

BOARD OF DIRECTORS' MEETING

February 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. Approve Minutes of January 18, 2024
9:10 a.m.	3. Matters from the Public
9:20 a.m.	4. Response to Public Comment
9:30 a.m.	5. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. CIP Close-Outs
	e. Monthly Maintenance Update
	f. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	g. ACSA Board Policy Issues Agenda 2024
9:45 a.m.	6. Customer Information System (CIS) Project Update
10:05 a.m.	7. AMI Project Status Update
10:20 a.m.	8. Rivanna Pump Station – Update
10:40 a.m.	9. Items Not on the Agenda
10:45 a.m.	10. Executive Session – Personnel Matter
	11. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN FEBRUARY 15, 2024 MEETING

This meeting today is being held pursuant to and in compliance with Va. Code Section 2.2-3708,3 and the ACSA Remote Participation Policy effective September 1, 2022.

The Directors who are electronically present at this meeting are.... **(Name the directors electronically present for the meeting)**

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.

Remote Participation Policy
of
Albemarle County Service Authority

Effective September 1, 2022

1. Applicability of Policy.

A. Purposes. Pursuant to *Virginia Code § 2.2-3708.3*, the following policy:

1. describes the circumstances under which an all-virtual public meeting and/or remote participation will be allowed and the process the Albemarle County Service Authority (hereinafter “ACSA”) will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. fixes the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in *Virginia Code § 2.2-3708.3(B)(4) and (C)(9)*.

B. Application. This policy will be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member(s) requesting remote participation or the matters that will be considered or voted on at the meeting.

2. Non-Emergency Individual Participation. Except as provided elsewhere in this policy, individual members may use remote participation instead of attending a public meeting in person only pursuant to and in compliance with the following rules:

A. Grounds for Remote Participation; Advance Notice of the Chair. Individual members may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the member notifies the Chair that:

1. **Personal Medical Condition.** The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. **Family Member's Medical Condition.** A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. **Distant Meeting Location.** The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. **Identified Personal Matter; Limitation on Use.** The member is unable to attend the meeting due to a personal matter (such as a family event or business commitment) and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Minutes. If participation by a member through electronic communication means is approved by a majority of a quorum of the ACSA Board physically assembled pursuant to Paragraph 2, the ACSA shall record in its minutes the remote location from which the member participated; however, the

remote location need not be open to the public and may be identified in the minutes by a general description.

- a. **Medical Condition.** If participation is approved pursuant to Paragraphs 2(A)(1) or 2(A)(2), the ACSA shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.
- b. **Distant Meeting Location.** If participation is approved pursuant to Paragraph 2(A)(3), the ACSA shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.
- c. **Identified Personal Matter.** If participation is approved pursuant to Paragraph 2(A)(4), the ACSA shall also include in its minutes the specific nature of the personal matter cited by the member.
- d. **Disapproval.** If a member's participation from a remote location pursuant to Paragraph 2 is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

C. **When Chair Requests to Participate Electronically.** In the event the Chair seeks to participate through electronic communication means from a remote location, the Chair must notify the Vice-Chair or other presiding officer and should notify the Secretary [or Clerk] on or before the day of the meeting.

D. **Audibility of Absent Member.** The Secretary [or Clerk] will arrange for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

3. **All-Virtual Public Meetings [NOT for use by Board of Supervisors, School Board, Planning Commissions, Architectural Review Board, or Board of Zoning Appeals].** Except as provided in Paragraph 4 below, the ACSA may hold all-virtual public meetings only (i) for regular and special meetings deemed appropriate to be done virtually by the chair of the ACSA and (ii) pursuant to and in compliance with the following rules:

A. **Meeting Notice.** An indication of whether the meeting will be an in-person or all-virtual public meeting must be included in the required meeting notice along with a statement notifying the public that the method by which the ACSA chooses to meet shall not be changed unless the ACSA provides a new meeting notice in accordance with the provisions of *Virginia Code* § 2.2-3707;

B. **Public Access.** Public access to the all-virtual public meeting must be provided via electronic communication means;

C. **Member Audibility/Visibility.** The electronic communication means used must allow the public to hear all members of the ACSA participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the ACSA as well;

- D. Contact for Transmission Failure.** A phone number or other live contact information must be provided to alert the ACSA if the audio or video transmission of the meeting provided by the ACSA fails, the ACSA must monitor such designated means of communication during the meeting, and the ACSA must take a recess until public access is restored if the transmission fails for the public;
- E. Meeting Materials.** A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the ACSA for a meeting must be made available to the public in electronic format at the same time that such materials are provided to members of the ACSA;
- F. Public Comment.** The public must be afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- G. Multiple Members in a Single Location.** No more than two members of the ACSA may be together in any one remote location unless that remote location is open to the public to physically access it;
- H. Closed Sessions.** If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public must resume before the ACSA votes to certify the closed meeting as required by *Virginia Code* § 2.2-3712(D);
- I. Number and Frequency of All-Virtual Meetings.** The ACSA may not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
- J. Minutes.** Minutes of all-virtual public meetings held by electronic communication means must be taken as required by *Virginia Code* § 2.2-3707 and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
- 4. All virtual meetings of ACSA Committees.** Any committee of the ACSA may hold an all-public virtual meeting. The requirements for a committee all virtual meeting are set forth in Section 3.A-J above.
- 5. During a Declared Emergency or When a Continuity of Government Ordinance is in Effect.** The ACSA may meet by electronic communication means without a quorum of the ACSA physically assembled at one location when a state of emergency is declared pursuant to *Virginia Code* § 44-146.17 or a local emergency is declared pursuant to *Virginia Code* § 44-246.21, subject to the provisions and requirements of *Virginia Code* § 2.2-3708.2. The ACSA also may meet by electronic communication means when an ordinance adopted pursuant to *Virginia Code* § 15.2-1413 to ensure the continuity of County government is in effect.

(*Virginia Code* § 2.2-3708.2 and § 2.2-3708.3)

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(Adopted 08/18/22).

Albemarle County Service Authority Board of Directors

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on January 18, 2024, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

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

Members Absent: None.

Staff Present: Mike Derdeyn, Terri Knight, Quin Lunsford, Jeremy Lynn, Alex Morrison, Gary O'Connell, Emily Roach, Sabrina Seay, Danielle Trent, April Walker.

Staff Absent: None

Public Present: None.

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

Gary O'Connell, Executive Director, called the meeting to order. He then read the opening Board Chair statement (Attached as Page _____), and a quorum was established.

2. **Election of Officers – Board Organizational Meeting**

Mr. O'Connell stated that he would now open the floor for nominations for the office of Chair.

Mr. Tolbert moved to nominate Mr. Armstrong, seconded by Mr. Parcels. There being no further nominations, the floor was closed for nominations. All members voted aye. Mr. Armstrong was elected as Chair.

Mr. O'Connell turned the office of Chair to Mr. Armstrong. Mr. Armstrong thanked the Board and stated that he would now open the floor for nominations for the office of Vice-Chair.

Mr. Parcels moved to nominate Mr. Tolbert for the office of Vice-Chair, seconded by Dr. Palmer. There being no further nominations,

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1 *the floor was closed for nominations. All members voted aye. Mr.*
2 *Tolbert was re-elected as Vice-Chair.*

3 Mr. Armstrong stated that generally the Executive Director serves as
4 the Secretary-Treasurer for the Board. He asked the Board if there were any
5 other nominations, besides Mr. O'Connell.

6 ***Mr. Tolbert nominated the Executive Director, Gary O'Connell,***
7 ***for Secretary-Treasurer, seconded by Mr. Armstrong. There being no***
8 ***further nominations, the floor was closed for nominations. All***
9 ***members voted aye. Mr. O'Connell was re-elected as Secretary-***
10 ***Treasurer.***

11
12 3. Approve Minutes of December 14, 2023

13 There were no corrections to the minutes of December 14, 2023.

14 ***Dr. Palmer moved to approve the minutes of December 14, 2023,***
15 ***as amended, seconded by Mr. Parcels. All members voted aye.***

16
17 4. Matters from the Public

18 There were no matters from the public.

19
20 5. Response to Public Comment

21 There was no response to public comment.

22
23 6. Consent Agenda

24 ***a. Monthly Financial Reports*** – Ms. Swanson stated that she had a
25 question about the RWSA flows and ACSA customer usage comparison
26 graph on page 49. She asked how the ACSA ends up with negatives.
27 Mr. Lunsford replied that the readings on the RWSA meters are the 1st-
28 30th or 31st, and the ACSA's billing cycles can be the same or they can
29 be the 15th through the 15th, thus they do not necessarily match up. He
30 stated that during periods of higher consumption, the difference can

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1 sometimes be seen between what RWSA says they produce and what
2 the ACSA says it sells.

3 Ms. Swanson stated that she had another question about the
4 December payments over \$5,000 shown on page 59. She asked if the
5 pump rebuild at the North Fork Pump Station was scheduled or expected
6 work. Mr. Morrison replied that it was not expected. He stated that there
7 was a pump failure, thus it was rebuilt in lieu of replacing it. He
8 mentioned that the ACSA is assessing the other pumps at the station to
9 determine if funds are needed for additional rebuilds in coming years.
10 Ms. Swanson asked how old the failed pump was. Mr. Lynn stated that
11 the station went online in 2012. He stated that the pump station has four
12 pumps, so it is capable of running with one pump out of service.

13 ***b. Monthly Capital Improvement Program (CIP) Report*** – Mr. Parcels
14 stated that there was a discussion last month about the Glenmore
15 meeting that was scheduled to discuss residue in the water lines. He
16 asked how that meeting went, and if the issue was resolved. Mr. Lynn
17 replied that it was a very successful meeting with members from ACSA,
18 RWSA, VDH, and about 20 Glenmore residents. He stated that RWSA
19 is working on a work authorization with Cornwell Engineering to perform
20 some more detailed analyses and investigations. He stated that a survey
21 would be sent out to all the residents this week, to get a better
22 understanding of who has experienced the issue as well as more
23 information on their specific homes. He noted that the fluorapatite is
24 forming in the hot water systems, so the ACSA is attempting to
25 determine if it could be a heat related issue or related to recirculation
26 pumps in the homes. He noted that all of the homes are fairly large with
27 1-2 hot water heaters with recirculation pumps. He added that the ACSA
28 would be working with Cornwell Engineering to get further background
29 information, followed by some extensive water sampling in some of the
30 homes.

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1 Mr. O'Connell stated that Cornwell is a national firm that specializes
2 in water quality. He stated that the estimated time frame to complete all
3 of the studies and testing is about six months. He mentioned that they
4 would be doing a variety of things, in addition to the residential work Mr.
5 Lynn mentioned. He noted that it will be an extensive amount of work to
6 figure out what is causing the issue, find a good solution, and determine
7 if the fluorapatite changes water chemistry in some unintended way.

8 Dr. Palmer asked what the residue is. Mr. O'Connell replied that it is
9 almost like sand that show up in hot water or inside of the hot water
10 heater. He stated that residents have seen them in floor drains and
11 faucets. Dr. Palmer asked what the chemical makeup was. Mr. Lynn
12 stated that it has fluoride, calcium, and phosphate. He stated that it is a
13 mineral sediment and, although not aesthetically pleasing, not harmful.
14 He stated that the number of homes affected has been relatively small,
15 occurring in about 30-40 of the almost 1,000 homes in Glenmore, and
16 the staff is not getting the number of calls that they have seen in the
17 past. He stated that this was a much bigger problem for residents last
18 winter.

19 Mr. Parcels asked if the work was being shared in cost. Mr.
20 O'Connell replied that RWSA is paying for it, so it is shared with the City.

21 Mr. Roberts asked if the residue was showing up at the meter. Mr.
22 Lynn replied no, which was difficult to understand at first. He stated that
23 customers were experiencing the sediment, and the ACSA staff was
24 flushing at hydrants and meters but did not see any of it. He stated that
25 as the staff continued to diagnose the issue, they discovered that it was
26 only happening on the hot water side.

27 Mr. Parcels asked if any of the affected residents were using soft
28 water treatment systems. Mr. Lynn stated that they were not aware of
29 any, but that may be part of the information gathered in the future. He
30 noted that ACSA water is relatively soft to begin with, so there is not
31 much need to soften it further. Mr. O'Connell added that when the water

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1 reaches Glenmore, the pH level is on the higher side, which could be
2 part of the issue as well. Mr. Lynn stated that the ACSA has increased
3 flushing efforts this winter to improve water age during the season
4 irrigation does not occur. He stated that this helps to keep the pH level
5 down a bit.

6 Mr. Tolbert stated that he had a question about the Lewis Hill-West
7 Leigh Water Connection project on page 71. He mentioned that the
8 Lewis Hill HOA was supposed to meet with a third-party appraiser in
9 October to determine the value of the easement for the realignment of
10 the water main, and asked if there was any update. Mr. Lynn replied that
11 the HOA has engaged with an appraiser, but ACSA staff has not seen a
12 report yet. He mentioned that the property is a common space thus the
13 County does not have it assessed, which is what the ACSA typically
14 uses to determine the land value.

15 ***c. CIP Authorizations –***

16 ***d. Monthly Maintenance Update –*** Ms. Swanson stated that she had a
17 question regarding the large diameter water meter materials. She asked
18 if the ACSA was still part of a mutual aid effort throughout the state and
19 if so, is the organization making these surplus materials available to
20 other utilities. Mr. Morrison replied that the ACSA is still part of the
21 mutual aid effort, but there have not been discussions as to whether the
22 ACSA would make this material available to other utilities. He stated that
23 the first step was to identify a makeup of the material that should be on
24 hand in the event that a connection to RWSA's transmission fails.

25 Mr. O'Connell stated that it is probably more likely to be made
26 available to the City or RWSA. He stated that the ACSA ran into a situation
27 where they did not have this in stock, so they felt it was important to have
28 it and be able to quickly respond in an emergency.

29 Mr. Parcels stated that he had a related question about carrying
30 cost. He stated that when he was with Merck and there was a significant
31 component that was expensive to keep in inventory, they arranged for the

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1 manufacturer to manage the inventory and have something on hand for
2 emergency use. He asked how expensive it is to have these types of
3 specialized items in inventory and if we are sharing it with others, could
4 those other entities share in that cost. Mr. Morrison replied that the ACSA
5 took a universal setup approach with the materials on hand allowing them
6 to be used for various large diameter water main connections, which
7 reduced the cost for acquiring this inventory. He noted that it cost about
8 \$16,000-\$18,000 for the entire container of materials. He mentioned that
9 the materials will not degrade over time, which helps out substantially.

10 Ms. Swanson stated that perhaps at some point, there could be a
11 discussion about how mutual aid works and if it is something that is still
12 being organized. Mr. O'Connell stated that there is a statewide mutual aid
13 agreement, and a network of participating utilities that coordinate efforts
14 through phone calls and emails. He stated that they tend to be fairly small
15 utilities and he has not seen the network used that often. He mentioned
16 that the ACSA assisted a private development in Green County. He stated
17 that they were short on material and needed some expertise, and the
18 ACSA was able to provide that. He noted that occasionally, it could be on
19 a larger scale.

20 Ms. Swanson stated that it sounds a bit informal. Mr. Morrison replied
21 that this scenario was more informal because it was a private water
22 system. He stated that VDH reached out to the ACSA because there
23 were some asbestos-cement lines that needed repairs and they did not
24 have the specialized repair bands. He mentioned that the ACSA keeps
25 those in stock and was able to supply those the same day, as well as
26 some expertise on how to facilitate that repair. He noted that they have
27 also replaced the bands that the ACSA let them borrow.

28 Dr. Palmer stated that along the same lines, the Board has heard a
29 presentation before about emergency cooperation within the state and
30 how that all works. She asked if the mutual aid agreement uses the same
31 structure in terms of sharing equipment and expertise. Mr. Morrison

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1 replied yes that, statewide, it would be the same process for mutual aid.
2 Mr. O'Connell added that there is a national program, but he has not
3 seen the statewide mutual aid used for emergencies in over six months.

4 Mr. Parcels stated that this segues into the flooding issue at Moore's
5 Creek. He asked if any equipment had to be brought in for that
6 emergency response. Mr. O'Connell replied that RWSA brought in some
7 temporary pumps thus far, to try and pump out the water. He stated that
8 RWSA has an on-call contractor, as well as a few others that they
9 brought in. He mentioned that it may be months before they can start to
10 permanently replace equipment. He noted that some of the pumps have
11 continued to work, while others are shut down. He added that until the
12 flooding is removed, they will not know the condition of all the pumps.

13 Mr. Parcels asked, in terms of overall service, if the facility was okay
14 and treating sewage. Mr. O'Connell replied that RWSA is not able to get
15 all of the sewage to the plant without all of the pumps working properly,
16 thus there is some surging at some of the low-lying manholes. He noted
17 that Riverview Park is where the issue has been most prominent. He
18 added that is there any further heavy rain or snow, that could increase
19 the level of flooding.

20 Mr. Parcels asked how we would respond to that. Mr. O'Connell
21 replied that until the flooding is removed, there is not much that can be
22 done. He stated that the ACSA staff will try to help around their
23 manholes, put down some lime, and work with the property owners. Mr.
24 Morrison added that the ACSA has four manholes near the end of East
25 Market Street Ext. that experience sanitary sewer overflows (SSOs)
26 during these surcharging events. He noted that the staff has been in
27 communication with all of the impacted property owners and were onsite
28 with a few of them yesterday. He stated that they understand the issue
29 and know that the SSOs could continue to happen intermittently, until
30 RWSA has the temporary pumps at a capacity to handle the wet weather
31 flows.

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1 Mr. Parcels asked if there has been a previous wet weather event
2 that caused an issue like this one. Mr. O'Connell replied that the Moore's
3 Creek plant was enlarged, and a lot of effort went into determining the
4 right capacity to handle a large storm event. He stated that the plant was
5 design for and should have been able to handle this most recent event.
6 He stated that something at the plant failed, and the question is what
7 failed and how do they correct it to avoid this in the future. He added that
8 at this point, it is still not clear what failed.

9 Dr. Palmer stated that before all of the sewer improvements that
10 have happened over the last 20 years, these types of events were pretty
11 common. Ms. Swanson asked if that was the case in the wintertime, too.
12 Dr. Palmer replied that it was a regular event at Riverview Park, as she
13 used to walk through that area. She noted that it is very rare now. Mr.
14 O'Connell stated that the excess volume of water should be pumped to
15 a basin where it will be stored and then slowly released into the
16 treatment process, but that did not happen this time.

17 Ms. Swanson asked if RWSA is utilizing the basin in Crozet to help
18 slow down any additional flows. Mr. Lynn replied that they have used the
19 Crozet flow equalization tank on a couple of occasions, but it has been
20 maintenance related. He stated that he thinks during this last storm,
21 RWSA was able to divert some flow to the Crozet tank which does keep
22 sewage out of the system, but it ends up making it to the Moore's Creek
23 Pump Station. He noted that this is separate from the Rivanna Pump
24 Station, thus it would not have helped the situation.

25 Mr. O'Connell asked if Mr. Lynn had heard anything further about the
26 status of the temporary pumps. Mr. Lynn replied that he spoke with
27 David Tungate, RWSA Director of Operations, and the temporary pumps
28 should be up and running at full capacity within seven days. Mr.
29 O'Connell noted that RWSA has a Board meeting next Tuesday, so he
30 may receive some more information then.

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1 Mr. Armstrong asked, in terms of media, if the ACSA had posted
2 anything on its social media pages or website, explaining that this is not
3 directly an ACSA issue, but we are working to help solve it. Mr.
4 O'Connell stated that they have spoken with RWSA about getting out a
5 press release, and the ACSA staff has been in touch with the
6 homeowners that have the manhole issues near their property to ensure
7 they know what is happening.

8 Mr. Armstrong stated that if the public is reading about an issue with
9 sewer overflows in the system, there may be questions about the quality
10 of the water. He asked if the ACSA could preempt that concern by
11 making it clear through the website and other communication, that it is
12 not an issue. Mr. O'Connell stated that the bigger issue will be quality in
13 the park and river, which is part of the conversation with DEQ.

14 Ms. Swanson stated that CBS 19 News reported this morning that
15 the sewer overflow was being pumped onto the Rivanna Trail. Mr.
16 O'Connell stated that the sewer backs up and blows out of the manhole
17 cover and, at the height of the storm, there was five or six feet coming
18 out of the manhole. He stated that until the temporary pumps get going,
19 there is the potential for this to happen. He noted that Riverview Park
20 has been closed.

21 Mr. Tolbert stated that RWSA also had a problem at Sugar Hollow.
22 Mr. O'Connell replied that there was an issue with a connector in the
23 pneumatic air system. Mr. Tolbert stated that they were able to fix the
24 problem, but it is unfortunate that they had two big problems affecting
25 big sections of the County at the same time. He asked if there is any
26 concern that the two might be connected in some way, such as a lack of
27 maintenance. Mr. O'Connell said he does not think so. He mentioned
28 that connections come loose occasionally. He stated that he would be
29 more concerned with the wastewater plant, as it was designed for things
30 like this latest event not to happen.

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1 Dr. Palmer stated that it was going to be an expensive repair. Mr.
2 O'Connell concurred. He stated that the pumps are huge, with huge lines
3 coming into them. Mr. Lynn added that the gravity pipe is 60 inches in
4 diameter, and the force main is 36 inches in diameter. Mr. Morrison
5 added that the pump station capacity is 53 MGD. Dr. Palmer noted that
6 the well is incredibly deep. Mr. Lynn stated that RWSA reported about
7 60 feet of sewage wastewater on top of the pumps that were not
8 intended to be submerged. Mr. O'Connell stated that the pumps should
9 be dry, as they are on the dry side of the plant. Mr. Parcels stated that
10 he would love to have a tour of the plant sometime, and asked if he
11 should arrange that through the ACSA or RWSA. Mr. O'Connell stated
12 that he would be glad to arrange a tour for him, but he may not want to
13 tour it right now.

14 Mr. Roberts asked if the sewage was in the tunnel. Mr. Lynn stated
15 that the pipe in the tunnel is full because it is backing up past Riverview
16 Park. Mr. Tolbert asked if the pipe was full, but not the tunnel itself. Mr.
17 Lynn replied that as far as he knows, just the pipe is full.

18 Mr. Parcels stated that he would now shift focus to the list of Active
19 Private Development Projects. He stated that he noticed the Pleasant
20 Green project in White Hall, which was to serve 173 residential units,
21 was no longer on the list. He mentioned that he then started looking at
22 ERCs and making some comparisons, and they do not match up. He
23 stated that he is a bit confused about the relationship between ERCs
24 and the number of units listed in the Active Private Development report.

25 Mr. Lynn stated that the Active Private Development Project list is
26 intended to inform the Board of projects that the ACSA is actively
27 working on to provide the necessary infrastructure for the number of
28 units that are listed. He stated that once the ACSA reaches the initial
29 acceptance phase, the project is removed from the list. He stated that
30 this does not mean that all the units have been constructed, as that
31 process can be spread across multiple years. Mr. Parcels asked when

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1 it comes to the ERCs themselves, if that is an individual connection that
 2 is then turned on. Mr. Lynn stated that once a builder completes
 3 construction of a home and is ready with all the required inspections,
 4 they will request a meter and pay the connection fees. He stated that the
 5 ACSA will establish service and at that point, the builder is the initial
 6 customer until they sell the lot or home. He noted that once the builder
 7 is the ACSA's customer, that home has capacity and is counted in the
 8 ERC count. Mr. Parcels stated that for the population served
 9 characterization, that is multiplied by 2.5. Mr. Lynn replied yes. He stated
 10 that the assumption is a single-family home has 2.5 residents, which is
 11 how the ACSA comes up with the population served.

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

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

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

15 ***h. Annual Water Conservation Report –***

16 ***Mr. Parcels moved to approve the consent agenda, seconded***
 17 ***by Dr. Palmer. All members voted aye.***

18
 19 **7. Strategic Plan Update**

20 Mr. O'Connell stated that the goal is to come before the Board every
 21 six months with an update on the Strategic Plan, with today being the first in
 22 that series of updates. He stated that he has asked the Leadership Team to
 23 divide the presentation up and present the four sections of the plan (Attached
 24 as Pages_____). He mentioned that April Walker, Director of IT, would
 25 present first.

26 Ms. Walker stated that she would be presenting the data optimization
 27 section to the Board, beginning with an update on the ACSA's
 28 comprehensive review of systems. She stated that they are about mid-way
 29 through the Data Classification Project. She stated that the staff has
 30 classified and developed scheme for all data, and each department is
 31 creating an inventory and mapping their data. She mentioned that

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1 simultaneously, security roles are being developed to determine how that
2 data will be maintained and secured in the system.

3 Ms. Walker stated that the SCADA Phase 3 Project, as seen in the
4 CIP Report, is near completion, with site acceptance testing and
5 commissioning of all devices remaining. She mentioned that they are also
6 reviewing the recommendations from the ESRI Utility Network Feasibility
7 Study, which will include a total overhaul of the ACSA's GIS to add
8 functionality and tools.

9 Ms. Walker stated that the data classification efforts will lead into the
10 Document Management System Project. She stated that there is a meeting
11 scheduled in February to discuss further policy creation surrounding records
12 management.

