

BOARD OF DIRECTORS' MEETING

April 18, 2024
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.

ACSA 60th Anniversary Celebration 7:30 am – 9:00 am in the Board Room Please join us! Light refreshments will be served!	
9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Employee Recognitions –Management & Supervisory Leadership Training – Maintenance
9:10 a.m.	3. Approve Minutes of March 21, 2024
9:15 a.m.	4. Matters from the Public
9:25 a.m.	5. Response to Public Comment
9:30 a.m.	6. 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 Issues Agenda 2024
	g. National Drinking Water Week
9:45 a.m.	7. Proposed FY 2025 Budget and Rates - Overview Presentation
10:05 a.m.	8. Resolution scheduling Budget and Rates Public Hearing for June 20, 2024
10:10 a.m.	9. FY 2025 Proposed Capital Improvement Program (CIP) Presentation & Public Hearing
10:40 a.m.	10. Sediment in the Drinking Water – Power Point Presentation
10:55 a.m.	11. Items Not on the Agenda
11:00 a.m.	12. Executive Session – Personnel Matter
	13. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN APRIL 18, 2024 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

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on March 21, 2024, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

Members Present: Mr. Richard Armstrong; Dr. Lizbeth Palmer; Mr. John Parcels; Mr. Clarence Roberts; Ms. Swanson; Mr. Charles Tolbert, Vice-Chair.

Members Absent: None.

Staff Present: Tim Brown, Mike Derdeyn, Quin Lunsford, Jeremy Lynn, Alex Morrison, Gary O'Connell, Emily Roach, Sabrina Seay, Danielle Trent, April Walker (virtual).

Staff Absent: None.

Public Present: Alexandra Veatch, Letterpress Communications; Betsy Nemeth, RWSA (virtual).

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

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

2. Approve Minutes of February 15, 2024

Mr. Armstrong stated that Mr. Parcels sent his suggested corrections via email, in advance of the meeting. He asked if there were any other corrections or additions to the minutes of February 15, 2024.

Mr. Tolbert moved to approve the minutes of February 15, 2024, as amended, seconded by Mr. Parcels. All members voted aye.

3. Matters from the Public

There were no matters from the public.

4. Response to Public Comment

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1 There was no response to public comment.

2

3 5. Consent Agenda

4 **A. *Monthly Financial Reports*** – Ms. Swanson referred to the oversizing
5 reimbursement payment on page 59, and asked for clarification on how
6 the oversizing program works. Mr. Lynn stated that when the engineers
7 are reviewing a set of private developer plans, they may identify where
8 it is necessary to oversize the pipe diameter. He stated that in this
9 particular case, the development needed an 8” diameter pipe but the
10 staff felt, given the area and possible future use, that it made sense to
11 install a 12” pipe. He mentioned that when oversizing, the ACSA will
12 enter into an agreement with the developer to install the larger pipe, and
13 the ACSA reimburses them for the difference in cost once the project is
14 complete. Ms. Swanson asked if the oversizing determination is made
15 based on projected growth or potential future build out of the area. Mr.
16 Lynn replied that it could be a combination of those things. He stated
17 that it could be future growth on other properties, or even improved
18 redundancy or reliability. Mr. Morrison added that in terms of this specific
19 oversizing situation, he reviewed the plans when he was still in the
20 Engineering department. He stated that the section of water main on
21 Hickory Street was just south of RWSA’s southern transmission main.
22 He stated that oversizing to a 12” pipe provided redundancy for a section
23 of RWSA’s main. He added that the ACSA also has a pump station that
24 is connected to a 12” main that was extended as part of this oversizing.

25 Ms. Swanson asked if the ArcGIS software renewal was a yearly
26 payment. Ms. Walker replied yes, it is an annual payment. Ms. Swanson
27 also asked about the payment to the Department of Health and what
28 services they provide for the ACSA. Mr. O’Connell replied that every
29 utility in the state has an annual permit payment. He stated that VDH
30 reviews almost everything, including construction specifications which
31 the ACSA was in the process of updating. Mr. Lynn added that VDH also

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1 reviews plans for pump stations and tanks, which the ACSA does not
2 have local review authority over. He noted that the VDH assisted with
3 the boil water notice in January and provided guidance. Mr. O'Connell
4 added that VDH, in essence, represents the federal government on
5 statewide issues such as PFAS, and set guidelines and regulations. He
6 noted that they are involved on the treatment side as well, reviewing
7 treatment plant submissions and any type of chemical changes made in
8 the treatment process.

9 Mr. Armstrong stated that he had a question about the Water and
10 Sewer Report on page 43. He stated that in looking at the billed
11 consumption for selected customers, it shows UVA at 1,899,182 gallons
12 which makes sense. He stated, however, Barracks West used 1,877,963
13 gallons. He mentioned that, in terms of scale, it seems like UVA would
14 a much higher consumption than an apartment complex. Mr. O'Connell
15 stated that UVA proper is a City customer because the piping network
16 connects to a meter that the City bills for. He stated that this consumption
17 in the report is basically the research park and commercial office space.
18 He noted that the big users will be apartment complexes.

19 ***b. Monthly Capital Improvement Program (CIP) Report*** – Ms. Swanson
20 asked if the ACSA is going to move forward with the Utility Network
21 software for the ACSA's GIS, or if it was still being evaluated. Ms. Walker
22 replied that the staff has reviewed the Timmons Group's
23 recommendations and, regardless of the future of the project, there were
24 some items identified that need to be fixed and data that needs to be
25 cleaned up. She stated that the staff decided to hold off on the project
26 for at least a year, while they work on cleaning up that data.

27 Ms. Swanson asked if the Energy Audit had been completed and if
28 there would be a report sometime in the future. Mr. Lynn replied that the
29 audit has been completed and the staff would be happy to share a copy
30 of the report with the Board.

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1 **c. CIP Authorizations** – Mr. Parcels asked, in reference to the On-Call
2 Water System, why the ACSA entered into a contract with Rocktown
3 Excavating at \$4.3 million when staff is requesting authorization for
4 \$200,000 annually. He stated that he assumes the goal is to encompass
5 all that could possible happen. Mr. Lynn replied that Mr. Parcels is
6 correct. He stated that the ACSA is trying to identify all the possible work
7 that may be performed under this contract, and unit prices were
8 established for all of that work. He stated that the staff does not have the
9 intention or capability of performing that amount of work. He mentioned
10 that it is a way to compare pricing and if there is a work order assigned
11 to the contractor, the price is already established. He noted that they did
12 something similar with the sanitary sewer projects which cost well into
13 the millions, but the staff targets \$500,000 annually for expenditures.

14 Ms. Swanson stated that she had a follow-up question about the On-
15 Call contract. She asked if it was more of a generic contract, rather than
16 being for a specific water line replacement project. Mr. Lynn replied yes.
17 He stated that there were no plans in the specification document that
18 was advertised, rather it was strictly unit prices and bid items. He stated
19 that the plan is that once the contract is place, similar to the sewer
20 contract, there would be a work order which would be a plan or GIS map
21 showing what is to be constructed. He added that the staff is planning to
22 give two of the CIP projects to Rocktown once the contract is in place.
23 He stated that the Huntington Village and Lewis Hill-West Leigh projects
24 are too small to advertise for a contractor to bid solely on them, and it
25 makes more sense to lump them into the one contract.

26 **d. Monthly Maintenance Update** – Mr. Parcels asked if the water main
27 leak mentioned on page 108 would account for loss of water. Mr.
28 Morrison replied yes, it would. He stated that this particular water main
29 leak was a low-flow rate leak that occurred. He stated that it was a
30 previous repair that was leaking around the connection point of the
31 coupling. Mr. Parcels asked over how long of a period was the water

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1 main leaking. Mr. Morrison replied that the ACSA staff responded the
2 same day the leak was reported, which was when the water began to
3 surface above the main. He stated that he does not imagine it was
4 leaking for that long.

5 Mr. Parcels asked in terms of the sewer CCTV footage, how many
6 miles of sewer there are to inspect and the timing for the overall
7 inspection. Mr. Morrison replied that he would have to verify the exact
8 number, but he believes it is in the upper 200s. He mentioned that the
9 staff takes the same approach to sewer main inspections as it does for
10 manhole inspections, which he explained in an email sent to the Board.
11 He stated that staff uses the CCTV to inspect new infrastructure as part
12 of the warranty process, and can target different areas based on
13 location, age, and historical issues to CCTV mains that have a high risk
14 of failure. He noted that they do not routinely CCTV every section of
15 sewer. Mr. Parcels stated that the last three months show a pretty good
16 inspection rate. He asked, if the staff can sustain 72 miles per year, what
17 Mr. Morrison expected the average would be. Mr. Morrison replied that
18 he would need to look at the data in Cityworks, before he started
19 trending it in the Board packet, to see if there is an average he can
20 discern from it. Mr. Lynn noted that there were 323 miles of sewer in the
21 FY 2024 budget.

22 Mr. Morrison stated that the ACSA has two CCTV vans conducting
23 these inspections. He noted that a few months ago, staff gave a
24 presentation to the Board on the ACSA's flushing program, in which they
25 talked about a Bluetooth camera head that was being used. He stated
26 that one of the benefits of this type of technology, is that it allows the
27 staff to continue to CCTV other parts of the system, as opposed to
28 pulling in a crew to CCTV a section of main after being flushed.

- 29 **e. Rivanna Water and Sewer Authority (RWSA) Monthly Update** – Ms.
30 Swanson asked if there was an expected completion date for RWSA's
31 proposed long-term financial analysis. Mr. O'Connell replied that the

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1 recommendation when the budget is presented, will be to include
2 funding to perform that analysis. He stated that there is typically a rate
3 study every 4-5 years, but the analysis will look longer term, particularly
4 at the impacts of RWSA's wholesale rates. He noted that the financial
5 analysis will be done in the fall and ready to present with the budget a
6 year from now. He added that there will be a lot of work done with
7 RWSA, but the intent is to look at it from an ACSA and customer
8 standpoint.

9 Dr. Palmer stated that she had a question about the Sugar Hollow
10 bladder issues and RWSA budget, that was not specifically mentioned
11 in the update memo. She stated that she went to both public meetings
12 RWSA held on the issue. She mentioned that there were 66 million
13 gallons of water dumped over the dam when the bladder failed. She
14 stated that RWSA has been doing a lot of work to ensure this does not
15 happen again, but the community realized that there is no notification
16 system in place when there is an emergency with the dam. She stated
17 that at the last meeting, RWSA said they would be performing a cost
18 analysis on the value of keeping the 66 million gallons in place behind
19 that bladder and if it is worth the risk to the community. She asked if
20 there is a timeline for that discussion and if Mr. O'Connell could keep the
21 ACSA Board informed as to when that discussion would take place.

22 Mr. O'Connell replied that the ACSA Board will be kept up to date on
23 the issue as RWSA reports the information. He stated that, from his
24 perspective, the implications are bigger than Sugar Hollow and the
25 lessons learned need to be applied to every one of the dams. He stated
26 that there is a regional warning call system that should be taken
27 advantage of. He stated that he does not think there will be huge costs,
28 and the issue at Sugar Hollow is less about money and more about the
29 water supply that would be lost without the bladder. Mr. Roberts asked
30 if the ACSA would incur the full cost. Mr. O'Connell replied that it would
31 be a shared cost as it is part of the Urban system.

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1 ***f. ACSA Board Policy Future Issues Agenda 2024 –***

2 ***g. Fix-a-Leak Conservation Event –***

3 ***Mr. Parcels moved to approve the consent agenda, seconded***
4 ***by Ms. Swanson. All members voted aye.***

5

6 6. **Customer Communications Power Point – Letterpress**

7 Mr. O'Connell stated that the ACSA decided a year ago to try a
8 different approach to communications and included funding in the budget to
9 do so. He stated that initially the thought was to create a position but after
10 Board discussions, it made more sense financially to hire a third party with
11 depth and multiple people. He stated that Letterpress will focus on all
12 aspects of customer communications from newsletters to social media
13 platforms.

14 Alex Veatch, Creative Director for Letterpress Communications,
15 came forward to address the Board. She stated that she would talk a bit
16 about Letterpress, followed by where the ACSA has been, where it is now,
17 and where it is going in terms of customer communications. She mentioned
18 that she would begin her presentation with a short video (Attached as
19 Pages_____).

20 Ms. Veatch stated that the first slide tells the Board a little about what
21 Letterpress does. She stated that Letterpress is a full-service advertising
22 agency, focusing on what they refer to as community-powered marketing.
23 She stated that the agency loves to work with people that want to harness
24 the power of their community and internal team. She mentioned that they are
25 more about teaching people to pitch, rather than setting up systems that
26 require a communicator. She noted that all of the work Letterpress is doing
27 for the ACSA is completely sustainable, and all of the design work is done in
28 Canva which can be handed over to be easily managed by multiple people
29 on the ACSA team.

30 Ms. Veatch moved to the next slide, showing a photo of the Letterpress
31 team. She stated that Letterpress is homebased out of Farmville, VA. She

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1 mentioned that she works out of the southwestern office in Marion, VA, with
2 a dedicated desk at the Staunton location. She noted that the team consists
3 of ten, full-time employees and they flex their creative capacity with
4 contractors, solopreneurs and other small businesses for high-end
5 videography and photography work. She added that everyone on the team
6 has not only industry experience but are also all creative implementors. She
7 stated that when a client gets an account executive at Letterpress, they also
8 get someone that can implement their creative. She added that they also
9 have an account coordinator on their team, Karen Keane, who has a heavy
10 hand in social media and copyright editing.

11 Ms. Veatch moved through the next couple of slides to discuss
12 Letterpress's approach thus far, which she stated began with a
13 comprehensive communications audit that looked at all of the
14 communication channels that the ACSA utilizes. She stated that they
15 reviewed websites, social media, review sites, print publication, and
16 branding. She mentioned that they also helped to implement a PFAS
17 communications plan to help educate the public.

18 Ms. Veatch moved to the next slide outlining where the ACSA and
19 Letterpress are now in their communications work. She stated that from the
20 audit, the first piece that was implemented was a brand and messaging guide
21 for the ACSA, beyond the logo. She stated that they created a logo usage
22 guide to ensure colors are being matched correctly, which is helpful when
23 using third-party vendors. She mentioned that they also added some visual
24 elements in the guide, which talks about how to use photography and
25 videography to communicate visually. She stated that the messaging guide
26 includes a full list of all the channels the ACSA uses, key differentiators and
27 talking points about the organization's services. She noted that they also
28 created target customer and stakeholder personas as well. She added that
29 the guide is a living document, so they will add to it as things change.

30 Ms. Veatch stated that the next slide shows an annual content roadmap.
31 She stated that Letterpress looked at everything that was being

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1 communicated throughout the year and then broke that down into a roadmap
2 to ensure content is being utilized across all channels all year long. She
3 mentioned that they also created content fillers, such as promotional,
4 educational, entertainment, and employee recruitment and retention items.

5 Ms. Veatch stated that finally, the last slide outlines where things are
6 headed. She stated that Letterpress will be providing ongoing
7 communications support and will continue to build templates in Canva that
8 can be utilized in the future. She stated that they will also be working on a
9 new customer/educational packet which will replace the current brochure.
10 She mentioned that they are also working on the ACSA's 60th anniversary
11 celebration throughout the year, while working on rate change messaging
12 and lead report messaging this fall.

13 Mr. Parcels asked how this all fits in the Customer Experience project.
14 Ms. Veatch replied that Letterpress has sat in on a few of those sessions.
15 She noted that she sat in on the website session, and the brand and
16 messaging guide Letterpress has created will be very helpful in that process.
17 She mentioned that the ACSA has also submitted an RFP for Letterpress to
18 work on the non-logged-in user side of the website. She noted that
19 Letterpress has been going through the current site map and making
20 recommendations, which will be provided in a proposal for additional
21 services.

22 Mr. Parcels asked what Letterpress has seen with the website that
23 perhaps are different from what the customer surveys have shown. Ms.
24 Veatch replied that she believes that the customer surveying that was
25 performed was very comprehensive, and everyone has defined the biggest
26 theme, which is flexible communications and options.

27 Ms. Swanson asked what Canva was. Ms. Veatch replied that Canva,
28 started by an Australian company, is a design platform that essentially is an
29 alternate to things like Adobe Publisher and really makes design accessible.
30 She stated that the platform has grown tremendously over the years, and
31 users can do everything like print graphics, digital graphics, video, and

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1 website mock-ups. She stated that users can collaborate and work with
2 others through the white board function, and they can also create teams to
3 work together on designs. She added that she encourages anyone who has
4 not tried Canva, to try it out. She noted that it is open to anyone and there
5 are free and paid accounts.

6 Mr. Parcels asked if the branding and messaging guide created in Canva
7 can be modified in the future as necessary. Ms. Veatch replied yes. She
8 stated that Canva keeps an original version in Letterpress' Canva, that can
9 be used in the ACSA's Canva as a template. Mr. Parcels asked if there will
10 be ACSA staff devoted to this. Mr. Lunsford replied that he does not know if
11 that has been decided yet, but there are multiple staff members that have
12 access to Canva and are familiar with it. Ms. Veatch added that Letterpress
13 also provides training on Canva as well.

14 Mr. O'Connell asked Ms. Veatch to talk about the way the ACSA has
15 done the CCRs in the past versus the way they are being done this year.
16 Ms. Veatch stated that the CCRs in the past did not start with Word
17 documents. She stated that now, each report has its own Word document
18 which will be copyedited, reviewed by the ACSA and Letterpress, and then
19 translated into a design in Canva. She noted that this will allow for better
20 looking graphics and tables and provides a template for future reports. Mr.
21 Parcels asked if this is to help better engage the public. Ms. Veatch replied
22 yes. She stated that the CCRs will go on social media, as well as in the
23 monthly bills. She added that in the months following, Letterpress will pull
24 key content out of the reports to remind customers that they are there. Mr.
25 Parcels stated that he is used to reading these types of reports, so he did
26 not personally see an issue. He stated that he thinks it is commendable that
27 Letterpress is redoing the reports to make them more valuable for customers
28 and the public.

29 Ms. Swanson stated that she recalls when the ACSA transitioned from
30 mailing the CCRs to making them available online, there were some
31 analytical tools available to measure engagement with those reports. She

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1 asked if there will be a way to measure public engagement with the reports,
2 moving into this new format. Ms. Veatch replied that they will be able to use
3 Google analytics and can work with Ms. Walker and her team to pull data
4 from last year and compare them to this year. She added that the reports will
5 be found in the same place, which will help to have an “apples to apples”
6 comparison to see if the communications that are being pushed out help to
7 increase engagement. She added that they can also add a trackable QR
8 code to the print ad to see how many people are scanning the code and
9 reading the information from the print ad as well.

10 Ms. Veatch stated that she would close with a task for the Board. She
11 stated that she would like the Board to like the ACSA’s Facebook page
12 and/or LinkedIn. She stated that Letterpress has been working hard to build
13 up the ACSA’s LinkedIn page. She mentioned that it is a great way to show
14 the quality of life as an ACSA employee, which helps with recruitment and
15 retention. She added that she would also like, share, or comment on an
16 ACSA social media post. Mr. Parcels asked if there is a way to do so without
17 going on Facebook. Ms. Veatch stated that he can visit the ACSA’s LinkedIn
18 page. Mr. O’Connell added that a person can Google the ACSA’s Facebook
19 page and look at it without signing in. Ms. Veatch stated that the goal is to
20 increase interaction because the more people engage with a page or post,
21 the higher up it goes in terms of being visible. Dr. Palmer stated that she
22 does not like Facebook either, but she does have an old Facebook page she
23 used for business. She stated that she will like posts that are related to the
24 ACSA, which can be done without being active on Facebook.

25 Ms. Swanson asked what it means when something is boosted on social
26 media. Ms. Veatch replied that organic engagement such as liking a post,
27 makes that post more active in the algorithm. She stated that it shows people
28 care about it, so other people should care about it as well. She stated that
29 boosting a post, or paying for advertising, will definitely increase visibility
30 because the site wants your money and will ensure the post is seen. She
31 mentioned that this was discussed as next steps, once the ACSA gets more

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1 content on its social media pages. Ms. Swanson stated that it would only be
2 the people that have liked the ACSA's page that would see the boosted post.
3 Ms. Veatch stated that this was not necessarily true. Mr. O'Connell stated
4 that EPA Water liked the Fix-A-Leak post last night. He stated that he does
5 not know where EPA Water is, but posts go out all over the place. Ms. Veatch
6 added that if a post is paid for or boosted, the organization has the ability to
7 target an audience so the ACSA would specifically target this area. She
8 noted that in terms of overall customer communications, however, they also
9 want other people to see the posts. She stated, for example, there may be
10 someone who has an elderly parent that lives here, and they want to follow
11 what is happening with their water authority.

12
13 7. Proposed FY 2025 Capital Improvement Program (CIP)

14 Jeremy Lynn, Director of Engineering, stated that he wanted to
15 thank the Board for the opportunity to give a first glance at the Proposed FY
16 2025 CIP budget (Attached as Pages_____). He stated that this is a
17 challenging time of year for the engineering and maintenance staff that
18 comprise the CIP team. He stated that he wanted to give many thanks to
19 Justin Weiler, John Anderson, and Richard Nelson in the Engineering
20 department, and Alex Morrison, Roland Bega, Robert Lawson, and Billy
21 Defibaugh in the Maintenance department. He noted that this group meets
22 every two weeks and for the last two or three months, a lot of that time has
23 been focused toward developing the CIP. He added that it is also a balancing
24 act to figure out what they want to do, what they strive to do, and what they
25 can physically accomplish in a year.

26 Mr. Lynn stated that the first slide shows an outline of the
27 presentation. He noted that it is slightly different than in years past, and he
28 will explain why. He stated that currently, there are only three new projects
29 in the FY 2025 CIP budget, so he felt it was important to share some of the
30 construction activity that is anticipated in 2025. He mentioned that four

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1 projects make up 75% of the FY 2025 budget and they are all expected to
2 be under construction at some point.

3 Mr. Lynn stated that the next slide shows a high-level overview of the
4 FY 2025 CIP budget. He stated that it is \$12.1 million, and the pie chart
5 shows the split between water and sewer. He mentioned that this compares
6 to \$11 million in FY 2024's budget, which is about a 4.8% increase. He noted
7 that new projects only make up about 5% of the budget, or \$625,000. He
8 added that the next three slides will outline those new projects.

9 Mr. Lynn stated that the first new project is the Buckingham Circle
10 Sewer project. He stated that back in 2012, the ACSA attempted to construct
11 a sewer project when the water main replacement project was done. He
12 stated that there was an initial design, but there was not a lot of support from
13 the community, so the project was shelved. He mentioned that over the last
14 year or so, there began to be more community interest in connecting to public
15 sewer. He stated that the ACSA is about to perform another survey to gauge
16 and confirm community interest before they pursue the project again.

17 Mr. Lynn stated that this project would extend public sewer to about
18 50 homes that are currently on private septic systems. He stated that the
19 goal in 2025 would be to re-evaluate the previous design to see if it works,
20 and augment or redesign the project if necessary. He stated that if all goes
21 well, the ACSA will then start the easement acquisition process.

22 Mr. Parcels asked what the cost is to connect to public sewer and
23 what the level of community interest would need to be for the ACSA to
24 commit to the project. Mr. Lynn replied that connection fees for sewer are
25 about \$7,000-\$8,000, but the ACSA tells customers to expect about \$10,000
26 in total construction costs. He mentioned that the ACSA will give them a stub
27 out, but they will then have to hire a private contractor to extend a line from
28 that stub. He stated that in terms of the level of community interest, there is
29 no hard and fast number, but they would like to see above 50%. He noted
30 that there is an active member of the Buckingham Circle community that
31 indicated he believes there is that level of interest. Mr. Parcels asked if there

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1 was an HOA. Mr. Lynn replied that there is not an official HOA, but this
2 particular resident has been going door to door, speaking with his neighbors
3 and the ACSA will rely on him to garner the support needed to move this
4 project forward.

5 Mr. Parcels asked if there would be any type of environmental
6 persuasion. He stated that the ACSA probably has to get some type of
7 environmental permit to do the project, and asked if that could be a tool to
8 encourage customers to move from a private septic system to public sewer.
9 Mr. Lynn replied that there will be E&S permitting done, but there are not any
10 DEQ permits needed to complete the project. He stated that the challenge
11 is that customers do not want to spend \$10,000 to connect to sewer and
12 have a monthly sewer bill if there is nothing wrong with their septic system.
13 He noted, however, these projects do not happen overnight. He stated that
14 if the project starts today, construction will not happen for multiple years. He
15 stated that if a problem develops with a customer's septic system between
16 now and then, that puts them in a difficult situation, and they could possibly
17 have to purchase a new septic system that would cost much more than
18 \$10,000.

19 Dr. Palmer stated that, to her understanding, the homes in
20 Buckingham circle whose backyards empty into the wetlands area are the
21 ones whose septic systems have failed and there is nowhere else to put
22 them. She asked if there are more there that have failed. Mr. Lynn replied
23 that they do not know at this point, but part of the survey will be to ask if they
24 are having problems currently, have they invested in an alternative septic
25 system, and are they interested in connecting to public sewer given the
26 costs. He mentioned that there could be a way to construct part of the
27 project, but the ACSA has fallen into a bad habit of doing some of the sewer
28 projects piecemeal. He noted that there have been four phases of the
29 Northfields sewer project, and it is still not finished.

30 Dr. Palmer asked if there would be information given to the
31 homeowners on the life of a septic field or the issue of not having anywhere

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1 to put a new septic field if the current one fails. Mr. Lynn replied that he thinks
2 those are very good points to make in support of this type of project. He
3 mentioned that the lot sizes in this neighborhood are small, and they
4 probably do not have reserved drain field locations, and there is a certain life
5 to a drain field that should be conveyed as well. He stated that the staff would
6 probably start off with an introductory letter followed by a survey that would
7 be returned to the ACSA. Mr. Parcels asked if there was any guess as to
8 what the project would ultimately cost. Mr. Lynn replied that the overall
9 budget for the project is currently \$2.2 million.

10 Mr. Parcels asked if there was any chance the VDH would step in.
11 Mr. Lynn replied that the DEQ loves projects that get people off of private
12 drain fields, so the ACSA would most likely have their support, but he does
13 not know in what form. He stated that the ACSA did try, in 2012, to perform
14 a salary survey and it did not meet the threshold for a Community
15 Development Block Grant (CDBG).

16 Dr. Palmer asked if the wetlands property behind Buckingham Circle
17 belonged to UVA and if so, could the ACSA get them to do an investigation
18 of pollution or bacterial count in that area. Mr. Lynn replied that it is their
19 property, but he does not know if they can ask UVA to do that. He stated that
20 it might be something the StreamWatch organization can do as they have
21 sample locations throughout the community, but he does not know if they
22 sample in this area. Dr. Palmer replied that she is a part of StreamWatch,
23 and they do not sample in this area.

24 Ms. Swanson stated that when the City did the gas line installation in
25 her neighborhood, they decided to stub out the gas service for every property
26 even though there was only a handful of people that signed up for gas
27 service. She asked if this is how the ACSA is thinking about doing the sewer
28 installation. Mr. Lynn replied yes. He stated that they would put a stub out
29 on every lot and those that want to connect can do so at the time of
30 construction. He stated that it would then be there, almost as a lifeline, if
31 someone needs it in the future. Ms. Swanson added that the community

Albemarle County Service Authority Board of Directors

1 needs affordable housing, and having the public sewer is a way to ensure a
2 home has another selling point.

3 Mr. Roberts stated that he recently had to go through the whole
4 process of connecting to public sewer and, in his opinion, it is cheaper to pay
5 the sewer connection fee than it is to install a new septic system. He added
6 that the same applies to water as well.

7 Mr. Lynn stated that the second new project is the Woodbrook
8 Drainage Basin Sanitary Sewer Evaluation Survey (SSES). He stated that
9 components of the survey include manhole inspections, flow metering,
10 smoke testing, and CCTV inspections, which are typically done by a
11 consultant. He stated that the goal is to identify any defects in the sewer
12 system, but also to identify sources of Inflow & Infiltration (I/I) that can be
13 corrected. He noted that I&I is problematic because it consumes capacity in
14 the sanitary sewer system, which could potentially prevent future
15 development. He stated that the Woodbrook drainage basin is comprised of
16 450 manholes and 75,000 linear feet of sewer. He added that the FY 2025
17 proposed budget for the project is \$400,000.

18 Mr. Parcels asked how it was determined that this area is ripe for
19 I&I. Mr. Lynn replied that part of this area is served by the Woodbrook sewer
20 pump station and there have been increased flows during rain events over
21 the last year or so. He stated that they know water is getting into this system
22 and they want to figure out where it is coming from and how to prevent it. He
23 stated that once the report is done and the ACSA has recommendations,
24 they would be given to the sewer contractor under a work order to complete
25 the necessary repairs.

26 Mr. Parcels asked if the inspections would go up the sewer laterals.
27 Mr. Lynn replied no and stated that this is the challenge with the ACSA's
28 system. He noted that the ACSA does not own any portion of the lateral. He
29 mentioned that the defects they find with the laterals are found when they do
30 smoke testing. He stated that sections of the sewer system are blocked off

Albemarle County Service Authority Board of Directors

1 and a smoke machine is placed on the manhole, and they then try to identify
2 where the smoke is exiting the system.

3 Mr. Parcels stated that there also has to be proper timing of the
4 inspections during a rain event. Mr. Lynn stated that the flow metering stays
5 in place for an extended period of time, so there will be dry weather, but the
6 hope is to get a rain event to see an increase in flow levels. He stated that it
7 is important to perform manhole inspections in wet conditions so that the
8 ground water is at some level around the manhole to identify cracks or holes
9 in the manhole. He noted that the manhole inspections are done from the
10 surface using a pole camera.

11 Mr. Parcels asked if Mr. Lynn thinks all of the work can be done in
12 one year. Mr. Lynn replied that the staff believes it can. He mentioned that
13 they will not get to the rehabilitation part of the project in one year, but all of
14 the evaluations should be completed.

15 Dr. Palmer asked if there are still residential downspouts connected
16 and if they have seen any smoke coming out of them during smoke testing.
17 Mr. Lynn replied that he has not seen too many of them. He stated that what
18 they mostly see are cleanout caps that are broken off by lawnmowers leaving
19 an open hole, which the smoke will come out of. Dr. Palmer stated that they
20 would not be able to see anything if roots are intruding into the lateral. Mr.
21 Lynn stated that there was defective lateral under a deck in Camelot, which
22 was a challenging issue to resolve. He noted that there was a lot of smoke
23 coming out of that area, making it clear that there was an issue with the
24 lateral. Dr. Palmer asked if they could see homeowner's backyards and
25 under their decks. Mr. Lynn stated that the contractor walks along the
26 segment of pipe that they are smoke testing, looking along the surface to
27 identify any areas where they see smoke. He added that they only test a few
28 segments of sewer at a time.

29 Ms. Swanson asked if the ACSA is working with the County's
30 stormwater program to identify any issues they can rectify. She stated that
31 they have completed their pilot of identifying all their stormwater

Albemarle County Service Authority Board of Directors

1 infrastructure within the Urban area and also identified some problems
2 during the Woodbrook Elementary School expansion. She stated that there
3 have been stormwater issues in that neighborhood for many years. Mr. Lynn
4 stated that they have not spoken with them, but it may be a good resource.

5 Mr. O'Connell asked Mr. Lynn to talk a bit about the comprehensive
6 sewer study that will take place next year. Mr. Lynn stated that RWSA has
7 permanent flow meters on their trunk systems, but they also have temporary
8 flow meters on branches. He stated that they perform an evaluation about
9 every five years and provide information to the City and ACSA on where the
10 heavier flows are coming from. He stated that it also lets the ACSA know of
11 areas they may need to target.

12 Mr. Lynn stated that the third new project is essentially two projects
13 combined. He stated that the facilities staff has identified two issues that they
14 would like resolved during FY 2025. He stated that the first is some
15 settlement in the front porch of the ACSA Operations Center building. He
16 stated that the ACSA has worked with a Geotech firm that has submitted a
17 proposal to install some helical piers to support the impacted area. He stated
18 that in addition to this, there is a desire to install some hard decking under
19 the truss system to create a more comfortable climate, particularly in the
20 winter. He noted that the FY 2025 budget for this project is \$50,000, which
21 would be split between water and sewer.

22 Mr. Lynn stated that he would now discuss the four big projects that
23 make up 77% of the proposed FY 2025 budget. He stated that the first is the
24 Crozet Phase 4 Water Main Replacement, which encompasses Crozet
25 Avenue, a lot of Route 250, and Hillsboro Lane. He stated that notice to
26 proceed was issued to the contractor today, and construction is anticipated
27 to begin next week. He stated that the FY 2025 budget for this project is
28 \$3,200,000, which brings the total budget to a little over \$7.3 million. Mr.
29 Parcels asked if there would be a lot of work at night to minimize traffic
30 disruption, similar to the project along Georgetown Road. Mr. Lynn replied
31 that they are still working through those logistics. He mentioned that VDOT

Albemarle County Service Authority Board of Directors

1 has given daytime hours which are very short, especially because of the
2 school traffic. He stated that there is not a lot of production time, given the
3 time they need to set up for the work and break down after. He stated that
4 the contractor is contemplating whether it would be more advantageous to
5 do some of the work at night. He added that they are planning to begin on
6 Hillsboro Lane and work their way east, which will occur during the day. He
7 noted that nighttime work can be more productive, but it is very disruptive to
8 the homes nearby. He stated that even though there is a little more
9 separation between the homes and the road in this area than Georgetown
10 Road, but the sound of backup alarms could travel.

11 Dr. Palmer stated that she has been told backup alarms are
12 adjustable to the situation. Mr. Lynn stated that he did not realize this and
13 would talk to the contractors about it.

14 Mr. Lynn stated that the second water main replacement project they
15 hope to get underway is the Barracks West Water Main Replacement
16 project. He stated this project will replace cast iron and galvanized lines in
17 the apartment complex that date back to the original development in the
18 1960s. He stated that they are also looking to add some fire hydrants and
19 improve fire protection capabilities. He mentioned that there is just one
20 easement to obtain, which the ACSA is currently negotiating. He added that
21 the FY 2025 budget includes \$2.5 million for this project, with a total project
22 budget of \$3.4 million.

23 Mr. Lynn stated that the third project is the Briarwood Water Main
24 Replacement project. He stated that this project was originally scheduled for
25 the FY 2027 timeframe but has been expedited due to a few water main
26 breaks in the last six to nine months. He stated that the ACSA will need to
27 acquire four easements, and they are starting on that effort now. He
28 mentioned that the hope is to have construction underway before the end of
29 FY 2025. He added that there is a little over \$1.5 million in the FY 2025
30 budget for this project.

Albemarle County Service Authority Board of Directors

1 Mr. Lynn stated that last, but not least, is the Avon Operations
2 Center. He stated that this is a strategic plan item for business resilience,
3 which also includes some additional storage space. He noted that there is
4 limited space at the Spotnap Road location, and the ACSA is also losing its
5 storage buildings at the Crozet filter plant in the next two years. He
6 mentioned that a training area for equipment operators is also incorporated
7 into the design. He noted that this will most likely be an 18–24-month project,
8 spanning across FY 2025 and FY 2026. He stated that the FY 2025 budget
9 includes \$2.1 million split between water and sewer. He added that bids open
10 next week, so they will have a better idea at the next Board meeting, of
11 whether that total budget number is good or not.

12 Mr. Parcels asked when the bid goes out for the project, is it
13 envisioned as only for FY 2025-26 and not the total \$12.9 million. Mr. Lynn
14 replied that the \$12.9 million is for design and construction. He stated that
15 the bid has gone out, and there was two month bid period because of the
16 size and complexity of the project. He noted that they would have a better
17 idea next Wednesday of how good that estimate is. Mr. Parcels asked if the
18 budget for FY 2025 is \$2.1 million, does that mean the budget for FY 2026
19 will be \$10 million. Mr. Lynn replied no and stated that a lot of that total
20 budget has been incorporated into previous CIP budgets. He noted that
21 almost \$9 million has been built into the budget, and \$2 million has been
22 forecasted for FY 2026.

23 Mr. Lynn stated that in terms of next steps, the staff is asking the
24 Board today to authorize advertisement for a public hearing of the FY 2025
25 CIP budget. He stated that at the next Board meeting in April, he will go
26 through all of the CIP projects, followed by the budget workshop in May and
27 public hearing for the overall budget and rates in June.

28 ***Dr. Palmer moved to authorize the advertisement for a Public***
29 ***Hearing to address the FY 2025 CIP at 9:00 am on Thursday, April 18,***
30 ***2024; seconded by Mr. Parcels. All members voted aye.***

Albemarle County Service Authority Board of Directors1 8. Items Not on the Agenda

2 Mr. O'Connell stated that next month, the ACSA would be presenting
3 the operating budget and rates. He noted that RWSA will be presenting their
4 operating budget to the RWSA Board next week, and the ACSA is looking at
5 nearly a 14% increase. He stated that the plan is to use rate stabilization
6 reserves to try and cushion the increase to ACSA customers.

7 Mr. O'Connell stated that the four-story backflow project has one
8 property left. He noted that this is a big deal, as this was a difficult project to
9 complete, and they hope to have it done next month. He stated that another
10 one to celebrate is the AMI project, which is rapidly moving along. He stated
11 that the thought is the meter and radio installation will be done by May, which
12 is a huge deal for the ACSA.

13 Mr. O'Connell stated that April 2nd is the ACSA's 60th anniversary, so
14 there will probably be a small event next month. He stated that there will
15 probably be a soft celebration spread out over the year to keep reinforcing
16 that the organization is 60 years old.

17 Mr. O'Connell stated that the last item he wanted to mention is that
18 the water supply is still at 100%, with more rain coming. He stated that with
19 warm weather the demand starts to increase, but they are in a really good
20 place right now.

21

22 9. Executive Session – Personnel Matter

23 Ms. Trent read a Resolution to enter Executive Session
24 pursuant to Virginia Code §2.2-3711 A (1) to discuss a personnel matter
25 (Attached as Page_____).

26 ***Mr. Parcels moved to approve the Resolution as presented***
27 ***to the Board; seconded by Dr. Palmer. The Chair asked for a roll-call***
28 ***vote: Mr. Parcels, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Armstrong,***
29 ***aye; Mr. Roberts, aye; Ms. Swanson, aye.***

30 The Board of Directors came back into regular session. Ms. Trent
31 read into record a Resolution stating that only matters so previously stated

Albemarle County Service Authority Board of Directors

1 and exempted from open discussion in regular session were discussed in
2 Executive Session (Attached as Page ____).

3 ***Dr. Palmer moved to approve the Resolution as presented***
4 ***to the Board, seconded by Mr. Parcels. The Chair asked for a roll-***
5 ***call vote: Mr. Parcels, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr.***
6 ***Roberts, aye; Mr. Armstrong, aye; Ms. Swanson, aye.***

7
8 10. Adjourn

9 ***There being no further business, Mr. Armstrong moved that the***
10 ***meeting be adjourned. All members voted aye.***

11
12
13
14
15 _____
Gary B. O'Connell, Secretary-Treasurer

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

AGENDA TITLE: Monthly Financial Reports	AGENDA DATE: April 18, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	ACTION: Informational
	ATTACHMENTS: Yes

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

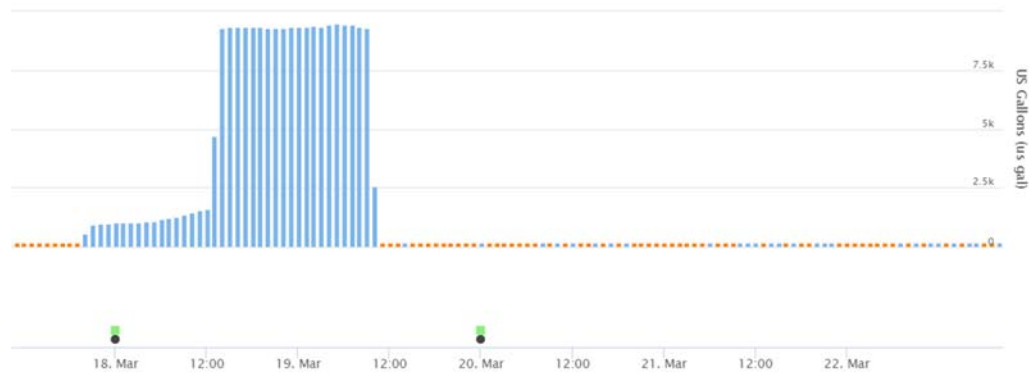
DISCUSSION:

- Water consumption for the month of February decreased 1.6% compared to January. Water consumption for the month of February 2024 compared to February 2023 increased 6.8%.
- RWSA's invoice of \$2,269,378 for the month of February was paid on March 6, 2024.
- Unearned water and sewer connection charges totaled \$3,121,971 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$932,375 recognized in March.
- Water and Wastewater revenues for FY 2024 are above budgeted expectations by 4.1%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 3.9% higher than budgeted expectations.
- We are excited to share that we expect all AMI installations to have been completed by this Board meeting. The AMI system is fully operational and working incredibly well. Our teams have been able to assist many of our customers quickly to help identify customer leaks and analyze for other operational information. With the system fully installed, optimization of radio communications will begin to ensure the highest levels of communication redundancy. This culminates almost six years of staff dedication (feasibility study began May 2018) to ensure the project met all objectives to positively impact our customers. Every employee at the ACSA supported this project either directly or indirectly through the work they do each and every day and we are grateful for their tireless dedication to seeing the project through to completion. The ACSA team is excited to leverage this investment as we continue to look toward the future and enhancing our customer experience, information for substantive analysis and better decision making, and allowing our dedicated teams to use their considerable skills to continue to add value for our customers. We very much appreciate the Board's support and interest throughout the project, and we will continue to report relevant information related to conservation/financial successes (early leak identification), enhancements to service, and additional tools we will evaluate in the future.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Last month, the ACSA team that analyzes high flow/leak alarm alerts daily identified a major leak (9,000 gallons/hour) at one of our community partners. Within an hour of contact, the customer isolated the leak in advance of repairing the damaged service line. AMI provided the information for a major leak event to be identified and corrected quickly, limiting the waste of resources. The graph below reflects hourly consumption during the leak event and subsequent repair.



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
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

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION

March 31, 2024

ASSETS

Cash and cash equivalents	\$ 11,205,268
Accounts receivable	4,812,349
Investments	51,548,067
Capital assets: (net of accumulated depreciation)	181,631,533
Inventory	708,437
Prepays	132,669
Cash and cash equivalents, restricted	596,975
	<hr/>
Total assets	250,635,298
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

Combined deferred outflows of resources	1,175,852
	<hr/>

LIABILITIES

Accounts payable	3,091,733
Accrued liabilities	546,759
Compensated absences	746,495
Net pension liability	2,454,029
Other post-employment benefits	1,244,519
Unearned connection fees	3,121,971
Long-term debt	4,175,883
	<hr/>
Total liabilities	15,381,389
	<hr/>

DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	1,104,953
	<hr/>

NET POSITION

235,324,808

ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending March 31, 2024

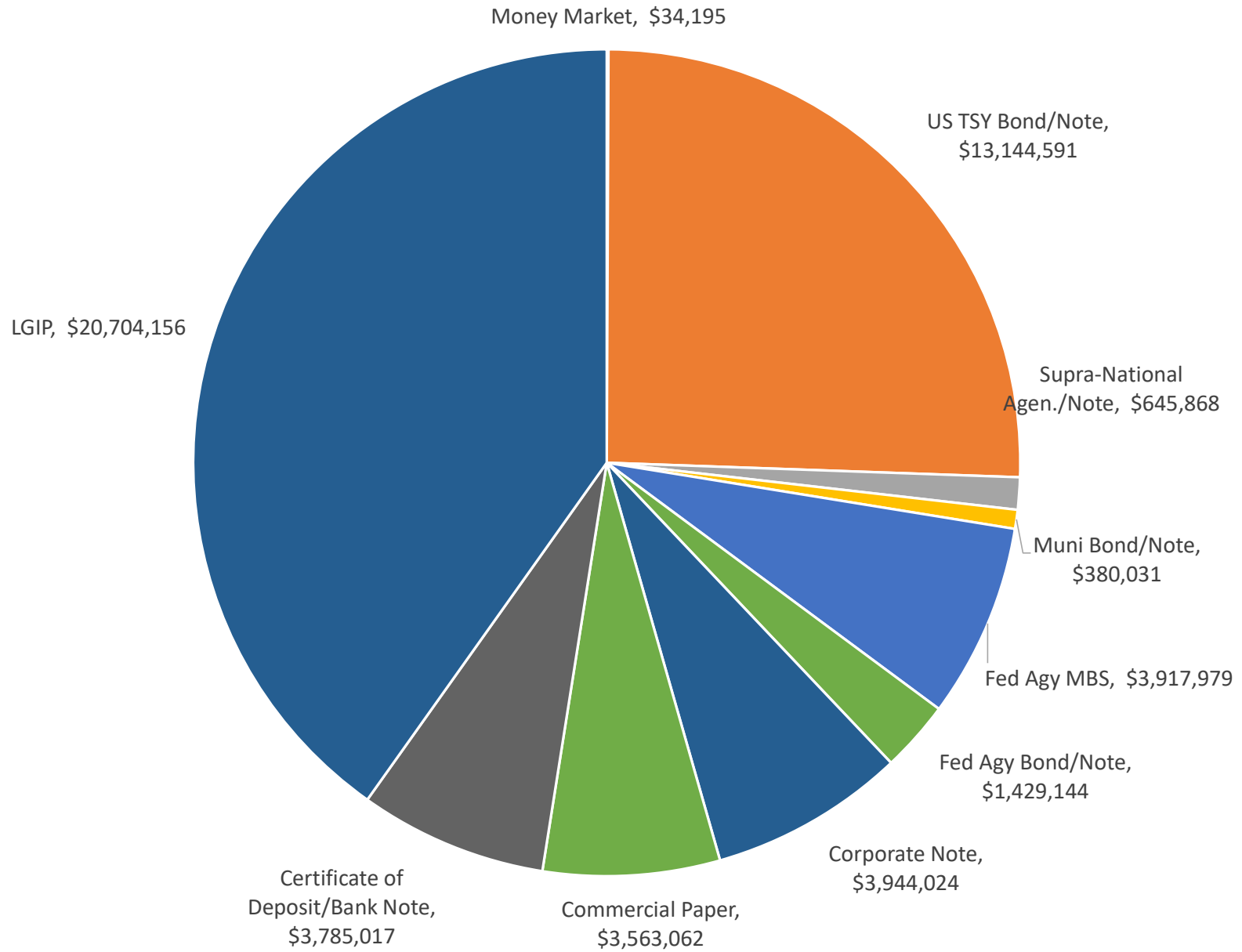
28

	Budget FY 2024	Budget Year-to-Date 2024	March Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	20,580,000.	15,435,000.	16,165,033.	730,033.	4.73%
Sewer Service	16,679,000.	12,509,250.	12,922,014.	412,764.	3.30%
Total operating revenues	37,259,000.	27,944,250.	29,087,047.	1,142,797.	4.09% A
Operating Expenses					
Purchase of bulk water	(16,256,000.)	(12,192,000.)	(12,157,100.)	34,900.	(0.29%) B
Purchase of sewer treatment	(11,689,000.)	(8,766,750.)	(8,544,841.)	221,909.	(2.53%) B
Administration	(1,475,500.)	(1,106,625.)	(938,250.)	168,375.	(15.22%) C
Finance	(2,890,000.)	(2,167,500.)	(1,898,620.)	268,880.	(12.41%) C
Information Technology	(1,787,600.)	(1,340,700.)	(1,209,024.)	131,676.	(9.82%) C
Engineering	(2,400,300.)	(1,800,225.)	(1,620,989.)	179,236.	(9.96%) C
Maintenance	(4,749,900.)	(3,562,425.)	(3,059,104.)	503,321.	(14.13%) C
Total operating expenses	(41,248,300.)	(30,936,225.)	(29,427,928.)	1,508,297.	(4.88%)
Operating gain(loss)	(3,989,300.)	(2,991,975.)	(340,881.)	2,651,094.	(88.61%)
Nonoperating Revenues					
System connection charges	8,000,000.	6,000,000.	6,573,795.	573,795.	9.56% D
Investment/Interest Income	600,000.	450,000.	2,139,667.	1,689,667.	375.48% E
Rental income	16,000.	12,000.	14,772.	2,772.	23.10%
Miscellaneous revenues	761,000.	570,750.	416,542.	(154,208.)	(27.02%) F
Total nonoperating revenues (expenses)	9,377,000.	7,032,750.	9,144,776.	2,112,026.	30.03%
Nonoperating Expenses					
Miscellaneous expenses	(327,300.)	(245,475.)	(630,591.)	(385,116.)	156.89% G
Bond interest charges	(183,859.)	(137,894.)	(96,991.)	40,903.	(29.66%) H
Depreciation	0.	0.	(3,209,128.)	(3,209,128.)	0.00% I
Total nonoperating revenues (expenses)	(511,159.)	(383,369.)	(3,936,710.)	(3,553,341.)	926.87%
Capital contributions	0.	0.	935,953.	935,953.	0.00%
Change in Net Position	4,876,541.	3,657,406.	5,803,138.	2,145,732.	58.67%

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

- A.** Water and sewer revenues were more than budgeted amounts by 4.1%. 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 1.2%. 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. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- D.** System connection charges are higher than the 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



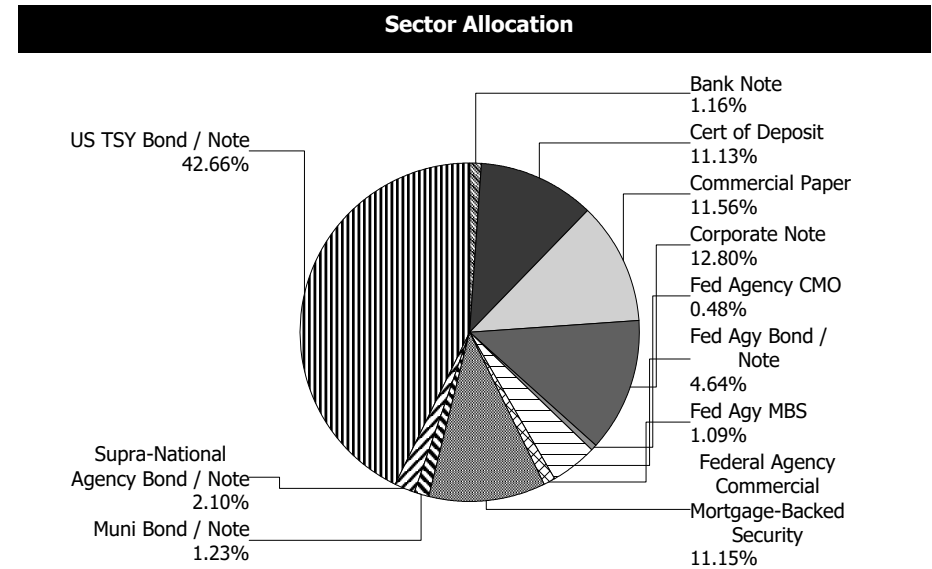
Portfolio Summary and Statistics

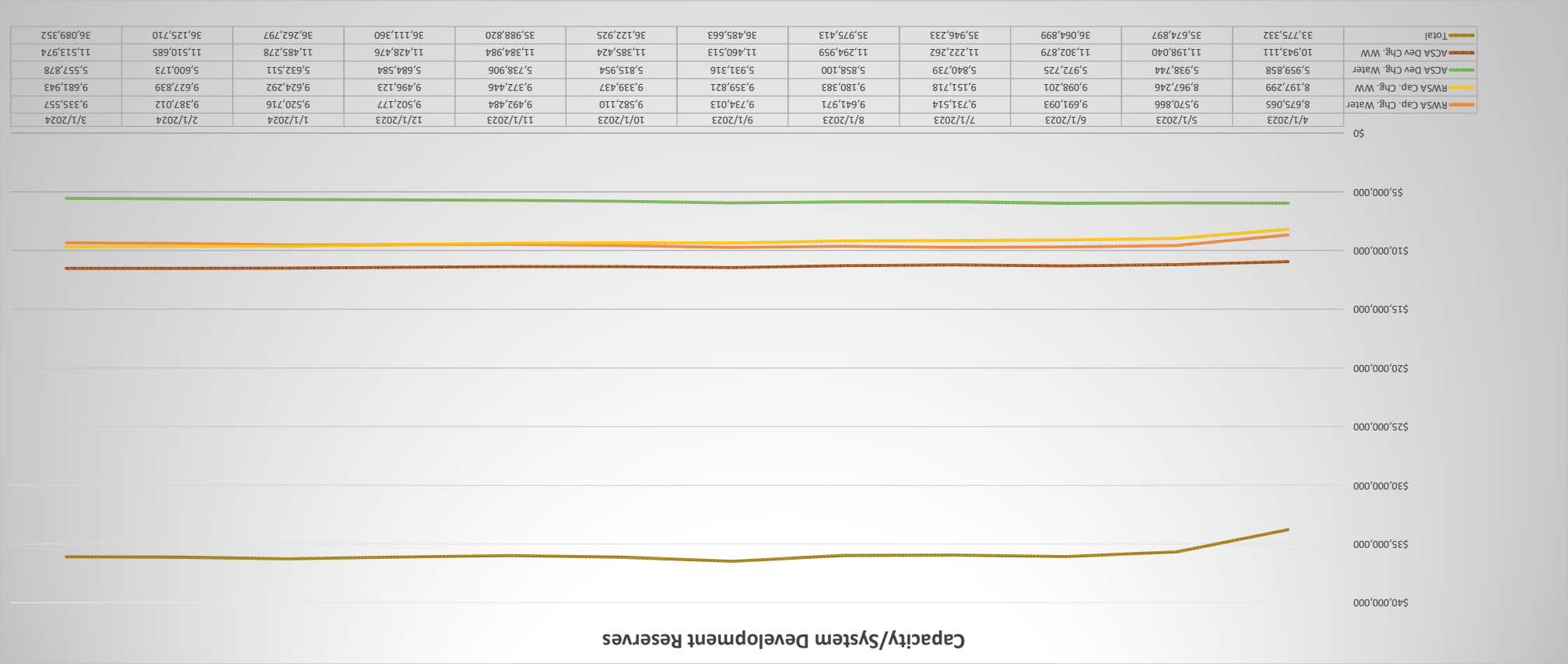
For the Month Ending **March 31, 2024**

ACSA OPERATING FUNDS - 03100100

Account Summary			
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	13,320,000.00	13,144,591.38	42.66
Supra-National Agency Bond / Note	650,000.00	645,868.09	2.10
Municipal Bond / Note	380,000.00	380,031.00	1.23
Federal Agency Mortgage-Backed Security	353,321.01	334,303.77	1.09
Federal Agency Commercial Mortgage-Backed Security	3,551,651.92	3,435,230.91	11.15
Federal Agency Collateralized Mortgage Obligation	150,000.00	148,444.33	0.48
Federal Agency Bond / Note	1,445,000.00	1,429,143.89	4.64
Corporate Note	4,015,000.00	3,944,023.73	12.80
Commercial Paper	3,650,000.00	3,563,061.50	11.56
Certificate of Deposit	3,425,000.00	3,428,321.80	11.13
Bank Note	355,000.00	356,695.48	1.16
Managed Account Sub-Total	31,294,972.93	30,809,715.88	100.00%
Accrued Interest		293,371.47	
Total Portfolio	31,294,972.93	31,103,087.35	

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





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 2024

Area	February 2024 Monthly Connection Fees	February 2023 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 303,030	\$ 26,940	\$ 276,090	1025%
Urban	445,860	951,501	(505,641)	-53%
Scottsville	-	-	-	
Total Connection fees	\$ 748,890	\$ 978,441	\$ (229,551)	-23%
Through February				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 2,096,545	\$ 1,016,985	\$ 1,079,560	106%
Urban	3,544,575	5,517,071	(1,972,496)	-36%
Scottsville	300	-	300	-
Total Connection fees	\$ 5,641,420	\$ 6,534,056	\$ (892,636)	-14%

Area	February 2024 ERC's	February 2023 ERC's	Change	% Change
Crozet	21	2	19	950%
Urban	31	70	(39)	-56%
Scottsville	-	-	-	-
Total ERC's	52	72	(20)	-28%
Through February				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	145	76	69	91%
Urban	245	409	(164)	-40%
Scottsville	-	-	-	-
Total ERC's - YTD	390	485	(95)	-20%

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 2024**

Area	February 2024 ERC's	February 2023 ERC's	February 2022 ERC's
Crozet	21	2	19
Urban	31	70	32
Scottsville	-	-	-
Total ERC's	52	72	51

Through February			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	145	76	73
Urban	245	409	320
Scottsville	-	-	-
Total ERC's - YTD	390	485	393

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, current YTD ERCs appear reasonable considering continued development within the ACSA's service area.

**Albemarle County Service Authority
Water and Sewer Charges from the RWSA
Fiscal Year 2024**

	FY 2024	FY 2023	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,352,971	\$ 2,041,957	\$ 311,014	15.23%
August	2,352,440	2,042,399	310,041	15.18%
September	2,286,484	2,083,284	203,200	9.75%
October	2,277,041	2,021,265	255,776	12.65%
November	2,204,989	1,987,793	217,196	10.93%
December	2,249,566	2,025,214	224,352	11.08%
January	2,356,246	1,990,411	365,835	18.38%
February	2,269,378	1,956,978	312,400	15.96%
March	2,342,273	2,006,071	336,202	16.76%
April		2,013,296		
May		2,021,900		
June		1,979,565		
	<hr/>	<hr/>		
	\$ 20,691,387	\$ 24,170,133		
<hr/>				
YTD	\$ 20,691,387	\$ 18,155,372	\$ 2,536,015	13.97%

Note: The charges noted above from the RWSA include operating and debt service charges.

