us/board-of-directors](http://westernvawater.org/about-us/board-of-directors). Comments or questions from the public can be sent to the Authority's Freedom of Information Act Officer Sarah Baumgardner at [sarah.baumgardner@westernvawater.org](mailto:sarah.baumgardner@westernvawater.org) / telephone numbers 540-283-2905 (o) 540-915-1868 (c) or Board Secretary Gayle Shrewsbury at [gayle.shrewsbury@westernvawater.org](mailto:gayle.shrewsbury@westernvawater.org) / telephone number 540-283-2906. Requests should be submitted 48 hours prior to the meeting.

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- 1) Call to Order – **Board Chair Mr. Loveman** 3:00 p.m.
  - 2) Approval of Minutes 3:02 p.m.
    - a) July 17, 2025 Board Meeting
    - b) August 6, 2025 Special Board Meeting
    - c) September 10, 2025 Special Board Meeting
  - 3) Citizens comments 3:05 p.m.
  - 4) Resolution No. 511 Recognizing the Service of Ronald Agee upon his Retirement 3:15 p.m.
  - 5) Communication from Executive Director - **Mr. McEvoy** 3:20 p.m.

Executive Director Report for August & September 2025
  - 6) Financial Reports for August & September 2025 – **Ms. Lawfield** 3:35 p.m.
    - a) Board Communication-Financial Report for August & September 2025
    - b) Operations Statement-Water Fund – August & September 2025
    - c) Operations Statement-Water Pollution Control Fund – August & September 2025
    - d) Operations Statement-Combined – August & September 2025
  - 7) Report from Authority Counsel – **Mr. Carroll** 3:45 p.m.
  - 8) Report from Committee Chairs 3:55 p.m.

Audit Committee scheduled to meet November 20<sup>th</sup> at 2:00 p.m.
  - 9) Assumption of the Idlewood Shores Water System 4:00 p.m.
    - a) Board Report
    - b) Resolution No. 512
  - 10) Discussion of Caregiver Leave Benefit 4:10 p.m.
    - a) Board Report

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|-----|--|-----------|
| 11) | Closed Session pursuant to Virginia Code § 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding specific legal matters requiring counsel's legal advice. | 4:25 p.m. |
| 12) | Comments from Board Members  | 4:50 p.m. |
| 13) | Other Business   | 4:55 p.m. |
| 14) | Adjourn – <b><u>Board Chair Mr. Loveman</u></b>  | 5:00 p.m. |



WESTERN VIRGINIA WATER AUTHORITY  
MINUTES OF BOARD MEETING  
July 17, 2025

The Board of the Western Virginia Water Authority (WVWA) met on Thursday, July 17, 2025, in the Board Room at 601 S. Jefferson Street, Roanoke, Virginia. Board Chair Mike Loveman called the meeting to order at 3:02 p.m.

**BOARD ROLL CALL:**

PRESENT: Michael Loveman, Harvey Brookins, Richard Caywood, Don Halliwill, Randall Hancock, Shirley Holland, Valmarie Turner and Hunter Young ----- 8

ABSENT: ----- 0

**STAFF PRESENT IN PERSON:**

Mike McEvoy, Executive Director; Scott Shirley, Chief Operating Officer Water Quality; Leana Stoltz, Chief Operating Officer Customer Operations; Jennifer Meeks, Assistant Director of Finance; Gayle Shrewsbury, Board Secretary; Will Bulloss, Chief Strategy Officer; Trent Cox, Deputy Chief Operating Officer Customer Operations; Sarah Baumgardner, Director of Public Relations; and Jody Jones, Customer Relations Representative IV.

**STAFF PRESENT VIA VIDEO CONFERENCE:**

Scott Kroll, Director of Infrastructure Development; Tesha Okioga, Director of Engineering Services; Neil Norris, Director of Human Resources; Roger Blankenship, Director of Plant Assets; Michelle Caruthers, Director of Plant Operations; Rachel Ramsey, Assistant Director of CS/Billing; Joyce Zhu, Program Manager – Planning & Asset Management; Randall Fulton, Engineer II; Stephen Estes, Engineer II; Eric Powers, Water Production Manager; Mackenzie Wilcox, Recruitment, Retention and DEI Coordinator; Robyn Tuck, Learning & Development Manager; and Theresa Bell, Engineering Systems Coordinator.

**OTHERS PRESENT:**

Jeremy Carroll, Counsel for the Authority; Brandon Flora, Whitman, Requardt & Associates, LLP (participated by video conference); Emma Berry, Southern Environmental Law Center (participated by video conference); Sam Verrelli, Cardinal News; Dwayne Yancey, Cardinal News; Jennifer Braxton, Roanoke City Attorney’s Office; Tim Spencer, Roanoke City Attorney.

Mr. Loveman recognized Mr. Halliwill for his service as Board Chair for FY25.

**APPROVAL OF MINUTES:** Mr. Caywood moved approval of the June 18, 2025 Board meeting minutes, Mr. Hancock seconded the motion and the minutes were approved by unanimous voice vote.

**COMMENDING THE SERVICE OF GEORGIANNA “JODY” JONES:** Ms. Stoltz read Resolution No. 508 commending the service of Jody Jones. A copy of this report in its entirety is attached to the approved minutes.

Mr. Brookins moved to approve Resolution No. 508, Mr. Hancock seconded the motion and it was approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Loveman, Turner, Young ----- 8.

NAYS: ----- 0.

A copy of the approved resolution was presented to Ms. Jones and the board extended their appreciation and best wishes.

**COMMUNICATION FROM EXECUTIVE DIRECTOR FOR THE MONTHS OF JUNE 2025:** Mr. McEvoy gave a summary of the June Executive Director’s report which included: Customer Operations, Water Quality Operations, Administration/Engineering, and Regional Efforts/Outreach. A copy of this report in its entirety is filed with the approved minutes.

- ~ Endurance mountain bike races took place at Carvins Cove on Monday, July 14.
- ~ Received the first payment installment from a national settlement with 3M for over \$746,000
- ~ FY25 had the second best water sales in Authority history at just under 5.5 billion gallons
- ~ The Authority has not charged for large events at Carvins Cove as long as they are valley wide events and provide a significant economic benefit to the Roanoke Valley. The cost of these events to the Authority are generally very low.

**FINANCIAL REPORTS FOR THE MONTH OF JUNE 2025:** Ms. Meeks noted that year-to-date June 2025 represented 91% of the fiscal year. A copy of this report in its entirety is attached to the approved minutes. Here follows a summary of the report:

Operating revenues for the Water and WPC funds were 92% and 92%, respectively, of budget. Retail revenues for the Water fund were 90% and WPC fund were 92%. Non-operating revenues

for Water were 115% and WPC were 87% of budget. Some of these revenues (Investment Income, Office Building Lease Income) lag a month in reporting. Operation & Maintenance expenses for the year-to-date for the Water system were 87% and WPC were 86%. The Operating Margins for Water and WPC were 101% and 104%. Combined Operating Margin was 102%. The Water system has paid 95% of budgeted interest expense and 97% of principal payments. WPC has paid 98% of interest expense and 100% of principal payments.

**REPORT FROM AUTHORITY COUNSEL:** Mr. Carroll reported on the following:

1. Acquisition of Ferrum Water and Sewage Authority (“FWSA”) System;
2. Acquisition of Bridgewater Pointe Wastewater System;
3. Development Agreements;
4. Vinton Wrap-up;
5. RYT, L.L.C./Angel Lane Litigation; and
6. Miscellaneous.

**REPORT FROM COMMITTEE CHAIRS:** Mr. Loveman shared FY2026 Committee assignments. Mr. Brookins reported the IDEA team held its quarterly meeting to discuss progress on a new onboarding project aimed at ensuring consistent and effective onboarding across departments, including 90-day feedback; reviewed three proposed options for standardizing family care benefits; and discussed upcoming events for the IDEA Team and Water Authority participation.

**UPDATES ON ACTIVITIES AT THE CARVINS COVE NATURAL RESERVE:**

Mr. Shirley presented a report related to a Land Exchange Proposal with the City of Roanoke. A copy of this report is attached to the approved minutes.

The board discussed the potential proposal to sell or trade a 17-acre parcel of excess land, and acknowledged prior conversations with the City about a possible land exchange.

Mr. Brookins made a motion to allow staff to have discussions with the City of Roanoke regarding a land exchange and Mr. Halliwill seconded the motion. The motion was approved by unanimous voice vote, with Ms. Turner abstaining.

**CITIZENS COMMENTS:** None.

**CLOSED SESSION:** At 4:05 p.m., Mr. Caywood made a motion to go into Closed session pursuant to Virginia Code § 2.2-3711(A)(29), for the purpose of discussing the terms and scope

of public contracts related to a business locating its operations in Botetourt County, where the contracts involve the expenditure of public funds and where discussion in an open session would adversely affect the Authority’s bargaining position or negotiating strategy; as well as Closed session pursuant to Virginia Code 2.2-3711(A)(8), for the purpose of consultation with the Authority’s legal counsel regarding specific legal matters, namely the foregoing public contracts, requiring the provision of legal advice by such counsel.

The motion was seconded by Mr. Hancock and approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Loveman, Turner, Young ----- 8

NAYS: ----- 0

The board took a five-minute break before proceeding into closed session.

On a motion by Mr. Caywood, and seconded by Mr. Halliwill, the Board returned to open session once approved by unanimous voice vote.

CERTIFICATION OF CLOSED MEETING: At 5:45 p.m., Mr. Caywood moved for a roll call vote certifying that to the best of each member’s knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered in the closed meeting. It was seconded by Mr. Hancock and approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Loveman, Turner, Young ----- 8

NAYS: ----- 0

Mr. Hancock made a motion to detach the Botetourt County tank transfer into a separate item and authorize the Executive Director to enter into an agreement with Botetourt County to convey the Authority’s intent in the tank and lot in Botetourt County near Exit 150 for \$450,000. The motion was seconded by Mr. Young and approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Loveman, Turner, Young ----- 8.

NAYS: ----- 0.

Mr. Loveman stated that the board was in agreement to hold a special called board meeting on August 6<sup>th</sup> from 3:00 p.m. to 5:00 p.m.

**COMMENTS FROM BOARD MEMBERS:** None.

**OTHER BUSINESS:** None.

Mr. Loveman adjourned the Board meeting at 5:48 p.m.

2.b

WESTERN VIRGINIA WATER AUTHORITY  
MINUTES OF SPECIAL BOARD MEETING  
August 6, 2025

The Board of the Western Virginia Water Authority (WVWA) met on Wednesday, August 6, 2025, in the Board Room at 601 S. Jefferson Street, Roanoke, Virginia. Board Chair Mike Loveman called the meeting to order at 3:01 p.m.

**BOARD ROLL CALL:**

PRESENT: Michael Loveman, Harvey Brookins (participated by video conference), Richard Caywood, Don Halliwill, Shirley Holland, Valmarie Turner and Hunter Young ---- 7

ABSENT: Randall Hancock ----- 1

Mr. Brookins participated in the meeting remotely from Clearwater, Florida.

Board Chair Loveman called for a vote to approve the remote participation of Mr. Brookins for personal reasons. The vote was passed by voice vote.

**STAFF PRESENT IN PERSON:**

Mike McEvoy, Executive Director; Scott Shirley, Chief Operating Officer Water Quality; Leana Stoltz, Chief Operating Officer Customer Operations; Tammy Lawfield, Director of Finance; and Gayle Shrewsbury, Board Secretary.

**OTHERS PRESENT:**

Jeremy Carroll, Counsel for the Authority; Robert Kircher, City of Roanoke citizen; Todd Jackson, The Roanoke Rambler; Dwayne Yancey, Cardinal News; and Laura Carini, City of Roanoke.

**CITIZENS COMMENTS:** Mr. Kircher expressed concerns about drinking water capacity in relation to a potential new Google facility in the Roanoke Valley.

Mr. McEvoy congratulated Authority staff who responded to a 20-inch main break Monday night. Multiple restaurants were in the impacted area; however, due to a 24-hour continuous repair effort by Field Operations crews and Water Quality flow changes, the restaurants were not impacted.

**CLOSED SESSION:** At 3:08 p.m., Mr. Caywood made a motion to go into Closed session pursuant to Virginia Code § 2.2-3711(A)(29), for the purpose of discussing the terms and scope of public contracts related to a business locating its operations in Botetourt County, where the contracts involve the expenditure of public funds and where discussion in an open session would adversely affect the Authority’s bargaining position or negotiating strategy; as well as Closed session pursuant to Virginia Code 2.2-3711(A)(8), for the purpose of consultation with the Authority’s legal counsel regarding specific legal matters, namely the foregoing public contracts, requiring the provision of legal advice by such counsel.

The motion was seconded by Mr. Halliwill and approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Holland, Loveman, Turner, Young ----- 7

NAYS: ----- 0

On a motion by Mr. Caywood, and seconded by Mr. Halliwill, the Board returned to open session once approved by voice vote.

**CERTIFICATION OF CLOSED MEETING:** At 4:17 p.m., Mr. Caywood moved for a roll call vote certifying that to the best of each member’s knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered in the closed meeting. It was seconded by Mr. Halliwill and approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Holland, Loveman, Turner, Young ----- 7

NAYS: ----- 0

**COMMENTS FROM BOARD MEMBERS:** None.

**OTHER BUSINESS:** None.

Mr. Loveman adjourned the Board meeting at 4:18 p.m.

WESTERN VIRGINIA WATER AUTHORITY  
MINUTES OF SPECIAL BOARD MEETING  
September 10, 2025

The Board of the Western Virginia Water Authority (WVWA) met on Wednesday, September 10, 2025, at 24 Franklin Rd, Roanoke, Virginia. Board Chair Mike Loveman called the meeting to order at 3:00 p.m.

Mr. Loveman welcomed representatives from Authority jurisdictions and other organizations within the Authority’s service area.

Mr. Loveman declared a quorum present.

**BOARD ROLL CALL:**

PRESENT: Michael Loveman, Harvey Brookins, Richard Caywood, Don Halliwill, Randall Hancock, Shirley Holland, Valmarie Turner and Hunter Young ----- 8

ABSENT: ----- 0

Mr. Halliwill participated in the meeting remotely by phone from his vehicle traveling for business.

Board Chair Loveman called for a vote to approve the remote participation of Mr. Halliwill for business reasons. Ms. Turner made a motion to approve the remote participation and Mr. Hancock seconded the motion. The motion was passed by voice vote.

**STAFF PRESENT IN PERSON:**

Mike McEvoy, Executive Director; Scott Shirley, Chief Operating Officer Water Quality; Leana Stoltz, Chief Operating Officer Customer Operations; Gayle Shrewsbury, Board Secretary; Will Bulloss, Chief Strategy Officer; Tammy Lawfield, Director of Finance; Sarah Baumgardner, Director of Public Relations; Tesha Okioga, Director of Engineering Services; Neil Norris, Director of Human Resources; Stephen McGloughlin, Director of Information Technology; Smriti Sinha, Program Manager; Bryan Thompson, Special Conservator of Peace; Cassie Altice, Assistant Director of Environmental Programs; Kathleen Johnson, Program Manager; and Laura Schirmer, Public Relations Specialist.

