

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 October 20, 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. Clarence Roberts, Chair; Mr. Charles
6 Tolbert, Vice-Chair.

7 **Members Absent:** None.

8 **Staff Present:** Roland Bega, Jim Bowling, Jeremy Lynn, Alex Morrison,
9 Gary O’Connell, William Roach, Emily Roach, Danielle Trent, April Walker,
10 Terri Knight.

11 **Staff Absent:** Michael Lynn, Quin Lunsford.

12 **Public Present:** Mike Derdeyn, Flora Pettit PC; Neil Williamson, Free
13 Enterprise Forum (virtual).

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

16 Mr. Roberts called the meeting to order, and a quorum was
17 established. He then read the opening Board Chair statement (Attached as
18 Page _____).

19
20 2. Service Recognition – Tony Gibson Retirement – 31 years

21 Kenny Barrow, Meter Operations Supervisor, came forward to say
22 a few words. He stated that Tony Gibson began working at the ACSA in
23 August 1991, starting out in the Maintenance department. He stated that
24 Tony transitioned to the Finance department shortly after, as a Meter
25 Reader. He mentioned that when Mr. Gibson began his position as a Meter
26 Reader, there were about 8,000 customers. He stated that the meters were
27 being read manually at that time, and meter readers carried a route book
28 with each page representing a different customer. He noted that the meter
29 readers also had to do the math to figure out the customer’s consumption.

30 Mr. Barrow stated that the meter readers then transitioned to still
31 reading the meters manually, but then entering those readings into a hand-

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1 held computer. He stated that after that, the department moved to a touch-
2 read system, which was used in conjunction with the hand-held device. He
3 noted that today, Tony is starting to install radio units that will be utilized
4 with the new Automated Metering Infrastructure (AMI) system. He added
5 that Mr. Gibson has watched the system evolve over 31 years and grow to
6 serve over 21,000 customers.

7 Mr. Barrow stated that in terms of meter locations, staff uses the
8 GIS system, which they have done for a while. He stated, however, that Mr.
9 Gibson is a real-life GIS system. He stated that Tony is able to tell his co-
10 workers the location of a meter just from a mere description or address of
11 the property.

12 Mr. Barrow stated that after 31 years, if he had to sum up Mr.
13 Gibson's career in one word it would be "dedicated." He then showed a
14 picture of Mr. Gibson, bent over, waist-deep in snow reading a meter. He
15 stated that the photo was from the winter of 2009 or 2010. He mentioned
16 that there were two major snowstorms back-to-back, with about 3 feet of
17 snow on the ground. He noted that the meter readers had to read as much
18 as they could and estimated the rest. He stated that the dictionary defines
19 dedicated as "devoted to a task or purpose, having single-minded loyalty or
20 integrity." He added that this more than adequately describes Tony's time
21 at the ACSA. He stated that he wanted to thank Mr. Gibson for all he has
22 done for ACSA customers and for what he has meant to him, and he will
23 surely be missed.

24 Dr. Palmer stated that she loved the picture and remembers those
25 snowstorms very well. She mentioned that it must have been challenging
26 getting to those meters, as it was challenging for her just to get out of her
27 house. Mr. Roberts stated that he loved the dedication shown in the photo.
28 He then asked the Clerk to read the resolution (Attached as Page
29 _____).

30 ***Mr. Tolbert moved to approve the resolution as presented to***
31 ***the Board, seconded by Dr. Palmer. The Chair asked for a roll-call***

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1 **vote: Mr. Parcels, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Roberts,**
2 **aye; Mr. Armstrong, aye; Mr. Moore, aye.**

3
4 3. Approve Minutes of September 15, 2022

5 There were no corrections or additions to the minutes of September
6 15, 2022.

7 ***Dr. Palmer moved to approve the minutes, seconded by Mr.***
8 ***Armstrong. All members voted aye.***

9
10 4. Matters from the Public

11 There were no matters from the public.

12
13 5. Response to Public Comment

14 There was no response to public comment.

15
16 6. Consent Agenda

17 ***a. Monthly Financial Reports –***

18 ***b. Monthly CIP –*** Mr. Parcels stated that he had a general question
19 about material delays and shortages, and alternate sourcing as a
20 result. He asked, overall, if projects were delayed in terms of coming to
21 completion, particularly the more recent projects. Mr. O’Connell replied
22 that pipe from another vendor was found for the Jefferson Village
23 Water Main replacement project and will probably wrap up ahead of
24 schedule. He mentioned that the ACSA is starting to see some meters
25 come in for the AMI project. He stated that the ACSA had planned to
26 use an out of state installer that did the first round of about 1,600
27 meters. He noted that there have been discussions around a statewide
28 contractor that can come in and complete phases over time, as
29 opposed to letting them build up. He stated that there is still a lot of
30 major equipment that is on back order.

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1 Jeremy Lynn, Director of Engineering, stated that there are delays
2 on pump station equipment. He stated that the Madison Office Park
3 and Communitors projects are the two big CIP projects that have really
4 been impacted thus far.