**Albemarle County Service Authority
Consumption Analysis
Fiscal Year 2024**

	FY 2024 Consumption	FY 2023 Consumption		Monthly Precipitation (In.)	
				FY 2024	FY 2023
July	154,300,020	155,932,214	-1.05%	5.44	6.42
August	170,746,002	159,969,362	6.74%	2.51	4.10
September	176,070,325	155,676,979	13.10%	2.98	2.79
October	165,947,566	152,513,014	8.81%	0.59	2.24
November	154,337,781	148,761,821	3.75%	3.67	4.52
December	145,323,150	134,997,083	7.65%	4.80	4.60
January	137,727,440	138,803,649	-0.78%	6.58	2.32
February	135,574,438	126,909,570	6.83%	2.31	2.87
March		134,395,216	-100.00%		1.36
April		140,263,055	-100.00%		4.67
May		140,578,641	-100.00%		2.31
June		163,336,945	-100.00%		4.81
	1,240,026,722	1,752,137,549		28.88	43.01
YTD	1,240,026,722	1,173,563,692	5.66%	28.88	29.86

Note: Consumption through February 2024 is 5.66% more than the same period in fiscal year 2023. 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 2024

Billed by Area:	Water	Sewer
Crozet	15,712,110	15,025,033
Scottsville	835,039	725,537
Urban	118,980,301	107,182,701
Red Hill	46,988	0
Total	135,574,438	122,933,271

Billing by Sewer Plant:	
Total Urban and Crozet	122,207,734
less Glenmore WRRF	(3,418,323)
Moore's Creek AWWRF	118,789,411
Scottsville WRRF	725,537
Total	119,514,948

Number of Installed Meters:	
Urban	16
Crozet	21
Scottsville	0
Total	37

Metered Consumption (billed by invoice)	
Urban	154,200
Crozet	0
Scottsville	0
Total	154,200

Unmetered Leak Consumption:	
695 Valley St-2/01/24	Scottsville 250
1598 Cool Spring Rd-2/02/24	Urban 100
2509 Northfield Rd-2/07/24	Urban 100
705 Moore's Hill-2/16/24	Scottsville 25
Ivy Road-2/26/24	Urban 2000
Total	2,475

Billed Consumption for Selected Customers

	Water	Sewer		Water	Sewer
Virginia Land Holding	332,130	332,130	Boar's Head Inn	359,410	295,108
Southwood Mobile Homes	1,654,520	2,110,000	Farmington Inc.	711,912	561,800
Turtle Creek Apts.	1,452,281	1,445,381	Westgate Apts.	1,193,964	1,193,964
Barracks West Apartments	1,761,148	1,761,148	PR Charger C'ville Holdings	1,999,294	1,999,294
Monroe Health & Rehab.	665,402	665,402	Four Seasons Apts	1,530,343	1,530,343
Sunrise Senior "Colonnades"	787,904	684,904	Ch'ville/Alb Airport	93,923	94,083
ACRJ	765,260	743,260	State Farm	1,129,220	1,128,194
Westminster Canterbury	1,129,250	1,129,250	Hyatt @ Stonefield	350,279	350,279
SEMF Charleston	1,654,960	1,654,960	Doubletree	608,641	608,641
Martha Jefferson Hospital	1,619,761	1,531,761	Arden Place Apts	471,297	471,297
Crozet Mobile Home Village	278,442	278,442	Hilton Garden Inn	213,902	213,902
The Home Depot	122,941	122,941	The Blake @ Charlottesville	282,789	282,789
County of Albemarle	1,179,223	1,097,035	The Lodge @ Old Trail	236,153	236,153
University of Virginia	1,414,959	1,412,001	Gov't-Defense Complex	476,348	476,348
Wegmans	318,022	318,022	Harris Teeter Stores	115,616	115,616



February 2024

WATER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,159	3,949	195	20,303
Multi-Family Residential	573	44	3	620
Commercial (Offices)	201	12	5	218
Commercial (Other)	934	76	53	1,063
Industrial	36	11	4	51
Institutional	171	32	12	215
Total Water Connections	18,074	4,124	272	22,470
Plus Multiple Units	13,215	781	89	14,085
Total Water Units	31,289	4,905	361	36,555

SEWER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,846	3,674	157	17,677
Multi-Family Residential	542	42	4	588
Commercial (Offices)	186	12	5	203
Commercial (Other)	726	52	44	822
Industrial	15	5	1	21
Institutional	133	25	10	168
Total Sewer Connections	15,448	3,810	221	19,479
Plus Multiple Units	12,799	778	56	13,633
Total Sewer Units	28,247	4,588	277	33,112

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	73,435	11,825	710	85,970
Total Sewer Customers	66,613	11,130	533	78,275

**Albemarle County Service Authority
Major Customer Analysis
February 2024 and January 2024**

	February 2024		January 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	1,179,223	1,097,035	854,714	803,192	37.97%	36.58%
SEMF Charleston	1,654,960	1,654,960	1,472,255	1,472,255	12.41%	12.41%
Martha Jefferson Hospital	1,619,761	1,531,761	1,512,884	1,312,884	7.06%	16.67%
Abbingtion Crossing	1,999,294	1,999,294	1,885,186	1,885,186	6.05%	6.05%
Turtle Creek Apts.	1,452,281	1,445,381	1,412,279	1,405,831	2.83%	2.81%
Westmisnster Canterbury	1,129,250	1,129,250	1,117,320	1,117,320	1.07%	1.07%
Westgate Apts.	1,193,964	1,193,964	1,218,890	1,218,890	-2.04%	-2.04%
Southwood Mobile Homes	1,654,520	2,110,000	1,750,480	1,940,000	-5.48%	8.76%
Barracks West Apartments	1,761,148	1,761,148	1,877,963	1,877,963	-6.22%	-6.22%
Four Seasons Apts.	1,530,343	1,530,343	1,678,219	1,678,219	-8.81%	-8.81%
ACRJ	765,260	743,260	872,150	804,150	-12.26%	-7.57%
State Farm	1,129,220	1,128,194	1,395,490	1,394,553	-19.08%	-19.10%
University of Virginia	1,414,959	1,412,001	1,899,182	1,895,921	-25.50%	-25.52%

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 2024 and February 2023**

	February 2024		February 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
University of Virginia	1,414,959	1,412,001	1,095,862	1,093,732	29.12%	29.10%
Barracks West Apartments	1,761,148	1,761,148	1,377,900	1,377,900	27.81%	27.81%
State Farm	1,129,220	1,128,194	930,630	930,630	21.34%	21.23%
Martha Jefferson Hospital	1,619,761	1,531,761	1,341,551	1,252,951	20.74%	22.25%
Westmisnster Canterbury	1,129,250	1,129,250	938,100	938,100	20.38%	20.38%
Turtle Creek Apts.	1,452,281	1,445,381	1,265,028	1,264,428	14.80%	14.31%
Southwood Mobile Homes	1,654,520	2,110,000	1,542,830	2,220,000	7.24%	-4.95%
SEMF Charleston	1,654,960	1,654,960	1,560,305	1,560,305	6.07%	6.07%
Abbingtion Crossing	1,999,294	1,999,294	1,913,970	1,913,970	4.46%	4.46%
Westgate Apts.	1,193,964	1,193,964	1,212,592	1,212,592	-1.54%	-1.54%
Four Seasons Apts.	1,530,343	1,530,343	1,558,467	1,558,467	-1.80%	-1.80%
ACRJ	765,260	743,260	830,490	809,490	-7.85%	-8.18%
County of Albemarle	1,179,223	1,097,035	1,319,797	1,224,471	-10.65%	-10.41%

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 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	14,207,720	13,485,612	3,349,150	2,838,150	324.22%	375.16%
County of Albemarle	13,237,407	8,824,607	10,745,969	8,886,338	23.18%	-0.69%
Barracks West Apartments	14,115,271	14,115,271	11,804,500	11,804,500	19.58%	19.58%
University of Virginia	15,715,745	15,686,354	13,903,781	13,870,327	13.03%	13.09%
Abbingtion Crossing	16,549,361	16,549,361	14,989,991	14,989,991	10.40%	10.40%
Turtle Creek Apts.	11,109,328	11,069,702	10,083,737	10,056,237	10.17%	10.08%
Westmisnster Canterbury	12,239,940	11,660,940	11,248,750	10,664,750	8.81%	9.34%
SEMF Charleston	12,677,287	12,677,287	11,695,725	11,695,725	8.39%	8.39%
Martha Jefferson Hospital	17,048,204	10,586,759	15,907,882	9,256,078	7.17%	14.38%
Southwood Mobile Homes	14,167,810	17,070,000	13,976,855	17,230,000	1.37%	-0.93%
Westgate Apts.	9,514,570	9,508,270	9,984,022	9,977,722	-4.70%	-4.71%
Four Seasons Apts.	12,511,575	12,511,575	13,503,469	13,503,469	-7.35%	-7.35%
ACRJ	7,864,140	6,926,140	8,539,700	7,502,700	-7.91%	-7.68%

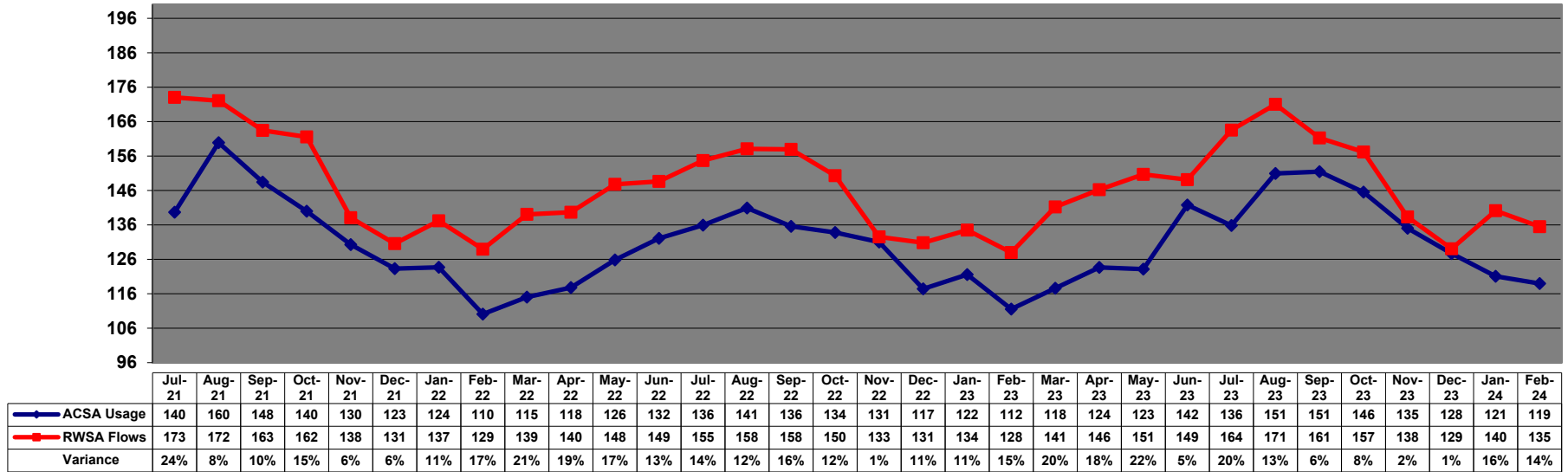
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

* -- Consumption/usage in gallons.

FY 2022, 2023, and 2024 Urban Water Comparison RWSA Flows & ACSA Customer Usage

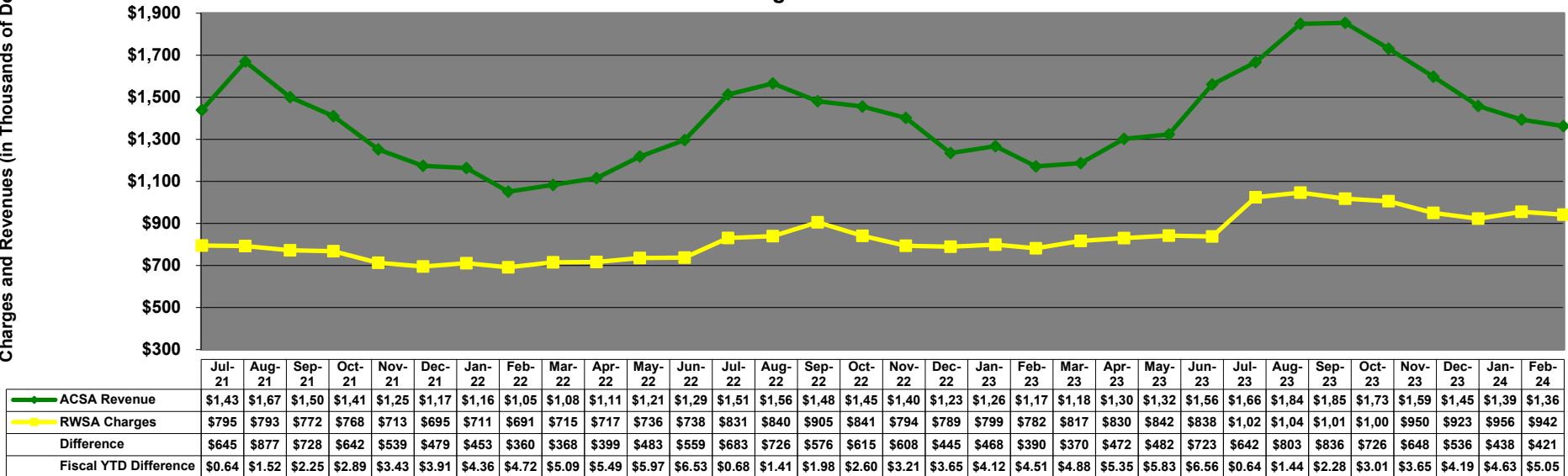
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Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

FY 2022, 2023, and 2024 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

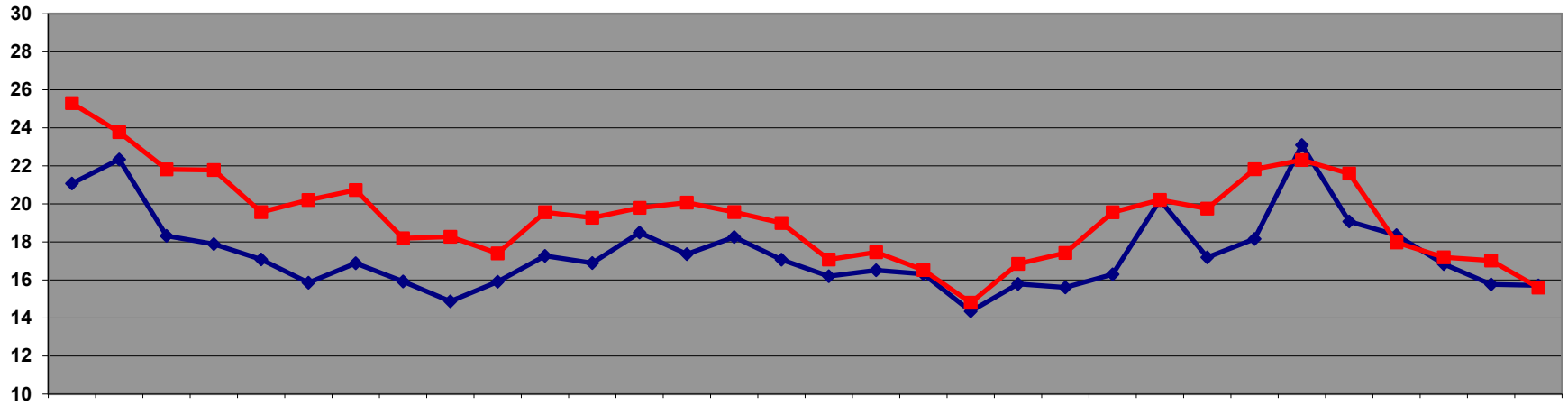


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

FY 2022, 2023, and 2024 Crozet Water Comparison RWSA Flows & ACSA Customer Usage

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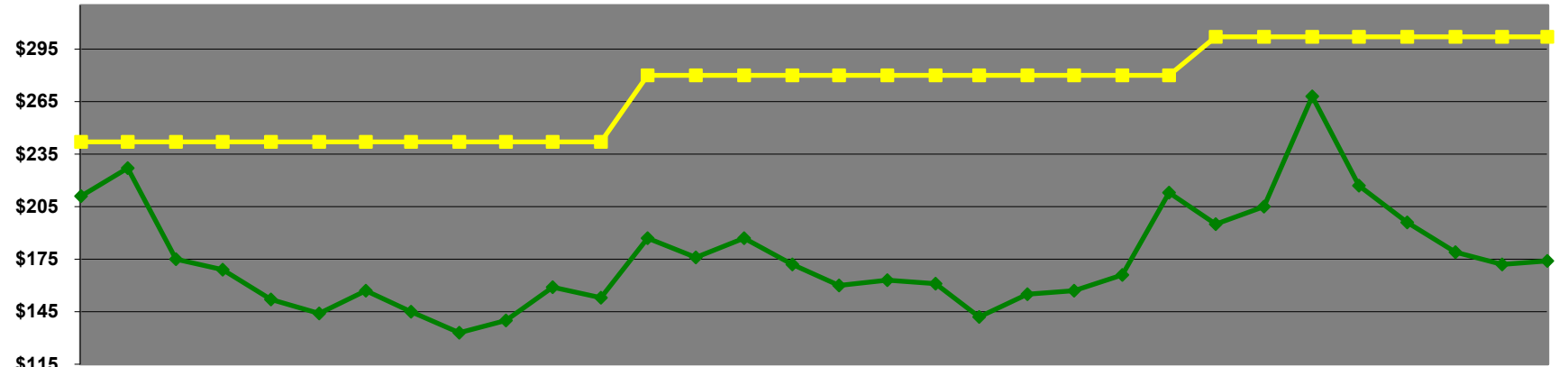
Flows & Usage (in Millions of Gallons)



	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	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
ACSA Usage	21	22	18	18	17	16	17	16	15	16	17	17	18	17	18	17	16	17	16	14	16	16	16	20	17	18	23	19	18	17	16	16
RWSA Flows	25	24	22	22	20	20	21	18	18	17	20	19	20	20	19	17	17	17	15	17	17	20	20	20	22	22	22	18	17	17	16	16
Variance	20%	6%	19%	22%	15%	27%	23%	14%	23%	9%	13%	14%	7%	16%	7%	11%	5%	6%	1%	3%	7%	12%	20%	0%	15%	20%	-3%	13%	-2%	2%	8%	-1%

FY 2022, 2023, and 2024 Crozet Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

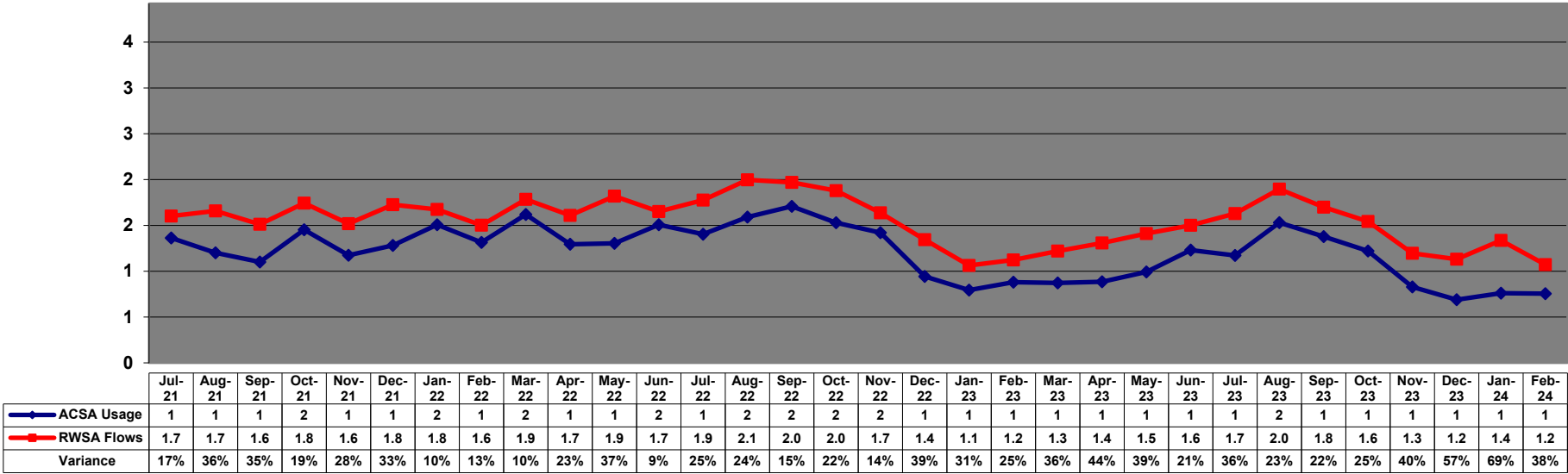
Charges and Revenues (in Thousands of Dollars)



	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	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24
ACSA Revenue	\$211	\$227	\$175	\$169	\$152	\$144	\$157	\$145	\$133	\$140	\$159	\$153	\$187	\$176	\$187	\$172	\$160	\$163	\$161	\$142	\$155	\$157	\$166	\$213	\$195	\$205	\$268	\$217	\$196	\$179	\$172	\$174
RWSA Charges	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302
Difference	(\$31)	(\$15)	(\$67)	(\$73)	(\$90)	(\$98)	(\$85)	(\$97)	(\$109)	(\$102)	(\$83)	(\$89)	(\$93)	(\$104)	(\$93)	(\$108)	(\$120)	(\$117)	(\$119)	(\$138)	(\$125)	(\$123)	(\$114)	(\$67)	(\$107)	(\$97)	(\$34)	(\$85)	(\$106)	(\$123)	(\$130)	(\$128)
Fiscal YTD Difference	-\$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)	(\$1.0)	(\$1.1)	(\$1.2)	(\$1.3)	(\$0.1)	(\$0.2)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.8)

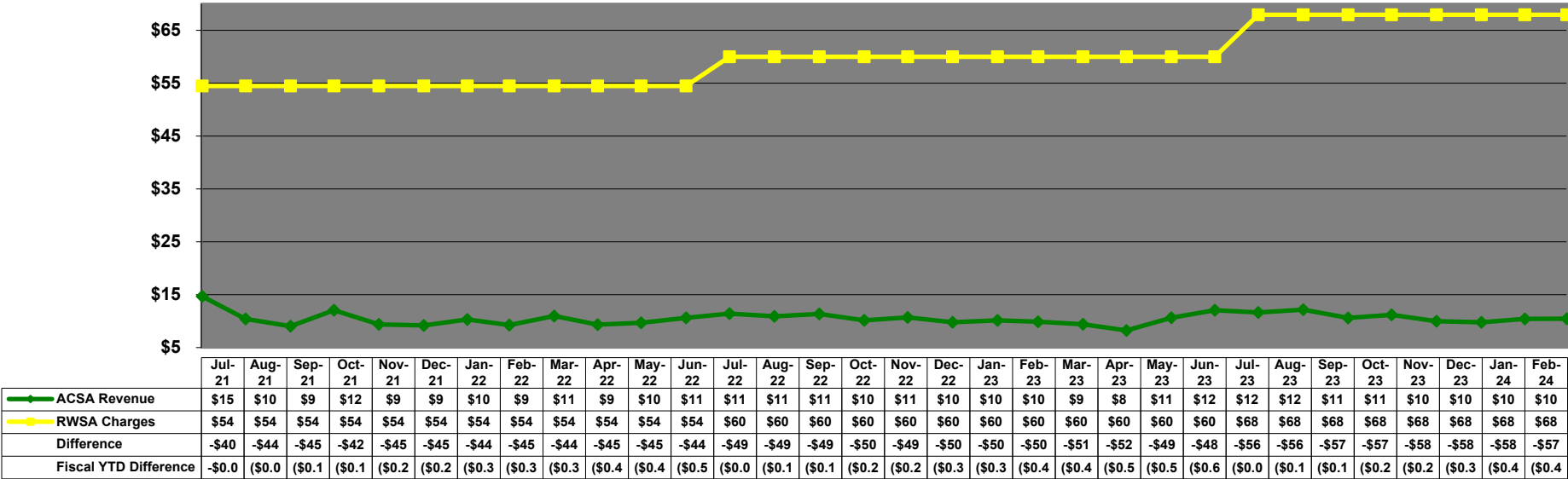
FY 2022, 2023, and 2024 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



FY 2022, 2023, and 2024 Scottsville Water Comparison
RWSA Billed Water Charges & ACSA Billed Water Revenues

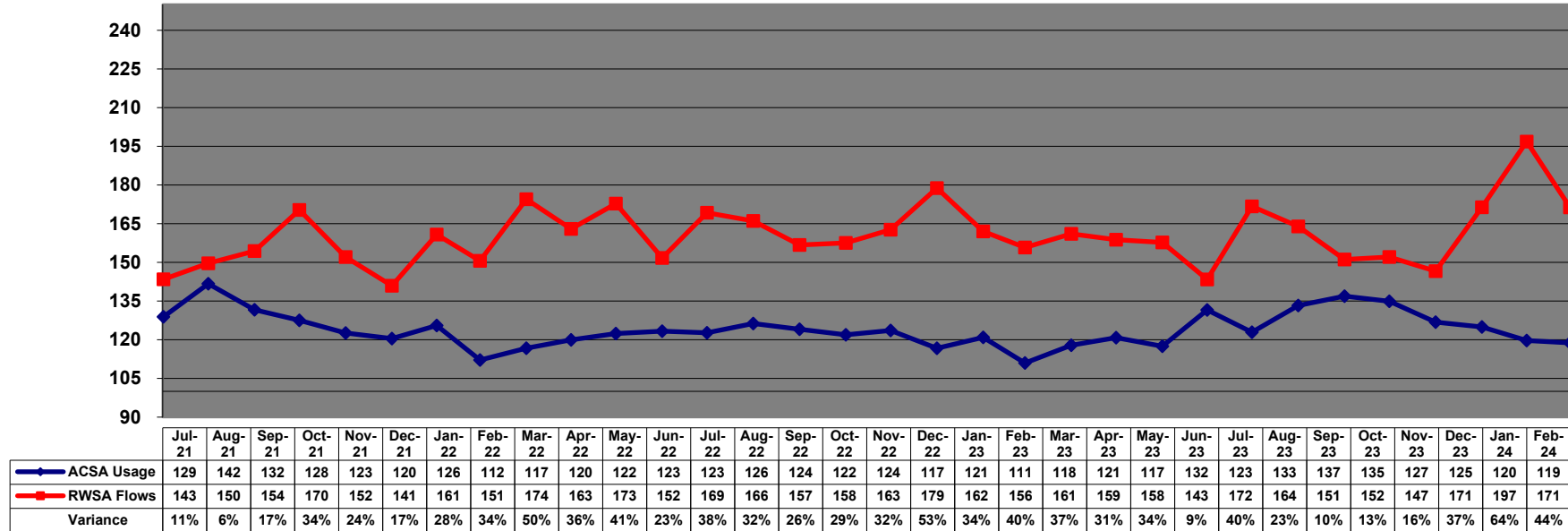
Charges and Revenues (in Thousands of Dollars)



**FY 2022, 2023, and 2024 Urban (including Glenmore) & Crozet Sewer Comparison
ACSA Customer Usage & RWSA Flows**

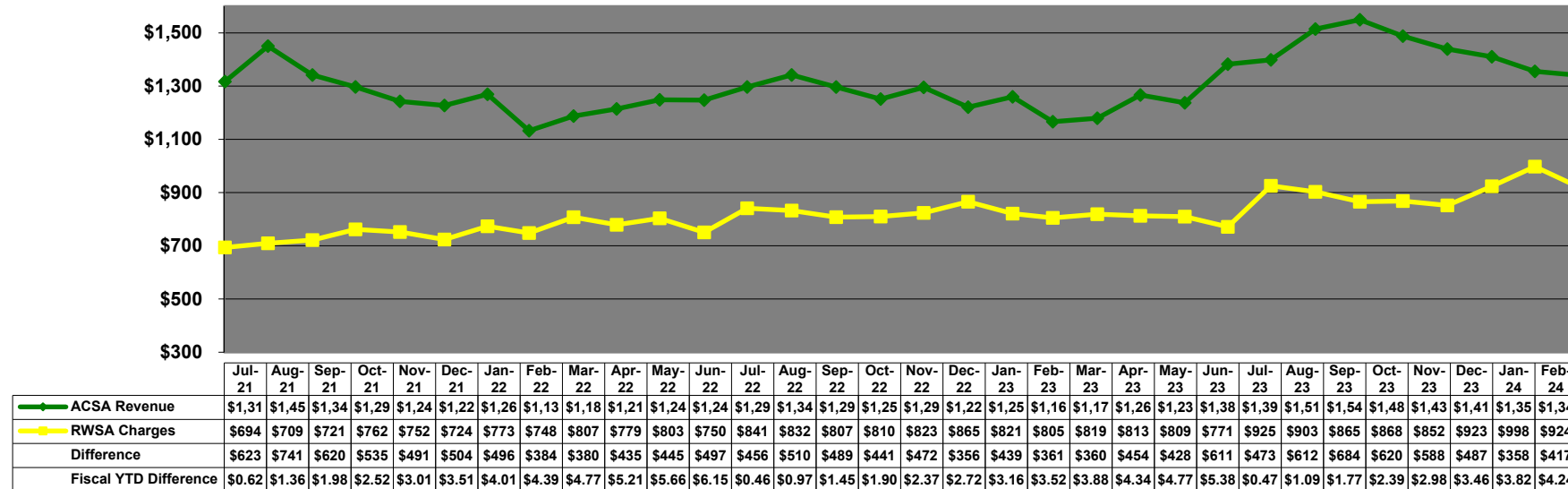
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Usage & Flows (in Millions of Gallons)



**FY 2022, 2023, and 2024 Urban (including Glenmore) & Crozet Sewer Comparison
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)

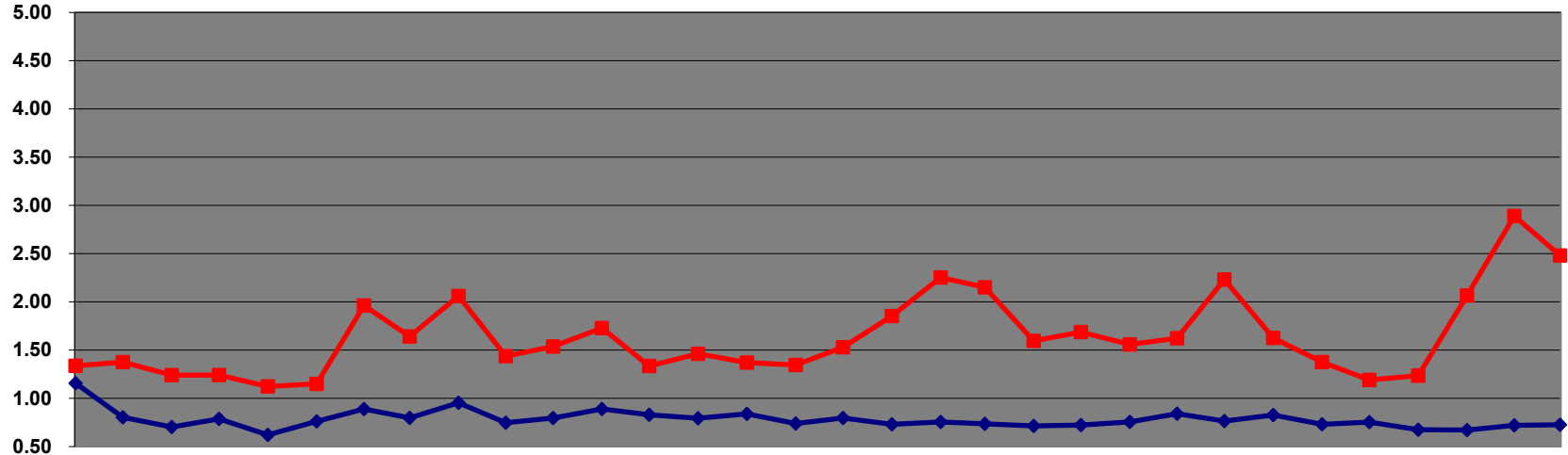


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

FY 2022, 2023, and 2024 Scottsville Sewer Comparison ACSA Customer Usage & RWSA Flows

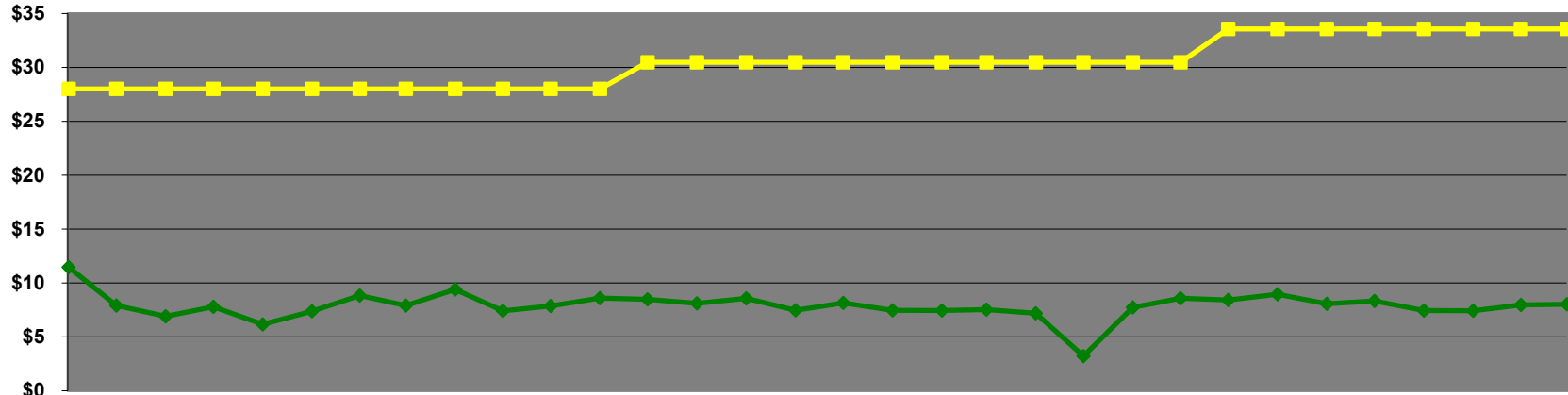
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Usage & Flows (in Millions of Gallons)



FY 2022, 2023, and 2024 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 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	45,016,715	45,670,222	45,561,576	49,568,558
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	13,038,674	13,819,163	14,442,933	18,264,878
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	2,182,828	2,638,653	3,330,195	5,919,761
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	1,196,536	1,979,431	3,435,895	6,675,863
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	61,434,753	64,107,469	66,770,599	80,429,060

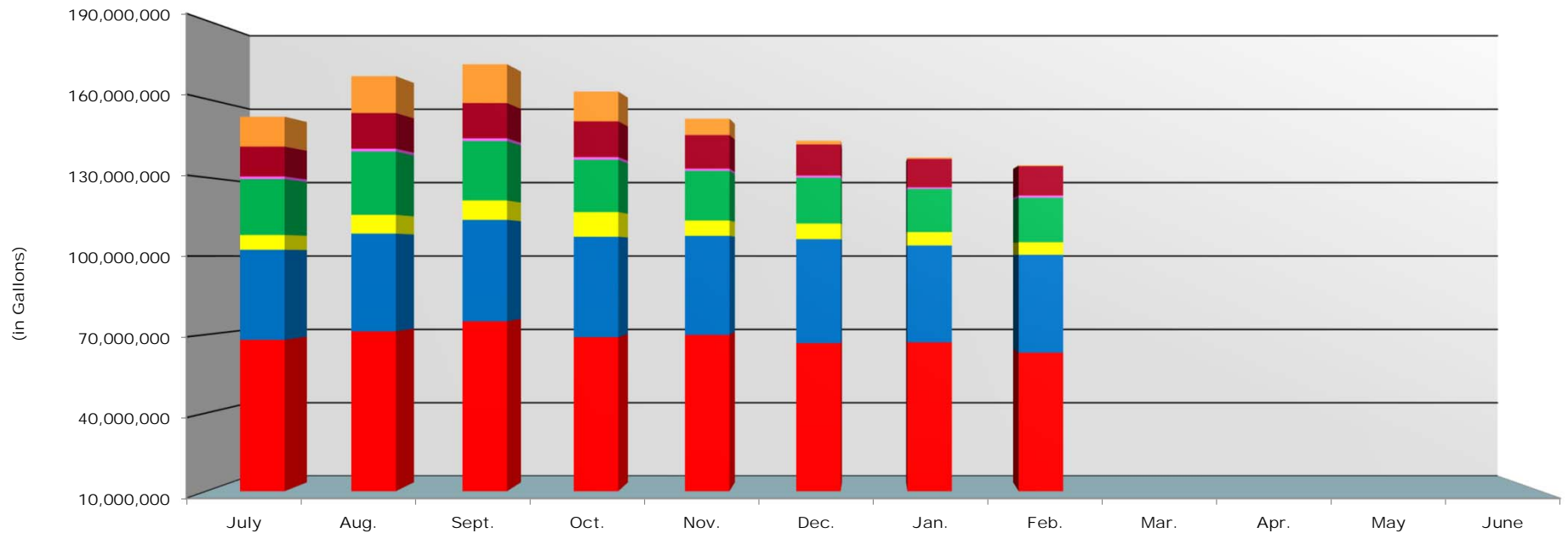
	FY 2024											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775	46,900,575	46,887,506	45,996,822				
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806	14,914,361	15,260,215	13,399,431				
Level 3 (6,001 - 9,000 gallons)	4,271,446	4,916,430	6,033,699	4,583,776	4,409,091	2,899,484	2,944,132	2,249,613				
Level 4 (over 9,000 gallons)	5,743,519	6,973,528	8,880,933	6,336,335	4,866,834	2,138,821	1,860,892	1,447,502				
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	66,853,241	66,952,745	63,093,368	-	-	-	-

System-Wide Irrigation Water Usage

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

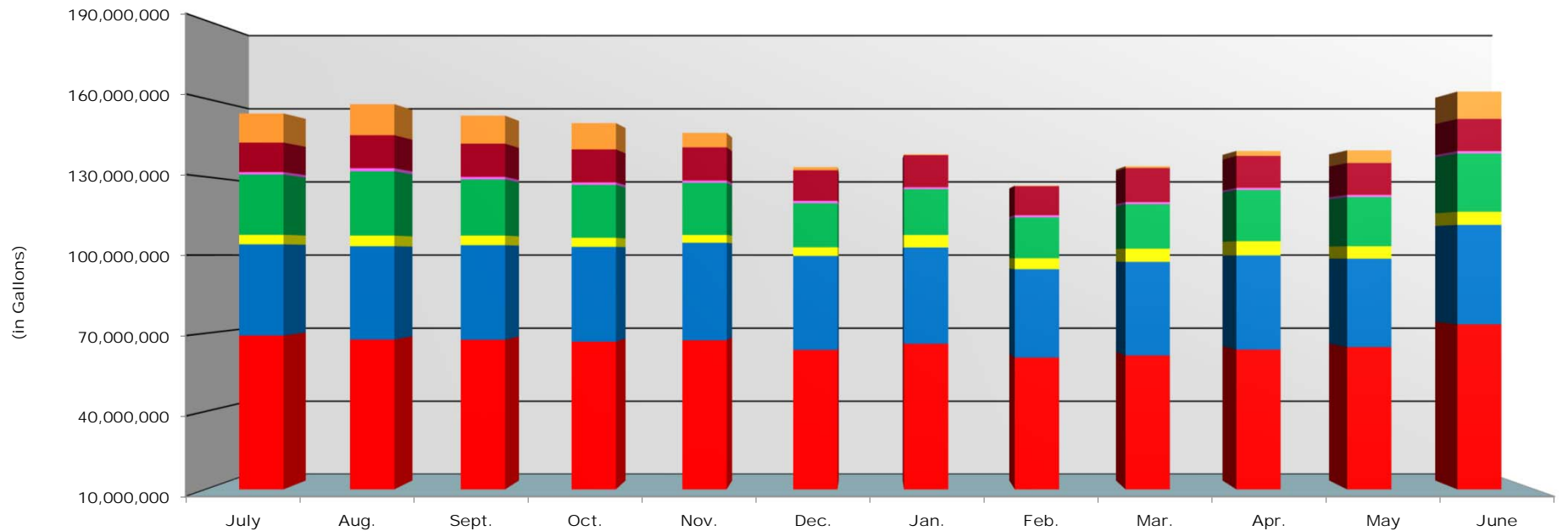
FY 2024	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	145,819	127,806	38,463	168,299	23,781	1,101	616	3				
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892	2,523	994	2				
Level 3 (6,001 - 9,000 gallons)	717,195	648,971	222,722	787,674	113,745	6,614	1,802	1,600				
Level 4 (over 9,000 gallons)	9,936,298	12,779,016	14,436,869	9,782,999	6,025,018	1,459,471	495,474	332,886				
Total	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	-	-	-	-

Monthly Water Consumption Fiscal Year 2024

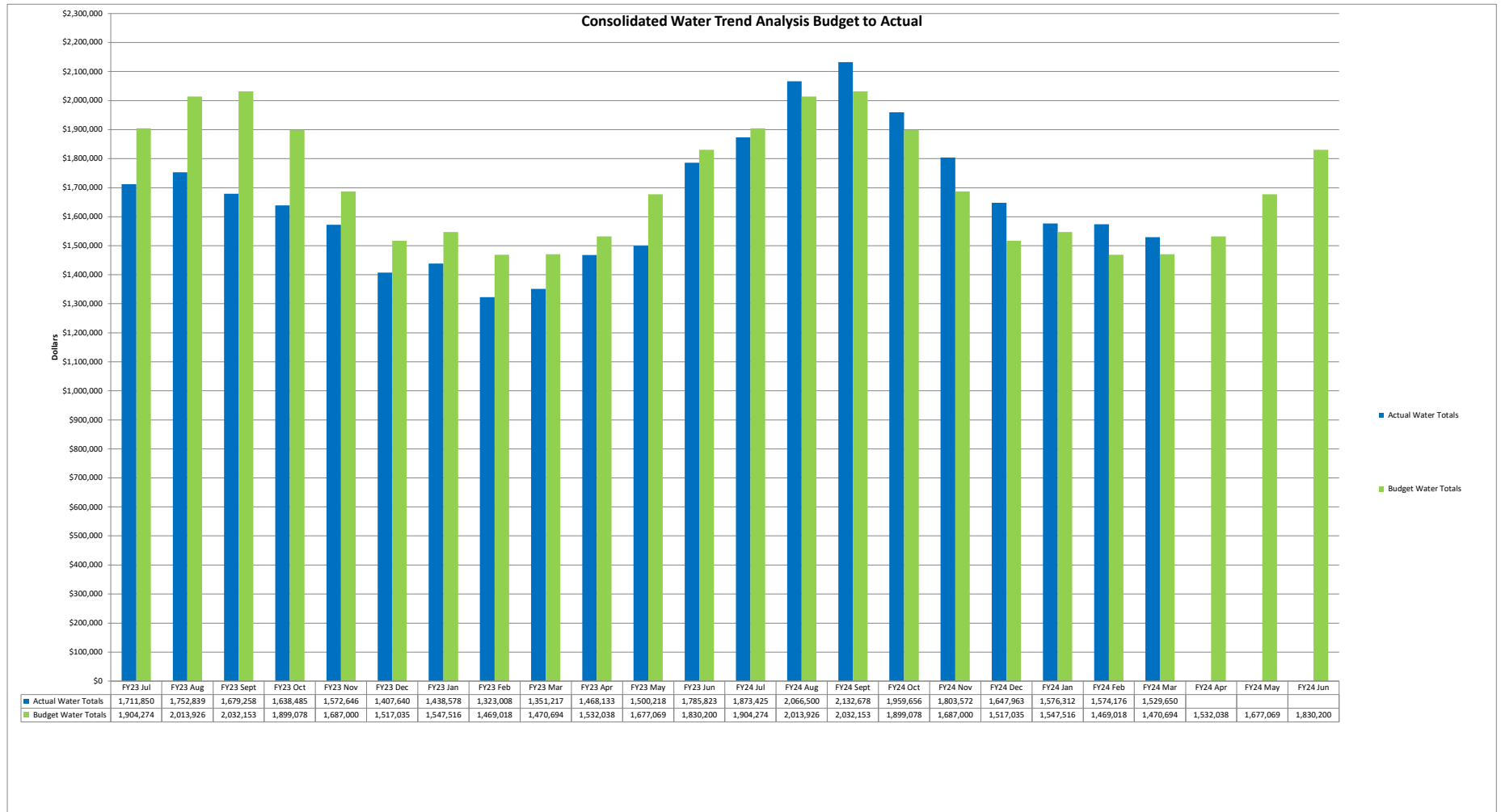


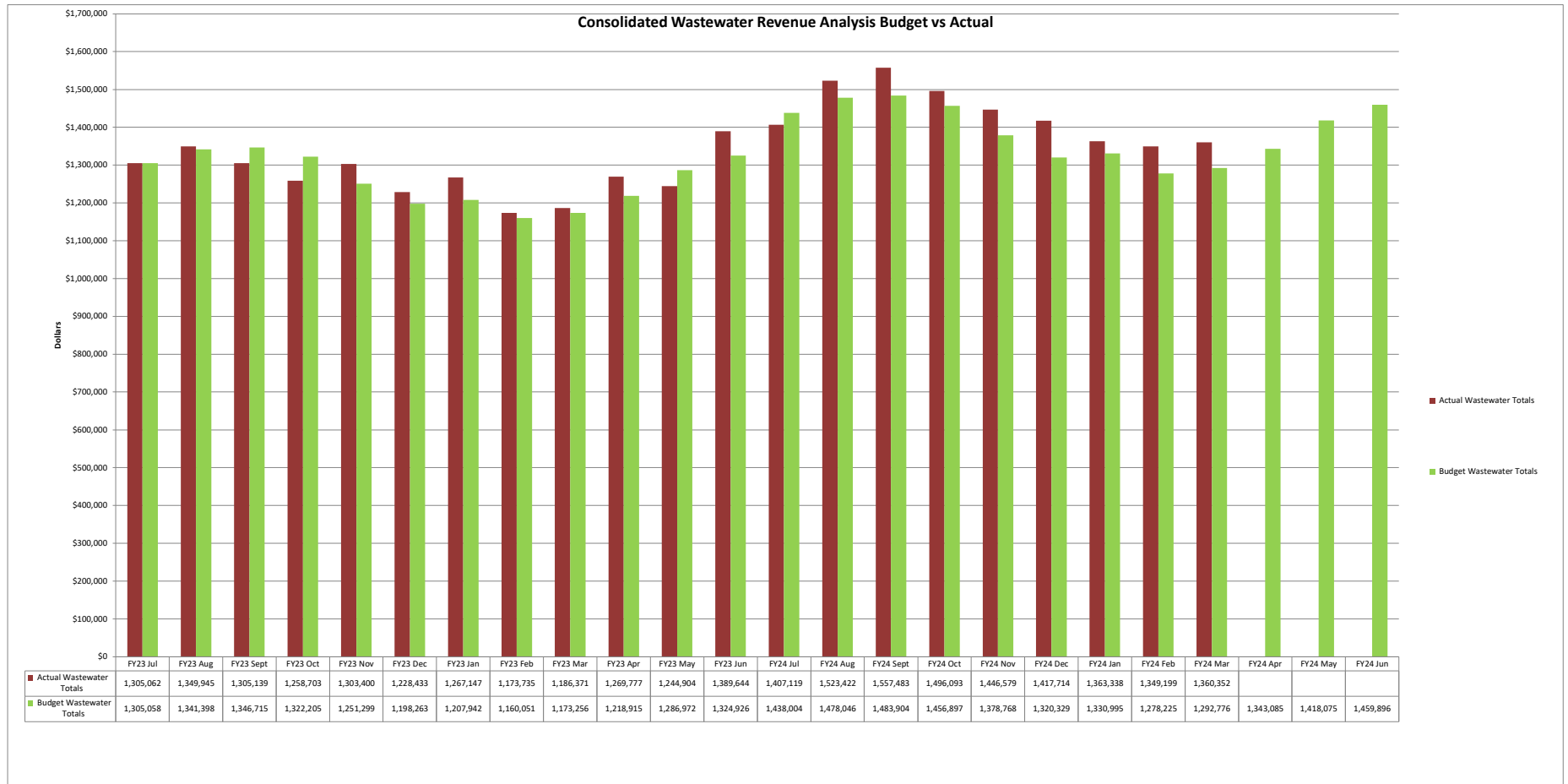
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	1.02%	0.36%	0.25%	0.00%	0.00%	0.00%	0.00%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	0	0	0	0
Institutional - Domestic Consumption	11,422,399	13,645,824	13,463,936	13,656,468	12,824,386	11,907,305	10,858,597	11,228,113				
Industrial - Domestic/Processing less Exclusion	966,653	1,077,656	1,057,633	1,026,110	861,358	803,364	609,853	850,907				
Comm. (Other) - Domestic Consumption	21,360,672	24,192,909	22,706,395	19,990,643	18,980,282	17,518,883	16,504,729	16,999,535				
Offices - Domestic Consumption	5,673,746	7,197,381	7,399,598	9,429,273	5,856,409	5,992,764	5,129,796	4,792,091				
MFR - Domestic Consumption	34,431,191	37,357,730	38,794,918	38,384,145	37,854,340	39,754,868	37,028,178	37,421,461				
SFR - Domestic Consumption	67,945,359	71,189,646	75,030,729	68,975,926	69,843,962	66,666,670	66,994,095	63,050,754				

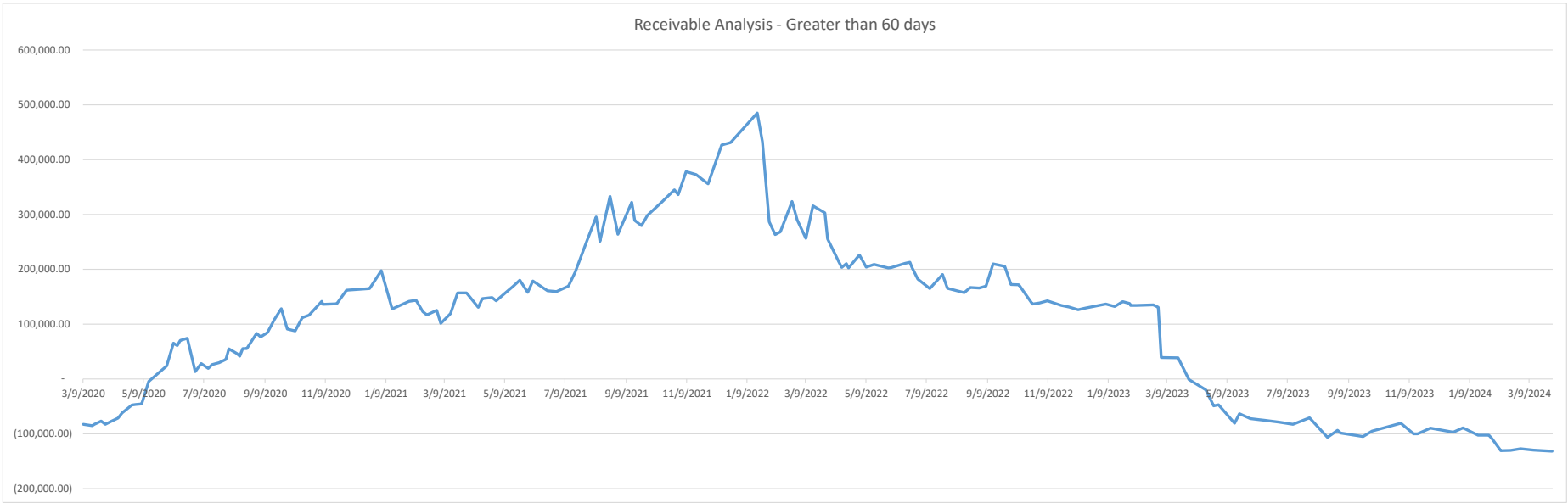
Monthly Water Consumption Fiscal Year 2023



	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%	0.51%	1.36%	3.47%	6.45%
Total Irrigation	11,175,137	11,900,819	10,767,652	10,097,825	5,513,080	1,200,380	370,153	225,619	689,416	1,908,740	4,869,864	10,490,124
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	13,057,616	12,263,090	12,218,396	12,337,143
Industrial	939,061	1,164,077	948,893	933,427	833,612	906,243	709,399	816,705	829,201	805,519	830,656	936,327
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	17,024,057	19,665,123	18,854,669	22,334,104
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	5,081,625	5,429,341	4,775,154	5,049,815
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	35,931,334	36,171,544	33,952,020	38,160,782
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	61,452,363	63,693,336	64,662,691	73,419,384







Albemarle County Service Authority
March 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	03/06/2024	Rivanna Water & Sewer Authority	2,269,378.02	Water & Sewer Treatment
68897	03/01/2024	Core & Main LP	300,018.90	AMI
ACH	03/29/2024	Payroll	177,578.13	Net Pay
ACH	03/15/2024	Payroll	173,098.49	Net Pay
68892	03/01/2024	CFE Equipment Corporation	87,849.00	4WD All Terrain Fork Lift
68957	03/04/2024	Azteca Systems Holdings LLC	69,975.36	Cityworks Software Renewal
494441738	03/29/2024	IRS - Federal Tax Deposit	65,719.97	Payroll
494269841	03/15/2024	IRS - Federal Tax Deposit	64,093.48	Payroll
68919	03/01/2024	Hall Automotive	50,329.80	2023 Ford F-150 Lightning Pro
Wire	03/21/2024	The Bank of New York Mellon	48,604.17	Debt Service
494441737	03/29/2024	County of Albemarle	43,193.15	Payroll
494269840	03/29/2024	County of Albemarle	41,639.69	Payroll
494269837	03/29/2024	Virginia Retirement System	32,617.18	Payroll
494441734	03/29/2024	Virginia Retirement System	32,617.12	Payroll
69051	03/15/2024	Virginia Risk Sharing Association	32,166.00	Insurance/Worker's Comp
68933	03/01/2024	Paymentus Corporation	30,815.59	Transaction Fees
68992	03/15/2024	Fire-X Corporation	30,257.50	Fire Suppression System
68975	03/15/2024	Bank of America	28,611.21	Supplies & Memberships
68977	03/15/2024	Buchanan Pump Service and Supply Co	19,235.78	Northfield's Pump station
68884	03/01/2024	Anderson Construction Incorporated	19,108.71	Madison Park Pump Station
69009	03/15/2024	L/B Water Service Incorporated	16,782.84	Zenner 3 inch hydrant meters
68907	03/01/2024	Dewberry Engineers Incorporated	14,355.50	Barracks West Water Main
68910	03/01/2024	Drive Team Akron LLC	14,200.41	CDL Training
69013	03/15/2024	M C Dean Incorporated	13,628.63	SCADA Phase 3
68905	03/01/2024	Daly Computers Incorporated	11,593.00	Antivirus Software Renewal
68946	03/01/2024	Southside Training Services	11,375.00	Work Zone and Traffic Control
494441739	03/29/2024	Virginia Dept of Taxation	11,218.18	Payroll
494269842	03/15/2024	Virginia Dept of Taxation	10,982.78	Payroll
68955	03/01/2024	Whitman, Requardt & Assoc LLP	10,791.57	SCADA Phase 3
68949	03/01/2024	Timmons Group Incorporated	10,265.00	UN Feasibility Consultant Fees
69048	03/15/2024	Cellco Partnership	10,041.91	Cellular Service
68976	03/15/2024	Bartlett Tree Expert	9,872.10	Refund accrued sewer charges
69047	03/15/2024	HD Supply Facilities Maint LTD	8,197.33	Pressure Transducers Tanks
68984	03/15/2024	Dewberry Engineers Incorporated	7,770.00	Ragged Mountain PH 1 WMRP
68936	03/01/2024	Ramboll Americas Engineering	7,027.50	Briarwood Water Main
68915	03/01/2024	AGILIS LLC	6,812.73	Exclusion Meter Conversion
69010	03/15/2024	Letterpress Communications LLC	6,750.00	Communications Consultant
68979	03/15/2024	Carter Machinery Company Incorporate	6,603.55	Fuel Pump replacement
68995	03/15/2024	AGILIS LLC	6,522.00	Exclusion Meter Conversion
68987	03/15/2024	Dominion Energy Virginia	5,957.13	Energy
68909	03/01/2024	Dominion Energy Virginia	5,306.28	Energy
68994	03/15/2024	Flora Pettit PC	5,287.50	Legal Services
68899	03/01/2024	County of Albemarle	5,171.75	Billing for 800Hz Radio System
494441736	03/29/2024	VALIC	5,147.50	Payroll

494269839	03/15/2024 VALIC	4,947.50
68912	03/01/2024 Evoqua Water Technologies LLC	4,521.00
494269836	03/15/2024 Nationwide	4,515.65
494441733	03/29/2024 Nationwide	4,515.65
68926	03/01/2024 Mansfield Oil Company of Gainesville In	4,131.10
68911	03/01/2024 Ed's Floor Care Services LLC	3,703.33
494269834	03/15/2024 ICMA Membership Renewals	3,504.32
494441731	03/29/2024 ICMA Membership Renewals	3,504.32
69031	03/15/2024 Stephen M Lestyan	3,150.00
68934	03/01/2024 PFM Asset Management LLC	3,053.31
68953	03/01/2024 VA Water & Waste Auth Assn	3,000.00
68908	03/01/2024 Tech Data Corporation	2,958.80
69035	03/15/2024 Stemmle Plumbing Repair Inc	2,915.00
68968	03/05/2024 Mansfield Oil Company of Gainesville In	2,826.02
69046	03/15/2024 University Tire & Auto	2,584.44
68925	03/01/2024 Malloy Chevrolet Charlottesville LLC	2,531.25
69045	03/15/2024 UniFirst Corporation	2,490.05
68904	03/01/2024 Cues Incorporated	2,404.59
68951	03/01/2024 UniFirst Corporation	2,235.23
69011	03/15/2024 Lowe's	2,181.69
69138	03/29/2024 Minnesota Life Insurance Co	1,911.14
68938	03/01/2024 Rexel USA Incorporated	1,888.70
69136	03/29/2024 Guardian	1,871.18
68937	03/01/2024 Rappahannock Electric Cooperative	1,797.99
68896	03/01/2024 Comcast	1,670.65
494269844	03/15/2024 ACSA Flexible Spending	1,573.15
494441741	03/29/2024 ACSA Flexible Spending	1,573.15
68929	03/01/2024 Michael Baker International Incorporate	1,570.69
69049	03/15/2024 VA Utility Protection Service Inc	1,547.90
69018	03/15/2024 Old Trail Golf Club	1,524.39
68969	03/15/2024 Foothill Lawn Service Inc	1,412.00
494269843	03/15/2024 Flexible Benefit	1,397.50
494441740	03/29/2024 Flexible Benefit	1,397.50
68923	03/01/2024 Luck Stone Corporation	1,370.41
68996	03/15/2024 Fortiline Incorporated	1,324.71
68967	03/05/2024 Virginia Dept of Transportation	1,193.00
68942	03/01/2024 S L Williamson Company Inc	1,180.48
68988	03/15/2024 E Source Companies LLC	1,100.00
69037	03/15/2024 Southwest Distributors LLC	1,088.40
69039	03/15/2024 Tencarva Machinery Co LLC	1,084.25
68966	03/05/2024 Virginia Dept of Transportation	1,068.40
68932	03/01/2024 ODP Business Solutions LLC	972.21
69033	03/15/2024 Rivanna Water & Sewer Authority	970.08
68906	03/01/2024 Mintu Dcosta	850.00
494441729	03/29/2024 VACORP	838.38
68944	03/01/2024 SmartSights Technologies LLC	800.00
494269838	03/29/2024 AFLAC	778.32

494441735	03/29/2024 AFLAC	778.32
68985	03/15/2024 DH Griffin Wrecking Incorporated	768.78
68924	03/01/2024 Mailing Services of Virginia	757.08
68916	03/01/2024 Fortiline Incorporated	755.84
68895	03/01/2024 Comcast	753.74
69008	03/15/2024 LB Technology Incorporated	712.50
494441732	03/29/2024 ACAC	684.00
69014	03/15/2024 Malloy Ford	624.77
69017	03/15/2024 ODP Business Solutions LLC	605.32
68989	03/15/2024 Education & Training Services	549.00
494269835	03/29/2024 ACAC	521.00
68950	03/01/2024 Traffic Safety Supplies LLC	510.00
68890	03/01/2024 Campbell Equipment Inc	509.96
68922	03/01/2024 Lee Enterprises Incorporated	501.22
68973	03/15/2024 Aqua Air Laboratories Inc	500.00
69032	03/15/2024 Rivanna Solid Waste Authority	464.00
69007	03/15/2024 Kelvic Construction Company Incorpora	440.00
68930	03/01/2024 Motorola Solutions Incorporated	397.28
69030	03/15/2024 Richmond Machinery & Equipment	368.45
68898	03/01/2024 Core & Main LP	366.00
69140	03/29/2024 City of Charlottesville Treasurer	364.94
68990	03/15/2024 FedEx	362.42
68889	03/01/2024 Brink's Incorporated	343.11
68882	03/01/2024 Advance Stores Company Inc	326.69
68928	03/01/2024 Martin Marietta Materials Incorporated	323.20
69044	03/15/2024 U. S. Bank	322.56
68978	03/15/2024 MWP Supply Incorporated	320.83
68913	03/01/2024 Ferguson US Holdings Inc	312.00
69001	03/15/2024 Hathaway Solutions LLC	310.65
68918	03/01/2024 Greenwood Homes	310.03
68970	03/15/2024 Advance Stores Company Inc	302.84
69015	03/15/2024 Martin Horn	300.00
69023	03/15/2024 Michael Kovac	300.00
69042	03/15/2024 Traffic Safety Supplies LLC	300.00
68965	03/05/2024 County of Albemarle	294.32
69052	03/15/2024 William A Wells	280.00
68939	03/01/2024 Ricoh USA Incorporated	275.00
68974	03/15/2024 Atlantic Machinery Incorporated	263.77
69002	03/15/2024 Hawkins-Graves Incorporated	243.37
69026	03/15/2024 Performance Signs LLC	243.00
69050	03/15/2024 Protocol SSD Corporation	234.71
68940	03/01/2024 Stemmle Plumbing Repair Inc	234.00
68902	03/01/2024 Crown Castle	231.80
69012	03/15/2024 Luck Stone Corporation	231.33
69005	03/15/2024 James M Cox Company Inc	224.42
68901	03/01/2024 Nora Critzer	208.01
68999	03/15/2024 Greenwood Homes	204.63

68982	03/15/2024 City of Charlottesville	202.93
69029	03/15/2024 Red Wing Business Advantage Account	200.00
68991	03/15/2024 Ferguson US Holdings Inc	198.67
494269833	03/15/2024 Treasurer of Virginia	189.94
494441730	03/29/2024 Treasurer of Virginia	189.94
68891	03/01/2024 Indpdnt Bttry Retailers of America	175.19
68997	03/15/2024 Generator Service Company Inc	159.88
68958	03/04/2024 Rexel USA Incorporated	159.30
69028	03/15/2024 W & H Resources Incorporated	153.47
68947	03/01/2024 Macro Retailing LLC	152.99
69016	03/15/2024 Noland Company	145.32
68983	03/15/2024 Core & Main LP	142.44
69036	03/15/2024 S L Williamson Company Inc	140.62
69137	03/29/2024 Herbert Beskin Trustee	135.00
68972	03/15/2024 American Pest Incorporated	123.78
69139	03/29/2024 Snap Fitness	119.88
69019	03/15/2024 BCLS Landscaping Services	109.15
68914	03/01/2024 Fisher Auto Parts Incorporated	102.21
68886	03/01/2024 Aqua Air Laboratories Inc	100.00
69020	03/15/2024 Brian Cohen	100.00
69021	03/15/2024 Felicia Fu	100.00
69022	03/15/2024 Jessica Rogers	100.00
69025	03/15/2024 William Scott	100.00
69038	03/15/2024 Andrew Talmadge	94.33
68993	03/15/2024 Flexible Benefit Administrators Inc	89.00
68998	03/15/2024 Gingerich Outdoor Power Spec	85.98
69135	03/29/2024 Anytime Fitness-Pantops	80.00
68971	03/15/2024 BPB Holding Corporation	71.83
68956	03/01/2024 William A Wells	70.00
69006	03/15/2024 James River Communications Inc	70.00
68986	03/15/2024 Document Destruction of	69.95
69027	03/15/2024 Justin Pietro	67.85
68921	03/01/2024 LB Technology Incorporated	65.00
68920	03/01/2024 Wisconsin Quick Lube Inc	59.37
69040	03/15/2024 TSRC Incorporated	57.23
68931	03/01/2024 National Quarters LLC	51.95
68894	03/01/2024 Clear Communication &	51.00
68888	03/01/2024 Augusta Cooperative Farm Bureau	50.95
68917	03/01/2024 Gingerich Outdoor Power Spec	49.98
68945	03/01/2024 David Sorensen	49.98
69034	03/15/2024 James Robertson	45.75
69024	03/15/2024 Nicholas Eppard	40.00
68885	03/01/2024 Appalachian Power	38.82
68900	03/01/2024 Craig Builders	38.25
68980	03/15/2024 Central Virginia Electric Cooperative	37.13
69003	03/15/2024 Elizabeth Hipes	32.95
68887	03/01/2024 Atlantic Builders Ltd	32.69

68981	03/15/2024 Culpeper Auto Parts Incorporated	31.96
68952	03/01/2024 University Tire & Auto	30.00
68948	03/01/2024 TSRC Incorporated	28.75
68893	03/01/2024 City of Charlottesville	28.48
68943	03/01/2024 The Sherwin Williams Company	22.99
68935	03/01/2024 R L Beyer	22.27
68883	03/01/2024 Albemarle Lock & Safe Company	20.70
69004	03/15/2024 Megan Jackson	18.86
68954	03/01/2024 Weinstein Management	17.33
68941	03/01/2024 Ryan Homes	17.13
68881	03/01/2024 A Martin Properties LLC	16.81
69000	03/15/2024 Richard Harris	6.64
69041	03/15/2024 Thryv Incorporated	6.50
69043	03/15/2024 Lan Tran	5.28
68927	03/01/2024 Martin Hardware Company Inc	2.70
68903	03/01/2024 Crozet Hardware Co., Inc.	1.29
		3,964,208.55

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

AGENDA TITLE: FY 2024 Capital Improvement Program (CIP) Report	AGENDA DATE: April 18, 2024
STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	CONSENT AGENDA:
	ACTION: ■ INFORMATION: ■
	ATTACHMENTS: YES

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 2024

Water System CIP Projects

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Valley Contracting, LLC
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$6,534,400
Appropriated Funds:	\$7,064,424

Project Description: 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.

