

BOARD OF DIRECTORS' MEETING

August 15, 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.

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Election of Officer – Board Organizational Meeting
9:10 a.m.	3. Recognitions – Montie Madison, 25 Years of Service; Terri Knight, 35 Years of Service; Alex Morrison, Leaders Lab
9:20 a.m.	4. Approve Minutes of June 20, 2024
9:25 a.m.	5. Matters from the Public
9:35 a.m.	6. Response to Public Comment
9:45 a.m.	7. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. Monthly Maintenance Update
	d. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	e. ACSA Board Policy Issues Agenda 2024
	f. Classification and Compensation Study Update
10:05 am.	8. Rivanna Pump Station Status Report/Update
10:30 a.m.	9. Request for Approval – Annual Year-End Appropriations
10:35 a.m.	10. Drought Monitoring/Declaration of Drought Watch
10:50 a.m.	11. ACSA Freedom of Information Act Update
11:00 a.m.	12. Items Not on the Agenda
	13. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN AUGUST 15, 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**AGENDA ITEM EXECUTIVE SUMMARY**

AGENDA TITLE: Election of Officers – Secretary-Treasurer	AGENDA DATE: August 15, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Executive Director	ACTION: Yes
	ATTACHMENTS: Yes

BACKGROUND: Each year in January, at the Annual Meeting, the Board elects the Secretary-Treasurer. The current Secretary-Treasurer, Mr. Gary O'Connell, retired from the Albemarle County Service Authority on June 30, 2024. Per ACSA By-Laws, vacancies shall be filled by regular election procedures at the next regular meeting. The Executive Director has traditionally served as the Secretary-Treasurer. See attached suggested process for the Election of the Secretary-Treasurer.

BOARD ACTION REQUESTED: Election of the Secretary-Treasurer

ATTACHMENTS:

- Election of Officer Process
- By-Laws – Albemarle County Service Authority

Election of Officers – Secretary Treasurer Vacancy

- Board Chair calls the meeting to order and establishes a quorum;
- Board Chair opens the floor for nominations for the Office of Secretary-Treasurer;
 - Nominations are made;
 - Ask for any other nominations; close the floor for nominations;
 - Ask for a vote for those in favor of _____, or roll-call vote, if more than one nomination;
- Note: The Executive Director has traditionally served as the Secretary-Treasurer for the Board.

BY-LAWS

ALBEMARLE COUNTY SERVICE AUTHORITY

ARTICLE I - PREAMBLE

- 1-1. This authority was created on April 16, 1964, by action of the Board of Supervisors of the County of Albemarle, under provisions of Virginia Water and Waste Authorities Act, Section 15.1-1239 through 15.1-1270, Code of Virginia, 1950, as amended.
- 1-2. The official title of this authority is designated by the aforesaid Board of Supervisors is: "Albemarle County Service Authority".
- 1-3. These bylaws or rules for the transaction of the business of this authority are made pursuant to authority vested in this authority under Section 15.1-1250(b) of the Code of Virginia of 1950 as amended and in accordance with the general provisions of the laws of the Commonwealth of Virginia governing water and waste authorities as set forth in said 1950 Code in Chapter 28, Title 9, Virginia Water and Waste Authorities Act.

ARTICLE II - MEMBERS

- 2-1. This authority shall consist of six members, said members to be appointed by the Board of Supervisors pursuant to Section 2-702 of the Albemarle County Code.
- 2-2. All members of this authority are appointed by the Albemarle County Board of Supervisors for terms of four (4) years.
- 2-3. The authority may provide for the payment of expenses of this authority and a reasonable compensation for members of the authority who are not county employees.
- 2-4. Any vacancy in membership will be filled by appointment of the County Board of Supervisors and such appointments will be for the unexpired term only.
- 2-5. Any appointed member may be removed by the Albemarle County Board of Supervisors for inefficiency, neglect of duty, or malfeasance or misfeasance in office.

ARTICLE III - OFFICERS AND THEIR SELECTION

- 3-1. The officers of the Service Authority shall consist of a Chair, a Vice-Chair, a Secretary-Treasurer and an Executive Director. The Secretary-Treasurer and the Executive Director need not be members of the authority.
- 3-2. Nomination of officers shall be made from the floor at the annual meeting held in January of each year. The elections shall take place at the same meeting.
- 3-3. A candidate receiving a majority vote of the entire membership of the Service Authority shall be declared elected. The elected member shall take office immediately and serve for one (1) year, or until a successor takes office.
- 3-4. Vacancies shall be filled by regular election procedures at the next regular meeting.

ARTICLE IV - DUTIES OF OFFICERS

- 4-1. The duties of the Chair are:
 - a. To preside at all meetings.
 - b. To appoint all committees, with the exception of the Executive Committee.
 - c. To rule on procedural questions (subject to a reversal by a 2/3 vote of members present).
 - d. To carry out other duties as assigned by the authority.
- 4-2. The duties of the Vice-Chair are:
 - a. To act in the absence of the Chair.
- 4-3. The duties of the secretary-treasurer are:
 - a. To keep a written record of all business transacted by the authority.
 - b. To notify members of the meetings.
 - c. To keep all official records and reports of the authority.
 - d. To certify all records, and reports of the authority.
 - e. To attend to the correspondence of the authority.
 - f. To keep a record of the minutes of meetings.
- 4-4. The duties of the Executive Director are:

- a. To be the Chief Executive Officer of the Authority serving at the pleasure of the Board, as provided in Section 15.2-5113(E) of the Virginia Code.
- b. To administer the affairs of the Authority consistent with the provisions of the Rules and Regulations of the Authority, as adopted by the Board.
- c. To execute and enforce the policies, orders, resolutions, budgets and agreements adopted by the Board.
- d. To sign contracts and other instruments on behalf of the Authority as authorized by the Board.
- e. To perform such other duties as may be delegated by the Board from time to time by resolutions.

ARTICLE V - COMMITTEES

- 5-1. Special Committees: The Chair may appoint such special committees as deemed necessary.

ARTICLE VI - MEETINGS

- 6-1. Regular meetings of the authority shall be held monthly on the third Thursday of the month at 9:00 a.m.
- 6-2. Special meetings shall be called at the request of the Chair or at the request of a majority of the membership. Written notice of meetings shall be given to each member at least two (2) days prior to such meetings.
- 6-3. All regular meetings, records, and accounts shall be open to the public.
- 6-4. A majority (4 of 6) of the membership of the authority shall constitute a quorum. In any meeting where there is otherwise a quorum, and any member declares a potential conflict of interest on any matter of business the remaining eligible members shall constitute a quorum for the transaction of that business matter. Approval of any business matter shall require a majority vote of eligible non-abstaining members. Voting may be by roll call, in which case a record shall be kept as part of the minutes.
- 6-5. If a quorum is physically present to conduct a meeting of the Authority's Board of Directors or one of its committees, other members may attend and participate in such meeting from a remote location by telephone or other audio or video means, provided such attendance complies with the provisions of the Virginia Freedom of Information Act, as amended from time to time.

A member wishing to attend in this manner shall advise the clerk of the board a reasonable time before start of the meeting, so that the necessary equipment can be put in place.

ARTICLE VII - ORDER OF BUSINESS

- 7-1. The order of business of a regular meeting shall be:
- a. Call to order by the Chair.
 - b. Determination of a quorum.
 - c. Approval of minutes of regular meeting and of executive committee meetings.
 - d. Matters from the public.
 - e. Consent Agenda.
 - f. Matters of business and discussion.
 - g. Matters not listed on the agenda.
 - h. Adjournment.
- 7-2. Parliamentary procedure in authority meetings shall be governed by the adopted rules of order, namely Robert's Rules of Order.

ARTICLE VIII - AMENDMENTS

- 8-1. These rules, excepting Articles I and II, may change by a two-thirds vote of the entire authority after ten days notice has been given them of the projected change.

BY-LAWS ADOPTED:	January 17, 1966
AMENDED:	March 9, 1967
	March 9, 1978
	April 17, 1986
	December 18, 1997
	December 16, 1999
	December 17, 2009
	July 17, 2014
	February 18, 2016
	March 17, 2016
	November 19, 2020
	December 14, 2023

R E S O L U T I O N

***WHEREAS Montie Madison began his career on July 19, 1999,
and has served the Albemarle County Service Authority for***

2 5 Y E A R S; and

***WHEREAS his efforts and service to the Albemarle County
Service Authority, in the Maintenance department, have
contributed to the reliability of the public water and sewer systems
in Albemarle County; and***

***WHEREAS his ability and willingness to collaborate with other
departments while being a leader in his own, has been integral in
the success of numerous projects, as well as the continuity of
business and operations of the ACSA; and***

***WHEREAS the Albemarle County Service Authority, its
customers, and employees have greatly benefited from his
historical knowledge, invaluable skills, and positive attitude; and***

***WHEREAS the Board of Directors of this Authority believes that
such recognition should be publicly made;***

***NOW, THEREFORE, BE IT RESOLVED that the Board of
Directors of the Albemarle County Service Authority expresses its
sincere gratitude to
Montie Madison
for his service to the customers of the
Albemarle County Service Authority.***

* * * * *

***I hereby certify the foregoing to be a true and exact copy of a resolution
adopted by the Board of Directors of the Albemarle County Service Authority
in a regularly scheduled meeting held August 15, 2024, by a vote of __ to __.***

Secretary-Treasurer

R E S O L U T I O N

WHEREAS Terri Knight began her career on August 1, 1989, and has served the Albemarle County Service Authority for

3 5 Y E A R S; and

WHEREAS her efforts and service to the Albemarle County Service Authority, in the Customer Service department, have contributed to the reliability of the public water and sewer systems in Albemarle County; and

WHEREAS her ability and willingness to collaborate with other departments has been integral in the success of numerous projects such as AMI, as well as the continuity of business and operations of the ACSA; and

WHEREAS the Albemarle County Service Authority, its customers, and employees have greatly benefited from her experience, dedication, extensive knowledge, and leadership; and

WHEREAS the Board of Directors of this Authority believes that such recognition should be publicly made;

***NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Albemarle County Service Authority expresses its sincere gratitude to
Terri Knight
for her service to the customers of the
Albemarle County Service Authority.***

I hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held August 15, 2024, by a vote of __ to __.

Secretary-Treasurer

Albemarle County Service Authority Board of Directors

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on June 20, 2024, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

Members Present: Mr. Richard Armstrong, Chair (virtual); Ms. Lizbeth Palmer; Mr. John Parcells; Mr. Clarence Roberts; Ms. Kimberly Swanson; Mr. Charles Tolbert, Vice-Chair.

Members Absent: None.

Staff Present: Kenny Barrow, Derek Breeden, Henry Carter, Josh Chidester, Deanna Davenport, Mike Derdeyn, Terri Knight, Quin Lunsford, Jeremy Lynn, Alex Morrison, Richard Nelson, Gary O'Connell, Emily Roach, Jason Roach, Sabrina Seay, Danielle Trent, April Walker.

Staff Absent: None.

Public Present: Neil Williamson, Free Enterprise Forum (virtual); Alexandra Veatch, Letterpress, Inc.(virtual).

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

The Vice-Chair called the meeting to order. He then read the opening Board Chair statement (Attached as Page _____), and a quorum was established. He stated that pursuant to State law and the ACSA's policy, Mr. Richard Armstrong is participating in the meeting remotely due to a personal family matter from a location in California.

Mr. Parcells moved to approve Richard Armstrong's remote participation in the June 20, 2024, Board of Directors meeting; seconded by Ms. Palmer. All members voted aye.

2. Recognitions - Richard Nelson – PE Exam; Meter Technicians-Field Tester Certifications; Gary O'Connell Retirement – 14 Years of Service

Jeremy Lynn, Director of Engineering, came forward to present the recognition for Richard Nelson. He stated that Richard is a Civil Engineer with the ACSA who joined the organization in 2017. He stated that in May, Mr. Nelson passed his Principals and Practice of Engineering exam. He

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1 stated that as he was preparing his remarks for today, he Googled the
2 question "What is a PE?" and came across the following response:

3 *"To a client, it means you have the credentials to earn their trust. To*
4 *an employer, it signals your ability to take on a higher level of responsibility.*
5 *Among your colleagues, it demands respect. And to yourself, it is a symbol*
6 *of pride and a measure of your own hard-won achievement."*

7 Mr. Lynn stated that he would like to take this moment to congratulate
8 Richard, as he is very proud of him and looks forward to many more years
9 of service at the ACSA.

10 Mr. Lunsford came forward next to present the Meter Technician
11 recognitions. He stated that the staff has talked to the Board in length about
12 the AMI system and all its capabilities. He stated that one of the neat things
13 they are now able to do because of AMI, is allocate some of the staff time to
14 proactive tasks. He mentioned that to assist in this, the Meter Technicians
15 participated in a certification program for large meter field testing. He stated
16 that being able to test those large meters ensures accuracy and adds value
17 to the water audit that the Engineering team and others help to perform. He
18 asked the Meter Technicians Jason Roach, Henry Carter, Derek Breeden,
19 Josh Chidester, and Meter Operations Supervisor Kenny Barrow to come
20 forward to receive their certificates.

21 Mr. Tolbert stated that the next and final recognition was for Gary
22 O'Connell's retirement and read the resolution (Attached as Page_____) in
23 the Board packet.

24 ***Mr. Roberts moved to approve the resolution as presented to***
25 ***the Board; seconded by Mr. Parcels. All members voted aye.***

26
27 Mr. O'Connell stated that he wanted to thank the Board. He stated
28 that he has a presentation he would like to give at the end of the meeting, so
29 he would save his remarks until that time.

Albemarle County Service Authority Board of Directors3. Approve Minutes of May 16, 2024

Mr. Parcels stated that he had one small comment about page 8 of the Board packet, line 29. He stated that the word “even” should be “event.” Ms. Palmer stated that she had a couple of comments, which she already emailed to the Board clerk prior to the meeting. She stated that the first was on page 5 of the minutes, line 12. She stated that the minutes show her ending her sentence with the word “young,” which does not make sense. She stated that Ms. Trent listened to it again and found that she said “umm.” She mentioned that Ms. Trent removed the word “young,” and added the phrase “well-developed,” which is what she meant to say. Ms. Palmer stated that on page 15 of the minutes, line 2, the word should be “million” not “billion.”

Ms. Palmer moved to approve the minutes of May 16, 2024, as amended, seconded by Mr. Parcels. All members voted aye.

Mr. Parcels stated that he would like further clarification on the Special Rate District at the North Fork Regional Pump Station. He asked how long the debt service will last for the debt that was issued in 2010 and does the special rate end when that debt ends. He also asked if that debt is the debt that the ACSA has. Mr. Lunsford replied that it is the debt that the ACSA has. He stated that he believes the term ends in 2030 or 2031. He stated that the bond was refinanced in 2022 to realize a better interest rate. He stated that the special rate district has been established and has been slow to build out. He noted that it will continue to be assessed.

Mr. Parcels asked if the special rate is for water service. Mr. O’Connell replied that the rate is just for the connection. He stated that the thinking at the time was that there would be a lot of future development, and the pump station would not have been able to handle it. He stated that the bonds were used to spread out the cost as the area grew, ideally, those connection fees would pay back the debt service that was issued.

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1 Ms. Palmer asked if the bond issued was one of the Build Back Better
2 bonds, which was a special situation because of the Great Recession. Mr.
3 Lunsford replied that it was a Build America Bond. Ms. Palmer stated that
4 she believes there were supposed to be around 900 units with the North
5 Pointe development, but it was slowed because of the Great Recession. Mr.
6 O'Connell stated that the County and the ACSA were about to issue a no-
7 build order because the sewer system would not have been able to handle
8 the development. He noted that the economy slowed down the development.

9 Mr. Parcels asked about the large water tower that is on 29 North,
10 about three miles south of Ruckersville. Ms. Palmer replied that the water
11 tower was in Greene County. Mr. O'Connell stated that the Emerson campus
12 is basically the end of the ACSA's system.

13 Ms. Swanson asked if there was still an A and B district for the special
14 rate district. Mr. Lynn replied that there is a North Zone and a South Zone.
15 He stated that the North Zone customers are served by both the Camelot
16 and North Fork Pump Stations, thus their connection fee is higher than the
17 South Zone. Ms. Swanson asked which zone the Active Private
18 Development projects fall under. Mr. Lynn replied that it depends on where
19 the development occurs. He mentioned that the North Pointe development
20 would be in the South Zone. He noted that Briarwood and Rivanna Station
21 would be the predominant areas located in the North Zone.

22 Mr. Parcels stated that on page 28 of the minutes, there is a
23 discussion about Letterpress. He asked if there is a specific end-date for the
24 Letterpress contract. He mentioned that it seems they have been very
25 effective in terms of website development and communication. He asked if
26 they would be retained longer to facilitate more positive activity. Mr.
27 O'Connell replied that the Letterpress contract has a 3-year term, with a
28 monthly retainer. He stated that the ACSA is six months away from the end
29 of the first year of the contract, and they have the option to stop or renew it.
30 He noted that the ACSA is also in the midst of signing off on a website
31 development project with Letterpress, which would be in addition to their

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1 normal retainer. He added that it would be a one-time project to update the
2 website and ready the ACSA for the new CIS system.

3
4 4. Matters from the Public

5 There were no matters from the public.

6
7 5. Response to Public Comment

8 There was no response to public comment.

9
10 6. Consent Agenda

11 **A. Monthly Financial Reports –**

12 **b. Monthly Capital Improvement Program (CIP) Report –** Mr. Parcels
13 stated that on page 79, the Broadway Street Water Main Replacement
14 project update shows a counteroffer from a property for an easement.
15 He stated that he was curious about the counteroffer. Mr. Lynn replied
16 that it was more than what was originally offered and just this week, the
17 ACSA agreed to that financial compensation. Mr. O'Connell asked if Mr.
18 Lynn could speak to the bigger picture of what is going on with economic
19 development in the County. Mr. Lynn replied that the County is going
20 through a process to figure out what the vision is for Broadway. He noted
21 that there are some challenges with getting business into that corridor.
22 He mentioned that the ACSA has increased the pipe diameter to ensure
23 water capacity for future development. He stated that the ACSA will
24 repave the road, and the County will provide a pavement striping plan
25 which will be incorporated into the ACSA's bid documents. He noted that
26 the County would like to put some bike lanes and delineation along the
27 new roadway to create a more pedestrian-friendly corridor.

28 Ms. Palmer asked how the ACSA determines whether they will pay
29 a counteroffer when a customer does not accept the initial offer. She
30 asked if the customers have appraisals that show the property is worth
31 more. Mr. Lynn replied that it varies. He stated that if the customer has

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1 a reasonable justification for their counteroffer, the ACSA will take it into
2 consideration. He noted that the ACSA also must consider the cost of
3 delaying the project, legal fees, as well as all that is involved with the
4 condemnation process. He noted that the ACSA's offers are based on
5 the County assessment, which serves as the baseline. He added that
6 the ACSA is open to considering appraisals or recent comps that have
7 not been considered.

8 Mr. Parcels asked about the Lewis Hill- West Leigh Connection
9 project on page 80. He noted that the update mentioned the ACSA was
10 no longer pursuing the connection due to the proximity with the Holkham
11 Drive interconnect. He asked why the location of the Holkham Drive
12 interconnect led them to this decision. Mr. Lynn replied that the proposed
13 connection of Sheffield to Holkham the ACSA was considering, was less
14 than 1,000 feet from another connection from a road in West Leigh to
15 Holkham. He stated that the ACSA has taken a step back and found a
16 better route from Williston to Meriwether. He mentioned that this route
17 would eliminate a dead-end on Williston, and there is a raw water line
18 that currently runs through that corridor. He added that he would be glad
19 to share the map with the Board.

20 Mr. Parcels asked if this second water connection will influence the
21 water age and help address the sediment issue. Mr. Lynn replied that
22 one of the ACSA's customers lives where Williston and Emerson meet,
23 which is at the end of a long dead-end. He stated that creating this
24 interconnect would get that customer off a dead-end feed and provide
25 more redundancy towards the Owensville Road area. Mr. Parcels asked
26 if the homeowners association has any say in this discussion. Mr. Lynn
27 replied that the Williston to Meriwether connection will be private
28 property owners, and one of the easements will be across a customer's
29 property that is experiencing sediment issues. He noted that they could
30 certainly make the case that this connection will improve their water
31 quality.

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1 Mr. Parcels thanked Mr. Lynn for adding the linear feet (LF) to each
2 CIP project summary. Mr. Lynn stated that he was glad Mr. Parcels
3 noticed the addition. He stated that he also wanted to give an update on
4 the Buckingham Circle project. He stated that the surveys were sent out,
5 and there has been over a 65% affirmative response thus far. He
6 mentioned that the ACSA had assistance from a community organizer
7 who hand-delivered more than a dozen responses from their community.
8 He noted that the ACSA has a meeting scheduled with the consultant in
9 early July to reevaluate the previous design to see if it still makes sense,
10 and what the next step will be.

11 Ms. Palmer asked if the meeting in July would be with the community
12 as well. Mr. Lynn replied no. He stated that it is just to meet with the
13 consultant to look at the original design and see what changes, if any,
14 need to be made and what the next steps would be. Ms. Palmer asked
15 Mr. Lynn to let her know when there will be a community meeting. She
16 asked what percentage of affirmative responses would be adequate to
17 push the project forward. Mr. Lynn replied that they are well beyond that
18 percentage. He stated that they normally like to see a majority, but there
19 definitely seems to be support not only from the ACSA Board but from
20 the community as well.

21 **c. *Monthly Maintenance Update*** – Ms. Swanson mentioned the hard hats
22 that are about to expire, and asked how the ACSA handles expired
23 safety equipment. Mr. Morrison replied that with the hard hats, they were
24 able to take out the internal mechanism that cannot be recycled and the
25 hard hat itself was recycled. Ms. Swanson asked how the ACSA handles
26 other safety equipment that has an expiration date. Mr. Morrison replied
27 that they follow the same process. He stated that they recycle it if they
28 can and if not, it will be correctly disposed of, so it does not stay in
29 circulation. Mr. O'Connell added that there is a picture of the new safety
30 helmets on page 103. He noted that they have an attached brim that

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1 provides more sun protection, and the helmet itself is a lot safer than
2 what they have been using.

3 ***d. Rivanna Water and Sewer Authority (RWSA) Monthly Update – Mr.***

4 Parcels stated that he had a question about the South Rivanna to
5 Ragged Mountain pipeline project on page 110. He stated that there was
6 new wording in the project history summary that references a detailed
7 routing study and water line design due to recent and proposed
8 development and road projects. He asked how this would impact the
9 easement plans. He noted that he was surprised at the “recent and
10 proposed development and road projects” because he thought most of
11 the easements were acquired. He asked what is changing with the
12 pipeline plan.

13 Ms. Palmer stated that she took that to be old wording. Mr. O’Connell
14 concurred and noted that the history section is old wording. He stated
15 that the routing study was a part of the work that needed to be done, but
16 it has been completed and all the easements have been acquired.

17 Ms. Swanson stated that she wondered if the master plan the school
18 has been working on is being considered, because the line was going to
19 go down Hydraulic Road and then Lambs Road. Mr. O’Connell replied
20 that an easement has been granted, thus they have considered
21 whatever plans there are for the future. He added that he does not know
22 much about the master plan, but they must have taken it into
23 consideration.

24 Mr. O’Connell added that RWSA’s Board meeting is next Tuesday,
25 and the initial cause and investigation of the Rivanna Pump Station
26 failure is being presented. He noted that the presentation will be in the
27 ACSA’s Board packet next month. He mentioned that it gets
28 complicated, and the insurance company has not made a decision yet.

29 ***e. ACSA Board Policy Future Issues Agenda 2024 –***

30 ***f. Water and Wastewater Professionals Appreciation Day –***

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1 ***Mr. Parcells moved to approve the consent agenda,***
2 ***seconded by Ms. Palmer. All members voted aye.***
3

4 7. Public Hearing for Comments on Proposed FY 2025 Budget and
5 Rates

6 Mr. Tolbert, Vice-Chair, opened the public hearing by asking if there
7 were any members of the public present that wanted to comment. There
8 were no members of the public that wished to speak. Barring any comments
9 from the public, Mr. Tolbert closed the public hearing. He stated that they
10 would now have a discussion of the budget, led by Mr. Lunsford.

11
12 8. Adoption of Proposed FY 2025 Budget, Rates, and CIP

13 Mr. Lunsford stated that today's discussion follows two months of
14 budget presentations, the first being an overview of the budget in April
15 followed by an in-depth presentation in May. He mentioned that today's
16 presentation (Attached as Pages_____) would be more of a summary of
17 what was discussed last month, as well as some questions that came up
18 during that discussion.

19 Mr. Lunsford stated that today's agenda would provide a brief update
20 on the forecast for the remaining month of FY 2024, as well as quick
21 overview of the Strategic Plan and how it aligns with the Proposed FY 2025
22 budget. He stated that he would speak about the Water and Sewer Rate
23 Analysis and the proposed rates. He noted that they were able to get FY
24 2025 rates for the City of Charlottesville (City) for comparison in this
25 presentation, followed by next steps.

26 Mr. Lunsford moved to the next slide showing the FY 2024 updated,
27 adjusted for seasonal variations. He stated that the ACSA expects to collect
28 about 4% over budgeted expectations for water revenues and about 3.4%
29 over budgeted expectations for sewer revenues. He stated that in terms of
30 operating expenses, water expenses align with what was expected and
31 sewer expenses are slight below expectations by about 2.5%.

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1 Mr. Parcels stated that the operating revenues are adjusted for
2 seasonal variations through May, but the budgeted expectations reflect
3 through the end of June. He asked why the amount is different than what
4 shows for May. Mr. Lunsford stated that what is presented in the slide is what
5 is expected at the end of June. Mr. Lunsford added that if he is not mistaken,
6 the numbers are not terribly different. Mr. Parcels noted that there was about
7 a \$100,000 difference. Mr. O'Connell asked what that percentage would be.
8 Mr. Parcels stated that it is about a .7% difference. Mr. O'Connell stated that
9 this was pretty good and in the budget world, it would be called excellent.

10 Ms. Palmer asked, out of curiosity, what percentage would be normal
11 in terms of the difference in numbers. Mr. Lunsford replied that is so
12 dependent upon the weather and consumption. He stated that they can only
13 make a best guess based on historical data. He stated that the best budget
14 in the world can be off by 10%. Ms. Palmer stated that during her time with
15 the County, they always expected around a 3%-4% variation, but they did
16 not have to deal with the same types of situations. Mr. Lunsford replied that
17 a lot of the County's revenues are well known.

18 Mr. Lunsford moved to the next slide outlining the ACSA's 2023-2027
19 Strategic Plan. He stated that the ACSA has done its best to show the
20 correlation between what has been requested in the budget document and
21 this 5-year plan.

22 Mr. Lunsford stated that the next slide shows the rate update and
23 analysis recommendations. He noted that the ACSA is proposing a 7%
24 increase in water and sewer charges for FY 2025, which follows the 8.9% in
25 FY 2024, the 4.6% increase in FY 2023, and the 5% increase in FY 2022.
26 He mentioned that they are recommending that the current system
27 development/capacity charges remain the same in FY 2025, with the last
28 increase being in FY 2024.

29 Mr. Parcels asked if the special rate district fees would change. Mr.
30 Lunsford replied no. He noted that those fees have stayed the same to
31 recoup the known debt service that was established a long time ago. He

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1 added that the use of reserves is being proposed as well to smooth the
2 customer rate increases over time. He noted that the budget is proposing
3 \$6.5 million in rate stabilization reserves and \$2.8 million in growth reserves.

4 Mr. Lunsford stated that the next few slides will show the reserves
5 that have been accumulated and commitments that have been made with
6 those reserves. He stated that the pie chart on the first slide illustrates that
7 the bulk of the ACSA's revenue comes from water and sewer charges. He
8 stated that they do anticipate using about \$9.3 million worth of reserves and
9 collection about \$8 million in system connection charges. He noted that
10 investment income and ancillary charges make up the other revenues.

11 Mr. Lunsford stated that the next slide shows the budgeted expenses
12 and capital costs, with the bulk of the costs incurred being related to water
13 and wastewater treatment, and debt service that is passed along from
14 RWSA to ACSA. He stated that the next largest block is the ACSA's CIP
15 program, which is \$12.1 million for FY 2025.

16 Mr. Lunsford stated that the illustration on the next slide shows
17 historical information related to charges from RWSA for water and
18 wastewater treatment, as well as expectations for the next three years. He
19 noted that the graph shows a very dramatic increase.

20 Mr. Lunsford moved to the next slide showing the proposed FY 2025
21 water and sewer rates. He stated that the ACSA expects a 17.5% increase
22 in charges from RWSA for water related expenses, and almost a 10%
23 increase for sewer expenses. He mentioned that the ACSA is also expecting
24 a 10.8% increase in departmental expenses, with a large part of that being
25 merit/market rate adjustments to ensure the organization remains
26 competitive in the marketplace. He noted that there is a new Construction
27 Inspector position being proposed, which is related to succession. He added
28 that the remaining part of the increase is related to items such as employee
29 benefits, operating supplies, repairs and maintenance, and so forth.

30 Mr. Lunsford stated that the use of reserves shown on the next slide
31 is something he discussed in detail last month. He stated that the ACSA

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1 does expect to use \$6.5 million in rate stabilization reserves to fund non-
2 growth ACSA CIP projects, and \$2.8 million in growth reserves to fund
3 growth-related CIP projects or RWSA capacity-related debt service. He
4 noted that the next slide shows a pie chart illustrating the allocation of
5 reserves, in response to a question from Mr. Parcels last month. He stated
6 that the reserves accumulated total about \$51 million, \$19 million of which is
7 earmarked for RWSA growth. He stated that \$15.3 million is related to ACSA
8 CIP non-growth, and about \$17 million is related to ACSA growth-related
9 CIP projects.

10 Mr. Parcels stated that the total in the pie chart is \$51.796 million,
11 and the investment total is \$51.883 million. He asked why there is an
12 \$86,000 difference between the two. Mr. Lunsford replied that it is the cash
13 in escrow between U.S. Bank, which is the custodial manager of the ACSA's
14 portfolio, and PFM, which is the ACSA's investment advisor. He stated that
15 there are always transactions that are crossing periods that do not exactly
16 line up.

17 Mr. Lunsford stated that the next slide shows a bar graph that is
18 helpful in further understanding some of the commitments that have been
19 made in prior budget years. Mr. Parcels stated that it is a bit difficult to tell
20 what dollar amount the blue bars represent on the graph. He asked if Mr.
21 Lunsford could add those amounts to the graph. Mr. Lunsford stated that he
22 will adjust the axis going forward, but it is \$10.3 million on the growth side
23 and \$6.0 million on the non-growth side. He stated that once all these costs
24 are incurred, the \$17.4 million worth of reserves allocated to growth is really
25 \$7 million and the \$15.4 million on the non-growth side is really \$9.3 million.
26 He noted that the reserves have grown, but a lot of those reserves are
27 committed to projects that have already been approved.

28 Mr. Parcels stated that these two graphs related to reserves are key in
29 understating the financial health of the ACSA, and he appreciates that.

30 Mr. Lunsford moved to the next slide, outlining the sample monthly
31 combined water and sewer bill. He stated that the ACSA's average

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1 residential customer can expect about a \$4.52 monthly increase, which is
2 about \$0.15 per day. He noted that the table shows some other ACSA users
3 at different levels, and some of the non-residential and multi-family
4 customers as well.

5 Mr. Lunsford stated that the next slide shows an ACSA monthly bill
6 comparison to that of a City customer. He noted that the ACSA compares
7 very favorably, with its proposed FY 2025 bill being 22% less than a City
8 customer with the same consumption.

9 Ms. Palmer asked what this difference in monthly bills could be
10 attributed to. She stated that she knows the City has older infrastructure and
11 they have had a lot of expenses related to that in the past. Mr. Lunsford
12 replied that there are a few factors to consider. He stated that the ACSA has
13 consistently charged new connections at a higher rate than some of its
14 peers. He stated that in full transparency, the ACSA's rate structure is
15 incredibly conservation-minded on the residential side. He mentioned that
16 the implementation of a four-tier structure is different from the City's flat rate
17 that they charge for water. He noted that if they were to look at a customer
18 that uses 10,000 gallons per month, the ACSA bill would be higher than the
19 comparable customer in the City. He added that the ACSA incentivizes
20 conservation thus, at the lower consumption level, the ACSA compares very
21 favorably.

22 Ms. Palmer stated that according to her memory, when the ACSA
23 developed the tiered rate structure, the City commented they did not need to
24 do that because they did not have the irrigation that the County had. Mr.
25 O'Connell stated that they said that at the time, but UVA is their customer
26 and has quite a bit of irrigation. Mr. Lunsford added that another component
27 to consider when comparing the two utilities, is that the ACSA has a very low
28 service charge. He mentioned that there was a movement years ago to
29 quantify or know exactly what would be collected. He stated that utilities put
30 more emphasis on the known service charge. He noted, however, that the
31 ACSA let customers control what they can control, keeping service charges

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1 at a lower rate and volumetric charges past level one, increasing more than
2 others.

3 Ms. Palmer stated that there was a manual she read back in the day
4 on rate structures, although there is probably a much better one now. She
5 asked what the standard is now. Mr. Lunsford replied that the ACSA follows
6 several academics who focus on this topic, with affordability being a major
7 focal point. He mentioned that those academics say that what the ACSA is
8 doing is best practice. Ms. Palmer asked if the American Water Works
9 Association still puts out a rate structure manual. Mr. Lunsford replied yes.

10 Ms. Swanson asked how many personnel the City of Charlottesville
11 has dedicated to the water and sewer utilities, or do they have job sharing
12 amongst all the utility departments. Mr. Lunsford stated that he knows there
13 is some job sharing on the administrative side, but he is not sure about the
14 field workers or customer service personnel. Mr. O'Connell stated that the
15 City's water and wastewater personnel are solely devoted to those utilities,
16 and then there is a gas department. He stated that there are a few people
17 who only do utility billing, but most of the administrative personnel share jobs
18 across the departments.

19 Ms. Swanson stated that it has always been baffling to her that we
20 all have the exact same water, yet we are all charging something different
21 for it. She stated that this is one of the biggest differences between the two
22 communities that she feels should not be but is not sure how to fix that. Mr.
23 O'Connell stated that it is the philosophy about growth. He noted that it is
24 actually a 32% difference between the ACSA and City customer, when you
25 add the City utility tax.

26 Mr. Lunsford stated that the wholesale water and sewer treatment
27 rate from RWSA is the same for the ACSA and the City. He mentioned that
28 the debt service charges are different, based on projects and negotiated
29 allocations from different agreements, but those differences certainly do not
30 drive the bulk of the difference between the ACSA and City.

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1 Mr. Parcels stated that he noticed the percentage charged to the
2 City and ACSA from RWSA is changing by one percent this year and going
3 forward. He asked if this came about because of consumption. Mr. Lunsford
4 replied that it is based on ACSA and City reported consumption, which is
5 used to estimate the charges to both utilities. He noted that this can move
6 throughout the year, based on the current quarter.

7 Mr. Lunsford stated that he wanted to briefly mention the Proposed
8 FY 2025 CIP noted on the next slide. He stated that the total proposed
9 budget is \$12.1 million, with \$7.7 million allocated to water projects, \$1.2
10 million to wastewater projects, and \$3.1 million for non-utility projects.