**OTHERS PRESENT:**

Jeremy Carroll, Counsel for the Authority; Sam Verrelli, Cardinal News; Henri Gendreau, Roanoke Rambler; Mason Adams, WVTF; Gary Larrowe, Botetourt County Administrator; David Moorman, Botetourt County Deputy County Administrator; Steve Sandy, Franklin County Deputy Administrator; Luke Campbell, Botetourt County Project Manager; Nicole Pendleton, Director Community Development Botetourt County; John Hull, Executive Director Roanoke Regional Partnership; Mayor Joseph Cobb, Roanoke City Mayor; Phazhon Nash, Roanoke City Council; Nick Hagen, Roanoke City Council; Evelyn Powers, Roanoke City Council; Peter Volosin, Roanoke City Council; Marc Nelson, Director Roanoke City Economic Development; Laura Carini, Roanoke Deputy City Attorney; Phil North, Roanoke County Board of Supervisors; Chris Whitlow, Franklin County Administrator; Lorie Smith, Franklin County Board of Supervisors; Dominic Harden, representing Delegate Sam Rasoul’s office; Adam Murphy, Citizen; and Misty Vickers, Citizen.

**CITIZENS COMMENTS:** Adam Murphy and Misty Dawn Vickers expressed concerns about the proposed Google data center in Botetourt County and impact on the Roanoke Valley region. Mr. Loveman added that an email was received from Evan Austin with a request for his notes to be included as part of the recorded meeting minutes.

Mr. McEvoy recognized individuals crucial to the project which was presented to the board for vote: Mr. Jeremy Carroll for his complex agreement preparation; Mr. Will Bulloss for his extensive engineering input and working closely with those involved with the project; Mr. Gary Larrowe and his team for their efforts, and Mr. Mike Lockaby.

**RESOLUTION NO. 509 – WATER SUPPLY AND INFRASTRUCTURE PLANNING AND DEVELOPMENT SERVICES AGREEMENT WITH BOTETOURT COUNTY:** Mr. McEvoy presented Resolution No. 509. A copy of this report is attached to the approved minutes.

Mr. Young moved to approve Resolution No. 509, Mr. Hancock seconded the motion and it was approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Turner, Young, Loveman ----- 8  
NAYS: ----- 0

**RESOLUTION NO. 510 – UTILITY SERVICES FUNDING AGREEMENT WITH HELIO CAPITAL, LLC:** Mr. McEvoy presented Resolution No. 510. A copy of this report is attached to the approved minutes.

Mr. Young moved to approve Resolution No. 510, Mr. Hancock seconded the motion and it was approved by the following roll call vote:

AYES: Brookins, Caywood, Halliwill, Hancock, Holland, Turner, Young, Loveman ----- 8

NAYS: ----- 0

**COMMENTS FROM BOARD MEMBERS:** Mr. Caywood commended Mr. McEvoy and the Authority staff for their extensive work and analysis on the complex agreements, and expressed appreciation for the project updates and Mr. McEvoy’s leadership.

Mr. Hancock noted that the Board has thoroughly reviewed these matters to ensure the best possible outcome for the Authority’s citizens and customers.

Mr. Brookins thanked the elected officials and acknowledged the foresight of leaders 20 years ago who initiated the regional collaboration between Roanoke City, Roanoke County, and later Botetourt County and Franklin County. He emphasized that the current agreement would not be possible without the regionalism support that the Water Authority provides citizens and economic development opportunities. He expressed appreciation for the continued support of municipal representatives in promoting regional efforts such as the Water Authority.

Ms. Turner thanked Mr. McEvoy, his team and Mr. Carroll, for working not only with the board but also with the local municipalities. She also expressed appreciation of the Mayor and the Roanoke City Council members for support and guidance as all the different iterations of the contract were worked through. She stated her excitement to be there and believes in regionalism, thinking this is the way to go.

**OTHER BUSINESS:** The regularly scheduled September 18, 2025 Board meeting was cancelled.

Mr. Loveman thanked all in attendance and adjourned the Board meeting at 4:21 p.m.



RESOLUTION NO. 511 (10/25)  
OF THE  
WESTERN VIRGINIA WATER AUTHORITY

**Commending Ronald “Ron” Agee**

WHEREAS, the Western Virginia Water Authority (the “Authority”), a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5158 (the “Act”), has benefited from the dedicated and faithful service of Ronald “Ron” Agee, at the Authority’s Water Operations Division; and

WHEREAS, Ronald Agee has determined to enjoy his retirement and tendered his resignation, effective September 30<sup>th</sup>, 2025 after forty-one years of combined service with the City of Roanoke and the Western Virginia Water Authority, serving in progressively responsible positions from Water Operator to Shift Supervisor, and

WHEREAS, Ron began his service in March 1984 and as a relatively new operator assisted with the significant recovery efforts at Carvins Cove following the historic Flood of 1985,

WHEREAS, Ron started his career at the Carvins Cove water treatment facility and progressed through his professional licensure to a Class I Operator and then ultimately accepted a transfer and position at the Spring Hollow Water Treatment Facility after formation of the Authority as a Shift Supervisor; and

WHEREAS, Ron has dedicated his career to operating and improving the water treatment system for the citizens of the Roanoke Valley, working many late nights, weekends and holidays, resolving problems and improving service for customers;

WHEREAS, Ron participated in the establishment of safety standards and programs as the first Safety Coordinator at Carvins Cove and continued to champion the inclusion of safety within operational tasks for his entire career; and

WHEREAS, Ron was always very compassionate as a supervisor and co-worker, always wanting to help those that were in need or struggling; and

WHEREAS, Ron was personally responsible for mentoring countless new operators over the course of his career serving as a passionate advocate of the water treatment and distribution systems, and the benefit afforded to both systems from the creation of the Authority; and

WHEREAS, Ron was always willing to work late or pick up an extra shift in order to help the team; and

WHEREAS, all who have benefited from Ron’s expert knowledge on water treatment, and steadfast devotion to operating a first class system are grateful that he shared his knowledge to make them better professionals; and

WHEREAS, the Authority has accepted, with regret, Ron’s resignation after a dedicated 41-year career, understanding that his retirement is deserved and well-earned; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Western Virginia Water Authority does hereby COMMEND, HONOR and COMMEMORATE the long time and faithful service of Ronald “Ron” Agee, Water Operations Supervisor.

The Authority Board hereby authorizes and directs its Executive Director to provide a certified copy of this resolution to Ron Agee with the Boards’ gratitude for an extraordinary career.

This resolution shall take effect immediately.

Directors absent \_\_\_\_\_

Votes For \_\_\_\_\_

Votes Against \_\_\_\_\_

Abstentions \_\_\_\_\_

CERTIFICATION

The undersigned secretary of the Western Virginia Water Authority does hereby certify that the foregoing is a true, complete and correct Resolution adopted by a vote of a majority of the Directors of the Western Virginia Water Authority, present at a regular meeting of the Board of Directors of the Western Virginia Water Authority duly called and held October 16, 2025, at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of this certification October \_\_, 2025.

\_\_\_\_\_  
Gayle Shrewsbury, Secretary,  
Western Virginia Water Authority

**BOARD MEETING OF THE WESTERN VIRGINIA WATER AUTHORITY**

**MEETING DATE:** October 16, 2025

**COMMUNICATION:** Executive Director’s Report – October 2025

**SUBMITTED BY:** Michael McEvoy, Executive Director

**SUMMARY OF INFORMATION:**

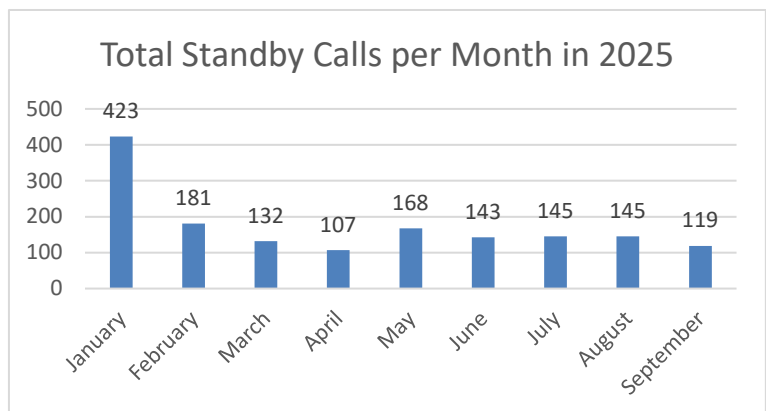
This report contains information about the Authority’s operations for the month of September 2025. Financial data for the month is presented in a separate agenda item.

**Customer Operations**

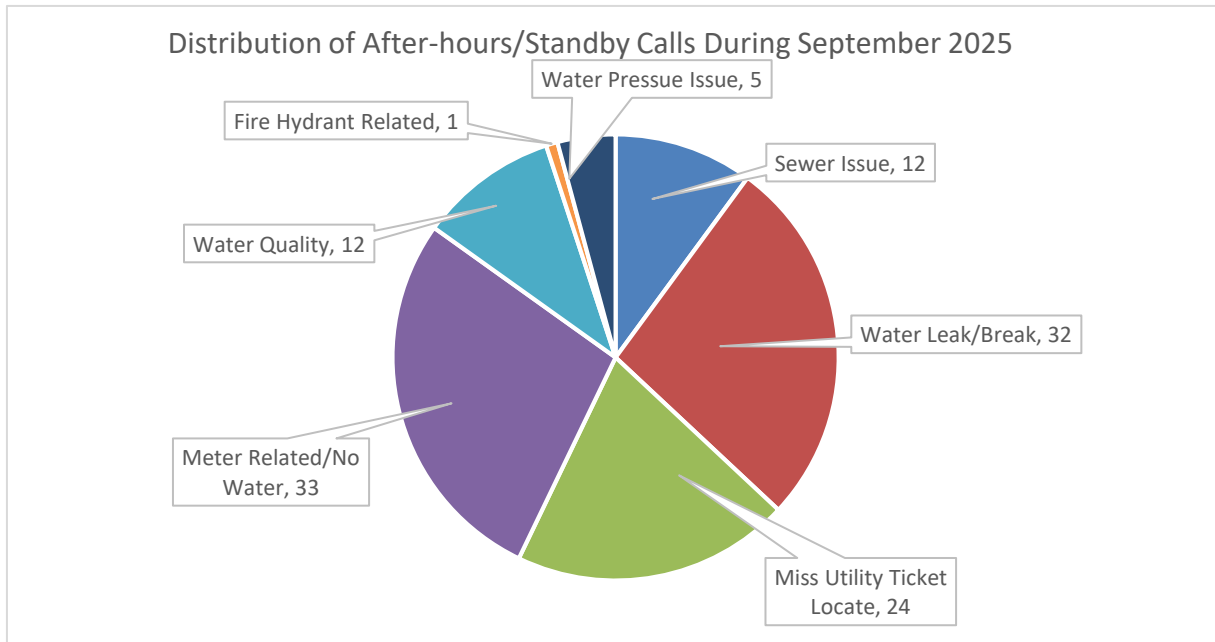
Field Operations sewer staff responded to 66 sewer-related customer calls during September, higher than the 62 experienced last September. Surprisingly, the rainfall totals were inverse between the two years as this September had 2.22 inches in the Roanoke Valley compared to last year’s 8.61 inches predominantly from Hurricane Helene. The lower rainfall amount this September resulted in no wet weather overflows and brings our rolling monthly total for the past 12 months down to 0.33 wet weather overflows per 100 miles of sewer mains compared to 0.47 last month. There were two dry weather overflows in the collection system in September.

Field Operations CIP crews began and completed a new sewer extension project in September to provide sanitary sewer service to multiple properties on Moir Street NE within the City of Roanoke. After easements were acquired, the directional-drill crew installed 220 LF of 8-inch HDPE sewer main, along with a doghouse manhole and two new sewer laterals/cleanouts.

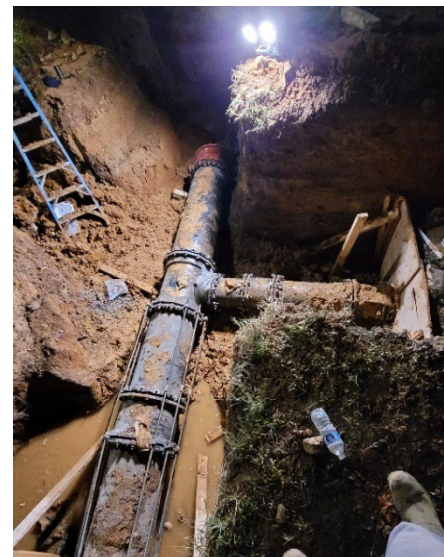
Field Operations staff received 311 customer calls for assistance with water-related issues. Eighty-eight, which is the highest volume of the calls, were related to water leaks and breaks. The actual number of combined leaks and breaks were 56 for the month as multiple calls were received for the same incident. This month’s combined break and leaks are slightly lower than August’s total of 66 and exactly the same as last September’s total of 56. Of this total, 24 breaks and leaks occurred on main lines and 32 were on service lines. The majority of main line breaks (8) were on 2-inch and 6-inch lines this month. When breaking down the combined total of 56 water leaks and breaks, 26 were completed as emergencies while the remaining 30 were all scheduled repairs. Staff received 119 after-hours/standby calls in September, which, as shown in the associated chart, was the second lowest month so far in 2025 and below the monthly average of 174 calls.



The second chart below shows how September’s after-hours & standby calls were distributed by each type of call received.



The most prominent emergency water repair was on a 20-inch main, part of the discharge piping of the Statesman Pump Station. A Contractor doing improvements to the station had the 20-inch discharge piping exposed in preparation for a tie-in. The issue began on Friday, September 12 at about 11am when the 20-inch discharge pipe from the pump station kicked out from one of the fittings and caused a displacement of multiple sections of pipe back towards the pump station. With such a large diameter pipe separating at one of the lowest points within the 1329 pressure zone, tank levels dropped quickly. Water distribution staff were able to shut the necessary valves off within about 15 minutes to salvage as much water within the tanks as possible. Thankfully there was an 8-inch bypass pipe that allowed at least one pump in the pump station to be brought back online and very slowly fill the system. Water Quality also supplemented the pressure zone with water from the Town of Vinton to keep customers in service.



*Pipe and fittings installed overnight by crews to get the 20-inch discharge main back in service at the Statesman Pump Station*

After a discussion between Field Operations, Engineering Services, Water Quality, and the Contractor, the decision was made to move forward with the planned tie-in as the section of

main was already shut down. It was a tight window in which to complete the repair, as the goal was to get the 20-inch water main back in service that same night. Water Distribution Superintendent, Kevin Hall, showed excellent leadership throughout the night in coordinating our in-house repair crew with the Contractor's crew to get an extensive amount of piping fitted, installed and back in service by 4:30am. All parties did an exceptional job working under emergency these conditions to get the work completed.

Customer Service excelled in September with a Call Answer Rate of 94.6% and an Average Wait Time of 61 seconds.

Congratulations to Customer Service Representative Chris Lubosch who received the 2025 DARS Champions Award in September. The Virginia Department for Aging and Rehabilitative Services (DARS) award recognizes individuals, businesses, and organizations for their outstanding contributions to the employment and independence of people with disabilities. Chris and the Authority will be recognized during an event on October 15. Two DARS representatives came on site to present Chris with his award. Featured in the associated picture are the people who played a key role in Chris' success. From the left in the picture is Rebecca Harding, Quality Assurance Associate and Trainer; Tammy Puckett, Call Center Manager; Chris Lubosch, DARS Representative; Kathleen Johnson, Program Manager for Billing Operations; and the second DARS representative.