13 Ms. Walker stated that regarding system monitoring and reporting,
14 the IT staff has replaced firewalls, as well as started the process of replacing
15 all of the data network switches to enhance security and allow for more
16 monitoring and reporting tools. She stated that Cityworks reports have
17 increased, which are set at different intervals for staff and management. She
18 added that all of the ACSA's cybersecurity efforts and practices are being
19 increased as well.

20 Mr. Lynn stated that he and Mr. Morrison would co-present the
21 business resilience focus area of the Strategic Plan. He stated that he would
22 give an overview of business continuity planning and optimization of
23 resources, after which Mr. Morrison would discuss the ACSA's
24 environmental sustainability. He stated that in terms of business continuity
25 planning, IT has revised and tested their disaster recovery, which is an
26 ongoing task. He mentioned that the Maintenance staff is conducting a
27 review of the ACSA's Emergency Response Plan checklists, which ensures
28 the accuracy of the lists and serves as training for employees to ensure they
29 are familiar with them. He stated that the checklists would be used in the
30 event of emergencies such as an earthquake, power failure, active assailant,
31 or a loss of key supplies.

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1 Mr. Lynn stated that the ACSA performed a water contamination
2 exercise with its community partners this past June. He stated that the goal
3 is to partner with them on another drill in the coming year, to ensure the
4 ACSA is practicing and performing regional exercises. He noted that also
5 with regard to business continuity, the ACSA's first come, first served policy
6 was incorporated into the Rules and Regulations this past June. He stated
7 that this affirms the ACSA's longstanding position that capacity in the system
8 is not reserved.

9 Mr. Lynn moved to the optimization of resources. He stated that the
10 ACSA made an effort to utilize a third-party transcription service for Board
11 meeting minutes. He mentioned that there were some audio issues that have
12 since been resolved but based on feedback from the Board, the minutes will
13 most likely continue to be done in-house by the Board clerk.

14 Mr. Lynn stated that the ACSA has also done some role restructuring
15 in its efforts to optimize resources. He stated that within the Engineering
16 department, the full-time modeling engineer retired, and that position was
17 shifted to a staff engineer to provide more support on CIP and private
18 development work. He mentioned that the modeling is done in-house on a
19 part-time basis, in conjunction with the utilization of ACSA consultants. He
20 noted that some departments have doubled up on office space to address
21 space constraints.

22 Mr. Lynn stated that the ACSA implemented an applicant tracking
23 software called Applicant Pro that integrates seamlessly with the ACSA
24 website. He stated that it allows jobs to be posted on multiple platforms and
25 gives applicants the ability to create profiles and view the status of their
26 application. He noted that this software has streamlined and greatly
27 improved the hiring process.

28 Dr. Palmer stated that she has heard from jobseekers that they have
29 been kicked out of job application systems for not having a keyword in their
30 resume. She asked how specific Applicant Pro is with respect to narrowing
31 down the applicant pool. Ms. Roach replied that applications are not

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1 currently filtered. She stated that the Applicant Pro platform allows them to
2 set up different users based on the job openings, which are typically the
3 department head and supervisor of the position. She stated that they are
4 able to see every application that is submitted and rate them or make internal
5 notes.

6 Mr. Lynn added that they received over 100 applications for the
7 customer service representative position. Ms. Roach stated that the position
8 was posted last Monday, and they have received 195 applications already.
9 She noted that not all jobs receive that many applications. She stated that
10 the civil engineer position has been posted for 20 days and there have been
11 17 applications received. Mr. Lunsford stated that they are still very early in
12 the review process for the customer service applications. He stated that the
13 job posting cast a very wide net and identified some talent that they may not
14 have been able to identify in the past.

15 Mr. Morrison stated that he would go over a few items related to the
16 environmental sustainability section of the Strategic Plan. He stated that he
17 would begin with a discussion on electric vehicles. He stated that the
18 Engineering department has ordered the first electric vehicle for the ACSA.
19 He stated that it is a Ford F-150 to replace one of the construction inspector
20 vehicles. He mentioned that the Ford has been manufactured and received
21 by the dealership, and it is expected to arrive at the ACSA the week of
22 January 29th. He noted that this will be the first electric vehicle deployed in
23 the ACSA fleet.

24 Mr. Morrison stated that looking forward to the FY 2025 budget, the
25 Engineering department is exploring additional vehicle replacements with
26 electric vehicles. He stated that the IT department is also exploring an
27 electric vehicle as part of their department fleet. He stated that in concert
28 with the electric vehicles, the staff is working on the construction of the
29 charging infrastructure for the vehicles. He noted that until that is up and
30 running, the vehicle that arrives at the end of the month does come with a
31 portable charging unit. He stated that the ACSA has acquired some of the

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1 components for the charging station from Dominion Energy, who will install
2 a 1200-amp service. He mentioned that this will cover the full deployment of
3 electric vehicles for the ACSA in the future. He added that they have received
4 quotes for some of the distribution panels and disconnects required for the
5 service, which are being ordered this week. He mentioned that there is a
6 fairly long lead time on those items but after they are installed, the charging
7 infrastructure can be switched over to the stand-alone 1200-amp service
8 through Dominion.

9 Mr. Morrison stated that for the FY 2023 Urban Water Audit, the
10 ACSA has had several meetings with the City of Charlottesville and RWSA
11 to discuss the approach for the audit since the entities are interconnected in
12 multiple locations, all of which will be treated as a single system.

13 Mr. Morrison stated that the IT department has transitioned to
14 purchasing computers, monitors, and servers that all have energy efficient
15 specifications in an effort to implement environmental-friendly devices. He
16 mentioned that LED lighting upgrades have been completed at all ACSA
17 facilities. He stated, as previously mentioned to the Board, that the new
18 ACSA operations center on Avon Street will include the use of LED lights,
19 specifically the warm yellow lighting in lieu of the bright white light historically
20 used.

21 Mr. Morrison added that the hot water heater serving the ACSA's
22 administration building has been changed out. He stated that it was a tank
23 electric water heater and the recommendation from the Energy Audit was to
24 change that to a hybrid water heater. He stated that the hybrid water heater
25 uses a heat pump setup to extract heat from the surroundings to heat the
26 water, instead of using electrical demand with the diodes. He noted that the
27 water heater is located in the ACSA's mechanical room, which reduces the
28 cooling demand for that room since it extracts the heat coming from the
29 surrounding equipment to heat the water. He added that when the hot water
30 heater was installed, there was also some additional valving done in the

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1 plumbing. He stated that this will allow future work on the hot water side
2 without shutting down water service to the entire building.

3 Dr. Palmer asked if there was any feedback on how the new lighting
4 affected outside security, if at all. Mr. Morrison replied that he has not
5 received any feedback thus far, but he will check into it and report back. Dr.
6 Palmer stated that she was curious as to whether the yellow spectrum
7 lighting was being used outside. Mr. Morrison stated that all of the exterior
8 lighting had been completed when the discussion about the yellow spectrum
9 lighting came up, and he does not believe any of the exterior lighting has had
10 to be replaced or worked on. Dr. Palmer stated that if there is no objection,
11 perhaps when it is time to replace the lighting, they could replace it with the
12 warm yellow. Mr. Morrison concurred and stated that there will be a
13 substantial amount of lighting at the Avon Operations Center where they can
14 utilize the warm yellow. He mentioned that the Engineering group is also
15 looking at using it for the Madison Park Pump Station.

16 Mr. Parcels asked what the expected timing is for the water audit
17 report. Mr. Lynn stated that the entities will be meeting as a group in
18 February. He stated that the ACSA and the City are both in the process of
19 getting all of their data to RWSA. He stated that RWSA will compile all the
20 data into an AWWA water audit spreadsheet, after which time they will
21 discuss the results. He mentioned that audits have been done in the past for
22 Red Hill, Scottsville, and Crozet but they have never tackled the Urban
23 system due to the interconnectedness with the City and RWSA.

24 Mr. Parcels asked if there was any sense of what the ACSA's results
25 from the water audit will be like. Mr. Lynn replied no, not without knowing the
26 City's data. Mr. Parcels asked if RWSA has projected how long it will take
27 to analyze the data. Mr. Lynn replied that he hopes RWSA will be sharing
28 the compiled spreadsheet at the February meeting.

29 Ms. Swanson asked if the new Ford F-150 was leased or purchased.
30 Mr. Morrison replied that the ACSA purchased the vehicle through a state
31 contract. Ms. Swanson asked if there was any possibility the charging

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1 infrastructure is covered through any of the infrastructure legislation. Mr.
2 Morrison stated that the ACSA is looking into that for reimbursement on
3 some of the chargers. He stated that Dominion Energy may have some other
4 programs that the ACSA can utilize as well. He noted that the design from
5 Dewberry gives the project a phased approach, so they can hopefully take
6 advantage of any grants or programs that come up in the future to offset
7 some of the costs. Ms. Swanson asked if there are limitations as to who can
8 take advantage of funding through the Infrastructure Act. Mr. Morrison
9 replied that he does not know, but he can definitely get back to her on that.

10 Ms. Swanson asked if the new hybrid hot water heater covered the
11 hot water in the restrooms or any of the sinks. Mr. Morrison stated that it
12 provides all of the hot water throughout the building. Ms. Swanson asked if
13 it was able to provide the necessary hot water on demand without a tank.
14 Mr. Morrison replied that the hybrid unit has a tank but uses a heat pump
15 setup for heating instead of a direct electrical demand with heating elements.
16 Mr. Lynn added that there was a picture of the new hot water heater in last
17 month's CIP update.

18 Mr. Lunsford came forward to share information with the Board
19 related to the customer experience section of the Strategic Plan. He stated
20 that late last fall, a large group of ACSA employees worked with the E-
21 Source consultant to develop a Customer Experience (CX) Vision
22 Statement. He stated that the workshop facilitated conversations with the
23 group about how to best serve ACSA customers, which led to the
24 development of an aspirational CX Vision Statement. He mentioned that the
25 ACSA strives to provide the best customer service to both external and
26 internal customers.

27 Mr. Lunsford stated that the next item on the list is the Customer
28 Information System (CIS) project. He stated that in early January, the ACSA
29 began collaboration with consultant Validos to assess where the
30 organization is now, what is available, design an RFP, and assist with
31 implementation. He stated that the first meeting was a small group, followed

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1 by an organization-wide meeting with Validos to ensure all voices are heard
2 early in the process and capture the needs of all. He mentioned that after
3 that meeting, a survey was sent to all employees to share, in their specific
4 role, how they interact with customers and what can be done better. He
5 added that feedback from the customer survey last year is being used as
6 well. He noted that the consultant will be onsite the week of February 12th,
7 and they will give a short presentation to the Board.

8 Mr. Lunsford stated that the third item under customer experience is
9 customer engagement opportunities. He stated that the ACSA is working
10 with a communications firm to formalize and improve customer outreach
11 programs, social media, and print media. He stated that the consultant has
12 performed an audit of what has been done historically, to analyze what is
13 working and what can be done better.

14 Mr. Lunsford mentioned that the ACSA continues to participate in the
15 popular Imagine a Day Without Water Contest, where local school-aged
16 artists submit artwork centered around an annual theme. He noted that Ms.
17 Roach has a presentation on that which she will share later. He stated that
18 additionally, the ACSA, along with community partners, will be participating
19 in the Fix-A-Leak event which brings attention to water conservation and
20 helps people better understand how they use water. He added that the ACSA
21 has also participated in a rain barrel workshop and the annual Riverfest
22 event.

23 Ms. Swanson asked if the ACSA has ever looked at how people do
24 Google reviews or looked at them to see what customers are saying, and
25 the authenticity of the comments. Mr. Lunsford replied that before now, the
26 staff had an informal approach of looking at them and attempting to contact
27 the customer. He noted that sometimes it can be difficult to determine who
28 the customer is or how to reach them. He stated that looking forward, he has
29 seen some plans to promote the ACSA more. He mentioned, for example,
30 asking customers to leave a review after interacting with them. He stated
31 that the communications consultant will assist with this as well.

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1 Dr. Palmer asked how the City handles their communications and if
2 they hired a firm. Mr. Lunsford stated that he is not sure but would not be
3 surprised if they had someone internal to assist with that. Mr. O'Connell
4 stated that the City has several people on staff, similar to the County. He
5 noted that they just hired a new Director of Communications. Dr. Palmer
6 asked if those people would take care of customer outreach. Mr. O'Connell
7 replied that the City has a communications person specifically for the gas
8 utility, who may occasionally assist in the water department as well.

9 Dr. Palmer stated that she wonders about the number of people,
10 especially renters or people in apartment complexes, that do not know where
11 their water comes from, and if there should be any coordination with the City
12 in terms of customer outreach. Mr. Lunsford stated that one of the first tasks
13 the communications consultant is helping with is a roadmap to formalize
14 what gets shared and when. He stated that even if the content has not been
15 decided yet, the ACSA will be communicating information with customers at
16 regular intervals.

17 Dr. Palmer stated that she is not necessarily saying the ACSA should
18 do what the City does in terms of communication but should know what they
19 are doing. Mr. Lunsford stated that they have looked at what some other,
20 larger authorities are doing and will try to mirror some of them.

21 Ms. Roach stated that last, but not least, she would discuss the
22 Employee Experience portion of the Strategic Plan. She stated that none of
23 the other goals could be achieved without the ACSA's talented staff. She
24 stated that over the past year, the organization has worked hard to attract
25 and retain highly skilled employees while providing them opportunities for
26 growth.

27 Ms. Roach stated that she would begin with discussing recruitment
28 and retention. She stated that in July of last year, the Board approved a 7%
29 market rate adjustment to the pay scale, which allows the ACSA to remain
30 competitive with other employers in the market and retain its current
31 workforce. She mentioned that the vacation carryover policy was revised as

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1 well, which increased the amount each level of tenure can carryover by 50
2 hours. She stated that this provided employees with flexibility in terms of
3 taking leave. She noted that during the COVID-19 pandemic, employees
4 were generally not utilizing vacation as much due to travel restrictions.

5 Ms. Roach stated that as Mr. Lynn mentioned, Applicant Pro was
6 implemented, which streamlined the recruitment process. She stated that
7 with Applicant Pro, applicants are only asked to submit resumes and are not
8 required to fill out full applications. She stated that in the ever-changing job
9 market, some applicants prefer not to fill out lengthy applications when job-
10 searching. She added that if applicants are interviewed and seem to be a
11 good fit for the job, they are then required to fill out an ACSA job application.
12 She stated that they have also implemented an "open until filled" concept in
13 terms of job postings. She mentioned that previously, job postings would
14 have a specific end date, and applications would be reviewed after that time.
15 She stated that now, supervisors and department heads are reviewing
16 applications as they are submitted and reaching out to candidates to set up
17 interviews within days.

18 Ms. Roach stated that the ACSA now utilizes a company called
19 HireRight. She stated that they provide background and credit checks for
20 potential candidates, with results between 1-3 business days. She noted that
21 this has vastly improved the recruitment process, whereas before staff relied
22 on VA State Police background checks that can take roughly 30 days.

23 Ms. Roach stated that in terms of employee engagement opportunities,
24 the ACSA started using a company called Reward Builder, which provides
25 an online employee incentive program. She stated that with this portal, staff
26 has the ability to give gift cards via text, email, or print as opposed to
27 physically going to the store to purchase them. She added that employees
28 also have over 400 gift card options to choose from with Reward Builder.

29 Ms. Roach stated that the ACSA has implemented a new employee
30 evaluation form. She stated that it took a couple of months to gather
31 feedback from employees about the current form and then create a form that

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1 would meet the needs of everyone. She mentioned that they then shared the
2 new form with all employees, giving them an opportunity to share any
3 additional feedback. She noted that the most recent mid-year evaluation was
4 the first time the new form was utilized. She added that they would gather
5 more information from staff, most likely in February, to see if there are any
6 tweaks that need to be made to the new form. She stated that the last item
7 pertaining to employee engagement was the ACSA's new Employee of the
8 Month Program, which Ms. Trent would be presenting later in the meeting.

9 Ms. Roach stated that the final area pertaining to the employee
10 experience was training and education programs. She stated that with
11 COVID, some training had to be delayed because of in-person requirements
12 so the staff was excited to get caught up over the past year. She mentioned
13 that Emergenetics training, which is a tool to help people understand how
14 others think and behave, was given to all employees that had not been
15 trained yet. She noted that there was also a special Emergenetics training
16 for all supervisors on how to use the tool within their teams.

17 Ms. Roach stated that there was also a one-day workshop for
18 supervisors in leadership development, and they are working on
19 implementing a quarterly training for the supervisor group as well. She stated
20 that ideally, a trainer would come in once a quarter for a half-day training
21 session to discuss various topics. She stated the ACSA has found a
22 company out of Ohio to conduct CDL training for employees. She stated that
23 previously, the ACSA partnered with Piedmont Virginia Community College
24 (PVCC) for this training, but the program was not ideal for the needs of the
25 organization. She mentioned that the new company was onsite last week
26 and completed training for four employees and will be back next week to
27 train five more employees.

28 Mr. Tolbert asked what type of information is gathered in the
29 background checks performed by HireRight. Ms. Roach replied that
30 HireRight pulls the court records from every locality the applicant has lived
31 in for the past seven years. She stated that the court records could reflect a

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1 number of things. Mr. Tolbert stated that the records would basically show
2 interactions with the law, to which Ms. Roach concurred. She stated that
3 there is a separate DMV record check performed separately, through a
4 different portal. Mr. Parcels asked if the staff conducted background checks
5 on education or other things. Ms. Roach replied no, HireRight does not
6 perform education background checks.

7 Ms. Swanson asked if every applicant goes through a background
8 check. Ms. Roach replied yes. Ms. Swanson stated that this gets into the
9 State being unclear about marijuana usage, but she assumes the ACSA has
10 a drug policy in place. She asked how the organization handles infractions
11 with marijuana, even though it is legal. Ms. Roach replied that it depends on
12 the position. She stated that maintenance employees are federally regulated
13 under the Department of Transportation (DOT), so those infractions must be
14 reported to the Drug and Alcohol Clearinghouse. She mentioned that the
15 employee would have to complete a rehabilitation program and submit to
16 random testing for an amount of time to be determined by the medical review
17 officer's recommendations. She stated that for those employees that are not
18 subject to that federal mandate, it would depend on different factors such as
19 previous infractions and whether they were under the influence on the job.

20 Ms. Swanson asked if the ACSA conducts drug tests as part of its
21 hiring process. Ms. Roach replied that this also depends on the position, as
22 not all of them require drug testing. She noted that the maintenance positions
23 do require drug testing as part of the hiring process.

24
25 8. ACSA 2023 Annual Report Update

26 Mr. O'Connell stated that he would be taking a look back at 2023,
27 from the perspective of staff successes and accomplishments as well as
28 some of the issues the Board has dealt with. He stated that the Board
29 approved the five-year Strategic Plan and just heard presentations on the
30 various theme areas and what is being done to address them.

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1 Mr. O'Connell stated that the next slide outlined some of the Board
2 policy issues that the Board dealt with last year. He stated that being post-
3 COVID, the ACSA resumed in-person Board meetings with an option for the
4 public to join virtually. He mentioned that there has been a lot of work and
5 equipment changes to ensure those meetings work well. He stated that the
6 previous Strategic Plan was finished and there was a report done on that as
7 well. He noted that the six-month updates to the Board will continue with the
8 new plan. He stated that there were a lot of changes to the customer late
9 payment policy due to COVID, and the organization is slowly getting back to
10 a more normal payment process with fewer disconnections. He added that
11 the staff also looked at a new budget, and that process is about to begin. He
12 stated that it is about a five-month process, beginning with the CIP in March.
13 He added that the budget, rates, CIP, salary recommendations, and some
14 policy updates will all be part of the final budget adoption.

15 Mr. O'Connell stated that continued on the next slide are additional
16 board policy issues such as the regular CIP reports and authorizations. He
17 stated the Board approved the transfer of a portion of the Scottsville water
18 infrastructure to RWSA, which made more sense from a treatment
19 standpoint. He mentioned that there were a number of annual reports and
20 year-end appropriations that the Board considered. He stated that there
21 were discussions about PFAS and the proposed class-action settlement. He
22 stated that after getting more information on the settlement, it became clear
23 that the ACSA should team up with RWSA and let them take the lead in a
24 shared approach. He noted that there was also an extensive discussion
25 surrounding the ACSA Bylaws, which have been amended. He added that
26 in terms of water supply, the Ragged Mountain Reservoir Project Agreement
27 has now been approved and signed by all parties. He stated that RWSA has
28 the design contract on their meeting agenda for next week, to begin the
29 design work that will probably take about a year or two.

30 Mr. O'Connell stated that he would not go through all of the Board
31 background/operational presentations outlined on the next two slides. He

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1 stated that the staff's approach is to try and continue to give the Board
2 information. He stated in 2024, the staff will continue to try and present these
3 types of items at every meeting. He mentioned that some of them are
4 operational presentations on day-to-day items, while others are broader
5 overviews of things going on at the ACSA.

6 Mr. O'Connell stated that he would next discuss some of the ACSA's
7 key accomplishments outlined over the next few slides. He stated that the
8 staff has spend a lot of time over a number of years on succession planning
9 and continue to do so. He stated that one of the results of the Succession
10 Plan was Alex Morrison's promotion to Director of Operations after Mike
11 Lynn's retirement. He noted that Mr. Morrison worked hard to get himself
12 ready for that position, and he has been successful.

13 Mr. O'Connell stated that members of the ACSA Lead Team have
14 been involved with the UVA Darden School Executive Education program,
15 and a few of them will continue with it. He mentioned new employees and
16 supervisors have completed the Emergenetics training Ms. Roach
17 mentioned earlier, as well as the supervisor training. He added that
18 BizLibrary has also been a resource for online trainings like cybersecurity.

19 Mr. O'Connell stated that AMI is one of the ACSA's major projects,
20 and it is about 2/3 complete overall. He noted that all of the meter
21 replacements have been done, with the holdup being the delivery of the radio
22 units. He stated that the staff hopes the inventory will increase over the next
23 couple of months, so the radio installations can be scheduled by late spring.
24 He stated that the staff has also been working on asset management in
25 Cityworks through a product called Operational Insights. He noted that other
26 accomplishments include increased cybersecurity efforts, the kick-off of the
27 Data Classification project, the feasibility study for the CIS project, and new
28 staff performance evaluations as Ms. Roach mentioned earlier.

29 Mr. O'Connell stated that the ACSA is still having success with
30 electronic payments, with about 72% of payments being done this way. He
31 stated that this percentage will most likely increase with the new billing

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1 system. He stated that the Customer Experience Project was kicked off and
2 there has been some work over the last year, such as the workshop and
3 development of an intent statement, to dive deeper into the experience
4 ACSA customers have with the organization. He mentioned that the in-house
5 portion of the Exclusion Meter Project was completed, and the ACSA is
6 piloting several exclusion meter conversions with a private contractor.

7 Mr. O'Connell stated that the Imagine a Day Without Water Art
8 Contest is a great campaign, and Ms. Roach would share some information
9 on that with the Board next. He stated that in terms of employee recognition,
10 the ACSA has done a number of things such as the new Employee of the
11 Month program. He stated that the last slide shows a group photo of ACSA
12 employees at the holiday luncheon in December. He stated that they are the
13 talent behind all of the work and services the ACSA provides.

14 Mr. O'Connell stated that the next slide outlines the Woodbrook
15 Force Main Replacement Project that was completed this past year and
16 shows some pictures of the work. He stated that the Pump Station
17 Comminutors shown on the next slide were installed at three pump stations
18 to deal with material in the sewer systems, specifically the flushable wipes.
19 He mentioned that the Four-Story Backflow Retrofit Project on the next slide
20 is almost complete, with 80 of 82 installations completed. He noted that it
21 took a lot of time and effort to coordinate the work with individual customers.

22 Mr. O'Connell moved to the last slide, highlighting upcoming future
23 items in 2024. He stated that there will be a continued focus on clean, safe,
24 reliable water and the customer experience improvements the staff has been
25 working on. He stated that the AMI project will also be completed, and the
26 budget and rates for FY 2025 will be determined as well. He noted that the
27 ACSA is looking at a double-digit increase in rates, given RWSA's capital
28 needs. He stated that the staff will continue implementation work on the
29 Strategic Plan and background work for the Data Classification project. He
30 mentioned that there will be a salary survey and rate study performed in the
31 fall of 2024, both of which will be FY 2025 budget recommendations. He

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1 added that the staff will continue working on customer communications with
2 a company called Letterpress, to determine how the process can be
3 improved. He stated that the CIS project will take about six months to get
4 through the feasibility study and develop an RFP.

5 Dr. Palmer stated that she is curious as to what can be done about
6 the flushable wipes situation. She stated that she was in New Zealand over
7 the holiday break, mostly in smaller towns. She mentioned that everywhere
8 she went, there were signs warning against the use of flushable wipes in the
9 commode. She noted that the signs were even posted in tourist areas and
10 the Airbnb, and she was shocked that there was such a campaign against
11 using them. She mentioned that she saw a specially designed wipe in one
12 of the grocery stores there that they claimed could be flushed down the toilet.