11 Mr. Lunsford moved to the final slide and noted that they have now
12 had the public hearing and second budget workshop. He stated that the staff
13 will ask the ACSA Board to consider what has been presented and adoption
14 of the Proposed FY 2025 budget and rates. Mr. Parcels asked if the ACSA
15 received any written feedback after receiving the budget flyer in the mail. Mr.
16 Lunsford replied that he does not think they received any written feedback,
17 but they did receive a call from a customer asking how to calculate the bill
18 as he was not able to.

19 ***Mr. Parcels moved to approve the resolution adopting***
20 ***Proposed FY 2025 Operating and Capital Improvement Budget and***
21 ***Rates, which includes the rate schedule, to be effective July 1, 2024,***
22 ***seconded by Ms. Palmer. The Vice-Chair asked for a roll-call vote: Mr.***
23 ***Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr. Roberts, aye; Ms.***
24 ***Swanson, aye; Mr. Armstrong, aye.***

25
26 9. **Adoption of Proposed Amendments to Personnel Management Plan**

27 Emily Roach, Director of Human Resources and Administration
28 came forward to present the proposed amendments to the ACSA's
29 Personnel Management Plan. She stated that the cover memo in the Board
30 packet outlines the proposed changes. She stated that these changes have
31 been shared with staff and the insurance company, particularly the changes

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1 to the post-accident drug-testing policy. She asked if there were any
2 questions about any of the changes.

3 Mr. Parcels stated that the 80 hours, or two weeks, of carryover time
4 for the standby duty policy was a lot, and asked if that was typical. Ms. Roach
5 replied that two weeks is a lot of carry-over but provides more flexibility. She
6 mentioned that the policy mainly impacts the maintenance department and
7 allows them an opportunity to take leave when they want to, as opposed to
8 having to use it all by the end of the year or take a payout for the leave. She
9 noted that this change was requested by the maintenance department, and
10 they are looking forward to having that flexibility. Mr. O'Connell added that it
11 is a good tool for supervisors in terms of scheduling and spreading out leave
12 over time to ensure good coverage.

13 Mr. Parcels stated that in his business, under the union, there was a
14 hierarchy and those with seniority were able to pick their vacation time first.
15 He stated that this caused a lot of grumbling by the lower-tier employees
16 because they were forced to take vacation periods that they did not
17 necessarily like. He asked if there was any issue with this group in terms of
18 scheduling vacations. Mr. Morrison replied that they have not run into that
19 issue. He stated that there is a lot of cross-training and succession planning
20 so they can be flexible with operations. He noted that in most instances,
21 there is no need to deny a vacation request. He added that they
22 communicate with staff often to ensure vacation plans are on the books
23 ahead of time, to allow for operational changes and the scheduling of
24 trainings around that planned leave.

25 Mr. Parcels stated that he had a question about the wording on page
26 161, about the chart showing the type of accident and post-accident test that
27 must be performed. He mentioned that it states, "the employee who was
28 operating the equipment needs to be tested." He stated that he thinks the
29 better word, for legal purposes, is "shall" be tested. He asked Mike Derdeyn,
30 ACSA attorney, if he thought it made a difference. Mr. Derdeyn replied that
31 they both mean the same thing. Ms. Palmer added that she thinks "shall"

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1 sounds better. Mr. Palmer stated that “needs” does not imply “must.” Mr.
2 Lynn asked if it should be changed at the end of that section as well. Mr.
3 Parcels replied yes.

4 ***Mr. Parcels moved to approve the resolution, adopting the***
5 ***proposed amendments to the ACSA Personnel Management Plan,***
6 ***seconded by Ms. Palmer. The Vice-Chair asked for a roll-call vote: Mr.***
7 ***Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr. Roberts, aye; Ms.***
8 ***Swanson, aye; Mr. Armstrong, aye.***

9
10 10. CIP Authorization Process

11 Mr. Lynn stated that this is a proposal to streamline the CIP
12 authorization process. He stated that historically, as part of the CIP agenda,
13 there have been CIP authorization requests submitted to the Board with
14 sometimes considerable backup information, for consideration. He stated
15 that one idea, which is similar to other utilities and how the ACSA handles
16 the operating budget, would be to include some of those CIP authorizations
17 in the monthly CIP report. He noted that this would cut down on reading time
18 for the Board as well as preparation time for staff. He added that he wanted
19 to get a sense from the Board as to whether they want to give it a try or stick
20 with the current process.

21 Mr. Parcels stated that he enjoys reading all the detailed information
22 and will miss it but, in the interest of being efficient and saving time, he is all
23 for it. Ms. Palmer replied that she feels the same way. She stated that she
24 likes to see the backup information, as it reminds her of what is going on and
25 to ask questions.

26 Mr. Lynn stated that exhibit A on page 167 is an attempt to show
27 what the new CIP authorization would look like, combined with the monthly
28 report. He asked if the level of detail shown in that example would meet the
29 needs of the Board. Mr. Parcels replied yes. Mr. Lynn stated that they can
30 try it for a few months, and the staff will follow the Board's lead in terms of
31 whether they should revert to the old way of presenting the information.

Albemarle County Service Authority Board of Directors11. State of the ACSA – Reflections

Mr. O'Connell stated that this presentation (Attached as Pages_____) is as much a thank you to the Board, as it is a reflection. He stated that he could tell a lot of stories and is tempted to do so, but there is one that he would like to share. He stated that he had a conversation with Mr. Roberts years ago when he was hired, and he was asked how long he planned to stay at the ACSA. He stated that he had not thought about it a lot, but he told the Board five years and here he is 14 years later. He stated that he has clearly liked this job and organization, and working with this group of people, but he does feel it is time to go on a new journey.

Mr. O'Connell stated that one of his goals was to go through all his electronic files, and it turned out to be a bigger task than he envisioned. He stated that it reminded him of a lot of things that have happened in this organization over the years.

Mr. O'Connell stated that he has had the pleasure of seeing the ACSA celebrate its 50th and 60th anniversary, which is something to be proud of. He moved to the next slide, outlining a reflection of leadership by the numbers. He stated that he thought it would be fun to show the level of change throughout the years. He noted that in addition to the numbers on the slide, he has also worked with two ACSA attorneys.

Mr. O'Connell stated that the next slide outlines a concept the Board has seen many times before and it has been his moniker over the years, which is clean, safe, reliable water. He stated that he thinks affordability is an issue for the ACSA to look at in the future. He mentioned that the ACSA, in essence, is PFAS free, lead free, and has granular activated carbon (GAC), and not many utilities can say that. He noted that it is clearly due to a great partnership with RWSA. He added that the ACSA has a great product and great service that puts the organization in a good place.

Mr. O'Connell stated that the next slide is the key to it all. He stated that the photo is the drone shot of the ACSA staff at the employee picnic. He stated that the staff has changed in a lot of ways, including leadership, but

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1 there is still a pride within the organization. He mentioned that all the pieces
2 that make a good organization are here, as well as a strong foundation to
3 build for the future. He added that the Board has been very supportive of a
4 number of initiatives over time, as well as the employees, and they are very
5 appreciative of that and would want him to tell the Board as much.

6 Mr. O'Connell moved to the next slide highlighting customer service.
7 He stated that the ACSA has been doing even better in this area, particularly
8 with the Customer Experience project and using technology to benefit
9 customers. He noted that the Strategic Plan focus on customer
10 communications has been good as well.

11 Mr. O'Connell stated that the next slide outlines technology and
12 innovation, and the ACSA is in a tremendous place in terms of utilizing
13 technology. He stated that all the foundational pieces are in place and once
14 the new CIS is in place, there will be even more. He stated that the ACSA
15 will have a huge amount of data that the staff can take advantage of. He
16 noted that Mr. Morrison's monthly maintenance reports are an example of
17 the data that is available in Cityworks. He added that predictive analytics is
18 also something that he thinks will be used in the future.

19 Mr. O'Connell moved to the next slide, briefly highlighting the ACSA's
20 strategic planning. He stated that he likes looking forward and discussing
21 strategy, and he believes the ACSA is in an excellent place. He noted that
22 there are few places that can say they have a 75-100-year long-term water
23 supply plan. He stated that the next update will be in 2030, which is about
24 the time the pipeline should be in place, as well as the central water line. He
25 noted that there is a 5-year update to the wastewater plan coming up in 2025.

26 Mr. O'Connell stated that in terms of community commitment, he
27 thinks the ACSA is doing all it can to respond to a growing community. He
28 stated that the CIS project is really a customer experience project that tries
29 to leverage existing technology to better serve customers. He added that
30 there will be a lot of good things rolling out in the next few years to help
31 improve that customer service.

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1 Mr. O'Connell stated that he found a note he wrote to himself 14
2 years ago which was his goal when he began working at the ACSA. He
3 stated that the note said, "Leave it better than I found it." He stated that he
4 hopes that is what he is doing. He stated that he wanted to thank the
5 employees. He stated that they have been a very supportive group of people.
6 He stated that he wanted to thank the Leadership Team – April, Alex, Emily,
7 Quin, and Jeremy. He mentioned that if he had one regret, it would be that
8 he will not be here to see the Leadership Team work together like he knows
9 they can. He noted that it is a new team, but they are primed and ready. He
10 added that with Mr. Lunsford's leadership, the Board will see some great
11 things happen. He stated that this job kind of "dropped out of the sky" for
12 him. He stated that he has been involved with water for a long time and likes
13 water and environmental issues, so this was an opportunity to make a nice
14 switch. He stated that looking back, it was an appropriate switch and a
15 perfect match that he has enjoyed.

16 Mr. O'Connell stated that he is now onto another water journey,
17 illustrated in the next slide. He stated that he has loved fishing, flyfishing in
18 particular, since he was 10 years old. He stated that when he moved here
19 43 years ago, he discovered the Moormans River. He noted that it was ironic
20 because much of the urban system's water supply comes from the
21 Moormans, and he gets to go fishing there and check out the water quality.
22 He stated that as he moves on to his new journey, one of his goals is to do
23 more fishing. He stated that the photo on the slide is of the Andes Mountain,
24 which has one of the best trout-fishing streams in the world and is his latest
25 adventure.

26 Mr. O'Connell stated that he wanted to thank everyone again,
27 especially Clarence Roberts for the job offer years ago. He stated that he
28 now wants to congratulate Quin Lunsford. He mentioned that he thinks Mr.
29 Lunsford is a great pick and is ready, with great support from the Leadership
30 Team. He stated that he would now turn it over to Mr. Lunsford.

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1 Mr. Lunsford stated that on behalf of everyone at the ACSA, he
2 sincerely thanks Mr. O'Connell for his leadership, mentorship, and
3 friendship, which has meant a lot to people. He stated that he would briefly
4 speak to the future of the ACSA, continuing to build on the foundation that
5 has been established by Mr. O'Connell and people before him, as well as
6 people in this room. He stated that the staff will remain committed to ensuring
7 they provide the highest possible level of service and water quality to
8 customers. He mentioned that the staff will make sure that everything they
9 do aligns with the mission of safe, clean, reliable, and affordable. He noted
10 that while aspirational, the ACSA will strive to be a best-in-class utility. He
11 stated that he believes they can do this by leveraging the talented ACSA
12 workforce and technology. He stated that the goal is to continue nurturing
13 and training the ACSA's existing talent to ensure the workforce can meet the
14 needs of the future. He added that the ACSA will also continue to focus on
15 its internal customer experience to ensure that workforce is engaged and
16 compensated fairly.

17 Mr. Lunsford stated that the ACSA's Strategic Plan, which Mr.
18 O'Connell had a key role in developing, is ambitious but the energy and call
19 to service within the organization is strong. He noted that it is engrained in
20 who we are at the ACSA, and the staff is excited for the opportunity to lead
21 the ACSA toward the future.

22 Mr. Tolbert stated that it has been a pleasure to serve on the Board
23 with Mr. O'Connell as the Executive Director at the ACSA. He stated that he
24 does not know how it was before Mr. O'Connell, but it has been great since
25 he has served.

26
27 12. Items Not on the Agenda

28 Ms. Palmer stated that on her way to the meeting this morning, she
29 heard a discussion on the radio about water associations going forward with
30 lawsuits surrounding PFAS. She asked if the ACSA belongs to any of those
31 organizations, and if there is any information as to what is going on with the

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1 lawsuits. Mr. Lunsford stated that he would be happy to get that information
2 for her.

3
4 13. Adjourn

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

8
9 _____
ACSA BOD Secretary-Treasurer

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

AGENDA TITLE: Monthly Financial Reports	AGENDA DATE: August 15, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Executive Director	ACTION: Informational
	ATTACHMENTS: Yes

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

DISCUSSION:

- Water consumption for the month of June increased 6.3% compared to May. Water consumption for the month of June 2024 compared to June 2023 decreased 0.2%.
- RWSA's invoice of \$2,283,431 for the month of June was paid on July 10, 2024.
- Unearned water and sewer connection charges totaled \$2,703,663 at month end.
- System connection charges are ahead of budgeted expectations with \$1,254,783 recognized in July.
- Water and Wastewater revenues for FY 2025 are above budgeted expectations by 20.0%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 11.4% higher than budgeted expectations.
- Included at the end of the packet are financials reflecting June 30, 2024 balances. These have been included for additional information as the July 2024 Board meeting was cancelled.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

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

July 31, 2024

ASSETS

Cash and cash equivalents	\$ 10,135,028
Accounts receivable	6,042,643
Investments	52,537,773
Capital assets: (net of accumulated depreciation)	184,874,798
Inventory	811,533
Prepays	346,047
Cash and cash equivalents, restricted	707,989
	<hr/>
Total assets	255,455,811
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable	4,188,520
Accrued liabilities	547,339
Compensated absences	746,495
Net pension liability	2,454,029
Other post-employment benefits	1,244,519
Unearned connection fees	2,703,663
Long-term debt	4,175,883
	<hr/>
Total liabilities	16,060,448
	<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

239,466,262

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

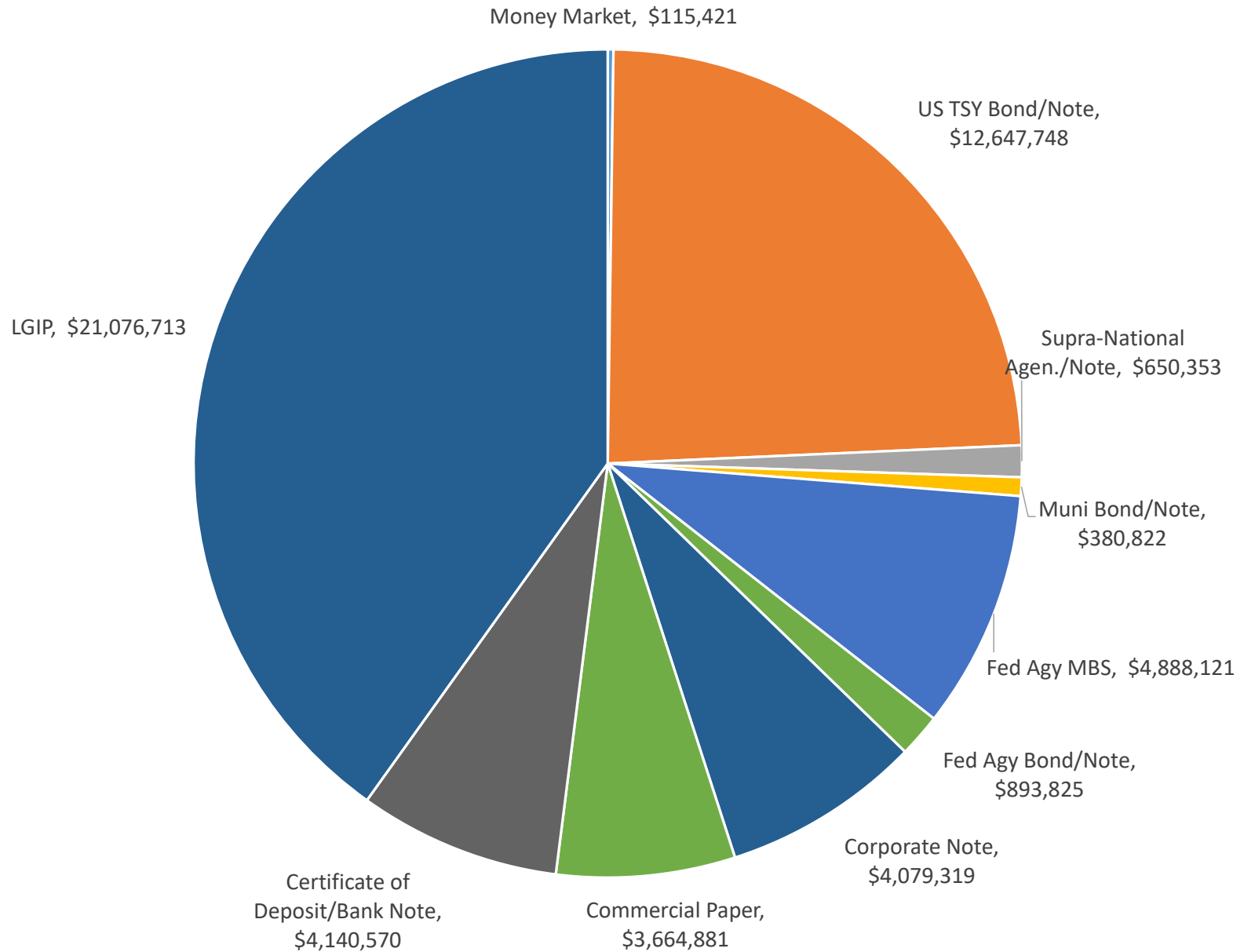
40

	Budget FY 2025	Budget Year-to-Date 2025	July Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	22,650,000.	1,887,500.	2,395,775.	508,275.	26.93%
Sewer Service	17,850,000.	1,487,500.	1,654,949.	167,449.	11.26%
Total operating revenues	40,500,000.	3,375,000.	4,050,724.	675,724.	20.02% A
Operating Expenses					
Purchase of bulk water	(18,148,000.)	(1,512,333.)	(1,655,351.)	(143,018.)	9.46% B
Purchase of sewer treatment	(13,782,000.)	(1,148,500.)	(967,484.)	181,016.	(15.76%) B
Administration	(1,585,600.)	(132,133.)	(101,506.)	30,627.	(23.18%) C
Finance	(3,283,100.)	(273,592.)	(176,576.)	97,016.	(35.46%) C
Information Technology	(2,143,000.)	(178,583.)	(108,492.)	70,091.	(39.25%) C
Engineering	(2,631,400.)	(219,283.)	(203,532.)	15,751.	(7.18%) C
Maintenance	(5,092,000.)	(424,333.)	(313,513.)	110,820.	(26.12%) C
Total operating expenses	(46,665,100.)	(3,888,758.)	(3,526,454.)	362,304.	(9.32%)
Operating gain(loss)	(6,165,100.)	(513,758.)	524,270.	1,038,028.	(202.05%)
Nonoperating Revenues					
System connection charges	8,000,000.	666,667.	1,254,783.	588,116.	88.22% D
Investment/Interest Income	2,000,000.	166,667.	409,103.	242,436.	145.46% E
Rental income	16,000.	1,333.	1,295.	(38.)	(2.87%)
Miscellaneous revenues	761,000.	63,417.	90,084.	26,667.	42.05% F
Total nonoperating revenues (expenses)	10,777,000.	898,083.	1,755,265.	857,182.	95.45%
Nonoperating Expenses					
Miscellaneous expenses	(890,300.)	(74,192.)	(3,205.)	70,987.	(95.68%) G
Bond interest charges	(183,859.)	(15,322.)		15,322.	(100.00%) H
Depreciation	0.	0.	(379,619.)	(379,619.)	0.00% I
Total nonoperating revenues (expenses)	(1,074,159.)	(89,513.)	(382,824.)	(293,311.)	327.67%
Capital contributions	0.	0.	61,811.	61,811.	0.00%
Change in Net Position	3,537,741.	294,812.	1,958,522.	1,663,710.	564.33%

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

- A.** Water and sewer revenues were more than budgeted amounts by 20.0%. Consumption through July (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern and abnormally dry/hot weather. Additional 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 1.4%. 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



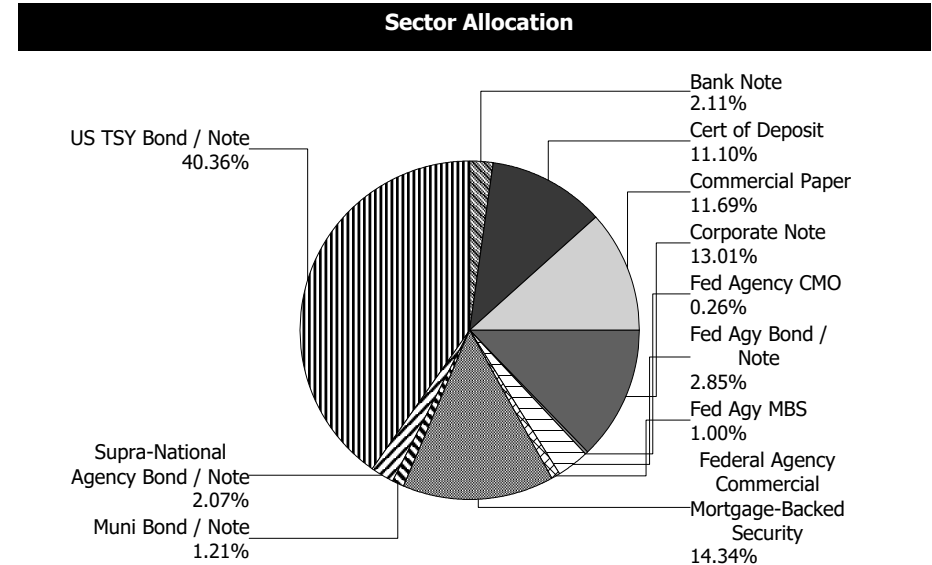
Portfolio Summary and Statistics

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

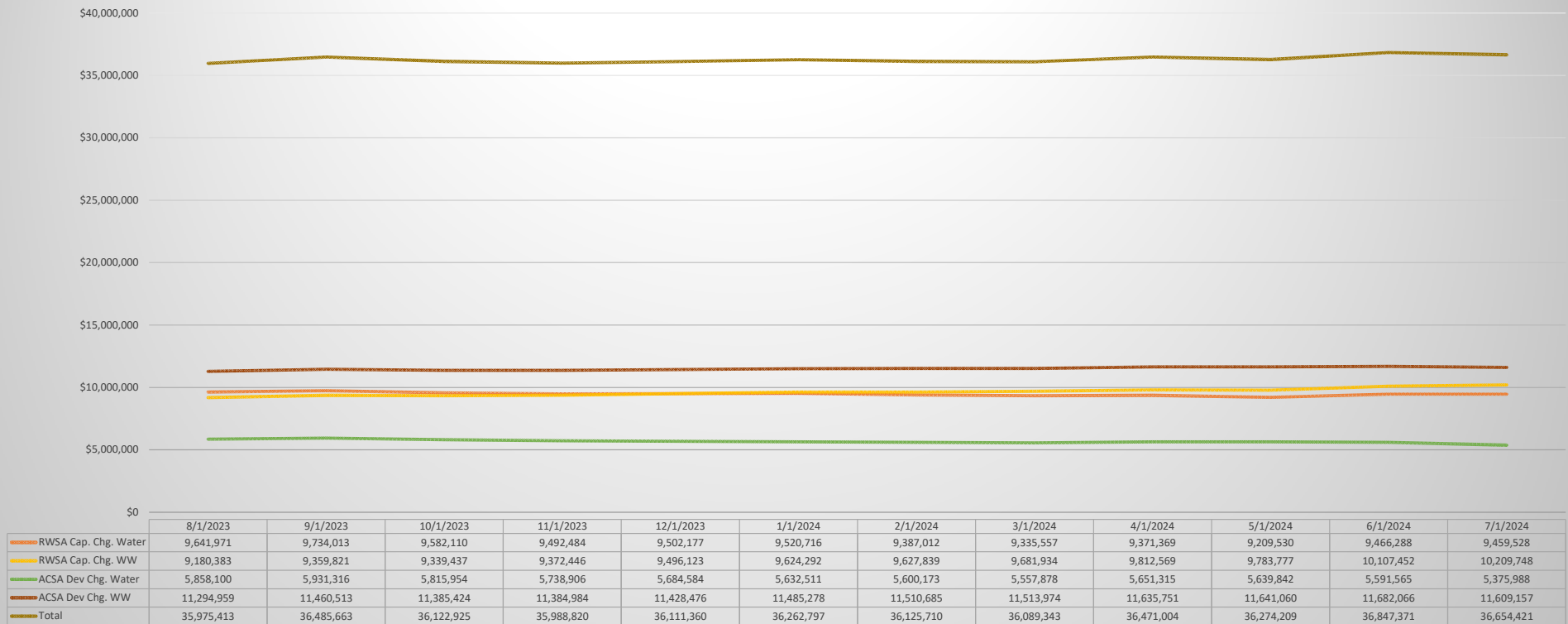
ACSA OPERATING FUNDS - 03100100

Account Summary			
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	12,690,000.00	12,647,747.62	40.36
Supra-National Agency Bond / Note	650,000.00	650,352.93	2.07
Municipal Bond / Note	380,000.00	380,822.20	1.21
Federal Agency Mortgage-Backed Security	329,580.75	314,158.98	1.00
Federal Agency Commercial Mortgage-Backed Security	4,631,719.93	4,493,568.46	14.34
Federal Agency Collateralized Mortgage Obligation	80,822.74	80,393.66	0.26
Federal Agency Bond / Note	900,000.00	893,824.50	2.85
Corporate Note	4,120,000.00	4,079,319.31	13.01
Commercial Paper	3,725,000.00	3,664,881.11	11.69
Certificate of Deposit	3,475,000.00	3,477,996.32	11.10
Bank Note	655,000.00	662,573.94	2.11
Managed Account Sub-Total	31,637,123.42	31,345,639.03	100.00%
Accrued Interest		313,327.61	
Total Portfolio	31,637,123.42	31,658,966.64	

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



Capacity/System Development Reserves



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

Albemarle County Service Authority
Connection Fee Analysis
June 2024

Area	June 2024 Monthly Connection Fees	June 2023 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 144,630	\$ 296,340	\$ (151,710)	-51%
Urban	646,910	408,320	238,590	58%
Scottsville	-	20,205	(20,205)	-
Total Connection fees	\$ 791,540	\$ 724,865	\$ 66,675	9%
Through June				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 2,908,615	\$ 1,885,800	\$ 1,022,815	54%
Urban	6,359,663	9,951,681	(3,592,018)	-36%
Scottsville	72,450	15,750	56,700	360%
Total Connection fees	\$ 9,340,728	\$ 11,853,231	\$ (2,512,503)	-21%

Area	June 2024 ERC's	June 2023 ERC's	Change	% Change
Crozet	10	22	(12)	-55%
Urban	45	30	15	50%
Scottsville	-	3	(3)	-
Total ERC's	55	55	-	0%
Through June				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	202	140	62	44%
Urban	438	739	(301)	-41%
Scottsville	10	3	7	233%
Total ERC's - YTD	650	882	(232)	-26%

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
June 2024**

Area	June 2024 ERC's	June 2023 ERC's	June 2022 ERC's
Crozet	10	22	9
Urban	45	30	40
Scottsville	-	3	-
Total ERC's	55	55	49

Through June			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	202	140	117
Urban	438	739	537
Scottsville	10	3	-
Total ERC's - YTD	650	882	654

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 2025**

	FY 2025	FY 2024	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,622,835	\$ 2,352,971	\$ 269,864	11.47%
August		2,352,440		-100.00%
September		2,286,484		-100.00%
October		2,277,041		-100.00%
November		2,204,989		-100.00%
December		2,249,566		-100.00%
January		2,356,246		-100.00%
February		2,269,378		-100.00%
March		2,342,273		-100.00%
April		2,265,591		-100.00%
May		2,313,334		-100.00%
June		2,283,431		-100.00%
	\$ 2,622,835	\$ 27,553,743		
<hr/>				
YTD	\$ 2,622,835	\$ 2,352,971	\$ 269,864	11.47%

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	137,885,342	134,395,216	2.60%	3.70	1.36
April	136,213,084	140,263,055	-2.89%	1.85	4.67
May	153,343,279	140,578,641	9.08%	5.00	2.31
June	162,940,773	163,336,945	-0.24%	1.21	4.81
	1,830,409,200	1,752,137,549		40.64	43.01
YTD	1,830,409,200	1,752,137,549	4.47%	40.64	43.01

Note: Consumption through June 2024 is 4.5% 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)

June 2024

Billed by Area:	Water	Sewer
Crozet	17,949,257	16,603,677
Scottsville	1,095,423	941,342
Urban	143,848,119	119,997,992
Red Hill	47,974	0
Total	162,940,773	137,543,011

Billing by Sewer Plant:	
Total Urban and Crozet	136,601,669
less Glenmore WRRF	(3,990,392)
Moores Creek AWRRF	132,611,277
Scottsville WRRF	941,342
Total	133,552,619

Number of Installed Meters:	
Urban	43
Crozet	22
Scottsville	0
Total	65

Metered Consumption (billed by invoice):	
Urban	1,526,300
Crozet	67,900
Scottsville	0
Total	1,594,200

Unmetered Leak Consumption:	
Carrsbrook-Dover Road	Urban 8,000
Total	8,000

Billed Consumption for Selected Customers					
	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	292,600	292,600	Boar's Head Inn	371,238	358,208
Southwood Mobile Homes	1,603,310	1,890,000	Farmington, Inc.	852,182	507,472
Turtle Creek Apts.	1,487,087	1,479,346	Westgate Apts.	1,248,114	1,246,114
Barracks West Apartments	1,522,102	1,522,102	PR Charger C'ville Holdings	1,952,620	1,952,620
Monroe Health and Rehab	671,993	671,993	Four Seasons Apts	1,737,799	1,737,799
Sunrise Senior "Colonnades"	995,716	869,416	Ch'ville/Alb Airport	196,889	195,943
ACRJ	1,114,340	969,340	State Farm	2,542,030	2,378,125
Westminster Canterbury	1,567,090	1,492,090	Hyatt @ Stonefield	520,057	520,057
SEMF Charleston	1,402,359	1,402,359	Doubletree	1,084,658	1,084,658
Martha Jefferson Hospital	2,333,722	1,369,846	Arden Place Apts.	598,201	598,201
Crozet Mobile Home Village	308,570	308,570	Hilton Garden Inn	264,726	264,726
The Home Depot	179,553	179,553	The Blake & Charlottesville	215,972	215,972
County of Albemarle	1,647,291	1,179,489	The Lodge @ Old Trail	251,530	251,530
University of Virginia	2,245,496	2,218,942	Gov't-Defense Complex	897,930	873,266
Wegmans	405,227	405,227	Harris Teeter Stores	171,855	171,855

June 2024

WATER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,266	3,990	195	20,451
Multi-Family Residential	577	57	3	637
Commercial (Offices)	201	12	5	218
Commercial (Other)	935	77	54	1,066
Industrial	37	11	4	52
Institutional	172	32	12	216
Total Water Connections	18,188	4,179	273	22,640
Plus Multiple Units	13,683	854	89	14,626
Total Water Units	31,871	5,033	362	37,266

SEWER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,953	3,715	157	17,825
Multi-Family Residential	546	55	4	605
Commercial (Offices)	186	12	5	203
Commercial (Other)	727	53	46	826
Industrial	15	5	1	21
Institutional	135	25	10	170
Total Sewer Connections	15,562	3,865	223	19,650
Plus Multiple Units	13,258	851	56	14,165
Total Sewer Units	28,820	4,716	279	33,815

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	74,873	12,110	710	87,693
Total Sewer Customers	68,028	11,415	533	79,975

**Albemarle County Service Authority
Major Customer Analysis
June 2024 and May 2024**

	June 2024		May 2024		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
ACRJ	1,114,340	969,340	844,230	756,230	31.99%	28.18%
State Farm	2,542,030	2,378,125	1,958,220	1,854,970	29.81%	28.20%
Westmisnster Canterbury	1,567,090	1,492,090	1,263,410	1,263,410	24.04%	18.10%
University of Virginia	2,245,496	2,218,942	1,969,773	1,944,402	14.00%	14.12%
Barracks West Apartments	1,522,102	1,522,102	1,350,930	1,350,930	12.67%	12.67%
Martha Jefferson Hospital	2,333,722	1,369,846	2,079,789	1,359,039	12.21%	0.80%
Turtle Creek Apts.	1,487,087	1,479,346	1,375,823	1,368,988	8.09%	8.06%
County of Albemarle	1,647,291	1,179,489	1,656,603	1,269,589	-0.56%	-7.10%
Southwood Mobile Homes	1,603,310	1,890,000	1,636,220	2,000,000	-2.01%	-5.50%
SEMF Charleston	1,402,359	1,402,359	1,450,801	1,450,801	-3.34%	-3.34%
Four Seasons Apts.	1,737,799	1,737,799	1,809,637	1,809,637	-3.97%	-3.97%
PR Charger C'ville Holdings	1,952,620	1,952,620	2,186,272	2,186,272	-10.69%	-10.69%
Westgate Apts.	1,248,114	1,246,114	1,446,233	1,445,233	-13.70%	-13.78%

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
June 2024 and June 2023**

	June 2024		June 2023		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
State Farm	2,542,030	2,378,125	1,140,310	1,072,827	122.92%	121.67%
University of Virginia	2,245,496	2,218,942	1,485,252	1,482,876	51.19%	49.64%
ACRJ	1,114,340	969,340	886,200	784,200	25.74%	23.61%
Turtle Creek Apts.	1,487,087	1,479,346	1,332,485	1,331,685	11.60%	11.09%
Martha Jefferson Hospital	2,333,722	1,369,846	2,096,485	1,226,101	11.32%	11.72%
Four Seasons Apts.	1,737,799	1,737,799	1,663,832	1,663,832	4.45%	4.45%
Westmisnster Canterbury	1,567,090	1,492,090	1,527,400	1,446,400	2.60%	3.16%
Barracks West Apartments	1,522,102	1,522,102	1,496,296	1,496,296	1.72%	1.72%
Westgate Apts.	1,248,114	1,246,114	1,288,861	1,288,861	-3.16%	-3.32%
PR Charger C'ville Holdings	1,952,620	1,952,620	2,135,337	2,135,337	-8.56%	-8.56%
Southwood Mobile Homes	1,603,310	1,890,000	1,985,070	1,930,000	-19.23%	-2.07%
SEMF Charleston	1,402,359	1,402,359	1,992,721	1,992,721	-29.63%	-29.63%
County of Albemarle	1,647,291	1,179,489	2,447,135	1,283,129	-32.68%	-8.08%

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 -- June

	YTD FY 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	22,415,430	21,393,538	8,023,550	7,391,416	179.37%	189.44%
Barracks West Apartments	20,086,475	20,086,475	17,437,796	17,437,796	15.19%	15.19%
University of Virginia	23,109,478	23,013,148	20,209,499	20,165,321	14.35%	14.12%
PR Charger C'ville Holdings	24,340,477	24,340,477	22,051,567	22,051,567	10.38%	10.38%
Turtle Creek Apts.	17,128,583	17,059,889	15,620,328	15,590,128	9.66%	9.43%
Martha Jefferson Hospital	24,802,368	16,725,060	23,314,946	14,559,582	6.38%	14.87%
County of Albemarle	19,139,540	13,616,688	18,140,382	14,160,294	5.51%	-3.84%
Westmisnster Canterbury	17,486,750	16,832,750	16,589,490	15,841,490	5.41%	6.26%
Westgate Apts.	14,729,152	14,718,152	14,753,957	14,746,057	-0.17%	-0.19%
SEMF Charleston	18,315,224	18,315,224	18,427,267	18,427,267	-0.61%	-0.61%
Southwood Mobile Homes	20,423,290	24,800,000	20,865,965	25,440,000	-2.12%	-2.52%
ACRJ	11,569,340	10,337,340	12,117,580	10,808,580	-4.52%	-4.36%
Four Seasons Apts.	19,015,055	19,015,055	19,930,265	19,930,265	-4.59%	-4.59%

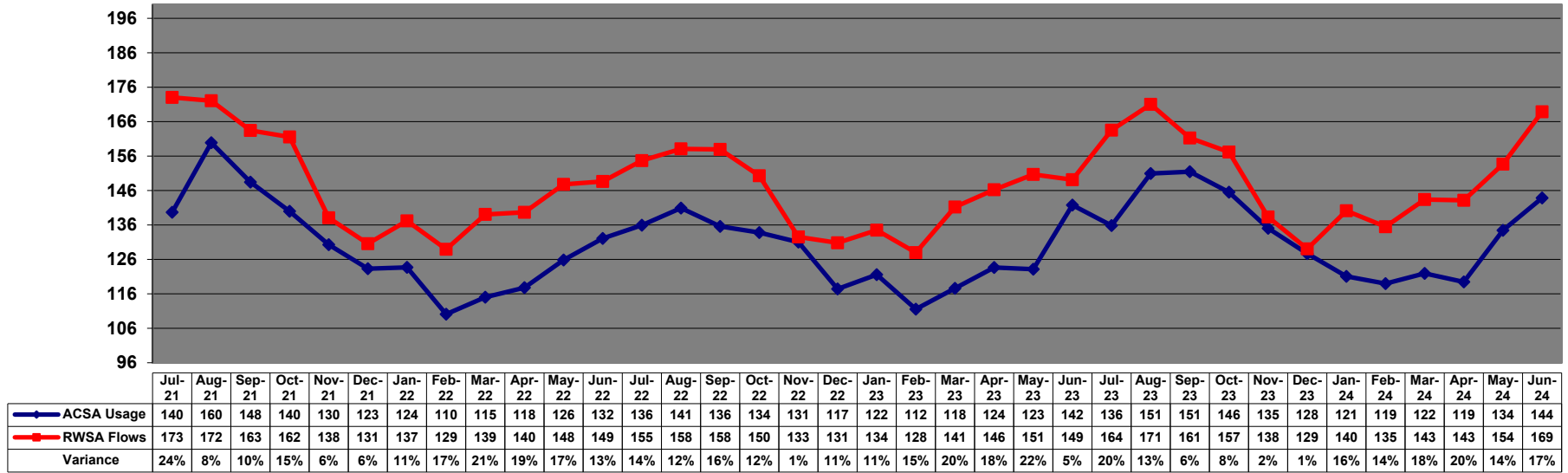
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

* -- Consumption/usage in gallons.