5 Mr. Parcels asked about the ACSA fleet replacement, which has
6 been delayed as well. He asked if fleet maintenance will be an issue
7 for those vehicles that were due to be replaced. Mr. Lynn replied that
8 use of the current fleet has been extended, primarily to try and keep
9 employees in separate vehicles during COVID. He mentioned that
10 there have been increased maintenance and repair costs due to
11 keeping the vehicles longer than normal. Mr. Parcels asked how this
12 effects the budget. Mr. Lynn replied that he assumes there will be a
13 budget impact, but he does not know what that is at this point.

14 Mr. Tolbert stated that he had a question about the Sewer Pump
15 Station Communitors project on page 63. He stated that the CIP
16 update references receipt of hatches and cranes and asked what type
17 of cranes this was referring to. Mr. Lynn replied that the cranes are
18 pole-mounted at the concrete slab around the hatch. He stated that the
19 cranes allow the communitor to be lifted up and down on a set of
20 tracks. He mentioned that typically the communitor, or grinder, is down
21 in the middle of the flow but if it has to be serviced or replaced, the
22 crane is used to pull it up through the tracks and hatch, for access. Mr.
23 Tolbert asked if the crane is permanently there. Mr. Lynn replied that it
24 will stay at the pump station.

25 Mr. Tolbert stated that he also had a question about a note on the
26 Briarwood Pump Station project on page 64. He stated that it says
27 Generator Services, the company that will be delivering the generator,
28 is waiting on availability of their crane truck to make the delivery. He
29 stated that one would think their crane truck would be available for
30 them. Mr. Lynn replied that the truck was recently serviced and needs
31 a follow-up inspection before it can be utilized. He stated that there has

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1 been a discussion about using a third-party crane to get the generator
2 form Generator Services to the pump station, and the ACSA will
3 continue to push that option. Mr. Tolbert added that he assumes one of
4 the reasons ACSA is using Generator Services is because they have a
5 crane truck, and it is not very useful if they cannot use it.

6 **c. CIP Authorizations** – Mr. Tolbert stated that he had a question about
7 the Northfields Water Main Replacement project. He asked if the
8 additional pavement restoration requirements set forth by the Virginia
9 Department of Transportation (VDOT) only applied to new restoration.
10 Mr. Lynn replied that historically when geotechnical borings have been
11 done, the hole is packed, and a layer of asphalt is put in the core. He
12 mentioned that now VDOT requires a mill and a minimum 3x3 patch.
13 He noted that this is what is driving the increased cost in the
14 geotechnical efforts that the ACSA is undertaking with a variety of
15 projects.

16 **d. Rivanna Water and Sewer Authority (RWSA) Update** –

17 **e. ACSA Board Policy Future Issues Agenda 2022** –

18 **f. Advanced Metering Infrastructure (AMI) Project Update** –

19 **g. VDH Construction Specifications** –

20 **h. Virginia Low Income Household Water Assistance Program**

21 **(LIHWAP)** – Dr. Palmer stated that she had a question about Promise
22 Network Inc (Promise), which is the organization selected to administer
23 the funds for the LIHWAP. She asked how the organization is being
24 compensated. She noted that the material reads that Promise has
25 about a 95% recovery rate and asked if they were receiving 5% for
26 their services. Mr. O’Connell replied that Promise has a contract with
27 the Virginia Department of Social Services, and all the provisions in the
28 contract are uniform across the state. He noted that in that contract
29 between Promise and the State, there is an administrative fee, but the
30 ACSA is not involved with that fee. He added that the funds are sent
31 directly to the ACSA, and there is no fee taken out of those funds.

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1 Mr. Parcels asked what basis the grant funds are allocated to
2 organizations, and if they know how much funding will be received. Mr.
3 O’Connell replied that one of the reasons this item was brought before
4 the Board quickly is because the funds are allocated on a first come,
5 first serve basis. He mentioned that customers who have been
6 disconnected or facing disconnection are a priority. He added that the
7 State has been awarded \$22.5 million, and once that is exhausted, the
8 program is finished.

9 Mr. Parcels stated that there are a still a number of customers that
10 are in arrears, which he guesses are the customers being
11 disconnected and would be the highest priority. He stated, however,
12 there are other customers that have a financial need and can apply for
13 the funds as well. Mr. O’Connell concurred. He noted that as time goes
14 on, there are customers who become further and further in arrears, so
15 they may identify more priority customers as time goes on.

16 Mr. Parcels asked if the ACSA will be advising their customers to
17 go to VDSS for assistance. Mr. O’Connell stated that VDSS is one
18 option, along with a few other community programs and setting up
19 payment plans with customers. He stated that the LIHWAP is one more
20 tool, but the customer has to apply and meet the eligibility
21 requirements.

22 Mr. Parcels stated that the first come, first serve basis seems a bit
23 unfair. Terri Knight, Customer Service Supervisor, replied that not only
24 is the program first come, first serve, but the ACSA also does not have
25 any control over how much each customer receives. She stated that
26 over the past week, the staff put together an export of all the customer
27 accounts and sent that to Promise Network. She stated that the hope
28 is to get the agreement to the organization today, pending Board
29 approval, along with that data file, to give ACSA customers an
30 advantage.