13 Mr. O'Connell stated that the program here is not as comprehensive.
14 He stated that there is some effort to educate through social media, and
15 there are even some lawsuits to try and prevent companies from selling
16 wipes that do not degrade and cause issues in the sewer system. He stated
17 that he is not familiar with New Zealand's approach.

18 Dr. Palmer stated that she is not suggesting that the ACSA take the
19 same approach, but she was struck by the level of what she assumes to be
20 government involvement on the matter. She stated that she wonders if we
21 can do more by working with the County and the City, or through our
22 communications efforts. Mr. O'Connell stated that clearly more can be done
23 through communications, but he is not sure from a County perspective. He
24 added that he does not know of any regulations in place at this point. Dr.
25 Palmer stated that given the ACSA is hiring a communications consultant, it
26 would be a good way to educate people. She stated that if people knew
27 about the special grinding and things that have to take place to get rid of
28 them, maybe they would stop using them.

29 Mr. Parcels stated that nothing should go down the toilet but human
30 waste and toilet paper. Dr. Palmer stated that when she was in the hut in
31 New Zealand, they were told they could not use double-ply toilet paper. Mr.

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1 O'Connell stated that there are some strange things in the screens at the
2 wastewater treatment plant. Mr. Roberts stated that facial tissues cause
3 issues as well because they have fibers in them that are not biodegradable.

4 Mr. Tolbert asked if the two remaining installations for the Four-Story
5 Backflow Retrofit Project had not been completed because they have not
6 gotten to them yet, or if there was an issue. Mr. Lynn stated that the staff is
7 struggling to communicate with the last two homeowners to schedule the
8 work. He stated that one of the homeowners has been fairly unresponsive
9 and the other home has changed owners, so the staff has had to reengage
10 with the new owner. Mr. Morrison stated that the staff has had some
11 communication with the new property owner this week and are working on
12 scheduling the installation. Mr. Parcels asked if the service could be
13 disconnected for the unresponsive homeowner. Mr. Tolbert added that this
14 has been an issue for a while, and it would be nice to have that problem
15 gone. Mr. O'Connell stated that they may have to be more aggressive in their
16 approach. He stated that unfortunately, people respond when you tell them
17 you may disconnect their service, but the ACSA is reluctant to do that.

18
19 9. Imagine a Day Without Water Contest

20 Ms. Roach stated that the ACSA worked closely with the City of
21 Charlottesville and RWSA for the ninth annual Imagine a Day Without Water
22 Art Contest. She stated that all three entities participate in radio interviews
23 and various campaigning ahead of the contest. She noted that it was another
24 successful year, with 271 entries received. She stated that she would now
25 show a video highlighting the contest and its winners.

26
27 10. ACSA Employee of the Month Program- 2023 Winners

28 Ms. Trent stated that she had a video to share with the Board but
29 wanted to touch on a couple of things first. She stated that as mentioned
30 earlier during the Strategic Plan presentation, identifying opportunities for
31 employee engagement and recognition has been a goal over the past year.

Albemarle County Service Authority Board of Directors

1 She stated that in response to that effort, the ACSA's Employee of the Month
2 program was created in February of last year. She stated that as a human
3 resources technician, employee engagement and recognition is one of the
4 more enjoyable parts of her job.

5 Ms. Trent stated that this program was created to be a peer
6 recognition program. She stated that as opposed to having supervisors or
7 members of the Lead Team nominate people, employees are able to
8 highlight the things that their co-workers are doing that supervisors might not
9 be privy to. She mentioned that it is an evolving program, so the staff is
10 continuously learning what is working well and what needs to be tweaked, in
11 an effort to focus on the things that employees appreciate and how they want
12 to be recognized. She stated that she would now play the video highlighting
13 the program and the winners from last year.

14
15 11. Items Not on the Agenda

16 There were no items not on the agenda.

17
18 12. Adjourn

19 ***There being no further business, Mr. Tolbert moved that the***
20 ***meeting be adjourned, seconded by Mr. Parcels. All members voted***
21 ***aye.***

22
23
24
25
26 _____
Gary B. O'Connell, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial Reports STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: February 15, 2024 ACTION: Informational ATTACHMENTS: Yes
--	--

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

DISCUSSION:

- Water consumption for the month of December decreased 5.8% compared to November. Water consumption for the month of December 2023 compared to December 2022 increased 7.7%.
- RWSA's invoice of \$2,249,566 for the month of December was paid on January 8, 2024.
- Unearned water and sewer connection charges totaled \$2,174,736 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$524,370 recognized in January.
- Water and Wastewater revenues for FY 2024 are above budgeted expectations by 7.1%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 3.5% higher than budgeted expectations.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS:

1. Statement of Net Position
2. Year-to-Date Budget to Actual Comparison/Commentary
3. Investment Summary
4. Capacity/System Development Reserves
5. Connection Charges/ERC Analysis
6. Monthly Water and Sewer Charges from the RWSA
7. Monthly Water Consumption
8. Water and Sewer Report; Customer Class Report
9. Major Customer Analysis
10. Water/Wastewater Revenue Trend Analysis
11. Aged Receivables Analysis
12. Check Register

ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF NET POSITION

January 31, 2024

ASSETS

Cash and cash equivalents	\$ 10,117,500
Accounts receivable	4,746,320
Investments	51,299,459
Capital assets: (net of accumulated depreciation)	181,212,115
Inventory	739,832
Prepays	50,700
Cash and cash equivalents, restricted	496,403
	<hr/>
Total assets	248,662,329
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable	2,612,961
Accrued liabilities	542,029
Compensated absences	746,495
Net pension liability	2,454,029
Other post-employment benefits	1,244,519
Unearned connection fees	2,174,736
Long-term debt	4,175,883
	<hr/>
Total liabilities	13,950,652
	<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

234,782,576

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

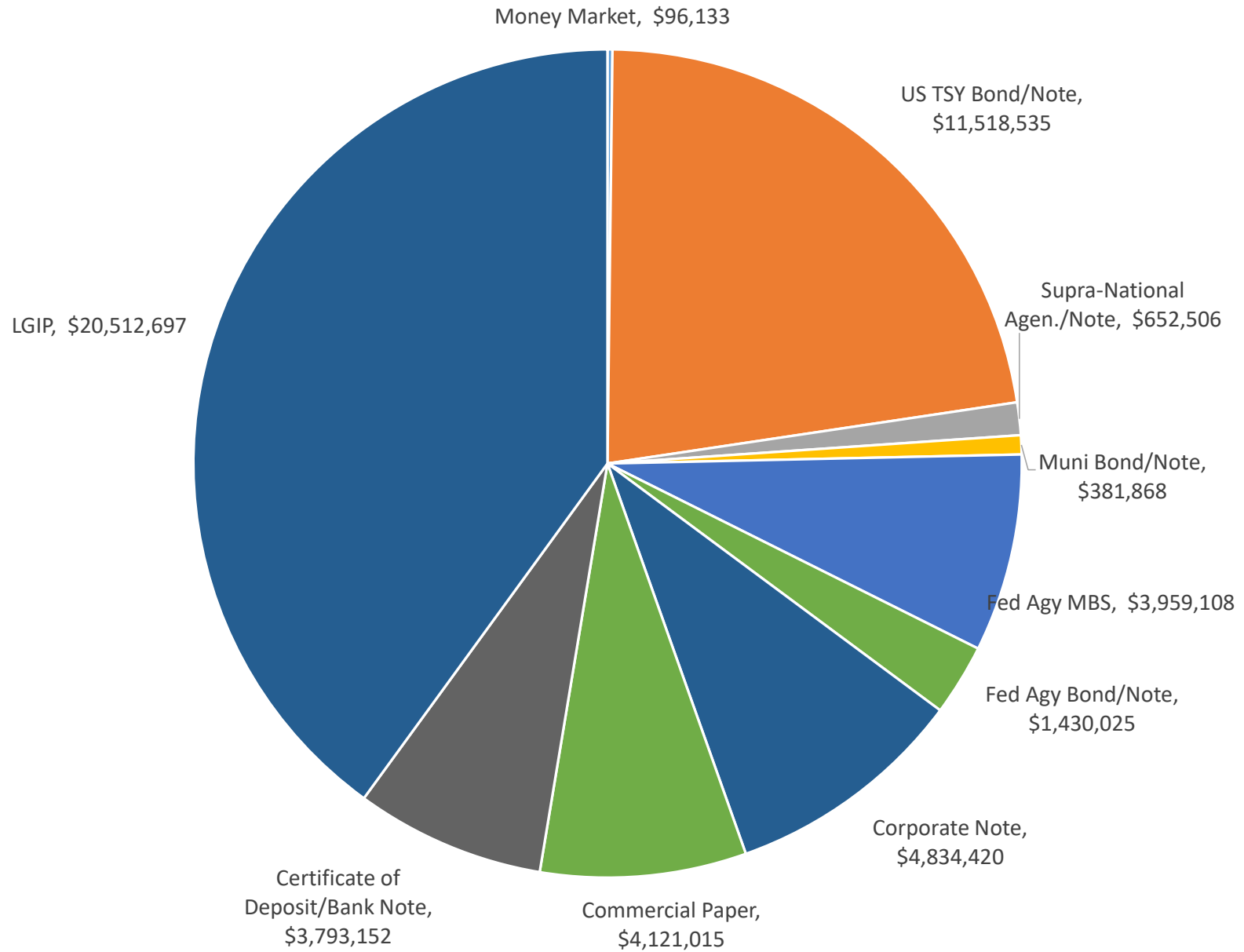
38

	Budget FY 2024	Budget Year-to-Date 2024	January Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	20,580,000.	12,005,000.	13,060,106.	1,055,106.	8.79%
Sewer Service	16,679,000.	9,729,417.	10,211,748.	482,331.	4.96%
Total operating revenues	37,259,000.	21,734,417.	23,271,854.	1,537,437.	7.07% A
Operating Expenses					
Purchase of bulk water	(16,256,000.)	(9,482,667.)	(9,510,829.)	(28,162.)	0.30% B
Purchase of sewer treatment	(11,689,000.)	(6,818,583.)	(6,577,318.)	241,265.	(3.54%) B
Administration	(1,475,500.)	(860,708.)	(750,106.)	110,602.	(12.85%) C
Finance	(2,890,000.)	(1,685,833.)	(1,458,648.)	227,185.	(13.48%) C
Information Technology	(1,787,600.)	(1,042,767.)	(956,725.)	86,042.	(8.25%) C
Engineering	(2,400,300.)	(1,400,175.)	(1,236,533.)	163,642.	(11.69%) C
Maintenance	(4,749,900.)	(2,770,775.)	(2,288,858.)	481,917.	(17.39%) C
Total operating expenses	(41,248,300.)	(24,061,508.)	(22,779,017.)	1,282,491.	(5.33%)
Operating gain(loss)	(3,989,300.)	(2,327,092.)	492,837.	2,819,929.	(121.18%)
Nonoperating Revenues					
System connection charges	8,000,000.	4,666,667.	4,938,420.	271,753.	5.82% D
Investment/Interest					
Income	600,000.	350,000.	1,835,446.	1,485,446.	424.41% E
Rental income	16,000.	9,333.	8,508.	(825.)	(8.84%)
Miscellaneous revenues	761,000.	443,917.	337,581.	(106,336.)	(23.95%) F
Total nonoperating revenues (expenses)	9,377,000.	5,469,917.	7,119,955.	1,650,038.	30.17%
Nonoperating Expenses					
Miscellaneous expenses	(327,300.)	(190,925.)	(629,920.)	(438,995.)	229.93% G
Bond interest charges	(183,859.)	(107,251.)	(96,991.)	10,260.	(9.57%) H
Depreciation	0.	0.	(2,497,034.)	(2,497,034.)	0.00% I
Total nonoperating revenues (expenses)	(511,159.)	(298,176.)	(3,223,945.)	(2,925,769.)	981.22%
Capital contributions	0.	0.	872,059.	872,059.	0.00%
Change in Net Position	4,876,541.	2,844,649.	5,260,906.	2,416,257.	84.94%

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

- A.** Water and sewer revenues were more than budgeted amounts by 7.0%. Consumption through January (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



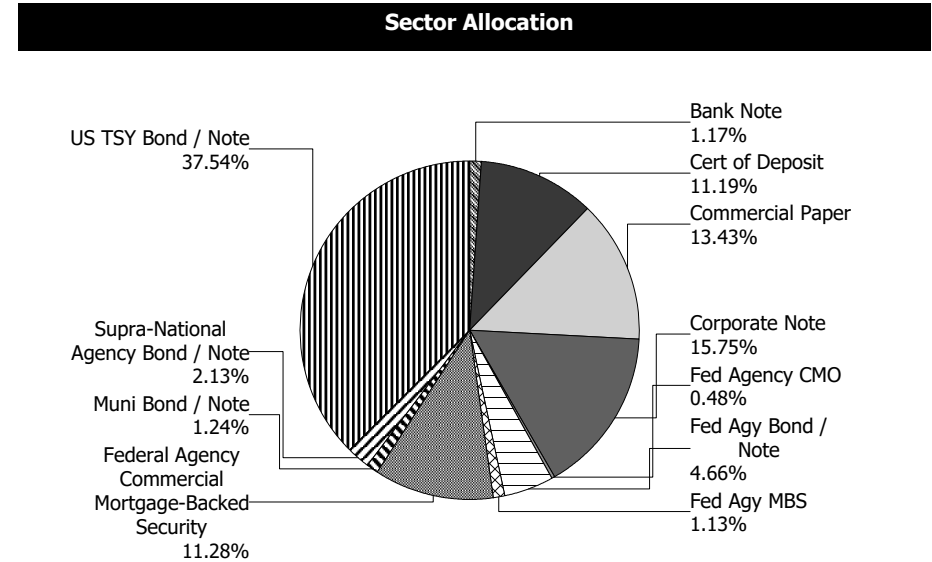
Portfolio Summary and Statistics

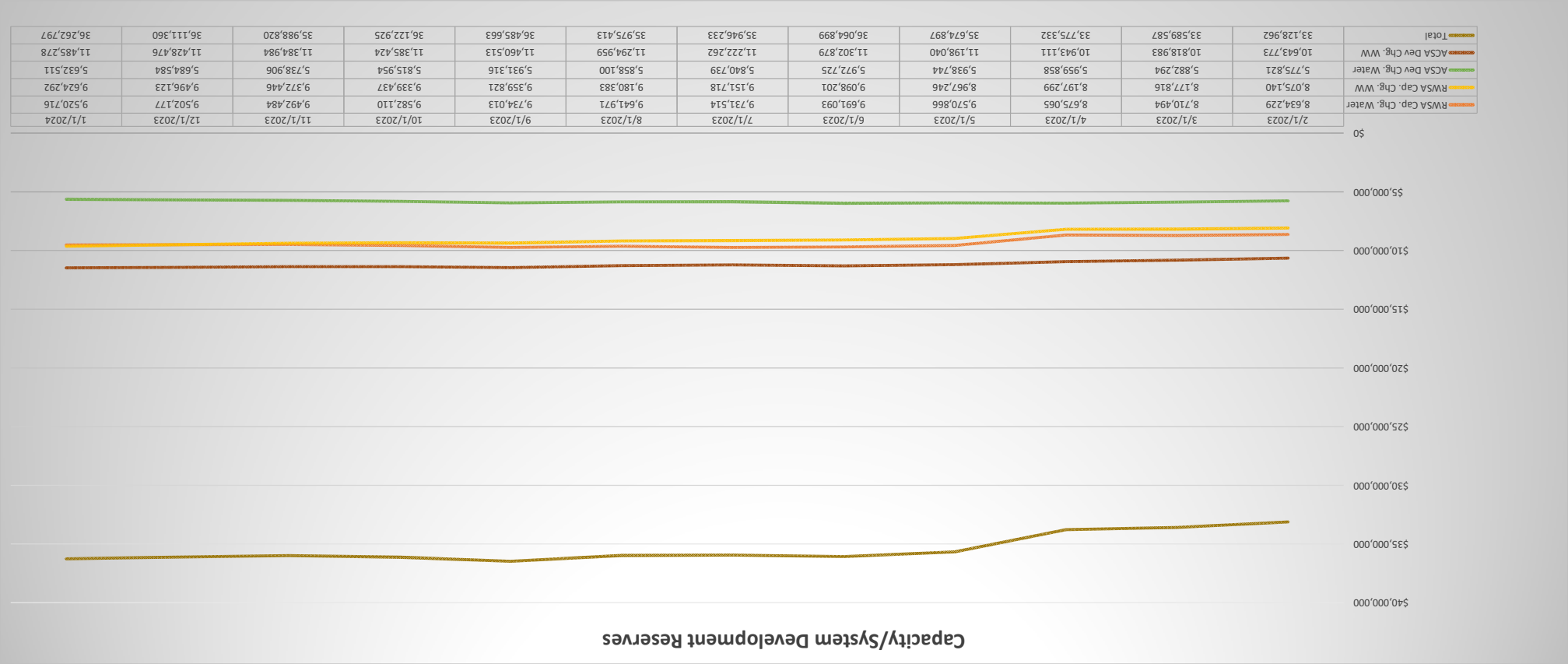
For the Month Ending **January 31, 2024**

ACSA OPERATING FUNDS - 03100100

Account Summary			
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	11,645,000.00	11,518,535.15	37.54
Supra-National Agency Bond / Note	650,000.00	652,505.63	2.13
Municipal Bond / Note	380,000.00	381,868.20	1.24
Federal Agency Mortgage-Backed Security	364,807.76	347,668.04	1.13
Federal Agency Commercial Mortgage-Backed Security	3,573,368.87	3,463,324.73	11.28
Federal Agency Collateralized Mortgage Obligation	150,000.00	148,115.08	0.48
Federal Agency Bond / Note	1,445,000.00	1,430,024.61	4.66
Corporate Note	4,900,000.00	4,834,419.59	15.75
Commercial Paper	4,200,000.00	4,121,015.40	13.43
Certificate of Deposit	3,425,000.00	3,434,701.79	11.19
Bank Note	355,000.00	358,450.25	1.17
Managed Account Sub-Total	31,088,176.63	30,690,628.47	100.00%
Accrued Interest		260,555.71	
Total Portfolio	31,088,176.63	30,951,184.18	

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





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

Albemarle County Service Authority
Connection Fee Analysis
December 2023

Area	December 2023 Monthly Connection Fees	December 2022 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 187,230	\$ 141,435	\$ 45,795	32%
Urban	630,120	417,570	212,550	51%
Scottsville	-	-	-	
Total Connection fees	\$ 817,350	\$ 559,005	\$ 258,345	46%
Through December				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 1,540,495	\$ 936,165	\$ 604,330	65%
Urban	2,873,255	3,773,015	(899,760)	-24%
Scottsville	300	-	300	-
Total Connection fees	\$ 4,414,050	\$ 4,709,180	\$ (295,130)	-6%

Area	December 2023 ERC's	December 2022 ERC's	Change	% Change
Crozet	14	11	3	27%
Urban	44	31	13	42%
Scottsville	-	-	-	-
Total ERC's	58	42	16	38%
Through December				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	107	70	37	53%
Urban	199	280	(81)	-29%
Scottsville	-	-	-	-
Total ERC's - YTD	306	350	(44)	-13%

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
December 2023**

Area	December 2023 ERC's	December 2022 ERC's	December 2021 ERC's
Crozet	14	11	10
Urban	44	31	17
Scottsville	-	-	-
Total ERC's	58	42	27

Through December			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	107	70	54
Urban	199	280	289
Scottsville	-	-	-
Total ERC's - YTD	306	350	343

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

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

	FY 2024	FY 2023	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,352,971	\$ 2,041,957	\$ 311,014	15.23%
August	2,352,440	2,042,399	310,041	15.18%
September	2,286,484	2,083,284	203,200	9.75%
October	2,277,041	2,021,265	255,776	12.65%
November	2,204,989	1,987,793	217,196	10.93%
December	2,249,566	2,025,214	224,352	11.08%
January	2,356,246	1,990,411	365,835	18.38%
February		1,956,978		
March		2,006,071		
April		2,013,296		
May		2,021,900		
June		1,979,565		
	<hr/>	<hr/>		
	\$ 16,079,736	\$ 24,170,133		
<hr/>				
YTD	\$ 16,079,736	\$ 14,192,323	\$ 1,887,413	13.30%

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		138,803,649	-100.00%		2.32
February		126,909,570	-100.00%		2.87
March		134,395,216	-100.00%		1.36
April		140,263,055	-100.00%		4.67
May		140,578,641	-100.00%		2.31
June		163,336,945	-100.00%		4.81
	966,724,844	1,752,137,549		19.99	43.01
YTD	966,724,844	907,850,473	6.49%	19.99	24.67

Note: Consumption through December 2023 is 6.49% 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)

December 2023

Metered by Area:	Water	Sewer
Crozet	16,834,948	15,577,224
Scottsville	769,315	670,906
Urban	127,686,674	113,119,484
Red Hill	32,213	0
Total	145,323,150	129,367,614

Wastewater Flows by Sewer Plant:	
Total Urban and Crozet	128,696,708
less Glenmore WRRF	(3,745,754)
Moores Creek AWWRF	124,950,954
Scottsville WRRF	670,906
Total	125,621,860

Number of Installed Meters:	
Urban	22
Crozet	17
Scottsville	0
Total	39

Hydrant Meter Consumption (billed by invoice):	
Urban	451,318
Crozet	700
Scottsville	0
Total	452,018

Estimated Water Loss:		
Magnolia Drive-12/04/23	Urban	1,000
Sun Ridge Road-12/23/23	Urban	80000
Total		81,000

Billed Consumption for Selected Customers					
	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	257,455	257,455	Boar's Head Inn	508,374	447,357
Southwood Mobile Homes	1,772,650	2,370,000	Farmington, Inc.	817,562	510,472
Turtle Creek Apts.	1,490,694	1,483,545	Westgate Apts.	1,078,181	1,077,781
Barracks West Apartments	1,958,280	1,958,280	PR Charger C'ville Holdings	2,240,478	2,240,478
Monroe Health & Rehab.	784,534	784,534	Four Seasons Apts	1,616,586	1,616,586
Sunrise Senior "Colonnades"	808,504	719,404	Ch'ville/Alb Airport	107,315	107,362
ACRJ	1,017,810	936,810	State Farm	1,692,600	1,700,982
Westminster Canterbury	1,341,650	1,279,650	Hyatt @ Stonefield	448,129	448,129
SEMF Charleston	1,664,821	1,664,821	Doubletree	588,388	588,388
Martha Jefferson Hospital	1,578,667	1,028,019	Arden Place Apts	521,220	521,220
Crozet Mobile Home Village	249,856	249,856	Hilton Garden Inn	192,288	192,288
The Home Depot	234,427	234,427	The Blake & Charlottesville	305,447	305,447
County of Albemarle	1,122,082	1,019,666	The Lodge @ Old Trail	243,529	243,529
University of Virginia	1,797,782	1,792,659	Gov't-Defense Complex	478,377	478,376
Wegmans	336,112	336,112	Harris Teeter Stores	116,998	116,998



December 2023

WATER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,127	3,912	195	20,234
Multi-Family Residential	570	44	3	617
Commercial (Offices)	201	12	5	218
Commercial (Other)	934	76	53	1,063
Industrial	36	11	4	51
Institutional	171	32	12	215
Total Water Connections	18,039	4,087	272	22,398
Plus Multiple Units	13,161	781	89	14,031
Total Water Units	31,200	4,868	361	36,429

SEWER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,815	3,636	157	17,608
Multi-Family Residential	539	42	4	585
Commercial (Offices)	186	12	5	203
Commercial (Other)	727	52	44	823
Industrial	15	5	1	21
Institutional	133	25	10	168
Total Sewer Connections	15,415	3,772	221	19,408
Plus Multiple Units	12,745	778	56	13,579
Total Sewer Units	28,160	4,550	277	32,987

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	73,220	11,733	710	85,663
Total Sewer Customers	66,400	11,035	533	77,968

**Albemarle County Service Authority
Major Customer Analysis
December 2023 and November 2023**

	December 2023		November 2023		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
Abbingtion Crossing	2,240,478	2,240,478	1,867,775	1,867,775	19.95%	19.95%
Turtle Creek Apts.	1,490,694	1,483,545	1,320,058	1,314,573	12.93%	12.85%
Barracks West Apartments	1,958,280	1,958,280	1,735,162	1,735,162	12.86%	12.86%
SEMF Charleston	1,664,821	1,664,821	1,504,049	1,504,049	10.69%	10.69%
State Farm	1,692,600	1,700,982	1,559,290	1,393,160	8.55%	22.10%
University of Virginia	1,797,782	1,792,659	1,806,319	1,802,029	-0.47%	-0.52%
ACRJ	1,017,810	936,810	1,026,360	916,360	-0.83%	2.23%
Southwood Mobile Homes	1,772,650	2,370,000	1,816,260	2,170,000	-2.40%	9.22%
Four Seasons Apts.	1,616,586	1,616,586	1,689,654	1,689,654	-4.32%	-4.32%
Westgate Apts.	1,078,181	1,077,781	1,146,477	1,146,477	-5.96%	-5.99%
Westmisnster Canterbury	1,341,650	1,279,650	1,559,750	1,409,750	-13.98%	-9.23%
Martha Jefferson Hospital	1,578,667	1,028,019	2,012,582	1,624,641	-21.56%	-36.72%
County of Albemarle	1,122,082	1,019,666	1,675,338	1,207,671	-33.02%	-15.57%