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

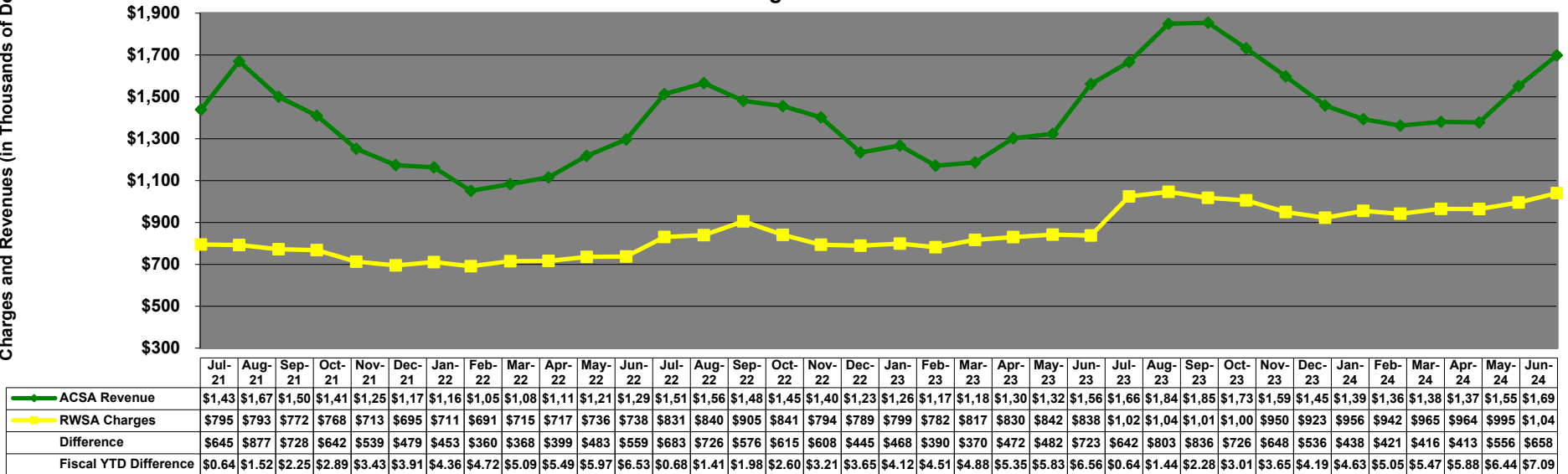
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Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

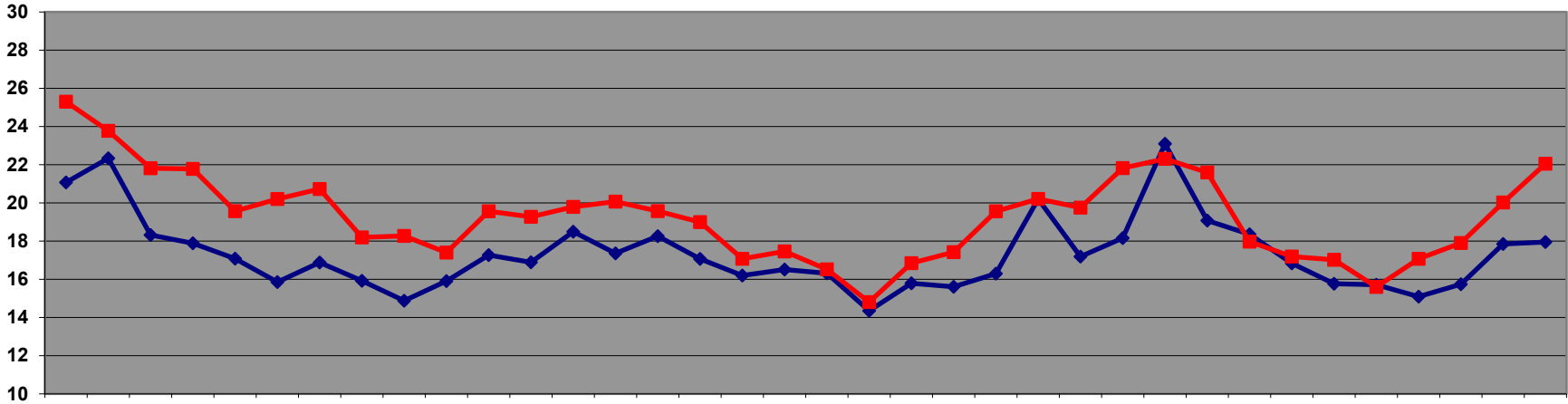
FY 2022, 2023, and 2024 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues





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

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

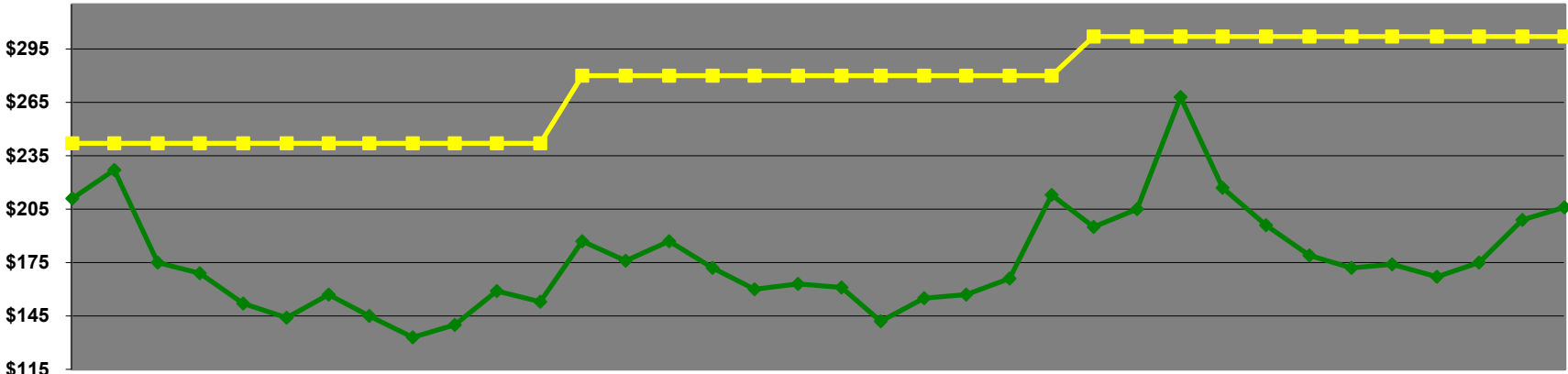
Flows & Usage (in Millions of Gallons)



	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	Mar-24	Apr-24	May-24	Jun-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	15	16	18	18
 RWSA Flows	25	24	22	22	20	20	21	18	18	17	20	19	20	20	20	19	17	17	17	15	17	17	20	20	20	22	22	22	18	17	17	16	17	18	20	22
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%	13%	14%	12%	23%

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

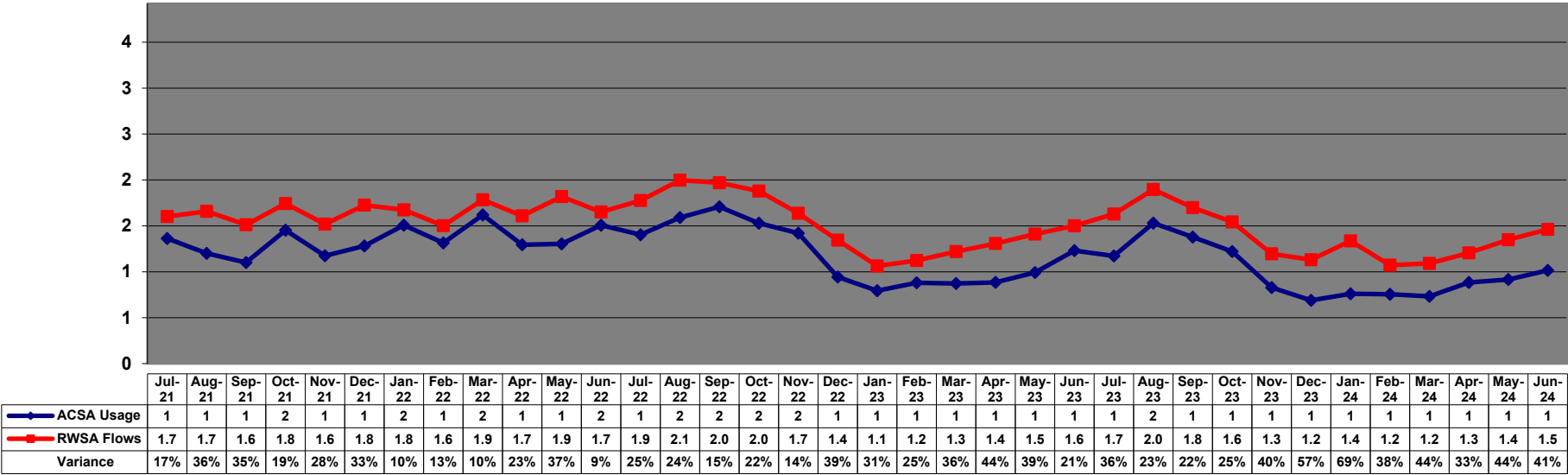
Charges and Revenues (in Thousands of Dollars)



	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	Mar-24	Apr-24	May-24	Jun-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	\$167	\$175	\$199	\$206
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	\$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)	(\$135)	(\$127)	(\$103)	(\$96)
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)	(\$0.9)	(\$1.0)	(\$1.1)	(\$1.2)

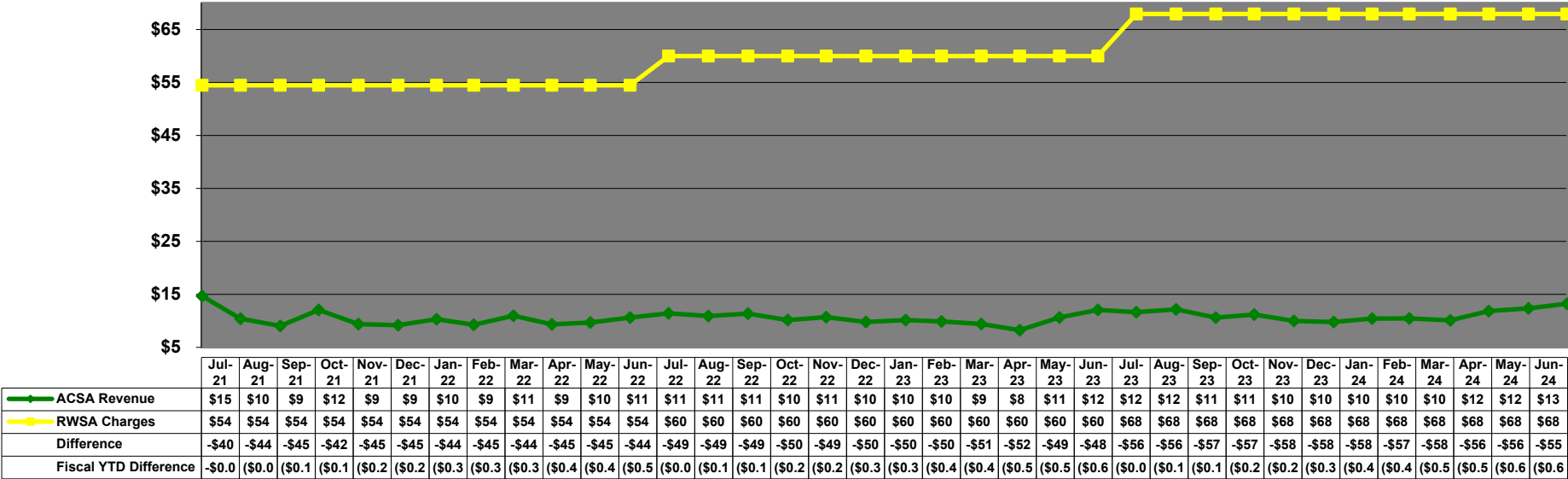
FY 2022, 2023, and 2024 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



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

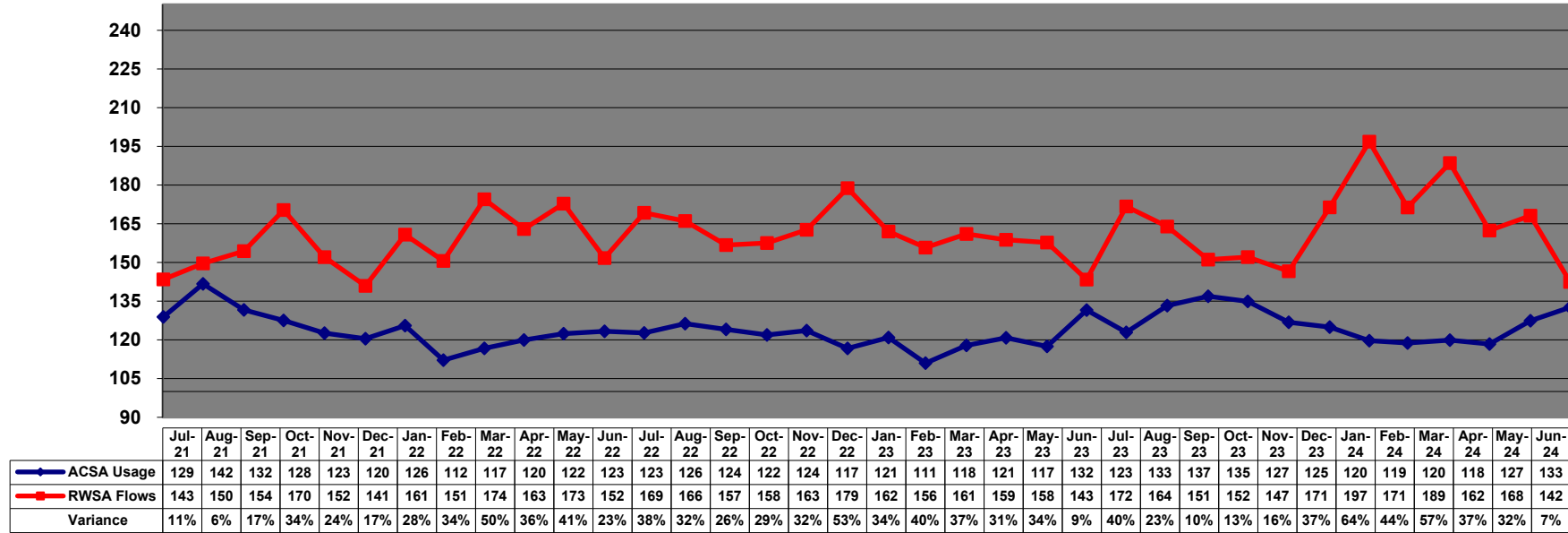
Charges and Revenues (in Thousands of Dollars)



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

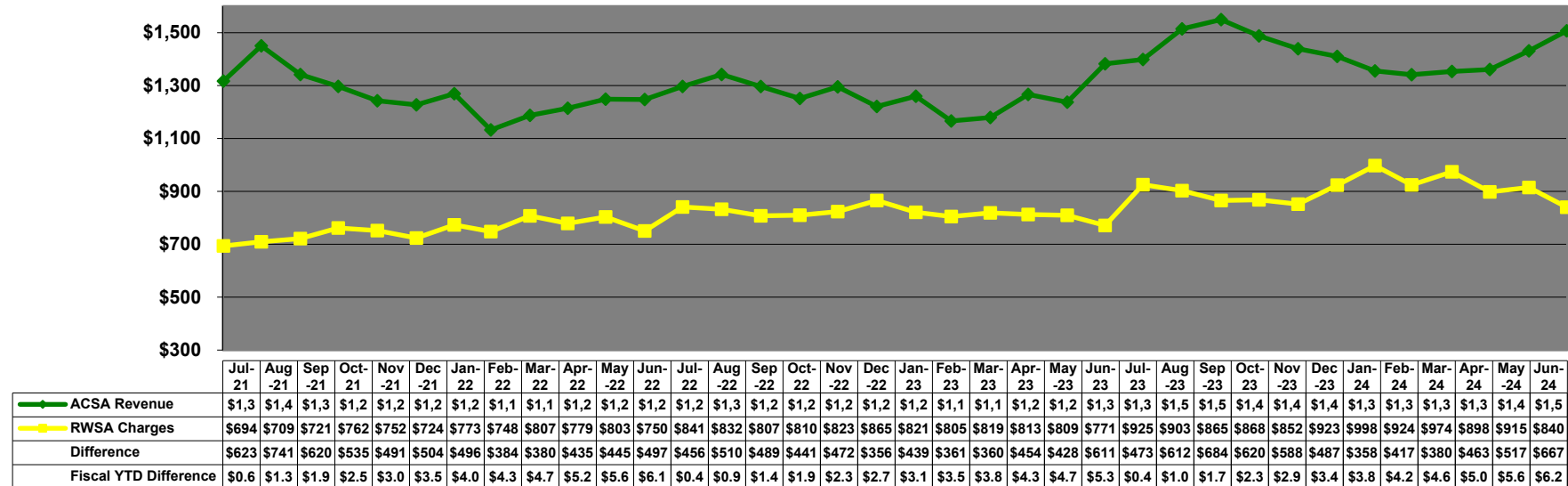
57

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)

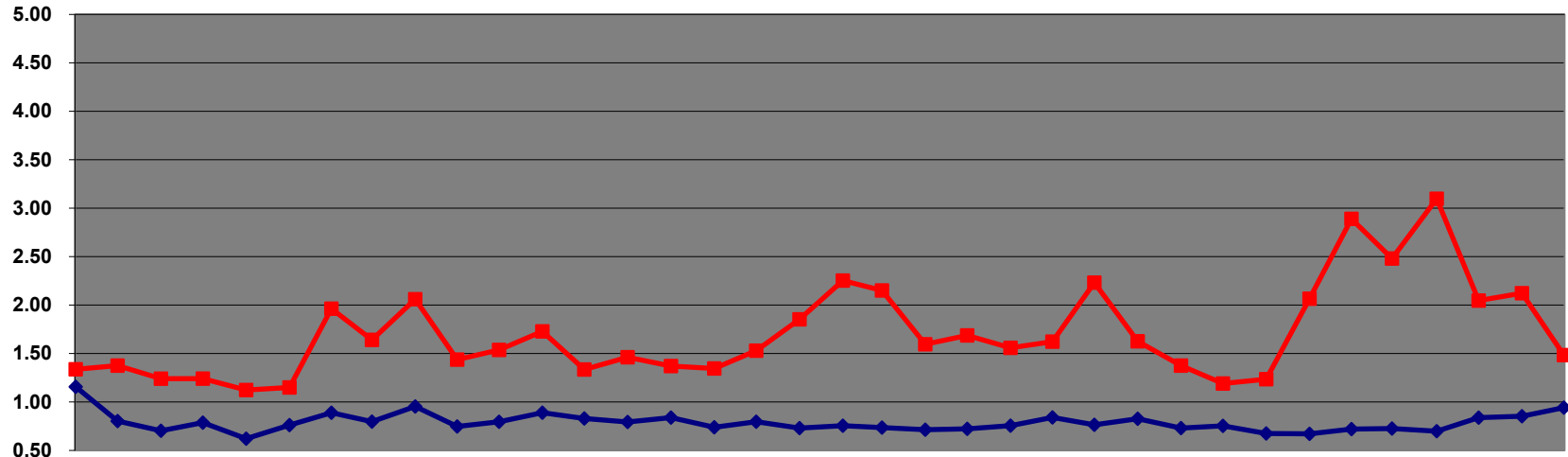


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

58

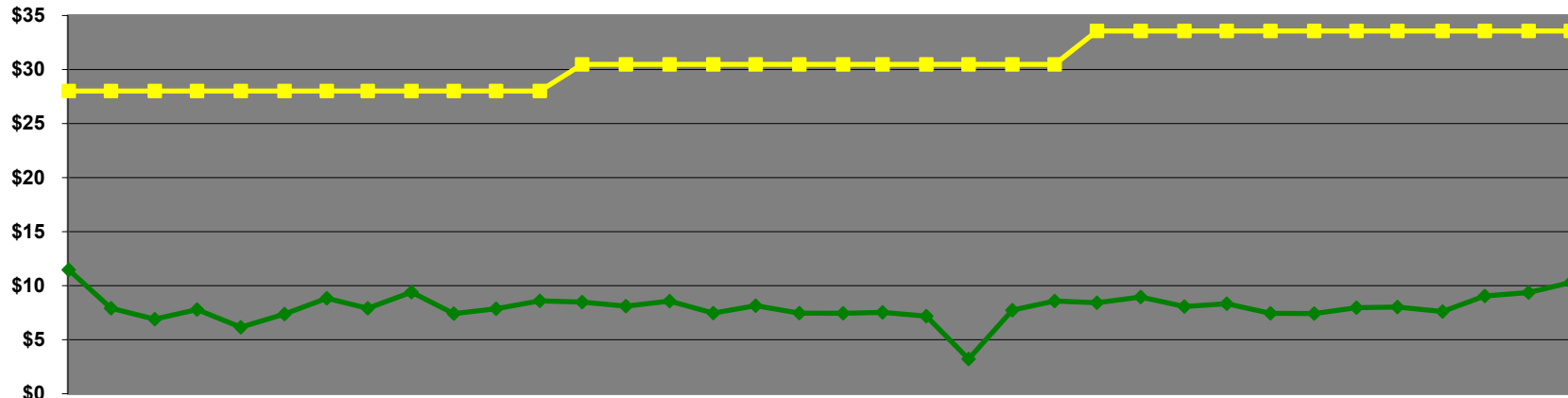
Usage & Flows (in Millions of Gallons)



	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	Mar-24	Apr-24	May-24	Jun-24
ACSA Usage	1.16	0.80	0.70	0.79	0.62	0.76	0.89	0.80	0.95	0.75	0.80	0.89	0.83	0.79	0.84	0.74	0.80	0.73	0.75	0.74	0.71	0.72	0.76	0.84	0.76	0.83	0.73	0.75	0.67	0.67	0.72	0.73	0.70	0.84	0.85	0.94
RWSA Flows	1.34	1.38	1.24	1.24	1.12	1.15	1.96	1.64	2.06	1.44	1.54	1.73	1.34	1.46	1.37	1.35	1.53	1.85	2.25	2.15	1.60	1.69	1.56	1.62	2.23	1.63	1.38	1.19	1.24	2.07	2.89	2.48	3.10	2.05	2.12	1.48
Variance	16%	71%	77%	58%	81%	51%	121%	106%	116%	92%	93%	94%	61%	84%	63%	82%	92%	154%	198%	192%	124%	133%	106%	93%	192%	97%	88%	58%	83%	208%	301%	242%	344%	144%	149%	58%

**FY 2022, 2023, and 2024 Scottsville Sewer Comparison
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & 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	Mar-24	Apr-24	May-24	Jun-24
ACSA Revenue	\$11.	\$7.9	\$6.9	\$7.7	\$6.1	\$7.3	\$8.8	\$7.9	\$9.4	\$7.4	\$7.8	\$8.6	\$8.4	\$8.1	\$8.5	\$7.4	\$8.1	\$7.4	\$7.4	\$7.5	\$7.1	\$3.2	\$7.7	\$8.5	\$8.4	\$8.9	\$8.0	\$8.3	\$7.4	\$7.4	\$7.9	\$8.0	\$7.6	\$9.0	\$9.3	\$10.
RWSA Charges	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
Difference	-\$17	-\$20	-\$21	-\$20	-\$22	-\$21	-\$19	-\$20	-\$19	-\$21	-\$20	-\$19	-\$22	-\$22	-\$22	-\$23	-\$22	-\$23	-\$23	-\$23	-\$23	-\$27	-\$23	-\$22	-\$25	-\$25	-\$25	-\$25	-\$26	-\$26	-\$26	-\$26	-\$26	-\$25	-\$24	-\$23
Fiscal YTD Difference	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.

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

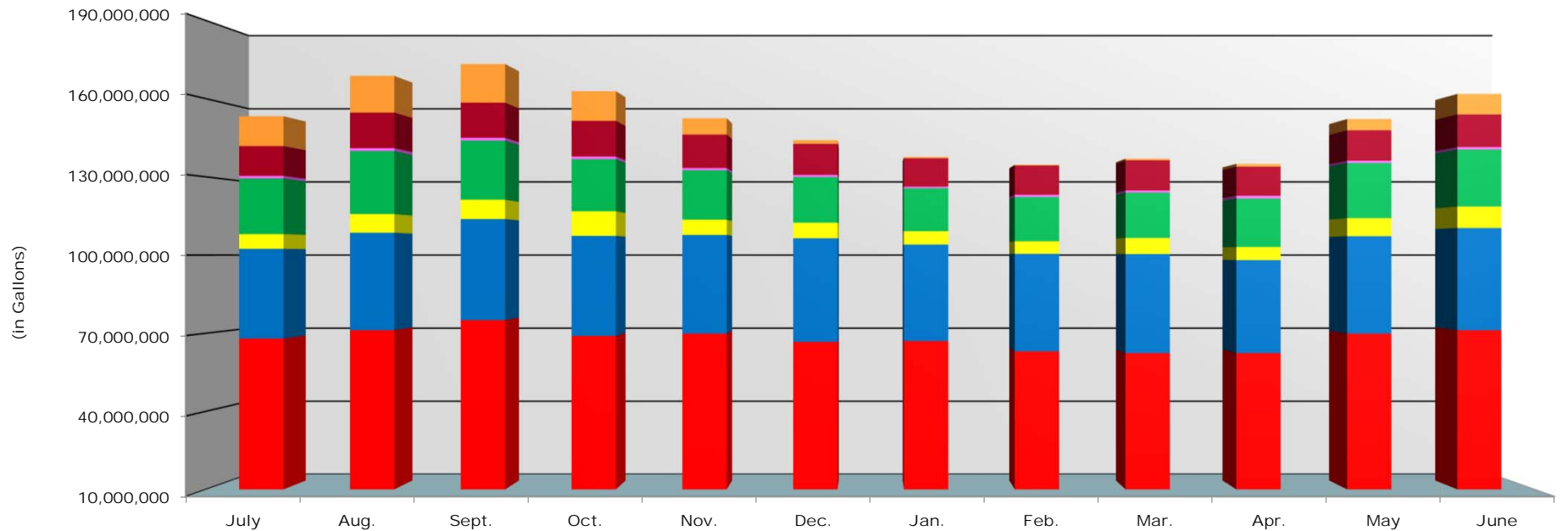
	FY 2024											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775	46,900,575	46,887,506	45,996,822	45,827,255	46,036,892	47,780,002	47,875,553
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806	14,914,361	15,260,215	13,399,431	13,147,547	13,022,922	16,802,275	17,350,136
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	2,237,129	2,308,042	3,982,755	4,614,178
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	1,143,464	1,180,879	3,039,434	4,885,532
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	62,355,395	62,548,735	71,604,466	74,725,399

System-Wide Irrigation Water Usage

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

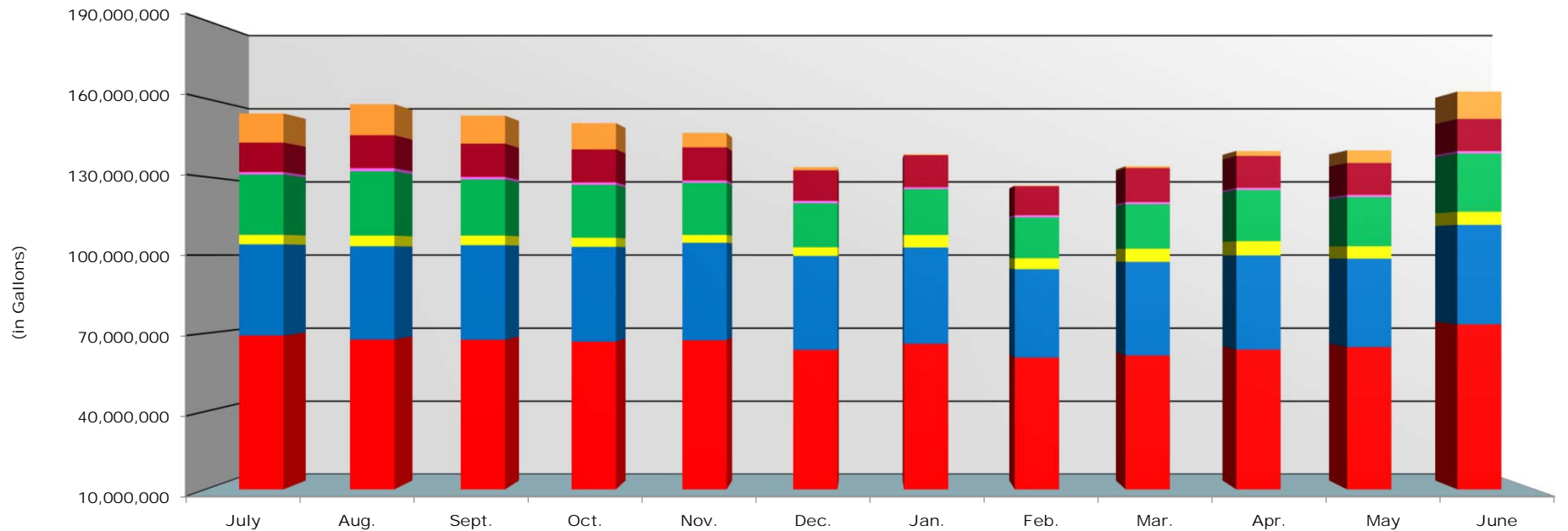
FY 2024	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	145,819	127,806	38,463	168,299	23,781	1,101	616	3	326	1,560	186	2
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892	2,523	994	2	2,184	1,794	1,846	0
Level 3 (6,001 - 9,000 gallons)	717,195	648,971	222,722	787,674	113,745	6,614	1,802	1,600	250	1,958	286	1,500
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	635,405	1,070,530	4,333,581	7,889,805
Total	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	638,165	1,075,842	4,335,899	7,891,307