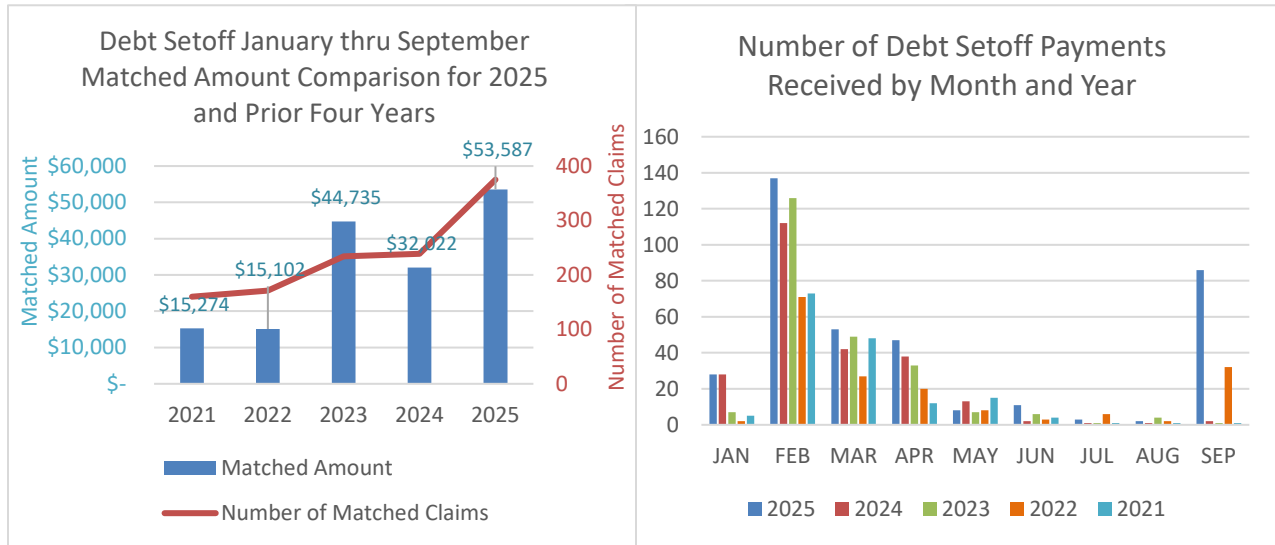
Chris has been with the Authority since May 2024 and was promoted to a Customer Relations Rep II position in September after meeting all the job knowledge and skills requirements and passing the test required for the promotion.



Stephen McGloughlin has joined the Authority as its new Director of Information Technology. Stephen spent much of his career as the Dean of IT for Cosumnes River College in Sacramento, CA and brings his extensive experience and innovative ideas to the Authority. In the short time Stephen has been with the Authority, he has already added great value to the IT team assisting staff with several projects including new functionality in the CMMS solution, system upgrades, a large-scale network upgrade and migration to Office 365, amongst others.

The Authority's participation in the State of Virginia's Debt Setoff Program has been very successful this tax year. As reported previously, \$521,048 in debt was submitted to the Setoff program for collections in 2025. As at the end of September, \$53,587.70 were matched for collections on behalf of the Authority, or 10.28%, which is the highest amount collected thru September in the past five years and can be attributed to the tax rebates provided by the Commonwealth. The chart below on the left shows the comparison of total matched amounts

and number of claims paid thru September of each of the past five years. The chart below to the right shows the number of accounts paid through the Debt Setoff program by month and year over the past five years and highlights the increase in September 2025.

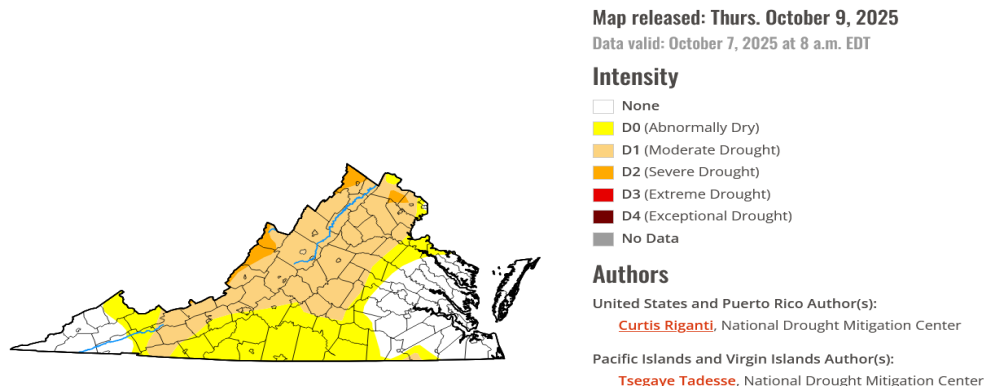


In time for an effective date of October 1<sup>st</sup>, Billing staff completed updating the 1,068 base rates and 546 volume rates that comprise the Authority’s rate schedule. This year the process was more involved due to updating of the base rate, the consumption tier levels, as well as the rates for second and third tier consumption. On a related note, meetings with select Commercial and Industrial customers who are anticipated to see the biggest impact due to the rate changes also concluded in September. These meetings were productive and opened channels for improved communication.

**Water Quality Operations**

This September the weather in Roanoke, Virginia was generally mild and dry, with a trend toward cooler temperatures throughout the month. The region experienced a rainfall deficit of 1.84 inches from the average, which resulted in drought conditions escalating from abnormally dry to moderate drought conditions across a significant area of the Commonwealth.

**Figure 1: NOAA Drought Monitoring Map**



**Table 1: Reservoir Water Supply Projections**

Carvins Cove Reservoir			
Reservoir Level	Gallons of Water Remaining	% of Water Remaining	Days of Water Remaining (8MGD)
1165.0	5,650,000,000	87.3%	604

Spring Hollow Reservoir			
Reservoir Level	Gallons of Water Remaining	% of Water Remaining	Days of Water Remaining (5 MGD)
1396.6	2,566,503,046	83%	513

**Table 2: Production by Source**

September 2025		
	Avg. Daily (MGD)	Total (MG)
<b>Carvins Cove</b>	9.91	297.34
<b>Spring Hollow</b>	5.20	156.13
<b>Crystal Spring</b>	3.88	116.37
<b>Muse Spring</b>	1.02	30.6
<b>Falling Creek</b>	0.0	0.0
<b>Roanoke Wells</b>	1.58	47.4
<b>Franklin Wells</b>	0.67	19.99
<b>Botetourt Wells*</b>	0.05	1.64
<b>Total</b>	<b>22.31</b>	<b>669.47</b>

Testing of the finished water for HFPO-DA at Spring Hollow has continued and is regularly posted to the Authority website for the public. The average concentration in finished water is 1.84 ng/L in calendar year 2025. The Roanoke River continues to be monitored by weekly grab samples with all sample results continuing to be non-detect for HFPO-DA.

The Authority is supporting a grant application by Dr. Carey with the Virginia Tech Department of Biological Sciences to the National Aeronautics and Space Administration (NASA) for a project titled "Integrating Earth observations into automated water quality forecasts to improve drinking water management." If accepted, this project would integrate satellite data from NASA into our reservoir forecasting research.

The Water Quality team completed a substantial amount of work to revise and update the existing Emergency Response Plans (ERPs) across Authority facilities. The most significant change involved grouping of the facility plans to match the existing management structures. The required certification for this work was submitted to US EPA in advance of the September 30<sup>th</sup> deadline.

The Roanoke Regional Water Pollution Control Plant (WPCP) average daily flow for

September was 25.33 MGD as compared to 32.4 MGD for August. The WPCP treatment removed 104,868 pounds of pollution per day in September. Results for the dry weather sampling events for PFOA/PFOS compounds for the Regional Water Pollution Control Plant, the Ferrum, Wirtz and Boones Mill Wastewater Treatment Plant have been received and are being evaluated.

The Roanoke Regional Wastewater Pollution Control Plant (RRWPCP) is actively participating in three wastewater surveillance research partnerships with Virginia Tech, Carilion Clinic, and the Virginia Department of Health (VDH).

Virginia Tech researchers are quantifying wastewater contributions of antibiotic resistance to aquatic and soil environments and evaluating the associated health risks. Their team is analyzing RRWPCP influent, as well as Roanoke River samples collected upstream and downstream of the plant's outfall, to estimate the attenuation, amplification, and persistence rates of antibiotic-resistant bacteria and resistance genes in aquatic environments receiving WWTP effluent.

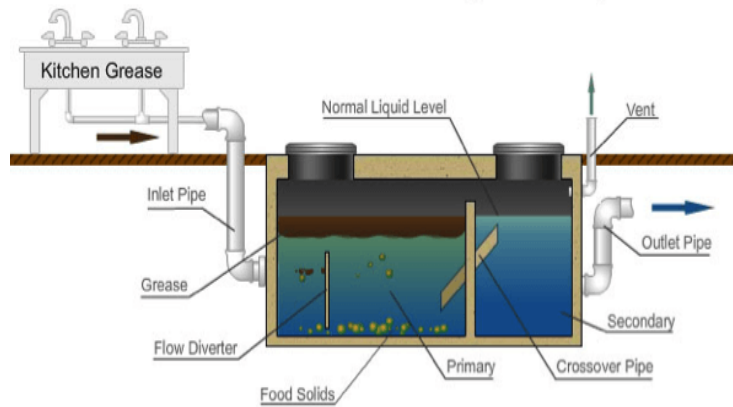
Carilion Clinic's study also focuses on antimicrobial resistance genes (ARGs), with an emphasis on hospital- and community-associated pathogens. Sampling within the wastewater collection system is being used to map the spatial distribution of ARGs at the sewershed scale.

VDH initiated the fentanyl and norfentanyl wastewater surveillance pilot program. This program is a vital part to expanding the existing wastewater surveillance network to monitor fentanyl use in the Commonwealth of Virginia. The purpose of the program is to reduce death and injury associated with opioid overdoses by providing local health professionals with wastewater surveillance data on fentanyl use in monitored areas, and demonstrating the effectiveness of hard reduction strategies where possible.

The Authority consultants continue extensive stream research efforts during the fall season to develop additional data for the ongoing Total Maximum Daily Load (TMDL) research conducted in coordination with VA DEQ. The fall research includes collection of benthic samples and deployment of periphytometers that allow assessment of algal growth rates.

The Environmental Programs team completed seven pretreatment inspections of industries and six restaurant inspections under the grease program. Environmental Programs staff also participated in the annual audit of the Pretreatment program conducted by DEQ.

A meeting to discuss the changing septic hauling and restaurant grease market with other utilities across Southwest Virginia was held on September 23<sup>rd</sup>. The meeting included the City of Lynchburg, the Maury Service Authority, Henry County PSA, the Town of Wytheville, and the Peppers Ferry WWT Authority. The meeting was extremely productive with one of the central topics involving the lack of grease treatment capacity across the region. The meeting achieved agreements to improve coordination of septic hauler permitting and other issues across the participating utilities. Additional meetings are in planning with the participating utilities.



Staff continued bi-weekly project meetings with Brown and Caldwell for the Crystal Spring Water Treatment Facility membrane replacement project. The project remains on track and B&C is scheduled to deliver a PER and 30% design by February 2026.



The Crowder Design Build team continued work on punch list items to close out the Spring Hollow Finished Water Improvement GAC project. Staff from VDH completed a final inspection with no major deficiencies identified. Substantial Completion is pending. Work is underway on subproject #2 which includes parking lot improvements and additional work to improve the efficiency of the decant system. Crowder is on site working to install concrete pads inside the decant building and the new pump and VFD have been ordered.

Haymes Brothers Contractors continued work on the Beaverdam Creek Project, placing the concrete spillway wingwalls and completing earthwork on the face of the dam. The project is roughly 80% complete by calendar days and is on schedule to finish early. Staff are in discussion with the Contractor about the possibility of authorizing a change order to make improvements to the existing low-level outlet structure.



WQ staff received bids for the Ferrum Water Treatment Facility Upgrade. The apparent low bidder was Eastern Tank and Utility Services at \$147,000. This project involves relocating chemical feed systems, rehabbing the existing greensand filters, and painting the pressure vessels.

The WQ SCADA team completed a project to streamline and standardize alarm management systems across multiple facilities in consultation with operations staff. The WQ SCADA team also completed Windows 11 upgrades to all SCADA PCs.

An invitation to bid was issued for re-coating the Mount Pleasant water storage tank. Bids will be received in October.

In addition to site inspections conducted during the emergency response plan updates, WQ staff recently participated in several VDH inspections of the water system. Many of the inspections identified fencing as a recommended security measure at the more critical facilities. Staff issued an invitation to bid for gates and fencing installation at both Crystal Spring and Muse Spring water treatment facilities.



At the Regional WPCP late in the afternoon on September 12, a break occurred on the 10-inch non-potable water line at the entry point into the filter building. The line was roughly 8-feet underground and cast into a concrete wall. The maintenance team worked well into the night to repair the line and minimize downtime for the effluent filters.

The Water Quality Capital team continues to assist in the management of the Coulter building upgrades. This project involves converting the customer service lobby on the first floor of the Coulter building into a new Board room. The bid was awarded to Wallberg, LLC. for \$540,935.74. The Notice to Proceed was issued on September 29th. An asbestos report was required and those samples were collected and sent to the lab on October 6th. Wallberg is currently waiting on the building permit to be approved. It is anticipated to be received around October 14th or 15th. The customer service kiosk and drop box have been relocated to the lobby outside the public elevator. Bringing the doors on the Franklin Road side up to ADA compliance will be one of the first tasks for Wallberg. The Public Relations team is working on providing more substantial signage for the lobby customers. There is a meeting scheduled for October 13th with Wallberg and Masters (HVAC engineers) to try to incorporate the first floor HVAC upgrades into the contracted work with Wallberg.

In Franklin County the Authority owns and operates a community system referred to as Walnut Run water system. The quality/quantity of water from the existing source water wells has declined over time and additional water is required. The initial test well on a parcel owned by Property Owners Association (POA) of the Walnut Run Subdivision was unsuccessful. Authority staff are following up with the Geotechnical consultant to determine additional exploration options.



### Administration and Engineering

The Authority hosted its third In-house Job Fair on September 24<sup>th</sup> which was another success. Staff welcomed 48 attendants and received 53 applications from the event that promoted open positions throughout the Authority. It was special to have employees hired from the first in-house job fair welcoming attendants. Interviews are being scheduled and conducted with a few new hires already attending Orientation.

An employee and family Fall Picnic at Carvins Cove will be held on Sunday October 19<sup>th</sup>. The event will include BBQ with treats by Chris' Custard 1pm to 3pm then 1pm to 4pm staff can enjoy a petting zoo, hay maze, face painting and use of Carvins Cove.



Construction is completed on the Commonwealth Drive and Merriman Road Sanitary Sewer Replacement project, which included replacing approximately 4,900 linear feet of 15-inch sanitary sewer with 18-inch pipe due to capacity constraints as well as pipe condition, along Commonwealth Drive, Darrell Shell Park, Merriman Road, and Starkey Park, in Roanoke County. The total construction cost came in approximately \$131,000 under bid amount. These savings create an opportunity to reallocate funds to support other priority capital projects within the Authority.