4/9/2024: Valley began pipe installation activities along Hillsboro Lane the week of April 1, 2024. The ductile iron pipe being installed is zinc-coated and is being wrapped with V-Bio polyethylene encasement for additional corrosion protection.



2. 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:	\$6,804,900
Appropriated Funds:	\$569,240

Project Description: This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast-iron water mains throughout our water distribution system. 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.

4/9/2024: ACSA staff have begun easement acquisition efforts with the first group of property owners. A Board authorization is proposed for this project.

3. 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:	Undetermined
Completion:	Undetermined
Total Budget:	\$1,218,400
Appropriated Funds:	\$203,614

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

4/9/2024: RWSA's consultant for their Ragged Mountain to Observatory WTP 36" Raw Waterline Project has prepared a fee proposal for the design of this water connection over to the Fontaine Research Park. The ACSA will enter a Memorandum of Understanding with RWSA to cover the expenses associated with this design amendment. A Board authorization is proposed for this project.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design

Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$8,530,000
Appropriated Funds:	\$655,997

Project Description: This project continues our systematic program to replace the aging and undersized asbestos-cement water mains in our system. The existing water mains are approximately 55 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. During 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 nearly 20 existing neighborhood properties currently served by private septic fields.

1/9/2024: Comments on the 90% Design Documents have been returned to Ramboll.

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

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	0%
Contractor:	Rocktown Excavating (Rocktown)
Construction Start:	2024
Completion:	2024
Total Budget:	\$60,700
Appropriated Funds:	\$63,533

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.

4/9/2024: Notice of Award has been issued to Rocktown for the On-Call Water System and Water Meter Replacement Contract. ACSA staff anticipates the construction of this project will be the first work order issued to Rocktown.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$2,220,000

Appropriated Funds: \$277,726

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.

4/9/2024: The VDOT Land Use Permit application has been submitted to cover the test pits and geotechnical borings.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$3,402,000
Appropriated Funds:	\$218,191

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.

3/12/2024: ACSA staff is working with the property owner to finalize the Deed of Easement language.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	60%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2028
Total Budget:	\$1,300,000
Appropriated Funds:	\$179,062

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.

4/9/2024: The test pits have been completed for this project and that information has been provided to Dewberry for inclusion into the 90% Design Documents.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$1,417,800
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.

4/9/2024: ACSA staff continues efforts to acquire the necessary easement to construct this water main replacement project. A Board authorization is proposed for this project.

10. 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:	\$6,432,300
Appropriated Funds:	\$290,887

Project Description: This project continues our systematic program to replace the PVC water mains in the Raintree and Fieldbrook subdivisions that have been in service since the early 1980's. In addition to replacing these PVC mains, this project will also eliminate pipe saddles at the water service connections that have been failing due to corrosion.

2/6/2024: This project has been assigned to a new ACSA staff engineer and the 50% Design Documents are currently under review.

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

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$80,900
Appropriated Funds:	\$147,125

Project Description: An existing PVC water main that serves as a connection between West Leigh Subdivision and Lewis Hill Subdivision was found to be compromised 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-inch diameter pipe.

4/9/2024: Notice of Award has been issued to Rocktown for the On-Call Water System and Water Meter Replacement Contract. ACSA staff is in the process of preparing the easement plats for this project.

12. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	54%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2025
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 private exclusion meters and required all future irrigation meters be tapped separately off our water mains. 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.

4/9/2024: ACSA staff are working closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. There are currently 227 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	November 2024

Total Budget:	\$1,940,000
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 nearing the end of its useful life. Additionally, 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.

4/9/2024: ACI has poured the concrete slab for the grinder manhole. The pump skid is expected to arrive the second week of May 2024.



14. 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:	\$6,183,800
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 has insufficient capacity 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.

11/7/2023: ACSA staff recently received an executed Deed of Easement for this project, bringing the total to 9 of 24 easements having been obtained.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$6,393,715
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. 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, many of the property owners are interested in connecting to public sewer if it was made available.

3/12/2024: Comments on the 50% Design Documents have been returned to Baker.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	April 2024
Completion:	October 2024
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.

4/9/2024: The Preconstruction Conference with CEI was held on March 22, 2024. CEI anticipates construction activities beginning in May 2024.

17. 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:	June 2023
Completion:	June 2024
Total Budget:	\$500,000
Appropriated Funds:	\$500,000

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

4/9/2024: Relining efforts associated with Work Order No.’s 1 and 2 are complete.



Non-Utility and Facility CIP Projects

18. Risk Assessment Improvements (Account Code 1621):

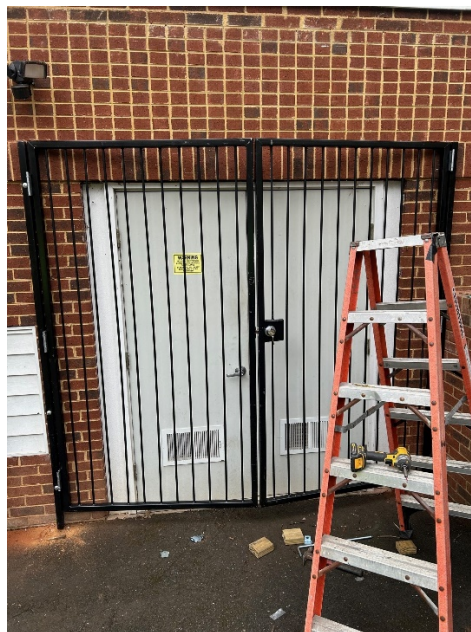
Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	99%
Contractor:	Harrisonburg Construction Co., Inc. (HCC)
Construction Start:	November 2022
Completion:	March 2024
Total Budget:	\$1,221,950
Appropriated Funds:	\$1,222,048

Project Description: This project focuses on implementation of recommendations from our Vulnerability Assessment that was completed in conjunction with our community partners, which identified mitigation measures to lower risks and increase resiliency for the ACSA. Priority 1 improvements focus on fencing and door hardening at existing tank and pump station sites. Priority 2 focuses on the creation of sterile zones around various sites. Priorities 3 and 4 focus on installation of new fencing and lightening protection. Some mitigation measures have already been completed with others phased over upcoming fiscal years based upon priority.

4/9/2024: The door hardening at the Old Forge Sewer Pump Station has been completed by HCC. With only a few minor punch-list items to address and submission of the closeout documents, this project is essentially complete and will be removed from the CIP Monthly Report.



Asphalt Berm at Ashcroft Pump Station No. 1



Door Hardening at Old Forge Pump Station

19. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	40%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	January 2024
Total Budget:	\$390,000
Appropriated Funds:	\$296,000

Project Description: This project consists of a comprehensive energy audit of the Operations Center and all pump stations. The Energy Audit evaluated current energy consumption and the factors that drove it, as well as analysis of our utility rate structures to identify potential cost savings. Surveys were conducted of all systems, including operation and maintenance procedures to determine where energy conservation could be improved. Recommendations from the Energy Audit included: LED Lighting Retrofit, Occupancy Based HVAC Controls, replacement of Domestic Water Heater, improved efficiencies of water and wastewater pumps, pursuit of Electric Fleet Vehicles (EV) and exploration of Solar Photovoltaic renewable energy.

4/9/2024: The Ford F-150 Lightning has been fully equipped and placed into service. ACSA staff is working to schedule the installation of the necessary conduits and transformer pad.

20. Avon Operations Center (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$11,990,000
Appropriated Funds:	\$933,857

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 continue to 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. The future expansion of granular activated carbon (GAC) at the Crozet Water Treatment Plant site will result in the loss of much of the ACSA's storage space at that site. 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.

4/9/2024: On March 27, 2024, two bids were received for the Avon Operations Center. With both bids being about \$5M over our CIP Budget, the ACSA has rejected both bids. Throughout the bid process, concerns from contractors about the presence of rock on the site were raised. The ACSA has been in contact with Dewberry and Schnabel Engineering to perform additional geotechnical borings on the site to better understand the extent of rock that will need to be removed for site development. Once this information is available, the project will be rebid, and rock removal will be included as a separate bid item. The overall CIP Budget for this project will also be updated to reflect the anticipated costs more accurately.

21. ACSA – Fire Suppression System Replacement (Account Code 1631):

Contractor:	Fire-X Corporation (Fire-X)
Project Status:	Construction
Percent Complete:	50%
Construction Start:	March 2024
Completion:	July 2024
Total Budget:	\$750,000
Appropriated Funds:	\$870,815

Project Description: 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.

4/9/2024: Fire-X has completed the replacement work in both the attic and upper level of the Administration Building. They have now transitioned to the lower level of the Administration Building before moving on to the Warehouse.



22. Records Management Project (Account Code 1632):

Consultant:	Right Fit Consulting
Project Status:	Study
Percent Complete:	55%
Study Start:	September 2023
Completion:	May 2024
Total Budget:	\$325,000
Appropriated Funds:	\$10,800

Project Description: The goal of this project is to improve record compliance and retention while digitizing paper files currently in storage. The initial phase of the Records Management Project consists of the classification of each document, so they are properly and securely stored and maintained. Ultimately files across the organization will be scanned and searchable digital files created, allowing physical space to be freed up.

4/9/2024: The Library of Virginia's general schedule for document retention and disposal has been reviewed and it has been determined which items apply to the ACSA. A Records Retention and Disposal policy has been drafted by ACSA legal counsel and is under review by ACSA staff.

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

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	99%
Contractor:	Foothill Irrigation
Construction Start:	February 2023
Completion:	April 2024
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 assemblies. 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) assembly on the domestic water service line to high rise structures, defined as four (4) or more stories.

4/9/2024: The final backflow assembly installation is scheduled for Wednesday, April 17, 2024, by a private plumber. Assuming this work is performed as scheduled, this project will be removed from the CIP Monthly Report.

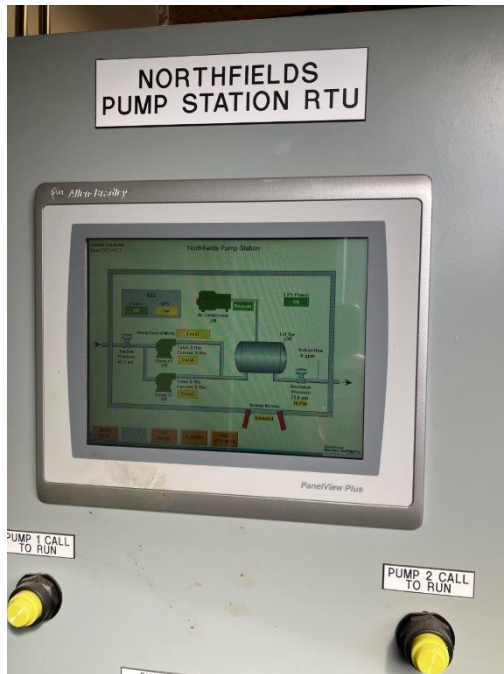
24. SCADA System Phase 3 (Account Code 1605):

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	90%
Contractor:	M.C. Dean
Construction Start:	November 2022
Completion:	May 2024
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. Phase 3 will expand the existing Supervisory Control and Data Acquisition (SCADA) System to serve the final seven master PRV stations and one water booster station that will allow ACSA employees to remotely monitor the operations of these critical assets from the main office building. Using alarms, we will be able to evaluate problems and prevent some failures before they happen more quickly.

4/9/2024: Site Acceptance Testing efforts continue at the various PRV sites. M.C. Dean is also currently working on several punch-list items.





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Albemarle County Service Authority (ACSA)
Active Private Development Projects
April 2024

1. **1745 Avon Street Extended Sanitary Sewer Extension (Scottsville):** Sewer main extension to serve Dominion Crane & Rigging, Inc., located along Avon Street Extended, south of Mill Creek Drive and adjacent to the Avon Operations Center site.
2. **Berkmar Self-Storage/Hotel (Rio):** Water main extension and sewer laterals to serve 92-room hotel and commercial self-storage, located along Berkmar Drive across from Berkmar Overlook and next to Better Living.
3. **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.
4. **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.
5. **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.
6. **Mountain View Elementary Building Addition (Scottsville):** Water main extension to facilitate building addition.
7. **North Pointe - Section 2 (Rivanna):** Water and sewer main extensions to serve 162 single family homes. The project is located at the northern end of Cliffstone Boulevard.
8. **Old Trail Village – Block 26 (White Hall):** Water and sewer main extensions to serve 46 single family homes. The project is located at the intersection of Golf Drive and Addle Hill Road.
9. **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.
10. **Southwood Village – Blocks 11 & 12 (Scottsville):** Water main extension and sewer laterals to serve 194 multi-family units. This project is located at the intersection of Old Lynchburg Road and Hickory Street.

11. Southwood Redevelopment Village 3 (Scottsville): Water and sewer main extensions to serve 127 single family units and 10 condominium units. This project is located along the eastern side of Horizon Road, south of Hickory Street.
12. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220-unit apartment building at the intersection of Inglewood Drive and Bond Street.
13. UVA Fontaine Research Park – Manning Institute of Biotechnology (Samuel Miller): Water main relocation to serve the approx. 350,000 square foot Manning Institute of Biotechnology. The site is in the existing parking lot, northeast of 450 Ray C Hunt Drive.
14. 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 2024 CIP Authorizations</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: April 18, 2024</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 three CIP Projects, all of which are included in the CIP Rate Model Budget. The first authorization is for bid and construction phase services for the Scottsville Phase 4 Water Main Replacement Project. The second authorization is for additional design phase services for the Ragged Mountain Phase 1 Water Main Replacement Project. The third authorization is for additional design phase services for the Broadway Street Water Main Replacement Contract.

DISCUSSION:

- ❖ Provides ACSA staff with professional expertise of our term contract consultant during the bid and construction phase for the Scottsville Phase 4 Water Main Replacement Project.
- ❖ Allows ACSA staff to utilize RWSA's design consultant to design a portion of the Ragged Mountain Phase 1 Water Main Replacement Project in conjunction with their Ragged Mountain to Observatory WTP 36" Raw Waterline Project. This will also allow a portion of this finished water project to be constructed in conjunction with RWSA's project.
- ❖ Provides ACSA staff with professional expertise of our term contract consultant during the design phase of the Broadway Street Water Main Replacement Project.

BUDGET IMPACT: The costs for all three of these authorizations are within the amount budgeted in the CIP Rate Model.

RECOMMENDATIONS: Authorize funding for these 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 authorizations.

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

- ❖ Proposal dated March 11, 2024, prepared by Whitman, Requardt & Associates for Bid and Construction Phase Services for the Scottsville Phase 4 Water Main Replacement Project.
- ❖ Amendment No. 5 dated April 3, 2024, prepared by Kimley-Horn and Associates for Additional Design Phase Services for the Ragged Mountain Phase 1 Water Main Replacement Project.
- ❖ Proposal dated March 11, 2024, prepared by Whitman, Requardt & Associates for Additional Design Phase Services for the Broadway Street Water Main Replacement Project.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: April 18, 2024
Re: FY 2024 CIP Authorizations
cc: Michael E. Derdeyn

The following project requires Board authorization:

- A. **Scottsville Phase 4 Water Main Replacement Project:** Our consultant, Whitman, Requardt & Associates, LLP (WRA), is nearing completion of the design of the Scottsville Phase 4 Water Main Replacement Project. ACSA has developed a Scope of Services for Bid & Construction Phase Services for the Scottsville Phase 4 Water Main Replacement Project. Attached is a letter dated March 11, 2024, from WRA with their fee proposal for providing these services. The ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost for Bid & Construction Phase Services is \$39,450.00.

Board Action

We request the Board of Directors appropriate \$39,450 from the FY 2024 3R Fund for Bid & Construction Phase Services for the Scottsville Phase 4 Water Main Replacement Project.

- B. **Ragged Mountain Phase 1 Water Main Replacement Project:** Our consultant, Dewberry Engineers (Dewberry), recently completed a Final Technical Memorandum that reviewed four (4) alternatives to crossing Morey Creek for the Ragged Mountain Phase 1 Water Main Replacement Project. Alternative 4, which is parallel with the RWSA's proposed Ragged Mountain to Observatory WTP 36" Raw Waterline, was selected as the preferred alignment. RWSA's design consultant, Kimley-Horn and Associates (KH), has prepared a fee proposal to incorporate this alternative into RWSA's Ragged Mountain to Observatory WTP 36" Raw Waterline Project. Attached is Amendment No. 5 dated April 3, 2024, from KH with their fee proposal for providing these services. The ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost for these Additional Design Phase Services is \$65,299.

Board Action

We request the Board of Directors appropriate \$65,299 from the FY 2024 3R Fund for Additional Design Phase Services for the Ragged Mountain Phase 1 Water Main Replacement Project.

- C. **Broadway Street Water Main Replacement Project:** Our consultant, Whitman, Requardt & Associates, LLP (WRA), is nearing completion of the design of the Broadway Street Water Main Replacement Project. During completion of the geotechnical boring efforts, ACSA staff was made aware of increased pavement restoration requirements by VDOT that was more expensive than originally anticipated. ACSA also identified the need for preparation of one (1) easement plat that was not anticipated during development of the initial design scope. Attached is a letter, dated March 11, 2024, from WRA for the additional costs associated with pavement restoration and plat preparation. The ACSA staff has reviewed this proposed fee and finds it satisfactory. The cost for these additional services is \$12,840.

Board Action

We request the Board of Directors appropriate \$12,840 from the FY 2024 3R Fund for these additional design services for the Broadway Street Water Main Replacement Project.

JML/jml

Attachments

010101CIPAuthorizations04182024



March 11, 2024

Mr. John Anderson
Senior Civil Engineer
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Va. 22911

Re: Scottsville Phase 4 Water Main Replacement Project – Engineering Services Proposal for Bid and Construction Phase Services

Dear Mr. Anderson:

Whitman, Requardt and Associates, LLP (WRA) is submitting this proposal to provide bid and construction phase services for the Scottsville Phase 4 Water Main Replacement Project as requested by the Albemarle County Service Authority (ACSA). This proposal is based on the bid and construction phase services scope document provided by the ACSA for the project.

The project is currently in the final design and submittal stage, with final design plan approval tasks and easement plat revisions remaining to be performed prior to project advertisement.

The following subsections summarize the scope of services for the bid and construction phases for the project.

BID PHASE SERVICES

The Bid Phase services for the project will include the following tasks:

1. Conduct one (1) pre-bid meeting and issue meeting minutes.
2. Provide clarifications to technical questions.
3. Prepare two (2) addenda, as required.
4. Provide 4 full size sets and 1 half size set of final construction documents to ACSA and electronic document sets provided to select plan rooms. Additional sets will be provided at a unit cost, based on printing costs.
5. Provide a secure file sharing site and log-in to allow for direct contract document download by prospective bidders, if requested by the ACSA.
6. Evaluate the bids and make recommendation of award to the ACSA.

For the Bid Phase Services portion of the project scope, the following assumptions have been made:

1. The pre-bid meeting will be held through a virtual meeting platform.
2. The project is anticipated to be bid as a single, standalone project as shown in the current design documents.
3. Prequalification of contractors is not required or anticipated.

CONSTRUCTION PHASE SERVICES

WRA proposes the following scope for construction administration services:

1. As Needed Services

The services under this task will include responding to questions, providing interpretation to contract document requirements, and providing necessary engineering assistance to the ACSA throughout construction. Services under this task will not be performed unless authorized by the ACSA.

For the purposes of this proposal, the estimated fee for this task is based on the following work efforts and assumptions:

- A. Pre-Construction and Progress Meetings – WRA will attend up to 5 project meetings for the project following contract award by the ACSA and as requested by the ACSA. WRA will attend the project meetings at the ACSA's office or other suitable location. WRA estimates a total of six (6) hours for the 5 total meetings under this task, which includes time for meeting minute preparation and distribution.
 - B. File Transfer to Contractor – WRA will prepare and transmit the requested electronic files to the contractor if needed. This task involves the coordination of an electronic file usage agreement with the contractor and any subcontractors using the transmitted files.
 - C. Submittal Review – For the purposes of this proposal, WRA estimates that a total of five (5) submittals will be required for initial review by WRA. WRA estimates a total of four (4) hours for review of each submittal review.
 - D. Requests for Information (RFI's) – For the purposes of this proposal, WRA estimates a total of three (3) RFI's will be submitted for review and response. A total of three (3) hours are estimated for review and response to each RFI.
 - E. Change Order Request Review – WRA estimates that a total of two (2) change order requests will require review. A total of eight (8) hours are estimated for the review and response to each change order request.
2. Record Drawings – For this task, WRA will prepare record drawings for the project. The record drawings will be prepared in Autocad format and submitted to the ACSA in hardcopy and pdf format. The record drawings will be prepared based on markups provided by the contractor and the ACSA inspector. For the purposes of this proposal, WRA estimates three (3) hours per plan sheet will be needed to complete the record drawings for the project. The estimated fee for this task is based on the current (90%) design plan set and the anticipated final plan set (25 sheets total).
 3. CADD Drawings and Files to the ACSA – Under this task, WRA will finalize the cadd drawings for the project and prepare the necessary transmittal to the ACSA. It is anticipated that this task will occur following the completion of the record drawings.

For the Construction Phase Services portion of the project scope, the following assumptions have been made:

1. Conformed contract documents or additional contract document sets for distribution to the contractor or for permit applications are not included or anticipated.
2. WRA will attend the progress meetings when requested by the ACSA.
3. For each of the two estimated change order requests, WRA will provide a response for each draft change order to the ACSA for review prior to change order issuance. The ACSA will issue the executed change orders to the contractor and provide WRA with fully executed copies.
4. The ACSA will perform general contract administration services, including the review and approval of all pay applications.
5. The ACSA will perform inspections on the project. Supplemental inspection services, if required, can be provided under an amendment.
6. Substantial and final completion reviews of the completed project are not included. It is assumed the ACSA will perform these tasks.
7. The contractor or the ACSA will provide markups to WRA to be used for the record drawing development.

COMPENSATION

Attachment A contains the fee summary for the project. The estimated, not-to-exceed fee is based on hourly rates in Attachment A and is summarized as follows:

Task	Estimated Fee
Bid Phase Services	\$12,083.40
Construction Phase Services	\$27,368.70
Total Fee (rounded)	\$39,450.00



WRA trusts that this proposal and fee summary addresses the scope items needed to assist the ACSA in the bid and construction phases for the Scottsville Phase 4 Water Main Replacement Project.

Please let us know if you wish to discuss the proposal in greater detail or if you have any questions or concerns. Thank you for your continued cooperation and support on this important project.

Very truly yours,

Whitman, Requardt and Associates, LLP



Charles Luck, P.E.
Vice President

Enclosures

cc: File 46480-025



Attachment A

Fee Estimate

Scottsville Phase 4 Water Main Replacement Project
Albemarle County Service Authority

LABOR CLASSIFICATIONS (HOURS WITH HOURLY RATES)						TOTAL (HRS)	DIRECT EXPENSES (\$)	COST PER TASK (with 2.55 mult.) (\$)
TASK	Project Manager HRS @ \$85.00	Sr. Proj. Engineer HRS @ \$75.00	Design Engineer HRS @ \$62.00	Senior Designer HRS @ \$55.00	CADD Technician HRS @ \$48.00			
BID PHASE SERVICES								
Conduct Pre-Bid Meeting	4.00		4.00			8.00		\$1,499.40
Provide Clarifications, Prepare Addenda (2 assumed)	2.00	8.00	12.00		15.00	37.00	\$200.00	\$5,896.70
Provide 4 final construction documents to ACSA and electronic sets to select plan rooms. ¹				4.00	8.00	12.00	\$1,000.00	\$2,540.20
Provide secure file sharing site and log-in for direct contract document download by bidders	NO COST FOR THIS TASK							
Evaluate Bids and Make Recommendation	2.00	4.00	6.00			12.00		\$2,147.10
SUB-TOTAL HOURS	8.00	12.00	22.00	4.00	23.00	69.00		
SUB-TOTAL DOLLARS	\$680.00	\$900.00	\$1,364.00	\$220.00	\$1,104.00	\$4,268.00	\$1,200.00	\$12,083.40
CONSTRUCTION PHASE SERVICES								
1. As Needed Services (when requested by the ACSA)								
Pre-Construction and Progress Meetings - 5 total meetings	15.00	15.00				30.00		\$6,120.00
File Transfer to Contractor					10.00	10.00		\$1,224.00
Shop Drawing Review - 5 submittals @ 4 hrs each		4.00	8.00	8.00		20.00	\$50.00	\$3,201.80
Requests for Information (RFIs) - 3 estimated @ 3 hrs each		9.00				9.00		\$1,721.25
Change Order Request Review - 2 estimated @ 8 hrs each	8.00	8.00				16.00		\$3,264.00
2. Record Drawings (25 sheets @ 3 hours/sheet)	12.00			25.00	38.00	75.00	\$100.00	\$10,858.45
3. CADD Drawings and Files to the ACSA					8.00	8.00		\$979.20
SUB-TOTAL HOURS	35.00	36.00	8.00	33.00	56.00	168.00		
SUB-TOTAL DOLLARS	\$2,975.00	\$2,700.00	\$496.00	\$1,815.00	\$2,688.00	\$10,674.00	\$150.00	\$27,368.70

TOTAL HOURS	237.00		
TOTAL DOLLARS	\$14,942.00	\$1,350.00	\$39,452.10
TOTAL DOLLARS WITH 2.55 MULTIPLIER	\$38,102.10		
TOTAL ESTIMATED FEE	\$39,452.10		
TOTAL FEE (ROUNDED)	\$39,450.00		

Assumptions:

¹ Additional sets of contract documents will be provided at a unit cost established by printing costs.

AMENDMENT NO. 5 DATED April 3, 2024
RIVANNA WATER AND SEWER AUTHORITY AND Kimley-Horn and Associates
AMENDMENT TO WORK AUTHORIZATION NO. 2 DATED August 18, 2021

WITNESSETH:

WHEREAS, the Rivanna Water and Sewer Authority (Authority) entered into an Engineering Services Term Agreement with Kimley-Horn and Associates, Inc. (Engineer) on May 4, 2021;

WHEREAS, the Authority has approved “Work Authorization No. 2 – RMR to OBS WTP 36-inch Raw Water Pipeline - Dated August 18, 2021”;

WHEREAS, both parties amended Work Authorization No. 2 on June 23, 2022 for additional professional surveying services, which included stakeout of the proposed alignment on Foxhaven Farm (Amendment No. 1).

WHEREAS, both parties amended Work Authorization No. 2 on June 13, 2023 for additional professional engineering and surveying services, which included platting of the proposed easements on Foxhaven Farm, as well as analysis of interconnection options into RWSA’s existing raw water lines (Amendment No. 2).

WHEREAS, both parties amended Work Authorization No. 2 on August 25, 2023 for additional professional surveying services, including stakeout of the proposed alignment on University of Virginia Property near Observatory Hill (Amendment No. 3).

WHEREAS, both parties amended Work Authorization No. 2 on February 22, 2024 for additional professional engineering services, including route survey and platting of the proposed alignment on University of Virginia Property near Observatory Hill (Amendment No. 4).

WHEREAS, both parties desire to amend Work Authorization No. 2 on as stipulated below for additional professional engineering services to design the ACSA 12-inch Ragged Mountain Phase 1 Watermain (Amendment No. 5).

NOW THEREFORE:

- 1) Both parties hereto agree to add the following paragraph to the end of **SECTION III-A 90% DESIGN** in the to the Work Authorization No. 2 Agreement as follows:

The Engineer will develop 100% design for the ACSA 12-inch Ragged Mountain Phase 1 Watermain (See Attachment A for general alignment of the proposed watermain). Specifically, the Engineer will complete the following:

- Validate the horizontal alignment of the 12-inch potable waterline established by ACSA and titled “Alternative 4” in the Technical Memorandum “ACSA Ragged Mountain Phase I Water Main Replacement” prepared by Dewberry and dated January 24, 2024. The 12-inch waterline will start at the boundary of the RWSA permanent watermain easement on PID 07600-00-00-017A1 and terminate by connecting to the existing ACSA watermain at Natural Resources Drive.

- Complete additional topographic survey along Alternative 4. The survey will be completed by the Engineer's Subconsultants RDA.
 - Develop 60% design submittal to show horizontal and vertical alignment of the 12-inch wm, trenchless crossing of Route 29 interchange, and E&S Control Plan.
 - Hold a review meeting with ACSA/ RWSA to discuss the 60% design submittal. The Engineer will prepare meeting agenda and minutes.
 - Address review comments and develop 100% design submittal to include: General Notes, Horizontal and Vertical alignment, E&S Control Plan, Trenchless crossing of Route 29 interchange, standard details, and technical provisions.
 - Hold a review meeting with ACSA/ RWSA to discuss the 100% design submittal. The Engineer will prepare meeting agenda and minutes.
 - Permitting: Following the approval of the 60% design submittal, the Engineer will contact regulating agencies having jurisdiction over the project area to inform them about the project and initiate the permitting process. The Engineer will submit copies of the 100% design submittal to regulating agencies to solicit their input on the design as it relates to their requirements. The Engineer will meet with the following regulating agencies:
 - Albemarle County
 - VDOT
 - The Engineer will address the 100% review comments and incorporate permitting requirement to develop the final plans of the proposed 12-inch watermain. The final plans will be included as insert sheets to the RWSA's RMR to OBS WTP 36-inch Raw Water Pipeline.
 - Prepare two easement plats for the ACSA 12-inch Ragged Mountain Phase 1 Watermain.
- 2) Both parties hereto agree the Authority will compensate the Engineer for the services rendered under this amendment (Amendment No. 5), based upon the fee schedule Agreement between RWSA and the Engineer, dated May 4, 2021, and amended on August 29, 2023, as follows (as per the breakdown in Attachment B):
- a. a Fixed Price Total of **\$58,684.00**,
 - b. If easement plats are required, the Authority will compensate the Engineer for an additional **\$6,615.00** for three (3) plats,
 - c. Total Project (Not-to-Exceed) = **\$65,299.00**
- 3) All other contract provisions remain unchanged and in full effect.

IN WITNESS WHEREOF, the parties hereto have caused their names to be set as of the day and year first above written.

Rivanna Water and Sewer Authority

By: _____

Name: William I. Mawyer, Jr., P.E.

Title: Executive Director

Date: _____

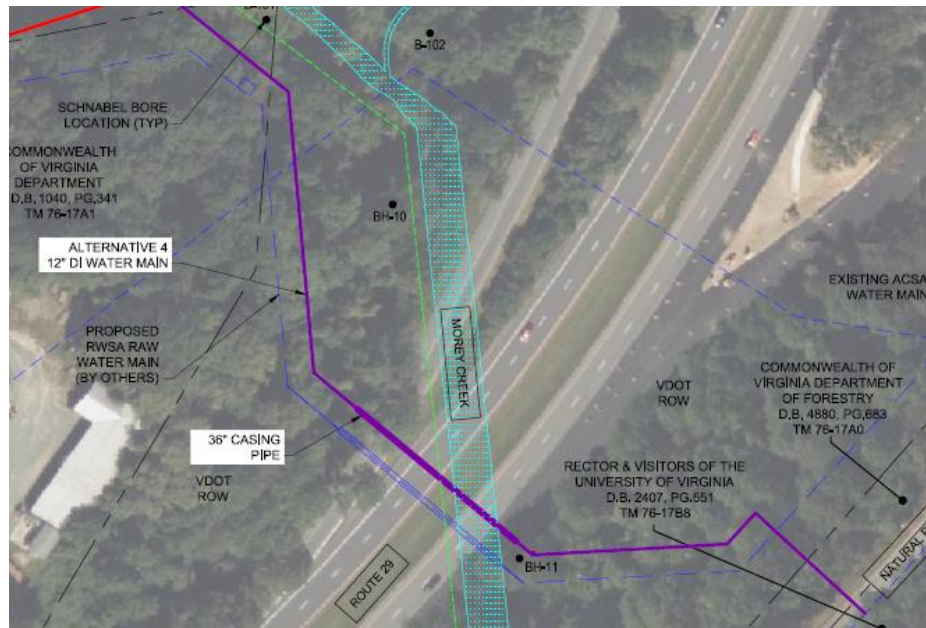
By: _____

Name: Erica Carter, P.E.

Title: Principal

Date: _____

ATTACHMENT A



ATTACHMENT B

Rivanna Water and Sewer Authority					
BOA Contract; dated May 4, 2021					
WA #2 - RMR to OBWTP 36" WM - Amendment #5					
TASK DESCRIPTION	STAFFING HOURS				Subtotal Hours
	PM	Eng. III	Eng. I		
	\$ 268.00	\$ 186.00	\$ 144.00		
ACSA 12-inch Watermain 60% Design Submittal					
Coord. Survey and Validate H. Alignment	2	4	6		12
Develop Vertical Alignment (60%)	6	20	60		86
Opinion of Probable Costs	2	4	6		12
60% Design Submittal Meeting (ACSA & RWSA)	4	4	4		12
ACSA 12-inch Watermain 100% Submittal					
Develop 100% Design	8	16	32		56
Standard Details	1	2	4		7
Technical Specifications	4	16	16		36
Updated Opinion of Probable Cost	2	4	8		14
100% Design Submittal Workshop (ACSA & RWSA)	2	2	4		8
ACSA 12-inch Watermain Permitting					
VDOT	4	4	2		10
Albemarle County	6	6	2		14
TOTAL LABOR COSTS					
	41	82	144		267
	\$ 10,988	\$ 15,252	\$ 20,736		\$ 46,976
OTHER DIRECT COSTS					
	Quantity	Unit	Total	Mark Up	Total Cost
Survey (RDA)	1	LS	\$ 11,150	\$ 558	\$ 11,708
Plats (@ \$2,100/plat)(RDA)	3	LS	\$ 6,300	\$ 315	\$ 6,615
					\$ 18,323
SUMMARY OF COSTS					
Sub_Total 1(Survey + Design)					\$ 58,684
Sub_Total 2(Plats)					\$ 6,615
Total Project Cost (Not-to Exceed)					\$ 65,299



March 11, 2024

Mr. Richard Nelson
Civil Engineer
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Va. 22911

Re: Broadway Street Water Main Replacement Project – Design Phase Services Amendment

Dear Mr. Nelson:

Whitman Requardt and Associates (WRA) is pleased to provide this engineering services amendment to the Albemarle County Service Authority (ACSA) for the above-referenced project. This amendment summarizes the additions to the project scope outlined in the original authorization to complete the field investigations and design phase of the project. The original authorization was dated April 6, 2021.

The design amendment and fee estimate are based on the following, revised tasks and actions taken during the design phase of the project. The amendment fee estimate is included as Attachment A.

A. Geotechnical Investigation and Restoration

The original authorization outlined the proposed geotechnical boring program for the project. WRA has coordinated and conducted the boring program with Froehling & Robertson (F&R). As F&R worked to obtain the required Land Use Permit from VDOT, VDOT required that the boring locations within existing pavement be restored with a modified, hot mix asphalt pavement patch. Due to restoration requirements and Land Use Permit conditions, the geotechnical field work also required an additional mobilization, maintenance of traffic coordination, and WRA field review.

The geotechnical boring program has been completed, including all required restoration efforts. The requested additional fee for this task only includes the difference between the original authorized amount for the geotechnical boring program and the actual costs incurred by F&R to complete the program and all permit requirements. Additional task management time has also been included. The additional fee for F&R to complete the geotechnical program and restoration work is summarized as follows:

- Original authorization - \$3,500
- F&R Invoice 211784 = \$7,825.50
- F&R Invoice 212701 = \$3,055.00
- Requested Additional Subconsultant Fee = \$7,380.50

B. Easement Plat Coordination and Development

The portion of the project alignment just east of Franklin Street and along Broadway Street requires an easement plat. The original authorization only included a unit cost for easement plats, but no easements were anticipated at the time of the original authorization.

The required easement plat has been prepared by Lincoln Surveying (LS) and submitted to the ACSA. The easement plat cost from LS was 1,750. The fees associated with easement plat development include electronic file transfer/coordination with LS and QA/QC review of the draft and final plats with

the design plans and associated easement linework prior to transmittal to the ACSA. Minor design plan revisions are also required to coincide with the easement plat.

ASSUMPTIONS

In addition to the items noted above, the following assumptions have been made in the development of this amendment:

1. Additional project management time during easement negotiations and acquisitions is not included.
2. Costs for revisions to easement plats required for the project are not included.
3. Land acquisition services are not included.
4. Design modifications required as a result of easement negotiations are not included and considered additional work.

FEE ESTIMATE

Based on the required work to complete the tasks above and the assumptions presented in this amendment, WRA estimates the total additional engineering fee to be \$12,840 as summarized in Attachment A. The fee estimate includes the current hourly rates previously provided to the ACSA.

WRA looks forward to continuing our work with you to complete a successful design phase for the project and to coordinate the upcoming project advertisement. Thank you for your continued cooperation on this project.

Very truly yours,

Whitman, Requardt & Associates, LLP



Charles Luck, P.E.
Vice President

cc: File 46480-028

Attachment A**Fee Estimate**

Broadway Street Water Main Replacement Project - Amendment 1
Albemarle County Service Authority

TASK	LABOR CLASSIFICATIONS (HOURS WITH HOURLY RATES)				TOTAL (HRS)	DIRECT EXPENSES (\$)	COST PER TASK (with 2.55 mult.) (\$)
	Project Manager	Sr. Proj. Engineer	Senior Designer	CADD Technician			
	HRS @ \$85.00	HRS @ \$75.00	HRS @ \$51.00	HRS @ \$47.00			
Geotechnical Investigation and Restoration	2.00		4.00	6.00	12.00	\$7,380.50	\$9,053.30
Easement Plat Coordination and Development		2.00		10.00	12.00	\$1,750.00	\$3,331.00
SUB-TOTAL HOURS	2.00	2.00	4.00	16.00	24.00		
SUB-TOTAL DOLLARS	\$170.00	\$150.00	\$204.00	\$752.00	\$1,276.00	\$9,130.50	\$12,384.30

TOTAL HOURS	24.00		
TOTAL DOLLARS	\$1,276.00	\$9,130.50	\$12,384.30
TOTAL DOLLARS WITH 2.55 MULTIPLIER	\$3,253.80		
TOTAL SUBCONSULTANT SERVICES WITH 5% MARKUP	\$9,587.03		
TOTAL ESTIMATED FEE	\$12,840.83		
TOTAL FEE (ROUNDED)	\$12,840.00		

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2024 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: April 18, 2024 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: NO
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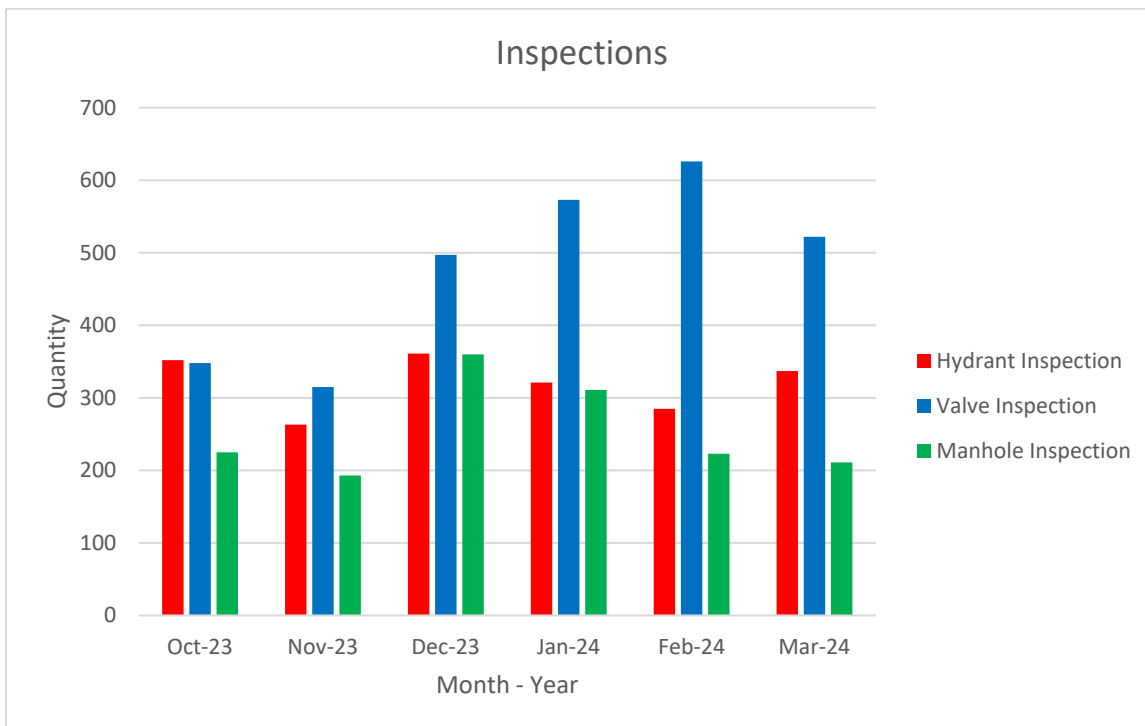
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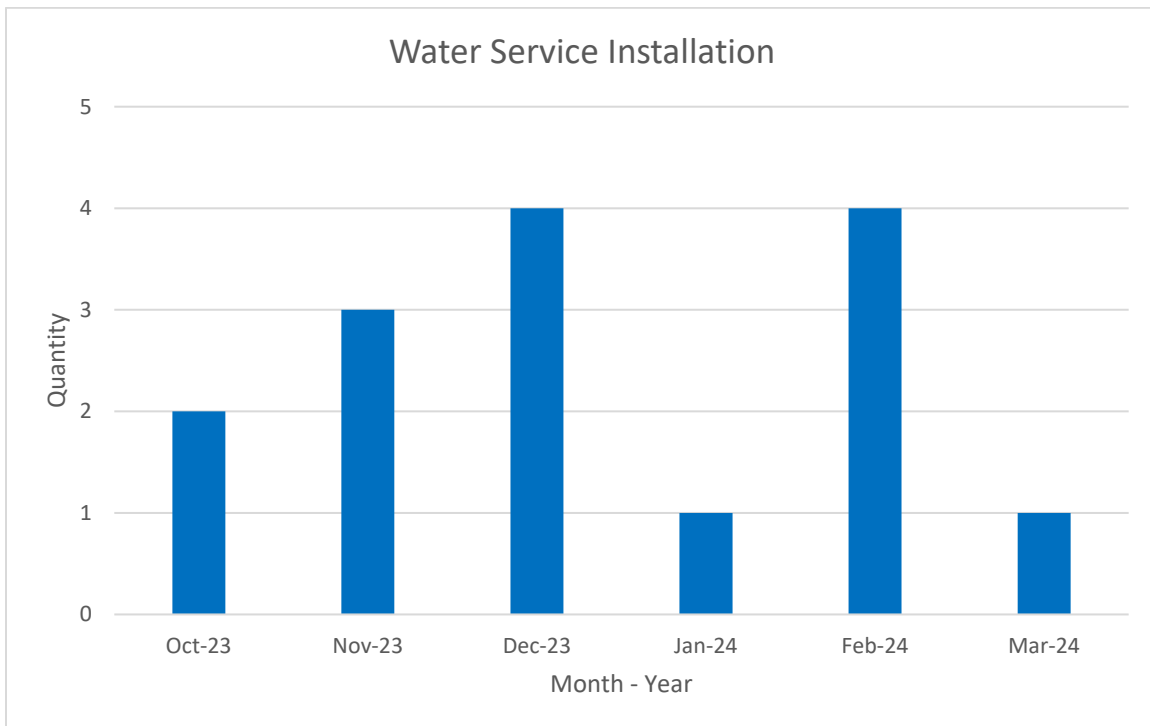
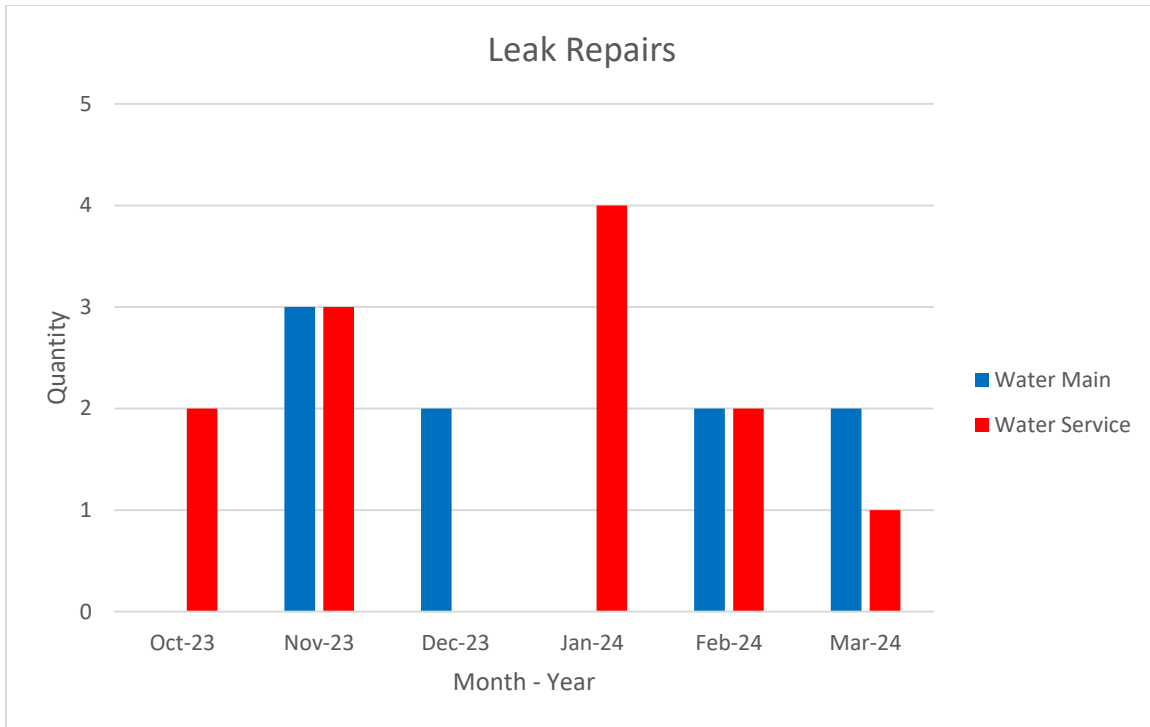
Current total years of service in the Maintenance Department: 315.8 years

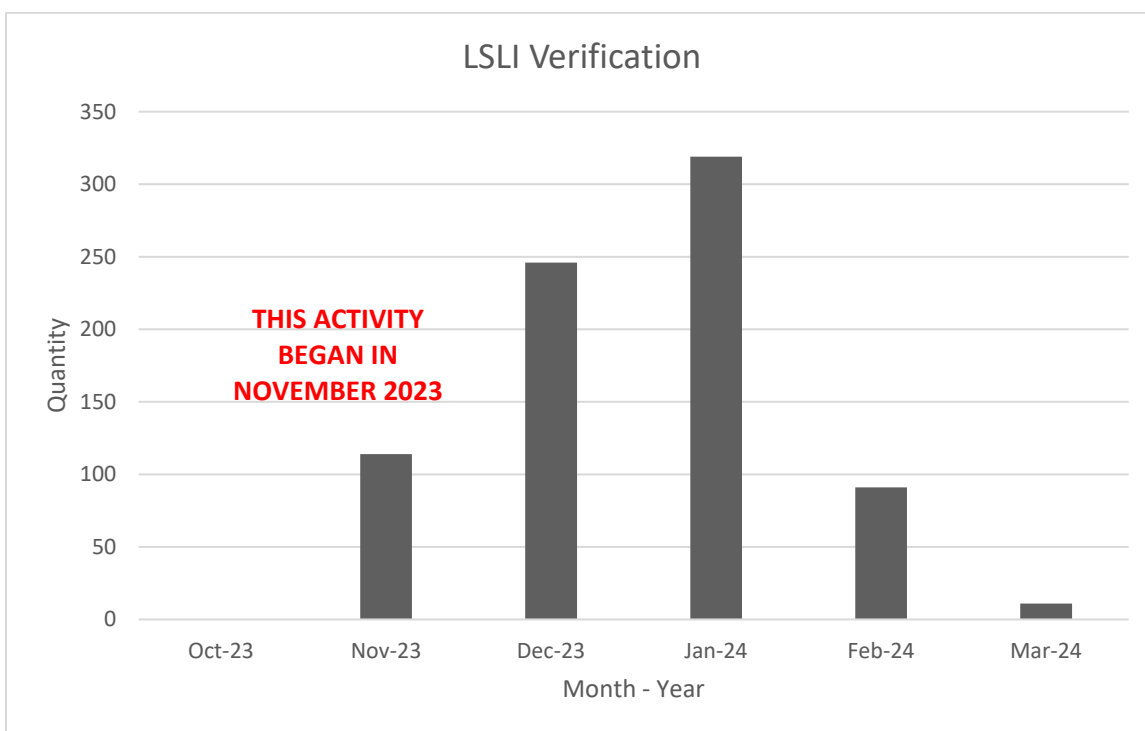
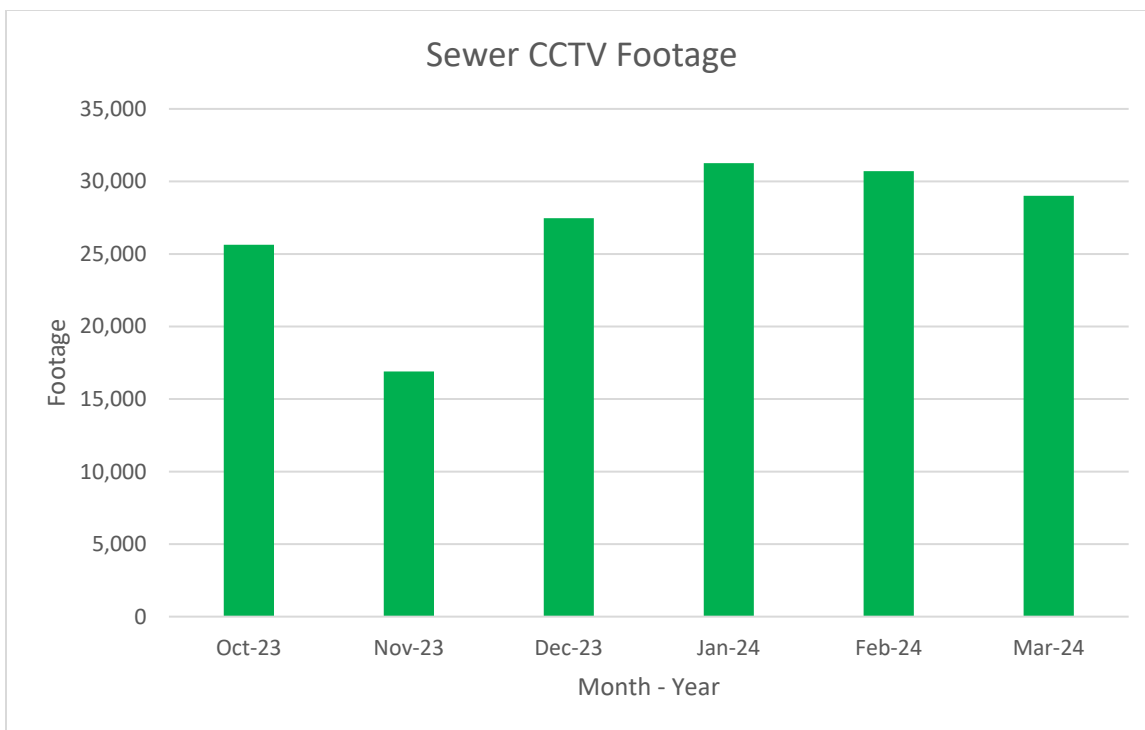
Current average years of service in the Maintenance Department: 9.3 years

Current number of employees in the Maintenance Department: 34

Below are 5 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.