Monthly Water Consumption Fiscal Year 2024

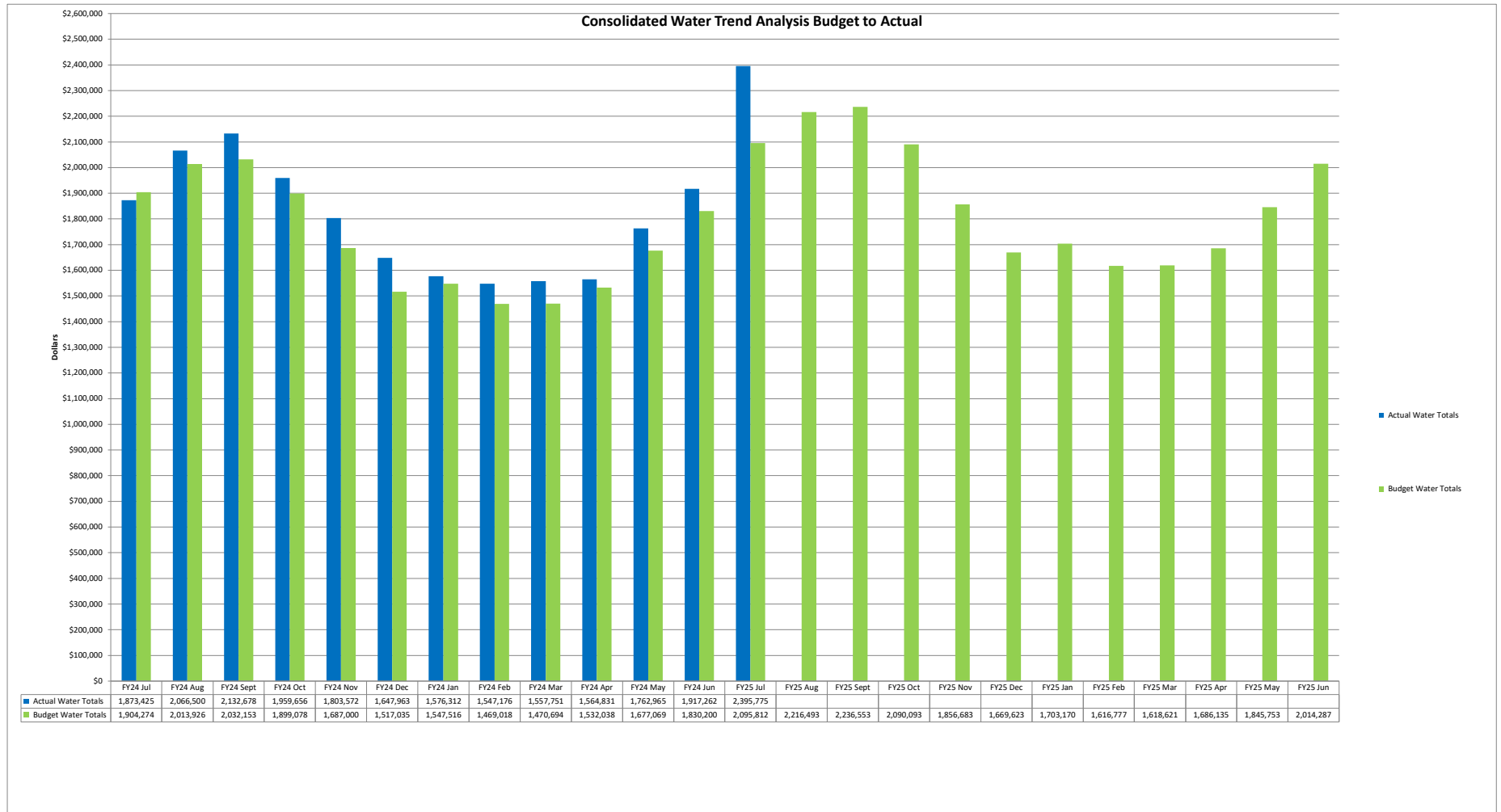


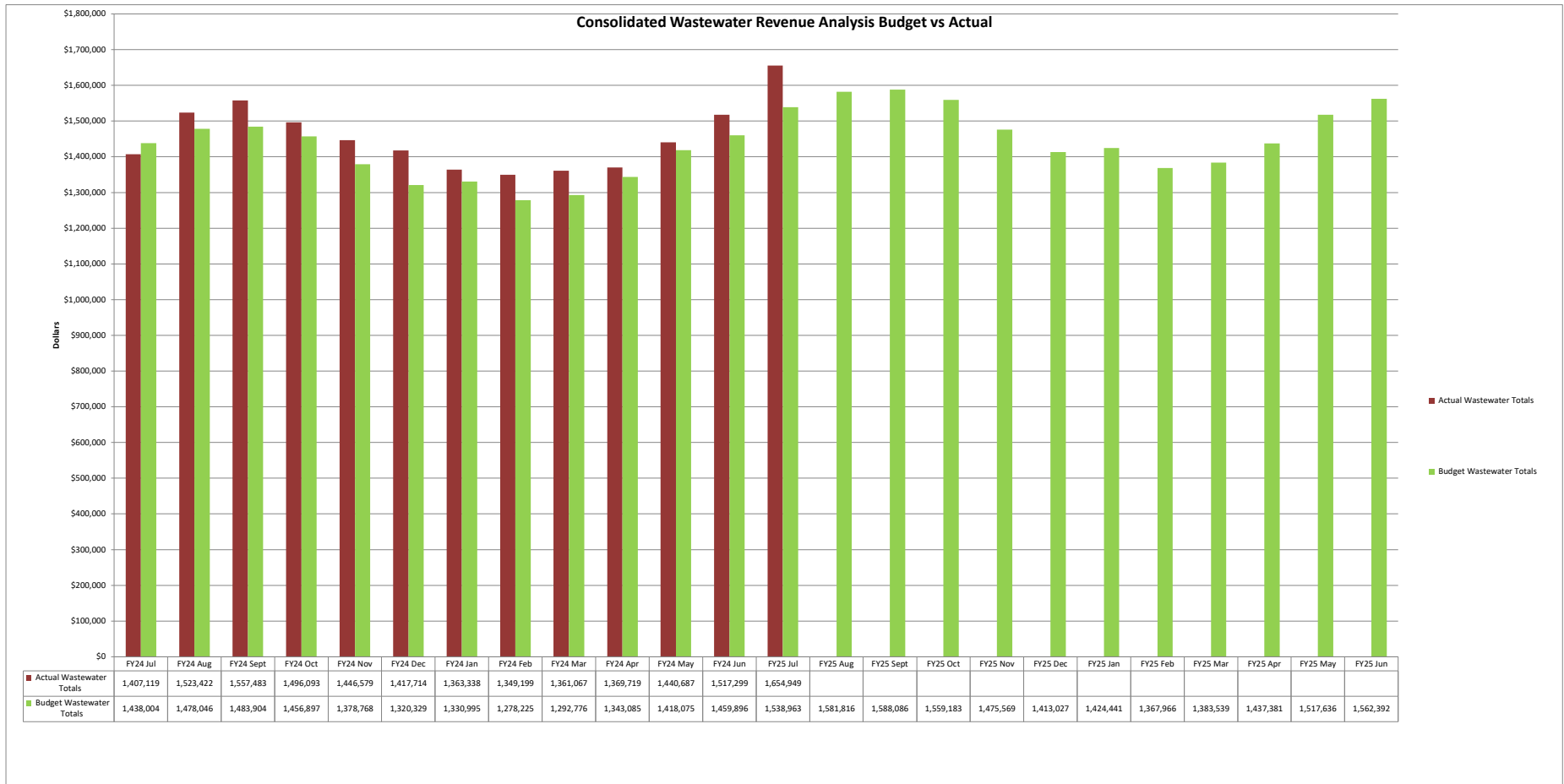
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	1.02%	0.36%	0.25%	0.47%	0.80%	2.85%	4.88%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	638,165	1,075,842	4,335,899	7,891,307
Institutional - 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	11,589,322	11,148,142	11,655,610	12,507,954
Industrial - Domestic/Processing less Exclusion	966,653	1,077,656	1,057,633	1,026,110	861,358	803,364	609,853	850,907	820,801	1,073,059	877,108	942,031
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	17,370,595	18,578,119	21,141,516	21,882,439
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	6,193,567	5,037,281	6,951,469	8,226,787
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	37,990,377	35,663,074	37,363,418	39,186,516
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	62,387,420	62,393,044	69,866,621	71,194,441

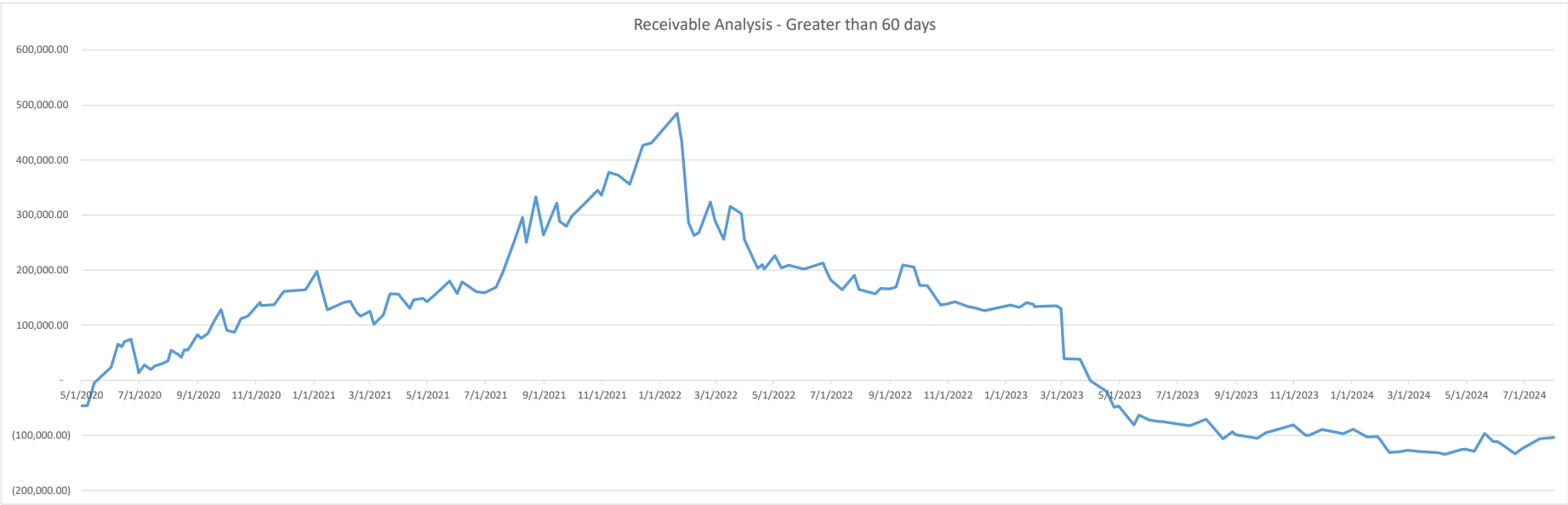
Monthly Water Consumption Fiscal Year 2023



	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

July 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	07/10/2024	Rivanna Water & Sewer Authority	2,283,430.90	Water & Sewer Treatment
ACH	07/15/2024	Payroll	198,180.29	Net Pay
ACH	07/31/2024	Payroll	180,785.30	Net Pay
501302478	07/15/2024	IRS - Federal Tax Deposit	79,111.76	Payroll
501689284	07/31/2024	IRS - Federal Tax Deposit	66,487.50	Payroll
Wire	07/25/2024	The Bank of New York Mellon	47,929.90	Debt Service
501302474	07/31/2024	Virginia Retirement System	42,313.82	Payroll
501689283	07/31/2024	County of Albemarle	42,219.25	Payroll
501689280	07/31/2024	Virginia Retirement System	41,454.43	Payroll
501302477	07/31/2024	County of Albemarle	38,376.94	Payroll
69780	07/15/2024	Duncan Parnell	36,690.00	Trimble Geospatial
69778	07/15/2024	Ditch Witch of Roanoke Incorporated	33,992.32	FX20 VAC Excavator
69768	07/15/2024	Bank of America	32,400.49	Supplies & Memberships
69825	07/15/2024	Cellco Partnership	24,454.70	Cellular Service
501302473	07/15/2024	Nationwide	16,612.59	Payroll
69786	07/15/2024	Hach Company	14,218.77	Dual Parameter Monitoring
501302479	07/15/2024	Virginia Dept of Taxation	13,240.92	Payroll
69782	07/15/2024	Emergency Training Systems Inc	11,970.00	Confined Space Entry
501689285	07/31/2024	Virginia Dept of Taxation	11,618.55	Payroll
69777	07/15/2024	Core & Main LP	10,031.00	Inventory
69770	07/15/2024	Brown, Edwards & Company LLP	7,000.00	FY24 Audit
69796	07/15/2024	Letterpress Communications LLC	6,750.00	CIS/Telephony/Website
69784	07/15/2024	Flora Pettit PC	5,962.50	Legal Services
69798	07/15/2024	Lowe's	5,471.57	Supplies
501689282	07/31/2024	VALIC	5,292.50	Payroll
69779	07/15/2024	Dominion Energy Virginia	5,219.02	Energy
501302476	07/15/2024	VALIC	5,107.50	Payroll
69803	07/15/2024	McCarthy Tire Service	4,424.74	
501689279	07/31/2024	Nationwide	4,298.00	
501302471	07/15/2024	ICMA Membership Renewals	3,965.44	
501689277	07/31/2024	ICMA Membership Renewals	3,900.16	
69828	07/15/2024	Zoho Corporation	3,900.00	
69802	07/15/2024	Mansfield Oil Company of Gainesville Inc	3,454.46	
69823	07/15/2024	HD Supply Facilities Maint LTD	2,972.66	
69824	07/15/2024	Validos LLC	2,890.00	
69766	07/15/2024	Ascensus	2,650.00	
69800	07/15/2024	Malloy Chevrolet Charlottesville LLC	2,616.34	
69832	07/31/2024	Guardian	1,871.18	
69805	07/15/2024	ODP Business Solutions LLC	1,868.28	
69830	07/15/2024	VA Utility Protection Service Inc	1,838.85	
69792	07/15/2024	Lawrence Equipment Inc	1,800.08	
69812	07/15/2024	Rivanna Water & Sewer Authority	1,720.68	
501302481	07/15/2024	ACSA Flexible Spending	1,573.15	
501689287	07/31/2024	ACSA Flexible Spending	1,573.15	

69834	07/31/2024	Minnesota Life Insurance Co	1,456.39
501689286	07/01/2024	Flexible Benefit	1,442.50
69794	07/15/2024	L/B Water Service Incorporated	1,427.34
501302480	07/15/2024	Flexible Benefit	1,397.50
69822	07/15/2024	University Tire & Auto	1,367.37
501689288	07/31/2024	VACORP	972.05
69818	07/15/2024	Macro Retailing LLC	905.97
69820	07/15/2024	Timmons Group Incorporated	900.00
69814	07/15/2024	S L Williamson Company Inc	881.47
69810	07/15/2024	Republic Services	811.64
69816	07/15/2024	Secured Network Solutions Inc	786.55
69790	07/15/2024	Kaseya US LLC	779.12
501302475	07/31/2024	AFLAC	778.32
501689281	07/31/2024	AFLAC	778.32
69772	07/15/2024	Caton Construction Group Inc.	770.00
69804	07/15/2024	MSB Coach	769.00
69799	07/15/2024	Mailing Services of Virginia	756.48
69809	07/15/2024	Regents School of Charlottesville	752.16
69793	07/15/2024	LB Technology Incorporated	700.00
69811	07/15/2024	Rivanna Solid Waste Authority	639.00
69771	07/15/2024	Carter Machinery Company Incorporated	553.23
501302472	07/31/2024	ACAC	552.50
69813	07/15/2024	Robb Properties	504.68
69795	07/15/2024	Lee Enterprises Incorporated	484.08
501689278	07/31/2024	ACAC	464.50
69815	07/15/2024	Safeware Incorporated	458.72
69808	07/15/2024	Red Wing Business Advantage Account	388.59
69765	07/15/2024	API Service Center	344.83
69769	07/15/2024	Brink's Incorporated	340.98
69806	07/15/2024	Cooke LLC	300.00
69775	07/15/2024	BRC Enterprises Incorporated	294.00
69821	07/15/2024	U. S. Bank	291.67
69763	07/15/2024	BPB Holding Corporation	248.70
69789	07/15/2024	Tim Johnson	246.93
69762	07/15/2024	Advance Stores Company Inc	226.22
69787	07/15/2024	Hawkins-Graves Incorporated	199.23
501302470	07/15/2024	Treasurer of Virginia	189.94
501689276	07/31/2024	Treasurer of Virginia	189.94
69773	07/15/2024	Indpdnt Bttry Retailers of America	182.22
69829	07/15/2024	Dominion Energy Virginia	177.67
69797	07/15/2024	Albert Lindemann	143.02
69833	07/31/2024	Herbert Beskin Trustee	135.00
69826	07/15/2024	William A Wells	130.00
69764	07/15/2024	American Pest Incorporated	123.78
69827	07/15/2024	Debbie Wright	119.26
69807	07/15/2024	Rex Linville	100.00
69781	07/15/2024	Nathan Dunn	84.46

69831	07/31/2024	Anytime Fitness-Pantops	80.00
69835	07/31/2024	Snap Fitness	79.92
69774	07/15/2024	Culpeper Auto Parts Incorporated	70.76
69817	07/15/2024	CM Turf	68.00
69791	07/15/2024	Naomi Kuno	66.90
69785	07/15/2024	Gingerich Outdoor Power Spec	57.98
69801	07/15/2024	Malloy Ford	53.37
69783	07/15/2024	Flexible Benefit Administrators Inc	42.35
69761	07/01/2024	Central Virginia Electric Cooperative	39.19
69788	07/15/2024	James River Communications Inc	35.00
69767	07/15/2024	Jesse Ayers	27.94
69776	07/15/2024	City of Charlottesville	11.98
69819	07/15/2024	Thryv Incorporated	6.50
			3,340,824.91

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION

June 30, 2024

ASSETS

Cash and cash equivalents	\$ 10,496,126
Accounts receivable	5,473,139
Investments	52,138,946
Capital assets: (net of accumulated depreciation)	185,201,255
Inventory	835,623
Prepays	346,047
Cash and cash equivalents, restricted	660,760
	<hr/>
Total assets	255,151,896
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable	5,110,679
Accrued liabilities	545,139
Compensated absences	746,495
Net pension liability	2,454,029
Other post-employment benefits	1,244,519
Unearned connection fees	3,432,450
Long-term debt	4,175,883
	<hr/>
Total liabilities	17,709,194
	<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

237,513,601

ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending June 30, 2024

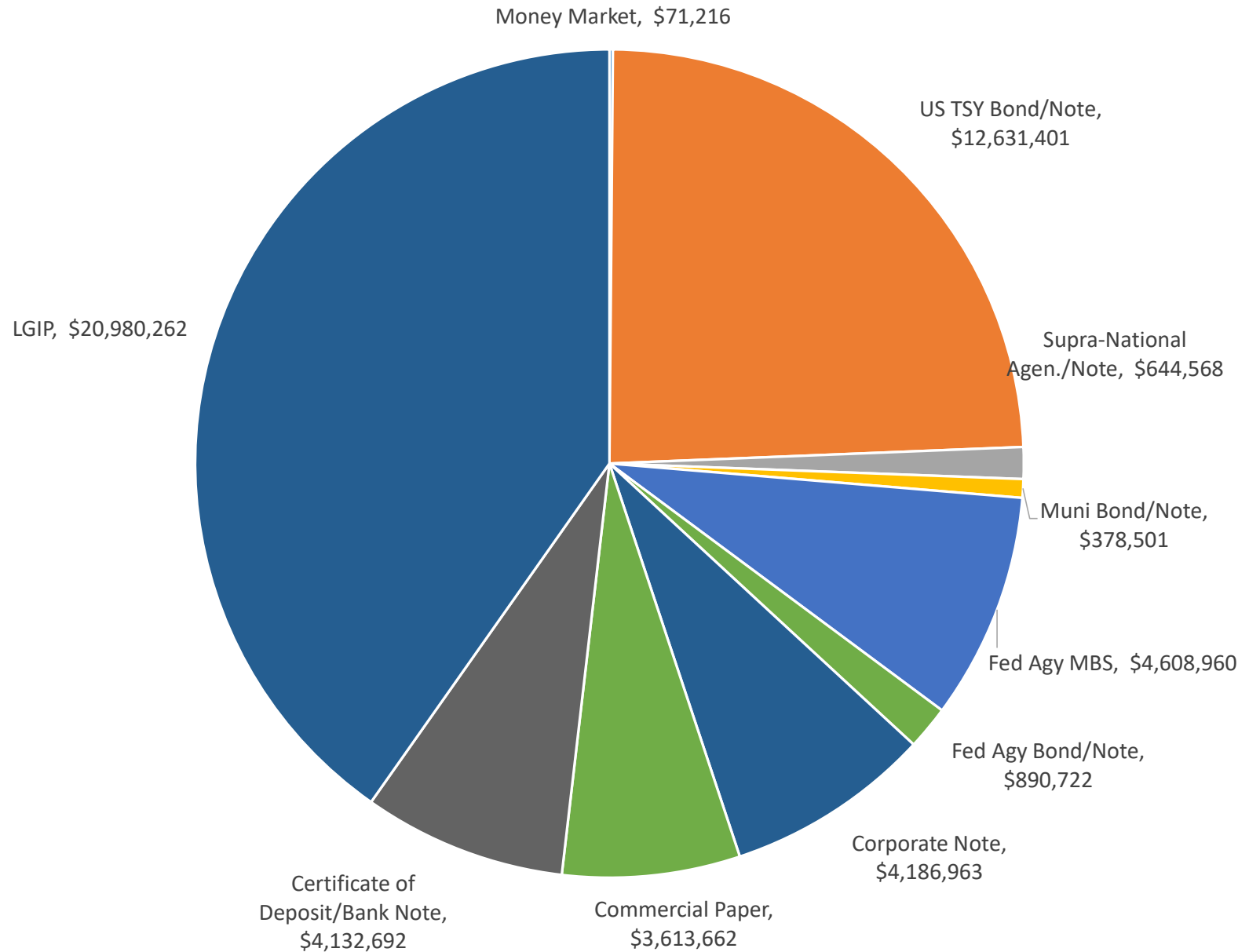
69

	Budget FY 2024	Budget Year-to-Date 2024	June Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	20,580,000.	20,580,000.	21,410,091.	830,091.	4.03%
Sewer Service	16,679,000.	16,679,000.	17,249,719.	570,719.	3.42%
Total operating revenues	37,259,000.	37,259,000.	38,659,810.	1,400,810.	3.76% A
Operating Expenses					
Purchase of bulk water	(16,256,000.)	(16,256,000.)	(16,266,189.)	(10,189.)	0.06% B
Purchase of sewer treatment	(11,689,000.)	(11,689,000.)	(11,319,500.)	369,500.	(3.16%) B
Administration	(1,475,500.)	(1,475,500.)	(1,254,999.)	220,501.	(14.94%) C
Finance	(2,890,000.)	(2,890,000.)	(2,603,793.)	286,207.	(9.90%) C
Information Technology	(1,787,600.)	(1,787,600.)	(1,627,971.)	159,629.	(8.93%) C
Engineering	(2,400,300.)	(2,400,300.)	(2,097,642.)	302,658.	(12.61%) C
Maintenance	(4,749,900.)	(4,749,900.)	(4,188,233.)	561,667.	(11.82%) C
Total operating expenses	(41,248,300.)	(41,248,300.)	(39,358,327.)	1,889,973.	(4.58%)
Operating gain(loss)	(3,989,300.)	(3,989,300.)	(698,517.)	3,290,783.	(82.49%)
Nonoperating Revenues					
System connection charges	8,000,000.	8,000,000.	9,340,728.	1,340,728.	16.76% D
Investment/Interest Income	600,000.	600,000.	2,807,845.	2,207,845.	367.97% E
Rental income	16,000.	16,000.	18,418.	2,418.	15.11%
Miscellaneous revenues	761,000.	761,000.	601,442.	(159,558.)	(20.97%) F
Total nonoperating revenues (expenses)	9,377,000.	9,377,000.	12,768,433.	3,391,433.	36.17%
Nonoperating Expenses					
Miscellaneous expenses	(327,300.)	(327,300.)	(631,077.)	(303,777.)	92.81% G
Bond interest charges	(183,859.)	(183,859.)	(183,859.)	0.	0.00% H
Depreciation	0.	0.	(4,278,175.)	(4,278,175.)	0.00% I
Total nonoperating revenues (expenses)	(511,159.)	(511,159.)	(5,093,111.)	(4,581,952.)	896.38%
Capital contributions	0.	0.	1,015,126.	1,015,126.	0.00%
Change in Net Position	4,876,541.	4,876,541.	7,991,931.	3,115,390.	63.89%

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

- A.** Water and sewer revenues were more than budgeted amounts by 3.8%. Consumption through June (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 1.3%. 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 **June 30, 2024**

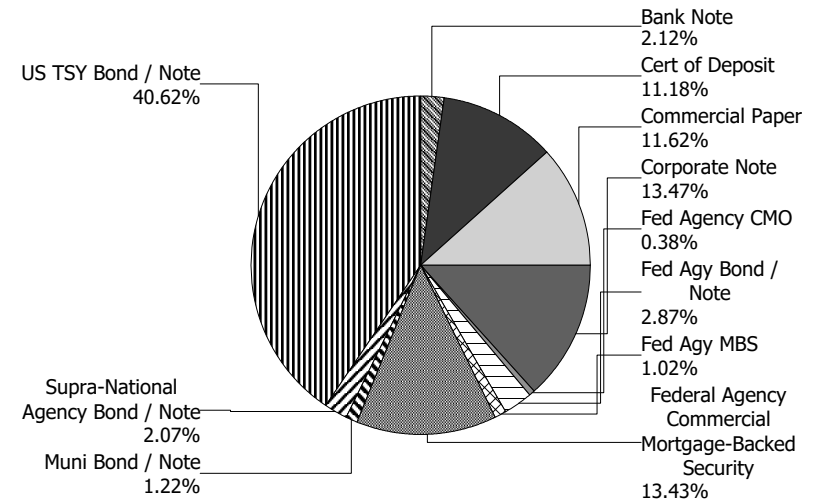
ACSA OPERATING FUNDS - 03100100

Account Summary

Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	12,770,000.00	12,631,400.86	40.62
Supra-National Agency Bond / Note	650,000.00	644,568.35	2.07
Municipal Bond / Note	380,000.00	378,500.80	1.22
Federal Agency Mortgage-Backed Security	336,278.69	317,069.95	1.02
Federal Agency Commercial Mortgage-Backed Security	4,330,313.66	4,174,418.20	13.43
Federal Agency Collateralized Mortgage Obligation	118,171.54	117,471.37	0.38
Federal Agency Bond / Note	900,000.00	890,721.60	2.87
Corporate Note	4,265,000.00	4,186,963.13	13.47
Commercial Paper	3,675,000.00	3,613,662.21	11.62
Certificate of Deposit	3,475,000.00	3,475,118.68	11.18
Bank Note	655,000.00	657,573.11	2.12
Managed Account Sub-Total	31,554,763.89	31,087,468.26	100.00%
Accrued Interest		317,551.55	
Total Portfolio	31,554,763.89	31,405,019.81	

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

Sector Allocation



**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	2,265,591	2,013,296	252,295	12.53%
May	2,313,334	2,021,900	291,434	14.41%
June	2,283,431	1,979,565	303,866	15.35%
	\$ 27,553,743	\$ 24,170,133		
YTD	\$ 27,553,743	\$ 24,170,133	\$ 3,383,610	14.00%

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

Albemarle County Service Authority
Connection Fee Analysis
May 2024

Area	May 2024 Monthly Connection Fees	May 2023 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 484,650	\$ 330,015	\$ 154,635	47%
Urban	939,258	651,660	287,598	44%
Scottsville	72,150	-	72,150	
Total Connection fees	\$ 1,496,058	\$ 981,675	\$ 514,383	52%
Through May				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 2,763,985	\$ 1,589,460	\$ 1,174,525	74%
Urban	5,712,753	9,543,361	(3,830,609)	-40%
Scottsville	72,450	-	72,450	-
Total Connection fees	\$ 8,549,188	\$ 11,132,821	\$ (2,583,634)	-23%

Area	May 2024 ERC's	May 2023 ERC's	Change	% Change
Crozet	34	25	9	36%
Urban	64	48	16	33%
Scottsville	10	-	10	-
Total ERC's	108	73	35	48%
Through May				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	192	118	74	63%
Urban	394	709	(315)	-44%
Scottsville	10	-	10	-
Total ERC's - YTD	596	827	(231)	-28%

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
May 2024**

Area	May 2024 ERC's	May 2023 ERC's	May 2022 ERC's
Crozet	34	25	9
Urban	64	48	81
Scottsville	10	-	-
Total ERC's	108	73	90

Through May			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	192	118	108
Urban	394	709	497
Scottsville	10	-	-
Total ERC's - YTD	596	827	605

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.



Water and Sewer Report

(Volumes in Gallons)

May 2024

Billed by Area:

	Water	Sewer
Crozet	17,848,808	16,846,464
Scottsville	995,813	852,512
Urban	134,444,454	114,590,485
Red Hill	54,204	0
Total	153,343,279	132,289,461

Number of Installed Meters:

Urban	15
Crozet	23
Scottsville	1
Total	39

Billing by Sewer Plant:

Total Urban and Crozet	131,436,949
less Glenmore WRRF	(4,023,892)
Moores Creek AWRRF	127,413,057
Scottsville	852,512
Total	128,265,569

Metered Consumption (billed by invoice):

Urban	1,368,000
Crozet	0
Scottsville	0
Total	1,368,000

Estimated Water Loss:

1305 Sunset Cir	Urban	10
1911 Whitehall Road	Crozet	5000
Total		5,010

Billed Consumption for Selected Customers

	Water	Sewer		Water	Sewer
Virginia Land Holding	283,295	283,295	Boar's Head Inn	413,474	376,260
Southwood Mobile Homes	1,636,220	2,000,000	Farmington, Inc.	828,016	415,352
Turtle Creek Apts.	1,375,823	1,368,988	Westgate Apts.	1,446,233	1,445,233
Barracks West Apartments	1,350,930	1,350,930	PR Charger C'ville Holdings	2,186,272	2,186,272
Monroe Health and Rehab	634,604	634,604	Four Seasons Apts	1,809,637	1,809,637
Sunrise Senior "Colonnades"	916,481	801,481	Ch'ville/Alb Airport	180,289	180,037
ACRJ	844,230	756,230	State Farm	1,958,220	1,854,970
Westminster Canterbury	1,263,410	1,263,410	Hyatt @ Stonefield	461,554	461,554
SEMF Charleston	1,450,801	1,450,801	Doubletree	815,537	815,537
Martha Jefferson Hospital	2,079,789	1,359,039	Arden Place Apts.	516,578	516,578
Crozet Mobile Home Village	257,226	257,226	Hilton Garden Inn	285,194	285,194
The Home Depot	111,036	111,036	The Blake & Charlottesville	215,228	215,228
County of Albemarle	1,656,603	1,269,589	The Lodge @ Old Trail	277,652	277,652
University of Virginia	1,969,773	1,944,402	Gov't-Defense Complex	771,205	771,205
Wegmans	341,687	341,687	Harris Teeter Stores	161,102	161,102

May 2024

WATER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,229	3,983	195	20,407
Multi-Family Residential	577	45	3	625
Commercial (Offices)	201	12	5	218
Commercial (Other)	935	77	54	1,066
Industrial	36	11	4	51
Institutional	172	32	12	216
Total Water Connections	18,150	4,160	273	22,583
Plus Multiple Units	13,629	842	89	14,560
Total Water Units	31,779	5,002	362	37,143

SEWER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,916	3,708	157	17,781
Multi-Family Residential	546	43	4	593
Commercial (Offices)	186	12	5	203
Commercial (Other)	727	53	47	827
Industrial	15	5	1	21
Institutional	134	25	10	169
Total Sewer Connections	15,524	3,846	224	19,594
Plus Multiple Units	13,208	839	56	14,103
Total Sewer Units	28,732	4,685	280	33,697

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	74,645	12,063	710	87,418
Total Sewer Customers	67,810	11,368	533	79,710

**Albemarle County Service Authority
Major Customer Analysis
May 2024 and April 2024**

	May 2024		April 2024		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
County of Albemarle	1,656,603	1,269,589	1,282,487	1,129,650	29.17%	12.39%
Four Seasons Apts.	1,809,637	1,809,637	1,430,293	1,430,293	26.52%	26.52%
Martha Jefferson Hospital	2,079,789	1,359,039	1,697,948	2,102,018	22.49%	-35.35%
University of Virginia	1,969,773	1,944,402	1,614,281	1,603,476	22.02%	21.26%
PR Charger C'ville Holdings	2,186,272	2,186,272	1,891,792	1,891,792	15.57%	15.57%
Westgate Apts.	1,446,233	1,445,233	1,286,202	1,284,902	12.44%	12.48%
Westmisnster Canterbury	1,263,410	1,263,410	1,124,890	1,124,890	12.31%	12.31%
Southwood Mobile Homes	1,636,220	2,000,000	1,476,450	1,920,000	10.82%	4.17%
SEMF Charleston	1,450,801	1,450,801	1,367,614	1,367,614	6.08%	6.08%
ACRJ	844,230	756,230	849,770	801,770	-0.65%	-5.68%
Turtle Creek Apts.	1,375,823	1,368,988	1,389,251	1,382,006	-0.97%	-0.94%
Barracks West Apartments	1,350,930	1,350,930	1,389,088	1,389,088	-2.75%	-2.75%
State Farm	1,958,220	1,854,970	2,051,950	2,019,321	-4.57%	-8.14%

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
May 2024 and May 2023**

	May 2024		May 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	1,958,220	1,854,970	1,120,950	1,070,299	74.69%	73.31%
PR Charger C'ville Holdings	2,186,272	2,186,272	1,513,783	1,513,783	44.42%	44.42%
University of Virginia	1,969,773	1,944,402	1,408,379	1,405,470	39.86%	38.35%
Four Seasons Apts.	1,809,637	1,809,637	1,476,601	1,476,601	22.55%	22.55%
Westgate Apts.	1,446,233	1,445,233	1,218,633	1,217,733	18.68%	18.68%
Martha Jefferson Hospital	2,079,789	1,359,039	1,834,946	1,290,846	13.34%	5.28%
Turtle Creek Apts.	1,375,823	1,368,988	1,254,094	1,253,394	9.71%	9.22%
Southwood Mobile Homes	1,636,220	2,000,000	1,499,820	2,160,000	9.09%	-7.41%
County of Albemarle	1,656,603	1,269,589	1,606,753	1,321,432	3.10%	-3.92%
Barracks West Apartments	1,350,930	1,350,930	1,350,600	1,350,600	0.02%	0.02%
SEMF Charleston	1,450,801	1,450,801	1,524,916	1,524,916	-4.86%	-4.86%
ACRJ	844,230	756,230	888,730	793,730	-5.01%	-4.72%
Westmisnster Canterbury	1,263,410	1,263,410	1,455,010	1,372,010	-13.17%	-7.92%

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 -- May

	YTD FY 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	19,873,400	19,015,413	6,883,240	6,318,589	188.72%	200.94%
Barracks West Apartments	18,564,373	18,564,373	15,941,500	15,941,500	16.45%	16.45%
PR Charger C'ville Holdings	22,387,857	22,387,857	19,916,230	19,916,230	12.41%	12.41%
County of Albemarle	17,492,249	12,437,199	15,693,247	12,877,165	11.46%	-3.42%
University of Virginia	20,863,982	20,794,206	18,724,247	18,682,445	11.43%	11.30%
Turtle Creek Apts.	15,641,496	15,580,543	14,287,843	14,258,443	9.47%	9.27%
Martha Jefferson Hospital	22,468,646	15,355,214	21,218,461	13,333,481	5.89%	15.16%
Westmisnster Canterbury	15,919,660	15,340,660	15,062,090	14,395,090	5.69%	6.57%
SEMF Charleston	16,912,865	16,912,865	16,434,546	16,434,546	2.91%	2.91%
Westgate Apts.	13,481,038	13,472,038	13,465,096	13,457,196	0.12%	0.11%
Southwood Mobile Homes	18,819,980	22,910,000	18,880,895	23,510,000	-0.32%	-2.55%
Four Seasons Apts.	17,277,256	17,277,256	18,266,433	18,266,433	-5.42%	-5.42%
ACRJ	10,455,000	9,368,000	11,231,380	10,024,380	-6.91%	-6.55%

