

BOARD OF DIRECTORS' MEETING

April 20, 2023

9:00 A.M.

AGENDA

This meeting is being held pursuant to and in compliance with Va. Code Section 2.2-3708(3). The ACSA Board of Directors is responsible for receiving public comment. The opportunities for the public to access and participate in the electronic meeting are as follows: Join the meeting virtually through Zoom by visiting our website at www.serviceauthority.org; call in and leave a message prior to the meeting at (434) 977-4511, or email the Board prior to the meeting at board@serviceauthority.org.

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Approve Minutes of March 16, 2023
9:10 a.m.	3. Matters from the Public
9:20 a.m.	4. Response to Public Comment
9:30 a.m.	5. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. Monthly Maintenance Update
	e. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	f. ACSA Board Policy Future Issues Agenda 2023
	g. Advanced Metering Infrastructure (AMI) Project Update
	h. National Drinking Water Week – Resolution
	i. 2023-2025 Strategic Plan Update and Amendment
9:45 a.m.	6. Proposed Capital Improvement Program (CIP) FY 2024 Presentation
10:15 a.m.	7. Public Hearing –Proposed FY 2024 Capital Improvement Program (CIP)
10:25 a.m.	8. PAFR (Popular Annual Financial Report) Presentation
10:55 a.m.	9. Proposed FY 2024 Budget and Rates - Overview Presentation
11:25 a.m.	10. Resolution scheduling Budget and Rates Public Hearing for June 15, 2023
11:30 a.m.	11. Items Not on the Agenda
11:35 a.m.	12. Executive Director Annual Review – Part I – Discussion
	13. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN APRIL 20TH , 2023 MEETING

This meeting today is being held pursuant to and in compliance with Va. Code Section 2.2-3708.3.

The opportunities for the public to access and participate in the electronic meeting are posted on the ACSA's website. Participation will include the opportunity to comment on those matters for which comments from the public will be received.

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority
2 (ACSA) met in a regular session on March 16, 2023, at 9:00 a.m. at the
3 Administration and Operations Center at 168 Spotnap Road in
4 Charlottesville, Virginia.

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

8 **Members Absent:** None.

9 **Staff Present:** Kenny Barrow, Mike Derdeyn, Brendan Ganz, Terri Knight,
10 Jeremy Lynn, Michael Lynn, Quin Lunsford, Alex Morrison, Gary O'Connell,
11 Emily Roach, Danielle Trent, April Walker, Justin Weiler.

12 **Staff Absent:** None.

13 **Public Present:** None.

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

16 Mr. Armstrong 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. Recognitions – Scott Morris Retirement – 28 Years of Service

21 Mr. Armstrong read the plaque that was presented for Scott Morris
22 in recognition of his retirement after 28 years of service. He noted that Mr.
23 Morris was not present at the meeting but asked to give him a round of
24 applause.

25
26 3. Approve Minutes of February 16, 2023

27 There were no corrections or additions to the minutes of February
28 16, 2023.

29 ***Dr. Palmer moved to approve the minutes, seconded by Mr.***
30 ***Parcells. All members voted aye.***

Albemarle County Service Authority Board of Directors4. 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 –**

b. Monthly CIP – Mr. O'Connell stated that the 11x17 project sheet that has been included in this section for years will be discontinued. He stated that the staff feels it is not getting much use, but he wanted to confirm with the Board that this was ok. Mr. Parcels stated that he agrees the sheet is not that helpful. He stated that what he would find helpful is a summary of projects similar to what RWSA provides in their update. He stated that their summaries show a history of the project, the budget and how much has been used to date is listed out, as well as what is projected over the next year. Dr. Palmer stated that she agrees with Mr. Parcels. Jeremy Lynn asked if Mr. Parcels likes the categories that RWSA uses in their summary, such as design, planning, construction, etc. Mr. Parcels replied that his main concern is to see the progress of the project. He mentioned that it is especially important when it is a multi-year project, so that one can see how the money is being spent. He mentioned that Avon Street project, for example. He stated that there has been \$4.5 million budgeted to date, and there is another \$4 million budgeted for FY 2024, bringing the total project cost to somewhere around \$8.5 million. He stated that a summary like RWSA's, in his opinion, would show that better than the current format. Mr. Lynn asked if Mr. Parcels would be comfortable waiting until the May meeting before changing the format, due to the impending CIP presentation and public hearing next month. Mr. Parcels replied yes.

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1 **c. CIP Authorizations –**

2 **d. Monthly Maintenance Update –**

3 **e. Rivanna Water and Sewer Authority (RWSA) Update –**

4 **f. ACSA Board Policy Future Issues Agenda 2023 –**

5 **g. Advanced Metering Infrastructure (AMI) Project Update –**

6 **Mr. Parcells moved to approve the consent agenda, seconded**
7 **by Dr. Palmer. All members voted aye.**

8
9 **7. Proposed FY 2024 Capital Improvement Program (CIP)**

10 Mr. Lynn stated that there is a memo in the Board packet that
11 includes all the proposed projects that are actively being worked on or
12 contribute to the FY 2024 CIP budget. He stated that this morning, his
13 presentation (Attached as Pages_____) would focus on the four new
14 projects specifically. He mentioned that first he would give some highlights
15 from the proposed FY 2024 CIP budget before going over the new projects,
16 followed by next steps and any questions.

17 Mr. Lynn stated that the proposed FY 2024 CIP budget is
18 \$11,552,000. He stated that of that total, 59% is related to water projects
19 and 41% is related to sewer. He stated that there are four new projects the
20 ACSA will be pursuing in FY 2024, which total \$1,370,000, or 12% of the
21 total budget. He stated that those projects are the ACSA Fire Suppression
22 System Replacement project, Records Management project, the Annual
23 Water Repair and Replacement program, and pump station rehabilitation.

24 Mr. Lynn stated that the Board has a little background information
25 on the Fire Suppression System Replacement project, as the staff
26 requested Board approval a few months ago to pursue a design/build
27 contract for the project. He stated that the current maintenance contractor
28 that performs routine maintenance and repairs has found the system to be
29 in somewhat poor condition due to internal corrosion. He mentioned that
30 the typical lifespan of these systems is 10-20 years, and the ACSA has had
31 its current system for 30 years, which is well beyond its useful life. He

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1 noted that the project is expected to take place in FY 2024. He stated that
2 the current estimate for the project is \$750,000, which will be split between
3 water and sewer funds.

4 Mr. Tolbert stated that the ACSA redid the HVAC system in the
5 building within the last couple of years. He asked if this project would affect
6 the work that was done with the HVAC project. Mr. Lynn replied that he
7 does not think it will impact the work that was done with the HVAC system,
8 but it will entail accessing some ceiling areas that will have to be repaired
9 after the project is complete. He stated that the control panels would be
10 replaced, as well as the sprinkler pipes leading to all the sprinkler heads.
11 He mentioned that it will be a disruptive project for ACSA staff, and they will
12 have to find a way to relocate people and allow for the space the
13 contractors need to work in a timely manner.

14 Mr. Tolbert asked if they considered redoing the fire suppression
15 system in conjunction with the HVAC system project. Mr. Lynn replied that
16 the two projects require different skill sets, thus the contractor for the HVAC
17 system would not have been the same contractor for the fire suppression
18 system. He stated that two different contractors would have probably been
19 in each other's way. Mr. Parcels asked if this is a consideration in the
20 design of the Avon Street buildings. Mr. Lynn replied that it should be, and
21 they will look to see if they have the right equipment and better access to
22 maintain the pipes in the Avon facility.

23 Dr. Palmer asked if the fire suppression system project involved
24 replacing all the pipes or just the head of the pipe. Mr. Lynn replied that
25 they will be replacing all the pipes. Dr. Palmer asked if the pipes have to be
26 replaced every 10-15 years. Mr. Lynn replied that the ACSA's contractor
27 said the typical system has a 10–20-year lifespan. He noted that there are
28 ways to extend the life of the system, such as injecting nitrogen which
29 reduces corrosion. Mr. Roberts asked if they were galvanized pipes. Mr.
30 Lynn replied he believes they are. Mr. Roberts stated that they tend to
31 corrode. Dr. Palmer asked if the staff is looking into replacing the material.

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1 Mr. Lynn replied that they have not researched different pipe material yet.
2 He noted that evaluating pipe material would be part of the design/build
3 process. Mr. Parcels noted that the dry system certainly extends the
4 overall life of the system.

5 Mr. Lynn stated that the second new project is the Records
6 Management project. He stated that the ACSA has a lot of paper files that
7 take a considerable amount of time to search through. He stated that the
8 plan is to improve record compliance and retention, as well as reduce
9 physical storage needs by scanning the paper documents for improved
10 access on site and remotely. He mentioned that April Walker, Director of IT
11 will probably speak more about this later, as it is one of the ACSA's
12 Strategic Plan items.

13 Mr. Roberts stated that another organization he is involved with,
14 hired a company to scan all their paper documents to reduce necessary
15 storage space. Mr. Lynn stated that the ACSA's plan is to purchase the
16 scanning software and then begin the scanning process. He mentioned
17 that the staff has not decided whether the scanning will be contracted out
18 or handled by in-house personnel. He stated that the projected budget
19 amount for the project in FY 2024 is \$300,000 to be split evenly between
20 the water and sewer funds.

21 Mr. Parcels asked if the ACSA does hire a third party to do the
22 scanning, would the project budget still be \$300,000. Ms. Walker replied
23 that the estimated cost of the project was based on hiring a third party to
24 come in and perform the work.

25 Mr. Lynn stated that the third new project is Annual Water Repair
26 and Replacement. He stated that the Board should be familiar with the
27 ACSA's sewer find and fix contract, where the maintenance personnel
28 locate defects in the sewer system and then the work is contracted out. He
29 stated that the ACSA wanted a similar contract for the water system. He
30 noted that this would be an annual services contract and will allow the staff
31 to address some of the smaller projects in the CIP program. He added that

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1 those jobs that are more difficult to bid out because they are smaller can be
2 given to a long-term contractor. He stated that for FY 2024, the projected
3 budget is \$200,000.

4 Mr. Lynn stated that the fourth new project is a new idea the staff
5 had this year, and was a collaboration among the engineering,
6 maintenance, and facilities personnel. He stated that they brainstormed
7 how the CIP program can support the needs of the facilities group and the
8 projects they have coming up. He stated that out of that brainstorming, they
9 came up with a solid 10–15-year plan in terms of improvements that need
10 to be made at the ACSA's various pump stations. He mentioned that the
11 line item in the FY 2024 budget will begin to tackle some of those needs.
12 He noted that for FY 2024, the staff has identified climate control upgrades
13 in three water pump stations and five sewer pump stations. He stated that
14 climate control is needed for optimal operation and performance of the
15 SCADA panels and pump control panels.

16 Mr. Parcels asked if the panels would be in their own enclosure, as
17 opposed to being in the main pump room. Mr. Lynn replied that there would
18 be a split system where air will come into the facility through the unit shown
19 in the bottom photo of the slide, with the compressor unit outside. Mr.
20 Parcels stated that when he worked at Merck, there were pump houses or
21 buildings and the control panels were right there as well, which did not
22 make much efficiency sense to him. He asked if the control panels would
23 be in its own separate enclosure that is climate controlled. Mr. Lynn replied
24 that most of the pump stations are 12x12 or 16x16 buildings, so the entire
25 space would be climate controlled. He noted that there is not enough space
26 in the building to break out a separate room just for the panels. Mr.
27 O'Connell replied that the pumps would be climate controlled as well, which
28 would keep them running more efficiently. Mr. Lynn stated that the budget
29 estimate for FY 2024 is \$120,000. He noted that this number will change as
30 priorities change in future years, but this line item is expected to stay in the
31 CIP budget moving forward.

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1 Dr. Parcels asked what the life span of the system is. Mr. Lynn
2 replied he does not know, but he would guess about 15 years or the same
3 as an HVAC system. Dr. Palmer asked if the \$120,000 was for three of the
4 units. Mr. Lynn replied that the \$120,000 is for eight of them, three water
5 pump stations and five sewer pump stations. He added that the budget
6 number per unit was \$15,000 with installation.

7 Mr. Lynn asked if there were any other questions about the four
8 new projects, or any of the other projects. Mr. Parcels asked if the \$4.5
9 million for the Avon Operations Center project anticipates construction at all
10 the facilities. Mr. Lynn replied that the staff anticipates more funds in FY
11 2025 to begin constructing the buildings, but they think they will be able to
12 break ground and do all the site work and utilities in FY 2024. He
13 mentioned that it will be about an 18–24-month process to get from
14 breaking ground to being fully operational. He noted that the total budget
15 amount for the project is \$11.99 million. Mr. O'Connell added that the cost
16 will be split over four fiscal years. Mr. Lynn stated that it is probably more
17 than four years, as the staff began funding the project in FY 2020. Mr.
18 Parcels noted that this is one of the times when the CIP summary they
19 discussed earlier would be helpful.

20 Mr. Armstrong asked if the staff has looked into how to make this
21 project energy efficient, such as using solar panels. Mr. Lynn replied that
22 the staff is looking into using solar energy at the Avon Street property. Mr.
23 O'Connell added that the staff has also looked at geothermal energy. Mr.
24 Lynn stated that the solar energy made more sense than the geothermal.
25 Mr. O'Connell stated that there will also be infrastructure in place for
26 vehicle charging stations.

27 Mr. Lynn stated that the staff would like the Board to authorize the
28 staff to advertise the public hearing that will address the ACSA's FY 2024
29 Proposed CIP program. He stated that the public hearing will be held at the
30 April 20th Board meeting, which will include a presentation of all CIP
31 projects. He stated that there will also be more information on proposed

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1 funding for all the projects, as well as total budget numbers. He added that
2 there will be a workshop in May to discuss budget and rates, followed by a
3 public hearing for the overall budget in June.

4 ***Mr. Parcels moved to authorize the advertisement for a public***
5 ***hearing to address the FY 2024 CIP, seconded by Dr. Palmer. The***
6 ***Chair asked for a roll-call vote: Dr. Palmer, aye; Mr. Parcels, aye; Mr.***
7 ***Tolbert, aye; Mr. Armstrong, aye; Mr. Roberts, aye; Mr. Moore, aye.***

8
9 8. **AMI Update – Power Point Presentation & Video**

10 Mr. Lunsford stated that the ACSA is looking forward to the final
11 deployment of this project. He stated that the staff felt it was important to
12 share some general information that was given to the Board a few years
13 ago, as a review. He stated that he, Jeremy Lynn, and Kenny Barrow,
14 Meter Operations Supervisor, would all be giving this presentation
15 (Attached as Pages_____). He noted that Mr. Barrow would speak to
16 specifics related to full deployment, some of the successes the team has
17 experienced, and how he and the customer service staff are using the
18 system. He mentioned that Mr. Lynn will also present a few slides
19 illustrating how the engineering team has already began leveraging some
20 of the data in different areas. He added that he will also show the Board the
21 PSA video that was prepared during the beta phase of the project, which
22 gives a general outline of the project from a customer's perspective.

23 Mr. Lunsford moved to the first slide, which illustrated how AMI
24 works. He stated that conceptually, the meters in the ground communicate
25 to collectors throughout the system. He stated that those collectors then
26 send the information back to the ACSA to be consumed by different
27 programs. He mentioned that the information is used by the meter
28 operations group, customer service, and the engineering team. He noted
29 that they are all learning different ways to use the data as they move
30 forward.

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1 Mr. Lunsford stated that the second slide was an illustration that
2 came out of the propagation study, which he wanted to provide as a
3 refresher. He noted that the light green areas on the map represent where
4 the radio signals can be collected. He stated that the dark green dots
5 represent meters that are currently in the ground.

6 Mr. Lunsford stated that the project milestones on the next slide
7 date back to before he was with the ACSA. He stated that AMI was
8 formally introduced in the 2013 Strategic Plan, and the feasibility study was
9 completed in 2018. He mentioned that shortly thereafter, the ACSA
10 advertised for the RFP in preparation for smaller deployments, which is
11 growing into a second deployment. He mentioned that almost 2,300 meters
12 have been installed in the system, and the staff is looking forward to full
13 deployment. He stated that he would now turn the presentation over to Mr.
14 Barrow, who knows the most about this system.

15 Mr. Barrow stated that it has been about a year since there has
16 been any activity in terms of the AMI contractor. He stated that new
17 installations and construction began last summer. He mentioned that the
18 project will begin again on April 4th, with approximately 8,000 meters that
19 need to be changed out and radios installed on them. He noted that this will
20 leave about 12,000 meters in the ground that will have to be visited and
21 reprogrammed down to the gallon and retrofitted for radios. He stated that
22 the ACSA has enough inventory to handle the 8,000 meters, but it does not
23 have the 12,000 radios needed. He stated that the hope is by slow walking
24 the project initially, the supply chain will have time to catch up. He stated
25 that the goal is to keep the installation team onsite and not have to
26 redeploy them. He stated that the plan is to perform 60 installations per
27 day, with the 8,000 installations completed late September or early
28 October.

29 Mr. Parcels asked if the company that is providing the radios thinks
30 that the inventory will be in by the time the ACSA finishes the 8,000
31 installations. Mr. Lunsford replied that Sensus, the manufacturer of the

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1 meter and its components, has committed to providing 500 MXUs, which is
2 the radio, per month going forward. He stated that the ACSA has confirmed
3 that its AMI project is a priority for Sensus, and any excess inventory
4 available will be directed to the ACSA. He noted that the last shipment of
5 MXUs was 1,300, which was over the guaranteed 500. He stated that the
6 installer, who is contracted by PMI, is strategically deploying installers to
7 not outpace the inventory. He stated that, unrelated to the AMI project, Mr.
8 Barrow has had to do an incredible amount of work to procure meters of
9 different sizes for current needs. He stated that last month, the staff was
10 able to procure some 1 ½ meters from a utility in Washington State.

11 Dr. Palmer asked what the difference is between the retrofit and the
12 other meters. Mr. Barrow replied that with the retrofits, it is just the radio
13 that is being installed. He stated that they also must be reprogramed to
14 read down to the gallon, as they currently read in hundreds of gallons. Mr.
15 Barrow stated that the meters also are touch read, so there is a touch pad
16 that sits on top of the meter. He noted that the wire that goes from the lid to
17 the touch pad is the same wire that will connect to the radio.

18 Mr. Moore asked what the lifespan of these units is. Mr. Barrow
19 replied that it is 20 years, which is related to battery life. He stated that the
20 meters are supposed to be as accurate 20 years from now, as they are
21 today because there is nothing to really get worn out. Dr. Palmer asked if
22 the batter could be replaced. Mr. Barrow replied no, the battery cannot be
23 replaced.

24 Mr. Barrow then played the PSA video that was created to give an
25 overview of the project for customers. He stated that the first group of
26 customer letters have been mailed out with billing cycle 10. He mentioned
27 that postcards will be mailed to those same customers next week to notify
28 them that the installation time is nearing. He stated that after the installation
29 is complete, customers will receive a door tag with information about their
30 meter replacement and a number to call for any issues or concerns.

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1 Mr. Barrow stated that the next slide shows a screenshot of the
2 main dashboard in Sensus Analytics, which is the meter data management
3 software. He stated that at the time this presentation was created, there
4 were 2,268 active meters in the system and 14 orphan meters. He noted
5 that an orphan meter means the meter is in the ground and the radio is
6 communicating with the tower, but it has not been linked to a customer
7 account yet. He stated that once the meter installation information goes
8 into the billing software, the meter switches from orphan status to an active
9 meter. He noted that the bottom left widget shows four stale meters. He
10 stated that a stale meter is a meter that the system has not heard from in
11 three days. He mentioned that the meter could be covered by an object,
12 and something is blocking the signal. He noted that there have only been
13 MXUs that have been damaged since the project began. He stated that a
14 landscaper shaved off the top of the radio, which will cause it to show up as
15 a stale meter.

16 Dr. Palmer asked how high the radio antenna is above the meter
17 lid. Mr. Barrow replied that it is not much higher than the touch pads were.
18 He noted that in areas where there is a concern of the radio being too high,
19 there are lids that have a recessed spot to allow the radios to sit flush. He
20 stated that the lids will be replaced as they run into this issue, as opposed
21 to replacing all of them. Dr. Palmer asked if someone could damage the
22 radio by stepping on it. Mr. Barrow replied no. He stated that a car driving
23 over it should not impact it either.

24 Mr. Parcels asked if the number of stale meters fluctuates over
25 time. Mr. Barrow replied yes. He noted that this morning there were no
26 stale meters reported, but yesterday there were two. He stated that
27 sometimes the meter shows as stale because the signal in that area is just
28 not very good, similar to a cell phone signal. He mentioned that there are
29 some radios in the Ivy area on Owensville Road that sometimes will not
30 transmit for a couple of days. He stated that they will eventually
31 communicate with the system and backfill all that missing data. He added,

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1 however, that most of the time the meter is stale because it is physically
2 blocked. Mr. Parcels asked how many days of data the radio holds. Mr.
3 Barrow replied that it will store 90 days of data. Mr. Lunsford added that it
4 is 90 days of hourly readings.

5 Mr. Barrow stated that every morning he checks the Sensus
6 Analytics dashboard and the RNI, which is the headend that contains all
7 the raw data that comes in. He mentioned that one of the things he checks
8 for is any continuous flow alerts coming in from the radios. He stated that
9 when he sees these alerts, he contacts the customer to let them know they
10 potentially have a leak. He stated that the slide shows the usage of a
11 customer that he contacted about a possible leak. He stated that a
12 continuous flow alert will happen after 24 hours of water continuously going
13 through the meter. He noted that this customer's leak began on February
14 27th at 5pm, and the alert came in at 5pm on February 28th. He stated that
15 he notified the customer the morning of March 1st at 8 am. He stated that
16 he was using roughly 100 gallons per hour for that length of time.

17 Mr. Parcels asked how the staff plans to handle the alerts that will
18 come in when there are 10,000 or so of these meters installed. Mr.
19 Lunsford stated that part of the project that the consultant has helped with
20 is a business process review. He mentioned that the staff is in a different
21 space now because they have been in the system and seen real
22 information. He stated that he feels, between Mr. Barrow and Terri Knight's
23 team, they will be able to develop a business process that allows them to
24 contact customers day of receipt. He stated that when Mr. Barrow is not
25 available, members of Ms. Knight's team are evaluating the alerts and
26 determining if they are legitimate or not. He noted that Mr. Barrow receives
27 alerts every day that are related to apartment building complexes, which
28 have continuous flow because someone is using water every hour of every
29 day. He mentioned that there are thresholds that can be set up to filter out
30 some of them, but the staff has purposefully not set those up yet.

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1 Mr. Parcels asked if the system has a way to deliver the
2 continuous flow alert to the customer autonomously. Mr. Barrow replied
3 that there will be a customer portal set up once the project reaches full
4 deployment. He stated that customers will be able to go into the portal and
5 set up their own parameters for the alerts they want to receive.

6 Mr. Armstrong asked what happens with the alerts on the
7 weekends. Mr. Barrow replied that the staff would see the alert on the
8 following Monday and contact the customer.

9 Mr. Roberts stated that the AMI system will reduce the work the
10 staff has to perform, which balances out in terms of staff being able to
11 manage the customer alerts. Mr. Lunsford stated that it more than balances
12 out. He stated that Mr. Barrow identified the leak referenced earlier within a
13 day and a half. He stated that this eliminated the customer having to call in
14 after receiving a high bill and submit documents for a leak adjustment
15 calculation, as well as Mr. Barrow's team having to go into the field to verify
16 that the meter is working properly.

17 Dr. Palmer asked if there have been any customers that have
18 called in asking to receive their AMI meter and/or offering to pay extra to
19 get it faster. Mr. Barrow replied no, that has not happened. He stated that
20 customers are allowed to opt out of the AMI program and so far, there have
21 been six. He noted that none of them are in the area where there are
22 currently AMI meters, but they will be once the project reaches full
23 deployment. He stated that he contacted each customer to verify that they
24 still wish to opt out. He mentioned that of the six customers, those that had
25 an old meter did have their meter replaced with a new one that reads down
26 to the gallon. He stated that there was no radio attached and were labeled
27 with a big yellow tag that reads "opt out- do not install radio."

28 Dr. Palmer asked how the staff deals with the larger customers like
29 hospitals or companies that always have a running toilet or a faucet that
30 was left on. Mr. Barrow replied that the Holiday Inn Express that was
31 recently built is a good example. He stated that the hotel had continuous

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1 flow from the day the water was turned on. He stated that the ACSA staff
2 called and notified the contractor, who did not seem concerned due to
3 construction going on. He stated that once the hotel opened for business,
4 they began receiving large water bills. He stated that the hotel staff found a
5 lot of toilets in the rooms that were leaking. He stated that customers like
6 this are always on the list. Mr. Lunsford added that all the 1 ½ inch meters
7 have the AMI technology.

8 Mr. Lynn stated that he was given the opportunity to weigh in on
9 this presentation to share how the engineering staff is utilizing AMI. He
10 stated that the first topic he wanted to discuss was auto-flusher monitoring.
11 He stated that there are eight auto-flushers within the ACSA distribution
12 system, some that run year-round and some that run only during the
13 summer months to deal with chlorine residual issues. He stated that every
14 morning, a group of engineering employees receive an email with data on
15 all eight auto-flushers for the previous 24 hours. He mentioned that it lets
16 the staff know if the flushers are working properly and the way they were
17 set to run. He noted that sometimes, in the winter months, the flushers can
18 get frozen open and will not turn off. He stated that the staff can see in one
19 day, from these reports, when the auto-flusher is not operating properly.

20 Mr. Lynn stated that the second topic is Scottsville/Red Hill water
21 system monitoring. He stated that there is full AMI capability in both areas.
22 He stated that the reports on these systems are so important because they
23 are small, thus one customer issue can become a system issue.

24 Mr. Lunsford stated that the staff is incredibly prepared for full
25 deployment. He stated that there has been nothing but positive contact with
26 customers, and the staff has been able to identify some significant leaks
27 which is impactful from a financial and conservation perspective. He
28 mentioned that he wanted to thank the entire ACSA organization and
29 Board of Directors for being supportive of this project. He stated that it is a
30 major project, it is expensive, and has been very time-consuming. He noted
31 that the AMI committee has met weekly with the consultant for the past two

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1 and a half years, to prepare for next steps. He noted that Mr. Barrow and
2 Ms. Knight are on the committee and have helped to bring their teams
3 along. He stated that the administrative team has helped to contact
4 customers in advance of work being done in the field, and the engineering
5 team have independently looked at and leveraged the data. He mentioned
6 that Mike Lynn's team, specifically Bill Defibaugh, Facilities Supervisor, has
7 helped with a lot of the electrical work coordination with the antennas
8 throughout the system. He thanked the Meter Operations group and
9 Customer Service team for being supportive of this major change to what
10 they do. He added that he also wanted to thank the IT staff for ensuring
11 that all the data is available in the various systems.

12
13 9. Strategic Plan 2023-2025 Draft Presentation

14 Mr. O'Connell stated that the staff has been hard at work, putting
15 the pieces together for the new Strategic Plan that begins this year and
16 runs for three years. He stated that the third slide is a reminder of the
17 planning process that took place. He mentioned that the staff attempted to
18 involve a variety of people including the ACSA Board, customers,
19 employees, and E-Source, a utilities consultant. He stated that today is the
20 formal presentation of the new plan (Attached as Pages____), which is
21 meant to be a draft. He noted that the staff is open to questions, thoughts,
22 or suggestions.

23 Mr. O'Connell moved to the next slide, which outlined the ACSA's
24 vision, mission, and values which have been in place for a decade. He
25 stated that it is important to come back to this, to remind the organization
26 what is important. He stated that there is a lot of discussion about safe,
27 clean, reliable water, which is part of the ACSA's mission. He mentioned
28 that the ACSA has also tried to put more emphasis on its relationship with
29 its water partners. He stated that the commitment statement under values,
30 speaks to what he would describe as the customer experience. He stated

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1 that the aspire statement looks to the future, which is what the Strategic
2 Plan does.

3 Mr. O'Connell stated that the next slide illustrates the framework of
4 the 2023-2025 Strategic Plan. He stated that the four themes are data
5 optimization, business continuity, customer experience, and employee
6 experience. He mentioned that each Lead Team member would present on
7 a different theme to give the Board a sense of where time and energy will
8 be focused.

9 April Walker came forward first to discuss the data optimization.
10 She stated that the first item is a comprehensive review of all systems. She
11 stated that the staff will be conducting a thorough analysis of ACSA data
12 sources to find ways to be more efficient. She mentioned that the data will
13 be mapped to determine how it is used. She stated that the data will also
14 be classified to ensure that it is being properly maintained and stored. She
15 noted that the record management system that Mr. Lynn spoke about
16 earlier will be part of this data optimization effort. She added that the staff
17 will then investigate and review to determine the best way to distribute data
18 to staff. She stated that dashboards will be created and utilized to give staff
19 analyzed, summarized data at their fingertips.

20 Mr. Parcels asked if customers are assured that their data is
21 classified and contained. Ms. Walker replied yes. She stated that the staff
22 currently does its best to keep the fire wall and data secure. She mentioned
23 that the goal is to ensure that the data is maintained with the same
24 classification from the authoritative source all the way through.

25 Mr. Armstrong asked if it would be possible to go paperless going
26 forward and what that would entail. Ms. Walker replied that it is something
27 that will be considered, but to even eliminate a good amount of paper
28 would be a huge step for the organization.

29 Mike Lynn, Director of Operations, came forward to speak about
30 business continuity. He stated that the official Business Continuity Plan
31 must be a written, formal document, not just something that is kept in

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1 theory. He stated that the plan includes immediate actions to get business
2 functions back up and running, as well as long-term solutions to restore
3 things to normal. He mentioned that there needs to be a plan in place in the
4 event of loss of service due to equipment and system failures. He
5 mentioned that there must also be backups in place for the loss of maps or
6 vital records for employees, and even loss of service due to a reduction in
7 workforce. He stated that COVID gave the ACSA a baseline for this. He
8 noted that part of this plan is also evaluating communication processes,
9 internally for staff and externally for customers.

10 Mr. Lynn stated that after everything is finished, the plan must be
11 tested based on the worst-case scenario. He stated that this allows staff to
12 tweak the process and evaluate it from a vulnerability standpoint. He noted
13 that this should be done at least every couple of years, but annually would
14 be best.

15 Mr. Tolbert stated that the ACSA is totally dependent on RWSA, as
16 they are the sole supplier of water on one end and the sole receiver of
17 wastewater on the other end. He asked if any part of the continuity plan
18 takes into consideration what RWSA is doing, and how does the ACSA
19 influence their continuity. Mr. Lynn stated that the ACSA and the City have
20 a member on the RWSA Board of Directors. He stated that the ACSA and
21 RWSA have a memorandum of understanding, where the two
22 organizations will do what they can to help RWSA get their system back up
23 and running. He noted that an example of this would be back in February
24 when there was a water leak next to RWSA's transmission line in
25 Redfields. He stated that the two organizations worked on the issue
26 together.

27 Mr. O'Connell stated that RWSA will be taking the lead on the
28 emergency exercise in the fall, to look at water contamination events. He
29 stated that it will be a paper exercise and will consider things the ACSA has
30 not experienced and how they can be addressed.

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1 Dr. Palmer stated that the degree of sophistication that the ACSA
2 has reached over the last few years has happened while RWSA has done
3 the same in parallel, which she is impressed with.

4 Mr. Moore stated that he figures there has been some type of
5 informal continuity plan over the ACSA's 60-year history. He asked how
6 much of this current plan was just formalizing and redeveloping what was
7 already there. Mr. Lynn replied that the ACSA focused on its disaster
8 Emergency Response Plan that was mandated through America's Water
9 Infrastructure ACT (AWIA), which goes hand in hand with a business
10 continuity plan.

11 Jeremy Lynn stated that he would be discussing business
12 continuity as well. He stated that when looking at new development the
13 ACSA follows two principles, which are growth pays for growth and first
14 come, first served. He stated that growth pays for growth has already been
15 adopted in the ACSA's financial policies, but the first come, first serve
16 policy has never been formally adopted. He noted that the staff feels it is
17 important to put that policy in writing, in the ACSA's Rules and Regulations.
18 He stated that the goal is to have some draft language for the Board to
19 review in June. He stated that first come, first serve basically means that
20 capacity will not be reserved for a certain developer.

21 Mr. Lynn stated that the other item under business continuity that
22 he wanted to touch on was the optimization of resources. He stated that
23 the staff continues to hear that the ACSA is a lean organization, which is
24 something to be proud of. He mentioned that it does place some stress on
25 employees, as there are ever-increasing expectations from customers and
26 regulatory entities. He stated that some of the direct recommendations that
27 came out of the Best Practices Review Panel were to consider the use of
28 additional consultants to support staff in a variety of ways, hire a firm to
29 assist with easement negotiations, and evaluate staffing levels to
30 determine if more resources are needed. He stated that based on this
31 feedback, the staff is planning to perform an audit of workspace and

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1 staffing levels and explore opportunities to partner with consultants. He
2 noted that once all the documents are scanned, there will be a ton of office
3 space to use.

4 Mr. Lunsford came forward to speak about the customer
5 experience, which the Board heard about in the E-Source presentation last
6 month. He mentioned that the new Strategic Plan is looking to review
7 various customer experiences and define a formal vision for the
8 organization. He stated that there is a workshop scheduled in the next few
9 months to help analyze some of that information. He stated that the goal is
10 to develop a roadmap or guide for current and new employees, to help
11 them understand what the essence of customer service is to the
12 organization.

13 Mr. Lunsford stated that the next item regarding customer
14 experience is the need for a replacement and upgrade of the Customer
15 Information System (CIS). He stated that the current billing system works
16 well, but it is older and not as configurable as the staff would like it to be.
17 He mentioned that an RFP is scheduled to be posted later this month for
18 an as-is and future needs assessment. He noted that along with this will be
19 a website redesign consultation and a phone system analysis. He stated
20 that this will be an opportunity to consider the customer experience
21 holistically.

22 Mr. Lunsford stated that the third and last focus area under the
23 customer experience theme is customer engagement opportunities. He
24 stated that the ACSA will continue to enhance its customer outreach. He
25 mentioned that in addition to getting customers the information they need,
26 when they need it, this will also be an opportunity to participate in
27 community events. Mr. Parcels asked if developers are included in the
28 customer discussion. Mr. Lunsford replied absolutely.

29 Ms. Roach came forward to discuss the employee experience. She
30 noted that none of the themes discussed here today would be possible
31 without ACSA employees. She stated that the first piece of the employee

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1 experience that the staff will be looking at with the new Strategic Plan is
2 recruitment and retention. She mentioned that the COVID-19 pandemic
3 has change recruitment, and the ACSA is trying to stay ahead of the curve
4 by hiring employees faster and be sure to retain current employees. She
5 noted that one example of this is the recent change in the background
6 check process. She stated that typically, it takes about 45 days from the
7 time a candidate is interviewed to onboard them as a new employee. She
8 mentioned that the biggest lag is due to the Virginia State Police
9 background check, which can take 30 or more days. She stated that the
10 ACSA has just contracted with a company called HireRight to conduct
11 background checks. She noted that it is not a state background check, but
12 they can check the court systems and return information within two days.
13 She mentioned that this will be a game changer in terms of speeding up
14 the hiring process. She stated that in terms of retention, the staff will be
15 formalizing a cost-of-living adjustment policy that will be brought before the
16 Board in June each year with the budget and ensuring that the ACSA stays
17 competitive in the market through compensation studies.

18 Ms. Roach stated that the ACSA will be reviewing current programs
19 and creating new opportunities for employee engagement. She noted that
20 the organization recently began its first Employee of the Month program to
21 give employees the opportunity to recognize their peers.

22 Ms. Roach stated that there will also be a review of the
23 organization's current training and education programs, to ensure that what
24 is being offered is relevant in preparing the workforce for the future. She
25 stated that the ACSA has a formal succession plan, but there are ways to
26 improve it. She mentioned that the ACSA is also looking at formalizing a
27 training program for new supervisors to give them the skill sets they need
28 in their job roles.

29 Mr. Tolbert asked if the ACSA hires ex-offenders. Ms. Roach
30 replied yes. She stated that if someone does not have a clean background
31 report, there is a conversation with the applicant about the charges, but

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1 they do not necessarily rule them out. Mr. Roberts noted that the state
2 police background checks are only allowed to use information from the
3 Virginia Criminal Information Network (VCIN), but they do not use the
4 National Crime Information Center (NCIC). He stated that he performs
5 background checks for a pre-school that his wife is involved with, and he
6 knows that there is a website that is recommended by the insurance
7 company. He noted that he can receive background check results
8 immediately.

9 Mr. Parcels asked how often is it that a background check will
10 negate a candidate. Ms. Roach replied that it has happened, but
11 infrequent. She stated that one of the biggest things for field employees, for
12 example, is that they must be able to access the National Ground
13 Intelligence Center (NGIC). She stated that they perform their own
14 background checks, but there are certain types of offenses that they will
15 not allow.

16 Ms. Roach noted that the ACSA is happy to announce they have
17 made offers on all their open positions and will be fully staffed. She stated
18 that there is one open job posting for the ISO Systems Engineer, in
19 preparation of the current employee that will be leaving in June. She noted
20 that this is a major accomplishment in the current job market.

21 Mr. Parcels stated that he is happy to see the focus on training and
22 education programs. He recalled that there was mention of sending staff
23 members to the leadership training at UVA's Darden School of Business.
24 He stated that he is very supportive of that because he feels it is great for
25 personnel development. He stated that some of that training experience
26 can broaden their perspective in not only their job roles, but their interaction
27 in their departments as well.

28 Mr. O'Connell stated that the intent is to give the Board a
29 presentation twice a year and update the Board on the status of the items
30 in the Strategic Plan. He stated that it will be a simple presentation, unlike
31 the spreadsheet done before. He stated that behind the Strategic Plan is

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1 something the staff refers to as the “playbook,” which is an internal guide of
2 all the pieces needed for each theme. He stated that finally, he would like
3 to ask the Board to formally adopt the 2023-2025 Strategic Plan.

4 Mr. Armstrong stated that he would also like to see some mention
5 of environmental concerns and/or the ACSA minimizing its environmental
6 impact as much as possible. He stated that there was mention of solar
7 power and a few other items in the presentation today, but he did not see
8 anything written in the Strategic Plan. He stated that there may be a place
9 for it in areas such as optimization of resources and business continuity.
10 He stated that he feels it is an important element, especially in the time we
11 live in.

12 Dr. Palmer stated that the “serve and conserve” under the ACSA’s
13 vision, mission, and values addresses it to some extent, but she also feels
14 it should be exclusively mentioned somewhere in the plan. Mr. Parcels
15 agreed. Mr. O’Connell replied that the staff will work on this and include it in
16 the plan.

17 ***Mr. Tolbert moved to formally adopt the ACSA 2023-2025***
18 ***Strategic Plan as presented, seconded by Mr. Parcels. All members***
19 ***voted aye.***

20
21 10. Customer Late Payments – Update

22 Terri Knight, Customer Service Supervisor, came forward to
23 present. She stated that it has always been a goal of the ACSA to keep its
24 collection percentages and disconnections low. She stated that during the
25 COVID-19 pandemic a lot of things shifted, and there were different
26 guidelines to abide by regarding collections and disconnections. She
27 mentioned that the ACSA took a very human approach with customers,
28 understanding that some lost jobs for various reasons. She noted that as a
29 result, there was an increase in customer arrearages. She stated that with
30 the help of the ACSA Lead Team and specifically, Mr. Lunsford, the staff
31 began to apply for, and receive, several grants to assist customers and the

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1 organization. She stated that the customer service personnel worked
2 diligently and patiently with customers through the process.

3 Ms. Knight stated that the ACSA has participated in a few grant
4 programs, the first being The CARES Act. She stated that with CARES, the
5 ACSA received \$180,000 and was able to assist 300 customers. She
6 mentioned that with the CARES program, customers had to apply for
7 consideration. She stated that staff had to evaluate each account
8 individually and determine what time frames and charges were eligible.
9 She noted that the average credit for each customer was about \$600.

10 Ms. Knight stated that in October 2021, about a year later, the
11 ACSA was awarded \$195,000 through the American Rescue Plan Act
12 (ARPA). She mentioned that with ARPA, customers did not need to apply
13 for the funds. She stated that, instead, the ACSA staff was able to look at
14 the customers that were significantly in arrearages and apply money to
15 those accounts fairly across the board. She noted that with those funds, the
16 ACSA was able to assist 400 customers, at an average of a \$488 credit to
17 each customer.

18 Ms. Knight stated that the third program the ACSA participated in
19 was the Low-Income Household Water Assistance Program (LIHWAP).
20 She stated that, to date, the ACSA has received \$30,000 through the
21 program. She stated that the ACSA provides information to its customers
22 on the program, and the organization that is supporting the program
23 receives a daily file of customers that are in arrearages and is reaching out
24 to customers as well. She noted that the ACSA receives information daily
25 on those customers that are being considered for assistance and will not
26 disconnect them while they are going through the application and review
27 process.

28 Mr. Armstrong asked if the same core of customers received
29 assistance from the CARES Act and the LIHWAP. Ms. Knight replied that
30 some customers were able to receive assistance from both programs,
31 while others were newer customers.

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1 Dr. Palmer asked if LIHWAP was part of ARPA. Mr. Lunsford
2 replied that he is not sure what grant umbrella LIHWAP falls under, but it
3 was a separate program than the APRA program. Mr. O'Connell added that
4 LIHWAP was different because it went through the state social services
5 department, who then contracted with a group called Promise.

6 Ms. Knight stated that the ACSA began the process with LIHWAP
7 in October 2022, and there has been great success in a short period of
8 time. Mr. Parcels asked if there was a deadline on the LIHWAP funds. Ms.
9 Knight replied that there is not a time deadline for the funding, but the
10 program does work on a "first come, first served" basis. She stated that the
11 ACSA got on board quickly with the program and was one of the first
12 organizations to push the information out to its customers. Mr. Parcels
13 asked how much funding is left. Mr. Lunsford replied that at the end of
14 January, there was about \$10 million in funding left for all participating
15 utilities. He stated that he thinks the requirement of the customer to apply
16 has slowed it down to a degree.

17 Ms. Knight stated that in addition to the three grant programs, the
18 ACSA also implemented payment plans for its customers. She stated that
19 the plan is very customer-friendly, in that customers determine what they
20 can pay each month, in addition to their regular bill. She mentioned that
21 there have been roughly about 120 payment plans established thus far,
22 and 32 of those have paid in full. She noted that the staff has kept a close
23 eye on those accounts on a payment plan to ensure the customer does not
24 fall behind.

25 Ms. Knight stated that the staff did start sending final notices out
26 again and contacting customers by phone and e-mail about disconnection
27 of services. She stated that some customers stopped paying their bill
28 altogether during the pandemic but submitted payment after being
29 contacted by staff. She stated that even though the disconnection
30 moratorium has ended, the number of disconnections due to non-payment
31 is low. She added that she wanted to thank the entire customer service

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1 staff for their hard work and diligence, as they are the ones that make
2 everything happen.

3 Ms. Knight stated that the last slide shows a graph of how the
4 arrearages have changed from the beginning of the pandemic to when the
5 grant funds were applied to customer accounts. Mr. Parcels asked what
6 the “w/o” at the end of the graph stood for. Mr. Lunsford stated that the
7 “w/o” stands for write-offs. He stated that this represents those customers
8 that left service with a balance, and the staff has exhausted all efforts to
9 collect payment. Ms. Knight added that the write-offs were larger than what
10 the staff wanted, but once the three-year time frame ended, the staff could
11 not pursue payment after that. Mr. Parcels asked if there was a line-item
12 for write-offs, or if it just gets folded in with everything else. Mr. Lunsford
13 replied that when the ACSA recognized the debt from arrearages last year,
14 it essentially reduced the receivables.

15 Mr. Tolbert asked if the ACSA ever uses third-party collection
16 agencies. Ms. Knight replied that the staff is currently looking for a third-
17 party collection agency that will take the organization as a client with the
18 limited number of accounts that need collection. She mentioned that the
19 customer service team works so hard and diligently, that there is a small
20 number of accounts in collection status. She noted that the company the
21 ACSA spoke to a month ago stated that it was not worth setting up a portal
22 for the small number of accounts the organization has.

23 Mr. Lunsford added that during the disconnection moratorium, the
24 account balances obviously grew. He stated that the balances are much
25 less now that the ACSA is disconnecting for non-payment again, which
26 reduces the need for an aggressive third-party collector. Mike Derdeyn,
27 ACSA attorney, noted that much of the amount written off was from two
28 larger accounts. Ms. Knight concurred and stated that they were multi-
29 family accounts. Mr. Parcels noted that it looked to be about \$100,000
30 written off. Ms. Knight replied that it was \$88,000. Dr. Palmer asked if multi-
31 family was an apartment complex. Ms. Knight replied yes. Dr. Palmer

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1 asked what happened to the apartment complex now. Mr. O'Connell
2 replied that they are under new ownership now. Mr. Derdeyn replied that
3 the debt dated back a decade or so. Dr. Palmer stated that she would think
4 if someone purchased the property, they would inherit the debt that goes
5 with it as well. Mr. Derdeyn stated that the point is that the write-offs are
6 due to historical anomalies, as opposed to an issue going forward.

7
8 11. Items Not on the Agenda

9 Mr. O'Connell stated that he had two or three things to discuss. He
10 stated that the first is related to per-and polyfluoroalkyl substances (PFAS).
11 He stated that PFAS is a huge issue for some utilities, but the ACSA does
12 not have a PFAS issue.

13 Mr. O'Connell stated that in terms of the FY 2024 budget and rates,
14 the staff began the process today with the CIP presentation focusing on
15 new projects. He stated that next month, there will be a presentation on the
16 full CIP program. He noted that RWSA is at a 13.5% increase in cost to the
17 ACSA, and the ACSA is trying to absorb as much of that as possible. He
18 stated that the budget and rates workshop will be in May, followed by the
19 adoption of the budget in June.

20 Mr. Tolbert asked if there was any new information on raising the
21 level of the reservoir. Mr. O'Connell replied that the discussion at the
22 RWSA Board meeting was that it is in the CIP program for FY 2025, and
23 the focus right now is to get the pipeline project approved. He stated that
24 once the pipeline project gets approved, easements are obtained, and work
25 is underway, then the Board will revisit the discussion. He stated that
26 ideally, the increase will be finished before the pipeline project is finished.

27 Dr. Palmer stated that initially, the idea was to raise the dam at the
28 same time as the pipeline project. She stated that she does not understand
29 why the dam is going to be filled from Sugar Hollow. Mr. O'Connell replied
30 that the original plan projected that the Ragged Mountain increase would
31 occur in 2025, which is not too far off. He stated that as the project

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1 progressed, the increase was pushed further out. He stated that the current
2 thinking is that if there was an emergency, the larger reservoir could be
3 used while the pipeline is being built. He mentioned that there are some
4 concerns about filling the reservoir too quickly and draining the Sugar
5 Hollow Reservoir.

6 Dr. Palmer stated that the pipeline originally had a different
7 timeline, which has been increased over the years. Mr. O'Connell replied
8 that the irony is that the pipeline never had a timeframe in which it would
9 occur. Dr. Palmer replied that the Water Supply Plan had a timeline, thus
10 the assumption was that the pipeline was a part of that which, according to
11 that timeline, would be completed by now.

12 Mr. Parcels asked if the additional 12 feet was an entire project in
13 and of itself, as opposed to something that could be done gradually. Mr.
14 O'Connell replied that it will require cutting down trees around the reservoir.
15 Dr. Palmer stated that the issue for a lot of people is that the dam is going
16 to be filled off a 17 square mile watershed, as opposed to a 250 square
17 mile watershed.

18 Mr. Tolbert stated that he noticed in The Daily Progress, they have
19 a column called "In Brief," which announces various meetings such as the
20 County Board of Supervisors meeting. He asked what the ACSA can do to
21 have its Board meetings announced as well, or if we even want to. Mr.
22 O'Connell replied that they receive a notice of our meetings. Mr. Tolbert
23 stated that we need to inform the public because just announcing it on the
24 website is not sufficient. Mr. O'Connell replied that unless the ACSA wants
25 to purchase an ad, they receive the information and make the decision as
26 to what they want to publish. He stated that he would be glad to contact
27 them, although they usually take an interest in the budget and rates
28 discussions.

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1 12. Adjourn

2 ***There being no further business, Mr. Parcels moved that the***
3 ***meeting be adjourned, seconded by Mr. Tolbert. All members voted***
4 ***aye.***

5

6

Gary B. O'Connell, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial Reports STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: April 20 , 2023 ACTION: Informational ATTACHMENTS: Yes
--	--

BACKGROUND: Water and sewer financial reports and check registers for the month of March are attached for your review.

DISCUSSION:

- Water consumption for the month of February decreased 8.6% compared to January. Water consumption for the month of February 2023 compared to February 2022 decreased 0.4%.
- RWSA's invoice of \$1,956,978 for the month of February was paid on March 7, 2023.
- Unearned water and sewer connection charges totaled \$2,535,634 at month end.
- System connection charges were above budgeted expectations with \$978,441 recognized in February. Total system connection charges for FY 2023 are more than those in FY 2022 by 24%.
- Water and Wastewater revenues for FY 2023 are below budgeted expectations by 2.2%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 2.4% lower than budgeted expectations.
- The meter operations team and the customer service team continue to embrace the AMI project and support the deployment daily. The meter operations team assists by locating hard to find meters and or troubleshooting issues in the field while the customer service and meter operations teams ensure a high level of quality control through review of detailed information and visual (digital picture) documentation to confirm all meter and radio information is collected properly and performed in accordance with the contract specifications. Please see the AMI update later in the consent agenda for more project specific information.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS:

1. Statement of Net Position
2. Year-to-Date Budget to Actual Comparison/Commentary
3. Investment Summary

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AGENDA ITEM EXECUTIVE SUMMARY

4. Capacity/System Development Reserves
5. Connection Charges/ERC Analysis
6. Monthly Water and Sewer Charges from the RWSA
7. Monthly Water Consumption
8. Water and Sewer Report; Customer Class Report
9. Major Customer Analysis
10. Water/Wastewater Revenue Trend Analysis
11. Aged Receivables Analysis
12. Check Register

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STATEMENT OF NET POSITION

March 31, 2023

ASSETS

Cash and cash equivalents	\$ 12,063,649
Accounts receivable	4,320,694
Investments	43,454,952
Capital assets: (net of accumulated depreciation)	178,517,269
Inventory	533,157
Prepays	98,911
Cash and cash equivalents, restricted	545,764
	<hr/>
Total assets	239,534,396
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

Combined deferred outflows of resources	1,174,141
	<hr/>

LIABILITIES

Accounts payable	2,605,193
Accrued liabilities	346,265
Compensated absences	763,469
Net pension liability	695,494
Other post-employment benefits	1,144,368
Unearned connection fees	2,535,634
Long-term debt	4,669,118
	<hr/>
Total liabilities	12,759,541
	<hr/>

DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	2,880,258
	<hr/>

NET POSITION

225,068,738

ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending March 31, 2023

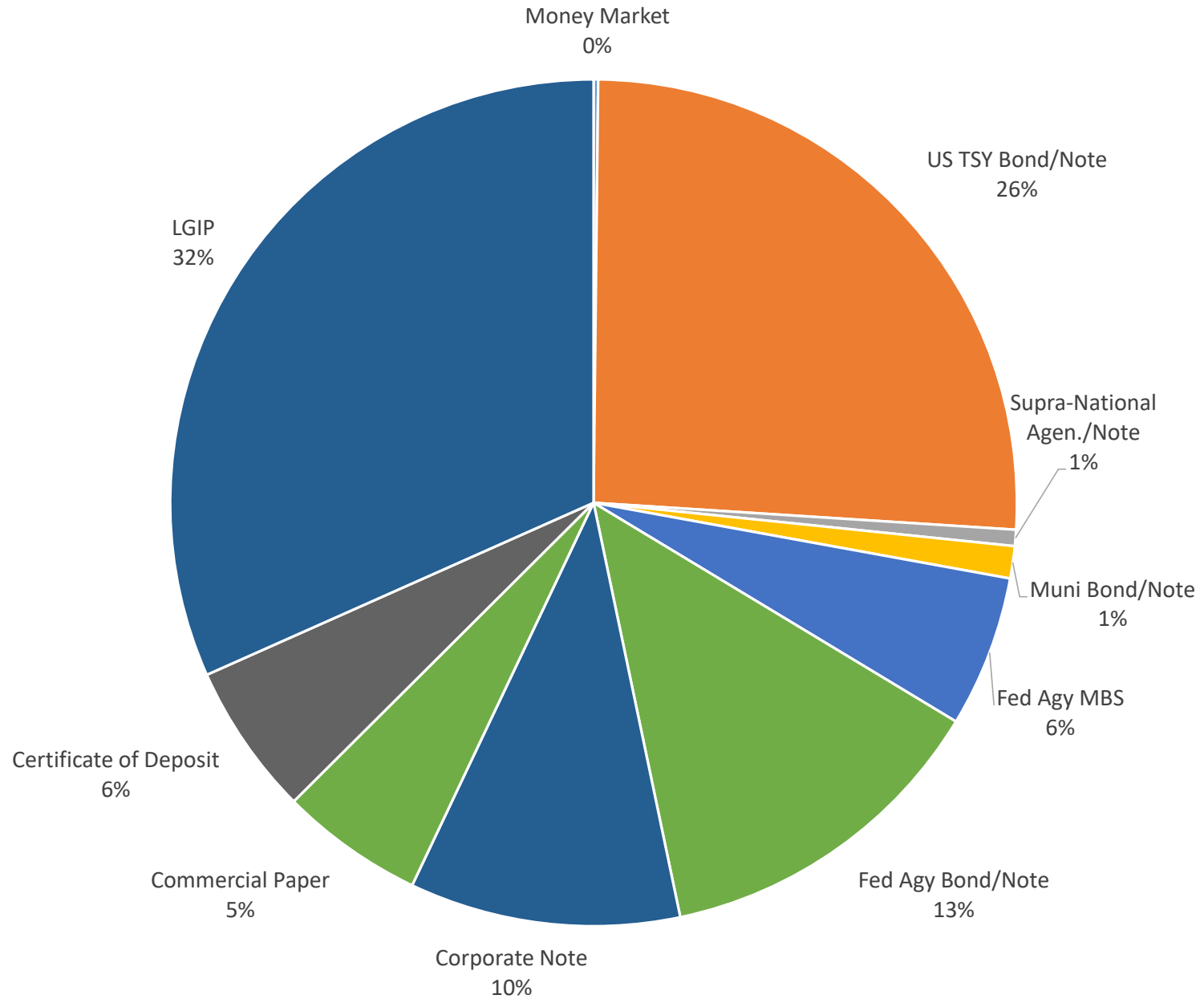
36

	Budget FY 2023	Budget Year-to-Date 2023	March Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	19,285,000.	14,463,750.	13,875,677.	(588,073.)	(4.07%)
Sewer Service	15,137,000.	11,352,750.	11,377,935.	25,185.	0.22%
Total operating revenues	34,422,000.	25,816,500.	25,253,612.	(562,888.)	(2.18%) A
Operating Expenses					
Purchase of bulk water	(13,774,000.)	(10,330,500.)	(10,457,428.)	(126,928.)	1.23% B
Purchase of sewer treatment	(10,776,000.)	(8,082,000.)	(7,711,737.)	370,263.	(4.58%) B
Administration	(1,306,475.)	(979,856.)	(921,943.)	57,913.	(5.91%) C
Finance	(2,516,082.)	(1,887,062.)	(1,771,372.)	115,690.	(6.13%) C
Information Technology	(1,521,900.)	(1,141,425.)	(999,848.)	141,577.	(12.40%) C
Engineering	(2,289,721.)	(1,717,291.)	(1,621,840.)	95,451.	(5.56%) C
Maintenance	(4,726,083.)	(3,544,562.)	(2,820,424.)	724,138.	(20.43%) C
Total operating expenses	(36,910,261.)	(27,682,696.)	(26,304,592.)	1,378,104.	(4.98%)
Operating gain(loss)	(2,488,261.)	(1,866,196.)	(1,050,980.)	815,216.	(43.68%)
Nonoperating Revenues					
System connection charges	5,926,800.	4,445,100.	6,947,461.	2,502,361.	56.29% D
Investment/Interest Income	100,000.	75,000.	773,671.	698,671.	931.56% E
Rental income	16,000.	12,000.	14,772.	2,772.	23.10%
Miscellaneous revenues	455,000.	341,250.	489,772.	148,522.	43.52% F
Total nonoperating revenues (expenses)	6,497,800.	4,873,350.	8,225,676.	3,352,326.	68.79%
Nonoperating Expenses					
Miscellaneous expenses	(434,200.)	(325,650.)	(244,389.)	81,261.	(24.95%) G
Bond interest charges	(162,272.)	(121,704.)	(106,600.)	15,104.	(12.41%) H
Depreciation	0.	0.	(3,150,177.)	(3,150,177.)	0.00% I
Total nonoperating revenues (expenses)	(596,472.)	(447,354.)	(3,501,166.)	(3,053,812.)	682.64%
Capital contributions	0.	0.	1,305,989.	1,305,989.	0.00%
Change in Net Position	3,413,067.	2,559,800.	4,979,519.	2,419,719.	94.53%

**Albemarle County Service Authority
Actual-to-Budget Year to Date Commentary**

- A.** Water and sewer revenues were less than budgeted amounts by 2.18%. Consumption through March (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are less than budgeted amounts by 1.32%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year.
- D.** System connection charges are higher than the prorated budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- H.** Bond interest charges are recorded as incurred.
- I.** Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.

Allocation of Investments by Type



Portfolio Summary and Statistics

For the Month Ending **March 31, 2023**

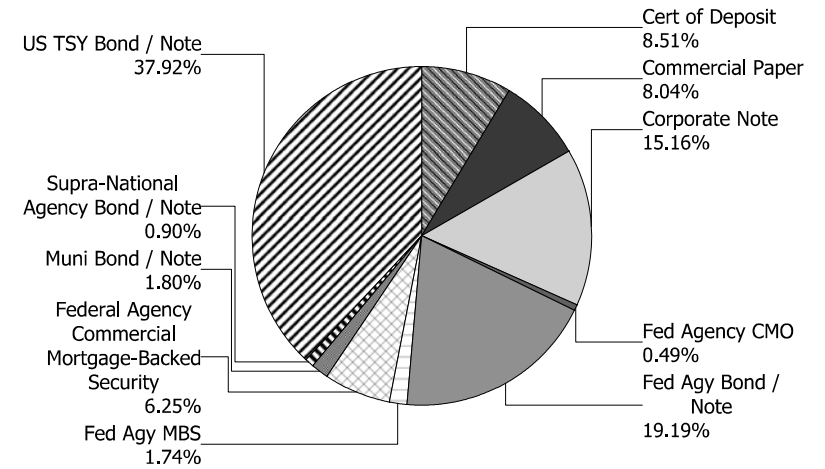
ACSA OPERATING FUNDS - 03100100

Account Summary

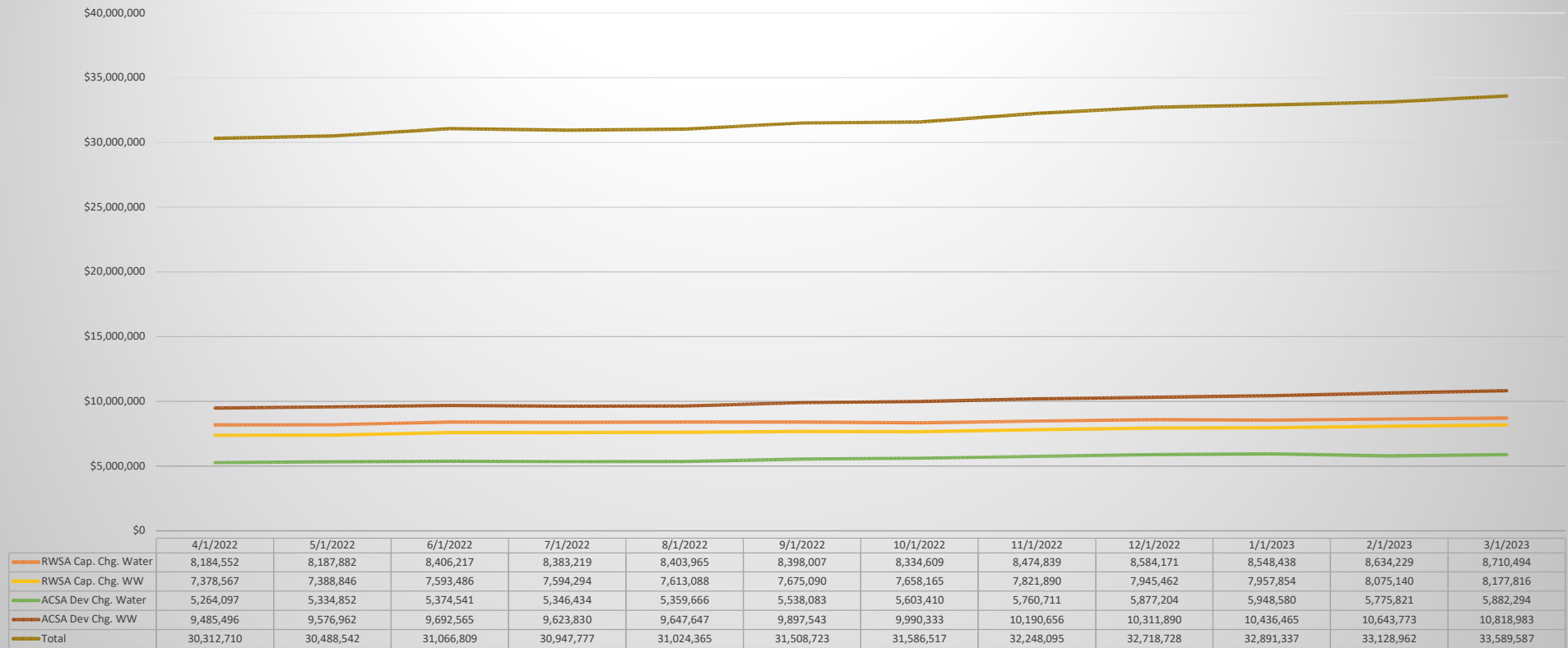
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	11,685,000.00	11,228,106.91	37.92
Supra-National Agency Bond / Note	265,000.00	267,055.87	0.90
Municipal Bond / Note	550,000.00	532,960.00	1.80
Federal Agency Mortgage-Backed Security	545,417.76	516,584.97	1.74
Federal Agency Commercial Mortgage-Backed Security	1,900,958.54	1,850,815.40	6.25
Federal Agency Collateralized Mortgage Obligation	150,000.00	146,460.47	0.49
Federal Agency Bond / Note	5,780,000.00	5,679,093.84	19.19
Corporate Note	4,565,000.00	4,490,741.78	15.16
Commercial Paper	2,400,000.00	2,381,484.60	8.04
Certificate of Deposit	2,525,000.00	2,521,594.39	8.51
Managed Account Sub-Total	30,366,376.30	29,614,898.23	100.00%
Accrued Interest		150,663.44	
Total Portfolio	30,366,376.30	29,765,561.67	

Unsettled Trades **0.00** **0.00**

Sector Allocation



Capacity/System Development Reserves



Note: Additions to Capacity/System Development Reserves are from monthly connection charges, reductions to the reserves are from monthly growth related expenses/capital costs.

**Albemarle County Service Authority
Connection Fee Analysis
February 2023**

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Area	February 2023 Monthly Connection Fees	February 2022 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 26,940	\$ 249,990	\$ (223,050)	-89%
Urban	951,501	417,315	534,186	128%
Scottsville	-	-	-	-
Total Connection fees	\$ 978,441	\$ 667,305	\$ 311,136	47%
Through February				
Area	YTD FY 2023 Connection Fees	YTD FY 2022 Connection Fees	\$ Change	% Change
Crozet	\$ 1,016,985	\$ 977,370	\$ 39,615	4%
Urban	5,517,071	4,306,415	1,210,656	28%
Scottsville	-	-	-	-
Total Connection fees	\$ 6,534,056	\$ 5,283,785	\$ 1,250,271	24%

Area	February 2023 ERC's	February 2022 ERC's	Change	% Change
Crozet	2	19	(17)	-89%
Urban	70	32	38	119%
Scottsville	-	-	-	-
Total ERC's	72	51	21	41%
Through February				
Area	YTD FY 2023 ERC's	YTD FY 2022 ERC's	Change	% Change
Crozet	76	73	3	4%
Urban	409	320	89	28%
Scottsville	-	-	-	-
Total ERC's - YTD	485	393	92	23%

Note: This analysis shows, both in dollars and ERC's, connections by month and YTD for the period under review. As noted above, connection fees are comparable to the prior year. See the "Three Year Connection Fee Comparison" for further discussion related to this change.

**Albemarle County Service Authority
Three Year Connection Fee Comparison
February 2023**

Area	February 2023 ERC's	February 2022 ERC's	February 2021 ERC's
Crozet	2	19	15
Urban	70	32	32
Scottsville	-	-	-
Total ERC's	72	51	47

Through February			
Area	YTD 2023 ERC's	YTD 2022 ERC's	YTD 2021 ERC's
Crozet	76	73	143
Urban	409	320	331
Scottsville	-	-	-
Total ERC's - YTD	485	393	474

Note: The information above present ERCs by month and YTD for the current and past two fiscal years. As noted in the YTD portion of the analysis, YTD ERCs in Fiscal Year 2023 appear reasonable considering continued development within the ACSA's service area.

**Albemarle County Service Authority
Water and Sewer Charges from the RWSA
Fiscal Year 2023**

	FY 2023	FY 2022	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,041,957	\$ 1,813,287	\$ 228,670	12.61%
August	\$ 2,042,399	\$ 1,826,679	\$ 215,720	11.81%
September	\$ 2,083,284	\$ 1,818,536	\$ 264,748	14.56%
October	\$ 2,021,265	\$ 1,854,295	\$ 166,970	9.00%
November	\$ 1,987,793	\$ 1,789,319	\$ 198,474	11.09%
December	\$ 2,025,214	\$ 1,743,520	\$ 281,694	16.16%
January	\$ 1,990,411	\$ 1,808,835	\$ 181,576	10.04%
February	\$ 1,956,978	\$ 1,764,098	\$ 192,880	10.93%
March	\$ 2,006,071	\$ 1,847,231	\$ 158,840	8.60%
April		\$ 1,820,145		-100.00%
May		\$ 1,863,638		-100.00%
June		\$ 1,812,590		-100.00%
	\$ 18,155,372	\$ 21,762,173		
YTD	\$ 18,155,372	\$ 16,265,800	\$ 1,889,572	11.62%

Note: The charges noted above from the RWSA include operating and debt service charges for water and sewer treatment by month.

**Albemarle County Service Authority
Consumption Analysis
Fiscal Year 2023**

	FY 2023 Consumption	FY 2022 Consumption		Monthly Precipitation (In.)	
				FY 2023	FY 2022
July	155,932,214	162,247,194	-3.89%	6.42	2.30
August	159,969,362	183,549,927	-12.85%	4.10	4.60
September	155,676,979	167,986,757	-7.33%	2.79	5.46
October	152,513,014	159,438,005	-4.34%	2.24	5.26
November	148,761,821	148,641,595	0.08%	4.52	1.01
December	134,997,083	140,551,064	-3.95%	4.60	0.26
January	138,803,649	142,192,560	-2.38%	2.32	4.04
February	126,909,570	127,434,073	-0.41%	2.87	1.81
March		131,636,356	-100.00%		3.50
April		135,122,656	-100.00%		3.23
May		144,519,955	-100.00%		6.04
June		150,608,842	-100.00%		4.11
	1,173,563,692	1,793,928,984		29.86	41.62
YTD	1,173,563,692	1,232,041,175	-4.75%	29.86	24.74

Note: Consumption through February 2023 is 4.75% less than the same period in fiscal year 2022. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

Note: Precipitation data obtained from National Oceanic and Atmospheric Administration (NOAA):
<https://www.ncdc.noaa.gov/cdo-web/search>.