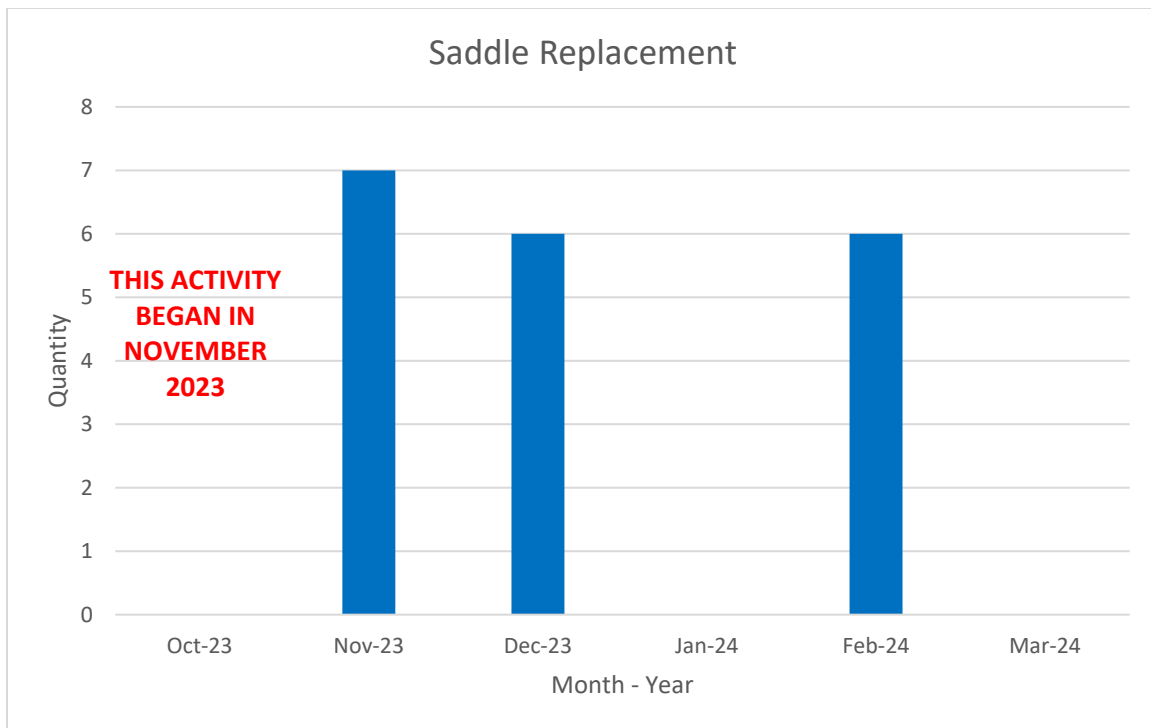


ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY**

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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Monthly inspections have stayed constant into March due to increased field availability for staff due to favorable weather conditions.
 - Leak Repairs: The rate of leak repairs decreased slightly in March. A water main leak repair occurred on a 12" Polyvinyl Chloride (PVC) water main due to improper bedding/backfill (see additional information in miscellaneous maintenance activities section), while the other repair was a leak on an old style blow off assembly which was upgraded during the repair.
 - Water Service Installation: New water service installations decreased during March, but we anticipate seeing an increase in the coming months as irrigation season gets underway.
 - Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection stayed constant into March due to a

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

decrease in equipment downtime as a result of a major repair that was made in February, as well as favorable weather conditions.

- Lead Service Line Inventory Verifications: In coordination with the Engineering Department, the Maintenance Department began conducting service line material verifications in November 2023. These verifications are part of the Lead Service Line Inventory (LSLI) requirements in the Lead and Copper Rule Revisions (LCRR) developed by the Environmental Protection Agency (EPA), with a mandated deadline of October 16, 2024. Although the February and March trends appear lower, a new crew was conducting the verifications and although the Geographic Information System (GIS) was updated for material type, the inspections were not logged in Cityworks. This issue has been corrected and future months will correctly show the number of verifications that occur.
- Saddle Replacements: In coordination with the Engineering Department, the Maintenance Department started water service saddle replacements in November 2023. Five (5) saddle replacements were scheduled during March 2024. During the test digs, it was determined that these connections were direct taps on the water main and a saddle replacement was not necessary. Additional saddle replacements are underway for April 2024 and will be shown in the May 2024 Maintenance update.
- Miscellaneous Maintenance Activities
 - Utility Statistics: During the March 2024 meeting, a question was posed by the Board about the miles of sanitary sewer that the ACSA maintains. The following information represents current statistics about our water and sewer utilities:
 - 18 pump stations (10 sewer and 8 water),
 - 7 water storage tanks
 - 1.45 million gallons of water storage
 - 15 pressure reducing valve stations.
 - 320 miles of gravity sanitary sewer,
 - 5 miles of sanitary sewer force mains
 - 380 miles of water distribution mains
 - Earlysville Road Water Main Repair: On the afternoon of March 20, 2024, a report of a water main break along Earlysville Road was received by ACSA staff. As crews arrived on scene to investigate, the ACSA was contacted by RWSA staff to advise they were

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

experiencing higher than normal demands within the Stillhouse Pressure Band, causing a lower-than-normal tank level in the Stillhouse Water Storage Tank. The leak was isolated and RWSA staff was able to refill the water storage tank to normal operating levels. As the 12" PVC water main, installed in 1980, was excavated (see attachment), it was determined that a crack had developed at the 7 o'clock position along an entire 20-foot section of pipe. During excavation, improper bedding and backfill for PVC pipe (see attachment) containing large rocks was discovered and is thought to be the cause of the pipe failure. The repair was made using two (2) 10-foot sections of Ductile Iron Pipe (DIP), along with three (3) repair sleeves (see attachment). Water service was restored approximately 7.5 hours after the water main break was reported to ACSA staff.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Earlysville Road Water Main Repair – Excavating 12" PVC Water Main: 3/20/24
- Earlysville Road Water Main Repair – Improper Backfill/Bedding: 3/20/24
- Earlysville Road Water Main Repair – New 12" DIP Water Main: 3/20/24

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

Earlysville Road Water Main Repair – Excavating 12" PVC Water Main: 3/20/24


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

Earlysville Road Water Main Repair – Improper Backfill/Bedding: 3/20/24

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

Earlsville Road Water Main Repair – New 12" DIP Water Main: 3/20/24

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 18, 2024 CONSENT AGENDA: Informational ATTACHMENTS: Yes
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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 26th RWSA Board Meeting and other communications:

- **FY'25 Proposed Budget and Rates** – RWSA's proposed wholesale rate we estimate will be a 14%+ increase in our budget. The RWSA Board adopts the budget at the May Board meeting following a public hearing. Some budget highlights (summary charts attached):
 - Overall budget totals \$55,136,000:
 - \$27,393,000 for Operating Expenses;
 - \$27,743,000 for Debt Service Expenses;
 - \$7.437 million increase or a 15.6% budget increase;
 - Budget has doubled in the past 10 years;
 - \$4.451 million increase for debt service related to board funding for capital projects;
 - \$257,475,000 (\$1/4 billion) for major projects;
 - ACSA wholesale rate increase projected to be 86% over the five-year future period.
- **Rivanna Pump Station Flooding Update** – RWSA has completed within the last 30 days the installation of the 55 mgd bypass pumping system; removed all the temporary pumps from generator power and tied them into normal utility power; programmed temporary controls and converted the bypass pumps to automated operation. Temporary generators and fuel cubes have been removed from site, negating the need for a VDEQ temporary air permit, and saving \$50,000-\$75,000 per month in operating costs.

RWSA's insurance carrier, VRSA, and its representatives performed a site inspection on March 4th and witnessed the disassembly of pump and motor no.2 on March 18th. RWSA has provided VRSA with as-built drawings of the pump station, as well as the emergency repair construction contracts and project invoices as well as initial photo and video documentation. VRSA is awaiting the findings of the final investigation report, expected to be complete in April.

AGENDA ITEM EXECUTIVE SUMMARY

SEH Engineers (working as the review party for RWSA) completed its independent field investigations and performed a damage assessment inspection on the pump station electrical system. SEH is compiling its findings, drafting the investigation memo and the supporting appendices. "Causation" investigation recommendations likely ready late spring. Hazen Engineers, the original project design engineer, has worked on identifying and coordinating removal and inspection of equipment. The pumps and motors are being shipped to a factory facility in South Carolina for evaluation. The motor operated plug valves and check valves were inspected in place by manufacturer representatives. A low flow inspection of the 60" influent gate was conducted on March 18th. Hazen is assisting RWSA staff in identifying key replacement equipment and manufacturer replacement schedules and costs. Current thinking is that insurance would likely only cover half of the \$20-\$25 million estimated cost. It's anticipated that all costs will be known in June.

- **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:	97%
Completion Date:	July 2024
Base Construction Contract:	\$38,078,262
Approved Capital Budget:	\$43,000,000

Current Status:

South Rivanna work essentially completed with continuing sludge pump improvements and final instrumentation programming work. Improvements continue at the Observatory Plant including completion of the new chemical building and general site improvements.

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 was original to the 1953 construction.

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	90%
Completion Date:	September 2024
Budget:	\$10,000,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

Waterline installation is substantially complete between the Town Center and Timberwood Boulevard traffic circles. Waterline testing and disinfection are complete. Electricity service to the site being finalized.

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:	90% design
Construction Start:	September 2024
Completion:	December 2028
Current Project Estimate:	\$46,000,000

Current Status:

Design of the pump station and waterline design has reached the bid ready level. A final easement with UVA is being negotiated.

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 mgd. The new single water line will be constructed of 36-inch ductile iron and will be approximately 14,000 feet in length.

The RMR to Observatory WTP raw water pump station will replace the existing Stadium Road and Royal Pump Stations, which have exceeded their design lives. The pump station will pump up to 10 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

AGENDA ITEM EXECUTIVE SUMMARY

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 Pipeline, Intake and Facilities**

Design Engineer:	Kimley Horn
Project Start:	July 2023
Design Status:	15%
Construction Start:	June 2025
Completion:	December 2030
Current Project Estimate:	\$80,000,000

Current Status:

Boundary survey and geotechnical work will be underway this month. Modifications to the Ragged Mountain Reservoir intake tower and perimeter grading to allow for the 12 foot pool raise will also be included. A short section of the 36" raw water main is being constructed with the Victorian Heights housing development on Woodburn Road, and will be completed in March. Submission of the 50% design plans for the pipeline section of project under review.

History:

The approved 50-year Community Water Supply Plan includes the construction of a new raw water pipeline from the South Rivanna River to the Ragged Mountain Reservoir. This new pipeline will replace the Upper Sugar Hollow Pipeline along an alternative alignment to increase raw water transfer capacity in the Urban Water System. The project includes a detailed routing study and water line design to account for recent and proposed development and road projects in Albemarle County and the University of Virginia. Preliminary design, preparation of easement documents, and acquisition of water line easements along the approved route is also being completed as part of this project that will lead to final design and construction of the raw water line, reservoir intake and pump station.

- **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:	15% Design
Construction Start:	April 2026
Completion:	January 2029
Budget:	\$47,000,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

The design work is underway for the new raw water pump station, intake hypolimnetic oxygenation system, dam spillway upgrades, temporary detour, and the spillway bridge. Site survey work for the pump station being completed this month.

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.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	90% Design
Construction Start:	December 2024
Completion:	December 2026
Budget:	\$7,300,000

Current Status:

Easement acquisition is ongoing and includes County of Albemarle property in Brook Hill River Park along Rio Mills Road that is up for approval by the Board of Supervisors. VDOT has issued a Land Use Permit. Additional permitting being sought for the project. The county cannot approve the Water Protection Ordinance permit until all the easements have been finalized.

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

AGENDA ITEM EXECUTIVE SUMMARY

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.

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	80% Design
Construction Start:	December 2024
Completion:	December 2028
Budget:	\$47,000,000

Current Status:

Design of the 90% construction documents was completed. Easement acquisitions is underway. Soil borings along the alignment have been completed. Railroad permits will be submitted this month.

History:

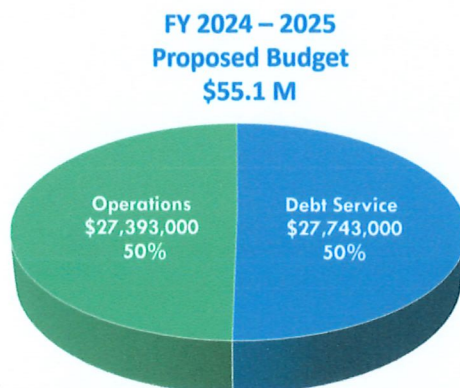
The hydraulic connectivity in the Urban System is less than desired, creating operational challenges and reduced system flexibility and redundancy. Recent efforts and modeling for the Urban Finished Water Infrastructure Master Plan have determined that a central water line corridor through the city is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

This proposed new Central Water Line builds on the ACSA investments in additional water supply at Ragged Mountain and at the newly expanded Observatory Water Treatment Plant. This new line will allow a connection from the water plant to the urban water service areas of the ACSA.

Rivanna Water and Sewer Authority
Proposed
FY 2024-2025 Budget

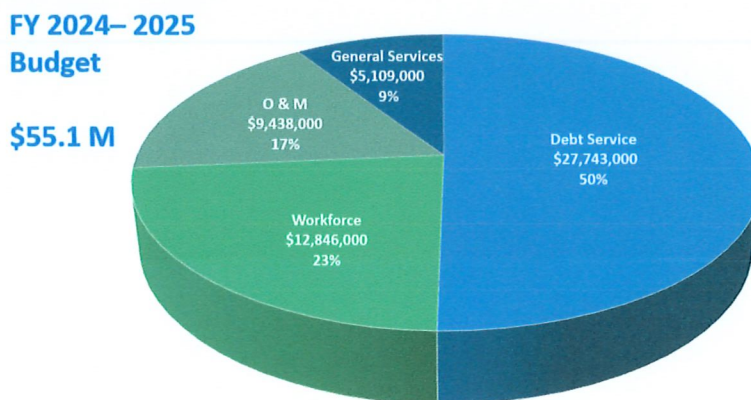
Budget Overview

The Rivanna Water and Sewer Authority provides wholesale drinking water and wastewater treatment services for the City of Charlottesville Utilities Department (City) and the Albemarle County Service Authority (ACSA). An FY 2024-2025 budget of \$55,136,000 is proposed to support the quality of life and economic development desired by both localities. The proposed budget was developed to strategically provide these water and wastewater services for our community in a reliable, regulatory compliant, environmentally protective, and financially responsible manner.

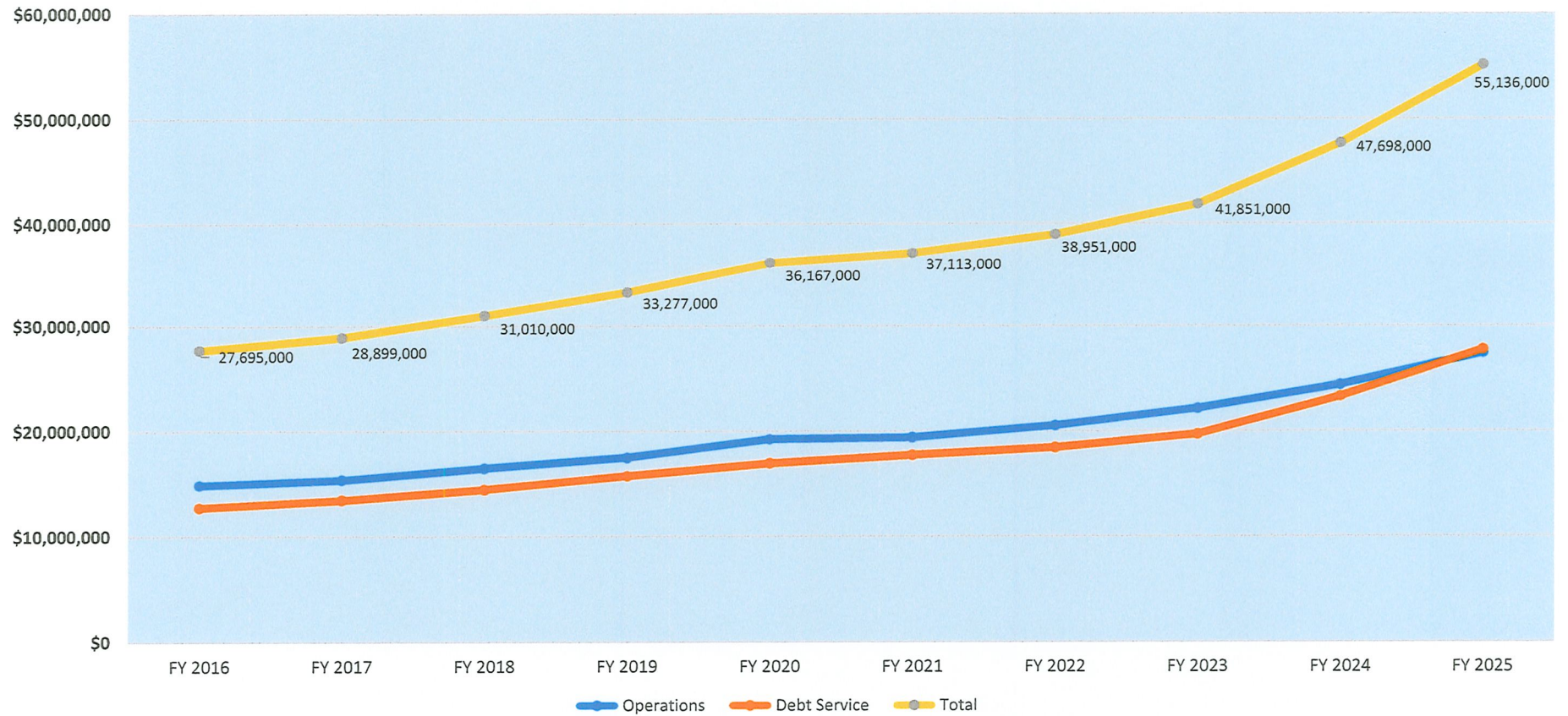


To provide the capacity and reliability needed to appropriately serve our customers, we are guided by our Strategic Plan priorities of Optimization and Resiliency, Communication and Collaboration, Planning and Infrastructure, Environmental Stewardship, and Workforce Development. The proposed budget includes \$27,393,000 for Operating expenses and \$27,743,000 for Debt Service charges, including a total budget increase of \$7,437,000, or 15.6%.

Operating expenses include General Services (professional and nonprofessional contract services; utilities; biosolids transportation and disposal; odor control; information technology; insurance; permits; and communications), Operation and Maintenance (chemicals; repairs and maintenance for buildings, vehicles, and equipment; fuel; and depreciation) and Workforce (salaries; benefits; training; and uniforms). Debt Service charges represent 50% of our budget and provide funding to construct and renew our major infrastructure including water and wastewater treatment plants, pumping stations, piping systems and reservoir facilities.

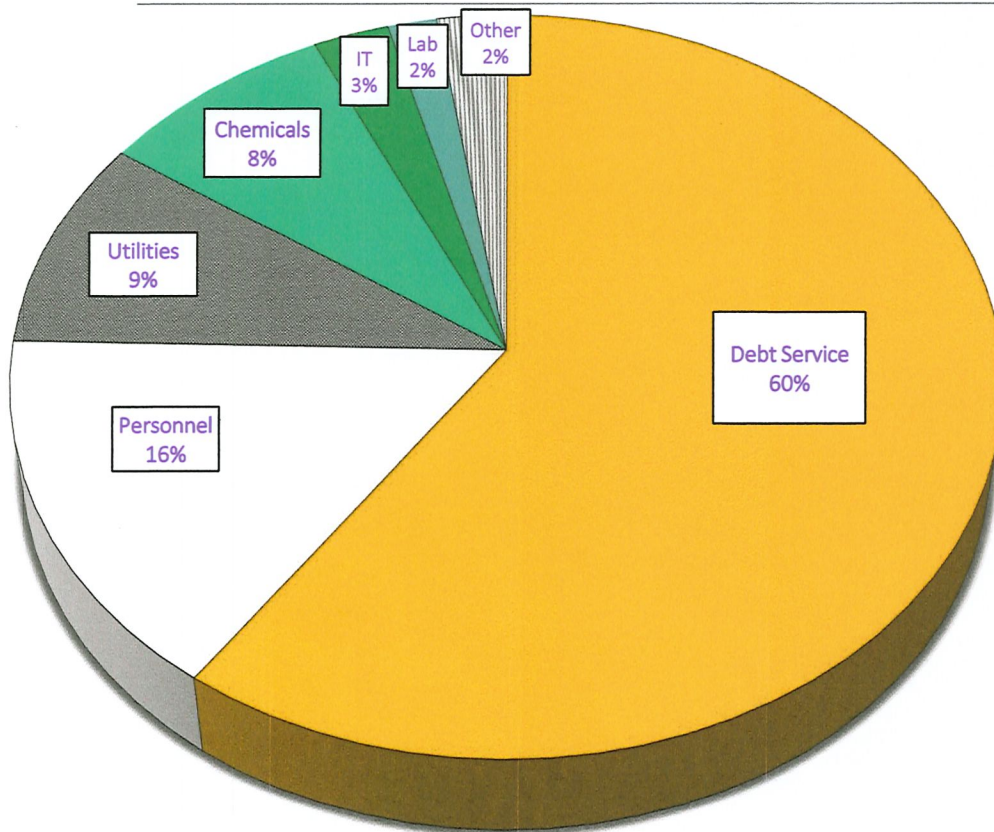


10 Year Budget History



Cost Increase Drivers

FY 2025 vs 2024

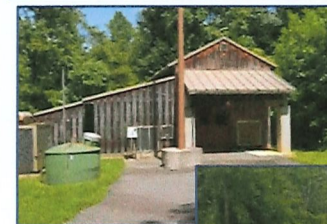
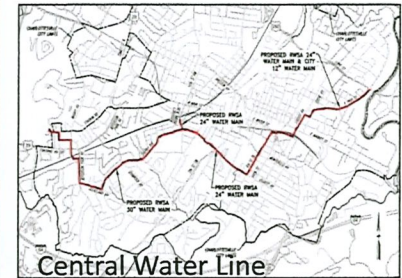


Cost Drivers

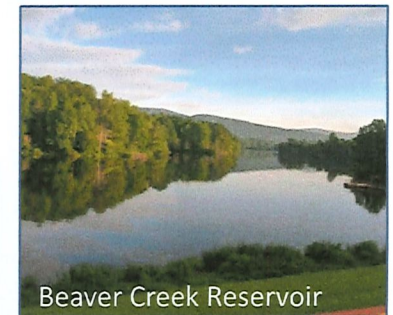
Debt Service	\$	4,451,000	60%
Personnel		1,157,000	16%
Utilities		686,900	9%
Chemicals		624,600	8%
IT Systems		200,500	3%
Lab Testing		130,100	2%
All other changes		186,900	2%
Total Increase	\$	7,437,000	

Major Projects

South Rivanna/Ragged Mt/Obs "Raw Water Projects"	\$121,175,000
Central Water Line	\$47,000,000
Beaver Creek Projects	\$47,100,000
MCAWWRRF - Concrete/Structural Rehab.	\$11,300,000
Crozet Pump Station Rehabilitation	\$10,900,000
Administrative Office Building	<u>\$20,000,000</u>
Six Largest Projects	\$257,475,000



Crozet Pump
Stations 3 & 4



70% of total CIP

Financial Forecast

•RWSA Charge Increase (%):	<u>FY</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
• City		14.5	11.7	10.6	10.9	10.9
• ACSA		13.7	14.5	13.3	12.7	12.0
•FY 25 Capital Budget		\$79 m				
•FY 25 - 29 CIP		\$371 m, less Grants of \$20.5 m				
•New CIP Debt Anticipated		\$308 m				

Five Year Summary of Revenue needed

	FY 2024	5-Year Revenue Growth	FY 2029	Change %	Annual 5-year Average
--	---------	--------------------------	---------	-------------	--------------------------

City - Charges From RWSA

Urban Water					
Operating Rate Charges	\$ 4,810,300	\$ 3,386,317	\$ 8,196,617	70.4%	
Debt Service Charges	3,686,400	4,037,418	7,723,818	109.5%	
	<u>\$ 8,496,700</u>	<u>\$ 7,423,735</u>	<u>\$ 15,920,435</u>	<u>87.4%</u>	
Urban Wastewater					
Operating Rate Charges	\$ 4,557,800	\$ 3,016,721	\$ 7,574,521	66.2%	
Debt Service Charges	4,738,800	1,692,740	6,431,540	35.7%	
	<u>\$ 9,296,600</u>	<u>\$ 4,709,461</u>	<u>\$ 14,006,061</u>	<u>50.7%</u>	
Year 5-10 CIP					
Debt Service Charges	\$ -	\$ 1,010,777	\$ 1,010,777		
Total City Charges	\$ 17,793,300	\$ 13,143,974	\$ 30,937,274	73.9%	14.8% \$ 2,628,795

ACSA - Charges From RWSA

Urban Water					
Operating Rate Charges	\$ 5,211,100	\$ 3,320,064	\$ 8,531,164	63.7%	
Debt Service Charges	6,507,400	7,907,904	14,415,304	121.5%	
	<u>\$ 11,718,500</u>	<u>\$ 11,227,968</u>	<u>\$ 22,946,468</u>	<u>95.8%</u>	
Urban Wastewater					
Operating Rate Charges	\$ 5,350,500	\$ 3,191,059	\$ 8,541,559	59.6%	
Debt Service Charges	4,600,800	2,821,145	7,421,945	61.3%	
	<u>\$ 9,951,300</u>	<u>\$ 6,012,204</u>	<u>\$ 15,963,504</u>	<u>60.4%</u>	
Other Rate Centers					
Operating Rate Charges	\$ 2,797,300	\$ 1,743,167	\$ 4,540,467	62.3%	
Debt Service Charges	2,585,800	1,811,500	4,397,300	70.1%	
	<u>\$ 5,383,100</u>	<u>\$ 3,554,667</u>	<u>\$ 8,937,767</u>	<u>66.0%</u>	
Year 5-10 CIP					
Debt Service Charges	\$ -	\$ 2,490,682	\$ 2,490,682		
Total ACSA Charges	\$ 27,052,900	\$ 23,285,522	\$ 50,338,422	86.1%	17.2% \$ 4,657,104

\$ 44,846,200 \$ 36,429,495 \$ 81,275,695

RWSA Customer Revenue Charges

Operating Rate Revenues					
Urban Water	\$ 10,021,400	\$ 6,706,382	\$ 16,727,782	66.9%	
Urban Wastewater	9,908,300	6,207,781	16,116,081	62.7%	
Other Rate Centers	2,797,300	1,743,167	4,540,467	62.3%	
	<u>\$ 22,727,000</u>	<u>\$ 14,657,329</u>	<u>\$ 37,384,329</u>	<u>64.5%</u>	
Debt Service Rate Revenues					
Urban Water	\$ 10,193,800	\$ 11,945,322	\$ 22,139,122	117.2%	
Urban Wastewater	9,339,600	4,513,885	13,853,485	48.3%	
Other Rate Centers	2,585,800	1,811,500	4,397,300	70.1%	
	<u>\$ 22,119,200</u>	<u>\$ 18,270,707</u>	<u>\$ 40,389,907</u>	<u>82.6%</u>	
Year 5-10 CIP					
Debt Service Charges	\$ -	\$ 3,501,459	\$ 3,501,459		
Total RWSA Customer Revenues	\$ 44,846,200	\$ 36,429,495	\$ 81,275,695	81.2%	16.2% \$ 7,285,899

LONNIE WOOD

Director of Finance & Information
Technology

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Rivanna Water & Sewer Authority

Rivanna Solid Waste Authority



MEMORANDUM

TO: RIVANNA WATER & SEWER AUTHORITY
BOARD OF DIRECTORS

FROM: JENNIFER WHITAKER, DIRECTOR OF ENGINEERING & MAINTENANCE

REVIEWED BY: BILL MAWYER, EXECUTIVE DIRECTOR

SUBJECT: CIP PROJECTS REPORT

DATE: MARCH 26, 2024

This memorandum reports on the status of the following Capital Projects as well as other significant operating, maintenance, and planning projects.

For the current CIP and additional project information, please visit: <https://www.rivanna.org/wp-content/uploads/2023/06/2024-2028-CIP-FINAL-DRAFT-1.pdf>

Summary

	Project	Construction Start Date	Construction Completion Date
1	SRWTP and OBWTP Renovations	May 2020	July 2024
2	Airport Rd. Water Pump Station and Piping	December 2021	September 2024
3	MC 5kV Electrical System Upgrades	May 2022	December 2024
4	South Fork Rivanna River Crossing	December 2024	December 2026
5	Red Hill Water Treatment Plant Upgrades	September 2024	March 2026
6	Central Water Line	December 2024	December 2028
7	Scottsville WRRF Whole Plant Generator and ATS	TBD	TBD
8	MC Administration Building Renovation and Addition	April 2025	December 2027
9	RMR to OBWTP Raw Water Line and Pump Station	September 2024	December 2028
10	MC Building Upfits and Gravity Thickener Improvements	October 2024	December 2026
11	Emmet Street Water Line Betterment	October 2024	October 2026
12	MC Structural and Concrete Rehabilitation	February 2025	May 2027
13	Crozet Pump Stations Rehabilitation	January 2025	December 2026
14	Crozet WTP GAC Expansion – Phase I	April 2025	October 2026
15	Beaver Creek Dam, Pump Station and Piping	April 2026	January 2029
16	SFRR to RMR Pipeline, Intake, and Facilities	June 2025	December 2030
17	Upper Schenks Branch Interceptor, Phase II	TBD	TBD
18	North Rivanna Water Treatment Plant Decommissioning	September 2025	March 2027

ACSA Board Future Policy Issues Agendas 2024

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Regular 3rd Thursday Monthly Meetings	May '24	June '24	July '24	Aug. '24	Sept. '24	Oct. '24	Nov. '24	Dec. '24	Jan. '25	Pending Issues
	May 16th	June 20th	July 18th	August 15th	September 19th	October 17th	November 21st	December 19th	January 16th	Water Supply Plan Project Status Reports RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System Wastewater Projects
	Recognitions Elizabeth Wallace 25 years	Recognitions	Recognitions Montie Madison 25 years	Recognitions Terri Knight 35 years	Recognitions Scott Krebelder 30 years	Recognitions	Recognitions Jennifer Bryant 25 years Roland Bega 25 years	Recognitions	Recognitions	Rivanna Pump Station Update
	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	Annual Water Quality Reports (May)
	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	Board Organizational Meeting each January
					Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Annual Report - January
	Proposed FY '25 Budget and Rates Workshop	FY '25 Budget and Rates Public Hearing	Strategic Plan Update	Request for Approval - Annual Year-End Appropriations	Imagine a Day Without Water Resolution	Lead / Copper Inventory & Regulations Report and Update	Long Term Financial Plan and Rate Study Analysis	Annual Investments Report	Board Organizational Meeting	Water Audit
										Construction Specifications Approval
										Grants
										CIS - Customer Information Systems - Billing, Website, Phone
	RWSA Budget, Rates and CIP	FY '25 Budget, Rates and CIP Approval	Customer (CIS) Report and Update				Annual Financial Report	FY2026 Budget Guidelines and Schedule	Annual Report	Strategic Plan Updates-2023-2027 January and July
										Fats, Oils, and Grease (FOG) Program
										Climate Change and Sustainability
	Annual Water Quality Reports - PFAS - Lead Copper	Amendments to Rules and Regulations, and Personnel Management Plan (Budget Implementation)	Financial Plan and Rate Study Scope of Work							Annual Water Conservation Report - January
										Operational Presentation-Sewer Rehab Relining; Trenchless Technology
	AMI Status Report	Water & Wastewater Professionals Appreciation Day Recognition	Rivanna Pump Station Status Report							Fix a Leak Week - March National Drinking Water Week-April Imagine a Day Without Water - September
										New Development - Warranty
										Federal/State Water Quality Regulations Lead and Copper (12/24); PFAS; Emerging Contaminants
										Emergency Preparedness ACSA 60th Anniversary 2024-25
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Data Management and Management Dashboards
										Purchasing Policy Revisions
										Customer Experience (CX)
										Pay Plan Market Rate Study for FY' 25 - Compensation (Fall)

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proclaiming Drinking Water Week May 5-11, 2024 STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resources and Administration	AGENDA DATE: April 18, 2024 ACTION: <input checked="" type="checkbox"/> ATTACHMENTS: YES
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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 5-11, 2024.

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 5-11, 2024, as Drinking Water Week.

Chair of the Albemarle County Service
Authority Board of Directors

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proposed Fiscal Year 2025 Budget and Rates STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: April 18, 2024 ACTION: Informational ATTACHMENTS: Yes
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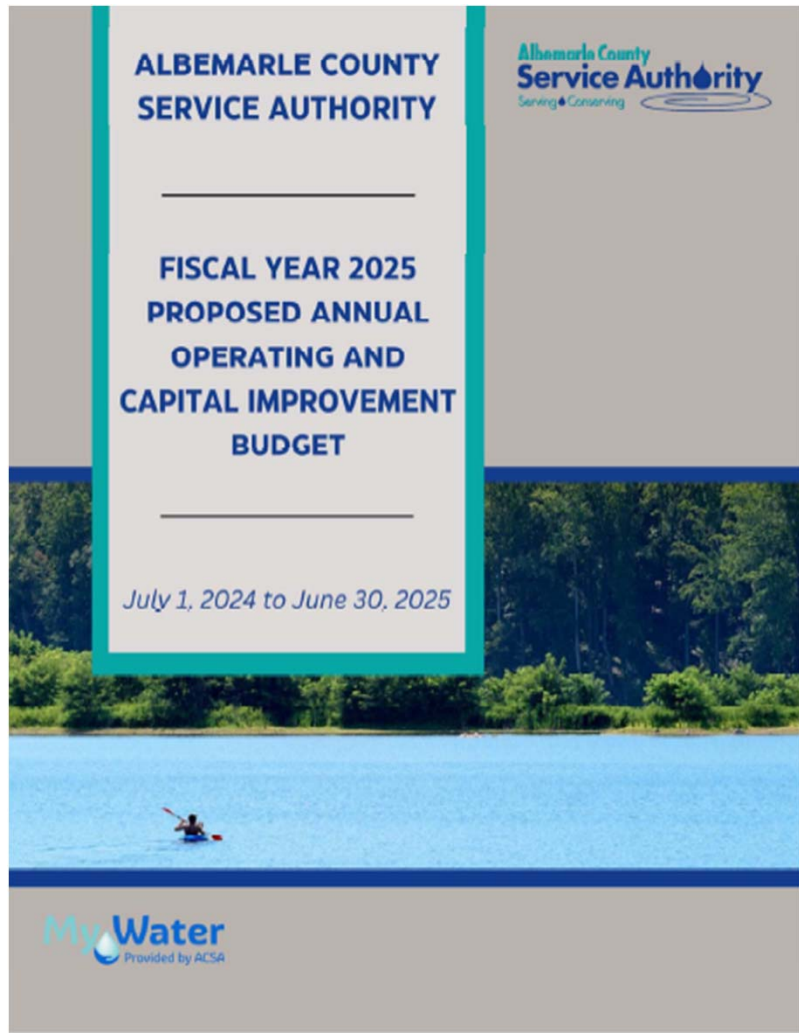
BACKGROUND: The Proposed Fiscal Year 2025 Budget and Rates are included below. This budget follows five months of analysis and preparation by many throughout the ACSA. The overall operating budget is increasing 13.6% and is driven by increases in charges from the RWSA for water and wastewater treatment 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 16th Board meeting on the Proposed Operating Budget. The budget is considered for adoption at the June 20th 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.

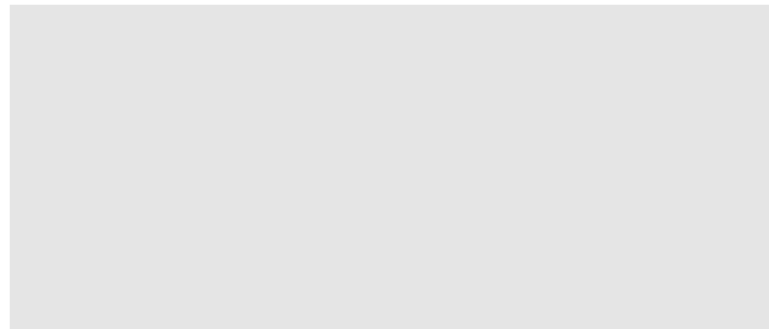
BOARD ACTION REQUESTED: Informational; if there are specific areas or questions you would like addressed in detail at the May budget workshop, please let us know.

ATTACHMENTS:

1. Proposed FY 2025 Budget and Rates
2. FY 2025 Budget and Rates Overview
3. ACSA Rules and Regulations, Appendix B proposed rate changes



Proposed Fiscal Year 2025 Budget and Rate Overview



Agenda

- Strategic Focus of the FY 25 and future budgets
- Operating Budget Overview
- Proposed Rates
- Capital Improvement Program (CIP)
- May 16th – Budget Workshop - Areas of Focus
- Next Steps

Strategic Focus of the FY 25 and Future Budgets



Alignment and support for the RWSA to improve water/wastewater infrastructure to meet current and future regulations, redundancy, resiliency, and capacity needs



Providing “best-in-class” service to exceed customer expectations. Momentum with completion of AMI installations, upgrades to modern CIS, telephony, and communication systems



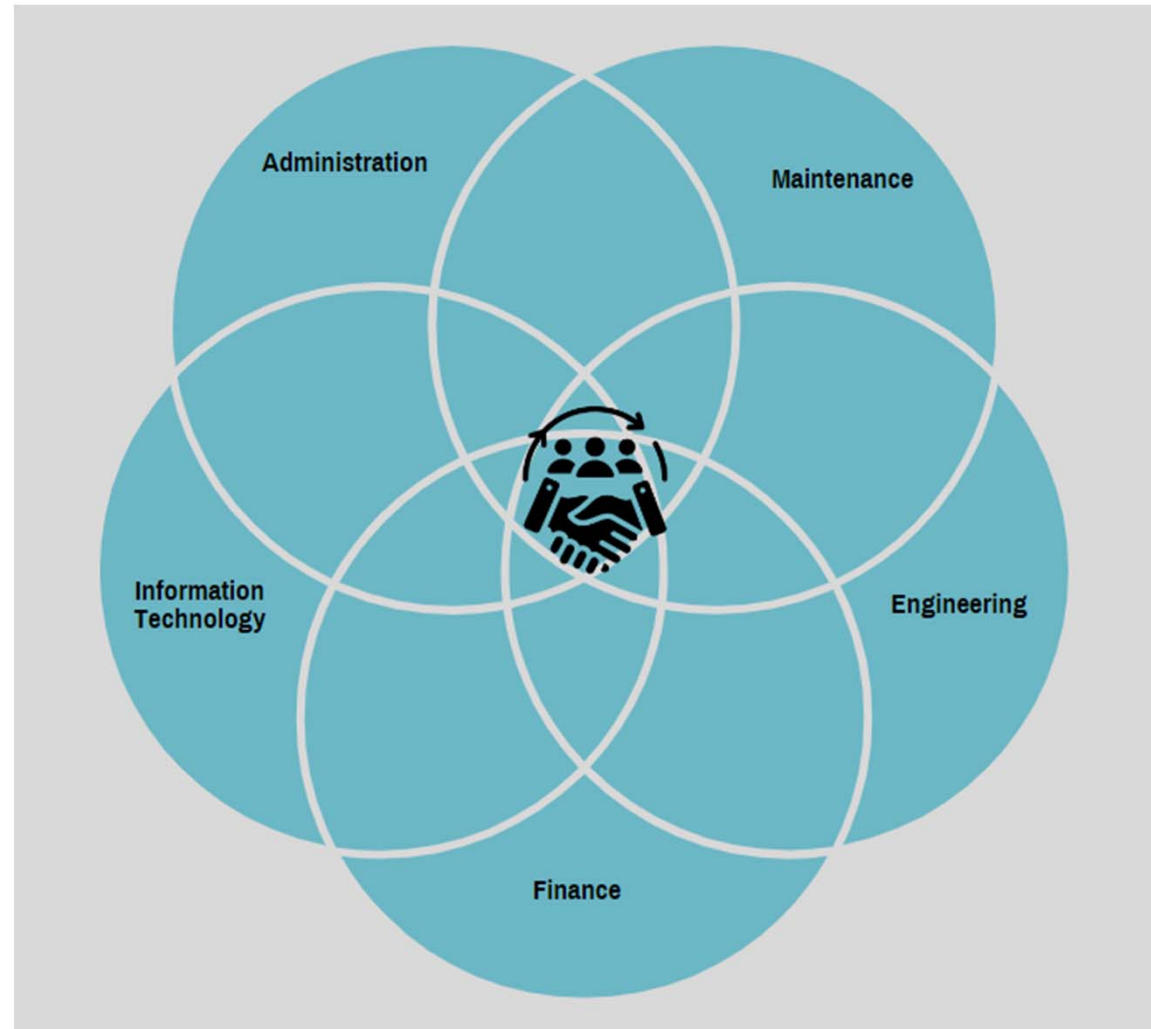
Retaining our highly-skilled, purpose-driven, and motivated workforce and recruiting highly qualified candidates to ensure our service continues to align with our customer’s values



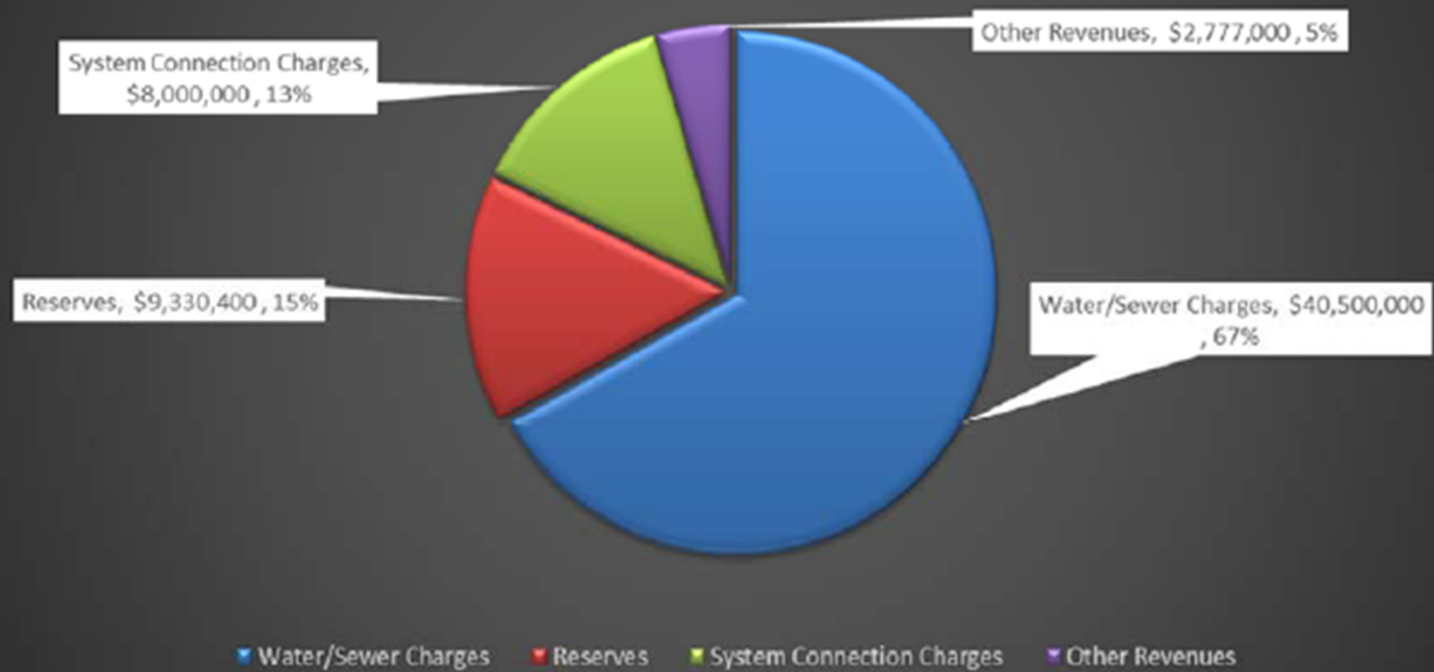
Continue providing clean, safe, reliable and affordable water/wastewater services to all within our service area



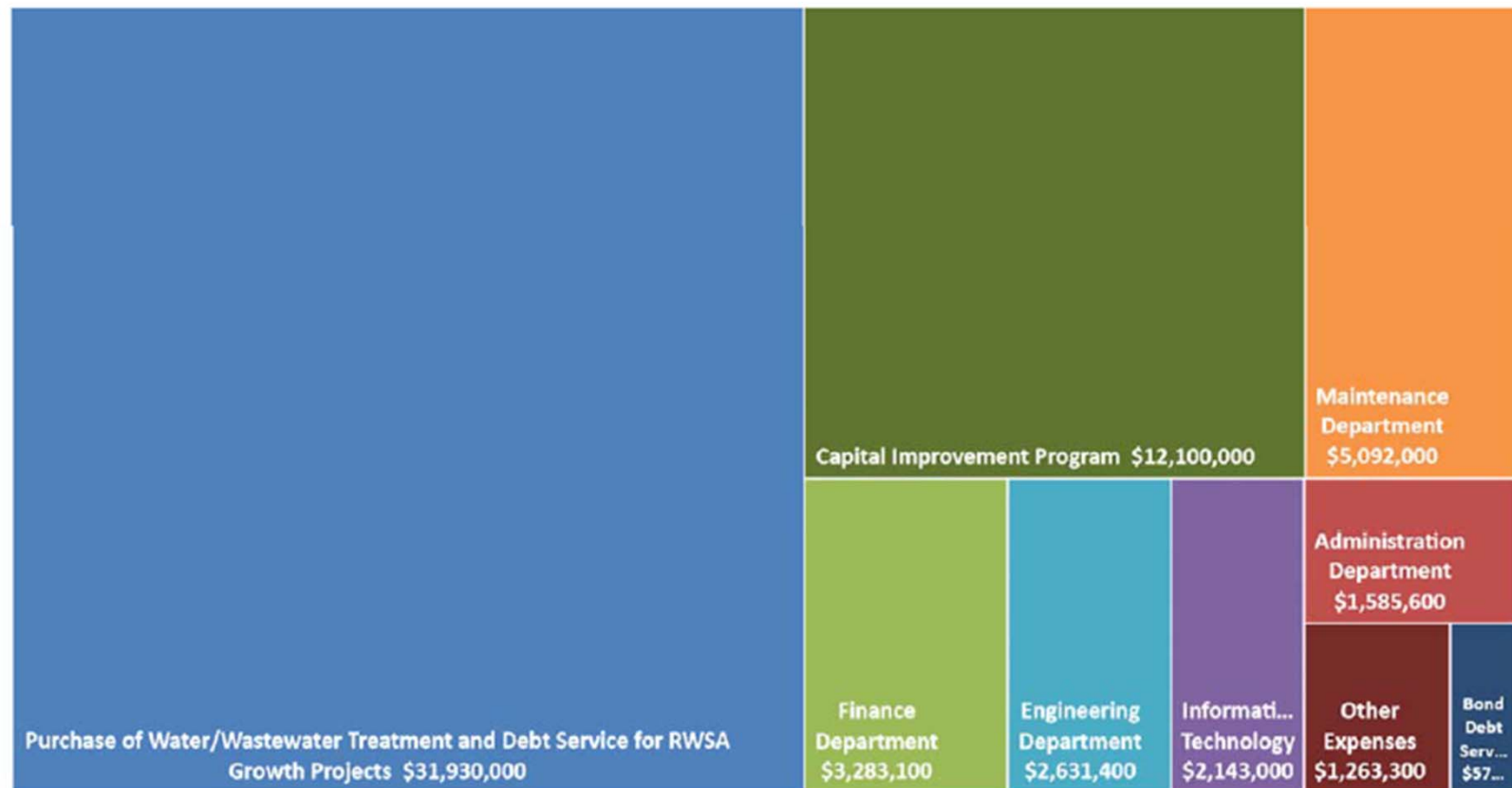
Strategic Focus of the FY 25 and Future Budgets



Budgeted Revenues and Use of Reserves



Budgeted Expenses and Capital Costs



Proposed FY 25 – Water and Sewer Rates

	FY 2024	FY 2025
Service Charge	\$ 10.40	\$ 11.13
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.56	\$ 5.95
Level 2 (3,001-6,000 gallons)	\$11.15	\$11.93
Level 3 (6,001-9,000 gallons)	\$16.71	\$17.88
Level 4 (over 9,000 gallons)	\$22.30	\$23.86
Multi-Family/Non-Residential	\$11.15	\$11.93
Sewer/All Users (per 1,000 gallons)	\$11.06	\$11.83

CIP Program

Project Type	Proposed Cost
Water Projects	\$ 7,760,000
Wastewater Projects	1,230,000
Facility and Non-Utility Projects	3,110,000
Total	\$ 12,100,000

Budget Workshop – May 16, 2024 Board Meeting

- Areas of Focus include:
 - ACSA Strategic Plan and alignment of resources through the FY 2025 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
 - Strategic use of rate stabilization and growth reserves
 - ACSA Departmental Initiatives and Priorities

Next Steps

- Budget and Rate Workshop – May 16, 2024
- 2nd Budget and Rate Workshop/Public Hearing – June 20, 2024
- Budget Adoption – June 20, 2024
- Rate Adoption – June 20, 2024, effective July 1, 2024

ALBEMARLE COUNTY SERVICE AUTHORITY

FISCAL YEAR 2025 PROPOSED ANNUAL OPERATING AND CAPITAL IMPROVEMENT BUDGET

July 1, 2024 to June 30, 2025

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April 18, 2024

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. We remain committed to working with our community partners as we continue to improve our utility system in a timely, cooperative, and financially responsible manner. The proposed Fiscal Year 2025 Budget totals \$60,607,400 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 Engineering. 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 - 2027 Strategic plan is a roadmap for the ACSA'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 are conducting 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 are listening to their feedback, understanding their expectations, and designing systems to deliver solutions that meet or surpass them. We are also leveraging 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 are also investing in training, development, wellness, and engagement programs for our employees. In addition, this budget includes funding for a comprehensive employee pay plan study to ensure we remain competitive in the employment marketplace.

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 the utility space 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 service to our customers. These projects are essential to maintaining the quality and reliability of the ACSA system that our customers expect and deserve.

Over the past ten years, the ACSA has invested over \$66 million in capital improvements to ensure system reliability, redundancy, and high-quality water and sewer systems. In Fiscal Year 2025, the ACSA proposes a budget of \$12.1 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 \$223M for essential projects and include:

- **Community Water Supply Plan Components** – the South Fork Rivanna Reservoir to Ragged Mountain Reservoir Water Pipe and Plumbing Project; the Ragged Mountain to Observatory Water Pipe and Pumping Project; Raising the Normal Pool at Ragged Mountain Reservoir and adding aeration and Oxygenation Systems to Reservoirs.
- **Critical Finished Water Transmission Projects** – Completion of the Airport Road Pump Station; the Central Water Line; Additional Crossings of the South and North Fork Rivanna River; Crozet and Scottsville AC Pipe Replacement, and Decommissioning of the North Rivanna WTP.
- **Enhancement to Address Emerging Contaminants** – Additional Granular Activated Carbon Water Filtering Facilities at the Crozet and Red Hill Water Treatment Plants
- **Crozet Water Supply Projects** – Modifications to the Beaver Creek Reservoir Dam, Construction of a new pump station, and raw water piping.

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

- **Renovations and Repairs to Wastewater Facilities** – Moores Creek, Scottsville, Glenmore, Crozet pump stations, and the Albemarle Berkley Pump Station
- **Repairs and Replacement of Wastewater Piping and Manholes** – Crozet, Albemarle-Berkley, Moores Creek, Upper Rivanna Interceptors
- **Power System Upgrades** – Scottsville WRRF Whole Plant Generator and Moores Creek AWRRF 5kV Electrical System

Combined, these critical projects listed above and others throughout the system carry an expected cost over the five-year period of over \$371M, and as one of the RWSA's two customers, the ACSA is responsible for more than 60% of RWSA's annual debt service and operating charges. Charges from the RWSA make up nearly 63% 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 2025 Budget considers the need for continued investment in our water and wastewater systems. We anticipate leveraging long-planned rate stabilization reserves strategically in conjunction with an increase in customer rates at a time of rising 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 continue to increase. These projects are an investment in the present 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 2025 (July 1, 2024 to June 30, 2025). The FY 2025 budget continues to address long-term strategic initiatives that benefit our customers, while being especially mindful of economic restraints. After a comprehensive review ACSA departmental and capital needs and RWSA costs for water and wastewater treatment, we project an increase of \$4.0M or 14.3% 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 \$4.52, or \$0.15 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.

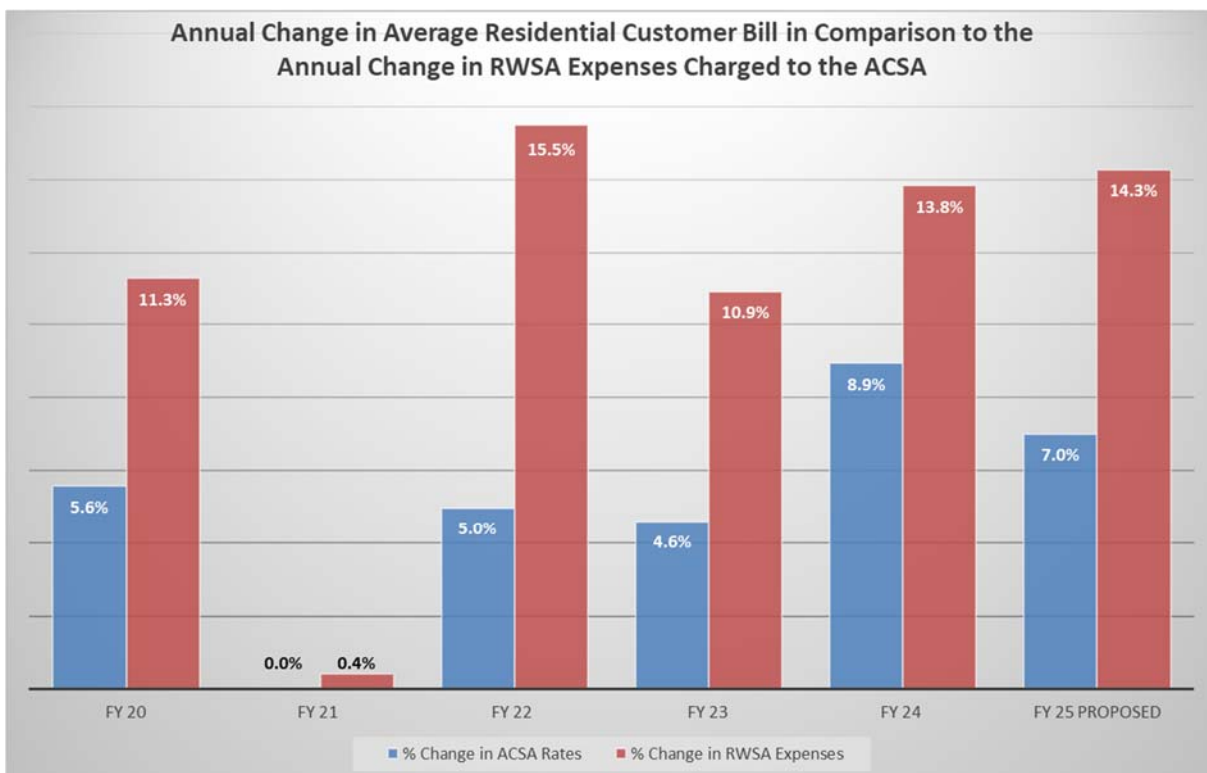
Some of these sustainability initiatives include installing solar panels on our new Avon Operations Center, launching a pilot program using electric vehicles, deployment of an advanced metering infrastructure system and continuing our recycling program. These initiatives look forward to ensuring future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

ACSA Water and Sewer Monthly User Rates

	FY 2024	FY 2025
Service Charge	\$ 10.40	\$ 11.13
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.56	\$ 5.95
Level 2 (3,001-6,000 gallons)	\$ 11.15	\$ 11.93
Level 3 (6,001-9,000 gallons)	\$ 16.71	\$ 17.88
Level 4 (over 9,000 gallons)	\$ 22.30	\$ 23.86
Multi-Family/Non-Residential (per 1,000 gallons)	\$ 11.15	\$ 11.93
Sewer/All Users (per 1,000 gallons)	\$ 11.06	\$ 11.83

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, 2024, 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 5.1%.