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1 Dr. Palmer asked if the other community organizations that Mr.
2 O'Connell mentioned have that customer account information as well.
3 Mrs. Knight replied that they do not have that information. She stated
4 that Promise is going to reach out to those delinquent customers, and
5 the ACSA is providing them any contact information that is needed.
6 She stated that in terms of community assistance programs, they are
7 all customer initiated. She mentioned that the customer would give
8 their delinquent account statement to the organization that is assisting,
9 who will then send the ACSA a promissory note that payment will be
10 made within a certain timeframe.

11 Mrs. Knight stated that with Promise, the ACSA will receive a
12 promissory note and payment within two weeks. She mentioned that
13 the agreement states that the ACSA must have the payments posted
14 within five business days of receiving the funds. She noted that the
15 agreement also states that the ACSA will not disconnect the customer
16 for at least 90 days after payment has been made. Dr. Palmer asked if
17 Promise would be privy to those customers that are in need but not
18 quite delinquent. Mrs. Knight replied yes. She stated that the data file
19 does show if a customer is in danger of disconnection or has already
20 been disconnected.

21 ***Mr. Parcels moved to approve the consent agenda, seconded***
22 ***by Dr. Palmer. The Chair asked for a roll-call vote: Mr. Parcels, aye;***
23 ***Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Roberts, aye; Mr. Armstrong,***
24 ***aye; Mr. Moore, aye.***

25
26 7. **Construction and Engineering Contracts**

27 Mr. O'Connell stated that this item is one the Board asked about
28 last spring, and felt it was an appropriate time to bring it back for
29 discussion. He stated that Jeremy Lynn, Director of Engineering, would

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1 present a Powe Point presentation (Attached as Pages_____) to
2 discuss engineering and construction contracts.

3 Mr. Lynn stated that he appreciates the opportunity to provide some
4 insight into how the ACSA manages construction and engineering
5 contracts. He shared the presentation agenda with the Board that included
6 purchasing regulations, engineering and surveying contracts, job order
7 contracting, advertisement for construction, in-house vs. outside contracts,
8 and future development.

9 Mr. Lynn stated that in terms of purchasing regulations, the ACSA
10 is bound by two documents – the Virginia Public Procurement Act (VPPA)
11 and the ACSA Purchasing Manual. He mentioned that the VPPA provides
12 a framework for public policies pertaining to government procurement from
13 nongovernmental sources. He noted that the ACSA’s Purchasing Manual
14 has the primary goal and purpose of assuring that goods and services are
15 procured in a competitive process which is fair, impartial, administratively
16 efficient, and accessible to all qualified vendors.

17 Mr. Lynn stated that with engineering term contracts, the ACSA
18 advertises every four years for consulting firms to provide services to the
19 organization. He stated that the advertisement identifies what type of
20 services the ACSA is looking for, primarily water main replacement work,
21 pump station design, and sanitary sewer extensions. He stated that the
22 staff will then rank the proposals received, according to the qualifications
23 that are listed in the advertisement and select who they feel is most
24 qualified.

25 Mr. Lynn stated that the ACSA currently has four engineering term
26 contracts. He stated that they are with Dewberry, Michael Baker
27 International, Ramboll, and Whitman, Requardt and Associates (WRA). He
28 mentioned that all of these names should be familiar to the Board, as they
29 occur in the monthly CIP authorizations for various projects. He noted that
30 the ACSA has a long-standing relationship with most of these consulting
31 firms, and they have become an extension of the ACSA’s engineering staff.

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1 He mentioned that the good part about having great relationships with
2 these firms is that they know what the organization wants and needs, they
3 know the ACSA's specifications, and they know the area. He added that a
4 lot of these consulting firms have also worked with some of the ACSA's
5 community partners like the City of Charlottesville, RWSA, and UVA.

6 Mr. Tolbert asked if the ACSA did not have to accept the lowest
7 bidder for these types of contracts. Mr. Lynn replied that the ACSA does
8 not have to take the lowest bidder for professional services. He stated that
9 money is not a factor when selecting these firms, as the selection is strictly
10 based on qualifications. He stated that as the staff identifies a CIP project
11 that needs to be designed, they look at things like the consultant's
12 availability and how many other projects the firm has going on, if they have
13 worked in the area before, or an earlier phase of the same project. He
14 noted that each firm has a niche, and the engineering staff takes each
15 firm's strength into consideration when deciding. He added that each
16 proposal is thoroughly reviewed, including ensuring the price is fair, but the
17 firms are not competing against each other for the same work.

18 Mr. Lynn stated that another professional service is surveying
19 services. He stated that the ACSA just went through a request for
20 proposals (RFP) process. He stated that they received 5 proposals and
21 selected Lincoln Surveying. He stated that Lincoln is a local surveying
22 consulting firm, and the ACSA has been in partnership with them since
23 2011.

24 Mr. Lynn stated that he would now shift from professional
25 engineering services to non-professional, which is what the ACSA uses for
26 its tank cleaning and inspections program. He noted that the program is
27 now part of the ACSA's CIP and has been included in the Maintenance
28 department's operating budget. He stated that a similar process is followed
29 when selecting non-professional services. He mentioned that the ACSA
30 advertises for qualifications, and the proposals received do provide a cost
31 for the services. He mentioned that cost is not the sole determining factor,

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1 but it is one of them. He noted that the ACSA is currently working with
2 Dixon Engineering for their tank cleaning and inspections and have done
3 so since 2016. He added that Dixon is getting ready to perform a cleaning
4 and inspection of the Glenmore Ground Storage Tank in November.