Water and Sewer Report

(Volumes in Gallons)

February 2023

Billed by Area:	Water	Sewer
Crozet	14,352,231	13,601,105
Scottsville	960,117	735,654
Urban	111,554,350	100,899,850
Red Hill	42,872	0
Total	126,909,570	115,236,609

Billing by Sewer Plant:	
AWT	114,500,955
less Glenmore	(3,519,159)
Urban Total	110,981,796
Scottsville	735,654
Total	111,717,450

Number of Installed Meters:	
Urban	42
Crozet	6
Scottsville	0
Total	48

Metered Consumption (billed by invoice)	
Urban	260,500
Crozet	7,000
Scottsville	0
Total	267,500

Unmetered Consumption:	
ACSA Fire Flow Consump.	Urban 16,462
Total	16,462

Unmetered Leak Consumption:	
Carrsbrook Dr-2/6	Urban 2,000
Wakefield Rd-2/9	Urban 5,000
Newbridge Rd-2/15	Urban 1,000
Cambridge Hill Ln-2/15	Urban 600
Total	8,600

Billed Consumption for Selected Customers

	<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	386,910	386,910
Southwood Mobile Homes	1,542,830	2,220,000
Turtle Creek Apts.	1,265,028	1,264,428
Barracks West Apartments	1,377,900	1,377,900
Monroe Health & Rehab.	746,314	746,314
Sunrise Senior "Colonnades"	638,045	625,045
ACRJ	830,490	809,490
Westminster Canterbury	938,100	938,100
SEMF Charleston	1,560,305	1,560,305
Martha Jefferson Hospital	1,341,551	1,252,951
Crozet Mobile Home Village	233,500	233,500
The Home Depot	116,343	116,343
County of Albemarle	1,319,797	1,224,471
University of Virginia	1,095,862	1,093,732
Wegmans	293,547	293,547

* indicates Industrial Discharge Permit Holders

	<u>Water</u>	<u>Sewer</u>
Boar's Head Inn	273,176	259,076
Farmington Inc.	412,824	313,848
Westgate Apts.	1,212,592	1,212,592
Abbingdon Crossing	1,913,970	1,913,970
Four Seasons Apts	1,558,467	1,558,467
Ch'ville/Alb Airport	106,289	107,022
State Farm	930,630	930,630
Hyatt @ Stonefield	261,319	261,319
Doubletree	580,462	580,462
Arden Place Apts	430,313	430,313
Hilton Garden Inn	155,996	155,996
The Blake & Charlottesville	322,864	322,864
The Lodge @ Old Trail	239,820	239,820
Gov't-Defense Complex	418,959	418,956
Harris Teeter Stores	105,812	105,812

February 2023

WATER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	15,828	3,758	196	19,782
Multi-Family Residential	561	43	3	607
Commercial (Offices)	203	12	5	220
Commercial (Other)	926	76	52	1,054
Industrial	36	11	4	51
Institutional	171	32	12	215
Total Water Accounts	17,725	3,932	272	21,929
Plus Multiple Units	13,009	748	89	13,846
Total Water Units	30,734	4,680	361	35,775

SEWER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	13,517	3,481	158	17,156
Multi-Family Residential	530	41	4	575
Commercial (Offices)	187	12	5	204
Commercial (Other)	720	52	44	816
Industrial	15	5	1	21
Institutional	133	25	10	168
Total Sewer Accounts	15,102	3,616	222	18,940
Plus Multiple Units	12,592	745	56	13,393
Total Sewer Units	27,694	4,361	278	32,333

POPULATION SERVED

Population served is the total Single-Family and Multi-Family units using an occupancy of 2.5 residents per unit:

	Urban	Crozet	Scottsville	Total
Total Water Customers	72,093	11,265	713	84,070
Total Sewer Customers	65,273	10,565	535	76,373

**Albemarle County Service Authority
Major Customer Analysis
February 2023 and January 2023**

	February 2023		January 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Westgate Apts.	1,212,592	1,212,592	1,126,854	1,126,854	7.61%	7.61%
County of Albemarle	1,319,797	1,224,471	1,232,730	1,181,824	7.06%	3.61%
SEMF Charleston	1,560,305	1,560,305	1,468,633	1,468,633	6.24%	6.24%
Abbingtion Crossing	1,913,970	1,913,970	1,871,612	1,871,612	2.26%	2.26%
University of Virginia	1,095,862	1,093,732	1,081,805	1,075,477	1.30%	1.70%
Martha Jefferson Hospital	1,341,551	1,252,951	1,361,249	1,214,549	-1.45%	3.16%
Four Seasons Apts.	1,558,467	1,558,467	1,714,618	1,714,618	-9.11%	-9.11%
Turtle Creek Apts.	1,265,028	1,264,428	1,396,654	1,395,854	-9.42%	-9.42%
Barracks West Apartments	1,377,900	1,377,900	1,549,500	1,549,500	-11.07%	-11.07%
Southwood Mobile Homes	1,542,830	2,220,000	1,774,290	2,130,000	-13.05%	4.23%
ACRJ	830,490	809,490	1,047,840	1,042,840	-20.74%	-22.38%
Westmisnster Canterbury	938,100	938,100	1,197,100	1,197,100	-21.64%	-21.64%

Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion, weather, vacancies, etc.

*** -- Consumption/usage in gallons.**

**Albemarle County Service Authority
Major Customer Analysis
February 2023 and February 2022**

	February 2023		February 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	1,319,797	1,224,471	909,292	854,120	45.15%	43.36%
Abbingtion Crossing	1,913,970	1,913,970	1,474,000	1,474,000	29.85%	29.85%
Martha Jefferson Hospital	1,341,551	1,252,951	1,179,423	1,113,423	13.75%	12.53%
Four Seasons Apts.	1,558,467	1,558,467	1,385,000	1,385,000	12.52%	12.52%
Westmisnster Canterbury	938,100	938,100	855,150	855,150	9.70%	9.70%
SEMF Charleston	1,560,305	1,560,305	1,452,675	1,452,675	7.41%	7.41%
Turtle Creek Apts.	1,265,028	1,264,428	1,203,900	1,201,000	5.08%	5.28%
Westgate Apts.	1,212,592	1,212,592	1,171,000	1,171,000	3.55%	3.55%
Barracks West Apartments	1,377,900	1,377,900	1,438,000	1,438,000	-4.18%	-4.18%
Southwood Mobile Homes	1,542,830	2,220,000	1,754,000	4,581,028	-12.04%	-51.54%
ACRJ	830,490	809,490	986,190	984,190	-15.79%	-17.75%
University of Virginia	1,095,862	1,093,732	1,577,560	1,477,400	-30.53%	-25.97%

Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion, weather, vacancies, etc.

*** -- Consumption/usage in gallons.**

Albemarle County Service Authority

Major Customer Analysis

Year-to-date Comparison: Current Year/Prior Year -- February

	YTD FY 2023		YTD FY 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Four Seasons Apts.	13,503,469	13,503,469	12,536,000	12,536,000	7.72%	7.72%
Abbingdon Crossing	14,989,991	14,989,991	13,994,600	13,994,600	7.11%	7.11%
Martha Jefferson Hospital	15,907,882	9,256,078	15,246,549	8,608,449	4.34%	7.52%
Westgate Apts.	9,984,022	9,977,722	9,929,000	9,920,000	0.55%	0.58%
Barracks West Apartments	11,804,500	11,804,500	11,821,300	11,821,300	-0.14%	-0.14%
County of Albemarle	10,745,969	8,886,338	10,928,355	8,571,083	-1.67%	3.68%
Turtle Creek Apts.	10,083,737	10,056,237	10,311,200	10,300,000	-2.21%	-2.37%
Southwood Mobile Homes	13,976,855	17,230,000	15,078,000	32,007,419	-7.30%	-46.17%
Westmisnster Canterbury	11,248,750	10,664,750	12,633,920	11,061,920	-10.96%	-3.59%
University of Virginia	13,903,781	13,870,327	18,759,740	18,277,993	-25.89%	-24.11%
ACRJ	8,539,700	7,502,700	11,697,820	10,658,820	-27.00%	-29.61%
SEMF Charleston	11,695,725	11,695,725	16,611,850	16,611,850	-29.59%	-29.59%

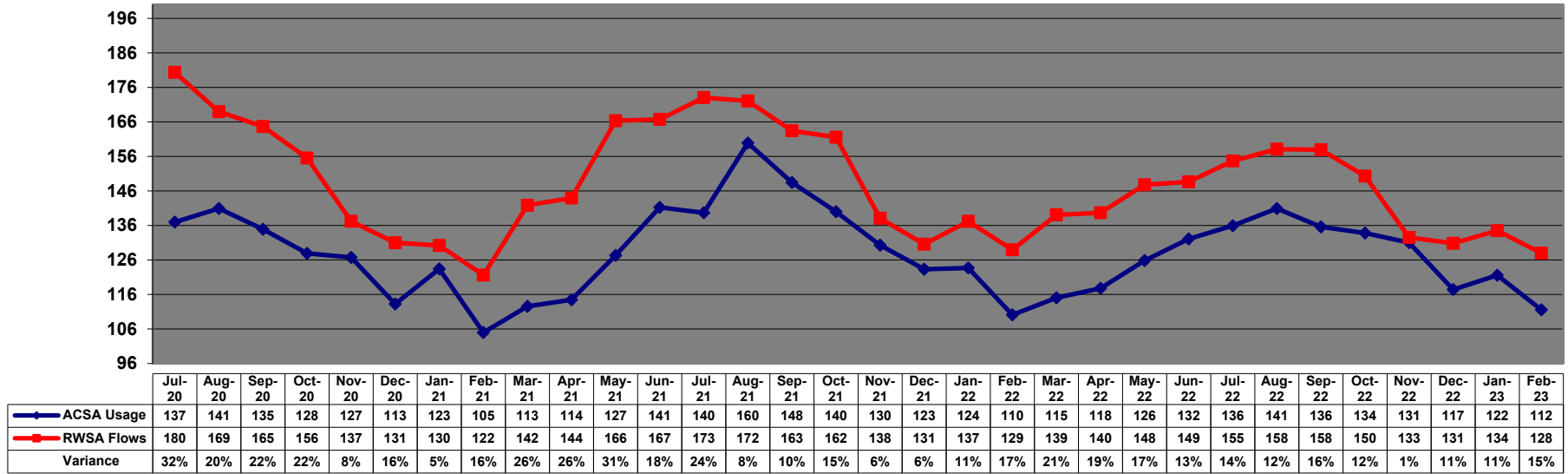
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion, weather, vacancies, etc.

*** -- Consumption/usage in gallons.**

FY 2021, 2022, and 2023 Urban Water Comparison RWSA Flows & ACSA Customer Usage

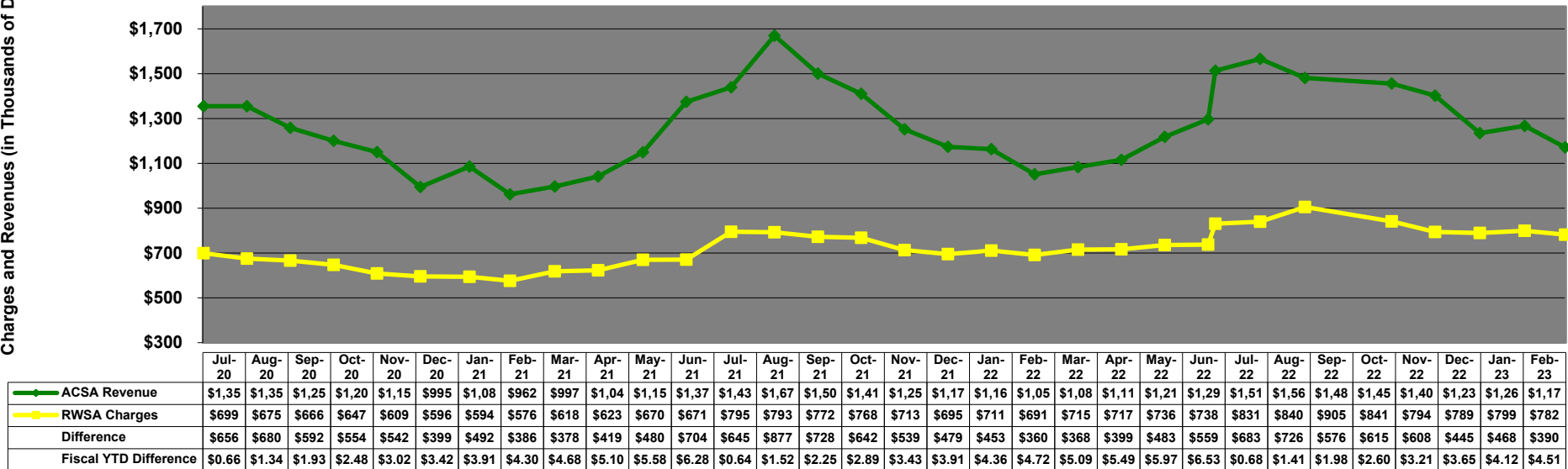
50

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

FY 2021, 2012, and 2023 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

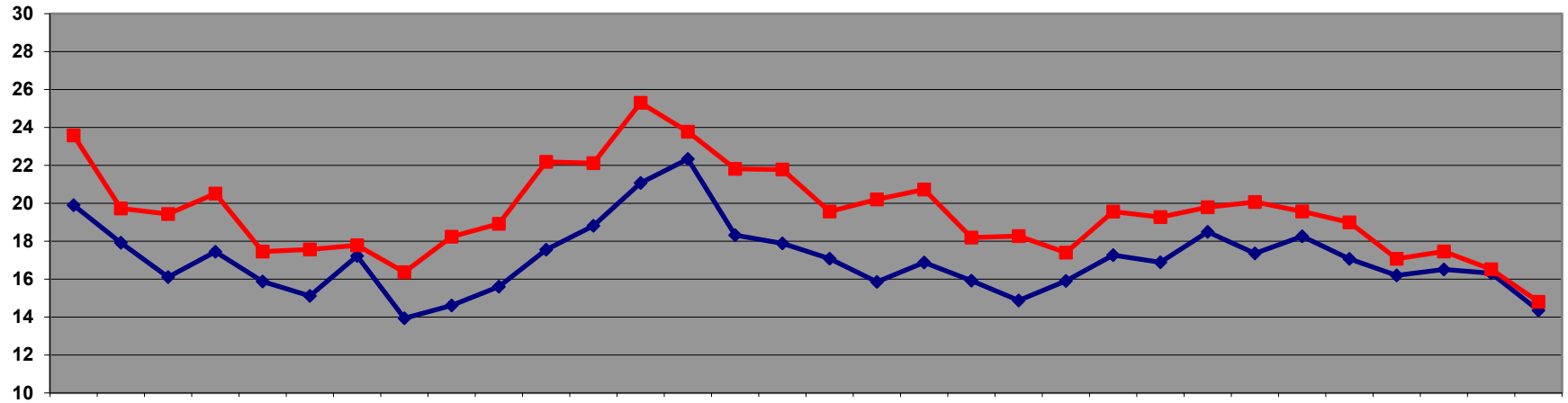


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

FY 2021, 2022, and 2023 Crozet Water Comparison RWSA Flows & ACSA Customer Usage

51

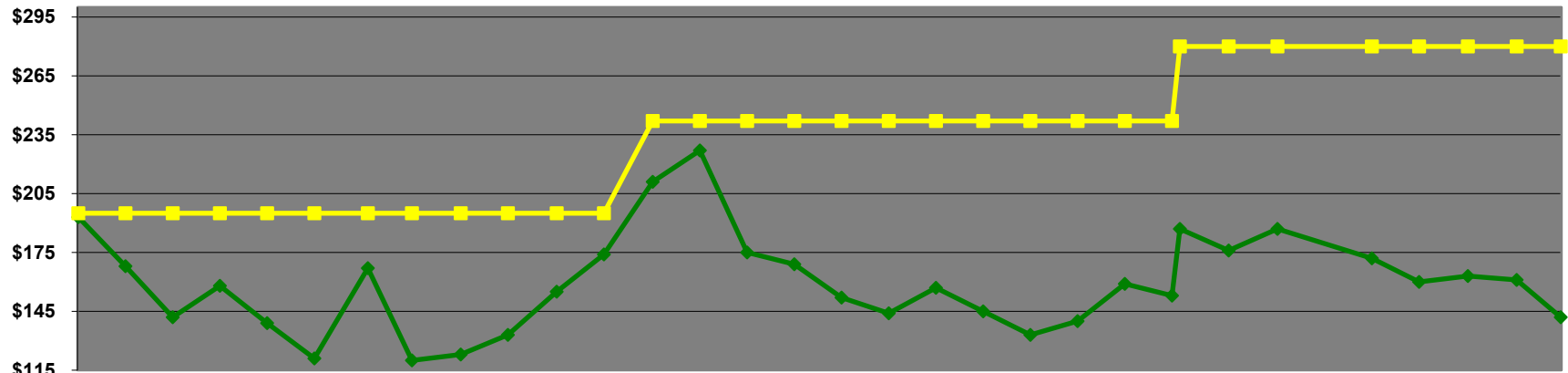
Flows & Usage (in Millions of Gallons)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
ACSA Usage	20	18	16	17	16	15	17	14	15	16	18	19	21	22	18	18	17	16	17	16	15	16	17	17	18	17	18	17	16	17	16	14
RWSA Flows	24	20	19	21	17	18	18	16	18	19	22	22	25	24	22	22	20	20	21	18	18	17	20	19	20	20	20	19	17	17	17	15
Variance	18%	10%	21%	18%	10%	16%	3%	17%	25%	21%	26%	18%	20%	6%	19%	22%	15%	27%	23%	14%	23%	9%	13%	14%	7%	16%	7%	11%	5%	6%	1%	3%

FY 2021, 2022, and 2023 Crozet Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

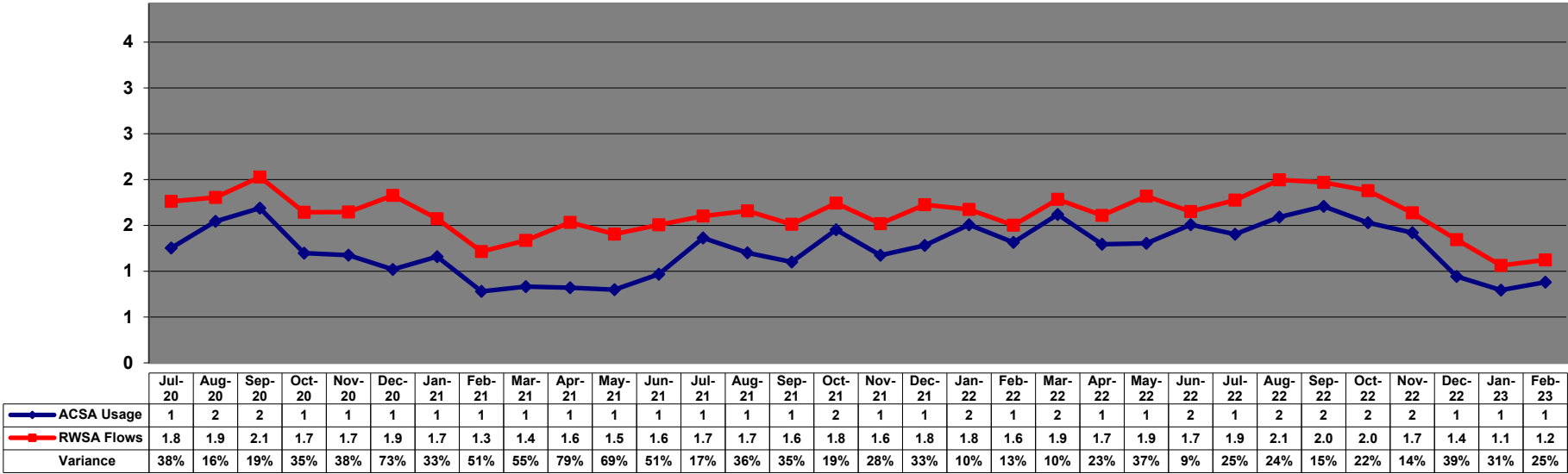
Charges and Revenues (in Thousands of Dollars)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
ACSA Revenue	\$193	\$168	\$142	\$158	\$139	\$121	\$167	\$120	\$123	\$133	\$155	\$174	\$211	\$227	\$175	\$169	\$152	\$144	\$157	\$145	\$133	\$140	\$159	\$153	\$187	\$176	\$187	\$172	\$160	\$163	\$161	\$142
RWSA Charges	\$193	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$241	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280
Difference	(\$2)	(\$27)	(\$53)	(\$37)	(\$56)	(\$74)	(\$28)	(\$75)	(\$72)	(\$62)	(\$40)	(\$21)	(\$31)	(\$15)	(\$67)	(\$73)	(\$90)	(\$98)	(\$85)	(\$97)	(\$109)	(\$102)	(\$83)	(\$89)	(\$93)	(\$104)	(\$93)	(\$108)	(\$120)	(\$117)	(\$119)	(\$138)
Fiscal YTD Difference	\$0.00	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)	(\$0.9)	(\$0.0)	(\$0.2)	(\$0.2)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)

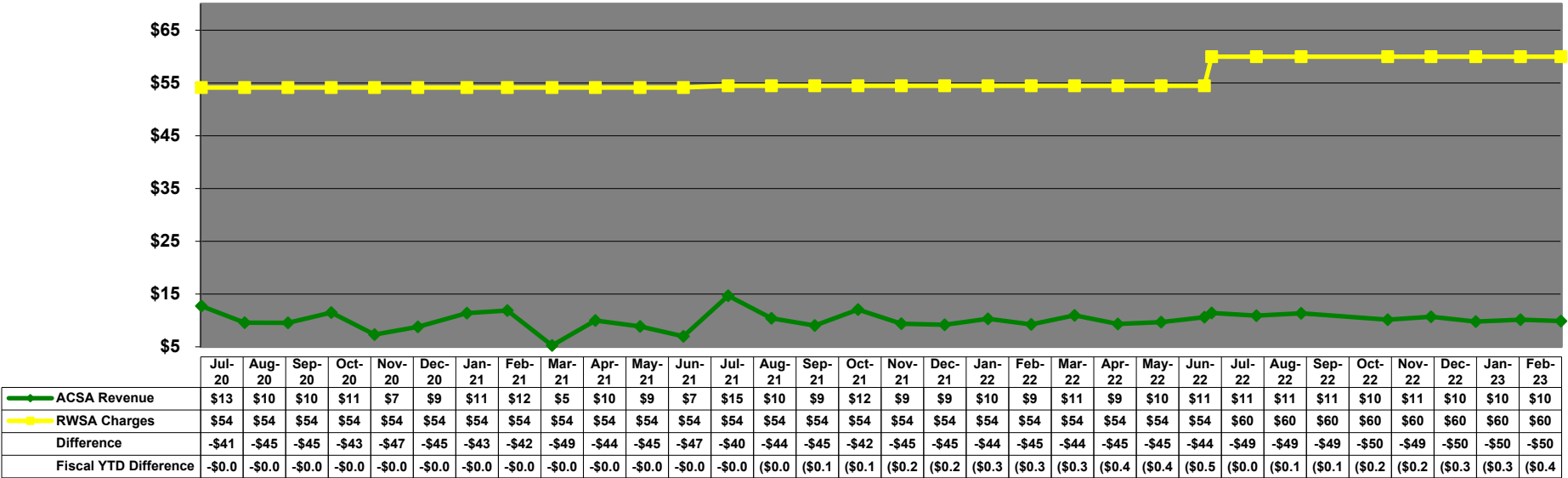
FY 2021, 2022, and 2023 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



FY 2021, 2022, and 2023 Scottsville Water Comparison
RWSA Billed Water Charges & ACSA Billed Water Revenues

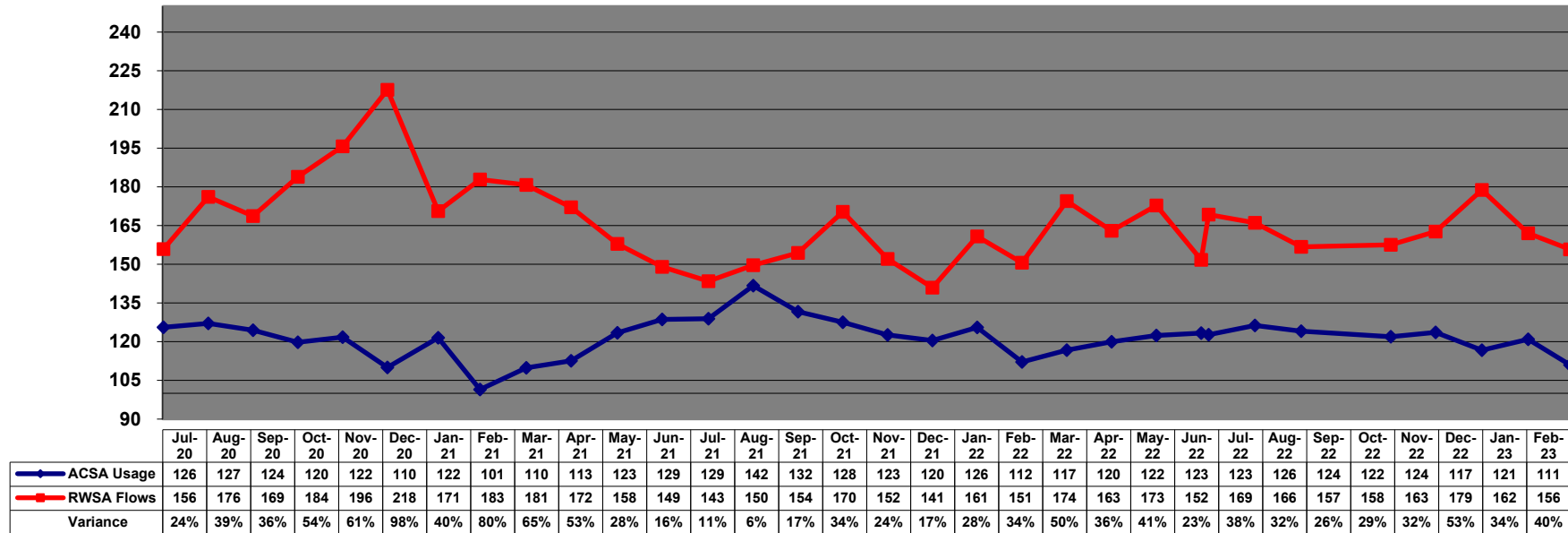
Charges and Revenues (in Thousands of Dollars)



**FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison
ACSA Customer Usage & RWSA Flows**

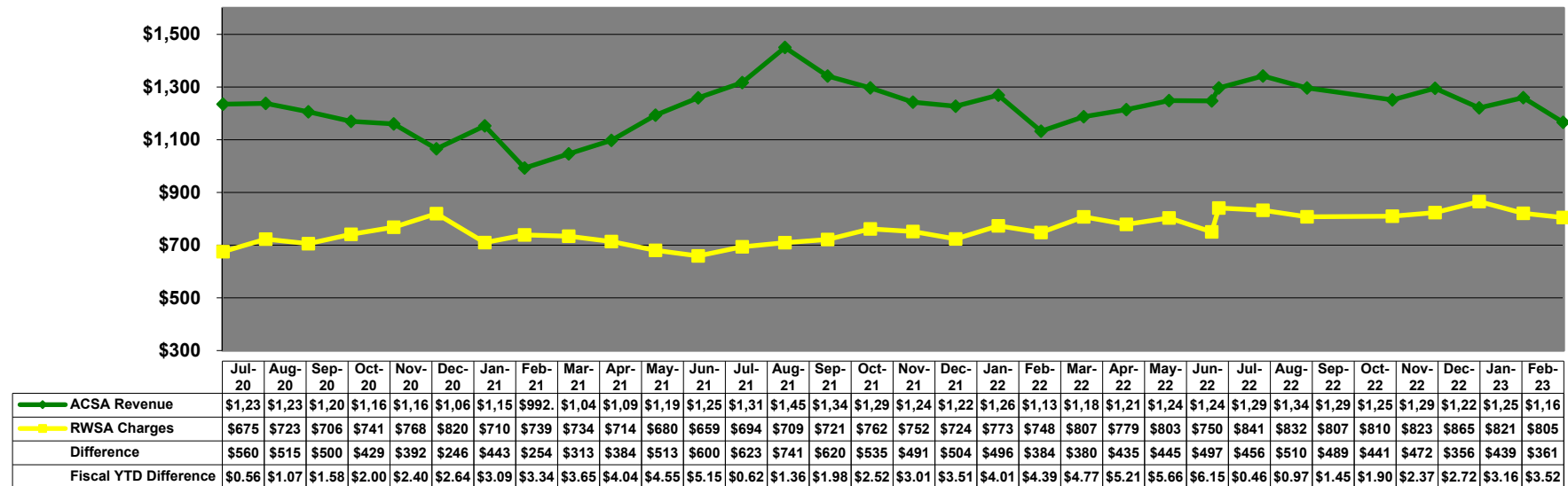
53

Usage & Flows (in Millions of Gallons)



**FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)

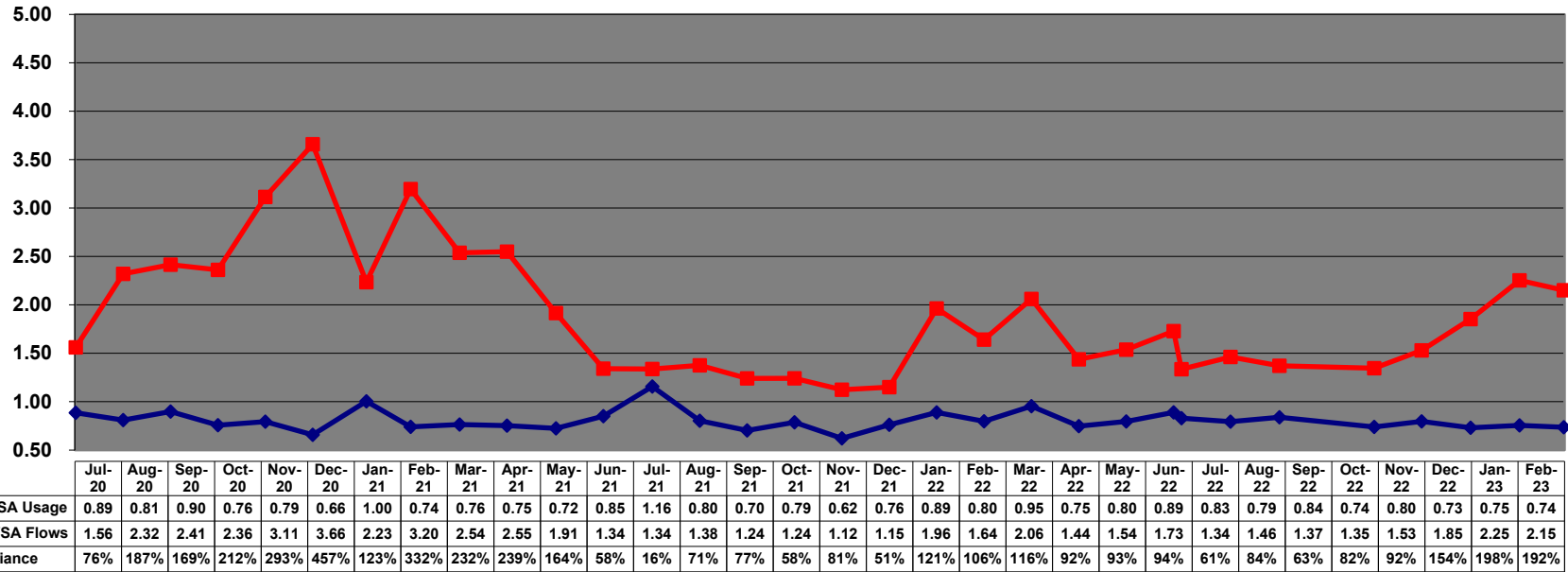


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

**FY 2021, 2022, and 2023 Scottsville Sewer Comparison
ACSA Customer Usage & RWSA Flows**

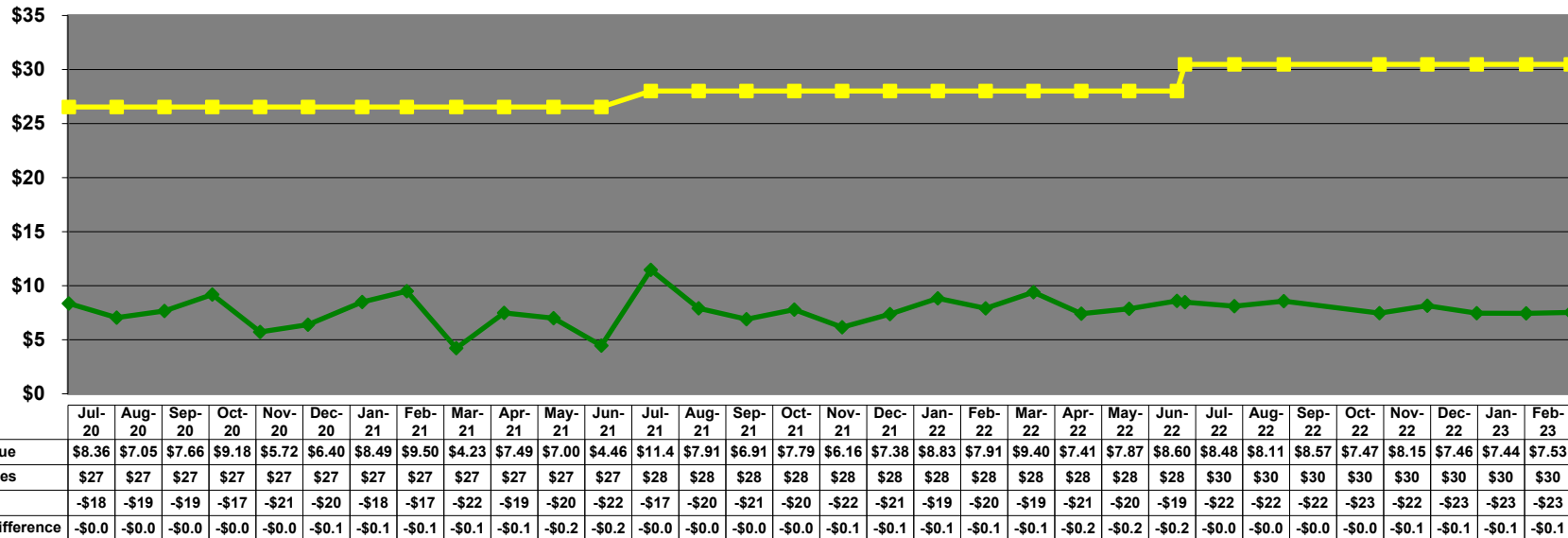
54

Usage & Flows (in Millions of Gallons)



**FY 2021, 2022, and 2023 Scottsville Sewer Comparison
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)



Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

Single-Family Residential Water Usage

(Including irrigation through exclusion, irrigation, and auxiliary meters)

	FY 2021											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,910,300	45,665,700	45,167,300	44,787,100	45,134,400	44,331,500	45,900,400	43,314,333	43,786,600	44,618,100	45,900,923	46,255,313
Level 2 (3,001 - 6,000 gallons)	21,030,200	19,112,200	17,329,000	16,285,100	16,315,200	14,519,300	18,251,700	12,572,600	13,283,000	14,314,500	17,440,134	19,373,374
Level 3 (6,001 - 9,000 gallons)	7,266,400	5,921,900	4,575,900	4,441,300	3,890,700	2,817,300	4,255,500	2,201,100	2,371,500	2,609,300	4,280,004	6,283,886
Level 4 (over 9,000 gallons)	9,237,400	7,302,100	4,762,100	4,978,000	3,886,400	1,744,700	2,307,000	1,477,100	1,583,000	1,631,400	3,370,714	7,573,293
Total	83,444,300	78,001,900	71,834,300	70,491,500	69,226,700	63,412,800	70,714,600	59,565,133	61,024,100	63,173,300	70,991,775	79,485,866

	FY 2022											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,715,768	46,650,649	45,763,766	45,032,204	45,171,862	45,419,967	45,519,835	43,528,147	44,213,375	44,847,991	45,928,802	46,038,996
Level 2 (3,001 - 6,000 gallons)	18,273,794	20,170,499	17,049,266	15,725,032	15,151,382	14,875,487	15,122,551	12,929,554	12,730,722	13,260,281	16,086,013	16,576,525
Level 3 (6,001 - 9,000 gallons)	6,123,440	7,439,890	5,100,810	4,617,427	3,808,811	2,996,781	3,076,904	2,659,279	2,230,016	2,424,233	3,744,303	4,334,397
Level 4 (over 9,000 gallons)	8,544,212	14,373,474	7,815,394	7,173,929	4,280,811	2,811,464	3,100,290	2,921,259	1,746,818	1,865,133	3,644,494	5,309,110
Total	78,657,214	88,634,512	75,729,236	72,548,592	68,412,866	66,103,699	66,819,580	62,038,239	60,920,931	62,397,638	69,403,612	72,259,028

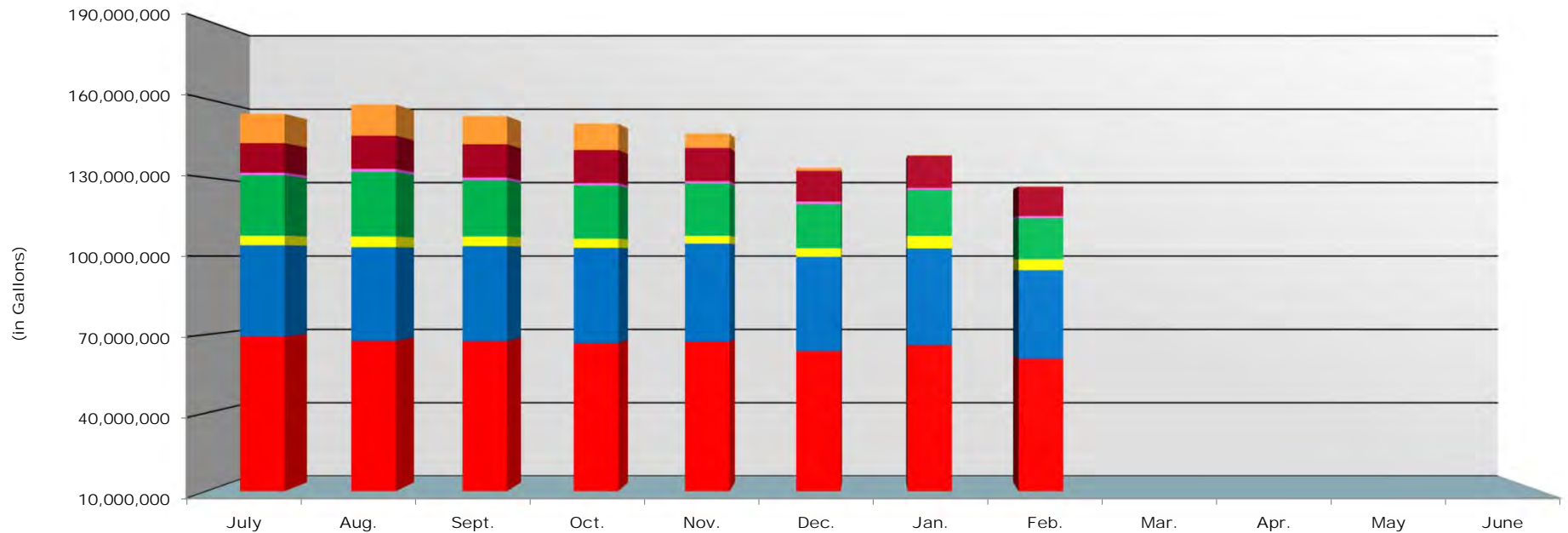
	FY 2023											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,599,911	45,505,082	45,632,349	45,357,143	45,992,076	45,339,022	45,820,263	44,448,040				
Level 2 (3,001 - 6,000 gallons)	16,363,636	15,612,084	15,525,446	15,374,370	15,677,968	13,744,408	14,908,443	12,546,428				
Level 3 (6,001 - 9,000 gallons)	4,849,724	4,363,645	4,161,371	4,369,132	3,918,235	2,545,163	2,943,662	2,117,866				
Level 4 (over 9,000 gallons)	7,208,522	6,639,465	6,037,842	6,071,945	4,079,700	2,079,589	2,271,075	1,540,953				
Total	74,021,793	72,120,276	71,357,008	71,172,590	69,667,979	63,708,182	65,943,443	60,653,287	-	-	-	-

System-Wide Irrigation Water Usage

(All usage measured through exclusion, irrigation, and auxiliary meters)

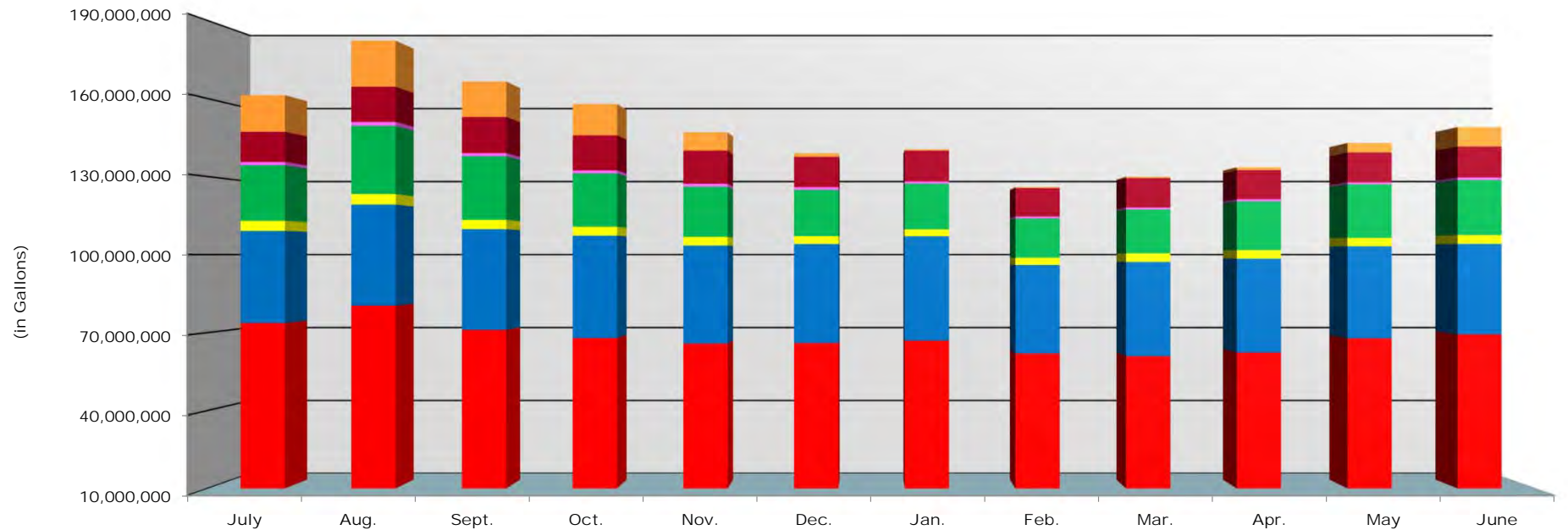
FY 2022	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	186,665	182,392	180,649	172,364	89,160	3,845	918	1,399				
Level 2 (3,001 - 6,000 gallons)	827,558	825,362	768,256	786,824	459,256	27,723	7,571	6,929				
Level 3 (6,001 - 9,000 gallons)	990,172	970,507	887,729	916,873	528,981	25,500	6,572	1,593				
Level 4 (over 9,000 gallons)	9,170,743	9,922,557	8,931,018	8,221,764	4,435,683	1,143,312	355,092	215,698				
Total	11,175,137	11,900,819	10,767,652	10,097,825	5,513,080	1,200,380	370,153	225,619	-	-	-	-

Monthly Water Consumption Fiscal Year 2023

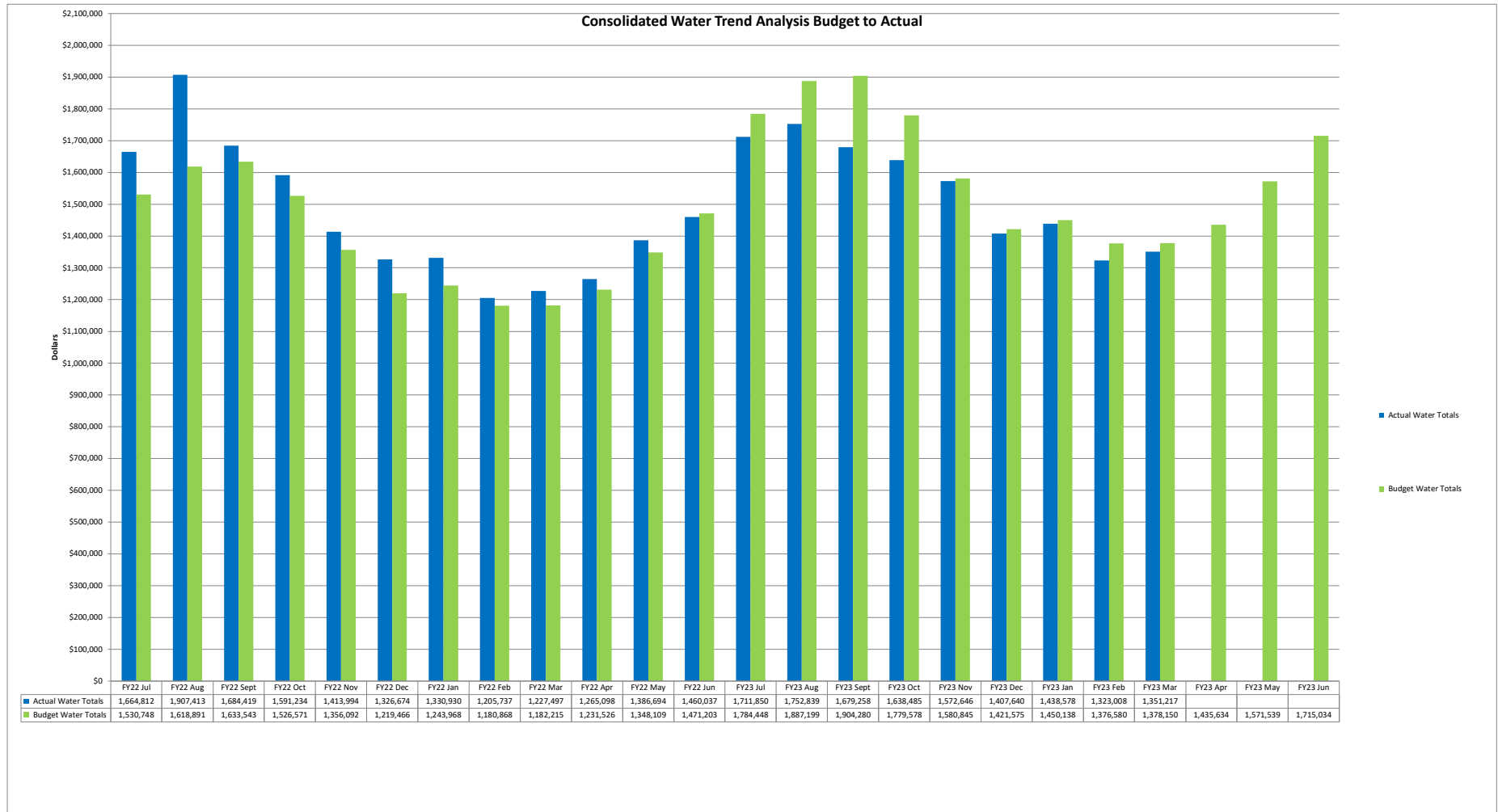


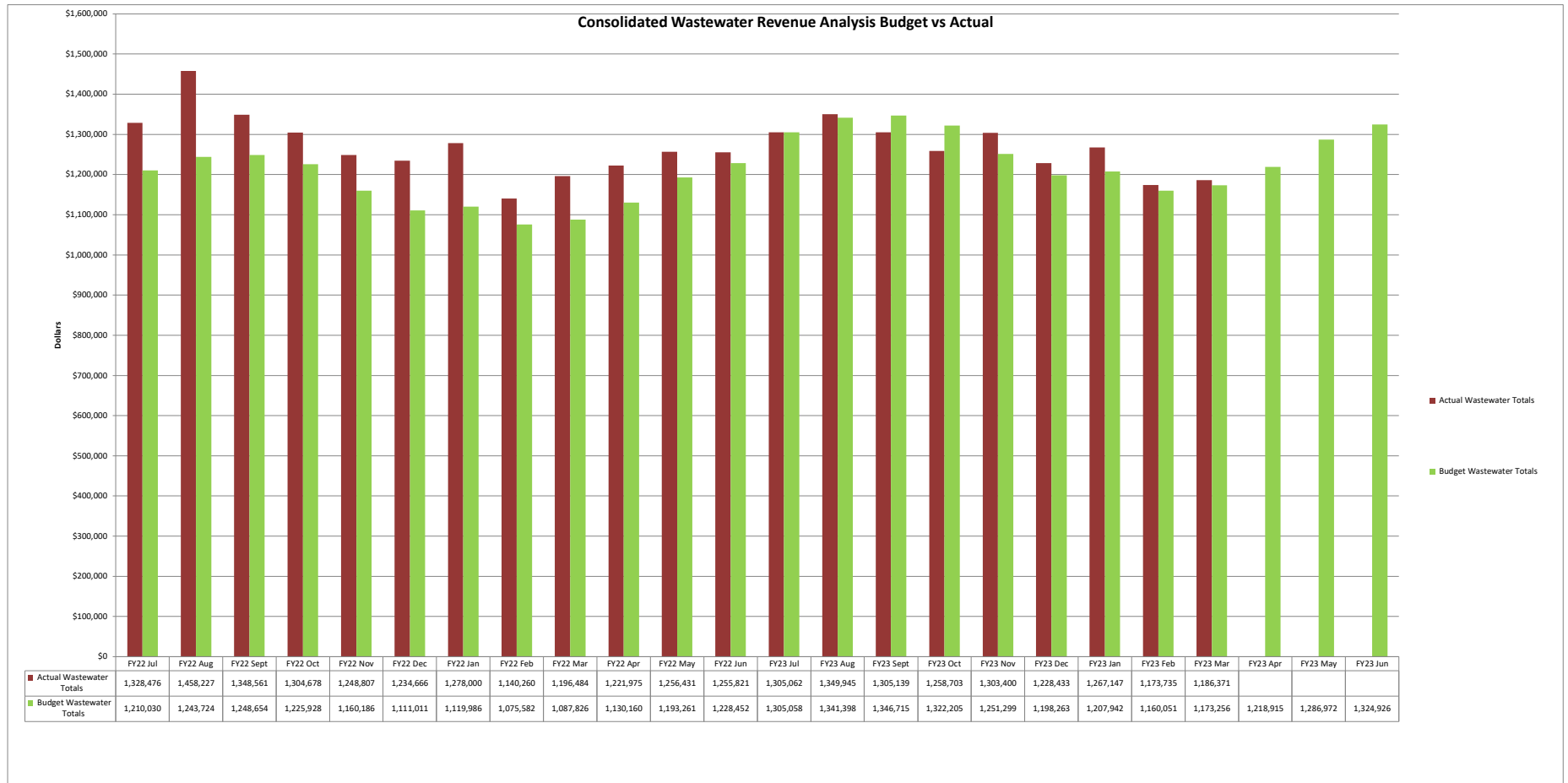
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.24%	7.54%	7.02%	6.70%	3.75%	0.90%	0.27%	0.18%	0.00%	0.00%	0.00%	0.00%
Total Irrigation	11,175,137	11,900,819	10,767,652	10,097,825	5,513,080	1,200,380	370,153	225,619				
Institutional - Domestic Consumption	11,319,291	12,674,993	12,747,929	12,683,947	12,771,652	11,778,793	12,305,045	11,134,031				
Industrial	939,061	1,164,077	948,893	933,427	833,612	906,243	709,399	816,705				
Comm. (Other) - Domestic Consumption	23,118,746	24,680,610	21,554,311	20,295,040	20,004,641	16,893,115	17,593,408	15,700,570				
Offices - Domestic Consumption	3,674,283	4,083,421	3,700,076	3,470,304	3,043,916	3,329,037	4,809,082	4,181,660				
MFR - Domestic Consumption	34,974,805	35,804,051	36,296,110	36,410,800	37,401,009	36,056,416	36,927,115	33,914,329				
SFR - Domestic Consumption	69,126,793	67,577,187	67,479,481	66,746,613	67,286,795	63,599,125	65,965,821	60,663,343				

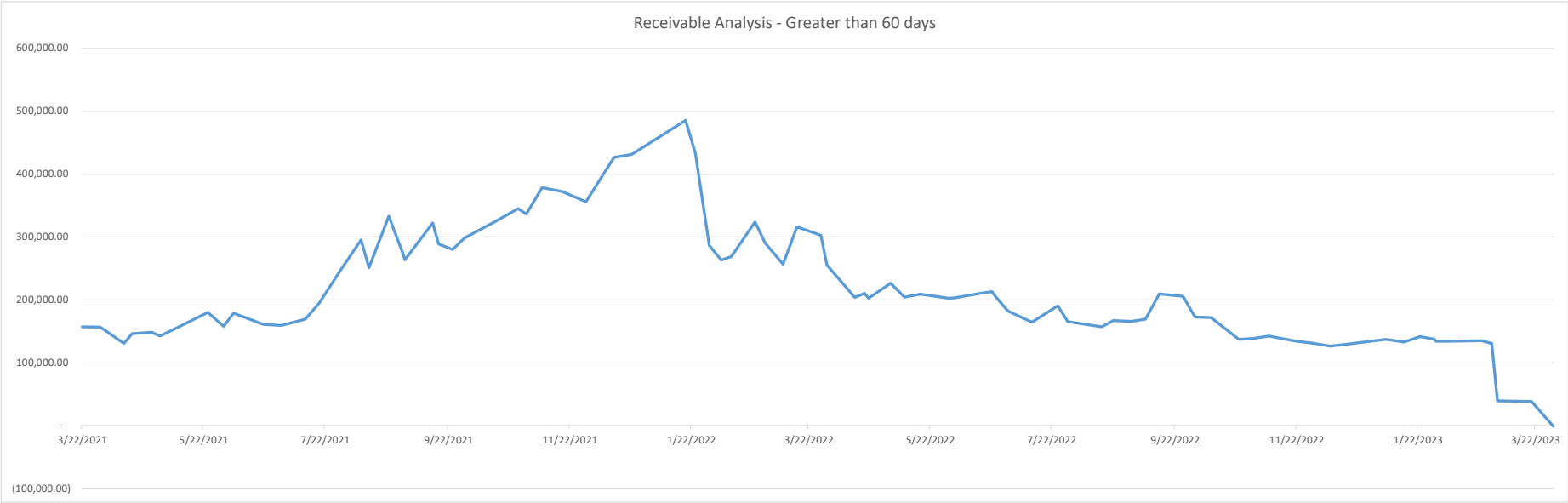
Monthly Water Consumption Fiscal Year 2022



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	8.73%	9.74%	8.19%	7.63%	4.82%	1.01%	0.34%	0.28%	0.38%	0.79%	2.57%	5.03%
Total Irrigation	14,081,507	17,746,655	13,631,436	12,050,529	7,093,317	1,406,778	470,655	357,324	497,487	1,058,531	3,669,728	7,491,053
Institutional - Domestic Consumption	11,582,738	13,489,815	13,865,774	13,494,096	12,724,964	11,630,981	11,883,862	10,962,679	11,319,135	11,212,974	11,454,262	11,915,469
Industrial	1,262,587	1,519,053	1,193,165	1,128,786	1,121,916	1,050,113	810,668	718,305	787,267	845,945	751,304	951,318
Comm. (Other) - Domestic Consumption	21,372,075	26,208,337	24,479,570	20,510,511	19,291,182	17,778,992	17,574,070	15,092,224	16,832,508	18,691,391	20,575,249	21,115,992
Offices - Domestic Consumption	3,879,956	4,069,097	3,591,164	3,441,196	3,335,735	3,025,301	2,634,609	2,778,047	3,334,693	3,305,569	3,261,990	3,439,334
MFR - Domestic Consumption	35,402,612	38,868,005	38,709,217	39,341,545	37,682,580	38,067,253	40,137,903	34,042,165	36,211,107	36,066,312	35,359,564	34,760,663
SFR - Domestic Consumption	73,692,893	80,350,479	71,047,224	67,925,415	65,790,587	65,994,951	66,908,674	61,974,946	60,946,308	62,355,766	67,822,510	69,331,219







Albemarle County Service Authority

March 2023 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	UNCLEARED	DESCRIPTION OVER \$5,000
Wire	03/07/2023	Rivanna Water & Sewer Authority	1,956,977.76	Monthly Water & Wastewater Service
ACH	03/15/2023	Payroll	158,443.03	Net Pay
ACH	03/31/2023	Payroll	157,500.88	Net Pay
65667	03/01/2023	Habitat for Humanity	125,595.96	Reimburse sewer charges, September-December 22
65768	03/15/2023	Harrisonburg Construction	81,999.25	Security Improvements Priority One 1/1-2/28/23
233747485	03/31/2023	IRS - Federal Tax Deposit	60,930.92	Payroll
233747475	03/15/2023	IRS - Federal Tax Deposit	59,460.78	Payroll
Wire	03/27/2023	The Bank of New York Mellon	49,081.78	Debt Service
65639	03/01/2023	Bentley Systems Incorporated	39,298.52	WaterGEMS Hydraulic Modeling Software
233747474	03/31/2023	County of Albemarle	34,490.50	Payroll
65814	03/15/2023	Virginia Risk Sharing Association	30,898.00	Insurance/Worker's Compensation
233747484	03/31/2023	County of Albemarle	30,563.34	Payroll
233747481	03/31/2023	Virginia Retirement System	30,483.20	Payroll
233747471	03/31/2023	Virginia Retirement System	30,483.18	Payroll
65689	03/01/2023	Paymentus Corporation	19,829.07	Transaction Fees for January 23
65652	03/01/2023	County of Albemarle	17,752.80	Reimburse ECC Regional 800 MHz Radio System-12/22
65746	03/15/2023	Bank of America	17,747.48	Supplies, Memberships, Tools, Travel, Software
65765	03/15/2023	AGILIS LLC	15,146.37	4 Story Residential Backflow - PH1 2/1-3/17/23
65753	03/15/2023	Core & Main LP	13,083.61	Inventory - Setter Meter 5/8x3/4 In
65755	03/15/2023	Dewberry Engineers Incorporated	12,177.00	Avon Property PH1 Dev & PH2 Amend thru 1/27/23
233747486	03/31/2023	Virginia Dept of Taxation	10,102.18	Payroll
233747476	03/15/2023	Virginia Dept of Taxation	9,927.43	Payroll
65810	03/15/2023	Cellco Partnership	8,514.22	Monthly Cellular Service
65783	03/15/2023	Mansfield Oil Company of Gainesville Inc	7,092.56	Monthly Fuel
65672	03/01/2023	Kaseya US LLC	6,523.90	Unitrends Onsite App & Cloud Redund2/13/23-2/12/24
65779	03/15/2023	Linco Incorporated	6,450.01	FY 2022 Sanitary Sewer Replacement 11/1-12/31/22
65709	03/01/2023	Tencarva Machinery Co LLC	6,244.35	Camelot Pump rotating assembly
65693	03/01/2023	Prism Contractors	6,148.03	FY 22 Sewer Rehabilitation 2/1-2/20/23
65655	03/01/2023	Cues Incorporated	6,142.54	CUES OZ III CAM Repair
65816	03/15/2023	Whitman, Requardt & Assoc LLP	5,810.81	Madison Office Park Pump Station 12/18/22-1/14/23
65694	03/01/2023	Provantage LLC	5,700.00	Administration Computer Replacements
65760	03/15/2023	EWT Holdings III Corporation	5,669.50	Bioxide Delivery 02/20/23
65757	03/15/2023	Dominion Energy Virginia	5,669.09	Monthly Energy Service
65678	03/01/2023	Masters Auto Body Incorporated	5,655.46	Unit #35 Body Repairs
233747473	03/15/2023	VALIC	5,305.00	Payroll
233747483	03/31/2023	VALIC	5,305.00	Payroll
65758	03/15/2023	E Source Companies LLC	5,282.00	AMI Project - Phase 3
65716	03/01/2023	HD Supply Facilities Maint LTD	5,209.05	Hydro Verge Hydrant Buddy & Gate Valve Key
65700	03/01/2023	RSG Landscaping LLC	5,142.19	Landscaping - February 2023
65681	03/01/2023	NBL Concrete Work	4,750.00	
65772	03/15/2023	JDL Industries - Atlanta Inc.	4,637.83	
65657	03/01/2023	Dominion Energy Virginia	4,621.30	
65650	03/01/2023	Cornwell Engineering Group	4,592.01	
65659	03/01/2023	E Source Companies LLC	4,355.00	
65656	03/01/2023	Dixon Engineering Incorporated	3,900.00	
233747470	03/15/2023	Nationwide	3,842.15	
233747480	03/31/2023	Nationwide	3,842.15	
65780	03/15/2023	Lowe's	3,781.11	
65660	03/01/2023	Ed's Floor Care Services LLC	3,703.33	
65815	03/15/2023	Michael Sean McGill	3,500.00	
65808	03/15/2023	VA Water & Waste Auth Assn	3,000.00	
65690	03/01/2023	PFM Asset Management LLC	2,996.77	
233747469	03/15/2023	ICMA Membership Renewals	2,944.71	
233747479	03/31/2023	ICMA Membership Renewals	2,944.71	
65651	03/01/2023	Cosner Brothers Body Shop Inc	2,630.96	
65649	03/01/2023	Core & Main LP	2,541.55	
65668	03/01/2023	Hydraflo Incorporated	2,175.11	
65767	03/15/2023	Great Eastern Resort Corporation	2,023.28	
65733	03/01/2023	Minnesota Life Insurance Co	2,012.69	
65730	03/01/2023	Guardian	1,866.38	
65712	03/01/2023	UniFirst Corporation	1,847.65	

65669	03/01/2023	Insituform Technologies, LLC	1,833.25
65914	03/31/2023	Guardian	1,790.78
233747477	03/15/2023	Flexible Benefit	1,736.00
233747487	03/31/2023	Flexible Benefit	1,736.00
65643	03/01/2023	Chemung Contracting Corp	1,720.91
65698	03/01/2023	Rexel USA Inc DBA Mayer Electric Supply Co	1,698.42
65917	03/31/2023	Minnesota Life Insurance Co	1,656.53
233747478	03/15/2023	ACSA Flexible Spending	1,601.15
233747488	03/15/2023	ACSA Flexible Spending	1,601.15
65696	03/01/2023	Rappahannock Electric Cooperative	1,598.48
65796	03/15/2023	Rivanna Solid Waste Authority	1,568.00
65691	03/01/2023	Piedmont Pools Incorporated	1,553.91
65797	03/15/2023	Rivanna Water & Sewer Authority	1,532.58
65666	03/01/2023	Frank & Associates Incorporated	1,500.00
65682	03/01/2023	Ramboll Americas Engineering	1,444.00
65647	03/01/2023	Comcast	1,409.09
65695	03/01/2023	PSI, LLC	1,374.16
65812	03/15/2023	VA Utility Protection Service Inc	1,320.90
65750	03/15/2023	Culpeper Auto Parts Incorporated	1,149.43
65703	03/01/2023	Southwest Distributors LLC	1,088.40
65800	03/15/2023	S L Williamson Company Inc	1,059.63
65674	03/01/2023	Luck Stone Corporation	1,028.00
65711	03/01/2023	Keith Loren Mann	1,024.00
65744	03/15/2023	Atlantic Emergency	1,014.83
65705	03/01/2023	Anne Spencer	997.04
65713	03/01/2023	United Rentals (North	986.46
65663	03/01/2023	Ferguson US Holdings Inc	951.39
65714	03/01/2023	University Tire & Auto	944.71
65638	03/01/2023	Atlantic Industrial Services Incorporated	907.80
65671	03/01/2023	Price Chevrolet Company	897.68
65658	03/01/2023	C Scott Donovan	865.63
65778	03/15/2023	Lee Enterprises Incorporated	840.10
233747472	03/31/2023	AFLAC	813.13
233747482	03/31/2023	AFLAC	813.13
65702	03/01/2023	S L Williamson Company Inc	807.39
65806	03/15/2023	UniFirst Corporation	804.49
65648	03/01/2023	Commonwealth Excavating	800.00
65823	03/15/2023	Lee Enterprises Incorporated	778.80
65725	03/01/2023	ACAC	752.00
65910	03/31/2023	ACAC	752.00
65743	03/15/2023	Aqua Air Laboratories Inc	700.00
65777	03/15/2023	LB Technology Incorporated	687.50
65706	03/01/2023	Jeanne Stanborough	681.20
65732	03/01/2023	Herbert Beskin Trustee	669.00
65916	03/31/2023	Herbert Beskin Trustee	669.00
65759	03/15/2023	eTEC Mechanical Corporation	663.56
65719	03/01/2023	VACORP	649.37
65913	03/31/2023	Cincinnati Insurance Company	643.84
65722	03/01/2023	Whitman, Requardt & Assoc LLP	642.60
65646	03/01/2023	Comcast	641.35
65803	03/15/2023	TSRC Incorporated	590.36
65794	03/15/2023	Rexel USA Inc DBA Mayer Electric Supply Co	587.07
65683	03/01/2023	ODP Business Solutions LLC	584.35
65782	03/15/2023	Mailing Services of Virginia	583.20
65717	03/01/2023	UVA-WorkMed	535.00
65653	03/01/2023	Crown Castle	530.45
65781	03/15/2023	Luck Stone Corporation	522.80
65793	03/15/2023	Mary Reuter	500.00
65637	03/01/2023	Appalachian Power	488.65
65807	03/15/2023	HD Supply Facilities Maint LTD	477.92
65729	03/01/2023	Cincinnati Insurance Company	468.71
65819	03/14/2023	Cincinnati Insurance Company	468.71
65675	03/01/2023	Mailing Services of Virginia	467.40
65738	03/15/2023	Advance Stores Company Inc	466.78

65697	03/01/2023	Red Bud Supply Incorporated	456.16
65736	03/01/2023	Treasurer of Virginia	430.90
65820	03/14/2023	Treasurer of Virginia	430.90
65920	03/31/2023	Treasurer of Virginia	430.90
65704	03/01/2023	Snow's General Merchandise Incorporated	429.12
65636	03/01/2023	Advance Stores Company Inc	394.47
65665	03/01/2023	Fortiline Incorporated	391.99
65661	03/01/2023	Fastenal Company	372.00
65720	03/01/2023	Valley Landscaping Incorporated	364.57
65813	03/15/2023	Protocol SSD Corporation	358.70
65723	03/01/2023	William A Wells	340.00
65785	03/15/2023	Milestone Construction LLC	339.93
65680	03/01/2023	McCarthy Tire Service	337.60
65764	03/15/2023	FlowNetwork Incorporated	320.00
65673	03/01/2023	Linco Incorporated	312.81
65748	03/15/2023	Brink's Incorporated	308.61
65787	03/15/2023	Rachel Kidney	300.00
65788	03/15/2023	Will Rosenow	300.00
65805	03/15/2023	U. S. Bank	291.67
65640	03/01/2023	Blue Ridge Graphics Inc	283.95
65795	03/15/2023	Ricoh USA Incorporated	275.00
65754	03/15/2023	Harris Systems USA Incorporated	270.00
65734	03/01/2023	Piedmont Family YMCA	257.40
65918	03/31/2023	Piedmont Family YMCA	257.40
65817	03/15/2023	William A Wells	245.00
65745	03/15/2023	Bckflw Apparatus & Valve Inc	226.00
65792	03/15/2023	Republic Services	224.89
65809	03/15/2023	Mary Vandevander	219.23
65739	03/15/2023	Carsons LLC	207.96
65801	03/15/2023	SnowKnows Incorporated	205.98
65708	03/01/2023	Macro Retailing LLC	200.00
65791	03/15/2023	Red Wing Business Advantage Account	200.00
65735	03/01/2023	Snap Fitness	199.80
65919	03/31/2023	Snap Fitness	199.80
65747	03/15/2023	Erica Bennett	173.01
65662	03/01/2023	FedEx	172.79
65762	03/15/2023	Ferguson US Holdings Inc	164.00
65771	03/15/2023	James River Communications Inc	159.00
65752	03/15/2023	City of Charlottesville	155.20
65737	03/01/2023	Virginia Department	150.00
65821	03/14/2023	Virginia Department	150.00
65692	03/01/2023	W & H Resources Incorporated	149.00
65664	03/01/2023	Flexible Benefit Administrators Inc	144.25
65731	03/01/2023	The Gym	130.00
65915	03/31/2023	The Gym	130.00
65641	03/01/2023	Campbell Equipment Inc	120.79
65742	03/15/2023	American Pest Incorporated	118.00
65741	03/15/2023	Shtha Alhammari	111.56
65770	03/15/2023	Taylor Hong	106.60
65715	03/01/2023	Zaynali Urushanov	102.59
65684	03/01/2023	Daniel W. Reitz	100.00
65685	03/01/2023	Jacob Crawford	100.00
65686	03/01/2023	James R. Shipe	100.00
65687	03/01/2023	John Lloyd	100.00
65688	03/01/2023	Mona Ruttenberg	100.00
65786	03/15/2023	Brian Cohen	100.00
65751	03/15/2023	Charlottesville Wrecker	85.00
65763	03/15/2023	Fisher Auto Parts Incorporated	81.29
65761	03/15/2023	FedEx	75.85
65670	03/01/2023	Wisconsin Quick Lube Inc	73.66
65699	03/01/2023	Rivanna Associates Incorporated	72.00
65818	03/15/2023	Woodlands of Charlottesville	70.98
65679	03/01/2023	Amy McCall	70.62
65756	03/15/2023	Document Destruction of	69.95

65642	03/01/2023	Culpeper Auto Parts Incorporated	62.85
65798	03/15/2023	William H Roach	57.71
65776	03/15/2023	Tambula Johnson	56.74
65773	03/15/2023	Wisconsin Quick Lube Inc	53.50
65721	03/01/2023	Virginia Government Finance	50.00
65677	03/01/2023	Martin Marietta Materials	47.57
65726	03/01/2023	Anytime Fitness-Pantops	40.00
65727	03/01/2023	Anytime Fitness-Ruckersville	40.00
65728	03/01/2023	Anytime Fitness - Zion VA	40.00
65774	03/15/2023	Price Chevrolet Company	40.00
65911	03/31/2023	Anytime Fitness-Pantops	40.00
65912	03/31/2023	Anytime Fitness - Zion VA	40.00
65799	03/15/2023	Aba Mills Robertson	38.49
65775	03/15/2023	Jennifer Johnson	35.94
65718	03/01/2023	Virginia Association of	35.00
65749	03/15/2023	Central Virginia Electric Cooperative	33.58
65769	03/15/2023	Hawkins-Graves Incorporated	31.96
65802	03/15/2023	Specialty Fasteners of	31.58
65724	03/01/2023	Jane Louise William	31.10
65710	03/01/2023	TSRC Incorporated	24.76
65766	03/15/2023	Gingerich Outdoor Power Spec	21.99
65822	03/15/2023	Caroline Elvig	21.94
65789	03/15/2023	Piedmont Power	21.40
65740	03/15/2023	Albemarle Lock & Safe Company	20.00
65784	03/15/2023	Martin Hardware Company Inc	18.00
65645	03/01/2023	City of Charlottesville	17.22
65811	03/15/2023	Virginia National Bank	15.56
65644	03/01/2023	City of Charlottesville	15.41
65654	03/01/2023	Crozet Hardware Co., Inc.	14.07
65790	03/15/2023	Real Estate Management and Sales	10.11
65701	03/01/2023	S & K Real Estate	9.36
65804	03/15/2023	Thryv Incorporated	6.50
65707	03/01/2023	Stanley Martin	5.94
65676	03/01/2023	Martin Hardware Company Inc	5.12
			3,213,867.89

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2023 Capital Improvement Program (CIP) STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: April 20, 2023 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

- Questions about the status of active CIP Projects.
- Questions about the status of active Private Development Projects.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA)
Capital Improvement Project Report
April 2023

1. Risk Assessment Improvements Phase 1 (Account Code 1621):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	65%
Contractor:	Harrisonburg Construction Co., Inc. (HCC)
Construction Start:	November 2022
Completion:	May 2023
Total Budget:	\$1,221,950
Appropriated Funds:	\$1,222,048

Project Description - After the attacks of September 11, 2001 industry leaders were tasked by the federal government to prioritize requirements for the protection of the nation's critical infrastructure. The Water Sector, encompassing both water and wastewater, was one of the categories /identified that were expected to remain resilient and continue operating regardless of emergency events. As part of the on-going preparedness program for the ACSA to remain resilient a Vulnerability Assessment was completed in conjunction with our community partners. All our critical assets were analyzed for risks caused by both natural and human-made hazards, using the AWWA Standard J100: *Risk and Resilience Management of Water and Wastewater Systems*. The result was a report to establish mitigation measures to lower risks and increase resiliency. Some mitigation measures have already been completed with others phased over upcoming fiscal years based upon priority.