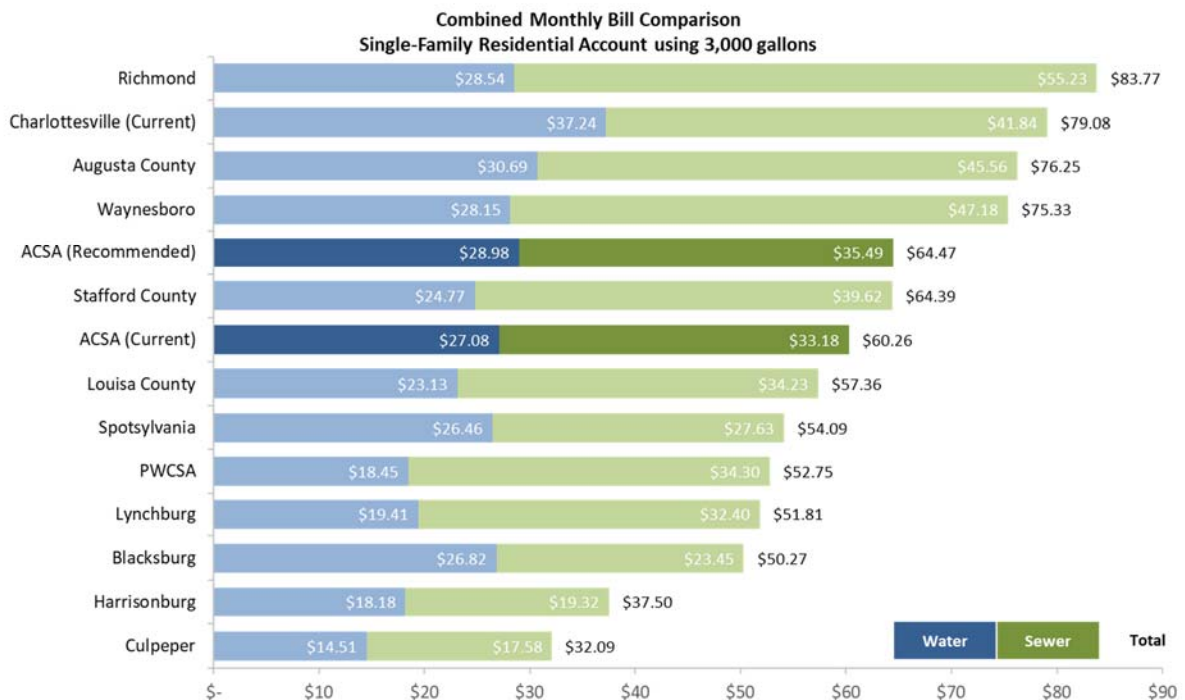
Following an extensive analysis of costs expected to be incurred, we propose that the monthly service charge be increased. The service charge for a 3/4" meter will increase to \$11.13 per month, a \$0.73 increase over the prior year. This update reflects the actual base cost of services provided.

Rate Design – Monthly Service Charges

Meter Size (inches)	Approx. # of Water Customer Accounts by Size	Current	Recommended
		FY 2024	FY 2025
¾	21,452	\$10.40	\$11.13
1	722	\$ 25.99	\$ 27.81
1 ½	467	\$ 51.98	\$ 55.62
2	157	\$ 83.16	\$ 88.98
3	54	\$ 166.32	\$ 177.96
4	16	\$ 259.88	\$ 278.07
6	0	\$ 519.75	\$ 556.13

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 19%.



The Proposed ACSA Fiscal Year 2025 Operating Expenses total \$39,739,100, as compared to \$34,984,300 for the current budget year (FY 2024). This represents an increase of \$4,754,800, or 13.6% over the previous year. Our Capital Improvement Program (CIP) as proposed is \$12,100,000, as compared to the current budget of \$11,552,000, 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 ACSA 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) for Information Technology (IT) system improvements; recommendations from the IT Security Assessment; analysis and deployment of a customer information/telephony system; increased energy conservation throughout all our operations; and development of a satellite operations center and maintenance yard.

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 60 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 Alexander Morrison, April Walker, Emily Roach, and Jeremy Lynn for their valuable contributions to the FY 2025 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 Justin Weiler, Richard Nelson, John Anderson, Roland Bega, Robbie Lawson, and Billy Defibaugh 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 budget 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 60th 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, 8 water pumping stations, 7 water storage tanks, and 3,146 fire hydrants.

Sewer Collection System:

Over 315 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 1.68 gallons of ACSA water costing one cent.

ACSA Service Area:

The ACSA provides service to over 85,000 residents, with more than 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, 2023, 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, 2023. 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, X, Facebook, and Instagram. An after-hours emergency phone service receives and routes calls to alert staff of 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 ACSA. The Executive Director reports to the Board and manages the day-to-day operations and performance of the ACSA.

ACSA Financial Information:

- FY 2025 Total Op./Non-Op. Budget: \$48,507,400
- FY 2025 Capital Improvements Budget: \$12,100,000



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

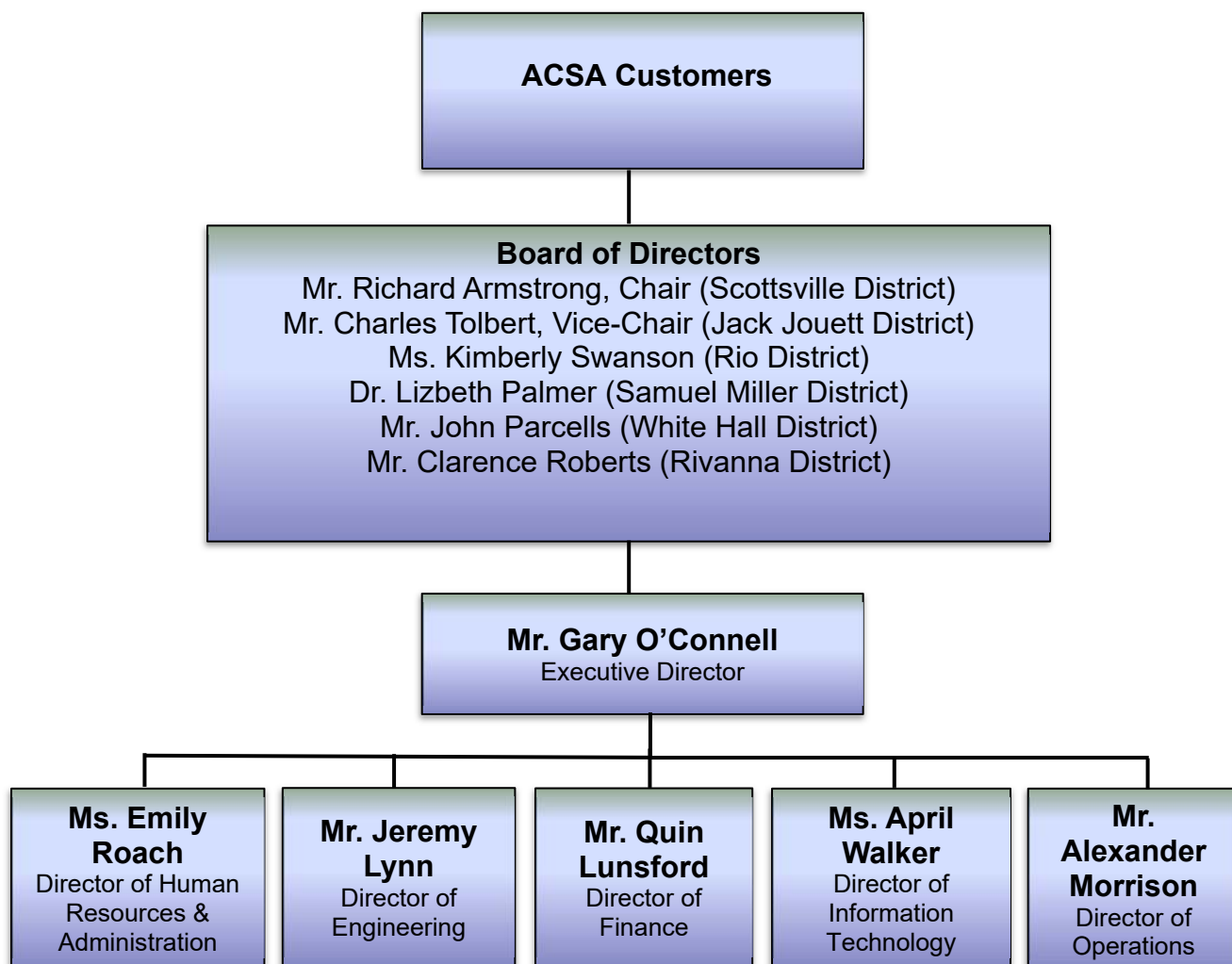
**Albemarle County Service Authority
Virginia**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrell

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 60 years later, provides water distribution and wastewater collection services to more than 22,000 accounts with over 374 miles of water mains and over 315 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 five-year Strategic Plan for FY's 2023-2027 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 full 5-year Strategic Plan can be found on our website at: <https://serviceauthority.org/wp-content/uploads/2023/12/Strategic-Plan-Graphic-with-Tasks-2023-2027.pdf>



Fund Descriptions and Fund Structure

The ACSA 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 ACSA'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 ACSA 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 ACSA. 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 ACSA's annual budget is based on the accrual method of accounting and is structured to reflect the same formats as the ACSA'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 ACSA has developed and adopted Comprehensive Financial Management Policies (Policies) to ensure that the ACSA 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 ACSA'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 ACSA deems debt financing necessary.
- Promotes long-term financial stability by establishing clear and consistent guidelines.
- Directs attention to the total financial picture of the ACSA 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 ACSA will budget for all current operating expenditures to be paid for with operating revenues.
- The ACSA 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 ACSA 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 ACSA 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 ACSA reserves.

Capital Budget Policies

- The ACSA 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 ACSA and will serve as authorization for project execution by the Board.
- The ACSA will maintain all capital assets at a level adequate to protect the ACSA's capital investment, meet permitted regulatory requirements, and to minimize future maintenance and replacement costs.

Reserve Policies

- The ACSA has implemented "best management practices" which dictate that cash/investment reserves be accumulated to provide for contingencies and planned/unplanned major expenses. The ACSA 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 ACSA.
 - 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 ACSA’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 ACSA 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 ACSA is not subject to legal debt limitations and has issued no debt which is overlapping with other jurisdictions during the last ten fiscal years.

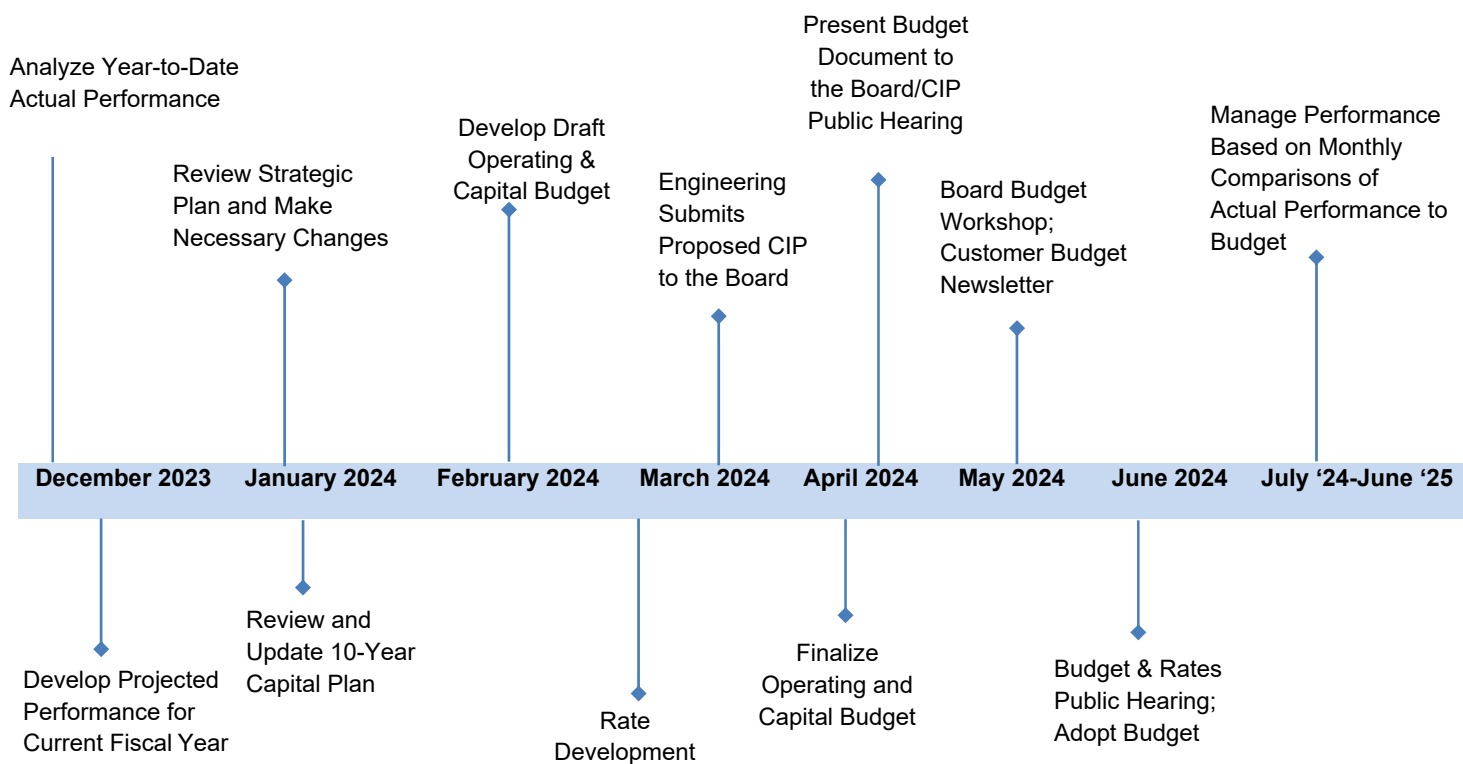
Budget Process

The ACSA 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, ACSA 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 ACSA. 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 ACSA.

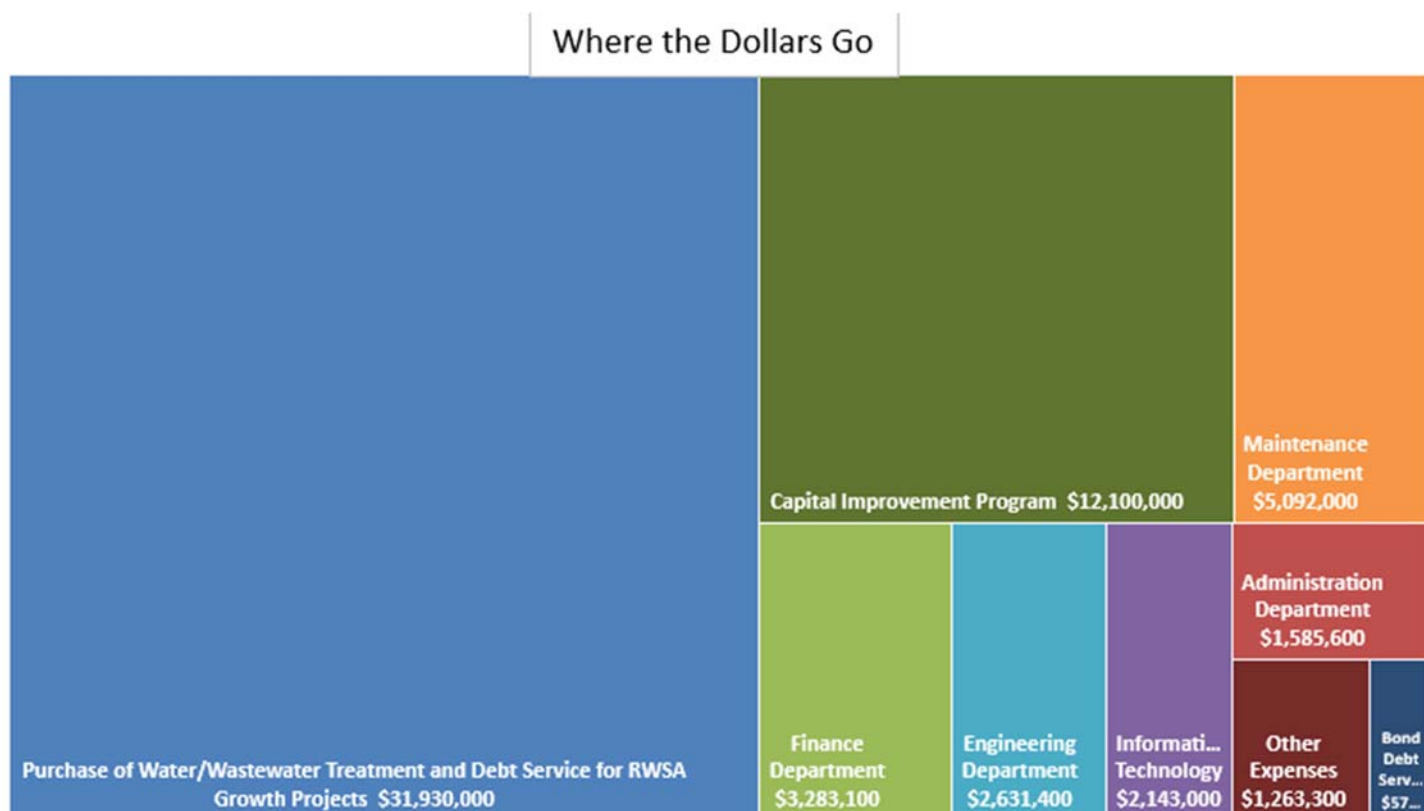
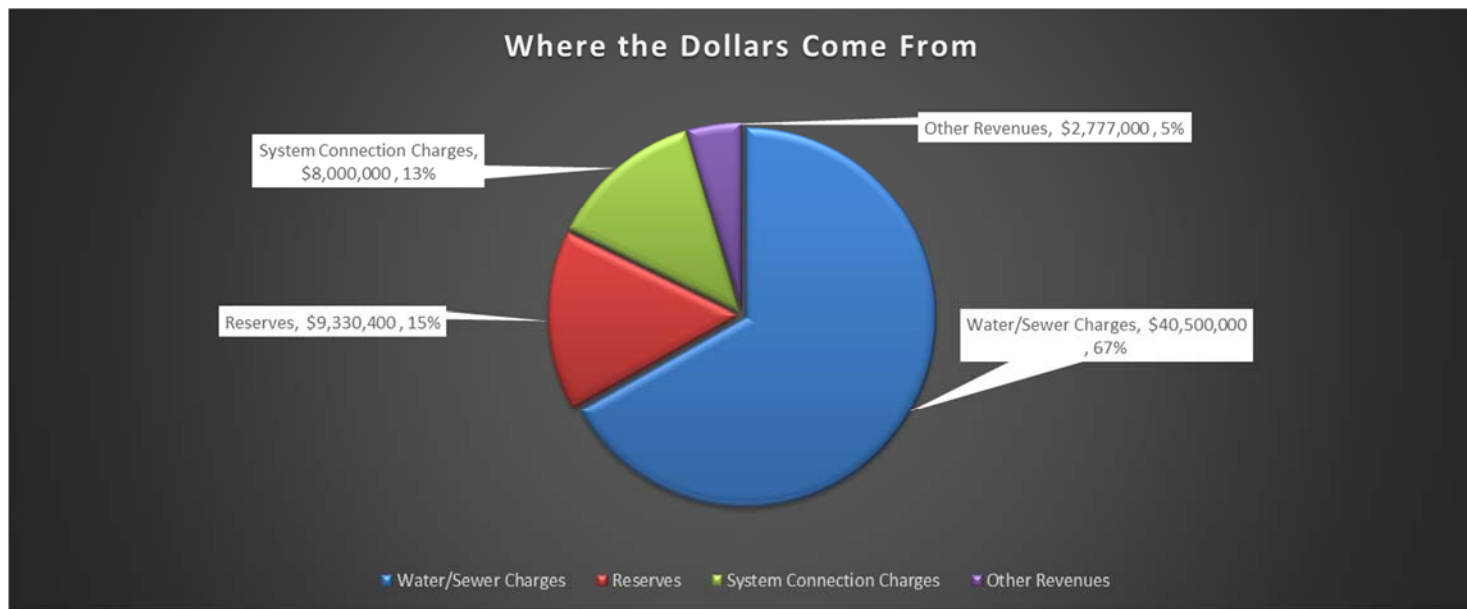


Pictured above: Beaver Creek Reservoir

Proposed Budget for Fiscal Year 2025 – Financial Summary

OVERVIEW

The ACSA's Fiscal Year 2025 Total Operating and Non-Operating Budget is \$60,607,400:



Operating Expenses:

- Proposed FY 2025 Operating Budget Expenses total \$39,739,100
- Approved FY 2024 Operating Budget Expenses total \$34,984,300

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

- Proposed FY 2025 totaled \$25,004,000 or 62.9% of the Operating Budget
- Approved FY 2024 total \$21,681,000
- Increase of \$3,323,000

Departmental Operating Budgets:

- Proposed FY 2025 - \$14,735,100
- Approved FY 2024 - \$13,303,300
- Increase of \$1,431,800

Debt Service (Principal and Interest) Expense:

- Proposed FY 2025 - \$579,000
- Approved FY 2024 - \$579,000

Top Budget Priorities:

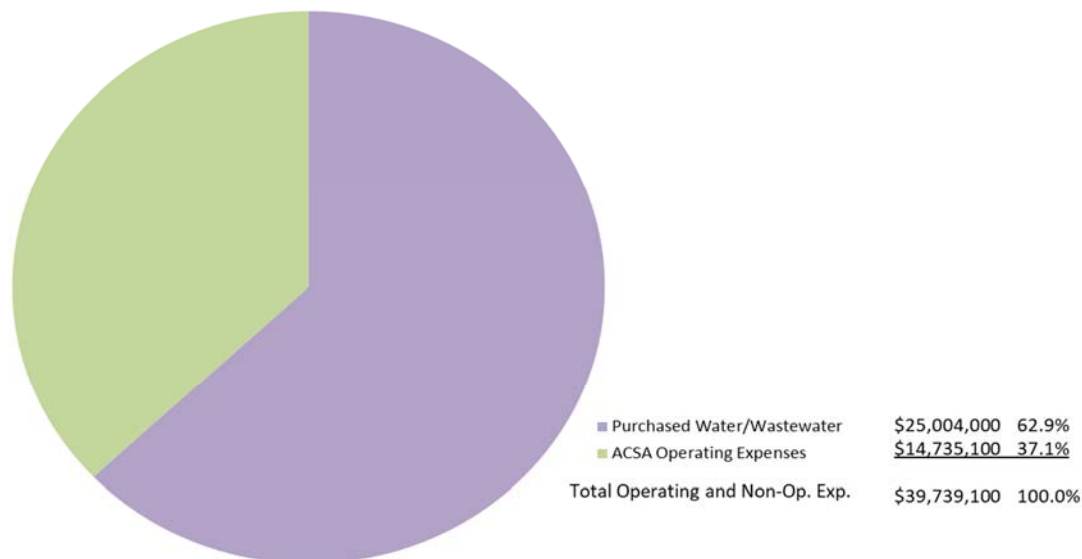
- High quality water delivered to our customers
- Maintain current ACSA programs and services
- Meet financial obligations and financial sustainability
- Enhance the customer experience
- Investment in our infrastructure
- Strategic initiatives

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:

- Continued implementation of the FY 2023-FY 2027 Strategic Plan
- Succession planning for continuity of operations
- Advanced metering infrastructure (AMI) optimization
- Computerized maintenance management system (CMMS) – workorder management, customer requests, asset management and inventory
- One new position – Construction Inspector



Water and Sewer Rates – Fiscal Year 2025 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 17.5% or \$2.84 million.
- The cost of wastewater treatment from the RWSA is expected to increase 9.8% or \$1.15 million.
- ACSA departmental budget increase of 10.8%
- Capital Improvement Program of \$12.10 million.

ACSA Water and Sewer Monthly User Rates

	FY 2024	FY 2025
Service Charge	\$ 10.40	\$ 11.13
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.56	\$ 5.95
Level 2 (3,001-6,000 gallons)	\$11.15	\$11.93
Level 3 (6,001-9,000 gallons)	\$16.71	\$17.88
Level 4 (over 9,000 gallons)	\$22.30	\$23.86
Multi-Family/Non-Residential	\$11.15	\$11.93
Sewer/All Users (per 1,000 gallons)	\$11.06	\$11.83

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 2025 Bill	Monthly \$ Change	Daily \$ Change
Single-Family						
Minimal User	3/4"	1,200	\$ 30.34	\$ 32.47	\$ 2.13	\$ 0.07
Small User	3/4"	2,500	\$ 51.95	\$ 55.58	\$ 3.63	\$ 0.12
Average User	3/4"	3,200	\$ 64.70	\$ 69.22	\$ 4.52	\$ 0.15
Large User	3/4"	6,200	\$ 132.44	\$ 141.69	\$ 9.25	\$ 0.31
Excessive User	3/4"	7,700	\$ 174.10	\$ 186.26	\$ 12.16	\$ 0.41
Multi-Family/Non-Residential						
Multi-Family	1"	33,700	\$ 774.47	\$ 828.52	\$ 54.05	\$ 1.80
Com. (Offices)	1"	6,300	\$ 165.91	\$ 177.50	\$ 11.59	\$ 0.39
Com. (Other)	3/4"	4,700	\$ 114.79	\$ 122.80	\$ 8.01	\$ 0.27
Industrial	1 1/2"	16,500	\$ 418.45	\$ 447.66	\$ 29.21	\$ 0.97
Institutional	3/4"	13,000	\$ 299.13	\$ 320.01	\$ 20.88	\$ 0.70



Water and Sewer Rates - Frequently Asked Questions FY 2025 Proposed Budget and Rates

Why does the ACSA need a rate increase?

While the ACSA has been able to maintain its high level of service, 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 14.3%. 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 17.5%. The cost increase of purchased water is due to a variety of factors but water treatment plant expansions in the Urban and Crozet systems, the central water line and reservoir pipeline projects, as well as water treatments costs 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 9.8%. 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 \$4.52 or approximately \$0.15 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 more than 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 \$12 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, receive 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 2025 charges or \$14,430.

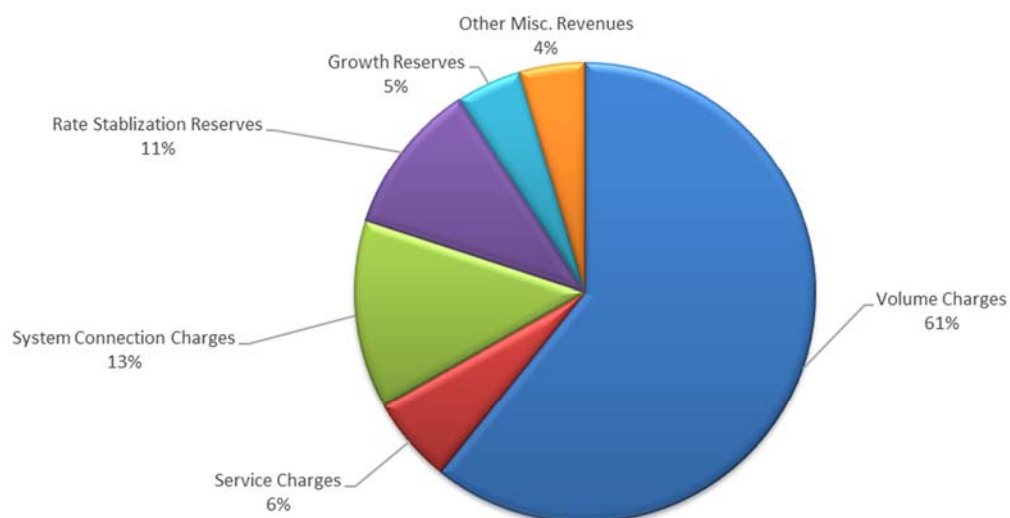
FY 2025 Revenue and Expense Summary

		FY 2024 Approved Budget	FY 2025 Proposed Budget	Proposed as % of FY 2024
OPERATING REVENUES				
Total Volume Charges	\$	33,879,000	36,800,000	108.6%
Total Service Charges		3,380,000	3,700,000	109.5%
Rate Stabilization Reserves		2,835,100	6,549,400	231.0%
Total Operating Revenues		40,094,100	47,049,400	117.3%
NON-OPERATING REVENUES				
System Connection Charges		8,000,000	8,000,000	100.0%
Use of Growth Reserves		4,636,500	2,781,000	60.0%
Misc. Utility Charges		700,000	700,000	100.0%
Interest Income		600,000	2,000,000	333.3%
Inspection Fees		35,000	35,000	100.0%
Plan Review & FOG Permit Fees		26,000	26,000	100.0%
Rental Income		16,000	16,000	100.0%
Total Non-Operating Revenues		14,013,500	13,558,000	96.7%
Total Operating & Non-Operating Revenues		54,107,600	60,607,400	112.0%
OPERATING EXPENSES				
Purchase of Water/Wastewater		21,681,000	25,004,000	115.3%
Maintenance Department		4,749,900	5,092,000	107.2%
Finance Department		2,890,000	3,283,100	113.6%
Engineering Department		2,400,300	2,631,400	109.6%
Information Technology Department		1,787,600	2,143,000	119.9%
Administration Department		1,475,500	1,585,600	107.5%
Total Operating Expenses		34,984,300	39,739,100	113.6%
NON-OPERATING EXPENSES				
Transfer for Capital Expenses - CIP		11,552,000	12,100,000	104.7%
Debt Service for RWSA Growth Projects – Water/WW		6,264,000	6,926,000	110.6%
Existing Debt Service and Amortization		579,000	579,000	100.0%
Repair, Renewal, & Rehabilitation Reserves		401,000	373,000	93.0%
Planned Equipment Replacement		270,800	695,000	256.6%
Capital Equipment Acquisition		56,500	195,300	345.7%
Total Non-Operating Expenses		19,123,300	20,868,300	109.1%
Total Operating & Non-Operating Expenses	\$	54,107,600	60,607,400	112.0%
CAPITAL IMPROVEMENTS FUNDING				
Transfer from Operating Revenues	\$	4,967,200	4,584,600	92.3%
Transfer from 3R Reserves		2,835,100	6,549,400	231.0%
Transfer from Growth Reserves		3,749,700	966,000	25.8%
Total Capital Improvements Funding		11,552,000	12,100,000	104.7%
CAPITAL IMPROVEMENTS EXPENSES				
Water - Capital Improvement Projects		3,929,500	7,760,000	197.5%
Wastewater - Capital Improvement Projects		1,027,500	1,230,000	119.7%
Non-Utility and Facility Capital Projects		6,595,000	3,110,000	47.2%
Total Capital Improvements Expenses	\$	11,552,000	12,100,000	104.7%

FY 2025 Budget Revenues

	FY 2024 Approved Budget	FY 2025 Proposed Budget	Proposed as % of FY 2024
OPERATING REVENUES			
Total Volume Charges	\$ 33,879,000	36,800,000	108.6%
Total Service Charges	3,380,000	3,700,000	109.5%
Rate Stabilization Reserves	2,835,100	6,549,400	231.0%
Total Operating Revenues	40,094,100	47,049,400	117.3%
NON-OPERATING REVENUES			
System Connection Charges	8,000,000	8,000,000	100.0%
Use of Growth Reserves	4,636,500	2,781,000	60.0%
Misc. Utility Charges	700,000	700,000	100.0%
Interest/Investment Income	600,000	2,000,000	333.3%
Inspection Fees	35,000	35,000	100.0%
Plan Review & FOG Permit Fees	26,000	26,000	100.0%
Rental Income	16,000	16,000	100.0%
Total Non-Operating Revenues	14,013,500	13,558,000	96.7%
Total Operating & Non-Operating Revenues	54,107,600	60,607,400	112.0%
CAPITAL IMPROVEMENTS FUNDING			
Transfer from Operating Revenues	\$ 4,967,200	4,584,600	92.3%
Transfer from 3R Reserves	2,835,100	6,549,400	231.0%
Transfer from Growth Reserves	3,749,700	966,000	25.8%
Total Capital Improvements Funding	11,552,000	12,100,000	104.7%

Operating and Non-Operating Budgeted Revenues



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

	FY 2024	FY 2025
Total Volume Charges (monthly user rates)	\$33,879,000	\$36,800,000
Total Service Charges (cost of service)	\$3,380,000	\$3,700,000
System Connection Charges (new development fees)	\$8,000,000	\$8,000,000
Rate Stabilization/Growth Reserves	\$7,471,600	\$9,330,400
Other Revenues	\$1,377,000	\$2,777,000
Total Revenues	\$54,107,600	\$60,607,400

Total Volume Charges - \$36,800,000; 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 - \$3,700,000; monthly service charge to reflect actual costs for metering, billing, and customer service; the budget proposes to increase the monthly service charge from \$10.40 to \$11.13 for our average customer (service charge dependent upon meter size).

System Connection Charges - \$8,000,000; budgeted revenues are expected to be comparable to those in FY 2024, based on proposed development within the service area and engineering estimates.

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 RWSA's (wholesale water and wastewater treatment provider) water and sewer systems for which the ACSA is responsible for covering the costs per agreements.

		FY 2024	FY 2025
ACSA System Development Charge	Water	\$2,030*	\$2,030*
	Wastewater	\$3,180*	\$3,180*
RWSA Capacity Charge	Water	\$5,100*	\$5,100*
	Wastewater	\$4,120*	\$4,120*
	Total	\$14,430*	\$14,430*
*per ERC (equivalent residential connection)			



FY 2025 Changes in Net Position

		FY 2023 <u>Actual</u>	FY 2024 <u>Estimated</u>	FY 2025 <u>Proposed</u>
Beginning Net Position	\$	220,089,219	229,521,670	237,521,670
Change in Net Position		9,432,451	8,000,000	8,000,000
Ending Net Position	\$	229,521,670	237,521,670	245,521,670
Net investment in capital assets	\$	175,247,805	181,801,670	192,201,670
Restricted for debt service		331,531	320,000	320,000
Unrestricted		53,942,334	55,400,000	53,000,000
Ending Net Position	\$	229,521,670	237,521,670	245,521,670

Note: The schedule above reflects audited FY 2023 changes in net position and estimates changes for FY 2024 and FY 2025. 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 ACSA 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.

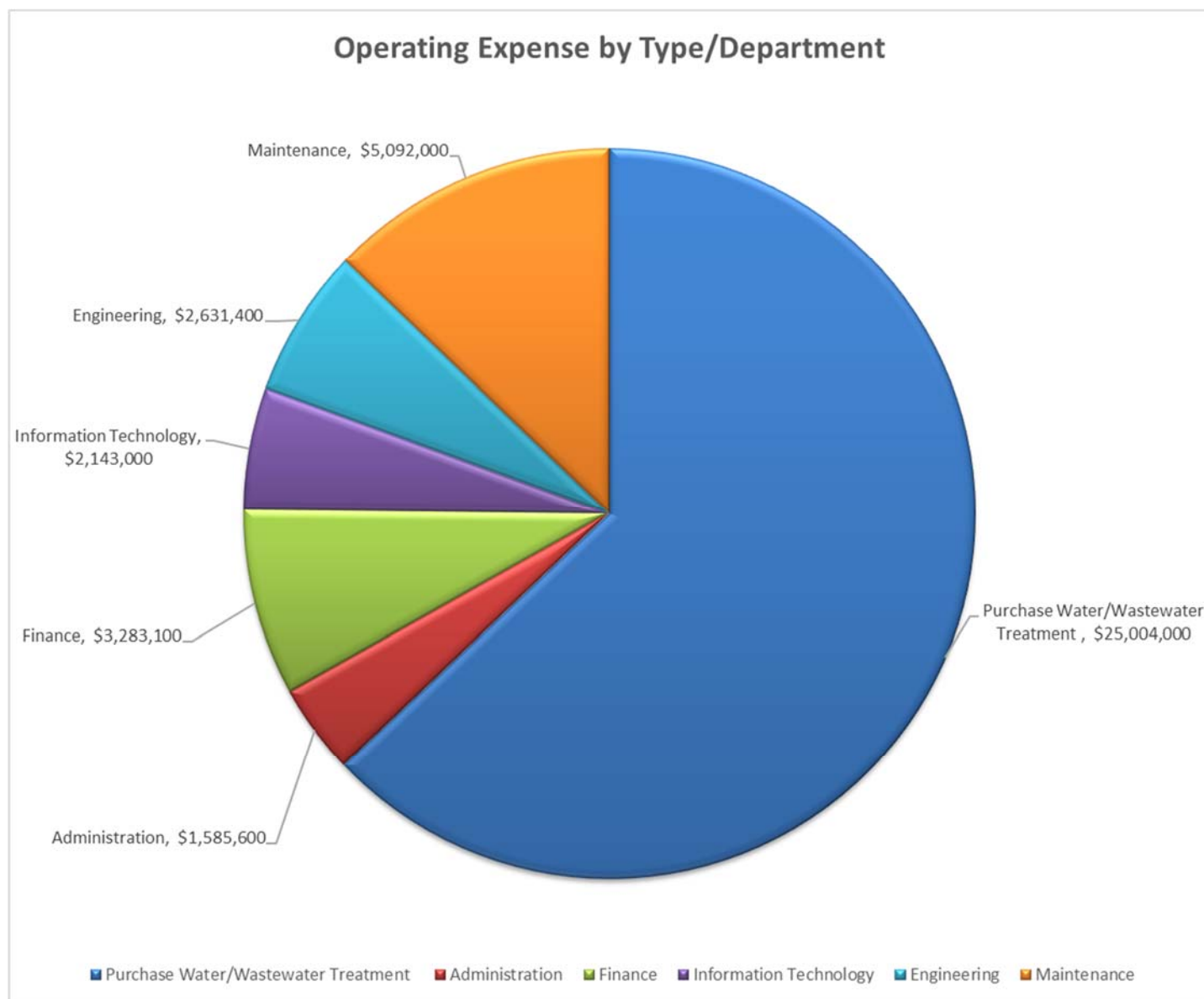
The proposed FY 2025 budget supports the above noted principles by:

- The ACSA 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 2025 and the nine years following. These projects consist of both water, wastewater, and non-utility/facility 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, and construction of a satellite facility. 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 \$39,739,100 or a 13.6% increase. The largest single cost of the Operating Budget is purchased water and wastewater treatment from the RWSA at \$25,004,000 or 63% of the Operating Budget.

The following pages will outline in more detail the Operating Budget proposals for FY 2025. Beyond the RWSA expenses, are the projected expenses for each of the ACSA Operating Departments including Administration at \$1,585,600, Finance at \$3,283,100, Engineering at \$2,631,400, Maintenance at \$5,092,000, and Information Technology at \$2,143,000. Included with each Operating Budget is an explanation of the departmental functions and key initiatives for FY 2025:





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 22,400 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 87% of our customers have both water and sewer service, while approximately 13% 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 2023</u>	<u>FY 2024</u>	<u>FY 2025 Proposed</u>	<u>FY 2025 as % of FY 2024</u>
RWSA EXPENSES							
Purchase of Bulk Water				13,774,000	16,256,000	19,095,000	117.5%
Sewer Treatment Expense				10,776,000	11,689,000	12,835,000	109.8%
Subtotal:				\$ 24,550,000	27,945,000	31,930,000	114.3%
RWSA EXPENSES BY SERVICE AREA							
WATER	Rates	Rates	Rates				
	FY 2023	FY 2024	FY 2025				
Urban	\$2.648/TG and \$420,325/mo.	\$2.949/TG and \$542,282/mo.	\$3.363/TG and \$673,264/mo.	\$ 9,700,072	11,820,332	14,151,588	119.7%
Crozet	\$279,641/mo.	\$301,706/mo.	\$334,251/mo.	3,355,692	3,620,472	4,011,012	110.8%
Scottsville	\$59,853/mo.	\$67,933/mo.	\$77,700/mo.	718,236	815,196	932,400	114.4%
Total				\$ 13,774,000	16,256,000	19,095,000	117.5%
WASTEWATER							
Urban	\$2.662/TG and \$355,205/mo.	\$2.922/TG and \$383,403/mo.	\$3.247/TG and \$422,158/mo.	\$ 9,908,436	10,724,309	11,797,332	110.0%
Scottsville	\$30,419/mo.	\$33,569/mo.	\$36,498/mo.	365,028	402,828	437,976	108.7%
Stone-Robinson School	\$39,036/annual	\$17,267/annual	\$17,800/annual	39,036	17,267	17,800	103.1%
Glenmore	\$38,625/mo.	\$45,383/mo.	\$48,491/mo.	463,500	544,596	581,892	106.8%
Total				\$ 10,776,000	11,689,000	12,835,000	109.8%

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 2025 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 5% is proposed to remain competitive within the increasing 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 2025 increases to 9.57% compared to Fiscal Year 2024 rate of 7.50%.
- 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.
- One new position recommended: Construction Inspector (Engineering)
- One job title update: Update the job title from Environmental Compliance Specialist to Environmental Compliance Manager to better reflect job related responsibilities (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



Proposed FY 2025 Operating Budget – Detail (cont.)

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, customer communications, human resource functions and Clerk for the Board of Directors.

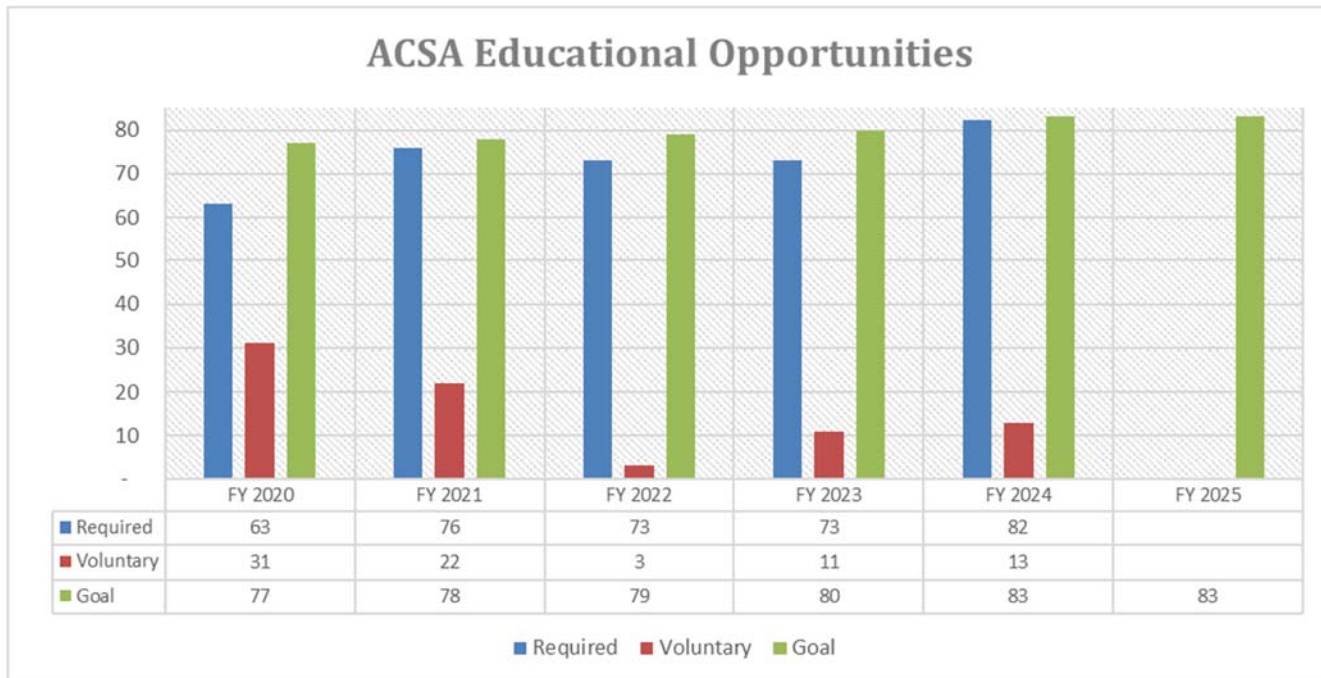
Administration/Human Resources: Provides organizational administrative support; oversees the Risk Management Program (claims, liability insurance, worker's compensation, etc.); serves as Clerk to the Board of Directors (monthly meetings, board correspondence, minutes, dissemination of board packets); 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; coordinates with the ACSA communication consultant on various projects and 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 2025:

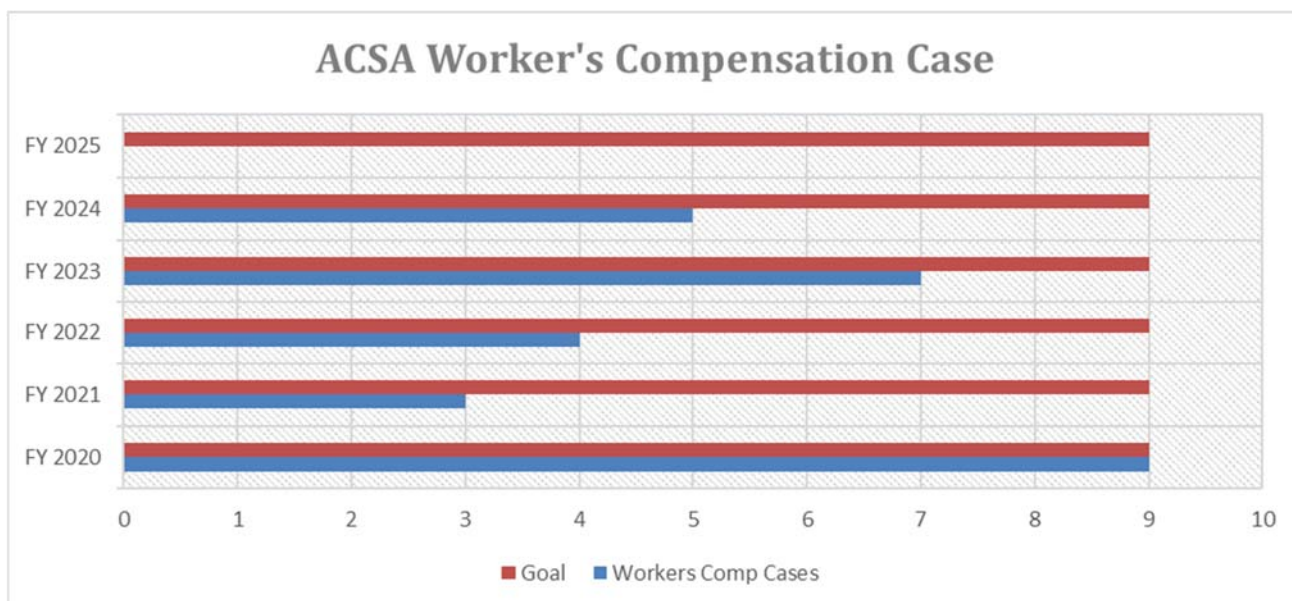
- Conduct a classification and compensations study [\(2023-2027 Strategic Plan\)](#)
- Quarterly Leadership Development Training Program for supervisors [\(2023-2027 Strategic Plan\)](#)
- Expand customer communications [\(2023-2027 Strategic Plan\)](#) through a variety of media, customer education and outreach by working with a communications consultant:
 - 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).
 - Our work with a communication consultant has allowed a re-evaluation for the need of an internal communications manager that was approved in the FY 24 budget. While need may arise in future years to enhance the ACSA's communication program, we do not envision this being a FY 25 initiative.
- Continue to actively promote water conservation and environmental sustainability [\(2023-2027 Strategic Plan\)](#)
- Continue to provide training and professional development opportunities for Employees as part of the ACSA's Succession Plan [\(2023-2027 Strategic Plan\)](#)
- Continue to provide safety training and initiatives for ACSA Employees [\(2023-2027 Strategic Plan\)](#)
- Continue to enhance the Customer Experience [\(2023-2027 Strategic Plan\)](#)
- 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 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
PERSONAL SERVICES							
Compensation of Board Members	\$ 13,740	8,611	12,917	17,000	17,900	17,900	105.3%
Salaries & Wages	556,600	389,194	583,791	711,700	713,000	713,000	100.2%
Overtime	-	-	-	3,000	3,000	3,000	100.0%
Social Security	39,646	27,284	40,926	56,000	56,200	56,200	100.4%
Retirement	60,859	46,826	70,239	65,900	76,100	76,100	115.5%
Health & Benefit Dollars	63,356	47,251	70,877	101,300	108,200	108,200	106.8%
Life Insurance	6,861	4,930	7,395	8,900	9,000	9,000	101.1%
Workers' Compensation	324	253	380	600	600	600	100.0%
Meals	359	-	-	600	600	600	100.0%
Safety Incentive Program	-	1,419	2,129	2,000	2,000	2,000	100.0%
Employee Incentives	38,235	28,040	42,060	35,600	35,600	35,600	100.0%
Subtotal:	779,980	553,808	830,714	1,002,600	1,022,200	1,022,200	102.0%
OPERATING SUPPLIES							
Office Supplies	3,162	3,149	4,724	5,900	5,900	5,900	100.0%
Copier Supplies	1,231	582	873	1,900	1,900	1,900	100.0%
Janitorial Supplies	5,887	3,377	5,066	4,200	4,200	4,200	100.0%
Fuel, Oil, and Grease	885	227	341	1,700	1,000	1,000	58.8%
Small Tools & Equipment	1,562	438	657	4,300	4,300	4,300	100.0%
EMS Program	-	1,214	1,821	2,500	2,500	2,500	100.0%
Subtotal:	12,727	8,987	13,482	20,500	19,800	19,800	96.6%
REPAIRS AND MAINTENANCE							
Vehicle Repair and Maintenance	137	829	1,244	2,200	2,200	2,200	100.0%
Subtotal:	137	829	1,244	2,200	2,200	2,200	100.0%

Description	FY 2023 <u>Expended</u>	FY 2024 Actual	FY 2024 Anticipated	FY 2024 <u>Budget</u>	FY 2025	FY 2025	FY 2025
		Expenses <u>To-Date(Feb)</u>	Expenses <u>To-EOFY 2024</u>		Base <u>Budget</u>	Total <u>Proposed</u>	as % of <u>FY 2024</u>
PROFESSIONAL & CONTRACTUAL SERVICES							
Legal	57,802	19,031	28,547	54,000	54,000	54,000	100.0%
Consultants' Fees	115,043	72,858	109,287	20,000	116,500	116,500	582.5%
Printing and Duplicating	4,616	1,804	2,706	23,700	17,700	17,700	74.7%
Other Contractual Services	47,141	9,681	14,522	15,000	15,000	15,000	100.0%
Subtotal:	224,602	103,374	155,062	112,700	203,200	203,200	180.3%
OTHER SERVICES AND CHARGES							
Insurance	66,675	55,536	83,304	75,000	85,000	85,000	113.3%
Dues and Memberships	17,090	18,131	27,197	12,300	17,100	17,100	139.0%
Books and Periodicals	619	65	98	1,500	1,500	1,500	100.0%
Education and Training	54,068	23,148	34,722	65,600	66,500	66,500	101.4%
Board Member Education and Training	-	3,736	5,604	5,000	5,000	5,000	100.0%
Travel	1,525	2,166	3,249	10,000	10,000	10,000	100.0%
Advertising	32,816	7,545	11,318	33,100	33,100	33,100	100.0%
Conservation	20,286	9,051	13,577	65,000	50,000	50,000	76.9%
Permits	64,815	49,833	74,750	70,000	70,000	70,000	100.0%
Subtotal:	257,894	169,211	253,819	337,500	338,200	338,200	100.2%
TOTAL ADMINISTRATION \$	1,275,340	836,209	1,254,321	1,475,500	1,585,600	1,585,600	107.5%
NEW EQUIPMENT ACQUISITION							
New Equipment Acquisition	\$ -	-	-	-	-	-	-
Total \$	-	-	-	-	-	-	-

Finance

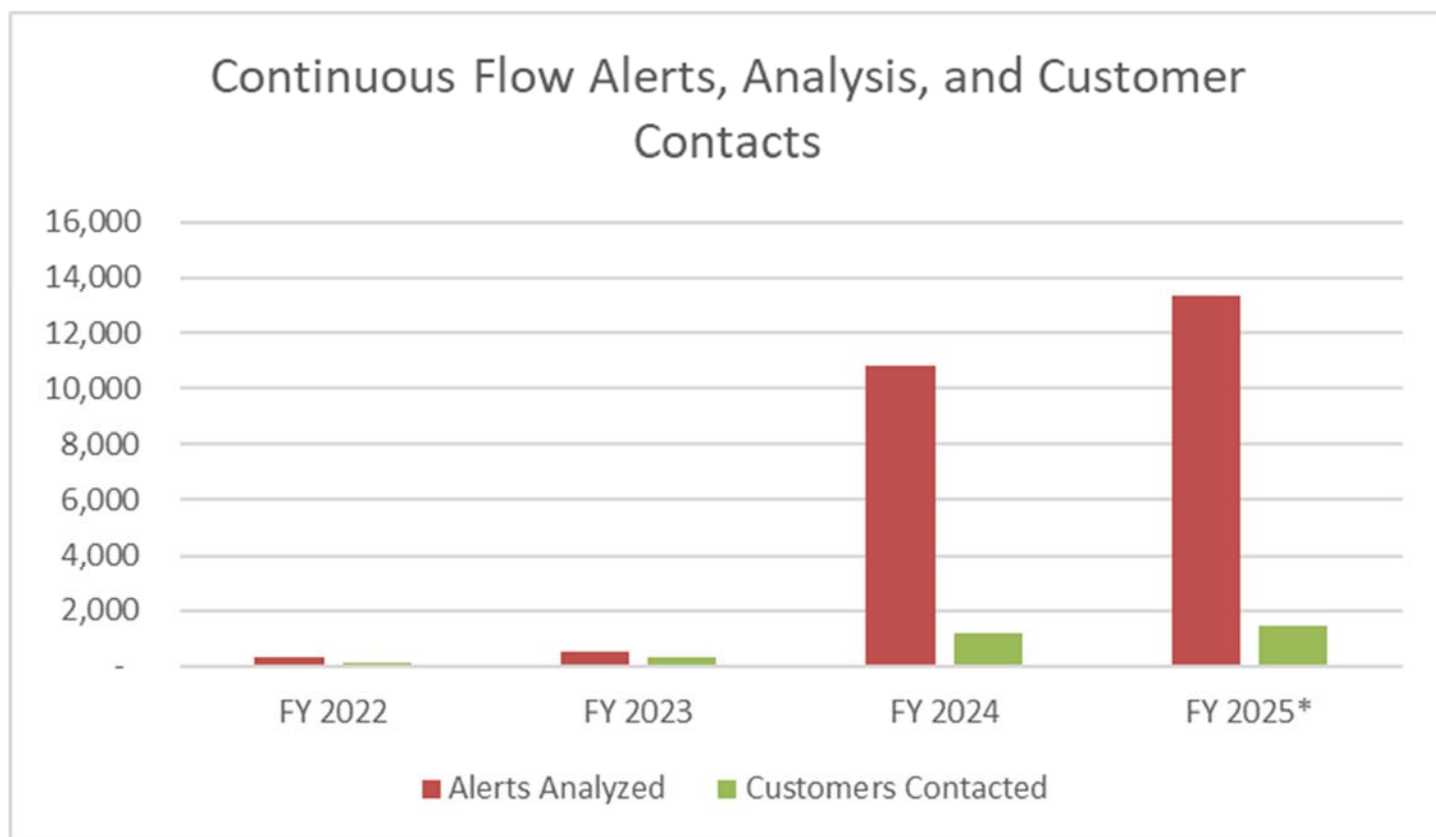
The ACSA Finance Department is responsible for all financial matters at the ACSA including accounting, financial reporting, utility billing and collection, customer service, meter reading, purchasing, budget preparation, internal control, auditing, debt financing, investment management, and revenue and 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 2025:

- 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 [\(2023-2027 Strategic Plan\)](#)
- Training directed toward improving workforce skills and succession planning [\(2023-2027 Strategic Plan\)](#)
- Continue implementation of an Advanced Metering Infrastructure (AMI) system deployment and review/redesign of business processes [\(2023-2027 Strategic Plan\)](#)
- Continuation of strategic investment management
- Customer Information System (CIS) development, including billing and phone system replacements and website redesign [\(2023-2027 Strategic Plan\)](#)
- Implementation of customer experience vision statement and analysis of customer engagement opportunities [\(2023-2027 Strategic Plan\)](#)
- Review and documentation of business continuity from an operational and financial perspective [\(2023-2027 Strategic Plan\)](#)

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/analyzed and the number of customers contacted as having potential leaks. Analyzation 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 22,000 AMI meters installed and anticipates the remaining 1,000 meters to be upgraded 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 2025 based on historical information and future expectations. (* - Estimates for FY 2025)