*Commonwealth Drive and Merriman Road Sanitary Sewer Replacement project during Construction Phase: Project Currently in Closeout Phase.*

Construction is proceeding for the Statesman Pump Station Interim Improvements that include installation of new pumps and associated piping and electrical improvements, which have been coordinated with the necessary planned long-term upgrades. Coordination among contractors, consultants, and the Engineering Services, Field Operations, and Water Quality Divisions is ongoing to manage system tie-ins, connection activities and related outage communications. The Statesman Pump Station service area includes areas surrounding Orange Avenue (Route 460), which have recent interest in new development. However, the Pump Station has limited capacity and cannot accommodate the additional demand. To address this, the Authority entered into a



*Statesman Pump Station Interim Improvements Construction within Pump Pit*

Developer Agreement to fund the required improvements that include adding a pump, on a pro rata basis, in order to support the increased water demands driven by development. Ultimately the pump station will be completely upgraded.

Construction is ongoing for the Wood Haven Technology Park Waterline Extension Project, which will install approximately 500 linear-feet of 24-inch watermain through trenchless installation beneath Interstate 81 (I-81) and supply the 110-acre Wood Haven Technology Park from the North Loop Transmission Main. Drilling operations have started and progressing smoothly, despite recent rock encounters. Contractor retrofitted a small-diameter bentonite injection pipe, welded along the length of the drill casing to be able to inject bentonite slurry, which helped lubricate the cutting head, reduce friction, and stabilize the ground/bore. The North Loop Transmission main connection will significantly increase water capacity to the site and therefore improve its marketability. The Project is a collaborative project with Roanoke County that leverages external congressional earmark funding, administered through the Department of Housing and Urban Development (HUD), under the Economic Development Initiative/Community Project Funding Grant.



*Boring Pit Assembly for the Wood Haven Technology Park Waterline Extension Project*

Construction is also ongoing for the Old Mountain Road Sewer Improvements Project, which includes the installation of approximately 1,250 linear feet of new sewer lines. The project consists of two 12-inch sewer extensions: one running along Beaumont Road and the other crossing beneath the Norfolk Southern Railroad. All permitting for the railroad crossing is completed and work in the vicinity to install the pipe crossing will begin this month. The project initiative is a collaborative effort between the Authority and Roanoke County that focuses on infrastructure improvements aimed at expanding sewer access to support the County's land use planning and future development goals in the area with funding facilitated through the American Rescue Plan Act (ARPA).

*Construction Entrance and New Insider Drop Installed in Existing Manhole for the*

Construction has started for the Grandin Avenue Waterline Replacement Project – Phase 2 (from Guilford Avenue to Beverly Boulevard), which will replace roughly 2,500 linear feet of existing pipe between Guilford Avenue and Beverly Boulevard. This follows the successful completion of Phase 1, which replaced approximately 2,000 linear feet of waterline from Guilford Avenue to Brandon Avenue. The projects are part of a broader infrastructure renewal effort focused on replacing aging and deteriorating pipelines that are increasingly prone to failure due to their age and condition.



*Grandin Avenue Waterline Replacement Project – Phase 2 (from Guilford Avenue to Beverly Boulevard)*

### Regional Efforts

The 35<sup>th</sup> annual Virginia Section AWWA Distribution Seminar and Utility Rodeo was held in Roanoke October 6-8. Staff provided organizational and on-site assistance to make the conference a success. The Authority had teams competing in all the Rodeo events.



Chuck Hartless finished second in Buried Treasure (line locating) while the Rapid Tappin’ team of Kevin Hall, Dillion Yopp, Daniel Sortore and Ryan Thrasher finished third.

WDBJ7 ran a promotional video about the event. <https://www.wdbj7.com/2025/10/02/preview-35th-annual-water-distribution-seminar-utility-rodeo/>

### **STAFF RECOMMENDATION:**

This report is provided for informational purposes. No action required.

Division / Section	Activity	Facility	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD	Average	Avg 24-25	Avg 23-24		
Water Production	Finished Water Produced (daily average in million gallons per day)	Carvins Cove	10.44	10.07	9.91										30.43	10.14	9.70	9.48		
		Spring Hollow	5.19	5.22	5.20											15.61	5.20	4.48	3.42	
		Crystal Spring	4.22	4.08	3.88											12.18	4.06	4.02	4.24	
		Muse Spring	1.14	1.13	1.02											3.30	1.10	0.96	1.09	
		Falling Creek	0.00	0.00	0.00											0.00	0.00	0.00	0.00	
		Franklin County	0.72	0.66	0.67											2.05	0.68	0.19	0.14	
		Alternative Sources	1.72	1.60	1.63											4.95	1.65	1.71	1.38	
		Total	23.44	22.77	22.31											68.52	22.84	21.07	19.75	
		Valves Exercised	Valves Exercised																	
		WPC Operations	Flow Treated (million gallons per day)**	WPC Plant	29.4	32.4	25.3										87.08	29.0	33.6	30.8
				WPC Plant	44,752	41,993	39,715										126,460.00	42,153	49,964	45,451
				WPC Plant	71,157	70,294	57,376										198,827.00	66,276	67,537	52,630
				WPC Plant	5,928	7,337	6,880										20,145.00	6,715	7,006	5,952
WPC Plant	845			843	896										2,584.00	861	898	784		
Land Applied	699			972	837										2,508	836	446	416.2		
No. of Trucks at WPC Plant	430			401	404										1,235	412	351	300.0		
Locations	187			141	149										477	159	133	107.5		
Defects	4			6	6										16	5	4	3.9		
Work Orders (All Facilities)	Preventative			289	164	229										682	227	209	171	
	Reactive	109	60	96										265	88	77	85			
	Other	8	9	25										42	14	5	20			

^ - YTD for this parameter is total tons removed # - YTD is total tons applied

Division	Activity	Facility	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD	Average	Avg 24-25	Avg 23-24	Avg 22-23
Water Construction	Repairs (Leaks and Breaks)	Water Mains / Services	56	66	56										178	59	59	57	58
	Wet Taps	Water Mains / Services	4	4	6										14	5	5	2	4
	Replacements & New Installations (ft)	Water Mains	883	2,827	1,589										5309	1770	1102	955	1302
	Water Vault Installation and Upgrades (Hrs)	Water Services	0	0	0										0	0	0	2	
	Water Vault & Meter Box Adjustments (Hrs)	Water Services	13	13	16										42	14	15	24	39
	New/Replacement/Repair	Water Services	11	17	9										37	12	12	11	10
	New/Replacement/Repair	Valves & Appurtenances	1	5	1										7	2	4	4	3
	New/Replacement	Fire Hydrants	3	8	3										14	5	4	5	3
	Repair & Maintenance (Number of manhours)	Fire Hydrants	46	54	72										172	57	50	75	39
	Out of Service	Fire Hydrants	7	5	5										17	6	5	6	4
Out of Service (Franklin Co.)	Fire Hydrants	0	0	0										0	0	0			
Restoration (manhours)	Water Services	50	82	60										192	64	52	61	84	

Division	Activity	Facility	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD	Average	Avg 24-25	Avg 23-24	Avg 22-23
SSPM Section	TV Pipe Inspection	Pipe Segments feet	131	164	163										458	153	108	155	148
	Main Pressure Cleaning	Pipe Segments feet	326	30,558	27,893										81,027	27009	17681	18538	16090
	Rodding (Mechanical Root Removal)	Pipe Segments feet	80,168	15,541	44,474										140,183	46,728	25,803	48,749	36,089
	Acoustic Pipe Survey	Pipe Segments feet	0	0	0										0	0	1	3	3
	Manhole Inspection	Manholes	0	0	0										0	0	0		95
	Pipe Repairs	Mains or Laterals	105	47	27										179	60	10	12	20
	New Services Installed	Manholes	13	10	18										41	14	15	21	24
	Response to Customer Calls (backups, service issue, odor, etc.)	Laterals	1	8	6										15	5	5	22	20
		Various Customer Locations	10	9	6										25	8	5	5	5
			70	87	66										223	74	94	74	83

Division / Section	Activity	Facility	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD	Average	Avg 24-25	Avg 23-24	Avg 22-23
Customer Service	Interactions with Customers (Service or Payment)	Coultter Building	0	0	0										0	0	0	0	0
	Calls Answered	Telephone	6,352	5,881	5,634										17,867	5,956	5,901	6,594	6,459
	Average Wait	Percent	92%	95%	95%										---	93.6%	92.6%	94.8%	92.6%
	Average Length	Minutes:Seconds	1:45	1:10	1:01										---	1:18	1:32	1:06	1:19
	Average Time to Abandon	Minutes:Seconds	4:41	4:43	4:37										---	4:40	5:09	4:25	4:08
	Lock Box Service	Transactions	7,471	7,527	6,792										21,790	7,263	8,075	9,126	10,715
	Automatic Bank Draft	Transactions	22,058	21,479	21,978										66,515	21,838	20,677	19,058	17,205
	Electronic Lockbox Activity	Transactions	11,550	11,398	11,040										33,988	11,329	11,599	11,883	12,213
	Customer Web Interface	Transactions	21,481	20,868	21,784										64,133	21,378	20,305	18,968	17,815
	IVR (Phone)	Transactions	3,550	3,249	3,479										10,278	3,426	3,509	3,526	3,585
Authority Staff (Manual)	Transactions	5,131	3,805	4,407										13,343	4,448	3,832	4,467	4,738	
Manually Processed	Percent	7.1%	5.5%	6.3%										---	6.3%	6.0%	6.8%	7.1%	
New Services	Water	43	28	34										105	35	31	23	29	
	Sewer	30	21	26										77	26	25	18	23	
Collections	Delinquent Notices Mailed	Number	6,483	5,919	6,367										18,769	6,256	6,070	5,045	4,637
	Automated Phone Calling	Number	6,109	4,822	6,338										17,269	5,756	4,547	4,867	4,331



Table 3 - Engineering Summary

Division / Section	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD	FY26 Avg	FY25 Avg
<b>AUTHORITY CAPITAL PROJECTS</b>															
In Design	11	11	13										35	12	13
Under Construction	26	18	23										67	22	21
Substantial Completion Issued	2	2	0										4	1	1
Final Acceptance Issued	1	0	0										1	0	1
<b>DEVELOPMENT PROJECTS</b>															
New Development Plans Submitted	24	30	14										68	23	23
All Development Plans Reviewed	42	56	33										131	44	44
Total Approved Plans in Construction	52	61	56										169	56	36
Substantial Completion Issued for Development Projects	2	6	1										9	3	0
Final Acceptance Issued for Development Projects	3	6	1										10	3	0
New Services Inquiries Received	71	64	103										238	79	61
New Services Invoices Issued	61	53	65										179	60	47
<b>Roanoke City</b>															
New Development Plans Submitted	12	13	5										30	10	12
All Development Plans Reviewed	15	16	10										41	14	21
Total Approved Plans in Construction	25	24	19										68	23	14
Substantial Completion Issued for Development Projects	0	6	0										6	2	0
Final Acceptance Issued for Development Projects	0	6	0										6	2	0
New Services Inquiries Received	19	17	31										67	22	20
New Services Invoices Issued	16	1512+	17										33	17	17
<b>Roanoke County</b>															
New Development Plans Submitted	9	6	5										20	7	7
All Development Plans Reviewed	14	14	12										40	13	14
Total Approved Plans in Construction	12	18	19										49	16	12
Substantial Completion Issued for Development Projects	2	0	1										3	1	0
Final Acceptance Issued for Development Projects	2	0	1										3	1	0
New Services Inquiries Received	26	21	45										92	31	19
New Services Invoices Issued	27	19	33										79	26	14
<b>Franklin County</b>															
New Development Plans Submitted	1	0	1										2	1	1
All Development Plans Reviewed	2	2	1										5	2	2
Total Approved Plans in Construction	5	6	5										16	5	3
Substantial Completion Issued for Development Projects	0	0	1										1	0	0
Final Acceptance Issued for Development Projects	0	0	1										1	0	0
New Services Inquiries Received	15	14	19										48	16	12
New Services Invoices Issued	16	17	9										42	14	9
<b>Boetourt County</b>															
New Development Plans Submitted	2	0	3										5	2	3
All Development Plans Reviewed	6	5	10										21	7	7
Total Approved Plans in Construction	10	13	13										36	12	8
Substantial Completion Issued for Development Projects	0	0	1										1	0	0
Final Acceptance Issued for Development Projects	1	0	1										2	1	0
New Services Inquiries Received	11	12	8										31	10	8
New Services Invoices Issued	2	3	6										11	4	6

