

**Albemarle County Service Authority Board of Directors**

1           The Board of Directors of the Albemarle County Service Authority  
2 (ACSA) met virtually in a regular session on August 18, 2022, at 9:00 a.m.  
3 through Zoom.

4           **Members Present:** Mr. Richard Armstrong; Mr. Nathan Moore; Dr. Lizbeth  
5 Palmer; Mr. John Parcels; Mr. Charles Tolbert, Vice-Chair.

6           **Members Absent:** Clarence Roberts, Chair.

7           **Staff Present:** Jim Bowling, Daniel Fouch, Quin Lunsford, Jeremy Lynn,  
8 Michael Lynn, Alex Morrison, Gary O’Connell, Justin Ray, Justin Weiler,  
9 Deanna Davenport, Danielle Trent, April Walker, Theresa Whiting.

10          **Staff Absent:** None.

11          **Public Present:** Mike Derdeyn, Flora Pettit PC; Neil Williamson, Free  
12 Enterprise Forum.

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14          1.        Call to Order and Establish a Quorum – Statement of Board Chair

15               Charles Tolbert, Vice-Chair, stated that he would serve as acting  
16 Chair in Clarence Roberts’ absence. The Vice-Chair called the meeting to  
17 order, and a quorum was established. He then read the Board Chair  
18 statement declaring an electronic meeting (Attached as Page \_\_\_\_\_).

19  
20          2.        Service Recognition – Pete Gorham Retirement – 43 Years

21               Gary O’Connell stated that he would reluctantly like to introduce  
22 this item. He stated that this would be Pete Gorham’s last Board meeting at  
23 the Albemarle County Service Authority, as he will be retiring on August 31,  
24 2022 after 43 years of service. He stated that Mr. Gorham has been a great  
25 leader in the Engineering department and the ACSA cannot thank him  
26 enough. He mentioned that there was a nice retirement reception for Mr.  
27 Gorham last week, where employees had an opportunity to thank him  
28 directly.

29               Mr. O’Connell stated that Mr. Gorham has done a plethora of things  
30 during his time at the ACSA to help provide better service to our  
31 customers. He stated that the CIP program has gone from 8 projects just a

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1 decade ago, to 41 active projects. He noted that the resolution mentions  
2 Mr. Gorham's humor and wit which have been seen here and there during  
3 Board meetings but is something employees witness on a daily basis in the  
4 office. He mentioned that Jeremy Lynn, Senior Civil Engineer, is a good  
5 successor who will begin as Director of Engineering on September 1, 2022.  
6 He added that the staff has a very nice plaque to present to Mr. Gorham,  
7 along with a resolution in the Board packet for adoption (Attached as  
8 Page\_\_\_\_\_).

9 Mr. Tolbert stated that he would read the resolution.

10 ***Mr. Moore moved to approve the recognition resolution as***  
11 ***presented to the Board, seconded by Mr. Tolbert. The Vice-Chair***  
12 ***asked for a roll-call vote: Mr. Armstrong, Mr. Parcels, aye; Mr. Moore,***  
13 ***Dr. Palmer, aye; Mr. Tolbert, aye.***

14 Mr. Tolbert stated that he, and the Board, wishes him a happy and  
15 long retirement. He mentioned that even though this was Mr. Gorham's last  
16 official meeting as an ACSA staff member, he was welcome back any time  
17 as a member of the public. Dr. Palmer stated that in her 8 years of prior  
18 service on the ACSA Board of Directors, the meetings were in-person and  
19 she always found Mr. Gorham's explanations very helpful, and his sense of  
20 humor always helped. She stated that he will be very much missed by all.

21 Mr. Gorham stated that he has been extremely fortunate over the  
22 years to work with numerous great people who were dedicated to doing the  
23 best for the ACSA and its customers, not to mention people who were a  
24 pleasure to be around every day. He stated that he has also been very  
25 lucky to serve several Boards that were supportive of employees and did a  
26 great job of giving direction to the staff. He stated that he believes there are  
27 great things ahead for the ACSA and the organization has the people it  
28 needs to do anything it decides to do. He noted that many of the excellent  
29 people he has worked with over the years are still at the ACSA, plugging  
30 away every day.