4/10/2023: Fencing work at Ashcroft Pump Station No. 2 is complete. Tree removal at the Ashcroft Upper Tank is also complete.

2. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Study
Percent Complete:	95%
Contractor:	Unknown
Construction Start:	N/A
Completion:	October 2022 (Study)
Total Budget:	\$390,000
Appropriated Funds:	\$296,000

Project Description - This project will consist of a comprehensive energy audit of the Operations Center and all pump stations. It will evaluate current

energy consumption and the factors that drive it, as well as an analysis of utility rate structures to identify potential cost savings. Surveys will be conducted of all systems, including operation and maintenance procedures to determine where energy conservation can be improved.

1/10/2023: The Final Report has been received and is under review by ACSA staff.

3. Avon Operations Center (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2024
Total Budget:	\$4,315,000
Appropriated Funds:	\$634,312

Project Description - As part of the Operations Center Expansion Study our consultant reviewed all properties owned by the ACSA that could be utilized as we grow. The Avon Street property has long been held as a future location to build additional facilities in a central location, as needed. The current Maintenance Yard at our Operations Center is becoming overcrowded with equipment and materials, causing us to locate some equipment and larger materials in the former ACSA Maintenance Yard at the Crozet Water Treatment Plant, which we lease from RWSA. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators.

4/10/2023: The Architectural Plan, Site Plan, VSMP, and WPO plans have been revised and submission to the County is anticipated this month. Two easement plats will also be submitted to the County for approval.

4. Four-Story Backflow Prevention Assembly Retrofit (Account Code 1765):

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	30%
Contractor:	Foothill Irrigation
Construction Start:	February 2023
Completion:	June 2023
Total Budget:	\$348,000

Appropriated Funds: \$360,295

Project Description - In late 2018 ACSA staff became aware of four-story residential structures being constructed without proper backflow prevention devices. Section 8 of the ACSA Rules and Regulations details the ACSA Backflow Prevention Program. This program is in accordance with 12VAC5-590-570 through 12VAC5-590-630 of the Virginia Waterworks Regulations. The Containment Policy in 12VAC5-590-610 outlines the requirement for a backflow prevention (BFP) assemblies on the domestic water service line to high rise structures, defined as four (4) or more stories.

4/10/2023: The Change Order has been executed with Foothill Irrigation that will add Phases 2 and 3 to the current contract. ACSA staff is in the process of scheduling upcoming installations.

5. Scottsville Phase 4 Water Main Replacement (Account Code 1758):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2026
Total Budget:	\$5,004,900
Appropriated Funds:	\$499,410

Project Description - This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast iron water mains throughout our water systems. Roads impacted by water replacement work include James River Road, Warren Street, Hardware Street, Moores Hill, and the downtown streets of Page, Bird, and West Main. This project requires extensive coordination with the Rivanna Water and Sewer Authority (RWSA) as it includes the replacement of their asbestos-cement water main along James River Road.

3/7/2023: Rice Associates is currently performing test holes excavations to gather additional information associated with existing utilities. This information will be used to assist in the design of the replacement water mains.

6. Ragged Mountain Phase 1 Water Main Replacement (Account Code 1760):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%

Contractor:	Undetermined
Construction Start:	TBD based on VDOT Bridge Replacement
Completion:	TBD
Total Budget:	\$951,400
Appropriated Funds:	\$124,975

Project Description - This project will replace the oldest active water main remaining in our system serving residents along Reservoir Road. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section.

2/7/2023: VDOT continues to review alternative designs and hopes to have more information to share with the ACSA later this spring.

7. Crozet Phase 4 Water Main Replacement (Account Code 1756):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2025
Total Budget:	\$6,183,500
Appropriated Funds:	\$588,156

Project Description - Our Strategic Plan calls for the eventual replacement of all asbestos-cement and PVC (pre-1990) water mains in our system, as they are older and made of a weaker material than the current industry norm. This project continues our systematic program to replace the aging and undersized asbestos-cement and PVC water mains in the Crozet Water System. Roads impacted by water replacement work include Crozet Avenue (Route 240), Rockfish Gap Turnpike (Route 250), Hillsboro Lane, Brownsville Road and the neighborhood streets in Park View. This is the fourth of five phases that have been defined to carry out these improvements.

4/10/2023: A final offer has been extended for the last remaining easement. The final easement may require condemnation by the ACSA Board.

8. Jefferson Village Water Main Replacement (Account Code 1747):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	100%
Contractor:	Commonwealth Excavating, Inc. (CEI)

Construction Start:	August 2022
Completion:	April 2023
Total Budget:	\$2,451,000
Appropriated Funds:	\$1,614,340

Project Description - This project addresses the goal in our Strategic Plan for the eventual replacement of all asbestos-cement water mains in our system. The existing water mains are approximately 49 years old and have reached the end of their useful life. As a former well system that was connected to public water, many of the mains are also undersized.

4/10/2023: S.L. Williamson has completed pavement restoration efforts and CEI is working to address several minor VDOT punchlist items. This project is essentially complete; therefore it will be removed from the CIP Monthly Report.



Proffit Road



Colonial Drive

9. Northfields Water Main Replacement (Account Code 1764):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$8,130,000

Appropriated Funds: \$598,497

Project Description - This project addresses the goal in our Strategic Plan for the eventual replacement of all asbestos-cement water mains in our system. The existing water mains are approximately 54 years old and have reached the end of their useful life. As a former well system that was connected to public water, most of the mains are also undersized.

4/10/2023: Dewberry has provided an estimated number of easement plats that will need to be prepared. A Board Authorization is proposed for this project.

10. Briarwood Water Main Replacement (Account Code 1766):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$2,430,000
Appropriated Funds:	\$255,338

Project Description - Our Strategic Plan calls for the eventual replacement of PVC (pre-1990) water mains in our system, as they are older and made of weaker material than the current industry norm. This project will replace the PVC water mains that have been in service since the early 1980's.

1/10/2023: ACSA staff is reviewing the proposed geotechnical boring plan prepared by Ramboll.

11. Barracks West Water Main Replacement (Account Code 1796):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$3,385,000
Appropriated Funds:	\$209,335

Project Description - This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project follows our Strategic Plan goal to

replace aging and undersized water mains throughout our system and will provide for an opportunity to improve fire protection to these multi-family apartments.

4/10/2023: Dewberry is working on the 90% Design Documents. The geotechnical boring work was completed the first week of April 2023. A Board Authorization is proposed for this project.

12. Broadway Street Water Main Replacement (Account Code 1768):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2024
Total Budget:	\$792,800
Appropriated Funds:	\$128,000

Project Description - This project will replace the ductile iron water main that was installed in the early 1970's and has been found to be in deteriorating condition based on recent excavations. With the redevelopment of the Woolen Mills Factory and Albemarle County's increased attention on economic revitalization of this corridor, replacement of this water main is crucial in transforming this area.

4/10/2023: The geotechnical boring work is scheduled for the second half of April 2023.

13. Townwood Water Main Replacement (Account Code 1773):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2027
Total Budget:	\$1,300,000
Appropriated Funds:	\$169,180

Project Description – This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions.

4/10/2023: Field survey efforts are underway.

14. Raintree and Fieldbrook Water Main Replacement (Account Code 1771):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$5,947,300
Appropriated Funds:	\$290,887

Project Description - Our Strategic Plan calls for the eventual replacement of PVC (pre-1990) water mains in our system, as they are older and made of weaker material than the current industry norm. This project will replace the PVC water mains that have been in service since the 1980's and will eliminate pipe saddles at the water service connections that have been failing due to corrosion.

3/7/2023: Baker has submitted 50% Design Documents and they are under review by ACSA staff.

15. Airport Trunk Sewer Upgrade (Account Code 1828):

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2028
Total Budget:	\$5,908,800
Appropriated Funds:	\$378,459

Project Description - With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 is in need of upgrading to handle full build-out. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. A study of the drainage basin was completed in 2016 with the recommendation the sewer main be increased in size by replacing it in place.

3/7/2023: ACSA staff recently met with a development team to discuss current sewer capacities and the necessary upgrades to accommodate their multi-family residential development within this drainage area. Based on

flow projections and existing pipe capacities, upgrades to a large portion of this gravity sanitary sewer system may be necessary ahead of the ACSA's schedule for construction. This may ultimately shift some of the responsibility of upgrading the existing sewer to the development team. ACSA staff has shared the current design with their team, and they are in the process of obtaining cost estimates from contractors. To date, 8 of 24 easements have been obtained.

16. Biscuit Run Sewer Replacement (Account Code 1830):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Linco, Inc. (Linco)
Construction Start:	2023
Completion:	2023
Total Budget:	\$479,600
Appropriated Funds:	\$756,419

Project Description - During a routine inspection the ACSA's Maintenance Department discovered an existing gravity main and manhole along an intermittent stream that drains into Biscuit Run had been exposed due to runoff. This project will replace the sewer segment that crosses the stream with ductile iron pipe and will reinforce the stream bank where the sewer manhole is exposed.

3/7/2023: ACSA Maintenance has performed easement clearing to improve access for Linco.

17. FY 2021 Miscellaneous Sewer Rehabilitation (Account Code 1904):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	95%
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	October 2020
Completion:	December 2022
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system. The ACSA made the decision to split our miscellaneous rehabilitation Contract Documents into separate contracts: one for repair and replacement work, and the other for trenchless pipe rehabilitation plus internal manhole rehabilitation. This contract will be utilized to perform trenchless

rehabilitation, including sewer lining, segmental lining, top hats, internal point repairs and manhole rehabilitation that doesn't require excavation work, to correct problems in our system found with systematic CCTV inspection by ACSA crews. It will also be used to complete rehabilitation recommendations generated from the SSES's of larger drainage basins.

4/10/2023: ACSA and Prism staff will need to coordinate pump-and-haul efforts to complete the relining of sanitary sewer along Barracks Road.

18. FY 2022 Miscellaneous Sewer Rehabilitation (Account Code 1906):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	October 2021
Completion:	May 2023
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system.

4/10/2023: Prism has completed the pipe cleaning and CCTV inspections of approx. 2,000 linear feet of gravity sewer mains associated with Work Order No. 3.

19. FY 2024 Miscellaneous Sewer Rehabilitation (Account Code 1908):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	April 2023
Completion:	April 2024
Total Budget:	\$200,000
Appropriated Funds:	\$200,000

Project Description - This project continues our annual "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system.

4/10/2023: Notice of Award will be issued to Prism this month.

20. Bellair – Liberty Hills Sewer (Account Code 1829):

Consultant:	Michael Baker International, Inc. (Baker)
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Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$3,493,715
Appropriated Funds:	\$380,295

Project Description - Over the past several years, there has been an uptick in residents of the Bellair Subdivision seeking to connect to public sanitary sewer service since most residents are currently served by private septic fields. In an effort to gauge community interest for such a project, ACSA staff mailed out a survey to the residents seeking feedback on their interest. Based on initial feedback received, a majority of the property owners are interested in connecting to public sewer if it was made available.

3/7/2023: ACSA staff met on February 9, 2023 to discuss Baker's design and the significant portions of the neighborhood proposed to be served by E/One systems. ACSA will be working with Baker to explore how additional portions of the neighborhood could be served by gravity.

21. Madison Park Pump Station Upgrade (Account Code 1735):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	November 2023
Total Budget:	\$1,550,000
Appropriated Funds:	\$2,003,831

Project Description - This wastewater pump station was constructed in the early 1980's by private development and the original equipment is wearing down. In addition the building is undersized creating difficulty in performing routine maintenance and making it impossible to install the control panels necessary to include this pump station in our new SCADA System. A study to evaluate the best option for upgrading this pump station will be performed, followed by design and construction.

11/7/2022: The Notice to Proceed was issued on October 17, 2022. ACI is working on submittals, but long lead times for some critical items are anticipated.

22. Sewer Pump Station Comminutors (Account Code 1827):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	60%
Contractor:	East Coast Utility Contractors, Ltd. (ECUC)
Construction Start:	July 2022
Completion:	September 2023
Total Budget:	\$731,300
Appropriated Funds:	\$616,193

Project Description - Three sewer pump stations: Glenmore, Georgetown Green, and Crozet have all been experiencing higher than normal amounts of solid debris that have been causing undue wear and tear on our pumps, reducing their effective life. They have also been subjected to clogging from the fibrous cloth wipes that are marketed as flushable but do not break down in the sanitary sewer collection system. Maintenance identified the need to install comminutors (aka grinders) in the wet wells or just upstream of them, to eliminate these solids that are adversely impacting our pumps.

4/10/2023: ECUC has completed start-up at the Georgetown Green and Crozet Sewer Pump Stations and are working on site restoration before mobilizing to Glenmore.



Comminutor Mounting Rack



Comminutor (Grinder)

23. Lewis Hill – West Leigh Water Connection (Account Code 1754):

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	95%
Contractor:	ACSA Maintenance Department
Construction Start:	2023
Completion:	2023
Total Budget:	\$80,900
Appropriated Funds:	\$7,125

Project Description - The existing PVC water main that serves as the primary connection between West Leigh Subdivision and Lewis Hill Subdivision is at risk for failure due to the encroachment of a nearby stream. The water main has been taken out of service to avoid a catastrophic failure and the resulting large volume of lost water. This project re-establishes the connection from West Leigh by taking advantage of the recent water main replacement along Sheffield Road with an 8" diameter pipe.

3/7/2023: ACSA staff have provided a response to the Lewis Hill HOA advising that utilization of the existing easement is the alternative to obtaining a new easement. Use of the existing easement will be more impactful, but that decision will be left up to the HOA.

24. Huntington Village Water Connection (Account Code 1770):

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2023
Completion:	2023
Total Budget:	\$60,700
Appropriated Funds:	\$3,533

Project Description - The existing water main that serves as the only feed into Huntington Village off Old Ivy Road is at risk of failure due to an existing rock retaining wall that was constructed overtop of the water main. This project provides a second water connection into Huntington Village which is comprised of approximately 135 residential customers.

12/5/2022: The 100% Design Documents have been completed by ACSA staff.

25. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	32%
Contractor:	ACSA Maintenance Department
Construction Start:	September 2019
Completion:	2024
Total Budget:	\$742,500
Appropriated Funds:	\$247,500

Project Description - In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted to irrigate their properties. Private meters were installed behind their ACSA meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. On January 1, 2006 the ACSA Rules and Regulations were modified to no longer allow exclusion meters and required that all future irrigation meters would be tapped separately off our water mains, to be owned and controlled by the ACSA. This project is a multi-year replacement program by our in-house CIP Crew to install dedicated, ACSA owned irrigation meters that will eliminate all remaining exclusion meters in our system.

4/10/2023: ACSA Maintenance continues to work on exclusion meters in the vicinity of Darby Road (west), focusing their efforts on stubbing future lines out of the pavement. There are currently 328 private irrigation exclusion meters remaining in our system.

26. Woodbrook Force Main Replacement Project (Account Code 1826):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	100%
Contractor:	Linco, Inc. (Linco)
Construction Start:	March 2023
Completion:	April 2023
Total Budget:	\$149,468
Appropriated Funds:	\$327,745

Project Description – Pure Technologies recently completed a condition assessment of all ACSA's sanitary sewer force mains (Sewer Force Main Condition Assessment). Based on that work, they recommended replacement of a portion of the Woodbrook Force Main due to thinning pipe walls from corrosion.

4/10/2023: Linco has completed the replacement of a portion of the sanitary sewer force main and the tie-ins were completed on March 30, 2023. This project is essentially complete; therefore it will be removed from the CIP Monthly Report.



Force Main Tie-in



Replacement of ARV

27. SCADA System Phase 3 (Account Code 1605):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	M.C. Dean
Construction Start:	November 2022
Completion:	September 2023
Total Budget:	\$943,115
Appropriated Funds:	\$1,224,918

Project Description - The ACSA Utility System has over 40 critical assets that include water and wastewater pump stations, water storage tanks and master PRV stations. They are considered critical because malfunctions or failures at any of the assets could have a drastic effect on our utility system and our customers. These assets are currently monitored by site visits of assigned Maintenance personnel. This project will create a Supervisory Control and Data Acquisition (SCADA) System that will allow ACSA employees to remotely monitor the operations of these critical assets from

the main office building. It will also allow personnel to change the operational settings of some pump stations from the main office building. Using alarms, we will be able to more quickly evaluate problems and prevent some failures before they happen.

4/10/2023: ACSA and M.C. Dean staff continue to work through RFI's and various submittals. An updated construction schedule will be provided once material delivery dates are established.

JML/jl
060806CIPMonthly04202023

Albemarle County Service Authority (ACSA)
Active Private Development Projects
April 2023

- a. **1165 Pen Park Road (Rio):** Water service and sewer main extensions to serve 4 lots. The site is located to the east of the Rio Road East and Pen Park Road intersection.
- b. **Albemarle Business Campus – Block 1 (Scottsville):** Water and sewer main extensions to serve 128 multi-family units. The site is located to the northeast of the Old Lynchburg Road and Country Green Road intersection.
- c. **Belvedere Phase 5B (Rio):** Water and sewer main extensions to serve 20 single family homes at the end of Fowler Street in the back of Belvedere.
- d. **Brookhill Blocks 9-11 (Rivanna):** Water and sewer main extensions to serve 85 single family homes in the Brookhill subdivision, located east of Stella Lane between Ashwood Boulevard and Archer Avenue.
- e. **Brookhill Blocks 16 & 17 (Rivanna):** Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and East of the Montgomery Ridge Subdivision.
- f. **Dunlora Park Phase 2 (Rio):** Water and sewer main extensions to serve 6 single family homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
- g. **Galaxie Farm Subdivision (Scottsville):** Water and sewer main extensions to serve 65 residential units. This project is located along Scottsville Road, south of Mountain View Elementary.
- h. **Glenbrook at Foothills Phase 3 (White Hall):** Water and sewer main extensions to serve 120 residential units between the Parkside Village and Glenbrook at Foothills subdivisions along Park Ridge Drive.
- i. **Hollymead Town Center Area C Townhomes – Block II (Rio):** Water and sewer main extensions to serve 56 attached single family units. This project is located to the south of Timberwood Boulevard, in between Connor Drive and Berkmar Drive.
- j. **Lochlyn Hill – Phase 4 (Rio):** Water and sewer main extensions, and demolition of 14 existing homes for 14 single family detached units and 8 single family attached units. This project is located along Pen Park Lane, north of the City limits.

- k. Mountain View Elementary Building Addition (Scottsville): Water main extension to facilitate building addition.
- l. Pleasant Green – Phase 2A (White Hall): Water and sewer main extensions to serve 24 residential units. This project is located to the southeast of the Orchard Acres subdivision.
- m. Pleasant Green – Phase 2B and 3 (White Hall): Water and sewer main extensions to serve 173 residential units. This project is located to the southeast of the Orchard Acres subdivision.
- n. Proffit Road Townhomes South (Rivanna): Water and sewer main extensions to serve 31 town home units. This project is located along Proffit Road, south of Martha Jefferson Outpatient Care Center.
- o. Regents School of Charlottesville (Samuel Miller): Water and sewer main extensions to serve a private school, grades K-12. The site is located west of Trinity Presbyterian Church, along Reservoir Road.
- p. Rivanna Station – Nicholson Building Addition (Rivanna): Water main extension to serve an expansion of the Nicholson Building and a parking garage at NGIC, located east Route 29 and south of Boulders Road.
- q. Rivanna Village Phase 2 (Scottsville): Water and sewer main extensions to serve 178 residential units. This project is located east of the Glenmore Ground Storage Tank and Rivanna Village Phase 1.
- r. **Scottsville Tiger Fuel (Scottsville): Water service and sewer main extension to serve a gas station. This project is located to the south of the Scottsville Road and James River Road intersection.**
- s. Southwood Phase 1 – Blocks 9-11 (Scottsville): Water and sewer main extensions to serve 70 single family units and 16 condominium units. This project is located west of Horizon Road and south of Hickory Street.
- t. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220 unit apartment building at the intersection of Inglewood Drive and Bond Street.
- u. **Victorian Heights (Rio): Water and sewer main extensions to serve 34 attached single family and 54 multi-family units. The site is located to the south of RWSA's Woodburn Road Water Tank, between Woodburn Road and Berkmar Drive.**

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2023 CIP Authorizations</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: April 20, 2023</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
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BACKGROUND: Authorization for two CIP Projects, both of which are included in the CIP Rate Model Budget. The first authorization is the preparation of easement plats for the joint Northfields Water Main Replacement and Northfields Phase 5 Sewer Projects. The second authorization is funding for test pits in conjunction with the Barracks West Water Main Replacement Project.

DISCUSSION:

- ❖ Allows ACSA staff to implement our goal of replacing all asbestos-cement pipe material and upgrade undersized mains in our water system.
- ❖ Allows the ACSA to provide public sewer service in a subdivision where some residences still have septic fields. There is a cost savings to construct these sewer segments while the roads are disturbed for the water main replacement construction.
- ❖ Provides ACSA staff with the professional expertise of our term contract consultant to acquire additional information on existing utilities during the design of the Barracks West Water Main Replacement Project.

BUDGET IMPACT: The amount requested for the Northfields Water Main Replacement Project was more than originally anticipated in the CIP Rate Model, however this should be offset by cost savings on other CIP Projects. The additional cost of the test pits for the Barracks West Water Main Replacement Project is minor compared to the total amount budgeted in the CIP Rate Model.

RECOMMENDATIONS: Authorize funding for these two projects to keep our CIP Project Schedule moving forward and improving our utility system.

BOARD ACTION REQUESTED: Approve the Consent Agenda.

ATTACHMENTS:

- ❖ Detailed memo of the proposed CIP authorization.
- ❖ Professional Services Agreement Amendment No. 1 dated March 27, 2023, for the Barracks West Water Main Replacement Project.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: April 20, 2023
Re: FY 2023 CIP Authorizations
cc: Michael E. Derdeyn

The following projects require Board authorization:

- A. Northfields Water Main Replacement Project:** Our consultant, Ramboll, is approaching completion of the 90% Design Documents and has identified the need for up to 46 easements. The unit price for each plat is \$1,250, as noted in the original design proposal from Ramboll. The total cost of plat preparation for this project is \$57,500. ACSA staff concurs with the number of plats required.

Board Action

We request the Board of Directors authorize \$57,500 from the FY 2023 3R Fund for Plat Preparation for the Northfields Water Main Replacement Project.

- B. Barracks West Water Main Replacement Project:** During the design of this project our consultant, Dewberry, identified several utilities that the proposed waterlines will need to cross. Dewberry and ACSA staff have selected a representative sample of these utilities to test pit to determine the depth of the utility. Attached is a letter dated March 27, 2023, from Dewberry with their fee proposal for completing the test pits and incorporating the information into the plans. ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost to complete the test pits is \$8,856.

Board Action

We request the Board of Directors authorize \$8,856 from the FY 2023 3R Fund to complete utility test pits for the Barracks West Water Main Replacement Project.

JML/jml

Attachments

010101CIPAuthorizations04202023

AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT

THIS IS AN AMENDMENT dated March 27, 2023, to the existing Letter of Agreement, dated September 16, 2021 between Albemarle County Service Authority (CLIENT) and Dewberry Engineers Inc. (ENGINEER) for providing professional services relating to the design of the Barracks West Water Main Replacement Project in Charlottesville, Virginia. The proposal is amended as follows:

At the request of the CLIENT, the ENGINEER is to complete seven (7) utility test holes through the use of a specialized consultant (Accumark, Inc) to determine the depth of existing underground utilities at the locations identified on the 50% design documents and confirmed during a call between ACSA and Dewberry on 3/15/23. Subsurface location of existing utilities at these seven (7) locations has been requested in an effort to prevent conflicts with the proposed water main crossing existing underground utilities along the proposed water main alignments.

The CLIENT and ENGINEER, in consideration of their covenants herein, agree in respect to the performance of professional services by the ENGINEER and payment for those services by the CLIENT as set forth below.

For completion of the additional services described above, the CLIENT shall pay the ENGINEER a Lump Sum, not to exceed amount of **\$8,856**. The amount can be broken down as follows:

Specialized Consultant Fee - \$8,200
 + 8% (per Section 3.2 of Agreement for Engineering Services) - \$656

All other parts of the Letter of Agreement remain unaltered by this Amendment. This Amendment, including attachments, shall become a part of the existing Letter of Agreement upon its execution by the CLIENT and ENGINEER.

Attachments:


Specialized Consultant Scope and Fee
 50% plan sheets identifying test hole locations

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the respective dates indicated below.

CLIENT: Albemarle County Service Authority

ENGINEER: Dewberry Engineers Inc.

BY: _____

BY: 

 Heather A Campbell, P.E.
 Contract Manager

Date: _____

Date: 3/27/2023

Accumark Inc

9500 King Air Court
Ashland, VA 23005



Proposal to perform subsurface utility services to Dewberry in reference to ACSA Barracks West, Charlottesville, VA

Date	Services Performed By:	Services Performed For:
March 22, 2023	Accumark Inc 22900 Shaw Rd Ste 123 Sterling VA 20166	Dewberry Heather Campbell, PE 4805 Lake Brook Dr., Ste. 200 Glen Allen, VA 23060-9278 Phone: 804-205-3351 Email: hcampbell@dewberry.com

Scope of Work

Accumark will perform the test holes in compliance with Quality Level “A” of CI/ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, hereinafter referred to as Standard 38-02. The test holes will be performed by air vacuum excavation by qualified in-house staff.

Permitting and Notifications

Any notifications or permitting that is required will be obtained and all work will be performed in compliance with permit guidelines and laws of the State.

Standard Procedures

Survey personnel will contact the client to acquire survey control information. Reconnaissance will be performed to locate control monuments in the vicinity of the work. Survey control points shall be present within 1,000’ of the project site, able to be occupied and found to balance.

The test holes will be staked at the site by the client or client must provide a digital copy of project’s base mapping; in-hand a minimum of 2 to 3 days before field operations are scheduled to begin so that swing ties can be pulled. The proposed test hole locations can be staked by

Accumark personnel for an additional fee. Test hole openings will be a minimum 8" x 8" and typically not larger than 12" x 12". Excavation will proceed to expose the utility in a careful manner with the utmost concern for the safety of personnel, the public and surrounding property. A field test hole form will be completed for each excavation and will contain at a minimum parameters required by the Standard 38-02, which include: depth to the utility, outside diameter, duct systems such as electrical and telecommunication, top and bottom will be documented, height of conduits or encasement, utility material, pavement type/thickness and general soil type.

A permanent marker will be placed over a reference point on the utility flush with grade. Typically this reference point is the centerline of pipes or the edge of concrete structures. A minimum of three (3) ties will be taken to the permanent marker. The depth to the reference point on the utility will also be measured plumb to the permanent marker.

The excavation will be backfilled utilizing excavated materials. Accumark utilizes Aquaphalt (www.aquaphalt.com), a pre-mixed, permanent repair material, and Accumark guarantees its effectiveness for a minimum of one (1) year. It is not anticipated that hot patch will be required for this work.

Accumark does not recommend test holes on gravity sewers. Accumark recommends that in order to determine accurately a possible conflict with an existing gravity sewer line that an as-built survey be conducted of the upstream and downstream sanitary manholes for that particular pipe. From the data obtained from the as-built survey (rim elev., inverts, pipe size and pipe material), an accurate "flowline elevation" can be calculated for any potential crossing/conflict of that sewer pipe. A test hole would only give you a top of utility elevation, if that could even be determined due to obstructions found in the test hole.

Any test hole(s) requested on gravity sewers will be billed on an hourly basis.

A final test hole report will be prepared in AutoCAD and reviewed prior to submittal. The final submittal will contain a .pdf binder file with Test Hole Inventory (index) and all Test Hole Forms. This file will be emailed to the client ready for printing on 8 1/2" x 11" paper. Hard copies will also be sent to the client if requested.

Project Limitations

This service will be provided with due diligence and in a manner consistent with standards of the subsurface utility mapping industry. Every reasonable effort will be made to locate all systems of interest whether indicated on records available to us or not. However, we do not guarantee that all existing utility systems can or will be detected. It may not be possible to detect utilities without prior knowledge, such as systems that are not depicted on records made available to us. Further, this service is not intended to detect non-utility structures such as, but not limited to: foundations, irrigation systems, septic systems, wells, tunnels, concrete or metal structures, or the true size and limits of subsurface utility vaults and manholes. Use of this service does not relieve interested parties from their responsibility to make required notifications prior to excavation.

The diameter of most pipes greater than 24" cannot be recovered directly from a single test hole. The diameter of pipes less than 24" is determined by exposing half of the pipe or the entire pipe, as needed, and directly measuring the outside diameter with a rule to the nearest 1/2". If pipe diameter is critical on larger than 24" pipes, it may be necessary to perform additional holes. This type of investigation falls outside of the normal scope of test hole services.

For test hole(s) requested on gravity sewers, Accumark will not be held responsible for the failure and subsequent replacement and/or repair costs of the targeted facilities, in the instances where the pipe being investigated has deteriorated to the extent it collapses during the pneumatic excavation process. For this scenario, the owner and/or requesting entity will be responsible for the appropriate rehabilitation of the failed pipe, as dictated by the construction standards of the city, county or municipality in which the facility is located.

Assumptions

Accumark is currently assuming that the client has survey control and that it will be provided to us prior to being on site.

Project Limits

Test hole drawings/locations provided by Dewberry on 3/17/2023

TH #	Approx. Location	Utility	Notes
01	A12+50	8" water	
02	A12+75	6" san. force main	
03	A34+50	electric	
04	A34+70	telecom	
05	B10+15	2" gas	
06	C12+60	4" water & telecom	
07	D10+30	unknown	

Estimated Project Schedule

Schedule to be negotiated with client upon notice to proceed.

Fee Schedule

This proposal is only valid for 90 days from transmittal date to Buyer. After 90 day period, Accumark reserves the right to revise the proposal as necessary.

Item Description	Rate	Estimated Units	Subtotal
Test Hole Unit Rate *Additional locations will be charged per unit rate	\$950.00/hole	7	\$6,650.00
Survey Test Hole Locations *Additional locations will be charged per unit rate	\$1,550.00	Lump Sum	\$1,550.00

***The Test Hole Unit Rate** quoted above is applicable for a minimum request of three (3) test holes per mobilization. For individual test hole requests, the unit rate will be elevated and calculated on site specific parameters, mobilization, and other miscellaneous costs.

***Any test hole(s) requested on gravity sewers** will be billed on an hourly basis at \$325.00 per hour. Any test holes requested on utilities that were not field verified at Quality Level B will be charged on an hourly basis at \$325.00 per hour.

***The above rates do not include any traffic control plans. Should traffic control plans be required, Accumark can provide an additional scope and fee to provide traffic control planning.**

Standard Terms of Payment

- **Standard Terms of Payment**

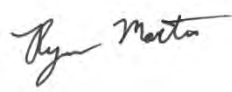
- Payments for services invoiced are to be received within 30-days from date of invoice. If payment is contingent upon Buyer being paid by a “Third Party” for services, Accumark must be notified of the name and address of the “Third Party” prior to commencement of services. Buyer will submit invoices to the “Third Party” in a timely manner and Accumark will receive payments from Buyer within 15 days of Buyer being paid. If this is not the case then Accumark reserves the right to modify this clause to reflect a revised payment schedule.

IN WITNESS WHEREOF, the parties hereto have caused this proposal to be effective as of the day, month and year first written above.

Dewberry

By: _____
 Name: _____
 Title: _____

Accumark Inc

By: 
 Name: _____
 Title: _____
 Ryan Martin
 Vice President

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

CONSENT AGENDA

AGENDA TITLE: Cityworks Water Pump Station Inspections STAFF CONTACT(S)/PREPARER: Billy Defibaugh	AGENDA DATE: April 20, 2023 ACTION: None ATTACHMENTS: Yes
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BACKGROUND: The Facilities Maintenance crew dedicates every Monday and Friday to Sewer and Water Pump Station Inspections. This routine procedure using Cityworks is an important first step to uninterrupted operation of ACSA Pump Stations.

DISCUSSION: Not all Pump Stations are alike and the Cityworks Water Pump Station Inspection takes that into account by listing an array of attributes that may not be applicable to every pump station. For the sake of simplicity, a recent inspection of the Mosby Mountain Water Pump Station is used for the purpose of this report (Attachment 1). The three goals of the inspection are Preventative Maintenance, Environmental Concerns and Security. Water Pump Stations are inspected twice every week on Mondays and Fridays. This minimizes the amount of time between inspections and brackets the weekend, which are the two days Maintenance Department personnel are least likely to be on-site.

Preventative Maintenance: Catching issues before costly damage occurs is of utmost importance. At Mosby Mountain, Generator and Pump Hours are logged, so that routine maintenance such as oil changes can occur at the appropriate time. Recording Incoming and Discharge PSI ensures that pressure differentials are within acceptable levels and not causing cavitation (formation of air bubbles which lead to damage causing shockwaves inside the pump).

Environmental The environment is everchanging and the Maintenance is vigilant in monitoring these changes. Sometimes the change can be subtle as tree branches finding opportunities to grow in areas that might damage ACSA pump station property or compromise the security of the facilities. There could be sudden events with tree limbs falling on roofs or fences that might go undetected.

Security Human security threats are continuing to increase in unprecedented ways. The implementation of recent ACSA security protocols such as security camera installation and ACSA personnel staying on-site with contractors are the latest steps in keeping pump stations secure. The Water Pump Station Inspections supplement these initiatives by routinely observing conditions in and around the pump stations that might not be covered by the security cameras. The Inspection also provides an ongoing assessment of critical features such as lights, fences and entry points.

BOARD ACTION REQUESTED: None

ATTACHMENTS:

Attachment 1

Inspection 38740 Water Pump Station Inspection	Cityworks Status: CLOSED
Priority: 3 Location: 1542 Ambrose Commons Inspected By: Shifflett, Dylan	
Observations:	
Exercised No Generator: Generator Hrs: 714.14 Generator Fuel Level (%): Pump 1 Hrs: 13926.9 Pump 2 Hrs: 10173.0 Pump 3 Hrs: Tank Level: 23.0 Incoming PSI: 74.5 Discharge PSI: 118.8 Air Compressor Hours: Chlorine Residual: Evidence of No loitering or littering?: Any foliage No allowing hiding or blocking views?: Parking lot lights Yes working properly?: Gates - Controls Yes functioning properly?: Gates - Any No obvious damage?: Gates - Yes Functioning properly?: Gates - Latches Yes and hinges okay & tamper proof?: Gates - Locks Yes okay?: Panels - Free from Yes damage?: Panels - Fencing Yes secured properly?: Panels - Proper Yes clearance between fence and ground?:	

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

CONSENT AGENDA

Inspection 38740
Water Pump Station Inspection


Cityworks
Status: CLOSED

Priority: **3** **Location:** 1542 Ambrose Commons **Inspected By:** Shifflett, Dylan

Panels - Foliage No
 allowing hiding or
 access over
 fence?:
 Parking lot lights Yes
 working properly?:
 Doors - Any No
 obvious damage?:
 Doors - Yes
 Functioning
 properly?:
 Doors - Locks and Yes
 knobs functioning
 properly?:
 Doors - Latches & Yes
 hinges tamper
 proof and
 functioning
 properly?:
 Windows - Any
 obvious damage?:
 Windows -
 Functioning
 properly?:
 Windows - Latches
 tamper proof?:
 Electrical PM:

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director 	AGENDA DATE: April 20, 2023 CONSENT AGENDA: Informational ATTACHMENTS: No
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BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are some updates on RWSA major projects and issues, including updates from the March 28th RWSA Board Meeting and other communications.

RWSA Board Meeting and other Updates and Approvals at the March 28th Board Meeting:

- **Observatory Water Treatment Plant (WTP):** RWSA will resume production of drinking water at the Observatory WTP in mid-April after all systems have been successfully completed and tested. The South Rivanna and North Rivanna WTPs will serve the Urban Water System (City and adjacent areas of the County) until that time.
- **Easement Negotiations Updates:** RWSA staff recently had productive meetings to move forward with UVA and UVAF to acquire final easements for two major water pipeline projects (goal is to complete by this June):
 - South Rivanna to Ragged Mountain Reservoir Water Pipeline - 8 miles of 36" pipe;
 - Ragged Mountain to Observatory WTP Water Pipeline and Pump Station - 5 miles of 36" pipe.
- **Central Water Line:** After a detailed review by the City/ACSA/RWSA team, engineering plans and specifications are moving forward to the 60% completion stage for the Central Water Line project to be constructed along Cherry Avenue and in the City from the Observatory Water Treatment Plant to East High Street. This new water line would importantly connect the enlarged Observatory Water Treatment Plant to the Urban System and to the ACSA customers. Bidding late December 2023, with construction starting mid-2024, and continuing until the estimated completion in late 2028.
- **FY '24 Budget Presented** – The ACSA share has a \$3.2 million increase, which represents a 13.4% increase (21% increase in water; 8% wastewater). The debt service for the major capital projects is the larger driver of the increase (see attached informational slides).

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- **Moore's Creek Advanced Wastewater Treatment Plant Rehabilitation** – “Major” repairs are needed at this wastewater plant that serves the urban area and Crozet. This is a multi-phased project totaling \$13.5 million. At the March meeting, an approval was made for the engineering services for this project.

RWSA Major Capital Project Updates:

- **South Rivanna and Observatory Water Treatment Plant Renovations**

Design Engineer:	Short Elliot Hendrickson, Inc. (SEH)
Construction Contractor:	English Construction Company
Construction Start:	May 2020
Percent Completion:	83%
Completion Date:	October 2023
Base Construction Contract:	\$37,889,941
Approved Capital Budget:	\$43,000,000

Current Status:

At South Rivanna, lead paint abatement continues. Work at Observatory includes the new Chemical Storage Building, foundation work for the GAC building expansion and a large retaining wall. Shutdown of the OBWTP is underway until April 10th.

History:

The Observatory project includes the design and costs for upgrading the plant systems to achieve an upgraded 10 mgd plant capacity. Much of the Observatory Water Treatment Plant is original to the 1953 construction.

At the South Rivanna Water Treatment Plant significant needs were identified and assembled into a single project. The projects include: expansion of the coagulant storage facilities; installation of additional filters to meet firm capacity needs; the addition of a second variable frequency drive at the Raw Water Pump Station; the relocation of the electrical gear from a sub-terrain location at the Sludge Pumping Station; a new Administration building onsite for additional office, lab, control room and storage space; improvements to storm sewers to accept allowable WTP discharges; and the construction of a new metal building to cover the existing liquid lime feed piping and tanks. The scope of this project will not increase plant treatment capacity, which is at 12 mgd.

- **Airport Road Water Pump Station and Piping**

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Percent Complete:	37%
Completion Date:	March 2024
Budget:	\$10,000,000

Current Status:

Completion of site piping and the concrete pour scheduled this month. Ongoing work at the two parallel water lines along Berkmar Drive.

History:

The Route 29 Pipeline and Pump Station Master Plan was developed in 2007 and originally envisioned as a multi-faceted project that reliably connected the North and South Rivanna pressure bands; reduced excessive operating pressures and developed a new Airport pressure zone to serve the highest elevations near the Airport and Hollymead Town Center. The master plan update was completed in June of 2018 to reflect the changes in the system and demands since 2007.

- **Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line and Raw Water Pump Station**

Design Engineer:	Michael Baker International (Baker)
Project Start:	August 2018
Project Status:	Easement Acquisition & Design (55%)
Construction Start:	2025
Completion:	2028
Current Project Estimate:	\$44,000,000

Current Status:

Preparation of engineering plans and specifications continues. RWSA staff is reviewing plans for the water line, which includes the vast majority of the piping to be installed under the project. Easement negotiations with UVA, and the UVA Foundation continue. Most of the focus is on the pump station location to acquire a site location.

History:

Raw water is currently transferred from the Ragged Mountain Reservoir (RMR) to the Observatory Water Treatment Plant by way of two 18-inch cast iron raw water lines, which have been in service for more than 110 and 70 years, respectively. The proposed water line will be able to reliably transfer water to the expanded Observatory Plant, which, upon completion, will have the capacity to treat 10 million gallons per day (mgd). The new single water line will be constructed of 36-inch ductile iron and will be approximately 14,000 feet in length.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

The RMR to Observatory WTP raw water pump station is planned to replace the existing Stadium Road and Royal Pump Stations, which have exceeded their design lives or will require significant upgrades with the Observatory WTP expansion. The pump station will pump up to 10 million gallons per day (mgd) of raw water to the Observatory WTP. Integration of the new pump station with the planned South Rivanna Reservoir (SRR) to RMR Pipeline is being planned in the interest of improved operational and cost efficiencies and emergency redundancy. An integrated pump station would also include the capacity to transfer up to 16 mgd of raw water from RMR back to the SRR WTP.

- **South Rivanna Reservoir to Ragged Mountain Reservoir Raw Water Line-Birdwood to Old Garth Road**

Design Engineer:	Kimley-Horn
Project Start:	June 2021
Project Status:	90% Design
Construction Start:	January 2023
Completion:	January 2024
Current Project Estimate:	\$4,000,000

Current Status:

Engineering plans and specifications are substantially complete for a 0.25-mile section of this 36" raw water pipe from Birdwood to Old Garth Road. One remaining easement is under negotiation with the UVA Foundation for this phase of the project. The railroad permit is pending. County permits have been submitted.

History:

This project is the continuation of the SRR to RMR 36" raw water pipeline built on the Birdwood Golf Course. Design efforts were authorized in June 2021 with construction anticipated in winter 2023/2024.

- **Beaver Creek Dam, Pump Station, and Piping Improvements**

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	95% NRCS Planning Process
Construction Start:	2024
Completion:	June 2028
Budget:	\$43,000,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status:

A Joint Permit Application and supporting documents were submitted to VDEQ. Remaining NRCS requirements, including review and approval of the planning study, are scheduled for completion in April. The revised Plan Environmental Assessment was approved by the NRCS. NRCS funding for the final design and dam spillway upgrades will be requested at a future date. A report is under review by NRCS.

A scope for final design work for the new raw water pump station, intake and hypolimnetic oxygenation system are being developed.

History:

RWSA operates the Beaver Creek dam and reservoir as the sole raw water supply for the Crozet area. In 2011, an analysis of the Dam Breach inundation areas and changes to Virginia Department of Conservation and Recreation (DCR) *Impounding Structures Regulations* prompted a change in hazard classification of the dam from significant to high hazard. This change in hazard classification requires that the capacity of the spillway be increased, and the dam be replaced. This CIP project includes investigation, preliminary design, public outreach, permitting, easement acquisition, final design, and construction of the anticipated modifications. Work for this project includes a new relocated raw water pump station and intake. A federal grant totaling \$341,000 was secured from the National Rural Conservation Service (NRCS) to cover the costs of an Environmental Assessment for the dam modifications. RWSA staff will continue to pursue federal funding for later phases of the project to cover a portion (70%) of final design and construction costs.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	80% Design
Construction Start:	Summer 2023
Completion:	Summer 2024
Budget:	\$7,000,000

Current Status:

Easement acquisition has begun and will include County of Albemarle property in Brook Hill River Park along Rio Mills Road. A required easement on the south side of the river is on a remnant property from the VDOT Berkmar Bridge project and cannot finalize that easement until the property transfer back to the original owner is complete. Submission of the Joint Permit Application (JPA) was completed prior to Thanksgiving and RWSA was issued a VMRC permit at the end of December 2022.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

History:

RWSA has previously identified through master planning that a 24-inch water main will be needed from the South Rivanna Water Treatment Plant (SRWTP) to Hollymead Town Center to meet future water demands. Two segments of this water main were constructed as part of the VDOT Rt. 29 Solutions projects, including approximately 10,000 LF of 24-inch water main along Rt. 29 and 600 LF of 24-inch water main along the new Berkmar Drive Extension, behind the Kohl's department store. To complete the connection between the SRWTP and the new 24-inch water main in Rt. 29, there is a need to construct a new river crossing at the South Fork Rivanna River. Acquisition of right-of-way will be required at the river crossing.

- **South Fork Rivanna Reservoir to Ragged Mtn. Reservoir Water Line Right-of-Way**

Design Engineer:	Michael Baker International (Baker)
Project Start:	October 2017
Project Status:	Easement Acquisition Underway
Completion Date:	2023
Total Capital Project Budget:	\$2,295,000

Current Status:

Progress continues in the efforts to acquire the 8 miles of easements and agreements (with VDOT) for this 36" water line. Discussions continue for remaining easement with the UVA Foundation.

History:

The approved 50-year Community Water Supply Plan includes the future construction of a raw water line from the South Fork Rivanna Reservoir to the Ragged Mountain Reservoir. This water line will replace the existing Upper Sugar Hollow Pipeline along an alternative alignment to increase raw water transfer capacity in the Urban Water System. This project includes a routing study, preliminary design, and preparation of easement documents, as well as acquisition of water line easements along the approved route.

- **Upper Schenks Branch Interceptor, Phase II**

Design Engineer:	Frazier Engineering, P.A.
Project Start:	July 2021
Project Status:	Design
Construction Start:	TBD
Completion:	TBD
Current Project Estimate:	\$4,725,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status

After a recent meeting with City and County staff, RWSA has submitted project summary information and an easement on County property with a valuation estimate for the County's review. Initial meetings with County staff are occurring.

- **SRR to RMR Pipeline – Pretreatment Pilot Study**

Design Engineer:	SEH/DiNatale
Project Start:	August 2020
Project Status:	100% (Phase 2)
Completion:	December 2023
Budget:	\$22,969 (Phase 1)
	\$116,401 (Phase 2)

Current Status:

Final efforts are underway to better clarify operations of the raw water transfer system and associated reservoir levels during drought conditions. The next phase will include installation of nutrient monitoring/measuring equipment, and a report on the effectiveness of the equipment.

History:

As part of the SRR to RMR Pipeline project, the impact of sending raw water from the SRR to RMR has been previously studied and a significant amount of pretreatment was initially identified as being needed to avoid reducing the quality of the raw water contained within the RMR. With the pipeline easement acquisition process well underway and additional information now available associated with the proposed timing of this overall project based on water demand projections, the intent of this project is to update the pretreatment needs anticipated.

The study is anticipated to be completed in four phases: 1. Analysis and Correlation of Existing Water Quality and Seasonal Weather Data; 2. Enhanced Water Quality Sampling; 3. Pretreatment Piloting; 4. Level Setting for the Final Pretreatment Solution. Phase 1 commenced in January 2021 and was completed in July 2021. Phase 2 began in June 2021.

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	33% Design
Construction Start:	2024

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Completion: 2028
Budget: \$41,000,000

Current Status:

Detailed field investigation and design are underway, as well as adjacent utility coordination.

History:

The hydraulic connectivity in the Urban System is less than desired, creating operational challenges and reduced system flexibility and redundancy. Recent efforts and modeling for the Urban Finished Water Infrastructure Master Plan have determined that a central water line corridor through the City is the best option to hydraulically connect the Observatory Water Treatment Plant to the Urban service area.

• Security Enhancements

Construction Contractor: Security 101
Construction Start: March 2020
Percent Complete: 95% (WA 5), 0% (WA6)
Completion: May 2023
Budget: \$2,810,000

Current Status:

WA5, which authorizes card access installation at Glenmore Water Resource Recovery Facility (GWRRF), Scottsville Water Resource Recovery Facility (SVWRRF), and Red Hill Water Treatment Plant (RHWTP), began during the week of June 20th. Conduit and cable pulling is complete at all facilities covered in the WA, and the only work that remains is wiring and programming to be completed this fall. WA6 will include card access installation at RWSA's remote sites and electronic padlocks, including all dams and pump stations. Completion scheduled for May 2023. Additional fencing, gates and card access at the main front entrance are being explored.

History:

As required by the Federal Bioterrorism Act of 2002 and the American Water Infrastructure Act of 2018, water utilities must conduct Vulnerability Assessments and have Emergency Response Plans. RWSA recently completed an updated Risk Assessment of its water system in collaboration with the Albemarle County Service Authority (ACSA), City of Charlottesville (City), and University of Virginia (UVA). A number of security improvements that could be applied to both the water and wastewater systems were identified. The purpose of this project will be to install security improvements a

ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY**

RWSA facilities including treatment plants, including additional security gate and fencing components, vehicle bollards, facility signage, camera system enhancements, additional security lighting, intrusion detection systems, door and window hardening, installation of industrial strength locks, communication technology and cable hardening, and an enhanced access control program.

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FY 24 – 28 Charge Increases (%)

FY	24	25	26	27	28
City	9.3	9.7	9.0	9.4	10.0
ACSA	13.3*	12.4	11.7	11.6	11.4

Charges include:

1. Albemarle County grants totaling \$750,000 in FY 23
2. VDH grant for GAC Filters (\$3.17 M, FY 22); FY 23 – 26 grant awards are pending
3. Federal NRCS grant for BCR (\$17.4 M)
4. Estimated annual increases in Operating expenses

**new proposed operating budget has a 13.5% increase*

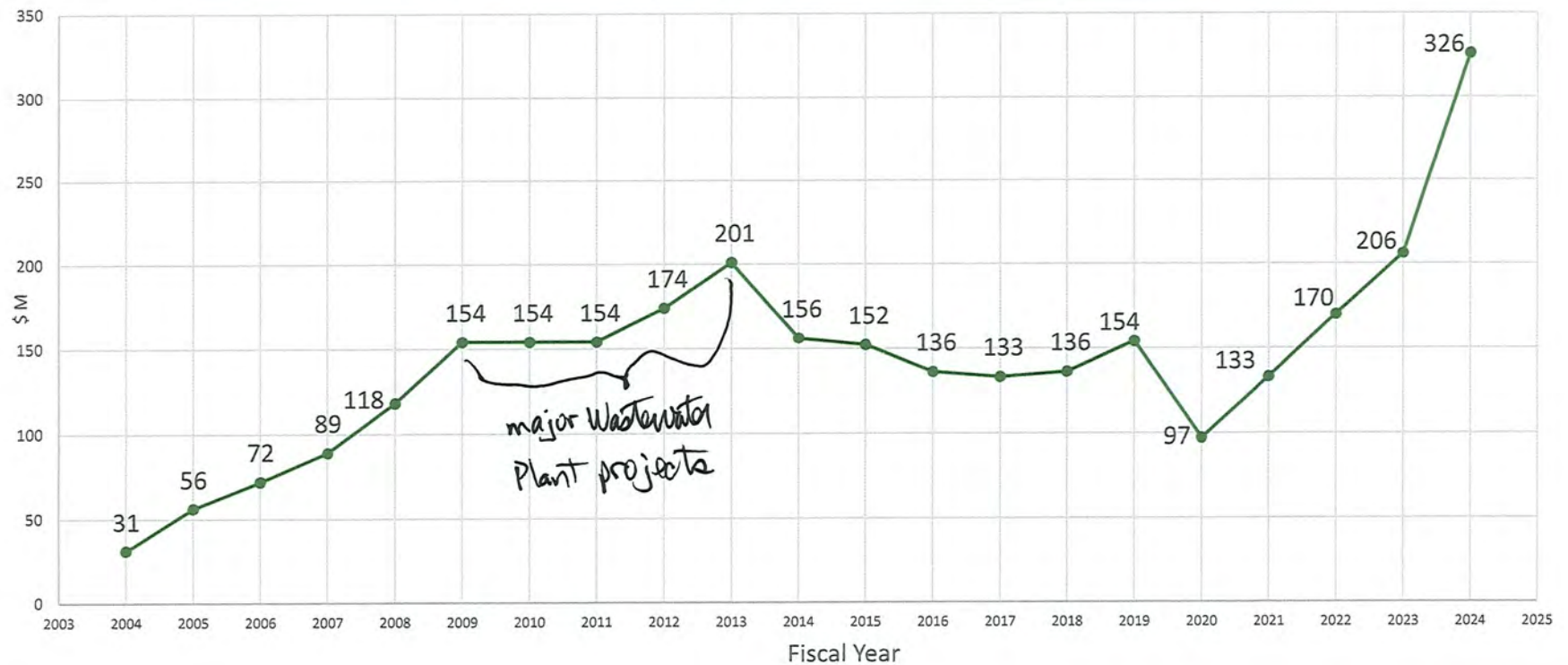
Note: Additional grants totaling \$50 M have been requested for GAC, CWL, SVWRRF Generator, MC Security Gates, Flood Protection Study

FY 24 – 28	In comparison with	FY 23 - 27
Projects: 56		Projects: 41
\$326.1 M		\$205.8 M

Changes to the 5-Yr CIP from last year : \$120.3 M increase

1. 23 existing project budgets increased due to inflation and scope progression: +\$75 M
 - a. RMR to OBWTP WL and Pumping \$18 M
 - b. Central Water Line \$17 M
 - c. Beaver Creek Dam Modifications & PS \$11 M
 - d. Crozet WWPS Repairs \$10 M
 - e. Emmet St Betterment Water Piping \$8 M
 - f. S. F. Rivanna River Crossing \$1 M
2. 3 projects were accelerated: SFRR – RMR Waterline; Crozet & Red Hill WTPs GAC +\$39.5 M
3. 17 FY 28 projects moved into the FY 24-28 CIP + \$6.9 M
4. 6 new projects were added + \$7.7 M
5. *6 existing projects were completed* *< -\$8.8 M >*

21-Year History of the RWSA CIP



CIP Financial Summary

Line No.	Proj. No.	Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
1	20.01	South Rivanna Reservoir to Ragged Mountain Reservoir Water Line Right-of-Way	\$2,740,000	\$0	\$2,740,000						\$2,740,000	\$1,710,291
2	20.03	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Line	\$16,900,000	\$16,100,000	\$700,000	\$3,200,000	\$8,000,000	\$9,000,000	\$8,000,000	\$4,100,000	\$33,000,000	\$221,153
3	20.04	Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Pump Station	\$8,840,000	\$2,460,000	\$375,000	\$1,800,000	\$2,500,000	\$2,700,000	\$3,000,000	\$925,000	\$11,300,000	\$121,843
4	20.48	South Rivanna Reservoir to Ragged Mountain Pipeline, Intake & Facilities	\$3,105,000	\$32,760,000	\$1,605,000	\$675,000	\$1,370,000	\$4,550,000	\$11,000,000	\$16,665,000	\$35,865,000	\$32,398
5	22.01	South Rivanna Reservoir to Ragged Mountain Reservoir - Birdwood to Old Garth	\$1,980,000	\$1,820,000	\$1,980,000	\$520,000	\$1,300,000				\$3,800,000	\$74,826
6	23.02	South Rivanna Reservoir Aeration and Ragged Mountain Reservoir HLOS Sytems	\$0	\$1,400,000	\$0					\$1,400,000	\$1,400,000	
7	20.06	Observatory Water Treatment Plant Improvements	\$23,000,000	\$0	\$23,000,000						\$23,000,000	\$9,090,262
8	23.04	Urban Water Treatment Plants - GAC Building Dehumidification	\$0	\$200,000	\$0					\$200,000	\$200,000	
9	23.05	Observatory Water Treatment Plant - Backwash Basin Sludge Removal and Inspection	\$0	\$50,000	\$0					\$50,000	\$50,000	
10	20.10	Central Water Line	\$24,000,000	\$17,000,000	\$3,300,000	\$1,000,000	\$5,800,000	\$12,500,000	\$12,400,000	\$6,000,000	\$41,000,000	\$541,686

CIP Financial Summary (Continued)

Line No.	Proj. No.	Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
11	20.12	South Fork Rivanna River Crossing	\$5,850,000	\$1,050,000	\$1,100,000	\$4,400,000	\$1,400,000				\$6,900,000	\$143,901
12	20.13	Airport Rd. Pump Station and North Rivanna Transmission Main	\$10,000,000	\$0	\$6,880,000	\$3,120,000					\$10,000,000	\$1,965,920
13	20.50	Avon, Pantops and Observatory Tank Painting	\$0	\$2,200,000	\$0				\$100,000	\$2,100,000	\$2,200,000	
14	20.58	Second North Rivanna River Crossing and Select Pipe Replacement	\$0	\$30,000	\$0					\$30,000	\$30,000	
15	23.06	Emmet Street Betterment	\$2,900,000	\$7,750,000	\$1,955,000	\$540,000	\$2,845,000	\$2,235,000	\$1,075,000	\$2,000,000	\$10,650,000	\$296,086
16	24.09	Berkmar Drive Ext. Waterline - Phase 2	\$0	\$1,400,000	\$0	\$220,000	\$590,000	\$590,000			\$1,400,000	
17	24.12	Urban Storage Evaluation and Tank(s) Addition	\$0	\$870,000	\$0			\$50,000	\$300,000	\$520,000	\$870,000	
18	20.15	South Rivanna Hydropower Plant Decommissioning	\$725,000	\$285,000	\$1,010,000						\$1,010,000	\$205,591
19	20.16	South Rivanna Water Treatment Plant Improvements	\$20,000,000	\$400,000	\$20,400,000						\$20,400,000	\$17,637,761
20	24.01	South Rivanna Water Treatment Plant - PAC Upgrades	\$0	\$1,100,000	\$0	\$60,000	\$250,000	\$790,000			\$1,100,000	

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
21	20.18	North Rivanna Water Treatment Plant Decommissioning	\$2,425,000	\$250,000	\$385,000	\$100,000	\$2,190,000				\$2,675,000	\$76,110
22	20.19	Beaver Creek Dam Alteration	\$16,150,000	\$6,550,000	\$1,225,000	\$2,750,000	\$8,300,000	\$8,300,000	\$2,125,000		\$22,700,000	\$884,033
23	20.20 21.15	Beaver Creek New Raw Water Pump Station & Intake	\$15,650,000	\$4,550,000	\$1,053,000	\$3,097,000	\$7,150,000	\$7,100,000	\$1,800,000		\$20,200,000	\$302,893
24	21.01	Buck's Elbow Tank and Waterball Painting	\$0	\$1,180,000	\$0		\$80,000		\$80,000	\$1,020,000	\$1,180,000	
25	23.10	Crozet Water Treatment Plant - GAC Building Dehumidification	\$0	\$50,000	\$0					\$50,000	\$50,000	
26	23.13	Crozet AC Pipe Replacement	\$0	\$450,000	\$0					\$450,000	\$450,000	
27	23.14	Crozet Water Treatment Plant - Full GAC Treatment	\$0	\$6,550,000	\$0	\$1,450,000	\$3,000,000	\$2,100,000			\$6,550,000	
28	23.30	Crozet Finished Water Greyrock Pump Station	\$0	\$180,000	\$0					\$180,000	\$180,000	
29	22.06	Scottsville Water Treatment Plant - Upgrade	\$0	\$550,000	\$0					\$550,000	\$550,000	
30	22.07	Red Hill Water Treatment Plant - Upgrades	\$410,000	\$35,000	\$410,000	\$35,000					\$445,000	

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
31	23.16	Scottsville AC Pipe Replacement	\$0	\$80,000	\$0					\$80,000	\$80,000	
32	23.17	Full GAC Treatment - Red Hill Water Treatment Plant	\$0	\$295,000	\$0	\$66,000	\$134,000	\$95,000			\$295,000	
33	23.18	Scottsville Water Treatment Plant - GAC Building Dehumidification	\$0	\$50,000	\$0					\$50,000	\$50,000	
34	20.25	Upper Schenks Branch Interceptor	\$4,725,000	\$575,000	\$4,725,000		\$575,000				\$5,300,000	\$50,787
35	20.29	Maury Hill Branch Sewer Replacement	\$0	\$350,000	\$0					\$350,000	\$350,000	
36	20.30	Crozet Pump Station 1, 2, 3 Rehabilitation	\$590,000	\$9,760,000	\$535,000	\$570,000	\$6,500,000	\$2,745,000			\$10,350,000	\$42,267
37	20.31	Albemarle Berkley Pump Station Upgrade	\$0	\$115,000	\$0					\$115,000	\$115,000	
38	21.07	Interceptor Sewer and Manhole Repair (Phase 2)	\$965,000	\$265,000	\$430,000	\$580,000	\$220,000				\$1,230,000	
39	24.02	Interceptor Sewer and Manhole Repair (Phase 3)	\$0	\$600,000	\$0					\$600,000	\$600,000	
40	20.34	Moore's Creek AWWRF Engineering and Administration Building	\$8,500,000	\$2,000,000	\$225,000	\$975,000	\$5,900,000	\$3,400,000			\$10,500,000	

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
41	20.67	Moore's Creek AWWRF Biogas Upgrades	\$2,985,000	\$610,000	\$2,235,000	\$1,130,000	\$230,000				\$3,595,000	\$8,240
42	20.68	Moore's Creek AWWRF Building Upfits and Gravity Thickener Improvements	\$4,240,000	\$315,000	\$440,000	\$825,000	\$2,515,000	\$720,000		\$55,000	\$4,555,000	
43	21.11	Moore's Creek AWWRF Meter and Valve Replacements	\$775,000	\$0	\$775,000						\$775,000	\$38,597
44	21.18	Moore's Creek AWWRF 5kV Electrical System Upgrade	\$5,050,000	\$585,000	\$3,430,000	\$1,950,000	\$255,000				\$5,635,000	\$433,063
45	22.10	Moore's Creek AWWRF Yard Piping Upgrades		\$315,000						\$315,000	\$315,000	
46	22.12	Moore's Creek AWWRF Structural and Concrete Rehabilitation	\$8,910,000	\$2,390,000	\$3,250,000	\$3,845,000	\$3,900,000	\$305,000			\$11,300,000	\$15,450
47	24.08	Moore's Creek AWWRF MCPS Slide Gates, Valves, Bypass and Septage Receiving Upgrades		\$3,600,000		\$330,000	\$2,055,000	\$1,215,000			\$3,600,000	
48	21.12	Scottsville WRRF Whole Plant Generator and ATS	\$200,000	\$320,000	\$191,000	\$304,000	\$25,000				\$520,000	\$5,000
49	23.24	Scottsville WRRF Lagoon Outfall Rehabilitation	\$0	\$25,000	\$0					\$25,000	\$25,000	
50	23.25	Scottsville WRRF Polymer Feed Addition	\$0	\$26,000	\$0					\$26,000	\$26,000	

CIP Financial Summary (Continued)

Line No.		Project Description	Five-Year Capital Program			Projected Future Expenses by Year					Recommended CIP	Work-in-Progress (Prev. Expenses 6/30/2022)
			Current CIP Adopted 5/2022	Proposed Changes	Current Capital Budget	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028		
51	20.42	Glenmore WRRF Polymer Feed Addition	\$0	\$30,000	\$0					\$30,000	\$30,000	
52	20.45	Asset Management	\$1,180,000	\$0	\$1,012,000	\$133,000	\$35,000				\$1,180,000	\$672,876
53	20.46	Security Enhancements	\$2,810,000	\$170,000	\$2,410,000	\$285,000	\$285,000				\$2,980,000	\$1,076,034
54	20.47	IT Infrastructure	\$600,000	\$0	\$300,000	\$300,000					\$600,000	
55	23.27	ACM Remediation	\$0	\$94,000	\$0					\$94,000	\$94,000	
56	24.06	Climate Change Flood Resilience		\$130,000		\$130,000					\$130,000	
Total			\$196,205,000	\$129,920,000	\$88,076,000	\$34,390,000	\$67,404,000	\$58,395,000	\$39,880,000	\$37,980,000	\$326,125,000	\$35,647,068

ACSA Board Future Policy Issues Agendas 2023-2024										
Regular 3rd Thursday Monthly Meetings	May '23	June '23	July '23	August '23	Sept. '23	Oct. '23	Nov. '23	Dec. '23	Jan. '24	Pending Issues
	May 18th	June 15th	July 20th	August 17th	September 21st	October 19th	November 16th	December 21st	January 18th	Water Supply Plan Project Status Reports Water Treatment Plants RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System
	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	
	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Annual Water Quality Reports (May)
	Proposed FY 2024 Budget and Rates Workshop	Public Hearing on Proposed FY '24 Budget, Rates and CIP	Operational Presentation	Year-End Appropriations	Operational Presentation	Operational Presentation - Construction Inspection	Operational Presentation - Climate Action and Sustainability	Operational Presentation	Operational Presentation	Board Organizational Meeting each January
										Annual Report - January
		Adoption of Proposed FY '24 Budget, Rates and CIP	Strategic Plan Update 2023-25	Operational Presentation - Training and BizLibrary	Imagine a Day Without Water		Annual Financial Report and Audit Report	Annual Investment Report	Board Organizational Meeting - Election of Officers	Water Audit and Energy Audit
		Amendments to Personnel Management Plan	Scottsville Water transfer to RWSA					Budget Guidelines and Schedule for FY 25 Budget/Rates	Strategic Plan Update	Strategic Plan Updates-2023-2025 January and July
		Amendments to Rules and Regs - Rate Schedule and Policy Amendments (First-come first-served policy)						Holiday Schedule 2024	Annual Report	Annual Water Conservation Report - January
								Board Meeting Schedule 2024		National Drinking Water Week-April Imagine a Day Without Water - September
										AMI Updates - Customer Portal Video
										Federal/State Water Quality Regulations Lead and Copper; PFAS; Emerging Contaminants
										Emergency Preparedness - Regional Exercise
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Federal Infrastructure Grant Funds
										Data Management and Management Dashboards
	Executive Director Annual Review			Quin to attend as Acting Executive Director since Gary will be on vacation			Executive Director Mid-Year Review			Purchasing Policy Revisions
										4/20/2023

ALBEMARLE COUNTY SERVICE AUTHORITY

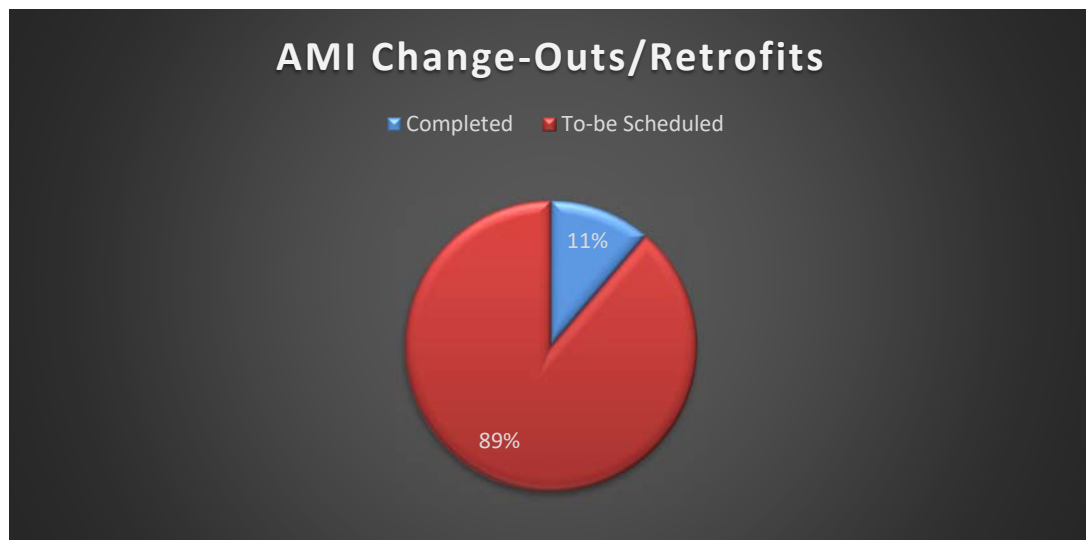
AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Advanced Metering Infrastructure (AMI) Monthly Update STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: April 20, 2023 ACTION: Informational ATTACHMENTS: No
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BACKGROUND: The ACSA Board authorized staff at its October 2019 meeting to execute agreements related to the AMI project. Monthly status updates are provided below:

DISCUSSION: Authority staff continues to collaborate closely with the selected vendor (Core & Main/Sensus) and the project management consultant (Esource). Notable accomplishments since the last update include:

- AMI component supply continues to improve and has reached the threshold for re-deployment. We have inventory available for all meter replacements and continue to accumulate radios for meters that are able to be retrofit.
- The contracted meter installer resumed fieldwork the week of April 3rd. They have successfully replaced about 130 meters in Fontana area on Pantops and will continue to work in this area for the next few weeks. The second graphic below illustrates meters that have been replaced (green pins) and those yet to be replaced (red pins).



ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY**

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: N/A

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proclaiming Drinking Water Week May 7-13, 2023

STAFF CONTACT(S)/PREPARER:
Emily Roach, Human Resources and Administration Manager

AGENDA DATE: April 20, 2023

ACTION:



ATTACHMENTS: YES

BACKGROUND: National Drinking Water Week, a decades-long tradition led by the American Water Works Association (AWWA), is a celebration that recognizes the vital role water plays in everyday life for both water professionals and the communities they serve. The Albemarle County Service Authority, along with its community partners, encourages its customers and the public to learn more about the importance of safe water and its role in protecting public health and the environment, as well as the infrastructure that ensures access to that water. This year's Drinking Water Week will take place May 7-13, 2023.

More information on Drinking Water Week and surrounding events can be found on our website and Facebook, Twitter, and Instagram accounts.

BOARD ACTION REQUESTED: Approval of Resolution

ATTACHMENTS: Resolution Proclaiming Drinking Water Week

Drinking Water Week Proclamation

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for our citizens; and

WHEREAS, tap water delivers public health protection, fire protection, and support for our economy and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector ensures the transport of safe and quality drinking water from its source to consumers' taps; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in the Albemarle County Service Authority, we do hereby proclaim May 7-13, 2023, as Drinking Water Week.

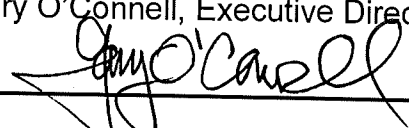
Chair of the Albemarle County Service
Authority Board of Directors

ALBEMARLE COUNTY SERVICE AUTHORITY

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AGENDA ITEM EXECUTIVE SUMMARY

CONSENT AGENDA

AGENDA TITLE: Strategic Plan Update and Amendment	AGENDA DATE: April 20, 2023
STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director 	ACTION: Yes
	ATTACHMENTS: Yes

BACKGROUND AND DISCUSSION: At the March Board meeting, we were asked to consider incorporating climate action and environmental sustainability into the new Strategic Plan since those are priority areas for the ACSA. In lieu of Business "Continuity" we are suggesting it be more strategic to use the term Business "Resilience" as defined to "ensure the current and future operations continue to function to serve our customers and meet environmental and climate action goals." A new item entitled "Environmental Sustainability" is proposed to be added that would enhance environmental-friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change. We are recommending that the Board adopt these two amendments to the Strategic Plan. The attached draft Strategic Plan has these amendments circled.

BOARD ACTION REQUESTED: Recommend for Board action approval of the proposed changes to the 2023-25 Strategic Plan.

ATTACHMENTS: Strategic Plan as proposed to be amended (see circled areas that highlight the two proposed amendments).

2023
-through-
2025

THE ALBEMARLE COUNTY SERVICE AUTHORITY STRATEGIC PLAN

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Data Optimization

Conduct a comprehensive review of all data and their sources to ensure proper access, classification, and utilization.

COMPREHENSIVE REVIEW OF SYSTEMS

Conduct a thorough data mapping and analysis of all existing software and integrations to determine opportunities for improved efficiency.

DOCUMENT MANAGEMENT SYSTEM

Perform classification of data to ensure proper management, and the procurement and implementation of a new Document Management System.

SYSTEM MONITORING AND REPORTING

Review, maintain, and secure the data that we collect and share with users through dashboards or other reporting methods.



Business Resilience

Ensure the current and future operations continue to function to serve our customers and meet environmental and climate action goals.

BUSINESS CONTINUITY PLANNING

Develop a Business Continuity plan to ensure the continual operations during unplanned events.

ENVIRONMENTAL SUSTAINABILITY

Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

OPTIMIZATION OF RESOURCES

Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.



Customer Experience

Provide best-in-class service ensuring the needs of our customers are exceeded.

CUSTOMER EXPERIENCE VISION

Perform a comprehensive analysis of services and interactions as experienced through the eyes of our customers.

CUSTOMER INFORMATION SYSTEMS (CIS)

Develop a modern and integrated CIS platform that provides clear, concise information to customers.

CUSTOMER ENGAGEMENT OPPORTUNITIES

Enhance customer outreach to include community events, new customer orientations, and other important information through a variety of communication tools.



Employee Experience

Retain and recruit a highly-skilled workforce and provide employees with resources and opportunities for professional growth.

RECRUITMENT AND RETENTION

Explore strategies to ensure that we are attracting highly qualified candidates and ensure our workforce remains motivated and satisfied.

EMPLOYEE ENGAGEMENT OPPORTUNITIES

Perform a comprehensive analysis of current practices and create new opportunities to ensure the ACSA is a great place to work.

TRAINING AND EDUCATION PROGRAM

Review current learning opportunities to ensure quality, cost-effective training that increases employee and organizational productivity and enrichment.

THE ALBEMARLE COUNTY SERVICE AUTHORITY STRATEGIC PLAN



Data Optimization

Conduct a comprehensive review of all data and their sources to ensure proper access, classification, and utilization.

1

COMPREHENSIVE REVIEW OF SYSTEMS

Conduct a thorough data mapping and analysis of all existing software and integrations to determine opportunities for improved efficiency.

STATUS

Not Started

SUCCESS RESULT

All data collected is mapped. Additional efficiencies are identified and scheduled with each software application.

0%

2

DOCUMENT MANAGEMENT SYSTEM

Perform classification of data to ensure proper management, and the procurement and implementation of a new Document Management System.

STATUS

Not Started

SUCCESS RESULT

Data is classified and properly maintained, all documents are digitized and stored in a secured Document Management System.

0%

3

SYSTEM MONITORING AND REPORTING

Review, maintain, and secure the data that we collect and share with users through dashboards or other reporting methods.

STATUS

Not Started

SUCCESS RESULT

All data is properly managed and secured and dashboards are utilized across the organization.

0%

THE ALBEMARLE COUNTY SERVICE AUTHORITY STRATEGIC PLAN



Business Resilience

Ensure the current and future operations continue to function to serve our customers and meet environmental and climate action goals.

1

BUSINESS CONTINUITY PLANNING

Develop a Business Continuity plan to ensure the continual operations during unexpected events.

STATUS

Not Started

SUCCESS RESULT

Completion of a Business Continuity Plan document.

0%

2

ENVIRONMENTAL SUSTAINABILITY

Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

STATUS

Not Started

SUCCESS RESULT

Progress toward maximizing positive environmental practices.

0%

3

OPTIMIZATION OF RESOURCES

Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.

STATUS

Not Started

SUCCESS RESULT

Current space, staffing levels and evaluation of consultant usage are fully evaluated and recommendations documented.

0%

THE ALBEMARLE COUNTY SERVICE AUTHORITY STRATEGIC PLAN



Customer Experience

Provide best-in-class service ensuring the needs of our customers are exceeded.

1

CUSTOMER EXPERIENCE (CX) VISION

Perform a comprehensive analysis of services and interactions as experienced through the eyes of our customers.

STATUS

Not Started

SUCCESS RESULT

The customer experience vision is defined and enhancements are prioritized.

0%

2

CUSTOMER INFORMATION SYSTEMS (CIS)

Develop a modern and integrated CIS platform that provides clear, concise information to customers.

STATUS

Not Started

SUCCESS RESULT

Implementation of a CIS solution that meets the needs of customers through a stable, streamlined, and integrated platform.

0%

3

CUSTOMER ENGAGEMENT OPPORTUNITIES

Enhance customer outreach to include community events, new customer orientations, and other important information through a variety of communication tools.

STATUS

Not Started

SUCCESS RESULT

Pertinent information is provided to customers in their preferred manner.

0%

THE ALBEMARLE COUNTY SERVICE AUTHORITY STRATEGIC PLAN



Employee Experience



Retain and recruit a highly-skilled workforce and provide employees with resources and opportunities for professional growth.

1

RECRUITMENT AND RETENTION

Explore strategies to ensure that we are attracting highly qualified candidates and ensure our workforce remains motivated and satisfied.

STATUS

Not Started

SUCCESS RESULT

Implement recruitment and retention strategies.

0%

2

EMPLOYEE ENGAGEMENT OPPORTUNITIES

Perform a comprehensive analysis of current practices and create new opportunities to ensure the ACSA is a great place to work.

STATUS

Not Started

SUCCESS RESULT

Implement employee engagement strategies.

0%

3

TRAINING AND EDUCATION PROGRAM

Review current learning opportunities to ensure quality, cost-effective training that increases employee and organizational productivity and enrichment.

STATUS

Not Started

SUCCESS RESULT

Employees are properly trained and have equal opportunities to pursue advanced education and training programs.

0%

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2024 Capital Improvement Program</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: April 20, 2023</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
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BACKGROUND: The Engineering Department will review the proposed FY 2024 CIP Budget using a PowerPoint presentation of slides representing the various projects. In addition to the attached PowerPoint presentation, we have developed an interactive experience on the ACSA's website at bit.ly/acsacip24 to share the FY 2024 Capital Improvement Program. For easier access, please refer to the QR code at the end of this memo.

DISCUSSION:

- Water projects: \$7,227,000 (63%); Wastewater projects: \$4,325,000 (37%).
- 11 of the 29 projects do not contribute to the FY 2024 Rate Model because funding was incorporated into previous fiscal year Rate Models, including:
 - Risk Assessment Improvements
 - Scottsville Phase 4 Water Main Replacement
 - Northfields Water Main Replacement
 - Huntington Village Water Connection
 - Exclusion Meters Replacement
 - Pipe Saddles Replacement
 - Briarwood Water Main Replacement
 - Raintree and Fieldbrook Water Main Replacement
 - Airport Trunk Sewer Upgrade
 - Northfields Phase 5 Sewer
 - Bellair – Liberty Hills Sewer Project
- Eight of the projects do not involve water or wastewater utility work but cover operational improvements including: mitigation of risk to increase resiliency of critical water and wastewater assets; IT and Finance system improvements; increased energy conservation throughout all our operations; development of the Avon Operations Center; replacement of fire suppression system; and a records management system.
- Several projects from the IT Department have funds budgeted in the FY 2024 Rate Model, including Data Management and Dashboarding, ESRI Utility Network Implementation, and the Records Management System.
- Avon Operations Center is the largest contributing project in the FY 2024 Rate Model, accounting for a total of \$4,400,000 split between water and

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- wastewater. Grading and site work is expected to begin in FY 2024 with construction of the building and fuel facility targeted for FY 2025.
- There are nine water main replacement projects, one sewer upgrade project, two sewer extension projects, and one sewer pump station upgrade project.
 - Four new projects are included in the FY 2024 Rate Model: ACSA Facilities – Fire Suppression System Replacement, Records Management Project, Annual Water Repair and Replacement, and Pump Stations – Rehabilitation.
 - No additional funding is anticipated for two projects (Huntington Village Water Connection and Exclusion Meters Replacement).
 - Questions about proposed CIP Projects.

BUDGET IMPACT: This list of CIP Projects and their estimated costs will be incorporated into the ACSA Budget for FY 2024 and will help determine connection fees and user rates.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: No Board action required.

ATTACHMENTS:

- Detailed memo describing each project and the estimated cost
- PowerPoint Presentation – Capital Improvement Program FY 2024





MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: April 20, 2023
Re: FY 2024 Capital Improvement Program (CIP)
cc: Michael E. Derdeyn

Projects included in the Albemarle County Service Authority's (ACSA) 10-year Capital Improvement Program (CIP) from FY 2024 to FY 2033 will appear in the Proposed FY 2024 Budget document. The estimates developed for these projects have been entered into *Schedule 6: Capital Improvement Projects* of the Rate Model. The following is a summary of the estimated project costs to be undertaken in FY 2024:

Water Projects:	\$ 7,227,000
Wastewater Projects:	<u>\$ 4,325,000</u>
Total:	\$11,552,000

A summary of the proposed CIP projects with their anticipated funding in FY 2024 follows:

- Risk Assessment Improvements:** As part of the on-going preparedness program for the ACSA to remain resilient, a Vulnerability Assessment was completed in conjunction with our community partners. All critical assets were analyzed for risks caused by both natural and human-made hazards, using the AWWA Standard J100: *Risk and Resilience Management of Water and Wastewater Systems*. The result was a report establishing mitigation measures to lower risks and increase resiliency. Some mitigation measures such as industrial strength locks, perimeter security lighting and cameras, and access control signage have been completed. Construction of Priority 1 improvements is nearing completion and Priority 2 will follow with funds already budgeted. Additional funds are anticipated in FY 2026 to cover design and construction of Priorities 3 and 4.
 - **Previous Budgets - \$641,950**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$871,950**
- Data Management and Dashboarding:** This project satisfies one of the recommendations from the IT Security Assessment conducted in June 2021

and is also a focus area of the upcoming 2023-2025 Strategic Plan. The first phase includes consulting services to assist staff with data gathering and classification along with a detailed needs analysis of what data staff members need to have access to for their various job responsibilities. Following this data collection phase, our consultant will design and build appropriate dashboards. These dashboards will display relevant data in a graphical format for staff members while restricting their permissions to the raw data. Additionally, dashboards will provide a way for staff to utilize business intelligence and analytics for further data manipulation. The amount budgeted combined with funds previously appropriated will cover the data gathering and needs analysis phase, as well as the dashboard development. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$20,000**
- **FY 2024 Budget - \$20,000**
- **Total Project Budget - \$60,000**

3. **Customer Information System (CIS) Replacement:** This project consists of consulting services to assist with a review of the Customer Experience, current business processes and technology as well as development of a roadmap moving forward. These services will also include Request for Proposals (RFP) development, review of proposals, and contract negotiations. The consultant will assist in the procurement process and subsequently during development to ensure a stable transition for our customers and ACSA staff. The work will also include integration with other systems, specifically the Advanced Metering Infrastructure, Enterprise Resource Planning System, website design and phone replacement. The amount budgeted is for funding to complete the assessments, develop/analyze the RFPs, and contract negotiations. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2025 for full development.

- **Previous Budgets - \$50,000**
- **FY 2024 Budget - \$150,000**
- **Total Project Budget - \$400,000**

4. **ESRI Utility Network Implementation:** This project consists of consulting services to develop a plan and fully implement the Utility Network in the ACSA's ArcGIS Enterprise environment. The consultant will assess the state of the ACSA's GIS and recommend changes needed for successful implementation of the Utility Network and assist with this conversion. Once these changes are complete, the consultant will migrate the existing GIS database to the Utility Network, train staff on use of the technology, and provide post go-live support. The amount budgeted combined with funds previously appropriated will cover the feasibility study and implementation anticipated in FY 2024. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$50,000**
- **FY 2024 Budget - \$150,000**
- **Total Project Budget - \$225,000**

5. **Energy Audit:** A comprehensive energy audit of the existing Operations Center and all pump stations was recently completed that evaluated current energy consumption and analyzed utility rate structures to identify potential cost savings. Surveys were conducted on all systems, including operation and maintenance procedures to determine where energy conservation could be improved. The amount budgeted will allow installation of Vehicle Charging Stations at the Operations Center, assuming electric vehicles are added to the ACSA fleet. These funds are divided equally between water and wastewater projects.
 - **Previous Budget - \$340,000**
 - **FY 2024 Budget - \$50,000**
 - **Total Project Budget - \$390,000**

6. **Avon Operations Center:** The Avon Street property has long been held as a future location to build additional facilities as the ACSA continues to grow. The current Maintenance Yard at our Spotnap Road location is becoming overcrowded, and our leased space at the Crozet Water Treatment Facility will be reduced with the upcoming Granular Activated Carbon (GAC) Expansion. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators. The amount budgeted is to cover clearing and grading, stormwater and utilities, and site work of this site in FY 2024. These funds are divided equally between water and wastewater projects. Additional funding will be required in FY 2025 to finish construction.
 - **Previous Budgets - \$4,390,000**
 - **FY 2024 Budget - \$4,400,000**
 - **Total Project Budget - \$11,990,000**

7. **ACSA Facilities – Fire Suppression System Replacement (New):** This project replaces the existing fire suppression system in both the Administration and Maintenance buildings here at our Operations Center. During a recent inspection, it was noted that the piping is beyond its useful life and a complete replacement was recommended. The ACSA anticipates utilizing a Design/Build Contract to perform this work. The amount budgeted is for full replacement of the system anticipated in FY 2024. These funds are divided equally between water and wastewater projects.
 - **FY 2024 Budget - \$750,000**
 - **Total Project Budget - \$750,000**

8. **Records Management Project (New):** The goal of this project is to improve record compliance and retention while digitizing paper files currently in storage. This project will consist of the classification of each paper document, so it is stored and maintained properly and securely. Another large portion of this project will include the scanning of paper documents into a new software solution that creates a searchable digital file. Files will be organized across the ACSA so that the right people have access to the appropriate content whether they are in the office or working remotely. The amount budgeted will cover the purchase of scanners and software solution as well as the effort

associated with document scanning. These funds are divided equally between water and wastewater projects.

- **FY 2024 Budget - \$300,000**
- **Total Project Budget - \$325,000**

9. **Advanced Metering Infrastructure (AMI) Implementation:** This project addresses a goal in our Strategic Plan to convert our existing metering system to an AMI System. Ten collectors (antennas) and associated hardware have been installed along with more than 2,200 functioning AMI meters. Full deployment of the remaining 20,000 meters is anticipated to begin in April 2023. The amount budgeted combined with funds previously appropriated will cover the remaining efforts to achieve full deployment. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$7,700,000**
- **FY 2024 Budget - \$800,000**
- **Total Project Budget - \$8,500,000**

10. **Scottsville Phase 4 Water Main Replacement:** This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast-iron water mains throughout our water systems. The water mains along James River Road, Warren Street, and several streets in Downtown Scottsville will be upgraded. Design efforts are nearing completion and easement acquisition efforts will likely take the majority of FY 2024. Construction is not anticipated to occur until FY 2025 and beyond with additional funds required.

- **Previous Budgets - \$504,900**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$6,804,900**

11. **Ragged Mountain Phase 1 Water Main Replacement:** This project will replace the oldest active water main remaining in our system. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section. Design of this project is nearly complete, and construction is anticipated immediately following completion of VDOT's Morey Creek Bridge Replacement Project. The amount budgeted will allow construction to begin later in FY 2024 and will carry over into FY 2025 with additional funds required.

- **Previous Budgets - \$534,400**
- **FY 2024 Budget - \$342,000**
- **Total Project Budget - \$1,218,400**

12. **Crozet Phase 4 Water Main Replacement:** This project continues our systematic program to replace undersized and aging asbestos-cement and PVC water mains in the Crozet Water System. This is the fourth of five phases in Crozet that have been defined to carry out these water distribution system improvements. The design is complete and easement acquisition is nearly complete with funds previously appropriated. The amount budgeted

will allow construction to begin in FY 2024 and will carry over into FY 2025 with additional funds required.

- **Previous Budgets - \$1,947,350**
- **FY 2024 Budget - \$2,175,000**
- **Total Project Budget - \$6,534,400**

13. Northfields Water Main Replacement: This project continues our systematic program to replace undersized and deteriorating asbestos-cement water mains. These existing water mains were installed in the 1960's as a private well system and have reached the end of their useful life. The project is currently under design with funds previously budgeted. It is anticipated that construction will occur in the FY 2026 – FY 2027 timeframe. Additional funding will be required based on ultimate construction schedule.

- **Previous Budgets - \$530,000**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$8,530,000**

14. Huntington Village Water Connection: The existing water main that serves as the only feed into Huntington Village off Old Ivy Road is vulnerable due to an existing rock retaining wall that was constructed overtop of the water main. This project provides a second water connection into Huntington Village which is comprised of approximately 135 residential customers. Design is complete, and construction is expected to be completed in FY 2024 with funds previously budgeted.

- **Previous Budgets - \$60,700**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$60,700**

15. Exclusion Meters Replacement: In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted for irrigation purposes. Private meters were installed behind their ACSA domestic meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. In 2006 the ACSA Rules and Regulations were modified to disallow private exclusion meters and required all future irrigation meters be tapped separately off our water mains, to be owned and controlled by the ACSA. ACSA crews have worked the last four years to install dedicated, ACSA-owned irrigation meters to replace these exclusion meters in our system. ACSA staff is currently evaluating alternative options that would address the remaining private exclusion meters.

- **Previous Budgets - \$527,500**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$527,500**

16. Pipe Saddles Replacement: The ACSA Maintenance Department has discovered in recent years that pipe saddles used to make water service line connections to PVC water mains have started to fail. These failures have oc-

curred due to either the galvanized steel straps or the cast iron saddle bodies deteriorating. This project is a multi-year replacement program to be undertaken with our in-house CIP Crew. Work will be performed with funds previously budgeted. Additional funding is anticipated in future years to complete this project.

- **Previous Budgets - \$100,000**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$150,000**

17. Briarwood Water Main Replacement: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is currently underway with funds previously appropriated. Construction is expected to take place in FY 2027 with additional funding budgeted.

- **Previous Budgets - \$220,000**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$2,220,000**

18. Barracks West Water Main Replacement: This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project will also provide for an opportunity to improve fire protection to these multi-family apartments. The design phase is currently underway with funds previously appropriated. Construction of this project is anticipated to begin in late FY 2024 and carryover into FY 2025 with additional funding required.

- **Previous Budgets - \$452,500**
- **FY 2024 Budget - \$450,000**
- **Total Project Budget - \$3,402,000**

19. Townwood Water Main Replacement: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is currently underway and will carry over into FY 2024 with funds previously appropriated. The amount budgeted will supplement funds previously appropriated to cover design phase efforts. Construction is expected to take place in FY 2028 with additional funds required.

- **Previous Budgets - \$170,000**
- **FY 2024 Budget - \$30,000**
- **Total Project Budget - \$1,300,000**

20. Broadway Street Water Main Replacement: This project will replace the cast iron water main that was installed in the early 1970's and has been found to be in deteriorating condition based on recent excavations. With the redevelopment of the Woolen Mills Factory and Albemarle County's increased attention on economic revitalization of this corridor, replacement of this water

main is crucial in transforming this area. Construction is expected to take place in FY 2024. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.

- **Previous Budgets - \$792,800**
- **FY 2024 Budget - \$625,000**
- **Total Project Budget - \$1,417,800**

21. Raintree and Fieldbrook PVC Water Main Replacement: This project continues our systematic program to replace the PVC water mains that have been in service since the 1980's. The design phase is currently underway and will carry over into FY 2024 with funds previously appropriated. Construction is expected to take place in the FY 2027 - FY 2028 timeframe with additional funds required.

- **Previous Budgets - \$432,300**
- **FY 2024 Budget - \$0**
- **Total Budgets - \$6,432,300**

22. Annual Water Repair and Replacement (New): ACSA staff have identified the need to establish a construction contract to complete small water main replacement projects in a more efficient and timely manner on an as-needed basis. This work will utilize a publicly bid contract that is renewable on an annual basis up to two times after the initial year long contract. Bidding for this contract is anticipated this spring.

- **FY 2024 Budget - \$200,000 (Annually)**

23. Pump Stations – Rehabilitation (New): ACSA staff have identified numerous rehabilitation projects directly related to our pump station facilities, including pump and motor upgrades, replacement of generators and transfer switches, control panels, grinders, and associated climate control. The amount budgeted will cover climate control upgrades to three water pump stations and five sewer pump stations anticipated in FY 2024. Additional funding in future years is expected to meet other rehabilitation needs mentioned above. These funds are proportionally split between water and wastewater projects.

- **FY 2024 Budget - \$120,000 (Ongoing, Needs Dependent)**

24. Airport Trunk Sewer Upgrade: With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 needs upgrading to handle full build-out. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. Design is ongoing and easement acquisition is underway with funds previously budgeted. It is anticipated that construction will begin in FY 2026, with additional funding required.

- **Previous Budgets - \$483,800**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$6,183,800**

25. Northfields Phase 5 Sewer: During the design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to existing neighborhood properties currently served by private septic fields. The project is currently under design with funds previously budgeted. It is anticipated that construction could occur in the FY 2026 – FY 2027 timeframe with additional funding required.

- **Previous Budgets - \$70,000**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$650,000**

26. Madison Office Park Pump Station Upgrade: This wastewater pump station was constructed in the early 1980's by private development and the original equipment is wearing down. In addition, the building is undersized, creating difficulty in performing routine maintenance, and making it impossible to install the control panels necessary to include this pump station in our SCADA System. A contract has been executed and construction activities to replace the pump station are expected to occur in the first half of FY 2024. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.

- **Previous Budgets - \$1,550,000**
- **FY 2024 Budget - \$390,000**
- **Total Project Budget - \$1,940,000**

27. Miscellaneous Sewer Rehabilitation: This project continues our “find and fix” program of sanitary sewer rehabilitation to reduce I&I in our system during the fiscal year. These efforts will utilize publicly bid miscellaneous sewer rehabilitation contracts that are renewable on an annual basis up to two times after the initial year long contract. It will be used to make repairs and rehabilitate problems in our system found with systematic CCTV inspection by ACSA crews and the subcontractor.

- **FY 2024 Budget - \$500,000 (Annually)**

28. Bellair – Liberty Hills Sewer: Over the past several years, there has been an uptick in residents of the Bellair Subdivision seeking to connect to public sanitary sewer service since most residents are currently served by private septic fields. Based on results from a community survey, a majority of the property owners are interested in connecting to public sewer if it was made available. Design is underway with funds previously appropriated. It is anticipated that construction will take place in FY 2025 and FY 2026, with additional funding required in those years.

- **Previous Budgets - \$393,715**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$6,393,715**

29. Developer Participation: Each year funds are set aside to participate in oversizing utilities constructed to serve new development. The Rate Model includes \$100,000 divided equally between water and wastewater projects as a contingency to ensure new pipes are sized to meet the ACSA's long-range needs. **FY 2024 Budget - \$100,000 (Annually)**

Board Action

No Board Action is required at this time.



CAPITAL IMPROVEMENT PROGRAM

FY 2024

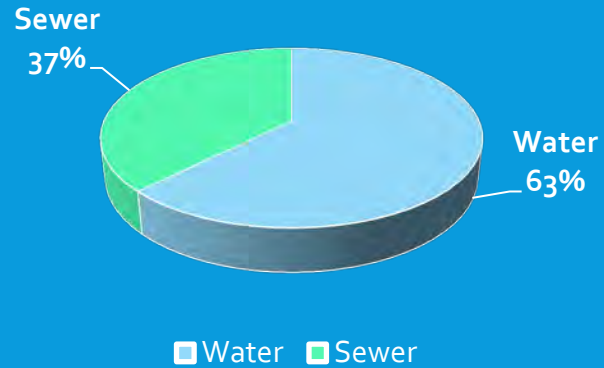
ACSA Board Meeting – April 20, 2023

The projects proposed in this Capital Improvement Program reflect the intent of the Albemarle County Service Authority at the date of adoption. Any number of factors could change the viability of any proposed project and projects not listed in the program may be undertaken.

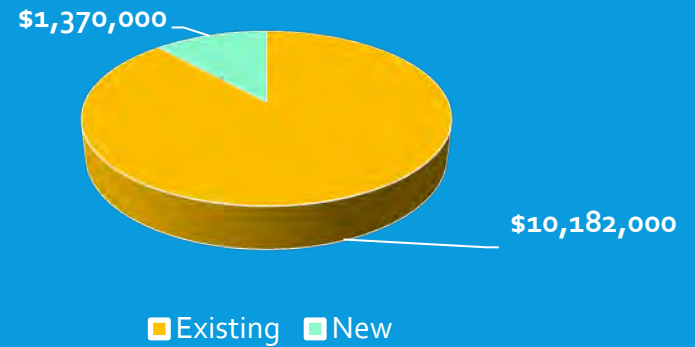


FY 2024 CIP BUDGET TOTAL - \$11,552,000

Water vs. Sewer Percentages

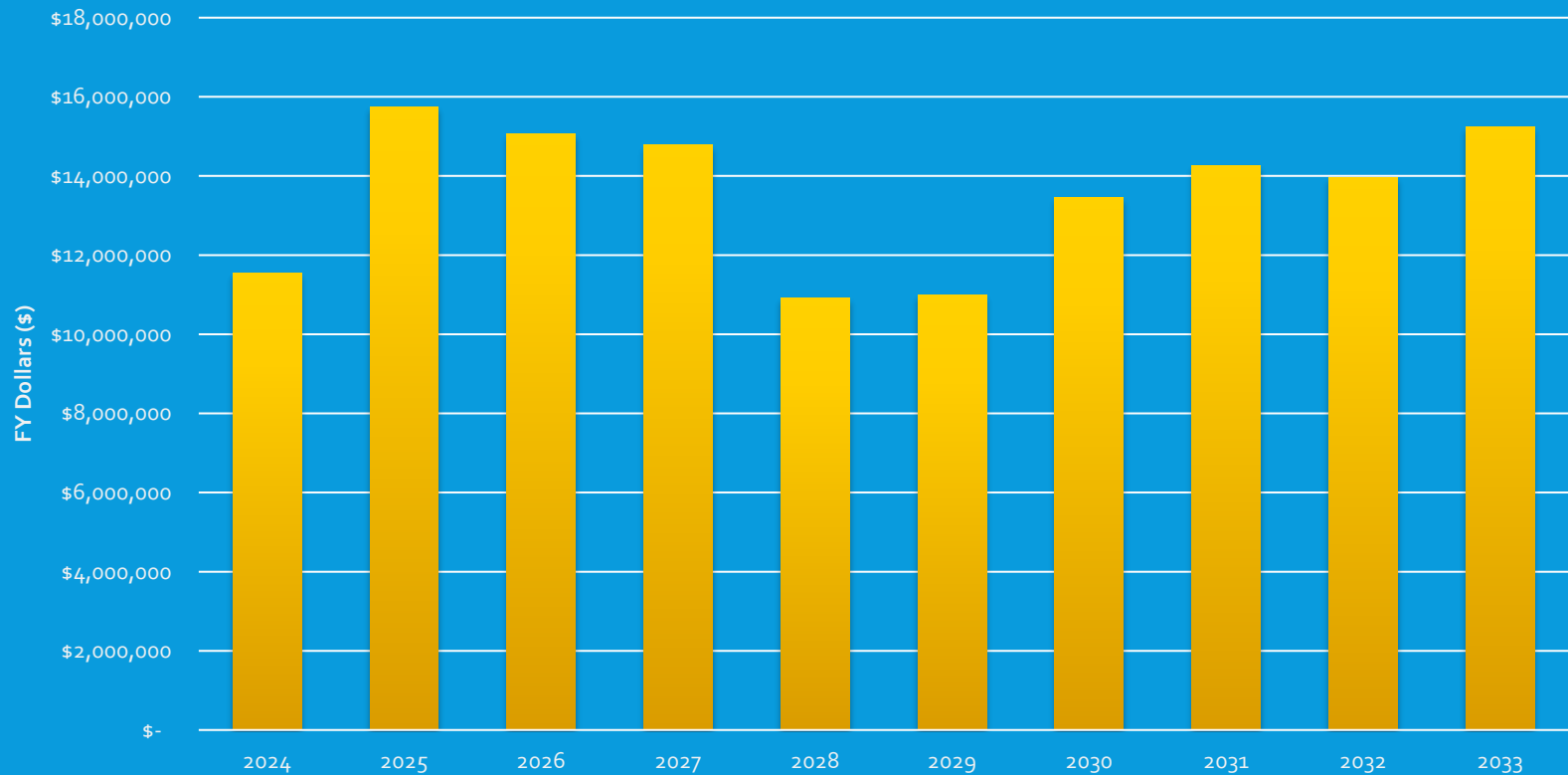


Existing vs. New Projects



CIP RATE MODEL PROJECTIONS

CIP Rate Model Projections (FY 2024 – FY 2033)



RISK ASSESSMENT IMPROVEMENTS

- Vulnerability Assessment Recommendations
- Priority 1 – Fencing and Door Hardening
- Priority 2 – Creation of Sterile Zones
- Priorities 3 & 4 – New Fencing and Lightning Protection
- FY 2024 \$0
- Total Budget \$871,950



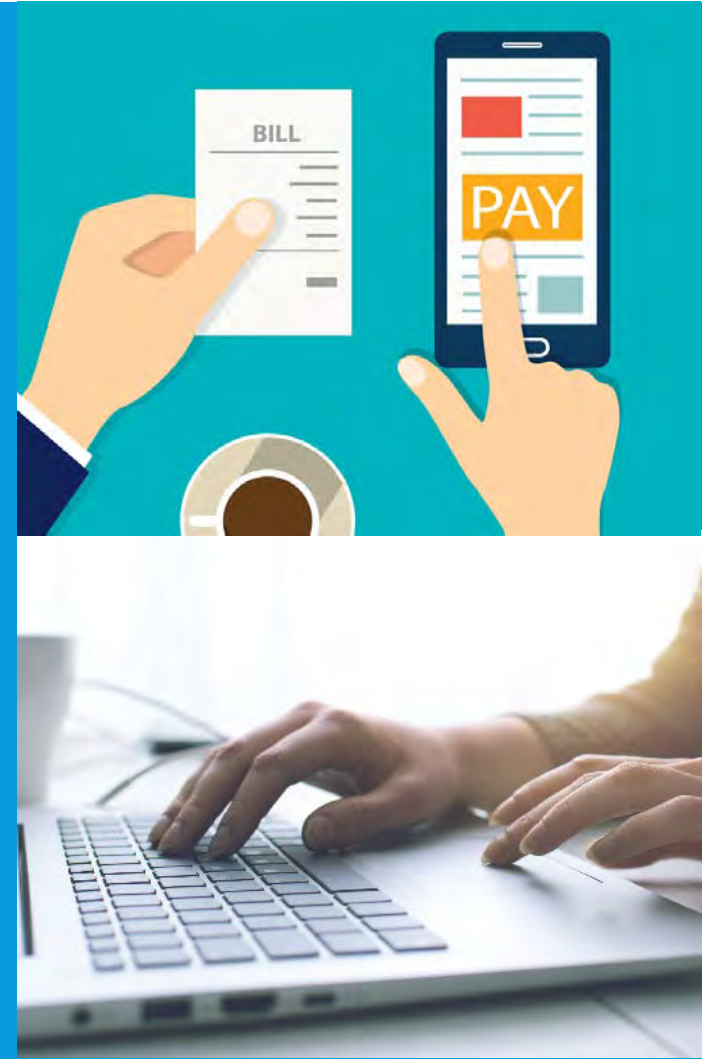
DATA MANAGEMENT AND DASHBOARDING

- 2023-2025 Strategic Plan – Data Optimization
- It Security Assessment Recommendation
- Allows ACSA to inventory all data that is being collected and stored. Data is then categorized, and policies established on maintenance and usage.
- FY 2024 \$20,000 (split between water and sewer)
- Total Budget \$60,000



CUSTOMER INFORMATION SYSTEM (CIS)

- 2023-2025 Strategic Plan – Customer Experience
- Billing System Replacement
- Website Redesign
- Phone System Replacement
- Integration with AML and ERP
- FY 2024 \$150,000 (split between water and sewer)
- Total Budget \$400,000

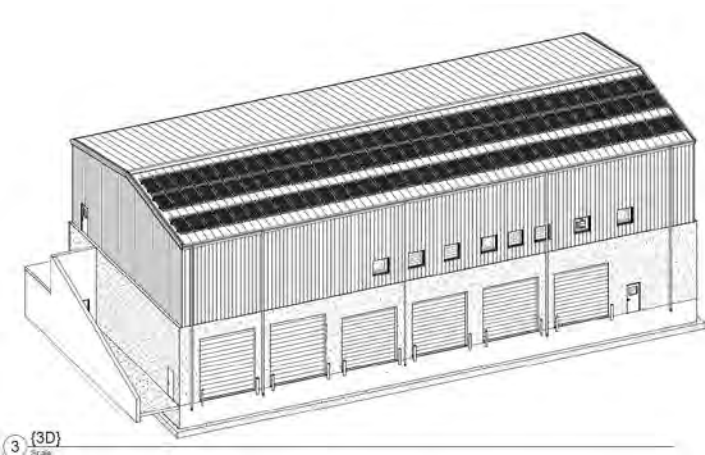
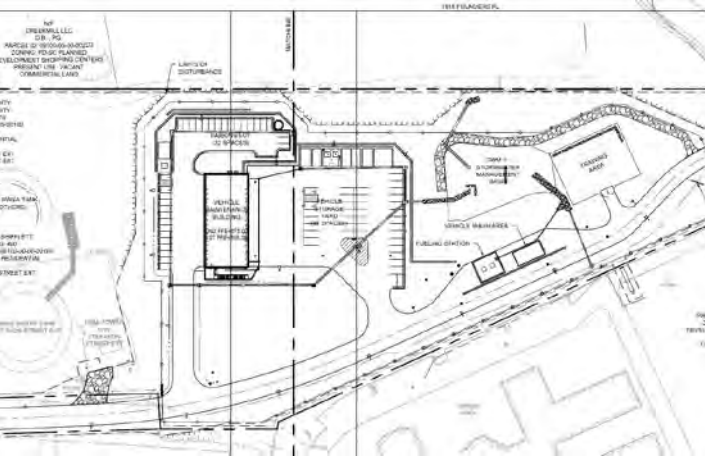


ENERGY AUDIT

- 2023-2025 Strategic Plan – Business Resilience
- Comprehensive Energy Audit of Operations Center and all Pump Stations.
- Vehicle Charging Stations Programmed for FY 2024
- FY 2024 \$50,000 (split between water and sewer)
- Total Budget \$390,000



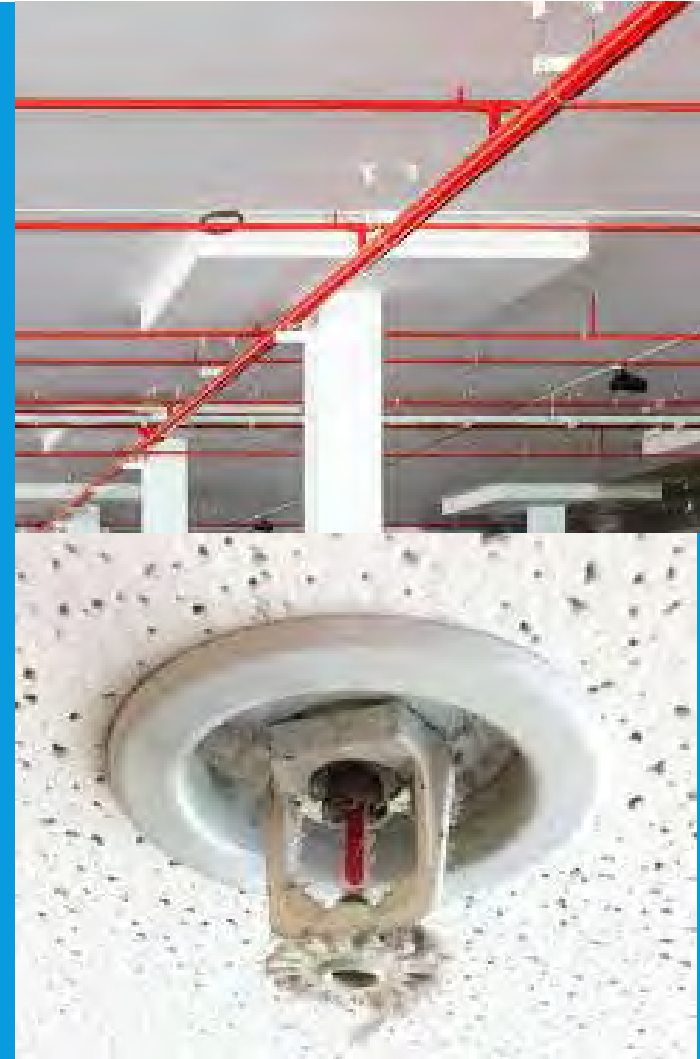
AVON OPERATIONS CENTER



- 2023-2025 Strategic Plan – Business Resilience
- Additional Maintenance and Storage Facilities to accommodate continued growth
- Training Area for Equipment Operators
- Construction in FY 2024-2025
- FY 2024 \$4,400,000 (split between water and sewer)
- Total Budget \$11,990,000

ACSA FACILITIES – FIRE SUPPRESSION SYSTEM REPLACEMENT

- Complete system replacement due to severe internal pipe corrosion
- System beyond useful life
- Design/Build Contract
- Construction in FY 2024
- FY 2024 \$750,000 (split between water and sewer)
- Total Budget \$750,000



RECORDS MANAGEMENT PROJECT

- 2023-2025 Strategic Plan – Data Optimization
- Improve record compliance and retention
- Reduce physical storage needs
- Scanning of paper documents for improved access and efficiency
- FY 2024 \$300,000 (split between water and sewer)
- Total Budget \$325,000

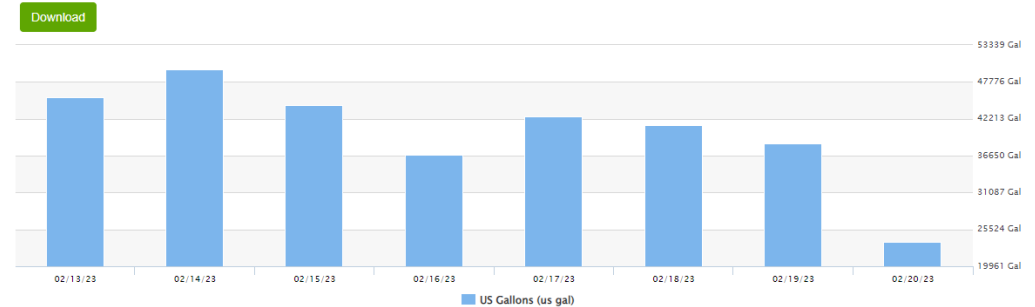


ADVANCED METERING INFRASTRUCTURE (AMI)

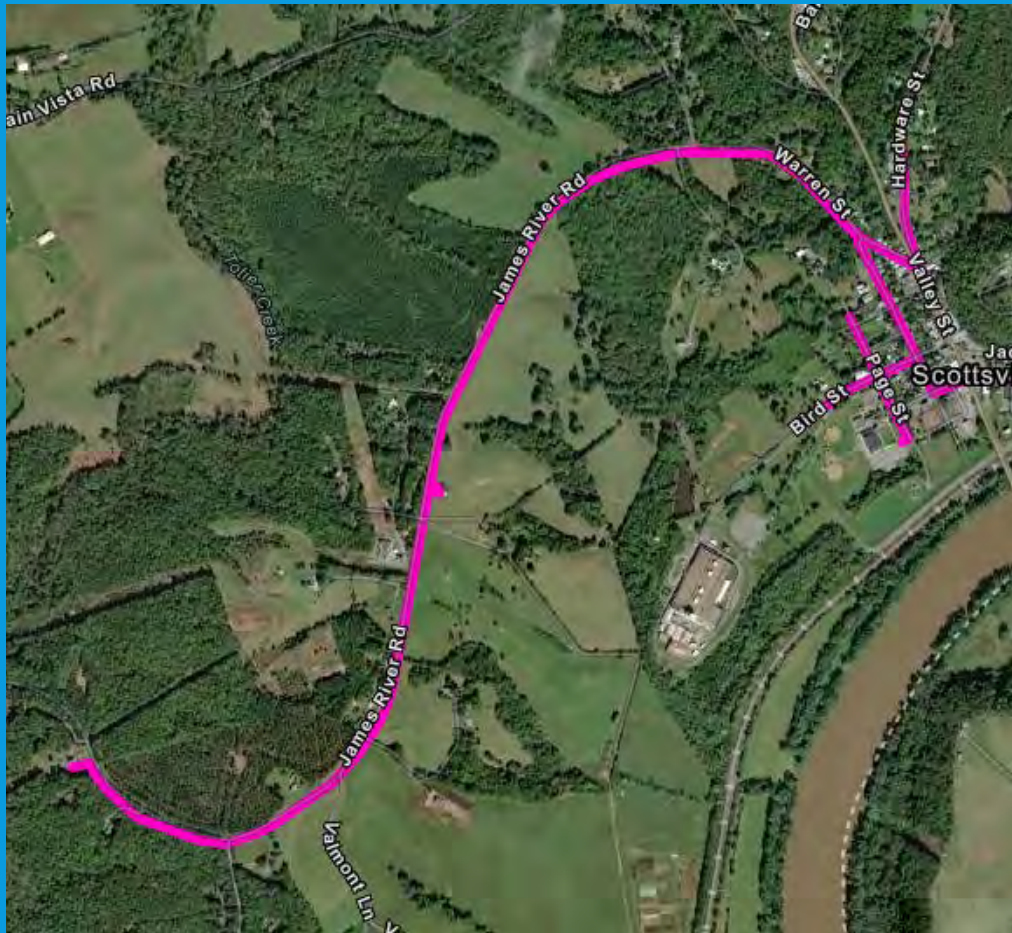
- 2023-2025 Strategic Plan – Data Optimization
- 2,200 Functioning Meters
- Full Deployment Underway
- FY 2024 \$800,000 (split between water and sewer)
- Total Budget \$8,500,000

154

Volume (Gal)



SCOTTSVILLE PHASE 4 WATER MAIN REPLACEMENT



- Replace Cast Iron and Asbestos Cement Water Mains
- Coordination with RWSA
- Easement Acquisition in FY 2024
- Construction FY 2025-2026 timeframe
- FY 2024 \$0
- Total Budget \$6,804,900

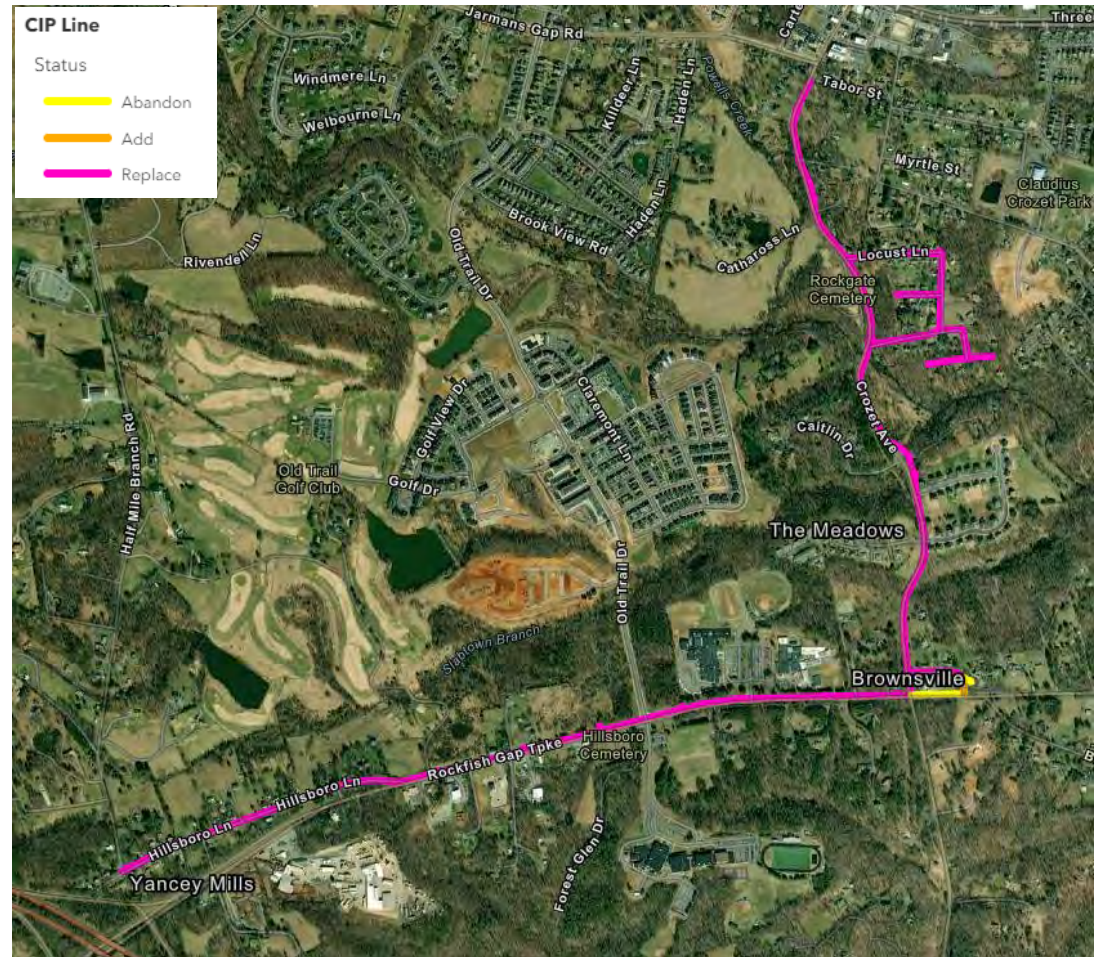
RAGGED MOUNTAIN PHASE 1 WATER MAIN REPLACEMENT

- Replace 90+ Year-Old Cast Iron Water Main
- Coordination with VDOT on Bridge Replacement Project
- Construction FY 2024-2025 timeframe
- FY 2024 \$342,000
- Total Budget \$1,218,400

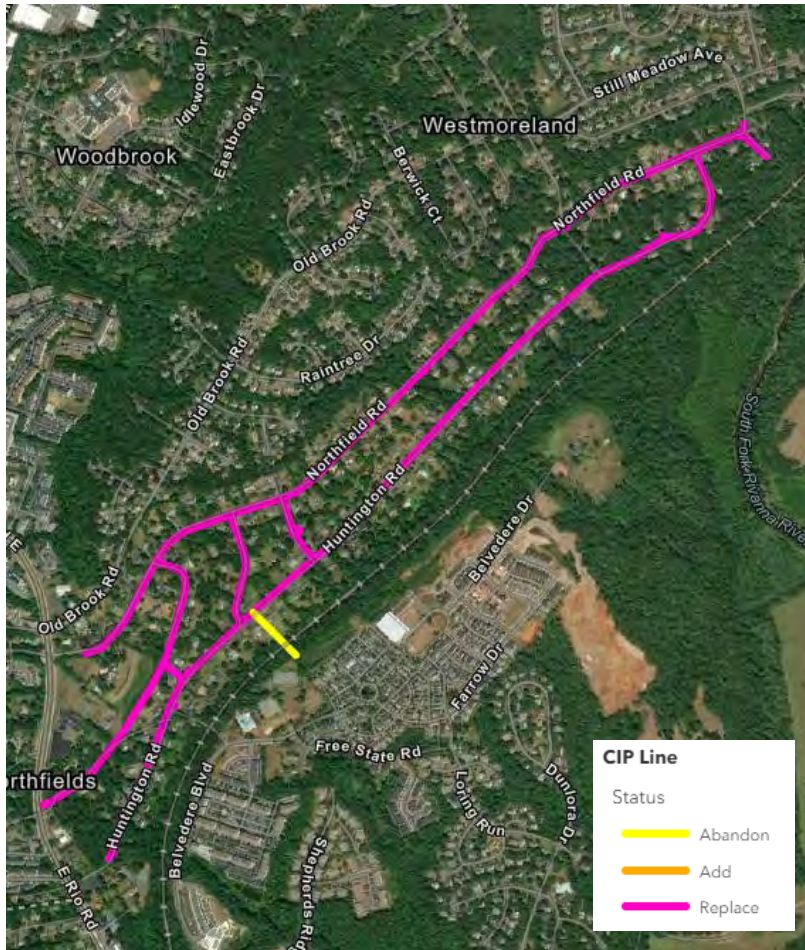


CROZET PHASE 4 WATER MAIN REPLACEMENT

- Replaces Asbestos Cement and older PVC Water Mains
- Construction FY 2024-2025 timeframe
- FY 2024 \$2,175,000
- Total Budget \$6,534,400



NORTHFIELDS WATER MAIN REPLACEMENT



- Replaces Asbestos Cement Water Mains (former well system) from the 1960's.
- Construction FY 2026-2027 timeframe
- FY 2024 \$0
- Total Budget \$8,530,000

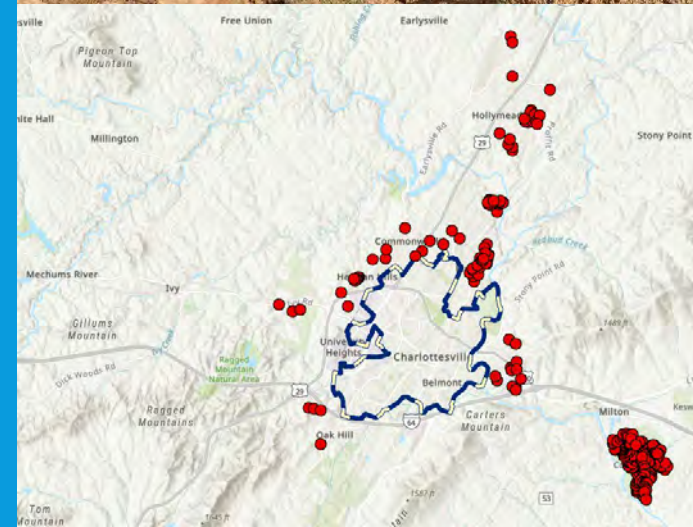
HUNTINGTON VILLAGE WATER CONNECTION

- Provides 2nd Water Feed into Huntington Village (135 residential customers)
- Anticipate utilizing the Annual Water Repair and Replacement Contract
- Construction FY 2024
- FY 2024 \$0
- Total Budget \$60,700



EXCLUSION METERS REPLACEMENT

- Private Exclusion Meters introduced in the mid 1990's
- Initial Program Goal – Eliminate All Remaining Private Exclusion Meters
- ACSA Staff Exploring Alternative Approaches to Address Remaining Private Exclusion Meters
- FY 2024 \$0
- Total Budget \$527,500



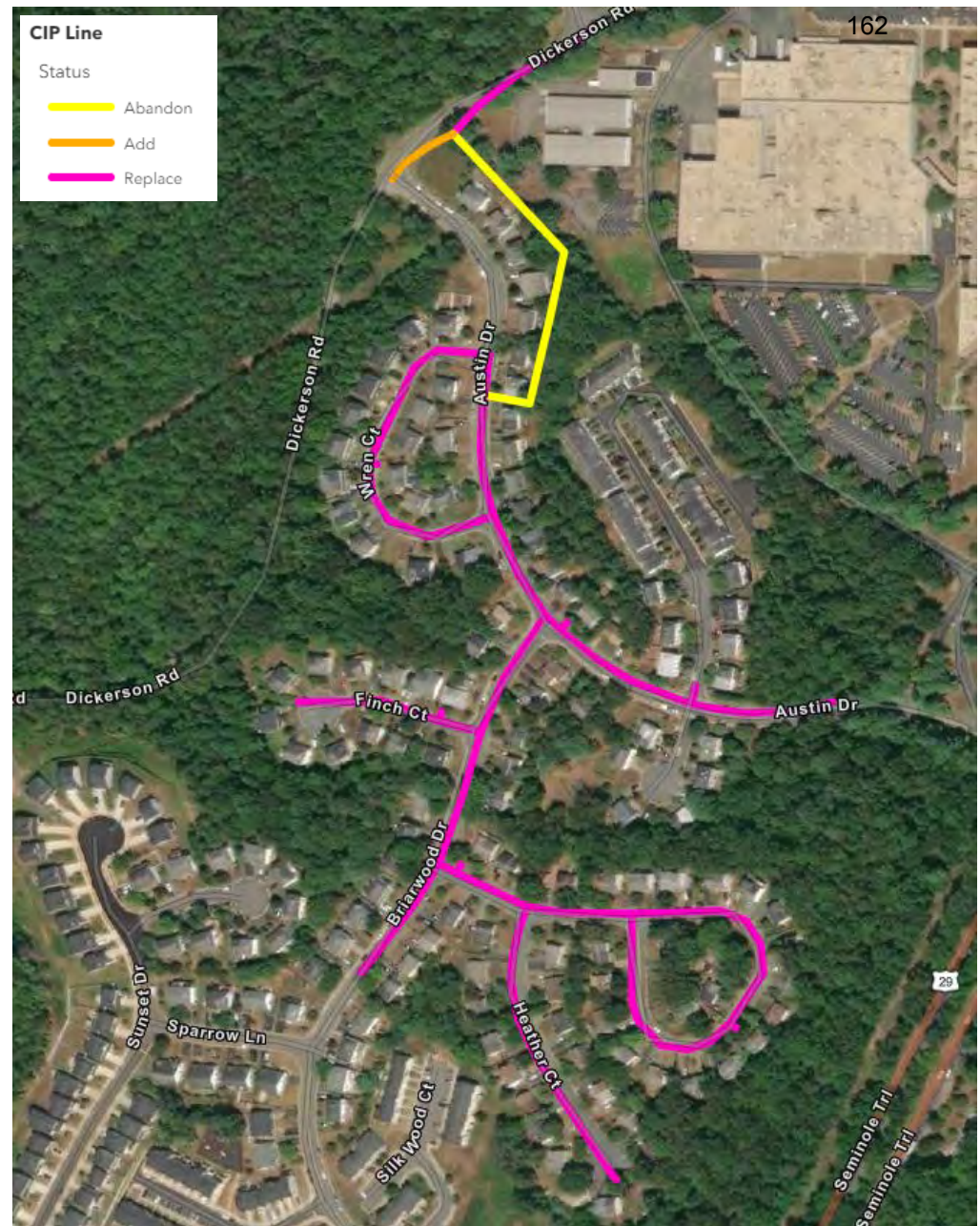
PIPE SADDLES REPLACEMENT

- Replace Saddle Connection where Service Line Meets PVC Water Main
- In-house CIP Crew or Annual Services Contractor
- FY 2024 \$0
- Total Budget \$150,000



BRIARWOOD WATER MAIN REPLACEMENT

- Replaces older PVC Water Mains
- Construction FY 2027
- FY 2024 \$0
- Total Budget \$2,220,000



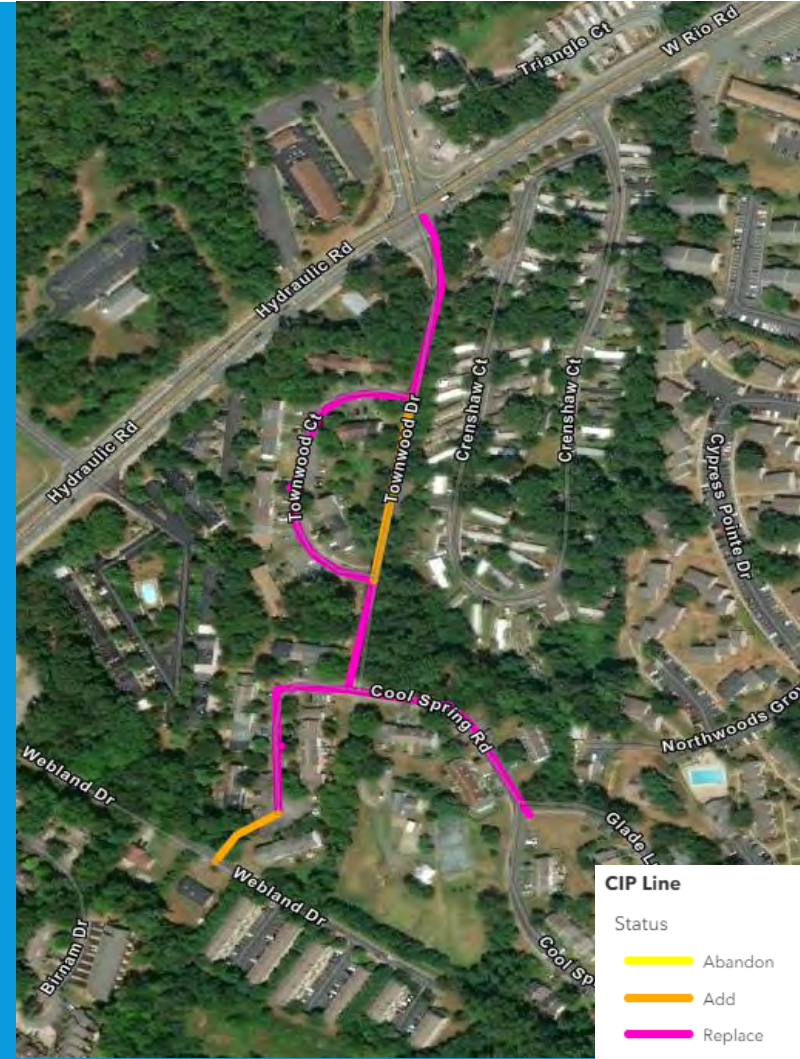
BARRACKS WEST WATER MAIN REPLACEMENT



- Replaces Cast Iron and Galvanized Water Mains
- Existing Water Mains from the 1960's
- Improve Fire Protection
- Construction FY2024-2025
- FY 2024 \$450,000
- Total Budget \$3,402,000

TOWNWOOD WATER MAIN REPLACEMENT

- Replaces older PVC Water Mains
- 3 Main Breaks in Past 2 Years
- Construction FY 2028
- FY 2024 \$30,000
- Total Budget \$1,300,000



CIP Line

Status

- Abandon
- Add
- Replace

BROADWAY STREET WATER MAIN REPLACEMENT



- Replaces aging Cast Iron Water Main
- Construction FY 2024
- FY 2024 \$625,000
- Total Budget \$1,417,800

The Broadway Blueprint Study seeks to leverage public and private investment associated with the Woolen Mills site redevelopment and the relocation of the WillowTree corporate campus to encourage **economic vitality, connectivity and placemaking** along the Broadway Street corridor.

Project Description from Albemarle County Economic Development office.



RAINTREE AND FIELDBROOK PVC WATER MAIN REPLACEMENT

- Replaces older PVC Water Mains installed in the early 1980's
- Construction FY 2027-2028 timeframe
- FY 2024 \$0
- Total Budget \$6,432,300



ANNUAL WATER REPAIR AND REPLACEMENT

- Annual Services Contract (similar to Sewer Find and Fix)
- Provides support to Maintenance Department
- Addresses smaller projects less conducive to normal Design-Bid-Build Process
 - Huntington Water Connection
 - Lewis Hill-West Leigh Interconnect
- FY 2024 \$200,000

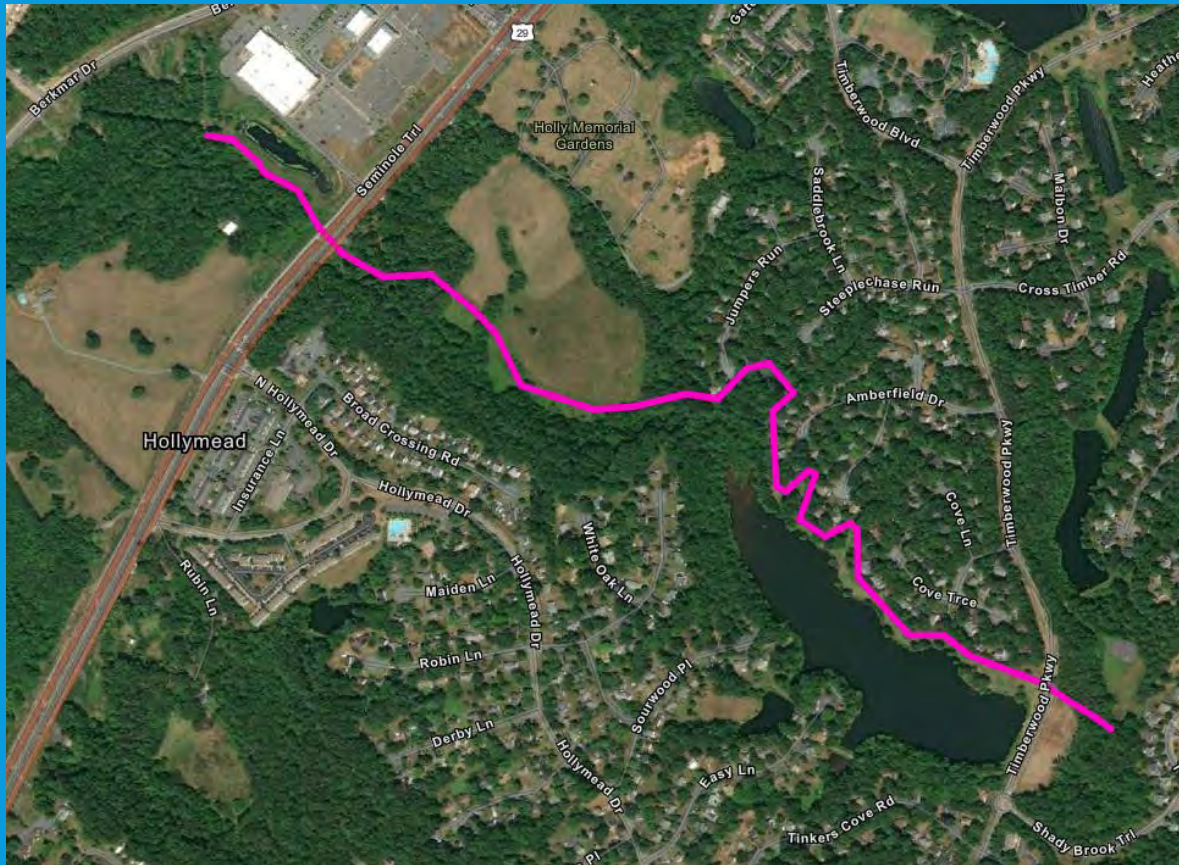


PUMP STATIONS - REHABILITATION

- Climate Control Upgrades in FY 2024
- Water Pump Stations
 - Mill Creek
 - Mosby Mountain
 - Northfields
- Sewer Pump Stations
 - Glenmore
 - Crozet
 - Old Forge
 - Georgetown Green
 - Briarwood
- FY 2024 \$120,000



AIRPORT TRUNK SEWER UPGRADE



- Additional Sewer Capacity Needed to Handle Places29 Comprehensive Plan
- Easement Acquisition Underway
- Construction FY 2025-2026 timeframe
- FY 2024 \$0
- Total Budget \$6,183,800

NORTHFIELDS PHASE 5 SEWER

- Areas identified during Northfields Water Main Replacement Design
- Extend service to customers on private drainfields
- FY 2024 \$0
- Total Budget \$650,000



MADISON OFFICE PARK PUMP STATION UPGRADE

- Existing Station Built in early 1980's
- Building is Undersized, Equipment Needs to be Replaced
- Contract underway with Anderson Construction
- Construction Summer 2023
- FY 2024 \$390,000
- Total Budget \$1,940,000



MISCELLANEOUS SEWER REHABILITATION

- Annual Services Contract (Sewer Find and Fix)
- Sanitary Sewer issues discovered by ACSA staff
- Work Orders issued to Rehabilitation Contractor
- FY 2024 \$500,000 (increase from \$400,000 annually)



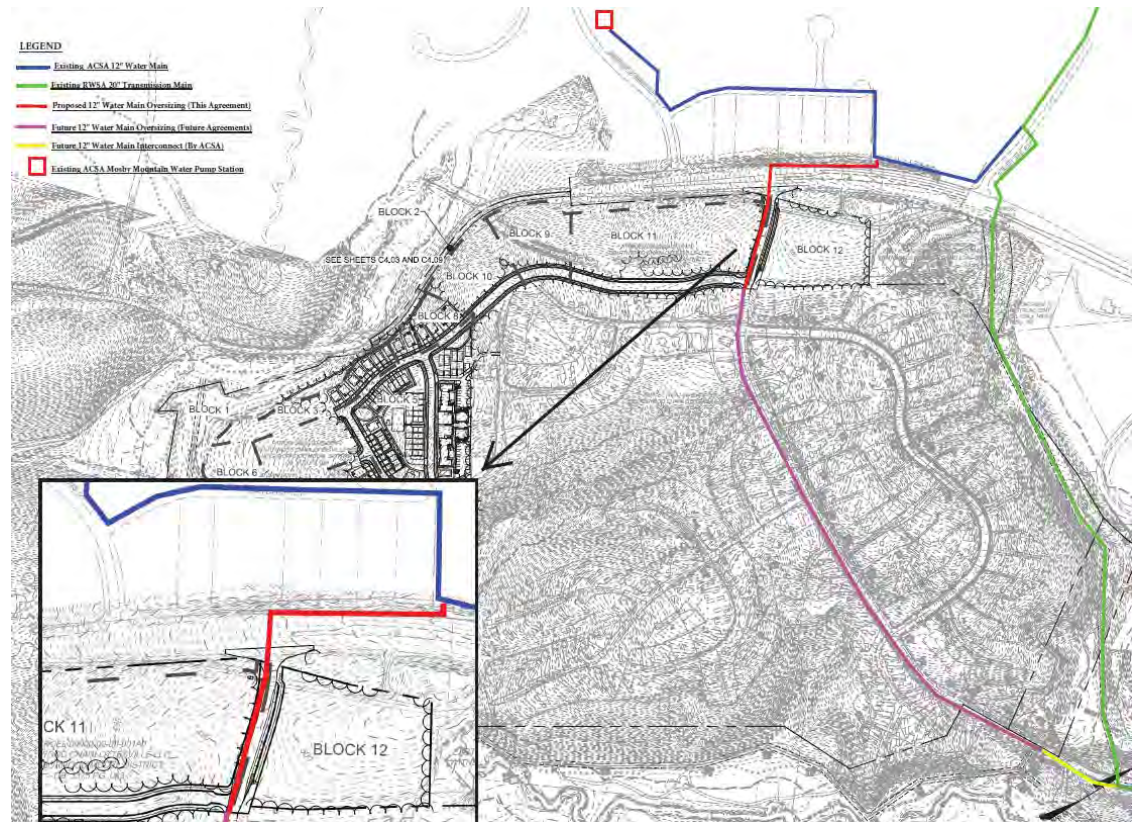
BELLAIR – LIBERTY HILLS SEWER



- Community Interest in Public Sewer Based on Survey Feedback
- Portion of Neighborhood has Access to Sewer along Western Side
- Construction FY 2025-2026 timeframe
- FY 2024 \$0
- Total Budget \$6,393,715

DEVELOPER PARTICIPATION

- Allows ACSA to Oversize Water and Sewer Utilities for New Developments
- Recent Example: Southwood Village Block 1 Oversizing from 8-inch to 12-inch
- FY 2024 \$100,000 (split between water and sewer)



QUESTIONS AND NEXT STEPS



Questions?