Board Report Project Update										
Project Name	Project Update	Munis Project ID	Original Budget	Munis Actuals	Encumbrances & Requisitions	Available Budget	Percent Budget Used	Design Engineer	General Contractor	
Managing Division: Customer Operations - Field Ops (5 records) Jurisdiction: Roanoke City (5 records)			\$3,171,563.22	\$2,410,552.50	\$366,505.58	\$394,505.14				
2310 MOIR ST NE FAILED SEPTIC/SEWER EXTENSION REPLACEMENT	WE HAVE COMPLETED ALL CONSTRUCTION AND RESTORATIONS. WE ARE WORKING ON PROJECT COMPLETION DOCUMENTS.	29110	\$3,171,563.22	\$2,410,552.50	\$366,505.58	\$394,505.14	82.18%	WESTERN VIRGINIA WATER AUTHORITY - ENGINEERING SERVICES	WESTERN VIRGINIA WATER AUTHORITY - FOPS CIP DEPT	
EASTGATE, YEAGER, 16TH, 17TH, 18TH & 19TH WL REPLACEMENT	WE HAVE BEEN HAMMERING ROCK DAILY. WE HAVE 1000' OF 8" DI WATER MAIN TO INSTALL AND WE STILL HAVE 30' OF THE 100' WATER SERVICES TO INSTALL.	15333	\$1,235,063.22	\$982,199.34	\$32,732.98	\$220,130.90	82.18%	WESTERN VIRGINIA WATER AUTHORITY - ENGINEERING SERVICES	WESTERN VIRGINIA WATER AUTHORITY - FOPS CIP DEPT	
HOWARD & IDAVERE WL REPLACEMENT	WE ARE ABOUT 80% COMPLETE. WE HAVE INSTALLED ALL OF 8" DI WATER MAIN. PRESSURE TEST AND BACTERIA TEST PASSED. WE ARE WORKING ON WATER SERVICES AND FINAL THE INS.	15333	\$1,120,000.00	\$972,998.02	\$72,727.45	\$74,276.53	93.37%	WESTERN VIRGINIA WATER AUTHORITY - ENGINEERING SERVICES	WESTERN VIRGINIA WATER AUTHORITY - FOPS CIP DEPT	
NORTH AVE WL REPLACEMENT	WE HAVE COMPLETED ALL CONSTRUCTION. WE ARE WORKING ON PROJECT COMPLETION DOCUMENTS.	15333	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	WESTERN VIRGINIA WATER AUTHORITY - ENGINEERING SERVICES	WESTERN VIRGINIA WATER AUTHORITY - FOPS CIP DEPT	
RIVERDALE AREA SEWER PROJECT	THIS PROJECT IS COMPLETE AWAITING SAMPLES TO CLOSE OUT PROJECT. - NO CHANGE	21276	\$816,500.00	\$455,357.14	\$261,045.15	\$100,097.71	87.74%	WESTERN VIRGINIA WATER AUTHORITY - ENGINEERING SERVICES	WESTERN VIRGINIA WATER AUTHORITY - FOPS CIP DEPT	
Managing Division: Engineering Services (15 records) Jurisdiction: Botetourt County (1 records)			\$60,303,573.25	\$23,484,219.06	\$24,750,584.54	\$12,058,679.65				
GIBSON LN TO TINKER CREEK WL EXT (PHASE 2)	CONTRACTOR IS STILL WAITING ON RAIL ROAD PERMIT TO BE APPROVED. THIS HAS CAUSED A DELAY IN THE PROJECT.	15305	\$5,300,000.00	\$3,377,898.76	\$763,972.18	\$1,158,139.06	78.15%	WHITMAN REQUARDT & ASSOCIATES LLP	E C PACE COMPANY INC	
Jurisdiction: Franklin County (1 records)	CONTRACTOR IS INSTALLING FORCE MAIN ALONG MAIN STREET.	21262	\$3,611,721.70	\$1,848,913.87	\$906,197.13	\$856,610.70	76.28%	WHITMAN REQUARDT & ASSOCIATES LLP	CONCRETE FOUNDATIONS INC	
Jurisdiction: Roanoke City (6 records)	WE HAVE A SCHEDULED KICK OFF MEETING SET FOR 09/15/25. WE EXPECT CONSTRUCTION TO START SOON AFTER THAT.	15337	\$20,472,042.28	\$5,498,099.50	\$10,285,850.17	\$4,688,092.61	8.71%			
CARLTON ROAD WATERMAIN REPLACEMENT	NOTICE OF AWARD AND CONFIRMATION COMPLETED ON 8/27/25. TERM CONTRACT FOR WILEY/WILSON TO STAY ON THROUGH CONSTRUCTION EXECUTED ON 9/3/25. MET WITH VICOM FOR AUDIO VISUAL ON 9/4/25 TO GO OVER WANTS AND WILL HAVE A PROPOSAL BY END OF SEPTEMBER 2025. WILL GO WITH VSC FOR DOORS AND LOOKS AND WITH HARRIS FURNITURE FOR THE FURNITURE. PURCHASED NEW FLOOR SAFE AND ITEMS FOR THE KIOSK TO BE MOVED.	15360	\$898,270.00	\$69,996.30	\$7,413.70	\$810,860.00	8.71%	HURT & PROFFITT INC	HOLT INC	
ELM AVENUE (WASENA BRIDGE REPLACEMENT)	UTILITY WATERLINE RELOCATION HAS BEGUN ON THE BRIDGE JUST AFTER LABOR DAY. ADDITIONAL WATERLINE RELOCATION ON DOWN TOWN SIDE OF BRIDGE STILL UNDERWAY.	19003	\$1,461,730.00	\$0.00	\$1,391,729.00	\$70,001.00	95.21%			
GRANDIN AVE (GUILFORD TO BEVERLY)	WE MET WITH CONCRETE FOUNDATIONS ON SITE TO DISCUSS THE POSSIBILITY OF CHANGING THE ALIGNMENT. CURRENTLY WAITING ON RESPONSE FROM THE CITY REGARDING THE MOVE. THE CONTRACTOR HAS RECEIVED THEIR EXCAVATION PERMIT FROM THE CITY. ONCE THE ALIGNMENT ISSUE IS RESOLVED WE EXPECT CONSTRUCTION TO START.	29106	\$1,850,834.09	\$1,058,684.53	\$330,202.40	\$461,947.16	75.04%	WILEY & WILSON INCORPORATED	WALLBERG CONSTRUCTION LLC	
STATESMAN PUMP STATION - PER - INTERIM IMPROVEMENTS	CONTRACTOR IS COORDINATING OUTAGES TO START PIPE WORK CONNECTIONS.	28004	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%	MATTERN & CRAIG INC	Archer Western Construction	
VDH - MELROSE AVE AREA WL IMPROV PH 1B	CONTRACTOR CONTINUE TO LAY NEW WATER MAIN AND WATER SERVICES.	14100	\$5,065,830.71	\$552,660.56	\$1,012,630.18	\$1,500,539.97	51.06%	WHITMAN REQUARDT & ASSOCIATES LLP	WACO, INC	
Jurisdiction: Roanoke County (5 records)			\$9,227,598.00	\$2,430,028.56	\$5,373,574.44	\$423,995.00	94.85%	CHA INC	E C PACE COMPANY INC	
COMMONWEALTH DR SWR REPL PH 1 (COMBINED W/ PH 2)	AWAITING CCTV FOOTAGE FROM CONTRACTOR TO BEGIN CLOSEOUT PROCEDURE.	21269	\$24,068,136.74	\$9,657,367.44	\$10,230,481.20	\$5,180,288.10	100.00%			
NEW 1385 (HOLLINS) PUMP STATION REPL	BUILDING IS UNDER ROOF AND HAS STARTED THE PIPE WORK ALONG ROUTE 11.	14111	\$43,000.00	\$37,800.00	\$5,200.00	\$0.00	100.00%	PARKER DESIGN GROUP INC	E C PACE COMPANY INC	
OLD MOUNTAIN ROAD SEWER IMPROVEMENTS	RAIL ROAD PERMIT HAS BEEN APPROVED AND HOPE TO RESUME CONSTRUCTION WEEK OF 10-20-25.	15307	\$3,038,225.17	\$2,856,955.50	\$146,792.50	\$35,077.17	98.85%	WHITMAN REQUARDT & ASSOCIATES LLP	E C PACE COMPANY INC	
POAGES MILL SEWER EXTENSION - FORCE MAIN	CONTRACTOR MAKING GREAT PROGRESS. APPROX. 3100' OF WATERLINE INSTALLED.	21268	\$2,400,000.00	\$3,709,965.31	\$3,631,316.90	\$120,592.50	97.02%	WHITMAN REQUARDT & ASSOCIATES LLP	E C PACE COMPANY INC	
POAGES MILL WATER EXTENSION - PHASE 1	CONTRACTOR HAS STARTED THE PIPE WORK ALONG ROUTE 11.	21266	\$1,453,875.05	\$694,786.43	\$574,857.00	\$184,231.62	87.33%	WILEY & WILSON INCORPORATED	AARON J CONNER GENERAL CONTRACTOR INC	
WOOD HAVEN TECHNOLOGY PARK WL EXT	CONTRACTOR HAS STARTED DIGGING PITS TO ASSEMBLE DRILLING MACHINE. SHOULD START DRILLING OPERATIONS BY WEEK OF 09-08-25.	15315	\$6,484,892.00	\$315,408.36	\$1,873,640.08	\$4,295,843.56	33.76%	KIMLEY-HORN AND ASSOCIATES INC	E C PACE COMPANY INC	
Jurisdiction: Systemwide (1 records)			\$5,241,834.52	\$924,004.34	\$3,998,674.72	\$319,255.46	93.91%	MATTERN & CRAIG INC	A R COFFEY & SONS INC	
LINDENWOOD DR AREA WL REPL	MILLING AND PAVING COMPLETE. WE ARE PROCESSING FINAL PAY APPLICATIONS AND SCHEDULE WALK THRU TO CLOSEOUT PROJECT SHORTLY.	15300	\$2,773,000.00	\$126,897.44	\$2,564,083.86	\$62,218.70	97.04%	WHITMAN REQUARDT & ASSOCIATES LLP	E C PACE COMPANY INC	
			\$4,078,672.53	\$3,985,342.05	\$0.00	\$93,330.48	97.71%	MATTERN & CRAIG INC	CLASSIC CITY MECHANICAL INC	

Project Name	Project Update	Munis Project ID	Original Budget	Munis Actuals	Encumbrances & Requisitions	Available Budget	Percent Budget Used	Design Engineer	General Contractor
Managing Division: Water Quality (4 records) Jurisdiction: Bedford County (1 records)	Project is 68% to substantial completion by calendar days. Haymes Brothers has three more sections of the spillway to pour. They anticipate completing the project by the end of the year, which will be about two months early.		\$19,760,304.41 \$4,865,034.59	\$13,472,990.48 \$3,616,883.62	\$4,279,816.52 \$1,248,347.23	\$2,007,897.41 \$3.74			
BEAVERDAM UPGRADE & RENOVATION Jurisdiction: Franklin County (2 records)	Project is 98% complete. Everything is complete on this project except for the installation of pitless adaptor on Well No.1, a concrete pad poured around Well No.1, and final grading with grass. Waiting on the weather to break to finish up.	11107	\$4,865,034.59	\$3,616,883.62	\$1,248,347.23	\$3.74	100.00%	STANTEC CONSULTING SERVICES INC	Haymes Brothers, Inc.
CHEROKEE HILLS WATER SYSTEM IMPROVEMENTS Jurisdiction: Roanoke County (1 records)	Project is 85% complete. Nostos SS Contractors has completed the painting inside the tank and outside of tank.	14110	\$3,939,247.94 \$190,693.06	\$3,933,064.46 \$190,693.06	\$2,059.00 \$0.00	\$434,124.48 \$0.00		ENGINEERING CONCEPTS INC	WESTERN VIRGINIA WATER AUTHORITY
CONTENTMENT ISLAND WATER STORAGE TANK - PAINTING OF WATER TANK Jurisdiction: Roanoke County (1 records)	Project is 95% complete. Crowder completed GAC Contactor #1, Calgon placed media in Contactor #1 and removed the media from Contactor #2. Crowder will work on the underdrains of Contactor #2. Contactor #3 remains in service.	13101	\$4,178,554.88 \$10,526,021.88	\$3,742,371.40 \$5,922,842.40	\$2,059.00 \$3,029,410.29	\$434,124.48 \$1,573,769.19	89.61%		NOSTOS SS CONTRACTORS LLC
SPRING HOLLOW - FINISHED WATER IMPROVEMENTS Grand Totals (24 records)		12144	\$10,526,021.88 \$83,235,440.88	\$5,922,842.40 \$39,377,462.04	\$3,029,410.29 \$29,396,906.64	\$1,573,769.19 \$14,461,082.20	85.05%	HAZEN & SAWYER, P.C.	CROWDER CONSTRUCTION COMPANY



## BOARD MEETING OF THE WESTERN VIRGINIA WATER AUTHORITY

**MEETING DATE:** October 16, 2025  
**AGENDA ITEM:** Financial Report for September 2025  
**SUBMITTED BY:** Tammy Lawfield, Director of Finance

### **SUMMARY OF INFORMATION:**

Attached are the operation statements for the Water and Water Pollution Control (WPC) funds for the year-to-date and month ended September 2025. Also attached is a combined financial operations statement for the Authority. Year-to-date September 2025 represents 25% of the fiscal year.

Operating revenues for the Water fund were 26% and WPC fund were 23%, of budget. Retail revenues for both the Water and WPC funds were 24%.

Non-operating revenues for Water were 51% of budget and for WPC were 33% of budget. Some of these revenues (Investment Income, Office Building Lease Income) lag a month in reporting.

The year-to-date Operation & Maintenance expenses for both the Water and WPC funds were 24%, of budget.

The operating margin for the Water fund was 29% and for the WPC fund was 22%. The combined operating margin was 25% of budget.

The Water system has paid 52% of budgeted interest expense and 90% of principal payments. WPC has paid 49% of interest expense and 57% of principal payments.

Net Income from Operations at September 2025 was 34% for the Water fund and 23% for the WPC fund. The combined Net Income from Operations was 28%.

### **STAFF RECOMMENDATION:**

No recommendation. Report provided for informational purposes only.

**Western Virginia Water Authority**  
**FY 2026 Operations Statement**  
**Water Fund**  
**For the Month Ended September 2025**

	FY 2026 Budget	September 2024	September 2025	FY 2025 Year to Date	FY 2026 Year to Date	Percent Budget
<b>Water Revenues</b>						
Water Sales	\$ 42,272,410	\$ 3,205,367	\$ 3,459,331	\$ 9,927,854	\$ 10,313,730	24%
Connection Fees	300,000	28,350	30,150	72,300	96,550	32%
Bulk Sales	110,000	11,476	18,125	24,595	41,545	38%
Fire Service	1,798,599	151,417	157,086	455,179	469,835	26%
Contract Services	222,929	7,144	16,045	18,288	53,796	24%
Water Revenue - Other	1,625,000	493,011	405,482	810,402	896,384	55%
<b>Total Water Operating Revenues</b>	<b>\$ 46,328,938</b>	<b>\$ 3,896,764</b>	<b>\$ 4,086,219</b>	<b>\$ 11,308,618</b>	<b>\$ 11,871,840</b>	<b>26%</b>
<b>Water Operation &amp; Maintenance Expenses</b>						
Reservoir Operations	\$ 482,775	\$ 32,977	\$ 30,986	\$ 108,300	\$ 104,781	22%
Carvins Cove WTP	2,762,013	229,426	222,491	717,693	739,627	27%
Spring Hollow WTP	3,256,226	105,402	580,502	833,133	889,700	27%
Crystal Spring WTP	715,485	73,144	62,555	197,215	154,341	22%
Falling Creek WTP	69,250	1,349	1,955	6,936	10,975	16%
Muse Spring WTP	269,357	31,305	20,294	71,341	57,872	21%
Community Water Systems	1,475,434	86,017	110,063	199,666	275,608	19%
Contract Services	108,676	2,250	-	6,750	-	0%
Smith Mountain Lake System	150,000	15,389	14,905	37,642	33,003	22%
Laboratory Services	527,337	30,125	38,705	83,291	95,202	18%
Pump and Storage Operations	1,676,760	128,158	133,781	374,413	386,413	23%
Water Quality Administration	1,569,280	157,780	172,591	555,405	600,135	38%
Water Distribution Maintenance	7,652,289	482,168	460,401	1,801,766	1,567,082	20%
Customer Operations Administration	791,642	67,787	70,462	217,367	242,395	31%
Meter Operations	1,578,494	119,812	113,568	387,795	374,955	24%
Billing Administration	1,262,461	81,486	80,390	246,356	332,997	26%
Information Technology	1,057,341	103,070	50,197	280,074	263,886	25%
Internal Services	4,627,080	302,685	267,191	950,030	951,716	21%
<b>Total Water Operating &amp; Maintenance Expenses</b>	<b>\$ 30,031,899</b>	<b>\$ 2,050,330</b>	<b>\$ 2,431,037</b>	<b>\$ 7,075,173</b>	<b>\$ 7,080,688</b>	<b>24%</b>
<b>Income from Operations</b>	<b>\$ 16,297,039</b>	<b>\$ 1,846,434</b>	<b>\$ 1,655,182</b>	<b>\$ 4,233,446</b>	<b>\$ 4,791,152</b>	<b>29%</b>
<b>Non-Operating Revenues</b>						
Investment Income	\$ 1,500,000	\$ 169,846	\$ 126,675	\$ 347,710	\$ 255,293	17%
Rental Income	839,678	65,841	62,101	235,995	230,576	27%
Availability Fees	1,150,000	108,000	129,000	219,000	377,250	33%
Office Building Lease Income	89,255	6,263	7,446	12,453	15,408	17%
Sale of Assets	-	22,501	2,769	37,501	452,769	
Contributed Capital	860,608	1,560,125	35,260	1,573,639	40,479	5%
Contributed Capital-Dedicated Facilities	750,000	-	-	-	-	0%
Other	2,375,000	9,735	1,712,083	32,368	2,478,300	104%
<b>Subtotal Non-Operating Revenues</b>	<b>\$ 7,564,541</b>	<b>\$ 1,942,312</b>	<b>\$ 2,075,334</b>	<b>\$ 2,458,666</b>	<b>\$ 3,850,075</b>	<b>51%</b>
<b>Non-Operating Expenses</b>						
Interest Expense-Revenue & GO Bonds	\$ (3,106,871)	\$ (1,634,430)	(1,528,197)	\$ (1,658,342)	\$ (1,612,325)	52%
Office Building Maintenance	(166,550)	(12,904)	(10,839)	(28,089)	(27,810)	17%
<b>Subtotal Non-Operating Expenses</b>	<b>\$ (3,273,421)</b>	<b>\$ (1,647,334)</b>	<b>\$ (1,539,035)</b>	<b>\$ (1,686,431)</b>	<b>\$ (1,640,135)</b>	<b>50%</b>
<b>Total Non-Operating Revenues &amp; Expenses</b>	<b>\$ 4,291,120</b>	<b>\$ 294,978</b>	<b>\$ 536,298</b>	<b>\$ 772,235</b>	<b>\$ 2,209,940</b>	
<b>Net Income (Loss) from Operations</b>	<b>\$ 20,588,159</b>	<b>\$ 2,141,411</b>	<b>\$ 2,191,480</b>	<b>\$ 5,005,680</b>	<b>\$ 7,001,092</b>	<b>34%</b>
Principal Payment on Long-Term Debt	\$ 8,082,153	\$ 6,120,921	\$ 6,845,511	\$ 6,772,644	\$ 7,240,672	90%
Capital Projects	\$ 11,756,006	\$ 934,611	\$ 979,667	\$ 2,803,832	\$ 2,939,002	
<b>Net Income (Loss)</b>	<b>\$ 750,000</b>	<b>\$ (4,914,121)</b>	<b>\$ (5,633,698)</b>	<b>\$ (4,570,796)</b>	<b>\$ (3,178,582)</b>	