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

June 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	06/05/2024	Rivanna Water & Sewer Authority	2,313,333.66	Water & Sewer Treatment
69476	06/01/2024	Valley Contracting LLC	582,146.70	Crozet Phase 4 Watermain
69754	06/28/2024	Valley Contracting LLC	532,889.20	Crozet Phase 4 Watermain
69675	06/28/2024	Anderson Construction Incorporated	369,206.01	Madison Park Pump Station
69404	06/01/2024	Anderson Construction Incorporated	229,565.50	Madison Park Pump Station
ACH	06/15/2024	Payroll	182,771.32	Net Pay
ACH	06/28/2024	Payroll	179,685.33	Net Pay
69701	06/28/2024	Fire-X Corporation	113,675.67	Fire Suppression System
69428	06/01/2024	Fire-X Corporation	108,602.62	Fire Suppression System
499114834	06/14/2024	IRS - Federal Tax Deposit	70,126.56	Payroll
500614950	06/28/2024	IRS - Federal Tax Deposit	67,146.26	Payroll
69453	06/01/2024	James Michael Eaton	60,739.20	Avon Nutrient Bank Credits
Wire	06/20/2024	The Bank of New York Mellon	47,929.90	Debt Service
500614949	06/28/2024	County of Albemarle	41,497.70	Payroll
69479	06/01/2024	Whitman, Requardt & Assoc LLP	40,227.02	SCADA Phase 3
499114833	06/28/2024	County of Albemarle	39,642.12	Payroll
69572	06/15/2024	Virginia Risk Sharing Association	33,449.00	FY-25 Insurance Renewal
499114830	06/28/2024	Virginia Retirement System	33,151.34	Payroll
500614946	06/28/2024	Virginia Retirement System	33,151.32	Payroll
69420	06/01/2024	Dewberry Engineers Incorporated	32,445.00	Townwood Water Main
69728	06/28/2024	Paymentus Corporation	28,607.50	Transaction Fees
69712	06/28/2024	M C Dean Incorporated	28,037.52	SCADA Phase 3
69455	06/01/2024	Paymentus	27,385.64	Transaction Fees
69465	06/01/2024	S L Williamson Company Inc	26,800.00	Pavement Repair
69557	06/15/2024	Stemmle Plumbing Repair Inc	24,343.00	Wet Well Cleaning Contract
69496	06/15/2024	Bank of America	21,369.96	Supplies & Memberships
69757	06/28/2024	Whitman, Requardt & Assoc LLP	19,196.97	SCADA Phase 3
69681	06/28/2024	Capital Electric	18,783.49	EV Charing Infrastructure
69483	06/01/2024	Zoho Corporation	14,242.00	Cybersecurity Monitoring
69550	06/15/2024	Provantage LLC	13,475.00	Security Switch Replacements
69710	06/28/2024	Letterpress Communications LLC	12,225.00	Communications Consultant
499114835	06/14/2024	Virginia Dept of Taxation	12,014.49	Payroll
500614951	06/28/2024	Virginia Dept of Taxation	11,525.32	Payroll
69520	06/15/2024	Grainger	10,961.26	SCBA Mask Order
69445	06/01/2024	OW Investors LLC	9,250.00	Mars Training & Certification
69569	06/15/2024	Cellco Partnership	8,888.21	Cellular Service
69568	06/15/2024	Validos LLC	8,075.00	Telephone Consulting Service
69539	06/15/2024	Mansfield Oil Company of Gainesville Inc	6,878.27	Fuel
69516	06/15/2024	Flora Pettit PC	6,866.50	Legal Services
69536	06/15/2024	Letterpress Communications LLC	6,750.00	Communications Consultant
69542	06/15/2024	Norfolk Southern Railway Company	6,489.60	Lease of Tower for AMI
69541	06/15/2024	MSB Coach	6,362.74	Supervisor training workshop
69423	06/01/2024	E Source Companies LLC	6,189.00	AMI Project - Phase 3
69489	06/01/2024	Ferguson US Holdings Inc	6,120.75	Inventory

69460	06/01/2024	Provantage LLC	6,100.00	Replacement laptops
69529	06/15/2024	JDL Industries - Atlanta Inc.	5,962.48	(8) Gallons Paint
69551	06/15/2024	Red Lobster	5,619.72	Refund
69561	06/15/2024	The El Group Incorporated	5,600.00	Proposal
69429	06/01/2024	Flora Pettit PC	5,400.00	Legal Services
69523	06/15/2024	Harrisonburg Construction	5,396.00	Security Improvements
69444	06/01/2024	Mansfield Oil Company of Gainesville Inc	5,116.31	Fuel
499114832	06/14/2024	VALIC	5,107.50	Payroll
500614948	06/28/2024	VALIC	5,107.50	Payroll
69720	06/28/2024	Michael Baker International Incorporated	5,012.58	Bellair - Liberty Hills Sewer
69432	06/01/2024	Fortiline Incorporated	4,952.98	
500614945	06/28/2024	Nationwide	4,835.65	
69700	06/28/2024	Ferguson US Holdings Inc	4,815.99	
69526	06/15/2024	Hydraflo Incorporated	4,791.45	
69508	06/15/2024	Dewberry Engineers Incorporated	4,695.00	
69478	06/01/2024	Virginia Municipal Drinking	4,686.12	
69509	06/15/2024	Dominion Energy Virginia	4,626.22	
499114829	06/14/2024	Nationwide	4,535.65	
69464	06/01/2024	RSG Landscaping LLC	4,400.57	
69737	06/28/2024	RSG Landscaping LLC	4,400.57	
69548	06/15/2024	Performance Signs LLC	4,261.00	
69699	06/28/2024	EWT Holdings III Corporation	4,208.64	
69469	06/01/2024	Tencarva Machinery Co LLC	4,139.30	
69424	06/01/2024	Ed's Floor Care Services LLC	3,703.33	
69698	06/28/2024	Ed's Floor Care Services LLC	3,703.33	
499114827	06/14/2024	ICMA Membership Renewals	3,598.40	
500614943	06/28/2024	ICMA Membership Renewals	3,598.40	
69694	06/28/2024	Dominion Energy Virginia	3,465.15	
69482	06/01/2024	Xylem Dewatering Solutions Inc	3,365.88	
69716	06/28/2024	Mansfield Oil Company of Gainesville Inc	3,339.88	
69497	06/15/2024	Better Living Incorporated	3,218.99	
69565	06/15/2024	UniFirst Corporation	3,189.27	
69422	06/01/2024	Dominion Energy Virginia	3,130.46	
69730	06/28/2024	PFM Asset Management LLC	3,082.49	
69549	06/15/2024	PFM Asset Management LLC	2,982.54	
69705	06/28/2024	Gingerich Outdoor Power Spec	2,963.84	
69713	06/28/2024	Mailing Services of Virginia	2,949.31	
69425	06/01/2024	Evoqua Water Technologies LLC	2,897.55	
69528	06/15/2024	James River Equipment	2,858.07	
69758	06/28/2024	Whitman, Requardt & Associates LLP	2,713.20	
69531	06/15/2024	Kaseya US LLC	2,703.90	
69537	06/15/2024	Lowe's	2,557.64	
69459	06/01/2024	Prism Contractors	2,528.90	
69719	06/28/2024	Sheila Meek	2,500.00	
69466	06/01/2024	Safeware Incorporated	2,330.00	
69480	06/01/2024	Whitman, Requardt & Associates LLP	2,223.00	
69473	06/01/2024	UniFirst Corporation	2,210.91	

69760	06/29/2024	Ferguson US Holdings Inc	2,146.60
69669	06/28/2024	Minnesota Life Insurance Co	2,143.44
69407	06/01/2024	AquaTech Irrigation Services LLC	2,140.00
69567	06/15/2024	USABlueBook	2,091.31
69570	06/15/2024	VA Utility Protection Service Inc	2,060.80
69427	06/01/2024	Ferguson US Holdings Inc	2,039.56
69547	06/15/2024	Tom Hutka	2,037.03
69735	06/28/2024	Rappahannock Electric Cooperative	2,022.38
69450	06/01/2024	ODP Business Solutions LLC	1,977.50
69749	06/28/2024	UniFirst Corporation	1,938.30
69667	06/28/2024	Guardian	1,871.18
69426	06/01/2024	Facility Gateway Corporation	1,785.49
69563	06/15/2024	Greenbrier Incorporated	1,772.71
69414	06/01/2024	Comcast	1,725.76
69688	06/28/2024	Comcast	1,725.76
69518	06/15/2024	Fortiline Incorporated	1,618.56
69745	06/28/2024	Tencarva Machinery Co LLC	1,588.75
499114837	06/14/2024	ACSA Flexible Spending	1,573.15
500614953	06/28/2024	ACSA Flexible Spending	1,573.15
69461	06/01/2024	Rappahannock Electric Cooperative	1,557.23
69709	06/28/2024	L/B Water Service Incorporated	1,532.50
69752	06/28/2024	HD Supply Facilities Maint LTD	1,414.99
499114836	06/14/2024	Flexible Benefit	1,397.50
500614952	06/28/2024	Flexible Benefit	1,397.50
69519	06/15/2024	Gingerich Outdoor Power Spec	1,379.98
69418	06/01/2024	Cues Incorporated	1,347.89
69495	06/15/2024	Bckflw Apparatus & Valve Inc	1,287.15
69524	06/15/2024	Hawkins-Graves Incorporated	1,264.48
69411	06/01/2024	BRC Enterprises Incorporated	1,250.28
69711	06/28/2024	Luck Stone Corporation	1,189.80
69510	06/15/2024	Dr Hinkle & Associates	1,170.00
69691	06/28/2024	Cues Incorporated	1,115.91
69740	06/28/2024	S.I.S Paint Inc.	1,088.40
69517	06/15/2024	Flow Transportation Center of VA LLC	1,029.49
69543	06/15/2024	ODP Business Solutions LLC	1,014.00
69556	06/15/2024	Rivanna Water & Sewer Authority	970.08
69405	06/01/2024	API Service Center	966.40
69733	06/28/2024	Ramboll Americas Engineering	924.00
69458	06/01/2024	W & H Resources Incorporated	891.25
500614954	06/28/2024	VACORP	886.18
69697	06/28/2024	E Source Companies LLC	877.00
69739	06/28/2024	S L Williamson Company Inc	855.14
69575	06/15/2024	Whitman, Requardt & Assoc LLP	837.68
69410	06/01/2024	Culpeper Auto Parts Incorporated	829.05
69723	06/28/2024	ODP Business Solutions LLC	810.60
499114831	06/28/2024	AFLAC	778.32
500614947	06/28/2024	AFLAC	778.32
69413	06/01/2024	Comcast	752.35
69687	06/28/2024	Comcast	752.35
69433	06/01/2024	Freeman Industries Inc	750.00
69504	06/15/2024	Core & Main LP	738.00
69753	06/28/2024	UVA-WorkMed	724.00
69732	06/28/2024	W & H Resources Incorporated	713.47

69535	06/15/2024	LB Technology Incorporated	700.00
69729	06/28/2024	Elizabeth Peters	696.88
69555	06/15/2024	Rivanna Solid Waste Authority	646.00
499114828	06/28/2024	ACAC	596.50
500614944	06/28/2024	ACAC	596.50
69513	06/15/2024	Ferguson US Holdings Inc	547.76
69417	06/01/2024	Crown Castle	546.36
69690	06/28/2024	Crown Communication LLC	546.36
69748	06/28/2024	K1 Powell's Body LLC	540.00
69696	06/28/2024	BSC Acquisition Sub LLC	526.38
69441	06/01/2024	L/B Water Service Incorporated	507.78
69671	06/28/2024	Advance Stores Company Inc	504.43
69722	06/28/2024	Moore's Electrical & Mechanical	500.06
69493	06/15/2024	Aqua Air Laboratories Inc	450.00
69736	06/28/2024	Rexel USA Incorporated	441.72
69731	06/28/2024	Pitney Bowes Global	441.60
69706	06/28/2024	Hathaway Solutions LLC	417.51
69430	06/01/2024	AGILIS LLC	408.11
499114843	06/12/2024	Energy Earth LLC	400.00
69463	06/01/2024	Rexel USA Incorporated	355.74
69552	06/15/2024	Red Wing Business Advantage Account	351.69
69409	06/01/2024	Brink's Incorporated	344.53
69680	06/28/2024	Brink's Incorporated	341.69
69751	06/28/2024	University Tire & Auto	335.88
69446	06/01/2024	Michael Baker International Incorporated	334.80
69704	06/28/2024	Gage Environmental Products & Services	334.80
69564	06/15/2024	U. S. Bank	328.77
69401	06/01/2024	Shannon Jenkins	325.00
69436	06/01/2024	Hathaway Solutions LLC	321.60
69538	06/15/2024	Malloy Ford	309.89
69491	06/15/2024	Advance Stores Company Inc	305.83
69571	06/15/2024	Protocol SSD Corporation	305.46
69708	06/28/2024	Robert Duncan	300.00
69724	06/28/2024	Charles Perry, Jr.	300.00
69747	06/28/2024	Timmons Group Incorporated	300.00
69756	06/28/2024	Protocol SSD Corporation	299.64
69470	06/01/2024	TSRC Incorporated	294.45
69475	06/01/2024	UVA-WorkMed	280.00
69682	06/28/2024	MWP Supply Incorporated	267.03
69501	06/15/2024	C.E.S (City Electric Accounts - Chi)	261.14
69679	06/28/2024	Bailey Printing Incorporated	255.00
69678	06/28/2024	Augusta Cooperative Farm Bureau	254.35
69530	06/15/2024	Wisconsin Quick Lube Inc	239.34
69553	06/15/2024	Republic Services	201.44
69462	06/01/2024	Red Wing Business Advantage Account	200.00
69399	06/01/2024	Advance Stores Company Inc	190.47
499114826	06/14/2024	Treasurer of Virginia	189.94
500614942	06/28/2024	Treasurer of Virginia	189.94
69474	06/01/2024	University Tire & Auto	189.53
69511	06/15/2024	Mary Drucker	188.79
69715	06/28/2024	Malloy Ford	184.14
69677	06/28/2024	Travis Armstrong	183.15
69759	06/28/2024	William A Wells	175.00
69695	06/28/2024	Todd Donovan	157.83
69472	06/01/2024	Troy's Auto & Diesel LLC	155.68

69505	06/15/2024	Craig Builders	154.66
69471	06/01/2024	Timmons Group Incorporated	150.00
499114842	06/10/2024	Energy Earth LLC	150.00
69672	06/28/2024	Aireco Supply Incorporated	147.36
69468	06/01/2024	Macro Retailing LLC	143.99
69744	06/28/2024	Macro Retailing LLC	143.99
69718	06/28/2024	US Electrical Services Incorporated	143.95
69515	06/15/2024	Flexible Benefit Administrators Inc	140.35
69481	06/01/2024	William A Wells	140.00
69576	06/15/2024	William A Wells	140.00
69668	06/28/2024	Herbert Beskin Trustee	135.00
69503	06/15/2024	Stephanie Mallow Corbett	133.39
69707	06/28/2024	Hawkins-Graves Incorporated	129.98
69449	06/01/2024	O'Reilly Automotive Stores Inc	129.51
69403	06/01/2024	American Pest Incorporated	123.78
69743	06/28/2024	Carter Suddarth	111.57
69558	06/15/2024	S L Williamson Company Inc	102.53
69742	06/28/2024	Caleb Stowe	100.37
69544	06/15/2024	Keith Woodard	100.00
69545	06/15/2024	Patricia McKeown	100.00
69725	06/28/2024	Cole Marley	100.00
69727	06/28/2024	Tenzin Yangdol	100.00
69702	06/28/2024	Flexible Benefit Administrators Inc	98.00
69684	06/28/2024	BRC Enterprises Incorporated	93.78
69499	06/15/2024	MWP Supply Incorporated	88.72
69521	06/15/2024	Greenwood Homes	86.36
69454	06/01/2024	Jenna Papik	84.42
69560	06/15/2024	Mark Sherwood	82.35
69666	06/28/2024	Anytime Fitness-Pantops	80.00
69670	06/28/2024	Snap Fitness	79.92
69512	06/15/2024	FedEx	78.96
69477	06/01/2024	VEPGA	76.00
69717	06/28/2024	Martin Hardware Company Inc	74.45
69527	06/15/2024	James River Communications Inc	70.00
69421	06/01/2024	Document Destruction of	69.95
69693	06/28/2024	Document Destruction of	69.95
69438	06/01/2024	Wisconsin Quick Lube Inc	68.37
69506	06/15/2024	Erica Crawford	64.47
69734	06/28/2024	Joyce Randolph	61.01
69683	06/28/2024	Culpeper Auto Parts Incorporated	59.75
69741	06/28/2024	Tes Slominski	59.49
69434	06/01/2024	Gingerich Outdoor Power Spec	59.48
69498	06/15/2024	Nancy Brinkac	58.88
69431	06/01/2024	Stephen Fore	56.76
69525	06/15/2024	Jacob Hegemier	56.08
69494	06/15/2024	Augusta Cooperative Farm Bureau	51.48
69467	06/01/2024	William & Linda Smith	50.18
500614955	06/26/2024	Energy Earth LLC	50.00
69442	06/01/2024	Luck Stone Corporation	49.64
69738	06/28/2024	Roger Rydin	48.86
69448	06/01/2024	Samuel Ndungu	48.42
69559	06/15/2024	Afton Schneider	47.96
69402	06/01/2024	BPB Holding Corporation	44.36
69437	06/01/2024	Don Hess	42.40
69439	06/01/2024	Margaret Kramer	40.25

69447	06/01/2024	George Kevin Morrison	40.01
69714	06/28/2024	Malloy Chevrolet Charlottesville LLC	40.00
69703	06/28/2024	Fortiline Incorporated	38.52
69406	06/01/2024	Appalachian Power	37.64
69500	06/15/2024	Central Virginia Electric Cooperative	36.76
69746	06/28/2024	TSRC Incorporated	35.68
69686	06/28/2024	City of Charlottesville	34.87
69507	06/15/2024	Cues Incorporated	34.15
69676	06/28/2024	Appalachian Power	33.96
69674	06/28/2024	BPB Holding Corporation	33.27
69721	06/28/2024	Gabriella Miskell	32.80
69554	06/15/2024	Rexel USA Incorporated	32.74
69540	06/15/2024	Patricia May	32.37
69546	06/15/2024	Paul Mack	30.00
69566	06/15/2024	University Tire & Auto	30.00
69726	06/28/2024	Rosemarie & Gary Kindon	30.00
69412	06/01/2024	City of Charlottesville	29.88
69514	06/15/2024	Jason Fletcher	27.26
69673	06/28/2024	Albemarle Lock & Safe Company	25.95
69685	06/28/2024	C.E.S (City Electric Accounts - Chi)	20.27
69443	06/01/2024	Malloy Chevrolet Charlottesville LLC	20.00
69435	06/01/2024	Harry A Wright's Incorporated	18.00
69755	06/28/2024	VML/VACo AEP Steering	16.00
69415	06/01/2024	County of Albemarle	13.98
69692	06/28/2024	CVS Pharmacy Store #1554	12.37
69502	06/15/2024	City of Charlottesville	11.97
69750	06/28/2024	United Rentals (North	11.24
69534	06/15/2024	Barbara Kittel	10.02
69416	06/01/2024	Nora Critzer	10.00
69492	06/15/2024	Albemarle County Circuit Court	10.00
69400	06/01/2024	Aireco Supply Incorporated	9.90
69533	06/15/2024	Nadeem Khan	8.14
69689	06/28/2024	County of Albemarle	7.40
69522	06/15/2024	Richard Haines	6.64
69562	06/15/2024	Thryv Incorporated	6.50
69452	06/01/2024	Francis Ong	5.56
69408	06/01/2024	Rodney Austin	5.00
69419	06/01/2024	Danielle Daniels	5.00
69440	06/01/2024	Helena Kyriakou	5.00
69451	06/01/2024	Allan Oloo	5.00
69456	06/01/2024	Kathryn Peterson	5.00
69457	06/01/2024	Richard Pleasants	5.00
69574	06/15/2024	Laura Washington	5.00
69573	06/15/2024	Ming Ying Wang	2.23
69532	06/15/2024	Sharon Kendall	1.55
			5,734,317.29

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2025 Capital Improvement Program (CIP) Report STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: August 15, 2024 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA)
Capital Improvement Program Report
August 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:	45%
Contractor:	Valley Contracting, LLC (Valley)
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$7,322,350
Spent to Date:	\$2,714,983.90

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. Project Length = 19,400 LF.

8/7/2024: Valley continues installing the replacement water main along Crozet Avenue and has passed the intersection with Meadows Drive. They will continue working north towards Downtown Crozet. Starting the week of August 12th, VDOT will be installing a turn lane on Crozet Avenue at the intersection with Route 250. This work is unrelated to the ACSA waterline replacement but does mean there are multiple work zones and lane closures along Crozet Avenue. Valley is tentatively scheduled to work the nights of August 11th and 12th to install the water main across Route 250 near the entrance to Western Albemarle High School. Their second crew is working to finish installing the new water main along the southern portion of Oak Drive.



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:	\$7,554,900
Spent to Date:	\$515,021.28

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. Project Length = 13,700 LF.

8/7/2024: ACSA and WRA staff introduced the project to the Scottsville Town Council at their meeting on June 17, 2024. Ten additional easement plats have been received and easement acquisition efforts by ACSA staff continues. To date, two easements have been obtained.

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

Consultants:	Dewberry Engineers, Inc. (Dewberry) and Kimley-Horn and Associates (KHA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	Undetermined
Completion:	Undetermined
Total Budget:	\$2,436,400
Spent to Date:	\$190,017.14

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. Project Length = 1,800 LF.

8/7/2024: KHA is wrapping up the preliminary design and submission is expected within the next two weeks. RWSA is scheduled to advertise their Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw Water Main and Raw Water Pump Station Project on August 20, 2024. The target bid opening date for RWSA's project is October 1, 2024. Inclusion of the ACSA's finished water main will likely be added as an addendum.

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:	\$7,530,000 Water and \$820,000 Sewer
Spent to Date:	\$452,787.62

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. Project Length = 22,000 LF.

8/7/2024: Ramboll anticipates submitting the draft easement plats before the end of August.

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
Spent to Date:	\$2,012

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.

8/7/2024: A Kick-off Meeting with Rocktown is scheduled for August 8, 2024. The Huntington Village Water Connection will be the first work order issued.

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:	\$2,730,000
Spent to Date:	\$214,964.69

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. Project Length = 5,700 LF.

8/7/2024: ACSA staff shared the geotechnical information with VDOT, which was used to determine pavement restoration requirements. Easement acquisition efforts are underway and two of the four required easements have been obtained. ACSA staff have begun preparations for a fall public meeting to share the project with the community.

7. Barracks West Water Main Replacement (Account Code 1769):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2025
Total Budget:	\$3,402,500

Spent to Date: \$219,131.50

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. Project Length = 4,300 LF.

5/7/2024: ACSA staff recently discovered there is a potential sale of this property, so we are working to coordinate the easement with the contract purchaser. This is likely to cause a delay to our construction schedule if we are unable to acquire this easement in a timely manner.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2028
Total Budget:	\$2,800,000
Spent to Date:	\$160,017

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. Project Length = 3,000 LF.

8/7/2024: The 90% Design Documents have been received and are under review by ACSA staff.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$1,667,800
Spent to Date:	\$113,648.21

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. Project Length = 1,500 LF.

8/7/2024: The sole easement required for this project has been secured. Construction for this project will be advertised on August 24, 2024, with bid opening scheduled for September 26, 2024.

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
Spent to Date:	\$162,235.80

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. Project Length = 12,000 LF.

8/7/2024: During review of the 50% Design Documents, ACSA staff identified three additional sections of the neighborhood that should be added to the scope of the water replacement project. Those streets included Snowden Drive, Surry Hill Court, and a section of Old Brook Road between Raintree Drive and Hearthglow Lane. ACSA and Baker worked together to develop a Scope of Services that included the necessary field survey and design effort. A Letter of Agreement for these services was executed on July 23, 2024, totaling \$78,364.20. Field survey efforts for these additional sections are already underway.

11. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	56%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2025
Total Budget:	\$527,500
Spent to Date:	\$305,378.59

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.

8/7/2024: ACSA staff continues to work closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. ACSA Maintenance has recently completed several switchovers as well. There are currently 216 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	60%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	November 2024
Total Budget:	\$1,940,000
Spent to Date:	\$1,160,950.65

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.

8/7/2024: ACI completed the pouring of the concrete footers and slab. Following the concrete curing period, the pump skid and prefabricated building were delivered and set in place at the site.





13. 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:	\$6,683,800
Spent to Date:	\$354,881.57

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. Project Length = 6,900 LF.

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.

14. Buckingham Circle Sewer (Account Code 1802):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2029
Completion:	2029
Total Budget:	\$2,175,000
Spent to Date:	\$0

Project Description: Over the past few years, numerous residents of the Buckingham Circle Subdivision have contacted the ACSA expressing interest in

connecting to public sanitary sewer service. 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, more than 70% of the property owners have expressed interest in connecting to public sewer if it was made available.

8/7/2024: An initial meeting with Dewberry was held on July 1, 2024, to discuss survey results and restart design efforts. ACSA and Dewberry have worked together to develop a Preliminary Engineering Scope of Services that includes collection of VDH septic records and an evaluation of the previous sanitary sewer design. A Letter of Agreement for these services was executed on July 31, 2024, totaling \$21,285.

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:	\$6,893,715
Spent to Date:	\$281,122.56

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.

6/11/2024: Revised 50% Design Documents have been received and are under review by ACSA staff.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	5%
Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	April 2024
Completion:	October 2024
Total Budget:	\$479,600
Spent to Date:	\$85,563.98

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.

8/7/2024: CEI has completed construction of the access road down to the site and have installed the replacement sanitary sewer main. Stream restoration work began the week of August 6, 2024. With potential heavy rainfall from Hurricane Debby, CEI is working closely with Albemarle County to install additional erosion control measures.



17. FY 2025 Miscellaneous Sewer Rehabilitation (Account Code 1909):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	June 2024
Completion:	June 2025
Total Budget:	\$500,000
Spent to Date:	\$0

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

8/7/2024: Work Order No. 1 has been issued to Prism and includes relining of about 5,600 feet of 8-inch diameter sewer in Woodbrook and 325 feet of 10-inch diameter sewer along Westfield Road.

Non-Utility and Facility CIP Projects

18. 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:	March 2025
Total Budget:	\$390,000
Spent to Date:	\$283,204.63

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.

6/11/2024: The meter base and CT cabinet have been installed. The structure housing the EV equipment is currently being expanded to accommodate all the necessary equipment.

19. 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:	\$18,000,000
Spent to Date:	\$760,960.60

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.

8/7/2024: The Avon Operations Center was readvertised on July 10, 2024, and a Pre-Bid Meeting was conducted on July 30, 2024. Bid opening date is currently scheduled for August 21, 2024. Addendums 1 and 2 have been posted on the ACSA's project website and Addendum 3 is currently under development.

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

Contractor:	Fire-X Corporation (Fire-X)
Project Status:	Construction
Percent Complete:	95%
Construction Start:	March 2024
Completion:	August 2024
Total Budget:	\$750,000
Spent to Date:	\$878,537.65

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.

8/7/2024: Towards the end of the project, ACSA staff made the decision to add fire alarms to the maintenance supervisor building, also referred to as the house on the hill. A change order for this work has been issued to Fire-X and the work is anticipated to be completed later this month.

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

1. 664 West Rio Road (Rio): Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from the Daily Progress.
2. 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.
3. Belvedere Phase 3 Block 10 (Rio): Water and sewer main extensions to serve 74 single family homes at the end of Farrow Drive in the back of Belvedere.
4. 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.
5. 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 west of the Montgomery Ridge Subdivision.
6. **Brookhill Block 18 (Rivanna)**: Water and sewer main extensions to serve 194 single family homes in the Brookhill subdivision, located along the eastern side of Halsey Avenue and north of the Montgomery Ridge Subdivision.
7. C'Ville Rio Road Apartments (Rio): Water and sewer main extensions to serve 250 apartment units. The site is located along Rio Road West, north of Charlottesville Health and Rehab.
8. **Discount Tire (Rio)**: Water main extension for new hydrant and large meter service for a new commercial building. The site is located at the former Wendy's on the **ON** ramp to Route 29 South from Rio Road West.
9. Dunlora Park Phase 2 (Rio): Water and sewer main extensions to serve 9 single family attached homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
10. **Dunlora Village Phase 1 (Rio)**: Water and sewer main extensions to serve 64 single family homes. This site is located off the

southern ends of Fowler Street and Miranda Crossing behind Belvedere.

11. Mountain View Elementary Building Addition (Scottsville): Water main extension to facilitate building addition.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. **Woolen Mills Light Industrial (Scottsville)**: **Water and sewer main extensions to serve multiple industrial buildings, totaling 117,000 square feet. The site is located at the corner of Moores Creek Lane and Franklin Street.**