5 Mr. Lynn stated that he would now discuss job order contracting,
6 which is utilized for the ACSA's Sewer Rehabilitation and Repair (Find and
7 Fix) Program. He stated that job order contracts are good for one year, with
8 two renewable years. He stated that currently, the ACSA is under contract
9 with Prism Contractors & Engineers, Inc., who performs the rehabilitation,
10 or "non-dig", work such as cleaning and manhole rehabilitation. He noted
11 that their contract is set to expire later this month. He stated that on the
12 "dig" work side, the ACSA is under contract with Linco, Inc. and their
13 contract is set to expire later this month as well.

14 Mr. Parcels asked if the contracts expiring meant that the ACSA
15 would put out another RFQ. Mr. Lynn replied that it will not be an RFQ but
16 rather an advertisement. He stated that the staff is in the middle of
17 developing the new set of specifications and anticipate advertising in early
18 2023. He noted that there will be a slight gap, but ACSA is working hard to
19 give the contractors enough work to allow the program to continue until a
20 new firm is on board.

21 Mr. Parcels asked if Mr. Lynn foresees another contractor
22 successfully bidding and replacing one of the current contractors. Mr. Lynn
23 replied that there will likely be several contractors interested in the
24 rehabilitation work on the trenchless side. He noted that it is difficult for a
25 non-local contractor to compete for the repair and replacement work
26 because it is small jobs here and there which makes it difficult to mobilize
27 and make money.

28 Mr. Lynn stated that for a job order contract or typical water main
29 replacement, the ACSA will advertise for construction. He stated that once
30 the ACSA works with its term contract consultant to design a project and
31 obtains the easements, it is then time to advertise. He stated that the

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1 projects are advertised locally with The Daily Progress and Richmond
2 Times Dispatch, depending on the type of project, and are also posted on
3 the ACSA website. He mentioned that the engineering staff also has a
4 contractor's list and will send an invitation for bids to those contractors that
5 have worked with the ACSA before. He added that plan rooms around the
6 state are also eligible to receive plans and contractors can view them that
7 way as well.

8 Dr. Palmer asked what a plan room is. Mr. Lynn replied that a plan
9 room used to be a physical room that housed plans from across the state.
10 He stated that contractors had a membership that would allow them to view
11 those plans and decide if they wanted to bid on them. He stated that
12 everything is digital now and contractors can purchase subscriptions that
13 will allow them to log in and view the plans. Dr. Palmer asked if the ACSA
14 had to pay to participate. Mr. Lynn replied no. He stated that the ACSA
15 sends the plans to be published and the contractors have to pay to view
16 them.

17 Mr. Lynn stated that with certain projects, the staff has to decide if it
18 makes more sense to keep it in-house with ACSA crews or put it out to bid.
19 He stated that one of the determining factors is the scope of work. He
20 stated, for example, a jack and bore job is something the ACSA does not
21 have the equipment for, so it would have to be put out to bid. He stated that
22 the availability of ACSA crews and whether the project is an emergency or
23 not are other factors taken into consideration.

24 Mr. Lynn stated that looking ahead, the staff has identified some
25 future contracts that they have started to work on. He stated that similar to
26 the sewer rehabilitation and repair program, they thought it made sense to
27 have a similar contract on the water side. He noted that already having a
28 contractor on board that has already gone through the procurement
29 process will help to expedite work as it arises. He stated that the ACSA is
30 also looking to get a contractor on board for asphalt and concrete
31 pavement restoration work. He mentioned that often times it is difficult to

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1 get a contractor and multiple pricing for small jobs. He stated that they are
2 also looking to hire a contractor for easement acquisition services. He
3 stated that it can be challenging to get easements for work that can be
4 obstructive or intrusive, and it takes a lot of time and effort to meet with
5 property owners, present offers, and negotiate. He noted, for example, that
6 the staff has made little progress with the easements for the Airport Trunk
7 Sewer Project, with only 7 of the 24 necessary easements for the last nine
8 months.

9 Mr. Parcels asked if an easement acquisition service would be able
10 to acquire the easements better or faster. Mr. Bowling replied that the
11 engineering staff does not have the time it takes to do the work in
12 negotiating the difficult easements. Mr. Lynn stated that the ACSA used to
13 have an easement acquisition service but never used it. He mentioned that
14 they never found the right project where the cost of the service did not
15 outweigh the value of the easements.

16 Mr. Parcels stated that he recalls some language changes in the
17 ACSA's Purchasing Manual. He asked if those changes were to allow more
18 flexibility in terms of the lowest bidder. Mr. Lynn replied that the changes
19 were in reference to design build, which is not connected to the lowest
20 bidder. Mr. Parcels asked if the ACSA could do a design build in place of
21 the lowest bidder. Mr. Lynn replied that it would be challenging for a
22 pipeline project. He stated that everything has to be designed, there are
23 permitting processes with the County of Albemarle and VDOT, and the
24 easements have to be secured. He noted that he is not aware of a local
25 contractor that would be able to go through that whole process.