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
December 2023 and December 2022**

	December 2023		December 2022		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
State Farm	1,692,600	1,700,982	455,370	455,370	271.70%	273.54%
University of Virginia	1,797,782	1,792,659	1,178,567	1,176,310	52.54%	52.40%
Barracks West Apartments	1,958,280	1,958,280	1,460,500	1,460,500	34.08%	34.08%
Turtle Creek Apts.	1,490,694	1,483,545	1,220,121	1,219,321	22.18%	21.67%
Abbingtion Crossing	2,240,478	2,240,478	1,949,731	1,949,731	14.91%	14.91%
Southwood Mobile Homes	1,772,650	2,370,000	1,578,480	2,230,000	12.30%	6.28%
ACRJ	1,017,810	936,810	919,660	869,660	10.67%	7.72%
SEMF Charleston	1,664,821	1,664,821	1,592,486	1,592,486	4.54%	4.54%
Westmisnster Canterbury	1,341,650	1,279,650	1,289,260	1,228,260	4.06%	4.18%
County of Albemarle	1,122,082	1,019,666	1,108,766	998,477	1.20%	2.12%
Martha Jefferson Hospital	1,578,667	1,028,019	1,587,543	1,296,543	-0.56%	-20.71%
Four Seasons Apts.	1,616,586	1,616,586	1,762,958	1,762,958	-8.30%	-8.30%
Westgate Apts.	1,078,181	1,077,781	1,277,915	1,277,915	-15.63%	-15.66%

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 -- December

	YTD FY 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	11,683,010	10,962,865	1,259,660	748,660	827.47%	1364.33%
County of Albemarle	11,203,470	6,924,380	8,193,442	6,480,043	36.74%	6.86%
Barracks West Apartments	10,476,160	10,476,160	8,877,100	8,877,100	18.01%	18.01%
Abbingtion Crossing	12,664,881	12,664,881	11,204,409	11,204,409	13.03%	13.03%
Turtle Creek Apts.	8,244,768	8,218,490	7,422,055	7,395,955	11.08%	11.12%
SEMF Charleston	9,550,072	9,550,072	8,666,787	8,666,787	10.19%	10.19%
Westmisnster Canterbury	9,993,370	9,414,370	9,113,550	8,529,550	9.65%	10.37%
University of Virginia	12,401,604	12,378,432	11,726,114	11,701,118	5.76%	5.79%
Martha Jefferson Hospital	13,915,559	7,742,114	13,205,082	6,788,578	5.38%	14.05%
Southwood Mobile Homes	10,762,810	13,020,000	10,659,735	12,880,000	0.97%	1.09%
ACRJ	6,226,730	5,378,730	6,661,370	5,650,370	-6.52%	-4.81%
Westgate Apts.	7,101,716	7,095,416	7,644,576	7,638,276	-7.10%	-7.11%
Four Seasons Apts.	9,303,013	9,303,013	10,230,384	10,230,384	-9.06%	-9.06%

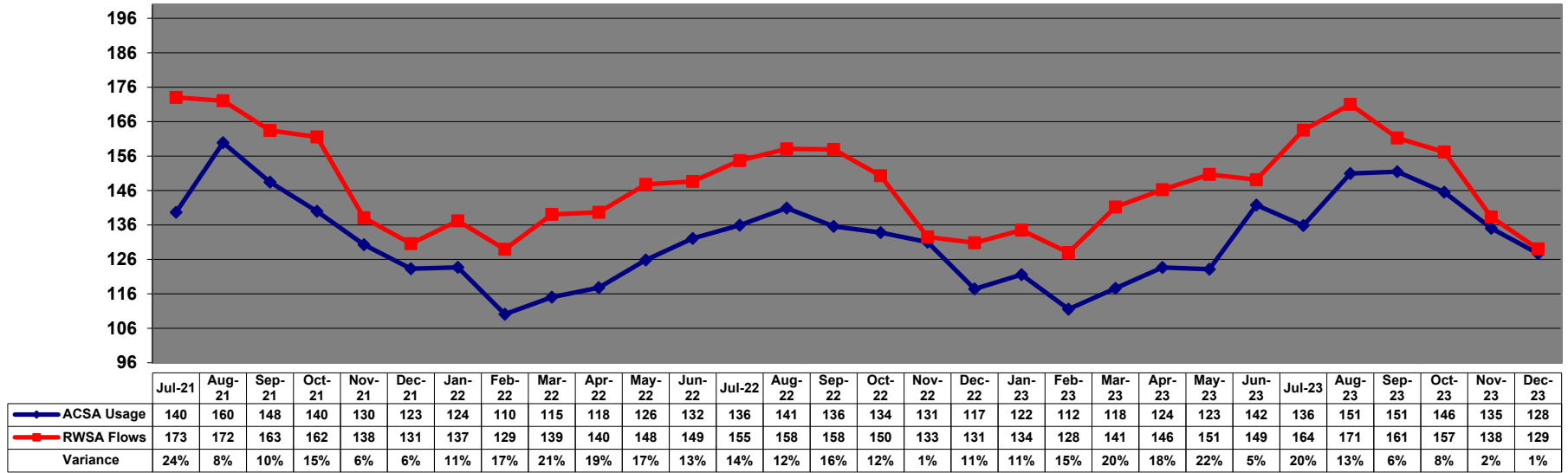
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

* -- Consumption/usage in gallons.

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

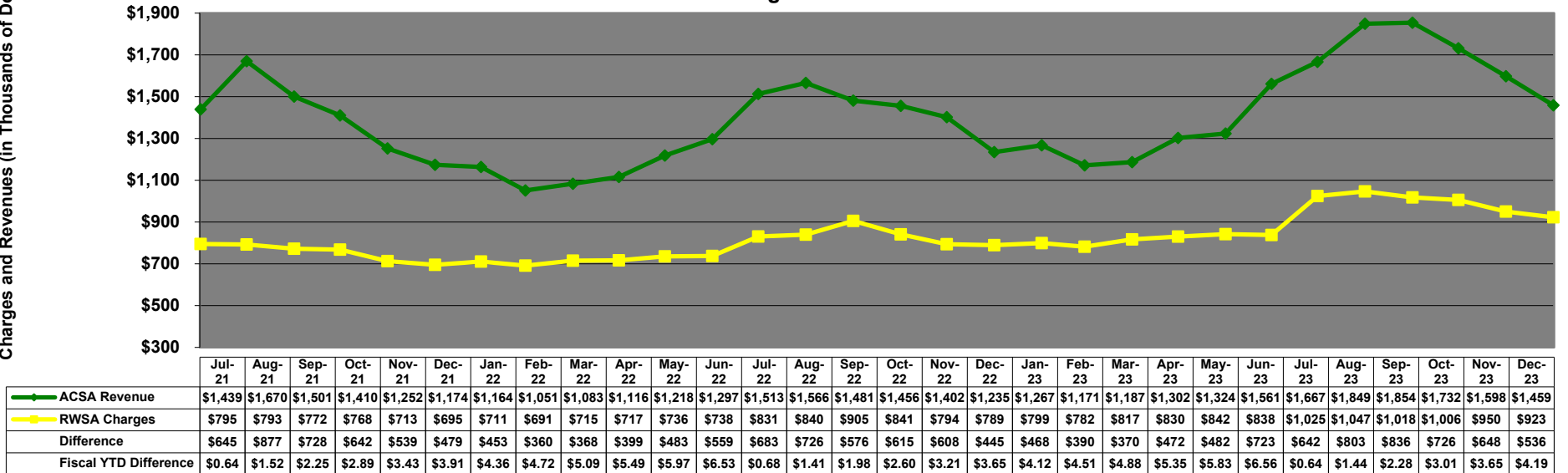
52

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

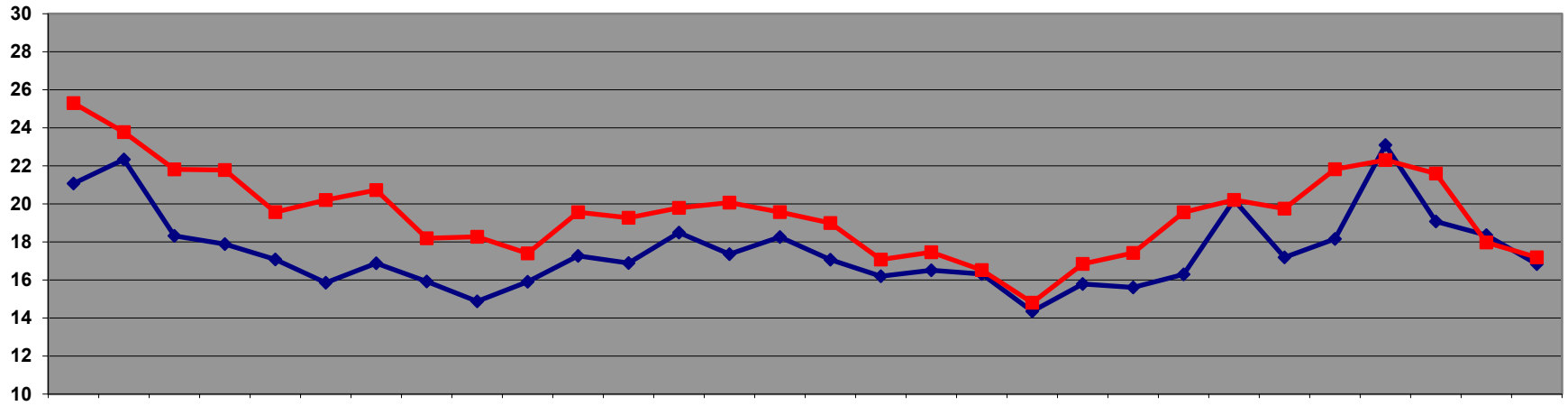


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

53

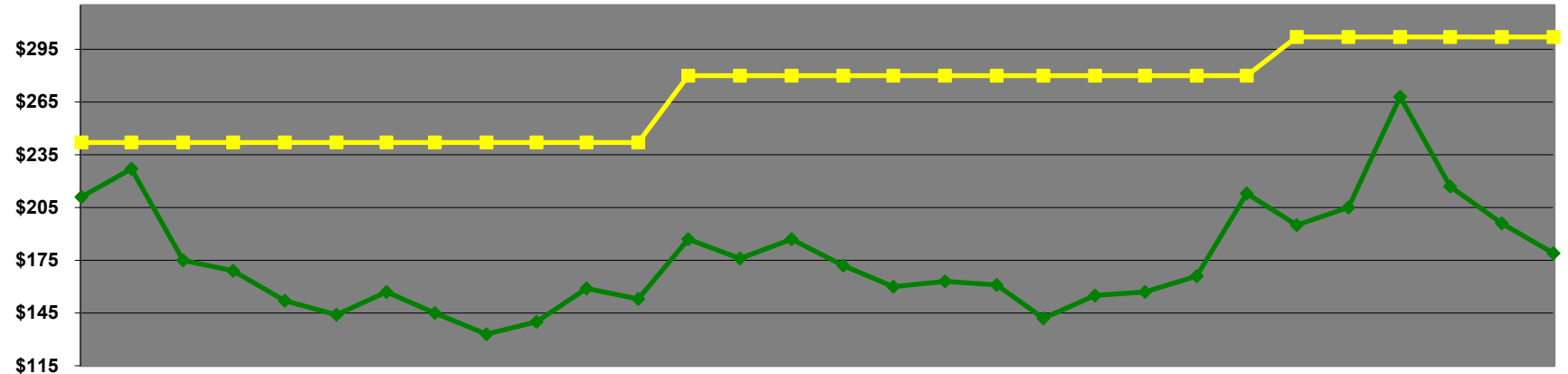
Flows & Usage (in Millions of Gallons)



	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
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
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
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%

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

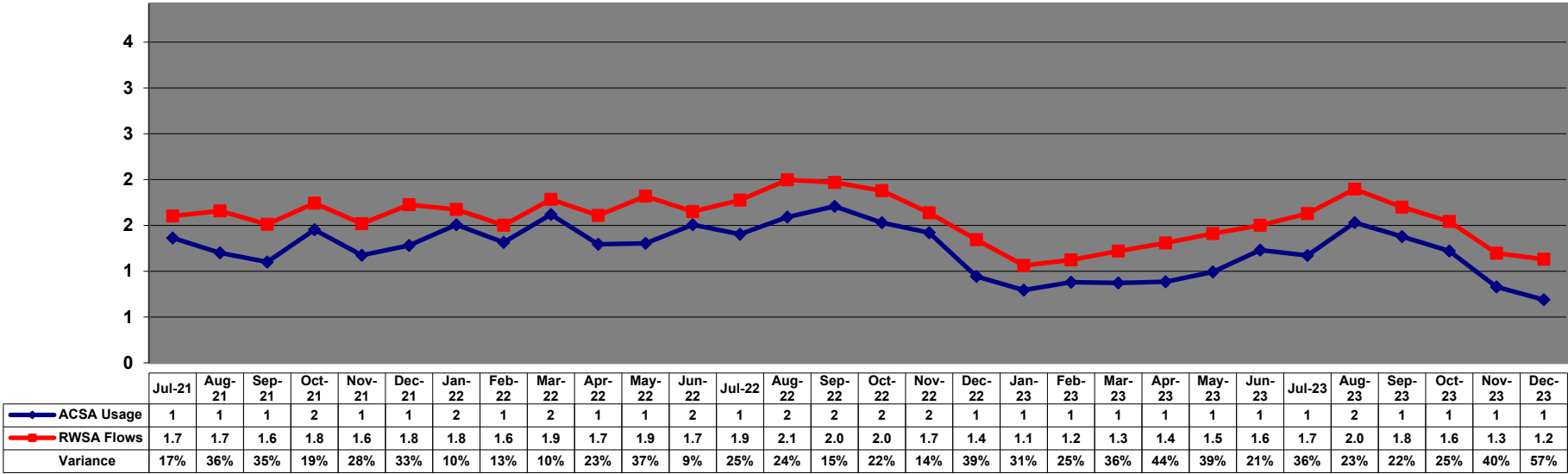
Charges and Revenues (in Thousands of Dollars)



	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
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
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
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)
Fiscal YTD Difference	-\$0.03	(\$0.05)	(\$0.11)	(\$0.19)	(\$0.28)	(\$0.37)	(\$0.46)	(\$0.56)	(\$0.67)	(\$0.77)	(\$0.85)	(\$0.94)	(\$0.09)	(\$0.20)	(\$0.29)	(\$0.40)	(\$0.52)	(\$0.64)	(\$0.75)	(\$0.89)	(\$1.02)	(\$1.14)	(\$1.25)	(\$1.32)	(\$0.11)	(\$0.20)	(\$0.24)	(\$0.32)	(\$0.43)	(\$0.55)

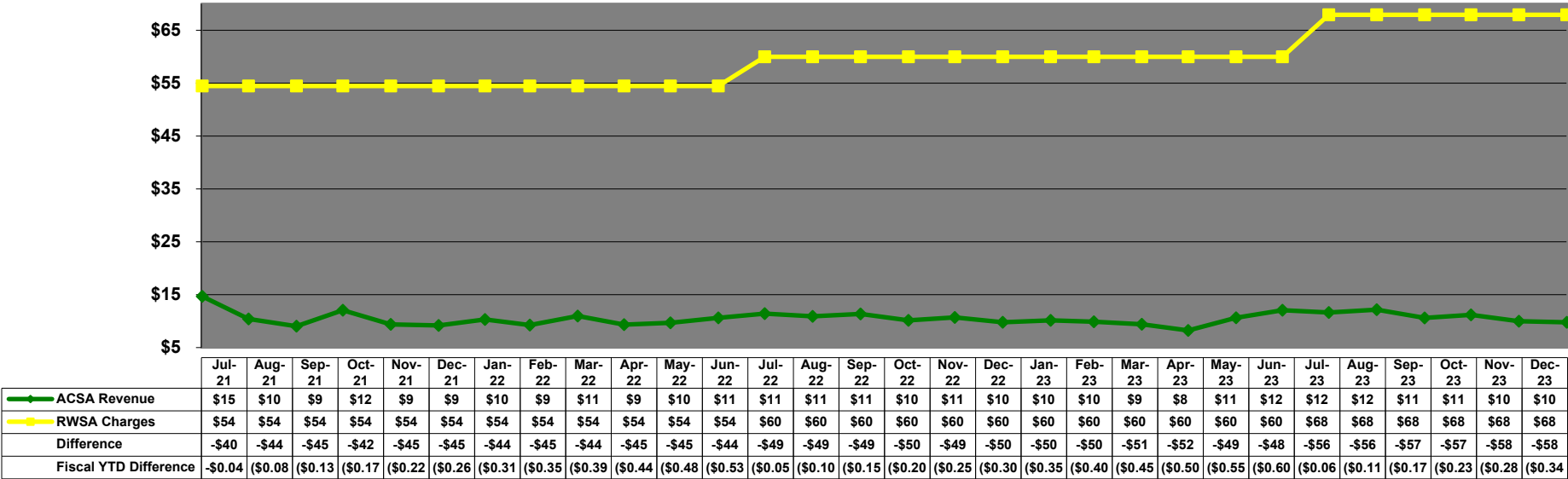
FY 2022, 2023, and 2024 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



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

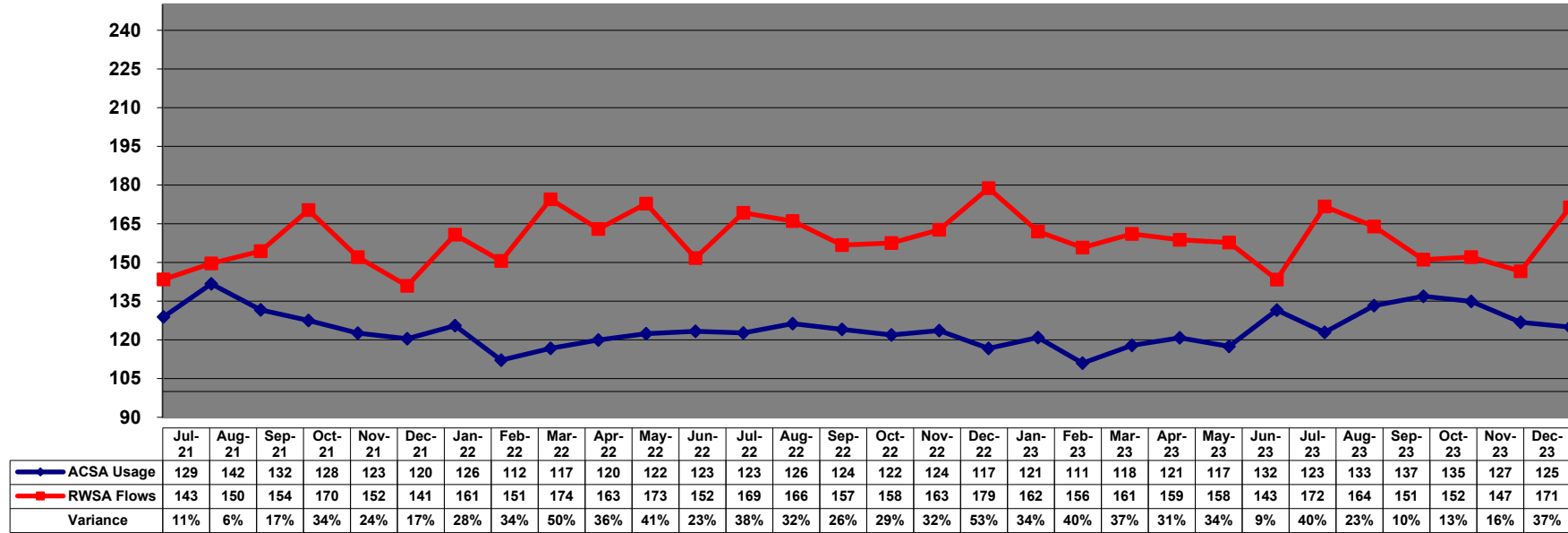
Charges and Revenues (in Thousands of Dollars)



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

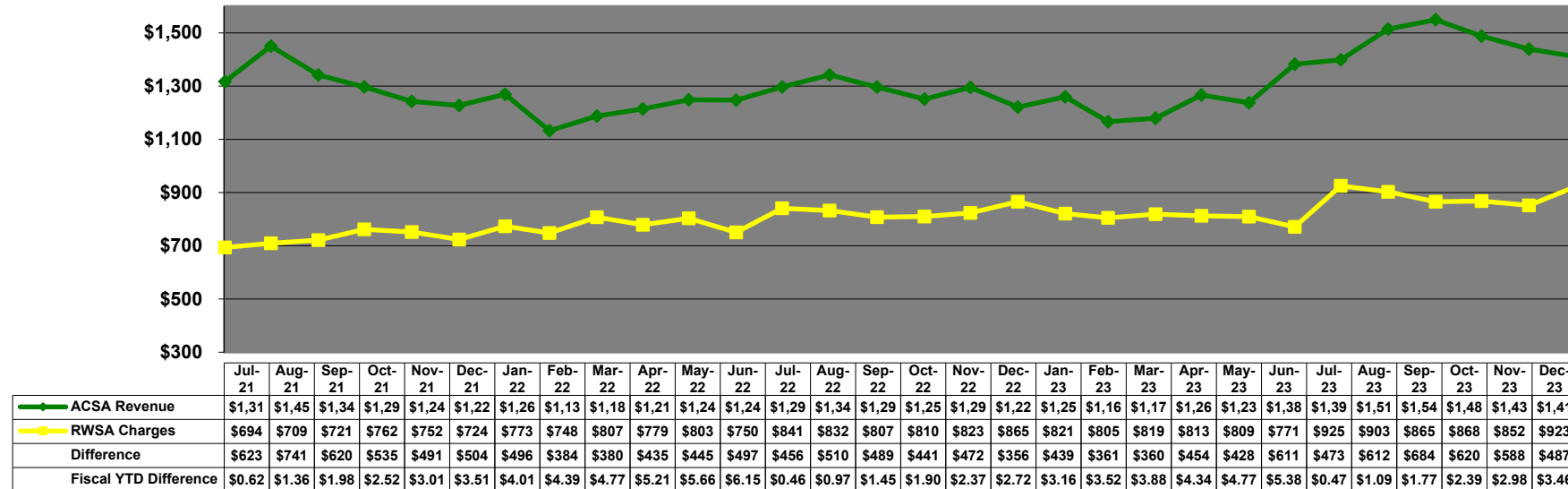
55

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)