ALBEMARLE COUNTY SERVICE AUTHORITY

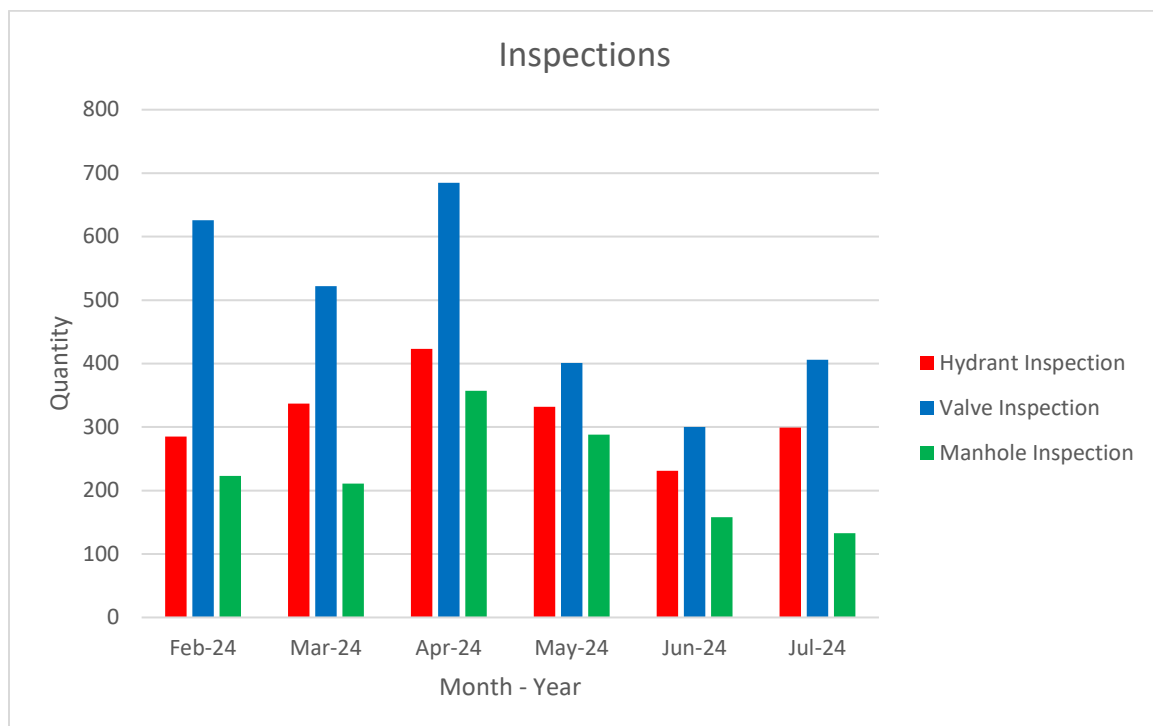
AGENDA ITEM EXECUTIVE SUMMARY

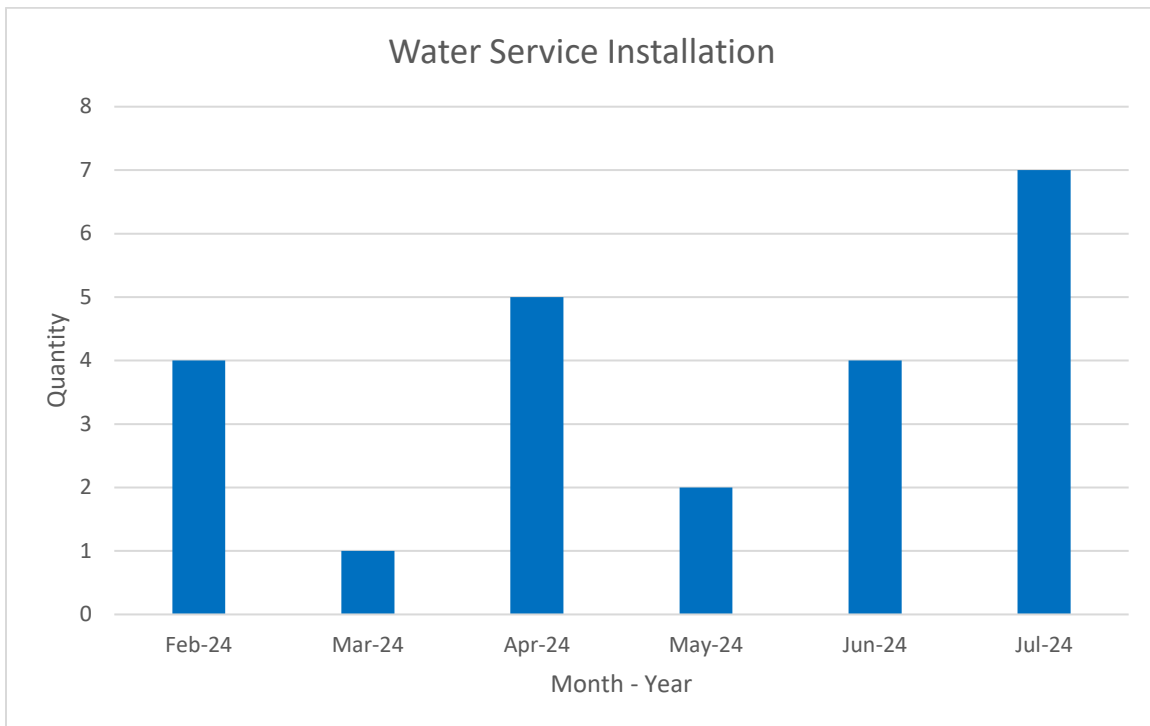
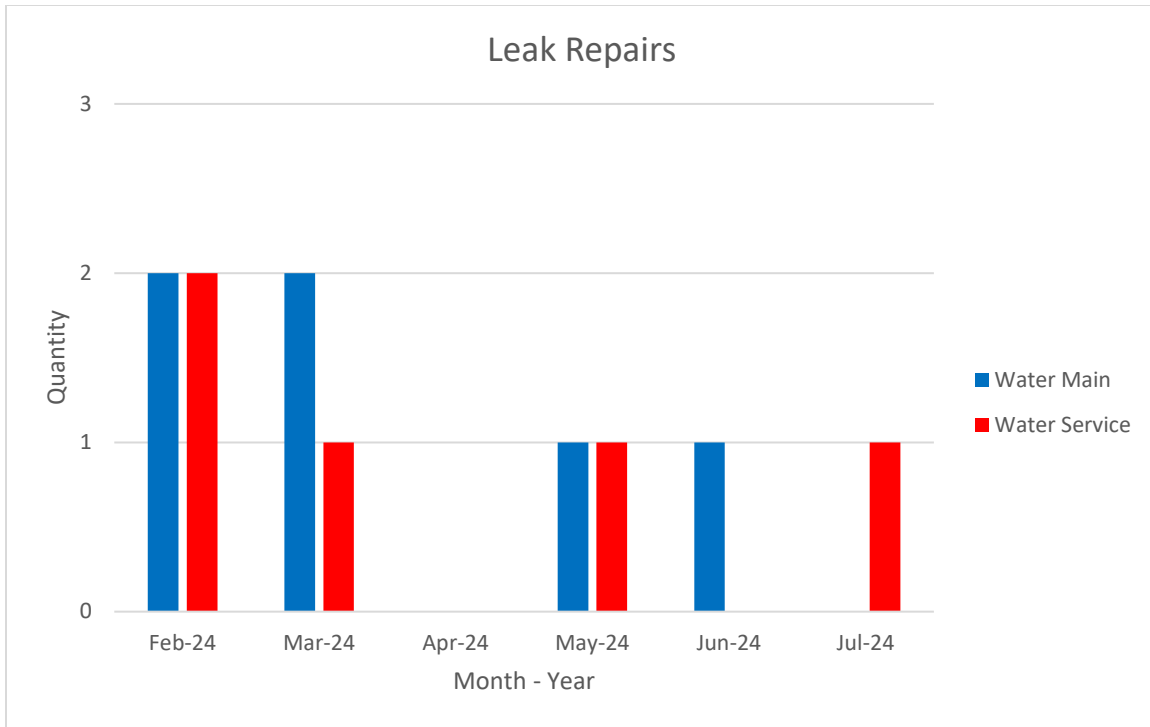
AGENDA TITLE: FY 2025 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: August 15, 2024 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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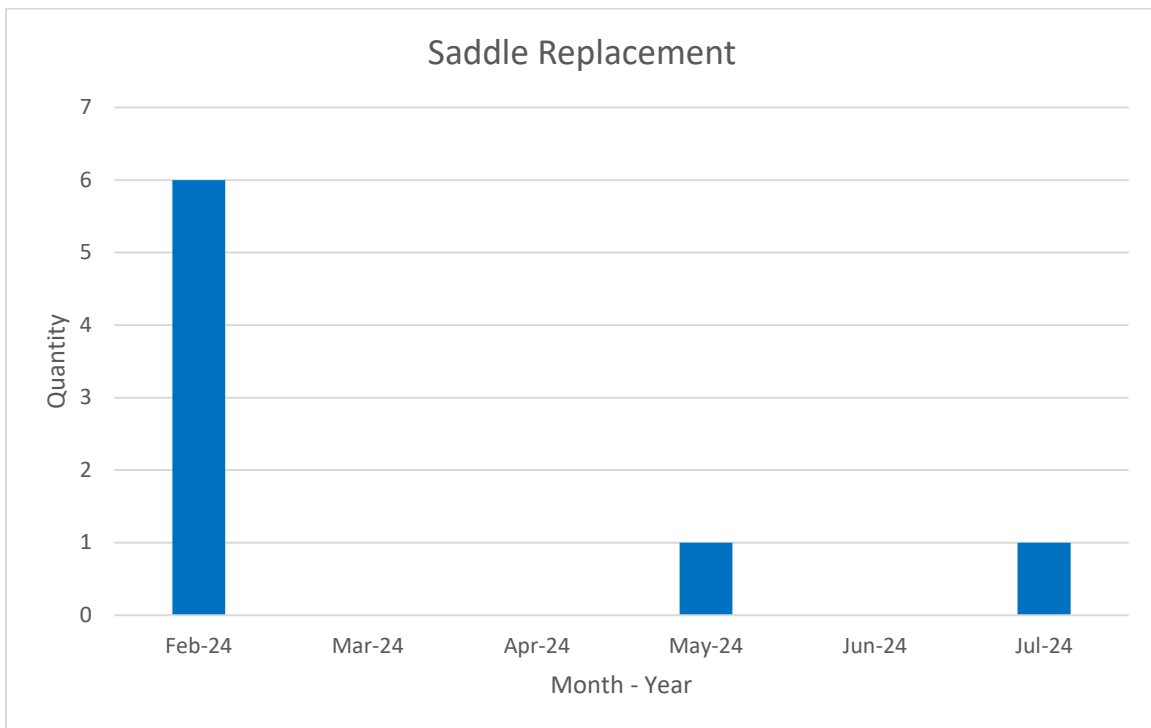
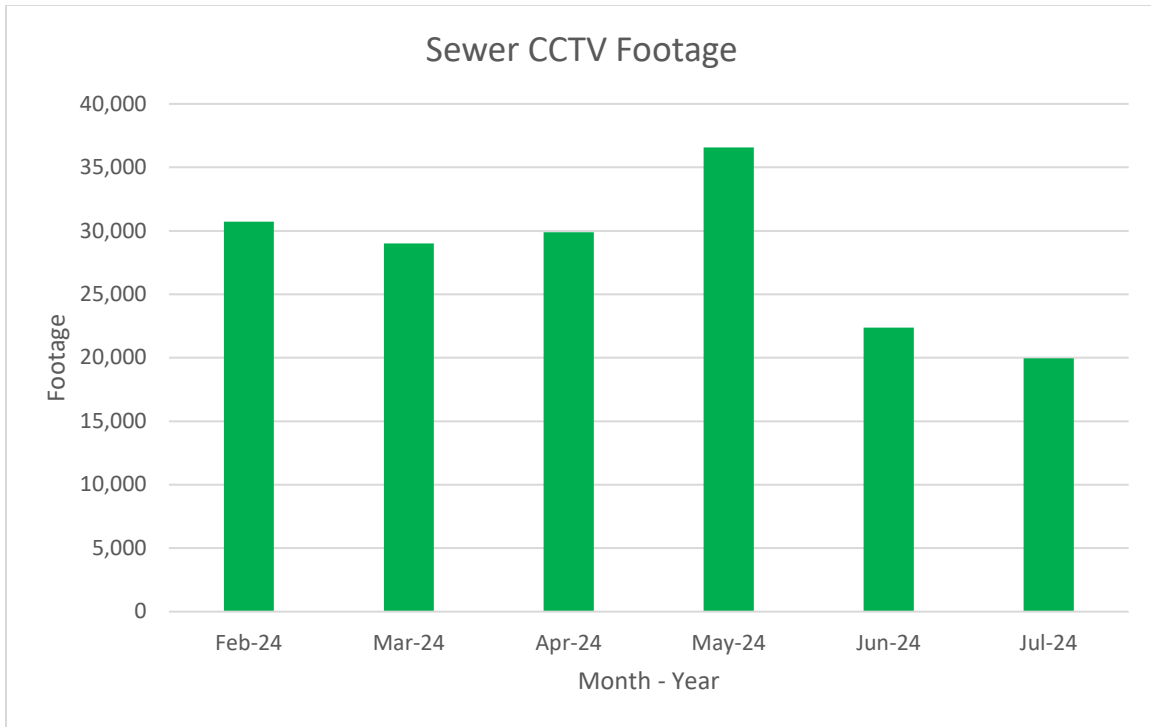
BACKGROUND:

Current total years of service in the Maintenance Department: 323.5 years
 Current average years of service in the Maintenance Department: 10.1 years
 Current number of employees in the Maintenance Department: 32

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**

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AGENDA ITEM EXECUTIVE SUMMARY

DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Monthly inspections have remained steady in June and July. Inspection numbers during these summer months are consistent with staff availability due to vacations and training activities.
 - Leak Repairs: The ACSA had a water main repair in June that was the result of contractor damage. In July, a water service line in Briarwood was repaired due to a saddle failure. This area is currently part of the Briarwood Water Main Replacement Project which is nearing design completion.
 - Water Service Installation: New water service installations increased in June and July as a result of the irrigation season.
 - Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection remained consistent in June and July. The footage is lower than in previous months due to multiple vacations and training activities during this timeframe.
 - Saddle Replacements: During the month of July, one (1) saddle replacement was completed in Briarwood due to a failure which is noted in the “Leak Repairs” section.
- Miscellaneous Maintenance Activities
 - Rio Road West Valve Box and Manhole Rehabilitation Coordination with VDOT: Recently, the ACSA Water Valve and Sewer crews collaborated with the Virginia Department of Transportation (VDOT) and their paving contractor to replace damaged valve boxes and manhole frames and covers. This work was strategically timed to follow pavement milling operations and precede pavement overlay operations.

The coordination of these activities required significant communication, collaboration, and teamwork to manage the challenges posed by night work requirements and weather impacts.

This collaborative effort resulted in substantial financial savings for our customers, as it allowed the ACSA to avoid the costs associated with pavement restoration. Typically, the cost for

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

pavement restoration, including milling, paving, and pavement markings, ranges from \$15,000 to \$20,000 per valve box or manhole location.

Attachments 1 and 2 show a damaged manhole frame and cover being replaced ahead of pavement overlay operations.

- ACSA Trailer Rehabilitation: ACSA Maintenance personnel have initiated the rehabilitation of several trailers used for transporting construction equipment. After thorough inspections, it was determined that the trailer frames are in excellent condition and structurally sound.

Opting for rehabilitation over replacement will provide financial savings to our customers.

Attachments 3, 4, and 5 show an ACSA trailer at different stages of the rehabilitation process: ahead of sandblasting activities (after the removal of deteriorated wood planks), after sandblasting, and post-repainting.

The next phase of rehabilitation will include the replacement of all wiring and lights, the air brake system, installation of new wood planks, and the addition of DOT-required safety and reflective stickers.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Picture: ACSA Employees Replacing Damaged Manhole Frame and Cover – Rio Road West
- Picture: New Manhole Frame and Cover Ahead of Pavement Overlay – Rio Road West
- Picture: ACSA Trailer Rehabilitation – Pre-Sandblasting
- Picture: ACSA Trailer Rehabilitation – Post-Sandblasting
- Picture: ACSA Trailer Rehabilitation – Post-Painting

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

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Attachment 1: ACSA Employees Replacing Damaged Manhole Frame and Cover
– Rio Road West



Attachment 2: New Manhole Frame and Cover Ahead of Pavement Overlay –
Rio Road West

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

Attachment 3: ACSA Trailer Rehabilitation – Pre-Sandblasting

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

Attachment 4: ACSA Trailer Rehabilitation – Post-Sandblasting

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

Attachment 5: ACSA Trailer Rehabilitation – Post-Painting

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AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Quin Lunsford, Executive Director	AGENDA DATE: August 15, 2024 CONSENT AGENDA: Informational ATTACHMENTS: No
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BACKGROUND: This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are some updates on RWSA major projects and issues, including updates from the July 23rd RWSA Board Meeting and other communications:

- **RWSA Infrastructure Improvements** –RWSA plans to issue Invitation for Bids (IFB) for 7 construction projects with a total budget of nearly \$150 M by the end of December 2024. RWSA expects construction to begin on site in about 4 – 6 months after the IFBs are issued to complete the administrative award and notice to proceed process. In calendar year 2025, RWSA expects to issue IFBs for 5 additional major construction projects with a total budget of about \$145 M. Completion of these significant projects will be a major focus of the Authority for the next 5 years.

Project	IFB	Budget (\$M)
South Fork Crossing Pipe	August	\$7.3
RMR to OBWTP Pipe	September	\$46.0
Crozet PS Rehab	September	\$10.4
MC Building Structural	October	\$11.3
MC Building Upfits	October	\$7.5
MC Admin Renovation	November	\$20.0
Central Water Line	December	\$47.0

- **Primary Clarifiers at Moore Creek** – On May 8th, the contractor completing RWSA’s major 5Kv electrical system replacement project at Moores Creek incorrectly modified the electrical system for their two primary clarifiers resulting in structural damage to the rake and scum arm connections in those basins. Through the efforts of RWSA staff and their consultant (Hazen) and contractor (MEB), repairs to one clarifier have been completed and the clarifier is back in operation. Repairs to clarifier #2 will be completed by August. Excess wastewater will be stored in the equalization basins until the repairs have been completed.
- **Grant Award** – The RWSA received a \$199,000 grant award for “Flood Protection Resiliency Design and Scoping Project” from the Federal Emergency Management Agency (FEMA) and Virginia Department of Emergency Management (VDEM). This funding will be used to identify individualized flood mitigation measures to increase facility resiliency from a 1% flooding event to a 0.2% flooding event. Facilities include:

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AGENDA ITEM EXECUTIVE SUMMARY

Mechums River Raw Water PS, Glenmore WW PS, Moores Creek AWRRF, Scottsville WWRRF, Crozet FET, and Crozet WW PS #2. This study will consider measures to protect our facilities in low elevation areas, typically wastewater facilities.

RWSA Major Project Schedule	Construction Start Date	Construction Completion Date
-MC 5kV Electrical System Upgrades	May 2022	December 2024
-Rivanna Pump Station Restoration	July 2024	January 2025
-Red Hill Water Treatment Plant Upgrades	September 2024	March 2026
-RMR to OBWTP Raw Water Line and Pump Station	January 2025	June 2029
-MC Building Upfits and Gravity Thickener Improvements	February 2025	December 2026
-MC Structural and Concrete Rehabilitation	February 2025	May 2027
-Crozet Pump Stations Rehabilitation	April 2025	December 2026
-South Fork Rivanna River Crossing	April 2025	January 2027
-MC Administration Building Renovation and Addition	April 2025	December 2027
-Central Water Line	May 2025	March 2029
-Crozet WTP GAC Expansion – Phase I	August 2025	March 2027
-RMR Pool Raise	October 2025	September 2026
-SFRR to RMR Pipeline, Intake, and Facilities	March 2026	December 2030
-Beaver Creek Dam, Pump Station, and Piping	May 2026	January 2030
-Upper Schenks Branch Interceptor, Phase II	TBD	TBD
-MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades	June 2025	September 2026

- **MCAWRRF 5kV Electrical System Upgrades**

Design Engineer:
Construction Contractor:
Construction Start:
Percent Complete:

Hazen and Sawyer (Hazen)
Pyramid Electrical Contractors
May 2022
62%

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Completion Date:	December 2024
Budget:	\$5,635,000

Current Status:

The third (of 5) motor control center replacements is underway. The Contractor is wiring the new switchgear facility and beginning the commissioning process. 5kV cable replacement will start soon. The Contractor continues to remedy the situation associated with the damaged primary clarifiers, caused by improper wiring of a new Motor Control.

History:

Through review of the Moores Creek Facilities Master Plan, several areas of the MCAWRRF, including the Blower Building, Sludge Pumping Building, Grit Removal Building, Moores Creek Pumping Station, and the Administration Building are currently connected to the original 5kV switchgear, transformers, and motor control centers (MCCs) which have a useful life expectancy of 20-30 years. The equipment has exceeded the expected useful life and replacement of the original 1980s-vintage 5kV cables, switchgear, transformers, and MCCs will be completed.

- **Rivanna Pump Station Restoration**

Design Engineer:	Hazen/SHE
Construction Contractor:	MEB
Project Start:	July 2024
Project Status:	Design & Material Acquisition
Completion:	January – June 2025
Budget:	\$21,750,000

Current Status:

June workshops to decide on resiliency of components to be replaced/repared as well as modifications and improvements to the pump stations have been completed. Two workshops were held in July to review and make modifications to the station controls and programming. A term contract is being finalized with MEB General Contractors to utilize their services throughout the station re-construction. Completion dates referenced in this section reflect when we anticipate the pump station will be taken off bypass (January 2025) and when all improvements will be completed (June 2025).

History:

The Rivanna Pump Station, which is located at the Moores Creek Advanced Water Resource Recovery Facility, was damaged on January 9th due to high rain and flooding of equipment at the facility. This facility pumps between 5 and 50 million

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

gallons of wastewater daily and is the largest pump station in the wastewater system. Restoration is needed to restore the facility to normal operations and remove the bypassing system that was installed in February 2024.

- **Red Hill Water Treatment Plant Upgrades**

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	September 2024
Percent Complete:	0%
Completion:	March 2026
Budget:	\$2,050,000

Current Status:

Construction contract documents are being reviewed for processing. Conformed documents are being generated for resubmission and approval by the County based on changes made during negotiations post-bid. This project received partial grant funding from Albemarle County.

History:

The Red Hill Water Treatment Plant was constructed in a joint effort of the ACSA and RWSA in 2009 and consists of a well, pneumatic tank and pump house that provides treated water to the Red Hill Elementary School and adjoining neighborhood. The current building is beyond its physical capacity and this project serves to expand the building and improve the configuration of the process and laboratory needs of the WTP.

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

Design Engineer:	Kimley-Horn
Project Start:	August 2018
Project Status:	99% design
Construction Start:	January 2025
Completion:	June 2029
Current Project Estimate:	\$46,000,000

Current Status:

Final design continues in preparation for bidding next month. RWSA staff continue to work with UVA on the final remaining easement.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

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 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.

- **MCAWRRF Building Upfits and Gravity Thickener Improvements**

Design Engineer:	Short Elliott Hendrickson (SEH)
Project Start:	March 2023
Project Status:	60% design
Construction Start:	February 2025
Completion:	December 2026
Current Project Estimate:	\$7,500,000

Current Status:

A value engineering workshop was completed. 90% design documents are anticipated in August.

History:

This project addresses the renovation needs of the current maintenance and operations building space requirements, improvements to the existing gravity thickener system, and installation of actuators on the secondary clarifier influent gate valves.

- **MCAWRRF Structural and Concrete Rehabilitation**

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	April 2023
Project Status:	80% design
Construction Start:	February 2025

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Completion:	May 2027
Current Project Estimate:	\$11,300,000

Current Status:

90% design documents are anticipated in August.

History:

This project comprises rehabilitation, repair and installation of multiple structural components throughout the MCAWRRF facility, to include concrete repairs in both the equalization basin and holding ponds, and rehabilitation to other components of the system.

- **Crozet Pump Stations Rehabilitation**

Design Engineer:	Wiley Wilson
Project Start:	July 2023
Project Status:	90% Design Construction
Start:	April 2025
Completion:	December 2026
Budget:	\$10,350,000

Current Status:

Wiley | Wilson incorporated accepted recommendations from the value engineering workshop into the 90% design documents. A 90% design workshop was held with staff in July.

History:

The Crozet pump stations were originally constructed in the 1980's with many of the original components still being utilized. This project includes replacement of pumps, valves, roof replacements, siding replacements, installation of new wells, new electrical motor control centers, generators, and power transfer switches.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	99% Design
Construction Start:	April 2025
Completion:	January 2027
Budget:	\$7,300,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status:

All easements have been acquired, so the Water Protection Permit was resubmitted to the County for approval. The VDOT Land Use Permit was submitted in May.

History:

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

- **Moore's Creek Administration Building Renovation and Addition**

Design Engineer:	SEH
Project Start:	October 2022
Project Status:	60% Design
Construction Start:	April 2025
Completion:	January 2027
Budget:	\$20,000,000

Current Status:

A revised concept design to incorporate the expanded 1,500 sq ft exhibit space has been completed. A design kickoff for the exhibit space was completed in July while efforts continue to bring the revised project to 60% design.

History:

Through the MCAWRRF Master Plan, a need to house additional staff, increase office and meeting space; plan for replacement of the engineering trailers; bring the IT server workrooms to modern standards; and provide classroom space for education outreach. The expansion of the building will take place in the lower parking lot adjacent to the existing building.

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	90% Design

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Construction Start:	May 2025
Completion:	March 2029
Budget:	\$47,000,000

Current Status:

The acquisition process for two private easements has been initiated with our real estate consultant. RWSA is negotiating the third easement with UVA along Hereford Drive. Railroad permits were submitted in February 2024 and draft agreements from both railroads have been received and are being reviewed. Additional design work associated with a partial reroute of the water line in the East High Street area is necessary as there was not enough subsurface space to install this large 24" water pipe in the intended E. High St. location. Redesign efforts are in process and public outreach efforts to the impacted neighborhoods (Woolen Mills, Martha Jefferson, Belmont-Carlton, and Little High) are in progress.

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.

- **Crozet GAC Expansion – Phase I**

Design Engineer:	SEH
Project Start:	July 2023
Project Status:	30% Design
Construction Start:	August 2025
Completion:	March 2027
Budget:	\$6,550,000

Current Status:

Final PER review meeting has been completed and submitted to VDH for review. Detailed design began with a 30% submittal in July. The DEQ FCAP Environmental Review has been completed and an exemption waiver has been granted for the project. \$6.24 million in grant funds from VDH have been awarded for this project.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

History:

In order to enhance the RWSA's resiliency and commitment to long term finished water quality, the Authority has committed to expanding the GAC capacity at the Crozet WTP to match the current plant capacity. This project includes expansion of the existing GAC building, additional GAC vessels, pumps, piping, and electrical components.

- **Ragged Mountain Reservoir Pool Raise**

Design Engineer:	Schnabel
Project Start:	April 2024
Project Status:	15% design
Construction Start:	October 2025
Completion:	September 2026
Current Project Estimate:	\$5,000,000

Current Status:

This project will include clearing around the reservoir and minor modifications to the intake tower as necessary to allow an increase in the normal pool elevation from 671' to 683'. Geotechnical investigations are underway.

- **South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Intake and Facilities**

Design Engineer:	Kimley Horn/SEH/Schnabel
Project Start:	July 2023
Design Status:	35%
Construction Start:	March 2026
Completion:	December 2030
Current Project Estimate:	\$79,000,000

Current Status:

The Design Engineer continues to work on both the new reservoir intake and the pipe between SFRR and RMR. A design workshop for the new intake and raw water pump station at SFRR was held this month. Installation of a nutrient analyzer at SFRR has been completed and was successfully started up. This is the last step of the water quality study, and a final report is anticipated by September.

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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

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:	40% Design
Construction Start:	May 2026
Completion:	January 2030
Budget:	\$47,100,000

Current Status:

Design work is underway by Hazen for the new raw water pump station, intake, raw water main, and hypolimnetic oxygenation system, and by Schnabel Engineering for final design of the dam spillway upgrades, temporary detour, and spillway bridge. Geological, survey, and other field investigative work for the dam design are underway. Documents are being developed for acquisition or lease of property for the Pump Station from the County.

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.

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

Design Engineer:	CHA Consulting
Project Start:	July 2021
Project Status:	Design

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Construction Start:	TBD
Completion:	TBD
Budget:	\$4,725,000

Current Status:

The design team has provided additional information to assist the County with easement acquisition considerations.

History:

The Schenks Branch Interceptor is located in the easter part of the City of Charlottesville and was constructed in the mid-1950s. The existing interceptor is undersized to serve present and future wet weather flows and is to be upgraded to from a 21-inch to 30-inch pipe.

- **MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades**

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	June 2023
Project Status:	50% Design
Construction Start:	June 2025
Completion:	September 2026
Budget:	\$3,600,000

Current Status:

The 50% design submittal was received this month and is under review by RWSA staff. AS a result of the preliminary design process, additional improvements to the current septage receiving equipment and billing software are being added to the project and an additional evaluation of flood resiliency efforts is warranted.

History:

Inspections of the large aluminum slide gates at the influent side of the Moores Creek Pump Station have been conducted and the need for repair/addition of new gates for RWSA staff to have the flexibility to stop or divert flow to perform maintenance activities is needed. This project will also enclose the leachate discharge pit to reduce odors and address maintenance concerns.

ACSA Board Future Policy Issues Agendas 2024-2025

Regular 3rd Thursday Monthly Meetings	Sept. '24	Oct. '24	Nov. '24	Dec. '24	Jan. '25	Feb. '25	Mar. '25	April '25	May '25	Pending Issues
	September 19th	October 17th	November 21st	December 19th	January 16th	February 20th	March 20th	April 17th	May 15th	Water Supply Plan Project Status Reports RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System Wastewater Projects
	Recognitions Scott Krebelder 30 years	Recognitions	Recognitions Jennifer Bryant 25 years Roland Bega 25 years	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Annual Water Quality Reports
	Operational Presentation	Operational Presentation	Operational Presentation ACSA Safety Programs and Initiatives	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Capital Project Authorizations	Board Organizational Meeting each January
								Annual Report - January		
								Capital Project Authorizations	Operational Presentation - IT	Water Audit
	Imagine a Day Without Water Resolution	Lead / Copper Inventory & Regulations Report and Update		Long Term Financial Plan and Rate Study Analysis and Annual Investments Report	Board Organizational Meeting		Proposed CIP Presentation	Proposed FY '26 Capital Improvements Proposed CIP Presentation	Proposed FY '26 Budget and Rates Workshop	Construction Specifications Approval
										CIS - Customer Information Systems - Billing, Website, Phone
										Strategic Plan Updates-2023-2027 January and July
	Customer Telephony Report and Update	Grant Update	Annual Financial Report	FY2026 Budget Guidelines and Schedule	Annual Report			Proposed FY 26 Capital Improvements Program (CIP) Public Hearing		Climate Change and Sustainability
										Annual Water Conservation Report - January
										Operational Presentation-Sewer Rehab Relining;
	Strategic Plan Update	Financial Plan and Rate Study Scope of Work Discussion		Market Pay Study Report and Recommendations	Strategic Plan Update			Proposed FY26 Budgets and Rates Overview		Fix a Leak Week - March National Drinking Water Week-April Imagine a Day Without Water - September
										New Development - Warranty
								Resolution Scheduling Budget and Rates Public Hearing for June 19, 2025		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)
							Executive Session - Executive Director Annual Performance Review		8/15/2024	

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

AGENDA TITLE: Classification & Compensation Study	AGENDA DATE: August 15, 2024
STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resources & Administration	ACTION: Informational
	ATTACHMENTS: None

BACKGROUND: The ACSA will be conducting a Compensation and Classification Study this fall to review the existing compensation and classification system and recommend changes to the current plan. The goal of the study is to maximize the use of existing position descriptions and classifications, achieve internal equity among the classifications and market competitiveness of existing classifications, relieve compression by addressing longevity placement, and survey the relevant and agreed upon market to compare ACSA to market salaries.

A Request for Proposals (RFP) was issued the first week of June, and submissions were due by Friday, July 26th at 2 p.m. The proposals are currently being evaluated and will be narrowed down to a select few (two or more) for interviewing. After interviews have taken place, the ACSA staff will select the offeror that has, in its opinion, made the best proposal, and shall negotiate a contract with that offeror. Recommendations, if any, from the study are expected to be included in the FY 2026 budget. As always, we strive to continue to maintain a compensation and classification system that will not only attract employees, but that will also engage and retain the qualified employees we already have.

BOARD ACTION REQUESTED: Informational only.

ATTACHMENTS: None.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Pump Station Status Report/Update STAFF CONTACT/PREPARER: Quin Lunsford, Executive Director	AGENDA DATE: August 15, 2024 ACTION: Informational ATTACHMENTS: Yes
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BACKGROUND: On January 9, 2024, high rain and wastewater flows damaged equipment in the Rivanna Pump Station causing it to malfunction, become submerged, and discontinue operations. This resulted in several wastewater overflows from manholes in and around Riverview and Darden Towe Parks. Mr. Mawyer and staff will provide an overview of the emergency event, the installation of a by-pass system, and findings from the causation analysis.

DISCUSSION: The Moores Creek Advanced Water Resource Recovery Facility (MCAWRRF) is the facility which processes the wastewater received from approximately 130,000 public wastewater customers in Charlottesville and the adjacent developed areas of Albemarle County and Crozet.

The Rivanna Pump Station is located at the MCAWRRF in Charlottesville. Wastewater comes to this facility primarily through gravity driven flows from the northern parts of Charlottesville and Albemarle County each day. This facility pumps between 5 and 50 million gallons of wastewater daily. It is the largest pump station in the wastewater system. The pump station lifts wastewater received at the Moores Creek plant vertically about 100 feet so that it can be treated and eventually, once treatment is completed, released into Moores Creek.

During and subsequent to the emergency event, the RWSA team responded immediately to continue service and minimize impacts on the environment. Temporary pumping systems were installed to convey normal wastewater flows around the damaged pump station for treatment. By February 14, the RWSA team and contractors completed a 53 million gallon per day bypass pumping system that conveys wastewater around the damaged pump station to complete the normal treatment process.

The RWSA's presentation today will provide a summary of events, actions performed, investigations, and details related to the comprehensive root cause analysis.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

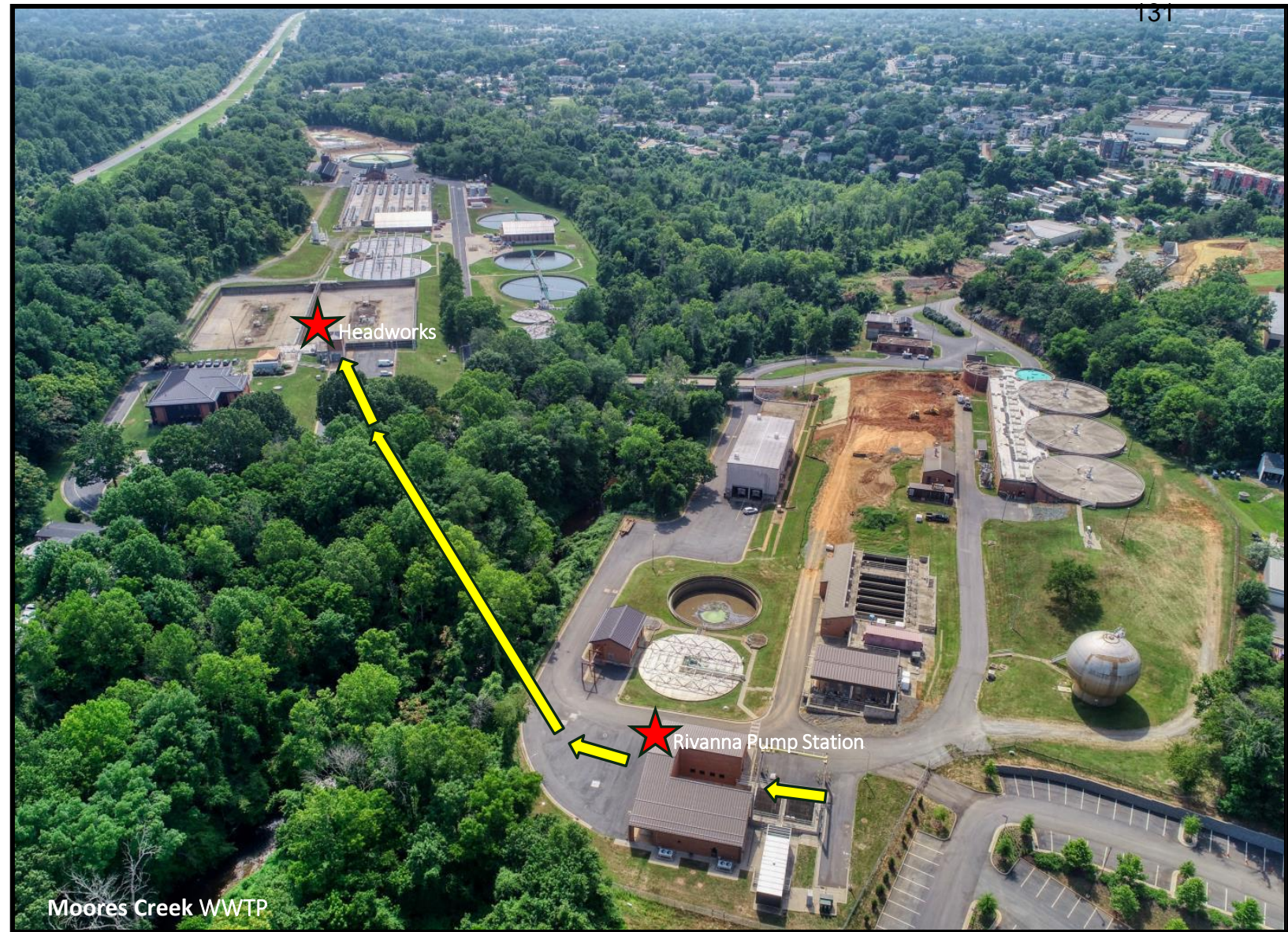
ATTACHMENTS:

1. Rivanna Pump Station Submergence: Causation Report PPT

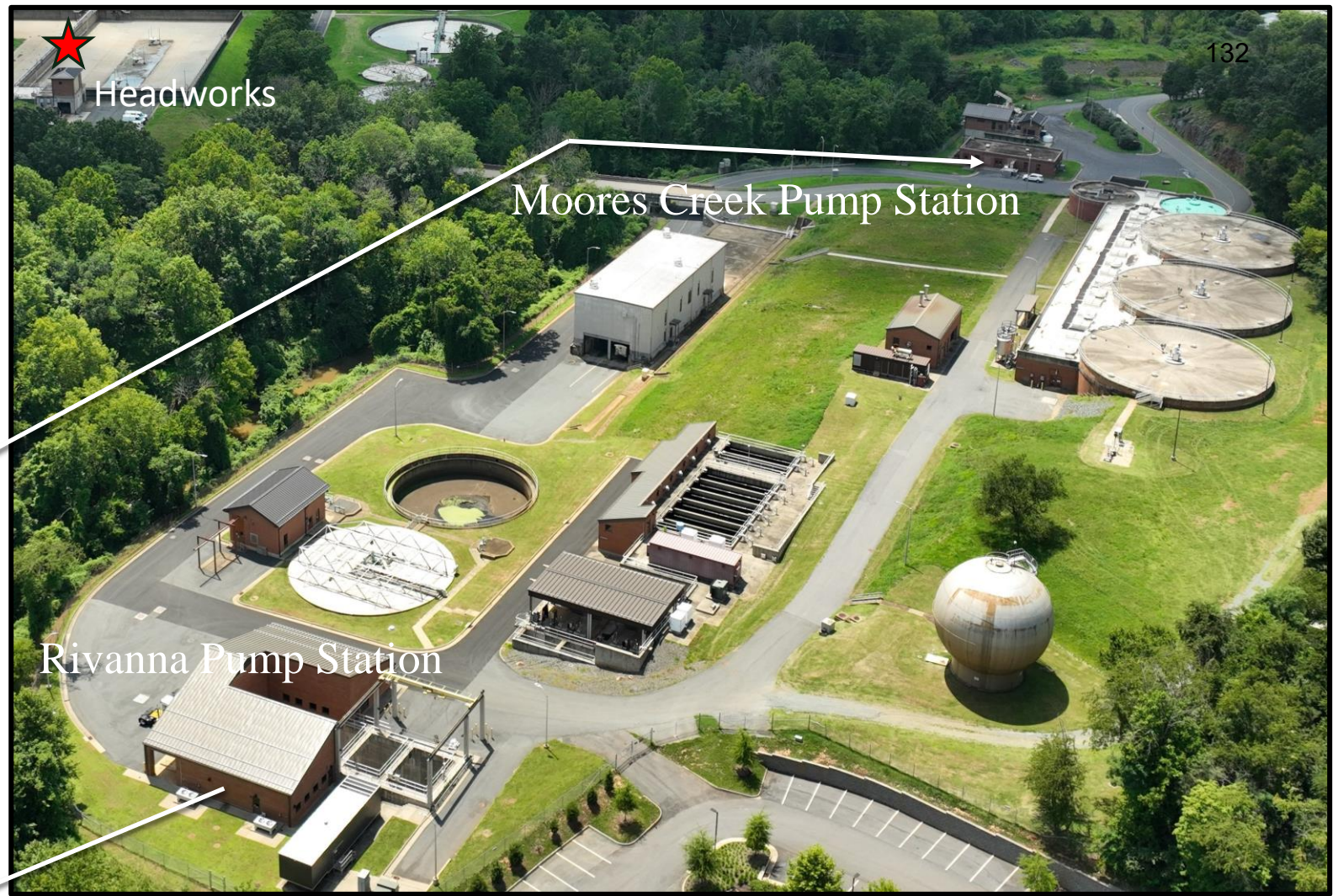
Pump Station Restoration Report

*Presented to the
ACSA Board of Directors
by
Bill Mawyer, P.E.
RWSA Executive Director
Jennifer Whitaker, P.E.
RWSA Director of Engineering & Maintenance*