26 Mr. O'Connell asked if Mr. Lynn could discuss some of the changes
27 that were made for the Jefferson Village project. Mr. Lynn stated that the
28 staff looked closely at the various bid items. He stated that the ACSA now
29 pays for the pavement by the weight, as opposed to per square yard, which
30 eliminates haggling over unit prices. He stated that the staff is also looking

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1 at the geotechnical information is provided and whether it is part of the
2 contract documents or stand-alone information.

3 Mr. Tolbert stated that in terms of a responsible bidder, the ACSA
4 could end up in court if they say a bidder is not responsible. Mike Derdeyn,
5 attorney with Flora Pettit, stated that when talking about a responsible
6 bidder, he believes the case law focuses primarily on whether or not they
7 have the capability to do the job. Mr. Lynn added that a responsive bidder
8 is one that submits all the necessary documentation that is requested in the
9 advertisement for bids.

10
11 8. Operational Presentation – ARVs and Auto Flushers

12 Roland Bega, Operations Supervisor, stated that he would be
13 giving a basic presentation on air release valves, or ARVs (Attached as
14 Pages _____). He stated that the ACAS uses different types of ARVs,
15 with some for water and some for sewer. He stated that one of the typical
16 ARVs used for water is the ARI D-040 valve, which are designed for
17 different size pipes.

18 Mr. Bega stated that ARVs are installed at the high points on a
19 water line and are used to let out excess air in the system. He stated that
20 the air in the line came happen when a contractor installs a new line, or a
21 line needs to be refilled after a water leak. He noted that the ARVs that
22 contractors install are larger and more difficult to maintain. He added that
23 the D-040 valve that the ACSA uses is much simpler to repair, and last
24 about 3-4 years before they need to be repaired. He stated that it is just a
25 matter of unscrewing it, making the repair, and screwing it back on.

26 Mr. Tolbert asked if the water has to be turned off before
27 unscrewing the ARV. Mr. Bega replied yes. He stated that the ARV has a
28 ball valve on it, and the water is turned off before the repair is made. He
29 noted that if all of the air is not let out of the system, it will travel to the
30 customers who will draw it from the tap. He mentioned that this results in

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1 milky water, which is not pleasing to look at but is safe to drink. He added
2 that if left sitting, the water will eventually clear up.

3 Mr. Moore asked how many ARVs would be installed in a one-mile
4 stretch, on average. Mr. Bega replied that the engineering staff would make
5 that determination. He stated that if maintenance finds an area that needs
6 one, then they will work with the engineering staff to try and get one
7 installed. Mr. O’Connell asked how many ARVs the ACSA has in total. Mr.
8 Bega replied that he was not sure, but he could find it. William Roach,
9 Crew Leader II, stated that there are over 200 ARVs in the system.

10 Mr. Bega stated that the Virginia Department of Health (VDH)
11 requires the ACSA to have its ARVs inspected once a year. He stated that
12 the staff uses CityWorks to fill out the inspection forms and keep track of
13 them. He stated that the inspection process typically includes looking for
14 things like drainage, standing water, or if any gravel is needed inside the
15 pit. He mentioned that standing water could create cross-contamination, so
16 it is important to ensure there is proper drainage. He noted that ARV
17 inspections are usually performed during down time in the schedule, or
18 during inclement weather when other tasks may create a hazard.

19 Mr. Bega stated that the location of the ARV determines the type of
20 box used to install it. He stated that generally a contractor will place the
21 ARV in a manhole. He stated that in the case of the current slide, the frame
22 and cover were sticking up out of the ground and VDOT was hitting it
23 during snow removal efforts. He mentioned that ACSA staff went in and
24 upgraded it to a traffic-rated box. He stated that the next slide shows an
25 ARV located in someone’s front yard, in which case a regular Brooks 2200
26 box. He noted that there is no traffic or high potential for damage. He
27 added that the next slide is an example of the Old Castle traffic-rated box.
28 He stated that this particular box was upgraded from the regular Brooks
29 box. He mentioned that the next slide is the result of the wrong box
30 application. He stated that VDOT was clearing their easement, crushed the

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1 box and the ARV, and the result was a geyser. He stated that the box has
2 now been upgraded to the Old Castle style.

3 Dr. Palmer asked if the Old Castle boxes are supposed to be
4 ground level. Mr. Bega replied yes. Dr. Palmer asked if they are not, then
5 do they need to be fixed. Mr. Bega replied yes and stated that the
6 difference is the weight going over it. He stated that if the weight limit of the
7 box is exceeded, then it will collapse.

8 Mr. Bega stated that the last slide shows a Brooks 2200 box in a
9 customer's yard who has covered it up with a bird bath. He stated that
10 customers will cover them with various items because they are unsightly,
11 but that it does present a challenge sometimes when the maintenance staff
12 is trying to locate it.

13 Mr. O'Connell stated that William Roach would speak next about
14 auto-flushers.

15 Mr. Roach stated that an auto-flusher is basically a standpipe
16 tapped to the water main. He stated that they are installed at various
17 locations throughout the County to improve the quality of the water.

18 Mr. Roach stated that the next slide shows a permanent automatic
19 flusher. He stated that the picture on the left shows the flusher covered,
20 and the one on the right shows the flusher on and uncovered. He noted
21 that the next slide shows what the automatic flusher looks like before it
22 goes into the ground. He mentioned that there is an electronic device that
23 acts as a timer and turns it on and off.