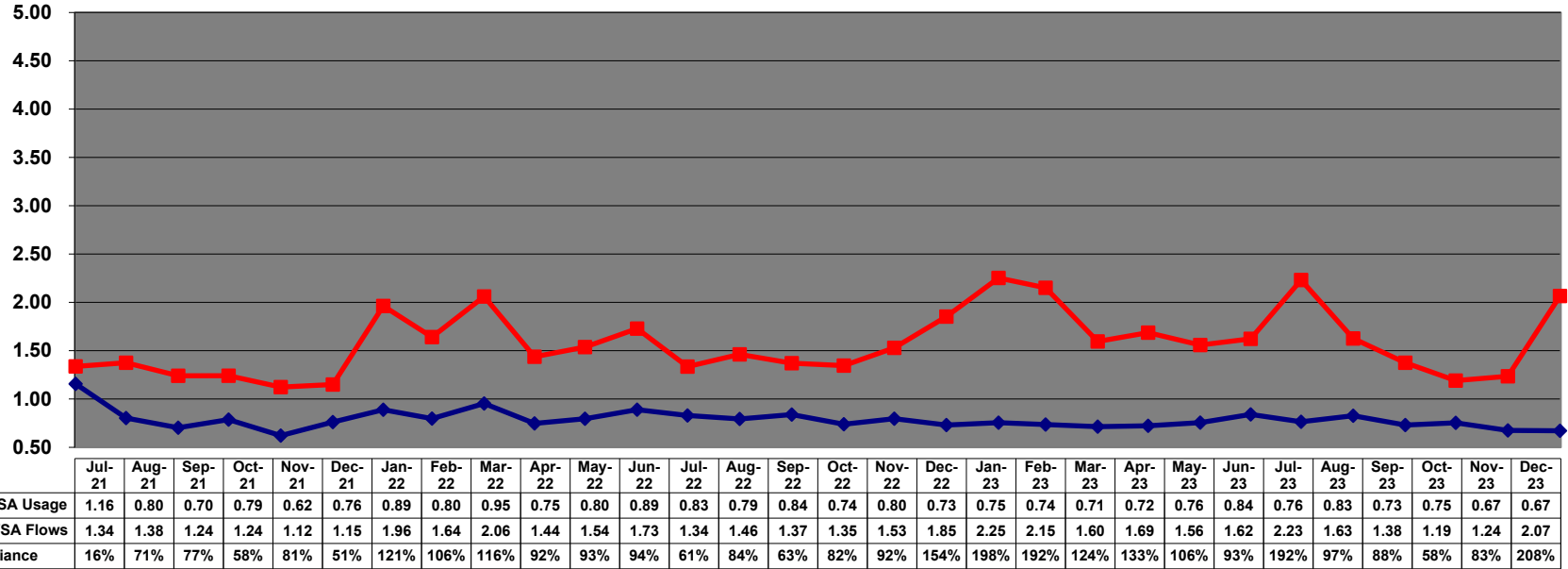


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

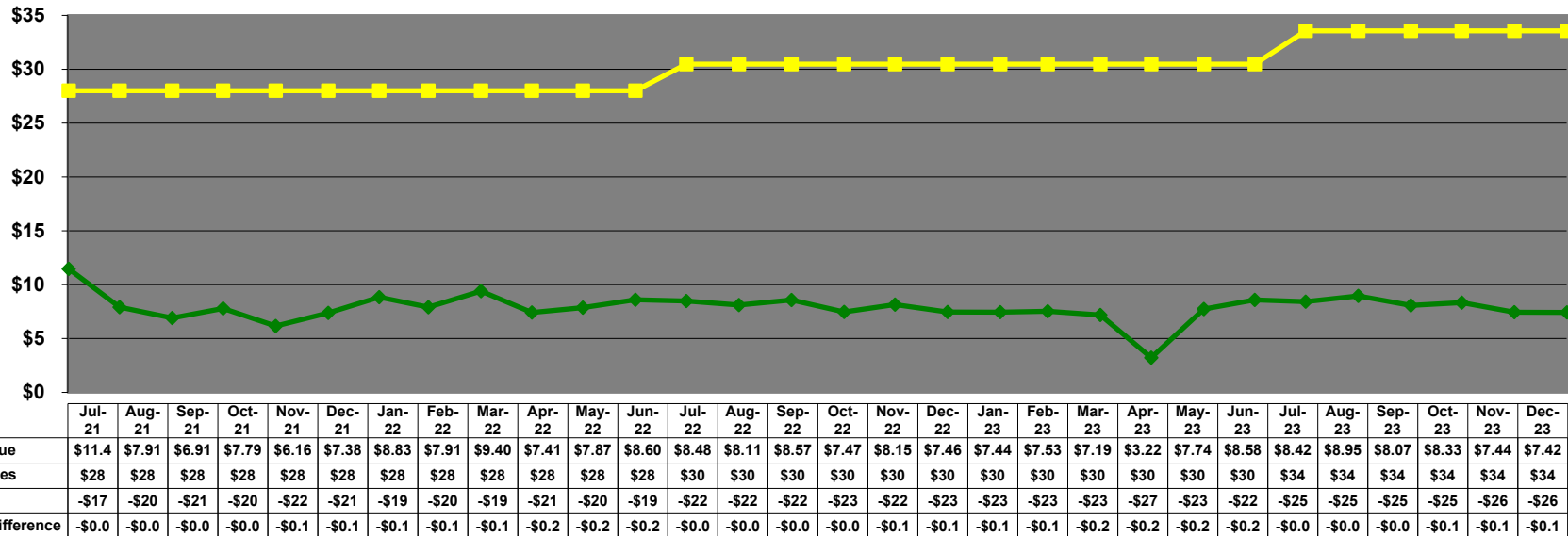
56

Usage & Flows (in Millions of Gallons)



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

Charges & Revenues (in Thousands of Dollars)



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

Single-Family Residential Water Usage

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

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

	FY 2023											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,599,911	45,505,082	45,632,349	45,357,143	45,992,076	45,339,022	45,820,263	44,448,040	45,016,715	45,670,222	45,561,576	49,568,558
Level 2 (3,001 - 6,000 gallons)	16,363,636	15,612,084	15,525,446	15,374,370	15,677,968	13,744,408	14,908,443	12,546,428	13,038,674	13,819,163	14,442,933	18,264,878
Level 3 (6,001 - 9,000 gallons)	4,849,724	4,363,645	4,161,371	4,369,132	3,918,235	2,545,163	2,943,662	2,117,866	2,182,828	2,638,653	3,330,195	5,919,761
Level 4 (over 9,000 gallons)	7,208,522	6,639,465	6,037,842	6,071,945	4,079,700	2,079,589	2,271,075	1,540,953	1,196,536	1,979,431	3,435,895	6,675,863
Total	74,021,793	72,120,276	71,357,008	71,172,590	69,667,979	63,708,182	65,943,443	60,653,287	61,434,753	64,107,469	66,770,599	80,429,060

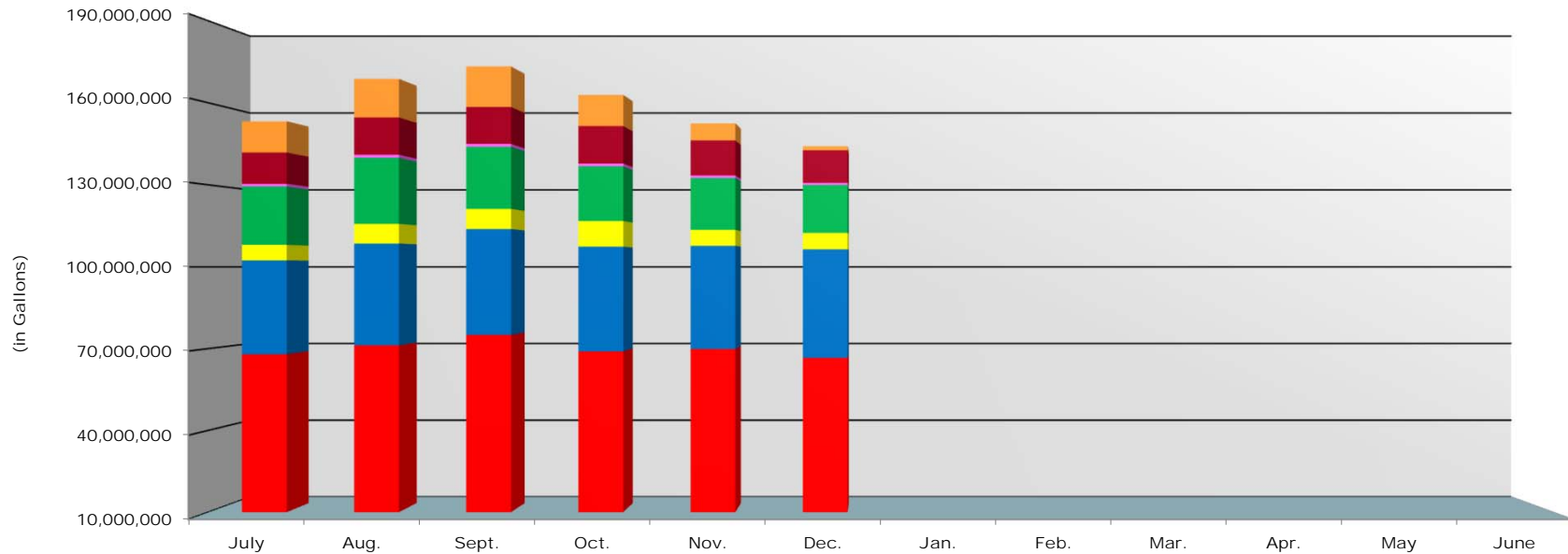
	FY 2024											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775	46,900,575						
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806	14,914,361						
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						
Level 4 (over 9,000 gallons)	5,743,519	6,973,528	8,880,933	6,336,335	4,866,834	2,138,821						
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	66,853,241	-	-	-	-	-	-

System-Wide Irrigation Water Usage

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

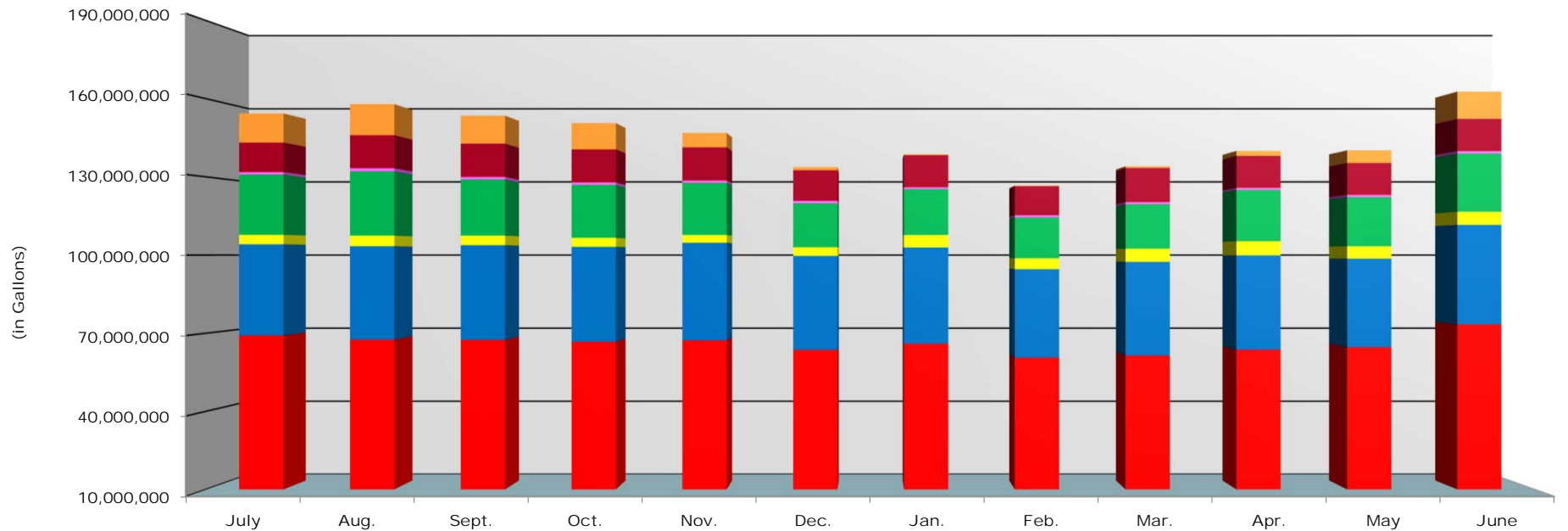
FY 2024	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	145,819	127,806	38,463	168,299	23,781	1,101						
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892	2,523						
Level 3 (6,001 - 9,000 gallons)	717,195	648,971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

Monthly Water Consumption Fiscal Year 2024

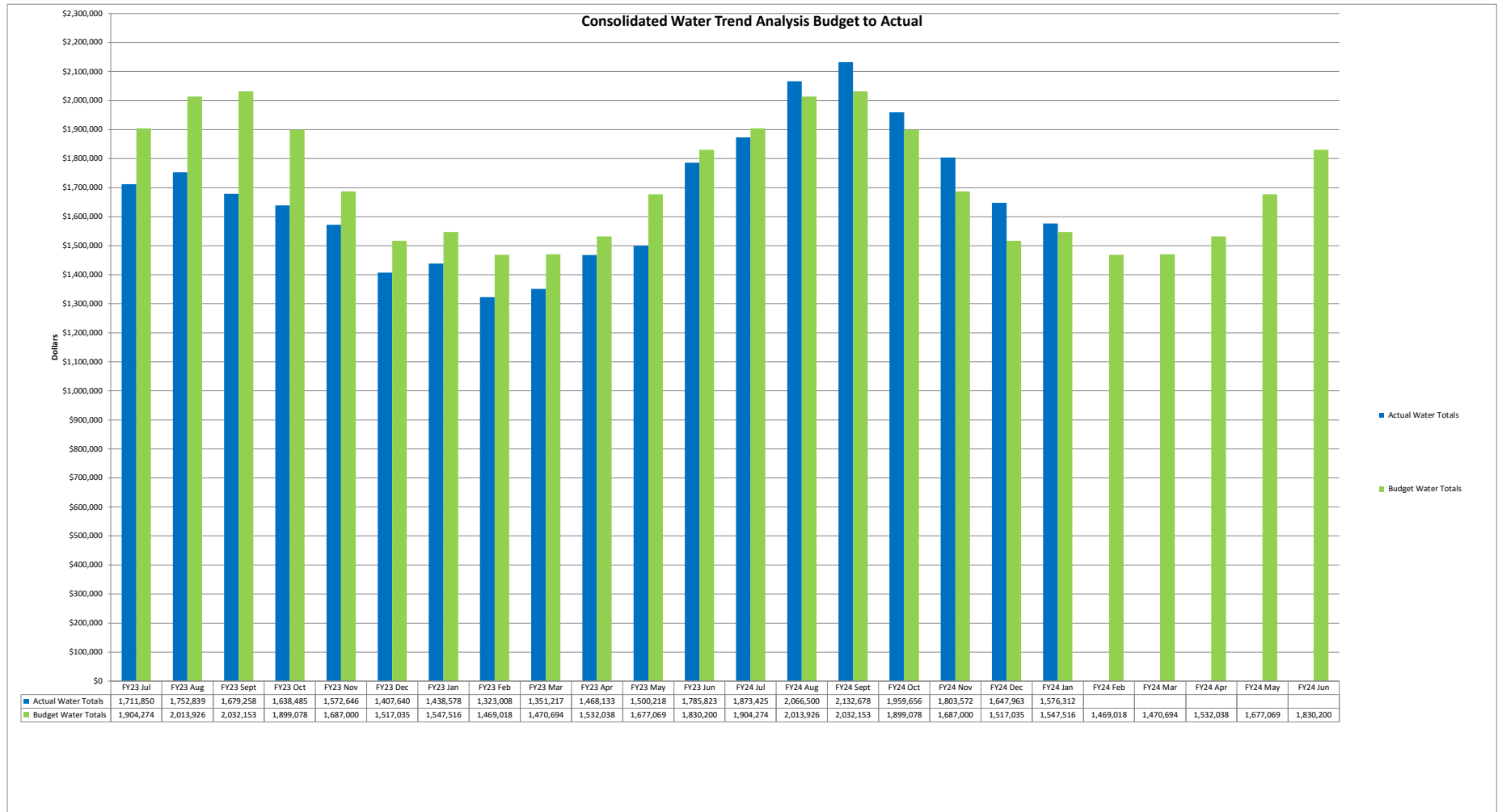


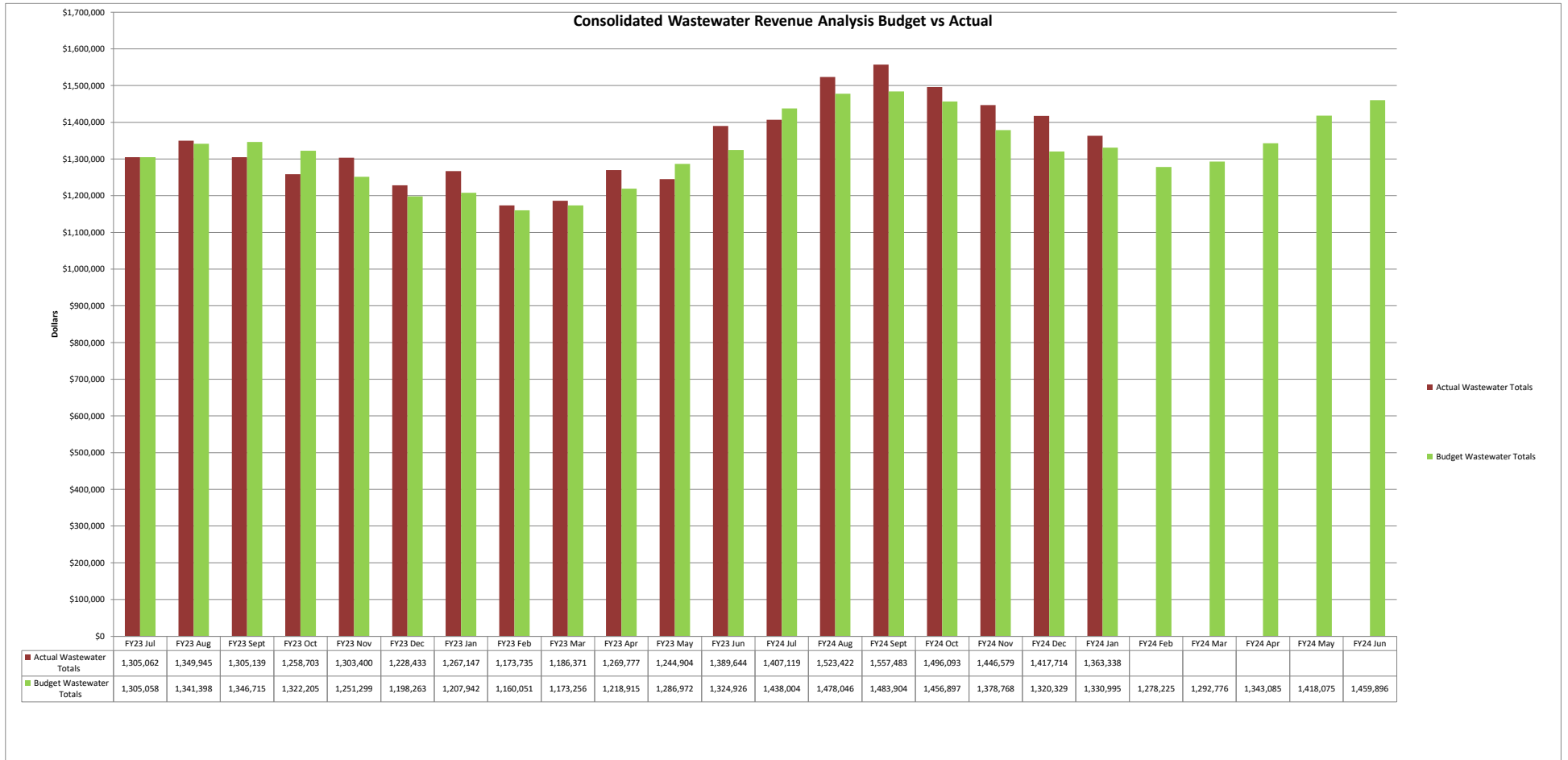
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	1.02%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	0	0	0	0	0	0
Institutional - Domestic Consumption	11,422,399	13,645,824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

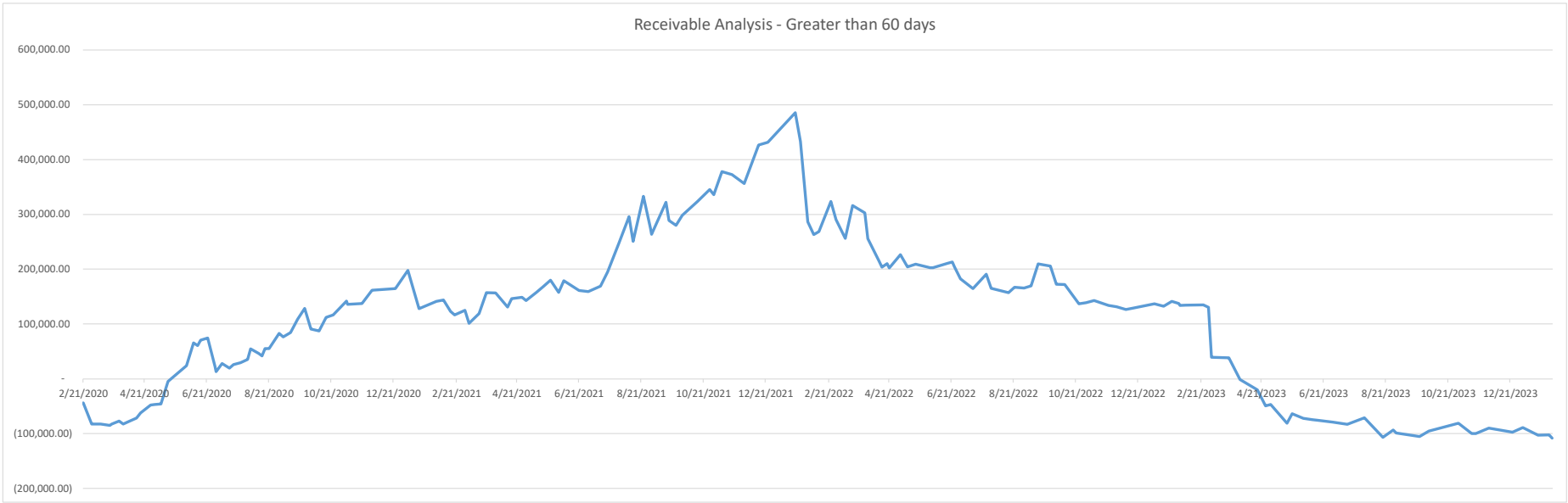
Monthly Water Consumption Fiscal Year 2023



	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

January 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	01/08/2024	Rivanna Water & Sewer Au	2,249,565.62	Water & Sewer Treatment
68575	01/02/2024	Core & Main LP	325,991.25	AMI
68652	01/15/2024	Core & Main LP	299,459.14	AMI
ACH	01/12/2024	Payroll	182,736.47	Net Pay
ACH	01/31/2024	Payroll	178,103.57	Net Pay
68588	01/02/2024	Harrisonburg Construction	80,108.75	Security Improvements Priority One
491576152	01/12/2024	IRS - Federal Tax Deposit	73,803.08	Payroll
492702320	01/31/2024	IRS - Federal Tax Deposit	66,870.54	Payroll
Wire	01/22/2024	The Bank of New York Mell	48,604.17	Debt Service
68605	01/02/2024	Provantage LLC	47,720.00	Network Switch Replacements
68599	01/02/2024	Ramboll Americas Engineer	41,428.45	Northfields Water Main
492702319	01/31/2024	County of Albemarle	39,363.34	Payroll
491576151	01/31/2024	County of Albemarle	38,580.75	Payroll
492702316	01/31/2024	Virginia Retirement System	32,031.79	Payroll
491576148	01/31/2024	Virginia Retirement System	31,262.55	Payroll
68618	01/02/2024	Timmons Group Incorporat	27,642.40	UN Feasibility Consultant Fees
68716	01/22/2024	Ferguson US Holdings Inc	26,062.56	Inventory
68603	01/02/2024	Paymentus	25,390.91	Transaction Fees
68644	01/15/2024	Bank of America	25,231.35	Supplies & Memberships
491576150	01/12/2024	VALIC	24,787.50	Payroll
68577	01/02/2024	Dewberry Engineers Incorp	16,233.68	EV Charing Infrastructure
68625	01/02/2024	Whitman, Requardt & Asso	15,938.92	SCADA Phase 3 Programming & Const
68597	01/02/2024	Michael Baker Internationa	14,858.18	Crozet Phase 4 WMR
68635	01/03/2024	Ferguson US Holdings Inc	12,703.87	Inventory
68717	01/29/2024	Robert Duncan	12,339.00	Lead Team Retreat & Preparation Services
491576153	01/12/2024	Virginia Dept of Taxation	11,908.10	Payroll
492702321	01/31/2024	Virginia Dept of Taxation	11,103.20	Payroll
68712	01/15/2024	Cellco Partnership	8,457.09	Cellular Service
68675	01/15/2024	Letterpress Communicatio	6,750.00	Communications Consultant Services
68658	01/15/2024	Dominion Energy Virginia	6,025.32	Energy
68679	01/15/2024	Mansfield Oil Company of C	5,592.94	Fuel
68580	01/02/2024	Evoqua Water Technologie	5,478.63	Bioxide Delivery
68608	01/02/2024	RSG Landscaping LLC	5,142.19	Landscaping
68672	01/15/2024	Kaseya US LLC	5,022.00	Server Backup Solution
68659	01/15/2024	E Source Companies LLC	4,906.00	
492702318	01/31/2024	VALIC	4,767.50	
68578	01/02/2024	Dominion Energy Virginia	4,534.39	
491576147	01/12/2024	Nationwide	4,515.65	
492702315	01/31/2024	Nationwide	4,515.65	
68598	01/02/2024	Morningside of Charlottesv	4,369.48	
68655	01/15/2024	Cues Incorporated	4,188.60	
68579	01/02/2024	Ed's Floor Care Services LLC	3,703.33	
68700	01/15/2024	Fred Schmoyer	3,680.89	
68616	01/02/2024	Todd Thorpe	3,650.00	