August 15, 2024



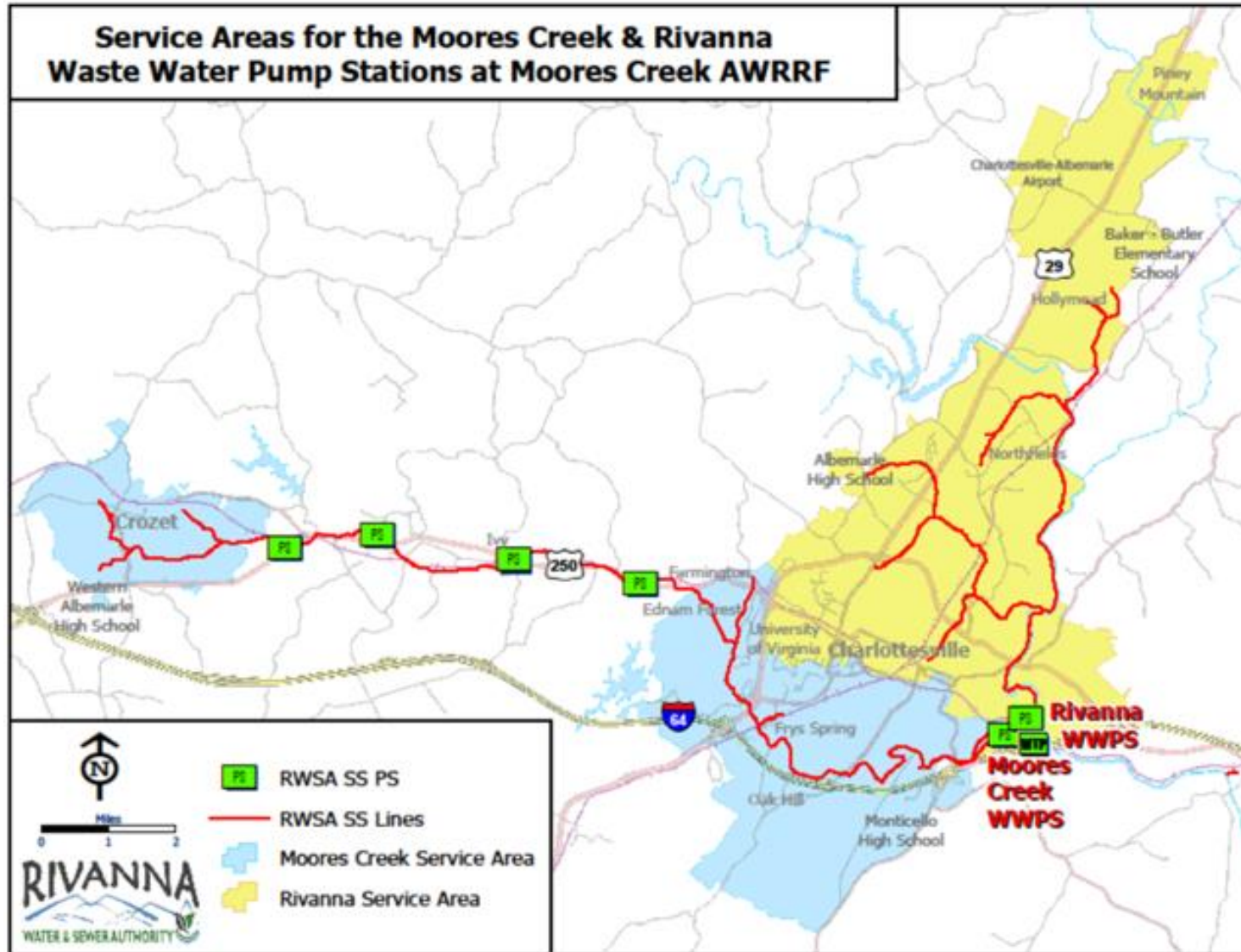
WW Pump Stations at Moores Creek



Rivanna Wastewater Pump Station:

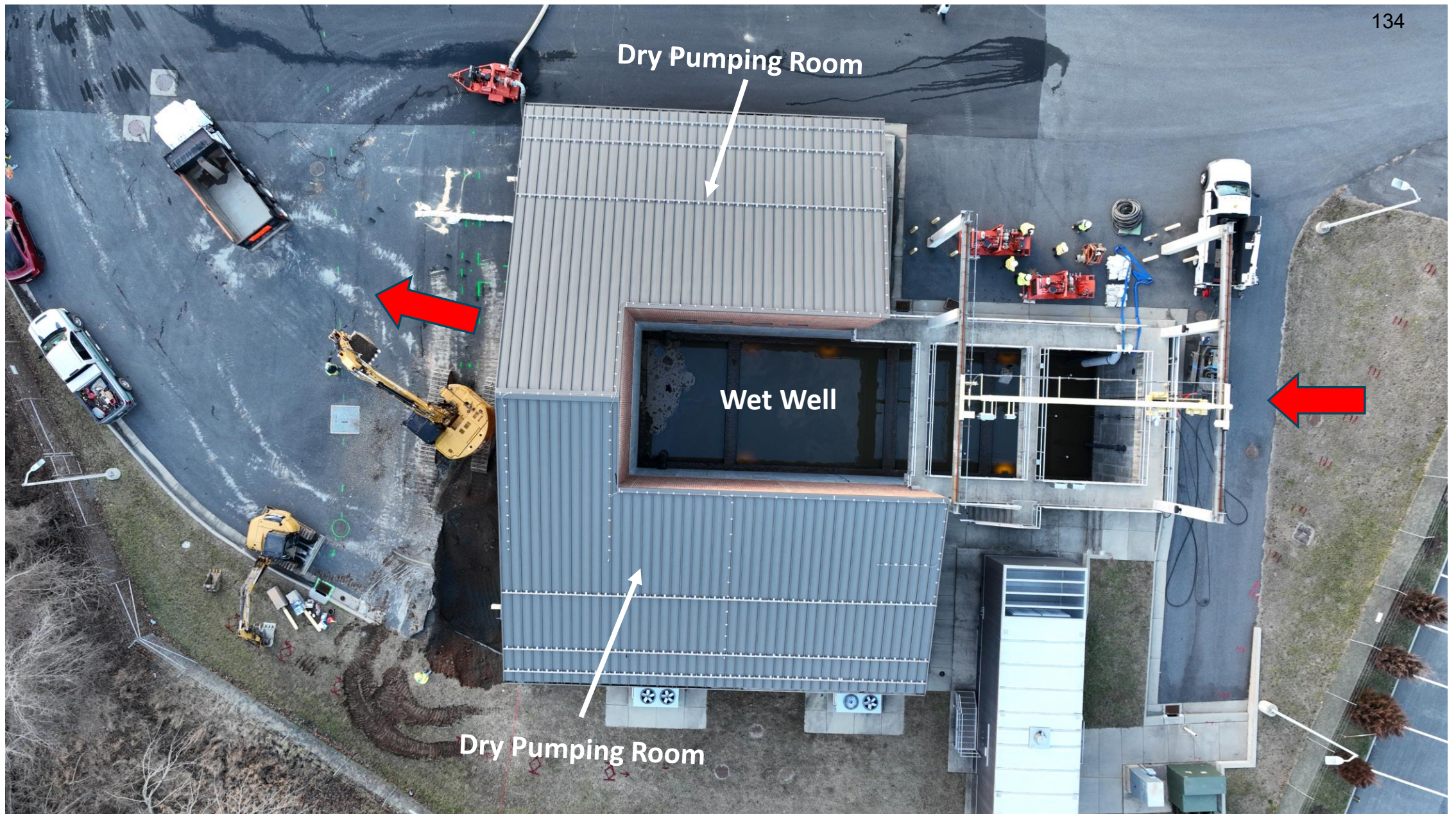
- Constructed 2017; \$31.5 M
- 53 million gallons per day pumping capacity
- Lifts wastewater 110 feet to the Headworks for treatment





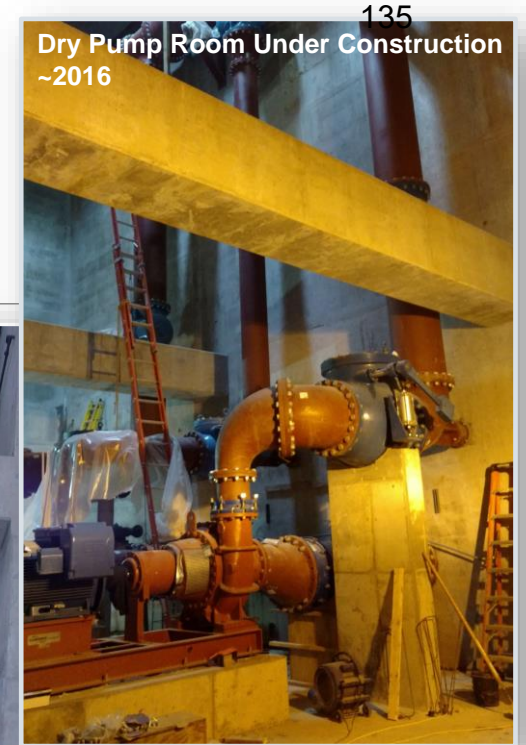
Service Area of the Rivanna Wastewater Pump Station

- Largest pump station
- Serves about 60% of the Urban wastewater system

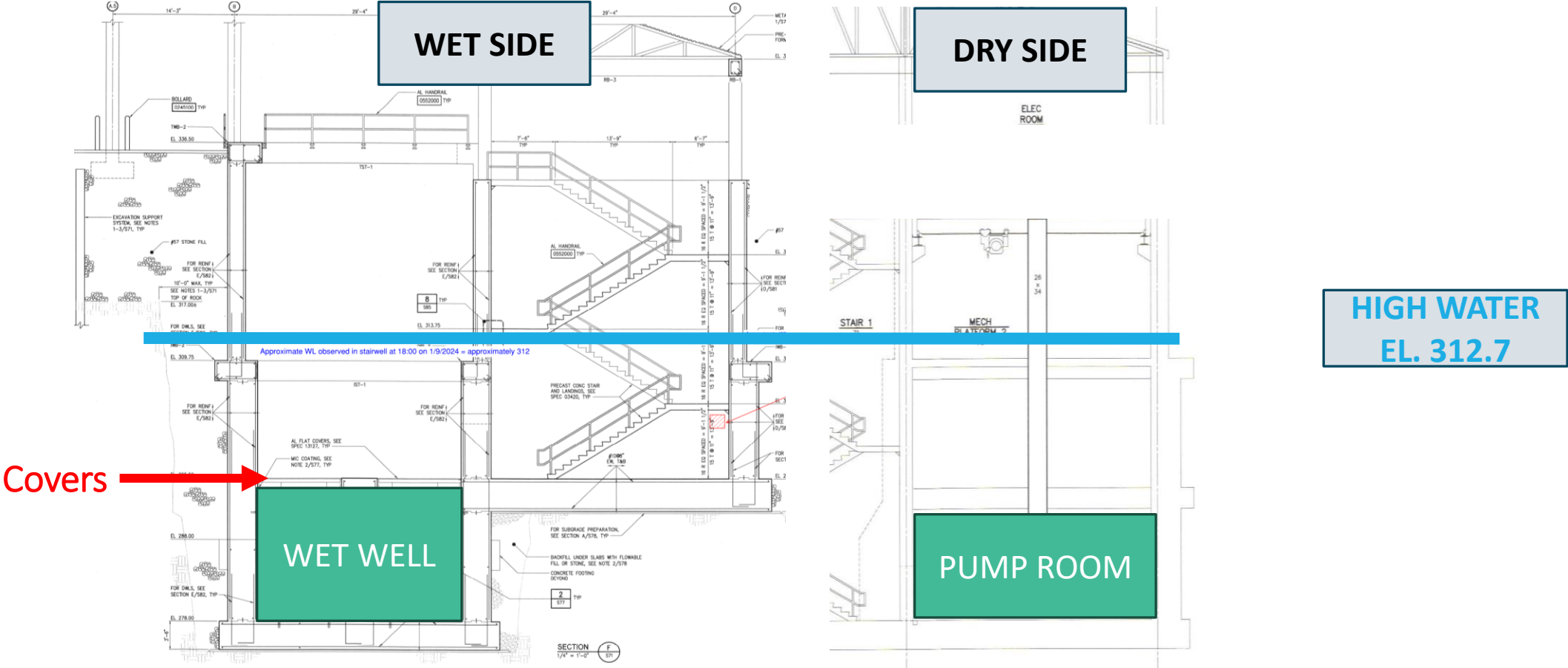


Rivanna Wastewater Pump Station

- Has a Wet Well and 2 Dry Pump Rooms
- Wet Well has aluminum covers for odor control
- Dry Side has two pump rooms, each with 3 pumps
 - 4 large pumps, each 13 mgd
 - 2 smaller pumps, each 7 mgd
 - Pumping Capacity = 53 mgd

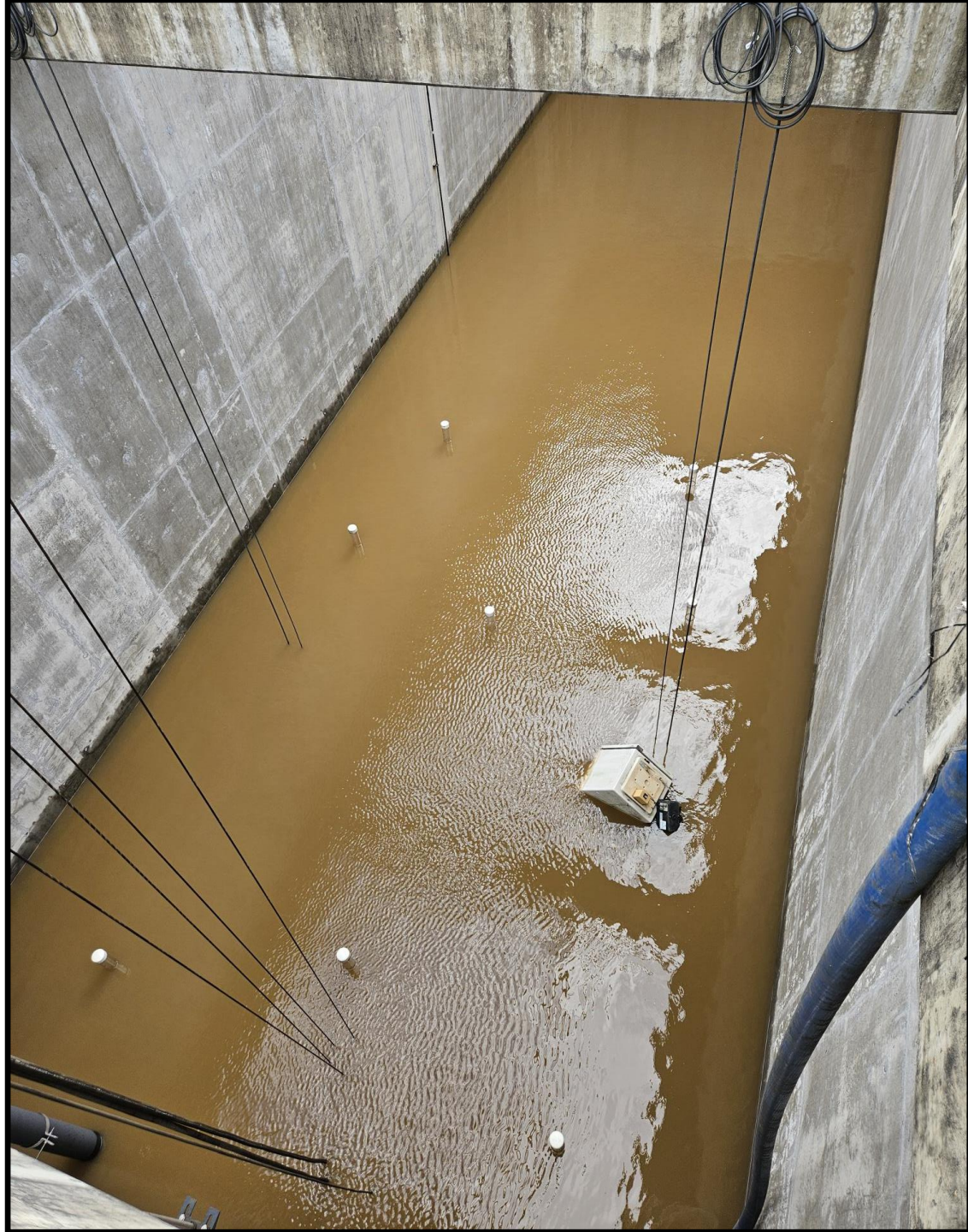


Pump Station Design



Wet Well Submerged to Top of Gates

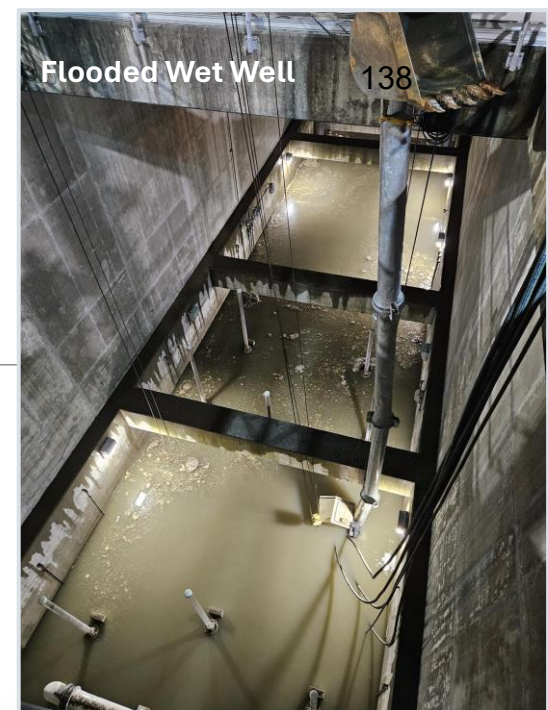
Jan 10 , 2024



Event Summary

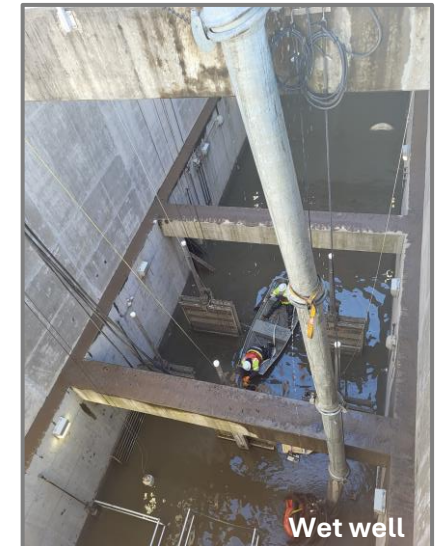
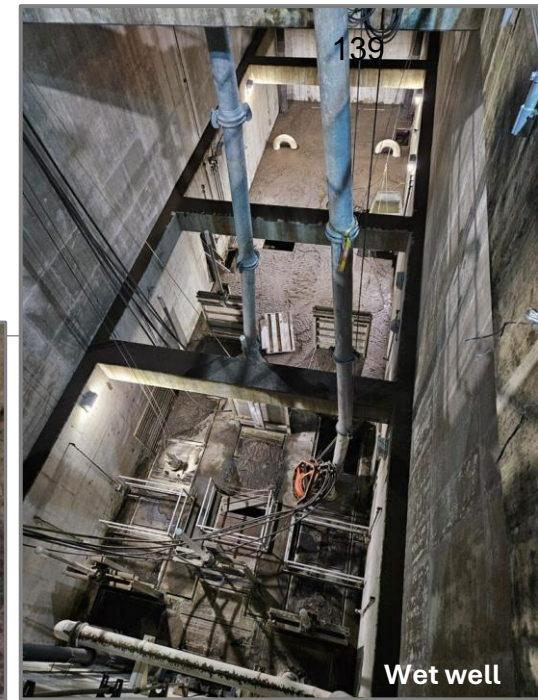
January 9, 2024

Time	Event
6:00 am	Rainfall Begins (3.46" between 6am -7:30pm)
10:00 am	Pumping increases to meet rising wastewater flows
3:30 pm	Excess storage in the collection system is full Pump station wet well exceeded 15' of depth (2.5' below covers)
3:45 pm	Several Pumps fault & Operators reset pumps No visible surcharging over the wet well covers
4:58 pm	Sump High Level Alarm in Pump Room 1 Pressure likely pushed off the manhole top at MH-2
5:37pm	SCADA alarm prompts operators to visit all site pump stations
6:00 pm	Operators discover water 16' above the wet well covers & 5' in the pump rooms Water rising rapidly in the pump room and stairways. Attempt to close gate.
6:10 pm	Additional staff begin arriving to facilitate emergency response Wet well and pump room water levels equalize
11:45 pm	Staff observe flooding in Riverview Park



Phase 1 – 10 mgd Bypass

- January 9-26th
 - Installed 36" Force Main Interconnection and 10 mgd Bypass Pumps
 - Gained access to the Wet Well Covers and below
 - Began Construction of the full 55 mgd Bypass



Phase 2 – 55 mgd Bypass

- January 9-February 14th
 - Installed two 36" Force Main Headers
 - Cleaned Wet Well and Installed Structural Beams
 - Installed 7 Bypass Pumps









55 MGD Bypass Pumps and Piping in the Wet Well

Feb 14, 2024

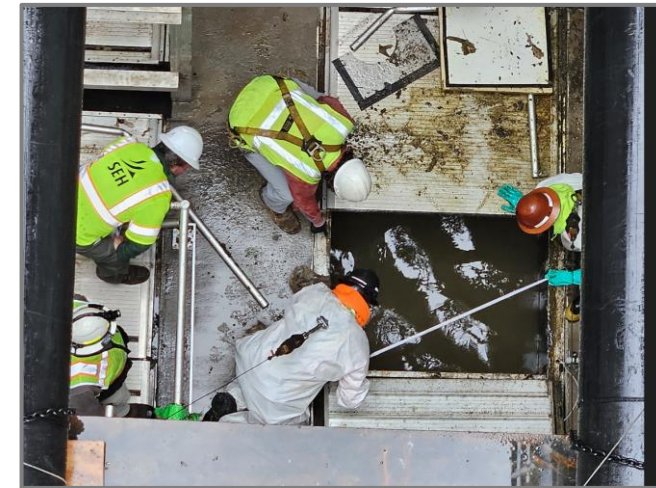


55 MGD Bypass System

Feb 16, 2024

Phase 3 – Investigation

- Jan 30 Wastewater fully removed from pump rooms
- Feb 8 First Entry into the pump rooms by SCUBA-certified contractor to begin equipment Inspection and Testing
- Feb 20 Contractor Cleaning and Disinfection of Interior begins
- Mar 19 Detailed Inspection of Inflow Control Gate
- Feb-Jun Interview Staff, Model Sewer System and River System, Detailed Review of Controls and Pump Operations
- June 5 Submitted Final Root Cause Analysis to Insurance Carrier by independent Engineer





Influent Flow Control Gate

Phase 4 - Restoration

➤ February – July 2024

- Removed Pumps and Motors and shipped for Inspection
- Hired contractor (MEB) for Emergency Construction Services
- Completed Pump Selection Design Workshop
- Placed Order for Rebuilt Pumps and new Motors
- Ordered new Influent Gate
- Completed Instrumentation & Controls Design Workshops

➤ July 2024 – March 2025

- Replace equipment and restore pump station operation
- Remove temporary bypass pumping and piping





Root Cause Analysis

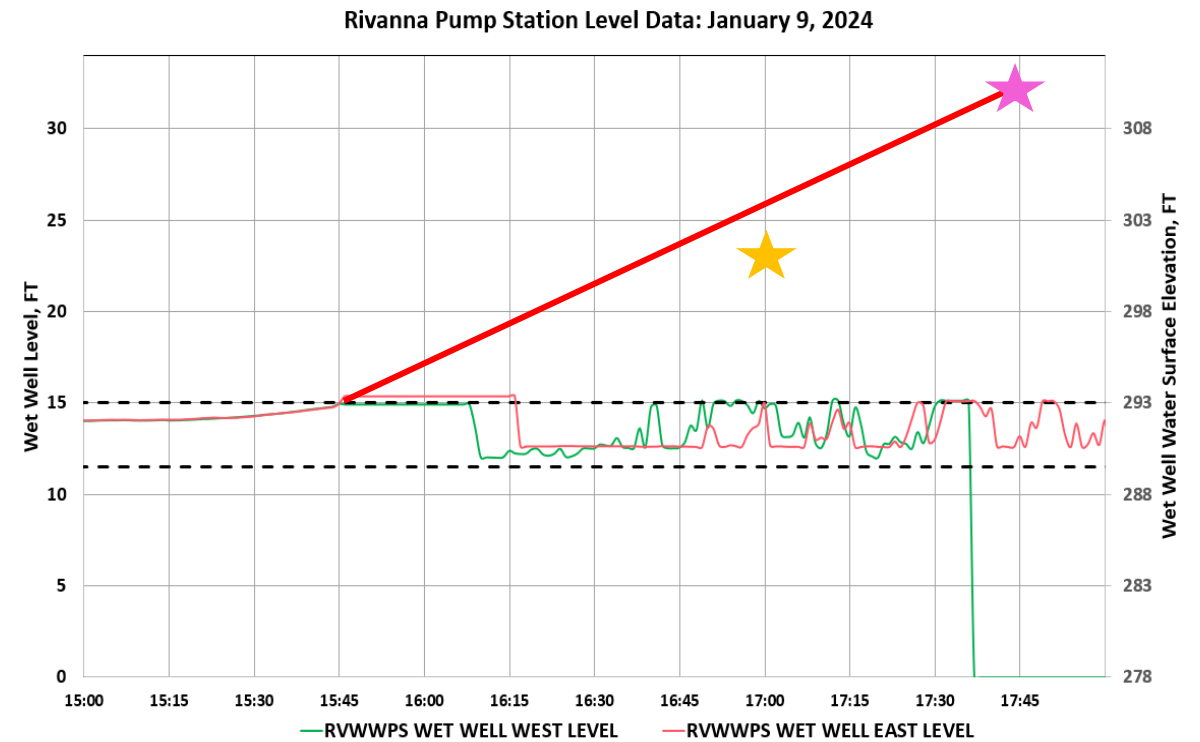
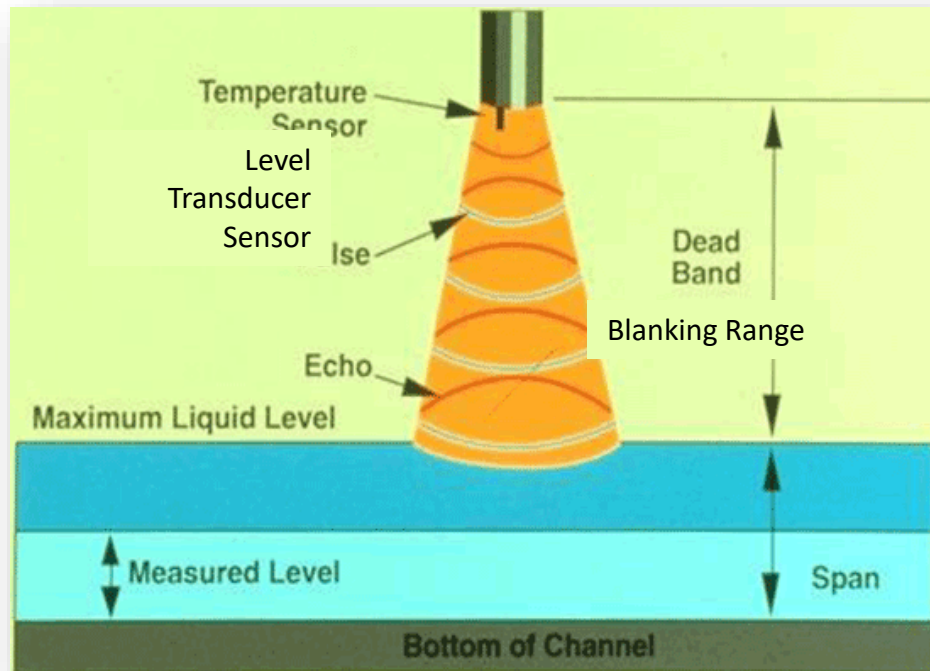
Findings:

1. Complex Pump Control System Malfunction
2. Water Levels in the Wet Well and the Collection System Rose Quickly once Storage Capacity was Full
3. Wastewater Entered the Pump Room 2 via an HVAC Duct that Connected the Wet Well and Stairs to the Pump Rooms
4. Wastewater Inundated the Pump Rooms and Submerged the Pumps

Root Cause Analysis - Findings

1. Complex Pump Control System Malfunction

- A. The Ultrasonic Transducer Inaccurately Measured the Wet Well Level

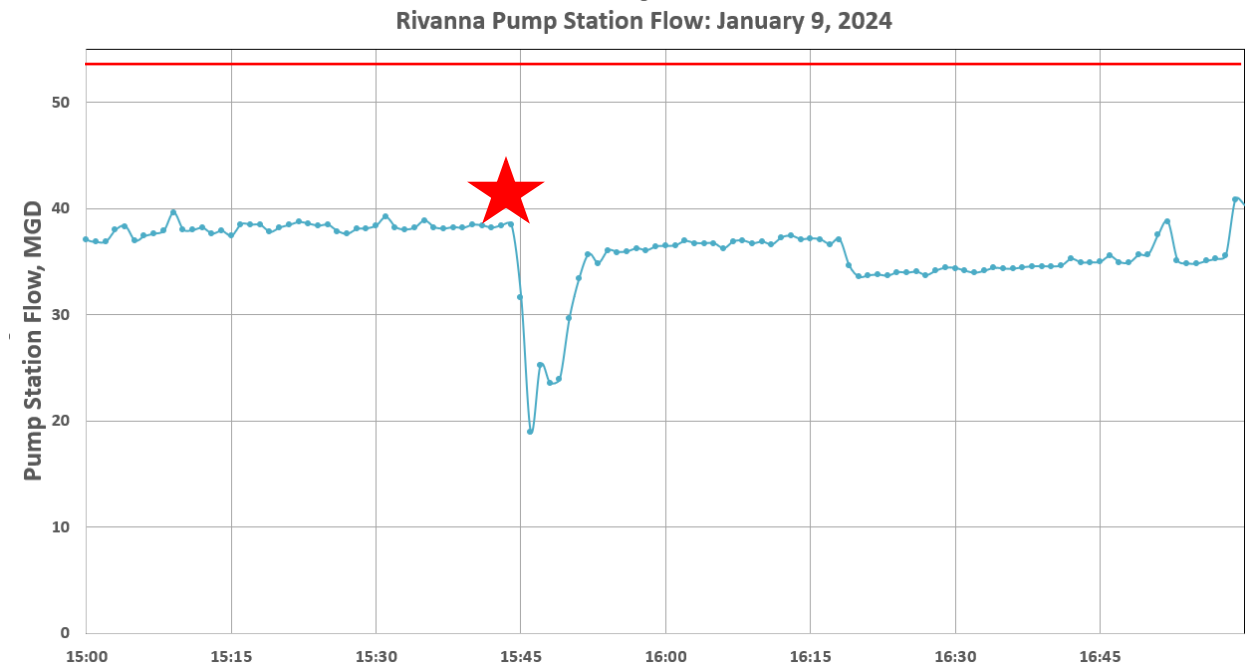


- Water Level Entered the Blanking Range
- Water Then Submerged Transducer

Root Cause Analysis - Findings

1. Complex Pump Control System Malfunction

- A. Ultrasonic transducer inaccurately measured the wet well level
- B. Some pumps did not automatically transfer from SCADA control to Emergency Float Control
- C. SCADA set point for 2 of the pumps was limited to 75% when all 5 pumps were activated

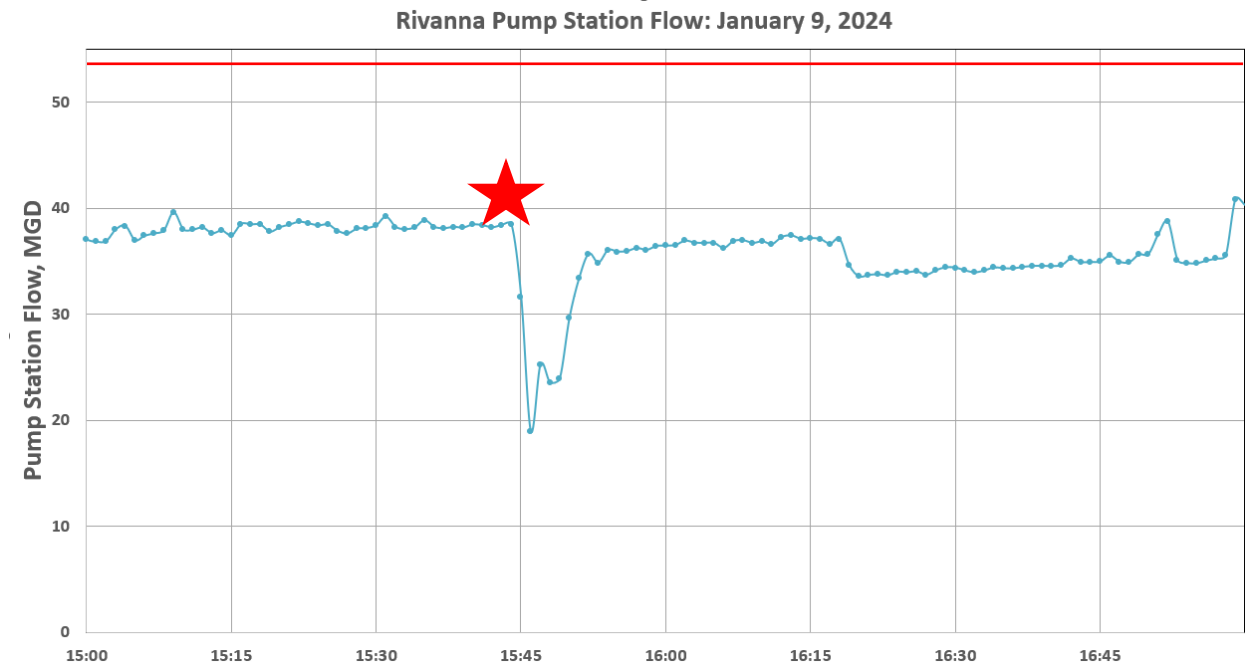


- Pump 3 running
- Pumps 1, 2 & 5 shut down
- Only Pumps 2 & 5 restarted
- Pumps 4 & 6 Slowed Down to 75% speed

Root Cause Analysis - Findings

1. Complex Pump Control System Malfunction

- A. Ultrasonic transducer inaccurately measured the wet well level
- B. Some pumps did not automatically transfer from SCADA control to Emergency Float Control
- C. SCADA set point for 2 of the pumps, when all 5 pumps were called for, was limited to 75%
- D. Collection system capacity filled at the same time pumping capacity was reduced