Finance Department

Description	FY 2023 <u>Expended</u>	FY 2024 Actual Expenses <u>To-Date(Feb)</u>	FY 2024 Anticipated Expenses <u>To-EOFY 2024</u>	FY 2024 <u>Budget</u>	FY 2025 <u>Base Budget</u>	FY 2025 <u>Total Proposed</u>	FY 2025 as % of <u>FY 2024</u>
PERSONAL SERVICES							
Salaries & Wages	\$ 1,180,708	834,875	1,252,313	1,379,400	1,473,900	1,473,900	106.9%
Overtime Pay	19,848	15,453	23,180	30,000	30,000	30,000	100.0%
Social Security	89,360	63,358	95,037	108,700	115,000	115,000	105.8%
Retirement	97,281	66,389	99,584	105,400	163,700	163,700	155.3%
Health & Benefit Dollars	201,477	136,405	204,608	195,500	270,000	270,000	138.1%
Life Insurance	15,530	11,069	16,604	18,200	19,500	19,500	107.1%
Workers' Compensation	6,098	3,527	5,291	8,500	9,100	9,100	107.1%
Meals	1	16	24	800	500	500	62.5%
Subtotal:	1,610,303	1,131,092	1,696,641	1,846,500	2,081,700	2,081,700	112.7%
OPERATING SUPPLIES							
Office Supplies	8,934	7,786	11,679	19,000	12,800	12,800	67.4%
Personal Protective Equipment	1,297	389	584	1,600	1,600	1,600	100.0%
Fuel, Oil & Grease	17,788	7,414	11,121	23,500	15,000	15,000	63.8%
Small Tools & Equipment	2,518	78	117	7,800	6,500	6,500	83.3%
Subtotal:	30,537	15,667	23,501	51,900	35,900	35,900	69.2%
REPAIR & MAINTENANCE							
Hydrant Meter Program	4,508	7,065	10,598	10,500	19,200	19,200	182.9%
Materials - Water	189,164	111,679	167,519	214,300	299,200	299,200	139.6%
Subtotal:	193,672	118,744	178,117	224,800	318,400	318,400	141.6%
PROFESSIONAL & CONTRACTUAL SERVICES							
Audit	34,300	40,085	40,085	35,300	44,000	44,000	124.6%
Bank and Fiscal Charges	24,002	29,843	44,765	26,100	57,900	57,900	221.8%
Uniform Rental	10,093	6,351	9,527	12,000	1,700	1,700	14.2%
Consultants' Fees	41,228	22,232	33,348	52,700	102,300	102,300	194.1%
Service Contracts	259,436	207,245	310,868	369,800	404,600	404,600	109.4%
Postage	83,087	88,917	133,376	188,375	156,300	156,300	83.0%
Printing and Duplicating	23,179	1,349	2,024	15,325	19,500	19,500	127.2%
Subtotal:	475,325	396,022	573,993	699,600	786,300	786,300	112.4%

Finance Department

Description	FY 2023 <u>Expended</u>	FY 2024 Actual Expenses <u>To-Date(Feb)</u>	FY 2024 Anticipated Expenses <u>To-EOFY 2024</u>	FY 2024 <u>Budget</u>	FY 2025 <u>Base Budget</u>	FY 2025 <u>Total Proposed</u>	FY 2025 as % of <u>FY 2024</u>
<i>REPAIRS AND MAINTENANCE</i>							
Equipment Repair and Maintenance	807	-	-	9,300	5,600	5,600	60.2%
Vehicle Repair and Maintenance	14,237	2,735	4,103	8,900	8,700	8,700	97.8%
Subtotal:	15,044	2,735	4,103	18,200	14,300	14,300	78.6%
<i>OTHER SERVICES AND CHARGES</i>							
Rental of Equipment	1,766	2,935	4,403	13,800	14,300	14,300	103.6%
Software	11,819	119	179	500	200	200	40.0%
Dues and Memberships	1,018	500	750	1,400	1,800	1,800	128.6%
Books and Periodicals	-	-	-	600	-	-	0.0%
Education and Training	4,830	2,163	3,245	11,600	12,800	12,800	110.3%
Travel	8,801	3,997	5,996	21,100	17,400	17,400	82.5%
Subtotal:	28,234	9,714	14,573	49,000	46,500	46,500	94.9%
TOTAL FINANCE \$	2,353,115	1,673,974	2,490,928	2,890,000	3,283,100	3,283,100	113.6%
<i>NEW EQUIPMENT ACQUISITION</i>							
New Equipment Acquisition	\$ -	-	-	-	-	-	-
Total	\$ -	-	-	-	-	-	-
<i>PLANNED EQUIPMENT REPLACEMENT</i>							
Planned Equipment Replacement	\$ 4,345	-	-	-	-	-	-
Total	\$ 4,345	-	-	-	-	-	-

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) and 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 our customers. 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 2025:

Capital Improvement Budget:

- Replacement of aging, deteriorating and under-sized water mains **(2023-2027 Strategic Plan)**
- Elimination of asbestos-cement, cast iron and older PVC water mains
- Improve fire protection and increase water system redundancy and reliability **(2023-2027 Strategic Plan)**
- Increase wastewater capacity to accommodate continued growth in the development area **(2023-2027 Strategic Plan)**
- Extend public sanitary sewer service to an existing neighborhood currently served by private septic systems
- Perform evaluation of sanitary sewer drainage basin to identify and correct deficiencies allowing infiltration and inflow into the collection system
- Continue programmatic funding for various pump station rehabilitation projects
- Customer Information System (CIS) development, including billing and phone system replacements and website redesign **(2023-2027 Strategic Plan)**
- Begin construction of the Avon Operations Center **(2023-2027 Strategic Plan)**
- Implementation of Records Management Project to improve record compliance and reduce physical storage needs **(2023-2027 Strategic Plan)**
- Rehabilitation of deteriorating ACSA facilities



Engineering Department Operating Budget FY 2025

Operating Budget:

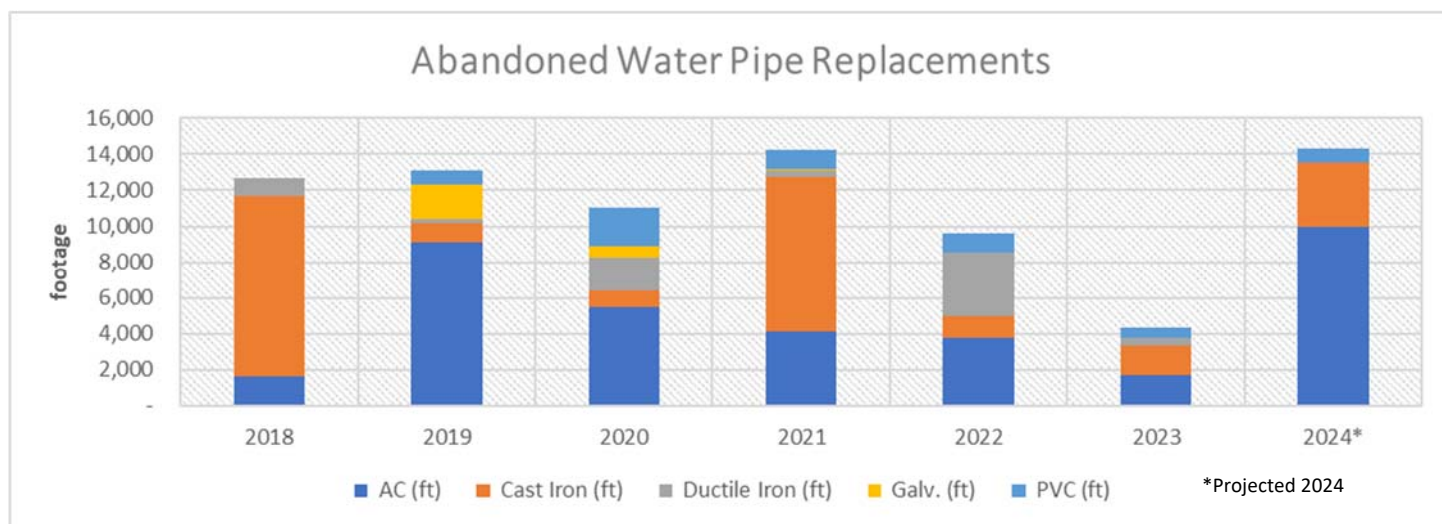
- Continue Hydraulic Modeling assistance from consultants to assist Engineering Department staff **(2023-2027 Strategic Plan)**
- Purchase of ACSA's second Electric Vehicle **(2023-2027 Strategic Plan)**
- Replacement of Utility Locator Technician fleet vehicle
- Training directed toward improving workforce skills and succession planning **(2023-2027 Strategic Plan)**
- Additional Construction Inspector position to handle increased CIP project workloads and succession planning
- Update job title from Environmental Compliance Specialist to Environmental Compliance Manager

New Position for FY 2025:

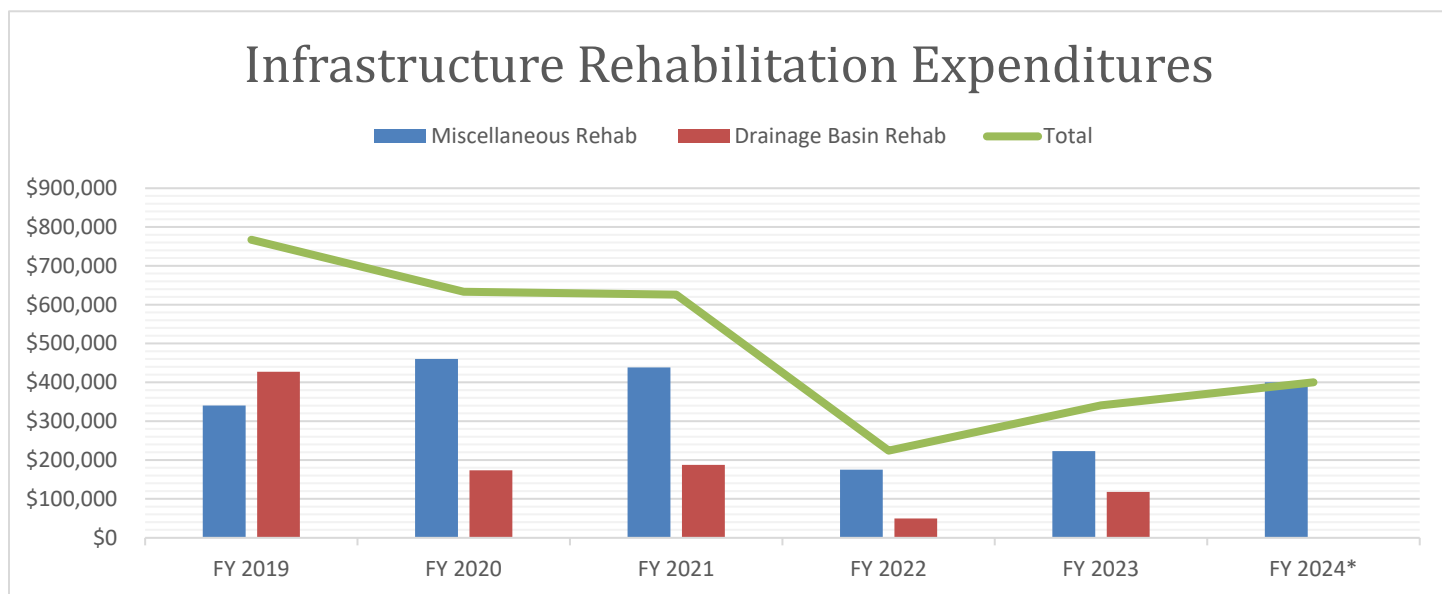
Construction Inspector, Engineering Department – Currently the Construction Inspector Group within the Engineering Department is staffed with five employees. These five Construction Inspectors oversee the construction of all private development and Capital Improvement Program (CIP) projects, ensuring utilities are installed in accordance with the drawings and specifications. The current group of Construction Inspectors has a total of 145 years of experience at the ACSA, with the average service being almost 30 years. Nearly all the Construction Inspectors are within 3-5 years of retirement, and one has indicated a desire to retire at the end of FY 2025. With the pending loss of so much construction inspection experience, we believe it is vital from a succession planning perspective to begin training the next group of Construction Inspectors before a majority of this group retires. An additional Construction Inspector will also assist in dealing with a backlog of CIP Projects that are planned for construction over the next two years. The position will require additional equipment for the employee, specifically a vehicle and a pipe locator. (Requested by the Director of Engineering)

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 approximately 238,000 linear feet.



Miscellaneous Sewer Rehabilitation – The ACSA has a goal to invest at least \$500,000 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 2024 totals have been projected through June 2024.



*Projected 2024

Engineering Department

Description	FY 2023 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
PERSONAL SERVICES							
Salaries & Wages	\$ 1,609,595	1,017,428	1,526,142	1,701,000	1,819,000	1,819,000	106.9%
Overtime Pay	16,922	3,565	5,348	20,000	20,000	20,000	100.0%
Social Security	122,103	79,499	119,249	132,000	140,700	140,700	106.6%
Retirement	123,672	108,209	162,314	127,000	186,700	186,700	147.0%
Health & Benefit Dollars	166,445	111,145	166,718	187,400	223,100	223,100	119.1%
Life Insurance	20,418	13,293	19,940	22,000	24,000	24,000	109.1%
Workers' Compensation	8,308	6,616	9,924	15,700	17,300	17,300	110.2%
Meals	-	106	159	1,000	1,000	1,000	100.0%
Subtotal:	2,067,463	1,339,861	2,009,794	2,206,100	2,431,800	2,431,800	110.2%
OPERATING SUPPLIES							
Personal Protective Equipment	1,263	446	669	4,200	5,100	5,100	121.4%
Office Supplies	-	677	1,016	-	1,200	1,200	-
Fuel, Oil & Grease	20,531	9,905	14,858	30,200	30,000	30,000	99.3%
Small Tools & Equipment	15,176	2,256	3,384	18,300	27,700	27,700	151.4%
Subtotal:	36,970	13,284	19,927	52,700	64,000	64,000	121.4%
PROFESSIONAL & CONTRACTUAL SERVICES							
Uniform Rental	3,136	1,451	2,177	6,700	5,300	5,300	79.1%
Postage	-	75	113	-	800	800	-
Service Center	51,751	21,759	32,639	70,000	63,000	63,000	90.0%
Subtotal:	54,887	23,285	34,929	76,700	69,100	69,100	90.1%

Description	FY 2023 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
REPAIRS AND MAINTENANCE							
Equipment Repair and Maintenance	226	1,244	1,866	4,400	4,700	4,700	106.8%
Vehicle Repair and Maintenance	2,922	11,557	17,336	12,000	14,400	14,400	120.0%
Subtotal:	3,148	12,801	19,202	16,400	19,100	19,100	116.5%
OTHER SERVICES AND CHARGES							
Dues and Memberships	1,250	690	1,035	1,800	2,100	2,100	116.7%
Books and Periodicals	328	83	125	800	700	700	87.5%
Education and Training	5,564	4,564	6,846	22,900	22,000	22,000	96.1%
Travel	7,885	384	576	22,900	22,600	22,600	98.7%
Subtotal:	15,027	5,721	8,582	48,400	47,400	47,400	97.9%
TOTAL ENGINEERING	\$ 2,177,495	1,394,952	2,092,434	2,400,300	2,631,400	2,631,400	109.6%
NEW EQUIPMENT ACQUISITION							
New Equipment Acquisition	\$ -	-	-	-	66,000	66,000	-
Total	\$ -	-	-	-	66,000	66,000	-
PLANNED EQUIPMENT REPLACEMENT							
Planned Equip. Replacement	\$ -	54,573	81,860	64,000	43,000	43,000	67.2%
Total	\$ -	54,573	81,860	64,000	43,000	43,000	67.2%

Information Technology

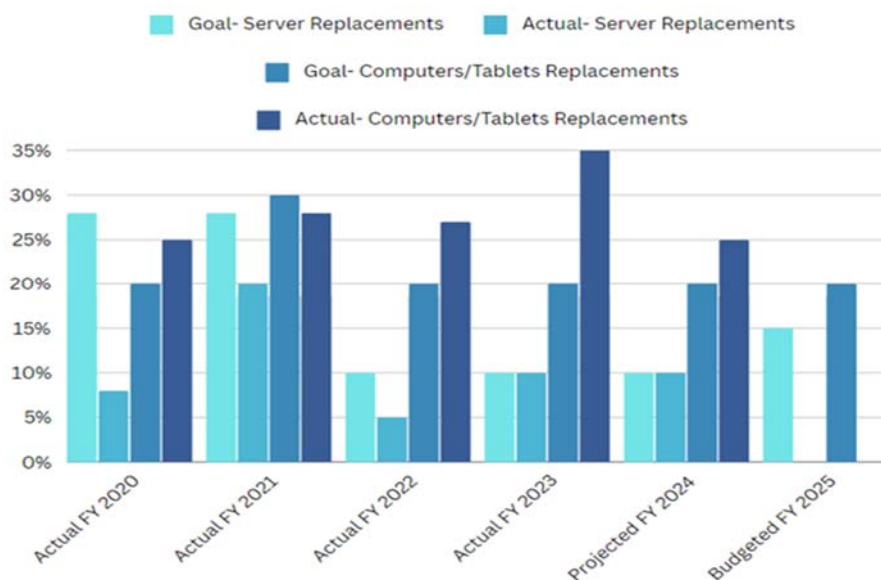
The Information Technology (IT) Department is responsible for the governance and security of the ACSA's technological systems, maintenance of the infrastructure and the functionality of the systems overall. This includes the configuration, deployment, and maintenance of business applications, services, and infrastructure. As operational needs change, existing methods and assets are reviewed, updated, and improved for efficiency.

Key initiatives and changes for FY 2025:

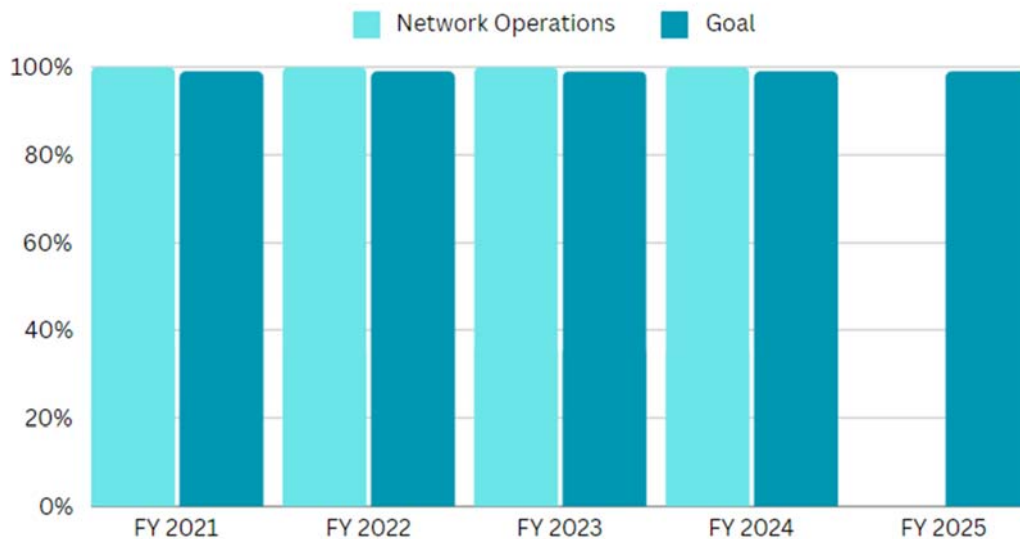
- Continue to support all ACSA staff and the various project implementations
- Continue to strengthen our data security and monitoring [\(2023-2027 Strategic Plan\)](#)
 - Purchase a Security Event and Incident Management (SEIM) software solution to monitor our networks and provide alerts
 - Purchase of additional security cameras to integrate with our existing security system
 - Upgrade all security system switches and routers
- Update to the Federally required 5-year Vulnerability (Risk) Assessment
- Customer Information System (CIS) development, including billing and phone system replacements and website redesign [\(2023-2027 Strategic Plan\)](#)
- Continue to support and improve existing applications [\(2023-2027 Strategic Plan\)](#)
- The addition and construction of a redundant fiber internet line
- Replacement of servers, PCs, field tablets and mobile phones in accordance with our formalized replacement cycle
- Purchase of an electric utility vehicle [\(2023-2027 Strategic Plan\)](#)
- Purchase mobile phones for our Meter Technicians and Utility Worker IIs
- Purchase an enterprise Document Management System and digitize our paper files [\(2023-2027 Strategic Plan\)](#)
 - Purchase several scanners to be utilized throughout the ACSA to digitize paper files
- A comprehensive assessment of our SCADA system infrastructure deployed in the field
 - Prioritize and upgrade devices in the field to meet that latest SCADA standards
 - Review and implement Best Practices
 - Continued maintenance and upgrades to the existing system
- Increased training and development of staff [\(2023-2027 Strategic Plan\)](#)

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 12 computers and 4 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 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
PERSONAL SERVICES							
Salaries & Wages	\$ 551,668	451,835	677,753	757,000	818,500	818,500	108.1%
Overtime	2,145	5,647	8,471	5,500	7,500	7,500	136.4%
Social Security	40,358	33,624	50,436	58,400	63,200	63,200	108.2%
Retirement	45,452	33,792	50,688	60,400	87,900	87,900	145.5%
Health & Benefit Dollars	100,843	68,825	103,238	156,100	132,800	132,800	85.1%
Life Insurance	7,409	5,742	8,613	9,900	10,700	10,700	108.1%
Workers' Compensation	454	292	438	700	600	600	85.7%
Meals	-	129	194	1,000	1,000	1,000	100.0%
Subtotal:	748,329	599,886	899,831	1,049,000	1,122,200	1,122,200	107.0%
OPERATING SUPPLIES							
Office Supplies	5,832	5,105	7,658	7,000	7,500	7,500	107.1%
Copier Supplies	155	-	-	400	500	500	125.0%
Personal Protective Equipment	-	-	-	800	1,500	1,500	187.5%
Fuel, Oil & Grease	563	437	656	1,800	1,200	1,200	66.7%
Small Tools & Equipment	35,154	16,062	24,093	70,000	120,200	120,200	171.7%
Subtotal:	41,704	21,604	32,407	80,000	130,900	130,900	163.6%
PROFESSIONAL & CONTRACTUAL SERVICES							
Consulting Services	-	-	-	40,000	70,000	70,000	175.0%
Service Contracts	217,427	242,809	364,214	367,700	608,000	608,000	165.4%
Telephone/Communications	115,394	77,651	116,477	160,600	184,400	184,400	114.8%
Subtotal:	332,821	320,460	480,691	568,300	862,400	862,400	151.8%
REPAIRS AND MAINTENANCE							
Vehicle Repair and Maintenance	963	177	266	1,700	2,300	2,300	135.3%
Subtotal:	963	177	266	1,700	2,300	2,300	135.3%

Information Technology

Description	FY 2023 <u>Expended</u>	FY 2024 Actual Expenses <u>To-Date(Feb)</u>	FY 2024 Anticipated Expenses <u>To-EOFY 2024</u>	FY 2024 <u>Budget</u>	FY 2025 <u>Base Budget</u>	FY 2025 <u>Total Proposed</u>	FY 2025 as % of <u>FY 2024</u>
<i>OTHER SERVICES AND CHARGES</i>							
Software	35,082	21,221	31,832	54,900	-	-	0.0%
Dues and Memberships	-	100	150	800	400	400	50.0%
Books and Periodicals	-	-	-	200	300	300	150.0%
Education and Training	16,413	12,815	19,223	25,000	17,500	17,500	70.0%
Travel	357	1,822	2,733	7,700	7,000	7,000	90.9%
Subtotal:	51,852	35,958	53,938	88,600	25,200	25,200	28.4%
TOTAL INFORMATION TECHNOLOGY	\$ 1,175,669	978,085	1,467,133	1,787,600	2,143,000	2,143,000	119.9%
<i>NEW EQUIPMENT ACQUISITION</i>							
New Equipment Acquisition	\$ 10,568	-	-	28,500	110,300	110,300	387.0%
Total	\$ 10,568	-	-	28,500	110,300	110,300	387.0%
<i>PLANNED EQUIPMENT REPLACEMENT</i>							
Planned Equipment Replacement	\$ 61,515	84,946	127,419	156,800	282,000	282,000	179.8%
Total	\$ 61,515	84,946	127,419	156,800	282,000	282,000	179.8%

Maintenance

The Maintenance Department operates its program with two primary goals. The first is upgrading and maintaining our water distribution system so that we can provide safe and clean drinking water with minimal service disruptions at a reasonable cost. The second is upgrading and maintaining our sanitary sewer collection system so that we can provide safe and reliable service with minimal service impacts at a reasonable cost, while protecting the environment. The Maintenance Department oversees a total of 18 pump stations (10 sewer and 8 water), 7 water storage tanks, and 15 pressure reducing valve stations, that are critical for the operation of our system that we continuously perform preventative maintenance activities to ensure reliability. The Maintenance Department also operates and maintains 315 miles of gravity sanitary sewer, 5 miles of sanitary sewer force mains, 10,000 sanitary sewer manholes, 20,000 sanitary sewer lateral connections, 380 miles of water distribution mains, 10,300 water system valves, 3,200 fire hydrants, 23,250 domestic water service connections and 1.45 million gallons of water storage. 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 with a high level of resiliency. Our system continues to grow every year, and the level of maintenance responsibility continues to increase.

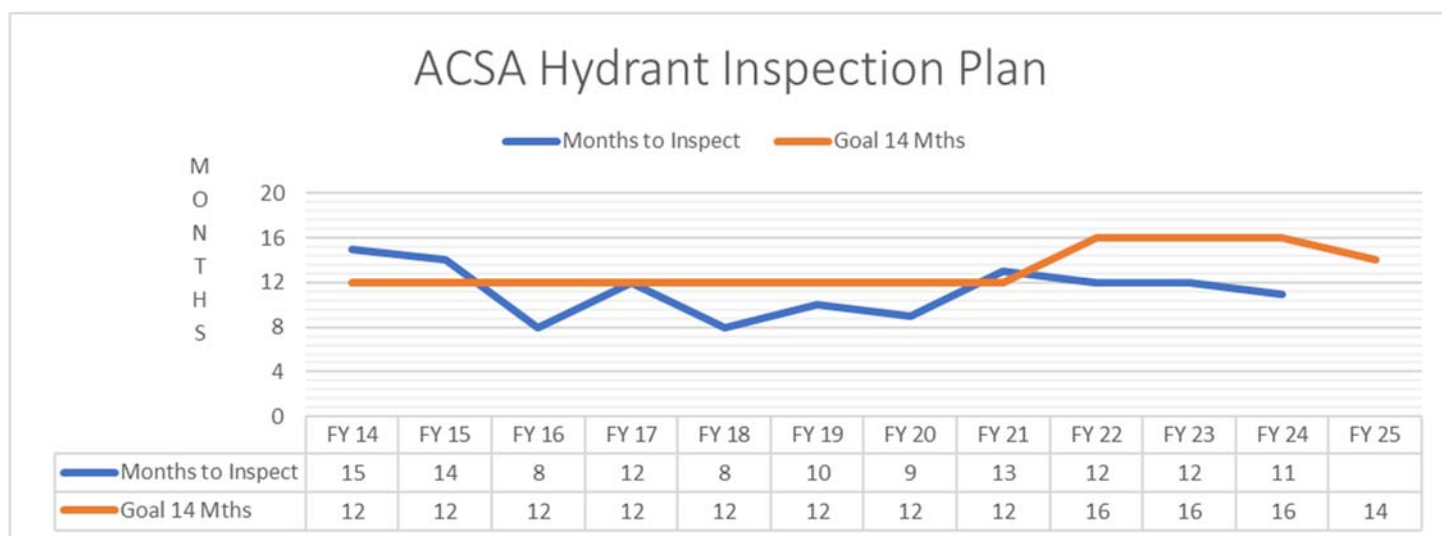
Key initiatives for FY 2025:

- Promote optimization of resources through development of a resource use plan for Avon Operations Center [\(2023-2027 Strategic Plan\)](#)
- Development of a formal Business Continuity Plan for the ACSA to assure business resilience. [\(2023-2027 Strategic Plan\)](#)
- Increased emphasis on training and education programs for leadership, safety, equipment, job required, advancement, and operational flexibility [\(2023-2027 Strategic Plan\)](#)
- Replacing a CCTV van that has reached its useful life.
- Review and update of Maintenance Job Descriptions.
- Support of environmental sustainability through the installation and expansion of ACSA electric vehicle charging infrastructure. [\(2023-2027 Strategic Plan\)](#)
- Continued integration of the Facilities group into the Cityworks work order system. [\(2023-2027 Strategic Plan\)](#)
- Use of Operational Insights within the Cityworks work order system to leverage this tool for preventative maintenance planning. [\(2023-2027 Strategic Plan\)](#)
- Succession plan training for senior maintenance staff. [\(2023-2027 Strategic Plan\)](#)
- Continued focus on saddle replacements throughout the service area [\(2023-2027 Strategic Plan\)](#)
- Vulnerability (Risk) Assessment 5 Year Update [\(Federally Required CY 25\)](#)
- Support, as needed, of CIS platform implementation [\(2023-2027 Strategic Plan\)](#)
- Promotion of customer engagement opportunities by use of social media tools for maintenance activity updates [\(2023-2027 Strategic Plan\)](#)

Performance Metrics

The ACSA utilizes a variety of performance metrics to track and review progress related to strategic plan initiatives, system reliability, and performance. In tracking these metrics, we rely heavily on our Cityworks CMMS system that was implemented in FY 21. 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 four of the last five years. The number of hydrants in the system continues to grow as our system expands due to private development within our service area. Although the goal was increase to 16 months for FY 22 – FY 24 due to system growth and staff impacts, a reassessment has allowed us to reduce the goal to 14 months for FY 25 with the anticipation of future reductions.



Maintenance Department

Description	FY 2023 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
PERSONAL SERVICES							
Salaries & Wages	\$ 1,973,317	1,423,241	2,134,862	2,346,000	2,350,100	2,350,100	100.2%
Overtime/Standby Pay	58,467	50,457	75,686	85,000	85,000	85,000	100.0%
Social Security	153,007	111,443	167,165	186,000	186,000	186,000	100.0%
Retirement	164,347	108,738	163,107	176,300	251,400	251,400	142.6%
Health & Benefit Dollars	286,631	190,799	286,199	364,000	385,800	385,800	106.0%
Life Insurance	26,023	17,954	26,931	29,900	30,600	30,600	102.3%
Workers' Compensation	41,883	28,322	42,483	67,700	69,000	69,000	101.9%
Meals	417	409	614	1,200	1,200	1,200	100.0%
Subtotal:	2,704,092	1,931,363	2,897,047	3,256,100	3,359,100	3,359,100	103.2%
OPERATING SUPPLIES							
Office Supplies	80	913	1,370	-	1,700	1,700	-
Shop Supplies	13,969	2,658	3,987	34,600	33,700	33,700	97.4%
Personal Protective Equipment	16,486	10,463	15,695	28,000	70,000	70,000	250.0%
Fuel, Oil & Grease	80,439	40,245	60,368	97,000	95,200	95,200	98.1%
Heating Fuel	4,476	2,428	3,642	9,500	7,400	7,400	77.9%
Small Tools & Equipment	47,379	25,425	38,138	98,600	105,500	105,500	107.0%
Subtotal:	162,829	82,132	123,200	267,700	313,500	313,500	117.1%
REPAIR & MAINTENANCE SUPPLIES							
Vehicle Supplies	4,168	-	-	-	-	-	-
Materials - Water	111,603	118,754	178,131	115,500	332,100	332,100	287.5%
Materials - Hydrants	26,488	9,070	13,605	49,500	55,000	55,000	111.1%
Materials - Sewer	20,065	8,408	12,612	22,000	22,000	22,000	100.0%
Building & Grounds Supplies	26,206	6,957	10,436	19,700	18,000	18,000	91.4%
Equipment Supplies	14,380	-	-	-	-	-	-
Water Pump Station Supplies	21,133	27,179	40,769	33,100	43,600	43,600	131.7%
Sewer Pump Station Supplies	117,850	98,442	147,663	98,500	121,000	121,000	122.8%
Subtotal:	341,893	268,810	403,216	338,300	591,700	591,700	174.9%

Maintenance Department

Description	FY 2023 Expended	FY 2024 Actual Expenses To-Date(Feb)	FY 2024 Anticipated Expenses To-EOFY 2024	FY 2024 Budget	FY 2025 Base Budget	FY 2025 Total Proposed	FY 2025 as % of FY 2024
PROFESSIONAL & CONTRACTUAL SERVICES							
Labor - Outside Contract	82,614	56,975	85,463	137,700	124,400	124,400	90.3%
Uniform Rental	29,161	22,160	33,240	29,000	35,700	35,700	123.1%
Building & Grounds Services	124,043	77,409	116,114	163,600	124,100	124,100	75.9%
Postage	-	85	128	-	3,000	3,000	-
Service Center	-	-	-	13,100	-	-	-
Other Contractual Services	985	-	-	11,300	10,300	10,300	91.2%
Subtotal:	236,803	156,629	234,945	354,700	297,500	297,500	83.9%
REPAIRS AND MAINTENANCE							
Equipment Repair and Maintenance	24,418	43,533	65,300	163,800	173,800	173,800	106.1%
Building & Grounds Repair and Maintenance	32,853	13,631	20,447	8,700	30,500	30,500	350.6%
Vehicle Repair and Maintenance	42,756	24,513	36,770	83,900	73,400	73,400	87.5%
Subtotal:	100,027	81,677	122,517	256,400	277,700	277,700	108.3%
OTHER SERVICES AND CHARGES							
Rental of Equipment	3,890	91	137	8,000	5,000	5,000	62.5%
Education and Training	25,712	45,354	68,031	92,400	60,100	60,100	65.0%
Travel	10,478	4,850	7,275	22,100	25,800	25,800	116.7%
Electricity - Water Pump Station	43,920	25,080	37,620	57,400	60,100	60,100	104.7%
Electricity - Sewer Pump Station	42,056	21,885	32,828	44,300	50,400	50,400	113.8%
Electricity - Shop & Office	44,852	29,190	43,785	46,600	48,300	48,300	103.6%
Permits	230	210	315	5,900	2,800	2,800	47.5%
Subtotal:	171,138	126,660	189,991	276,700	252,500	252,500	91.3%
TOTAL MAINTENANCE	\$ 3,716,782	2,647,271	3,970,916	4,749,900	5,092,000	5,092,000	107.2%
NEW EQUIPMENT ACQUISITION							
New Equipment Acquisition	\$ -	527	791	155,500	19,000	19,000	12.2%
Total	\$ -	527	791	155,500	19,000	19,000	12.2%
PLANNED EQUIPMENT REPLACEMENT							
Planned Equipment Replacement	\$ 450	-	-	110,000	370,000	370,000	336.4%
Total	\$ 450	-	-	110,000	370,000	370,000	336.4%



Debt Financing – FY 2025

The ACSA does not anticipate the issuance of new debt as it will be using cash or reserves to fund capital projects for FY 2025 but will evaluate opportunities that may arise. The ACSA refunded the Build America Bond (BAB) revenue bond on July 21, 2021, through the Virginia Resources ACSA (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, 2023	Additions	Reductions	Balance June 30, 2024	Amounts Due Within One Year
Refunding bond	\$ 3,785,000	\$ -	\$ (395,000)	\$ 3,390,000	\$ 415,000

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 ACSA 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
2025	415,000	163,103	578,103
2026	435,000	141,322	576,322
2027	460,000	118,388	578,388
2028	480,000	94,300	574,300
2029	505,000	69,059	574,059
2030-2031	1,095,000	56,759	1,151,759
	\$ 3,390,000	\$ 642,931	\$ 4,032,931

Capital Equipment Purchases

The ACSA 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 - \$195,300

Engineering – Pipe Locator and fleet vehicle. (Budget Impact: \$6,000 and \$60,000, respectively).

Information Technology – Information Technology has identified the need for additional IT equipment to be used by multiple departments throughout the ACSA. This equipment includes additional iPads (12), GPS Units (5), cell phones (12), computers (2), security event and incident management software (1), and office furniture (1) (Budget Impact: \$30,000, \$2,800, \$6,000, \$6,000, \$58,000, and \$7,500, respectively).

Maintenance – Maintenance has identified the need for a field and brush mower, HDPE Electrofusion Machine, and three Connex boxes. (Budget Impact: \$5,000, \$6,500, and \$7,500 respectively).

Equipment- Replacement - \$695,000

Engineering – Scheduled replacement of one (1) fleet vehicle and office furniture. (Budget Impact: \$36,000 and \$7,000, respectively).

Information Technology – Replacement of four (4) servers, twelve (12) computers, thirteen (13) iPads and seventeen (17) phones, SCADA PLCs, 48 Port Server Rack Switches, security camera replacement, (1) electric utility van and Board Room video equipment in accordance with the ACSA's regularly scheduled change-out policy. (Budget impact: \$40,000, \$30,000, \$20,000, \$50,000, \$72,000, \$5,000, \$60,000, and \$5,000 respectively).

Maintenance – Scheduled replacement of one (1) fleet vehicle and one (1) CCTV Van (Budget impact: \$70,000, \$300,000, respectively).

Capital Equipment Purchases

Description	FY 2025 Proposed <u>Budget</u>
<i>NEW EQUIPMENT ACQUISITION</i>	
Engineering	\$ 66,000
Information Technology	110,300
Maintenance	19,000
Total:	\$ <u>195,300</u>

<i>PLANNED EQUIPMENT REPLACEMENT</i>	
Engineering	\$ 43,000
Information Technology	282,000
Maintenance	370,000
Total:	\$ <u>695,000</u>



Capital Improvement Program — FY 2025 Capital Budget

The following is a summary of the estimated project costs to be undertaken in FY 2025:

Water Projects:	\$ 7,760,000
Wastewater Projects:	1,230,000
Non-Utility and Facility Projects:	<u>3,110,000</u>
Total:	\$ 12,100,000

The new projects identified in the upcoming FY 2025 CIP include a re-evaluation of a sewer design/serviced extension at Buckingham Circle, a sanitary sewer evaluation survey (SSES) to identify sources of infiltration and inflow (I&I), and ACSA operations center improvements to address foundation settlement near the front entrance of the building and installing a hard deck to the ACSA warehouse to allow use of a climate control system. A summary of the proposed CIP projects with their anticipated funding in FY 2025 follows:

WATER SYSTEM IMPROVEMENTS

1. **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. Construction activities are underway and will continue through much of FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
 - **Previous Budgets - \$4,122,350**
 - **FY 2025 Budget - \$3,200,000**
 - **Total Project Budget - \$7,322,350**
2. **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 the amount budgeted will assist ACSA staff with easement acquisition. Construction activities are not anticipated to occur until FY 2026 and beyond with additional funds required.
 - **Previous Budgets - \$504,900**
 - **FY 2025 Budget - \$50,000**
 - **Total Project Budget - \$7,554,900**
3. **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. With multiple unsuccessful bids on VDOT's Morey Creek Bridge Replacement Project, additional design efforts are required for a revised water connection to Fontaine Research Park. Construction activities are not anticipated to occur until FY 2026 in conjunction with RWSA's Ragged Mountain Reservoir to Observatory WTP 36" Raw WL Project. Additional funds will be required in FY 2026.
 - **Previous Budgets - \$876,400**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$2,436,400**

4. **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 2027 – FY 2028 timeframe. Additional funding will be required based on ultimate construction schedule.
 - **Previous Budgets - \$530,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$7,530,000**

5. **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 nearing completion with funds previously appropriated. Construction activities are anticipated to begin in FY 2025 and will carry over into FY 2026 with additional funding budgeted.
 - **Previous Budgets - \$220,000**
 - **FY 2025 Budget - \$1,510,000**
 - **Total Project Budget - \$2,730,000**

6. **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 also provides for an opportunity to improve fire protection to these multi-family apartments. The design phase is nearing completion with funds previously appropriated, and construction is anticipated to occur in FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
 - **Previous Budgets - \$902,500**
 - **FY 2025 Budget - \$2,500,000**
 - **Total Project Budget - \$3,402,500**

7. **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 2025 with funds previously appropriated. Construction is expected to take place in the FY 2026 – FY 2027 timeframe with additional funds required.
 - **Previous Budgets - \$200,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$2,800,000**

8. **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 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
 - **Previous Budgets - \$1,417,800**
 - **FY 2025 Budget - \$250,000**
 - **Total Project Budget - \$1,667,800**

9. **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 2025 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 2025 Budget - \$0**
 - **Total Project Budget - \$6,432,300**

- 10. 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 staff recently began coordinating with various irrigation contractors to upgrade existing private exclusions meters to ACSA-owned exclusion meters.
- **Previous Budgets - \$527,500**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$527,500**
- 11. 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 continue this project.
- **Previous Budgets - \$100,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$150,000**
- 12. Annual Water Repair and Replacement:** This project will utilize publicly bid water repair and replacement contracts that are renewable on an annual basis to make improvements to our water distribution system. Bidding for this contract is complete and a contract will be awarded this spring.
- **FY 2025 Budget - \$200,000 (Annually)**

SEWER SYSTEM IMPROVEMENTS

- 13. 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 2027, with additional funding required.
- **Previous Budgets - \$483,800**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$6,683,800**
- 14. 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 2027 – FY 2028 timeframe with additional funding required.
- **Previous Budgets - \$70,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$820,000**
- 15. Buckingham Circle Sewer (New):** In 2012, the ACSA completed the Buckingham Circle Water Main Replacement Project. At that time, we also explored the feasibility of installing a sanitary sewer system but there was insufficient interest from the neighborhood. Recent communications with multiple residents have indicated an increase in interest to construct a sanitary sewer system. ACSA staff is working on an updated survey to provide to the community to better understand how much support there is for this project. The amount budgeted will allow ACSA staff to re-evaluate the previous sanitary sewer design and begin easement acquisition efforts if adequate support exists.
- **FY 2025 Budget - \$175,000**
 - **Total Project Budget - \$2,175,000**

- 16. 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 2026 and FY 2027, with additional funding required in those years.
- **Previous Budgets - \$393,715**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$6,893,715**
- 17. Woodbrook Drainage Basin SSES (New):** This project includes a Sanitary Sewer Evaluation Survey (SSES) of the Woodbrook Drainage Basin utilizing manhole inspections, flow metering, smoke testing, closed circuit television (CCTV) inspections, night flow isolation and flooded dye testing to identify sources of infiltration and inflow (I/I). This drainage basin includes approximately 450 manholes and 75,000 linear feet of sanitary sewer main.
- **FY 2025 Budget - \$400,000**
 - **Total Project Budget Based on SSES Recommendations**
- 18. 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 contract. It will be used to make repairs and rehabilitate defects in our system found with systematic CCTV inspection by ACSA crews and the subcontractor.
- **FY 2025 Budget - \$500,000 (Annually)**

NON-UTILITY AND FACILITY IMPROVEMENTS

- 19. Pump Stations – Rehabilitation:** 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 multiple pump replacements and rebuilds on both the water and wastewater side. 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 2025 Budget - \$205,000 (Ongoing, Needs Dependent)**
- 20. 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 replace the existing telephony system and begin implementation for a replacement Customer Information System. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2026 for full development.
- **Previous Budgets - \$200,000**
 - **FY 2025 Budget - \$800,000**
 - **Total Project Budget - \$2,000,000**
- 21. 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 has assessed the state of the ACSA's GIS and recommended changes needed for successful implementation of the Utility Network. ACSA staff will take much of FY 2025 to perform data clean-up before full implementation occurs. Additional funds may be necessary in FY 2026 to cover full implementation and training. These funds are divided equally between water and wastewater projects.
- **Previous Budgets - \$200,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$300,000**

22. Avon Operations Center: The Avon Street Extended 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. This project is currently being advertised and we anticipate construction activities beginning in FY 2025. These funds are divided equally between water and wastewater projects. Additional funding will be required in FY 2026 to finish construction.

- **Previous Budgets - \$8,790,000**
- **FY 2025 Budget - \$2,110,000**
- **Total Project Budget - \$18,000,000**

23. Records Management Project: This project has been combined with the Data Management and Dashboarding Project from FY 2024. 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. Following the data collection and classification phase, dashboards will be created to display relevant data in a graphical format. The amount budgeted will cover the purchase of scanners, the development of an RFP for a Documentation Management Solution, as well as the effort associated with document scanning. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$340,000**
- **FY 2025 Budget - \$50,000**
- **Total Project Budget - \$390,000**

24. ACSA Operations Center Improvements (New): ACSA staff have identified two projects that need to be undertaken at the ACSA Operations Center. The first project addresses some settlement issues near the Administration Building main entrance. A structural engineering firm, specializing in foundation repair and remediation, conducted an assessment and has recommended the installation of foundation helical piers in the impacted area. The second project includes the installation of a hard deck on the underside of the truss system, along with an insulation layer to provide a thermal envelop in the existing Maintenance Building for the use of climate control equipment. The amount budgeted will allow both improvements to be implemented in FY 2025. These funds are divided equally between water and wastewater projects.

- **FY 2025 Budget - \$50,000**
- **Total Project Budget - \$50,000**

25. 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 2025 Budget - \$100,000 (Annually)**

Albemarle County Service Authority Water & Sewer Rate Model
CAPITAL IMPROVEMENT PROJECTS

WATER SYSTEM CIP IMPROVEMENTS														
LINE NO.	SYSTEM	PROJECT	TOTAL PREV. BUDGETS	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST	2030 FORECAST	2031 FORECAST	2032 FORECAST	2033 FORECAST	2034 FORECAST	TOTAL 10-YR FORECAST
1	Crozet	Crozet Phase 4 Water Main Replacement	\$ 4,122,350	\$ 3,200,000										\$ 7,322,350
2	Crozet	Crozet Phase 5 Water Main Replacement	\$ -					\$ 830,000	\$ -	\$ 2,000,000	\$ 4,000,000			\$ 6,830,000
3	Crozet	Parkview Drive Water Connection	\$ 300,000											\$ 300,000
4	Scottsville	Scottsville Phase 4 Water Main Replacement	\$ 504,900	\$ 50,000	\$ 3,500,000	\$ 3,500,000								\$ 7,554,900
5	Scottsville	Stony Point Water Main Replacement	\$ 175,000					\$ 350,000						\$ 525,000
6	Urban	Ragged Mountain Phase 1 Water Main Replacement	\$ 876,400	\$ -	\$ 1,560,000									\$ 2,436,400
7	Urban	Northfields Water Main Replacement	\$ 530,000	\$ -	\$ -	\$ 3,000,000	\$ 4,000,000							\$ 7,530,000
8	Urban	Wakefield Water Main Replacement	\$ -				\$ 160,000	\$ 1,100,000						\$ 1,260,000
9	Urban	Carrsbrook Water Main Replacement	\$ -				\$ 525,000	\$ 525,000	\$ 5,000,000	\$ 2,000,000				\$ 8,050,000
10	Urban	Rt 785 Water Main Replacement	\$ -				\$ 70,000	\$ 350,000						\$ 420,000
11	Urban	Old Forge Water Main Replacement	\$ -							\$ 300,000	\$ 1,400,000	\$ 500,000		\$ 2,200,000
12	Urban	Briarwood Water Main Replacement	\$ 220,000	\$ 1,510,000	\$ 1,000,000									\$ 2,730,000
13	Urban	Barracks West Water Main Replacement	\$ 902,500	\$ 2,500,000										\$ 3,402,500
14	Urban	Townwood Water Main Replacement	\$ 200,000	\$ -	\$ 1,500,000	\$ 1,100,000								\$ 2,800,000
15	Urban	Broadway Street Water Main Replacement	\$ 1,417,800	\$ 250,000										\$ 1,667,800
16	Urban	Raintree and Fieldbrook PVC Water Main Replacement	\$ 432,300	\$ -	\$ -	\$ 2,000,000	\$ 4,000,000							\$ 6,432,300
17	Urban	Airport Acres Water System	\$ -										\$ 350,000	\$ 350,000
18	Urban	Glenorchy - Viewmont Court Water Extension	\$ -									\$ 200,000		\$ 200,000
19	Urban	Ashcroft Water Main Replacement	\$ -									\$ 700,000	\$ 1,950,000	\$ 2,650,000
20	Urban	Riverrun Water Main Replacement	\$ -				\$ 300,000	\$ 2,300,000						\$ 2,600,000
21	Urban	North Pines Water Main Replacement	\$ -										\$ 550,000	\$ 550,000
22	Urban	Lewis Hill Water Main Replacement	\$ -									\$ 460,000	\$ 1,000,000	\$ 1,460,000
23	Urban	Ivy Oaks Water Main Replacement	\$ -								\$ 450,000	\$ 2,750,000		\$ 3,200,000
24	Urban	Hollymead Phase 2 Water Main Replacement	\$ -								\$ 280,000		\$ 1,750,000	\$ 2,030,000
25	Urban	Canterbury Hills Phase 2 Water Main Replacement	\$ -						\$ 590,000	\$ -	\$ -	\$ 1,900,000	\$ 1,900,000	\$ 4,390,000
26	Urban	Mosby Mountain Pressure Zone - Additional Storage	\$ -				\$ 105,000	\$ 1,400,000						\$ 1,505,000
27	Urban	Branchlands PVC Water Main Replacement	\$ -						\$ 540,000	\$ -	\$ 1,000,000	\$ 2,820,000		\$ 4,360,000
28	Urban	Old Ballard Road Water Connection									\$ 700,000	\$ 2,250,000	\$ 2,250,000	\$ 5,200,000
29	All	Exclusion Meter Replacement Program	\$ 527,500	\$ -										\$ 527,500
30	All	Pipe Saddles Replacement	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000						\$ 150,000
31	All	Water Pump Stations - Rehabilitation	\$ 45,000	\$ 50,000	\$ -	\$ 50,000	\$ 35,000						\$ 275,000	\$ 455,000
32	All	Annual Water Repair and Replacement	Ongoing	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,000,000
Total Water Capital Projects				\$ 7,760,000	\$ 7,760,000	\$ 9,850,000	\$ 9,395,000	\$ 7,105,000	\$ 6,330,000	\$ 4,500,000	\$ 8,030,000	\$ 11,780,000	\$ 10,225,000	\$ 93,088,750

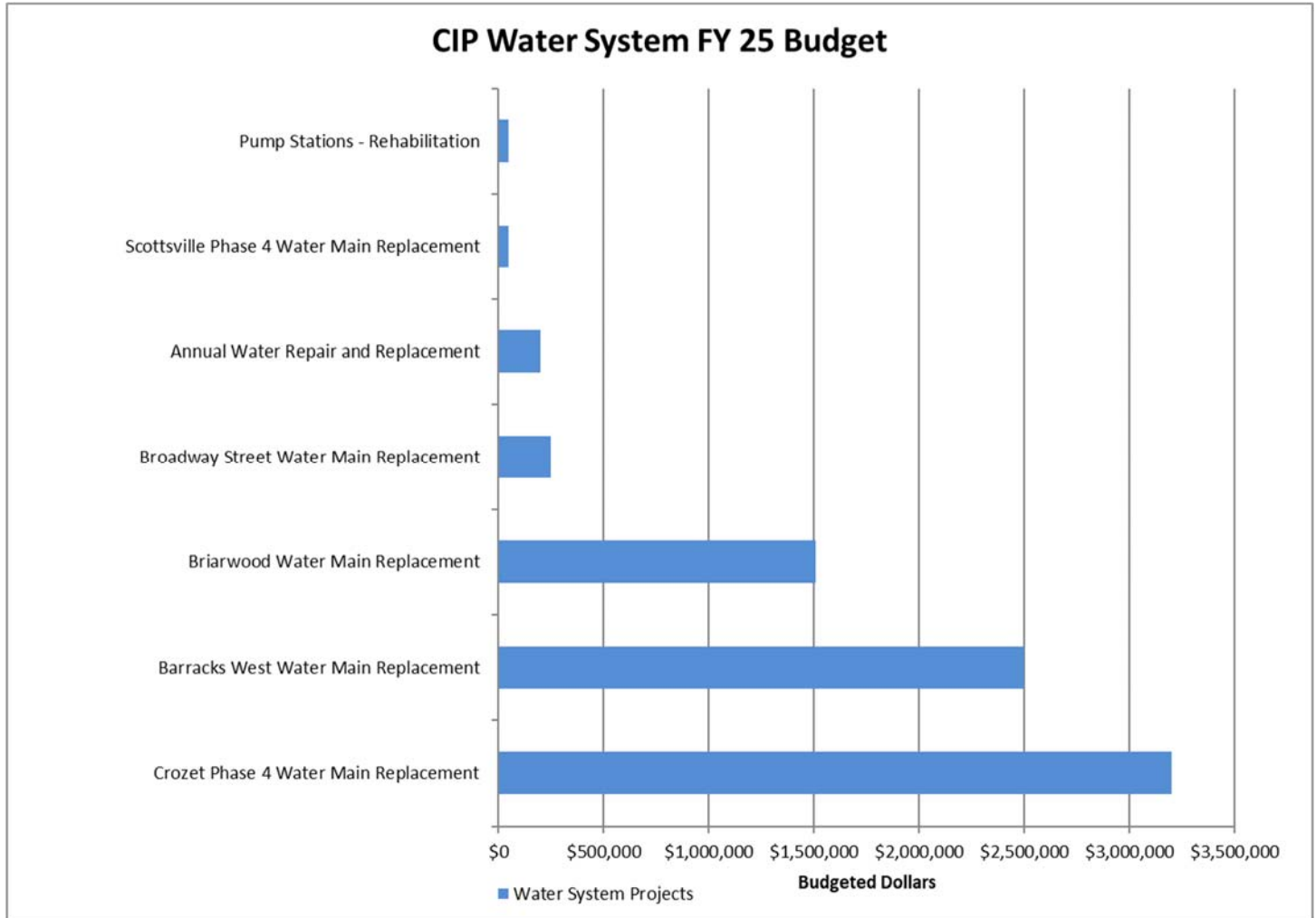
SEWER SYSTEM CIP IMPROVEMENTS														
LINE NO.	SYSTEM	PROJECT	TOTAL PREV. BUDGETS	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST	2030 FORECAST	2031 FORECAST	2032 FORECAST	2033 FORECAST	2034 FORECAST	TOTAL 10-YR FORECAST
33	Crozet	Brookwood Road Sewer Extension	\$ -					\$ 21,000						\$ 21,000
34	Crozet	Buck Road Sewer Extension	\$ -					\$ 40,000						\$ 40,000
35	Crozet	Park Road Sewer Extension	\$ -					\$ 80,500						\$ 80,500
36	Urban	Airport Trunk Sewer Upgrade	\$ 483,800	\$ -	\$ -	\$ 2,800,000	\$ 3,400,000							\$ 6,683,800
37	Urban	Northfields Phase 5 Sewer	\$ 70,000	\$ -	\$ -	\$ -		\$ 750,000						\$ 820,000
38	Urban	Northfields Sewer (Future Phases)	\$ -						\$ 1,850,000					\$ 1,850,000
39	Urban	Buckingham Circle Sewer	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 2,000,000						\$ 2,175,000
40	Urban	Carrsbrook Collection System	\$ -				\$ 900,000	\$ 900,000	\$ 4,500,000	\$ 3,500,000				\$ 9,800,000
41	Urban	Hessian Hills Sewer Phase III	\$ -					\$ 125,000						\$ 125,000
42	Urban	Ednam Forest Sewer	\$ -					\$ 600,000	\$ -	\$ 5,350,000	\$ 5,350,000			\$ 11,300,000
43	Urban	Airport Acres Off-site Sewer	\$ -								\$ 200,000	\$ -	\$ 1,300,000	\$ 1,500,000
44	Urban	Airport Acres Sewer	\$ -									\$ 510,000		\$ 510,000
45	Urban	Bellair-Liberty Hills Sewer	\$ 393,715	\$ -	\$ 4,000,000	\$ 2,500,000								\$ 6,893,715
46	Urban	Woodbrook Drainage Basin SSES	\$ -	\$ 400,000										\$ 400,000
47	All	Sewer Pump Stations - Rehabilitation	\$ 75,000	\$ 155,000	\$ -	\$ 50,000	\$ 887,000			\$ 210,000	\$ 92,000		\$ 200,000	\$ 1,669,000
48	All	Miscellaneous Sewer Rehabilitation	Ongoing	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 5,000,000
Total Sewer Capital Projects				\$ 1,230,000	\$ 4,500,000	\$ 5,850,000	\$ 5,687,000	\$ 5,016,500	\$ 6,850,000	\$ 9,560,000	\$ 6,142,000	\$ 1,010,000	\$ 2,000,000	\$ 48,868,015

NON-UTILITY AND FACILITY CIP IMPROVEMENTS														
LINE NO.	SYSTEM	PROJECT	TOTAL PREV. BUDGETS	2025 FORECAST	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST	2030 FORECAST	2031 FORECAST	2032 FORECAST	2033 FORECAST	2034 FORECAST	TOTAL 10-YR FORECAST
49	All	Customer Information System (CIS) Replacement	\$ 200,000	\$ 800,000	\$ 1,000,000									\$ 2,000,000
50	All	ESRI Utility Network Implementation	\$ 200,000	\$ -	\$ 100,000									\$ 300,000
51	All	Avon Operations Center	\$ 8,790,000	\$ 2,110,000	\$ 7,100,000									\$ 18,000,000
52	All	Records Management Project	\$ 340,000	\$ 50,000										\$ 390,000
53	All	ACSA Operations Center Improvements	\$ -	\$ 50,000										\$ 50,000
54	All	Developer Participation	Ongoing	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000
Total Non-Utility and Facility Capital Projects				\$ 3,110,000	\$ 8,300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 21,740,000