May 18, 2023 –
Proposed FY 2024
Budget and Rates
Workshop

June 15, 2023 – Public
Hearing and Adoption
of FY 2024 Budget,
Rates and CIP

ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY**

AGENDA TITLE: Popular Annual Financial Report	AGENDA DATE: April 20, 2023
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	ACTION: Informational
	ATTACHMENTS: Yes

BACKGROUND: The Government Finance Officers Association (GFOA) established the Popular Annual Financial Reporting (PAFR) program in 1991 to encourage state and local governments to extract information from its Annual Comprehensive Financial Report (ACFR) to produce high quality annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

Earlier this year, the Authority prepared a PAFR reflecting financial, operational, and other information for Fiscal Year 2022.

DISCUSSION: The Authority's PAFR is a streamlined, abbreviated version of our ACFR and has been designed to communicate efficiently with clear language and appealing graphics to further promote fiscal stewardship, trust, and transparency within our community.

The Authority's Fiscal Year 2022 PAFR is published on our website, and we have submitted to the GFOA for award consideration. A presentation has been prepared to introduce the PAFR and further highlight important programs and financial/operational information.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: FY 2022 Popular Annual Financial Report; Popular Annual Financial Report PowerPoint Presentation



POPULAR⁷⁹ ANNUAL FINANCIAL REPORT

For the Year Ended
June 30, 2022



168 Spotnap Road
Charlottesville, VA 22911

MyWater
Provided by ACSA



TABLE OF CONTENTS

3.... Values, Vision & Strategy	9.... Fiscal Year 2022 Financial Highlights
4.... Message from the Director of Finance	10... Net Position Summary
5.... Meet the Leadership Team	11... Revenues
6.... Who We Serve/What We Provide	12... Expenses
7.... Project Spotlight - MyWater	13... Community Engagement
8.... Capital Program Highlights	

WHAT IS A POPULAR ANNUAL FINANCIAL REPORT?

Popular Annual Financial Reports (PAFR) are streamlined, abbreviated versions of the Annual Comprehensive Financial Report.

Our PAFR has been designed to communicate efficiently with clear language and appealing graphics to promote fiscal stewardship, trust, and transparency within our community.

This report highlights financial and operational information presented in the Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR) but does not contain all the detailed financial information as required in the Albemarle County Service Authority FY 2022 ACFR.

To obtain the most current and past ACFR's we encourage you to please visit our website:

<https://serviceauthority.org/customerservices/budgets-rates-and-fees/>



VALUES

The Albemarle County Service Authority (ACSA) is committed to providing the highest quality customer service which:

A - ALIGNS to our values of honesty, trust, integrity, mutual respect, open communication, and employee empowerment.

C - COMMITS to our community through responsiveness and collaboration. We actively promote conservation and environmental stewardship.

S - STRIVES for professional excellence by maintaining consistent and fair policies across the organization and encouraging and recognizing pride and dedication to ensure a healthy working environment.

A - ASPIRES to practice strategic foresight and fiscal responsibility while embracing innovation.

MISSION



“With pride and dedication, we serve our customers by providing clean safe water, exemplary wastewater services, and fire protection infrastructure. Together with our community partners we maintain and improve our utility system in a timely, cooperative, and financially responsible manner.”

VISION



“Serve and conserve today, sustain for tomorrow, and protect our resources forever.”



STRATEGIC PLAN 2020-22

With the successful completion of the Albemarle County Service Authority’s 2013-2018 Strategic Plan, the ACSA set their sights on implementing a new, three-year Strategic Plan for 2020 through 2022 and can be viewed at: <https://serviceauthority.org/about-acsa/who-are-we>.



MESSAGE FROM THE DIRECTOR OF FINANCE

Mr. Quin Lunsford



The Albemarle County Service Authority (ACSA) is pleased to present this Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2022 as part of our continual effort to improve transparency and customer service. This PAFR provides a less technical, easy-to-understand version of the 2022 Annual Comprehensive Financial Report (ACFR). The PAFR is formulated to provide readers with an overview of the ACSA's finances and general information sourced from the 2022 ACFR.

The information shared in this report is an unaudited financial summary of the ACFR. I am honored to work with, and sincerely thank, the dedicated professionals who are committed to the ACSA's mission and long-term financial and operational health of our system.



As you review this report, if you would like additional information on the annual budget or audited financial statements, you can access these reports at <https://serviceauthority.org>. Additionally, if you have any questions or if there is additional information that we can provide, we want to hear from you. Don't hesitate to contact me at qlunsford@serviceauthority.org or (434)-977-4511.



MEET THE LEADERSHIP TEAM

**ALBEMARLE COUNTY
BOARD OF SUPERVISORS**

**ACSA
BOARD OF DIRECTORS**

EXECUTIVE DIRECTOR



Mr. Gary B. O'Connell



EMILY ROACH
ADMINISTRATION/HR



JEREMY LYNN
ENGINEERING



QUIN LUNSFORD
FINANCE



APRIL WALKER
INFORMATION TECH.



MICHAEL LYNN
OPERATIONS



CONTACT INFORMATION

168 Spotnap Road
Charlottesville, Virginia 22911
434-977-4511
webmaster@serviceauthority.org
Monday-Friday
8:00 a.m. to 5:00 p.m.
Website: serviceauthority.org

WHO WE SERVE

ACSA Water Connections by Type



Single Family 19,475



Commercial 1,264



Multi-Family 592



Industrial/Institutional 264



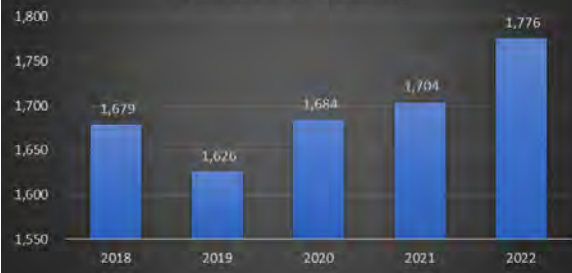
TEN LARGEST WATER USERS

Rank	Name	Gallons (Millions)
1	University of Virginia	27.17
2	SEMF Charleston Apts.	22.58
3	Southwood Mobile Homes	21.83
4	Martha Jefferson Hospital	21.52
5	Abbingtion Crossing Apts.	20.91
6	Four Seasons Apts.	18.58
7	Old Salem Apts.	18.31
8	Westminster Canterbury	17.62
9	County of Albemarle	16.67
10	Alb.-C'ville. Reg. Jail	16.11

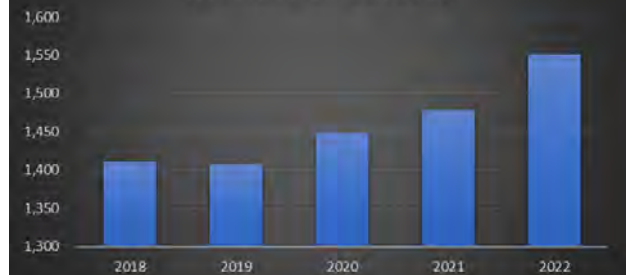
TEN LARGEST WASTEWATER PRODUCERS

Rank	Name	Gallons (Millions)
1	Southwood Mobile Homes	47.32
2	University of Virginia	26.20
3	SEMF Charleston Apts.	22.58
4	Abbingtion Crossing Apts.	20.91
5	Four Seasons Apts.	18.58
6	Old Salem Apts.	18.31
7	Westminster Canterbury	15.88
8	Turtle Creek Apts.	15.46
9	Alb.-C'ville Regional Jail	14.77
10	Westgate Apts.	14.73

Water Sold by Fiscal Year
(Millions of Gallons)



Wastewater Treated by Fiscal Year
(Millions of Gallons)



WHAT WE PROVIDE



82,440

Water Residents
Served



74,748

Sewer Residents
Served



4.9 million

Gallons of Water
Sold Daily



374

Miles of Water
Mains



324

Miles of Sewer
Mains



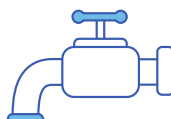
10,867

Work Orders
Completed



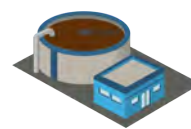
8

Water Storage
Tanks



9

Water Pump
Stations



11

Sewer Pump
Stations



3,137

Fire Hydrants

PROJECT SPOTLIGHT-MY WATER



MyWater is an innovation program, which includes a series of customer service and infrastructure related improvements. It begins with the Advanced Metering Infrastructure (AMI) project. Advanced meters will securely deliver customer water usage information directly to the ACSA for billing and operations. This new functionality will allow both customers and the ACSA to proactively analyze usage data in near real-time. Notifications on leaks, high usage, outages and other events will also be a part of the program, helping customers avoid higher bills and costly repairs while we all cut water waste. MyWater meter upgrades began in late 2020 and we expect to complete in 2023.

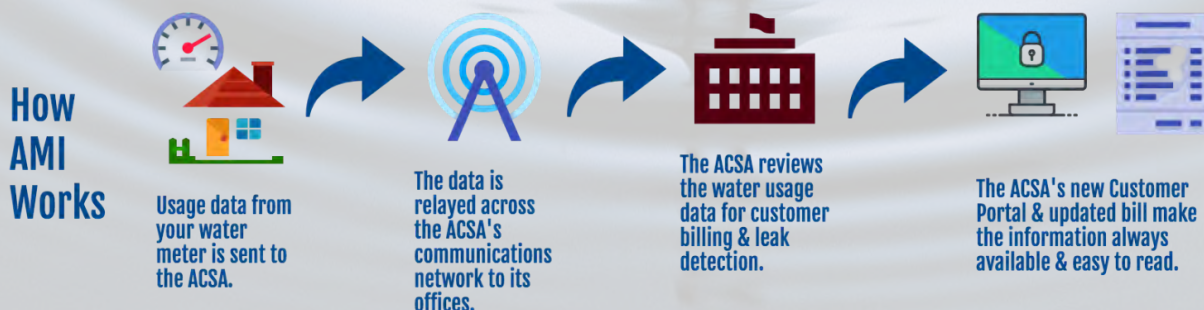
The project consists of two phases: Phase 1 and Full Deployment.



Phase 1 validated new business processes, integration, employee engagement and system performance with a small number of meters (approximately 2,000). Phase 1 has been successfully completed.

Full Deployment will follow with an upgrade of all remaining meters throughout our service territory. Nearly half of our current meter population includes iPERLs from Sensus. These meters will not require a full replacement, but they will be enhanced with a radio device instead. This program supports our continual efforts to maintain the highest level of customer service and improve utility operations.

MyWater empowers customers with several benefits and will streamline operations by reducing many of our manual processes including meter reading and billing while allowing for other value-added services.



Enhanced Customer Service



Proactive Leak Alerts



Customer Cost Control



Added Efficiency & Sustainability

CAPITAL PROGRAM HIGHLIGHTS

Infrastructure and system-wide upgrades are a top priority and integral part of the water and wastewater system. These projects are vital to Albemarle County Service Authority's commitment in providing safe and reliable service, meeting regulatory requirements and in accommodating growth. To learn more about Albemarle County Service Authority's Capital Improvement Programs, please visit:

<https://serviceauthority.org/whats-going-on/cip/>

🎯 Advanced Metering Infrastructure (AMI) Implementation

\$ 8,200,000

🎯 Supervisory Control and Data Acquisition (SCADA)

\$ 2,741,000

🎯 Hessian Hills Water Main Replacement

\$ 5,768,000

🎯 Oak Forest Pump Station Abandonment

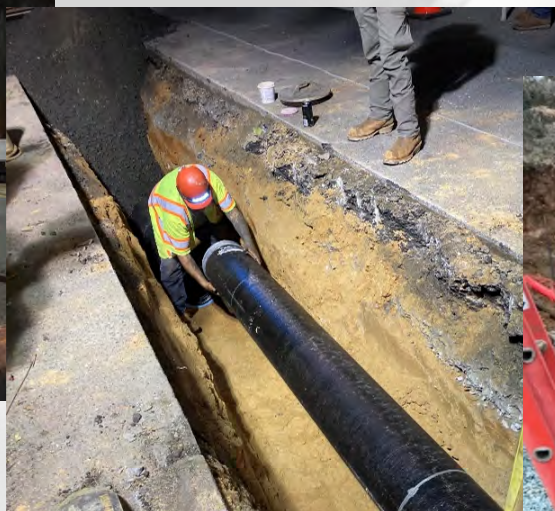
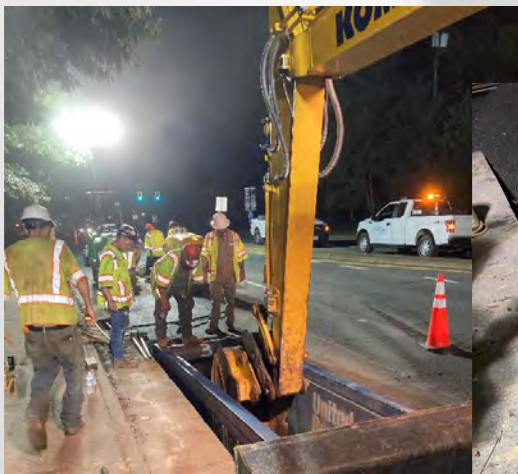
\$ 2,118,000



CAPITAL IMPROVEMENTS:

Much of Albemarle County Service Authority's assets are contained in the water distribution system and the wastewater collection system.

Projects are identified based on priority and scheduled accordingly. While not all inclusive, the four featured projects listed highlight some of the major capital activities remaining or recently completed in the current capital plan.



FISCAL YEAR 2022 FINANCIAL HIGHLIGHTS

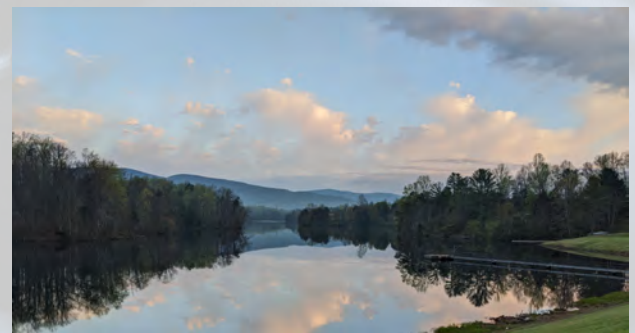
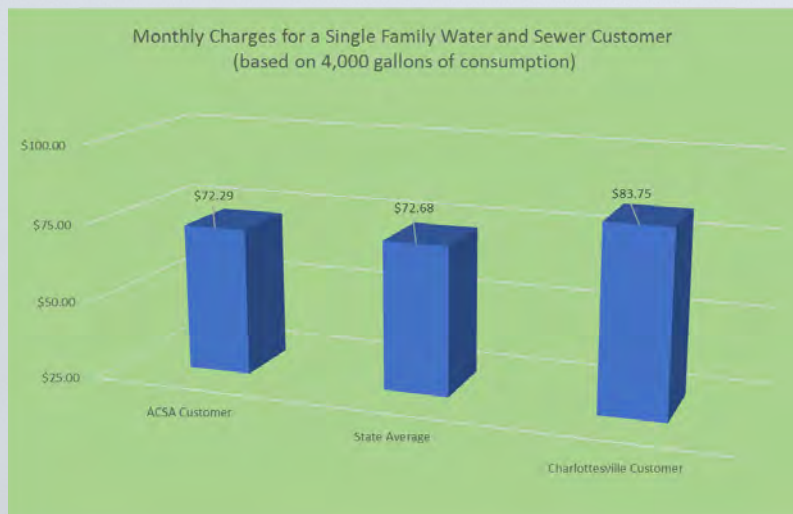
- Fiscal year 2022 operating revenues **increased** 9.8% to \$32,956,463 as compared to fiscal year 2021 while operating expenses **increased** 8.3% to \$35,309,116 during the same period.
- The ACSA purchases water and wastewater treatment from the Rivanna Water and Sewer Authority. Costs associated with these purchases are nearly 60% of the ACSA's overall operating budget and **increased** by more than \$2M or 10.4% in fiscal year 2022. These increases were offset by in part by a 5% increase in ACSA customer rates.

VALUE OF WATER



AVERAGE WATER BILLS

The average residential customer has seen an annual increase of 3.2% in their monthly bill over the past five years.



REVIEW OF OPERATIONS IN 2022

- Billed water usage in fiscal year 2022 was 1.78 billion gallons and was 71 million gallons or 4.2% more than billed water usage in fiscal year 2021.
- The Authority's customer base grew by 1.7% or 357 new connections by the end of the fiscal year.
- Billed wastewater collections in fiscal year 2022 was 1.55 billion gallons and was 72 million gallons or 4.9% more than billed wastewater collection in fiscal year 2021.



NET POSITON SUMMARY

The Abbreviated Statement of Net Position (below) provides information the ACSA's total assets and deferred outflows and total liabilities & deferred inflows, with the difference between the two reported as total net position. Changes in net position serves as a useful indicator of whether the financial position of the ACSA is improving or declining.



ABBREVIATED STATEMENT OF NET POSITION

Year	Total Assets & Deferred Outflows	Total liabilities & Deferred Inflows	Total Net Position
2018	\$193,840,011	17,337,772	\$176,502,239
2019	\$203,915,414	17,890,301	\$186,025,113
2020	\$217,258,881	16,983,771	\$200,275,110
2021	\$229,533,135	17,572,428	\$211,960,707
2022	\$236,412,821	16,323,602	\$220,089,219

5 year trend of net position:
Increase of
\$ 43.6 million
Since 2018



FINANCIAL STATUS

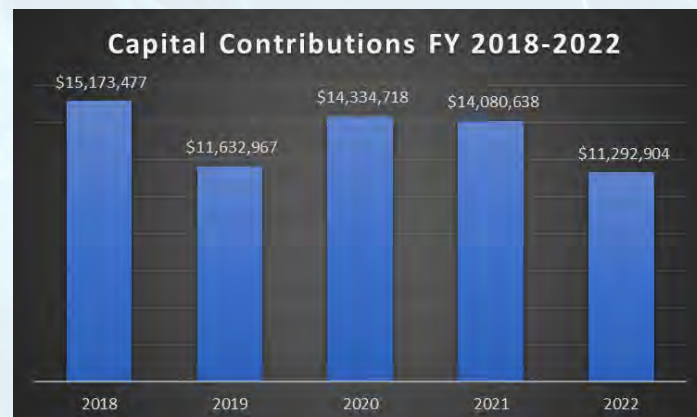
Albemarle County Service Authority's overall financial condition remained strong through 2022 as revenues exceeded expenditures. Total net position increased by \$8.13 million, or 3.8%, in 2022, compared to an increase of \$11.69 million, or 5.8% in 2021. The financial position of the ACSA remains strong and stable.

Total net position increased
\$ 8.13 million
in fiscal year 2022

CAPITAL CONTRIBUTIONS

These are two components of contributed capital: cash and contributed systems. The cash component consists of various capital related charges such as System Development and Capacity Charges. These charges are applied toward growth related capital costs and are not used in day-to-day operations.

Contributed systems are typically water and sewer lines that are installed and paid for by developers who transfer ownership of these assets to the Albemarle County Service Authority. The 2022 capital contributions, cash and contributed systems, combined, were \$ 11.29 million.



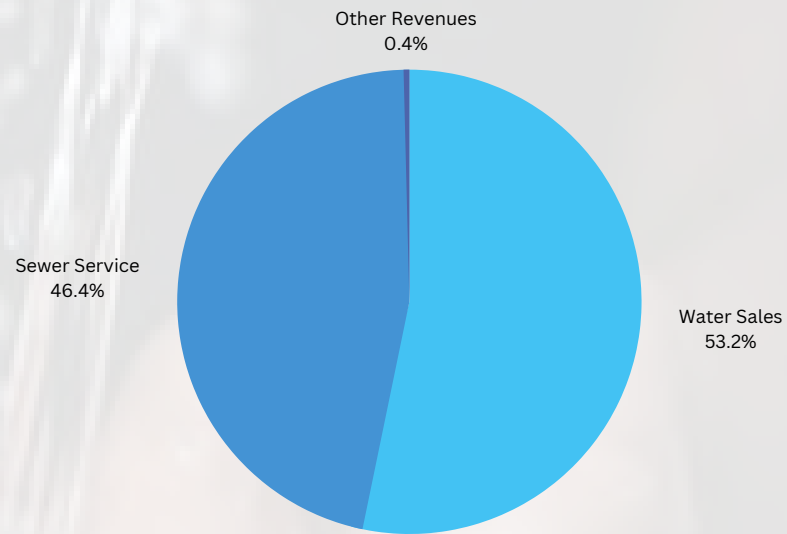
REVENUES

Total Operating Revenue \$32,956,463

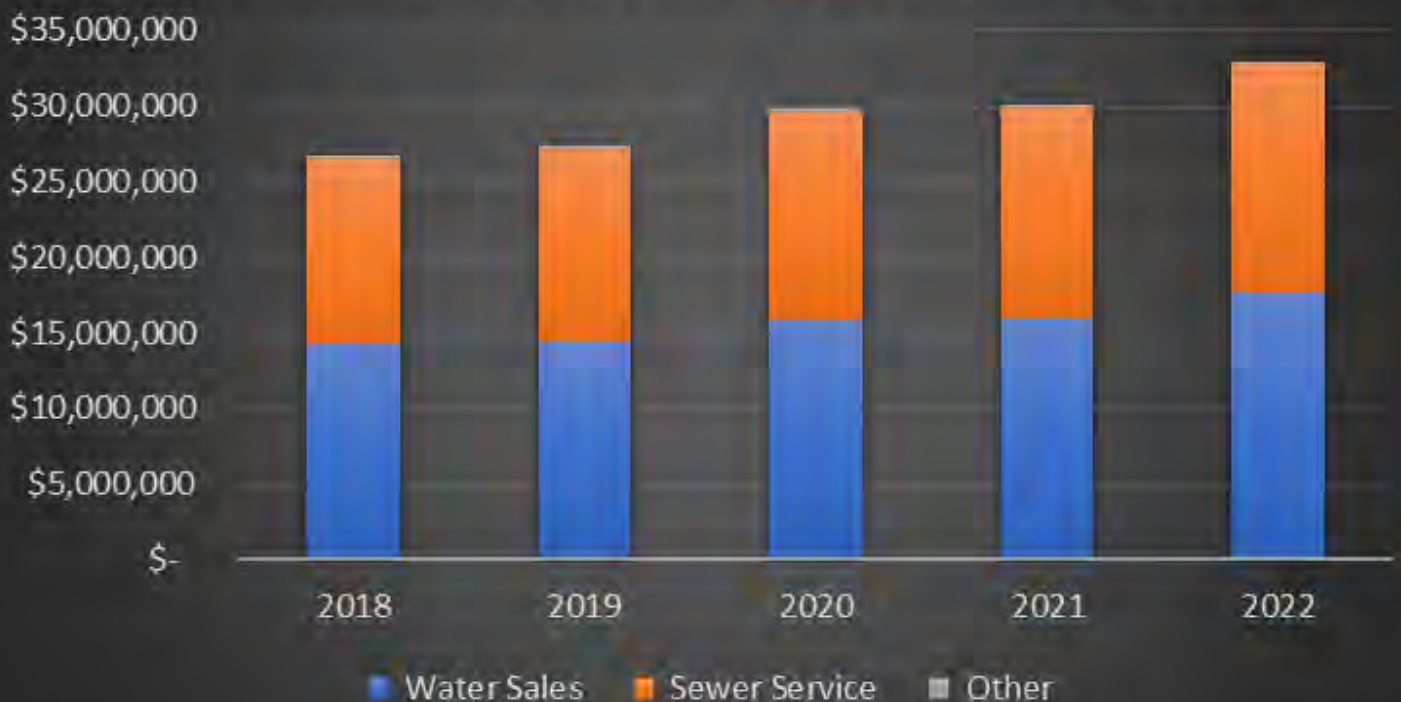
Water sales increased by \$1.63 million, or 10.2%, to \$17,545,859 in 2022 over the 2021 amount of \$15,919,103. Wastewater services increased by \$1.31 million, or 9.4%, from \$13,964,581 in 2021 to \$15,279,189 in 2022. These increases are a result of both growth in consumption as well as implementation of a rate increase. Water consumption increased 4.2% from 1.70 billion gallons in 2021 to 1.78 billion gallons in 2022.

Other operating revenues which include miscellaneous items such as water and sewer connection fees totaled \$131,415 in 2022 or 6.8% less than 2021.

Operating Revenue by Type FY 2022 \$32,956,463



Operating Revenues FY 2018 - FY 2022



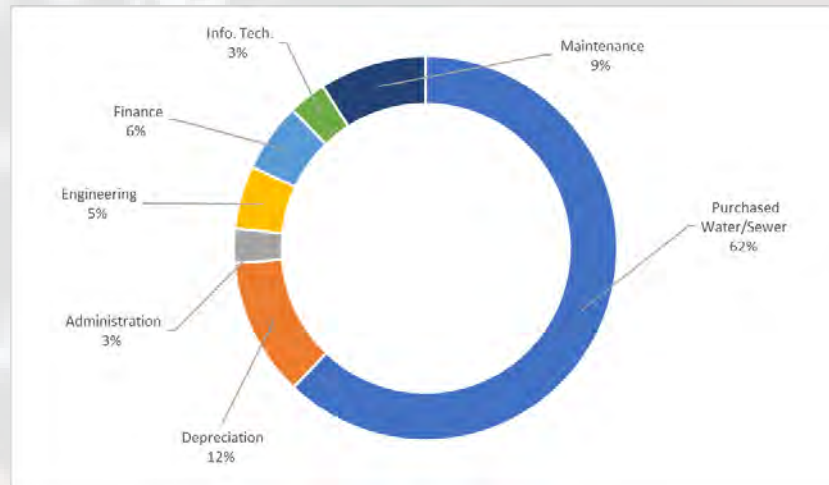
EXPENSES

Total Operating Expenses \$35,309,116

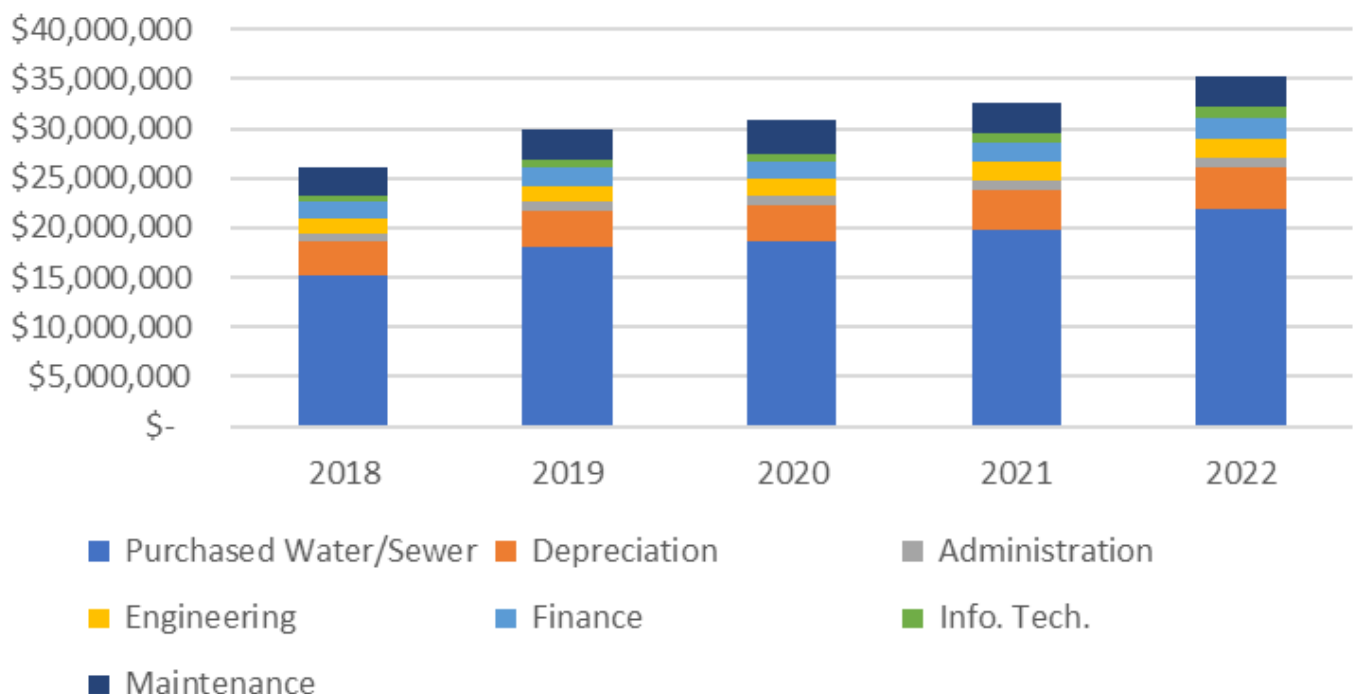
2022 total operating expenditures increased over the previous year by \$2.7 million, or 8.3%, to \$35,309,116 when compared to 2021 operating expenses of \$32,602,138. Increases in the cost of purchased water/wastewater treatment of over \$2 million and increases in personnel costs comprise most of this increase.

The purchase of water and wastewater treatment from the Rivanna Water and Sewer Authority makeup over 60% of the total operating expenses or nearly \$22 million of the total. Albemarle County Service Authority continues to control expenses while maintaining a high level of system-wide maintenance and customer service.

Operating Expenses by Type FY 2022 \$35,309,116



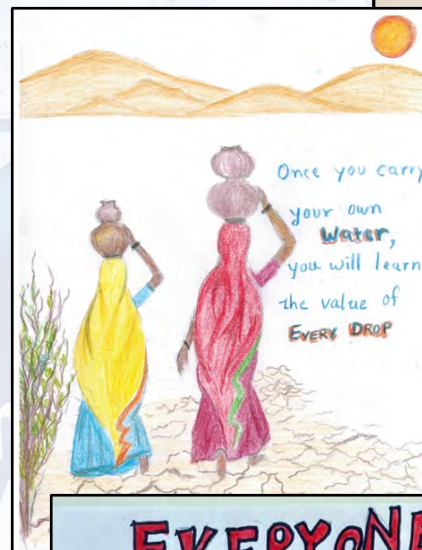
Operating Expenses FY 2018 - FY 2022



COMMUNITY ENGAGEMENT

"IMAGINE A DAY WITHOUT WATER"

The ACSA, in partnership with the City of Charlottesville and Rivanna Water and Sewer Authority (RWSA), sponsor an annual art contest for area elementary, middle, and high school students. The goal of this campaign is to encourage water conservation in our everyday lives. Participating students submitted artwork, using a variety of mediums, that in their eyes reflected an annual theme. This year's theme was "The Value of Water" and asked for submissions to illustrate why or how they value water and save water in our community. Over 248 submissions were received, and the six winner's artwork can be seen here.



Albemarle County
Service Authority
Serving • Conserving



**POPULAR
ANNUAL
FINANCIAL
REPORT**

For the Year Ended
June 30, 2022



168 Spotnap Road
Charlottesville, VA 22911

MyWater
Provided by ACSA

Popular Annual Financial Report

Fiscal Year 2022

Agenda

What is a Popular Annual Financial Report (PAFR)?



PAFR Content Overview



Highlighted information from the ACSA's FY 2022
PAFR



Summary

What is a PAFR?



A report that clearly outlines financial and operational information from the ACFR in a manner that is readily accessible and easily understandable to those without a background in public finance.



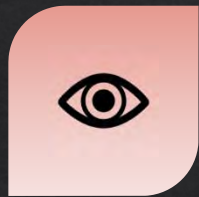
Shares the values, vision, and strategy of the Authority



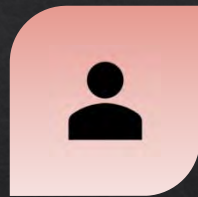
Highlights from the Fiscal Year

Financial
Operational
Key Projects
Community Initiatives

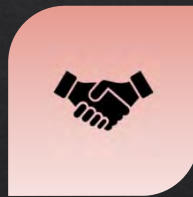
PAFR Content Overview



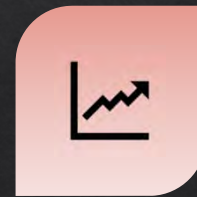
VALUES,
VISION &
STRATEGY



CUSTOMER
OVERVIEW



KEY PROJECT
HIGHLIGHTS



SUMMARIZED
FINANCIAL
INFORMATION



COMMUNITY
EVENTS



VALUES

The Albemarle County Service Authority (ACSA) is committed to providing the highest quality customer service which:

A - ALIGNS to our values of honesty, trust, integrity, mutual respect, open communication, and employee empowerment.

C - COMMITS to our community through responsiveness and collaboration. We actively promote conservation and environmental stewardship.

S - STRIVES for professional excellence by maintaining consistent and fair policies across the organization and encouraging and recognizing pride and dedication to ensure a healthy working environment.

A - ASPIRES to practice strategic foresight and fiscal responsibility while embracing innovation.

MISSION

"With pride and dedication, we serve our customers by providing clean safe water, exemplary wastewater services, and fire protection infrastructure. Together with our community partners we maintain and improve our utility system in a timely, cooperative, and financially responsible manner."



VISION

"Serve and conserve today, sustain for tomorrow, and protect our resources forever."



STRATEGIC PLAN 2020-22

With the successful completion of the Albemarle County Service Authority's 2013-2018 Strategic Plan, the ACSA set their sights on implementing a new, three-year Strategic Plan for 2020 through 2022 and can be viewed at: <https://serviceauthority.org/about-acsa/who-are-we>.



WHO WE SERVE

ACSA Water Connections by Type



Single Family 19,475



Commercial 1,264



Multi-Family 592

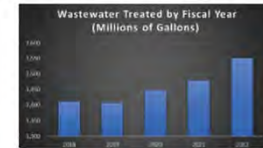
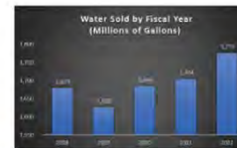


Industrial/Institutional 264



Rank	Name	Gallons (Millions)
1	University of Virginia	27.17
2	SEMF Charleston Apts.	22.58
3	Southwood Mobile Homes	21.83
4	Martha Jefferson Hospital	21.52
5	Abbingdon Crossing Apts.	20.91
6	Four Seasons Apts.	18.58
7	Old Salem Apts.	18.31
8	Westminster Canterbury	17.62
9	County of Albemarle	16.67
10	Alb.-C'ville. Reg. Jail	16.11

Rank	Name	Gallons (Millions)
1	Southwood Mobile Homes	47.32
2	University of Virginia	26.20
3	SEMF Charleston Apts.	22.58
4	Abbingdon Crossing Apts.	20.91
5	Four Seasons Apts.	18.58
6	Old Salem Apts.	18.31
7	Westminster Canterbury	15.88
8	Turtle Creek Apts.	15.46
9	Alb.-C'ville Regional Jail	14.77
10	Westgate Apts.	14.73



WHAT WE PROVIDE

82,440
Water Residents Served

74,748
Sewer Residents Served

4.9 million
Gallons of Water Sold Daily

374
Miles of Water Mains

324
Miles of Sewer Mains

10,867
Work Orders Completed

8
Water Storage Tanks

9
Water Pump Stations

11
Sewer Pump Stations

3,137
Fire Hydrants

CAPITAL PROGRAM HIGHLIGHTS

Infrastructure and system-wide upgrades are a top priority and integral part of the water and wastewater system. These projects are vital to Albemarle County Service Authority's commitment in providing safe and reliable service, meeting regulatory requirements and in accommodating growth. To learn more about Albemarle County Service Authority's Capital Improvement Programs, please visit:

<https://serviceauthority.org/whats-going-on/cip/>

Advanced Metering Infrastructure (AMI) Implementation

\$ 8,200,000

Supervisory Control and Data Acquisition (SCADA)

\$ 2,741,000

Hessian Hills Water Main Replacement

\$ 5,768,000

Oak Forest Pump Station Abandonment

\$ 2,118,000

CAPITAL IMPROVEMENTS:

Much of Albemarle County Service Authority's assets are contained in the water distribution system and the wastewater collection system.

Projects are identified based on priority and scheduled accordingly. While not all inclusive, the four featured projects listed highlight some of the major capital activities remaining or recently completed in the current capital plan.



MyWater
Provided by ACSA

PROJECT SPOTLIGHT-MY WATER

MyWater
Provided by ACSA



MyWater is an innovation program, which includes a series of customer service and infrastructure related improvements. It begins with the Advanced Metering Infrastructure (AMI) project. Advanced meters will securely deliver customer water usage information directly to the ACSA for billing and operations. This new functionality will allow both customers and the ACSA to proactively analyze usage data in near real-time. Notifications on leaks, high usage, outages and other events will also be a part of the program, helping customers avoid higher bills and costly repairs while we all cut water waste. MyWater meter upgrades began in late 2020 and we expect to complete in 2023.

The project consists of two phases: Phase 1 and Full Deployment.

Phase 1 validated new business processes, integration, employee engagement and system performance with a small number of meters (approximately 2,000). Phase 1 has been successfully completed.

Full Deployment will follow with an upgrade of all remaining meters throughout our service territory. Nearly half of our current meter population includes iPERLs from Sensus. These meters will not require a full replacement, but they will be enhanced with a radio device instead. This program supports our continual efforts to maintain the highest level of customer service and improve utility operations.

MyWater empowers customers with several benefits and will streamline operations by reducing many of our manual processes including meter reading and billing while allowing for other value-added services.



FISCAL YEAR 2022 FINANCIAL HIGHLIGHTS

- Fiscal year 2022 operating revenues increased 9.8% to \$32,956,463 as compared to fiscal year 2021 while operating expenses increased 8.3% to \$35,309,116 during the same period.
- The ACSA purchases water and wastewater treatment from the Rivanna Water and Sewer Authority. Costs associated with these purchases are nearly 60% of the ACSA's overall operating budget and increased by more than \$2M or 10.4% in fiscal year 2022. These increases were offset by in part by a 5% increase in ACSA customer rates.

VALUE OF WATER



AVERAGE WATER BILLS

The average residential customer has seen an annual increase of 3.2% in their monthly bill over the past five years.



REVIEW OF OPERATIONS IN 2022

- Billed water usage in fiscal year 2022 was 1.78 billion gallons and was 71 million gallons or 4.2% more than billed water usage in fiscal year 2021.
- The Authority's customer base grew by 1.7% or 357 new connections by the end of the fiscal year.
- Billed wastewater collections in fiscal year 2022 was 1.55 billion gallons and was 72 million gallons or 4.9% more than billed wastewater collection in fiscal year 2021.



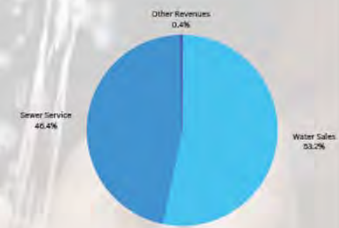
REVENUES

Total Operating Revenue \$32,956,463

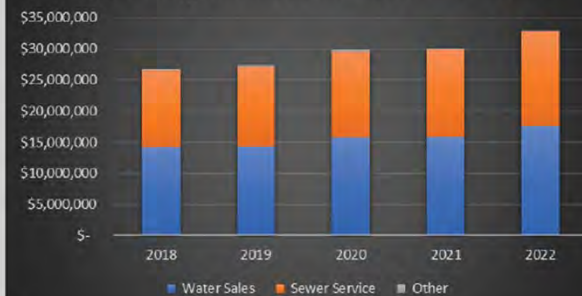
Water sales increased by \$1.63 million, or 10.2%, to \$17,545,859 in 2022 over the 2021 amount of \$15,919,103. Wastewater services increased by \$1.31 million, or 9.4%, from \$13,964,581 in 2021 to \$15,279,189 in 2022. These increases are a result of both growth in consumption as well as implementation of a rate increase. Water consumption increased 4.2% from 1.70 billion gallons in 2021 to 1.78 billion gallons in 2022.

Other operating revenues which include miscellaneous items such as water and sewer connection fees totaled \$131,415 in 2022 or 6.8% less than 2021.

Operating Revenue by Type FY 2022 \$32,956,463



Operating Revenues FY 2018 - FY 2022



Summary



Summarized financial and operational information that is easy to understand



Illustrative presentation of information that is useful to a wide variety of users



Provides an additional opportunity to share ACSA information and further promote transparency

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proposed Fiscal Year 2024 Budget and Rates STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: April 20, 2023 ACTION: Informational ATTACHMENTS: Yes
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BACKGROUND: The Proposed Fiscal Year 2024 Budget and Rates are included below. This budget follows five months of analysis and preparation by many throughout the ACSA. The overall operating budget is increasing 11.1% and is driven by increases in charges from the RWSA for water and wastewater treatment to the ACSA and Departmental needs. The budget schedule calls for an in-depth presentation, discussion, and Public Hearing on the Capital Improvements proposal at today's meeting. We have prepared a presentation summarizing major items in the proposed operating budget and will present those today. Additionally, we have a detailed and thorough presentation and workshop scheduled for the May 18th Board meeting on the Proposed Operating Budget. The budget is considered for adoption at the June 15th Board meeting, following a Public Hearing.

Please also note the ACSA Rules and Regulations, Appendix B attachment. We are proposing changes related to service charges, water/sewer rates, and other charges/fees based on increases in the costs of those services. These changes will require public notice in conjunction with the budgetary process.

BOARD ACTION REQUESTED: Informational; if there are specific areas or questions you would like addressed in detail at the May budget workshop, please let us know.

ATTACHMENTS:

1. Proposed FY 2024 Budget and Rates
2. FY 2024 Budget and Rates Overview
3. ACSA Rules and Regulations, Appendix B proposed rate changes



ALBEMARLE COUNTY SERVICE AUTHORITY FISCAL YEAR 2024 ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

July 1, 2023 to June 30, 2024



“Serve and conserve today, sustain for tomorrow, and protect our resources forever”

This is the Albemarle County Service Authority’s mission statement, and the inspiration behind this year’s budget cover design. To not only provide clean, safe, reliable water to our customers of today, but to protect and sustain those resources for future generations to come. The main cover photo depicting a young boy immersing his face in clean, safe, and refreshing water is a representation of the “tomorrow” that our mission statement speaks to, as well as the joy that a seemingly simple thing like safe, clean water can bring. The various photos along the bottom center of the cover were selected to support the idea of serving today and conserving for the future as well. Every other photo from left to right depicts artwork by children in our area, expressing the importance of water from their perspectives and showcasing their understanding of the importance of this precious resource. The spaces in between are filled with photos that speak to the idea of how far we have come, where we are, and where we are headed- from the black and white photo of the Sugar Hollow Reservoir circa 1949, to the photo of ACSA maintenance crews working to raise valve boxes through the night, to the AMI antenna in 2023. They show the ACSA’s commitment to its mission statement, just as each line item in this fiscal year’s budget document reflects the necessary investment to fulfill that commitment.

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April 20, 2023

Board of Directors
Albemarle County Service Authority
Charlottesville, Virginia

Dear Board Members:

The Albemarle County Service Authority (ACSA) mission continues to focus on serving our customers by providing safe, clean, and reliable Albemarle water while maintaining fiscal responsibility and environmental stewardship. Our mission has been especially important over the past few years to ensure safe drinking water as the community recovers and has moved forward from the COVID-19 pandemic. We remain committed to working with our community partners as we maintain and improve our utility system in a timely, cooperative, and financially responsible manner. The proposed Fiscal Year 2024 Budget totals \$54,107,600 and reflects our continuing commitment.

To achieve this goal, the ACSA follows an annual budget development process that aligns with its strategic plan and long-term capital improvement programs. The process considers the needs and priorities of the Rivanna Water and Sewer Authority (RWSA), which operates and maintains the water supply and treatment facilities for the region. The process also considers the local economic and development trends that affect water demand and revenue generation. The ACSA uses historical and projected water consumption data, existing financial commitments, and its own financial policies to develop a recommended budget that responsibly invests available revenues in strategic priorities such as infrastructure maintenance, system expansion, customer service, and regulatory compliance.

The recommended budget for the next fiscal year reflects the long-term planning and vision of our organization. We recognize that capital projects, strategic priorities, and service delivery are not limited to a single year but require ongoing investment and commitment. Therefore, our budget incorporates the costs and benefits of previous long-term decisions, such as the implementation of the advanced metering infrastructure (AMI) project and the construction of the Avon Operations Center, as well as additional staffing needs in Information Technology, Administration, and Finance. Moreover, our budget anticipates the financial challenges and opportunities that lie ahead in future fiscal years. We aim to balance fiscal responsibility with innovation and excellence in serving our community.

The 2023 - 2025 Strategic plan is a roadmap for the Authority's success in the next three years. It outlines our vision, mission, values, and goals across four main strategic themes: **Data Optimization**, **Business Resilience**, **Customer Experience**, and **Employee Experience**.



Data Optimization is about harnessing the power of data to inform our decisions, improve our processes, and enhance our outcomes. We will conduct a comprehensive review of all data and their sources to ensure proper access, classification, and utilization. We will also implement best practices for data governance, quality, security, and privacy.

Business Resilience is about ensuring the ability to operate effectively and efficiently in the event of disaster or business disruption with minimal interruption of service. We will develop and test contingency plans for various scenarios and risks. We will also adopt environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

The **Customer Experience** is about providing "best-in-class" service ensuring the needs of our customers are exceeded. We will listen to their feedback, understand their expectations, and deliver solutions that meet or surpass them. We will also leverage technology and innovation to create seamless and personalized interactions with our customers.

The **Employee Experience** is about retaining and recruiting a highly skilled workforce and providing employees with resources and opportunities for professional growth. We will align as an organization with our values of honesty, trust, integrity, mutual respect, open communication, and employee empowerment. We will also invest in training, development, wellness, and engagement programs for our employees.

These four themes are interrelated and mutually reinforcing. They reflect our commitment to excellence in everything we do. By following this strategic plan, we will achieve our vision of being a leading organization in our industry that creates value for our customers.

As part of our budget process, we have conducted a comprehensive review of our operating expenses and capital improvement program. We have identified several key projects that will enhance our service delivery and ensure compliance with regulatory standards. These include replacing aging water mains, installation of advanced metering infrastructure, expanding our wastewater collection system, and implementing new technologies to improve efficiency and customer service. These projects are essential to maintain the quality and reliability of the ACSA system that our customers expect and deserve.

Over the past ten years, the ACSA has invested over \$64 million in capital improvements to ensure system reliability, redundancy, and high-quality water and sewer systems. In Fiscal Year 2024, the ACSA proposes a budget of \$11,552,000 on ACSA capital improvements to further enhance safe drinking water delivery, the collection of wastewater for treatment and modernization of critical infrastructure and processes.



Additionally, our regional partner, the Rivanna Water and Sewer Authority (RWSA), is also continuing needed investment and upgrades in the water and wastewater systems over the next five years. These projects strategically address the water supply, drinking water and wastewater treatment facilities required to meet the requirements of State and Federal regulations, as well as the reliability, capacity, and quality expectations of our community. During this five-year period, the RWSA CIP will significantly strengthen the drinking water systems with expenditures of \$192M for essential projects and include:

- Accelerating completion of the South Fork Reservoir to Ragged Mountain Reservoir Water Pipe and Pumping Project from 2033 to 2030
- Additional Granular Activated Carbon Water Filtering Facilities at the Crozet and Red Hill Water Treatment Plants, utilizing \$3.2M in grant funding for the \$5M project
- Replacement of the Raw Water Piping and Pumping Stations from Ragged Mountain Reservoir to the Observatory Water Treatment Plant
- A Major Urban Area Water Distribution Pipe, the Central Water Line
- Modifications to the Beaver Creek Reservoir Dam, Pump Station, and Piping
- Additional Water Pipe Crossings of the South and North Fork Rivanna River
- Completion of the Airport Road Water Pump Station

The RWSA will also work to complete significant improvements to the wastewater treatment and piping facilities to ensure regulatory compliance and environmental protection. The five-year CIP includes \$58.2M for essential wastewater projects and include:

- Replacement of major electrical systems at Moores Creek
- Renovations and repairs to wastewater facilities (Moores Creek, Scottsville, Glenmore, and Crozet pump stations and piping)
- Repairs and replacement of wastewater piping and manholes

Additionally, the RWSA is upgrading its asset management, security system, and radio upgrades which are not water or wastewater specific but are budgeted in the RWSA CIP.

Combined, these critical projects listed above and others throughout the system carry an expected cost over the five-year period of over \$326M, and as one of the RWSA's two customers, the ACSA is responsible for nearly 62% of RWSA's annual debt service. Charges from the RWSA make up nearly 62% of the ACSA's total operating budget, thus when these costs increase, it dramatically impacts our budget and customer rates.

The ACSA and RWSA continuously collaborate to ensure our customers are well served, and that the rate increases that we must pass along to our customers are fair, provide good value, and adhere to strategic priorities. Staff from both the ACSA and RWSA work closely to ensure critical projects are completed in a timely and financially responsible manner.

The Fiscal Year 2024 Budget considers the need for continued investment in our water and wastewater systems. We anticipate leveraging financial reserves strategically in conjunction with an increase in customer rates at a time of rapid inflationary costs. This increase is explained in greater detail throughout this document and necessary as we responsibly plan for the future. We expect future capital project needs of both the ACSA and RWSA to continue and costs related to these projects will likely continue to increase. These projects are an investment for now and the future to ensure the highest quality water and reliable delivery and collection.

We are pleased to present the ACSA's Proposed Operating and Capital Improvement Program (CIP) for Fiscal Year 2024 (July 1, 2023 to June 30, 2024). The FY 2024 budget continues to address long-term strategic initiatives that benefit our customers, while being especially mindful of economic restraints. After a comprehensive update to our rates study and review of RWSA costs for water and wastewater treatment, we project an increase of \$3.4M or 13.8% for water/wastewater treatment and debt service. We will continue to invest in improving our water and sewer infrastructure through this proposed budget.

Water and wastewater treatment are essential services that protect public health and the environment. However, they also come with significant costs that affect you, the customer. As a residential customer using 3,200 gallons of water per month, you will see a monthly increase of \$5.30, or \$0.18 per day, in your bill. This increase supports initiatives to ensure and improve reliability, quality, and sustainability of our area's environmental resources by adding redundancy in systems to ensure reliable service, increasing the capacity to provide water and wastewater services to our growing community, proactively identifying leaks and implementing energy efficiency measures that reduce operational costs and greenhouse gas emissions.

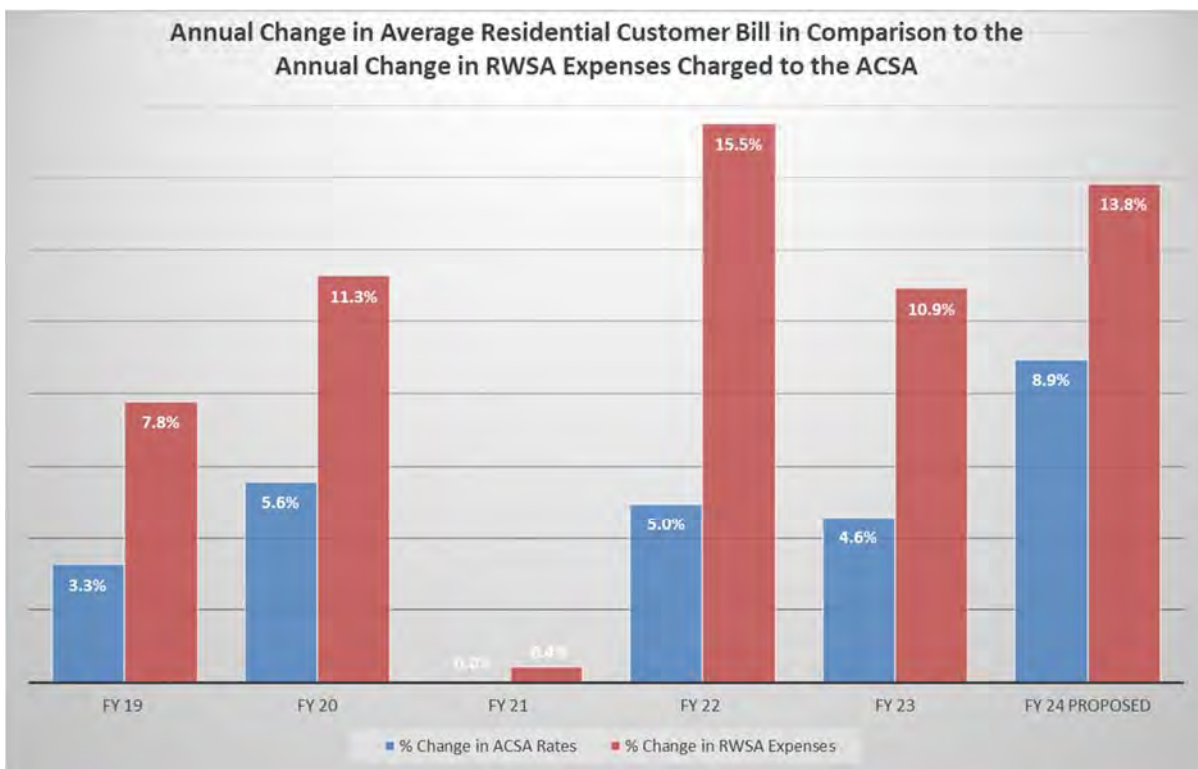
Some of these sustainability initiatives include installing solar panels on our new Avon Operations Center, launching a pilot program using electric vehicles, deployment of an advanced metering infrastructure system and continuing our recycling program. These initiatives look forward to ensuring future generations have clean, safe, and reliable water supplies now and well into the future.

ACSA Water and Sewer Monthly User Rates

	FY 2023	FY 2024
Service Charge	\$ 9.45	\$ 10.40
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.05	\$ 5.56
Level 2 (3,001-6,000 gallons)	\$ 10.14	\$ 11.15
Level 3 (6,001-9,000 gallons)	\$ 15.19	\$ 16.71
Level 4 (over 9,000 gallons)	\$ 20.27	\$ 22.30
Multi-Family/Non-Residential (per 1,000 gallons)	\$ 10.14	\$ 11.15
Sewer/All Users (per 1,000 gallons)	\$ 10.24	\$ 11.06

Even with the rate increase, one penny continues to buy nearly two gallons of water, which is a very good value for the ACSA's reliable, high quality, and safe drinking water.

Four of the last five years, ACSA customers have seen changes in the monthly user rates. The ACSA did not increase rates in FY 21 as a way to limit economic impacts on our customers in the early stages of the pandemic. This budget, beginning July 1, 2023, proposes increases to ensure strategic investments continue throughout the ACSA's service area and to offset cost increases in water and wastewater treatment. The average increase over the prior five years is 3.7%.



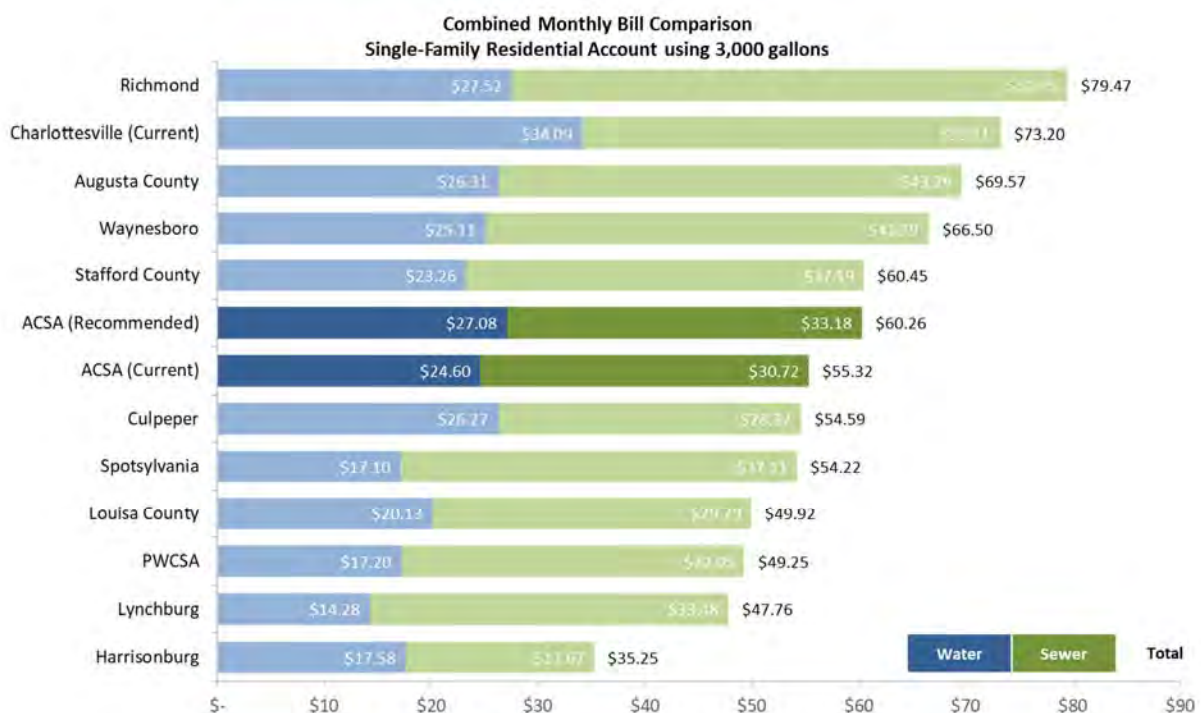
Following an extensive analysis of costs expected to be incurred, we propose that the monthly service charge be increased. The service charge for a 3/4" meter will increase to \$10.40 per month, a \$0.95 increase over the prior year. This update reflects the actual base cost of services provided.

Rate Design – Monthly Service Charges

Meter Size (inches)	Approx. # of Water Customer Accounts by Size	Current	Recommended
		FY 2023	FY 2024
¾	20,526	\$9.45	\$10.40
1	735	\$ 23.63	\$ 25.99
1 ½	429	\$ 47.25	\$ 51.98
2	163	\$ 75.60	\$ 83.16
3	56	\$ 151.20	\$ 166.32
4	20	\$ 236.25	\$ 259.88
6	0	\$ 472.50	\$ 519.75

The service charge covers the cost to appropriately allocate ACSA revenue requirements among users of the entire system based on the cost of providing service. This includes the costs for distribution, metering and administration which is shared among the customer classes. Service charges for meters ranging in size from 1"-6" align with American Water Works Association (AWWA) standard meter size equivalents. These charges mirror the ACSA's Equivalent Residential Connection (ERC) calculation for new connections and provides a consistent basis application of the service charge.

The ACSA average customer bill has been less than the statewide average and is less than the City of Charlottesville's current comparable residential bill by nearly 18%.



The Proposed ACSA Fiscal Year 2024 Operating Expenses total \$34,984,300, as compared to \$31,485,400 for the current budget year (FY 2023). This represents an increase of \$3,498,900, or 11.1% over the previous year. Our Capital Improvement Program (CIP) as proposed is \$11,552,000, as compared to the current budget of \$8,178,050, and includes a continuation of major capital investment in our system, with an emphasis on needed water/wastewater main replacements, pump station upgrades and extension of public sewer to existing subdivisions. Additionally, the Authority has proposed a number of “non-utility” projects to address operational improvements, such as: mitigation of risk to increase resiliency of critical water and wastewater assets; Geographic Information System (GIS) and Computerized Maintenance Management System (CMMS) consulting services for Information Technology (IT) system improvements; recommendations from the IT Security Assessment; analysis of a new billing system; increased energy conservation throughout all our operations; and development of a satellite operations center and maintenance yard.

This budget also proposes that water and sewer connection charges for new development increase from the current total rate, water at \$6,650 per Equivalent Residential Connection (ERC) and sewer at \$6,820 per ERC to \$7,130/ERC for water and \$7,300/ERC for sewer. This is based on a detailed analysis of the cost of providing new connections to the ACSA and RWSA systems, and the needed capacity to be able to serve new development. Capacity related projects create the need to re-evaluate connection charges on an annual basis to assure that growth is paying for growth as

discussed in the ACSA's Financial Management Policies. These changes are the first since FY 2017 and are necessary to recover increases in costs related to the system development and water/sewer capacity additions.

Balancing the delivery of quality water and wastewater treatment, investing in the ACSA's water and sewer system infrastructure, improving service delivery, and providing an elevated level of service to our customers in an era of increasing inflation are some of the most important challenges facing the ACSA. To manage these challenges, these budgets are built on a solid foundation of over 59 years of water and sewer utility service to our customers in the Albemarle, Crozet, and Scottsville communities.

We would like to express our sincere gratitude to the ACSA Leadership Team of Mike Lynn, April Walker, Emily Roach, and Jeremy Lynn for their valuable contributions to the FY 2024 budget development process. They have demonstrated a high level of professionalism, dedication, and expertise in preparing a realistic and sustainable budget that aligns with our strategic goals and priorities. We would also like to thank Jeremy Lynn, Alex Morrison, Justin Weiler, Richard Nelson, and the Engineering team for their hard work in developing the Capital Improvement Program (CIP). They have done a remarkable job in identifying and prioritizing the critical infrastructure needs and projects for our organization. Their efforts, along with those from other departments ensure that we provide safe, clean, and reliable water and wastewater services for all of our customers.

We appreciate your understanding and cooperation as we work together to provide high-quality water and wastewater services for our community. If you have any questions or concerns about this rate increase or our initiatives, please contact us at (434)-977-4511 or custserv@serviceauthority.org. Thank you for being a valued customer.

Sincerely,



Gary O'Connell
Executive Director



Quin Lunsford
Director of Finance

History:

In 1964, the Albemarle County Service Authority (ACSA) was created by action of the Albemarle County Board of Supervisors. Beginning in Crozet and growing into the Urban Areas of Albemarle County and the Town of Scottsville, the ACSA is Albemarle County's water and sewer retail provider. The ACSA celebrates its 59th year of water and sewer service to the Albemarle Community.

Employees:

Over 80 dedicated employees work within five different operating departments within the ACSA: Administration, Engineering, Finance, Information Technology, and Maintenance. Our employees are the backbone of the quality services that the ACSA provides to its customers.

Drinking Water Quality:

With a strong emphasis on water quality, the ACSA maintains the water system, provides ongoing system upgrades, and provides water quality testing to meet and exceed all regulatory requirements. The ACSA ensures high quality drinking water to all our customers by performing over 400,000 tests annually. Additional testing information can be found in our annual drinking water quality report at www.serviceauthority.org.

Age of Pipes:

The ACSA water system has a variety of ages, types and conditions of pipes and facilities. We have an ongoing assessment to be sure our water mains deliver reliable water service. We have been active in water main replacement and our annual capital program investment meets our replacement needs. A recent analysis indicated that 47% of our water and sewer mains are less than 25 years old.

Water Distribution System:

ACSA delivers water through 374 miles of interconnected pipes, 9 water pumping stations, 8 water storage tanks, and 3,137 fire hydrants.

Sewer Collection System:

Over 323 miles of sanitary sewer mains and 10 sewer pumping stations comprise the ACSA sewer collection systems for businesses and residences in our service area.

Cost for Gallon of Water:

ACSA water is an excellent value, with over 1.79 gallons of ACSA water costing one cent.

ACSA Service Area:

The ACSA provides service to over 84,000 residents, with nearly 22,000 retail accounts in six magisterial districts: Rio, Jack Jouett, Rivanna, Scottsville, Samuel Miller, and White Hall.

Financial Performance:

The ACSA's financial performance remains very strong and sustainable. With a very low level of debt, the ACSA can fund most capital projects out of the annual budgets and through the use of financial reserves.

Financial Performance (cont.):

The ACSA's Annual Comprehensive Financial Report for the year ended June 30, 2022, from which the information within the Budget Appendices/Supplemental Section (Section VI) has been drawn, has been submitted to the Government Finance Officers Association of the United States and Canada (GFOA) for award consideration for the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles (GAAP) and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual comprehensive financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to GFOA to determine its eligibility for another certificate.

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Albemarle County Service Authority, Virginia for its Annual Budget for the fiscal year beginning July 1, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Customer Service:

ACSA communicates valuable customer related information through bill inserts, quarterly newsletters, the website www.serviceauthority.org, Twitter, Facebook, and Instagram. An after-hours emergency phone service receives and routes alerts staff to emergencies or other matters that require immediate attention. We can be contacted at (434) 977-4511 or www.serviceauthority.org by selecting "Service Request."

Governance:

ACSA's Board of Directors establishes policies and guides the overall strategic direction of our organization. The Board is composed of six members representing the six magisterial districts of Albemarle County. The ACSA Board members also set rates, charges, and fees, and approve the budget for the Authority. The Executive Director reports to the Board and manages the day-to-day operations and performance of the ACSA.