**Western Virginia Water Authority**  
**FY 2026 Operations Statement**  
**Water Pollution Control Fund**  
**For the Month Ended September 2025**

	<b>FY 2026 Budget</b>	<b>September 2024</b>	<b>September 2025</b>	<b>FY 2025 Year to Date</b>	<b>FY 2026 Year to Date</b>	<b>Percent Budget</b>
<b>Water Pollution Control Revenues</b>						
WPC Charges	\$ 43,789,334	\$ 3,158,838	\$ 3,506,342	\$ 9,623,204	\$ 10,414,982	24%
Connection Fees	130,000	6,000	9,450	30,100	31,450	24%
Bulk Sales	2,000,000	118,779	131,676	231,091	252,223	13%
Septic Disposal Fees	765,000	48,705	68,471	101,516	146,555	19%
Contract Services	355,564	14,092	25,815	39,132	83,105	23%
WPC Revenue - Other	1,155,000	126,064	(47,669)	286,215	225,054	19%
<b>Total Water Pollution Control Operating Revenues</b>	<b>\$ 48,194,898</b>	<b>\$ 3,472,478</b>	<b>\$ 3,694,085</b>	<b>\$ 10,311,259</b>	<b>\$ 11,153,369</b>	<b>23%</b>
<b>WPC Operation &amp; Maintenance Expenses</b>						
Metering & Lift Stations	\$ 386,110	\$ 37,251	\$ 17,516	\$ 83,403	\$ 47,054	12%
Water Pollution Control - Collection System Metering	183,000	14,395	30,238	34,135	30,238	17%
Water Pollution Control Operations	6,623,327	493,410	575,254	1,425,526	1,569,009	24%
Biosolids Handling	1,825,000	81,477	137,155	200,944	480,512	26%
Process & Facilities Maintenance	2,305,746	157,209	153,032	528,385	604,810	26%
Environmental Programs	1,535,777	118,337	116,763	360,440	386,774	25%
Contract Services	123,356	5,996	3,680	12,632	16,737	14%
Community Wastewater Water	1,289,765	108,987	137,466	259,753	377,324	29%
Water Quality Administration	1,185,185	178,666	210,497	396,010	437,575	37%
WPC Collection Maintenance	6,171,696	331,737	393,464	1,291,249	1,286,039	21%
Customer Operations Administration	791,642	67,787	70,462	217,367	242,395	31%
Billing Operations	1,262,461	81,486	80,390	246,356	332,997	26%
Information Technology	1,057,341	103,070	50,197	280,074	263,886	25%
Internal Services	4,627,080	302,685	267,191	950,030	951,716	21%
<b>Total WPC Operating &amp; Maintenance Expenses</b>	<b>\$ 29,367,485</b>	<b>\$ 2,082,494</b>	<b>\$ 2,243,305</b>	<b>\$ 6,286,302</b>	<b>\$ 7,027,066</b>	<b>24%</b>
<b>Income from Operations</b>	<b>\$ 18,827,413</b>	<b>\$ 1,389,984</b>	<b>\$ 1,450,780</b>	<b>\$ 4,024,957</b>	<b>\$ 4,126,303</b>	<b>22%</b>
<b>Non-Operating Revenues</b>						
Investment Income	\$ 1,000,000	\$ 70,916	\$ 81,431	\$ 147,547	\$ 163,205	16%
Availability Fees	1,150,000	99,000	121,500	192,000	391,500	34%
Office Building Lease Income	89,255	6,263	7,446	12,453	15,408	17%
Plant Capital from Local Jurisdictions	296,093	24,674	24,674	74,023	74,023	25%
Contributed Capital	935,803	-	814,188	14,522	863,171	92%
Contributed Capital-Dedicated Facilities	750,000	-	-	-	-	0%
Other	457,400	15,735	9,773	38,368	32,063	7%
Subtotal Non-Operating Revenues	\$ 4,678,551	\$ 216,588	\$ 1,059,012	\$ 478,913	\$ 1,539,370	33%
<b>Non-Operating Expenses</b>						
Interest Expense-Revenue & GO Bonds	\$ (1,125,386)	\$ (484,612)	\$ (418,946)	\$ (632,688)	\$ (554,224)	49%
Office Building Maintenance	(166,550)	(12,904)	(10,839)	(28,089)	(27,810)	17%
Subtotal Non-Operating Expenses	\$ (1,291,936)	\$ (497,516)	\$ (429,785)	\$ (660,778)	\$ (582,034)	45%
<b>Total Non-Operating Revenues &amp; Expenses</b>	<b>\$ 3,386,615</b>	<b>\$ (280,929)</b>	<b>\$ 629,227</b>	<b>\$ (181,865)</b>	<b>\$ 957,336</b>	
<b>Net Income (Loss) from Operations</b>	<b>\$ 22,214,028</b>	<b>\$ 1,109,055</b>	<b>\$ 2,080,007</b>	<b>\$ 3,843,092</b>	<b>\$ 5,083,639</b>	<b>23%</b>
Principal Payment on Long-Term Debt	\$ 7,642,502	\$ 2,929,583	\$ 3,019,627	\$ 4,273,828	\$ 4,386,092	57%
Capital Projects	\$ 13,821,526	\$ 881,769	\$ 1,151,794	\$ 2,645,306	\$ 3,455,382	
<b>Net Income (Loss)</b>	<b>\$ 750,000</b>	<b>\$ (2,702,296)</b>	<b>\$ (2,091,414)</b>	<b>\$ (3,076,043)</b>	<b>\$ (2,757,835)</b>	

**Western Virginia Water Authority  
FY 2026 Combined Financial Operations  
For the Month Ended September 2025**

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	<u>FY 2026 Budget</u>	<u>September 2025</u>	<u>FY 2026 Year to Date</u>	<u>Percent Budget</u>
<b>Operating Revenues</b>				
Water Revenues	\$ 46,328,938	\$ 4,086,219	\$ 11,871,840	26%
WPC Revenues	48,194,898	3,694,085	11,153,369	23%
<b>Total Operating Revenues</b>	<b>\$ 94,523,836</b>	<b>\$ 7,780,304</b>	<b>\$ 23,025,209</b>	<b>24%</b>
<b>Operation &amp; Maintenance Expenses</b>				
Water Quality	\$ 28,519,859	\$ 2,770,430	\$ 7,297,692	26%
Customer Operations	21,625,366	1,369,532	4,906,630	23%
Administration & Engineering	9,254,159	534,382	1,903,433	21%
<b>Total Operating Expenses</b>	<b>\$ 59,399,384</b>	<b>\$ 4,674,344</b>	<b>\$ 14,107,755</b>	<b>24%</b>
<b>Income from Operations</b>	<b>\$ 35,124,452</b>	<b>\$ 3,105,960</b>	<b>\$ 8,917,454</b>	<b>25%</b>
<b>Non-Operating Income &amp; Expenses</b>				
<b>Non-Operating Income</b>				
Water Non-Operating Revenues	\$ 7,564,541	\$ 2,075,334	\$ 3,850,075	51%
WPC Non-Operating Revenues	4,678,551	1,059,012	1,539,370	33%
Water Non-Operating Expenses	(3,273,421)	(1,539,035)	(1,640,135)	50%
WPC Non-Operating Expenses	(1,291,936)	(429,785)	(582,034)	45%
<b>Total Non-Operating Income &amp; Expenses</b>	<b>\$ 7,677,735</b>	<b>\$ 1,165,526</b>	<b>\$ 3,167,276</b>	<b>41%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 42,802,187</b>	<b>\$ 4,271,486</b>	<b>\$ 12,084,731</b>	<b>28%</b>
<b>Principal Payment on Long-Term Debt</b>				
Water	\$ 8,082,153	\$ 6,845,511	\$ 7,240,672	
WPC	7,642,502	3,019,627	4,386,092	
<b>Capital Projects &amp; Reserves</b>				
Water	11,756,006	979,667	2,939,002	
WPC	13,821,526	1,151,794	3,455,382	
<b>Net Income</b>	<b>\$ 1,500,000</b>	<b>\$ (7,725,113)</b>	<b>\$ (5,936,417)</b>	
<b>Cash Analysis</b>				
<b>Water Fund</b>				
Cash and Cash Equivalents		\$ 41,968,806		
Cash and Cash Equivalents - Restricted		12,449,840		
<b>Total Cash and Cash Equivalents Water Fund</b>		<b>\$ 54,418,646</b>		
<b>Water Pollution Control Fund</b>				
Cash and Cash Equivalents		\$ 27,690,460		
Cash and Cash Equivalents - Restricted		377,636		
<b>Total Cash and Cash Equivalents Water Pollution Control Fund</b>		<b>\$ 28,068,096</b>		

# MEMO



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To: Board of the Western Virginia Water Authority  
From: Jeremy E. Carroll  
Date: October 16, 2025  
Re: Report of Counsel

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1. Acquisition of Ferrum Water and Sewage Authority (“FWSA”) System

The Authority paid off FWSA’s debt to the USDA in the amount of \$1,142,913.94, effective prior to the end of June. On September 17, USDA Rural Development (“RD”) advised us we were “nearing the end of the process now that the Ferrum loans have been officially zeroed out from the System, ACH cancelled, and liens marked satisfied.” RD has submitted the package to the national office as a transfer of grant covenants only. Because there is only one person handling these types of requests at the national office, RD estimated it would be a month before we received confirmation. Once the approval is received, we will finalize the closing and transfer documents and proceed to closing.

2. Acquisition of Bridgewater Pointe Wastewater System

The SCC petition and supporting documents are nearly finalized. We anticipate filing the petition in the next couple of weeks.

3. Development Agreements

Since September 10, we prepared the final agreements (including exhibits) with Botetourt County and Helio Capital LLC and circulated them for execution. We received the executed Botetourt County agreement on October 9. We are still awaiting the executed Helio agreement. Apparently, Google has a multi-layered, internal process for approving and executing these types of agreements.

4. FOIA Issues

We are addressing claims that certain information contained in the foregoing agreements, which we understand Google contends are confidential and proprietary, may not be redacted from those agreements under the Virginia Freedom of Information Act.

Memo to WVWA Board  
October 16, 2025  
Page 2

5. Claim Resolution

The Authority participated in a mediation concerning a claim it has asserted against a third party (which claim has been discussed in closed meetings). We will report on the outcome of the mediation during the upcoming meeting.

6. Franklin County Water System

We have prepared a resolution and draft operating agreement concerning the acquisition of a water system in Franklin County for the board's consideration at the upcoming meeting.

7. Various Contract Issues

One of my colleagues is assisting Leana Stoltz with the negotiation of a software as a service agreement Tyler Technologies, Inc.

We are working with Neil Norris to review a small claim against the Authority under a service contract.

We are working with Rachel Ramsey to evaluate possible changes to requirements for third-parties to use the Authority's hydrant meters.

8. Vinton Wrap-up

The deeds and other instruments of conveyance have been finalized. Prior to recording, the original transfer agreement needs to be amended to reflect the final disposition of certain properties.

9. RYT, L.L.C./Angel Lane Litigation

There have been no developments in this case.

10. Miscellaneous

We prepared the necessary documents for the acquisition of a lot on Wallace Avenue in the City which is encumbered by a sewer line for which there was no recorded easement and of which the purchaser had no actual or constructive notice. I understand the documents are agreeable and we are awaiting their execution.

**BOARD MEETING OF THE WESTERN VIRGINIA WATER AUTHORITY**

**MEETING DATE:** October 16, 2025

**AGENDA ITEM:** Assumption of the Idlewood Shores Water System, Franklin Co.

**SUBMITTED BY:** Michael T. McEvoy, Executive Director

**BACKGROUND AND SUMMARY OF INFORMATION:**

The Home Owners Association (HOA) of the Idlewood Shores subdivision has approached staff about assumption of the private water system that serves their neighborhood. Residents have complained to the HOA about service continuity and quality concerns for some time prompting the HOA to acquire the system from the current owner. The HOA would like to transfer the system over to the Authority for future operation and maintenance.

The water system consists of 46 residential connections served by two wells, a 35,000-gallon storage tank, and 3760 feet of 6-inch diameter and smaller water main. There are 14 undeveloped lots. The subdivision is located north of Hardy Road in Franklin County (see Attachment 1) adjacent to the Authority's Timberlake Crossing water system. It may be possible to combine these into one system with a 1250-foot main extension, but a hydraulic analysis is needed to confirm. The Timberlake system has 28 connections but only one well, so interconnection of the two systems would improve supply reliability.

Staff has undertaken due diligence activities including review of compliance records, an inspection of the system infrastructure and water sampling. The system has a history of reporting violations. Needed improvements include upgrades to the surface conditions around the wells and raw water piping to interconnect them so the raw water can be sent to a newly constructed treatment building housing new electrical equipment as well as sodium hypochlorite and manganese sequestering feed systems. Also needed are replacement of existing pump controls, installation of SCADA equipment, painting of the storage tank and installation of new water meters. Improvement costs are estimated at \$300,000.

The Virginia Department of Health has offered approximately \$200,000 in grant funding towards the system upgrades. A contribution from the HOA is also an option. Attachment 2 is summary of revenues and expenses. The system is cash flow positive in year one. With a net investment by the Authority of \$45,000, the system has a break-even return in year seven consistent with previous system assumptions.

Because approval from the State Corporation Commission (SCC) and construction of improvements will take some time, staff propose to contract operate the system under the Authority's regular rates and fee schedule and business rules.