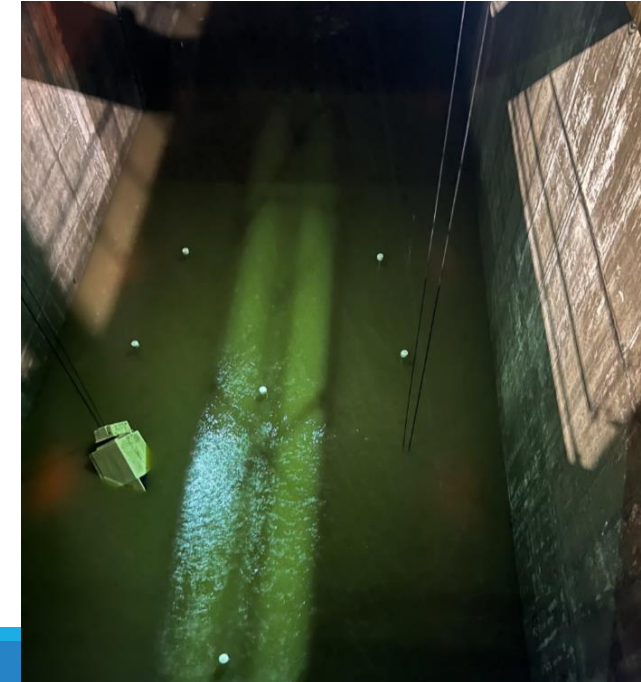
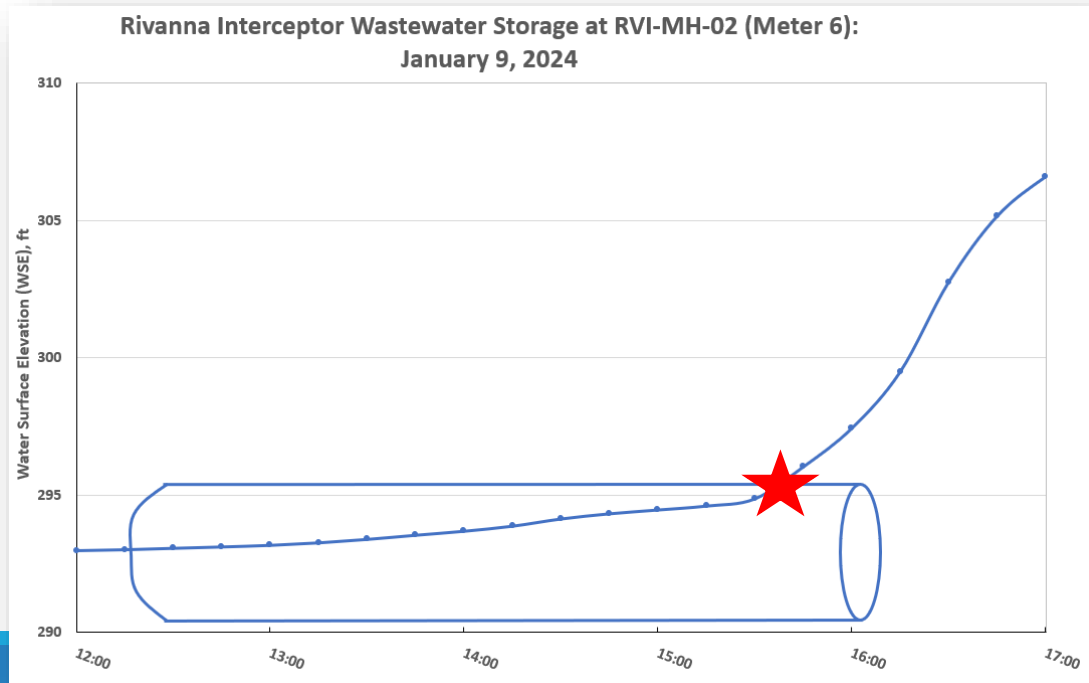
- Triggers Multiple Control Changes Simultaneously
- Wet Well Level Enters the Blanking Range
- Limits System Reaction Time

- Pump 3 running
- Pumps 1, 2 & 5 shut down
- Only Pumps 2 & 5 restarted
- Pumps 4 & 6 Slowed Down to 75% speed

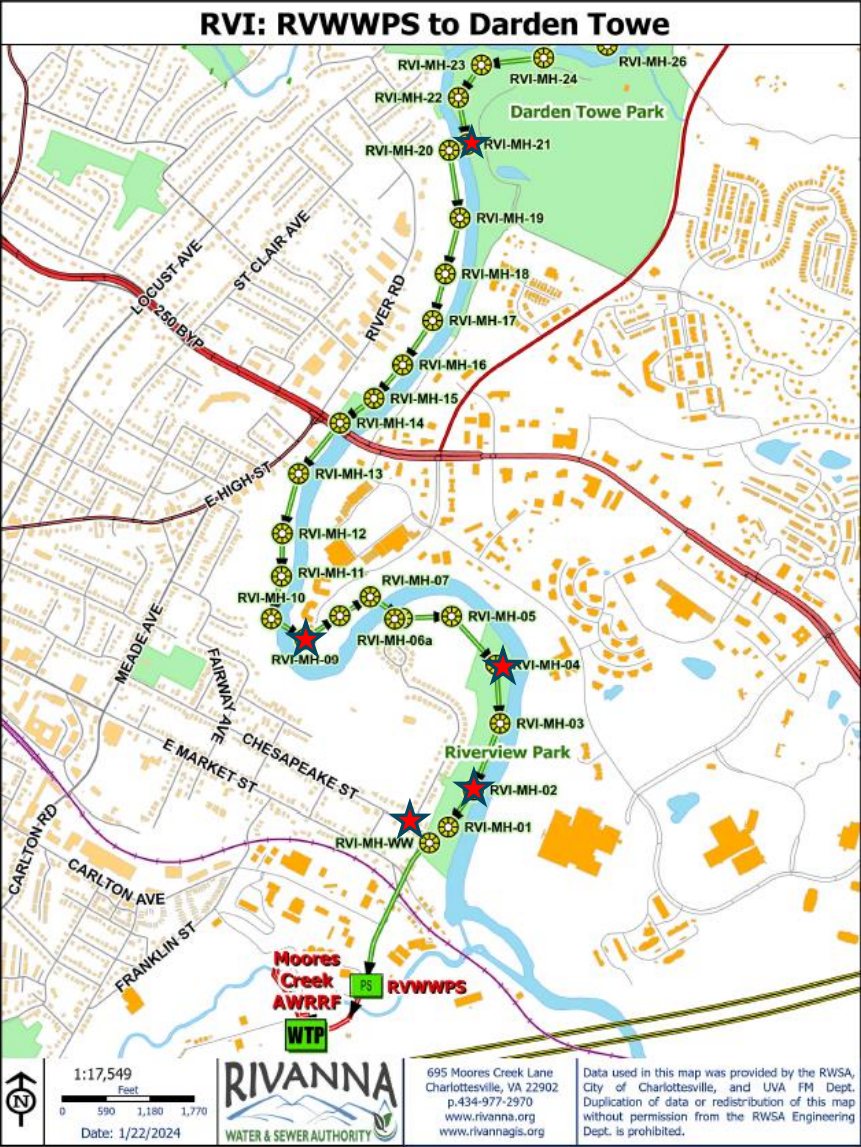
Root Cause Analysis - Findings

2. Water Levels in the Wet Well and the Collection System Rose Quickly once Storage Capacity in the collection system was Full

- System Buffer is Gone
- Rapid Elevation Rise in Wet Well
- Reduced Reaction Time

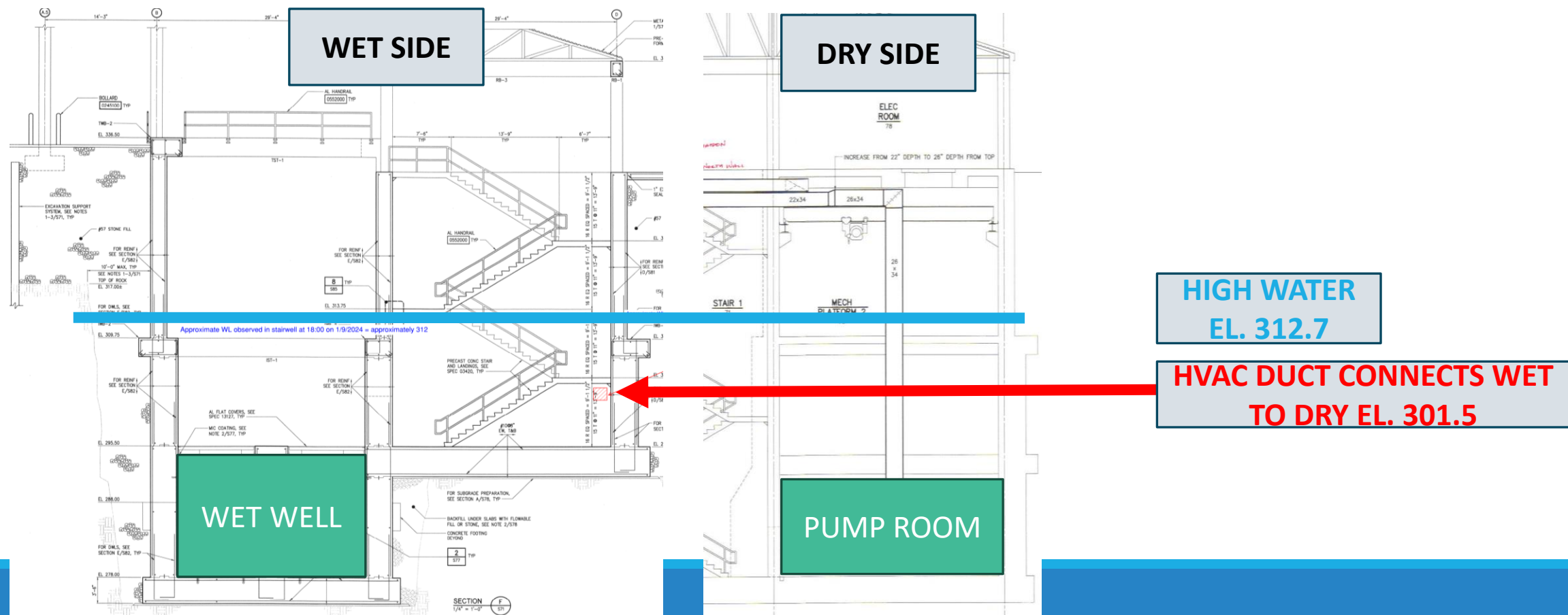


Manhole 2
Riverview Park



Root Cause Analysis - Findings

3. Wastewater Entered Pump Room 2 via an HVAC Duct that Connected the Wet Well and Stairs to the Pump Rooms



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3

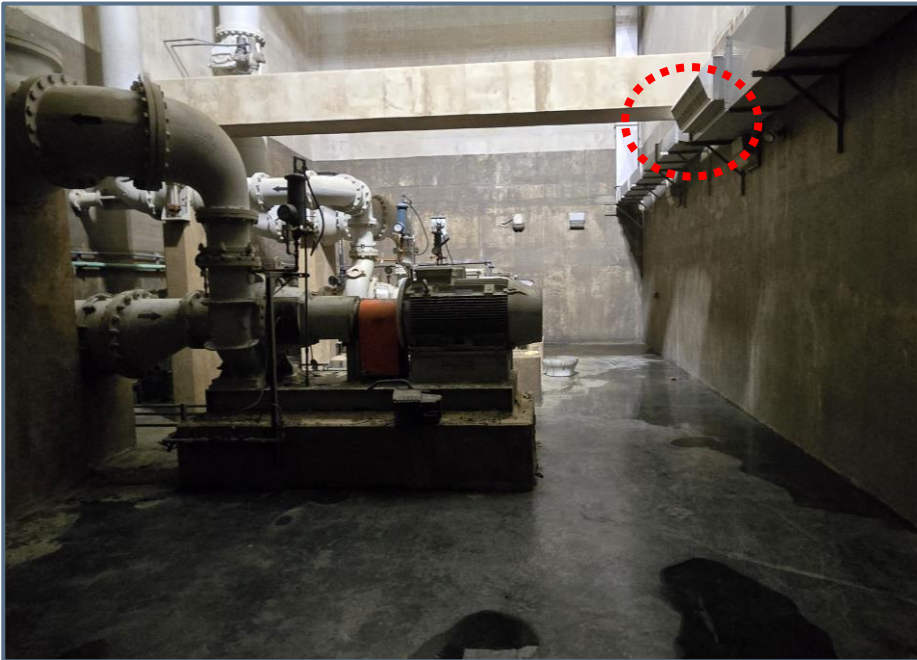
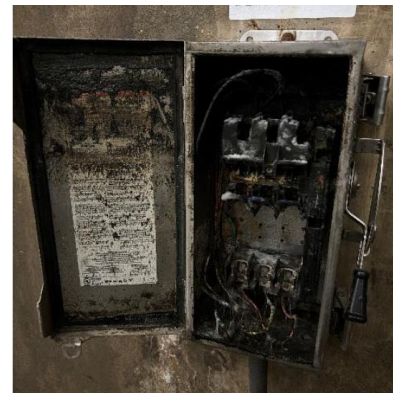
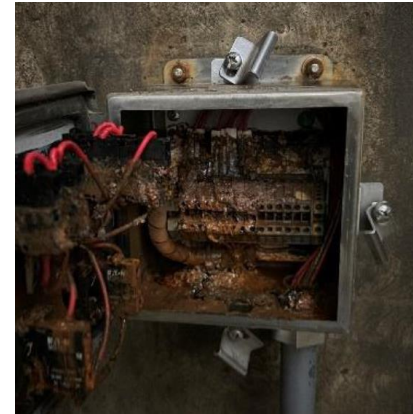
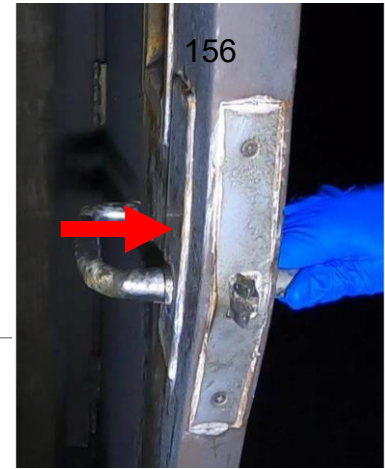
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Root Cause Analysis - Findings

4. Wastewater Inundated the Pump Rooms and Submerged the Wastewater Pumps

- 35 feet of Water in the Pump Rooms
- Motors are not rated for Immersion
- Partial operation of equipment for several days submerged
- Electrical and Mechanical failure



Summary

- The January 9th storm was 3.46” of rain over 14 hours. It was a 2–5-yr. storm for rainfall and a 10-yr. storm for river flows
- The wastewater inflow at the time of pump station failure was about 43 mgd, less than the rated capacity of the station = 53 mgd
- Once the excess capacity of the collection system was full, the wet well level rose rapidly
- The rapid rise triggered a series of nearly simultaneous pump control changes, which resulted in several pumps faulting. One pump shut down and never restarted
- After the operators restarted the faulted pumps, the station ran at a reduced output (between 20 – 41 mgd) due to inaccurate transducer level readings and a limiting set point on 2 pumps.
- The low pump station output and high inflow resulted in:
 - The wet well rising over the covers, into the stairwell and through an HVAC penetration, flooding Pump Room 2. Wastewater then moved from Pump Room 2 through the access stairway and Flooded Pump Room 1
 - Inundation of the Pump Rooms caused electrical and mechanical failure of the pumping equipment
 - Surcharging pressure in the collection system forced manhole lids off in 4 locations.
- Operators attempted to close the Wet Well Influent Sluice Gate but could not close it due to corrosion and grit in the tracks
- Subsequently, the Rivanna River rose over its banks and connected with the open manholes, thereby connecting the river to the submerged pump station

Next Steps

- Claim Reimbursement from Property Insurance Nov 2024
- Design and Procurement of Equipment June – Sept 2024
 - Pumps, Electrical, Controls and Programming
 - Flood Proofing, HVAC Relocation, Pump Room Isolation
 - Level Sensing Modifications; Emergency Bypass Pumping Connections
- Installation and Testing of Equipment, Rebuilt Pumps Oct 2024 – Feb 2025
- Removal of Temporary Bypass Pumping System March 2025
- Final Completion May 2025

Budget Estimate

Work Item	Estimated Cost
Emergency Response & Bypass Rental	\$ 7.3M
Investigations	\$ 0.3M
Design & Construction	<u>\$ 12.1M</u>
Subtotal	\$ 19.7M
Contingency (10%)	<u>\$ 1.97M</u>
Total	\$ 21.7M
CIP Project Budget	\$ 22.0M

Questions?



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Request for Re-appropriation STAFF CONTACT/PREPARER: Quin Lunsford, Executive Director	AGENDA DATE: August 15, 2024 ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/> ATTACHMENTS: Yes
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BACKGROUND: Please consider the following requests for re-appropriation and transfer of funds from fiscal year 2024 to fiscal year 2025.

DISCUSSION:

- There are eleven (11) requests for re-appropriation of funds from fiscal year 2024 to fiscal year 2025 totaling \$287,106. These requests relate to purchases that were budgeted for and are actively being procured. Documentation related to these requests is attached.

BUDGET IMPACT: \$287,106

BOARD ACTION REQUESTED: We respectfully request approval of the re-appropriation of \$287,106 from fiscal year 2024 to the following accounts in fiscal year 2025:


1. Consulting (5306-510)	\$ 3,968
2. Education (5407-510)	616
3. Telephone (5309-530)	15,600
4. Equipment Replacement (5803-530)	14,000
5. Consulting (5306-530)	37,180
6. Service Contracts (5307-540)	16,650
7. Small Tools (5208-540)	485
8. Equipment Replacement (5803-550)	185,899
9. Small Tools (5208-550)	6,714
10. Materials Water (5502-550)	164
11. Repairs & Maintenance – Veh. (5511-550)	<u>5,830</u>
Total	\$ 287,106

ATTACHMENTS:

- Summary of requested re-appropriation for fiscal year 2025.



MEMORANDUM

To: Quin G Lunsford, Executive Director
From: Tonya T. Foster, Procurement/Financial Specialist 
Date: August 1, 2024
Re: Items for Re-appropriation
cc:

There are several outstanding purchase orders for FY-24. Requests have been submitted for items that were still in progress at the close of the fiscal year. I would like to request re-appropriation of funds from last fiscal year's budget to cover these expenses. The requests are as follows:

Consulting (5306-510) \$3,968

Communication services and leadership training.

Education (5407-510) \$616

Emergencies and leadership training.

Telephone (5309-530) \$15,600

Replacement of cell modems for SCADA system.

Equipment Replacement (5803-530) \$14,000

Replacement of programmable logic controllers for SCADA system.

Consulting (5306-530) \$37,180

SCADA Assessment and on-call support.

Service Contracts (5307-540) \$16,650

Engineering support for water model.

Small Tools (5208-540) \$485

To purchase Eclipse Bluetooth controller.

Equipment Replacement (5803-550) \$185,899

Equipment and support to upgrade FuelMaster to FMLive. **(\$9,999)** To purchase 2024 Ford F550 4X4 Crew Cab. **(\$175,900)**

Small Tools (5208-550) \$6,714

To purchase key fire house. **(\$2,206)** To purchase Eclipse automatic flusher. **(\$4,508)**

Materials Water (5502-550) \$164

To purchase dechlorination for 1" Eclipse.

Repair & Maintenance – Vehicles (5511-550) \$5,830

To remove and replace tailgate on Unit 37. **(\$4,750)** To purchase PVC mesh tarps. **(\$1,080)**

TTF

Attachments

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Declaration of Drought Watch STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: August 15, 2024 CONSENT AGENDA: ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/> ATTACHMENTS: YES
--	---

BACKGROUND: On Tuesday, June 25, 2024, the Rivanna Water and Sewer Authority (RWSA) declared a Drought Watch for the Albemarle County and Charlottesville service area. This declaration came one day following a Drought Advisory Declaration by the Virginia Department of Environmental Quality. A Drought Watch is the first of three stages in the ACSA's Drought and Emergency Water Notification Plan (Drought Watch, Drought Warning, and Drought Emergency) and is intended to increase public awareness about the climatic conditions and stream flows that indicate there is concern for a pending drought. During a Drought Watch, the ACSA requests customers initiate voluntary water conservation measures and encourages the watering of outside shrubbery, trees, lawns, grass, plants, home vegetable gardens, or any other vegetation be conducted only between the hours of 9:00 pm and 10:00 am, and only as necessary to preserve plant life.

DROUGHT WATCH ACTION ITEMS: Now that RWSA has declared a Drought Watch, the following steps have been taken to increase community awareness:

- ❖ An advisory message has been added to bills alerting customers of the Drought Watch.
- ❖ ACSA website has been updated to include a graphic on the carousel and a link to RWSA's Drought Watch Press Release.
- ❖ A message has been added to our automated telephone greeting.
- ❖ Social media graphics have been developed and content shared across multiple platforms.
- ❖ Conservation kits have been restocked and are available to customers.
- ❖ Environmental Group staff have begun reaching out to existing carwash facilities that are not currently in the ACSA's Carwash Certification Program to educate them on the benefits of the program.

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

GUIDING FACTORS: RWSA is guided by the following criteria when considering any changes in drought stages:

- ❖ Determination by the Commonwealth of Virginia's Drought Monitoring Task Force that a Watch, Warning, or Emergency condition exists for the Middle James region of Virginia.
- ❖ A drought emergency declaration by the Governor of Virginia or the Virginia Drought Coordinator affecting our region.
- ❖ Review of data maintained by the National Oceanic and Atmospheric Administration (NOAA), the National Weather Service (NWS), and the Virginia State Climatology Office.
- ❖ Modeled hydrologic conditions.
- ❖ Review of streamflow data monitored by the U.S. Geological Survey for the Mechums River gage and the North Fork Rivanna gage.

ACSA staff will provide an update on status of the situation and any other actions current to the day of the Board meeting.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: No Board action requested. Information only.

ATTACHMENTS:

- ❖ RWSA Press Release dated June 25, 2024
- ❖ ACSA Rules and Regulations Section 16 Emergency Water Restrictions



695 Moores Creek Lane | Charlottesville, Virginia 22902-9016

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434.977.2970



434.293.8858



www.rivanna.org



##PRESS RELEASE##

Rivanna Water & Sewer Authority Declares Drought Watch

For Immediate Release

Charlottesville, VA – June 25, 2024

The Rivanna Water and Sewer Authority (RWSA) has officially declared a drought watch for the Albemarle County and Charlottesville service area. A drought watch is declared to increase public awareness about the climatic conditions and stream flows that indicate there is concern for an impending drought. The United States Drought Monitoring Report indicates that most of our area is experiencing moderate drought conditions. The Virginia Drought Monitoring Task Force (VDMTF) issued a drought status report from its June 20, 2024 meeting which indicated that our area is in a drought watch due to below normal precipitation with no near-term forecast of precipitation, increased temperatures, and continued declines of surface and groundwater indicators, particularly stream flows.

As of June 25, 2024, our reservoirs are at 98% of usable capacity. The drought watch has been declared to increase awareness regarding drought conditions and to request voluntary reduction in water use. No mandatory water restrictions have been issued at this time. RWSA will continue to monitor conditions as they evolve and will issue immediate notification to the public if a new drought stage is declared.

CONTACT: Betsy Nemeth
Director of Administration & Communications
Rivanna Water & Sewer Authority
434-977-2970 ext. 111
bnemeth@rivanna.org

SECTION 16 – EMERGENCY WATER RESTRICTIONS

16-01. GENERAL.

The ACSA shall in drought or water emergency conditions initiate certain actions to restrict the use of water in any or all of its service areas.

16-02. DROUGHT/WATER EMERGENCY CONDITIONS.

A. Drought/Water Emergency Watch Stage

Whenever the Rivanna Water and Sewer Authority (RWSA) determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, the RWSA shall declare a Drought Watch. During a Drought Watch, the ACSA shall request that each customer initiate voluntary water restrictions and encourage that the watering of outside shrubbery, trees, lawns, grass, plants, home vegetable gardens, or any other vegetation be conducted only between the hours of 9:00 p.m. and 10:00 a.m., and only as necessary to preserve plant life.

B. Drought/Water Emergency Warning Stage

Whenever the Board of Directors determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, and where restrictions on water use are necessary to preserve an available supply of water, the Board of Directors shall request a declaration of emergency by the Board of Supervisors. Upon the declaration of emergency by the Board of Supervisors, the Board of Directors shall declare a Drought/Water Emergency Warning and the following restrictions will apply:

1. The washing of automobiles, trucks, trailers or any other type of mobile equipment shall only be performed in a licensed certified vehicle wash facility, or by a licensed commercial mobile-washing company with written approval from the ACSA.
2. The washing of sidewalks, streets, driveways, parking lots, service station aprons, or other outdoor surfaces shall be prohibited, except where mandated by federal, state or local law. The washing of exterior buildings shall be prohibited, except when performed by a licensed commercial power-washing company with written approval from the ACSA.
3.
 - a. The watering of outside established trees, plants, shrubs, and home gardens shall only be conducted manually between the hours of 9:00 p.m. and 10:00 a.m., using a non-leaking hose with an automatic shut-off nozzle, and only as necessary to preserve plant life. The use of outside, automatic irrigation systems, including in-ground systems, hoses, and oscillating sprinklers, shall be prohibited for all established lawns, trees, plants, shrubs, and home gardens. This limitation shall not apply to athletic fields and courts which may be watered only between the hours of 9:00 p.m. and 10:00 a.m., and only as necessary to preserve plant life.
 - b. Newly seeded lawns and plantings shall be installed by a licensed contractor and shall have a 45-day establishment period from the date of installation. Sodded lawns shall be installed by a licensed contractor, shall have a 20-day establishment period and shall use no more than ½ inch of water over the sodded area daily. Irrigation of newly installed plantings, and seeded and sodded lawns shall be conducted only between the hours of 9:00 p.m. and 10:00 a.m. Prior to installing the new plantings and lawns by a licensed contractor, the customer shall provide the following to the ACSA:
 1. A written estimate of the amount of water to be used during the establishment period.
 2. A dated receipt from the licensed contractor noting the anticipated date of installation.
 3. The irrigation method to be used.

Upon receipt of the above stated items, the ACSA shall issue a written notification of approval. Failure to provide required information or initiating installation prior to receipt of written approval shall be deemed a violation.

- c. Testing and servicing of outside, automatic irrigation systems may be completed during a Drought Warning, only if the contract to install the system is dated prior to the declaration of the Drought Watch, and a copy is provided to the ACSA.

- d. The use of water through an irrigation exclusion meter shall be prohibited. (Although the ACSA has established a program to convert or abandon all irrigation exclusion meters they are referenced here for those customers who have refused to allow the ACSA to convert their irrigation exclusion meter to an auxiliary meter or abandon it altogether.)
4. The operation of any ornamental fountain or other structure with a similar use of water shall be prohibited.
5. The filling and topping of swimming or wading pools requiring more than five (5) gallons of water, shall require written approval from the ACSA. Approval shall only be considered for those swimming or wading pools contracted to be installed prior to the declaration of the Drought Watch. A copy of the contract shall be provided to the ACSA.
6. The serving of drinking water in restaurants shall be prohibited, except upon the customer's request.
7. The use of water from fire hydrants for any purposes other than fire suppression shall be prohibited, unless otherwise specifically approved by the Executive Director.
8. The operation of any water-cooled comfort air-conditioning, which does not have water-conserving equipment in operation.
9. All commercial lodging establishments shall adopt a policy which limits the daily changing of washable linens and towels, and communicate that policy to their employees and guests.

C. Drought/Water Emergency Stage

Whenever the Board of Directors determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, the Board of Supervisors has declared an emergency, and where more restrictions than previously enacted on water use are necessary to preserve an available supply of water, the Board of Directors shall declare a Drought/Water Emergency and the following additional restrictions will apply:

1. All water leaks on customers' piping shall be repaired within three (3) business days after notification by the ACSA.
2. All outdoor watering is prohibited.
3. All businesses, institutions and governmental entities shall develop and implement a written plan that will reduce the business' or entity's current use of water by twenty percent (20%). Usage shall be based on the customer's average monthly use for the twelve (12) month period prior to declaration of the Drought/Water Emergency Stage. The Executive Director shall establish a monthly usage benchmark for all businesses without a twelve (12) month billing history. This plan shall be submitted to ACSA within fourteen (14) calendar days of notification of the Drought/Water Emergency Stage.
4. All businesses, institutions and governmental entities shall prominently display, at their entrance and in each restroom and shower, signs indicating the current water emergency.
5. Emergency water rates designed to drive down water use shall be enacted. [See Appendix B for rates in effect.]
6. All exemptions previously granted under Drought/Water Emergency Warning Stage restrictions are cancelled. Customers previously granted exemptions may reapply for exemption.
7. In order to preserve water supply availability for all customers, Drought/Water Emergency Warning Stage and Drought/Water Emergency Stage restrictions shall also apply to customers served by the Scottsville and Crozet water systems.

16-03. OTHER ACTIONS.

Should water restrictions taken pursuant to Section 16.02 prove inadequate to preserve sufficient supplies of water for the citizens of the County, the ACSA may also restrict or discontinue the supply of water to any industrial or commercial activity which uses water beyond sanitary and drinking needs of its employees and invitees, and declare a moratorium on new water connections to buildings issued a building permit after the date of declaration of emergency, and restrict water use to basic human needs only.

16-04. SUDDEN CATASTROPHIC EVENTS.

The Executive Director or Board of Directors shall declare an emergency and seek similar declaration from Board of Supervisors restricting water use as deemed appropriate for the severity of the event.

16-05. COMPLIANCE.

The Executive Director shall be authorized to issue orders to effect compliance with the emergency water restrictions. The ACSA may, upon written application, permit an exemption for less than full compliance with any order of the Executive Director issued pursuant to the emergency water restrictions when, in its judgment, full compliance or compliance to any extent would create an unjust hardship.

16-06. PENALTIES.

The ACSA may impose a penalty charge on any person violating any provision of this section. For the first offense, violators shall be assessed a penalty charge. For the second and subsequent offenses, violators shall be assessed a second penalty charge. The penalty charge shall be imposed on the violator's next water bill. In addition to the penalty charge, the ACSA may terminate water service to any violator for the duration of the emergency. See Appendix B, Section 16.06.

16-07. APPEALS.

A. Any person subject to a penalty charge or a water termination order from the Executive Director issued pursuant to these rules, may appeal the charge or termination order to the ACSA. The appeal shall be in writing and filed with the Executive Director of the ACSA.

1. *Appeals Board Composition.* Any person aggrieved by an order of the Executive Director shall have the right of appeal to the Appeals Board appointed by the Board of Directors. The Appeals Board shall consist of any two members of the Board of Directors and one citizen appointed by the Board of Directors.
2. *Notice of Appeal.* Notice of the appeal shall be in writing and filed in the office of the Executive Director within five (5) days after the date of the order of the Executive Director.
3. *Hearing.* The appeal shall be heard by the Appeals Board within 30 days of receipt of the written appeal and a decision rendered within 10 days of the hearing.
4. *Decision.* Every decision of the Appeals Board under this ordinance shall be final, subject to such remedy as any aggrieved party might have at law or in equity.
5. The Executive Director shall be authorized to issue temporary waivers or exemptions within the provisions of the emergency water restrictions for such periods of time as may be necessary for the Appeals Board to formally consider such or for the Appeals Board to take appropriate action.
6. Persons who have been assessed a penalty charge shall have the right to challenge the assessed charge by providing a written notice to the Executive Director within ten (10) days of the date of the assessment of the penalty charge. The Executive Director or designee shall determine whether the penalty charge was properly assessed and notify the complaining person in writing of the determination. Any person aggrieved by the decision of the Executive Director may appeal that decision to the Appeals Board by filing an appeal in writing within five (5) days of notice of the Executive Director's decision. The Executive Director or designee, or upon appeal, the Appeals Board, may waive the penalty charge if it is determined that the violation occurred due to no fault of the person.

16-08. NOTICE AND DURATION OF RESTRICTIONS.

The above restrictions shall become effective upon their being printed in any newspaper of general circulation in the County of Albemarle, or broadcast upon any radio or television station serving the County of Albemarle. Drought Watch Stage, Drought Warning Stage and Drought Emergency Stage restrictions shall remain in full force and effect until the Board of Directors determines that a water emergency in Albemarle County no longer exists.

16-09. EXEMPTIONS.

The ACSA, through its Executive Director, may upon a person's written application, permit a full or partial exemption from the water restrictions in Section 16 Emergency Water Restrictions, when complete compliance with the restrictions would create an unjust hardship.

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

AGENDA TITLE: Freedom of Information Act (FOIA) Policy	AGENDA DATE: August 15, 2024
STAFF CONTACT(S)/PREPARER: Quin Lunsford, Executive Director	ACTION: ■
	ATTACHMENTS: YES

BACKGROUND: State law requires that the ACSA's FOIA Policy be posted where publicly available for view. This policy provides guidelines on access to ACSA public records, as defined under state law when we would receive a FOIA request. The policy is modeled after one provided by the State of Virginia Freedom of Information Advisory Council.

RECOMMENDATION: Approve the amendments to the ACSA FOIA Rights and Responsibilities Policy to update the ACSA's FOIA Officer to Quin Lunsford which has historically been a role that the Executive Director assumes. A copy of the proposed FOIA Policy is attached.

BOARD ACTION REQUESTED: Approve as recommended the "ACSA FOIA Rights and Responsibilities Policy", and the designation of the Executive Director as the "FOIA Officer".

ATTACHMENTS:

-ACSA FOIA Rights and Responsibilities

Rights & Responsibilities:

The Rights of Requesters and the Responsibilities of the Albemarle County Service Authority (ACSA) under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for Records from the ACSA

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
 - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of the Albemarle County Service Authority (ACSA), nor does it require the ACSA to create a record that does not exist.
- You may choose to receive electronic records in any format used by the ACSA in the regular course of business.
 - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records.
- If we have questions about your request, please cooperate with the ACSA staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from the ACSA, you may direct your request to the Executive Director. He can be reached at: **Gary O'ConnellQuin Lunsford**, Executive Director, 168 Spotnap Road, Charlottesville, Virginia 22911; 434-977-4511 (phone); 434-979-0698 (fax); email: goconnell@serviceauthority.org qlunsford@serviceauthority.org. You may also contact him with questions you have concerning requesting records from the ACSA. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

The ACSA's Responsibilities in Responding to Your Request

- The ACSA must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from the ACSA is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow the ACSA to require you to provide your name and legal address.

- FOIA requires that the ACSA make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
 - 5) If it is practically impossible for the ACSA to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of

duplication. The ACSA is using an estimate of \$.10 per page where applicable, all charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia. The ACSA as a matter of policy will seek to provide a low cost or no cost alternative, such as making the documents available for viewing at no cost, before copies are made.

- You may have to pay for the records that you request from the ACSA. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the ACSA may require payment of the past-due bill before it will respond to your new FOIA request.

Types of records

The following is a general description of the types of records held by the ACSA:

- Personnel records concerning employees and officials of the ACSA;
- Records of contracts which the ACSA has entered into;
- Water utility data and system information.

If you are unsure whether the ACSA has the record(s) you seek, please contact the Executive Director directly at: [Gary O'Connell](#) [Quin Lunsford](#), Executive Director, 168 Spotnap Road, Charlottesville, Virginia 22911; 434-977-4511 (phone); 434-979-0698 (fax); email: goconnell@serviceauthority.org qlunsford@serviceauthority.org.

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. The ACSA commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia);
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3));
- Vendor proprietary information (§ 2.2-3705.1 (6));
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12)).

Policy regarding the use of exemptions

- The general policy of the ACSA is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of the ACSA.
- The general policy of the ACSA is to invoke the contract negotiations exemption whenever it applies in order to protect the ACSA bargaining position and negotiating strategy.