24 Mr. Tolbert asked if the timer is responding to pressure when it
25 turns it on and off. Mr. Roach replied that it responds to chlorine levels and
26 time. He stated that they are used on a dead-end water line where the
27 water does not circulate well, to improve the quality of the water.

28 Mr. Roach stated that the next two slides show two more types of
29 automatic flushers, one permanent and one portable. He stated that
30 sometimes, maintenance will find areas that need one and they will use the
31 portable one. He mentioned that in this case, the staff is in the process of

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1 making this flusher full-time. He stated that they will dig, make a tap, and
2 install it.

3 Mr. Roach reiterated that the purpose of the automatic flushers is to
4 improve the water quality. Mr. Tolbert asked where the water from the
5 flushers goes. Mr. Roach replied that it just goes on the ground. He
6 mentioned that when the flusher is covered, it helps to deflect the water
7 and prevent it from damaging anything.

8 Mr. Parcels asked how much of a flush there is. Mr. Roach replied
9 that it depends on the location. He stated that maintenance controls the
10 pressure and duration of the flushing. He stated that the flushing is usually
11 done early in the morning, like around 1am, so it doesn't disturb anyone.

12 Dr. Palmer asked how much flushing is done in terms of gallons.
13 Mr. Roach replied that everything is metered, and each flusher can tell you
14 how many gallons are used. Dr. Palmer asked if the flushers had to be a
15 certain distance away from bodies of water. Mr. Roach replied yes and no.
16 He stated that dechlorinating tablets are added to the flusher to ensure the
17 water does not harm any bodies of water nearby.

18 Dr. Palmer stated that she remembers a long time ago, the water
19 line along Reservoir Road may have had an automatic flusher on it. Mr.
20 Roach replied yes. He stated that it used to have a portable flusher but has
21 been changed out since. He stated that the camp in that area has had an
22 increase in water use as well. Mr. O'Connell added that the camp has gone
23 to year-round use, as opposed to just peak times, so there is a good flow of
24 water which has improved the quality.

25 Mr. Roberts asked if they ever use fire hydrants to do the flushing.
26 Mr. Roach replied that they only use hydrants to flush when a customer
27 calls in with a water quality complaint.

28 Mr. Tolbert asked if the ARVs are sometimes located in someone's
29 yard. Mr. Roach replied yes. He stated that most of them are located in a
30 common area, but there are some in customers' yards. Mr. Tolbert asked if

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1 the amount of water that comes out when flushing was enough to cause
2 damage to their yard. Mr. Roach replied no.

3 Mr. Parcells asked how many ARVs the ACSA has. Mr. Roach
4 replied that there are 8 flushers. He stated that one is not being used, one
5 is portable, and the others are currently in use. Dr. Palmer stated that she
6 did not see the flusher on Reservoir Road listed on the slide of flusher
7 locations. Mr. Roach replied that is because that one is not being used. He
8 stated that it was portable, so they would put it in during the winter and take
9 it out during the summer. He mentioned that now the area does not need a
10 flusher at all.

11 Mr. Lynn asked if Dr. Palmer was on the Board when the camp on
12 Reservoir Road had pH issues with the water. Dr. Palmer replied that she
13 does not recall, but she does remember a lot of discussion about that
14 particular line. Mr. Lynn stated that a lot of flushing had to occur because
15 the water was sitting in the cement-lined pipe and the pH levels were
16 climbing. He mentioned that the ACSA actually invested in a pH adjustment
17 facility on the camp's property. He noted that over the last year or so, those
18 pH levels have drastically improved to the point that the water did not have
19 to be treated. He stated that the year-round use of the camp has improved
20 the water to the point that a flusher is not needed.

21 Mr. Lynn stated that if you look at the locations of these flushers on
22 a map, they are at the far reaches of the distribution system. He stated that
23 the chlorine numbers are great at the points that the water leaves the plant,
24 but the farther out the line goes, the longer the water sits in the pipe and
25 the chlorine residual degrades. He added that the flushers are put into
26 place to automatically flush the system to provide stronger chlorine
27 residuals at the far reaches of the system.

28 Dr. Palmer asked if there are other by-products in the water, aside
29 from the chlorine. Mr. Lynn replied yes. He stated that the dichlorination
30 tablets are added in addition to the normal flushing. He mentioned that
31 most of these areas are at minimal chlorine residuals.

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1 Mr. Lynn stated that Mr. Bega mentioned something about air in the
2 line during his presentation earlier. He stated that a number of years ago,
3 RWSA had a water main break, and the entire line was shut down. He
4 stated that it was a 24-inch pipe, so obviously there was a lot of air in the
5 line when they began to refill it. He then shared a time-lapsed video with
6 the Board of a glass of water at his home after the water main break. He
7 noted how cloudy the water was, but that the air slowly dissipates from the
8 glass over time and the water becomes clear.

9
10 9. Energy Audit Report

11 Alex Morrison, Senior Civil Engineer, stated that there is some
12 information in the Board packet about the energy audit, and he wanted to
13 talk through a couple of the items. He stated that the energy audit was a
14 Strategic Plan item for 2020-2022, to look at energy efficient initiatives. He
15 stated that not only did they look at those initiatives with respect to the
16 existing ACSA facilities, but also how they can be reflected in the future
17 Avon Street maintenance facility.