68676	01/15/2024	Lowe's	3,544.03
492702313	01/31/2024	ICMA Membership Renewa	3,337.11
491576146	01/12/2024	ICMA Membership Renewa	3,272.15
68688	01/15/2024	PFM Asset Management LL	2,946.87
68709	01/15/2024	UVA Darden School Founda	2,880.00
68660	01/15/2024	Evoqua Water Technologie	2,877.00
68685	01/15/2024	ODP Business Solutions LLC	2,721.99
68624	01/02/2024	Margaret Weeks	2,330.78
68708	01/15/2024	UniFirst Corporation	2,279.24
68619	01/02/2024	UniFirst Corporation	2,195.41
68684	01/15/2024	MSB Coach	2,097.00
68583	01/02/2024	AGILIS LLC	2,074.00
68788	01/31/2024	Minnesota Life Insurance C	1,934.82
68665	01/15/2024	Flora Pettit PC	1,925.00
68786	01/31/2024	Guardian	1,871.18
68595	01/02/2024	Charles M Manning	1,852.75
68678	01/15/2024	Mailing Services of Virginia	1,835.72
68620	01/02/2024	University Tire & Auto	1,788.73
68689	01/15/2024	Piedmont Pools Incorporat	1,769.24
68650	01/15/2024	Chemung Contracting Corp	1,750.00
68661	01/15/2024	Exact Stormwater Manager	1,720.00
68574	01/02/2024	Comcast	1,671.09
491576156	01/12/2024	ACSA Flexible Spending	1,573.15
492702323	01/31/2024	ACSA Flexible Spending	1,573.15
68606	01/02/2024	Rappahannock Electric Coo	1,452.80
68649	01/15/2024	Culpeper Auto Parts Incorp	1,443.42
491576155	01/12/2024	Flexible Benefit	1,397.50
492702322	01/31/2024	Flexible Benefit	1,397.50
68696	01/15/2024	Stephen M Lestyan	1,350.00
68617	01/02/2024	Keith Loren Mann	1,250.00
68715	01/15/2024	Virginia Utility Protection	1,159.40
68584	01/02/2024	Fortiline Incorporated	1,146.18
68705	01/15/2024	Greenbrier Incorporated	1,125.55
68571	01/02/2024	C.E.S (City Electric Account	1,098.60
68609	01/02/2024	S L Williamson Company In	1,063.30
68698	01/15/2024	Rivanna Water & Sewer Au	970.08
68710	01/15/2024	UVA-WorkMed	940.00
68600	01/02/2024	ODP Business Solutions LLC	854.00
492702317	01/31/2024	AFLAC	791.49
491576149	01/31/2024	AFLAC	765.15
492702324	01/31/2024	Vacorp	751.76
68573	01/02/2024	Comcast	735.12
68612	01/02/2024	Stanley Martin	726.39
68674	01/15/2024	LB Technology Incorporated	700.00
68590	01/02/2024	Hydraflo Incorporated	662.55
68666	01/15/2024	Fortiline Incorporated	618.58
68707	01/15/2024	U. S. Bank	583.34

68585	01/02/2024	Generator Service Compan	559.58
68569	01/02/2024	C'Ville & Albemarle Cnty Cr	555.00
68643	01/15/2024	Aqua Air Laboratories Inc	550.00
68668	01/15/2024	Hathaway Solutions LLC	549.18
68697	01/15/2024	Rivanna Solid Waste Autho	545.00
68582	01/02/2024	Flow Transportation Center	531.70
491576154	01/31/2024	ACAC	521.00
492702314	01/31/2024	ACAC	521.00
68706	01/15/2024	Troy's Auto & Diesel LLC	508.93
68683	01/15/2024	Moore's Electrical & Mecha	500.06
68641	01/15/2024	Advance Stores Company Ir	484.09
68694	01/15/2024	Republic Services	479.90
68604	01/02/2024	Pitney Bowes Global	441.60
68562	01/02/2024	Advance Stores Company Ir	440.64
68622	01/02/2024	Protocol SSD Corporation	418.36
68614	01/02/2024	Syn-Tech Systems	418.00
68692	01/15/2024	Quality Welding Inc.	408.20
68645	01/15/2024	Bob's Wheel Alignment Inc	385.47
68677	01/15/2024	Luck Stone Corporation	370.12
68615	01/02/2024	TSRC Incorporated	344.63
68567	01/02/2024	Brink's Incorporated	338.14
68702	01/15/2024	TSRC Incorporated	305.72
68681	01/15/2024	Martin Marietta Materials I	297.31
68596	01/02/2024	Martin Marietta Materials I	293.89
68789	01/31/2024	Piedmont Family YMCA	281.70
68607	01/02/2024	Ricoh USA Incorporated	275.00
68651	01/15/2024	City of Charlottesville	255.54
68610	01/02/2024	Shade Equipment Company	250.00
68646	01/15/2024	MWP Supply Incorporated	247.26
68602	01/02/2024	Jenna Ackerman	241.00
68662	01/15/2024	FedEx	215.19
68686	01/15/2024	Dhanvant Goradia	200.00
68713	01/15/2024	Virginia Dept of Transporta	200.00
68594	01/02/2024	Malloy Ford	199.95
491576145	01/12/2024	Treasurer of Virginia	189.94
492702312	01/31/2024	Treasurer of Virginia	189.94
68653	01/15/2024	County of Albemarle	188.50
68682	01/15/2024	McCarthy Tire Service	184.40
68695	01/15/2024	Rexel USA Incorporated	180.50
68613	01/02/2024	Macro Retailing LLC	170.62
68691	01/15/2024	W & H Resources Incorpora	149.00
68586	01/02/2024	Graybeale Construction Inc	148.24
68587	01/02/2024	Greenwood Homes	142.33
68626	01/02/2024	William A Wells	140.00
68787	01/31/2024	Herbert Beskin Trustee	135.00
68701	01/15/2024	The Sherwin Williams Com	129.87
68566	01/02/2024	Blue Sky Property Manager	124.67

68561	01/02/2024 John R V Mayo	120.00
68790	01/31/2024 Snap Fitness	119.88
68563	01/02/2024 American Pest Incorporated	118.00
68642	01/15/2024 American Pest Incorporated	118.00
68591	01/02/2024 Wisconsin Quick Lube Inc	116.07
68576	01/02/2024 Dr. James Craig	109.37
68656	01/15/2024 Donald Davis	106.89
68581	01/02/2024 Ferguson US Holdings Inc	104.11
68601	01/02/2024 Charles Walston	100.00
68621	01/02/2024 Virginia Government Finan	100.00
68687	01/15/2024 James Gerbert	100.00
68664	01/15/2024 Flexible Benefit Administra	98.00
68589	01/02/2024 Douglas G Herr	93.43
68663	01/15/2024 Ferguson US Holdings Inc	90.01
68670	01/15/2024 James River Communicatio	70.00
68657	01/15/2024 Document Destruction of	69.95
68565	01/02/2024 Susie Blakey	62.57
68568	01/02/2024 J Michael Burris	62.49
68671	01/15/2024 Wisconsin Quick Lube Inc	55.77
68690	01/15/2024 Piedmont Power	55.70
68593	01/02/2024 Luck Stone Corporation	50.54
68714	01/15/2024 Virginia Government Finan	50.00
68647	01/15/2024 Indpdnt Bttry Retailers of	45.00
68693	01/15/2024 Ryan Quesnel	43.33
68564	01/02/2024 Appalachian Power	40.60
68785	01/31/2024 Anytime Fitness-Pantops	40.00
68648	01/15/2024 Central Virginia Electric Coc	37.00
68673	01/15/2024 Ellen Kellner	32.06
68680	01/15/2024 Soraya Mariel	30.02
68699	01/15/2024 Roberts Oxygen Company I	30.00
68654	01/15/2024 Cove Creek Industries Inco	28.00
68572	01/02/2024 City of Charlottesville	27.43
68711	01/15/2024 VA Department of Professio	25.00
68570	01/02/2024 MWP Supply Incorporated	24.00
68623	01/02/2024 Roberta Ward	20.39
68611	01/02/2024 Specialty Fasteners of	10.55
68704	01/15/2024 Robert Tiemeyer	10.03
68703	01/15/2024 Thryv Incorporated	6.50
68592	01/02/2024 EJ Lord	5.00
		4,139,563.78

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2024 Capital Improvement Program (CIP) Report STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: February 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 Project Report
February 2024

Water System CIP Projects

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

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

Project Description: This project continues our systematic program to replace the aging and undersized asbestos-cement and PVC water mains in the Crozet Water System. Roads impacted by water replacement work include Crozet Avenue (Route 240), Rockfish Gap Turnpike (Route 250), Hillsboro Lane, Brownsville Road, and the neighborhood streets in Park View. This is the fourth of five phases that have been defined to carry out these improvements.

2/6/2024: The Preconstruction Conference with Valley Contracting was held on January 15, 2024. Valley Contracting is working with VDOT to obtain the required permits before construction activities can begin.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2026
Total Budget:	\$6,804,900
Appropriated Funds:	\$569,240

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

2/6/2024: ACSA staff will be meeting with ACSA legal counsel on February 9, 2024, to finalize our standard easement language before easement acquisition efforts begin. Deed of Easement language will differ from our standard easement language since portions of this project include the replacement of RWSA-owned water mains.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	Undetermined
Completion:	Undetermined
Total Budget:	\$1,218,400
Appropriated Funds:	\$203,614

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

2/6/2024: The Final Technical Memorandum exploring the four alternatives to cross Morey Creek has been received and is under review by ACSA staff.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$8,530,000
Appropriated Funds:	\$655,997

Project Description: This project continues our systematic program to replace the aging and undersized asbestos-cement water mains in our system. The existing water mains are approximately 55 years old and have reached the end of their useful life. As a former well system that was connected to public water, most of the mains are also undersized. During design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to nearly 20 existing neighborhood properties currently served by private septic fields.

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

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

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$60,700
Appropriated Funds:	\$3,533

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

2/6/2024: The Annual Water Services Contract is currently being advertised and the Bid Opening is scheduled for February 27, 2024. Construction of this project will be the first work order issued to the successful bidder.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	75%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$2,220,000
Appropriated Funds:	\$255,338

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.

2/6/2024: ACSA staff recently provided updated comments on a few revised fire hydrant locations to reduce the number of easements required. Ramboll is incorporating these comments into the 90% Design Documents and submission is expected later this month.

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

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

Project Description: This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project follows our Strategic Plan goal to replace aging and undersized water mains throughout our system and will provide for an opportunity to improve fire protection to these multi-family apartments.

2/6/2024: During our land records research, it was discovered that a previous gas easement between the landowner and the City of Charlottesville was called out as an exclusive easement. ACSA staff recently received written permission from the City of Charlottesville for our new easement overlapping their existing easement and this information has been shared with the property owner.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	60%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2028
Total Budget:	\$1,300,000
Appropriated Funds:	\$169,180

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

2/6/2024: Schnabel Engineering is scheduled to perform the soil borings the week of February 12, 2024. A Board authorization is proposed for this project.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$1,417,800
Appropriated Funds:	\$128,000

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

12/5/2023: The Deed of Easement and Plat have been presented to the property owner for their consideration.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$6,432,300
Appropriated Funds:	\$290,887

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

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

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

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$80,900
Appropriated Funds:	\$7,125

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

2/6/2024: ACSA and Lewis Hill HOA have agreed to the water main alignment and compensation amount for the necessary easements. ACSA staff is in the process of developing the Deed of Easement and Plat for this agreed upon alignment.

12. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	46%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2025
Total Budget:	\$742,500
Appropriated Funds:	\$247,500

Project Description: In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted to irrigate their properties. Private meters were installed behind their ACSA meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. On January 1, 2006, the ACSA Rules and Regulations were modified to no longer allow 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.

2/6/2024: ACSA staff are working closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. There are currently 267 private irrigation exclusion meters remaining in our system.

Sewer System CIP Projects

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	November 2024
Total Budget:	\$1,940,000
Appropriated Funds:	\$2,003,831

Project Description: This wastewater pump station was constructed in the early 1980's by private development and the original equipment is nearing the end of its useful life. Additionally, the building is undersized creating difficulty in performing routine maintenance and making it impossible to install the control panels necessary to include this pump station in our new SCADA System.

2/6/2024: ACSA staff is working to schedule a site visit with Dominion Energy for the electrical service upgrade.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2028
Total Budget:	\$6,183,800
Appropriated Funds:	\$378,459

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

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

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$6,393,715
Appropriated Funds:	\$380,295

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

2/6/2024: ACSA staff is preparing comments on the 50% Design Documents and anticipates returning those to Baker by the end of February.

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

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

Construction Start:	April 2024
Completion:	October 2024
Total Budget:	\$479,600
Appropriated Funds:	\$756,419

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

2/6/2024: CEI has begun the process of providing submittals to the ACSA for review. Construction activities are currently slated to begin in early April 2024.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	June 2023
Completion:	June 2024
Total Budget:	\$500,000
Appropriated Funds:	\$500,000

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

2/6/2024: Under Work Order No. 1, Prism is scheduled to reline two sewer segments along East Market Street around the end of February. Within the next two weeks, Prism is also scheduled to install a segmental liner along 5th Street Extended under Work Order No. 2. ACSA and Prism have conducted a site visit to review access to the sewer for Work Order No. 4 and have determined temporary matting will be required due to the slope along a portion of the easement.

Non-Utility and Facility CIP Projects

18. Risk Assessment Improvements (Account Code 1621):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	95%
Contractor:	Harrisonburg Construction Co., Inc. (HCC)
Construction Start:	November 2022
Completion:	March 2024
Total Budget:	\$1,221,950
Appropriated Funds:	\$1,222,048

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

1/9/2024: Door hardening at the Old Forge Sewer Pump Station and installation of an asphalt berm at the Ashcroft Pump Station No. 1 remain to be completed by HCC.

19. ESRI ArcGIS Utility Network Implementation Study (Account Code 1628):

Consultant:	Timmons Group
Project Status:	Study
Percent Complete:	95%
Project Start:	September 2023
Completion:	March 2024
Total Budget:	\$225,000
Appropriated Funds:	\$45,228

Project Description: The software vendor for the ACSA's Geographic Information System (GIS) has released a product called Utility Network which could enable additional functionality that would benefit ACSA staff. Implementing this software would entail a major change to the structure of the GIS as well as how it is accessed, maintained, modified, and updated going forward. It also would impact all integrated software. This study will determine if a migration is possible due to the various integrations and processes currently in place. The study will weigh the benefits with the consequences of implementing the software. It will also determine what changes would be necessary to the GIS before the data is in a format which can be migrated into the Utility Network.

2/6/2024: Timmons Group has delivered current and future state recommendations as well as the budget and schedule for implementation. ACSA staff is reviewing these final deliverables prior to signing off on study completion.

20. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	35%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	January 2024
Total Budget:	\$390,000
Appropriated Funds:	\$296,000

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

2/6/2024: The electrical permit has been issued to extend conduit over to the proposed Dominion Energy pad location. The Ford F-150 Lightning is scheduled for delivery on February 12, 2024. Dewberry has reviewed and provided minor comments on submittals for the main distribution panel and main disconnect.

21. Avon Operations Center (Account Code 1622):

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

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

2/6/2024: The Avon Operations Center is currently being advertised and the Pre-Bid Meeting is scheduled for February 20, 2024. The Bid Opening date is currently scheduled for March 27, 2024. Easement acquisition efforts with the two adjacent property owners continue.

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

Contractor:	Fire-X Corporation (Fire-X)
Project Status:	Design/Build
Percent Complete:	0%

Construction Start:	March 2024
Completion:	July 2024
Total Budget:	\$750,000
Appropriated Funds:	\$870,815

Project Description: This project replaces the existing fire suppression system in both the Administration and Maintenance buildings here at our Operations Center. During a recent inspection, it was noted that the piping is beyond its useful life and a complete replacement was recommended. The ACSA anticipates utilizing a Design/Build Contract to perform this work.

2/6/2024: The Notice of Award has been issued to Fire-X and the contract has been executed. Fire-X is working to pull together the necessary submittals and permits.

23. Records Management Project (Account Code 1632):

Consultant:	Right Fit Consulting
Project Status:	Study
Percent Complete:	40%
Study Start:	September 2023
Completion:	December 2023
Total Budget:	\$325,000
Appropriated Funds:	\$10,800

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

2/6/2024: Data Inventory efforts have been completed. Three one-hour meetings are scheduled at the end of February, with these meetings focused on completion of Document Retention and Disposal Policies, review of Library of Virginia recommendations, and applicability and formalization of our retention schedule.

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

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	98%
Contractor:	Foothill Irrigation
Construction Start:	February 2023
Completion:	December 2023
Total Budget:	\$348,000
Appropriated Funds:	\$360,295

Project Description: In late 2018 ACSA staff became aware of four-story residential structures being constructed without proper backflow prevention

assemblies. Section 8 of the ACSA Rules and Regulations details the ACSA Backflow Prevention Program. This program is in accordance with 12VAC5-590-570 through 12VAC5-590-630 of the Virginia Waterworks Regulations. The Containment Policy in 12VAC5-590-610 outlines the requirement for a backflow prevention (BFP) assembly on the domestic water service line to high rise structures, defined as four (4) or more stories.

2/6/2024: ACSA staff continues efforts to schedule installation of the final two backflow assemblies. A certified letter has been mailed to one of the property owners due to their unresponsiveness.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	85%
Contractor:	M.C. Dean
Construction Start:	November 2022
Completion:	May 2024
Total Budget:	\$943,115
Appropriated Funds:	\$1,224,918

Project Description: The ACSA Utility System has over 40 critical assets that include water and wastewater pump stations, water storage tanks and master PRV stations. They are considered critical because malfunctions or failures at any of the assets could have a drastic effect on our utility system and our customers. These assets are currently monitored by site visits of assigned Maintenance personnel. Phase 3 will expand the existing Supervisory Control and Data Acquisition (SCADA) System to serve the final seven master PRV stations and one water booster station that will allow ACSA employees to remotely monitor the operations of these critical assets from the main office building. Using alarms, we will be able to evaluate problems and prevent some failures before they happen more quickly.

2/6/2024: Change Order No. 4 has been issued to M.C. Dean to address an insufficiently sized conduit that exists between Ashcroft Pump Station No. 2 and the Ashcroft PRV.

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

1. 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.
2. Brookhill Blocks 16 & 17 (Rivanna): Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and east of the Montgomery Ridge Subdivision.
3. Dunlora Park Phase 2 (Rio): Water and sewer main extensions to serve 6 single family homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
4. HTC Area C Townhomes Block III (Rio): Sewer extension and water services to serve 10 attached single family units. The site is located near the intersection of Timberwood Boulevard and Lockwood Drive.
5. Lochlyn Hill – Phase 4 (Rio): Water and sewer main extensions, and demolition of 14 existing homes for 14 single family detached units and 8 single family attached units. This project is located along Pen Park Lane, north of the City limits.
6. Mountain View Elementary Building Addition (Scottsville): Water main extension to facilitate building addition.
7. North Pointe Apartments (Rivanna): Water main extension and a sewer connection to serve 279 multi-family units and a clubhouse. The project is located at the intersection of Northside Drive and Cliffstone Boulevard.
8. 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.
9. Old Trail Village – Block 26 (White Hall): Water and sewer main extensions to serve 46 single family homes. The project is located at the intersection of Golf Drive and Addle Hill Road.
10. 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.

11. Southwood Phase 1 – Blocks 9-11 (Scottsville): Water and sewer main extensions to serve 70 single family units and 16 condominium units. This project is located west of Horizon Road and south of Hickory Street.
12. 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.
13. Southwood Redevelopment Village 2 (Scottsville): Water and sewer main extensions to serve 44 single family units and 4 condominium units. This project is located near the southern terminus of Horizon Road, on the south side of Hickory Street.
14. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220-unit apartment building at the intersection of Inglewood Drive and Bond Street.
15. Victorian Heights (Rio): Water and sewer main extensions to serve 34 attached single family and 54 multi-family units. The site is located to the south of RWSA's Woodburn Road Water Tank, between Woodburn Road and Berkmar Drive.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2024 CIP Authorizations</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: February 15, 2024</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
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BACKGROUND: Authorization for one CIP Project, which is included in the CIP Rate Model Budget. This authorization is for additional Design Phase Services for the Townwood Water Main Replacement Project.

DISCUSSION:

- ❖ Provides ACSA staff with professional expertise of our term contract consultant during the design phase of the Townwood Water Main Replacement Project.

BUDGET IMPACT: The cost for additional design phase services for the Townwood Water Main Replacement Project are within the amount budgeted in the CIP Rate Model.

RECOMMENDATIONS: Authorize funding for this project to keep our CIP Project Schedule moving forward and improving our utility system.

BOARD ACTION REQUESTED: Approve the Consent Agenda.

ATTACHMENTS:

- ❖ Detailed memo of the proposed CIP authorization.
- ❖ Amendment No. 1 Professional Services Agreement dated January 19, 2024, from Dewberry Engineers.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: February 15, 2024
Re: FY 2024 CIP Authorizations
cc: Michael E. Derdeyn

The following project requires Board authorization:

- A. Townwood Water Main Replacement Project:** During the design of this project our consultant, Dewberry, identified several utilities that the proposed waterlines will need to cross. Dewberry and ACSA staff have selected a representative sample of these utilities to test pit to determine the depth of the utility. Attached is a letter dated January 19, 2024, from Dewberry with their fee proposal for completing the test pits and incorporating the information into the plans. ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost to complete the test pits is \$9,882.

Board Action

We request the Board of Directors appropriate \$9,882 from the FY 2024 3R Fund for Design Phase Services for the Townwood Water Main Replacement Project.

AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT

THIS IS AN AMENDMENT dated January 19, 2024, to the existing Letter of Agreement, dated February 16, 2023 between Albemarle County Service Authority (CLIENT) and Dewberry Engineers Inc. (ENGINEER) for providing professional services relating to the design of the Townwood Water Main Replacement Project in Charlottesville, Virginia. The proposal is amended as follows:

At the request of the CLIENT, the ENGINEER is to complete eight (8) utility test holes through the use of a specialized consultant (Accumark, Inc) to determine the depth of existing underground utilities at the locations identified on the 50% design documents and clarified by email between ACSA and Dewberry on 1/8/24. Subsurface location of existing utilities at these eight (8) locations has been requested in an effort to prevent conflicts with the proposed water main crossing existing underground utilities along the proposed water main alignments.

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

For completion of the additional services described above, the CLIENT shall pay the ENGINEER a Lump Sum, not to exceed amount of **\$9,882**. The amount can be broken down as follows:

Specialized Consultant Fee - \$9,150
+ 8% (per Section 3.2 of Agreement for Engineering Services) - \$732

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

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

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

CLIENT: **Albemarle County Service Authority**

ENGINEER: **Dewberry Engineers Inc.**

BY: _____

BY:  _____

Heather A Campbell, P.E.
Contract Manager

Date: _____

Date: 1/19/24

Accumark Inc

9500 King Air Court
Ashland, VA 23005



Proud • Professional • Precise

Proposal to perform subsurface utility services to Dewberry in reference to Townwood Water Main Replacement, Charlottesville, VA

Date	Services Performed By:	Services Performed For:
January 9, 2024	Accumark Inc 9500 King Air Court Ashland, VA 23005	Dewberry Heather Campbell, PE 4805 Lake Brook Dr., Ste 200 Glen Allen, VA 23060 Phone: 804-205-3351 Email: hcampbell@Dewberry.com

Scope of Work

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

Permitting and Notifications

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

Standard Procedures

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

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

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

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

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

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

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

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

Project Limitations

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

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

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

Assumptions

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

Fee Schedule

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

Item Description	Rate	Estimated Units	Subtotal
Test Hole Unit Rate *Additional locations will be charged per unit rate	\$950.00/per hole	8	\$7,600.00
Survey Test Hole Locations	\$1,550.00	Lump Sum	\$1,550.00

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

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

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

Standard Terms of Payment

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

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

Dewberry

By: _____
Name: _____
Title: _____

Accumark Inc

By: 
Name: _____
Title: _____
Vice President

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Capital Improvement Program (CIP) Project Close-outs STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering	AGENDA DATE: February 15, 2024 ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/> CONSENT AGENDA: ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/> ATTACHMENTS: YES
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BACKGROUND: This is a routine process to close-out CIP Projects that have been completed and no longer require expenditures of funds. Three CIP Projects are to be closed-out with a balance of unexpended funds in the 3R Fund.

DISCUSSION:

- ❖ Questions about the CIP Projects being closed out.

BUDGET IMPACT: None.

RECOMMENDATIONS: Close-out the three CIP Projects listed in the detailed memo.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- ❖ Detailed memo of the completed CIP Projects and the amount of expended funds.



MEMORANDUM

To: Board of Directors
From: Jeremy M. Lynn, P.E., Director of Engineering
Date: February 15, 2024
Re: Capital Improvement Program (CIP) Project Close-outs
cc: Michael E. Derdeyn

The following projects have been completed in the Capital Improvement Program (CIP):

Jefferson Village Water Main Replacement Project (Account Code 1747):

This project addressed a strategic goal of replacing undersized and deteriorating asbestos cement water mains in our water distribution system. The project resulted in unexpended funds of \$41,734.62, due to several bid items (pavement milling, base asphalt, gravel driveway repair, removal of unsuitable material) not being fully utilized to the extent anticipated during construction of the water main replacement project.

On-Call Sewer Repair and Rehabilitation Design (Account Code 1907): This project utilized consulting services to develop bid documents for our On-Call Sewer Rehabilitation contract. These types of contracts are critical in addressing our strategic goal of reducing infiltration and inflow (I&I) in our wastewater collection system and are part of our "Find and Fix" program. The project resulted in unexpended funds of \$1,164.25.

Autumn Hill Water Meter Relocation (Account Code 1717): This project involved the upgrade and relocation of several master meters within the apartment complex to improve access for our Maintenance Department and accommodate the installation of AMI meters. The project resulted in unexpended funds of \$19,952.21.

The following is a financial summary of the projects:

Account Description:	Appropriated Amount	Expended Amount	Unexpended Amount
Jefferson Village Water Main Replacement	\$1,614,340.00	\$1,572,605.38	\$41,734.62
On-Call Sanitary Sewer Rehabilitation/Replacement Design	\$33,000.00	\$31,835.75	\$1,164.25
Autumn Hill Water Meter Relocation	\$51,320.00	\$31,367.79	\$19,952.21
Total	\$1,698,660.00	\$1,635,808.92	\$62,851.08

Board Action

We are requesting the Board of Directors close-out the listed projects.