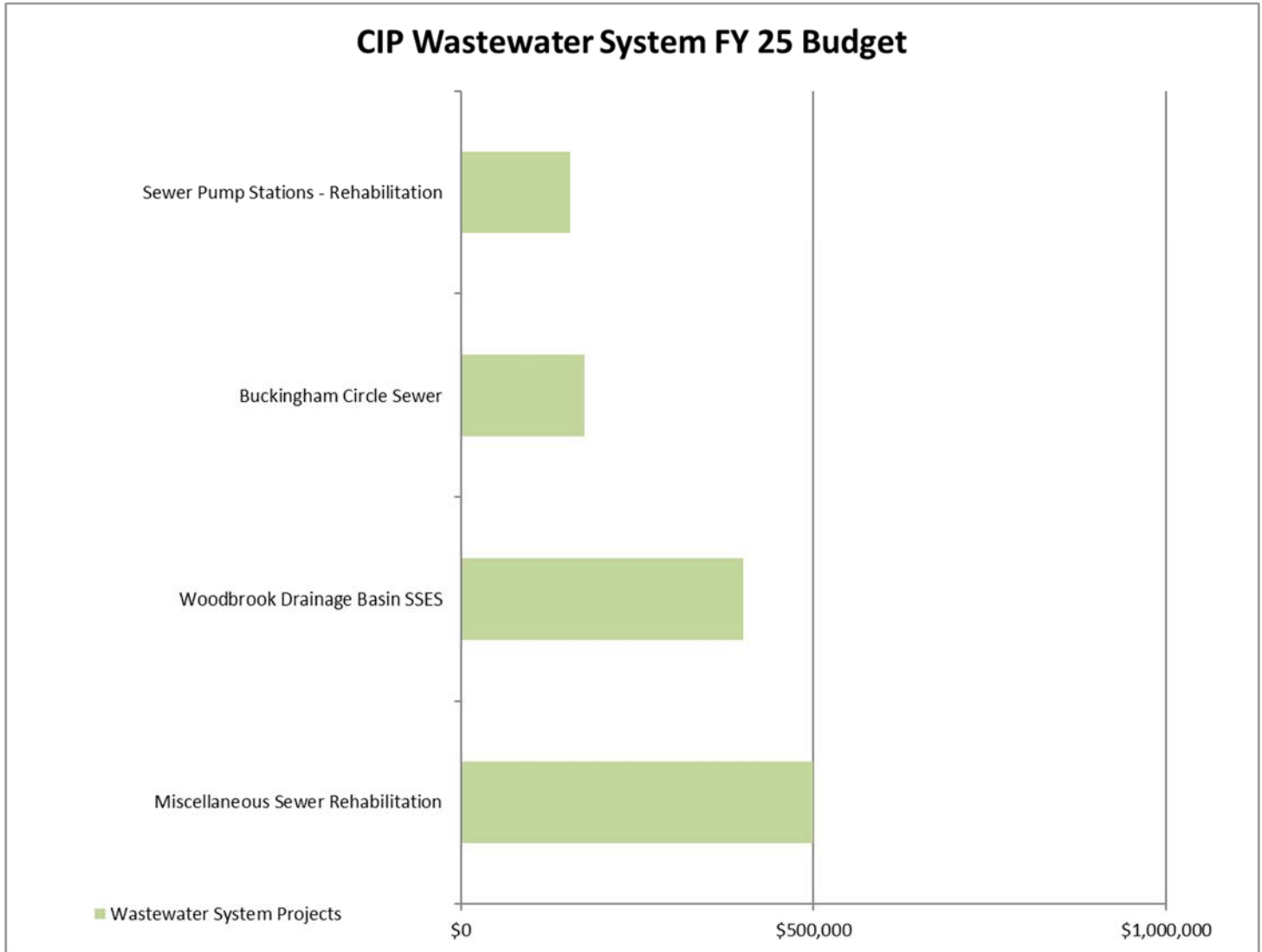
*New Projects highlighted in gray

TOTAL CAPITAL IMPROVEMENT PROJECTS \$ 20,906,265 \$ 12,100,000 \$ 20,560,000 \$ 15,800,000 \$ 15,182,000 \$ 12,221,500 \$ 13,280,000 \$ 14,160,000 \$ 14,272,000 \$ 12,890,000 \$ 12,325,000 \$ 163,696,765

The following is an illustration of estimated water system project costs to be undertaken in FY 2025:

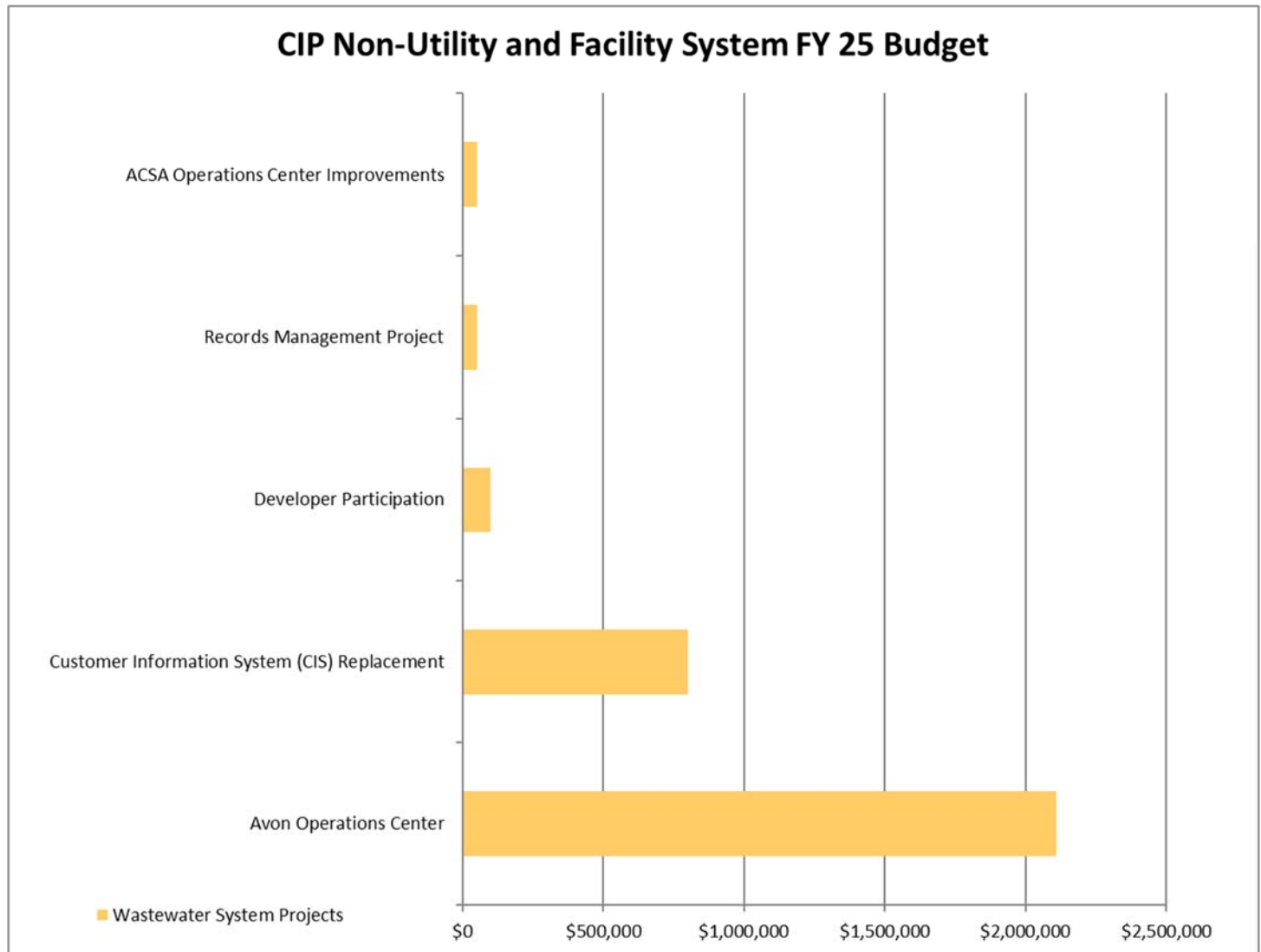


The following is an illustration of estimated wastewater system project costs to be undertaken in FY 2025:

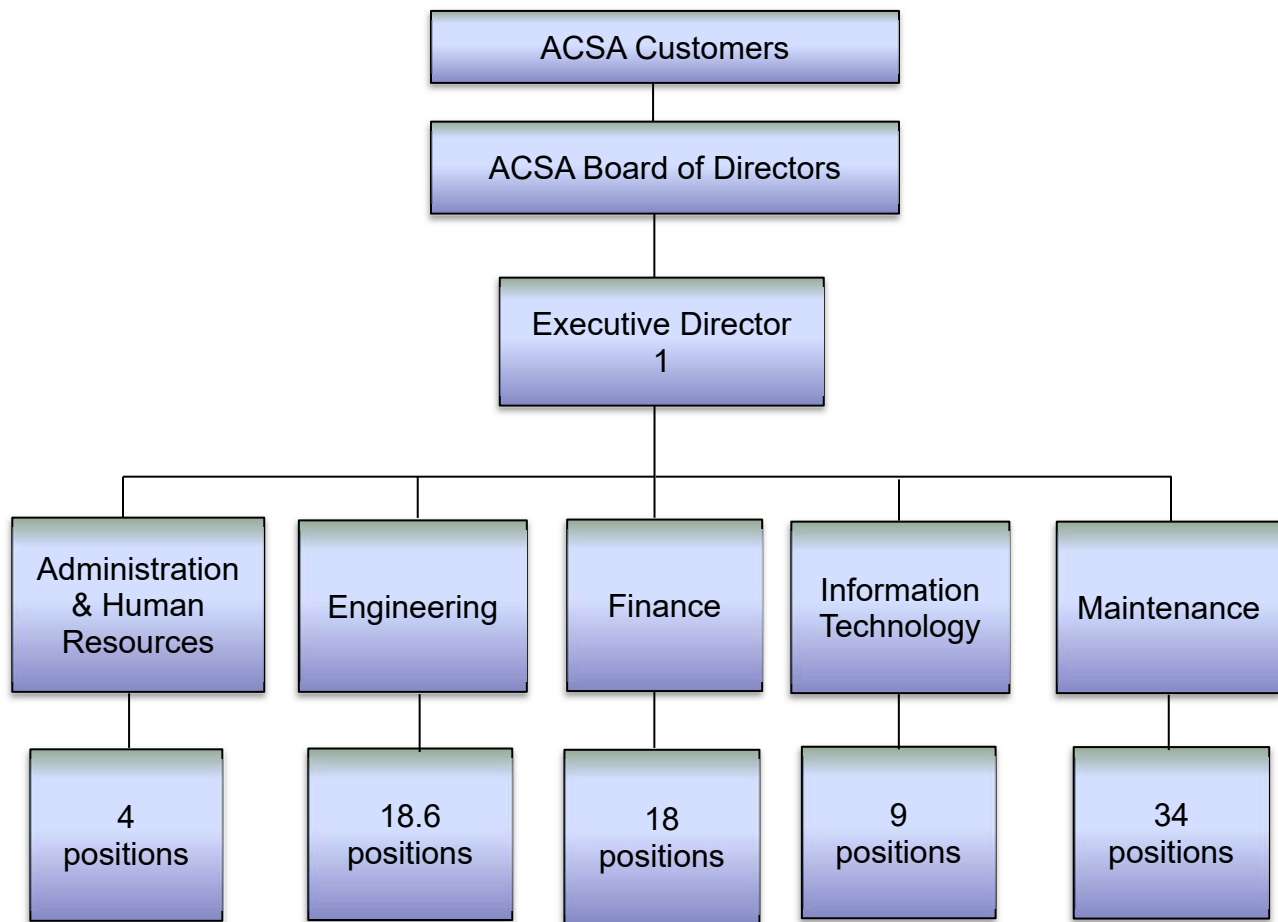


CIP—FY 2025 Graphical Capital Budget – Non-Utility and Facility

The following is an illustration of estimated non-utility and facility project costs to be undertaken in FY 2025:



ACSA Organizational & Personnel Chart



Note: One new position proposed in Fiscal Year 2025 and can be noted on the following page by the “*” Please see detail descriptions within the Engineering departmental summary.

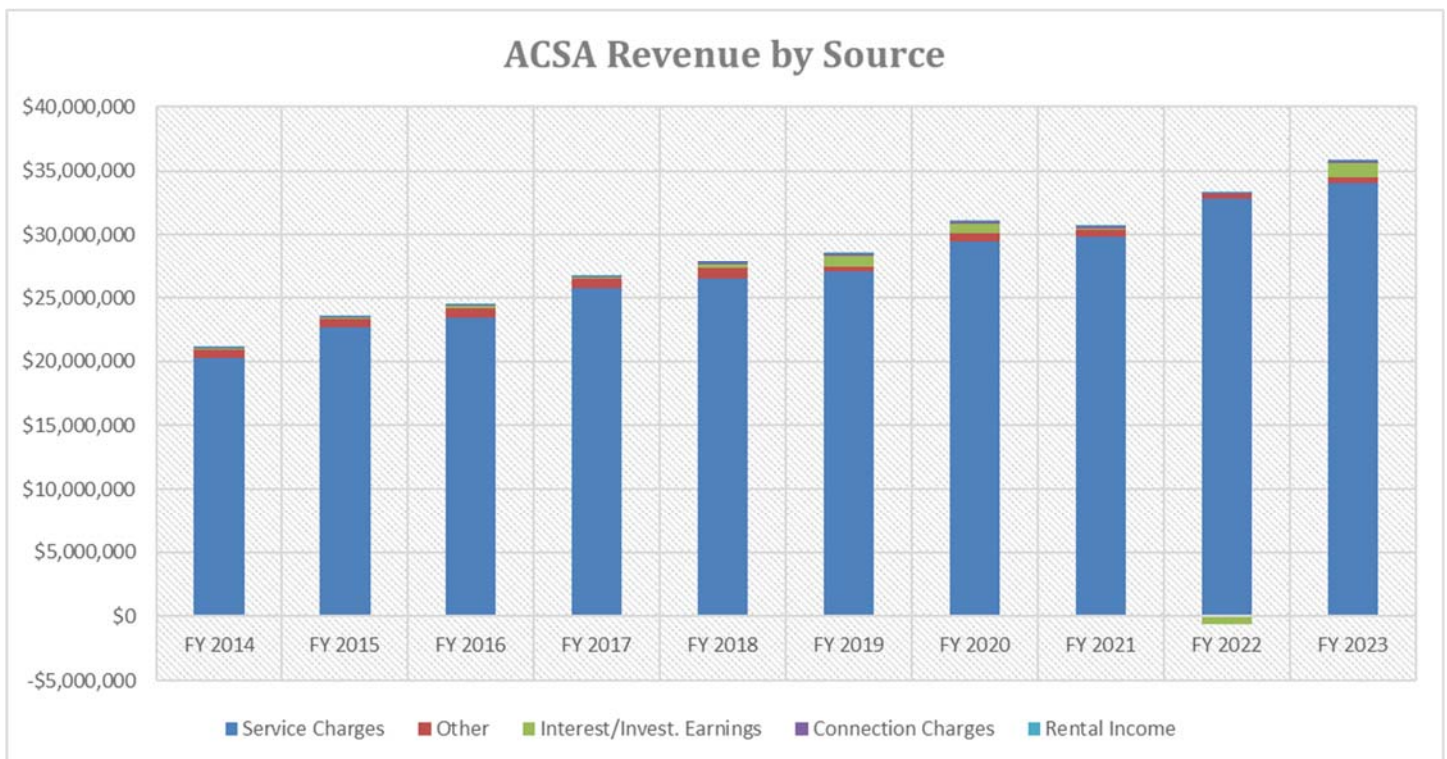
ACSA Departmental Staffing – FY 2025

		FY 2023 Positions	FY 2024 Positions	FY 2025 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	-	1	-
INFO. TECH.	Director of Information Technology	1	1	1
	ISO 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
	Systems Engineer	1	1	1
	Utility Data Analyst	-	1	1
	IT Technician	-	1	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	4	5	5
	Meter Technician I/II	4	4	4
ENGINEERING	Director of Engineering	1	1	1
	Civil/Sr. Civil Engineer	3	4	4
	Modeling Engineer	1	-	-
	Environmental Compliance Manager	1	1	1
	Reg. Compliance Specialist	1	1	1
	Construction Inspector (Proposed 1 add.)	5	5	6*
	Sr. Utility Location Tech/Utility Loc. Tech.	3	3	3
	Engineering Tech.	1	2	2
	Hydraulic Modeling Tech.	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		80.6	84.6	84.6

Revenue by Source

Fiscal Year	Service Charges	Connection Charges	Rental Income	Interest/Invest. Earnings (Loss)	Other	Total
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
2023	34,052,322	178,642	270	1,084,854	461,806	35,777,894

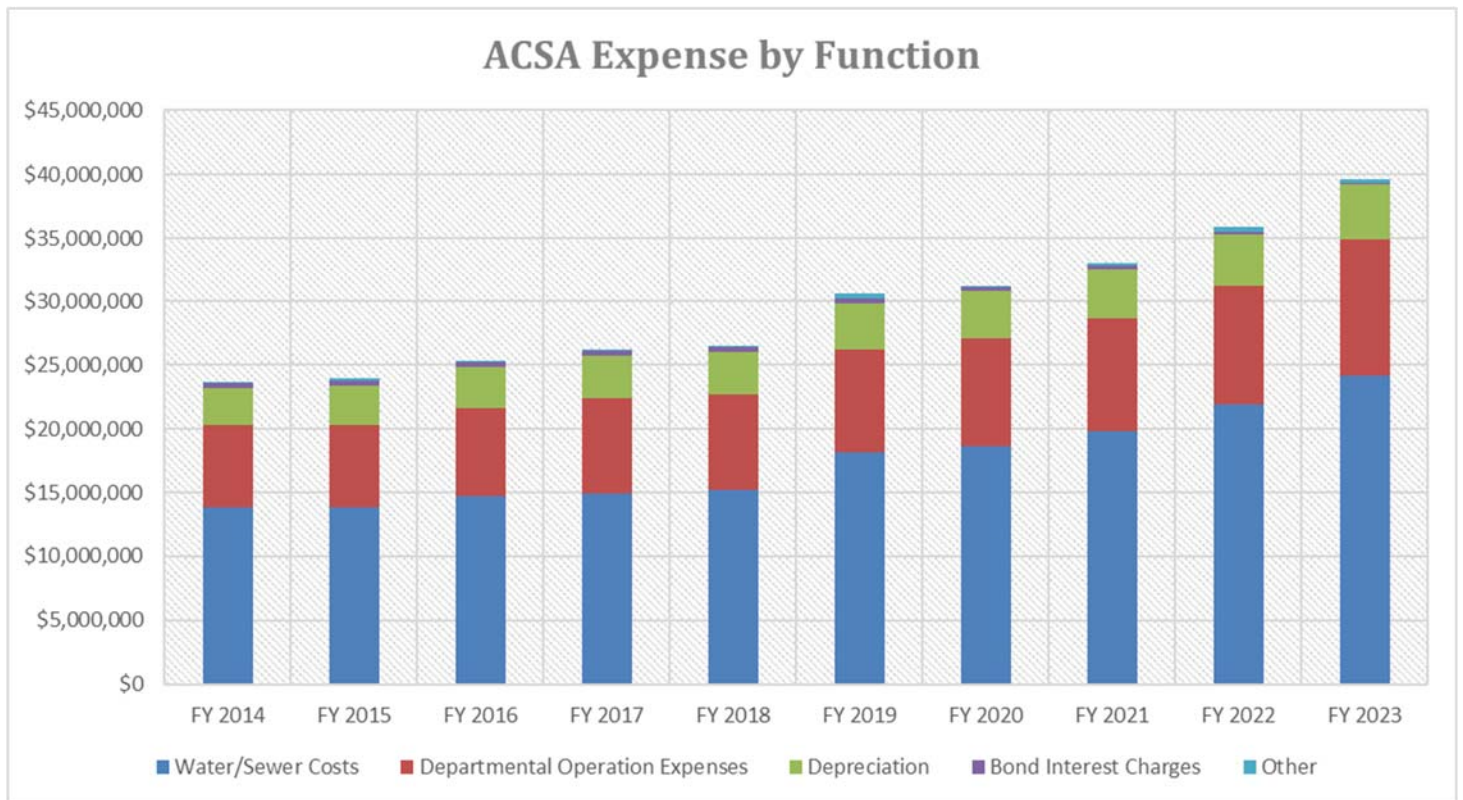
Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.



Expense by Function

Fiscal Year	Water/Sewer Costs	Departmental Operating Expenses	Bond Interest Charges	Depreciation	Other	Total
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
2023	24,189,739	10,775,280	102,153	4,305,016	219,564	39,591,752

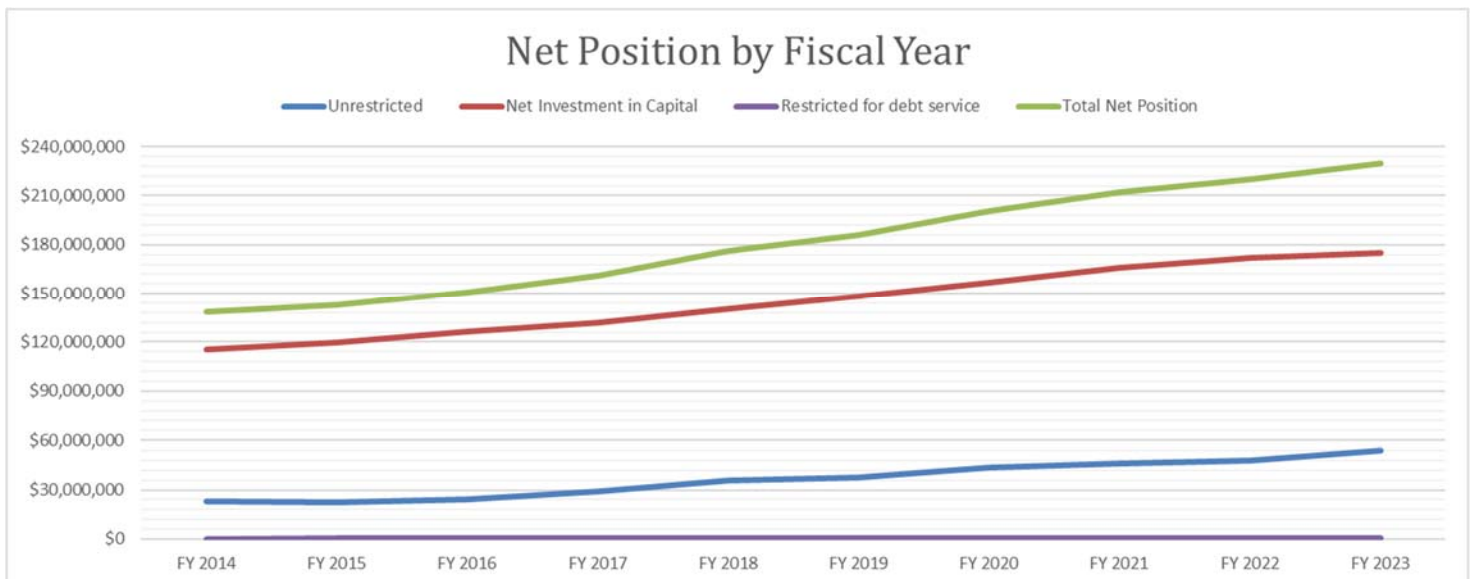
Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.



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
2014	\$ 130,334,220	\$ 115,617,250	\$ 229,688	\$ 22,782,549	\$ 138,629,487	\$ 8,295,267
2015*	135,173,558	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
2023	220,089,219	175,247,805	331,531	53,942,334	229,521,670	9,432,451

Source: ACSA records, * -- Beginning net position restated, in accordance with GASB Statements/other.



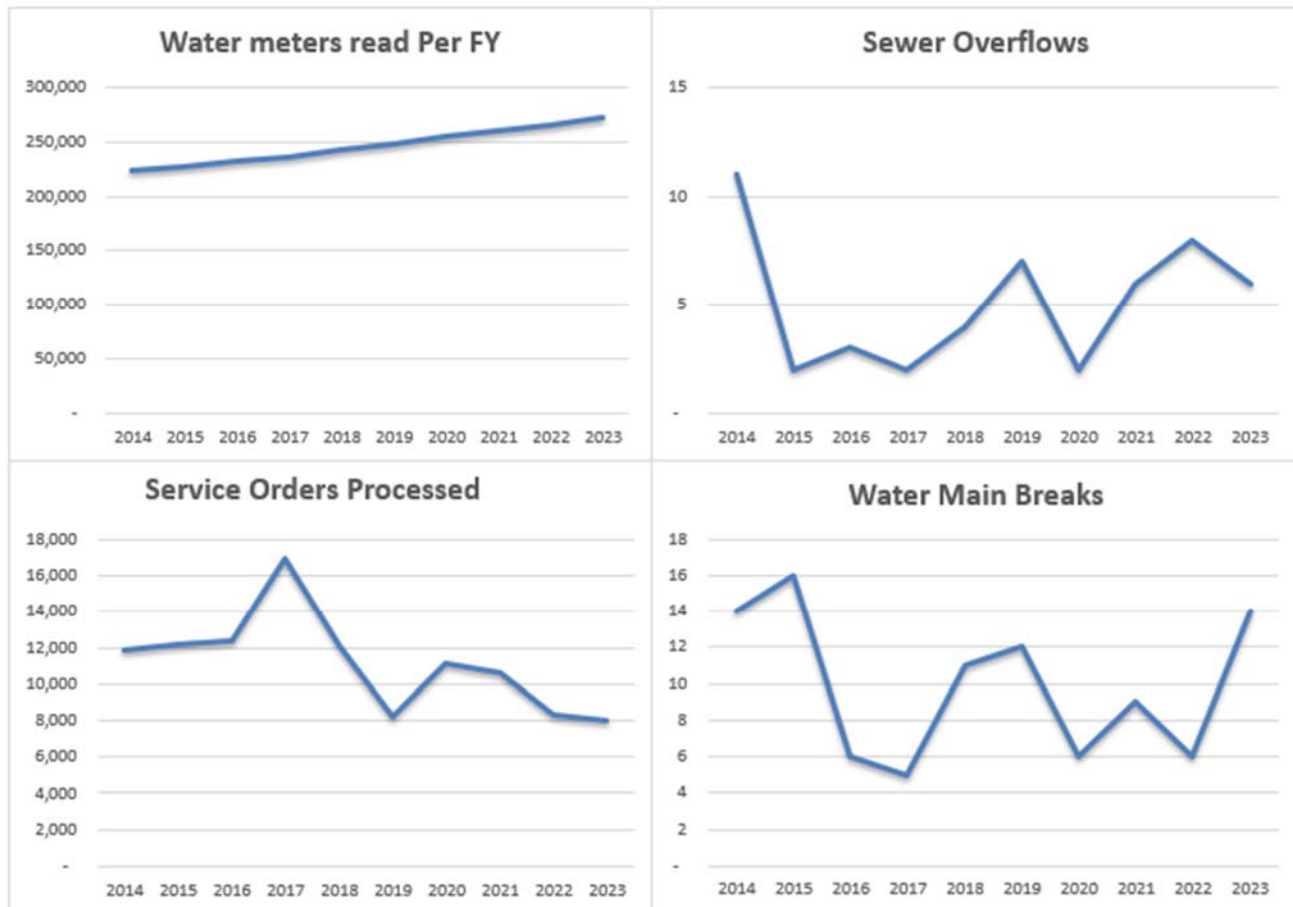
County Demographic and Economic Statistics

Calendar Year	Population	Personal Income (\$)	Per Capita Income (\$)	Per Capita Income as a Percent (%) of U.S. Average	School Enrollment	Unemployment Rate (%)
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
2022	114,534	13,670,666,000	85,867	134	13,970	2.7

Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.

For the Year Ended June 30, 2023

Year Created	1964
Size of Service Area:	
Miles of water lines	374.29
Miles of sewer lines	315.63
Fire hydrants	3,146
Water pumping stations	9
Sewer Pumping stations	10
Water storage tanks	8



Source: ACSA Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.



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 ACSA'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 ACSA'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.

INFLOW AND INFILTRATION – (I&I) – groundwater and stormwater that enter a sewer system.

INFORMATION TECHNOLOGY – IT – a department within the organization responsible for all technological operating aspects of the ACSA.

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 ACSA 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.



Selected Glossary of Terms and Acronyms (continued)

OPERATING REVENUES – Revenues directly related to the ACSA’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 ACSA.

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 ACSA.

SANITARY SEWER EVALUATION SURVEY – SSES – a systematic evaluation of a sanitary sewer system or portion that identifies the condition of sewers, manholes, pump stations and identifies I & I sources, locations, and associated extraneous flow rates.

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 WATER AND SEWER RATE SCHEDULE

Effective July 1, 2023~~4~~

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 7-07. Temporary Water Service

A. Temporary Water Service

Initial Fee	\$55.00
Each 30-Day Extension	\$55.00

B. <u>Meter Size</u>	<u>Deposit</u>
3/4" & 1"	\$330.00
1 1/2"	\$440.00
2"	\$550.00

Section 7-08. Temporary Use of Fire Hydrants

- B. 1" hydrant meter - \$600 (\$100 non-refundable)
- 1 1/2" hydrant meter - \$950 (\$150 non-refundable)
- 3" hydrant meter - \$2,000 (\$200 non-refundable)
- D. A usage fee of \$30.00 per month will be charged for hydrant use through the hydrant meter. Failure to submit a meter reading will result in a \$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"	\$220.00
1½" - 2"	\$275.00
3" - larger	\$ Actual Cost+25%

Section 11-05 Deposits For Temporary Meters

<u>Meter Size</u>	<u>Deposit</u>
3/4" & 1"	\$330.00
1 1/2"	\$440.00
2"	\$550.00

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)	\$ 5.56 <u>5.95</u> per thousand gallons
Level 2 (3,001-6,000 gallons per month)	\$ 11.15 <u>11.93</u> per thousand gallons
Level 3 (6,001-9,000 gallons per month)	\$ 16.71 <u>17.88</u> per thousand gallons
Level 4 (over 9,000 gallons per month)	\$ 22.30 <u>23.86</u> per thousand gallons

Non-Residential and Multi-Family Residential Water Rate (except irrigation water):

\$~~11.15~~ 11.93 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	\$ 11.06 <u>11.83</u> per thousand gallons
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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"	\$10.40 11.13
1"	\$25.99 27.81
1 1/2"	\$51.98 55.62
2"	\$83.16 88.98
3"	\$166.32 177.96
4"	\$259.88 278.07
6"	\$519.75 556.13

Section 12-04. Connection Charges

ERC Determination

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			

Connection Charges for multi-family, hotels, hospitals, assisted living facilities, nursing care facilities, master-metered single-family units, and master-metered mobile home parks shall be determined based upon the higher fee of either the meter size or the calculated number of ERCs based on 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 serve both residential and non-residential customers, the Authority reserves the right to calculate Connection Charges based on engineering data specific to that customer rather than using the ERC factors above.

12-04. A. Installation Charges

Water

Primary Meters

3/4" meter and connection	\$1,228
1" meter and connection	\$1,300
Over 1" meter and connection	Actual Cost
3/4" meter only	\$ 220
1" meter only	\$ 330
Over 1" meter only	Actual Cost

Auxiliary Meters

Actual Cost

(a) Wastewater

All Taps

Actual Cost

12-04. B. System Development Charges

Water	\$2,030 per ERC
Wastewater	\$3,180 per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

12-04. C. RWSA Capacity Charges

Water	\$5,100 per ERC
Wastewater	\$4,120 per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

12-04. D. NFRPS Special Rate District Charges

North Zone	\$2,275. 00 per ERC
South Zone	\$1,389. 00 per ERC

Section 12-05. Installation Charges for Irrigation Meters

A. Auxiliary Meters	Actual cost of installation
B. Primary Meters	Actual cost of installation

Section 12-06. 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"	\$190.00
B-100	3/4" – 1"	4" – 24"	\$190.00
A-2	1 1/2" – 2"	6" – 24"	\$275.00
CL-12	4" – 12"	4" – 24"	\$110/inch

Section 13. Miscellaneous Charges

13.02. Account Charge	\$13.00 per each new account
13-03. Delinquent Cut Off/On Fee	\$40.00/trip during normal work hours

13-04. Reconnection Fee	\$90.00 after work hours & weekends
3/4" - 1 1/2" meter	\$40.00
2" - 4" meter	\$55.00
Larger than 4" meter	Actual Cost
13-05. Special Service Fee	\$40.00/trip during normal work hours
	\$90.00 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. Delinquent Payment Penalty	10% On Outstanding balance
Late Payment Charge	1 1/2% per month
13-09. Meter Re-read Fee	\$40.00
13-10. Plan Review & Construction Inspection Fees:	
Water and/or Sewer lines (Minimum \$500/project charge)	\$1.30 1.75/linear foot
Re-inspection Fee of New Water/Sewer Lines	\$45.00/hour
Inspection of New Pumping Stations	Actual Cost
13-11. Failure to Report Hydrant Meter Reading	\$55.00
13-12. Irrigation System Application Processing Fees:	
a. Plan Review and Meter Sizing	\$ 33.00 35.00
b. Cost Estimate preparation	\$140.00
13-13. Meter Tampering Fee	\$300.00

Section 16. Emergency Water Restrictions

VOLUME CHARGES DURING EMERGENCY WATER RESTRICTIONS

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 20, 2024	AGENDA DATE: April 18, 2024
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 20, 2024, 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 20, 2024, 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 2025 and authorizing the advertising of the Public Hearing.

ATTACHMENTS:

Resolution Scheduling Budget and Rates Public Hearing
Proposed Water and Sewer Rate Schedule for FY 2025

**RESOLUTION SCHEDULING BUDGET AND RATES
PUBLIC HEARING- JUNE 20, 2024**

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) 2025 as attached hereto, and further approves the scheduling and advertising of the Preliminary schedule or schedules for a June 20, 2024 Public Hearing on said FY 2025 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 18, 2024 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 2025**

The Albemarle County Service Authority will hold a public hearing on Thursday, June 20, 2024, 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 2025 Budget and the following changes to the water and wastewater rates and other charges/fees:

Water	<u>FY 2024</u>	<u>Proposed FY 2025</u>
Service Charge by Meter Size		
3/4"	\$ 10.40	\$ 11.13
1"	\$ 25.99	\$ 27.81
1 1/2"	\$ 51.98	\$ 55.62
2"	\$ 83.16	\$ 88.98
3"	\$ 166.32	\$ 177.96
4"	\$ 259.88	\$ 278.07
6"	\$ 519.75	\$ 556.13
Volume Charge - Single-Family Residential (per 1,000 gallons)		
Level 1 (0-3,000 gallons)	\$ 5.56	\$ 5.95
Level 2 (3,001-6,000 gallons)	\$ 11.15	\$ 11.93
Level 3 (6,001-9,000 gallons)	\$ 16.71	\$ 17.88
Level 4 (over 9,000 gallons)	\$ 22.30	\$ 23.86
Multi-Family/Non-Residential	\$ 11.15	\$ 11.93
Wastewater		
Sewer/All Users (per 1,000 gallons)	\$ 11.06	\$ 11.83
Miscellaneous Charges		
Irrigation System Plan Review and Meter Sizing	\$ 33.00	\$ 35.00
Construction Inspection Fees:		
Water and/or Sewer lines (Minimum \$500/project)	\$ 1.30/linear foot	\$ 1.75/linear foot

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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2025 Capital Improvement Program</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: April 18, 2024</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 2025 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/acsacip25 to share the FY 2025 Capital Improvement Program. For easier access, please refer to the QR code at the end of this memo.

DISCUSSION:

- Water projects: \$7,760,000 (64%); Wastewater projects: \$1,230,000 (10%); Non-Utility and Facility projects: \$3,110,000 (26%).
- Existing projects (95%); New projects (5%).
- 10 of the 25 projects do not contribute to the FY 2025 Rate Model because funding was incorporated into previous fiscal year Rate Models, including:
 - Ragged Mountain Phase 1 Water Main Replacement
 - Northfields Water Main Replacement
 - Townwood Water Main Replacement
 - Raintree and Fieldbrook Water Main Replacement
 - Exclusion Meters Replacement
 - Pipe Saddles Replacement
 - Airport Trunk Sewer Upgrade
 - Northfields Phase 5 Sewer
 - Bellair – Liberty Hills Sewer Project
 - ESRI Utility Network Implementation
- Several projects from the Finance and IT Departments have funds budgeted in the FY 2025 Rate Model, including Customer Information System (CIS) Replacement, ESRI Utility Network Implementation, and the Records Management Project.
- Four projects included in the FY 2025 Rate Model that are anticipated to reach construction during the upcoming fiscal year account for 77% of the proposed FY 2025 Budget: Crozet Phase 4 Water Main Replacement, Barracks West Water Main Replacement, Briarwood Water Main Replacement, and Avon Operations Center.

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

- There are nine water main replacement projects, one sewer upgrade project, three sewer extension projects, and one sewer evaluation.
- Three new projects are included in the FY 2025 Rate Model: Buckingham Circle Sewer, Woodbrook Drainage Basin Sanitary Sewer Evaluation Survey (SSES), and ACSA Operations Center Improvements.
- 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 2025 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 2025





MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: April 18, 2024
Re: FY 2025 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 2025 to FY 2034 will appear in the Proposed FY 2025 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 2025:

Water System Projects:	\$ 7,760,000
Wastewater System Projects:	\$ 1,230,000
Non-Utility and Facility Projects:	<u>\$ 3,110,000</u>
Total:	\$12,100,000

A summary of the proposed CIP projects with their anticipated funding in FY 2025 follows:

WATER SYSTEM IMPROVEMENTS

- 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. Construction activities are underway and will continue through much of FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.

- **Previous Budgets - \$4,122,350**
- **FY 2025 Budget - \$3,200,000**
- **Total Project Budget - \$7,322,350**

2. **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 the amount budgeted will assist ACSA staff with easement acquisition. Construction activities are not anticipated to occur until FY 2026 and beyond with additional funds required.
 - **Previous Budgets - \$504,900**
 - **FY 2025 Budget - \$50,000**
 - **Total Project Budget - \$7,554,900**

3. **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. With multiple unsuccessful bids on VDOT's Morey Creek Bridge Replacement Project, additional design efforts are required for a revised water connection to Fontaine Research Park. Construction activities are not anticipated to occur until FY 2026 in conjunction with RWSA's Ragged Mountain Reservoir to Observatory WTP 36" Raw WL Project. Additional funds will be required in FY 2026.
 - **Previous Budgets - \$876,400**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$2,436,400**

4. **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 2027 – FY 2028 timeframe. Additional funding will be required based on ultimate construction schedule.
 - **Previous Budgets - \$530,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$7,530,000**

5. **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 nearing completion with funds previously appropriated. Construction activities are anticipated to begin in FY 2025 and will carry over into FY 2026 with additional funding budgeted.
 - **Previous Budgets - \$220,000**
 - **FY 2025 Budget - \$1,510,000**
 - **Total Project Budget - \$2,730,000**

6. **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 also provides for an opportunity to improve fire protection to these multi-family apartments. The design phase is nearing completion with funds previously appropriated, and construction is anticipated to occur in FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
 - **Previous Budgets - \$902,500**
 - **FY 2025 Budget - \$2,500,000**
 - **Total Project Budget - \$3,402,500**

7. **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 2025 with funds previously appropriated. Construction is expected to take place in the FY 2026 – FY 2027 timeframe with additional funds required.
 - **Previous Budgets - \$200,000**
 - **FY 2025 Budget - \$0**
 - **Total Project Budget - \$2,800,000**

8. **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 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project.
 - **Previous Budgets - \$1,417,800**
 - **FY 2025 Budget - \$250,000**
 - **Total Project Budget - \$1,667,800**

9. **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 2025 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 2025 Budget - \$0**
 - **Total Project Budget - \$6,432,300**

10. 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 staff recently began coordinating with various irrigation contractors to upgrade existing private exclusions meters to ACSA-owned exclusion meters.

- **Previous Budgets - \$527,500**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$527,500**

11. 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 continue this project.

- **Previous Budgets - \$100,000**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$150,000**

12. Annual Water Repair and Replacement: This project will utilize publicly bid water repair and replacement contracts that are renewable on an annual basis to make improvements to our water distribution system. Bidding for this contract is complete and a contract will be awarded this spring.

- **FY 2025 Budget - \$200,000 (Annually)**

SEWER SYSTEM IMPROVEMENTS

13. 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 2027, with additional funding required.

- **Previous Budgets - \$483,800**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$6,683,800**

14. 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 2027 – FY 2028 timeframe with additional funding required.

- **Previous Budgets - \$70,000**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$820,000**

15. Buckingham Circle Sewer (New): In 2012, the ACSA completed the Buckingham Circle Water Main Replacement Project. At that time, we also explored the feasibility of installing a sanitary sewer system but there was insufficient interest from the neighborhood. Recent communications with multiple residents have indicated an increase in interest to construct a sanitary sewer system. ACSA staff is working on an updated survey to provide to the community to better understand how much support there is for this project. The amount budgeted will allow ACSA staff to re-evaluate the previous sanitary sewer design and begin easement acquisition efforts if adequate support exists.

- **FY 2025 Budget - \$175,000**
- **Total Project Budget - \$2,175,000**

16. 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 2026 and FY 2027, with additional funding required in those years.

- **Previous Budgets - \$393,715**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$6,893,715**

17. Woodbrook Drainage Basin SSES (New): This project includes a Sanitary Sewer Evaluation Survey (SSES) of the Woodbrook Drainage Basin utilizing manhole inspections, flow metering, smoke testing, closed circuit television (CCTV) inspections, night flow isolation and flooded dye testing to identify sources of infiltration and inflow (I/I). This drainage basin includes approximately 450 manholes and 75,000 linear feet of sanitary sewer main.

- **FY 2025 Budget - \$400,000**
- **Total Project Budget Based on SSES Recommendations**

18. 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 contract. It will be used to make repairs and rehabilitate defects in our system found with systematic CCTV inspection by ACSA crews and the subcontractor.

- **FY 2025 Budget - \$500,000 (Annually)**

NON-UTILITY AND FACILITY IMPROVEMENTS

19. Pump Stations – Rehabilitation: 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 multiple pump replacements and rebuilds on both the water and wastewater side. 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 2025 Budget - \$205,000 (Ongoing, Needs Dependent)**

20. 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 replace the existing telephony system and begin implementation for a replacement Customer Information System. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2026 for full development.

- **Previous Budgets - \$200,000**
- **FY 2025 Budget - \$800,000**
- **Total Project Budget - \$2,000,000**

21. 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 has assessed the state of the ACSA's GIS and recommended changes needed for successful implementation of the Utility Network. ACSA staff will take much of FY 2025 to perform data clean-up before full implementation occurs. Additional funds may be necessary in FY 2026 to cover full implementation and training. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$200,000**
- **FY 2025 Budget - \$0**
- **Total Project Budget - \$300,000**

22. Avon Operations Center: The Avon Street Extended 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. This project is currently being advertised and we anticipate construction activities beginning in FY 2025. These funds are divided equally between water and wastewater projects. Additional funding will be required in FY 2026 to finish construction.

- **Previous Budgets - \$8,790,000**
- **FY 2025 Budget - \$2,110,000**
- **Total Project Budget - \$18,000,000**

23. Records Management Project: This project has been combined with the Data Management and Dashboarding Project from FY 2024. 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. Following the data collection and classification phase, dashboards will be created to display relevant data in a graphical format. The amount budgeted will cover the purchase of scanners, the development of an RFP for a Documentation Management Solution, as well as the effort associated with document scanning. These funds are divided equally between water and wastewater projects.

- **Previous Budgets - \$340,000**
- **FY 2025 Budget - \$50,000**
- **Total Project Budget - \$390,000**

24. ACSA Operations Center Improvements (New): ACSA staff have identified two projects that need to be undertaken at the ACSA Operations Center. The first project addresses some settlement issues near the Administration Building main entrance. A structural engineering firm, specializing in foundation repair and remediation, conducted an assessment and has recommended the installation of foundation helical piers in the impacted area. The second project includes the installation of a hard deck on the underside of the truss system, along with an insulation layer to provide a thermal envelop in the existing Maintenance Building for the use of climate control equipment. The amount budgeted will allow both improvements to be implemented in FY 2025. These funds are divided equally between water and wastewater projects.

- **FY 2025 Budget - \$50,000**
- **Total Project Budget - \$50,000**

25. 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 2025 Budget - \$100,000 (Annually)**

Board Action

No Board Action is required at this time.



CAPITAL IMPROVEMENT PROGRAM

FY 2025

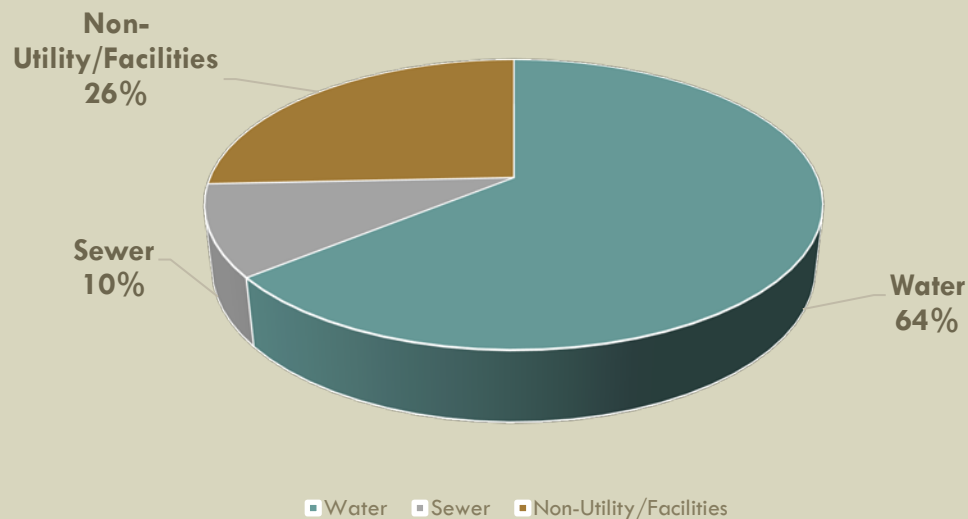
ACSA Board Meeting – April 18, 2024

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.

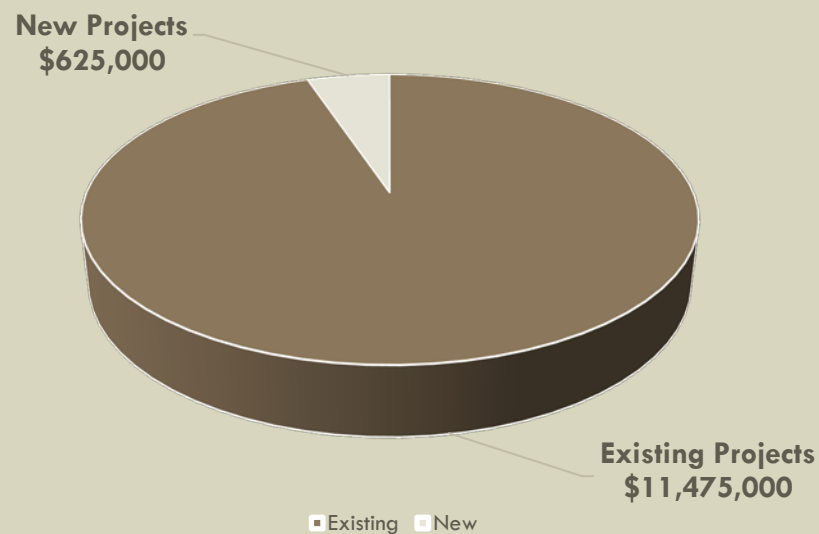
FY 2025 CIP BUDGET

TOTAL - \$12,100,000

Percentage Breakdown

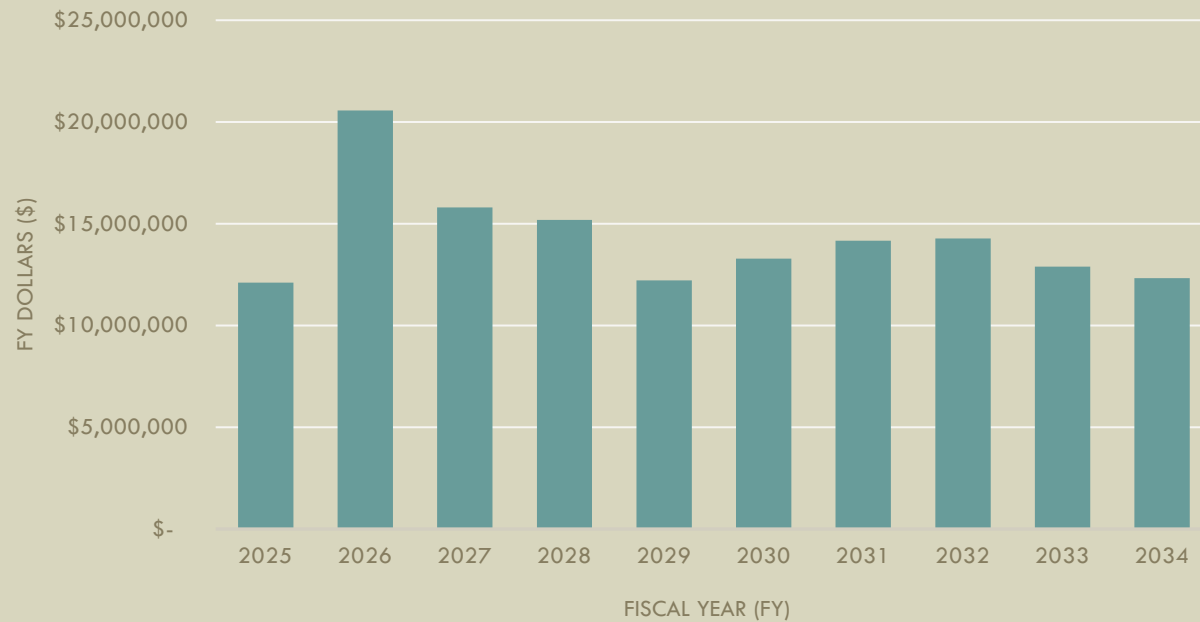


Existing vs. New Projects



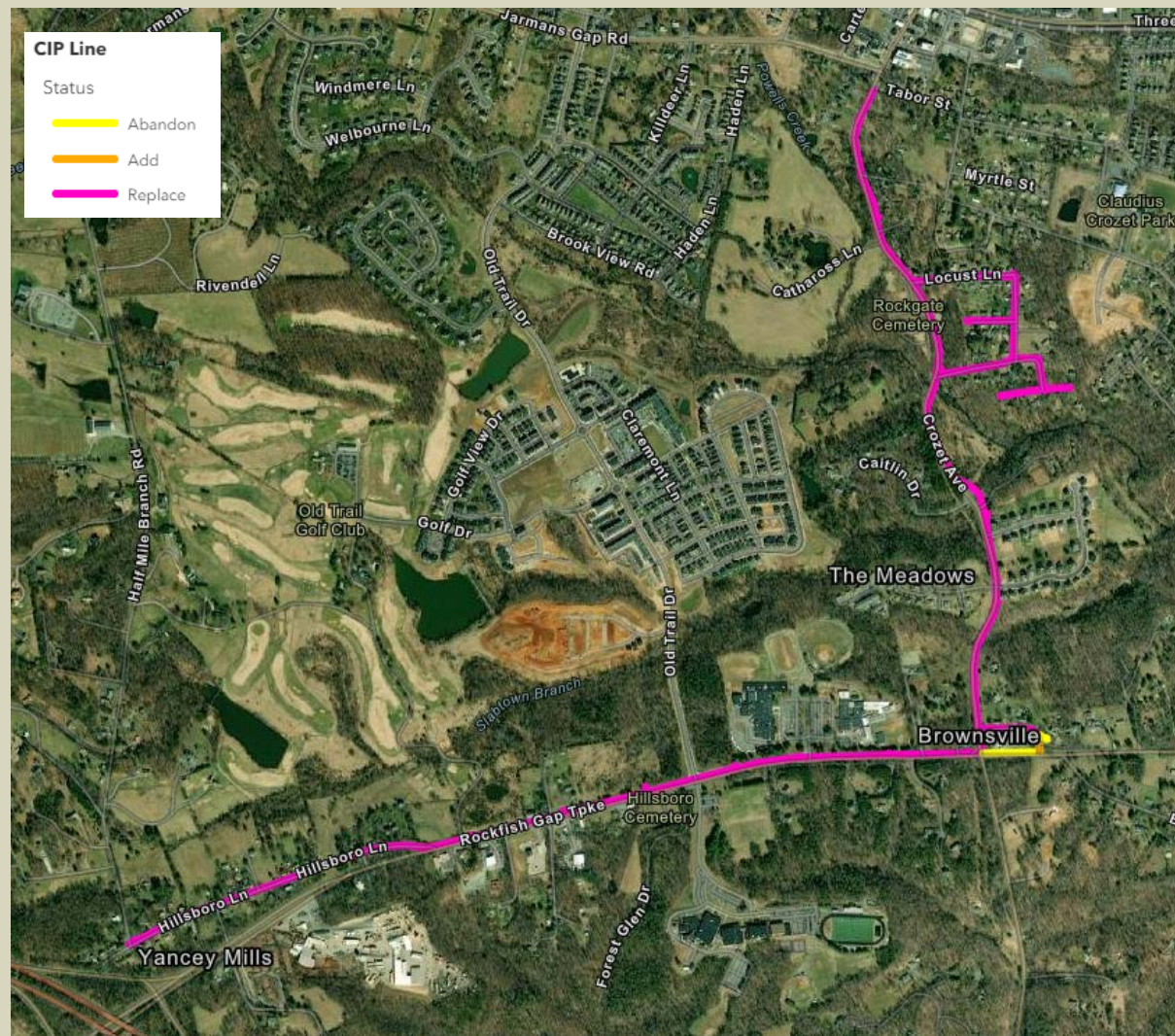
CIP 10-YEAR RATE MODEL PROJECTIONS

CIP Rate Model Projections

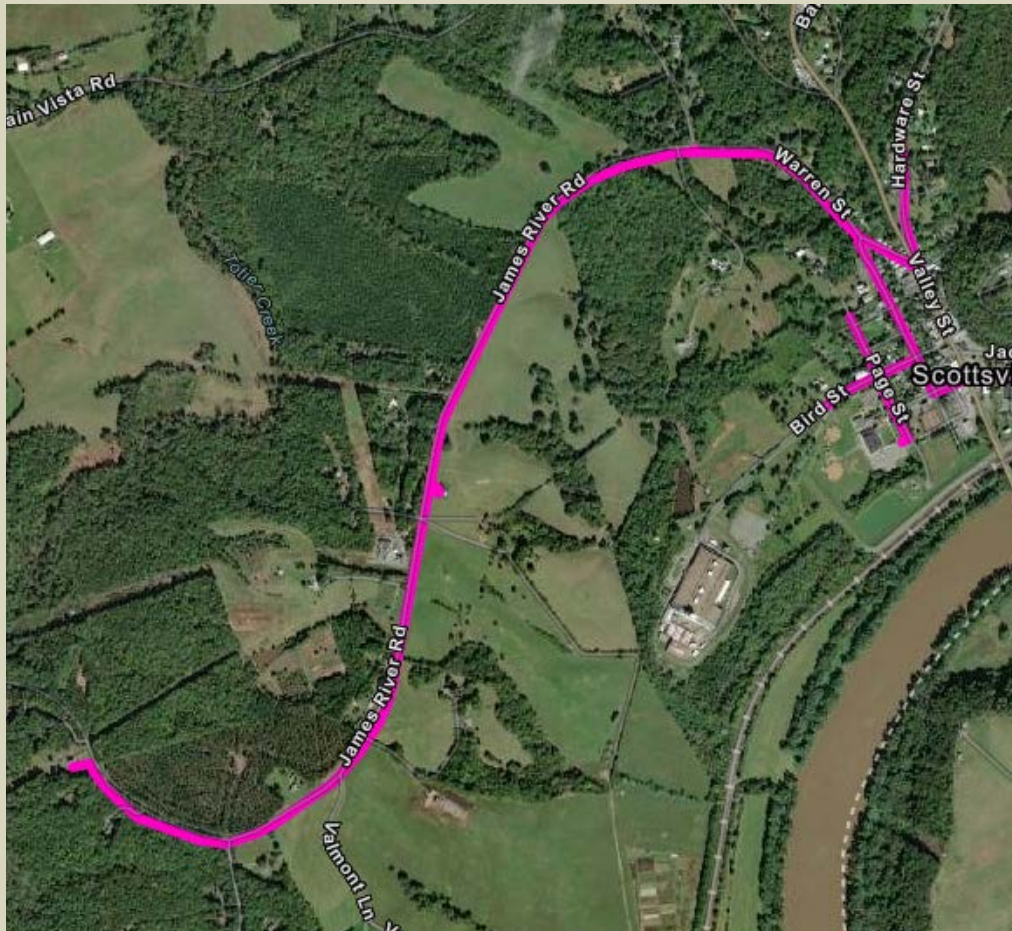


CROZET PHASE 4 WATER MAIN REPLACEMENT

- Replaces Asbestos Cement and older PVC water mains
- Construction Underway
- FY 2025
\$3,200,000
- Total Budget
\$7,322,350

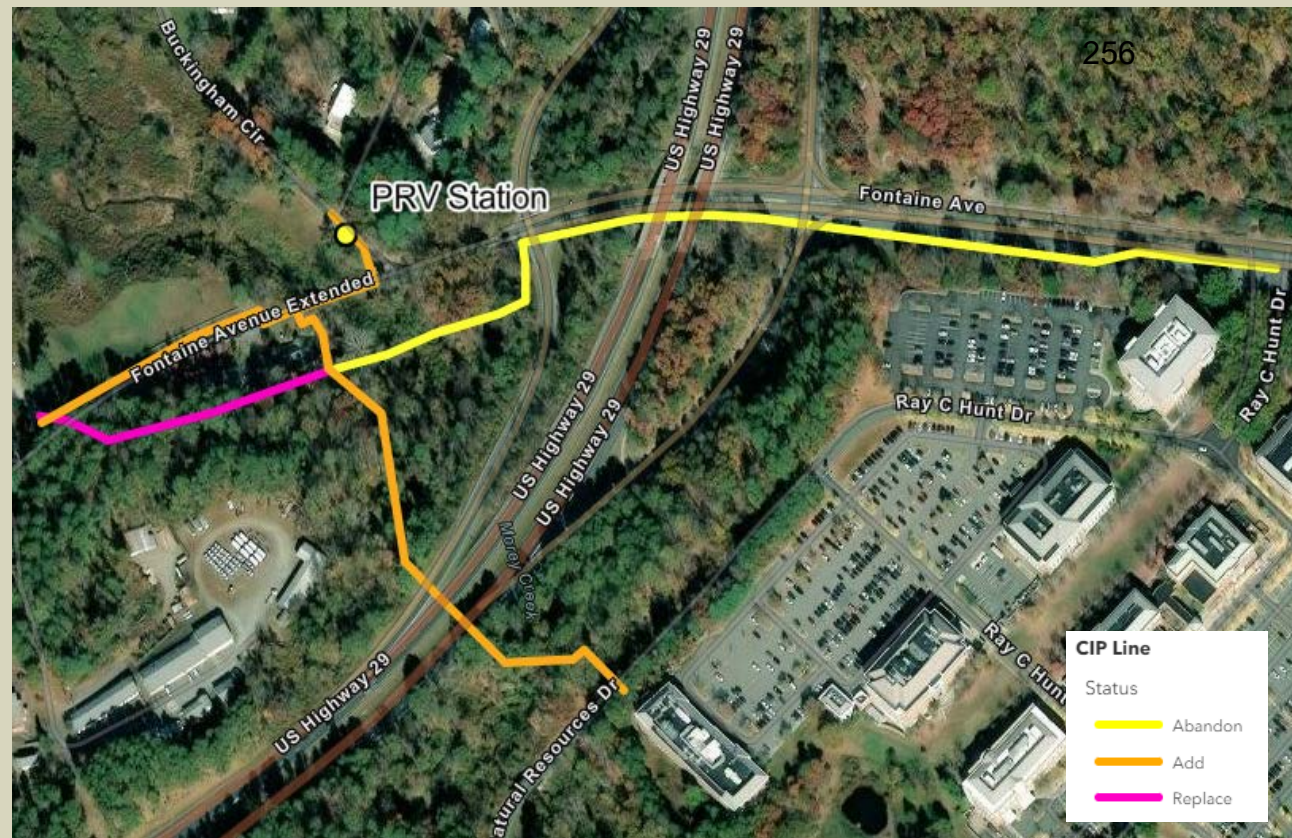


SCOTTSVILLE PHASE 4 WATER MAIN REPLACEMENT



- Replace Cast Iron and Asbestos Cement water mains
- Coordination with RWSA
- Easement acquisition in FY 2025
- Construction FY 2026-2027 timeframe
- FY 2025 \$50,000
- Total Budget \$7,554,900