ACSA Financial Information:

- FY 2024 Total Op./Non-Op. Budget: \$42,555,600
- FY 2024 Capital Improvements Budget: \$11,552,000



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

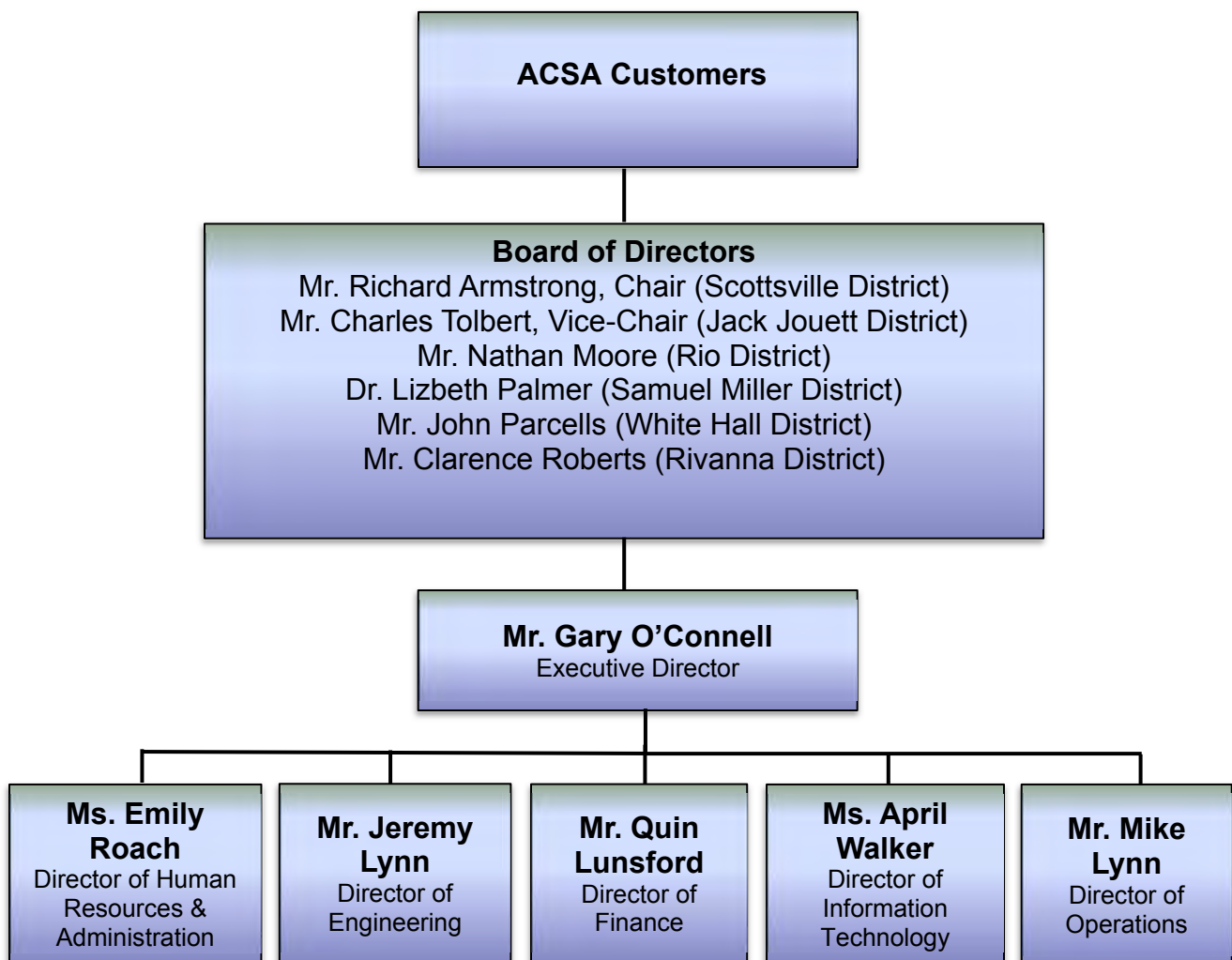
**Albemarle County Service Authority
Virginia**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director





Strategic Goals and Strategies

Strategic Goals and Strategies

The ACSA was created by the Albemarle County (County) Board of Supervisors in 1964 with the Crozet community as its sole customer. In the 1960s, the South Rivanna Dam was constructed, and several subdivisions were developed through the County, such as Carrsbrook, Woodbrook, Westmoreland, Northfields, Berkeley, Hessian Hills, Montvue, Colthurst, Flordon and West Leigh. In the late 1960s and early 1970s, these systems were acquired by the County for the ACSA, and the County purchased water from the City of Charlottesville supply to provide all these areas with public water and eliminate their well systems. In 1972, the Rivanna Water and Sewer Authority (RWSA) was formed and became the wholesale provider of water and wastewater treatment for the City and ACSA.

The ACSA, now 59 years later, provides water distribution and wastewater collection services to 22,000 accounts with over 374 miles of water mains and over 323 miles of sanitary sewer mains within our service area, including the urban areas of Albemarle County, and nearby communities of Scottsville and Crozet. Our customers enjoy water drawn from a protected watershed contained almost entirely within the County's borders. The ACSA is governed by a six-member Board of Directors each appointed by the Board of Supervisors of Albemarle County. We distribute treated water, and collect wastewater for treatment, while maintaining, expanding, and replacing the infrastructure within the service area.

The ACSA's three-year Strategic Plan for FY's 2023-2025 outlines the ACSA's vision, mission, and guiding principles. The plan helps chart our future as we look to our next 50 years and establishes clear strategic actions that will be taken. We believe the Strategic Plan reflects the ACSA's vision to "serve and conserve" and assists with establishment of goals for years to come. The ACSA is proud to provide services that positively touch the lives of all our customers, every day. We continue to strengthen the ACSA's role in water leadership in our community, and with the Strategic Plan we identify and communicate our intentions for the future.

The ACSA's Strategic Plan sets forth four major themes, which include: Data Optimization, Business Resilience, Customer Experience, and Employee Experience. These four themes provide a roadmap for the next three years to ensure strategic objectives are prioritized. Summaries of the four strategic themes are listed below:

- **Data Optimization:** The ACSA aims to leverage data and analytics to improve decision making, enhance performance, and create value for external and internal customers. The ACSA will invest in data infrastructure, governance, quality, security, and accessibility to support data-driven initiatives across the organization.
- **Business Resilience:** The ACSA is committed to ensuring the continuity of its operations and services in the face of disruptions and emergencies. The ACSA will also adopt environmentally sustainable practices and policies to reduce its environmental impact and contribute to global efforts to combat climate change.
- **Customer Experience:** The ACSA strives to deliver "best-in-class" customer service and satisfaction to its diverse customer base. The ACSA will focus on understanding customer needs and expectations, improving customer communication and engagement, enhancing service quality and delivery, and fostering community relationships.
- **Employee Experience:** The ACSA values its employees as its most important asset. The ACSA will cultivate a positive work environment that promotes employee well-being, development, recognition, diversity, inclusion, and collaboration. The ACSA will also attract, retain, and develop talent that aligns with its vision, mission, values, and goals.

Additional information related to these themes and the entire 3-year Strategic Plan can be found on our website at: <https://serviceauthority.org/wp-content/uploads/2023/03/ACSA-New-Strategic-Plan-2023-25.pdf>

Fund Descriptions and Fund Structure

The Authority operates and reports as a single enterprise fund, meaning that all departments are included in a single accounting and reporting entity. An enterprise fund is a proprietary type fund used to account for operations that are financed and operated in a manner similar to private business enterprises. The Authority's intent is that the costs of providing goods or services to customers on a continuing basis be financed or recovered primarily through user charges. Periodic determination of revenues earned, expenses incurred, and/or changes in net position is appropriate for capital maintenance, public policy, and management control and accountability.

Basis of Accounting and Budgeting

The Authority follows the accrual basis of accounting. Under this basis of accounting, revenue is recognized when earned and expenses are recorded when incurred. Operating revenues and expenses consist of those revenues and expenses that result from ongoing principal operations of the Authority. Operating revenues consist primarily of charges for water consumption and wastewater collection. Operating expenses consist of bulk water purchases, wastewater treatment, and administrative expenses. Non-operating revenues and expenses consist of those revenues and expenses that are related to financing and investing type activities and result from non-exchange transactions or ancillary services.

Basis of Budgeting

The Authority's annual budget is based on the accrual method of accounting and is structured to reflect the same formats as the Authority's audited financial statements. Both the "basis of accounting" and the "basis of budgeting" are on an accrual basis which recognizes revenues when earned and expenses when incurred.

Financial Policies

The Authority has developed and adopted Comprehensive Financial Management Policies (Policies) to ensure that the Authority is financially capable of meeting its immediate and long-term objectives. A financial management policy that is adopted, adhered to, and regularly reviewed is recognized as the foundation of sound financial management. An effective financial management policy:

- Contributes to the Authority's ability to prepare for and insulate itself from fiscal crisis by being able to better manage stressful internal and external financial events.
- Enhances the ability to realize the most favorable rates in the event the Authority deems debt financing necessary.
- Promotes long-term financial stability by establishing clear and consistent guidelines.
- Directs attention to the total financial picture of the Authority rather than single issue areas.
- Promotes the view of linking long-term financial planning with day-to-day operations.

The adopted Policies specifically related to the budget process are as follows:

Operating Budget Policies

- The Authority will budget for all current operating expenditures to be paid for with operating revenues.
- The Authority will maintain operating reserves, as defined in the Reserve policy below, to help offset reductions in revenues related to low flow periods. This policy helps maintain the operations and maintenance functions that would otherwise have to be deferred or require sporadic rate increases, however:
- Management and staff should, not only during the preparation of the budget but in budget execution, use due care and promote cost savings and operating efficiencies at all times, especially during period of revenue shortfall.

Operating Budget Policies (cont.)

- In preparing the annual budget, the Authority will base its revenue and expenditure projections on historic performance while also taking into consideration operational needs, current trends, events, and developments in regulatory requirements, local markets, building developments and environmental activities.
- System development charges, RWSA capacity charges or other special revenues will not regularly be used to finance continuing Authority operations, but instead will be used for funding specific one-time projects, servicing capacity related debt, expansion and replacement of system infrastructure or adding to Authority reserves.

Capital Budget Policies

- The Authority will prepare and update annually for adoption a Capital Improvement Plan (CIP) that is developed for a ten-year planning period.
- The first year of the adopted ten-year CIP will become the most current capital budget for the Authority and will serve as authorization for project execution by the Board.
- The Authority will maintain all capital assets at a level adequate to protect the Authority's capital investment, meet permitted regulatory requirements, and to minimize future maintenance and replacement costs.

Reserve Policies

- The Authority has implemented "best management practices" which dictate that cash/investment reserves be accumulated to provide for contingencies and planned/unplanned major expenses. The Authority has established three types of reserves for its water and wastewater systems:
 - Operating and Maintenance Reserve (O&M): The O&M reserve serves as working capital and is important to provide funds for the potential lag between operating revenues and operating expenditures, as well as unplanned minor repairs or fluctuations in the operating budget. This type of reserve is also valuable during unusually wet years, which can result in reduced revenue due to lower than anticipated water usage. This reserve combined with the Repair, Renewal, and Replacement Reserve, Capacity and Growth Reserves, and unrestricted cash and investments are to maintain a Days Cash on Hand floor of 270 days. Water and wastewater rates will be set accordingly to replenish these reserves if cash/investment levels dip below the Days Cash on Hand floor.
 - Repair, Renewal, and Replacement Reserve (3R): The 3R reserve provides funds to pay for unexpected major repairs and planned replacement or rehabilitation of system assets. This reserve may be used to pay for capital costs to avoid or minimize the amount that would otherwise be recovered through user fees. Typically, the annual 3R reserve contribution is calculated based on the estimated useful life and replacement cost of equipment held by the Authority.
 - Capacity and Growth Reserves: The Capacity and Growth Reserves are established to fund capacity or growth-related costs or charges. These reserves are funded by the ACSA System Development Charge and the RWSA Capacity Charge.

Revenue and Expenditure Policies

- A diversified and stable revenue system will be maintained to shelter services from short-run fluctuations.
- Rate studies are to be conducted every five years to ensure that the rates will continue to support direct and indirect costs of operations, administration, maintenance, debt service, depreciation/amortization of capital assets, and system development. Annually, staff will analyze projections performed by the consultant and adjust as necessary during the budgetary and rate development process.

Revenue and Expenditure Policies (continued)

- Costs related to the expansion of system capacity (i.e., growth-related) should be funded via new/future customers who cause the need for such additional capacity through connection fees. “Growth pays for growth.”
- Water and Wastewater rates and charges shall be kept as low as possible over time without sacrificing continual maintenance of infrastructure already in service.
- The Authority’s operating expenditures are to be funded with on-going operating revenues to the extent possible.

Debt Policies

- The ACSA will utilize a balanced approach to capital funding utilizing debt financing. CIP planned current-year revenues (pay-as-you-go) and planned capital reserve fund transfers from ACSA reserves.
- The ACSA will analyze all sources of debt financing when it has been determined that there is a need for debt.
- When the ACSA finances capital improvements or other projects by issuing bonds or entering capital leases, it will repay the debt within a period not to exceed the expected average useful life of the project(s) and equipment being financed.
- When assessing capital project funding approaches and the issuance of debt, the ACSA will conduct a series of financial analyses to demonstrate its financial ability to incur such debt under its current rate structure, and to determine if, when and to what degree rate structures need to be adjusted in the event that the current rate structure is not able to accommodate new additional debt.
- The ACSA will review its current debt structure periodically as interest rates fluctuate and optional bond redemption dates arise for refunding or advance refunding opportunities.
- The ACSA will remain in compliance with all debt covenants as they are provided. The Authority shall maintain net revenues, excluding connection fees, such that they are equal to 1.20x of annual debt service. Regular analyses of covenants will be performed by staff in conjunction with other periodic duties.
- The Authority is not subject to legal debt limitations and has issued no debt which is overlapping with other jurisdictions during the last ten fiscal years.

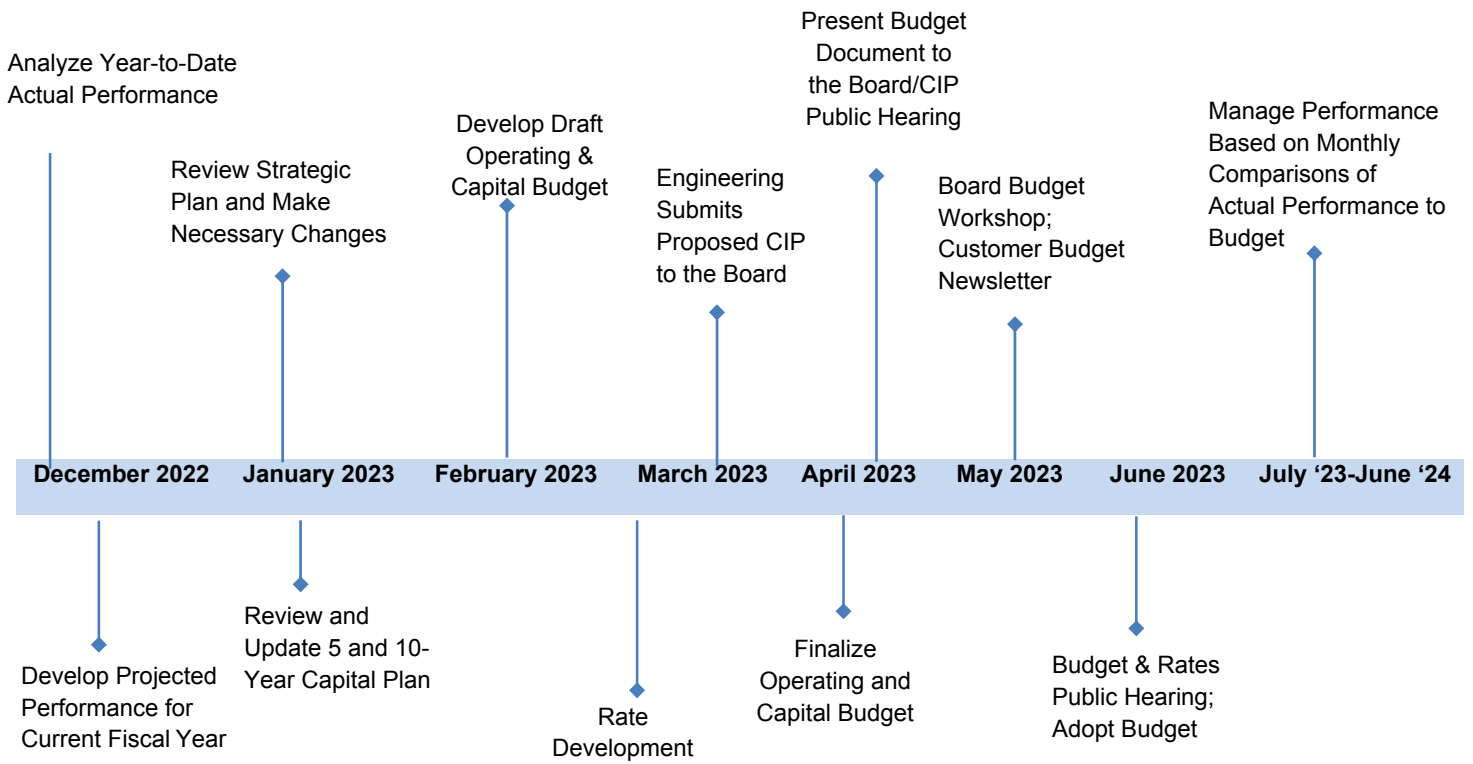
Budget Process

The Authority must adopt its budget prior to July 1st of each year. Development of the budget is driven by the strategic plan, organization goals and objectives, external factors such as growth, development, and water consumption trends. The Board, Authority staff, and the public participate in the development of the budget. A public workshop is held to review the draft budget and receive public input prior to the public hearing to adopt the budget.

The Engineering department develops the Capital Improvement Program (CIP) budget using the strategic plan and organizational goals as well as any new development that may impact infrastructure needs. Project costs are estimated based on our asset management assumptions at the time of budget development. Any necessary adjustments are presented as amendments to the Board when those circumstances arise. Once the CIP is completed, it is presented to the Board in April of each fiscal year. The CIP budget determines the budget requirements for our 3R reserve, operating budget, and Capacity and Growth Reserves for capital projects, as well as influencing decisions regarding any existing or future debt requirements for infrastructure or projects.

During this same time, the Finance Department is developing the overall operating budget for the Authority. The team meets with each individual department to develop operating expenses using trend, usage data, and inflation factors to determine any increase/decrease in expenses. Along with this, discussions of any new personnel requirements are developed to ensure appropriate budgetary coverage. For purposes of revenue development, the team reviews historical and current year trend analysis, such as customer growth, consumption analysis, and the rate study recommendations to develop the revenue budget. Statistical information and performance metrics are also reviewed and updated.

The CIP, revenue, and expense budgets are then combined and presented to the Board in April each year. Public comment and budget workshops are held for discussion in May and amendments before the final budget is adopted in June. A timeline of our budget process is included on the next page to further illustrate the budget process at the Authority.

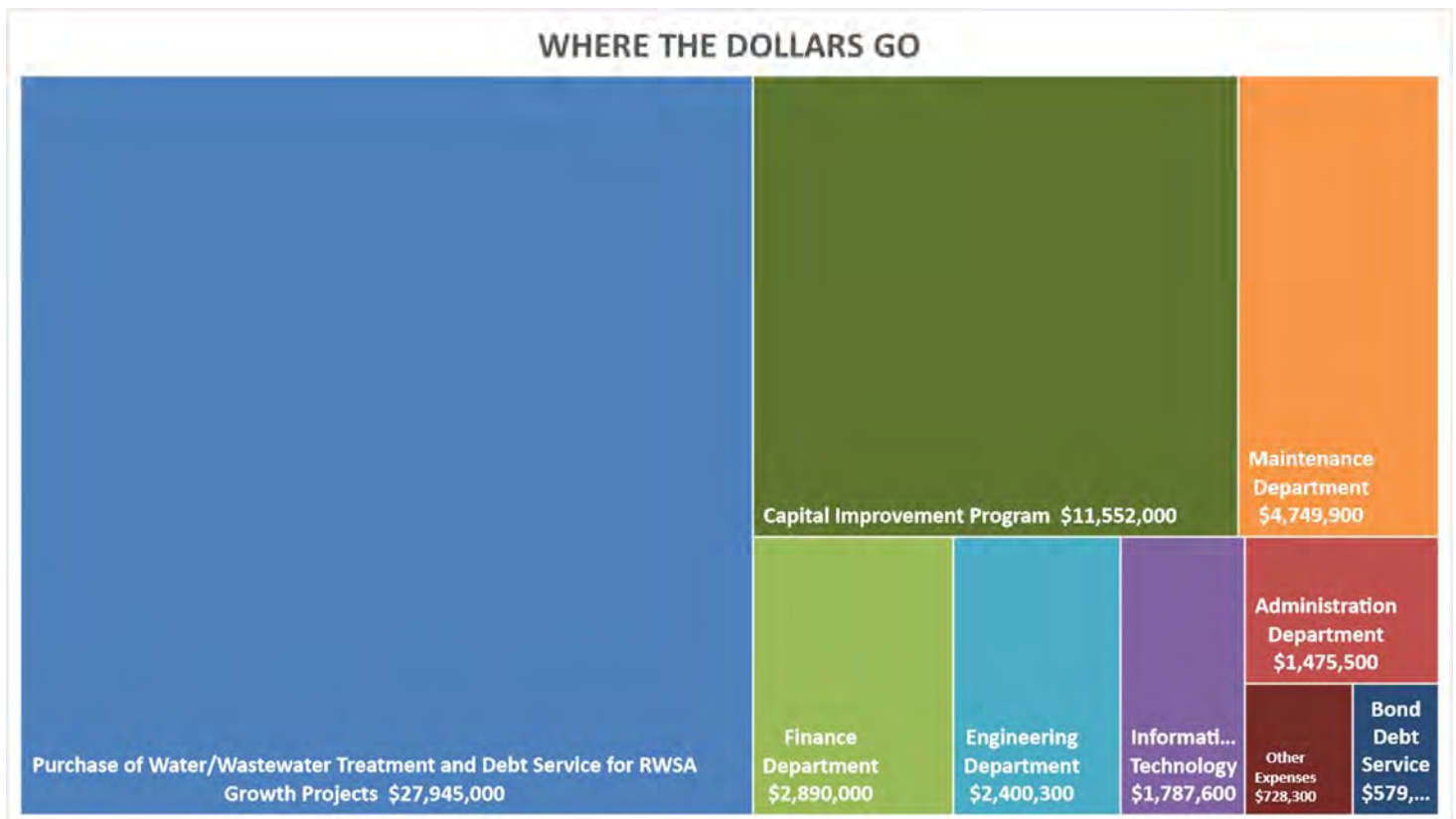
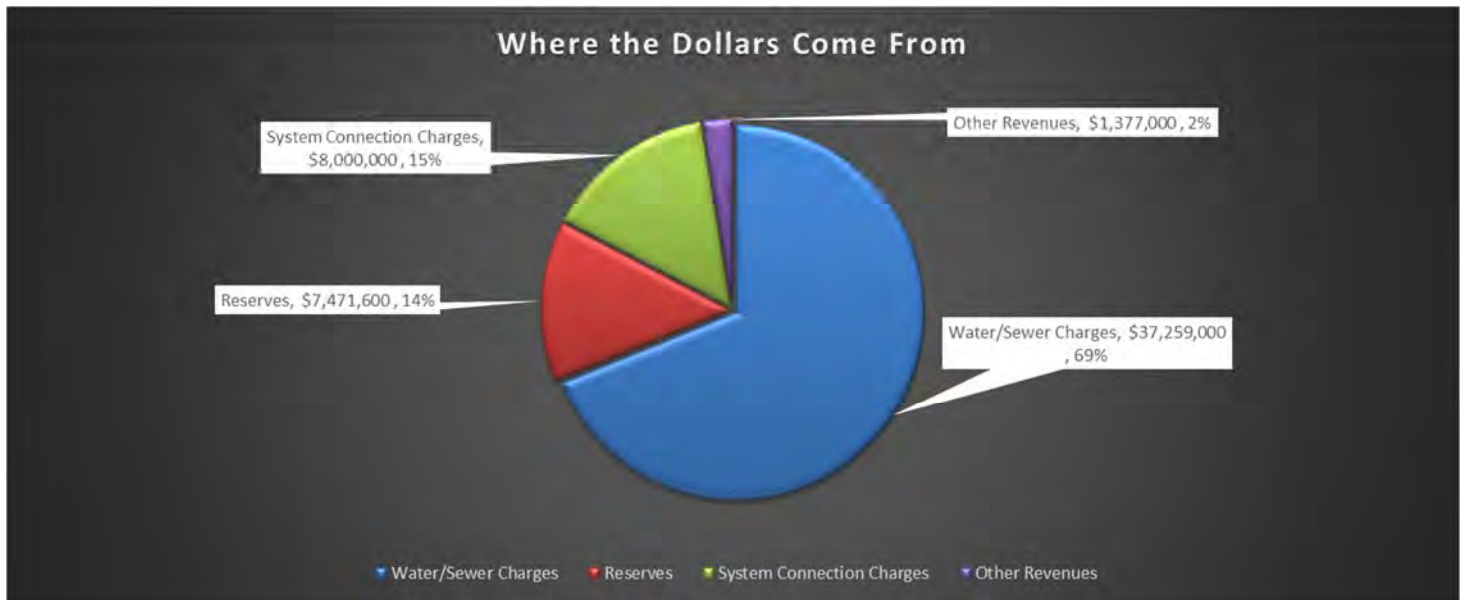


Pictured above: Beaver Creek Reservoir

Proposed Budget for Fiscal Year 2024 – Financial Summary

OVERVIEW

The ACSA's Fiscal Year 2024 Total Operating and Non-Operating Budget is \$54,107,600:



FY 2024 Operating Budget Highlights

Operating Expenses:

- Proposed FY 2024 Operating Budget Expenses total \$34,984,300
- Approved FY 2023 Operating Budget Expenses total \$31,485,400

Purchased Water/Wastewater treatment from Rivanna Water & Sewer Authority (RWSA):

- Proposed FY 2024 totaled \$21,681,000 or 62.0% of the Operating Budget
- Approved FY 2023 total \$19,377,500
- Increase of \$2,303,500

Departmental Operating Budgets:

- Proposed FY 2024 - \$13,303,300
- Approved FY 2023 - \$12,107,900
- Increase of \$1,195,400

Debt Service (Principal and Interest) Expense:

- Proposed FY 2024 - \$579,000
- Approved FY 2023 - \$580,000

Top Budget Priorities:

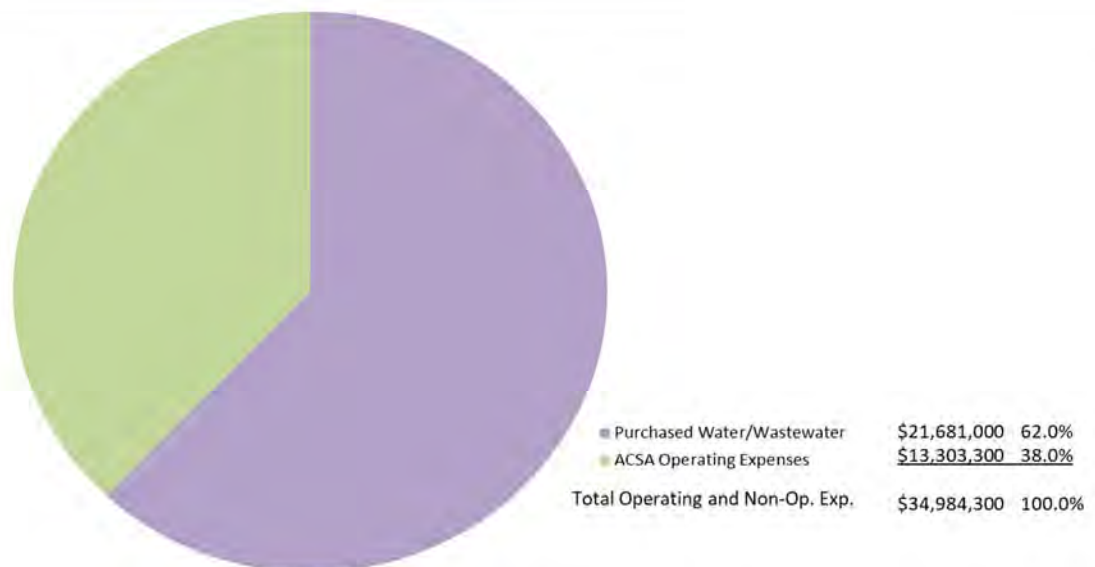
- High quality water delivered to our customers
- Maintain current Authority programs and services
- Meet financial obligations and financial sustainability
- Enhance the customer experience
- Investment in our infrastructure
- Strategic initiatives

Top Operating Initiatives:

- Continue high level of emergency response times
- Emergency planning
- Continue enhancements to water quality:
 - Regulatory compliance
 - Water system maintenance and replacement
 - Advanced water filtering process (GAC)
- Meet all wastewater standards:
 - Continue sewer system rehabilitations
 - Regulatory compliance

Other ACSA Initiatives:

- Implementation of the recently completed FY 2023-FY 2025 Strategic Plan
- Succession planning for continuity of operations
- Advanced metering infrastructure (AMI)
- Computerized maintenance management system (CMMS) – workorder management, customer requests, asset management and inventory
- Three new positions – Information Technology Technician, Customer Service Representative, Communications Manager



Water and Sewer Rates – Fiscal Year 2024 Proposed:

The proposed monthly user water and sewer rate increase is driven by the following factors:

- The cost of purchased water from the RWSA is expected to increase 18.0% or \$2.48 million.
- The cost of wastewater treatment from the RWSA is expected to increase 8.5% or \$0.91 million.
- ACSA departmental budget increase of 9.9%
- Capital Improvement Program of \$11.55 million.

ACSA Water and Sewer Monthly User Rates

	FY 2023	FY 2024
Service Charge	\$ 9.45	\$ 10.40
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.05	\$ 5.56
Level 2 (3,001-6,000 gallons)	\$10.14	\$11.15
Level 3 (6,001-9,000 gallons)	\$15.19	\$16.71
Level 4 (over 9,000 gallons)	\$20.27	\$22.30
Multi-Family/Non-Residential	\$10.14	\$11.15
Sewer/All Users (per 1,000 gallons)	\$10.24	\$11.06

Based on usage noted below, customers will see moderate increases in their monthly bill.

Sample Monthly Combined (Water and Sewer) Bills

Combined Water and Sewer	Meter Size	Monthly Usage (gallons)	Current Bill	Recommended FY 2024 Bill	Monthly \$ Change	Daily \$ Change
Single-Family						
Minimal User	3/4"	1,200	\$ 27.80	\$ 30.34	\$ 2.54	\$ 0.08
Small User	3/4"	2,500	\$ 47.68	\$ 51.95	\$ 4.27	\$ 0.14
Average User	3/4"	3,200	\$ 59.40	\$ 64.70	\$ 5.30	\$ 0.18
Large User	3/4"	6,200	\$ 121.55	\$ 132.44	\$ 10.89	\$ 0.36
Excessive User	3/4"	7,700	\$ 159.69	\$ 174.10	\$ 14.41	\$ 0.48
Multi-Family/Non-Residential						
Multi-Family	1"	33,700	\$ 710.44	\$ 774.47	\$ 64.03	\$ 2.13
Com. (Offices)	1"	6,300	\$ 152.02	\$ 165.91	\$ 13.89	\$ 0.46
Com. (Other)	3/4"	4,700	\$ 105.24	\$ 114.79	\$ 9.55	\$ 0.32
Industrial	1 1/2"	16,500	\$ 383.52	\$ 418.45	\$ 34.93	\$ 1.16
Institutional	3/4"	13,000	\$ 274.39	\$ 299.13	\$ 24.74	\$ 0.82



Water and Sewer Rates - Frequently Asked Questions FY 2024 Proposed Budget and Rates

Why does the Authority need a rate increase?

While the ACSA has been able to maintain its high level of service through the pandemic, costs associated with providing these services have increased and must be supported by sustainable rate increases. The RWSA is our single largest cost, and we anticipate an increase in charges of approximately 13.8%. This increase supports continued improvements to the quality, reliability, and efficiency of the water and wastewater system. Additionally, the ACSA's cost of doing business which include operating costs, proactive maintenance and improvements to system infrastructure have increased, especially during these inflationary times, as related to changes in supplies, services, salaries, and maintenance costs.

Why are Water and Wastewater treatment costs increasing?

The ACSA purchases treated water and distributes that water to our customers. Costs related to these purchases from the RWSA are expected to increase by more than 18%. The cost increase of purchased water is due to a variety of factors but water treatment plant expansions in the Urban and Crozet systems as well as water treatments costs related to Granular Activated Carbon (GAC) contribute to this increase. The ACSA also returns all collected wastewater to the RWSA for treatment. Costs associated with the treatment of wastewater is expected to increase by 8.5%. The increase in expected treatment expenses is due to a variety of factors but continued investment in infrastructure and increases in chemical and energy costs are the main driver.

How much will my bill increase?

The average residential ACSA customer will see an increase in their monthly bill or \$5.30 or approximately \$0.18 per day.

Why doesn't the ACSA just cut costs rather than increase the rate?

We review spending very carefully throughout the year and during the budget process, but as a growing utility, adding 1-2% or 500 new customers annually, our costs to provide service continue to increase each year. Purchased water and wastewater treatment comprises 62% of our costs, which our customers must bear that major increasing expense.

For Small Water Users, does the ACSA have a special rate?

The ACSA has four levels of residential water rates to encourage water conservation. This is an incentive for our customers to conserve water as the greater the use, the higher the rate.

How do the ACSA's water and sewer rates compare to other utilities?

On the average residential bill, ACSA rates compare favorably. We consistently have been below the state-wide average on residential water and sewer bills and are less than a comparable bill for customers within the City of Charlottesville.

Why is the ACSA spending over \$11 million this year on Capital Projects?

Many parts of the ACSA's system are aging with some components more than 50-60 years old. As part of our capital planning, we continue to make improvements through rehabilitation and replacement. This is done to ensure you, the customer, reliable water and sewer service, that exceeds water quality standards, and environmental requirements.

Who pays for growth?

The ACSA has a philosophy that "growth pays for growth." New development water and sewer systems are installed to ACSA standards and specifications by developers at their cost. To fund additional water and sewer capacity in the system, new development pays a "connection charge" per unit that equates to a single water and sewer residential connection at the proposed FY 2024 charges or \$14,430.

FY 2024 Revenue and Expense Summary

		FY 2023 Approved Budget	FY 2024 Proposed Budget	Proposed as % of FY 2023
OPERATING REVENUES				
Total Volume Charges	\$	31,422,000	33,879,000	107.8%
Total Service Charges		3,000,000	3,380,000	112.7%
Rate Stabilization Reserves		1,476,150	2,835,100	192.1%
Total Operating Revenues		35,898,150	40,094,100	111.7%
NON-OPERATING REVENUES				
System Connection Charges		5,926,800	8,000,000	135.0%
Use of Growth Reserves		3,816,200	4,636,500	121.5%
Misc. Utility Charges		400,000	700,000	175.0%
Interest Income		100,000	600,000	600.0%
Inspection Fees		35,000	35,000	100.0%
Plan Review & FOG Permit Fees		20,000	26,000	130.0%
Rental Income		16,000	16,000	100.0%
Total Non-Operating Revenues		10,314,000	14,013,500	135.9%
Total Operating & Non-Operating Revenues		46,212,150	54,107,600	117.1%
OPERATING EXPENSES				
Purchase of Water/Wastewater		19,377,500	21,681,000	111.9%
Maintenance Department		4,509,000	4,749,900	105.3%
Finance Department		2,502,100	2,890,000	115.5%
Engineering Department		2,288,400	2,400,300	104.9%
Information Technology Department		1,521,900	1,787,600	117.5%
Administration Department		1,286,500	1,475,500	114.7%
Total Operating Expenses		31,485,400	34,984,300	111.1%
NON-OPERATING EXPENSES				
Transfer for Capital Expenses - CIP		8,178,050	11,552,000	141.3%
Debt Service for RWSA Growth Projects – Water/WW		5,172,500	6,264,000	121.1%
Existing Debt Service and Amortization		580,000	579,000	99.8%
Repair, Renewal, & Rehabilitation Reserves		362,000	401,000	110.8%
Planned Equipment Replacement		234,600	270,800	115.4%
Capital Equipment Acquisition		199,600	56,500	28.3%
Total Non-Operating Expenses		14,726,750	19,123,300	129.9%
Total Operating & Non-Operating Expenses	\$	46,212,150	54,107,600	117.1%
CAPITAL IMPROVEMENTS FUNDING				
Transfer from Operating Revenues	\$	4,269,800	4,967,200	116.3%
Transfer from 3R Reserves		1,476,150	2,835,100	192.1%
Transfer from Growth Reserves		2,432,100	3,749,700	154.2%
Total Capital Improvements Funding		8,178,050	11,552,000	141.3%
CAPITAL IMPROVEMENTS EXPENSES				
Water - Capital Improvement Projects		4,861,550	7,227,000	148.7%
Wastewater - Capital Improvement Projects		3,316,500	4,325,000	130.4%
Total Capital Improvements Expenses	\$	8,178,050	11,552,000	141.3%

FY 2024 Budget Revenues

	FY 2023 Approved Budget	FY 2024 Proposed Budget	Proposed as % of FY 2023
OPERATING REVENUES			
Total Volume Charges	\$ 31,422,000	33,879,000	107.8%
Total Service Charges	3,000,000	3,380,000	112.7%
Rate Stabilization Reserves	1,476,150	2,835,100	192.1%
Total Operating Revenues	35,898,150	40,094,100	111.7%
NON-OPERATING REVENUES			
System Connection Charges	5,926,800	8,000,000	135.0%
Use of Growth Reserves	3,816,200	4,636,500	121.5%
Misc. Utility Charges	400,000	700,000	175.0%
Interest/Investment Income	100,000	600,000	600.0%
Inspection Fees	35,000	35,000	100.0%
Plan Review & FOG Permit Fees	20,000	26,000	130.0%
Rental Income	16,000	16,000	100.0%
Total Non-Operating Revenues	10,314,000	14,013,500	135.9%
Total Operating & Non-Operating Revenues	46,212,150	54,107,600	117.1%
CAPITAL IMPROVEMENTS FUNDING			
Transfer from Operating Revenues	\$ 4,269,800	4,967,200	116.3%
Transfer from 3R Reserves	1,476,150	2,835,100	192.1%
Transfer from Growth Reserves	2,432,100	3,749,700	154.2%
Total Capital Improvements Funding	8,178,050	11,552,000	141.3%

Operating and Non-Operating Budgeted Revenues



■ Volume Charges ■ Service Charges ■ System Connection Charges ■ Rate Stabilization Reserves ■ Growth Reserves ■ Other Misc. Revenues



Revenue Highlights – FY 2024

	FY 2023	FY 2024
Total Volume Charges (monthly user rates)	\$31,422,000	\$33,879,000
Total Service Charges (cost of service)	\$3,000,000	\$3,380,000
System Connection Charges (new development fees)	\$5,926,800	\$8,000,000
Rate Stabilization/Growth Reserves	\$5,292,350	\$7,471,600
Other Revenues	\$571,000	\$1,377,000
Total Revenues	\$46,212,150	\$54,107,600

Total Volume Charges - \$33,879,000; water and sewer usage billed to ACSA customer monthly; proposed rate increases primarily driven by increased costs of water and wastewater treatment and departmental initiatives.

Total Service Charges - \$3,380,000; monthly service charge to reflect actual costs for metering, billing, and customer service; the budget proposes to increase the monthly service charge from \$9.45 to \$10.40 for our average customer (service charge dependent upon meter size).

System Connection Charges - \$8,000,000; budgeted revenues are expected to increase in FY 2024 compared to FY 2023, for new development per new ERC connections based on proposed development within the service area and engineering estimates. Proposed in this budget is an increase in system connection charges to recover costs associated with growth/capacity related infrastructure. This increase is the first since fiscal year 2017 and supports the ACSA's assertion that "growth pays for growth."

ACSA System Development Charges offset the capital costs of backbone capacity in the ACSA water and sewer system mains, pumping stations, water tanks, and facilities.

RWSA Capacity Charges offset the capital costs of backbone capacity in the Rivanna Water and Sewer Authority's (wholesale water and wastewater treatment provider) water and sewer systems for which the ACSA is responsible for covering the costs per agreements.

		FY 2023	FY 2024
ACSA System Development Charge	Water	\$1,890*	\$2,030*
	Wastewater	\$2,970*	\$3,180*
RWSA Capacity Charge	Water	\$4,760*	\$5,100*
	Wastewater	\$3,850*	\$4,120*
	Total	\$13,470*	\$14,430*
		*per ERC (equivalent residential connection)	



FY 2024 Changes in Net Position

		<u>FY 2022 Actual</u>	<u>FY 2023 Estimated</u>	<u>FY 2024 Proposed</u>
Beginning Net Position	\$	211,960,707	220,089,219	227,089,219
Change in Net Position		8,128,512	7,000,000	10,000,000
Ending Net Position	\$	220,089,219	227,089,219	237,089,219
Net investment in capital assets	\$	172,031,606	180,769,219	191,969,219
Restricted for debt service		314,718	320,000	320,000
Unrestricted		47,742,895	46,000,000	44,800,000
Ending Net Position	\$	220,089,219	227,089,219	237,089,219

Note: The schedule above reflects audited FY 2022 changes in net position and estimates changes for FY 2023 and FY 2024. Net position is dependent upon a variety of factors and is contingent upon contributed capital or capital assets from developers and customers. These contributions can be significant, and estimates related to the timing of the formal dedication of these assets can vary. Please see "Changes in Net Position" in the Budget Appendix for a schedule of historical audited data.

Long-range Financial Plans

The ACSA uses the following guiding principles in its evaluation of current and future financial sustainability:

- Water and sewer rates and charges shall be kept as low as possible over time. It is possible to keep rates low for a period of time by not investing sufficiently in the maintenance of the water and sewer systems, but eventually the systems will deteriorate and require substantial investments leading to the need for significant and immediate rate increases, poor service to our customers and lowered water quality. The assumption that the Authority will continually reinvest in the water and sewer systems to replace assets as they reach the end of their useful lives is built into our analysis to allow for timely and predictable rate increases.
- “Growth pays for growth” – that is, costs related to the expansion of system capacity (i.e., growth related) should be funded via new/future customers who cause the need for such additional capacity. However, if anticipated growth does not occur as expected, existing customers would have to make up the difference via higher user rates.
- The ACSA should maintain reserves to provide for contingencies and unplanned expenses and to ensure that funds are generated to allow for appropriate future system replacement.

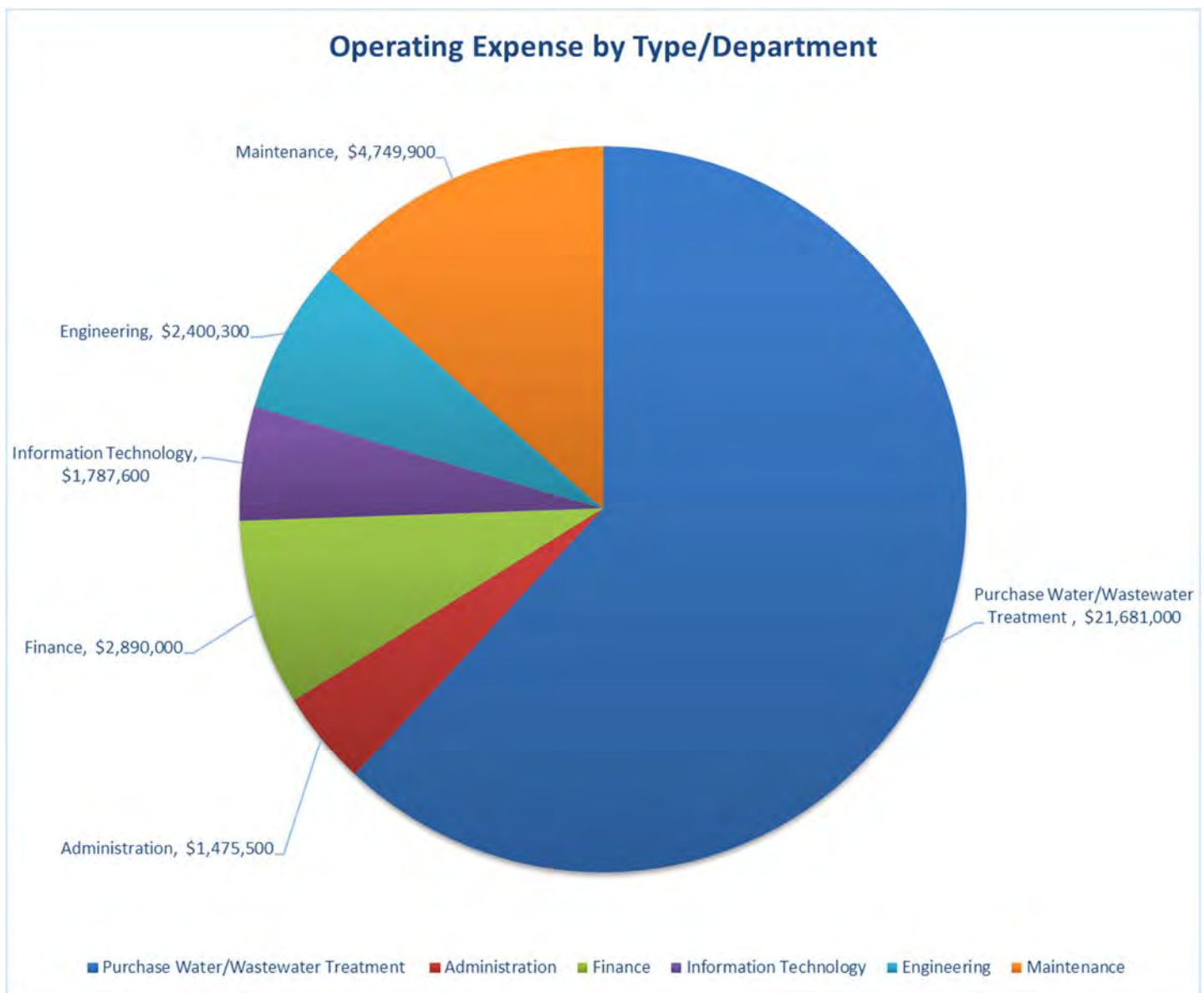
The proposed FY 2024 budget supports the above noted principles by:

- The Authority comprehensively evaluated both operating revenues (service and volume charges for water and sewer services) and non-operating revenues (system connection/development charges) through a formal rate study and analysis. This analysis utilizes long range projections of ACSA assets, expected expenses, and development and rehabilitation of the system to aide in a rate design that keeps rates/charges as low as possible over time without sacrificing regular planned reinvestment in ACSA infrastructure.
- Contributing to the ACSA’s 3R reserve in accordance with our adopted Financial Policies. This contribution to the reserve also assists the ACSA in achieving goals related to three themes in the ACSA’s Strategic Plan:
 - Asset Management – assist with planning for long-term sustainability of utility assets used in maintaining water and wastewater resources.
 - Finance – ensure that the ACSA is financially self-sustaining and fiscally strong.
 - Finance – The operating budget has been designed so that operating revenues cover operating expenses and contributes to established reserves when revenues exceed expenses. The reserves established in prior years and current year non-operating revenue financially support nonrecurring capital expenditures as those identified in the formal capital improvement program.
- The formal Capital Improvement Program (CIP) outlines estimated project costs for FY 2024 and the nine years following. These projects consist of both water and wastewater projects and include but are not limited to replacement of existing water mains, creating redundancy in the water system, identifying infiltration and inflow in our sanitary sewer system, implementation of an AMI system and an Enterprise Resource Planning system (ERP or financial system). This program helps the ACSA achieve its goals related to the following themes:
 - Asset management – assists with collaborative planning to provide future community infrastructure needs. This program also allows for long-term sustainability of utility assets by maintaining water and wastewater resources.
 - Operations – assists in managing and maintaining existing infrastructure to ensure reliable service to our customers by assessing, on an annual basis, current and future needs. This program also improves emergency preparedness and ensures we maintain or exceed industry standards for water and wastewater quality and operations. The program assists in the elimination of asbestos-cement pipe, continued sewer system rehabilitation, program to replace exclusion meters, and water pipe “saddle” connection replacement.

ACSA Operating Budget

The ACSA Operating Budget as proposed for next year is \$34,984,300 or a 11.1% increase. The largest single cost of the Operating Budget is purchased water and wastewater treatment from the RWSA at \$21,681,000 or 62% of the Operating Budget.

The following pages will outline in more detail the Operating Budget proposals for FY 2024. Beyond the RWSA expenses, are the projected expenses for each of the ACSA Operating Departments including Administration at \$1,475,500, Finance at \$2,890,000, Engineering at \$2,400,300, Maintenance at \$4,749,900, and Information Technology at \$1,787,600. Included with each Operating Budget is an explanation of the departmental functions and key initiatives for FY 2024:





Rivanna Water and Sewer Authority Expenses

Purchased Water and Wastewater Treatment Costs from the Rivanna Water and Sewer Authority (RWSA)

The ACSA purchases wholesale water and wastewater treatment from the RWSA. The RWSA oversees the regional water supply at area reservoirs, operates the water treatment plants, and provides water to the ACSA through large water transmission lines. The ACSA is responsible for the retail water distribution system that serves our more than 21,900 accounts.

The RWSA operates the regional wastewater treatment plants and charges the ACSA at a wholesale rate. The ACSA operates the sewer collection system for our retail sewer customers. Approximately 86% of our customers have both water and sewer service, while approximately 14% of our customers have water service only. While the RWSA charges the ACSA a “wholesale” rate for each service area, the ACSA operates with a single system-wide retail rate for our customers.

The chart below shows the RWSA charges for water and wastewater treatment, with increases in purchased water/wastewater treatment costs for next year due, in part, to an increase in RWSA operating expenses and costs associated with long deferred maintenance projects and continued enhancement in the system.

				<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024 Proposed</u>	<u>FY 2024 as % of FY 2023</u>
RWSA EXPENSES							
Purchase of Bulk Water				12,450,600	13,774,000	16,256,000	118.0%
Sewer Treatment Expense				9,685,800	10,776,000	11,689,000	108.5%
Subtotal:				\$ 22,136,400	24,550,000	27,945,000	113.8%
RWSA EXPENSES BY SERVICE AREA							
WATER	Rates FY 2022	Rates FY 2023	Rates FY 2024				
Urban	\$2.346/TG and \$388,956/mo.	\$2.648/TG and \$420,325/mo.	\$2.949/TG and \$542,282/mo.	\$ 8,890,320	9,700,072	11,820,332	121.9%
Crozet	\$242,224/mo.	\$279,641/mo.	\$301,706/mo.	2,906,688	3,355,692	3,620,472	107.9%
Scottsville	\$54,466/mo.	\$59,853/mo.	\$67,933/mo.	653,592	718,236	815,196	113.5%
Total				\$ 12,450,600	13,774,000	16,256,000	118.0%
WASTEWATER							
Urban	\$2.517/TG and \$301,820/mo.	\$2.662/TG and \$355,205/mo.	\$2.922/TG and \$383,403/mo.	\$ 8,907,611	9,908,436	10,724,309	108.2%
Scottsville	\$28,013/mo.	\$30,419/mo.	\$33,569/mo.	336,156	365,028	402,828	110.4%
Stone-Robinson School	\$30,589/annual	\$39,036/annual	\$17,267/annual	30,589	39,036	17,267	44.2%
Glenmore	\$34,287/mo.	\$38,625/mo.	\$45,383/mo.	411,444	463,500	544,596	117.5%
Total				\$ 9,685,800	10,776,000	11,689,000	108.5%

The Operating Budgets for the ACSA are divided into the five departments: Administration (which includes Human Resources), Finance, Engineering, Maintenance, and Information Technology. Purchased water and wastewater treatment is budgeted within the “Operating Budget.” These expenses are recurring costs to provide water and sewer services to our customers.

The ACSA operates with a set of budget categories: Personal Services, Operating Supplies, Repair and Maintenance Supplies, Professional and Contractual Services, Repairs and Maintenance, Other Services and Charges, and Capital Outlay. Within each of these departmental budgets, detailed line items for the proposed expenditures for FY 2024 are presented.

Personal Services

- Includes salary, benefits, payroll taxes, and other related expenses
- Salaries – a 3% performance pay salary pool is proposed to recognize individual performance. These are performance-based pay increases, with individual performance evaluations for every employee. Additionally, a market rate adjustment of 7% is proposed based on updated findings from our compensation study consultants to remain competitive within the marketplace.
- Retirement – the employer contribution to the Virginia Retirement System is a percentage of payroll based on an actuarial study; the rate for Fiscal Year 2024 remains at 7.50% as it was in Fiscal Year 2023.
- Health Care and Benefit Dollars – the ACSA, through a contract with Albemarle County, provides a Health Care Program for our employees. The ACSA contributes on behalf of all employees. These contributions vary by employee plan type. Also included in this item are the actuarially determined costs for Other Post-Employment Benefits (OPEB).
- Worker’s Compensation is a rated policy, with the cost allocated to each department for position types.
- Projected overtime and standby (emergency) duty pay is budgeted here.
- Three new positions recommended: Communications Manager (Administration); Customer Service Representative (Finance); IT Technician (Information Technology)
- Three job reclassifications: Project Manager to Data Analyst (Information Technology); Hydraulic Modeling Engineer to Civil Engineer (Engineering); Hydraulic Modeling Technician to Engineering Technician (Engineering)

Operating Supplies

- General supplies for both field and office operations
- Gasoline, oil, and grease are the largest items in this category, and are allocated by vehicle to each departmental budget. Fuel is purchased through a competitive contract.
- Safety equipment and personal protection equipment (PPE)
- Heating fuel for buildings

Repair and Maintenance Supplies

- This category consists of expenses related to field operations for material purchases such as piping, valves, hydrants, pump stations repair supplies, small tools, vault upgrades, various maintenance repair supplies, tires, batteries, CCTV, sewer odor control, hydrant replacement program, etc. This proposed budget has a replacement initiative for obsolete computers/other handheld computing devices.

Professional and Contractual Services

- Uniforms through a rental contract for field employees
- Postage – a large item, mostly utility billing related
- Building cleaning contract, and landscaping services contracts
- Legal and audit expenses
- Communication charges – landline telephone, cell phone, radio
- Strategic Plan Emergency Preparedness items – federally required Vulnerability Assessment, and development of an Emergency Response Plan
- Pump stations – grease removal by contract
- Easement clearing

Repairs and Maintenance

- Equipment and vehicle repairs of a wide variety for approximately 150 pieces of rolling stock and equipment

Other Services and Charges

- Dues and memberships in professional organizations
- Education and professional development travel
- Major expense for electricity, particularly at pump stations
- Advertising and Water Conservation Program
- Permit from State Office of Drinking Water
- Software, software maintenance, publication resources
- General liability insurance

Capital Outlays

- Office equipment and furniture
- Replacement of IT technology (computers, servers, tablets, etc.)
- Major machinery and equipment funded through the Repair, Replacement, and Rehabilitation Fund (3R) as well as machinery and equipment not funded through the 3R Fund (equipment new to the ACSA). These items can be noted on the "Planned Equipment Purchase Summary."

Administration

The Administration Department operates with several major functions: organizational management under the Executive Director, administrative functions, human resource functions and Clerk for the Board of Directors.

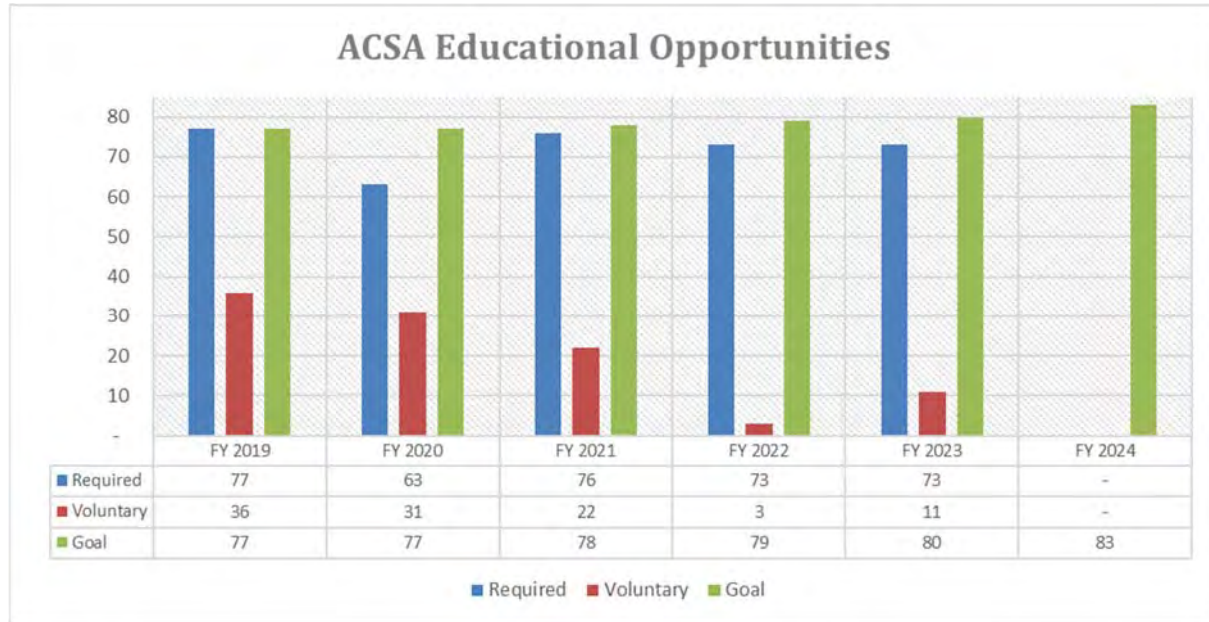
Administration/Human Resources: Provides organizational administrative support; oversees the Risk Management Program (claims, liability insurance, worker's compensation, etc.); serves as Clerk to the Board of Directors (monthly meetings, board correspondence, minutes, dissemination of board packets); provides organizational documents and database management services; leads the Water Conservation Program and initiatives (events, advertising, community relations, and partnership with the City of Charlottesville and the RWSA); administers and maintains benefit administration and employee record management; creates and distributes ACSA semi-annual customer newsletter; ensures employee/employer legal compliances (FMLA, ADA, OSHA); oversees recruitment, succession planning, new hire orientation, retirement planning, employee relations, trainings, and other human resource services. Additionally, the team provides administrative support to the Executive Director of the ACSA.

Key initiatives and changes for FY 2024:

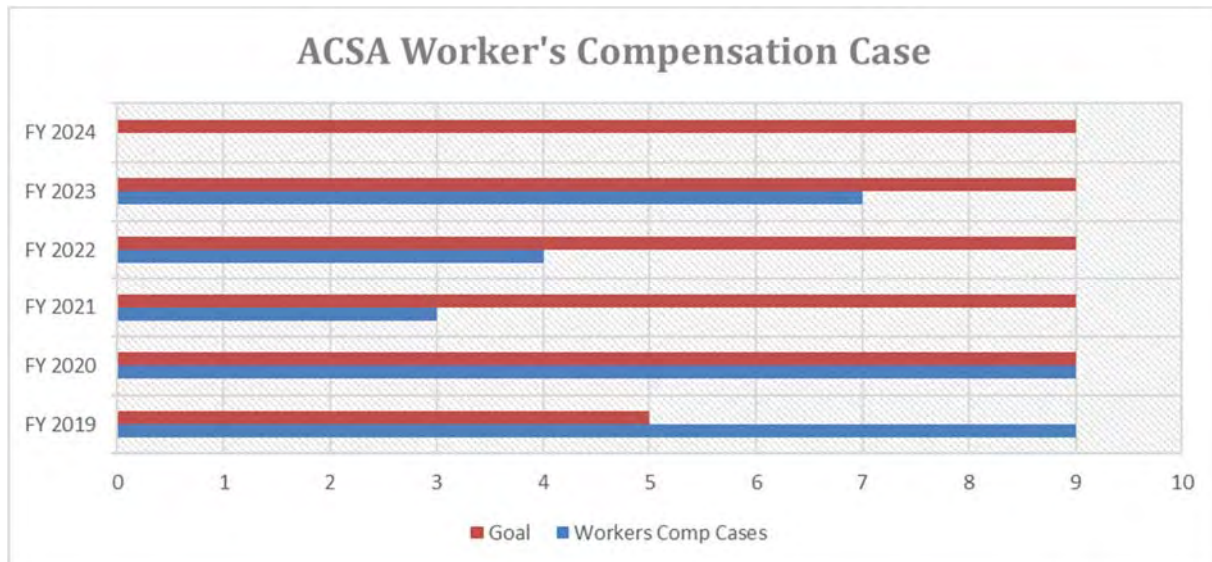
- Review the current employee Performance Review Evaluation Process [\(2023-2025 Strategic Plan\)](#)
- Create a Leadership Development Training Program for supervisors [\(2023-2025 Strategic Plan\)](#)
- Expand customer communications [\(2023-2025 Strategic Plan\)](#) through a variety of media, customer education and outreach by adding a full-time Communications Position within the ACSA:
 - Including a comprehensive customer education program on the value and quality of water, especially considering future increased investment in major regional water projects, performed in coordination with our regional water partners (RWSA and the City of Charlottesville).
- Continue to actively promote water conservation and environmental sustainability [\(2023-2025 Strategic Plan\)](#)
- Continue to provide training and professional development opportunities for ACSA Employees as part of the Authority's Succession Plan [\(2023-2025 Strategic Plan\)](#)
- Continue to provide safety training and initiatives for ACSA Employees [\(2023-2025 Strategic Plan\)](#)
- Support the Board of Directors in policy making

Performance Metrics:

Staff Education and Retention – The ACSA strongly believes in retaining our qualified staff members. As such, we offer many training opportunities for employees to participate in each year. The training opportunities can be required for specific job types, such as safety training for maintenance workers or voluntary training events for all employees. The ACSA's goal is for all employees to attend training sessions offered.



Worker's Compensation Cases – The ACSA provides safety training classes each year to reduce workplace accidents. Our goal is to maintain no more than 9 worker's compensation cases each fiscal year through training management.



Administration Department

Description	FY 2023		FY 2023		FY 2023	FY 2024	FY 2024	FY 2024
	FY 2022	Actual	Anticipated					
	<u>Expended</u>	<u>To-Date(Feb)</u>	<u>To-EOFY 2023</u>	<u>Budget</u>	<u>Base</u>	<u>Total</u>		<u>as % of</u>
					<u>Budget</u>	<u>Proposed</u>		<u>FY 2023</u>
PERSONAL SERVICES								
Compensation of Board Members	\$ 12,948	9,225	13,838	17,000	17,000	17,000		100.0%
Salaries & Wages	492,014	379,892	569,838	535,500	711,700	711,700		132.9%
Overtime	-	-	-	3,000	3,000	3,000		100.0%
Social Security	35,511	25,100	37,650	42,400	56,000	56,000		132.1%
Retirement	11,983	36,676	55,014	55,200	65,900	65,900		119.4%
Health & Benefit Dollars	54,646	42,142	63,213	72,100	101,300	101,300		140.5%
Life Insurance	6,252	4,574	6,861	7,100	8,900	8,900		125.4%
Workers' Compensation	424	243	365	500	600	600		120.0%
Meals	-	317	476	600	600	600		100.0%
Safety Incentive Program	20,785	-	-	2,000	2,000	2,000		100.0%
Employee Incentives	12,931	22,140	33,210	35,600	35,600	35,600		100.0%
Subtotal:	647,494	520,309	780,465	771,000	1,002,600	1,002,600		130.0%
OPERATING SUPPLIES								
Office Supplies	6,232	2,059	3,089	5,900	5,900	5,900		100.0%
Copier Supplies	882	770	1,155	1,800	1,900	1,900		105.6%
Janitorial Supplies	3,110	3,668	5,502	4,200	4,200	4,200		100.0%
Fuel, Oil, and Grease	283	758	1,137	1,900	1,700	1,700		89.5%
Small Tools & Equipment	761	1,076	1,614	4,300	4,300	4,300		100.0%
EMS Program	1,066	-	-	2,500	2,500	2,500		100.0%
Subtotal:	12,334	8,331	12,497	20,600	20,500	20,500		99.5%
REPAIRS AND MAINTENANCE								
Vehicle Repair and Maintenance	203	-	-	2,100	2,200	2,200		104.8%
Subtotal:	203	-	-	2,100	2,200	2,200		104.8%

Description	FY 2023		FY 2023		FY 2023	FY 2024	FY 2024	FY 2024
	FY 2022	Actual	Anticipated	Expenses				
	<u>Expended</u>	<u>To-Date(Feb)</u>	<u>To-EOFY 2023</u>	<u>Budget</u>	<u>Base</u>	<u>Total</u>	<u>as % of</u>	<u>FY 2023</u>
PROFESSIONAL & CONTRACTUAL SERVICES								
Legal	55,305	30,388	45,582	54,000	54,000	54,000	100.0%	
Consultants' Fees	108,551	74,169	111,254	60,400	20,000	20,000	33.1%	
Printing and Duplicating	2,418	2,880	4,320	29,000	23,700	23,700	81.7%	
Other Contractual Services	6,557	8,552	12,828	45,800	15,000	15,000	32.8%	
Subtotal:	172,831	115,989	173,984	189,200	112,700	112,700	59.6%	
OTHER SERVICES AND CHARGES								
Insurance	60,765	50,006	75,009	64,000	75,000	75,000	117.2%	
Dues and Memberships	20,022	15,415	23,123	12,000	12,300	12,300	102.5%	
Books and Periodicals	60	572	858	1,500	1,500	1,500	100.0%	
Education and Training	12,694	40,571	60,857	53,000	65,600	65,600	123.8%	
Board Member Education and Training	119	-	-	5,000	5,000	5,000	100.0%	
Travel	82	305	458	10,000	10,000	10,000	100.0%	
Advertising	15,858	8,825	13,238	33,100	33,100	33,100	100.0%	
Conservation	19,943	9,863	14,795	65,000	65,000	65,000	100.0%	
Permits	63,612	48,611	72,917	60,000	70,000	70,000	116.7%	
Subtotal:	193,155	174,168	261,255	303,600	337,500	337,500	111.2%	
TOTAL ADMINISTRATION \$	1,026,017	818,797	1,228,201	1,286,500	1,475,500	1,475,500	114.7%	
NEW EQUIPMENT ACQUISITION								
New Equipment Acquisition	\$ -	-	-	-	3,000	3,000	-	
Total \$	-	-	-	-	3,000	3,000	-	

Finance

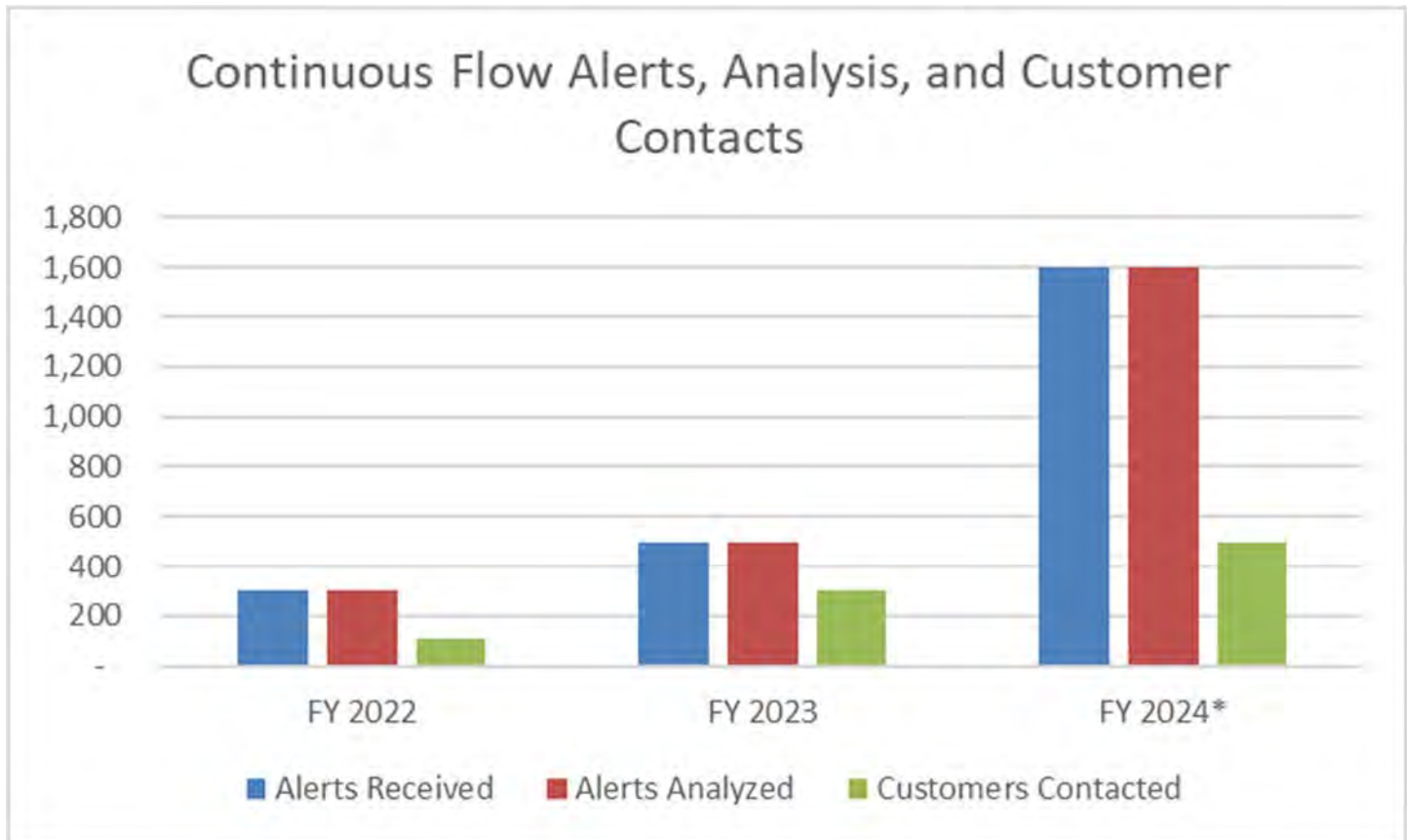
The ACSA Finance Department is responsible for all financial matters at the ACSA including accounting, financial reporting, utility billing and collection, customer service, meter reading, purchasing, budget preparation, internal control, auditing, debt financing, investment management, and revenue and expenditure forecasting which includes rate modeling. The development of the Annual Comprehensive Financial Report (ACFR), interim financial statements, consumption reports, and preparation of the annual budget are coordinated by Finance.