**STAFF RECOMMENDATION:**

Adopt Resolution No. 512 authorizing the Executive Director to execute documents necessary to temporarily operate the Idlewood Shores water system, obtain funding offered by the Virginia Department of Health, and make needed system improvements. Final assumption of the system will be contingent upon regulatory and Board approval at a future date.

Attachments

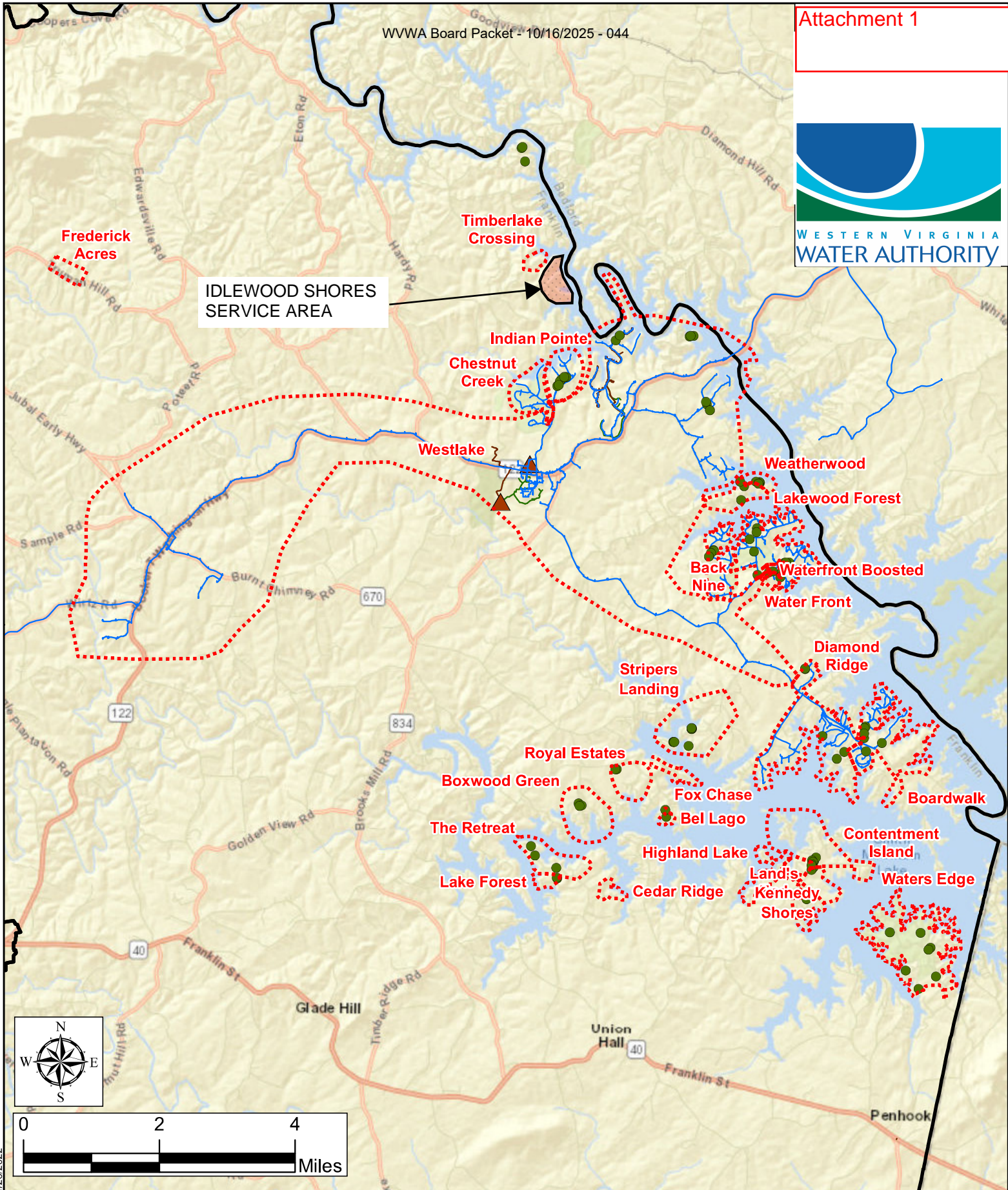
Attachment 2 - Cash Flow Summary

Idlewood Shores Water System

Fiscal Year

	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>Expenses</b>											
O&M Exp	\$ 12,780	\$ 13,291	\$ 13,823	\$ 14,376	\$ 14,951	\$ 15,549	\$ 16,171	\$ 16,818	\$ 16,986	\$ 17,156	\$ 17,327
Cap Ex	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 5,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 5,000	\$ 2,000	\$ 2,000
Total	\$ 12,780	\$ 14,791	\$ 15,323	\$ 15,876	\$ 19,951	\$ 17,049	\$ 17,671	\$ 18,318	\$ 21,986	\$ 19,156	\$ 19,327
<b>Revenues</b>											
Base	\$ 9,964	\$ 10,587	\$ 11,011	\$ 11,939	\$ 12,416	\$ 13,176	\$ 13,703	\$ 14,822	\$ 15,414	\$ 16,339	\$ 17,634
Volume	\$ 8,423	\$ 8,606	\$ 8,692	\$ 9,419	\$ 9,419	\$ 9,657	\$ 10,266	\$ 10,676	\$ 10,724	\$ 11,575	\$ 12,012
Total	\$ 18,387	\$ 19,193	\$ 19,703	\$ 21,358	\$ 21,836	\$ 22,834	\$ 23,969	\$ 25,498	\$ 26,138	\$ 27,914	\$ 29,646
Net Gain (Loss)	\$ 5,607	\$ 4,402	\$ 4,380	\$ 5,482	\$ 1,885	\$ 5,785	\$ 6,298	\$ 7,180	\$ 4,152	\$ 8,758	\$ 10,318
Cummulative Net Gain (Loss)	\$ (39,393)	\$ (34,991)	\$ (27,611)	\$ (22,129)	\$ (14,244)	\$ (8,459)	\$ 839	\$ 8,019	\$ 18,172	\$ 26,930	\$ 40,249
Net Improvements* Availability Fees	\$ (45,000)	\$ 3,000	\$ -	\$ 6,000	\$ -	\$ 3,000	\$ -	\$ 6,000	\$ -	\$ 3,000	\$ 6,000

\* - share of improvements and 1/2 year revenue



IDLEWOOD SHORES SERVICE AREA

Frederick Acres

Timberlake Crossing

Indian Pointe

Chestnut Creek

Westlake

Weatherwood

Lakewood Forest

Back Nine

Waterfront Boosted

Water Front

Diamond Ridge

Stripers Landing

Royal Estates

Boxwood Green

Fox Chase

Boardwalk

The Retreat

Bel Lago

Highland Lake

Contentment Island

Lake Forest

Cedar Ridge

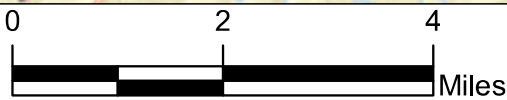
Kennedy Shores

Waters Edge

Glade Hill

Union Hall

Penhook



**DRAFT WATER SYSTEM OPERATING AGREEMENT**

This Water System Operating Agreement (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Idlewood Shores Owners Association, Inc., a Virginia nonstock corporation existing under the laws of the Commonwealth of Virginia and having its principal office at 5311 Lakeside Ave., Henrico, Virginia 23228 (“Association”), and Western Virginia Water Authority, a water and sewer authority created pursuant to Chapter 51 of Title 15.2 of the Code of Virginia (1950), as amended, the Virginia Water and Waste Authorities Act and having its principal place of business at 601 South Jefferson Street, Roanoke Virginia 24011 (“Authority”). Collectively, the Association and the Authority are referred to as the “Parties.”

**RECITALS**

A. The Association has the right to acquire, and will acquire before the Service Commencement Date (as defined below) the water distribution system located in the Idlewood Shores subdivision in Franklin County, Virginia that currently serves 46 residential connections (“System”).

B. The System consists of 2 active wells, a 35,000-gallon storage tank, and 3,760 feet of variable diameter water main, and there are 14 undeveloped lots in the Idlewood Shores subdivision that will connect to the System once developed.

C. Following its acquisition of the System, the Association has requested that the Authority operate and maintain the System pursuant to the terms of this Agreement. This Agreement is, therefore, conditioned on the Association’s acquisition of the System.

D. The Association also has asked that the Authority eventually acquire the System from the Association. During the term of this Agreement, the Association and the Authority will cooperate so that the Authority can conduct any due diligence that it deems appropriate in order to evaluate whether it is in the Authority’s best interest to acquire the System. Nothing herein shall be construed as obligating either the Association to transfer the System to the Authority or the Authority to accept a transfer of the System from the Association. Any transfer will be the subject of a separate agreement and may be subject to the approval of the State Corporation Commission.

E. Beginning on the Service Commencement Date and continuing thereafter until this Agreement is terminated, the Authority will operate and maintain the System pursuant to the terms of this Agreement.

F. The Association and the Authority intend by this Agreement that, during the Term of this Agreement, the System be operated and maintained in a manner that will protect and advance the public health, safety, welfare and convenience and comply with all applicable federal, state and local laws, statutes, regulations and ordinances.

G. The Authority desires to provide the services required by this Agreement under the terms and conditions set forth herein.

NOW, THEREFORE, in reliance upon and consideration of the mutual promises and covenants hereinafter set forth, the Parties hereto agree as follows:

1. Services to Be Provided By the Authority. The Authority will provide reasonably required operation, maintenance, and testing services for the System in compliance with all applicable federal, state and local laws, statutes, regulations and ordinances. The Authority will perform billing and customer service functions for all existing and future System customers. Without limiting the foregoing:

- (a) The Authority will provide the appropriate and sufficient number of Virginia certified water and wastewater operators who are appropriately licensed, trained and qualified to provide the required services.
- (b) The Authority will serve as “operator in charge” of the System. The Authority will prepare and submit on behalf of the Association all monthly and other required reports for submission to applicable governmental agencies.
- (c) The Authority will read the customer water meters on at least a monthly basis and utilize the readings for billing customers.
- (d) The Authority will order and maintain chemicals required for the proper operation of the Systems.
- (e) The Authority will respond to water main breaks and water quality or low-pressure complaints from System customers.
- (f) The Authority will undertake emergency repairs to fix water main breaks.

2. Billing. The Authority will bill System customers as follows:

- (a) If customers receive separately metered water service from the Authority, then such customers will be billed for water service at the then-prevailing residential rates established by the Authority for Franklin County, in the applicable tier, charged by the Authority.
- (b) If customers do not receive separately metered water service from the Authority, then the Authority will either (i) develop another metric for calculating and charging rates to customers for the Authority’s water service, provided the methodology and rates bear a rational relationship to the water service provided by the Authority; or (ii) charge customers utilizing the methodology employed by the System owner prior to the Service Commencement Date.
- (c) In addition to rates for water service, the Authority will bill customers for other usual and customary fees and charges as reflected on the Authority’s website, including without limitation connection and availability fees.
- (d) The Authority will retain all revenue generated from customer billing to offset the expense it will incur operating and maintaining the System.
- (e) The Authority may use its usual and customary collection practices to collect rates, fees, and charges owed by System customers.

3. Association Responsibilities. The Association will provide the Authority with access to all property, easements, and facilities required to operate and maintain the System. Mowing and general lawn maintenance will continue to be the responsibility of the Association. The Association shall maintain and pay for electrical service to all properties, facilities, and ancillary equipment within the Association 's control that are required to operate the System. The Association shall provide the Authority with all billing accounts and records, and provide all other information requested by the Authority to carry out the purposes of this Agreement.

4. Warranties and Representations by the Authority. The Authority represents and warrants the following to the Association as of the date of this Agreement:

- (a) The Authority has the full authority and the legal ability to enter into and perform its obligations under this Agreement.
- (b) The Authority and its employees have all governmental licenses (federal, state and local) required to perform the services required by this Agreement.

5. Warranties and Representations of the Association. The Association represents and warrants the following to the Authority as of the date of this Agreement:

- (a) The Association has the full authority and the legal ability to enter into and perform its obligations under this Agreement.
- (b) The description of System contained in this Agreement is true and accurate and complete and may be relied upon by the Authority in entering into this Agreement.
- (c) The System is in good working order and there are no known operational defects or deficiencies except for those that the Association has disclosed in writing to the Authority.
- (d) Except as otherwise disclosed in writing by the Association to the Authority, no water tests have indicated noncompliance with any applicable regulations or standards, and no required notices or reports relating to the System have failed to be made to the Commonwealth of Virginia Department of Environmental Quality.

6. Term. This Agreement shall commence on December 1, 2025 ("Service Commencement Date"), unless the Parties elect, in writing, another Service Commencement Date (which could be before or after December 1, 2025). This Agreement shall remain in effect for a term of one (1) year following the Service Commencement Date. At the Authority's option, the Term of this Agreement may be extended for additional one (1) year terms by written notice delivered to the Association not less than 90 days prior to the expiration date of the then-current Term. The Parties agree that this Agreement is a temporary understanding concerning the operation and maintenance of the System intended to remain in place while the Authority conducts due diligence to determine whether it is in its best interest to acquire the System. Accordingly, notwithstanding the Term stated above, the Authority may terminate this Agreement on ninety (90) days written notice to the Association if (i) it determines, in its discretion, that it will not acquire the System, (ii) it determines, in its discretion, that it is unable to negotiate terms it deems acceptable for the acquisition of the System, or (iii) the State Corporation Commission refuses to authorize the Authority's acquisition of the System. This Agreement also shall terminate if the Parties close on the transfer of the System to the Authority.

7. New Customers/Connections. Any new customers or connections to the System during the term of this Agreement will be billed in accordance with Section 2 of this Agreement, including without limitation the Authority's then-prevailing connection and availability fees. New customers and customers making new connections will be responsible for any work and permits required to physically connect to the System. All work shall be performed by licensed contractors and in accordance with the Authority's design and construction standards, and shall be inspected and approved by Authority staff before water service will be provided.

8. Compliance with Applicable Laws and Regulations. The Authority represents and warrants that it is fully qualified and able to perform all the services described in this Agreement; that it holds any and all required federal, state and local licenses, permissions and permits required for it to perform all the services described in this Agreement; and that it will keep all such licenses, permissions and permits in full force and effect during the performance of any of its duties or obligations under this Agreement. In performing its duties, responsibilities and obligations under this Agreement, the Authority will comply with all applicable federal, state and local laws, statutes, regulations and ordinances.

9. Independent Contractor. The Parties intend that the relation between them created by this Agreement is that of independent contractors. No employee, agent or servant of either Party shall be or shall be deemed to be an employee, agent or servant of the other Party for any purpose. The manner and means of providing services under this Agreement are within the sole discretion and control of the Authority. None of the benefits provided by either Party to its employees, including, but not limited to workers' compensation and unemployment insurance, are available to the employees, agents or servants of the other Party. Each Party will be solely and entirely responsible for the errors, acts, and omissions of its own employees, agents, servants and subcontractors during the performance of this Agreement.