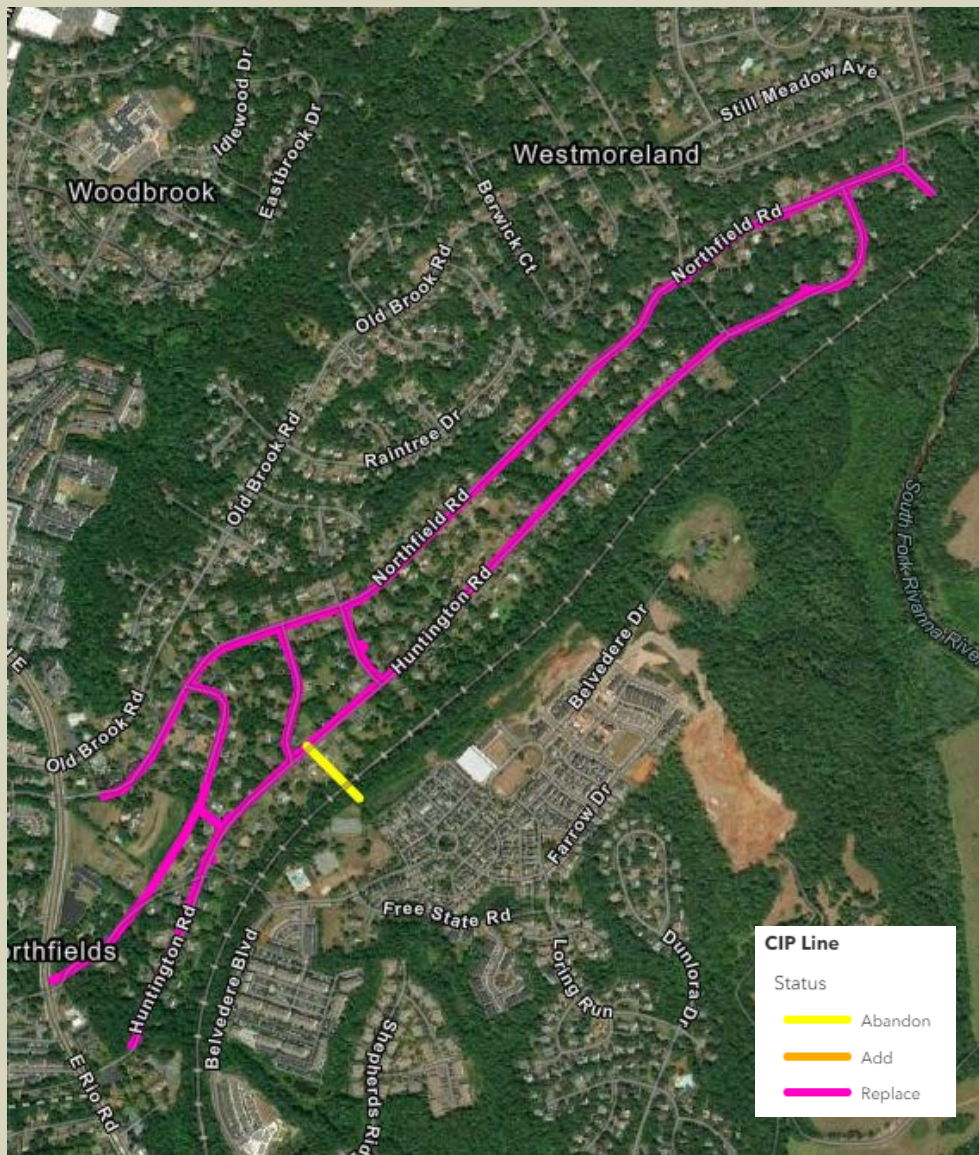
RAGGED MOUNTAIN PHASE 1 WATER MAIN REPLACEMENT



- Replace 90+ Year-Old Cast Iron water main
- Coordination RWSA's Ragged Mountain Reservoir to Observatory WTP 36" Raw WL
- Lays groundwork for redundant feed to Fontaine Research Park
- Construction FY 2026 timeframe
- FY 2025 \$0
- Total Budget \$2,436,400

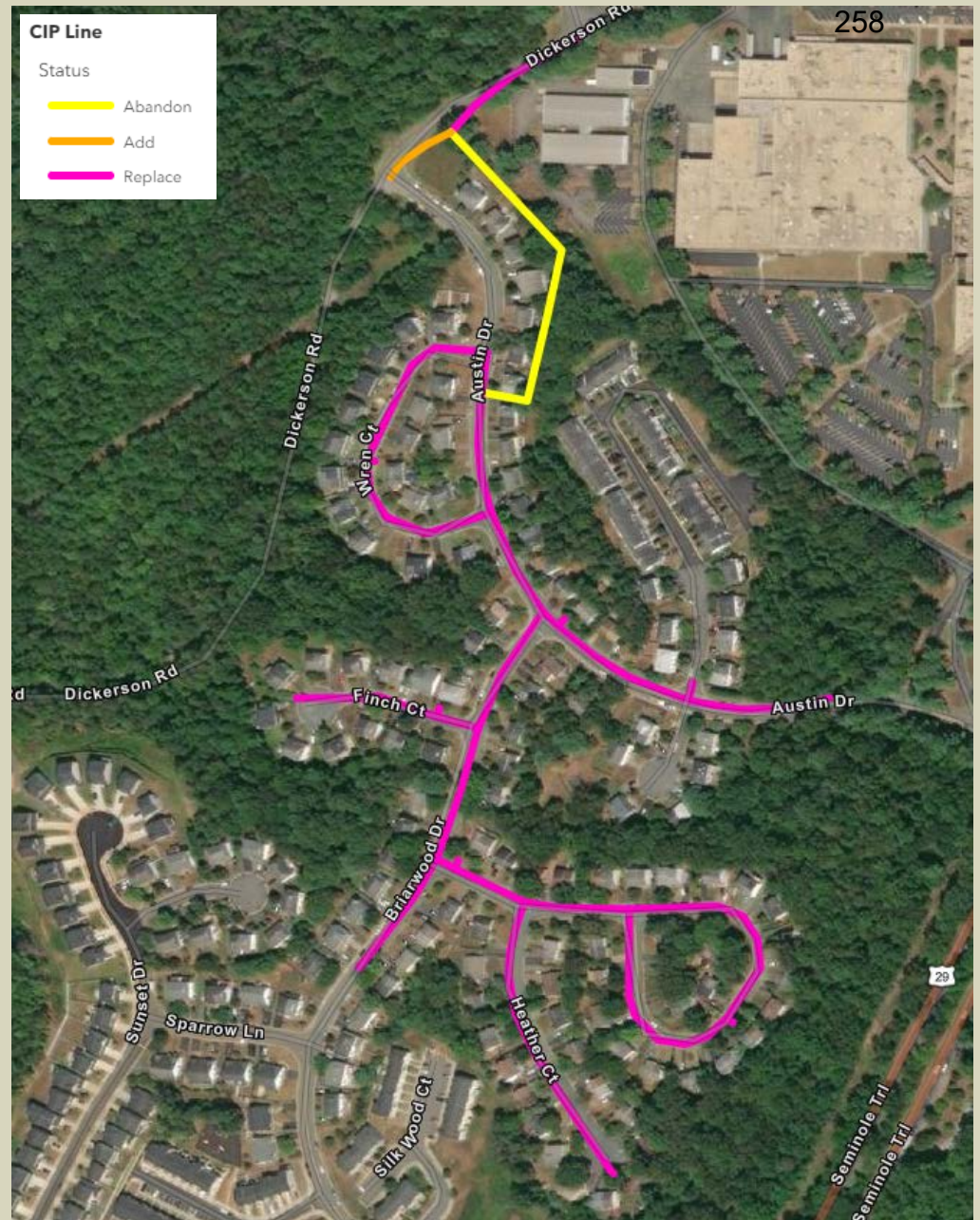
NORTHFIELDS WATER MAIN REPLACEMENT

- Replaces Asbestos Cement water mains (former well system) from the 1960's.
- Construction FY 2027-2028 timeframe
- FY 2025 \$0
- Total Budget \$7,530,000



BRIARWOOD WATER MAIN REPLACEMENT

- Replaces older PVC water mains
- Construction FY 2025-2026
- FY 2025 \$1,510,000
- Total Budget \$2,730,000



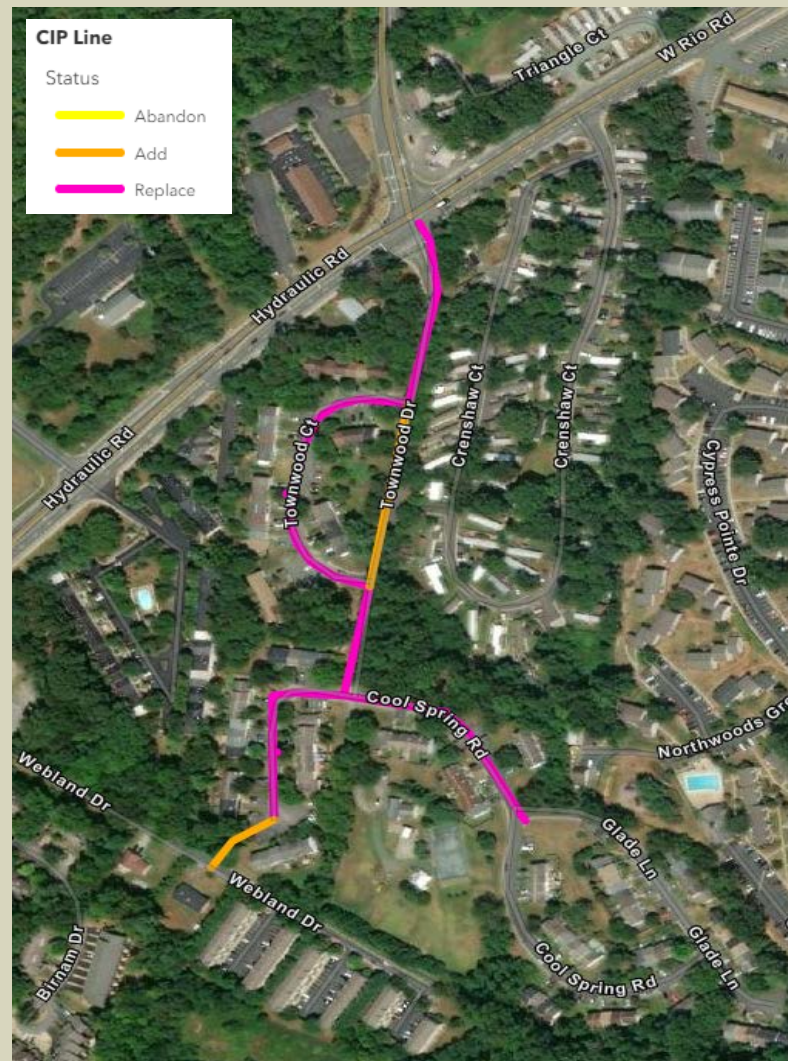
BARRACKS WEST WATER MAIN REPLACEMENT



- Replaces Cast Iron and Galvanized water mains
- Existing water mains from the 1960's
- Improves fire protection
- Construction FY 2025
- FY 2025 \$2,500,000
- Total Budget \$3,402,500

TOWNWOOD WATER MAIN REPLACEMENT

- Replaces older PVC water mains
- 3 main breaks in past 3 years
- Construction FY 2026-2027 timeframe
- FY 2025 \$0
- Total Budget \$2,800,000



BROADWAY STREET WATER MAIN REPLACEMENT



- Replaces aging Cast Iron water mains
- Construction FY 2025
- FY 2025 \$250,000
- Total Budget \$1,667,800

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.



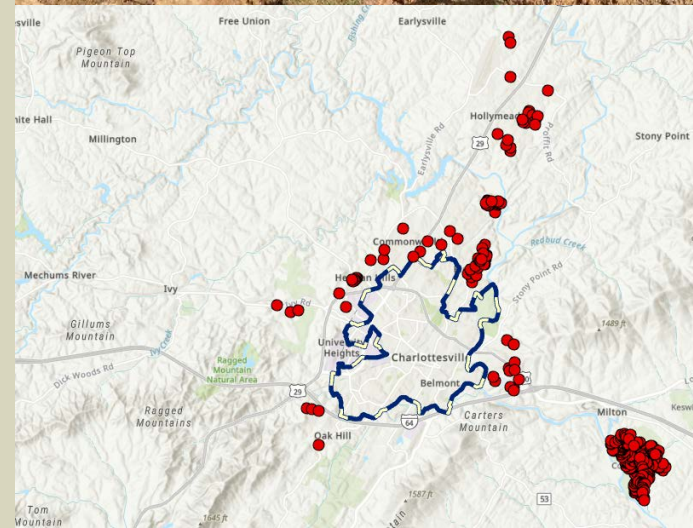
RAINTREE AND FIELDBROOK PVC WATER MAIN REPLACEMENT

- Replaces older PVC water mains installed in the early 1980's
- Construction FY 2027-2028 timeframe
- FY 2025 \$0
- Total Budget \$6,432,300



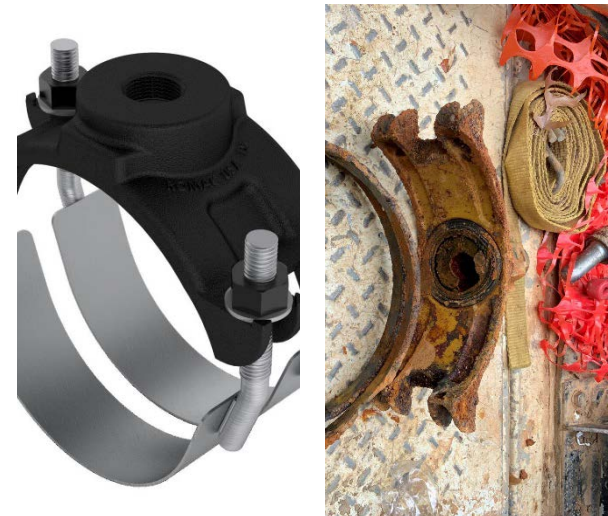
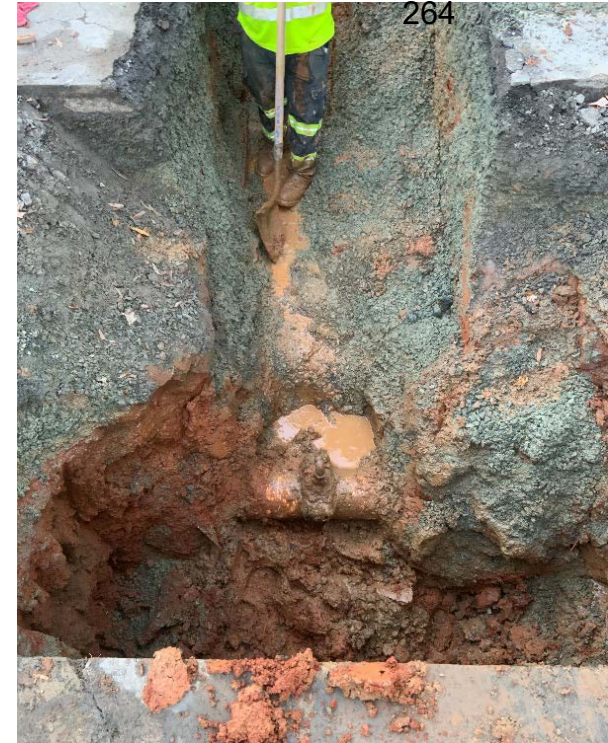
EXCLUSION METERS REPLACEMENT

- Private Exclusion Meters introduced in the mid 1990's
- Program Goal – Eliminate all remaining private Exclusion Meters
- ACSA Staff exploring alternative approaches to address remaining private Exclusion Meters
- FY 2025 \$0
- Total Budget \$527,500



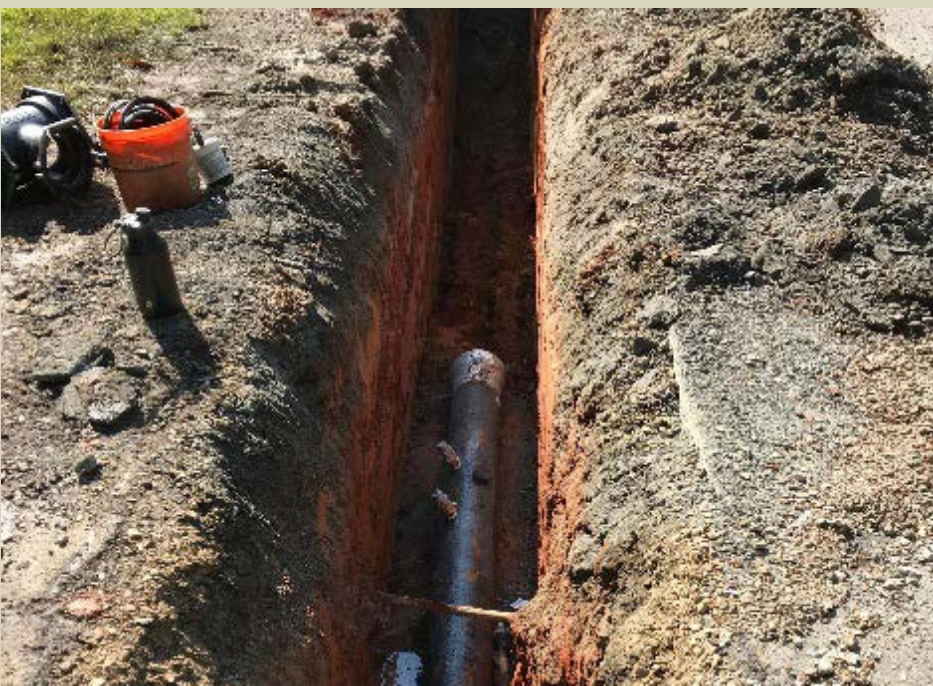
PIPE SADDLES REPLACEMENT

- ACSA Crews replacing saddle connections where service lines meet PVC water mains
 - Gray Fox Trail
 - Gray Fox Spur
 - Old Oaks Drive
 - Willow Oak Circle
 - Holkham Lane
- FY 2025 \$0
- Total Budget \$150,000

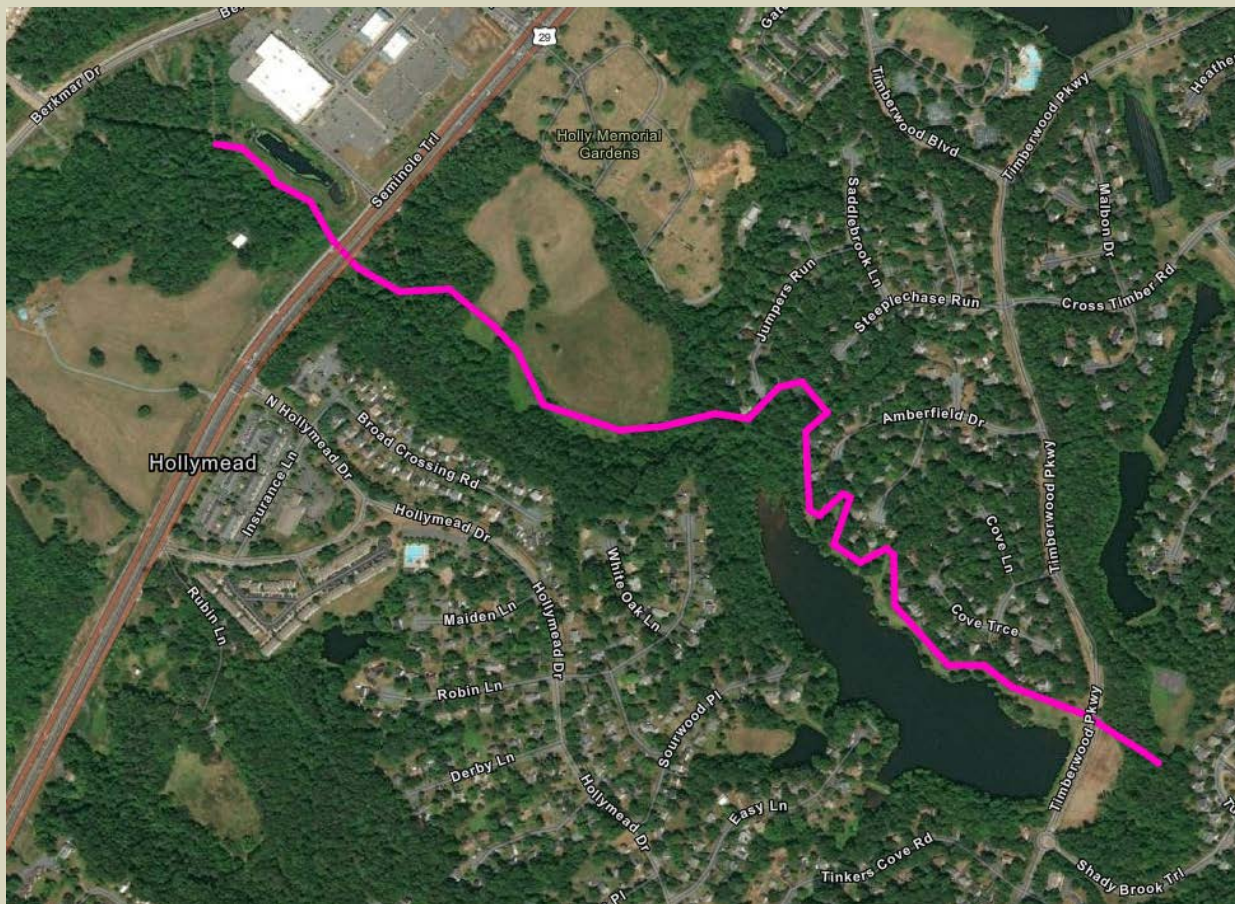


ANNUAL WATER REPAIR AND REPLACEMENT

- 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 2025 \$200,000



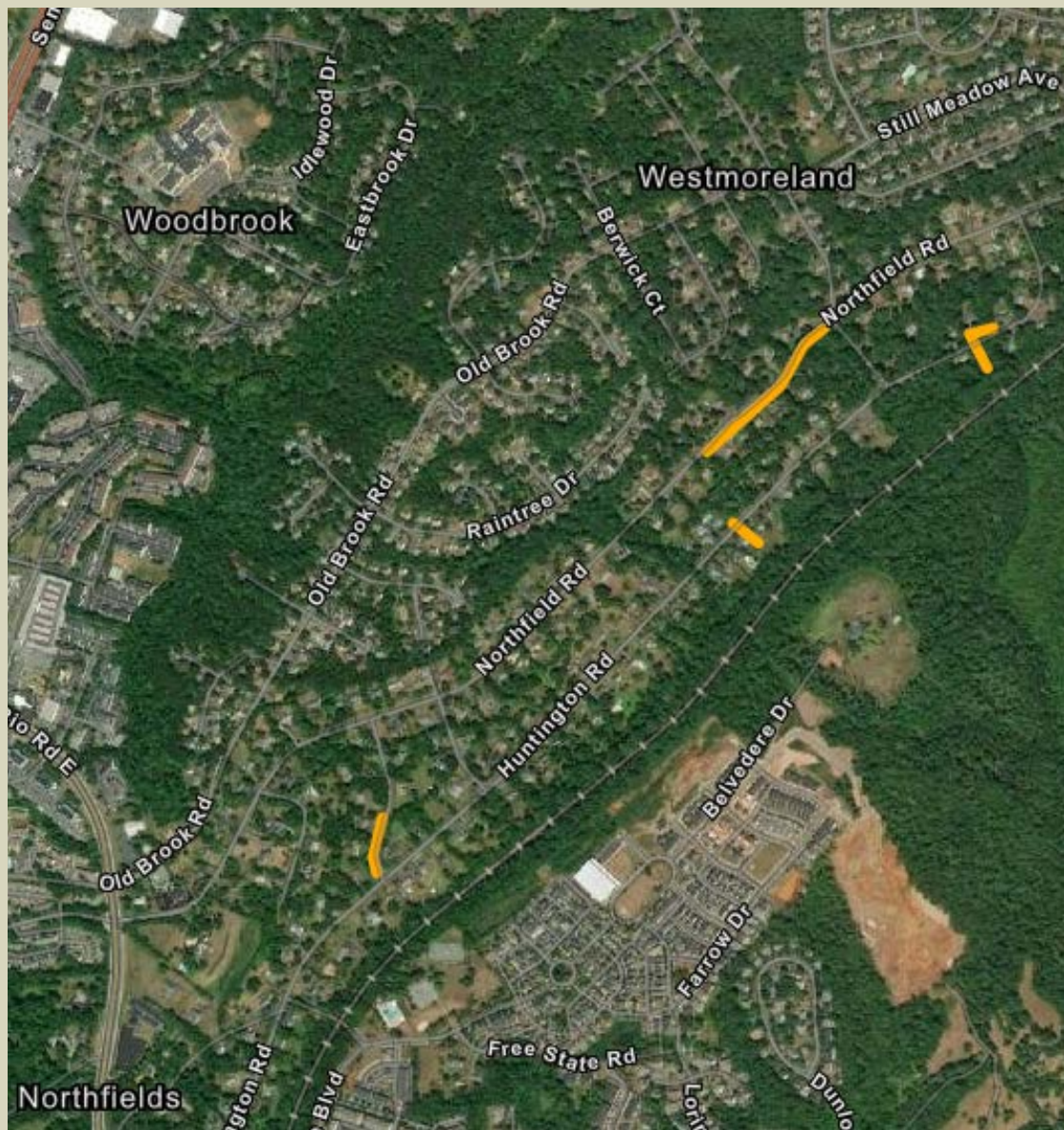
AIRPORT TRUNK SEWER UPGRADE

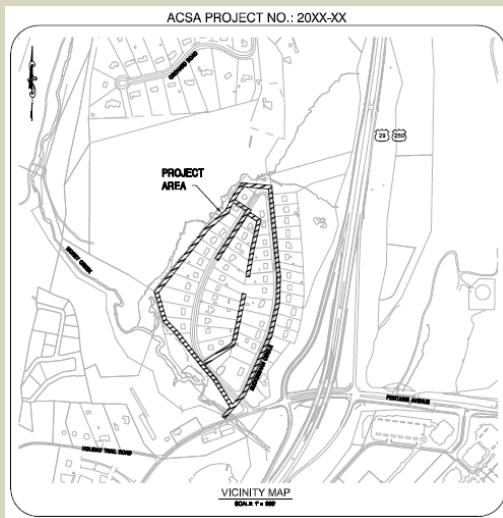


- Additional sewer capacity needed to handle Places29 Comprehensive Plan
- Easement acquisition underway
- Construction FY 2027-2028 timeframe
- FY 2025 \$0
- Total Budget \$6,683,800

NORTHFIELDS PHASE 5 SEWER

- Areas identified during Northfields Water Main Replacement design
- Extend service to customers on private drainfields
- FY 2025 \$0
- Total Budget \$820,000





BUCKINGHAM CIRCLE SEWER

- Re-evaluate previous sewer design from 2012
- Sewer to 50+ properties currently on private drainfields
- Begin easement acquisition
- FY 2025 - \$175,000
- Total Budget - \$2,175,000

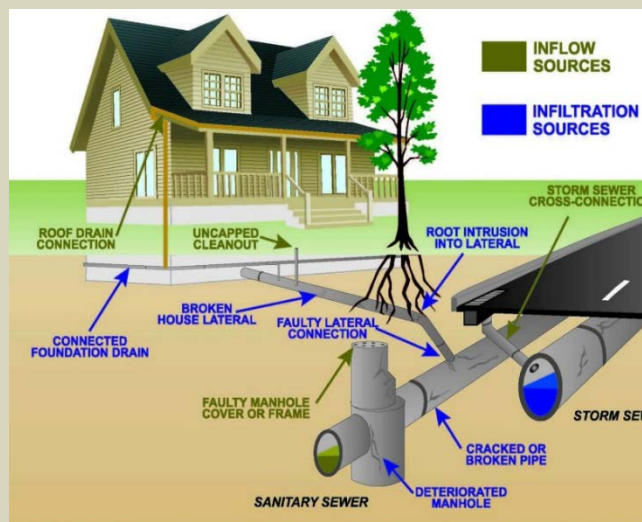


BELLAIR — LIBERTY HILLS SEWER

- Community interest in public sewer based on survey feedback
- Portion of neighborhood has access to sewer along western side
- Construction FY 2026-2027 timeframe
- FY 2025 \$0
- Total Budget \$6,893,715

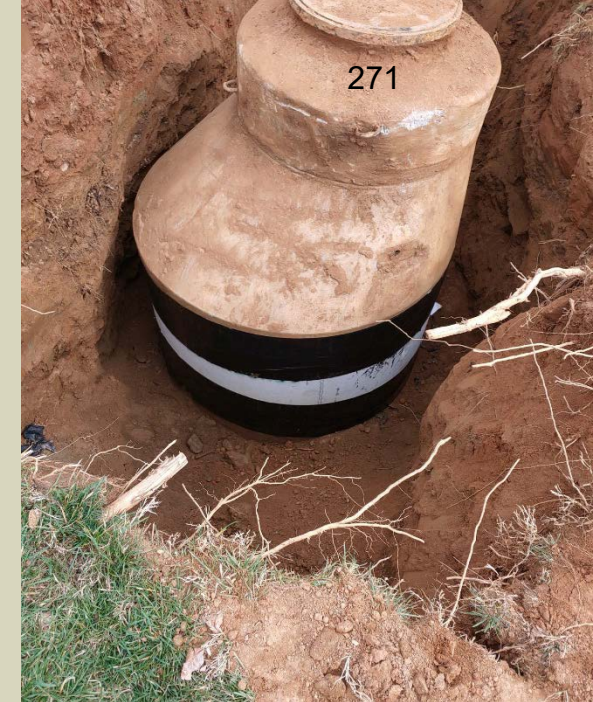
WOODBROOK DRAINAGE BASIN SSES

- Sanitary Sewer Evaluation Survey (SSES) to identify sources of I/I
 - Manhole Inspections
 - Flow Metering
 - Smoke Testing
 - CCTV Inspections
- 450 MH's, 75,000 LF Sewer
- FY 2025 - \$400,000
- Total Budget — Based on SSES recommendations



MISCELLANEOUS SEWER REHABILITATION

- Annual Services Contract (sewer find and fix)
- Sanitary sewer issues discovered by ACSA staff
- Work Orders issued to Rehabilitation Contractor
- FY 2025 \$500,000



PUMP STATIONS - REHABILITATION

- Glenmore Booster Station -
Install 3rd pump
- North Fork Regional Pump
Station – Pump replacement or
rebuids
- Ashcroft Pump Station No. 3
and Mill Creek – Pump
replacement or rebuids
- FY 2025 \$205,000



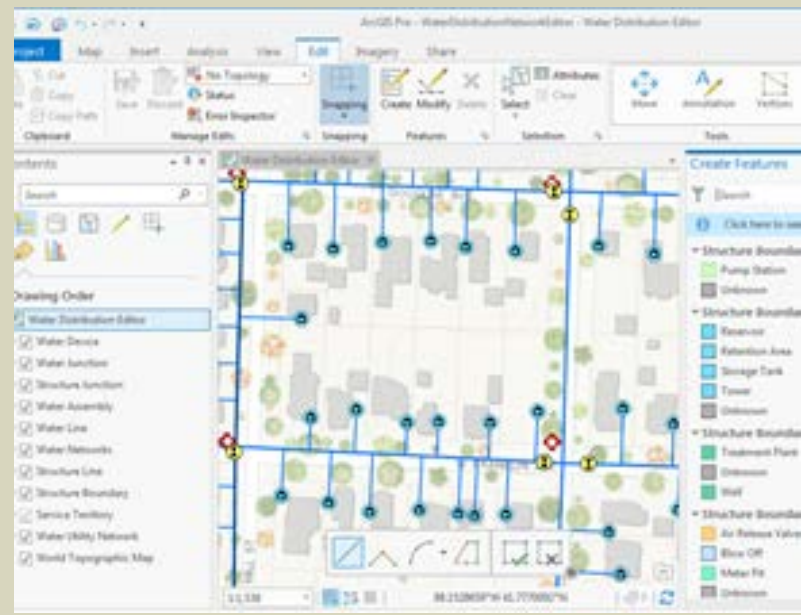
CUSTOMER INFORMATION SYSTEM (CIS)

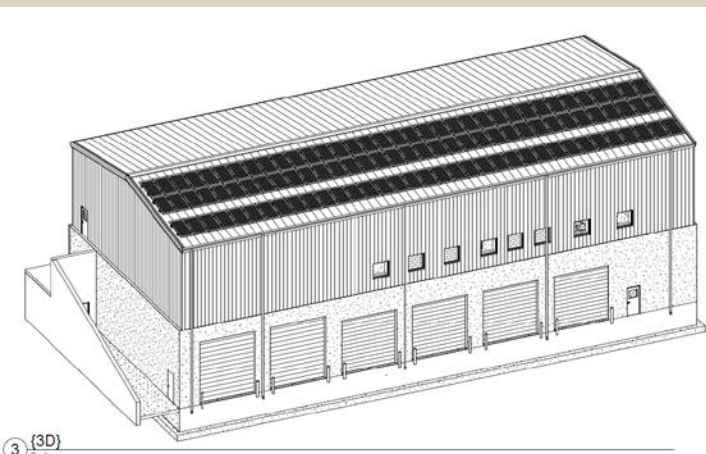
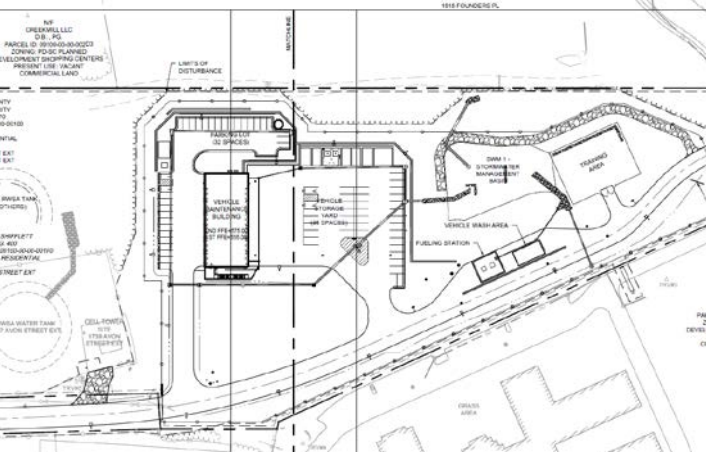
- 2023-2027 Strategic Plan – Customer Experience
- Billing System Replacement
- Website Redesign
- Phone System Replacement
- Integration with AML and ERP
- FY 2025 \$800,000 (split between water and sewer)
- Total Budget \$2,000,000



ESRI UTILITY NETWORK IMPLEMENTATION

- Plan Development and Implementation of the Utility Network
- Access the utility network from any device, updated in real time
- Model assets with greater detail over larger datasets
- Identify valves to close to isolate break
- Identify customers impacted by outage
- FY 2025 \$0
- Total Budget \$300,000





AVON OPERATIONS CENTER

- 2023-2027 Strategic Plan – Business Resilience
- Additional Maintenance and Storage Facilities to accommodate continued growth
- Training Area for Equipment Operators
- Construction in FY 2025-2026
- FY 2025 \$2,110,000 (split between water and sewer)
- Total Budget \$18,000,000



RECORDS MANAGEMENT PROJECT

- 2023-2027 Strategic Plan – Data Optimization
- Improve record compliance and retention
- Reduce physical storage needs
- Scanning of paper documents for improved access and efficiency
- FY 2025 \$50,000 (split between water and sewer)
- Total Budget \$390,000



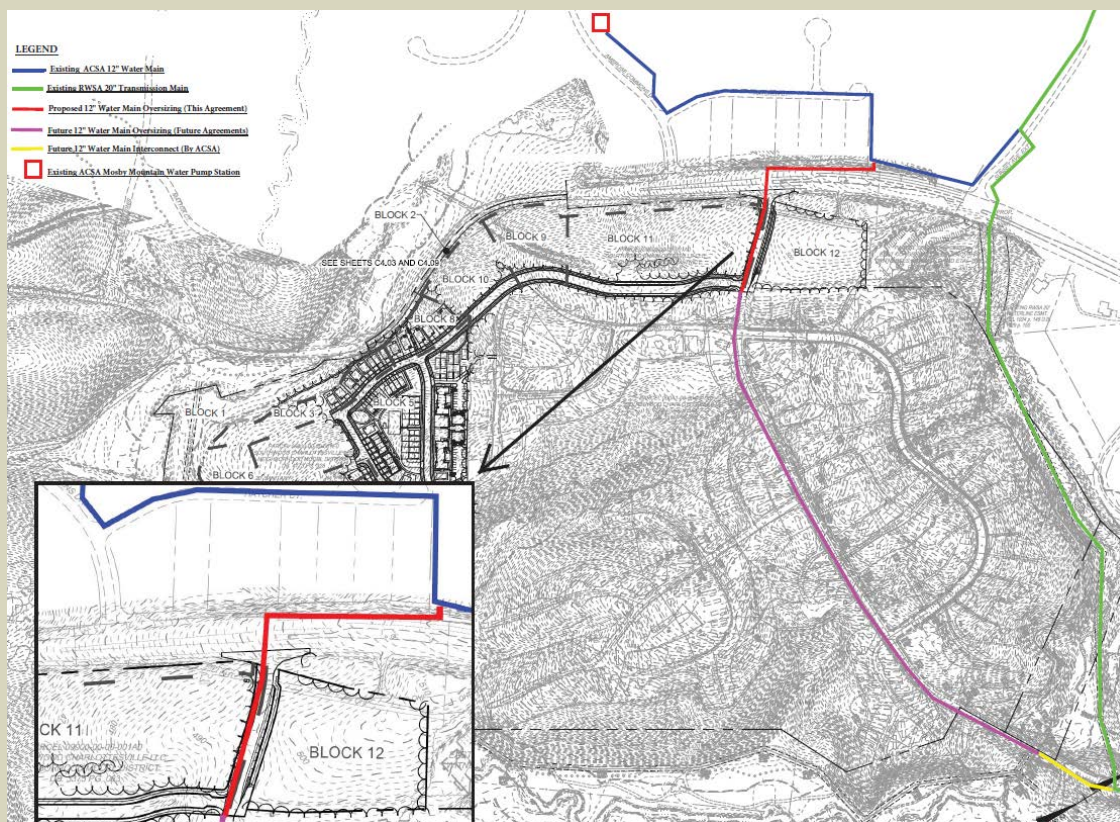
ACSA OPERATIONS CENTER IMPROVEMENTS



- Address settlement at the front entrance of the Administration Building by installing helical piers to support the impacted area.
- Install hard deck to underside of truss system in the Warehouse, allowing use of climate control system.
- FY 2025 - \$50,000

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 2025 \$100,000
(split between water and sewer)



QUESTIONS AND NEXT STEPS

Questions?

May 16, 2024 –
Proposed FY 2025
Budget and Rates
Workshop

June 20, 2024 –
Public Hearing and
Adoption of FY
2025 Budget, Rates
and CIP

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Sediment in the Drinking Water System</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: April 18, 2024</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: NO</p>
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BACKGROUND: Since October 2021, a small group of customers have been experiencing sediment in their drinking water. ACSA staff will provide an update on the identification of the mineral sediment, steps already taken to address the situation, and current study underway by RWSA's consultant Cornwell Engineering Group.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: No Board action is required – information only.

ATTACHMENTS:

- FACT SHEET – Glenmore Mineral Sediment Issue, distributed November 28, 2023.
- PowerPoint presentation – Sediment in the Drinking Water System

FACT SHEET – Glenmore Mineral Sediment Issue

WHAT is the issue? WHAT does it look like? A mineral sediment has been confirmed to occur in the hot water systems of some 3% of the homes in Glenmore. From detailed chemical analysis (x-ray diffraction and electron microscopy) we know the material is calcium phosphate, aka apatite. Since fluoride is added to the water during the treatment process, most of the material is **fluorapatite**. It is composed of natural minerals in the water. The sediment typically appears as tan or light brown flakes that resemble fish food or wheat germ, although it can also be finer and almost sand-like. Unlike sand, however, the material can generally be crushed easily between your fingers. This situation is entirely different from the black ring in toilet bowls or black at faucet aerators that is caused by mold spores that get into the home.

WHERE does the material appear in the house? WHERE has the issue occurred in Glenmore? The mineral sediment originates in water heaters and typically collects on the backside of sink faucet aerators and in showerheads, or the cartridges that filter material from the water serving these fixtures. It can also collect at dishwashers and washing machines that have screens, or in recirculating pumps. In simplest terms, **potentially any fixture in the home that is served by hot water can be affected**. The material does NOT enter the home in the ACSA water from the road, and therefore the issue cannot be “fixed” by installing a whole-house filter system.

One of the puzzling aspects of this issue is that the mineral sediment has been reported and confirmed to occur in only 32 homes (of nearly 1,000). These homes have differing types of water heaters... electric conventional (tank), gas conventional (tank), and on-demand (tankless). Some of the homes are located at the end of cul-de-sacs while others are “mid-street”. About 60% of the homes are in the newer sections east of Carroll Creek, but the sediment has occurred in the front of the community, too. There have been no reports of sediment from Rivanna Village, or any other area served by the ACSA.

WHEN did it first occur? The first appearance of fluorapatite was in October 2021. There were very few additional reports until the fall of 2022. The great majority of customers experiencing the problem contacted the ACSA from October 2022 - February 2023.

WHY is this happening in Glenmore? It appears the key factor is the pH of the water that is delivered to the Glenmore community. We have known for years that the pH of the water treated by the Rivanna Water and Sewer Authority (RWSA), and delivered to the ACSA system, typically rises (i.e., water becomes somewhat more alkaline) the farther it travels through our pipes. This is because most of our pipes are composed of ductile iron with a thin inner coating of cement mortar to reduce any potential for corrosion. However, this means our low-mineral content water that is susceptible to pH changes becomes more alkaline. The pH of the water in Glenmore rose a bit more in 2021 and 2022. Although the issue is more complex than just the pH of the water (calcium also increases with the long path to Glenmore), it apparently sets up the potential for fluorapatite formation in water heaters.

HOW concerned should I be about the safety of my water? The elevated pH of the water or the formation of the mineral sediment has **never** been an issue of unsafe drinking water. The sediment is admittedly an aesthetic issue that has been a significant nuisance to some customers, and for that we again offer our apologies. The expense of plumbing repairs has been handled by an insurance carrier.

WHAT has the ACSA done about the problem? There has been extensive chemical testing of the water within the ACSA system, especially from Pantops to, and within, Glenmore. We removed and inspected sections of pipe from two locations in the community; neither section showed any evidence of deterioration. We have worked closely with the RWSA, including discussions of adjustments that could possibly be made at the treatment plant. This has led to the recent involvement of the Virginia Department of Health. We contracted nearly a year ago with a nationally known consultant who has assisted the RWSA for years and is familiar with our system. In October 2023, the 3,000 square-foot cement floor of the storage tank was cleaned and lined with an epoxy coating since there was concern this might be a source of additional calcium in the water. We have also adjusted the operating range of the tank to increase water turnover.

Throughout this process, we have communicated extensively with the 32 residents who have experienced the mineral sediment, making visits to the homes of many of them. There has also been communication with others who had separate issues or questions. We provided update reports through Glenmore Community Association (GCA) e-mail releases in February and May 2023, and we met with Diana Ferguson, Vice President of the GCA, and resident liaison Fred Kopf in ACSA offices in April and October 2023.

WHO do I contact if I have any further questions? Please call Tim Brown at (434) 977-4511, extension 119 or write to Tim at tbrown@serviceauthority.org.

Sediment in the Drinking Water System



ACSA Board of Directors
April 18, 2024

Agenda



INITIAL RESPONSE



SEDIMENT
IDENTIFICATION



ACSA ACTION
STEPS



CURRENT STUDY



Early Signs of Sediment

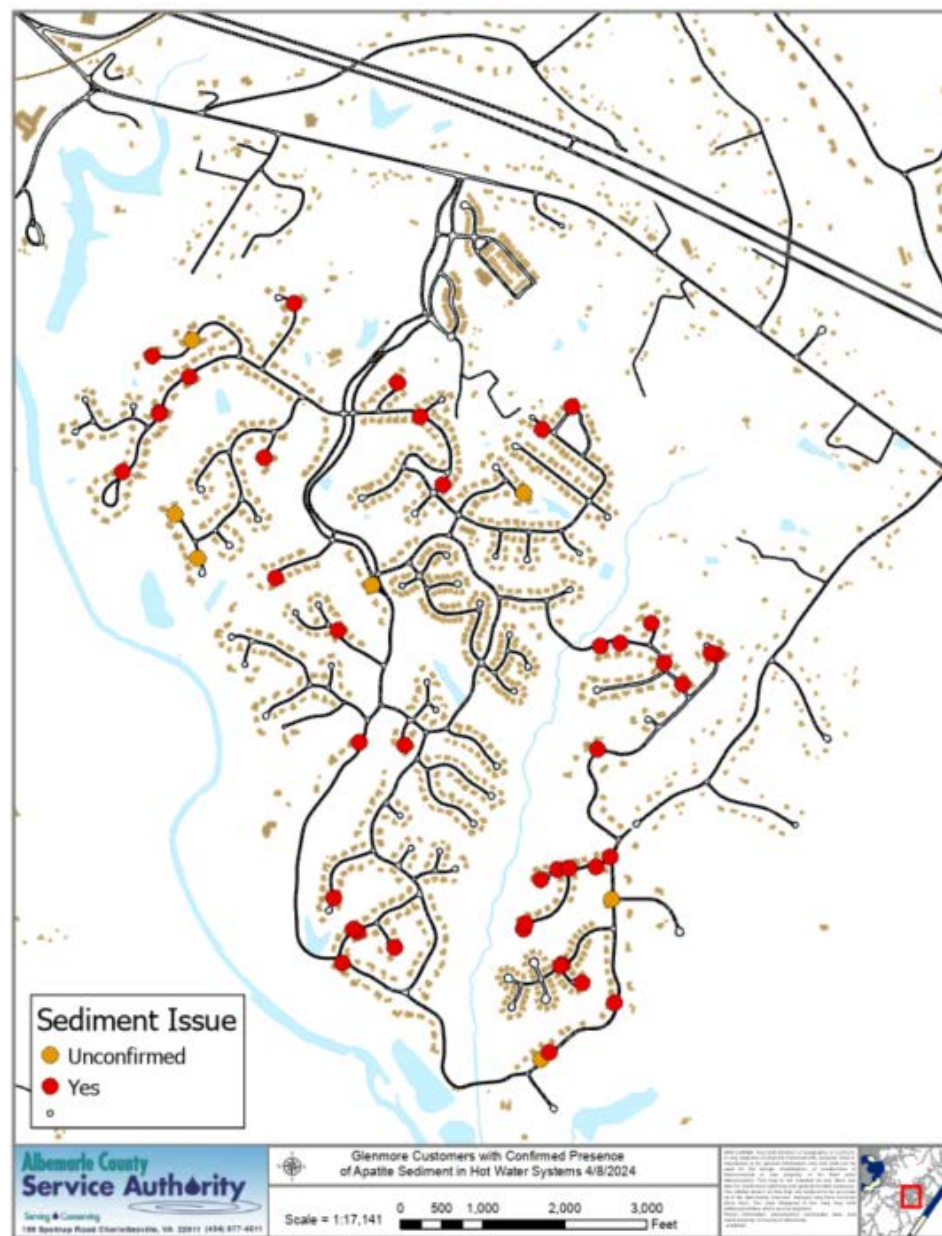
- October 2021: 1st documented occurrence in Glenmore.
- October 2022 – February 2023: Large majority of calls received.
- December 2022 – January 2023: ACSA crews performed a Uni-directional Flushing (UDF) of the entire Glenmore System, sediment believed to be in ACSA pipes.



288

Uni-Directional Flushing

Glenmore Sediment Locations



Confirmed by House Visit and/or Photographs

Cornwell Engineering Group

- January 2023 – ACSA reached out to RWSA who recommended Cornwell Engineering for assistance
 - Extensive experience with RWSA (Corrosion Control)
 - Knowledge of the distribution system
 - Ability to perform necessary laboratory testing
 - Dave Cornwell – industry expert in water quality issues



Conserve today, sustain tomorrow, and protect water and environmental resources forever.

Sediment Identification

- X-ray diffraction laboratory analysis identified sample as being composed primarily of calcium phosphate or “apatite”.
- In most instances, fluoride is a component which makes it fluorapatite.
- Sediment seen in hot water in areas with higher pH values.



Cornwell Observations April 2023

- Glenmore Tank
(constructed in 2019)
- Corrosion Control
Treatment (CCT)
- Reduce pH and water age
- Sampling for pH, alkalinity,
calcium, chlorine residual,
phosphorus from WTP to
Glenmore
- Pipe samples for testing





Floor Coating of
Glenmore Tank

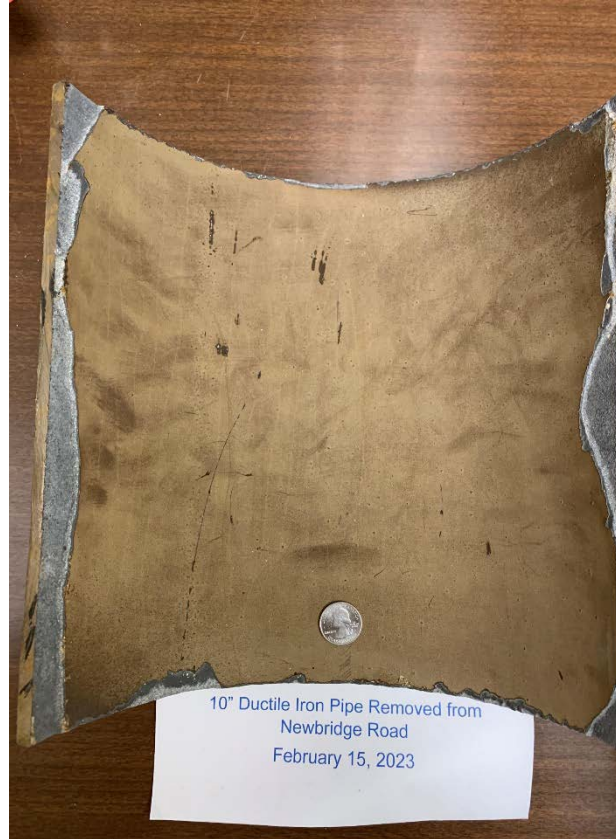
Corrosion Control Treatment

- CCT is designed for lead and copper corrosion. RWSA feeds a corrosion inhibitor chemical to prevent pipe corrosion and the presence of metals. Creates a thin protective coating inside pipes and plumbing fixtures, very effective in reducing presence of lead and other metals in drinking water.
- Previously Zinc Polyphosphate – per EPA no longer accepted as a lead corrosion control method.
- Switched to Monosodium Orthophosphate

Facility	Ortho/Poly Blend start date	Ortho only Start Date
Crozet System	12/11/2019	2/1/2021
Scottsville System	9/9/2020	10/20/2021
Urban System	1/29/2021	2/1/2022

pH and Water Age

- Lower Water Age = Lower pH (reduced contact time with alkaline cement mortar lining)
- Glenmore WWTP Flushing
 - May – October 2023: Flushing 30,000 gpd
 - October 2023 – Current: Flushing 90,000 gpd
- Significant Seasonal Variations in Glenmore



Ductile Iron Pipe Sampling

- Cornwell recommended extraction of two sections of ductile iron pipe in Glenmore for evaluation.
- Location 1 – Cambridge Hill Lane (front section)
- Location 2 – Newbridge Road (back section)
- Pipe lining found to be in great shape.

Cornwell Work Authorization with RWSA

- Initiated after Glenmore HOA Meeting on Dec. 12, 2023
- Goal – Understand cause of sediment issues before making CCT changes that impact entire system
- Survey to Glenmore Residents
 - 279 residents completed the survey (~30%)
 - Approx. 50 confirmed to have experienced sediment (~5%)
- In-Home Testing
 - Began the week of April 8, 2024
 - Focuses on customers with/without sediment and recirculation systems
- Glenmore Water Age Analysis
- Glenmore WWTP
 - Installation of in-line pH probes for cold and hot water
 - Replacement and evaluation of existing hot water heater



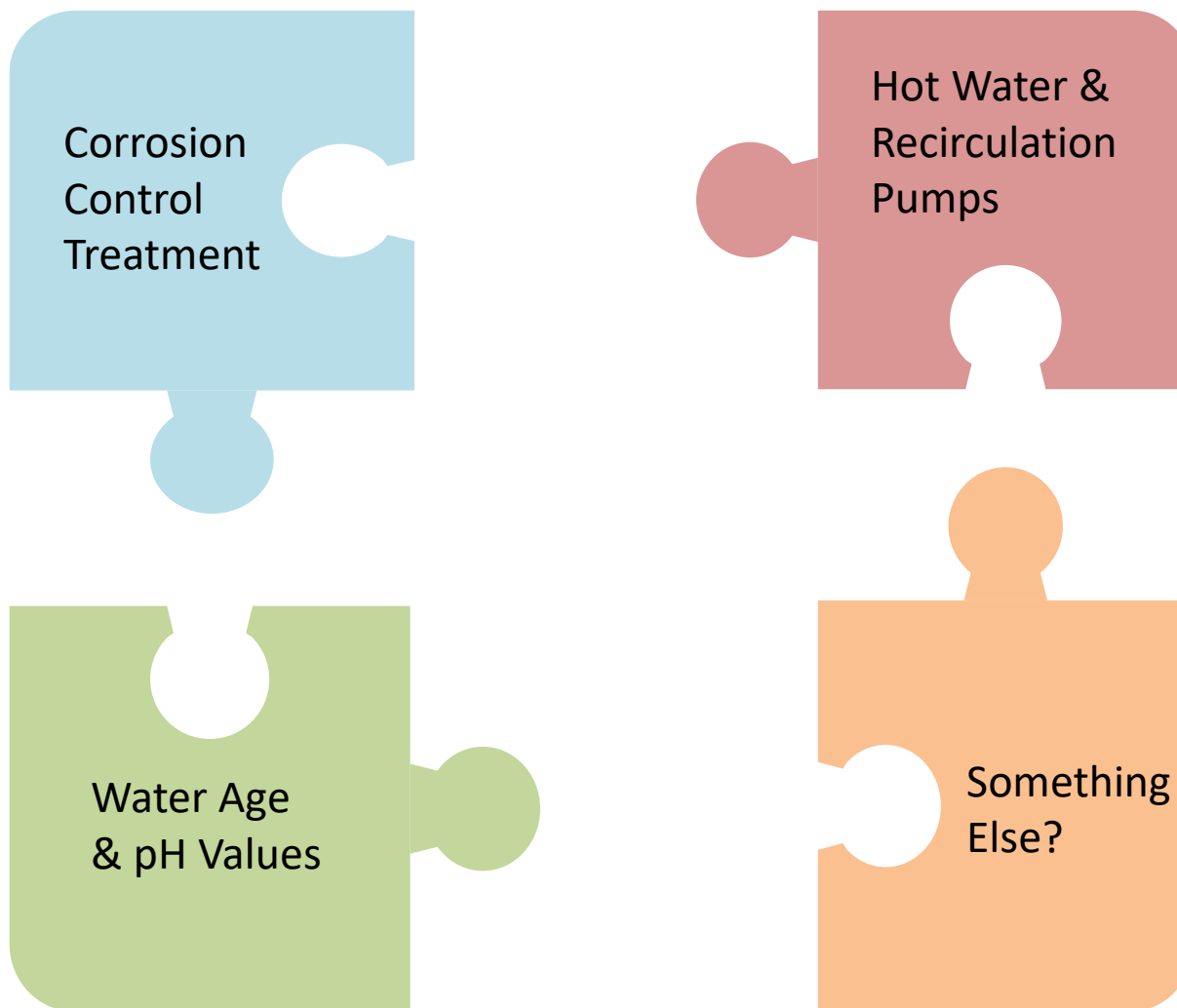
Bench Testing

- Current monosodium orthophosphate (sealed concrete)
- Monosodium orthophosphate (unsealed concrete)
- Three unsealed with varying levels of zinc orthophosphate
- Testing should be completed in June-July timeframe

Farmington Pictures



What's the Solution?





Questions

MOTION:

MEETING DATE: April 18, 2024

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.

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 18, 2024

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