18 Mr. Morrison stated that the ACSA is currently reviewing the draft of
19 the final report. He stated that staff met internally earlier this week to review
20 some of the energy conservation measures and develop comments,
21 questions, and clarifications to send back to the term contract engineer
22 working on the report.

23 Mr. Morrison stated that the ACSA contracted with Ramboll
24 Americans Engineering Solutions, Inc. (Ramboll) in July 2020 to begin this
25 project. He stated that Ramboll is one of the term contract engineers that
26 Mr. Lynn mentioned in his presentation on contracts. He mentioned that
27 Ramboll has been working with the ACSA since 2006.

28 Mr. Morrison stated that this comprehensive energy audit looked at
29 a number of ACSA facilities, including the administrative offices, the
30 maintenance warehouse, maintenance offices on the hill, 10 water pump
31 stations, and 9 wastewater pump stations. He noted that there were 2

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1 wastewater pump stations not included in the audit because they are
2 scheduled to be abandoned in the coming years. He mentioned that the
3 pressure reducing stations and water storage tanks were excluded from the
4 audit as well because the electrical service to these facilities runs SCADA
5 equipment, which is very low voltage and amperage. He added that the
6 bills are about \$10-\$15 per month, so there is little room for further savings.

7 Mr. Morrison stated that during the energy audit, the ACSA added
8 an electrical vehicle review that was not part of the initial scope. He stated
9 that this gave them some information and criteria for making a possible
10 fleet transition in the future, whether partial or full.

11 Mr. Morrison stated that he would next discuss the Energy
12 Conservation Measures (ECMs) that came out of the report, the first being
13 the LED lighting retrofit. He stated that there is some money in the budget
14 to complete this project, but the majority of the lighting has already been
15 switched out for LEDs. He noted that the ACSA was actually able to save
16 some money on this project because the materials were purchased
17 directly, and in-house electricians were used to perform the work.

18 Mr. Morrison stated that the next item was Occupancy Based
19 HVAC Controls. He stated that this was included with the recent HVAC
20 Rehabilitation project. He mentioned that there were two steps to these
21 controls, the first being an overall control that looks at when the building is
22 occupied and not occupied and engages temperature rollback when the
23 building is empty. He stated that the second step involves sensors in the
24 offices which will engage that rollback during the day if no one is in all of
25 the offices served by a certain zone. He added that this second step has
26 not been implemented yet but will be considered once the entire system is
27 replaced.

28 Mr. Morrison stated that another item to come out of the report was
29 the hot water heater in the ACSA Operations Center. He stated that it is a
30 tank style heater with electric elements. He stated that the recommendation
31 was to replace the water heater with a hybrid heater that uses a heat pump

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1 setup to cool the room, and the heat from the room would be used to heat
2 the water as opposed to an electric element. He mentioned that the cost of
3 this replacement was included in the CIP budget for this year and will be
4 handled in-house. He added that the staff is also looking at downsizing the
5 water heater which currently uses an 80-gallon tank.

6 Mr. Morrison stated that in terms of the electric vehicle fleet, the
7 ACSA took a comprehensive look at its current fleet. He stated that the
8 vehicles were broken down by department and use type. He stated that
9 Ramboll developed a tool to help the staff assess the various use types,
10 how many miles are used annually, and what options for replacement are
11 available. He noted that the ACSA has not purchased any electric vehicles
12 yet, nor installed any electric vehicle chargers. He mentioned that charging
13 stations will be installed at the Avon Street property, knowing that there will
14 be some change over to electric vehicles in the near future. He stated that
15 the staff is also evaluating the installation of some chargers at the Spotnap
16 location in anticipation of that change. He added that the underground
17 infrastructure for the charging stations was put in during the repaving
18 project.

19 Mr. Morrison stated that the ACSA also performed a review of solar
20 power and retrofitting existing facilities. He stated that the staff has
21 additional questions and clarifications they are discussing with Ramboll,
22 about the payback period and initial capital to put solar panels on the
23 maintenance warehouse. He stated that there are some other options
24 where the ACSA can lease that space to a third-party company that would
25 cover the capital cost of installing the solar panels, and then have a
26 contract with that company to purchase some of that energy at a reduced
27 cost.

28 Mr. Morrison stated that the last item is the Avon Street
29 Maintenance Yard project. He stated that the Board has heard a lot about
30 this project, as the ACSA has been working on the design with its internal
31 design team and term contract engineer, Dewberry Engineers Inc. for

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1 about a year and a half. He stated that the site plan is under review at the
2 County, and the hope is to have full approval near the end of the calendar
3 year. He stated that as part of this project, is a proposal for a building that
4 is almost 15,000 sq. ft. He mentioned that the goal was to take some of the
5 energy-saving initiatives and factor them into the design of this building, to
6 avoid retrofitting in the future and to be as green as possible.

7 Mr. Parcells asked if LEAF certification was a consideration for
8 Ramboll in terms of the design of the building. Mr. Morrison stated that
9 Dewberry is doing the design for this project and LEAF certification was
10 reviewed, but there is quite a bit of it that does not tie in well with how the
11 facility will be operated. He added, however, many of the requirements that
12 would be necessary to qualify for that certification will be mirrored in the
13 design.