Key initiatives and changes for FY 2024:

- Design and implementation of the current and future Budget and Rates
- Annual Comprehensive Financial Report preparation
- Focused training for staff and data analysis, including AMI, ERP and CMMS [\(2023-2025 Strategic Plan\)](#)
- Training directed toward improving workforce skills and succession planning [\(2023-2025 Strategic Plan\)](#)
- Continue implementation of an Advanced Metering Infrastructure (AMI) system deployment and review/redesign of business processes [\(2023-2025 Strategic Plan\)](#)
- Continuation of strategic investment management
- Customer Information System (CIS) development, including billing and phone system replacements and website redesign [\(2023-2025 Strategic Plan\)](#)
- Development of customer experience vision statement and analysis of customer engagement opportunities [\(2023-2025 Strategic Plan\)](#)
- Review and documentation of business continuity from an operational and financial perspective [\(2023-2025 Strategic Plan\)](#)

Performance Metrics:

Advanced Metering Infrastructure (AMI)- Leak Notifications – The ACSA’s prior strategic plan included installation of an AMI system to automate meter reading and provide critical data for review, oversight, and analysis. Additionally, the system provides automated alerts to staff when a customer’s meter registers continuous water flow for a defined period of time. Staff reviews these alerts daily to identify potential leaks/unintended water use on the customer’s side of the meter. The ACSA’s goal is to review all continuous flow alerts within 24 hours of receipt. The information presented below illustrates alerts received, analysis and the number of customers contacted as having potential leaks. Analysis of the alerts is important because there are user types that regularly and appropriately use water continuously (ex. Hospitals, apartment complexes, etc.) The ACSA currently has over 2,300 AMI meters installed and anticipates the remaining 20,000 meters to be completed in FY 2024. The continuous flow alerts have provided an opportunity to be proactive in our notification and has been well received by customers. These alerts assist in conservation of resources and limits financial impacts to customers who otherwise would have received high bills due to unknown leaks. We have estimated information for FY 2024 based on historical information and future expectations. (* - Estimates for FY 2024)



Finance Department

Description	FY 2022 Expended	FY 2023 Actual Expenses To-Date(Feb)	FY 2023 Anticipated Expenses To-EOFY 2023	FY 2023 Budget	FY 2024 Base Budget	FY 2024 Total Proposed	FY 2024 as % of FY 2023
PERSONAL SERVICES							
Salaries & Wages	\$ 1,127,065	816,983	1,225,475	1,195,600	1,379,400	1,379,400	115.4%
Overtime Pay	31,320	13,777	20,666	30,000	30,000	30,000	100.0%
Social Security	86,586	61,805	92,708	93,800	108,700	108,700	115.9%
Retirement	19,621	63,043	94,565	93,600	105,400	105,400	112.6%
Health & Benefit Dollars	178,500	136,692	205,038	196,800	195,500	195,500	99.3%
Life Insurance	13,759	10,520	15,780	16,000	18,200	18,200	113.8%
Workers' Compensation	7,014	4,578	6,867	9,400	8,500	8,500	90.4%
Meals	657	-	-	-	800	800	-
Subtotal:	1,464,522	1,107,398	1,661,099	1,635,200	1,846,500	1,846,500	112.9%
OPERATING SUPPLIES							
Office Supplies	9,560	6,015	9,023	14,900	19,000	19,000	127.5%
Personal Protective Equipment	1,378	925	1,388	1,500	1,600	1,600	106.7%
Fuel, Oil & Grease	18,975	13,001	19,502	30,000	23,500	23,500	78.3%
Small Tools & Equipment	142	2,372	3,558	2,200	7,800	7,800	354.5%
Subtotal:	30,055	22,313	33,471	48,600	51,900	51,900	106.8%
REPAIR & MAINTENANCE							
Hydrant Meter Program	10,580	3,388	5,082	3,000	10,500	10,500	350.0%
Materials - Water	95,720	120,758	181,137	172,300	214,300	214,300	124.4%
Subtotal:	106,300	124,146	186,219	175,300	224,800	224,800	128.2%
PROFESSIONAL & CONTRACTUAL SERVICES							
Audit	33,300	34,300	34,300	34,300	35,300	35,300	102.9%
Bank and Fiscal Charges	22,116	5,828	8,742	-	26,100	26,100	-
Uniform Rental	9,131	5,670	8,505	10,900	12,000	12,000	110.1%
Consultants' Fees	85,339	25,522	38,283	118,500	52,700	52,700	44.5%
Service Contracts	180,365	149,766	224,649	184,000	369,800	369,800	201.0%
Postage	80,301	67,012	100,518	167,800	188,375	188,375	112.3%
Printing and Duplicating	16,120	12,334	18,501	30,400	15,325	15,325	50.4%
Other Contractual Services	5,010	3,170	4,755	28,700	-	-	0.0%
Subtotal:	431,682	303,602	438,253	574,600	699,600	699,600	121.8%

Description	FY 2022 <u>Expended</u>	FY 2023 Actual Expenses <u>To-Date(Feb)</u>	FY 2023 Anticipated Expenses <u>To-EOFY 2023</u>	FY 2023 <u>Budget</u>	FY 2024 <u>Base Budget</u>	FY 2024 <u>Total Proposed</u>	FY 2024 as % of <u>FY 2023</u>
<i>REPAIRS AND MAINTENANCE</i>							
Equipment Repair and Maintenance	5,166	780	1,170	9,100	9,300	9,300	102.2%
Vehicle Repair and Maintenance	3,443	11,448	17,172	7,000	8,900	8,900	127.1%
Subtotal:	8,609	12,228	18,342	16,100	18,200	18,200	113.0%
<i>OTHER SERVICES AND CHARGES</i>							
Rental of Equipment	1,912	883	1,325	14,400	13,800	13,800	95.8%
Software	156	119	179	500	500	500	100.0%
Dues and Memberships	1,015	510	765	1,300	1,400	1,400	107.7%
Books and Periodicals	655	-	-	700	600	600	85.7%
Education and Training	6,854	4,050	6,075	14,400	11,600	11,600	80.6%
Travel	4,641	2,641	3,962	21,000	21,100	21,100	100.5%
Subtotal:	15,233	8,203	12,306	52,300	49,000	49,000	93.7%
TOTAL FINANCE \$	2,056,401	1,577,890	2,349,690	2,502,100	2,890,000	2,890,000	115.5%
<i>NEW EQUIPMENT ACQUISITION</i>							
New Equipment Acquisition	\$ -	-	-	18,000	-	-	0.0%
Total	\$ -	-	-	18,000	-	-	0.0%
<i>PLANNED EQUIPMENT REPLACEMENT</i>							
Planned Equipment Replacement	\$ -	340	510	2,500	-	-	-
Total	\$ -	340	510	2,500	-	-	-

Engineering

The Engineering Department is responsible for planning, managing, and protecting our existing water and wastewater utility system, as well as the expansion of this system. We use tools such as our Geographic Information System (GIS), computer hydraulic models, and a variety of flow/pressure recording instruments to verify system capacity, and plan for necessary capital improvements. Our staff plans and manages projects in our Capital Improvement Program (CIP), plus provides oversight of private development that expands our water and wastewater networks. We utilize on-site construction inspection to ensure the quality of facilities installed for both CIP and private development projects. Engineering staff are responsible for locating our existing buried assets (such as water and sewer lines, valves, etc.) and the review of building permits, sign permits and demolition permits, to ensure our water and wastewater facilities are protected and their integrity is maintained. We operate an aggressive Backflow and Cross-Connection Prevention Program that protects the quality of water delivered to the customer. We also manage a proactive Fats, Oils and Grease (FOG) Reduction Program to minimize the buildup of these substances in the wastewater collection system that can reduce the capacity in our pipes and result in blockages, causing sanitary sewer overflows (SSO's). The Engineering Department is also tasked with monitoring changes to Federal, State and Local regulations pertaining to water quality, to comply with all the necessary requirements to ensure the high quality of the water we deliver and the service we provide.

Key initiatives for FY 2024:

Capital Improvement Budget:

- Replacement of aging, deteriorating and under-sized water mains [\(2023-2025 Strategic Plan\)](#)
- Elimination of asbestos-cement, cast iron and older PVC water mains
- Continue implementation of an Advanced Metering Infrastructure System [\(2023-2025 Strategic Plan\)](#)
- Rehabilitation and replacement of deteriorating sewer facilities [\(2023-2025 Strategic Plan\)](#)
- Improve resiliency and reliability at several pump stations [\(2023-2025 Strategic Plan\)](#)
- Complete the design and begin construction of the Avon Operations Center [\(2023-2025 Strategic Plan\)](#)
- Implementation of recommendations from Vulnerability Assessment, increasing security of critical assets [\(2023-2025 Strategic Plan\)](#)
- Vehicle Charging Stations at the ACSA Spotnap Facility [\(2023-2025 Strategic Plan\)](#)
- Extend public sanitary sewer service to an existing neighborhood currently served by private septic systems
- Increase wastewater capacity to accommodate continued growth in the development area [\(2023-2025 Strategic Plan\)](#)
- Implement CityWorks Operational Insights to help build risk model strategies for asset management [\(2023-2025 Strategic Plan\)](#)
- Customer Information System (CIS) development, including billing and phone system replacements and website redesign [\(2023-2025 Strategic Plan\)](#)
- Replacement of fire suppression system at the ACSA Spotnap Facility

Capital Improvement Budget (continued):

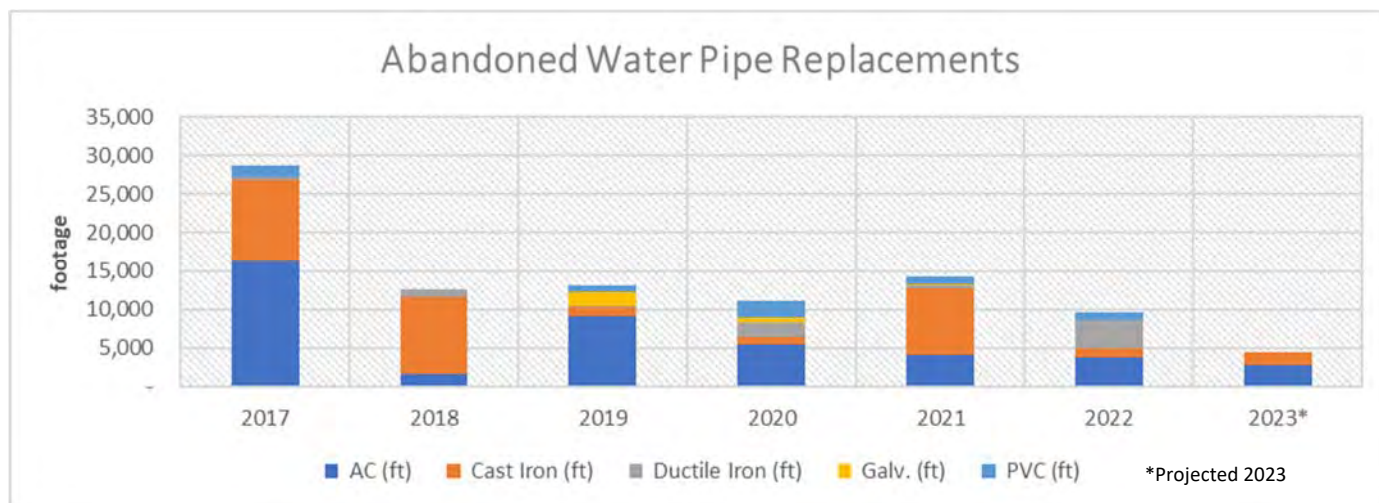
- Conduct assessment of the existing ACSA GIS and determine if a transition to the ESRI Utility Network in the ArcGIS Enterprise environment is appropriate [\(2023-2025 Strategic Plan\)](#)
- Implementation of Records Management Project to improve record compliance and reduce physical storage needs [\(2023-2025 Strategic Plan\)](#)
- Conduct data gathering and needs analysis in preparation of dashboarding development for data management [\(2023-2025 Strategic Plan\)](#)
- Establish programmatic funding for various pump station rehabilitation projects

Operating Budget:

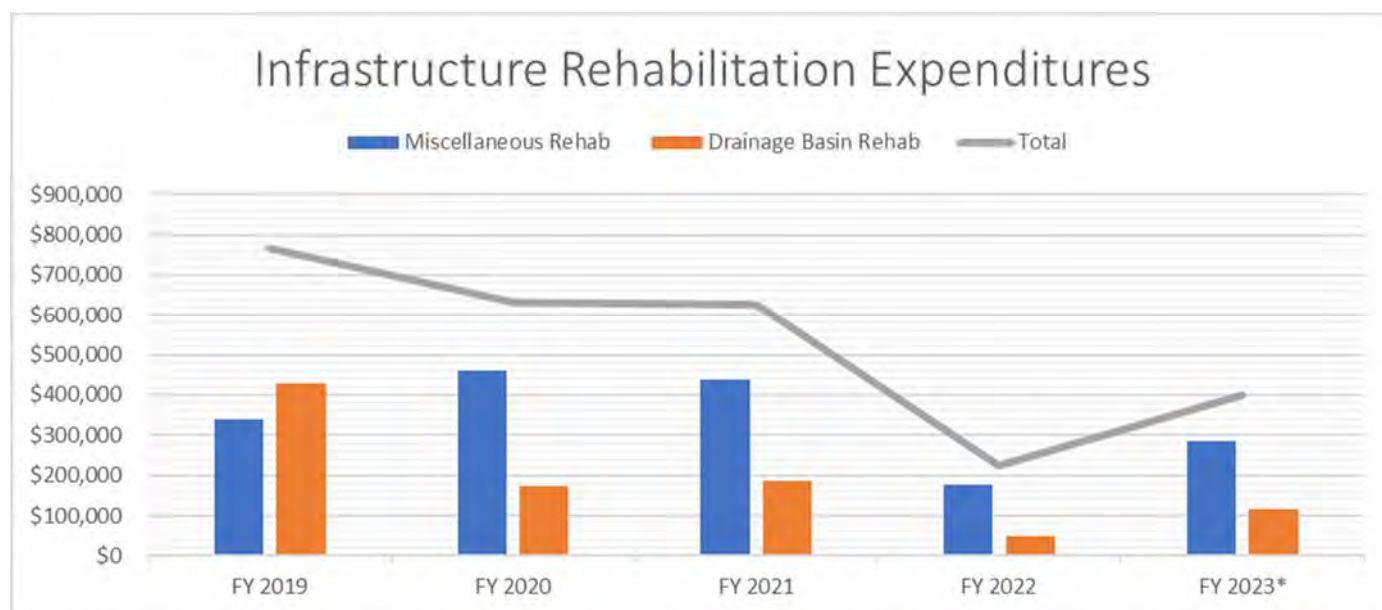
- Consolidation of hydraulic modeling efforts into existing staff and transition to a new modeling software with as-needed support from consultants [\(2023-2025 Strategic Plan\)](#)
- Purchase of ACSA's first Electric Vehicle [\(2023-2025 Strategic Plan\)](#)
- Training directed toward improving workforce skills and succession planning [\(2023-2025 Strategic Plan\)](#)
- Reclassification of the Hydraulic Modeling Engineer position to Civil Engineer and Hydraulic Modeling Technician to Engineering Technician

Performance Metrics:

Water Distribution System Replacement Program – The ACSA has a goal to replace aging, undersized, and inferior pipe within our water distribution system over a period of years to meet updated standards. The illustration below indicates the amount and type of abandoned water pipe that has been replaced over recent years. Current amount of pipe requiring replacement is 242,161 linear feet.



Miscellaneous Sewer Rehabilitation – The ACSA has a goal to invest at least \$400,000 on miscellaneous sewer rehabilitation projects each fiscal year. Sometimes instances arise where funds may be redirected but our intention is to focus on rehabilitation of our system infrastructure. The graph below shows how much is used each year on the two categories of rehabilitation in relation to our goal for miscellaneous projects. FY 2023 totals have been projected through June 2023.



*Projected 2023

Engineering Department

Description	FY 2022 Expended	FY 2023 Actual Expenses To-Date(Feb)	FY 2023 Anticipated Expenses To-EOFY 2023	FY 2023 Budget	FY 2024 Base Budget	FY 2024 Total Proposed	FY 2024 as % of FY 2023
PERSONAL SERVICES							
Salaries & Wages	\$ 1,434,275	1,085,583	1,628,375	1,624,700	1,701,000	1,701,000	104.7%
Overtime Pay	10,522	12,305	18,458	20,000	20,000	20,000	100.0%
Social Security	109,027	82,284	123,426	126,000	132,000	132,000	104.8%
Retirement	25,026	79,782	119,673	120,500	127,000	127,000	105.4%
Health & Benefit Dollars	149,828	109,167	163,751	183,100	187,400	187,400	102.3%
Life Insurance	18,498	13,734	20,601	21,000	22,000	22,000	104.8%
Workers' Compensation	11,304	6,238	9,357	12,800	15,700	15,700	122.7%
Meals	-	-	-	-	1,000	1,000	-
Subtotal:	1,758,480	1,389,093	2,083,641	2,108,100	2,206,100	2,206,100	104.6%
OPERATING SUPPLIES							
Personal Protective Equipment	1,400	599	899	3,800	4,200	4,200	110.5%
Fuel, Oil & Grease	21,063	14,295	21,443	32,900	30,200	30,200	91.8%
Small Tools & Equipment	20,619	9,506	14,259	17,800	18,300	18,300	102.8%
Subtotal:	43,082	24,400	36,601	54,500	52,700	52,700	96.7%
PROFESSIONAL & CONTRACTUAL SERVICES							
Labor-Outside	-	-	-	-	-	-	-
Uniform Rental	2,271	1,573	2,360	6,200	6,700	6,700	108.1%
Service Center	33,888	17,202	25,803	42,900	70,000	70,000	163.2%
Subtotal:	36,159	18,775	28,163	49,100	76,700	76,700	156.2%

Description	FY 2022 Expended	FY 2023 Actual Expenses To-Date(Feb)	FY 2023 Anticipated Expenses To-EOFY 2023	FY 2023 Budget	FY 2024 Base Budget	FY 2024 Total Proposed	FY 2024 as % of FY 2023
PERSONAL SERVICES							
REPAIRS AND MAINTENANCE							
Equipment Repair and Maintenance	14,260	-	-	15,600	4,400	4,400	28.2%
Vehicle Repair and Maintenance	8,620	4,037	6,056	10,800	12,000	12,000	111.1%
Subtotal:	22,880	4,037	6,056	26,400	16,400	16,400	62.1%
OTHER SERVICES AND CHARGES							
Dues and Memberships	1,534	750	1,125	1,700	1,800	1,800	105.9%
Books and Periodicals	109	583	875	600	800	800	133.3%
Education and Training	15,064	4,256	6,384	23,700	22,900	22,900	96.6%
Travel	6,381	1,269	1,904	24,300	22,900	22,900	94.2%
Subtotal:	23,088	6,858	10,288	50,300	48,400	48,400	96.2%
TOTAL ENGINEERING	\$ 1,883,689	1,443,163	2,164,749	2,288,400	2,400,300	2,400,300	104.9%
NEW EQUIPMENT ACQUISITION							
New Equipment Acquisition	\$ -	-	-	-	-	-	-
Total	\$ -	-	-	-	-	-	-
PLANNED EQUIPMENT REPLACEMENT							
Planned Equip. Replacement	\$ -	690	1,035	32,100	64,000	64,000	199.4%
Total	\$ -	690	1,035	32,100	64,000	64,000	199.4%

Information Technology

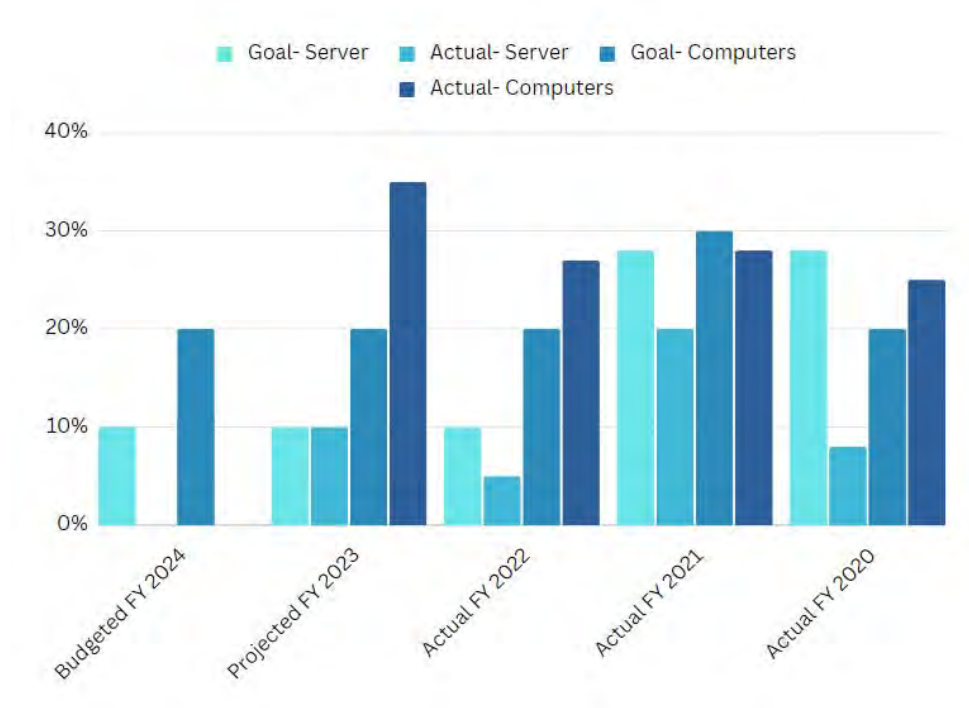
The Information Technology (IT) Department is responsible for the governance of the ACSA's technological systems, maintenance of the infrastructure and the functionality of the systems overall. We configure, deploy, and maintain business applications, services, and infrastructure. Our IT staff responsibilities encompass the implementation, management, and physical and digital security of the organization. As operational needs change, existing methods and assets are reviewed, updated, and improved for efficiency. Network and computing environments along with application initiatives are designed and deployed to support specific departmental processes, along with the collaboration of information resources. IT is responsible for all computer related hardware, software, and technology initiatives.

Key initiatives and changes for FY 2024:

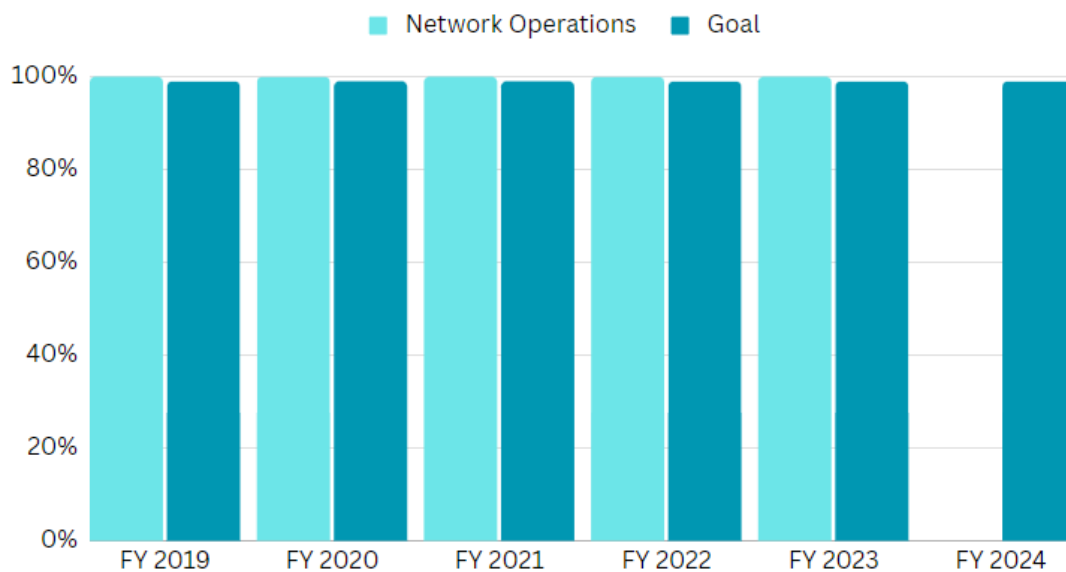
- Continue to support all ACSA staff and the various project implementations
- Continue to strengthen our data security and monitoring [\(2023-2025 Strategic Plan\)](#)
- Continue to support and improve (work orders, customer requests, asset management, and inventory) [\(2023-2025 Strategic Plan\)](#)
- Continue to collect data in the field utilizing cellular network for both GIS and CMMS [\(2023-2025 Strategic Plan\)](#)
 - Utilizing Verizon cell data plans for hotspots, smart phones, and tablets
- Replacement of servers, PCs, field tablets and mobile phones in accordance with the formalized replacement cycle
- Replace the ACSA's main firewall [\(2023-2025 Strategic Plan\)](#)
- Purchase an enterprise Document Management System and digitize our paper files [\(2023-2025 Strategic Plan\)](#)
- Support the Advanced Metering Infrastructure (AMI) implementation [\(2023-2025 Strategic Plan\)](#)
 - Utilize Verizon cell data plans for AMI Base Station communications
- Continue to maintain and upgrade our SCADA system
 - Utilize Verizon cell data plans for private networks
- Replacement of the ACSA's Phone System to improve the Customer Experience [\(2023-2025 Strategic Plan\)](#)
- Revisions to the ACSA's Website to improve the Customer Experience [\(2023-2025 Strategic Plan\)](#)
- Increased training and development of staff [\(2023-2025 Strategic Plan\)](#)
- We are proposing reclassification of a previously approved position, Project Manager to a Utility Data Analyst. The Utility Data Analyst role will be crucial to the ACSA by helping decision-makers identify interesting and important patterns in data and providing quick answers buried in tons of tables, graphs, and log files. They will be responsible for gathering, cleaning, and studying data sets to help solve problems. By analyzing our data, they can provide insights into how we can improve the processes and lead to better data insights. [\(2023-2025 Strategic Plan\)](#)
- We are also proposing a new position for an Information Technology Technician. They will be responsible for providing redundancy and support to the SCADA Technician and supporting the GIS Technician with field work, quality checks and the GPS locating of assets. In addition, they will be responsible for the installation, configuration, monitoring and maintenance of all physical security infrastructure of all ACSA locations. [\(2023-2025 Strategic Plan\)](#)

Performance Metrics:

Information Technology Hardware/Software Replacement Program –The ACSA IT Department has adopted a replacement plan for technological requirements with a goal of replacing between 15 computers and 2 servers this fiscal year:



Network Operations – The IT Department has an adopted goal of network activity being operational 99% of the workday to ensure operational efficiency and access to internal customers. The chart below illustrates network operations historically and future goals:



Information Technology

Description	FY 2023		FY 2023		FY 2023	FY 2024	FY 2024	FY 2024
	FY 2022	Actual	Anticipated	Expenses				
	<u>Expended</u>	<u>To-Date(Feb)</u>	<u>To-EOFY 2023</u>	<u>Budget</u>	<u>Base</u>	<u>Total</u>	<u>Proposed</u>	<u>as % of</u>
PERSONAL SERVICES								
Salaries & Wages	\$ 418,688	363,570	545,355	677,200	757,000	757,000		111.8%
Overtime	2,146	1,371	2,057	3,000	5,500	5,500		183.3%
Social Security	30,254	26,639	39,959	52,100	58,400	58,400		112.1%
Retirement	7,273	28,577	42,866	55,300	60,400	60,400		109.2%
Health & Benefit Dollars	72,727	63,658	95,487	122,500	156,100	156,100		127.4%
Life Insurance	5,067	4,819	7,229	9,100	9,900	9,900		108.8%
Workers' Compensation	324	340	510	700	700	700		100.0%
Meals	-	-	-	-	1,000	1,000		-
Subtotal:	536,479	488,974	733,463	919,900	1,049,000	1,049,000		114.0%
OPERATING SUPPLIES								
Office Supplies	8,669	2,529	3,794	7,000	7,000	7,000		100.0%
Copier Supplies	205	-	-	400	400	400		100.0%
Personal Protective Equipment	-	-	-	-	800	800		-
Fuel, Oil & Grease	189	418	627	1,900	1,800	1,800		94.7%
Small Tools & Equipment	30,510	20,238	30,357	38,000	70,000	70,000		184.2%
Subtotal:	39,573	23,185	34,778	47,300	80,000	80,000		169.1%
PROFESSIONAL & CONTRACTUAL SERVICES								
Consulting Services	50,172	-	-	-	40,000	40,000		-
Service Contracts	248,027	253,103	379,655	315,500	367,700	367,700		116.5%
Telephone/Communications	106,228	66,083	99,125	137,400	160,600	160,600		116.9%
Subtotal:	404,427	319,186	478,780	452,900	568,300	568,300		125.5%
REPAIRS AND MAINTENANCE								
Vehicle Repair and Maintenance	81	-	-	1,600	1,700	1,700		106.3%
Subtotal:	81	-	-	1,600	1,700	1,700		106.3%

Description	FY 2023		FY 2023		FY 2024	FY 2024	FY 2024
	FY 2022	Actual	Anticipated	FY 2023			
	<u>Expended</u>	<u>Expenses</u>	<u>Expenses</u>	<u>Budget</u>	<u>Base</u>	<u>Total</u>	<u>as % of</u>
		<u>To-Date(Feb)</u>	<u>To-EOFY 2023</u>		<u>Budget</u>	<u>Proposed</u>	<u>FY 2023</u>
<i>OTHER SERVICES AND CHARGES</i>							
Software	33,132	30,594	45,891	71,200	54,900	54,900	77.1%
Dues and Memberships	-	-	-	-	800	800	-
Books and Periodicals	142	-	-	200	200	200	100.0%
Education and Training	22,192	14,165	21,248	20,000	25,000	25,000	125.0%
Travel	528	-	-	8,800	7,700	7,700	87.5%
Subtotal:	55,994	44,759	67,139	100,200	88,600	88,600	88.4%
TOTAL INFORMATION TECHNOLOGY \$							
	1,036,554	876,104	1,314,160	1,521,900	1,787,600	1,787,600	117.5%
<i>NEW EQUIPMENT ACQUISITION</i>							
New Equipment Acquisition	\$ 2,595	2,029	3,044	26,100	28,500	28,500	109.2%
Total	\$ 2,595	2,029	3,044	26,100	28,500	28,500	109.2%
<i>PLANNED EQUIPMENT REPLACEMENT</i>							
Planned Equipment Replacement	\$ 82,875	31,489	47,234	92,500	156,800	156,800	169.5%
Total	\$ 82,875	31,489	47,234	92,500	156,800	156,800	169.5%

Maintenance

The Maintenance Department operates its program with two primary goals. The first is upgrading and maintaining our water system so that we can provide safe and clean drinking water with minimal service disruptions at a reasonable cost. The second goal is to systematically evaluate and monitor our sewer system with our two camera vans and to perform routine flushing, rodding, and repairs to prevent potential sanitary sewer overflows. The Maintenance Department oversees a total of 19 pump stations (10 sewer and 9 water) that are critical for the operation of our system that we continuously perform preventative maintenance activities to ensure reliability. Maintenance is the ACSA's largest department, which reflects the priority that is placed on ensuring the ACSA water and sewer system is in optimum condition. Our system continues to grow every year, and the level of maintenance responsibility continues to increase.

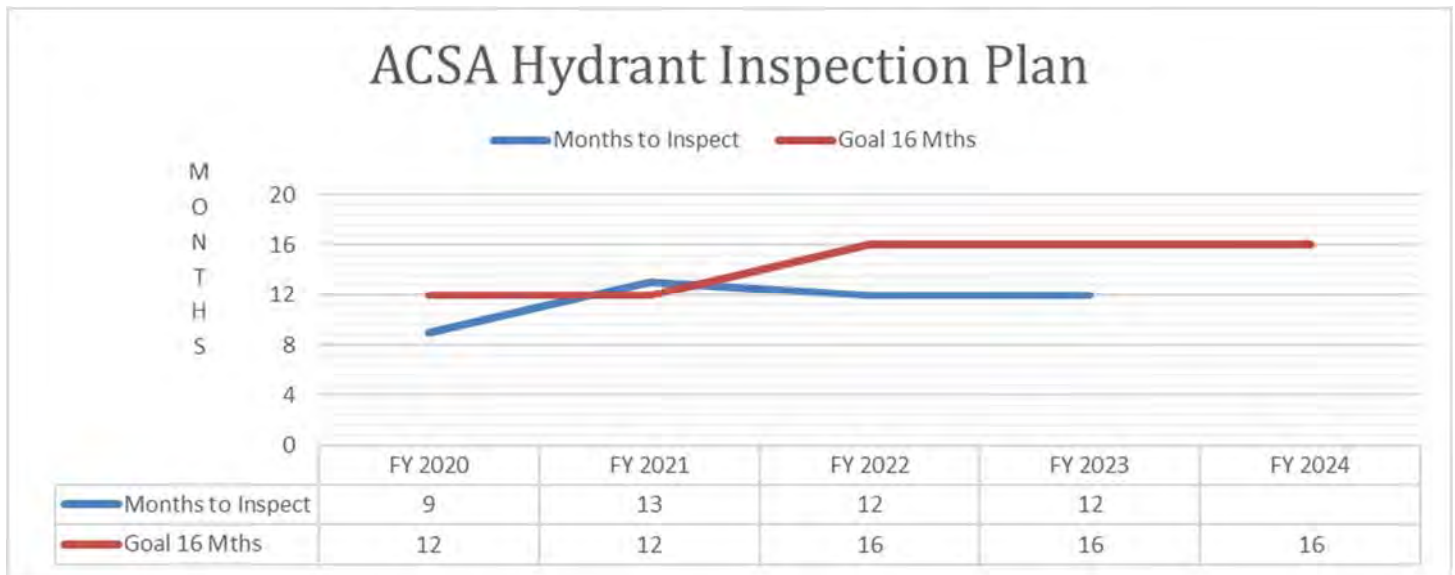
Key initiatives for FY 2024:

- Increased emphasis on training, specifically training related to emergency response, safety, and overall system knowledge for maintenance staff as well as operation of the CCTV equipment. The ACSA system continues to grow and with this training, ACSA staff will better understand critical areas and response protocols that are needed to minimize impacts during emergencies. Also planned is the development of a formal Business Continuity Plan for the ACSA to assure business resilience. [\(2023-2025 Strategic Plan\)](#)
- Replacing a trench compactor that has exceeded its useful life
- Refinement and continuation of use of the CityWorks work order and inventory system to leverage additional managerial oversight [\(2023-2025 Strategic Plan\)](#)
- Succession plan training for senior maintenance staff. [\(2023-2025 Strategic Plan\)](#)
- Enhanced focus on saddle replacements throughout the service area [\(2023-2025 Strategic Plan\)](#)
- Vulnerability (Risk) assessment project implementation [\(2023-2025 Strategic Plan\)](#)

Performance Metrics

The ACSA utilizes a variety of performance metrics to track and review progress related to strategic plan initiatives, system reliability, and performance. The metric below illustrates a key performance metric for the budget year and results from years preceding.

ACSA Hydrant Inspection Plan -- The ACSA has developed a process to better allow compliance with an AWWA standard that notes “all hydrants should be inspected regularly, at least once a year to ensure their satisfactory operation.” Efficiencies in the ACSA program has allowed the ACSA to exceed this goal for three of the last five years. The number of hydrants in the system continues to grow as our system expands with 114 hydrants added over the last fiscal year. The AWWA recommends valves larger than 12” be inspected once every twelve months and those less than 12” inspected once every 24 months:



Maintenance Department

Description	FY 2022 Expended	FY 2023 Actual Expenses To-Date(Feb)	FY 2023 Anticipated Expenses To-EOFY 2023	FY 2023 Budget	FY 2024 Base Budget	FY 2024 Total Proposed	FY 2024 as % of FY 2023
PERSONAL SERVICES							
Salaries & Wages	\$ 1,798,760	1,344,399	2,016,599	2,172,400	2,346,000	2,346,000	108.0%
Overtime Pay	34,500	42,879	64,319	60,000	60,000	60,000	100.0%
Standby Pay	28,150	901	1,352	25,000	25,000	25,000	100.0%
Social Security	140,905	104,444	156,666	172,700	186,000	186,000	107.7%
Retirement	34,065	105,832	158,748	183,700	176,300	176,300	96.0%
Health & Benefit Dollars	275,234	191,339	287,009	385,000	364,000	364,000	94.5%
Life Insurance	23,756	17,531	26,297	28,600	29,900	29,900	104.5%
Workers' Compensation	39,827	31,438	47,157	64,600	67,700	67,700	104.8%
Meals	74	248	372	1,200	1,200	1,200	100.0%
Subtotal:	2,375,271	1,839,011	2,758,519	3,093,200	3,256,100	3,256,100	105.3%
OPERATING SUPPLIES							
Shop Supplies	7,685	6,080	9,120	31,800	34,600	34,600	108.8%
Personal Protective Equipment	11,078	11,074	16,611	22,500	28,000	28,000	124.4%
Fuel, Oil & Grease	76,297	56,086	84,129	92,600	97,000	97,000	104.8%
Heating Fuel	3,089	4,022	6,033	9,300	9,500	9,500	102.2%
Small Tools & Equipment	52,580	31,592	47,388	114,700	98,600	98,600	86.0%
Subtotal:	150,729	108,854	163,281	270,900	267,700	267,700	98.8%
REPAIR & MAINTENANCE SUPPLIES							
Materials - Water	75,657	66,020	99,030	115,500	115,500	115,500	100.0%
Materials - Hydrants	32,009	21,967	32,951	58,500	49,500	49,500	84.6%
Materials - Sewer	14,126	10,554	15,831	22,000	22,000	22,000	100.0%
Building & Grounds Supplies	18,972	22,291	33,437	21,700	19,700	19,700	90.8%
Equipment Supplies	9,983	12,052	18,078	76,000	-	-	0.0%
Water Pump Station Supplies	16,968	9,798	14,697	32,800	33,100	33,100	100.9%
Sewer Pump Station Supplies	101,378	73,301	109,952	94,100	98,500	98,500	104.7%
Subtotal:	269,093	215,983	323,976	420,600	338,300	338,300	80.4%

Description	FY 2022 Expended	FY 2023 Actual Expenses To-Date(Feb)	FY 2023 Anticipated Expenses To-EOFY 2023	FY 2023 Budget	FY 2024 Base Budget	FY 2024 Total Proposed	FY 2024 as % of FY 2023
PROFESSIONAL & CONTRACTUAL SERVICES							
Labor - Outside Contract	61,673	47,676	71,514	153,200	137,700	137,700	89.9%
Uniform Rental	29,417	17,869	26,804	28,900	29,000	29,000	100.3%
Building & Grounds Services	108,358	84,748	127,122	163,100	163,600	163,600	100.3%
Service Center	-	-	-	-	13,100	13,100	-
Other Contractual Services	926	160	240	13,000	11,300	11,300	86.9%
Subtotal:	200,374	150,453	225,680	358,200	354,700	354,700	99.0%
REPAIRS AND MAINTENANCE							
Equipment Repair and Maintenance	33,066	16,812	25,218	74,100	163,800	163,800	221.1%
Building & Grounds Repair and Maintenance	2,955	11,848	17,772	20,200	8,700	8,700	43.1%
Vehicle Repair and Maintenance	23,639	28,906	43,359	82,400	83,900	83,900	101.8%
Subtotal:	59,660	57,566	86,349	176,700	256,400	256,400	145.1%
OTHER SERVICES AND CHARGES							
Rental of Equipment	-	2,878	4,317	10,000	8,000	8,000	80.0%
Education and Training	10,537	13,590	20,385	35,300	92,400	92,400	261.8%
Travel	9,707	6,455	9,683	15,200	22,100	22,100	145.4%
Electricity - Water Pump Station	38,573	27,058	40,587	47,900	57,400	57,400	119.8%
Electricity - Sewer Pump Station	32,847	26,978	40,467	34,900	44,300	44,300	126.9%
Electricity - Shop & Office	35,823	26,749	40,124	39,300	46,600	46,600	118.6%
Permits	150	230	345	6,800	5,900	5,900	86.8%
Subtotal:	127,637	103,938	155,908	189,400	276,700	276,700	146.1%
TOTAL MAINTENANCE	\$ 3,182,764	2,475,805	3,713,713	4,509,000	4,749,900	4,749,900	105.3%
NEW EQUIPMENT ACQUISITION							
New Equipment Acquisition	\$ 378	50,200	75,300	155,500	25,000	25,000	16.1%
Total	\$ 378	50,200	75,300	155,500	25,000	25,000	16.1%
PLANNED EQUIPMENT REPLACEMENT							
Planned Equipment Replacement	\$ -	-	-	110,000	50,000	50,000	45.5%
Total	\$ -	-	-	110,000	50,000	50,000	45.5%

The Authority does not anticipate the issuance of new debt as it will be using cash or reserves to fund capital projects for FY 2024 but will evaluate opportunities that may arise. The Authority refunded the Build America Bond (BAB) revenue bond on July 21, 2021, through the Virginia Resources Authority (VRA) and its 2021B Pooled Bond issuance. Below is a summary of the ACSA debt service requirements along with the effect to future budget years.

Debt Type	Balance July 1, 2021	Additions	Reductions	Balance June 30, 2022	Amounts Due Within One Year
Revenue bond	\$ 5,966,000	\$ -	\$ (5,966,000)	\$ -	\$ -
Refunding bond	\$ -	\$ 4,495,000	\$ (335,000)	\$ 4,160,000	\$ 375,000

A single revenue bond for \$10,357,000 was issued as a Build American Bond (BAB) on November 1, 2010. Proceeds from the sale were used to (1) provide new money funding for the North Fork Regional Pump Station project and to (2) pay the cost of issuance. On July 21, 2021, the Authority refunded this bond through an issuance by the Virginia Resources Authority (VRA). The refunding resulted in a net budgetary savings of \$1,242,262 or a net present value percent savings of 9.68%.

The revenue refunding bond debt service requirements to maturity are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total Annual Debt Service
2023	375,000	203,591	578,591
2024	395,000	183,859	578,859
2025	415,000	163,103	578,103
2026	435,000	141,322	576,322
2027	460,000	118,388	578,388
2028-2031	2,080,000	220,119	2,300,119
	\$ 4,160,000	\$ 1,030,382	\$ 5,190,382



Capital Equipment Budget FY 2024

Capital Equipment Purchases

The Authority purchases capital equipment on an ongoing basis as new or unique needs arise or during planned replacement periods. For budgeting purposes, differentiation between equipment that is being replaced and equipment that is being purchased for the first time. Please see summaries of equipment purchased below:

Equipment – Newly acquired - \$56,500

Administration – Office furniture for proposed new position. (Budget Impact: \$3,000).

Information Technology – Information Technology has identified the need for additional IT equipment to be used by multiple departments throughout the Authority. This equipment includes additional iPad (3), GPS Unit (1), cell phone (1), computers (5), and office furniture (2) (Budget Impact: \$28,500).

Maintenance – Maintenance has identified the need for one (1) Air-Vac Excavator. (Budget Impact: \$25,000).

Equipment- Replacement - \$270,800

Engineering – Scheduled replacement of one (1) internal combustion fleet vehicle with an electrical fleet vehicle and office furniture. (Budget Impact: \$60,000 and \$4,000, respectively).

Information Technology – Replacement of two (2) servers, fifteen (15) computers, fifteen (15) iPads, SCADA PLCs, firewall replacement, 48 Port Server Rack Switches, and Board Room furniture in FY 2024 in accordance with the ACSA's regularly scheduled change-out policy. (Budget impact: \$16,400; \$34,500; \$31,500, \$14,000, \$15,000, \$10,400, and \$35,000, respectively).

Maintenance – Scheduled replacement of one (1) Rammax compactor (Budget impact: \$50,000).

Capital Equipment Purchases

Description	FY 2024 Proposed <u>Budget</u>
<i>NEW EQUIPMENT ACQUISITION</i>	
Administration	\$ 3,000
Information Technology	28,500
Maintenance	25,000
Total:	\$ <u>56,500</u>
<i>PLANNED EQUIPMENT REPLACEMENT</i>	
Engineering	\$ 64,000
Information Technology	156,800
Maintenance	50,000
Total:	\$ <u>270,800</u>

Capital Improvement Program — FY 2024 Capital Budget

The following is a summary of the estimated project costs to be undertaken in FY 2024:

Water Projects:	\$ 7,227,000
Wastewater Projects:	\$ 4,325,000
Total:	\$ 11,552,000

Overall, approximately 38% of the funds to be expended this fiscal year are anticipated to go towards the Avon Operations Center. On the water side, approximately 53% of these funds will be used to replace aging and undersized pipelines. On the wastewater side, over 20% of the funds will address upgrades or rehabilitation of the existing collection system to reduce infiltration and inflow (I/I). Of the total \$11,552,000 budgeted, existing projects account for \$10,182,000, while new projects are estimated at \$1,370,000.

The new projects identified in the upcoming FY 2024 CIP include the replacement of the fire suppression system at the Spotnap location, implementation of a records management system, an annual water repair and replacement contract similar to the current sewer find and fix program, and a renewed effort to maintain and update our water and wastewater pump stations. The Maintenance Department will continue to construct some of the CIP Projects. A summary of the proposed CIP projects with their anticipated funding in FY 2024 follows:

- Risk Assessment Improvements:** As part of the on-going preparedness program for the ACSA to remain resilient, a Vulnerability Assessment was completed in conjunction with our community partners. All critical assets were analyzed for risks caused by both natural and human-made hazards, using the AWWA Standard J100: *Risk and Resilience Management of Water and Wastewater Systems*. The result was a report establishing mitigation measures to lower risks and increase resiliency. Some mitigation measures such as industrial strength locks, perimeter security lighting and cameras, and access control signage have been completed. Construction of Priority 1 improvements is nearing completion and Priority 2 will follow with funds already budgeted. Additional funds are anticipated in FY 2026 to cover design and construction of Priorities 3 and 4.

 - **Previous Budgets - \$641,950**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$871,950**
- Data Management and Dashboarding:** This project satisfies one of the recommendations from the IT Security Assessment conducted in June 2021 and is also a focus area of the upcoming 2023-2025 Strategic Plan. The first phase includes consulting services to assist staff with data gathering and classification along with a detailed needs analysis of what data staff members need to have access to for their various job responsibilities. Following this data collection phase, our consultant will design and build appropriate dashboards. These dashboards will display relevant data in a graphical format for staff members while restricting their permissions to the raw data. Additionally, dashboards will provide a way for staff to utilize business intelligence and analytics for further data manipulation. The amount budgeted combined with funds previously appropriated will cover the data gathering and needs analysis phase, as well as the dashboard development. These funds are divided equally between water and wastewater projects.

 - **Previous Budgets - \$20,000**
 - **FY 2024 Budget - \$20,000**
 - **Total Project Budget - \$60,000**

3. **Customer Information System (CIS) Replacement:** This project consists of consulting services to assist with a review of the Customer Experience, current business processes and technology as well as development of a roadmap moving forward. These services will also include Request for Proposals (RFP) development, review of proposals, and contract negotiations. The consultant will assist in the procurement process and subsequently during development to ensure a stable transition for our customers and ACSA staff. The work will also include integration with other systems, specifically the Advanced Metering Infrastructure, Enterprise Resource Planning System, website design and phone replacement. The amount budgeted is for funding to complete the assessments, develop/analyze the RFPs, and contract negotiations. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2025 for full development.
 - **Previous Budgets - \$50,000**
 - **FY 2024 Budget - \$150,000**
 - **Total Project Budget - \$400,000**

4. **ESRI Utility Network Implementation:** This project consists of consulting services to develop a plan and fully implement the Utility Network in the ACSA's ArcGIS Enterprise environment. The consultant will assess the state of the ACSA's GIS and recommend changes needed for successful implementation of the Utility Network and assist with this conversion. Once these changes are complete, the consultant will migrate the existing GIS database to the Utility Network, train staff on use of the technology, and provide post go-live support. The amount budgeted combined with funds previously appropriated will cover the feasibility study and implementation anticipated in FY 2024. These funds are divided equally between water and wastewater projects.
 - **Previous Budgets - \$50,000**
 - **FY 2024 Budget - \$150,000**
 - **Total Project Budget - \$225,000**

5. **Energy Audit:** A comprehensive energy audit of the existing Operations Center and all pump stations was recently completed that evaluated current energy consumption and analyzed utility rate structures to identify potential cost savings. Surveys were conducted on all systems, including operation and maintenance procedures to determine where energy conservation could be improved. The amount budgeted will allow installation of Vehicle Charging Stations at the Operations Center, assuming electric vehicles are added to the ACSA fleet. These funds are divided equally between water and wastewater projects.
 - **Previous Budget - \$340,000**
 - **FY 2024 Budget - \$50,000**
 - **Total Project Budget - \$390,000**

6. **Avon Operations Center:** The Avon Street property has long been held as a future location to build additional facilities as the ACSA continues to grow. The current Maintenance Yard at our Spotnap Road location is becoming overcrowded, and our leased space at the Crozet Water Treatment Facility will be reduced with the upcoming Granular Activated Carbon (GAC) Expansion. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage satellite facility, including a training area for our equipment operators. The amount budgeted is to cover clearing and grading, stormwater and utilities, and site work of this site in FY 2024. These funds are divided equally between water and wastewater projects. Additional funding will be required in FY 2025 to finish construction.
 - **Previous Budgets - \$4,390,000**
 - **FY 2024 Budget - \$4,400,000**
 - **Total Project Budget - \$11,990,000**

7. **ACSA Facilities – Fire Suppression System Replacement (New)**: This project replaces the existing fire suppression system in both the Administration and Maintenance buildings here at our Operations Center. During a recent inspection, it was noted that the piping is beyond its useful life and a complete replacement was recommended. The ACSA anticipates utilizing a Design/Build Contract to perform this work. The amount budgeted is for full replacement of the system anticipated in FY 2024. These funds are divided equally between water and wastewater projects.
 - **FY 2024 Budget - \$750,000**
 - **Total Project Budget - \$750,000**

8. **Records Management Project (New)**: The goal of this project is to improve record compliance and retention while digitizing paper files currently in storage. This project will consist of the classification of each paper document, so it is stored and maintained properly and securely. Another large portion of this project will include the scanning of paper documents into a new software solution that creates a searchable digital file. Files will be organized across the ACSA so that the right people have access to the appropriate content whether they are in the office or working remotely. The amount budgeted will cover the purchase of scanners and software solution as well as the effort associated with document scanning. These funds are divided equally between water and wastewater projects.
 - **FY 2024 Budget - \$300,000**
 - **Total Project Budget - \$325,000**

9. **Advanced Metering Infrastructure (AMI) Implementation**: This project addresses a goal in our Strategic Plan to convert our existing metering system to an AMI System. Ten collectors (antennas) and associated hardware have been installed along with more than 2,200 functioning AMI meters. Full deployment of the remaining 20,000 meters is anticipated to begin in April 2023. The amount budgeted combined with funds previously appropriated will cover the remaining efforts to achieve full deployment. These funds are divided equally between water and wastewater projects.
 - **Previous Budgets - \$7,700,000**
 - **FY 2024 Budget - \$800,000**
 - **Total Project Budget - \$8,500,000**

10. **Scottsville Phase 4 Water Main Replacement**: This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast-iron water mains throughout our water systems. The water mains along James River Road, Warren Street, and several streets in Downtown Scottsville will be upgraded. Design efforts are nearing completion and easement acquisition efforts will likely take the majority of FY 2024. Construction is not anticipated to occur until FY 2025 and beyond with additional funds required.
 - **Previous Budgets - \$504,900**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$6,804,900**

11. **Ragged Mountain Phase 1 Water Main Replacement**: This project will replace the oldest active water main remaining in our system. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section. Design of this project is nearly complete, and construction is anticipated immediately following completion of VDOT's Morey Creek Bridge Replacement Project. The amount budgeted will allow construction to begin later in FY 2024 and will carry over into FY 2025 with additional funds required.
 - **Previous Budgets - \$534,400**
 - **FY 2024 Budget - \$342,000**
 - **Total Project Budget - \$1,218,400**

- 12. Crozet Phase 4 Water Main Replacement:** This project continues our systematic program to replace undersized and aging asbestos-cement and PVC water mains in the Crozet Water System. This is the fourth of five phases in Crozet that have been defined to carry out these water distribution system improvements. The design is complete and easement acquisition is nearly complete with funds previously appropriated. The amount budgeted will allow construction to begin in FY 2024 and will carry over into FY 2025 with additional funds required.
- **Previous Budgets - \$1,947,350**
 - **FY 2024 Budget - \$2,175,000**
 - **Total Project Budget - \$6,534,400**
- 13. Northfields Water Main Replacement:** This project continues our systematic program to replace undersized and deteriorating asbestos-cement water mains. These existing water mains were installed in the 1960's as a private well system and have reached the end of their useful life. The project is currently under design with funds previously budgeted. It is anticipated that construction will occur in the FY 2026 – FY 2027 timeframe. Additional funding will be required based on ultimate construction schedule.
- **Previous Budgets - \$530,000**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$8,530,000**
- 14. Huntington Village Water Connection:** The existing water main that serves as the only feed into Huntington Village off Old Ivy Road is vulnerable due to an existing rock retaining wall that was constructed overtop of the water main. This project provides a second water connection into Huntington Village which is comprised of approximately 135 residential customers. Design is complete, and construction is expected to be completed in FY 2024 with funds previously budgeted.
- **Previous Budgets - \$60,700**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$60,700**
- 15. Exclusion Meters Replacement:** In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted for irrigation purposes. Private meters were installed behind their ACSA domestic meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. In 2006 the ACSA Rules and Regulations were modified to disallow private exclusion meters and required all future irrigation meters be tapped separately off our water mains, to be owned and controlled by the ACSA. ACSA crews have worked the last four years to install dedicated, ACSA-owned irrigation meters to replace these exclusion meters in our system. ACSA staff is currently evaluating alternative options that would address the remaining private exclusion meters.
- **Previous Budgets - \$527,500**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$527,500**
- 16. Pipe Saddles Replacement:** The ACSA Maintenance Department has discovered in recent years that pipe saddles used to make water service line connections to PVC water mains have started to fail. These failures have occurred due to either the galvanized steel straps or the cast iron saddle bodies deteriorating. This project is a multi-year replacement program to be undertaken with our in-house CIP Crew. Work will be performed with funds previously budgeted. Additional funding is anticipated in future years to complete this project.
- **Previous Budgets - \$100,000**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$150,000**

- 17. Briarwood Water Main Replacement:** This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is currently underway with funds previously appropriated. Construction is expected to take place in FY 2027 with additional funding budgeted.
- **Previous Budgets - \$220,000**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$2,220,000**
- 18. Barracks West Water Main Replacement:** This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project will also provide for an opportunity to improve fire protection to these multi-family apartments. The design phase is currently underway with funds previously appropriated. Construction of this project is anticipated to begin in late FY 2024 and carryover into FY 2025 with additional funding required.
- **Previous Budgets - \$452,500**
 - **FY 2024 Budget - \$450,000**
 - **Total Project Budget - \$3,402,000**
- 19. Townwood Water Main Replacement:** This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is currently underway and will carry over into FY 2024 with funds previously appropriated. The amount budgeted will supplement funds previously appropriated to cover design phase efforts. Construction is expected to take place in FY 2028 with additional funds required.
- **Previous Budgets - \$170,000**
 - **FY 2024 Budget - \$30,000**
 - **Total Project Budget - \$1,300,000**
- 20. Broadway Street Water Main Replacement:** This project will replace the cast iron water main that was installed in the early 1970's and has been found to be in deteriorating condition based on recent excavations. With the redevelopment of the Woolen Mills Factory and Albemarle County's increased attention on economic revitalization of this corridor, replacement of this water main is crucial in transforming this area. Construction is expected to take place in FY 2024. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
- **Previous Budgets - \$792,800**
 - **FY 2024 Budget - \$625,000**
 - **Total Project Budget - \$1,417,800**
- 21. Raintree and Fieldbrook PVC Water Main Replacement:** This project continues our systematic program to replace the PVC water mains that have been in service since the 1980's. The design phase is currently underway and will carry over into FY 2024 with funds previously appropriated. Construction is expected to take place in the FY 2027 - FY 2028 timeframe with additional funds required.
- **Previous Budgets - \$432,300**
 - **FY 2024 Budget - \$0**
 - **Total Budgets - \$6,432,300**
- 22. Annual Water Repair and Replacement (New):** ACSA staff have identified the need to establish a construction contract to complete small water main replacement projects in a more efficient and timely manner on an as-needed basis. This work will utilize a publicly bid contract that is renewable on an annual basis up to two times after the initial yearlong contract. Bidding for this contract is anticipated this spring.
- **FY 2024 Budget - \$200,000 (Annually)**

- 23. Pump Stations – Rehabilitation (New):** ACSA staff have identified numerous rehabilitation projects directly related to our pump station facilities, including pump and motor upgrades, replacement of generators and transfer switches, control panels, grinders, and associated climate control. The amount budgeted will cover climate control upgrades to three water pump stations and five sewer pump stations anticipated in FY 2024. Additional funding in future years is expected to meet other rehabilitation needs mentioned above. These funds are proportionally split between water and wastewater projects.
- **FY 2024 Budget - \$120,000 (Ongoing, Needs Dependent)**
- 24. Airport Trunk Sewer Upgrade:** With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 needs upgrading to handle full build-out. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. Design is ongoing and easement acquisition is underway with funds previously budgeted. It is anticipated that construction will begin in FY 2026, with additional funding required.
- **Previous Budgets - \$483,800**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$6,183,800**
- 25. Northfields Phase 5 Sewer:** During the design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to existing neighborhood properties currently served by private septic fields. The project is currently under design with funds previously budgeted. It is anticipated that construction could occur in the FY 2026 – FY 2027 timeframe with additional funding required.
- **Previous Budgets - \$70,000**
 - **FY 2024 Budget - \$0**
 - **Total Project Budget - \$650,000**
- 26. Madison Office Park Pump Station Upgrade:** This wastewater pump station was constructed in the early 1980's by private development and the original equipment is wearing down. In addition, the building is undersized, creating difficulty in performing routine maintenance, and making it impossible to install the control panels necessary to include this pump station in our SCADA System. A contract has been executed and construction activities to replace the pump station are expected to occur in the first half of FY 2024. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
- **Previous Budgets - \$1,550,000**
 - **FY 2024 Budget - \$390,000**
 - **Total Project Budget - \$1,940,000**
- 27. Miscellaneous Sewer Rehabilitation:** This project continues our “find and fix” program of sanitary sewer rehabilitation to reduce I&I in our system during the fiscal year. These efforts will utilize publicly bid miscellaneous sewer rehabilitation contracts that are renewable on an annual basis up to two times after the initial yearlong contract. It will be used to make repairs and rehabilitate problems in our system found with systematic CCTV inspection by ACSA crews and the subcontractor.
- **FY 2024 Budget - \$500,000 (Annually)**

28. Bellair – Liberty Hills Sewer: Over the past several years, there has been an uptick in residents of the Bellair Subdivision seeking to connect to public sanitary sewer service since most residents are currently served by private septic fields. Based on results from a community survey, a majority of the property owners are interested in connecting to public sewer if it was made available. Design is underway with funds previously appropriated. It is anticipated that construction will take place in FY 2025 and FY 2026, with additional funding required in those years.