JML/jml

010101ProjectCloseoutsBoardMemo02152024

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2024 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: February 15, 2024 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: NO
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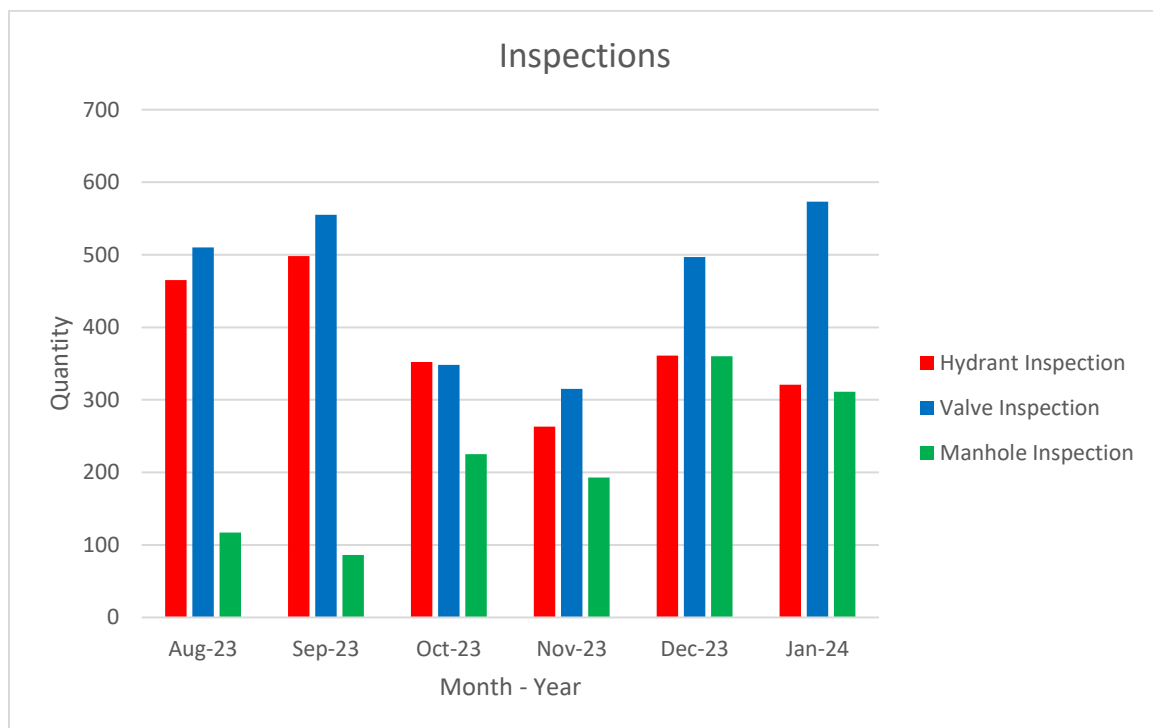
BACKGROUND:

Current total years of service in the Maintenance Department: 310 years

Current average years of service in the Maintenance Department: 9.1 years

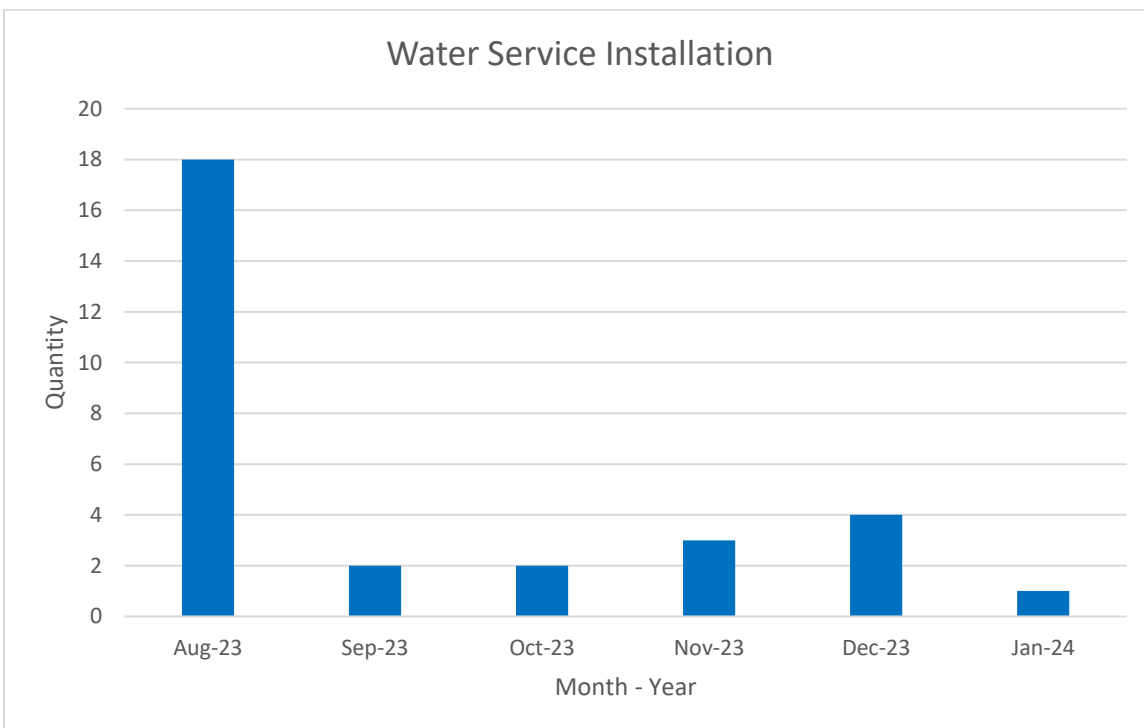
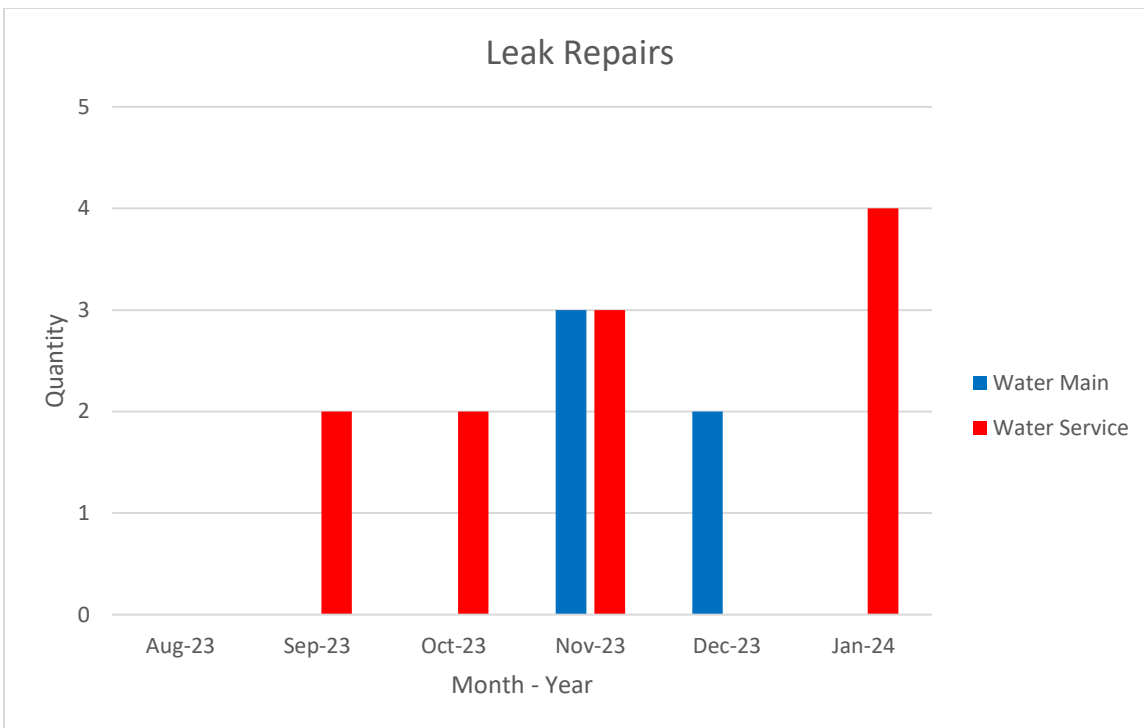
Current number of employees in the Maintenance Department: 34

Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.



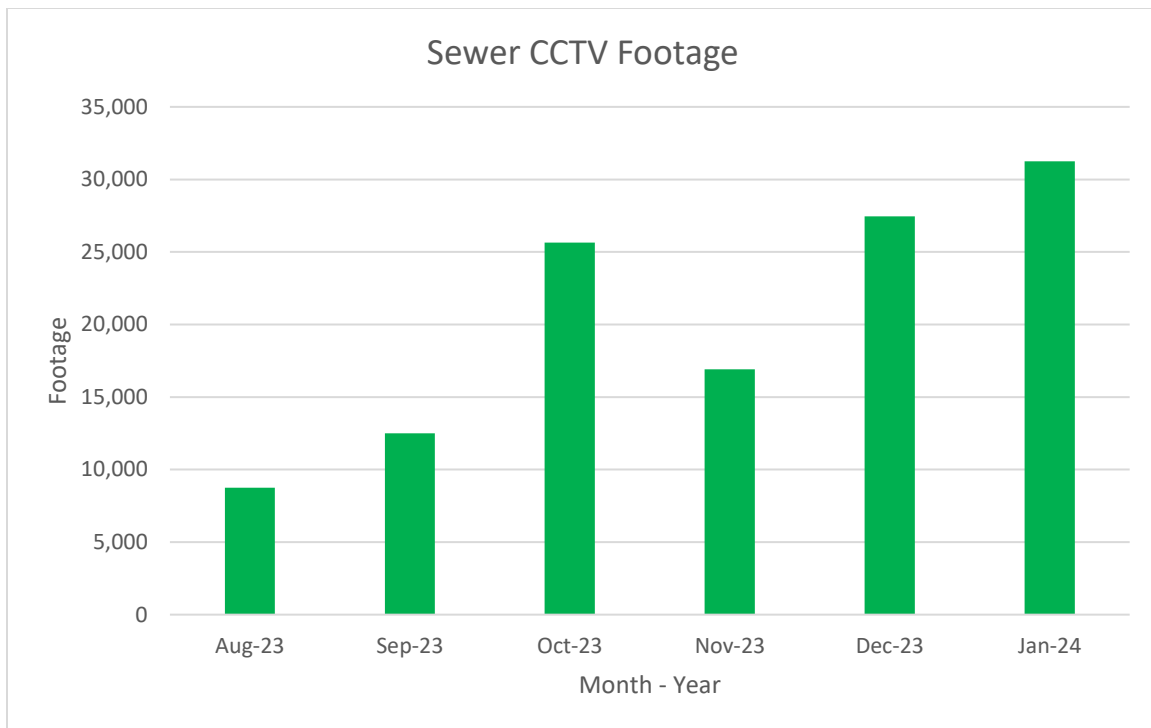
ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Monthly inspections stayed high in January. This was due to increased field availability for staff due to favorable weather, as well as increased CCTV equipment availability after a recent major repair made to malfunctioning equipment appears to be effectively prolonging the life of the aging equipment. CCTV technician's complete manhole inspections as part of the sewer CCTV inspection process.
 - Leak Repairs: The rate of leak repairs increased slightly in January. Leaks were solely on water services, with no water main leaks encountered. The drastic temperature swings encountered in January can attribute to increased leaks due to the forces exerted on underground infrastructure due to expansion and contraction of the ground.
 - Water Service Installation: We continue to see a low rate of water service installations after the normal higher rates seen during summer and early fall due to new irrigation service installations. We

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

anticipate starting to see an increase in installations due to irrigation service installation in late April to early May.

- Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection increased in January due to a decrease in equipment downtime. A major repair was made to the malfunctioning CCTV equipment in December which has resulted in a decrease in downtime.
- Miscellaneous Maintenance Activities
 - Lead Service Line Inventory Verifications: In coordination with the Engineering Department, the Maintenance Department began conducting service line material verifications in November 2023. These verifications are part of the Lead Service Line Inventory (LSLI) requirements in the Lead and Copper Rule Revisions (LCRR) developed by the Environmental Protection Agency (EPA), with a mandated deadline of October 16, 2024. As this activity continues and additional monthly data is accumulated, this trending will be depicted in the Routine Monthly Maintenance Activities section. In the month of January, 319 verifications were completed by the Maintenance Department, for a total of 679 since this activity began in November 2023.
 - Saddle Replacements: In coordination with the Engineering Department, the Maintenance Department has begun water service saddle replacements in November 2023. As this activity continues and additional monthly data is accumulated, this trending will be depicted in the Routine Monthly Maintenance Activities section. After a heavy focus in December 2023 in the Ivy area while the school was out of session, the Maintenance Department focused on other activities in January 2024. The next round of saddle replacement is currently being scheduled to be completed in February 2024.


BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS: None.

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director 	AGENDA DATE: February 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 January 23rd RWSA Board Meeting and other communications:

- **FY 2025 Budget** – Staff level presentation and discussion scheduled for February 20th. We have been alerted by RWSA that the wholesale rate being proposed for FY 2025 is a 13.3% increase. The RWSA Board will consider the Budget and Rates on March 26th.
- **FY 2025 Capital Improvements Program** – The RWSA will review the CIP at the February 27th meeting.
- **Rivanna Pump Station Flooding** – A lengthy discussion was held at the Board meeting. On January 24th, PowerPoint slides and a current summary was emailed. We have an item on today's agenda to update the Board on the current status.
- **Water Supply at Reservoirs** – Over 99% full at the time of this writing. In a good position heading into the spring and summer.
- **South Rivanna and Observatory Water Treatment Plant Renovations**

Design Engineer:	Short Elliot Hendrickson, Inc. (SEH)
Construction Contractor:	English Construction Company
Construction Start:	May 2020
Percent Completion:	94%
Completion Date:	March 2024
Base Construction Contract:	\$38,078,262
Approved Capital Budget:	\$43,000,000

Current Status:

South Rivanna work essentially completed with continuing sludge pump improvements, general site improvements and final instrumentation programming

AGENDA ITEM EXECUTIVE SUMMARY

work. Improvements continue at the Observatory Plant including completion of the new chemical building and general site improvements.

History:

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

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	80%
Completion Date:	September 2024
Budget:	\$10,000,000

Current Status:

Waterline installation is substantially complete between the town center and Timberwood Blvd. traffic circles. Waterline testing and disinfection is ongoing in segments. The pump station is dried-in, and the electrical and plumbing work is underway. Dominion is scheduled to run the underground electrical. The roof will go on this month while the plumbers and electricians complete their work inside the pump station.

History:

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

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

Design Engineer:	Michael Baker International (Baker)
Project Start:	August 2018
Project Status:	Design 85%
Construction Start:	September 2024
Completion:	December 2028
Current Project Estimate:	\$44,000,000

AGENDA ITEM EXECUTIVE SUMMARYCurrent Status:

Design of the pump station is nearing 75% complete. Waterline design has reached 90% completion throughout the project alignment. The Water Protection Ordinance permit application to Albemarle County has been submitted as have plans for UVA to review.

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.

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

Design Engineer:	Kimley Horn
Project Start:	July 2023
Design Status:	10%
Construction Start:	June 2025
Completion:	December 2030
Current Project Estimate:	\$79,700,000

Current Status:

Boundary survey and geotechnical work are underway. The project will require closure of the public boat ramp at the site once construction begins. Modifications to the Ragged Mountain Reservoir intake tower and perimeter grading to allow for the 12 foot pool raise will also be included. A short section of the 36" raw water main will be constructed with the Victorian Heights housing development on Woodburn Road. Construction of that section is expected to begin this month.

AGENDA ITEM EXECUTIVE SUMMARYHistory:

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

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

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	5% Design
Construction Start:	April 2026
Completion:	January 2029
Budget:	\$43,000,000

Current Status:

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

History:

RWSA operates the Beaver Creek dam and reservoir as the sole raw water supply for the Crozet area. In 2011, an analysis of the Dam Breach inundation areas and changes to Virginia Department of Conservation and Recreation (DCR) *Impounding Structures Regulations* prompted a change in hazard classification of the dam from significant to high hazard. This change in hazard classification requires that the capacity of the spillway be increased, and the dam be replaced. This CIP project includes investigation, preliminary design, public outreach, permitting, easement acquisition, final design, and construction of the anticipated modifications. Work for this project includes a new relocated raw water pump station and intake.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020

AGENDA ITEM EXECUTIVE SUMMARY

Project Status:	90% Design
Construction Start:	August 2024
Completion:	June 2026
Budget:	\$7,000,000

Current Status:

Easement acquisition is ongoing and includes County of Albemarle property in Brook Hill River Park along Rio Mills Road. A required easement on the south side of the river is on a remnant property from the VDOT Berkmar Bridge project and cannot finalize that easement until the property transfer back to the original owner is complete. Additional permitting being sought for the project. The county cannot approve the Water Protection Ordinance permit until all the easements have been finalized.

History:

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

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	70% Design
Construction Start:	December 2024
Completion:	December 2028
Budget:	\$41,000,000

Current Status:

Design of the 90% construction documents and easement acquisitions is underway. Soil borings along the alignment have been completed. Utility test pits along the alignment were completed. Railroad permits will be submitted this month.

AGENDA ITEM EXECUTIVE SUMMARYHistory:

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.

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ACSA Board Future Policy Issues Agendas 2024

Regular 3rd Thursday Monthly Meetings	Mar. '24	April '24	May '24	June '24	July '24	Aug. '24	Sept. '24	Oct. '24	Nov. '24	Pending Issues
	March 15th	April 18th	May 16th	June 20th	July 18th	August 15th	September 19th	October 17th	November 21st	Water Supply Plan Project Status Reports Water Treatment Plants RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System
	Recognitions	Recognitions Elizabeth Wallace 25 years	Recognitions	Recognitions	Recognitions Montie Madison 25 years	Recognitions Terri Knight 35 years	Recognitions Scott Krebelder 30 years	Recognitions	Recognitions Jennifer Bryant 25 years Roland Bega 25 years	
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	
	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Annual Water Quality Reports (May)
	Operational Presentation - Administration	Operational Presentation - Engineering	Operational Presentation - Maintenance	Operational Presentation - IT	Operational Presentation - Finance	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Board Organizational Meeting each January
										Annual Report - January
	Proposed CIP Presentation	Proposed FY '25 Capital Improvements Program (CIP) Presentation	Proposed FY '25 Budget and Rates Workshop	FY '25 Budget and Rates Public Hearing	Strategic Plan Update	Request for Approval - Annual Year-End Appropriations	Imagine a Day Without Water Resolution	Lead / Copper Inventory & Regulations Report and Update	Framework discussion for Rate Study	Water Audit and Energy Audit
										CIS - Customer Information Systems - Billing, Website, Phone
										Rate Model Update Spring 2025
	"Fix a Leak" Water Conservation Event	Proposed FY '25 Capital Improvements Program (CIP) Public Hearing	Annual Water Quality Reports	FY '25 Budget, Rates and CIP Approval	AMI Portal - Customer Information; AMI Meter Status Report		Operational Report		Annual Financial Report	Strategic Plan Updates-2023-2027 January and July
										Fats, Oils, and Grease (FOG) Program
										Climate Change and Sustainability
	Customer Communications Letterpress	Proposed FY '25 Budget and Rates Overview		Amendments to Rules and Regulations, and Personnel Management Plan (Budget Implementation)						Annual Water Conservation Report - January
										Operational Presentation-Sewer Rehab Relining
		Resolution Scheduling Budget and Rates Public Hearing for June 20, 2024		Water Professionals Appreciation Day Recognition						National Drinking Water Week-April Imagine a Day Without Water - September
		National Drinking Water Week Resolution		Water Quality Update - Annual Drinking Water Quality Report						Federal/State Water Quality Regulations Lead and Copper (12/24); PFAS; Emerging Contaminants
		ACSA 60th Anniversary (1964 - 2024)								Emergency Preparedness
										Annual Investments Report December
										Operational Presentations
									ACSA Customer Communications	
									Avon Satellite Operations Center	
									Data Management and Management Dashboards	
									Purchasing Policy Revisions	
									Customer Experience (CX)	
										2/15/2024

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Customer Information System (CIS) Project Update STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: February 15, 2024 ACTION: Informational ATTACHMENTS: Yes
--	--

BACKGROUND:

Through the ACSA's CIP program, funding was established to procure consulting services related to our recent review of the Customer Experience (CX), current business processes and technology and developing a roadmap moving forward. Work related to this program includes assistance with development of RFPs and consideration of available technology to ensure our customers are provided a modern, streamlined interface that meets their individual needs.

DISCUSSION:

After a competitive procurement, the ACSA has contracted with Validos to provide insight, project management services, and oversee the analysis of current CIS/Telephony/Website offerings, recommending possible areas of improvement, and assisting with the development of RFPs to ensure our new solutions exceed customer expectations and provide enhanced tools for our team to better serve our customers.

While many of the recent projects have customer focused elements, this project will intently focus on the service we provide, ensuring it is in a way that the customer prefers, and create internal efficiencies so information is readily available to ACSA staff interacting with our customers.

The Validos team will be onsite February 12 – 15 and meeting with ACSA staff from all departments. This onsite work follows a comprehensive survey that was completed by 44 ACSA employees to better understand how each staff member interacts with customers and uses ACSA customer/communication technology. The survey provided a foundation for additional information gathering and a focus for meetings the week of February 12th. Validos will provide an overview of the project, what success looks like, and progress at today's Board meeting.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: "Customer Experience/CIS Assessment/Website Enhancement/Phone System Analysis" PowerPoint presentation



VALIDOS

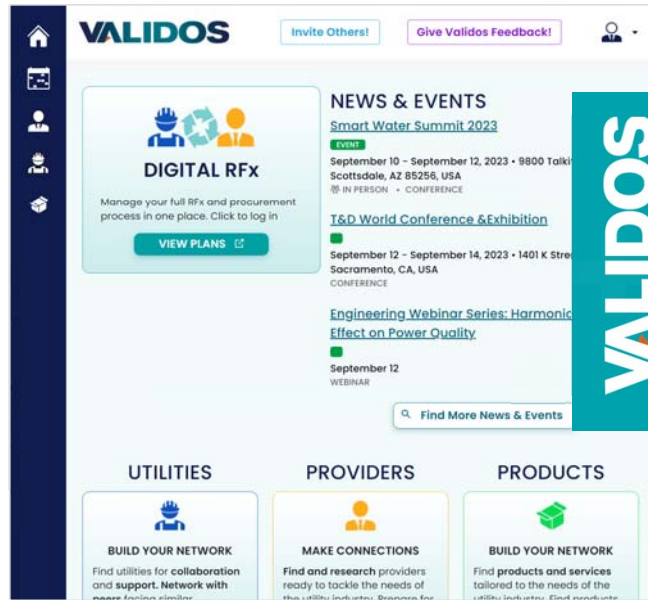
ACSA Board Meeting

February 15, 2024

Board Meeting Agenda

- Validos Overview
- Project Overview
- What Success Looks Like
- Program Progress

Validos Overview



Validos only works within the utility industry, and we are focused on leveraging our collective experience and technology to assist utilities in finding, assessing, evaluating, contracting, implementing, and optimizing new and innovative technologies and services.

Our vision is to better serve all “rate payers” of the commodities we take for granted by streamlining processes, protecting utility investments, and finding the right solutions.

Key Facts

Founded in 2018

Private Women Owned Business

Rate Payer First Approach

Zero Change Orders Executed

Focus on Customer & Meter-to-Cash

Model that can serve all utilities

Experience

70+
Years

300+
RFx
Processes

700+
Providers

300+
Utilities

VALIDOS

Project Overview

Customer Experience/CIS Assessment/Website Enhancement/Phone System Analysis

Objective



- Improve Customer Experience and overall Customer Service
- Improve operational efficiency and automate more tasks

Make Us Better through
New Technology

Why



Technology is vital to:

- Ensure safety for employees and customers
- Deliver reliable services
- Provide accurate and trustworthy reports and insights
- Enhance business efficiency
- Manage business and operational risks
- Optimize resource allocation
- Elevate customer and employee experiences

Scope



- CIS
- Website
- Phone System

Customer Information &
Channels

What Success Looks Like

Unified Customer, Public, and Employee Experience



Ingredients for Success



Choose the right
technology and
services



Choose the right
partners to
implement and
support



Collaborate with
the industry



Define clear
expectations



Minimize risk

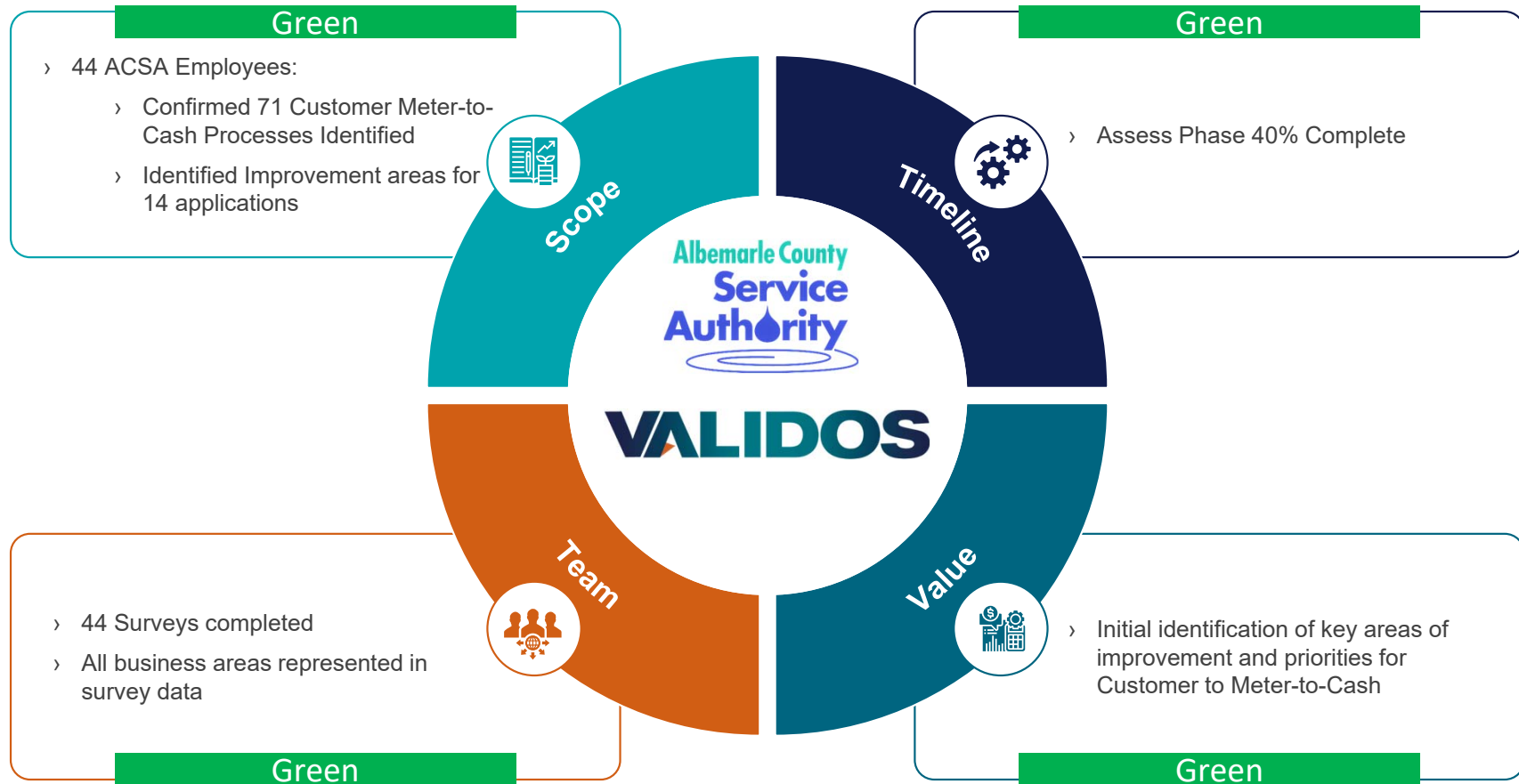


Leverage
available tools
and technology



Prioritize benefits

Project Progress - Scorecard



Green

Project objectives on track to achieved within agreed timelines.

Amber

Project objectives at risk of not being achieved as defined.

Red

Project objectives will not be met as defined.

VALIDOS

Project Progress - Timeline

CIS/Website/VOIP High Level Project Plan ...

Add Task

Project Plan Gantt Board + View

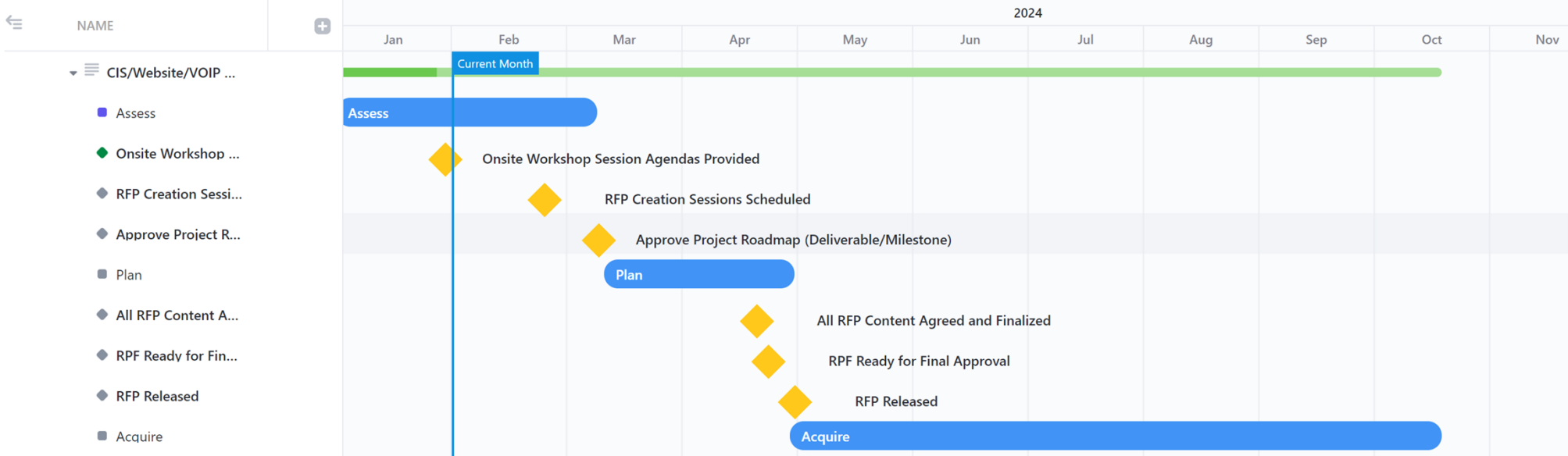
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Search tasks...

Today Year/Month Sort by

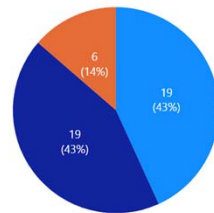
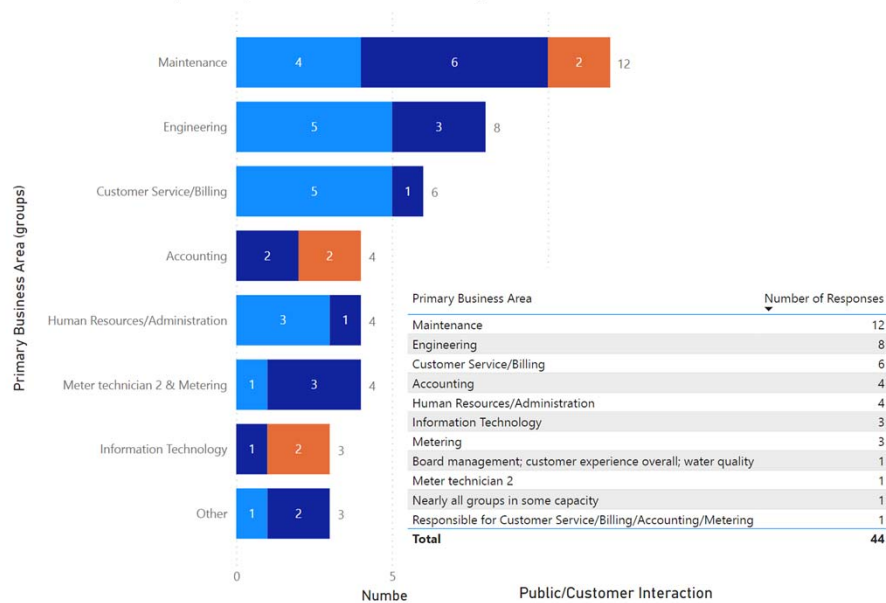
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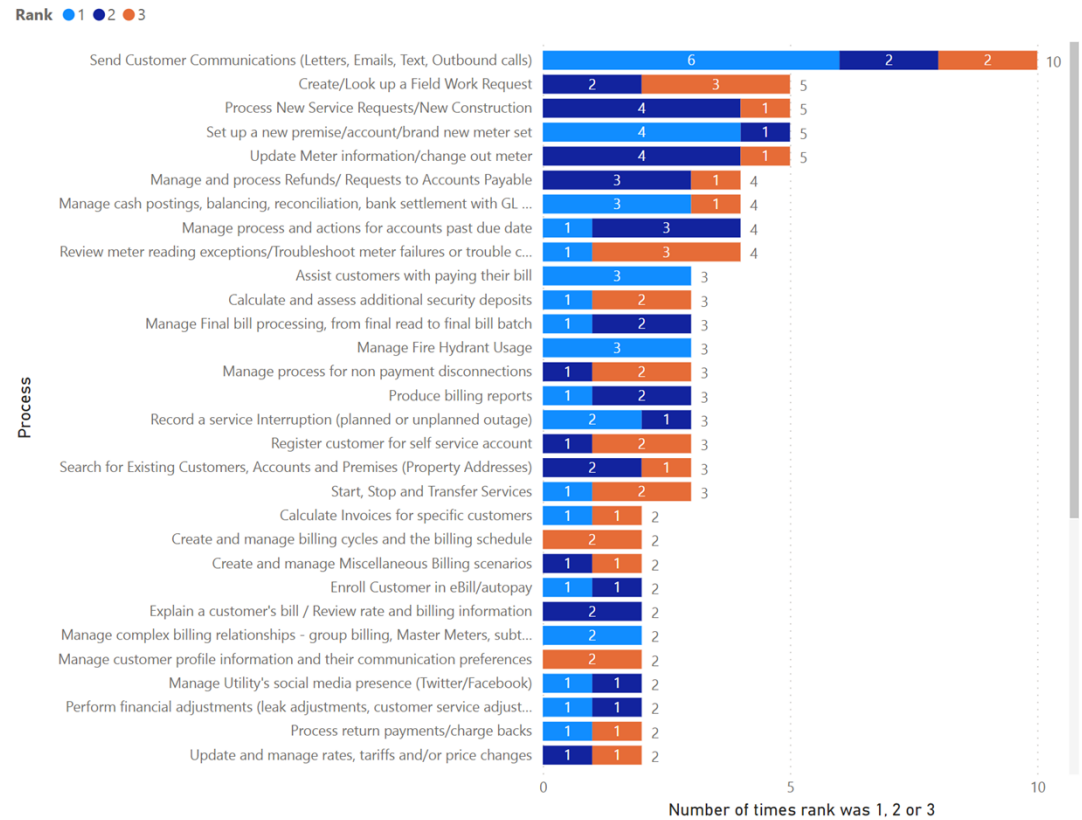
*Assess Phase to Complete March 8th

Project Progress - Survey Outputs

Responses by business area / Interaction Type



Rank of Processes that will have the most benefit to the ACSA if improved



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The background of the right side of the page features a collage of business-related graphics. It includes several bar charts with varying bar heights, a line graph with circular data points, and circular icons containing percentages such as 33%, 6%, and 20%. The overall color scheme is a mix of light blues, greys, and oranges, creating a professional and data-driven aesthetic.

VALIDOS

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

AGENDA TITLE: Advanced Metering Infrastructure (AMI) Monthly Update	AGENDA DATE: February 15, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	ACTION: Informational
	ATTACHMENTS: Yes

BACKGROUND:

The ACSA Board authorized staff at its October 2019 meeting to execute agreements related to the AMI project. Monthly status updates have been provided but as we near completion, we will present a comprehensive update on the project.

DISCUSSION:

Over the past five years, the ACSA team and contractors have designed and deployed the AMI system. We have successfully installed 87% of the system with minimal disruption to our customers or operations. Those customers that have been upgraded have received tremendous benefit in early leak identification limiting financial burdens and possible property damage.

Teams across the organization are using data collected from the system on a daily basis to analyze anomalies or be alerted to unexpected situations. We're energized to continue leveraging the system on behalf of our customers to further improve efficiency, reliability, and long-term planning.

The presentation today will provide an overview of the system, project status, and next steps.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: "Advanced Metering Infrastructure – Project Update" PowerPoint Presentation

ADVANCED METERING INFRASTRUCTURE (AMI) – PROJECT UPDATE

FEBRUARY 15, 2024



AGENDA



PROJECT
MILESTONES



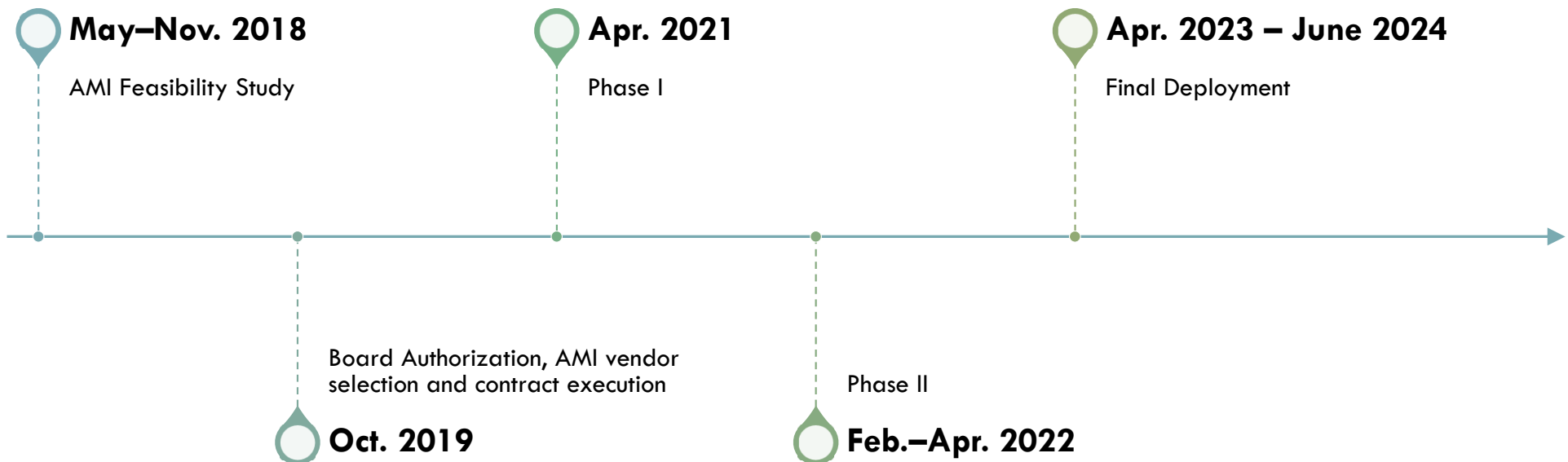
AMI PROJECT
UPDATE



NEXT STEPS



PROJECT MILESTONES



AMI PROJECT UPDATES

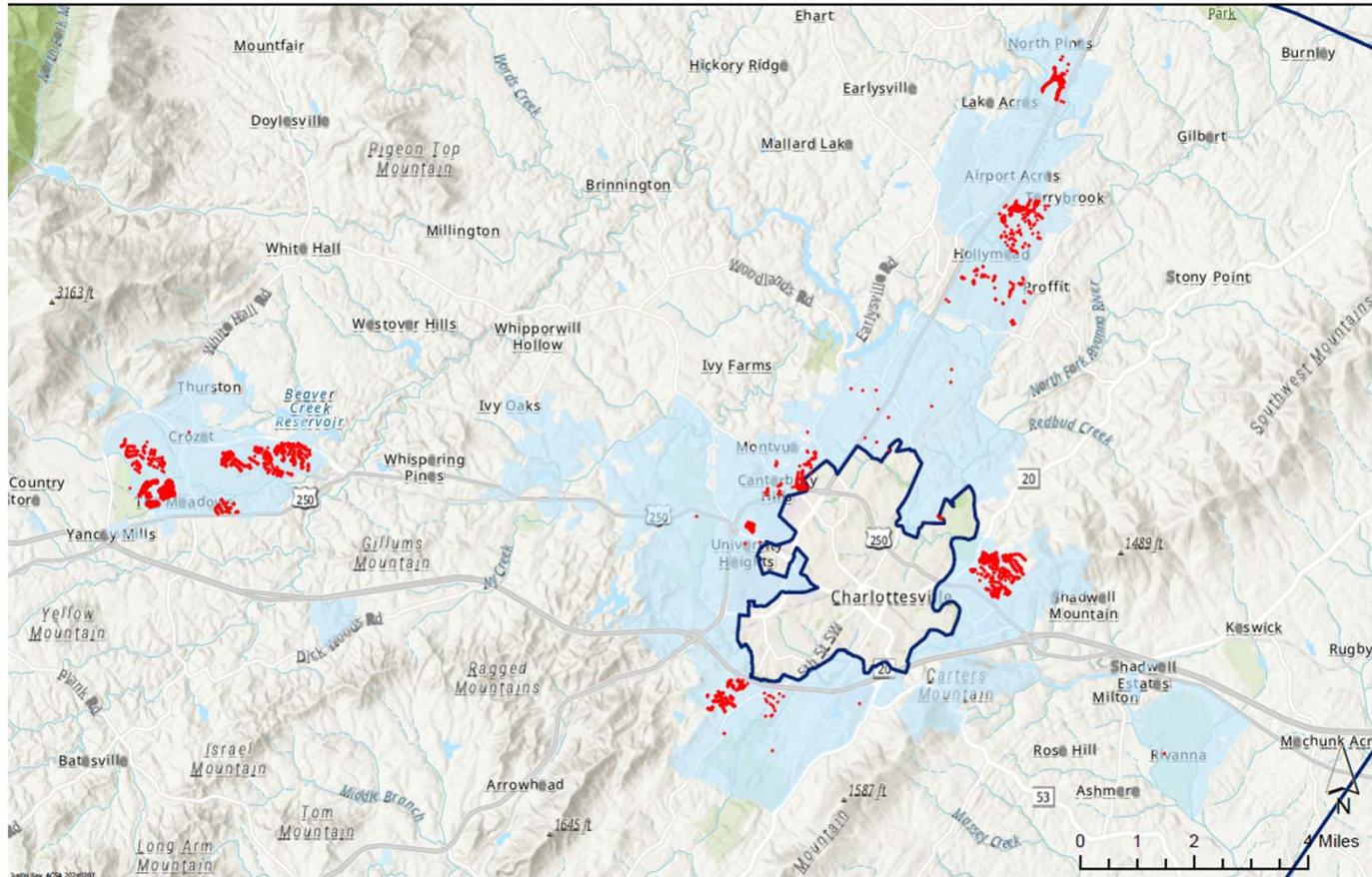
- 19,430+ AMI installations
- Approximately 3,000 retrofits to be completed this spring
- Daily analyzation of “high flow” and “continuous flow” alerts
- Daily monitoring of hydrant meter flushing devices

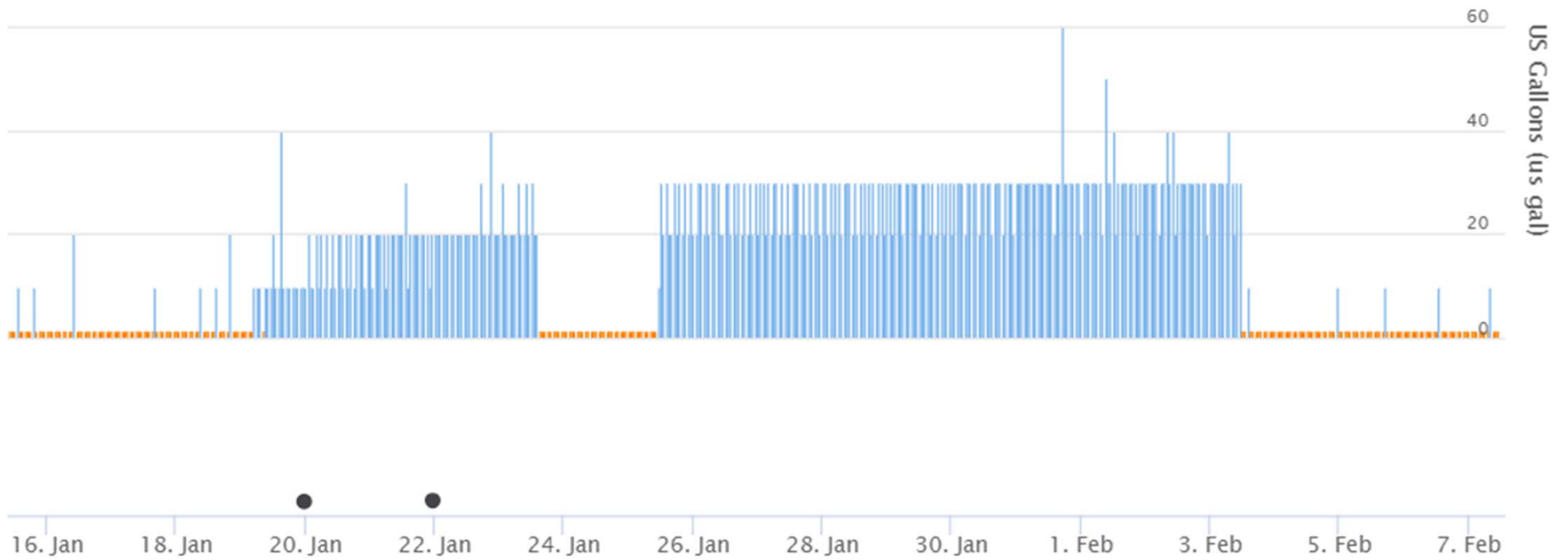


AMI Deployment

Remaining Meters

- Meter Not Upgraded
- ACSA Jurisdictional Area

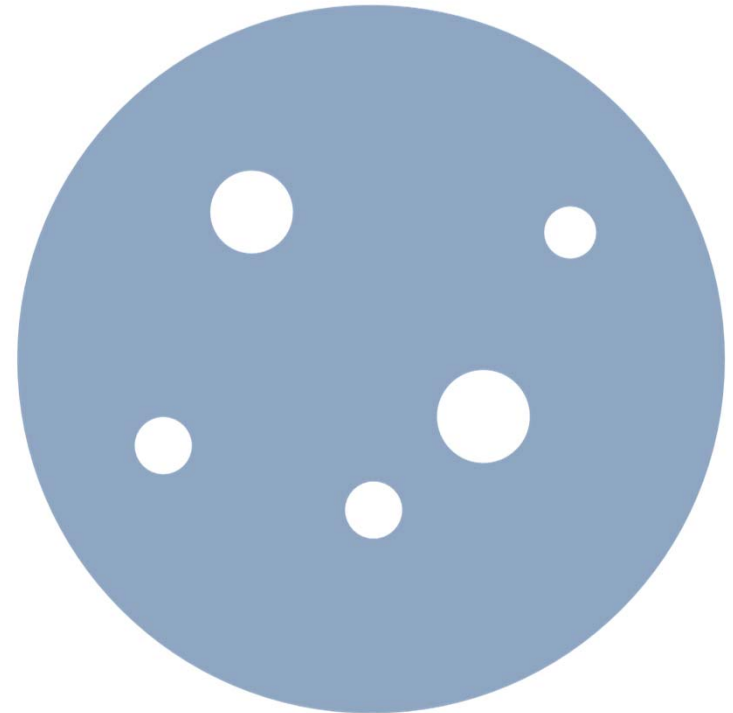




“CONTINUOUS FLOW REVIEW”

NEXT STEPS – POST DEPLOYMENT

- Optimization of field communication system
- Development/Configuration of a Customer Portal
 - Provides portal to customers to:
 - Monitor consumption
 - Troubleshoot possible leaks
 - Configure personalized alerts
- Consider additional tools to aid in overall system oversight and maintenance



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Rivanna Pump Station - Update</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE:</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input checked="" type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: NO</p>
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BACKGROUND: On the night of January 9, 2024, the Rivanna Water and Sewer Authority's (RWSA) Rivanna Pump Station was significantly damaged by flooding. While the cause of the damage remains unknown, RWSA staff, contractors, and consultants have essentially worked around the clock to stand up a temporary bypass pumping system and maintain treatment processes. A brief slide show provided by RWSA will be shared with the Board.

DISCUSSION:

- The Rivanna Pump Station is RWSA's largest wastewater pumping station, with a normal pumping capacity of 53 million gallons per day (mgd). This station serves approximately 60% of the Urban wastewater system.
- Constructed in 2017, includes two pump rooms each with three pumps.
- No sanitary sewer overflows have been reported in Riverview or Darden Towe Parks since January 18, 2024. The areas around the manholes that overflowed in the parks have been raked, cleaned, and sanitized.
- An initial temporary bypass pumping system with a capacity of about 10 mgd has been implemented to convey normal wastewater flows.
- A second temporary pumping system is nearing completion with a capacity of 50 mgd to manage higher flows that are received at the facility during a storm event.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

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

ATTACHMENTS: None.

MOTION:

MEETING DATE: February 15, 2024

SECOND:

RESOLUTION

BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Board needs to enter into Executive Session to consider the following matter:

1. Pursuant to Va. Code §2.2-3711 A (1) to discuss a personnel matter.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer

MOTION:

MEETING DATE: February 15, 2024

SECOND:

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Board of Directors of the Albemarle County Service Authority has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 A (1) of the Code of Virginia requires a certification by this Board that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

VOTE:

AYES:

NAYS:

(For each nay vote, the substance of the departure from the requirements of the Act should be described).

ABSENT DURING VOTE:

ABSENT DURING EXECUTIVE MEETING:

Gary B. O'Connell, Secretary-Treasurer