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3. Approve Minutes of July 21, 2022

Mr. Parcels stated that he had had two minor corrections to the minutes of July 21, 2022. He stated that that first correction was on page 12, line 10. He stated that the word “works” should be “work.” He stated that the second correction was also on page 12, line 18. He noted that there should be an “a” between the words “do” and “dive.”

***Mr. Parcels moved to approve the minutes, seconded by Mr. Armstrong. All members voted aye, except for Dr. Palmer who abstained from voting due to her absence at the July 21, 2022 meeting.***

4. Matters from the Public

There were no matters from the public.

5. Response to Public Comment

There was no response to public comment.

6. Consent Agenda

- a. Monthly Financial Reports*** – Mr. Parcels stated that the cover memo summary states that staff will give a presentation on customer arrearages. He asked when that presentation would take place. Mr. O’Connell replied that the presentation is scheduled for the September Board meeting.
- b. Monthly CIP*** –
- c. CIP Authorizations*** –
- d. CIP Project Close-Outs***
- e. Monthly Maintenance Update*** –
- f. Rivanna Water and Sewer Authority (RWSA) Update***
- g. ACSA Board Policy Future Issues Agenda 2022*** –

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1           ***h. Advanced Metering Infrastructure (AMI) Project Update*** – Mr.  
2           Parcells asked if the meter vendor has given the ACSA a status of how  
3           many meters they have, and an overall projection of when all the  
4           meters will be delivered. He noted that the staff has mentioned several  
5           times that ideally, they would like to get all of the remaining meters in  
6           and have one mass installation, as this would be more efficient. He  
7           stated that he was also curious about the \$5 million that was budgeted  
8           in FY 2022, a lot of which was not used. He stated that he assumed  
9           that money would be reallocated to FY 2023.

10           Mr. Lunsford stated that he does not have an update as to when  
11           the bulk of the remaining meters will be shipped. He stated that the  
12           staff has met several times to discuss the full deployment. He stated  
13           that currently, the distributor is accumulating parcels of meters at a  
14           time, which are being housed at their warehouse facility. He mentioned  
15           that at some point, the staff may evaluate deploying some of those as  
16           long as they are refreshed quickly enough to keep the installation team  
17           mobilized.

18           Mr. Lunsford stated that in terms of the funding, when the staff  
19           budgets for a capital project, they do not request reappropriation for  
20           those capital projects. He stated that the capital projects and  
21           associated appropriations are ongoing until the project is complete. He  
22           noted that this is different from the reappropriation requests in the next  
23           agenda item.

24           Mr. Parcells stated that it must be frustrating to have to drag the  
25           project out like this, given that there are so many meters left to be  
26           installed. Mr. Lunsford replied that the staff is anxious to get the rest of  
27           the meters deployed, given the success they have seen with the nearly  
28           1,800 meters that have been installed. He stated that the upside of the  
29           situation is that staff has had an opportunity to get their hands around  
30           processes and procedures, and how to evaluate the data they receive.

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1                    ***Mr. Parcels moved to approve the Consent Agenda, seconded***  
2                    ***by Mr. Armstrong. The Vice-Chair asked for a roll-call vote: Mr.***  
3                    ***Armstrong, aye; Mr. Parcels, aye; Mr. Moore, aye; Dr. Palmer, aye;***  
4                    ***Mr. Tolbert, aye.***

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6                    7.        Year-End Appropriations

7                    Mr. Lunsford stated that this is an annual exercise to reappropriate  
8                    budgeted funds in the ACSA’s operating budget. He stated that all of the  
9                    requests presented before the Board today were in progress in FY 2022,  
10                   which ended June 30, 2022. He stated that as supplies and equipment are  
11                   delivered and those financial transactions occur, the staff is asking the  
12                   Board to reappropriate those funds to FY 2023.