14 Mr. Morrison stated that one other ECM that came out of the audit
15 was water and wastewater pumps. He stated that there was no cost with
16 implementing these measures, as it was more of making operational
17 changes. He stated that the engineering group is working with the facilities
18 group internally to make those changes based on what has been identified
19 through reviewing the operation of the pump stations for a 3–4-year period.
20 He added that the ACSA provided electrical interval data for at least 3
21 years, as well as SCADA information.

22 Dr. Palmer asked if, when selecting LED lighting for outdoor use,
23 the ACSA takes the hue of the light into consideration. She stated that
24 insects are dying off at record numbers and LED lighting attracts them
25 more than the previous type of lighting. She stated that the
26 recommendation sometimes for outdoor LED lighting is to use a more
27 amber hue. Mr. Morrison replied that the hue has not been considered, and
28 he was not aware of this. He stated that he does know that the
29 replacement lighting for the parking lot have been what is required by the
30 County of Albemarle. He stated that he would need to check with the

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1 facilities staff to see if the hue was a consideration when the replacements
2 were selected.

3 Mr. Moore stated that he especially likes the \$6,000 savings at the
4 water and wastewater pump stations, at \$0 capital cost. Mr. Morrison
5 replied that this was an easy one to implement. He stated that the pump
6 mechanics, electricians, and the SCADA technician were able to help make
7 the changes, with no discernable costs.

8
9 10. Amendments to ACSA Purchasing Manual – Design-Build (D/B)
10 Procedures

11 Jeremy Lynn, Director of Engineering, stated that last month the
12 staff presented a request to the Board to use the Design-Build (D/B)
13 process for the fire suppression system replacement at the ACSA
14 Operations Center. He stated that as they began to dive into this process,
15 the staff realized there were some differences between the Code of Virginia
16 and what was in the ACSA Purchasing Manual. He mentioned that Quin
17 Lunsford, Director of Finance, has worked closely with ACSA attorneys to
18 identify and make revisions to the manual, which the Board has before
19 them today.

20 Mr. Lynn stated that the procurement process, with the revisions,
21 makes a lot of sense from a project standpoint. He stated that using the
22 D/B process makes the most sense with respect to replacing the fire
23 suppression system. He stated that the staff is requesting that the Board
24 approve the revisions and updates to Chapter 27. Design-Build Procedures
25 of the ACSA's Purchasing Manual. He noted that these updates and
26 revisions reflect changes to the Code of Virginia, and they have been
27 approved by ACSA attorneys.

28 Mr. Lynn stated that Mr. Lunsford wanted him to share with the
29 Board that while today's item is only in reference to Chapter 27, his goal
30 over the next six months is to go through the manual in its entirety. He

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1 stated that Mr. Lunsford wants to ensure that the manual is consistent with
2 the Code of Virginia.

3 Mr. Parcels stated that references to some of the sections of the
4 Code of Virginia have been deleted in the revisions. He asked what the
5 rationale is for removing those references. Mr. Bowling replied that the
6 Procurement Act was created by a number of procurement officers in the
7 state of Virginia. He stated that essentially, the ACSA's procurement policy
8 is taken from the County of Albemarle's Purchasing Manual over the years.
9 He stated that a few years ago, there was a major amendment with
10 reference to D/B projects, which explains the revision that is before the
11 Board today.

12 Mr. Moore stated that it looks as if each D/B proposal will have to
13 come before the Board for approval first. Mr. Lynn replied that before the
14 ACSA can initiate a D/B contract, the staff must receive Board approval.
15 Mr. Moore stated that Mr. Lynn mentioned earlier the type of project that
16 would not fit a D/B approach. He asked for some examples of how the D/B
17 approach could be deployed. Mr. Lynn replied that the fire suppression
18 work is a good example. He mentioned that a pump station would be
19 another example where a D/B would work. He noted that the site is
20 controlled, the staff has access to the site and knows what needs to be
21 done. He stated that the challenge would be to find a contractor that has
22 the expertise to design something that could then be constructed.

23 ***Mr. Parcels moved to approve the resolution on page 146***
24 ***amending Chapter 27. Design-Build Procedures of the ACSA***
25 ***Purchasing Manual, seconded by Mr. Tolbert. The Chair asked for a***
26 ***roll-call vote: Mr. Parcels, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr.***
27 ***Roberts, aye; Mr. Armstrong, aye; Mr. Moore, aye.***

28
29 11. Items Not on the Agenda

30 Mr. O'Connell stated that the ACSA is completing its annual
31 financial report, and the auditors are finalizing their reports. He stated that

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1 an Audit Committee meeting will be scheduled over the next month or so.
2 Mr. Roberts stated that there are two Board members on the Audit
3 Committee. Mr. O’Connell stated that yes, Mr. Tolbert and Mr. Parcels, if
4 willing, would continue to serve as part of the committee.

5

6 12. Adjourn

7 ***There being no further business, Dr. Palmer moved that the***
8 ***meeting be adjourned, seconded by Mr. Parcels. All members voted***
9 ***aye.***

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Gary B. O’Connell, Secretary-Treasurer

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