10. Notices. All notices, demands or other communications of any type, whether required by this Agreement or in any way related to the transaction contracted for herein, shall be in writing and shall be delivered personally to the addressee with the receipt requested therefor, sent by a recognized overnight courier service for next day delivery, or sent by United States certified mail, return receipt requested, postage prepaid, and addressed to the parties at their respective addresses set forth below:

Owner:

Idlewood Shores Owners Association, Inc.  
145 Briarwood Ct.  
Hardy, Virginia 24101  
Attention: David Metzger, President

Contractor:

Western Virginia Water Authority  
601 South Jefferson Street  
Roanoke, VA 24011  
Attention: Mike McEvoy, Executive Director

11. Recitals. The recitals to this Agreement are incorporated herein as material terms of the Agreement.

12. Entire Agreement. Except as provided herein, this Agreement shall supersede the term and conditions of all prior written or oral agreements, if any, concerning the matters covered herein. The Parties acknowledge that there are no oral agreements, understandings, representations, or warranties which supplement or explain the terms and conditions contained in this Agreement.

13. Cooperation; Mutual Assurances. The Parties will cooperate as necessary for the Authority to carry out its obligations under this Agreement. From time to time after the effective date of this Agreement, the Authority and the Association will execute such additional documents, agreements, and instruments as may be necessary to effectuate the purposes of this Agreement.

14. Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions hereof shall not be deemed a waiver of such term, covenant, or condition, nor shall any waiver or relinquishment of any right or power hereunder at any one time or more times be deemed a waiver or relinquishment of such right or power at any other time or times.

15. Assignment. Neither Party to this Agreement shall assign this Agreement or delegate any duties and responsibilities hereunder without the express written approval of the other party.

16. Choice of Law. This Agreement shall be governed by and construed in accordance with laws of the Commonwealth of Virginia without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the Commonwealth of Virginia.

17. Choice of Forum/Jurisdiction. The Parties hereby consent to the jurisdiction and venue of the courts of Franklin County, Virginia and to the jurisdiction and venue of the United States District Court for the Western District of Virginia in connection with any action, suit or proceeding arising out of or relating to this Agreement and further waive and agree not to assert in any such action, suit or proceeding brought in Franklin County, Virginia, or the Western District of Virginia that the Parties are not personally subject to the jurisdiction of such courts or that the action, suit or proceeding is brought in an inconvenient forum or that venue is improper. The Parties also agree not to bring any action or proceeding arising out of or relating to this Agreement in any other court.

18. Amendment: Agreement Survives Closing. No amendment of any provision of this Agreement shall be valid unless the same shall be in writing and signed by the Parties to this Agreement. The covenants and obligations of the Parties in this Agreement survive closing and shall remain in full force and effect between the Parties until fulfilled or terminated in accordance with the terms of this Agreement.

[REMAINDER OF THIS PAGE BLANK]  
[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement by their authorized representatives.

Western Virginia Water Authority

\_\_\_\_\_  
By: Michael T. McEvoy  
Its: Executive Director  
Date: \_\_\_\_\_

Idlewood Shores Owners Association, Inc.

\_\_\_\_\_  
By: David Metzger  
Its: President  
Date: \_\_\_\_\_

RESOLUTION #512 (10-25)  
OF THE  
WESTERN VIRGINIA WATER AUTHORITY

Approving and Authorizing the Execution of a Water System Operating Agreement  
with the Idlewood Shores Owners Association, Inc.

**WHEREAS**, the Western Virginia Water Authority (“Authority”), a water and sewer authority formed and existing in accordance with the provisions of the Virginia Water and Waste Authorities Act, Chapter 51 of Title 15.2 of the Code of Virginia (1950), as amended (“Act”), has been approached by the Idlewood Shores Owners Association, Inc. (“Association”) about taking over the operation and maintenance of a private water system (“System”) that serves the 46 existing residential water connections within the Association’s area; and

**WHEREAS**, the System, which is located north of Hardy Road in Franklin County near the Authority-owned Timberlake Crossing water system, consists of 2 active wells, a 35,000-gallon storage tank, and 3,760 feet of variable diameter water main; and

**WHEREAS**, there are 14 undeveloped lots in the Idlewood Shores subdivision that will be served by the System once developed; and

**WHEREAS**, the proximity of the System to the Timberlake Crossing water system may permit an interconnection between the two systems to enhance the reliability of the water supply in the area; and

**WHEREAS**, the Association has a contract to acquire the System; however, before closing on the purchase the System, the Association would like to enter into an operating agreement with the Authority whereby the Authority will take over the operation and maintenance of the System after the Association acquires it; and

**WHEREAS**, the Association also has expressed its interest in ultimately transferring ownership of the System to the Authority; and

**WHEREAS**, the Executive Director, based on the due diligence conducted to date, has recommended that the Board authorize and direct him to enter into a temporary operating agreement with the Association, whereby the Authority will assume responsibility for the operation and maintenance of the System; and

**WHEREAS**, the Executive Director is not yet in a position to recommend that the Authority acquire the system, but he has recommended that the Authority, while operating the System under the aforementioned operating agreement, evaluate whether it would be in the Authority’s best interest to acquire the System and report the results of such evaluation to the Board at a future meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Western Virginia Water Authority that the Board hereby finds that an operating agreement, under which the

Authority agrees to operate and maintain the System, subject to the condition precedent that the Association acquire the System from its current owner, in exchange for the compensation described in the operating agreement, is necessary or incidental to the Authority's performance of its duties and to the execution of its powers, and the Board, therefore, approves the operating agreement, in substantially the same form as has been presented to this meeting, with such edits, revisions, deletions, and additions as the Executive Director may deem reasonable, in his discretion. The Executive Director is authorized to make such edits, revisions, deletions, and additions to the operating agreement as he deems reasonable to be negotiated on behalf of the Authority, and he is further authorized and directed to execute the operating agreement in substantially the same form as presented to this meeting and deliver it to the Association.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized and directed during the term of the foregoing operating agreement to conduct such additional due diligence as he deems appropriate to evaluate whether it would be in the Authority's best interest to acquire the System and to report the results of such evaluation to the Board at a future meeting.

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized and directed to take all such further actions, including executing and delivering additional documents, as may be necessary or desirable in connection with, and that are in conformity with, the purposes and intent of this resolution.

This resolution shall take effect immediately.

Directors absent \_\_\_\_\_  
Votes in Favor \_\_\_\_\_  
Votes Against \_\_\_\_\_  
Abstentions \_\_\_\_\_

CERTIFICATION

The undersigned secretary of the Western Virginia Water Authority does hereby certify that the foregoing is a true, complete and correct Resolution adopted by a vote of a majority of the Directors of the Western Virginia Water Authority, present at a regular meeting of the Board of Directors of the Western Virginia Water Authority duly called and held October 16, 2025, at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of this certification, October \_\_\_\_, 2025.

\_\_\_\_\_  
Gayle Shrewsbury, Secretary,  
Western Virginia Water Authority

(SEAL)



**BOARD MEETING OF THE WESTERN VIRGINIA WATER AUTHORITY**

**MEETING DATE:** October 16, 2025

**AGENDA ITEM:** Discussion of Caregiver Leave Benefit

**SUBMITTED BY:** Michael T. McEvoy, Executive Director  
Neil Norris, Human Resources Director

**BACKGROUND AND SUMMARY OF INFORMATION:**

In 2012, the General Assembly created a new retirement plan in the Virginia Retirement System for all new hires on or after January 1, 2014. Commonly referred to as the Hybrid Plan, it also required political subdivisions provide a short-term disability benefit for medical issues by covered employees. This benefit is quite robust providing coverage for up to 6 months with pay starting at 60% of salary for those with 1 to 5 years of service. Compensation then increases with each 5 years of service. The payment structure is a combination of days at 100%, 80% and 60% of salary. No benefit is provided for employees with less than 1 year of service. The Authority replaced its extended illness benefit for new hires with this mandated disability benefit. A summary of current leave accruals is detailed in Attachment 1. The Authority has 128 employees under the legacy leave plan and 185 employees under Hybrid Plan at the time of this report.

Unfortunately, this disability benefit does not cover leave to care for a spouse, child or parent. Hybrid plan employees use paid leave, which is adequate for short-term situations, but typically does not meet longer-term care needs. Employees in these situations either take leave without pay, ask for donated time, or quit to take care of their family member. The issue can be especially acute for new employees that have not built up a paid leave balance.

After studying a number of options, the Recruitment and Retention Working Group (R&R Group) of the IDEA Team has proposed creation of a caregiver leave benefit to close a gap that newly hired employees experience in care of family members. The R&R Group feels this will aid recruitment and retention, since variations of this benefit, while increasing, are still uncommon. Each member of the R&R Group surveyed their department and received an overwhelming response in favor for the new caregiver leave benefit.

The proposal would allow hybrid employees 6 weeks of leave to care for family members in situations that meet Family Medical Leave Act (FMLA) conditions. It would also provide 3 weeks of leave to employees that have exhausted all extended illness leave under the legacy leave plan. A draft proposal is detailed in the attachment. Human Resources estimates that there are 25 examples a year of family care need and estimates the cost under the new proposal would be approximately \$86,400 a year based upon a mix of salary types.

**STAFF RECOMMENDATION:**

This report is for informational purposes. No action is required at this time, but if acceptable, staff will work with the Compensation Committee to finalize the benefit and include modifications as part of the FY27 budget development.

## Attachment 1 – Paid Leave, Extended Illness and Hybrid Disability

### Plan 1, 2 and Hybrid Employees:

Paid Leave is earned every fourteen (14) days and based on employee's years of service and original hire date. Employees on AWOP (absent without pay) status for 40 hours or more in a pay cycle will not accrue any form of Paid Leave. The Paid Leave schedule is as follow:

Length of Service in Years	Paid Leave Hours Accrued per Year	Paid Leave Hours Accrued per Pay Period
0 to 1	120	4.6
1 to 5	144	5.5
5 to 10	168	6.5
10 to 15	192	7.4
15 to 20	204	7.8
20 to 25	216	8.3
25 to 30	228	8.8
30 or more	240	9.2

Part Time with Benefits Employees (PB) earn fractional leave as determined by Human Resources. The maximum amount of Paid Leave that can be carried over until the end of the first pay period of the new calendar year is 300 hours.

### Plan 1 and 2 Employees Only:

Paid leave hours in excess of the maximum carryover of 300 hours per year shall be added to the employee's Extended Illness leave up to a maximum of 80 hours per year.

### Plan Hybrid Employees:

Plan 3 employees do not accrue Extended Illness leave; therefore, there is no carryover of Paid Leave. Maximum accrual of Paid Leave for Plan 3 employees is 300 hours.

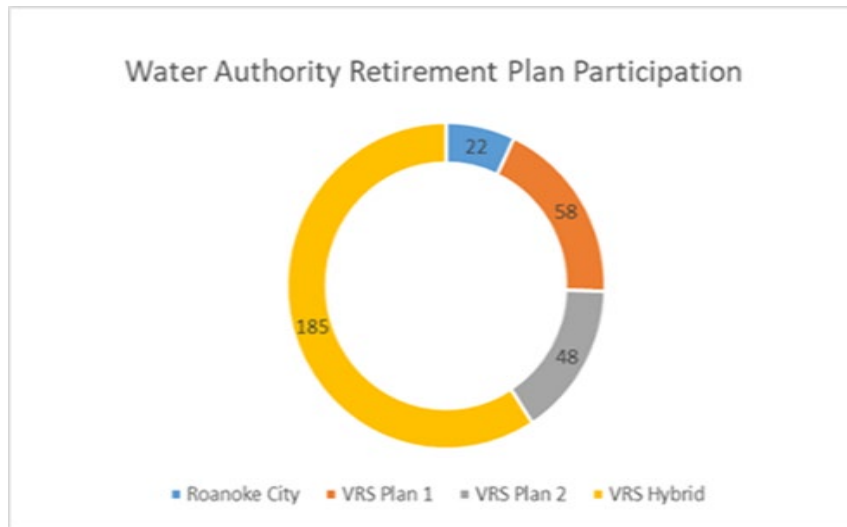
### Extended Illness Leave For Plan 1, 2 Employees:

Extended Illness leave is an absence from work with pay for personal or "family" (see definition) illness/disability after the use of twenty-four (24) consecutive regular work hours of paid leave. An employee must have and use the above paid leave in order to begin extended illness leave. The employee and/or supervisor must notify Human Resources immediately. Human Resources must review all Extended Illness leave requests for possible FMLA leave compliance. FMLA runs concurrent with extended illness leave. Employees who qualify for FMLA are not required to use Paid Leave prior to using Extended Illness for FMLA leave. Family is defined by the FMLA regulations to include spouse, child, parent, or disabled adult-child as defined by the Americans with Disabilities Act (ADA).

VRS Plan 3 employees are not offered Extended Illness as they have a Short-Long term disability with their retirement.

If the employee is absent for more than three consecutive workdays, an Authority “Return to Work, Fitness for Duty Medical Release” form must be completed by their physician. This form must be received by the Authority prior to returning to work and must be reviewed for any job or medication restrictions and coordinate possible alternate duty assignments with the Divisional Director.

Extended illness leave will accrue at the rate of six (6) hours per month, which equates to nine (9) days per year for active full-time employees (AF).



## Attachment 2 - Caregiver Leave Benefit Proposal

The purpose of this benefit is to support employees with compensated leave while they provide care to their spouse, child or eligible parent that is not available through other benefits. This policy aligns with the Family and Medical Leave Act (FMLA) and supplements short-term disability provisions provided through VRS.

Only Active Full-Time (AF) and Part-Time with Benefits (PB) employees are eligible. Care must be for a 1) spouse; 2) biological, adopted, or foster child under 18 (or over 18 if incapable of self-care due to disability as defined by the Americans With Disabilities Act) or (3) parent as defined by FMLA (biological, adoptive, step, or foster parent or individual who stood in loco parentis).

### **Extended Illness Leave - Up to One Year of Employment:**

1. AF and PB employees will receive 9 days (72 hours) of Extended Illness Leave for self and/or caregiver after the use of twenty-four (24) consecutive regular work hours of paid leave. An employee must have and use the above paid leave in order to begin extended illness leave.
2. Extended Illness Leave balances for Hybrid Plan employees will be invalidated after one year of service and are not compensated at separation of service or retirement.

### **Caregiver Leave - After One Year of Employment:**

After one year of employment, employees with care needs meeting all FMLA requirements may receive up to:

1. 6 weeks of paid Caregiver Leave for Plan Hybrid Plan AF employees
2. 3 weeks of paid caregiver leave for VRS Plan 1 or 2 and PB employees. Employee must exhaust all Extended Illness leave first, before applying the allotment of 3 weeks Caregiver Leave.

### **General Conditions:**

1. All caregiver leave must be requested and approved through Human Resources using standard FMLA documentation and certification.
2. 30-day notice required of an anticipated event.
3. Paid caregiver leave will run concurrently with FMLA leave.
4. Caregiver leave is consecutively or intermittently in line with FMLA certification only for full workdays 8 hours or more. As an example, leave to drive or attend appointments less than 8 hours, employee will use other paid leave options.
5. Used only within the FMLA-authorized timeframe. If FMLA approval is limited (e.g., 1 week), the paid leave is also limited to that same duration. Maximum FMLA time is 12 weeks in a 12-month period for specific family or medical reasons.
6. Employees must track time in the HRIS/timekeeping system under the designated caregiver leave code.

- 7. Leave allotment is per FMLA event for care of spouse, eligible child (within one year of event) or parent.
- 8. Leave under this policy is not cumulative and does not carry over from year to year.
- 9. Unused caregiver leave is not payable upon separation or retirement.