13                   ***Mr. Armstrong moved to approve the reappropriation of***  
14                   ***\$252,361.43 from FY 2022 to FY 2023, seconded by Mr. Parcels. The***  
15                   ***Vice-Chair asked for a roll-call vote: Mr. Armstrong, aye; Mr. Parcels,***  
16                   ***aye; Mr. Moore, aye; Dr. Palmer, aye; Mr. Tolbert, aye.***

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18                   8.        Investment Policy Report – Update

19                   Mr. O’Connell stated that this report is a follow-up to previous  
20                   Board discussions about the ACSA’s Investment Policy, specifically socially  
21                   responsible investments (SRIs). He stated that Mr. Lunsford will try to help  
22                   clarify where the ACSA stands in terms of investments, as well as get  
23                   Board feedback.

24                   Mr. Lunsford stated that staff met with the Board and the ACSA’s  
25                   financial advisors, PFM Asset Management, in March of this year to update  
26                   the organization’s investment policy and further diversify investments that  
27                   were allowable. He stated that through that conversation, the Board  
28                   requested some information related to SRI and environmental, social, and  
29                   governance (ESG) programs to be mindful of what the ACSA is investing  
30                   its funds in.

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1           Mr. Lunsford stated that after doing some further work with PFM,  
2 the staff is asking the Board today to give some specific direction for them  
3 to evaluate and provide different options for the Board to consider. He  
4 noted that there is no expectation that any program the Board could  
5 consider would greatly impact return. He mentioned that the Code of  
6 Virginia, and the ACSA's current policy, greatly limits what the organization  
7 can invest in.

8           Mr. Lunsford stated that the SRI program is an exclusionary  
9 approach to investing, as it identifies what the ACSA does not want to  
10 invest in. He mentioned that there is no additional cost to implement this  
11 type of program. He stated that the ESG program is a bit more  
12 complicated, but certainly doable. He stated that there will be some  
13 associated cost and, although not excessive, should be a consideration in  
14 the Board's evaluation. He mentioned that the ESG program uses various  
15 resources to analyze issuers based on their environmental and social  
16 impacts, as well as the way they are governed. He noted that the issuer  
17 then receives a score for the Board to consider.

18           Dr. Palmer asked if Mr. Lunsford could explain, in a few words, the  
19 difference between what the State will allow and the ACSA's adopted  
20 investment policy. She stated that she recalls a lengthy discussion about  
21 the topic during her previous time on the Board but is a little behind on  
22 discussions since that time.

23           Mr. Lunsford stated that the ACSA's Investment Policy is more  
24 restrictive than the State's. He mentioned that the State establishes what  
25 the ACSA is allowed to invest in, and at what levels. He stated that the  
26 ACSA's Investment Policy, for all intents and purposes, limits different  
27 sector percentage allowances to render them less than what the State  
28 would allow.

29           Dr. Palmer asked if the same sectors were allowed under both  
30 policies, but just at different proportion levels. Mr. Lunsford replied that this  
31 is correct. He stated, with reasonable certainty, that he believes the

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1 ACSA's policy allows investment in all of the investments allowed by the  
2 State. He mentioned that it may exclude some of the sectors that the State  
3 allows, but he does not know for sure.

4 Dr. Palmer stated that in the Board packet on page 22, there is a  
5 pie chart that shows allocation of investments by type. She mentioned that  
6 on the next page, there is a pie chart that shows investment sector  
7 allocation. She stated that there is a bit of difference between the two  
8 charts and asked if Mr. Lunsford could explain that difference. Mr. Lunsford  
9 replied that the difference between the two charts is the inclusion of the  
10 Local Government Investment Pool (LGIP) in the allocations of investments  
11 by type chart. He noted that the LGIP investment is not included in the  
12 PFM investment portfolio.

13 Mr. O'Connell asked if Mr. Lunsford could talk about commercial  
14 paper and corporate notes, and some examples of institutions the ACSA is  
15 investing in. Mr. Lunsford replied that the majority of the commercial paper  
16 (the 13% in the pie chart on page 22) is related to bank issuers, but there is  
17 potential for other issuers. He stated that the corporate note portion (the  
18 3% in the pie chart on page 22) is also mostly financial institutions, but the  
19 ACSA did have a holding with Exxon and Amazon at the end of July. He  
20 added that this sliver of the pie chart is where the staff is focused on for  
21 any SRI or ESG directive that the Board would like them to consider.

22 Mr. O'Connell stated that with regard to State limits, there could  
23 only be about 15-20 more businesses that the ACSA could invest in. Mr.  
24 Lunsford stated that this is mostly correct. He stated that what has been  
25 communicated to the ACSA from its advisor, is that there are 15-20 active  
26 issuers that meet the qualifications as set forth through the organization's  
27 investment policy and State code. He noted that there could be other  
28 issuers that are not included in that active set of 15-20 issuers, but it is  
29 irregular and not frequent.

30 Mr. Parcels asked if PFM has indicated examples of some of the  
31 other entities that are acceptable, but the ACSA is not investing in. Mr.

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1 Lunsford replied that given the way the policy is currently written, there are  
2 no vehicles that would not be used if they met the criteria set forth in that  
3 policy. He mentioned that any further consideration of SRI or ESG would  
4 limit that pool of available investments even more.

5 Mr. Parcels stated that he thought he heard Mr. Lunsford say that  
6 PFM believes the ACSA is essentially socially responsible with its current  
7 investments. Mr. Lunsford replied that this would be correct, depending on  
8 how granular the Board wanted to get. He noted, for example, that some  
9 organizations have considered a Wal-Mart corporate note to be an  
10 ineligible investment because some of the stores sell firearms. He added  
11 that it depends on how specific the Board wants to be in their evaluation to  
12 potentially exclude or score.

13 Dr. Palmer stated that The Economist had a special report on these  
14 types of investments a few weeks ago. She stated that one of the  
15 takeaways with respect to the ESGs was that the rating agencies that are  
16 performing these types of evaluations are not up to par. She stated that if  
17 there is a cost associated with ESG, she would be concerned about going  
18 that route. She added that she is also concerned about having to pay a  
19 consultant to perform regular reviews on ESG investments the ACSA might  
20 choose.

21 Mr. Parcels asked if the LGIP breaks out into individual  
22 investments in corporations within that pool. He also asked, corollary to  
23 that, if the \$12 million difference between the \$30 million under asset  
24 management and the \$42 million in ACSA assets sits in the LGIP. Mr.  
25 Lunsford replied yes, and he believes it is actually about \$13 million in the  
26 LGIP now. He stated that there are thousands of investments in the LGIP,  
27 all of which are incredibly liquid and accessible within a day if needed. He  
28 mentioned that he can provide a listing of the investments within the LGIP.  
29 He noted that the ACSA has no say over what those investments are, but  
30 they are all obviously in compliance with State code.

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1           Mr. Parcels stated that he is satisfied that the ACSA is doing the  
2 best it can do, and PFM is doing due diligence for the benefit of the  
3 organization. He stated that he has not heard anything thus far that is  
4 contrary to SRI or ESG.

5           Mr. Armstrong stated that instead of having an ad hoc conversation  
6 right now, he wonders if the Board should create a subcommittee that  
7 would identify investments that speak to matters like environmental  
8 protection or water pollution and quality that it feels should be included in  
9 the ACSA's Investment Policy. He stated that this would give Mr. Lunsford  
10 some direction when working with PFM.

11           Mr. O'Connell stated that there are about 20 companies across  
12 various sectors that the ACSA can invest in. He stated that every single  
13 one of those companies have SRI policies and annual reports, as they are  
14 subject to scrutiny from the rating agencies. He mentioned that these 20  
15 companies make up the realm in which the ACSA can invest or not invest,  
16 and this is where the staff is seeking guidance. He stated that the sector  
17 that would jump out to him is energy, but it depends on how deep the  
18 Board wants to dive. He noted, for example, Nestlé has investments in  
19 plastic water bottle companies. He stated that this could be seen as  
20 conflicting with the role the ACSA plays.

21           Dr. Palmer stated that she would like the Board to see a list of the  
22 20 companies and have an opportunity rate what they are interested in, to  
23 have a more organized conversation. She stated that she is fine with what  
24 the ACSA is currently doing, but she understands ensuring the organization  
25 is not investing in something egregious.

26           Mr. Moore stated that as a baseline, a water and sewer company  
27 would not want to invest in a company that is polluting water. He stated that  
28 he does agree with Dr. Palmer in that having more information to begin  
29 with would help the discussion.

30           Mr. Tolbert stated that if the Board had a list of the 20 companies, it  
31 would either solve the problem or show the need for a subcommittee as Mr.

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1 Armstrong suggested. He stated that a Board meeting like this is not a  
2 good place to make complicated decisions if the research has not been  
3 done ahead of time. He mentioned that he thinks the Board may need a  
4 subcommittee to dive deeper at some point but looking at the list would be  
5 a good way to start. Mr. Parcels concurred.

6 Mr. Lunsford stated that staff will compile that list but, in full  
7 disclosure, issuers are added to and taken off that list frequently. He stated  
8 that PFM is very hesitant to put anything in writing related to that list as  
9 credit ratings could change, causing a company to be removed from the  
10 list. Mr. Tolbert added that perhaps Mr. Lunsford could include a hedging  
11 paragraph with the list pertaining to those fluctuations. Mr. O'Connell added  
12 that Mr. Lunsford can also include what sector the company is in, which  
13 defines things from a policy standpoint.

14 Mr. Bowling stated that the Board needs to ensure they comply with  
15 the Freedom of Information Act, regarding meetings and public information.  
16 Mr. Tolbert stated that his understanding is that any subcommittee can only  
17 have two members, otherwise the committee meetings would have to be  
18 announced. Mr. Bowling concurred.

19 Dr. Palmer stated that the Board can send their thoughts to the  
20 Board Chair in an email, as opposed to having a bunch of meetings. Mr.  
21 Bowling replied that Board members can certainly send an email to the  
22 Chair but once the Chair responds, it becomes public information. Dr.  
23 Palmer replied that she understands it is public information but is  
24 attempting to eliminate the need for a Board meeting. Mr. Bowling stated  
25 that he just wants to ensure that the Board and ACSA is open and avoids  
26 any accusations of impropriety.

27 Mr. O'Connell stated that perhaps a future consent agenda can  
28 contain information about where the Board lands on the investment policy,  
29 so that it is public information. He stated that the staff will first send out the  
30 list of the 20 companies, and then everyone can determine if there is a  
31 need for future discussions.

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9. Future Board Meetings – Virtual Option Discussion & Resolution

Mr. O’Connell stated that the ACSA has been operating under the County’s Emergency Ordinance to conduct virtual meetings. He stated that the ordinance expires September 1, 2022, which would mean the ACSA would go back to in-person Board meetings. He stated that there is included in state law, a means to have some virtual meetings. He stated that Jim Bowling, ACSA Attorney, has put together a Remote Participation Policy for the Board to consider.

Mr. Bowling stated that this is convoluted legislation, which is effective September 1, 2022, and does two things. He stated that first, it continues the present policy, with some changes, the ACSA Board has allowing remote participation for absent Board members who are unable to meet in-person for certain reasons. He stated that second, the legislation allows certain public bodies to have all virtual meetings, including the ACSA.

Mr. Bowling stated that the legislation limits the number of virtual meetings allowed to two per calendar year, or 25% of all meetings, whichever is greater. He stated that if the Board adopts the policy today, the ACSA could have an all-virtual meeting in September, as well as November or December. He stated that the policy does not allow for consecutive virtual meetings, which is why the ACSA could only have two for the remainder of the calendar year.

Mr. Tolbert asked if emergency meetings counted in the allowed number of virtual meetings. Mr. Bowling replied that he does not think that is covered in the new legislation. He stated that he would go out on a limb and say that an emergency meeting probably falls outside of this policy. Mr. Tolbert asked if the County were to adopt another emergency ordinance like they did for the Covid-19 pandemic, would those meetings be counted against the allowed number of virtual meetings. Mr. Bowling stated that they would not, which is included in section five of the policy. He added that

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1 the ACSA could also have all virtual committee meetings, which is covered  
2 in section four of the policy.

3 Dr. Palmer asked if the Board needed to determine which meetings  
4 would be virtual ahead of time. Mr. Bowling replied no. He stated that it is a  
5 “use them or lose them” situation. He stated that the Board may want to  
6 consider a virtual September meeting, and then another virtual meeting  
7 later. He noted that next year, there is the potential for three virtual  
8 meetings, as long as they are not consecutive. Dr. Palmer asked if the year  
9 is considered January to December. Mr. Bowling replied yes.

10 Mr. Tolbert stated that the issue before the Board is whether to  
11 adopt the suggested Remote Participation Policy. He stated that if and  
12 when the Board adopts the policy, it can then decide which meetings to hold  
13 virtually. Mr. Parcels asked what the alternative would be to not adopting  
14 this policy. Mr. Bowling replied that if the ACSA does not adopt the policy, it  
15 will not be able to have all-virtual meetings and absent Board members  
16 would not be allowed to participate remotely.

17 ***Mr. Parcels moved to approve adoption of the Remote***  
18 ***Participation Policy, as presented to the Board; seconded by Mr.***  
19 ***Armstrong. The Vice-Chair asked for a roll-call vote: Mr. Armstrong,***  
20 ***aye; Mr. Parcels, aye; Mr. Moore, aye; Dr. Palmer, aye; Mr. Tolbert,***  
21 ***aye.***

22 Mr. Tolbert asked if the Board should now discuss which remaining  
23 meetings for the calendar year will be virtual. Mr. O’Connell stated that his  
24 suggestion would be to discuss it now, while still on the topic. He stated  
25 that the staff’s suggestion would be to announce a virtual meeting in  
26 September, which means the October meeting would need to be in-person.  
27 He stated that IT has prepared for an in-person meeting with a virtual  
28 option for the public, but they would like to perform some equipment  
29 testing. The Board concurred with a virtual meeting for September. Mr.  
30 Parcels stated that he would refrain from giving his preference for  
31 September, as he will not be able to attend virtual or otherwise. Mr. Tolbert

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1 concluded that, barring any unforeseen circumstances, the ACSA staff and  
2 Board will meet virtually in September and in-person in October.

3  
4 10 Operational Presentation – ARC GIS

5 Mr. O’Connell stated that Justin Ray, GIS & CMMS Coordinator will  
6 be giving the Board an overview presentation of GIS (Attached as Pages  
7 \_\_\_\_\_). He noted that the ACSA’s GIS is pretty impressive for a utility of  
8 its size, as not many around the country have this level of information  
9 about their system.

10 Justin Ray, GIS & CMMS Coordinator, stated that last month he  
11 discussed the CMMS side of Cityworks, and this month he would discuss  
12 the GIS side of the equation. He noted that he gave a presentation on this  
13 a few years ago and similar to that presentation, he would give the Board  
14 an over and go through some of the basics of GIS.

15 Mr. Ray stated that GIS is digitized representations spatially of the  
16 ACSA’s infrastructure in the ground, in a mapping database. He stated that  
17 the ACSA currently has over 130,000 assets in its database. He stated that  
18 GIS is not just one software, as there are a number of ways to access the  
19 data. He mentioned that ARCGIS Pro is the new desktop application staff  
20 is using, and Field Maps is for mobile users. He stated that ARCGIS  
21 Enterprise is a large server and deployment for the software. He noted that  
22 GIS is also integrated with a number of software such as the modelling and  
23 CCTV software. He added that ARCGIS Enterprise is the backbone for a  
24 significant chunk of the ACSA’s onsite server and is the backbone that  
25 powers things like the Cityworks integration.

26 Mr. Ray stated that the ACSA just migrated from ArcMap to ArcGIS  
27 Pro this year. He mentioned that the ACSA had been using ArcMap for  
28 decades. He stated that there was an organizational training with 15 staff  
29 members to help with the migration.

30 Mr. Ray stated that Field Maps is the way GIS is accessed by field  
31 staff. He stated that field staff used to have laptops with a software called

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1 ArcPad, which was in place for at least a decade. He mentioned that  
2 eventually, the staff migrated to iOS devices with the explorer and collector  
3 applications. He mentioned that ESRI, the software vendor, replaced both  
4 of those with a single map called Field Maps, which the ACSA transitioned  
5 to earlier this year.

6 Mr. Ray stated that how the GIS is used depends on the employee.  
7 He stated that some staff, like construction inspectors, are in the field with  
8 GPS units and iPads with Field Maps. He noted that they will collect data  
9 as the assets go into the ground, and GPS-locate those features which  
10 goes directly into the GIS. He stated that the engineers will digitize new line  
11 features in the GIS. He mentioned that he handles map requests all the  
12 time that come in from engineering firms, construction firms, realtors, or the  
13 general public needing to know where the ACSA's assets are.

14 Mr. Ray stated that the GIS database is fairly large and continues  
15 to grow. He stated that every asset that goes into the ground becomes a  
16 new feature in the database, so it is constantly changing. He stated that  
17 imagery is important, and staff can find it very useful. He mentioned that  
18 there are a number of different sources for imagery. He stated that there is  
19 the ESRI provided imagery which is a little dated and not the best. He  
20 stated that there is also the Virginia Geographic Information Network  
21 (VGIN) imagery collected by the State every four years, which is much  
22 higher resolution imagery. He stated that the ACSA also collaborates with  
23 the County and purchases imagery, which offers various angles of an  
24 image. He added that the ACSA also has a drone but has not been able to  
25 fly it for recent projects due to limitations. He noted that this would change  
26 once the new GIS Technician is hired.

27 Mr. Ray stated that in terms of what is next, there a few CIP  
28 projects related to GIS. He stated that the Utility Network project is being  
29 approached from a feasibility standpoint, as it would require a complete  
30 overhaul of the ACSA's GIS system. He stated that the Cityworks  
31 Operational Insights project is very much tied to GIS, as is anything related

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1 to Cityworks. He mentioned that Data Reviewer will be implemented, which  
2 is an extension for the GIS software, allowing for better data quality control.  
3 He noted that CIP Story Map is a user-friendly way to view all of the CIP  
4 projects, which would be available to the public as well. He stated that the  
5 hope is that Story Map will be available for next year's CIP. He added that  
6 the GIS is in a constant state of change with new software and data  
7 upgrades and enhancing its capabilities.

8 Dr. Palmer stated that she remembered from a while back, that  
9 there was some concern over making information regarding the location of  
10 certain infrastructure available to the public. She asked what the criteria  
11 would be for making that information public. Mr. Ray replied that in general,  
12 the ACSA does not give out data to the public. He stated that if he receives  
13 a request for the information, he will provide them with a static map of the  
14 specific area they are requesting information for. He noted that the only  
15 data that is displayed publicly on the website currently is meter locations.  
16 He mentioned that there is an upcoming CIP project that will look at what  
17 data is in fact sensitive information. April Walker, Director of IT, stated that  
18 the upcoming Dashboarding project has a data classification piece that will  
19 analyze the date and determine what is classified and what is not. Mr. Ray  
20 added that there is a Freedom of Information Act (FOIA) exemption for  
21 sensitive infrastructure, which is the main reason the data has not been  
22 given out publicly.

23  
24 11. Items Not on the Agenda

25 Dr. Palmer asked if a Board member asks a question about a  
26 specific agenda item via email, is it policy for the staff to email the entire  
27 Board with the answer. She stated that Mr. Lunsford did this recently, and  
28 she was happy to see that the answer went out to the entire Board. Mr.  
29 O'Connell replied that if it is a one-on-one issue like a customer inquiry as  
30 opposed to say a broader policy issue, the entire Board would probably not  
31 be copied. He stated that in the case of Mr. Lunsford's email, the staff saw

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1 it as additional information that they felt would be useful for the rest of the  
2 Board to have.

3  
4 12. Adjourn

5 *There being no further business, Mr. Parcels moved that the*  
6 *meeting be adjourned, seconded by Mr. Moore. All members voted*  
7 *aye.*

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12 Gary B. O'Connell, Secretary-Treasurer  
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