- **Previous Budgets - \$393,715**
- **FY 2024 Budget - \$0**
- **Total Project Budget - \$6,393,715**

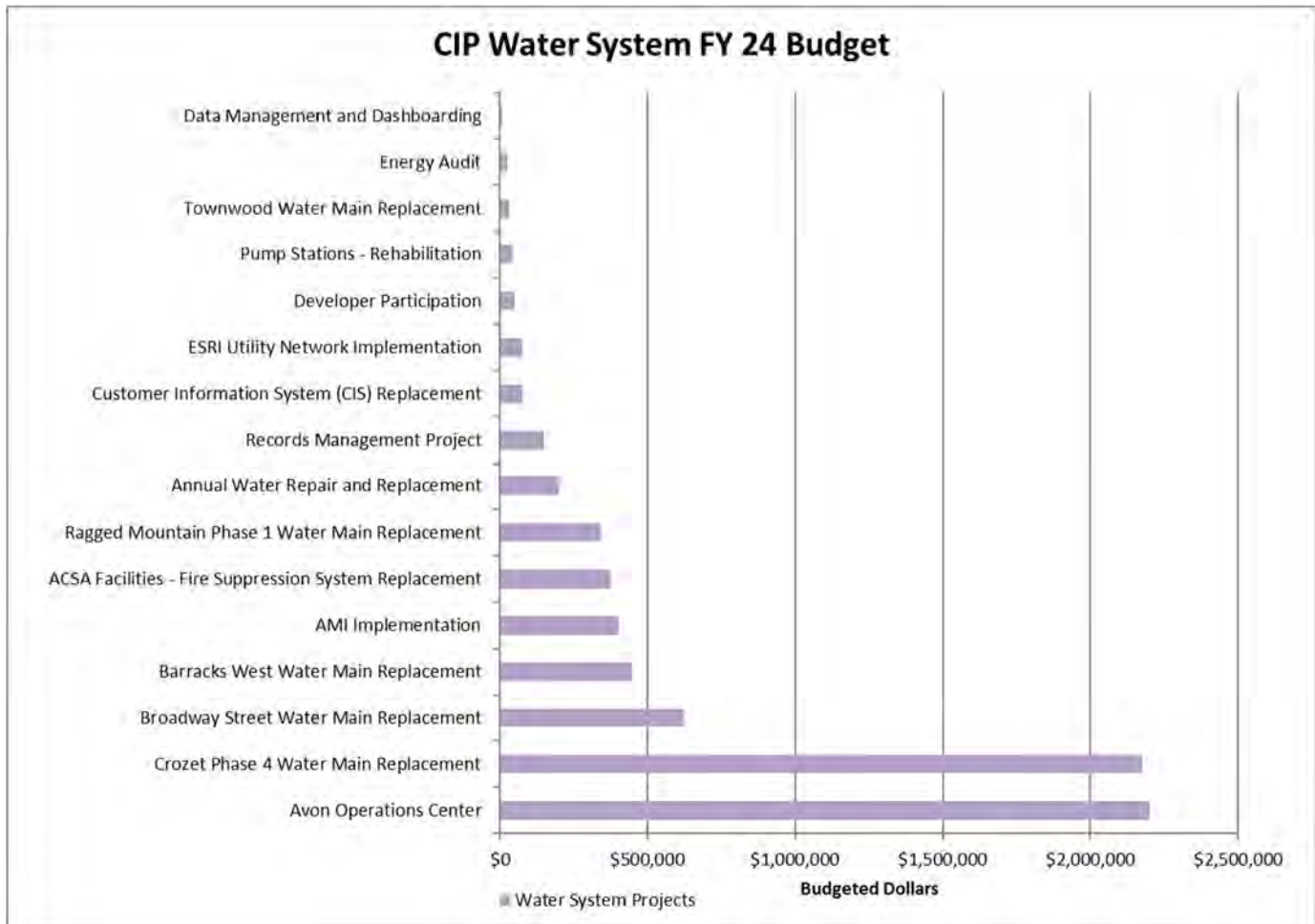
29. Developer Participation: Each year funds are set aside to participate in oversizing utilities constructed to serve new development. The Rate Model includes \$100,000 divided equally between water and wastewater projects as a contingency to ensure new pipes are sized to meet the ACSA's long-range needs. **FY 2024 Budget - \$100,000 (Annually)**

Albemarle County Service Authority Water & Sewer Rate Model
CAPITAL IMPROVEMENT PROJECTS

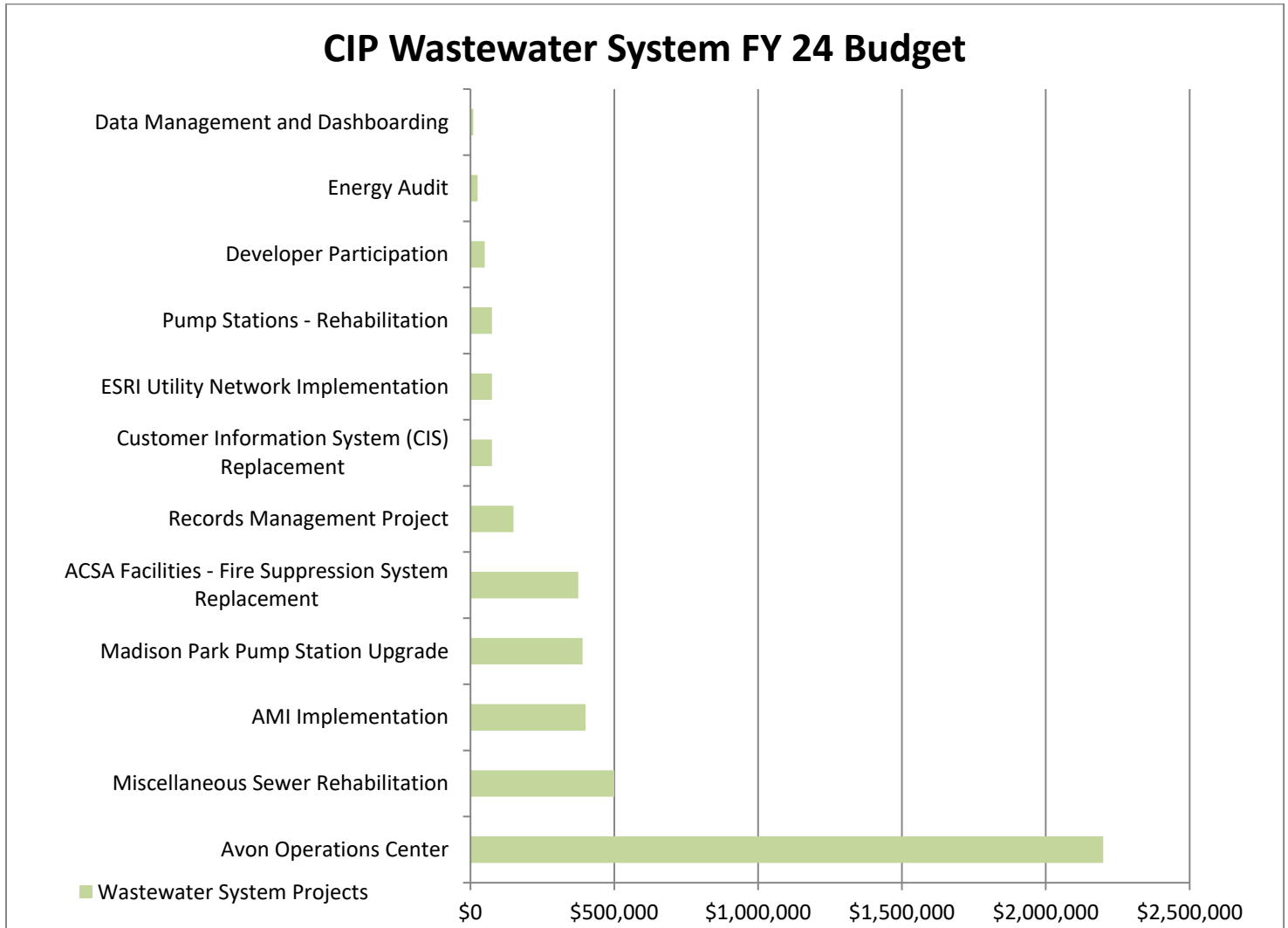
Water System	Percent Growth	2023 Adopted	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	10-Year Forecast
Risk Assessment Improvements	0%	\$ -	\$ -		\$ 230,000								\$ 230,000
Data Management and Dashboarding	100%	\$ 10,000	\$ 10,000	\$ 10,000									\$ 20,000
Customer Information System (CIS) Replacement	80%	\$ 25,000	\$ 75,000	\$ 100,000									\$ 175,000
ESRI Utility Network Implementation	100%	\$ 25,000	\$ 75,000	\$ 12,500									\$ 87,500
Cityworks Operational Insights Implementation	100%	\$ 22,500											\$ -
Energy Audit	0%	\$ 20,000	\$ 25,000										\$ 25,000
Avon Operations Center	100%	\$ 1,875,000	\$ 2,200,000	\$ 1,600,000									\$ 3,800,000
ACSA Facilities - Security System Upgrade	100%	\$ 85,000											\$ -
ACSA Facilities - Fire Suppression System Replacement	0%		\$ 375,000										\$ 375,000
Records Management Project	80%		\$ 150,000	\$ 12,500									\$ 162,500
AMI Implementation	80%	\$ -	\$ 400,000										\$ 400,000
Scottsville Phase 4 Water Main Replacement	50%	\$ 100,000	\$ -	\$ 3,725,000	\$ 2,575,000								\$ 6,300,000
Story Point Water Main Replacement	0%	\$ -							\$ 325,000				\$ 325,000
Ragged Mountain Phase 1 Water Main Replacement	0%	\$ 417,000	\$ 342,000	\$ 342,000									\$ 684,000
Crozet Phase 4 Water Main Replacement	20%	\$ 1,412,050	\$ 2,175,000	\$ 2,412,050									\$ 4,587,050
Crozet Phase 5 Water Main Replacement	0%					\$ 415,000	\$ 415,000		\$ 3,000,000	\$ 3,000,000			\$ 6,830,000
Rt 785 Water Main Replacement	0%					\$ 60,000	\$ 350,000						\$ 410,000
Carrsbrook Water Main Replacement	0%				\$ 515,000	\$ 515,000		\$ 4,500,000	\$ 2,500,000				\$ 8,030,000
Northfields Water Main Replacement	0%	\$ -	\$ -		\$ 4,000,000	\$ 4,000,000							\$ 8,000,000
Wakefield Water Main Replacement	0%				\$ 160,000		\$ 1,000,000						\$ 1,160,000
Huntington Village Water Connection	0%	\$ -	\$ -										\$ -
Old Forge Water Main Replacement	0%								\$ 300,000		\$ 1,850,000		\$ 2,150,000
Airport Acres Water System	100%									\$ 350,000		\$ 1,100,000	\$ 1,450,000
Parkview Drive Water Connection	50%	\$ -											\$ -
Lewis Hill - West Leigh Water Connection	0%												\$ -
Exclusion Meters Replacement	0%	\$ -	\$ -										\$ -
Pipe Saddles Replacement	0%	\$ -	\$ -				\$ 50,000						\$ 50,000
Glenorchy - Viewmont Court Water Extension	100%											\$ 200,000	\$ 200,000
Ashcroft Water Main Replacement	0%									\$ 700,000		\$ 1,945,000	\$ 2,645,000
Briarwood Water Main Replacement	0%	\$ -	\$ -			\$ 2,000,000							\$ 2,000,000
Barracks West Water Main Replacement	0%	\$ -	\$ 450,000	\$ 2,500,000									\$ 2,950,000
Riverton Water Main Replacement	0%								\$ 260,000		\$ 1,650,000		\$ 1,910,000
Townwood Water Main Replacement	0%	\$ 170,000	\$ 30,000				\$ 1,100,000						\$ 1,300,000
North Pines Water Main Replacement	0%									\$ 550,000		\$ 1,775,000	\$ 2,325,000
Lewis Hill Water Main Replacement	0%									\$ 460,000		\$ 1,500,000	\$ 1,960,000
Ivy Oaks Water Main Replacement	0%								\$ 450,000		\$ 1,375,000	\$ 1,375,000	\$ 3,200,000
Broadway Street Water Main Replacement	50%	\$ 650,000	\$ 625,000										\$ 625,000
Holymead Phase 2 Water Main Replacement	0%									\$ 280,000		\$ 1,750,000	\$ 2,030,000
Canterbury Hills Phase 2 Water Main Replacement	0%								\$ 590,000			\$ 1,900,000	\$ 2,490,000
Mosby Mountain Pressure Zone - Additional Storage	50%				\$ 105,000		\$ 1,400,000						\$ 1,505,000
Branchlands PVC Water Main Replacement	0%						\$ 260,000	\$ 260,000		\$ 1,640,000	\$ 1,640,000		\$ 3,800,000
Raintree and Fieldbrook PVC Water Main Replacement	0%	\$ -	\$ -			\$ 2,000,000	\$ 4,000,000						\$ 6,000,000
Annual Water Repair and Replacement	0%		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,000,000
Pump Stations - Rehabilitation	0%		\$ 45,000			\$ 50,000	\$ 35,000						\$ 130,000
Developer Participation	100%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
													\$ -
Total Water Capital Projects		\$ 4,861,550	\$ 7,227,000	\$ 10,964,050	\$ 7,835,000	\$ 9,290,000	\$ 8,860,000	\$ 5,010,000	\$ 7,675,000	\$ 7,230,000	\$ 6,765,000	\$ 11,795,000	\$ 82,651,050

	Percent	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10-Year
Wastewater System	Growth	Adopted	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Data Management and Dashboarding	100%	\$ 10,000	\$ 10,000	\$ 10,000									\$ 20,000
Customer Information System (CIS) Replacement	80%	\$ 25,000	\$ 75,000	\$ 100,000									\$ 175,000
ESRI Utility Network Implementation	100%	\$ 25,000	\$ 75,000	\$ 12,500									\$ 87,500
Cityworks Operational Insights Implementation	100%	\$ 22,500											\$ -
Energy Audit	0%	\$ 20,000	\$ 25,000										\$ 25,000
Avon Operations Center	100%	\$ 1,875,000	\$ 2,200,000	\$ 1,600,000									\$ 3,800,000
ACSA Facilities - Security System Upgrade	100%	\$ 73,000											\$ -
ACSA Facilities - Fire Suppression System Replacement	0%		\$ 375,000										\$ 375,000
Records Management Project	80%	\$ -	\$ 150,000	\$ 12,500									\$ 162,500
AMI Implementation	80%	\$ -	\$ 400,000										\$ 400,000
Airport Trunk Sewer Upgrade	100%	\$ 115,000	\$ -		\$ 2,000,000	\$ 3,700,000							\$ 5,700,000
Northfields Sewer	100%	\$ 70,000	\$ -		\$ 290,000	\$ 290,000			\$ 918,000	\$ 918,000			\$ 2,416,000
Buckingham Circle Sewer	100%							\$ 600,000	\$ 600,000				\$ 1,200,000
Madison Park Pump Station Upgrade	50%	\$ 425,000	\$ 390,000										\$ 390,000
Carrsbrook Collection System	100%				\$ 900,000	\$ 900,000		\$ 4,500,000	\$ 3,200,000				\$ 9,500,000
Hessian Hills Sewer Phase III	100%						\$ 125,000						\$ 125,000
Miscellaneous Sewer Rehabilitation	0%	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 5,000,000
Ednam Forest Sewer	100%						\$ 500,000			\$ 5,350,000	\$ 5,350,000		\$ 11,200,000
Brookwood Road Sewer Extension	100%							\$ 21,000					\$ 21,000
Buck Road Sewer Extension	100%							\$ 40,000					\$ 40,000
Park Road Sewer Extension	100%							\$ 80,500					\$ 80,500
Airport Acres Sewer	100%								\$ 510,000			\$ 2,890,000	\$ 3,400,000
Airport Acres Offsite Sewer	100%							\$ 200,000			\$ 1,200,000		\$ 1,400,000
Bellair - Liberty Hills Sewer	100%	\$ -	\$ -	\$ 2,500,000	\$ 3,500,000								\$ 6,000,000
Biscuit Run Sewer Replacement	0%	\$ 206,000											\$ -
Pump Stations - Rehabilitation	0%		\$ 75,000			\$ 50,000	\$ 887,000			\$ 210,000	\$ 92,000		\$ 1,314,000
Developer Participation	100%	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
Total Sewer Capital Projects		\$ 3,316,500	\$ 4,325,000	\$ 4,785,000	\$ 7,240,000	\$ 5,490,000	\$ 2,062,000	\$ 5,991,500	\$ 5,778,000	\$ 7,028,000	\$ 7,192,000	\$ 3,440,000	\$ 53,331,500
TOTAL CAPITAL IMPROVEMENT PROJECTS		\$ 8,178,050	\$ 11,552,000	\$ 15,749,050	\$ 15,075,000	\$ 14,780,000	\$ 10,922,000	\$ 11,001,500	\$ 13,453,000	\$ 14,258,000	\$ 13,957,000	\$ 15,235,000	\$ 135,982,550

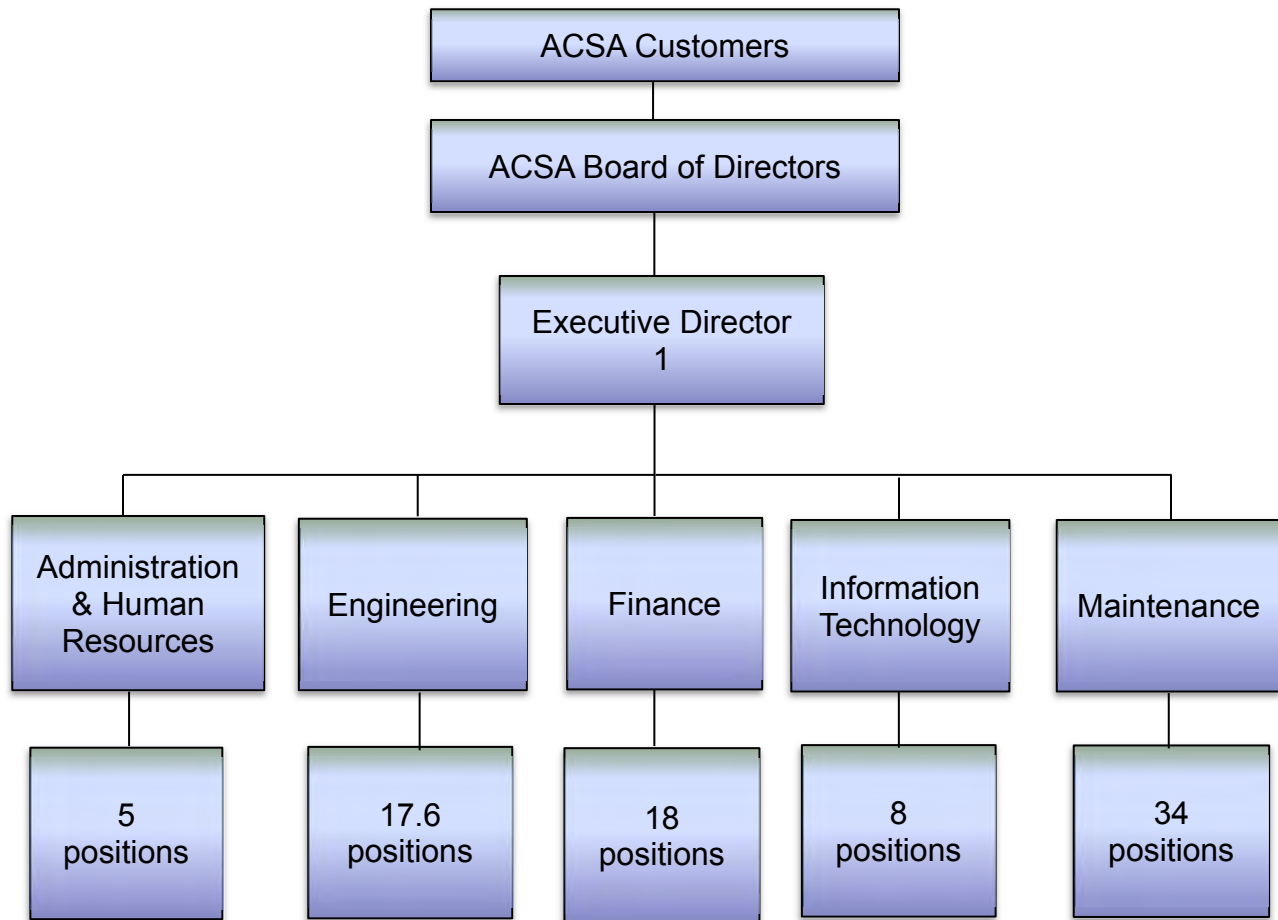
The following is an illustration of estimated water system project costs to be undertaken in FY 2024:



The following is an illustration of estimated wastewater system project costs to be undertaken in FY 2024:



ACSA Organizational & Personnel Chart Proposed FY 2024



Note: Three new positions proposed in Fiscal Year 2024 and can be noted on the following page by the “*”. Three positions reclassified and can be noted on the following page by “**”. Please see detail descriptions within the Administration, Engineering, Finance, and Information Technology summaries.

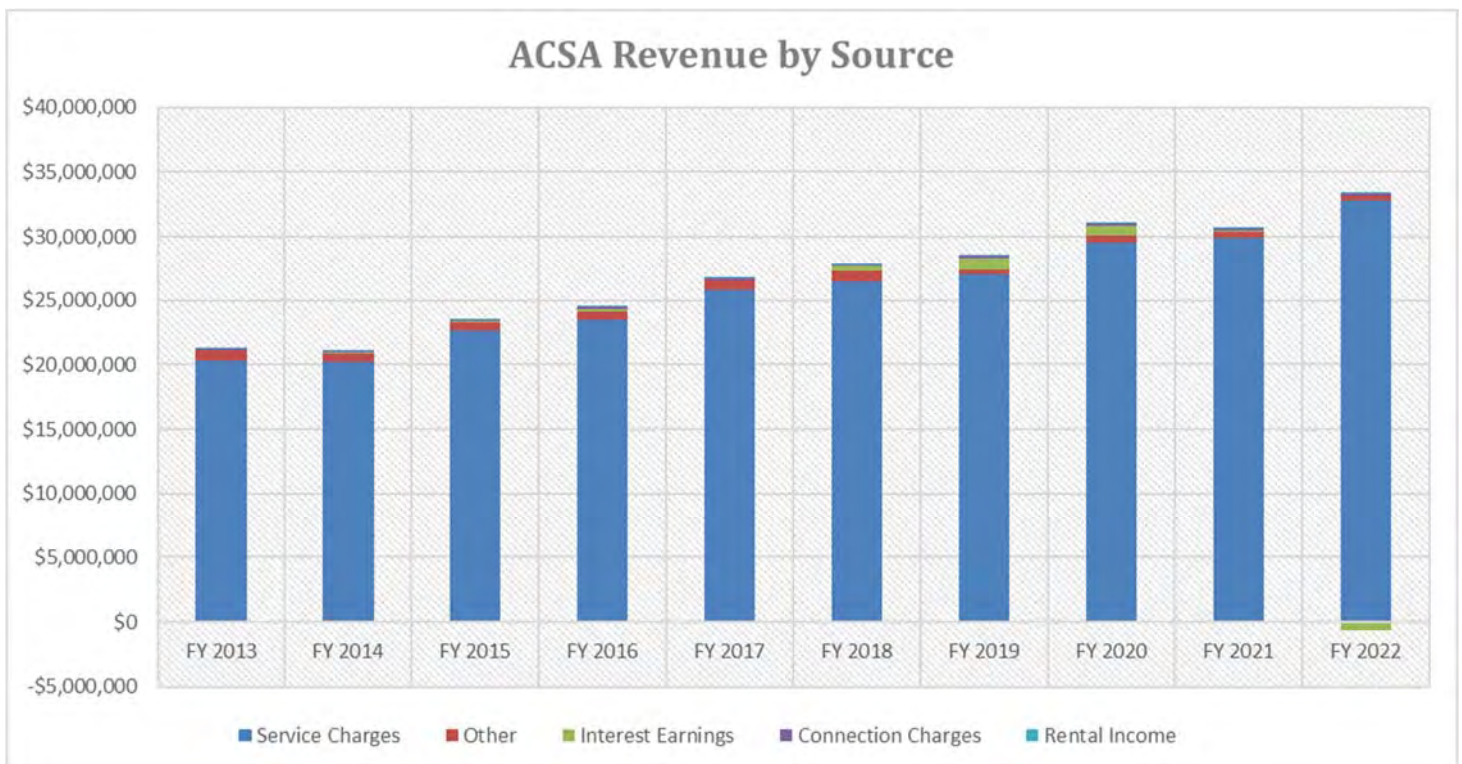
ACSA Departmental Staffing – FY 2024

		FY 2022 Positions	FY 2023 Positions	FY 2024 Proposed Positions
ADMINISTRATION	Executive Director	1	1	1
	Director of Human Resources & Admin.	1	1	1
	Administrative Office Assoc.	1	1	1
	Executive Assistant	1	1	1
	Human Resources Tech.	1	1	1
	Communications Manager (Proposed)	-	-	1*
INFO. TECH.	Director of Information Technology	1	1	1
	Systems Engineer	1	1	1
	Systems Analyst	1	1	1
	GIS & CMMS Coordinator	1	1	1
	GIS Technician	1	1	1
	SCADA Technician	1	1	1
	Project Manager	-	1	-**
	Data Analyst	-	-	1**
	IT Technician (Proposed)	-	-	1*
FINANCE	Director of Finance	1	1	1
	Accounting Supervisor	1	1	1
	Meter Operations Supervisor	1	1	1
	Customer Service Supervisor	1	1	1
	Sr. Customer Service Rep.	1	1	1
	Sr. Meter Technician	1	1	1
	Procurement and Fin. Specialist	1	1	1
	Payroll and Rev. Specialist	1	1	1
	Accounting Clerk	1	1	1
	Customer Service Rep. I/II (Proposed)	4	4	5*
	Meter Technician I/II	4	4	4
ENGINEERING	Director of Engineering	1	1	1
	Civil/Sr. Civil Engineer	3	3	4**
	Modeling Engineer	1	1	-**
	Env. Compliance Specialist	1	1	1
	Reg. Compliance Specialist	1	1	1
	Construction Inspector	5	5	5
	Sr. Utility Location Tech/Utility Loc. Tech.	3	3	3
	Engineering Tech.	1	1	2**
	Hydraulic Modeling Tech.	1	1	-**
	P.T. Engineering Intern	0.6	0.6	0.6
MAINTENANCE	Director of Operations	1	1	1
	Operations Supervisor	2	2	2
	Facilities Supervisor	1	1	1
	Facilities Maintenance Tech.	1	1	1
	Electrician/Pump Technician	1	1	1
	Electrical Pump Apprentice	1	1	1
	CCTV Technician	2	2	2
	Crew Leader I/II	5	5	5
	Utility Worker I/II/III	19	19	19
	Executive Assistant	1	1	1
TOTAL		79.6	80.6	83.6

Revenue by Source

Fiscal Year	Service Charges	Connection Charges	Rental Income	Interest/Invest. Earnings (Loss)	Other	Total
2013	20,312,821	102,275	43,656	19,745	836,157	21,314,654
2014	20,254,140	92,788	33,810	110,135	621,330	21,112,203
2015	22,641,543	96,992	33,437	102,469	680,717	23,555,158
2016	23,460,681	117,728	27,645	215,035	675,878	24,496,967
2017	25,786,007	138,553	17,213	59,576	738,948	26,740,297
2018	26,453,332	140,451	16,603	348,572	843,004	27,801,962
2019	27,053,948	135,007	16,603	946,599	364,584	28,516,741
2020	29,502,041	147,876	16,603	733,385	639,080	31,038,985
2021	29,883,684	141,043	15,539	82,900	532,947	30,656,113
2022	32,825,048	131,415	18,357	(631,795)	363,569	32,706,594

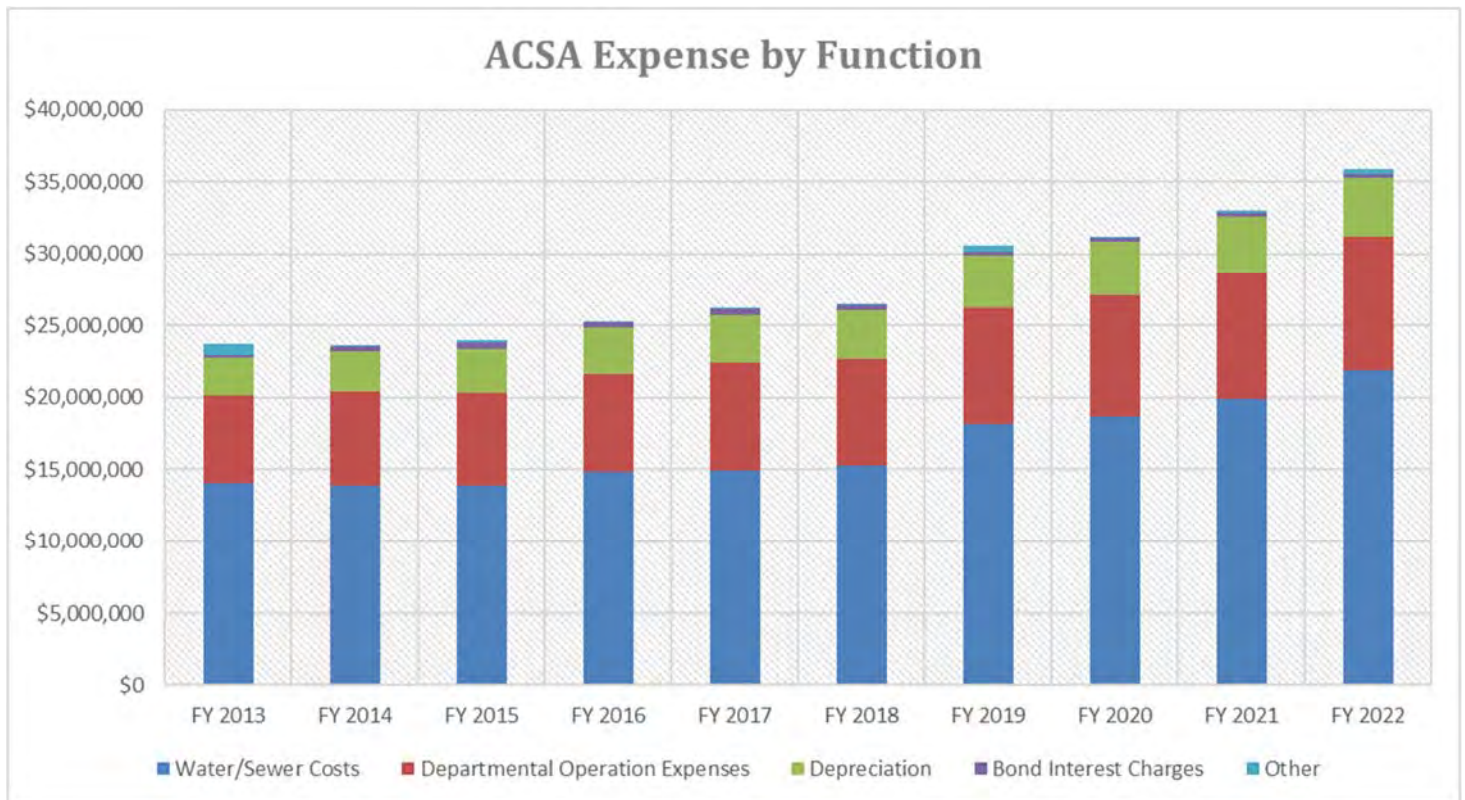
Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022.



Expense by Function

Fiscal Year	Water/Sewer Costs	Departmental Operating Expenses	Bond Interest Charges	Depreciation	Other	Total
2013	14,027,324	6,150,195	152,232	2,556,232	825,500	23,711,483
2014	13,849,536	6,524,651	360,711	2,819,633	2,032	23,556,563
2015	13,901,732	6,433,114	414,813	3,026,916	193,203	23,969,778
2016	14,795,643	6,843,659	395,056	3,158,144	22,163	25,214,665
2017	14,928,569	7,501,581	374,726	3,302,779	4,761	26,112,416
2018	15,289,280	7,404,479	353,776	3,336,765	55,201	26,439,501
2019	18,154,657	8,076,009	332,183	3,625,254	438,731	30,626,834
2020	18,694,581	8,441,727	309,946	3,669,899	7,553	31,123,706
2021	19,858,509	8,845,385	287,044	3,898,244	161,972	33,051,154
2022	21,923,767	9,271,273	235,937	4,114,076	325,933	35,870,986

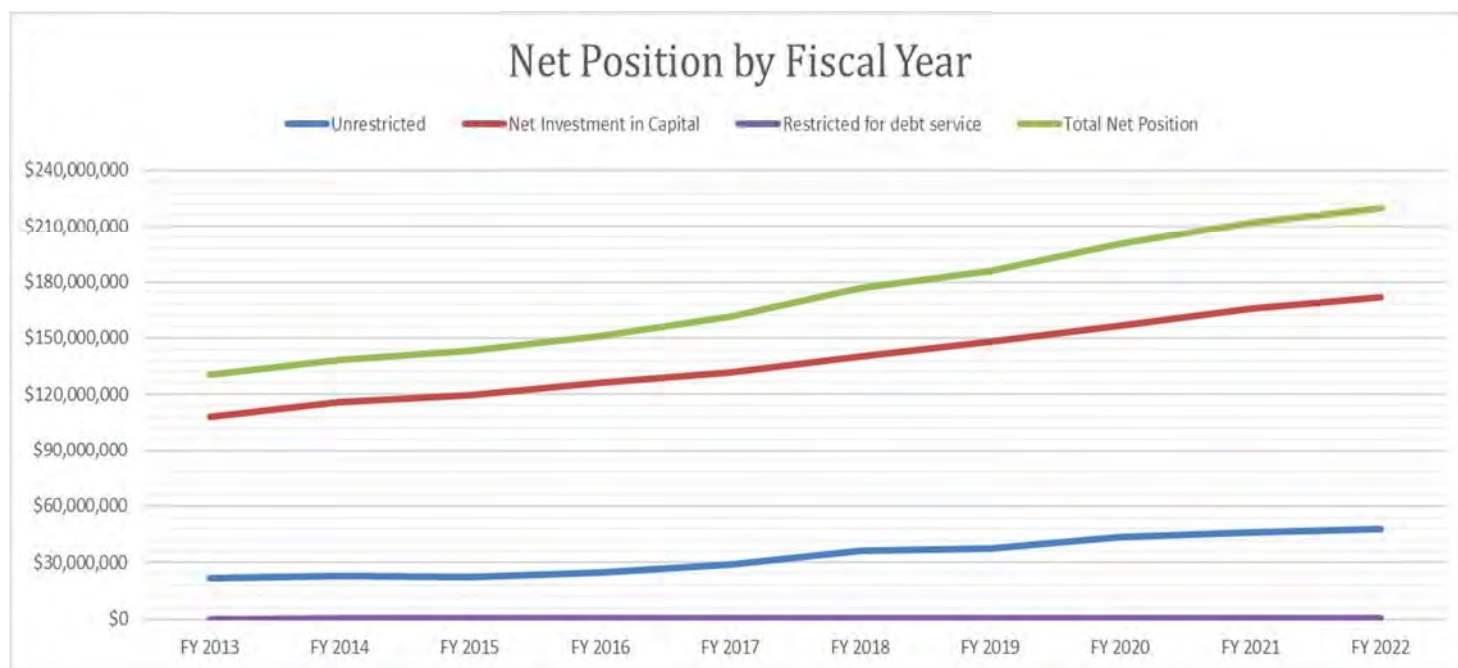
Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022.



Changes in Net Position

Fiscal Year	Beginning Net Position	Net Investment in Capital Assets	Restricted for debt service	Unrestricted	Ending Net Position	Change in Net Position
2013	125,050,125	108,233,265	223,963	21,876,992	130,334,220	5,284,095
2014	130,334,220	115,617,250	229,688	22,782,549	138,629,487	8,295,267
2015*	135,919,461	119,714,145	234,890	22,276,215	142,225,250	6,305,789
2016*	142,225,250	126,311,674	240,591	24,423,916	150,976,181	8,750,931
2017	150,976,181	131,997,020	247,015	29,077,339	161,321,374	10,345,193
2018*	159,966,301	140,238,885	255,835	36,007,519	176,502,239	16,535,938
2019	176,502,239	148,180,254	264,343	37,580,516	186,025,113	9,522,874
2020	186,025,113	156,610,823	269,790	43,394,497	200,275,110	14,249,997
2021	200,275,110	165,640,741	272,895	46,047,071	211,960,707	11,685,597
2022	211,960,707	172,031,606	314,718	47,742,895	220,089,219	8,128,512

Source: ACSA records, * -- Beginning net position restated, in accordance with GASB Statements/other.



County Demographic and Economic Statistics

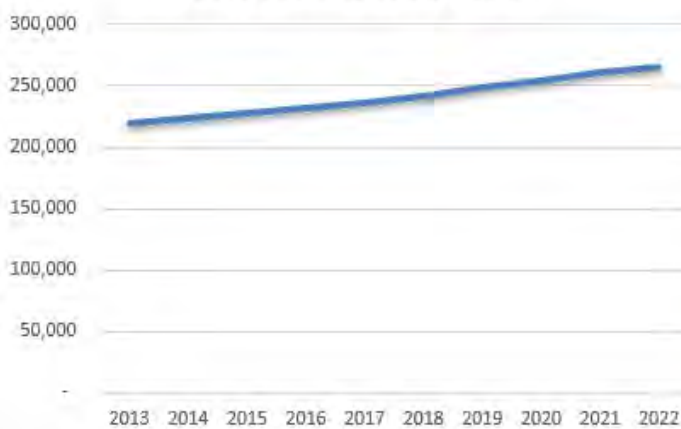
Calendar Year	Population	Personal Income (\$)	Per Capita Income (\$)	Per Capita Income as a Percent of U.S. Average	School Enrollment	Unemployment Rate (%)
2012	102,251	7,609,998,000	52,687	124	13,122	5.2
2013	103,000	8,350,340,000	56,979	129	13,263	5.4
2014	104,489	8,420,079,000	56,851	128	13,677	4.7
2015	105,703	8,795,194,000	58,603	127	13,737	3.7
2016	106,878	9,182,721,000	60,294	125	13,792	3.5
2017	107,702	9,375,633,000	60,964	124	13,910	3.3
2018	108,718	10,531,351,000	67,630	131	14,013	2.7
2019	109,330	11,702,008,000	74,613	137	14,435	2.5
2020	112,395	12,160,701,000	77,657	138	13,532	5.4
2021	113,535	12,230,910,000	77,606	130	13,749	3.2

Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022.

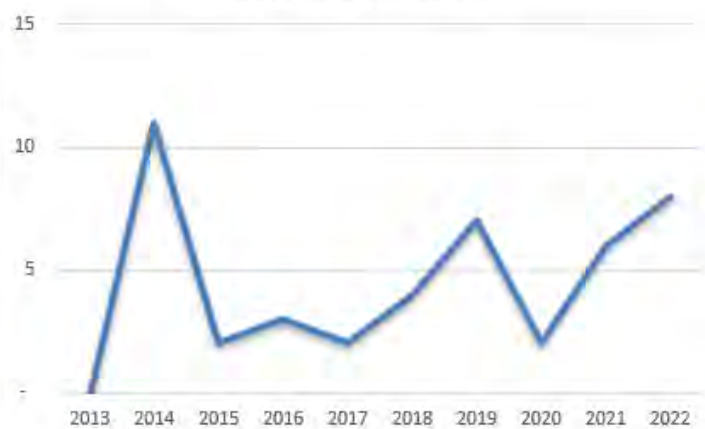
For the Year Ended June 30, 2022

Year Created	1964
Size of Service Area:	
Miles of water lines	373.97
Miles of sewer lines	323.52
Fire hydrants	3,137
Water pumping stations	9
Sewer Pumping stations	10
Water storage tanks	8

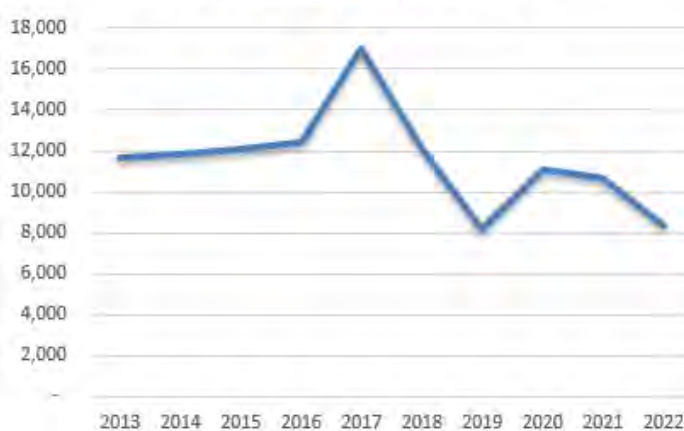
Water meters read Per FY



Sewer Overflows



Service Orders Processed



Water Main Breaks



Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022.



Selected Glossary of Terms and Acronyms

ACCRUAL BASIS OF ACCOUNTING – A basis of accounting under which increases and decreases in economic resources are recognized as soon as the underlying event or transaction occurs. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows.

ALBEMARLE COUNTY SERVICE AUTHORITY – ACSA – Established in 1964 to provide water and wastewater to residents in the County of Albemarle Virginia.

ANNUAL COMPREHENSIVE FINANCIAL REPORT -- ACFR – A set of financial statements that comply with the accounting requirements promulgated by the Governmental Accounting Standards Board.

AMERICAN WATER WORKS ASSOCIATION – AWWA – Established in 1881, AWWA is the largest nonprofit, scientific and educational association dedicated to managing and treating water. AWWA develops standards that represent a consensus of the water industry.

AMERICAN WITH DISABILITIES ACT – ADA – government regulations regarding discrimination based on disabilities.

ADVANCED METERING INFRASTRUCTURE – AMI – enhanced meter reading technology.

ASBESTOS CEMENT (AC) PIPE – A concrete pipe made of a mixture of Portland cement and asbestos fiber and highly resistant to corrosion.

AUTHORITY – A public agency which performs a specified range of services that are usually financed from fees or service charges.

BUDGET – A specific financial plan for the fiscal year that states the expenditures required to meet that plan of operations and identifies the revenue necessary to finance the plan.

CAPITAL CONTRIBUTIONS – Capital contributions are recorded for the receipt of funds, property, lines and improvements by developers, customers, or other governments.

CAPITAL IMPROVEMENT BUDGET – The budgetary expenditures as it relates to the Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM (CIP) – The 10-year plan of capital projects which includes replacement or improvement to the service area water and sewer infrastructure as well as A.C.S.A. facilities improvements.

CLOSED CIRCUIT TELEVISION – CCTV – closed circuit television equipment used to monitor the inside of water and wastewater lines with the system infrastructure to detect blockages or leaks.

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM – CMMS – A software system that maintains a computer database of information about an organizations maintenance operation, inventory, workorders, asset management, and customer requests.

ENTERPRISE FUND – An enterprise fund is a proprietary type fund used to account for operations that are financed and operated in a manner similar to private business enterprises. The Authority's intent is that the costs of providing goods or services to customers on a continuing basis be financed or recovered primarily through user charges.

EQUIVALENT RESIDENTIAL CONNECTION – ERC – costs associated with a new development connection.

FAMILY MEDICAL AND LEAVE ACT – FMLA – government regulatory agency regarding employee leave related to health issues.

FISCAL YEAR – FY -- A 12-month period designated as the operating year for accounting and budgetary purposes. The Authority's fiscal year runs from July 1 through June 30.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES – GAAP – accounting guidelines used to report financial information in a relevant and reliable manner.

GEOGRAPHIC INFORMATION SYSTEM – GIS – information system used to geographically locate areas within the ACSA service area.

GOVERNMENT FINANCE OFFICERS ASSOCIATION – GFOA – association that represents public finance officials throughout the United States and Canada. The GFOA's mission is to promote excellence in state and local government financial management.

GRANULAR ACTIVATED CARBON – GAC—An advanced water filtration system to provide fresh, clean water to residents.

HEATING, VENTILATION, AIR CONDITIONING – HVAC – system designed to provide heat, air, and appropriate ventilation within the ACSA operating facilities.

INFORMATION TECHNOLOGY – IT – a department within the organization responsible for all technological operating aspects of the Albemarle County Service Authority.

LONG-TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

NET POSITION – The difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the Authority or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION – OSHA – government regulatory agency regarding health and safety issues in the workplace.

OPERATING AND MAINTENANCE RESERVES – O&M RESERVES – serves as working capital to cover the time delay between operating revenues and expenditures.

OPERATING BUDGET – A financial plan for future operations based on estimated revenues and expenditures for a specific period.

OPERATING EXPENDITURES – Expenses which are directly related to the organization's primary activities.

OPERATING REVENUES – Revenues directly related to the Authority’s primary service activities and derived from user charges for services.

OTHER POST-EMPLOYMENT BENEFITS – OPEB – Refers to benefits, other than pensions, that ACSA employees receive as part of his/her retirement benefits.

POLYVINYL CHLORIDE – PVC – a synthetic resin used to make piping that is used in the ACSA water and wastewater infrastructure.

PROPERTY, PLANT, AND EQUIPMENT – a category that defines fixed assets of the Albemarle County Service Authority.

PUMP STATION – Structure containing pumps, controls, valves, piping and electrical equipment for pumping water or wastewater from one place to another. In the water industry, a pump is used to pump water from the source to the customer or to a storage tank, a sewer pump station is used to pump sewage from a wet well or manhole to another manhole at a higher elevation.

REPAIR, REPLACEMENT, AND REHABILITATION FUND – 3R – a fund established to support the unexpected repair, replace and rehabilitation of ACSA water system infrastructure.

RESERVE – Cash and investments accumulated to provide for contingencies and planned/unplanned major expenses.

RIVANNA WATER AND SEWER AUTHORITY – RWSA – wholesale provider of water and wastewater treatment for the Albemarle County Service Authority.

SANITARY SEWER OVERFLOWS – SSO – overflows of the sewer system caused by the buildup of products within the wastewater pipes.

SUPERVISORY CONTROL AND DATA ACQUISITION – SCADA – A control system that uses computers, networked data communications and graphical user interfaces for high-level process supervisory management but uses other peripheral devices such as programmable logic controllers to interface to the pump stations, water tanks, or pressure reducing valves instruments.

T.G. – Rate used to define water per Thousand Gallons.



A lign

Values

We align ourselves with our core values of honesty, trust, integrity, mutual respect, open communication, and employee empowerment.

C ommit

Community

We commit to provide responsive customer service, to collaborate fully with our community partners, and to promote conservation and environmental stewardship.

S trive

Internal Focus

We strive for professional excellence by maintaining consistent and fair policies across the organization, and encouraging and recognizing pride and dedication to ensure a healthy working environment.

A spire

Future

We aspire to practice strategic foresight and fiscal responsibility while embracing innovation.

Vision

*Serve and conserve today,
sustain for tomorrow, and
protect our resources forever.*

Mission

*With pride and dedication, we
serve our customers by providing
clean safe water, exemplary
wastewater services, and fire
protection infrastructure.
Together with our community
partners we maintain and
improve our utility system in a
timely, cooperative, and
financially responsible manner.*



**ALBEMARLE COUNTY SERVICE AUTHORITY
FISCAL YEAR 2024 ANNUAL OPERATING AND
CAPITAL IMPROVEMENT BUDGET**

July 1, 2023 to June 30, 2024



MyWater
Proudly by ACPA

**Albemarle County
Service Authority**
Serving & Growing

Proposed Fiscal Year 2024 Budget and Rate Overview

Agenda

- Strategic Focus of the FY 24 and future budgets
- Operating Budget Overview
- Proposed Rates
- Capital Improvement Program (CIP)
- May 18th – Budget Workshop - Areas of Focus
- Next Steps

Strategic Focus of the FY 24 and future budgets

Collaboration with RWSA to improve water/wastewater infrastructure to meet modern standards, upgrades, and capacity

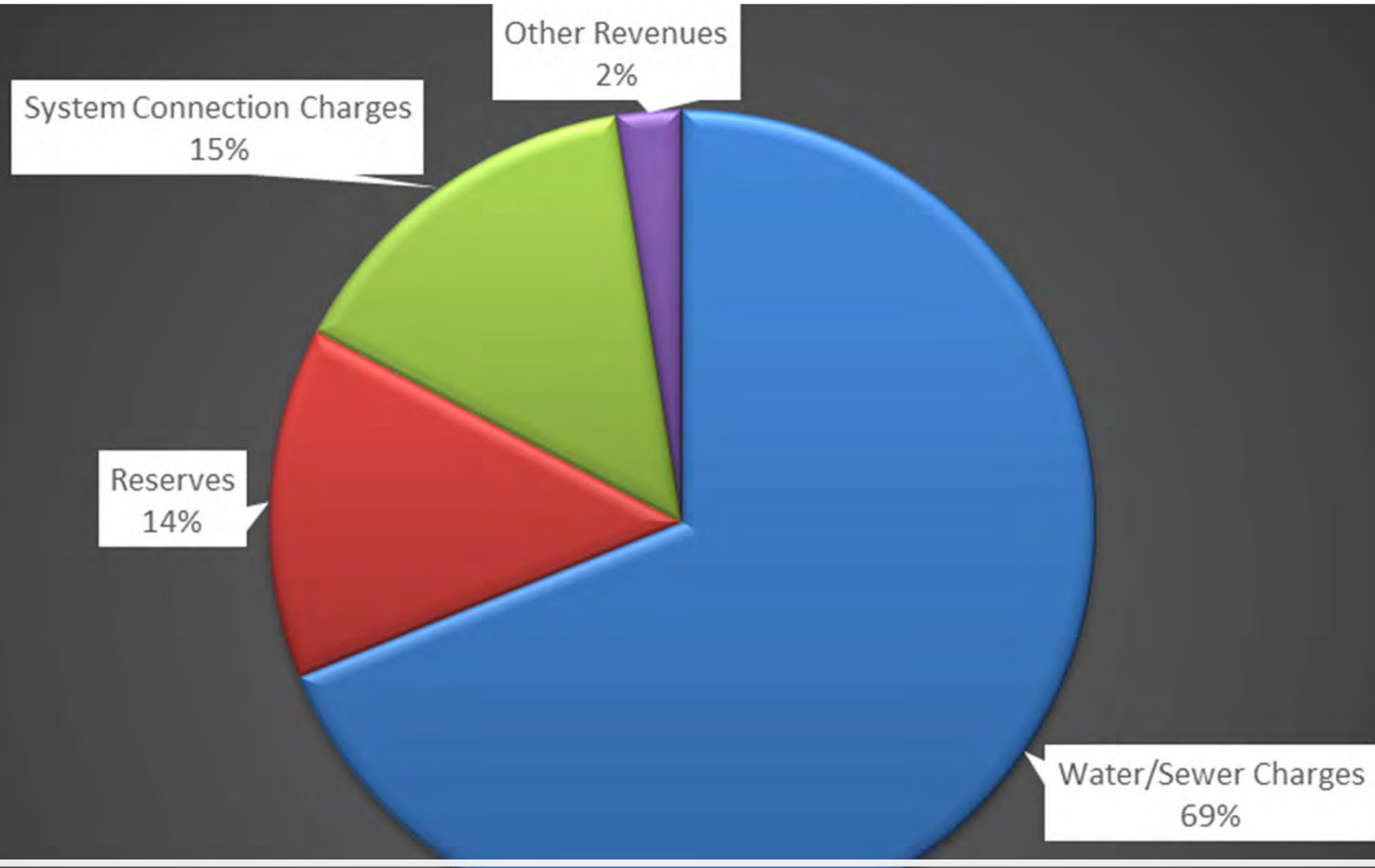
Focus on the ACSA Strategic Plan

- Data Optimization
- Business Resilience
- Customer Experience
- Employee Experience

Support our workforce during a period of inflation and job marketplace changes

Translate our strategic priorities into customer rates at a good value and delivery of high quality water

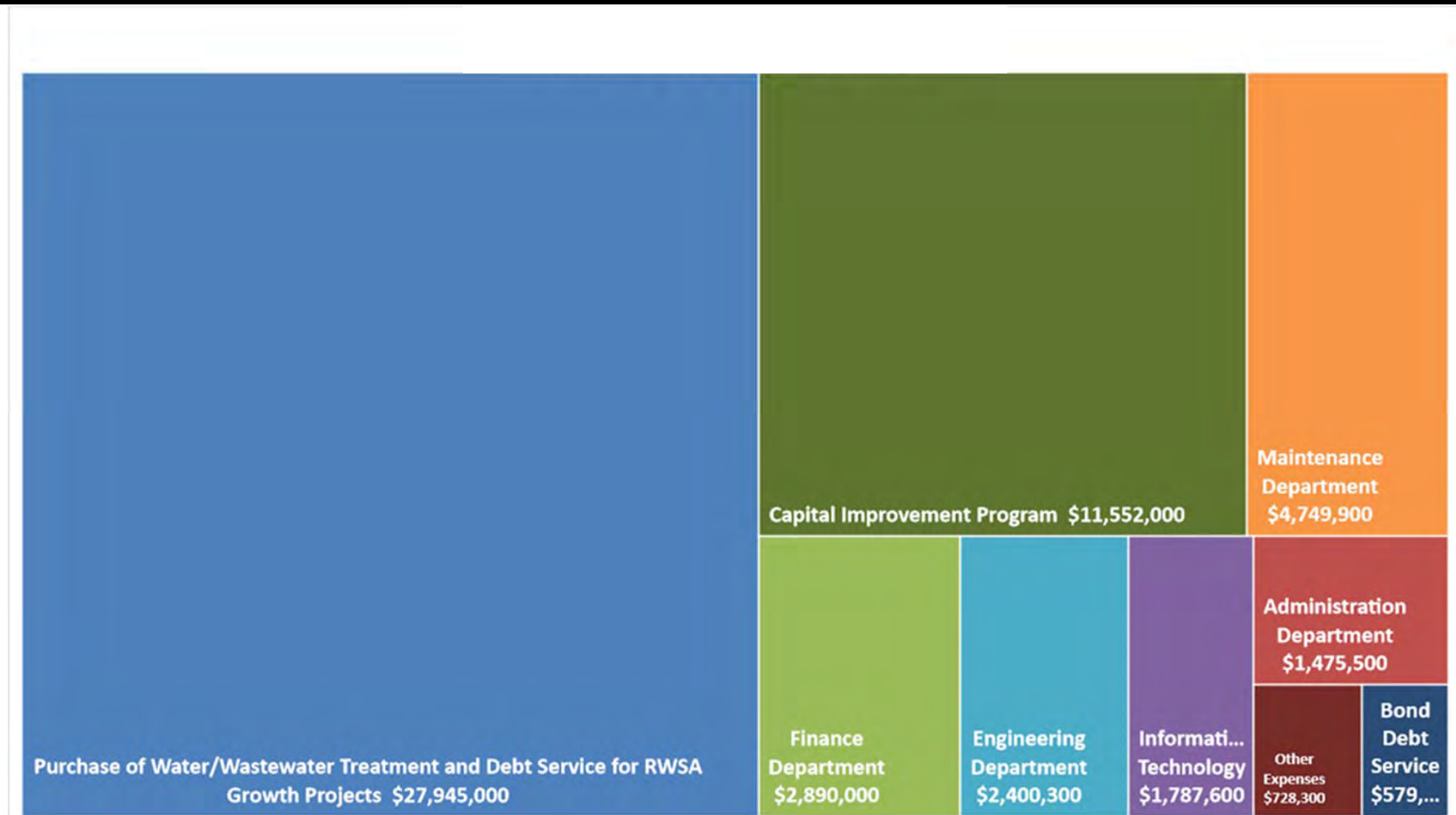




Budgeted Revenues and Use of Reserves

■ Water/Sewer Charges ■ Reserves ■ System Connection Charges ■ Other Revenues

Budgeted Expenses and Capital Costs



Proposed FY 24 – Water and Sewer Rates

	FY 2023	FY 2024
Service Charge	\$ 9.45	\$ 10.40
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.05	\$ 5.56
Level 2 (3,001-6,000 gallons)	\$10.14	\$11.15
Level 3 (6,001-9,000 gallons)	\$15.19	\$16.71
Level 4 (over 9,000 gallons)	\$20.27	\$22.30
Multi-Family/Non-Residential	\$10.14	\$11.15
Sewer/All Users (per 1,000 gallons)	\$10.24	\$11.06

Proposed FY 24 –
Water and
Wastewater
System
Development and
Capacity Charges

ACSA System Development Charge	FY 2023	FY 2024
Water/ERC	\$1,890	\$2,030
Wastewater/ERC	\$2,970	\$3,180

RWSA Capacity Charge	FY 2023	FY 2024
Water/ERC	\$4,760	\$5,100
Wastewater/ERC	\$3,850	\$4,120

CIP Program

Project Type	Proposed Cost
Water Projects	\$ 7,227,000
Wastewater Projects	4,325,000
Total	\$ 11,552,000

Budget Workshop – May 18, 2023 Board Meeting

- Areas of Focus include:
 - ACSA Strategic Plan and alignment of resources through the FY 2024 Budget
 - Revenue and Expense Expectations
 - Proposed Rate Changes
 - Comprehensive evaluation of charges from the Rivanna Water and Sewer Authority for:
 - Increases in rates/charges for Water/Wastewater Treatment
 - RWSA Capital Program and increases in debt service allocated to ACSA
 - ACSA Departmental Initiatives
 - Strategic use of ACSA reserves

Next Steps

- Budget and Rate Workshop – May 18, 2023
- 2nd Budget and Rate Workshop/Public Hearing – June 15, 2023
- Budget Adoption – June 15, 2023
- Rate Adoption – June 15, 2023, effective July 1, 2023

ALBEMARLE COUNTY SERVICE AUTHORITY WATER AND SEWER RATE SCHEDULE

Effective July 1, 202~~3~~²

Section 2-01. General

3. Additional sets of the *General Water and Sewer Construction Specifications* may be supplied by the Authority to any recipient of the one free set at a cost of \$10.00 per set.

Section 7-08. Temporary Water Service

A. Temporary Water Service

Initial Fee	\$50.00 55.00
Each 30-Day Extension	\$50.00 55.00

B. Meter Size Deposit

¾" & 1"	\$300.00 330.00
1 ½"	\$400.00 440.00
2"	\$500.00 550.00

Section 7-09. Temporary Use of Fire Hydrants [Revised 10/1/16]

B. 1" hydrant meter - \$600 (\$100 non-refundable)
 1 ½ hydrant meter - \$950 (\$150 non-refundable)
 3" hydrant meter - \$2,000 (\$200 non-refundable)

D. A usage fee of ~~\$25.00~~ 30.00 per month will be charged for hydrant use through the hydrant meter. Failure to submit a meter reading will result in a ~~\$50.00~~ 55.00 non-refundable fee.

Section 8 Cross-Connection and Backflow Prevention; Section 8-21. Violation Charges

Item #	Charge	Violation
1	\$1,000	Failure to correct an identified cross-connection – high hazard
2	\$500	Failure to correct an identified cross-connection – low hazard
3	\$1,000	Failure to install an approved backflow prevention assembly – high hazard
4	\$500	Failure to install an approved backflow prevention assembly – low hazard
5	\$1,000	Removal or by-pass of a required backflow prevention assembly – high hazard
6	\$500	Removal or by-pass of a required backflow prevention assembly – low hazard
7	\$250	Failure to provide a passing test report for a backflow prevention assembly – high hazard
8	\$100	Failure to provide a passing test report for a backflow prevention assembly – low hazard

Section 10-03. Meter Testing Charge

3/4" - 1"	\$200.00 <u>220.00</u>
1½" - 2"	\$250.00 <u>275.00</u>
3" - larger	\$ Actual Cost+25%

Section 11-05 Deposits For Temporary Meters

<u>Meter Size</u>	<u>Deposit</u>
3/4" & 1"	\$300.00 <u>330.00</u>
1 1/2"	\$400.00 <u>440.00</u>
2"	\$500.00 <u>550.00</u>

Section 11-06. Deposits For Fire Hydrant Meters

<u>Meter Size</u>	<u>Deposit</u>
1"	\$600(\$100 non-refundable)
1 ½"	\$950 (\$150 non-refundable)
3"	\$2,000 (\$200 non-refundable)

Section 12-02. Water and Sewer Rates**VOLUME CHARGES**

In addition to the fixed monthly service charge (Section 12-03), a volume charge based upon monthly metered water use will be assessed as follows:

Water**Metered Consumption****Residential and All Irrigation Water Rates:**

Level 1 (0-3,000 gallons per month)	\$ 5.05 <u>5.56</u> per thousand gallons
Level 2 (3,001-6,000 gallons per month)	\$ 10.14 <u>11.15</u> per thousand gallons
Level 3 (6,001-9,000 gallons per month)	\$ 15.19 <u>16.71</u> per thousand gallons
Level 4 (over 9,000 gallons per month)	\$ 20.27 <u>22.30</u> per thousand gallons

Non-Residential and Multi-Family Residential Water Rate (except irrigation water):

~~\$10.14~~ 11.15 per thousand gallons

For customers having both a primary and auxiliary meter, the four rate levels will be applied to the sum of the consumption on both meters, not to each individual meter.

Wastewater

Metered Consumption	\$10.24 <u>11.06</u> per thousand gallons
---------------------	--

Section 12-03. MONTHLY SERVICE CHARGE

The fixed monthly service charge will be assessed based on meter size as follows:

<u>Meter Size</u>	<u>Service Charge</u>
3/4"	\$9.45 <u>10.40</u>
1"	\$23.63 <u>25.99</u>
1 1/2"	\$47.25 <u>51.98</u>
2"	\$75.60 <u>83.16</u>
3"	\$151.20 <u>166.32</u>
4"	\$236.25 <u>259.88</u>
6"	\$472.50 <u>519.75</u>

Section 12-04. CONNECTION CHARGES

Payment for the applicable connection charges will be accepted only after the issuance of a building permit.

Service Connection (Tap) Charge - To defray the cost of installation of a service connection from the water and/or wastewater main in the public right-of-way to the curb or property line and/or the installation of meters, all new services will be charged according to the following schedule:

(a) Water

Primary Meters

3/4" meter and connection	\$1,116 <u>1,228</u>
1" meter and connection	\$1,182 <u>1,300</u>
Over 1" meter and connection	Actual Cost
3/4" meter only	\$ 200 <u>220</u>
1" meter only	\$ 300 <u>330</u>
Over 1" meter only	Actual Cost

Auxiliary Meters

Actual Cost

(b) Wastewater

All Taps

Actual Cost

Section 12-05. System Development Charge

In order to defray, in part, the cost to the ACSA of providing major transmission/distribution mains, collection lines, pumping stations and storage facilities necessary to provide water and wastewater service to new customers in the ACSA system. This charge shall be assessed on the basis of equivalent residential connections (ERC):

Water	\$1,890 <u>2,030</u> per ERC
Wastewater	\$2,970 <u>3,180</u> per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

Section 12-06. RWSA Capacity Charge

All new water and sewer connections to the ACSA systems shall be assessed a charge to defray, in part, the cost of providing capacity for a new customer in the RWSA system. This charge shall be assessed on the basis of equivalent residential connections (ERC):

Water	\$ 4,760 <u>5,100</u> per ERC
Wastewater	\$ 3,850 <u>4,120</u> per ERC*

*Except certain Glenmore parcels as define by Glenmore WWTP Agreement dated June 15, 1995

Section 12-05/06. System Development/RWSA Capacity Charge ERC Calculation

Connection Charges for metered services larger than 3/4" shall be equated to equivalent residential connections (ERC) according to the following ratios:

3/4" meter	=	1 ERC	3" meter	=	16 ERCs
1" meter	=	2.5 ERCs	4" meter	=	25 ERCs
1 1/2" meter	=	5 ERCs	6" meter	=	50 ERCs
2" meter	=	8 ERCs			

System Development and RWSA Capacity Fees for multi-family, hotel, hospital, assisted living facility, nursing care facility, master-metered single-family units, or master-metered mobile home parks shall be charged the higher of a fee based upon meter size or the calculation of the number of units multiplied by the following factors:

Multi-family	1 unit	=	0.50	ERC
Hotels	1 room	=	0.50	ERC
Mobile Home Park	1 mobile home	=	1.00	ERC
Hospitals	1 bed	=	1.00	ERC
Assisted Living Facility	1 bed	=	0.40	ERC
Nursing Care Facility	1 bed	=	0.75	ERC
Master-Metered Single-Family	1 unit	=	1.00	ERC

For large or unusual new connections where either, high demand may be anticipated, or new connections that serve both residential and non-residential customers, the Authority reserves the right to calculate system development and capacity fees based on engineering data specific to that customer rather than using the ERC factors above.

Section 12-07. Connection Fees for Irrigation Meters

A. Auxiliary Meters	Actual cost of installation
B. Primary Meters	All applicable connection fees as noted in Appendix B, section 12-04 and 12-09

Section 12-08. Line Tapping Fee:

Where the ACSA provides water main taps to accommodate line extensions, fire sprinkler systems and similar uses, a tapping fee will be assessed to the customer in accordance with the following schedule:

TAPPING

<u>MACHINE</u>	<u>TAP SIZE</u>	<u>LINE SIZE</u>	<u>PRICE</u>
E-4	3/4" – 1"	1 1/4" – 3"	\$ 170.00 <u>190.00</u>
B-100	3/4" – 1"	4" – 24"	\$ 170.00 <u>190.00</u>
A-2	1 1/2" – 2"	6" – 24"	\$ 250.00 <u>275.00</u>

CL-12 4" – 12" 4" – 24" \$~~400~~ 110/inch
INSTALLATION OF TAPPING SLEEVES AND TAPPING VALVES

All water mains shall be uncovered and cleaned by the customer, who shall install tapping sleeves and valves. The excavation shall be prepared in accordance with all applicable safety regulations. Return trip charges resulting from the customer failing to properly prepare the trench and pipe for the tapping/inserting operation will be billed to the customer. These additional costs shall include labor, equipment, and overhead costs.

Section 12-10. NFRPS Special Rate District Fees

All sewer connections to the wastewater collection system within the North Fork Regional Pump Station Special Rate District shall be charged the following additional fee effective October 18, 2012:

North Zone	\$2,275.00 per ERC
South Zone	\$1,389.00 per ERC

Refer to Appendix C for a list of Tax Map Parcels within the North Fork Regional Pump Station Special Rate District and the North Fork Regional Pump Station Special Rate District Map.

Section 13. Miscellaneous Charges

13-02. Account Charge	\$ 12.00 <u>13.00</u> per each new account
13-03. Delinquent Cut Off/On Fee	\$ 35.00 <u>40.00</u> /trip during normal work hours
13-04. Reconnection Fee	\$ 80.00 <u>90.00</u> after work hours & weekends
3/4" - 1 1/2" meter	\$ 35.00 <u>40.00</u>
2" - 4" meter	\$ 50.00 <u>55.00</u>
Larger than 4" meter	Actual Cost
13-05. Special Service Fee	\$ 35.00 <u>40.00</u> /trip during normal hours
work	\$ 80.00 <u>90.00</u> after work hours & weekends
13-06. Meter Size Change Fee	
All Meters	Actual Cost
13-07. Exceptional Payment Processing Fee	\$35.00 (Payable by Cash only)
13-08. Testing Fee	Actual Cost
13-09. Delinquent Payment Penalty	10% On Outstanding balance
Late Payment Charge	1 1/2% per month
13-10. Meter Re-read Fee	\$ 35.00 <u>40.00</u>
13-11. Construction Plan Review Charge	\$60.00/hour
As built Plan Review	\$60.00/hour Engineer Review

		\$40.00/hour Inspector Review
13-12.	Plan Review & Construction Inspection Fees:	
	Water and/or Sewer lines -(Minimum \$500/project charge) greater than 400 linear feet	\$0.94 <u>1.30</u> /linear foot
	Water and/or Sewer lines less than 400 linear feet	Actual Cost
	Re-inspection Fee of New Water/Sewer Lines	\$40.00 <u>45.00</u> /hour
	Inspection of New Pumping Stations	Actual Cost
13-13.	Failure to Report Hydrant Meter Reading	\$50.00 <u>55.00</u>
13-14.	Irrigation System Application Processing Fees:	
	a. Plan Review and Meter Sizing	\$ 30.00 <u>35.00</u>
	b. Cost Estimate preparation	\$125.00 <u>140.00</u>
13-15.	Meter Tampering Fee	\$300.00

VOLUME CHARGES DURING EMERGENCY WATER RESTRICTIONS

(As set forth in Section 16)

Water

Beginning with the first billing cycle following adoption of Emergency Water Restrictions, in addition to the fixed monthly service charge, a volume charge based upon monthly metered water use will be assessed as follows:

Single-Family Residential	Per 1,000 gallons
Level 1 (0-3,000 gallons per month)	Normal Rate x 1.25
Level 2 (3,001-6,000 gallons per month)	Normal Rate x 1.50
Level 3 (6,001-9,000 gallons per month)	Normal Rate x 2.00
Level 4 (over 9,000 gallons per month)	Normal Rate x 2.00
Non-Single Family Residential	Per 1,000 gallons
All usage	Normal Rate x 1.50

16-06. PENALTIES.

First offense \$ 500.00

Second offense \$1,000.00

In addition to the penalty charge, the ACSA may terminate of water service for the duration of the emergency.

Section 18. Carwash Certification Program

18-04. FEES.

CCP Application Fee \$100.00

CCP Annual Renewal Fee \$100.00

18-05. INSPECTION.

CCP Re-application Fee \$100.00

Section 19. Fats, Oils, and Grease (FOG)

19-22. COSTS AND CHARGES.

Item #	Cost/Charge	Description/Infraction
1	\$300/3 years	FOG Waste Discharge Permit
2	\$1,000/month *	NOV- failure of an FSE to install or repair grease control device
3	\$1,000/month *	NOV- repeated failure of an FSE to properly maintain grease control device, and repeated excessive FOG discharge from an FSE
4	\$500	NOV - failure of an FSE to keep grease control maintenance records on site and available to the ACSA
5	\$500	NOV- falsification by an FSE of grease control device maintenance records
6	\$500/month *	NOV- failure of an FSE to submit a FOG Waste Discharge Permit application or pay a permit fee
7	Assessed amount	An FSE whose operations allow grease accumulation - all costs to clean and repair the ACSA facilities
8	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow - all costs to clean and repair the ACSA facilities
9	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow- all fines levied by the state or federal government
10	Up to \$10,000/occurrence	Commercial waste hauler or individual – illegal discharge of grease wastes to the ACSA system

*Until the violation is corrected to the satisfaction of the ACSA.

ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY**

AGENDA TITLE: Budget and Rate Public Hearing Scheduling - June 15, 2023	AGENDA DATE: April 20, 2023
STAFF CONTACT(S)/PREPARER: Quin Lunsford, Director of Finance	ACTION: <input checked="" type="checkbox"/>
	ATTACHMENTS: Yes

BACKGROUND: State law requires a formal, advertised Public Hearing on the Budget and Rates.

RECOMMENDATION: The Board needs to formally schedule the Public Hearing for the June 15, 2023, Board meeting at 9:00 a.m. at the ACSA Office at 168 Spotnap Road, Charlottesville, VA 22911 and online via Zoom to meet the advertising requirements.

BOARD ACTION REQUESTED: Adopt a resolution that sets June 15, 2023, as the date for a Public Hearing on the proposed Budget, and the preliminary schedule fixing and classifying such rates, fees, and charges for the Albemarle County Service Authority for Fiscal Year 2024 and authorizing the advertising of the Public Hearing.

ATTACHMENTS:

Resolution Scheduling Budget and Rates Public Hearing
Proposed Water and Sewer Rate Schedule for FY 2024

**RESOLUTION SCHEDULING BUDGET AND RATES
PUBLIC HEARING- JUNE 15, 2023**

BE IT HEREBY RESOLVED that the Board of Directors of the Albemarle County Service Authority sets forth the Preliminary schedule or schedules fixing and classifying such rates, fees, and charges for Fiscal Year (FY) 2024 as attached hereto, and further approves the scheduling and advertising of the Preliminary schedule or schedules for a June 15, 2023 Public Hearing on said FY 2024 budget, rates, fees, and charges.

Certified to be a true copy of a Resolution adopted by the Albemarle County Service Authority Board of Directors at a regularly scheduled meeting on April 20, 2023 by a vote of ___ to ___.

Gary B. O'Connell, Secretary-Treasurer

**THE ALBEMARLE COUNTY SERVICE AUTHORITY
PUBLIC HEARING ON PROPOSED BUDGET AND
WATER/WASTEWATER RATE CHANGES FOR FY 2024**

The Albemarle County Service Authority will hold a public hearing on Thursday, June 15, 2023, at 9:00 a.m. at the ACSA Office at 168 Spotnap Road, Charlottesville, Virginia 22911 and via Zoom, please visit www.serviceauthority.org for additional information. The public hearing will address the Proposed FY 2024 Budget and the following changes to the water and wastewater rates and other charges/fees:

Water	<u>FY 2023</u>	<u>Proposed FY 2024</u>
Service Charge by Meter Size		
3/4"	\$ 9.45	\$ 10.40
1"	\$ 23.63	\$ 25.99
1 1/2"	\$ 47.25	\$ 51.98
2"	\$ 75.60	\$ 83.16
3"	\$ 151.20	\$ 166.32
4"	\$ 236.25	\$ 259.88
6"	\$ 472.50	\$ 519.75
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.05	\$ 5.56
Level 2 (3,001-6,000 gallons)	\$ 10.14	\$ 11.15
Level 3 (6,001-9,000 gallons)	\$ 15.19	\$ 16.71
Level 4 (over 9,000 gallons)	\$ 20.27	\$ 22.30
Multi-Family/Non-Residential	\$ 10.14	\$ 11.15
Wastewater		
Sewer/All Users (per 1,000 gallons)	\$ 10.24	\$ 11.06
Temporary Water Service		
Initial Fee	\$ 50.00	\$ 55.00
Each 30-Day Extension	\$ 50.00	\$ 55.00
Meter Size – 3/4" & 1" – Deposit	\$ 300.00	\$ 330.00
Meter Size -1 1/2" – Deposit	\$ 400.00	\$ 440.00
Meter Size – 2" – Deposit	\$ 500.00	\$ 550.00
Temporary Use of Fire Hydrants- Deposit		
Monthly usage fee	\$ 25.00/ month	\$ 30.00/ month
Meter Testing Charge		
3/4" – 1" Meter	\$ 200.00	\$ 220.00
1 1/2" – 2" Meter	\$ 250.00	\$ 275.00

Service Connection (Tap) Charge

	<u>FY 2023</u>	<u>Proposed FY 2024</u>
3/4" meter and connection	\$ 1,116.00	\$ 1,228.00
1" meter and connection	\$ 1,182.00	\$ 1,300.00
3/4" meter only	\$ 200.00	\$ 220.00
1" meter only	\$ 300.00	\$ 330.00

System Development Charge

System Dev. Chg. – Water/ERC	\$ 1,890.00	\$ 2,030.00
System Dev. Chg. – Wastewater/ERC	\$ 2,970.00	\$ 3,180.00

RWSA Capacity Charge

RWSA Cap. Chg. – Water/ERC	\$ 4,760.00	\$ 5,100.00
RWSA Cap. Chg. – Wastewater/ERC	\$ 3,850.00	\$ 4,120.00

Line Tapping Fees

Machine – E-4, line size 1 1/4" - 3"	\$ 170.00	\$ 190.00
Machine – B100, line size 4" – 24"	\$ 170.00	\$ 190.00
Machine – A-2, line size 6" – 24"	\$ 250.00	\$ 275.00
Machine – CL-12, line size 4"-24"	\$ 100.00/inch	\$ 110.00/inch

Miscellaneous Charges

Account Charge	\$ 12.00	\$ 13.00
Delinquent Cut off/On-Fee	\$ 35.00	\$ 40.00
Reconnection Fee – After work hrs./weekends	\$ 80.00	\$ 90.00
Reconnection Fee 3/4" – 1 1/2" meter	\$ 35.00	\$ 40.00
Reconnection Fee 2"-4" meter	\$ 50.00	\$ 55.00
Special Service Fee – trip during normal work hrs.	\$ 35.00	\$ 40.00
Special Service Fee – trip after work hrs./weekend	\$ 80.00	\$ 90.00
Meter Re-read Fee	\$ 35.00	\$ 40.00
Construction Plan Review Charge per hour	\$ 60.00	Removed
As-built Plan Review – Engineer per hour	\$ 60.00	Removed
As-built Plan Review – Inspector per hour	\$ 40.00	Removed
Irrigation System Plan Review and Meter Sizing	\$ 30.00	\$ 35.00
Irrigation System Cost Estimate Preparation	\$ 125.00	\$ 140.00
Failure to Report Hydrant Meter Reading	\$ 50.00	\$ 55.00

Construction Inspection Fees:

Water and/or Sewer lines (Minimum \$500/project)	\$ 0.94/linear foot	\$ 1.30/linear foot
Re-inspection Fee of New Water/Sewer Lines	\$ 40.00/hour	\$ 45.00/hour

All other charges remain unchanged.

Further information may be obtained from the ACSA website at www.serviceauthority.org or the office of the Executive Director, or by calling the ACSA office at (434) 977-4511 ext.3.

Gary B. O'Connell
Executive Director

MOTION:

MEETING DATE: April 20, 2023

SECOND:

RESOLUTION

BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Board needs to enter into Executive Session to consider the following matter:

1. Pursuant to Va. Code §2.2-3711 A (1) to discuss a personnel matter concerning the Executive Director's Mid-Year Review.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer

MOTION:

MEETING DATE: April 20, 2023

SECOND:

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Board of Directors of the Albemarle County Service Authority has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 A (1) of the Code of Virginia requires a certification by this Board that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer