



BOARD OF DIRECTORS' MEETING

January 18, 2024
9:00 A.M.

AGENDA

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

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Election of Officers – Board Organizational Meeting
9:15 a.m.	3. Approve Minutes of December 14, 2023
9:20 a.m.	4. Matters from the Public
9:30 a.m.	5. Response to Public Comment
9:40 a.m.	6. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. Monthly Maintenance Update
	e. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	f. ACSA Board Policy Issues Agenda 2024
	g. Advanced Metering Infrastructure (AMI) Project Update
	h. Annual Water Conservation Report
10:00 a.m.	7. Strategic Plan Update
10:20 a.m.	8. ACSA 2023 Annual Report
10:40 a.m.	9. Imagine a Day Without Water Contest
10:50 a.m.	10. ACSA Employee of the Month Program- 2023 Winners
11:00 a.m.	11. Items Not on the Agenda
	12. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN JANUARY 18, 2024 MEETING

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

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

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

AGENDA TITLE: Election of Officers- Annual Meeting	AGENDA DATE: January 18, 2024
STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director	ACTION: ■
	ATTACHMENTS: Yes

BACKGROUND: Each year in January, at the Annual Meeting, the Board elects officers; a Chair, Vice-Chair, and Secretary-Treasurer. The Executive Director has traditionally served as the Secretary-Treasurer. See attached suggested process for the Election of Officers.

BOARD ACTION REQUESTED: Election of Officers

ATTACHMENTS: - Election of Officers Process
- By-Laws – Albemarle County Service Authority

Election of Officers at ACSA Annual Meeting

(January each year – 1 year terms)

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

BY-LAWS

ALBEMARLE COUNTY SERVICE AUTHORITY

ARTICLE I - PREAMBLE

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

ARTICLE II - MEMBERS

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

ARTICLE III - OFFICERS AND THEIR SELECTION

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

ARTICLE IV - DUTIES OF OFFICERS

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

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

ARTICLE V - COMMITTEES

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

ARTICLE VI - MEETINGS

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

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

ARTICLE VII - ORDER OF BUSINESS

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

ARTICLE VIII - AMENDMENTS

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

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

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority
2 (ACSA) met in a regular session on December 14, 2023, at 9:00 a.m. at the
3 Administration and Operations Center at 168 Spotnap Road in
4 Charlottesville, Virginia.

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

7 **Members Absent:** Richard Armstrong.

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

11 **Staff Absent:** None

12 **Public Present:** Leslie Weaber, PFM Asset Management; Scott Fleming,
13 PFM Asset Management; Neil Williamson, Free Enterprise Forum (virtual).

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

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

19
20 2. Employee Recognition – Management & Supervisory Leadership
21 Training Program

22 Mr. O'Connell stated that as part of the ACSA's overall succession
23 planning efforts, employees have been given the opportunity to take training
24 in leadership and supervisory development. He stated that over the last
25 year, six employees have participated in a program run by the Public
26 Utilities and Waterworks Management Institute. He stated that those
27 employees are John Anderson in Engineering, Josh Chidester in Finance,
28 Jake Duff in Maintenance, Jeffrey Sprouse in Maintenance, Justin Ray in
29 IT, and Jami Roach in Customer Service. He stated that the staff
30 congratulates them and looks forward to seeing them in leadership positions
31 within the organization in the future.

December 14, 2023

Albemarle County Service Authority Board of Directors3. Approve Minutes of November 16, 2023

Ms. Swanson stated that even though she was not present at the last meeting, she did come across a typo on page 23, line 9. She stated that the word "his" should be "is."

Mr. Parcels moved to approve the minutes of November 16, 2023, as amended, seconded by Dr. Palmer. All members voted aye.

4. Matters from the Public

There were no matters from the public.

5. Response to Public Comment

There was no response to public comment.

6. Consent Agenda

a. Monthly Financial Reports – Ms. Swanson stated that it was identified last meeting that the ACSA is running up against the increases from RWSA. She asked Mr. Lunsford how the ACSA is planning to address this. Mr. Lunsford stated that page 49 is an illustration of actual revenues collected compared to budgeted revenues. He stated that the illustration shows that the ACSA is performing a little stronger than last year during the same period. He mentioned that the ACSA did increase rates in FY 2024 to combat some of the increases from RWSA. He noted that on page 28, the income statement shows that water and sewer sales are over budgeted expectations, not normalized for seasonal expectations. He stated that currently, with the reasonably dry summer and early fall, water sales exceeded expectations.

Mr. Parcels stated that he had an observation, which is that State Farm is using ten times the water they used last year. He asked if there was any idea as to why. Mr. Lunsford replied that there is a new tenant in the building that is a water-intensive user. He noted that prior to them moving into the building, State Farm was essentially using much less

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1 water. Dr. Palmer asked Mr. Lunsford to remind the Board who the
2 tenant was that moved into the building. Mr. Lunsford replied that it is a
3 company called Bonumose, who manufactures healthy sugar
4 alternatives.

5 ***b. Monthly Capital Improvement Program (CIP) Report –***

6 ***c. Monthly Maintenance Update –***

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

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

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

10 ***g. 2024 Holiday Schedule –***

11 ***h. 2024 ACSA Board of Directors Meeting Schedule –***

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

14
15 7. **Annual Investment Report**

16 Mr. Lunsford stated that the staff provides the Board with an annual
17 update on the ACSA's financial performance related to investments. He
18 stated that Leslie Weaber and Scott Fleming from PFM Asset Management
19 manage the ACSA's portfolio and will be presenting to the Board today. He
20 mentioned that they would discuss items such as the ACSA's earnings over
21 the year and economic conditions and forecasts over the next 12 months,
22 but the presentation (Attached as Pages_____) will focus on market and
23 investment program updates including investments with the Local
24 Government Investment Pool (LGIP).

25 Mr. Fleming came forward to address the Board. He stated that to
26 refresh the Board's memory, PFM Asset Management has been the
27 investment advisor for the ACSA since 2019. He stated that PFM has a
28 customized investment portfolio for the organization based on risk
29 parameters, the ACSA's investment policy, and intended use of the funds.
30 He stated that he and Ms. Weaber would give the Board a brief update on

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1 the market, as their job as investment advisor is to diligently track the market
2 and implement strategies based upon the changing conditions.

3 Mr. Fleming moved to the first slide outlining current market themes.
4 He stated that the economy overall has proved to be very strong. He stated
5 that last year, their thought like many others was that there would be a
6 recession at this point. He mentioned that the market is far from that, as they
7 have seen steady growth in the third quarter. He noted that the federal
8 reserve raised rates over five percentage points and the general consensus
9 was that economic activity would go down to help combat inflation and
10 unemployment rates would increase. He stated that they have seen the
11 exact opposite of this, or what some may call a soft landing. He stated that
12 a soft landing is when the federal reserve does what it needs to do to bring
13 down inflation, while economic growth stays positive and employment rates
14 stay high.

15 Mr. Fleming stated that the next slide shows a graph of Consumer
16 Price Index (CPI) which is a big inflation indicator that people pay attention
17 to. He stated that the green line on the graph shows that the inflation rate
18 was 4% at last check. He noted that the federal reserve would like to see a
19 long-term inflation rate closer to 2%. He mentioned that there has been a lot
20 of progress in bringing inflation down over the last 18 months, but there is
21 still more progress to be made.

22 Mr. Fleming moved to the next slide showing unemployment and
23 payroll growth rates over the past few years. He stated that the
24 unemployment rate was 3.9% as of October, and the most recent rate for
25 November is 3.7%, which is even lower. He mentioned that unemployment
26 is staying at historically low levels. He noted that the right side of the slide
27 shows the number of jobs being created every month. He stated that looking
28 at the trend, the numbers are coming down but still quite positive. He added
29 that about 200,000 new jobs were created every month over the last quarter
30 in the United States, which is double the amount the federal reserve likes to
31 see.

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1 Mr. Fleming stated that consumer spending is roughly 2/3 of overall
2 economic growth, thus PFM ensures that they are tracking that and using
3 the information to help determine how the portfolio is managed. He stated
4 that the left-hand side of the next slide shows that personal saving rates have
5 gone down overall, while the right-hand side shows that debt has gone up.
6 He stated that people are continuing to spend, perhaps even more than they
7 did 12 months ago, but they are starting to dip into their savings and accrue
8 additional debt. He added that these are the types of things PFM considers
9 when managing investment funds.

10 Mr. Fleming moved to the next slide, which illustrated the U.S. Real GDP
11 contributors and detractors. He stated that there were a few bumps in the
12 road during the first two quarters of last year with negative numbers, but it
13 has been all positive since then. He noted that the growth rate in quarter
14 three of 2023 was revised since this presentation was made, going from
15 4.9% to over 5%. He noted how large the consumer spending portion of that
16 growth was in the third quarter.

17 Dr. Palmer asked what private inventories are, which were represented
18 by orange on the graph. Mr. Fleming responded that private inventories are
19 what companies are gathering in terms of goods and services for sale.

20 Ms. Swanson asked how government expenditures are looking for the
21 next quarter and coming year. Mr. Fleming replied that they see government
22 expenditures tamping down a little bit, as they were a large portion of quarter
23 three. He noted that there were relatively little government expenditures in
24 the first two quarters, partly due to debt ceilings and not being able to spend,
25 thus this third quarter is a bit of a catch-up period.

26 Mr. Fleming stated that the next slide was a series of graphs illustrating
27 projections put forth by the federal reserve. He stated that the federal reserve
28 met yesterday but did not raise rates as expected. He noted that the inflation
29 projections graph in the lower left-hand corner shows that inflation rates are
30 not expected to normalize back to 2% until about 2026.

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1 Mr. Fleming stated that the next slide showing the U.S. Treasury Yield
2 Curve. He stated that the blue shaded line shows the span over the last 12
3 months of where rates have gone, which speaks to a lot of volatility. He
4 mentioned that PFM is taking a conservative approach, keeping that volatility
5 in mind.

6 Dr. Palmer stated that the previous slide shows that inflation is expected
7 to continue to go down, and the federal reserve is talking about lowering
8 interest rates. She asked what the federal reserve thinks is going to bring
9 the inflation rate down. Mr. Fleming replied that as rates were increased from
10 the federal reserve, overall economic activity was decreased. He stated that
11 there are long lags that take place as a result of actions taken by the federal
12 reserve. He noted that, as a result of what was already put in place, inflation
13 is already on its way down. He added that it is a matter of what has already
14 put in place that will cause inflation to go down.

15 Ms. Swanson asked if the federal reserve was going to lower interest
16 rates a full percentage point, as opposed to the 4% they increased them by
17 previously. Mr. Fleming replied no. He stated that they are looking at going
18 down 75 basis points over the next year, in quarter point increments. Ms.
19 Swanson asked how PFM sees management of the portfolio shaping over
20 the next year, with the announcement that interest rates were staying the
21 same. Mr. Fleming replied that it will certainly help the portfolio, as it is
22 managed on a total return basis. He mentioned that as interest rates are
23 lowered, the value of the securities in the ACSA's portfolio will increase
24 because of the inverse relationship between the two. He stated that they
25 typically would also extend the portfolio out a little longer, knowing that long-
26 term rates are now set to decrease as opposed to increasing as they have
27 done the past 18 months.

28 Ms. Weaber came forward to give an update on the investment program.
29 She stated that looking at the investment program overview graph, the Local
30 Government Investment Pool (LGIP) has been included because that is
31 where some of the ACSA's funds are also invested. She stated that the LGIP

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1 is managed by the Virginia Treasury. She mentioned that about 40% of the
2 funds are invested in the LGIP, and all the other sectors are individual
3 securities that are also invested within the portfolio. She noted that the LGIP
4 is very high credit quality, with a yield of 5.54% as of yesterday. She stated
5 that this is because that type of fund is managed ultra-short, so the maximum
6 maturity is about 45 days. She stated that the portfolio managed by PFMAM
7 average duration is about 1.25 years, which is because those are core funds
8 that are not needed in the near future so they can invest out a little longer.

9 Ms. Weaber stated that looking at the operating portfolio overview on
10 the next slide, all of the data is as of the third quarter or September 20, 2023.
11 She stated that the total market value is about \$30 million. She stated that
12 the portfolio duration as of the third quarter is 1.22 years, compared to the
13 benchmark of 1.28 years. She noted that because of the inverted yield curve
14 environment where the shorter-term securities are higher than the long-term
15 securities, the duration tends to be a bit shorter. She stated that this allows
16 more flexibility in terms of what is bought in the portfolio.

17 Ms. Weaber stated that the yielded cost is what the whole portfolio is
18 yielding as of the third quarter, and the yielded market is what the market is
19 yielding at that point of time. She stated that because rates are volatile and
20 they rose much higher because of the time period where the Fed increased
21 rates over a short period of time, the yielded market is higher than the yielded
22 cost.

23 Ms. Weaber stated that the overall credit quality is AA, which is high
24 quality investment grade. She stated that looking at the sector allocation, the
25 more colorful the chart is, the more diversified the portfolio is. She noted that
26 a good chunk of the sector allocation is in U.S. Treasuries because they are
27 very liquid, which helps with one of the key objectives of managing the
28 portfolio and safety. She mentioned, for example, if the ACSA needed to
29 liquidate a portion of its portfolio, they would look to sell the U.S. Treasuries
30 first as they are very liquid.

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1 Ms. Weaber stated that looking at duration distribution, the graph shows
2 the different types of maturities from 0-1 years to 2-3 years, in comparison
3 to the benchmark. She stated that she mentioned the inverted yield curve
4 being short in duration, which is why there is more invested in the 0–1-year
5 space. She stated that the credit quality is very high across the whole
6 portfolio, which is based on the S&P.

7 Mr. Parcels stated that it seems to him, the expectation would be that
8 the duration distribution will balance across all three. He stated for example,
9 0-1 year would go down and 1-2 years to 2-3 years would go up. Ms. Weaber
10 stated going forward yes if they expect rates to say the same. She stated
11 that they would want to lock in those yields across the whole curve.

12 Mr. Parcels stated that looking at the portfolio statistics, the yield at cost
13 is 3.72% but when looking at the monthly statements, the value is always
14 higher than the market value, even with accrued interest. He stated that he
15 is puzzled about where the 3.72% comes from. Ms. Weaber stated that the
16 3.72% is as of the third quarter and comes from securities that were
17 purchased originally. She stated that going forward as higher yielding
18 securities are introduced, the yield at cost will grow closer to the yield at
19 market. Mr. Fleming added that in terms of difference in yield, a lot of the
20 securities that were purchased over the last year to year and a half were
21 lower yielded and still on the books, which is bringing the yield down. He
22 noted that as those roll off, they will be replaced, and the yield will start to
23 increase.

24 Ms. Weaber stated that the next slide showing issuer diversification is a
25 great snapshot to see what types of issuers are in the ACSA's portfolio and
26 the specific issuer names. She noted that there are a lot of strong household
27 names such as Apple, Microsoft, and Amazon. She stated that according to
28 the ACSA's Investment Policy, there are guidelines set around issuer
29 limitations. She noted that each issuer in the private space has a limit of 5%,
30 and as you look down the list, some of the percentages are nowhere near
31 that 5%. She mentioned that PFM conducts its own credit research. She

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1 stated that they do look at the credit rating assigned to the issuer but those
2 are the opinions of the credit rating agencies, thus PFM does their own
3 research and ensures that they are on a credit issuer list that they are
4 comfortable with. She stated that there is a credit committee that meets
5 monthly and if there is an issuer on the list that is in trouble, PFM can see
6 that before the rating agency puts them on negative outlook or downgrades
7 them.

8 Ms. Weaber moved to the next slide to discuss the portfolio
9 performance. She stated that the third quarter was strong and positive. She
10 stated that a few years ago, the ACSA expanded its investment policy which
11 she feels has helped as well. She mentioned that PFM was able to introduce
12 negotiable CDs and corporate types of names into the portfolio. She stated
13 that the credit types of securities are yielding much higher in comparison to
14 U.S. Treasuries or other types of governmental securities because the ACSA
15 is being compensated for taking on more credit risk. She noted that on a
16 gross basis for the third quarter, the return on the portfolio is about 1.05%.
17 She stated that the ACSA stuck the course during the volatile time when
18 rates rose quickly over a short period of time, which has benefited the
19 organization as well.

20 Ms. Weaber stated that the last slide illustrates accrual basis earnings.
21 She stated that the chart shown should always be upward sloping, as the
22 ACSA owns fixed income securities and is earning coupons and interest over
23 time. She stated that looking at the first three months, the total earnings on
24 accrual basis was about \$190,000 as of September 30, 2023, and about
25 \$865,000 since inception. She noted that in the realized gains section there
26 are negative numbers, which is because of how the portfolio is actively
27 managed. She stated that there were some securities in the portfolio that
28 were lower yielding, so they were sold to pick up higher yielding securities
29 and to diversify in that maturity range.

30 Mr. Parcels asked if the realized gains/losses relate to some of the
31 difference between the par and the market shown in the monthly statement.

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1 Ms. Weaber replied yes. Mr. Parcels asked if the interest of the portfolio is
2 what is being reported. He stated that he thought the interest rate would have
3 been better. Ms. Weaber replied that it is the interest on a total return basis,
4 which takes market value fluctuation into account. Mr. Fleming stated that
5 he could provide some additional analytics to help explain how they arrived
6 at those particular numbers. Dr. Palmer asked if that information could be
7 shared with the rest of the Board as well.

8 Mr. Roberts asked how the benchmark is set. Ms. Weaber replied that
9 the benchmark is based on risk tolerance of the ACSA. She stated that 0-3
10 years was chosen in 2019. She mentioned that if the ACSA wanted to extend
11 further out, there may be more volatility as interest rates will fluctuate. Mr.
12 Fleming added that the benchmark is also an industry standard.

13 Ms. Swanson asked if the ACSA Investment Policy establishes a limit
14 on security types. Mr. Fleming replied that the limit is on the issuer as well
15 as the type of investment. Ms. Swanson asked if the limit was 5%. Mr.
16 Fleming replied that it was only for certain credit issuers. Ms. Weaber added
17 that Virginia code does not put limitations on some issuers, thus one could
18 invest 100% of their portfolio in one name as long as it matures in 5 years.
19 Mr. Lunsford added that he would be sure to get everyone on the Board a
20 copy of the ACSA Investment Policy.

21 Mr. Parcels stated that there was a discussion several years ago about
22 introducing some additional types of instruments, supranationals being one.
23 He stated, however, that supranationals only make up .9% of the issuer
24 types in the portfolio. He asked if this was because the risk has been
25 assessed as being high. Mr. Fleming replied that it is more of an issue of
26 availability. He mentioned that a supranational is a AAA rated security, which
27 is higher than U.S. Treasuries, and they actually are yielding more than U.S.
28 Treasuries. He stated that everyone wants them, but it is a matter of getting
29 access.

Albemarle County Service Authority Board of Directors8. **FY 2025 Budget Guidelines & Schedule**

Mr. Lunsford stated that each December, the staff brings the budget guidelines and schedule for the next fiscal year before the Board for approval. He stated that the schedule before the Board today is very similar to years past. He mentioned that he did want to point out a couple of items. He stated that the ACSA staff has not yet met with RWSA staff for preliminary budget meetings and expectations on what they plan to charge. He noted that they will meet next week to discuss some early budget expectations. He stated that there are not any major initiatives that are not already included in the CIP program expected in the budgeting process, thus it should be comparable to years past on how the budget is developed. He added that the ACSA is not scheduled for a rate study this year, but there is one planned as part of the FY 2026 budget.

Mr. Parcels asked if Mr. Lunsford could speak to the utilization of a budgeting module within the ACSA's new ERP system. Mr. Lunsford replied that historically, the ACSA has maintained all of its budget information in Excel workbooks, which is terribly inefficient. He stated that the budgeting module was used last year, but it required building a foundation within that year so there wasn't much efficiency realized last year. He noted, however, this year the staff and team will be able to use the information to move through their departmental budgeting and expenses much more smoothly.

Dr. Palmer moved to approve the FY 2025 Budget and Rate Schedule, seconded by Mr. Parcels. The Vice-Chair asked for a roll-call vote: Mr. Roberts, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Parcels, aye; Ms. Swanson, aye.

9. **Corporate Roles & Responsibilities – Proposed Bylaws Change & Resolution**

Mr. O'Connell stated that the staff is bringing the proposed changes to the Bylaws, as well as a signing authority resolution before the Board again today, after several discussions over the last two months. He stated

Albemarle County Service Authority Board of Directors

1 that several questions were raised since the last meeting, and ACSA
2 Attorney Mike Derdeyn has gone through the entire Bylaws document, as
3 well as state law and the Albemarle County Code to ensure consistency. He
4 stated that the edits and resolution were primarily an effort to clarify the role
5 of the Executive Director. He stated that this latest draft makes an effort to
6 clean up a few items, such as remote participation in Board meetings.

7 He stated that before the Board today is a draft that hopefully reflects recent
8 discussions and input from the Board on the Bylaws, which the staff is asking
9 for separate consideration of, as well as the resolution that addresses
10 signatory authority of the Executive Director.

11 Dr. Palmer thanked the staff and Mr. Derdeyn for making the
12 changes, which she stated she was good with. Ms. Swanson stated that she
13 had one thought on the signing resolution. She stated that since one of the
14 goals is identifying the duties of the Executive Director, who does not need
15 to also be the Secretary-Treasurer, she wonders if it makes sense to
16 eliminate the word Secretary-Treasurer from the "Now, therefore" clause.

17 Mr. Tolbert stated that he wanted to clarify how the Board would go
18 about addressing each document. He stated that the Bylaws amendments
19 would be approved or not through a roll-call vote by the Board. He stated
20 that they would then address the resolution and approve it or not by a roll-
21 call vote. Mr. Derdeyn stated that this was correct. He noted that they should
22 be approved as separate items. Mr. Tolbert stated that given that, they
23 should start with consideration of just the Bylaws first.

24 ***Mr. Parcels moved to approve the proposed Bylaws***
25 ***amendments, seconded by Dr. Palmer. The Vice-Chair asked for a roll-***
26 ***call vote: Mr. Roberts, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr.***
27 ***Parcels, aye; Ms. Swanson, aye.***

28 Mr. Tolbert stated that the Board would now consider the signing
29 authority resolution, and asked Ms. Swanson to reiterate her comment on
30 the resolution. Ms. Swanson stated that the wording of the "Now, therefore"
31 clause does not need to say, "Executive Director as Secretary-Treasurer,"

Albemarle County Service Authority Board of Directors

1 because they could be two different people. Mr. Derdeyn stated that the
2 resolution was written that way because historically, the Executive Director
3 has also served as the Secretary-Treasurer, but that Ms. Swanson raises a
4 good point. He stated that in the future, there may be an Executive Director
5 that is not the Secretary-Treasurer. He stated that the Board can adopt this
6 resolution as drafted and recognize that if those roles are uncoupled, it will
7 have to be amended in the future, or the clause "as Secretary-Treasurer"
8 can be deleted and it will not have to be amended in the future. Mr. Tolbert
9 stated that the phrase "as Secretary-Treasurer" shows up in several other
10 places throughout the resolution as well.

11 Dr. Palmer asked if signing contracts and other instruments would
12 ever be the Secretary-Treasurer's job. Mr. Derdeyn stated that the
13 Secretary-Treasurer is going to execute documents related to the funds of
14 the authority. He stated that there is no call-out for specific signatory
15 authority for the Secretary-Treasurer, but certain things like signing the
16 minutes are implicit within the title. Mr. Parcels stated that item 8 of the
17 resolution lists signing authority of the Secretary-Treasurer that are not
18 elucidated in section 4-3 of the Bylaws.

19 Mr. Roberts asked what the drawback would be in implementing Ms.
20 Swanson's suggestion. Mr. Derdeyn replied that there would be no
21 drawback, and it would make the document more flexible for the future. He
22 stated that item 8 of the resolution is calling out the current Executive
23 Director's duty as Secretary-Treasurer and does not need to be changed in
24 order to implement Ms. Swanson's suggestion. Mr. Roberts stated that he
25 feels Ms. Swanson's suggestion should be implemented. Mr. Derdeyn stated
26 that if the Board would like to implement Ms. Swanson's suggestion, there
27 just needs to be a motion to approve the resolution as amended. He noted
28 that the Bylaws do not have to be re-noticed and brought up at another
29 meeting.

30 Dr. Palmer asked if it would be a good idea for a new Board in the
31 distant future to be very clear as to who is signing what. She stated that, not

Albemarle County Service Authority Board of Directors

1 alluding to this Board, but sometimes nefarious things happen and wondered
2 if there is any value in making sure a new Board is very clear as to who signs
3 what. Mr. Derdeyn stated that if “Secretary-Treasurer” is removed, it would
4 clarify that the Executive Director signs all documents, except for those
5 pertaining to the custodian of the funds which is the Secretary-Treasurer
6 role.

7 Mr. Tolbert stated that the resolution is defining the authority of the
8 Executive Director, not the authority of the Secretary-Treasurer. He stated
9 that including “Secretary-Treasurer” implies that there is an attachment to
10 the Executive Director, which there is not, and the implication should be
11 removed. He mentioned that the clause would then read “Executive Director
12 (or a designee) ...” He stated that this means the Executive Director could
13 designate a Secretary-Treasurer.

14 Mr. Tolbert stated that he did have a concern about the signature line
15 at the end of the resolution where Mr. O’Connell is supposed to sign. He
16 stated that the resolution addresses the Executive Director and Mr.
17 O’Connell is signing it as the Executive Director. Mr. Derdeyn stated that he
18 understands Mr. Tolbert’s point. He stated that technically, because the
19 document is a resolution, it should be signed by the Secretary-Treasurer and
20 Mr. O’Connell happens to serve in that role as well. He added that both of
21 his roles are being accurately represented in that signature line, so it can be
22 left as-is or the Executive Director part can be removed.

23 ***Ms. Swanson moved to adopt the resolution concerning***
24 ***authority of the Executive Director, as amended by removing***
25 ***“Secretary-Treasurer” from the “Now, Therefore Be It Resolved”***
26 ***clause, seconded by Dr. Palmer. The Vice-Chair asked for a roll-call***
27 ***vote: Mr. Roberts, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Parcels,***
28 ***aye; Ms. Swanson, aye.***

Albemarle County Service Authority Board of Directors10. Ragged Mountain Reservoir Project Agreement – Amendment

Mr. O'Connell stated that he has a Power Point presentation to share with the Board today (Attached as Pages_____) that will give a better understanding of the Ragged Mountain Reservoir and what it looks like in its current state, but he would first give a little bit of background. He stated that the Ragged Mountain Reservoir has been in existence since 1897, thus it is a longstanding source of water supply for the community. He stated that there were originally two dams, the one built in 1897 and another one built in 1908. He stated that the community went through a lengthy discussion in the early 2000s to arrive at an agreement in 2012 on the long-term water supply in the community. He stated that there were two major projects that were part of the agreement, one of which was construction of the new Ragged Mountain Dam which created a new reservoir. He mentioned that the other project was the longer-term South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline. He noted that both of these projects are in the RWSA's CIP.

Mr. O'Connell moved to the next slide and stated that the proposal before the Board is an amendment to the Ragged Mountain Dam Project Agreement that was approved in 2012, that constructed the new earthen dam. He noted that the photo in the slide is an aerial view of the dam.

Mr. O'Connell stated that the next slide would get into some of the history surrounding the height of the dam. He stated that, simply put, this proposal would allow RWSA to increase the reservoir level by 12 feet. He mentioned that the dam and intake tower, which he would show the Board in a few minutes, were built to full height. He noted that 671 feet is the current reservoir fill level, and the proposed level at full height would be 683 feet. He stated that this is a big deal from a community water supply perspective, as it takes the current reservoir and increases the capacity from 1.4 billion gallons of water to 2.1 billion gallons of water.

Mr. O'Connell stated that currently, Ragged Mountain Reservoir is filled by a transfer from the Sugar Hollow Reservoir using an older, 13-mile

Albemarle County Service Authority Board of Directors

1 pipeline that was constructed in 1925. He stated that long-term, part of the
2 new pipeline construction will replace that transfer. He mentioned that based
3 on RWSA's construction and design documents, it is estimated that the new
4 pipeline will be completed in 2030. He noted that upon completion of that
5 pipeline, the transfer from Sugar Hollow will cease. He added that this is a
6 condition that is included in the agreement as well.

7 Mr. O'Connell stated that the next slide shows a different shot of the
8 Ragged Mountain Dam. He stated that it was a \$27 million project, and the
9 dam is 129 feet tall. He stated that there was a lot of community discussion
10 and debate about the dam, which was completed in 2014 and full two years
11 later in 2016 and has been a major water supply for our area since then. He
12 mentioned that the ability to transfer water from Sugar Hollow varies based
13 on seasonal changes. He noted that currently, the dam is down about 4.5
14 feet. He added that as there are major rains over the winter season, the level
15 will return to normal.

16 Mr. O'Connell stated that the photo in the next slide is a good photo
17 to explain the approval being sought for the additional 12 feet. He stated that
18 there is a lot of space at the top of the dam, and the red line to the left shows
19 the pool level at 683 feet. He noted that the intake tower can also be seen in
20 the photo, which was built to mimic the historical intake tower that was built
21 in the early 1900s. He mentioned that there are some gate improvements
22 that need to be made with the additional 12 feet.

23 Mr. O'Connell moved to the next few slides to discuss the proposed
24 agreement before the Board today. He stated that the amendment does
25 several things, with the main one being approval of the additional 12 feet.
26 He stated that it also imposes some conditions about the operation of the
27 reservoir, pre-pipeline, and post-pipeline. He stated that currently, the
28 practice is to transfer from Sugar Hollow to Ragged Mountain using the
29 existing pipeline to fill at the current reservoir level of 671 feet during wet
30 weather. He mentioned that if and when Sugar Hollow stops overflowing,
31 then that transfer would stop. He noted that there is also a condition in the

Albemarle County Service Authority Board of Directors

1 agreement amendment that during a water emergency, there would be the
2 authority to raise the reservoir the additional amount.

3 Mr. O'Connell stated that when the additional 12 feet is in place,
4 which RWSA estimates will take about two years, there will be operational
5 guidelines in place. He stated that the transfer from Sugar Hollow can only
6 happen when the water coming into Sugar Hollow is greater than 30 million
7 gallons a day.

8 Mr. O'Connell stated that the next slide is a picture of the top of the
9 Ragged Mountain Dam, in which the pool level can be seen. He stated that
10 the final two slides outline the amendment recommendations and ACSA
11 Board action being requested. He stated that the Board is being asked to
12 approve the amendment, which authorizes RWSA to raise the Ragged
13 Mountain Reservoir the additional 12 feet. He mentioned that Charlottesville
14 City Council approved the agreement unanimously on December 4th, and
15 the RWS Board approved it on Tuesday. He stated that it is now before the
16 ACSA Board today for approval.

17 Dr. Palmer stated that she has received some questions about what
18 the tree removal will look like along the trails and away from the dam. She
19 asked if RWSA has provided any information on this that could be sent to
20 the Board. Mr. O'Connell stated that it has not been designed yet, but the
21 original trails were built above the 12 feet so there will not be a direct effect
22 on any of those trails. Dr. Palmer stated that some of the trails are right at
23 the water line, but it is not just about how the trails will be affected. Mr.
24 O'Connell stated that some of the tree removal from the previous project
25 were burned onsite in burn boxes. He mentioned that he does not know what
26 the removal method will be, as that is part of the design process, but he
27 expects something similar to before. He added that he will have to get the
28 details from RWSA. Dr. Palmer stated that the public needs to be notified if
29 there is going to be burning because the area is heavily used. She stated
30 that it has also become a mountain biking destination, even though the
31 County says no to mountain biking.

Albemarle County Service Authority Board of Directors

1 Dr. Palmer stated that she is going to vote in favor of the amendment
2 to the agreement, but she has mixed emotions about it. She stated that the
3 Sugar Hollow pipeline would never have been approved today, as it is
4 draining the headwaters of our watershed. She stated that her concern is
5 now that Observatory Hill's capacity is being increased and more water is
6 being put into Ragged Mountain, that the pipeline construction might be
7 delayed. Mr. Roberts stated that he had the same concern about the pipeline
8 being delayed, which he stated they do not want to happen.

9 Mr. O'Connell stated that the pipeline project schedule was moved
10 up, easement acquisition has been completed, and design work is
11 proceeding. He stated that with all of the planning that has been done and
12 financing that has occurred to support the pipeline, he only sees the project
13 speeding up not slowing down. He noted that there is a section of the pipeline
14 that has already been built and is in the ground, thus there are clearly efforts
15 to move the project along.

16 Ms. Swanson stated that she is happy this amendment is being made
17 to the agreement. She stated that the water supply plan predated her
18 previous time on the ACSA Board, but during her service she was always
19 confused as to how there was a trigger to move the 12 feet forward, which
20 may not have come until long after the pipeline was built. She stated that
21 she is happy to see the trigger removed and to move forward with the 12 feet
22 before the pipeline. Dr. Palmer noted that the trigger was put into place
23 because of all the blowback and resistance to raising the dam that much in
24 the first place. She stated that it was a fight just to build the dam all the way
25 up. She mentioned that they were able to get it built all the way up, they just
26 were not able to fill it all the way.

27 Mr. Parcels asked if there was an estimate of how long it will take to
28 fill. He stated that given the transfer can only happen when Sugar Hollow is
29 at or greater than 30 million gallons a day, he estimates that it will take about
30 seven years to fill it up. Mr. O'Connell stated that depending on seasonal
31 rains, it will clearly take several years to reach a full level.

Albemarle County Service Authority Board of Directors

Ms. Swanson moved to approve the first amendment to the Ragged Mountain Dam Project Agreement and authorize the Executive Director to sign the agreement on behalf of the ACSA, seconded by Dr. Palmer. The Vice-Chair asked for a roll-call vote: Mr. Roberts, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Parcels, aye; Ms. Swanson, aye.

11. Items Not on the Agenda

Mr. O'Connell stated that as RWSA moves forward on the PFAS settlement, it has become clear that it makes the most sense for the ACSA to file a claim jointly with RWSA. He stated that the ACSA, City, and RWSA are an interconnected system with the same water supply. He mentioned that if that plan does not pan out, then the ACSA will seek to file an individual claim. He noted that either way, given the details found in the interconnected system language in the settlement, the ACSA can only apply once. He stated that he wanted to make sure the Board was aware of this matter.

12. Adjourn

There being no further business, Mr. Parcells moved that the meeting be adjourned, seconded by Dr. Palmer. All members voted aye.

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: January 18, 2024 ACTION: Informational ATTACHMENTS: Yes
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BACKGROUND: Water and sewer financial reports and check registers for the month of December are attached for your review.

DISCUSSION:

- Water consumption for the month of November decreased 7.0% compared to October. Water consumption for the month of November 2023 compared to November 2022 increased 3.8%.
- RWSA's invoice of \$2,204,989 for the month of November was paid on December 5, 2023.
- Unearned water and sewer connection charges totaled \$2,073,757 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$817,350 recognized in December.
- Water and Wastewater revenues for FY 2024 are above budgeted expectations by 9.1%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 3.7% higher than budgeted expectations.
- The ACSA participated in the Virginia Low Income Household Water Assistance Program (LIHWAP) which began accepting applications in November 2022 and ended December 2023. Customers with past due balances were able to apply directly with the Virginia Department of Social Services provider (Promise) to determine eligibility and once approved remit funds to the ACSA. These funds were immediately applied to customer arrearages. 77 of the ACSA's customers were approved and qualified for assistance through the LIHWAP program and the average financial relief received was over \$500 per customer. In total, \$38,933 was received and applied to past due balances by the ACSA. The ACSA's customer service team assisted with administration of the program but more importantly assisted customers that may have been eligible for relief.

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

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
December 31, 2023

ASSETS

Cash and cash equivalents	\$ 10,058,086
Accounts receivable	5,278,966
Investments	51,089,837
Capital assets: (net of accumulated depreciation)	181,227,091
Inventory	702,767
Prepays	19,412
Cash and cash equivalents, restricted	442,598
	<hr/>
Total assets	248,818,757
	<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable	2,961,837
Accrued liabilities	538,470
Compensated absences	746,495
Net pension liability	2,454,029
Other post-employment benefits	1,244,519
Unearned connection fees	2,073,757
Long-term debt	4,175,883
	<hr/>
Total liabilities	14,194,990
	<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

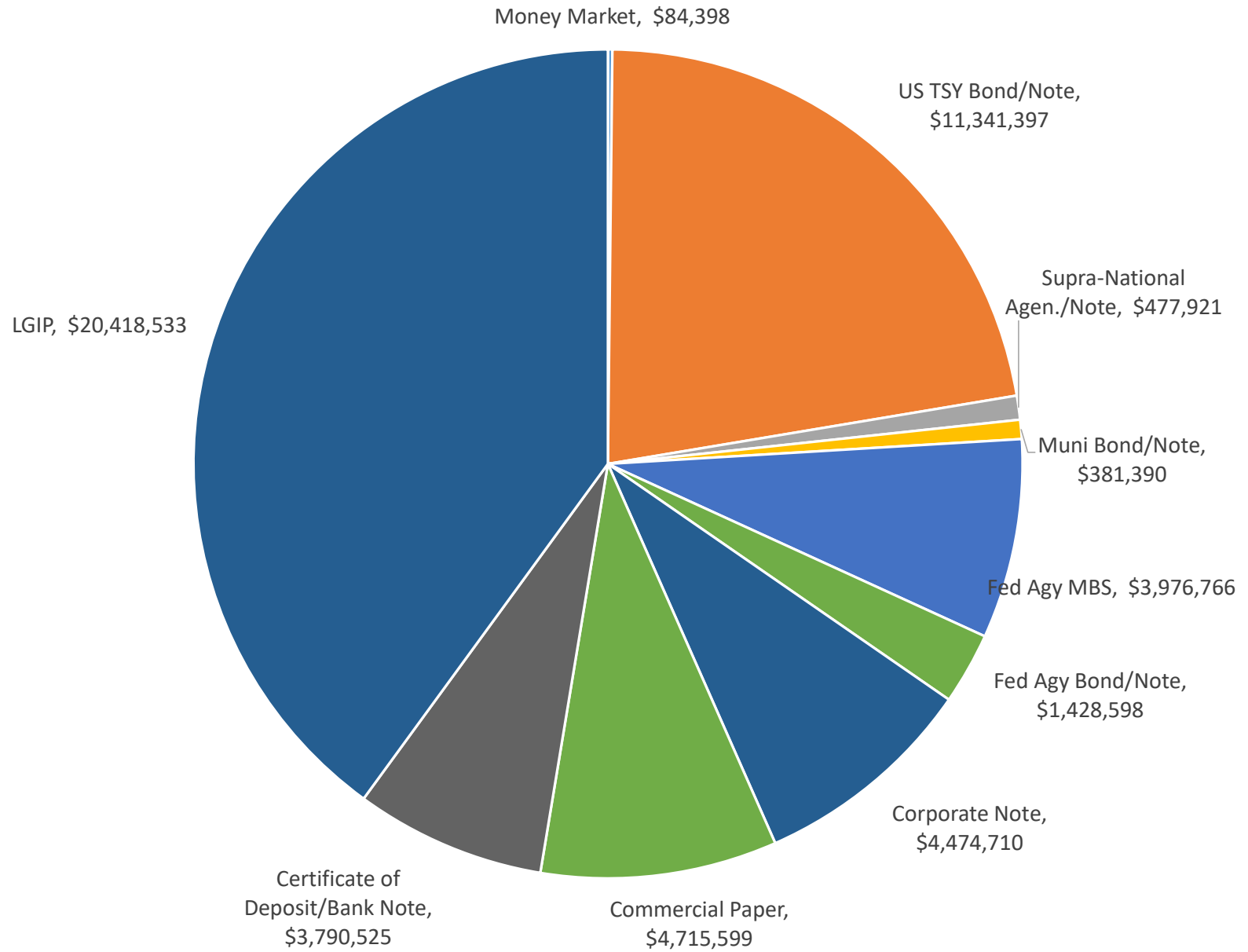
234,694,666

	Budget FY 2023	Budget Year-to-Date 2023	December Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	20,580,000.	10,290,000.	11,483,794.	1,193,794.	11.60%
Sewer Service	16,679,000.	8,339,500.	8,848,410.	508,910.	6.10%
Total operating revenues	37,259,000.	18,629,500.	20,332,204.	1,702,704.	9.14% A
Operating Expenses					
Purchase of bulk water	(16,256,000.)	(8,128,000.)	(8,185,677.)	(57,677.)	0.71% B
Purchase of sewer treatment	(11,689,000.)	(5,844,500.)	(5,545,255.)	299,245.	(5.12%) B
Administration	(1,475,500.)	(737,750.)	(619,124.)	118,626.	(16.08%) C
Finance	(2,890,000.)	(1,445,000.)	(1,248,447.)	196,553.	(13.60%) C
Information Technology	(1,787,600.)	(893,800.)	(855,714.)	38,086.	(4.26%) C
Engineering	(2,400,300.)	(1,200,150.)	(1,076,239.)	123,911.	(10.32%) C
Maintenance	(4,749,900.)	(2,374,950.)	(1,926,389.)	448,561.	(18.89%) C
Total operating expenses	(41,248,300.)	(20,624,150.)	(19,456,845.)	1,167,305.	(5.66%)
Operating gain(loss)	(3,989,300.)	(1,994,650.)	875,359.	2,870,009.	(143.89%)
Nonoperating Revenues					
System connection charges	8,000,000.	4,000,000.	4,414,050.	414,050.	10.35% D
Investment/Interest					
Income	600,000.	300,000.	1,582,999.	1,282,999.	427.67% E
Rental income	16,000.	8,000.	7,293.	(707.)	(8.84%)
Miscellaneous revenues	761,000.	380,500.	304,996.	(75,504.)	(19.84%) F
Total nonoperating revenues (expenses)	9,377,000.	4,688,500.	6,309,338.	1,620,838.	34.57%
Nonoperating Expenses					
Miscellaneous expenses	(327,300.)	(163,650.)	(639,293.)	(475,643.)	290.65% G
Bond interest charges	(183,859.)	(91,930.)	(96,991.)	(5,062.)	5.51% H
Depreciation	0.	0.	(2,143,309.)	(2,143,309.)	0.00% I
Total nonoperating revenues (expenses)	(511,159.)	(255,580.)	(2,879,593.)	(2,624,014.)	1026.69%
Capital contributions	0.	0.	867,892.	867,892.	0.00%
Change in Net Position	4,876,541.	2,438,271.	5,172,996.	2,734,726.	112.16%

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

- A.** Water and sewer revenues were more than budgeted amounts by 9.1%. Consumption through December (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 1.7%. 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 **December 31, 2023**

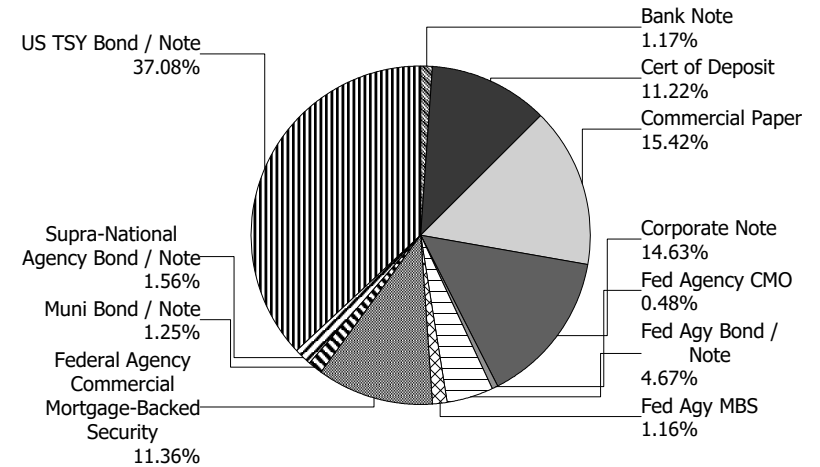
ACSA OPERATING FUNDS - 03100100

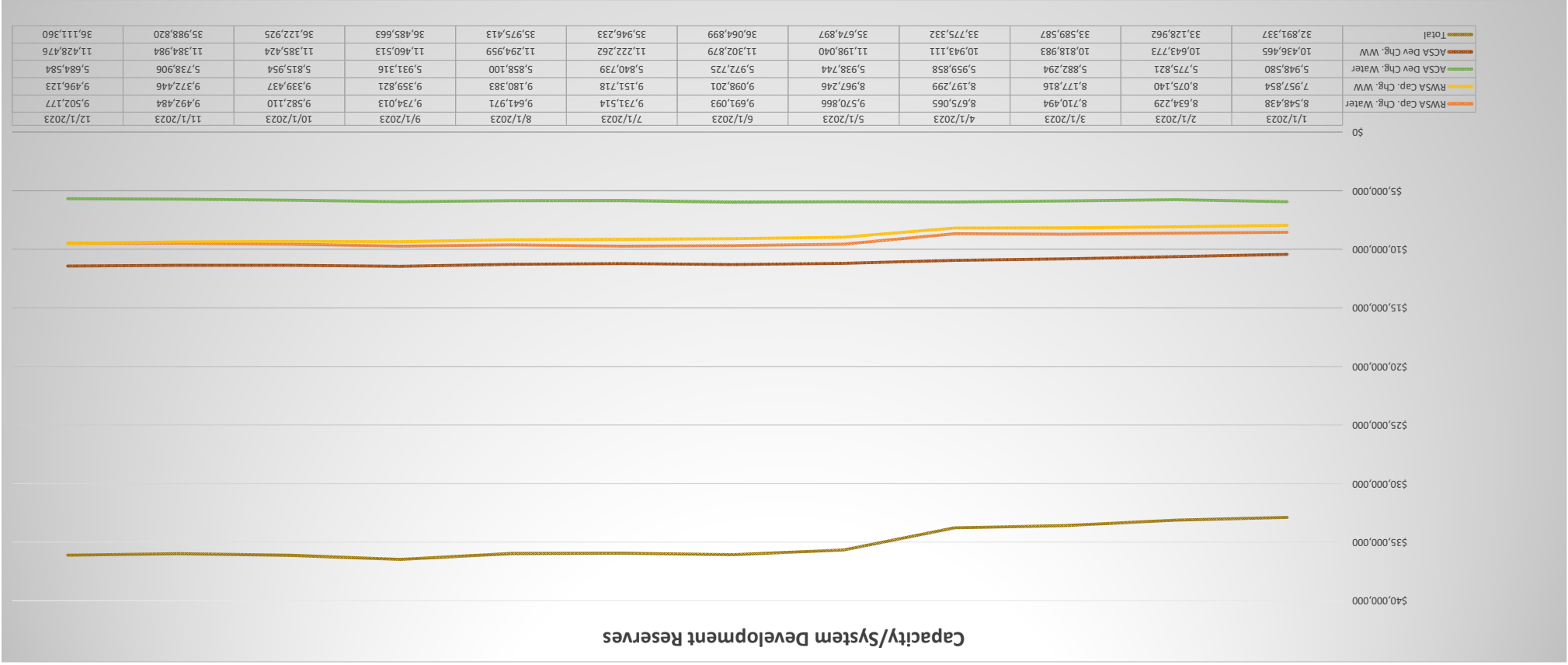
Account Summary

Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	11,495,000.00	11,341,397.03	37.08
Supra-National Agency Bond / Note	475,000.00	477,920.53	1.56
Municipal Bond / Note	380,000.00	381,389.80	1.25
Federal Agency Mortgage-Backed Security	371,102.31	353,817.48	1.16
Federal Agency Commercial Mortgage-Backed Security	3,590,693.13	3,475,162.92	11.36
Federal Agency Collateralized Mortgage Obligation	150,000.00	147,786.03	0.48
Federal Agency Bond / Note	1,445,000.00	1,428,598.07	4.67
Corporate Note	4,550,000.00	4,474,709.62	14.63
Commercial Paper	4,800,000.00	4,715,598.60	15.42
Certificate of Deposit	3,425,000.00	3,431,941.91	11.22
Bank Note	355,000.00	358,582.66	1.17
Managed Account Sub-Total	31,036,795.44	30,586,904.65	100.00%
Accrued Interest		233,024.99	
Total Portfolio	31,036,795.44	30,819,929.64	

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

Sector Allocation





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
November 2023

39

Area	November 2023 Monthly Connection Fees	November 2022 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 191,050	\$ 67,350	\$ 123,700	184%
Urban	617,505	837,270	(219,765)	-26%
Scottsville	-	-	-	
Total Connection fees	\$ 808,555	\$ 904,620	\$ (96,065)	-11%
Through November				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 1,353,265	\$ 794,730	\$ 558,535	70%
Urban	2,243,135	3,355,445	(1,112,310)	-33%
Scottsville	300	-	300	-
Total Connection fees	\$ 3,596,700	\$ 4,150,175	\$ (553,475)	-13%

Area	November 2023 ERC's	November 2022 ERC's	Change	% Change
Crozet	14	5	9	180%
Urban	43	62	(19)	-31%
Scottsville	-	-	-	-
Total ERC's	57	67	(10)	-15%
Through November				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	94	59	35	59%
Urban	155	249	(94)	-38%
Scottsville	-	-	-	-
Total ERC's - YTD	249	308	(59)	-19%

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
November 2023**

Area	November 2023 ERC's	November 2022 ERC's	November 2021 ERC's
Crozet	14	5	10
Urban	43	62	39
Scottsville	-	-	-
Total ERC's	57	67	49

Through November			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	94	59	44
Urban	155	249	272
Scottsville	-	-	-
Total ERC's - YTD	249	308	316

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		1,990,411		
February		1,956,978		
March		2,006,071		
April		2,013,296		
May		2,021,900		
June		1,979,565		
	<hr/>	<hr/>		
	\$ 13,723,490	\$ 24,170,133		
<hr/>				
YTD	\$ 13,723,490	\$ 12,201,912	\$ 1,521,578	12.47%

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

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

	FY 2024 Consumption	FY 2023 Consumption		Monthly Precipitation (In.)	
				FY 2024	FY 2023
July	154,300,020	155,932,214	-1.05%	5.44	6.42
August	170,746,002	159,969,362	6.74%	2.51	4.10
September	176,070,325	155,676,979	13.10%	2.98	2.79
October	165,947,566	152,513,014	8.81%	0.59	2.24
November	154,337,781	148,761,821	3.75%	4.67	4.52
December		134,997,083	-100.00%		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
	821,401,694	1,752,137,549		16.19	43.01
YTD	821,401,694	772,853,390	6.28%	16.19	20.07

Note: Consumption through November 2023 is 6.28% 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)

November 2023

Metered by Area:	Water	Sewer
Crozet	18,356,251	16,312,885
Scottsville	908,457	674,484
Urban	135,036,250	114,719,049
Red Hill	36,823	0
Total	154,337,781	131,706,418

Wastewater Flows by Sewer Plant:	
AWT	131,031,934
less Glenmore	(4,215,789)
Urban Total	126,816,145
Scottsville	674,484
Total	127,490,629

Number of Installed Meters:	
Urban	28
Crozet	8
Scottsville	0
Total	36

Hydrant Meter Consumption (billed by invoice):	
Urban	1,358,400
Crozet	0
Scottsville	0
Total	1,358,400

Estimated Water Loss:		
Gray Fox Trail-11/9/23	Urban	55
Fitch Court-11/13/23	Urban	500
White Oak Lane-11/14/23	Urban	50
Oak Drive-11/14/23	Crozet	1,000
Old Oaks Drive-11/20/23	Urban	5,250
Crozet Avenue-11/22/23	Crozet	4,000
	Total	10,855

Billed Consumption for Selected Customers					
	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	329,970	329,970	Boar's Head Inn	572,314	516,302
Southwood Mobile Homes	1,816,260	2,170,000	Farmington, Inc.	824,858	425,112
Turtle Creek Apts.	1,320,058	1,314,573	Westgate Apts.	1,146,477	1,146,477
Barracks West Apartments	1,735,162	1,735,162	PR Charger C'ville Holdings	1,867,775	1,867,775
Monroe Health & Rehab.	698,669	698,669	Four Seasons Apts	1,689,654	1,689,654
Sunrise Senior "Colonnades"	891,588	816,488	Ch'ville/Alb Airport	113,541	114,075
ACRJ	1,026,360	916,360	State Farm	1,559,290	1,393,160
Westminster Canterbury	1,559,750	1,409,750	Hyatt @ Stonefield	444,495	444,495
SEMF Charleston	1,504,049	1,504,049	Doubletree	761,176	761,176
Martha Jefferson Hospital	2,012,582	1,624,641	Arden Place Apts	469,102	469,102
Crozet Mobile Home Village	267,890	267,890	Hilton Garden Inn	254,998	250,389
The Home Depot	213,620	213,620	The Blake @ Charlottesville	354,813	354,813
County of Albemarle	1,675,338	1,207,671	The Lodge @ Old Trail	253,480	253,480
University of Virginia	1,806,319	1,802,029	Gov't-Defense Complex	593,831	566,303
Wegmans	358,497	358,497	Harris Teeter Stores	126,457	126,457



November 2023

WATER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,101	3,897	195	20,193
Multi-Family Residential	569	44	3	616
Commercial (Offices)	202	12	5	219
Commercial (Other)	934	76	53	1,063
Industrial	36	11	3	50
Institutional	171	32	12	215
Total Water Connections	18,013	4,072	271	22,356
Plus Multiple Units	13,138	781	89	14,008
Total Water Units	31,151	4,853	360	36,364

SEWER

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,791	3,621	157	17,569
Multi-Family Residential	538	42	4	584
Commercial (Offices)	186	12	5	203
Commercial (Other)	727	52	42	821
Industrial	15	5	8	28
Institutional	133	27	11	171
Total Sewer Connections	15,390	3,759	227	19,376
Plus Multiple Units	12,722	776	56	13,554
Total Sewer Units	28,112	4,535	283	32,930

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	73,098	11,695	710	85,503
Total Sewer Customers	66,283	10,993	533	77,808

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

	November 2023		October 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Four Seasons Apts.	1,689,654	1,689,654	1,349,304	1,349,304	25.22%	25.22%
Southwood Mobile Homes	1,816,260	2,170,000	1,745,910	2,030,000	4.03%	6.90%
SEMF Charleston	1,504,049	1,504,049	1,468,076	1,468,076	2.45%	2.45%
University of Virginia	1,806,319	1,802,029	1,888,314	1,885,590	-4.34%	-4.43%
Turtle Creek Apts.	1,320,058	1,314,573	1,414,974	1,409,063	-6.71%	-6.71%
Westgate Apts.	1,146,477	1,146,477	1,229,620	1,228,620	-6.76%	-6.69%
ACRJ	1,026,360	916,360	1,115,390	954,390	-7.98%	-3.98%
Abbingtion Crossing	1,867,775	1,867,775	2,051,355	2,051,355	-8.95%	-8.95%
Barracks West Apartments	1,735,162	1,735,162	1,940,448	1,940,448	-10.58%	-10.58%
Martha Jefferson Hospital	2,012,582	1,624,641	2,312,811	1,268,216	-12.98%	28.10%
Westmisnster Canterbury	1,559,750	1,409,750	1,851,870	1,756,870	-15.77%	-19.76%
County of Albemarle	1,675,338	1,207,671	2,692,310	1,550,546	-37.77%	-22.11%
State Farm	1,559,290	1,393,160	3,168,940	3,077,313	-50.79%	-54.73%

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
November 2023 and November 2022**

	November 2023		November 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	1,559,290	1,393,160	127,140	18,140	1126.44%	7580.04%
County of Albemarle	1,675,338	1,207,671	1,295,740	1,152,753	29.30%	4.76%
University of Virginia	1,806,319	1,802,029	1,490,511	1,487,946	21.19%	21.11%
Southwood Mobile Homes	1,816,260	2,170,000	1,514,260	2,020,000	19.94%	7.43%
Barracks West Apartments	1,735,162	1,735,162	1,454,200	1,454,200	19.32%	19.32%
Martha Jefferson Hospital	2,012,582	1,624,641	1,744,721	1,263,541	15.35%	28.58%
Westminster Canterbury	1,559,750	1,409,750	1,457,890	1,359,890	6.99%	3.67%
SEMF Charleston	1,504,049	1,504,049	1,421,852	1,421,852	5.78%	5.78%
ACRJ	1,026,360	916,360	1,030,210	954,210	-0.37%	-3.97%
Abbingdon Crossing	1,867,775	1,867,775	1,884,832	1,884,832	-0.90%	-0.90%
Turtle Creek Apts.	1,320,058	1,314,573	1,349,683	1,348,783	-2.19%	-2.54%
Westgate Apts.	1,146,477	1,146,477	1,272,791	1,272,191	-9.92%	-9.88%
Four Seasons Apts.	1,689,654	1,689,654	1,892,499	1,892,499	-10.72%	-10.72%

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 -- November

	YTD FY 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	9,990,410	9,261,883	804,290	293,290	1142.14%	3057.93%
County of Albemarle	10,081,388	5,904,714	7,084,676	5,481,566	42.30%	7.72%
Barracks West Apartments	8,517,880	8,517,880	7,416,600	7,416,600	14.85%	14.85%
Abbingtion Crossing	10,424,403	10,424,403	9,254,678	9,254,678	12.64%	12.64%
SEMF Charleston	7,885,251	7,885,251	7,074,301	7,074,301	11.46%	11.46%
Westmisnster Canterbury	8,651,720	8,134,720	7,824,290	7,301,290	10.58%	11.41%
Turtle Creek Apts.	6,754,074	6,734,945	6,201,934	6,176,634	8.90%	9.04%
Martha Jefferson Hospital	12,336,892	6,714,095	11,617,539	5,492,035	6.19%	22.25%
University of Virginia	10,603,822	10,585,773	10,547,547	10,524,808	0.53%	0.58%
Southwood Mobile Homes	8,990,160	10,650,000	9,081,255	10,650,000	-1.00%	0.00%
Westgate Apts.	6,023,535	6,017,635	6,366,661	6,360,361	-5.39%	-5.39%
Four Seasons Apts.	7,686,427	7,686,427	8,467,426	8,467,426	-9.22%	-9.22%
ACRJ	5,208,920	4,441,920	5,741,710	4,780,710	-9.28%	-7.09%

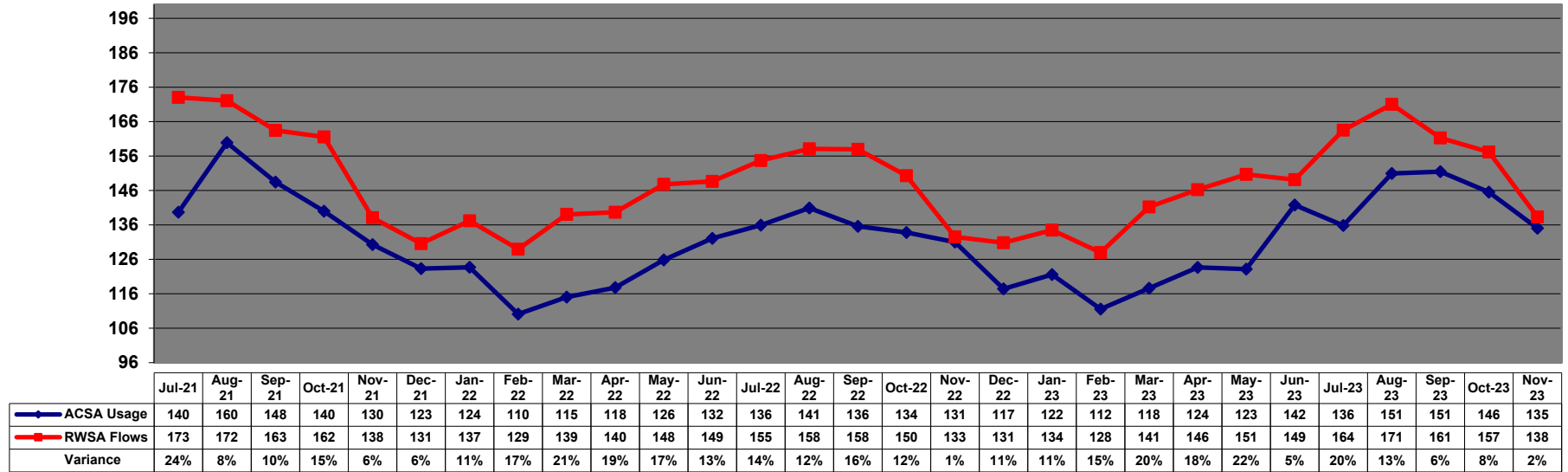
Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

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

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

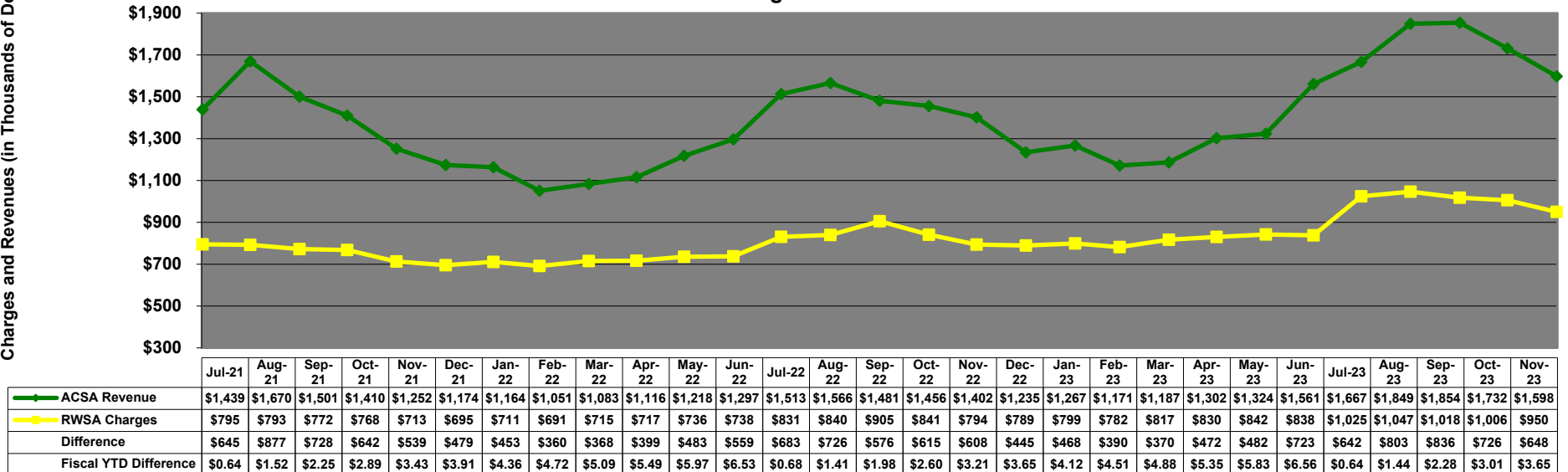
48

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

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

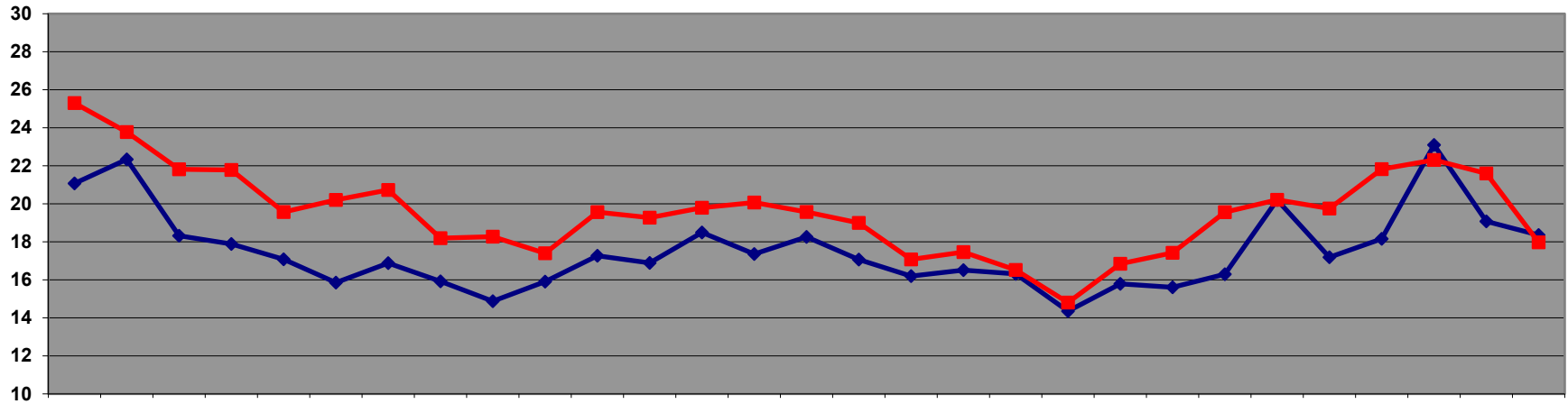


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

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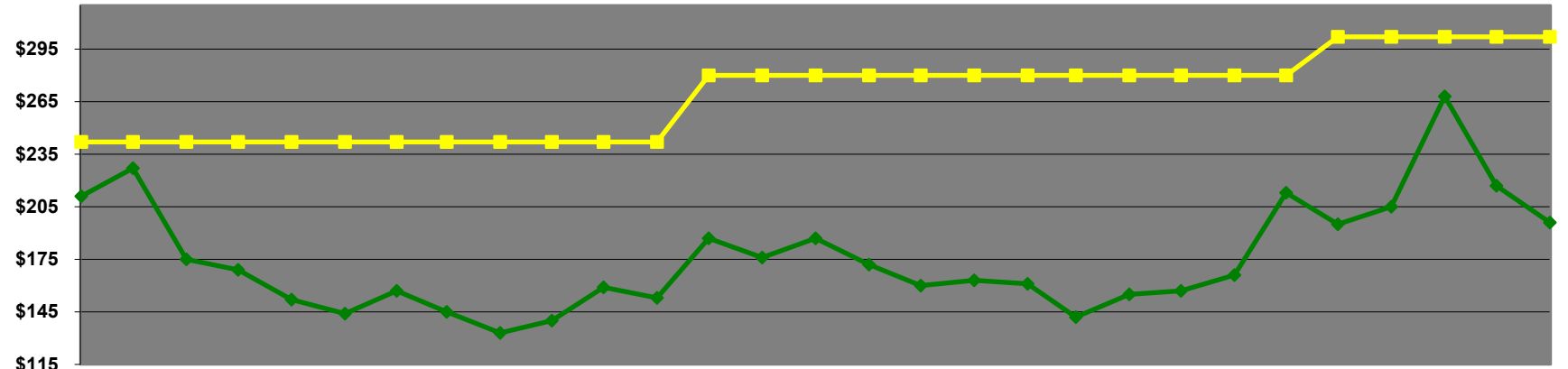
Flows & Usage (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
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
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
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%

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

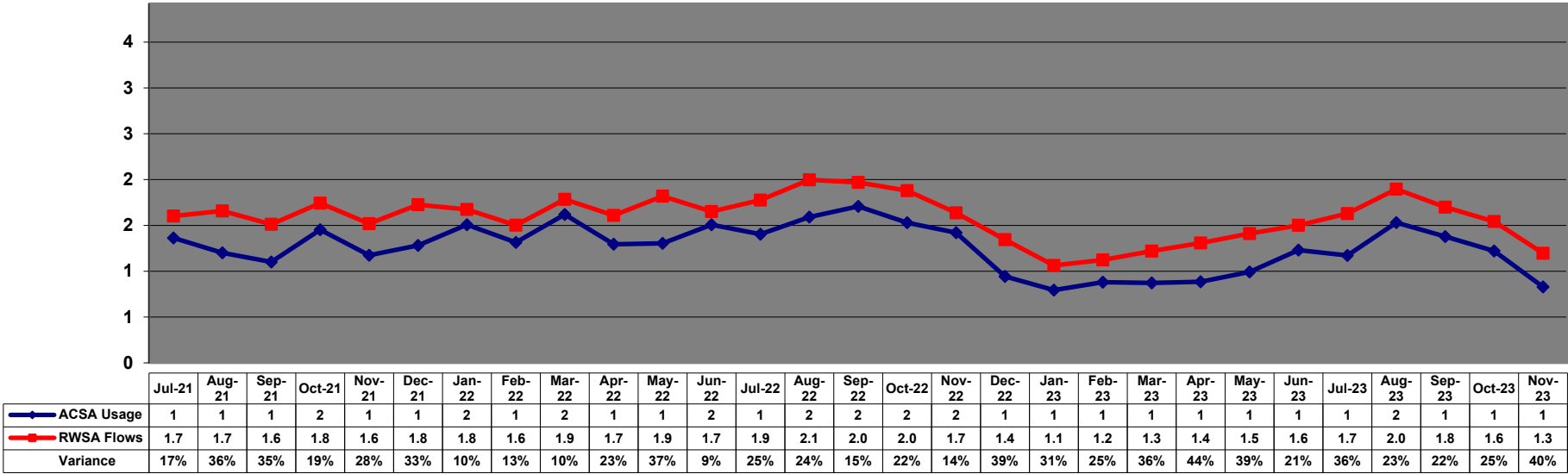
Charges and Revenues (in Thousands of Dollars)



	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
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
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
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)
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)

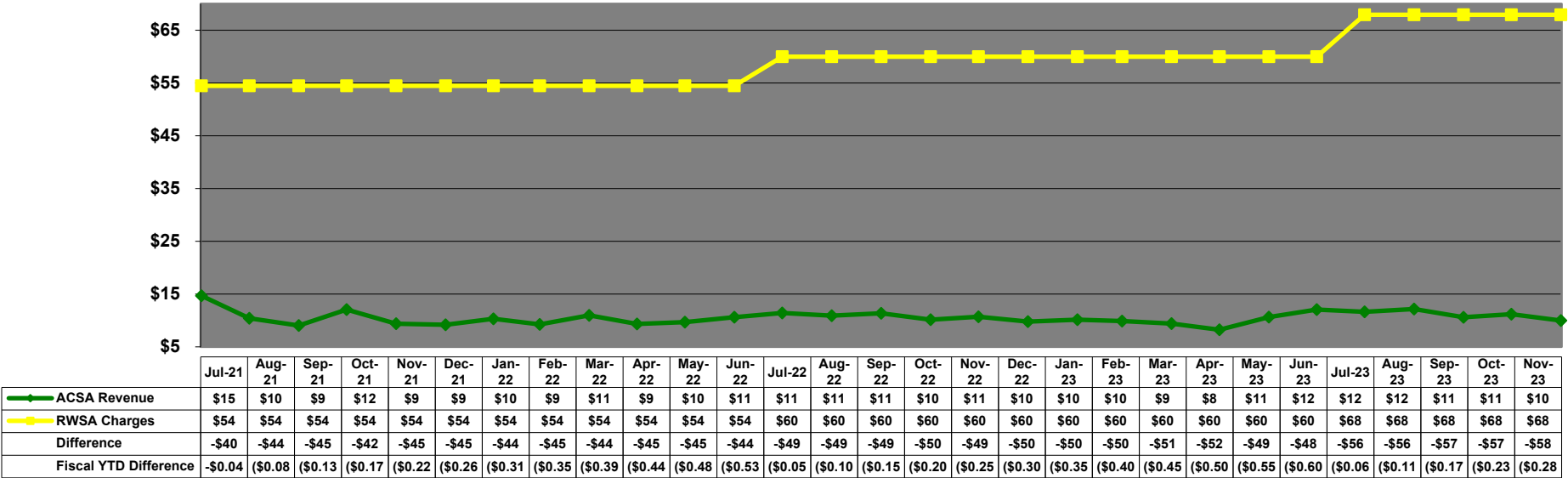
FY 2022, 2023, and 2024 Scottsville Water Comparison
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



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

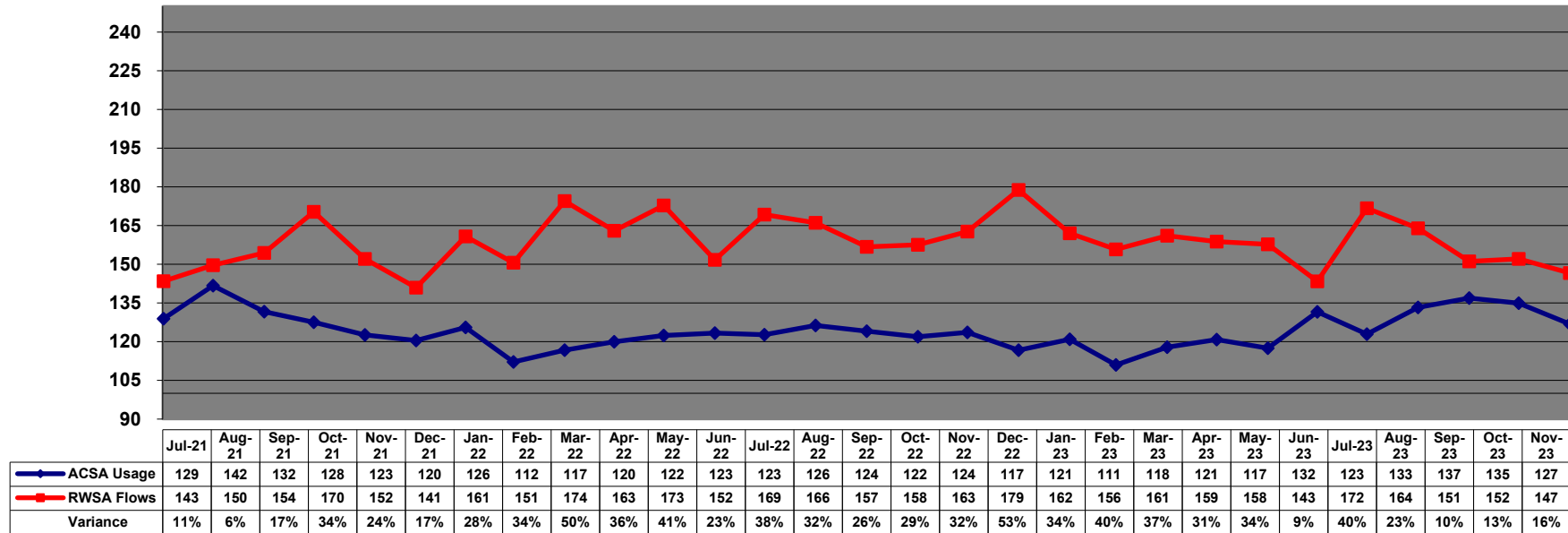
Charges and Revenues (in Thousands of Dollars)



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

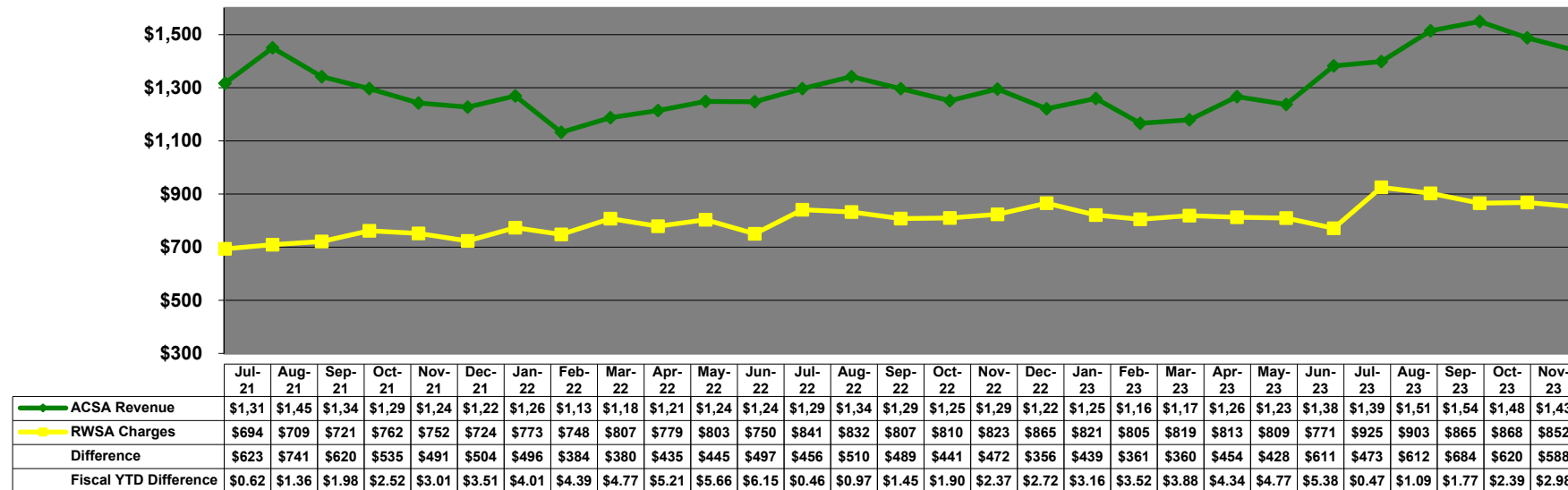
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Usage & Flows (in Millions of Gallons)



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

Charges & Revenues (in Thousands of Dollars)

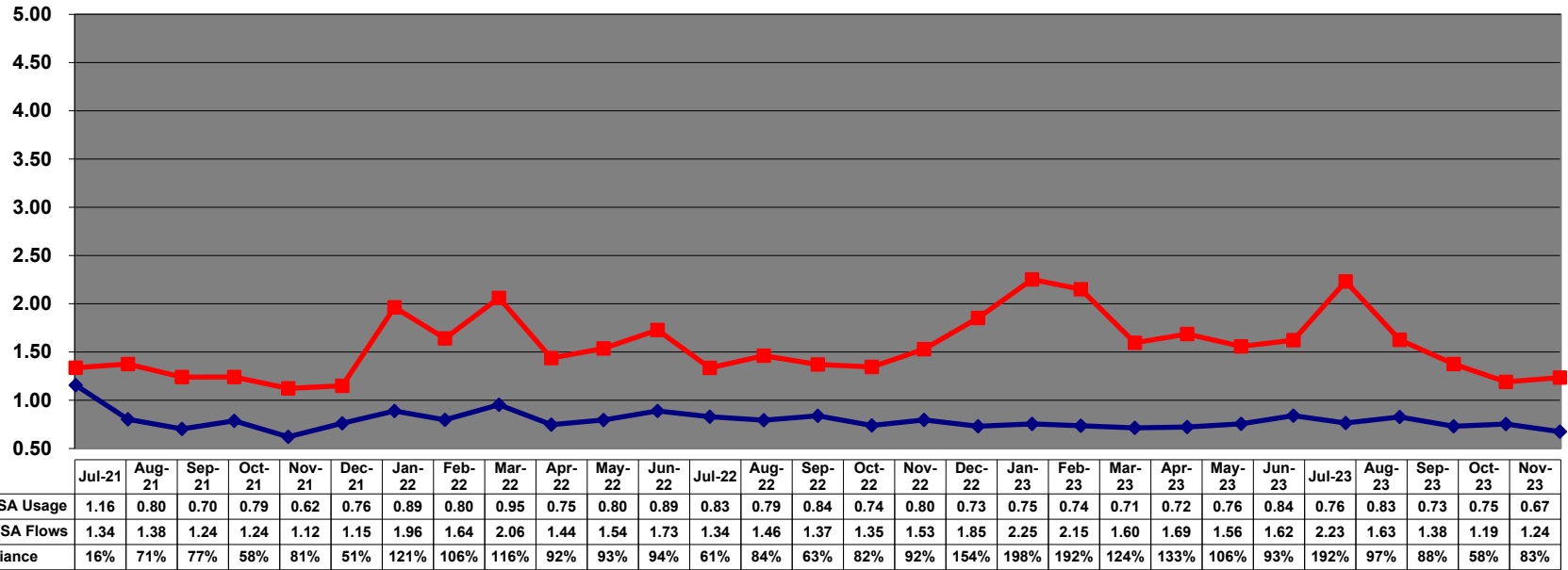


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

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

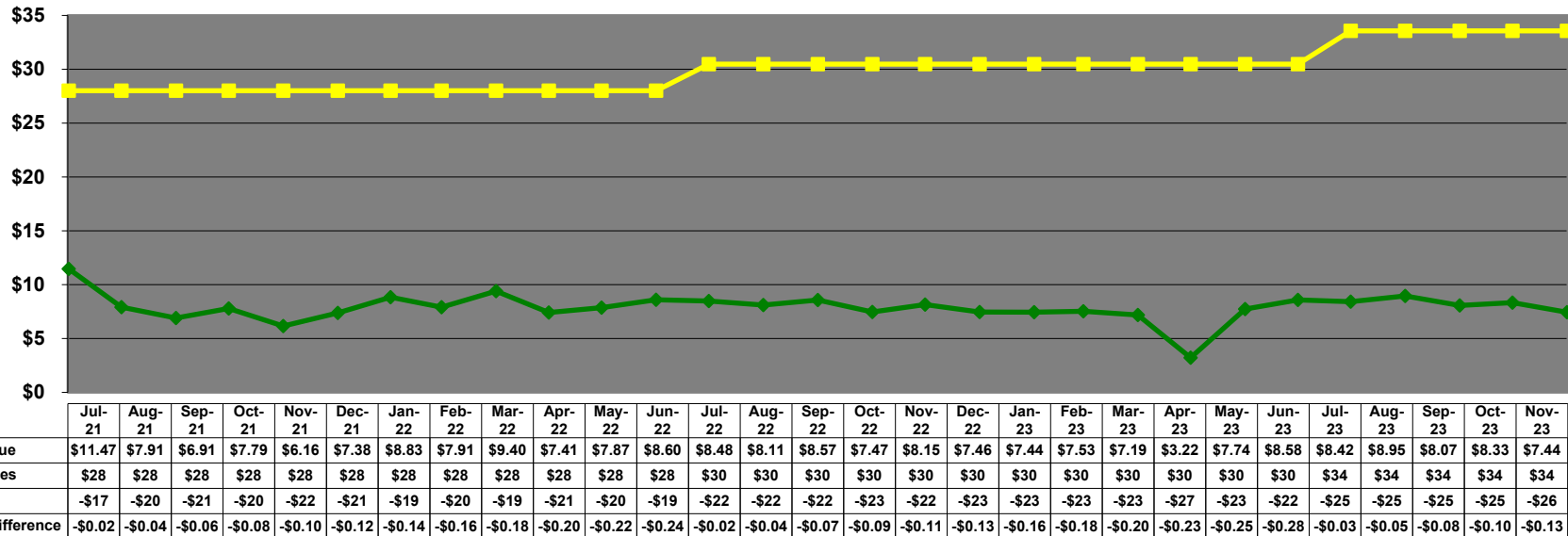
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Usage & Flows (in Millions of Gallons)



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

Charges & Revenues (in Thousands of Dollars)



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

Single-Family Residential Water Usage

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

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

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

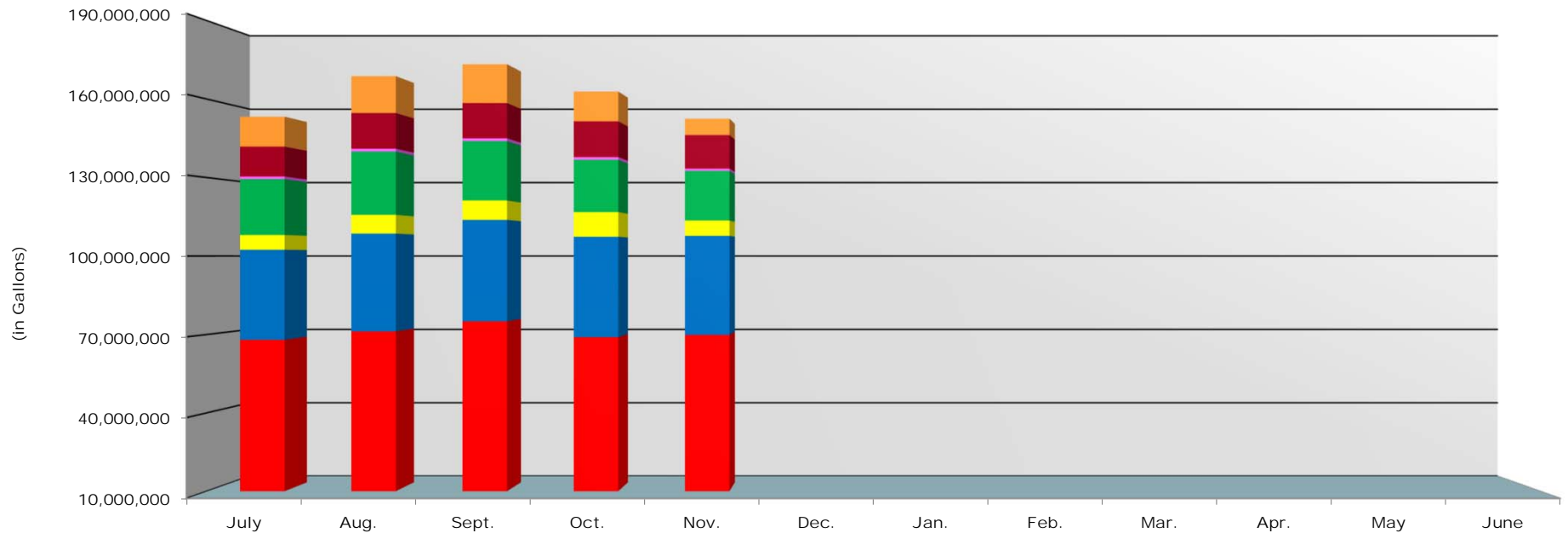
	FY 2024											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775							
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806							
Level 3 (6,001 - 9,000 gallons)	4,271,446	4,916,430	6,033,699	4,583,776	4,409,091							
Level 4 (over 9,000 gallons)	5,743,519	6,973,528	8,880,933	6,336,335	4,866,834							
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	-	-	-	-	-	-	-

System-Wide Irrigation Water Usage

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

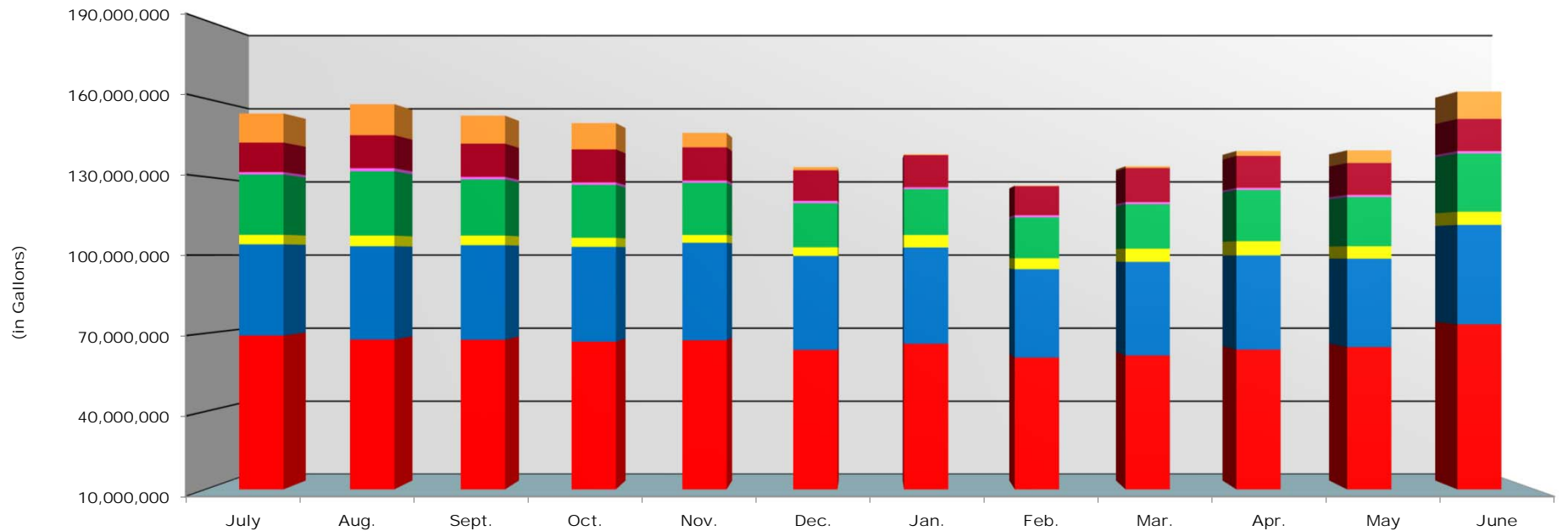
FY 2024	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	145,819	127,806	38,463	168,299	23,781							
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892							
Level 3 (6,001 - 9,000 gallons)	717,195	648,971	222,722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

Monthly Water Consumption Fiscal Year 2024

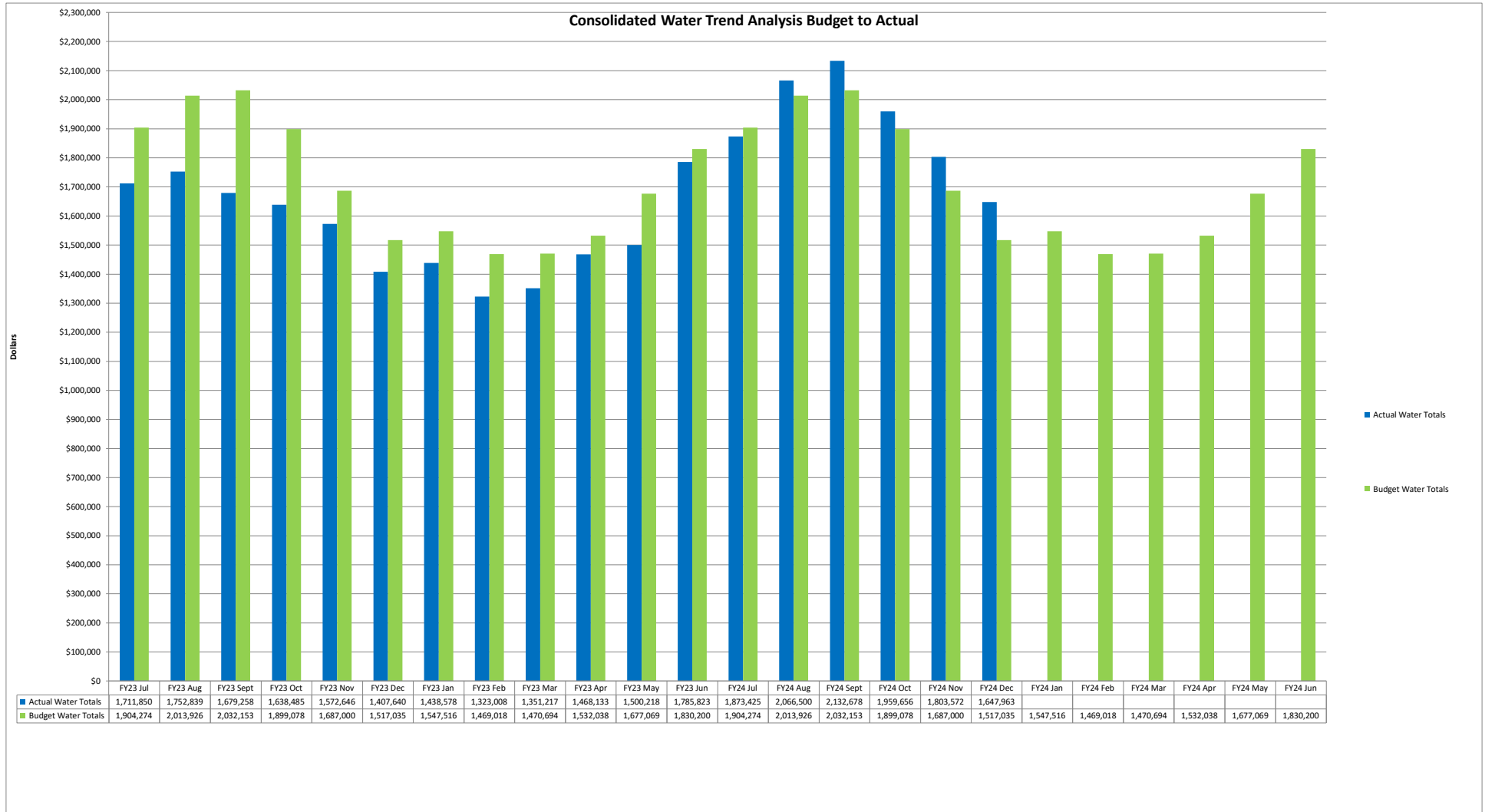


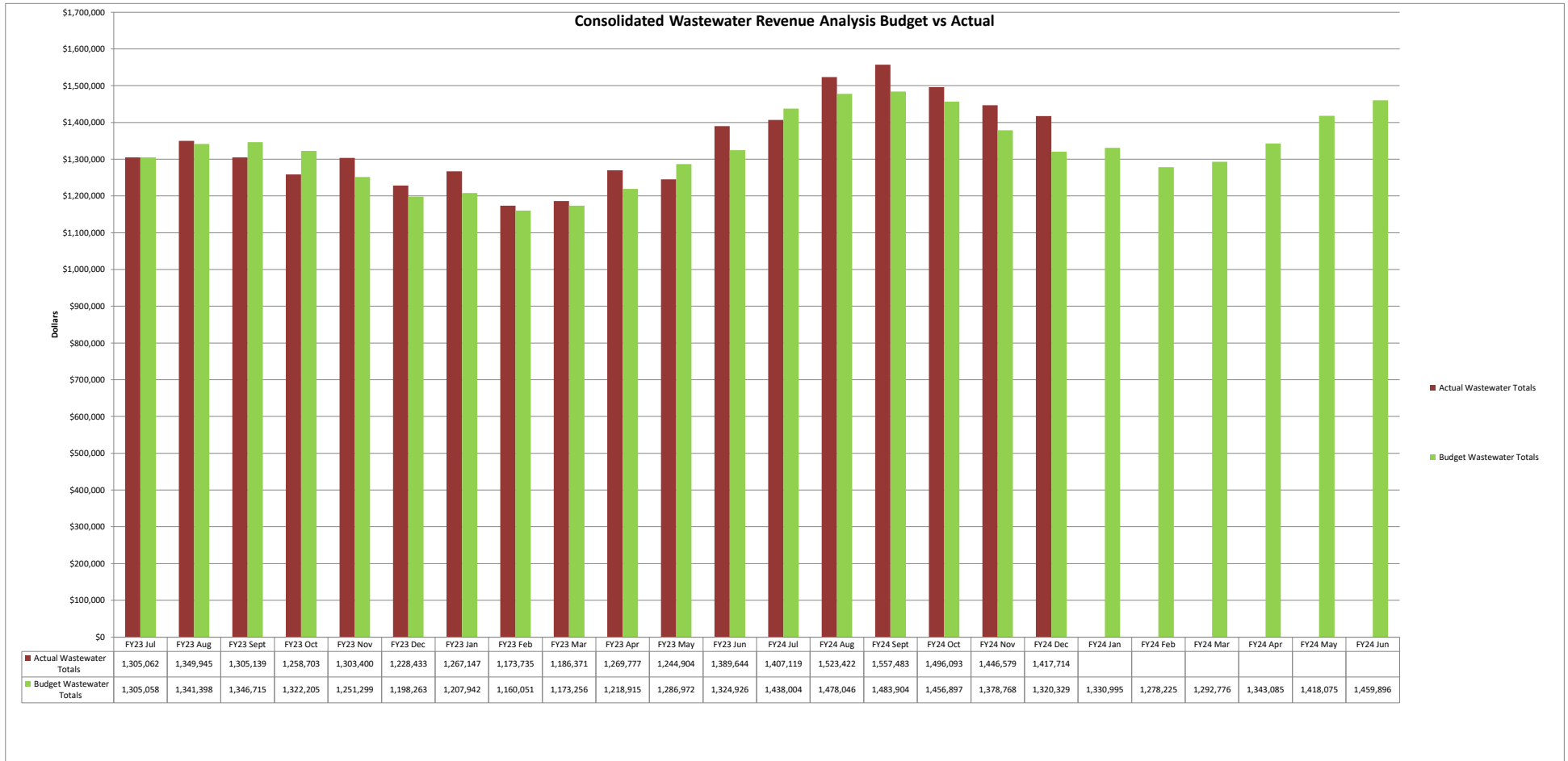
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	0	0	0	0	0	0	0
Institutional - Domestic Consumption	11,422,399	13,645,824	13,463,936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

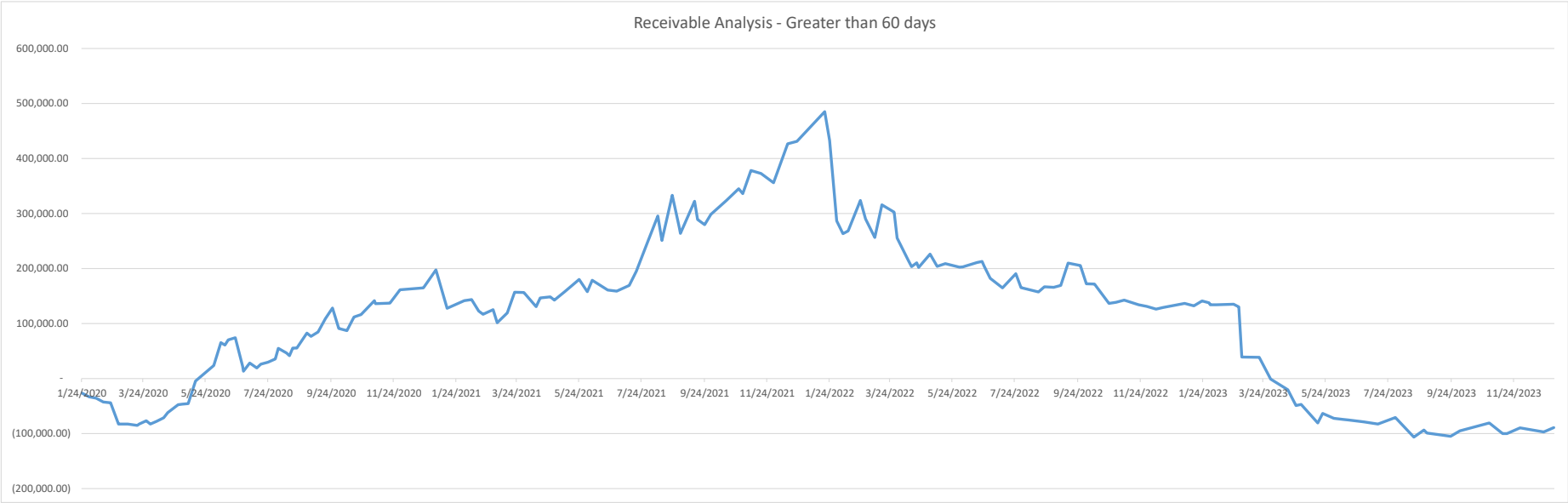
Monthly Water Consumption Fiscal Year 2023



	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

December 2023 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	12/05/2023	Rivanna Water & Sewer Authority	2,204,989.05	Water & Sewer Treatment
68408	12/01/2023	Core & Main LP	421,918.49	AMI
ACH	12/15/2023	Payroll	187,438.85	Net Pay
ACH	12/29/2023	Payroll	173,256.44	Net Pay
68520	12/15/2023	M C Dean Incorporated	106,290.24	SCADA Phase 3
489452561	12/15/2023	IRS - Federal Tax Deposit	73,572.90	Payroll
489654736	12/29/2023	IRS - Federal Tax Deposit	64,839.95	Payroll
Wire	12/19/2023	The Bank of New York Mellon	48,604.17	Debt Service
489654735	12/29/2023	County of Albemarle	39,026.75	Payroll
489452560	12/29/2023	County of Albemarle	38,235.54	Payroll
489452557	12/29/2023	Virginia Retirement System	33,498.48	Payroll
68547	12/15/2023	Tencarva Machinery Co LLC	33,313.39	Pump rebuild North Fork PS
489654732	12/29/2023	Virginia Retirement System	32,729.17	Payroll
68558	12/15/2023	Virginia Risk Sharing Association	32,168.00	Insurance/Worker's Comp
68442	12/01/2023	Paymentus Corporation	28,922.71	Transaction Fees
68446	12/01/2023	Stemmle Plumbing Repair Inc	24,343.00	Wet Well Cleaning Contract
68415	12/01/2023	E Source Companies LLC	22,982.16	AMI Project - Phase 3
68422	12/01/2023	Fortiline Incorporated	20,381.13	Inventory
68499	12/15/2023	Dewberry Engineers Incorporated	19,554.20	Ragged Mountain WMRP
68559	12/15/2023	Bank of America	19,150.95	Supplies & Memberships
68550	12/15/2023	U S Postmaster	18,000.00	Bulk Mail Postage
68409	12/01/2023	Crutchfield Corporation	16,664.72	A/V Solution - Board Room
68410	12/01/2023	Daly Computers Incorporated	15,470.00	Microsoft 365 Software
68486	12/15/2023	Cranium Holding Incorporated	14,600.00	BizLibrary Learning Mgmt
489452562	12/15/2023	Virginia Dept of Taxation	12,608.90	Payroll
68413	12/01/2023	Dewberry Engineers Incorporated	11,896.00	Avon Maint. Yard Design
68457	12/01/2023	Whitman, Requardt & Assoc LLP	11,623.24	Madison Office Park PS
489654737	12/29/2023	Virginia Dept of Taxation	11,152.73	Payroll
68412	12/01/2023	Dewberry Engineers Incorporated	10,471.00	Barracks West Water Main
68500	12/15/2023	Dixon Engineering Incorporated	9,845.50	Glenmore Tank Slab Coating
68556	12/15/2023	Cellco Partnership	8,454.96	Cellular Service
68506	12/15/2023	Ferguson US Holdings Inc	8,366.76	Inventory
68435	12/01/2023	Ramboll Americas Engineering	7,620.00	Briarwood Water Main
68523	12/15/2023	Mansfield Oil Company of Gainesvill	7,571.01	Fuel
68498	12/15/2023	Daly Computers Incorporated	7,550.00	Verkada Cameras
68503	12/15/2023	E Source Companies LLC	6,828.00	AMI
68517	12/15/2023	Letterpress Communications LLC	6,750.00	Communications Consultant
68417	12/01/2023	EWT Holdings III Corporation	6,222.54	Bioxide Delivery
489452559	12/15/2023	VALIC	5,342.50	Payroll
489654734	12/29/2023	VALIC	5,342.50	Payroll
68496	12/15/2023	Core & Main LP	5,245.69	Inventory
68502	12/15/2023	Dominion Energy Virginia	5,177.31	Energy
68447	12/01/2023	RSG Landscaping LLC	5,142.19	Landscaping
489452556	12/15/2023	Nationwide	4,334.65	

489654731	12/29/2023	Nationwide	4,334.65
68522	12/15/2023	Malloy Ford	4,063.50
68436	12/01/2023	Anthony Guarascio	3,787.50
68416	12/01/2023	Ed's Floor Care Services LLC	3,703.33
489452555	12/15/2023	ICMA Membership Renewals	3,611.16
489654730	12/29/2023	ICMA Membership Renewals	3,546.20
68414	12/01/2023	Dominion Energy Virginia	3,543.01
68546	12/15/2023	Kimbely Swanson	3,355.32
68443	12/01/2023	PFM Asset Management LLC	3,042.48
68553	12/15/2023	HD Supply Facilities Maint LTD	3,003.44
68431	12/01/2023	Mansfield Oil Company of Gainesvill	2,908.73
68519	12/15/2023	Luck Stone Corporation	2,437.00
68507	12/15/2023	Flora Pettit PC	2,266.00
68521	12/15/2023	Mailing Services of Virginia	2,149.68
68551	12/15/2023	UniFirst Corporation	2,034.77
68449	12/01/2023	Randall B Skeen	2,000.00
68532	12/15/2023	The Pitney Bowes Bank Incorporate	2,000.00
68631	12/29/2023	Minnesota Life Insurance Co	1,899.30
68518	12/15/2023	Lowe's	1,877.95
68629	12/29/2023	Guardian	1,805.23
68458	12/02/2023	Ferguson US Holdings Inc	1,676.22
68407	12/01/2023	Comcast	1,672.41
68540	12/15/2023	S L Williamson Company Inc	1,593.36
489452564	12/15/2023	ACSA Flexible Spending	1,588.65
489654739	12/29/2023	ACSA Flexible Spending	1,588.65
489452563	12/15/2023	Flexible Benefit	1,427.00
489654738	12/29/2023	Flexible Benefit	1,427.00
68444	12/01/2023	Rappahannock Electric Cooperative	1,392.75
68557	12/15/2023	VA Utility Protection Service Inc	1,309.00
68537	12/15/2023	Rivanna Solid Waste Authority	1,230.00
68536	12/15/2023	Stephen M Lestyan	1,200.00
68478	12/15/2023	ABC Extinguishers LLC	1,181.51
68466	12/01/2023	EGGC LLC	1,116.00
68398	12/01/2023	Campbell Equipment Inc	1,079.96
68627	12/29/2023	ACAC	1,042.00
68538	12/15/2023	Rivanna Water & Sewer Authority	970.08
68454	12/01/2023	UniFirst Corporation	962.14
68539	12/15/2023	Roy's Electric Motor Sales & Service	950.00
68392	12/01/2023	API Service Center	863.66
68479	12/15/2023	John R V Mayo	846.05
489654740	12/29/2023	VACORP	804.88
489452558	12/29/2023	AFLAC	794.74
489654733	12/29/2023	AFLAC	794.74
68541	12/15/2023	Safeware Incorporated	785.50
68430	12/01/2023	Luck Stone Corporation	764.58
68516	12/15/2023	L/B Water Service Incorporated	720.38
68515	12/15/2023	LB Technology Incorporated	700.00

68404	12/01/2023	HTM/MTE Associates Inc	693.58
68406	12/01/2023	Comcast	647.18
68554	12/15/2023	UVA-WorkMed	590.00
68511	12/15/2023	James M Cox Company Inc	537.81
68487	12/15/2023	Blackburn Manufacturing Company	529.38
68419	12/01/2023	Ferguson US Holdings Inc	522.63
68448	12/01/2023	S L Williamson Company Inc	504.30
68480	12/15/2023	Advance Stores Company Inc	461.74
68533	12/15/2023	R L Beyer	458.76
68560	12/15/2023	MWP Supply Incorporated	455.62
68634	12/29/2023	Taxing Authority Consulting Servi	408.45
68450	12/01/2023	CM Turf	408.00
68513	12/15/2023	Wisconsin Quick Lube Inc	388.17
68394	12/01/2023	AquaTech Irrigation Services LLC	376.04
68524	12/15/2023	Martin Marietta Materials Incorpora	363.66
68429	12/01/2023	John Deere Financial	350.64
68510	12/15/2023	Hathaway Solutions LLC	332.70
68527	12/15/2023	ODP Business Solutions LLC	323.97
68396	12/01/2023	Brink's Incorporated	318.52
68452	12/01/2023	TSRC Incorporated	316.68
68453	12/01/2023	The Artina Group	305.64
68437	12/01/2023	Davon Jones	304.08
68456	12/01/2023	Protocol SSD Corporation	302.45
68423	12/01/2023	Frank & Associates Incorporated	300.00
68440	12/01/2023	Margo Caldwell	300.00
68528	12/15/2023	Carol Davis	300.00
68529	12/15/2023	Emily Leytham	300.00
68632	12/29/2023	Piedmont Family YMCA	281.70
68445	12/01/2023	Ricoh USA Incorporated	275.00
68432	12/01/2023	Martin Marietta Materials Incorpora	273.38
68402	12/01/2023	BRC Enterprises Incorporated	262.50
68400	12/01/2023	Indpndnt Bttry Retailers of America	256.41
68390	12/01/2023	Advance Stores Company Inc	237.87
68411	12/01/2023	Harris Systems USA Incorporated	225.00
68542	12/15/2023	The Sherwin Williams Company	214.35
68504	12/15/2023	Electronic Systems Incorporated	210.00
68535	12/15/2023	Republic Services	205.34
68424	12/01/2023	Generator Service Company Inc	205.00
68441	12/01/2023	Parks Edge	200.00
68530	12/15/2023	JILL PAYNE	200.00
489452554	12/15/2023	Treasurer of Virginia	189.94
489654729	12/29/2023	Treasurer of Virginia	189.94
68508	12/15/2023	Fortiline Incorporated	189.25
68526	12/15/2023	Barbara Nunnally Revocable Trust	187.88
68491	12/15/2023	Indpndnt Bttry Retailers of America	170.97
68485	12/15/2023	Bailey Printing Incorporated	170.00
68488	12/15/2023	Blue Ridge Farmers Co-op	169.97

68509	12/15/2023	Gingerich Outdoor Power Spec	167.84
68455	12/01/2023	University Tire & Auto	160.74
68426	12/01/2023	Hathaway Solutions LLC	160.24
68544	12/15/2023	David Sorensen	157.57
68469	12/01/2023	Matthew Hancock	153.57
68552	12/15/2023	University Tire & Auto	148.92
68391	12/01/2023	American Pest Incorporated	147.15
68514	12/15/2023	KBS LLC	146.65
68495	12/15/2023	City of Charlottesville	143.87
68420	12/01/2023	Fisher Auto Parts Incorporated	143.65
68534	12/15/2023	Red Wing Business Advantage Accoi	139.39
68421	12/01/2023	Flexible Benefit Administrators Inc	139.25
68630	12/29/2023	Herbert Beskin Trustee	135.00
68434	12/01/2023	Motorola Solutions Incorporated	129.85
68525	12/15/2023	Nestor Martinez	125.64
68549	12/15/2023	Matthew Tsoy	121.98
68633	12/29/2023	Snap Fitness	119.88
68545	12/15/2023	Macro Retailing LLC	116.99
68489	12/15/2023	Thomas Boehm	113.56
68389	12/01/2023	John R V Mayo	102.30
68438	12/01/2023	James Muehlberg	100.00
68439	12/01/2023	Jessica Hecker	100.00
68483	12/15/2023	Aqua Air Laboratories Inc	100.00
68418	12/01/2023	FedEx	97.65
68531	12/15/2023	Michael Cameron Rasnake, Jr.	86.00
68555	12/15/2023	VA Department of Professional	80.00
68470	12/01/2023	Jennifer Lyon	76.09
68482	12/15/2023	BPB Holding Corporation	71.44
68477	12/01/2023	Woodlands of Charlottesville	70.98
68512	12/15/2023	James River Communications Inc	70.00
68501	12/15/2023	Document Destruction of	69.95
68493	12/15/2023	Culpeper Auto Parts Incorporated	66.48
68476	12/01/2023	Camela Sykes	65.62
68401	12/01/2023	Culpeper Auto Parts Incorporated	59.94
68481	12/15/2023	Albemarle Lock & Safe Company	56.00
68399	12/01/2023	MWP Supply Incorporated	55.10
68484	12/15/2023	Augusta Cooperative Farm Bureau	45.57
68628	12/29/2023	Anytime Fitness-Pantops	40.00
68543	12/15/2023	Snap Fitness Hollymead	39.96
68425	12/01/2023	Gingerich Outdoor Power Spec	39.48
68473	12/01/2023	Sandra Richardson	37.53
68492	12/15/2023	Central Virginia Electric Cooperative	36.88
68393	12/01/2023	Appalachian Power	36.53
68471	12/01/2023	Patrick & Lauren Mullins	35.56
68403	12/01/2023	City of Charlottesville	28.99
68475	12/01/2023	Judith M Srigley	26.82
68505	12/15/2023	FedEx	26.74

68395	12/01/2023 AutoZone Stores LLC	21.49
68397	12/01/2023 Lois Brown	20.79
68472	12/01/2023 Kathleen O'Donnell	19.70
68428	12/01/2023 Duane Hopper	17.53
68433	12/01/2023 Michael Baker International Incorp	14.20
68467	12/01/2023 Wallace Gibson	13.50
68494	12/15/2023 C.E.S (City Electric Accounts - Chi)	11.51
68497	12/15/2023 County of Albemarle	11.43
68451	12/01/2023 Sunbelt Rentals Incorporated	10.00
68468	12/01/2023 Ashley Glennon	9.14
68427	12/01/2023 Rita Herr	8.98
68474	12/01/2023 Carlos Sanchez	6.81
68548	12/15/2023 Thryv Incorporated	6.50
68405	12/01/2023 Jason Coleman	4.45
		3,955,330.16

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: January 18, 2023 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND: Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

DISCUSSION:

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Monthly CIP Report
- List of Active Private Development Projects

Albemarle County Service Authority (ACSA)
Capital Improvement Project Report
January 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.

1/9/2024: The Preconstruction Conference with Valley Contracting is scheduled for January 15, 2024. Valley Contracting is currently in the process of obtaining the required permits and is hopeful that construction activities can begin before the end of this month.

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.

1/9/2024: ACSA staff awaiting receipt of first round of final plats to begin Deed of Easement preparation and easement acquisition efforts.

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.

1/9/2024: Submission of the Final Technical Memorandum, which evaluates four options for installing a new water main across Morey Creek, is anticipated the week of January 22, 2024.

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.

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.

1/9/2024: The bid schedule for the Annual Water Services Contract is being finalized and advertisement is scheduled for January 28, 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:	50%
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.

11/7/2023: Project meeting was held on October 27, 2023, with new team members from both the ACSA and Ramboll. Ramboll anticipates submitting the 90% Design Documents in January 2024.

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.

1/9/2024: The proposed Deed of Easement is under review by the property owner's attorney.

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.

1/9/2024: The proposed soil boring and test hole locations have been presented to the Townwood HOA for their approval. Once approved, this field work will be scheduled with Schnabel Engineering.

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.

8/9/2023: With construction currently scheduled for FY 2027 and FY 2028, ACSA staff have strategically identified this project as one to put in hold until we have made significant progress on higher priority projects. ACSA staff has received the 50% Design Documents from Baker.

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.

11/7/2023: A site visit with the Lewis Hill HOA was held the week of October 23, 2023, to make slight adjustments to the water main alignment to avoid several larger trees. The Lewis Hill HOA has engaged with a third-party appraiser to determine the value of the easement.

12. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	41%
Contractor:	ACSA Maintenance Department
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.

1/9/2024: ACSA staff recently began a new approach to handling this project by working with our customer’s irrigation contractors to upgrade the exclusion meter to be compatible with our AMI system with the ACSA covering these costs. Foothill Irrigation completed two conversions in December and have six scheduled so far for the month of January. ACSA staff have begun reaching out to other irrigation contractors to determine their availability in assisting their customers with this new approach. There are currently 292 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.

1/9/2024: The significant lead time on the pump skid has been reduced and ACI anticipates most of the construction activities occurring this upcoming summer. The Load Letter has been submitted to Dominion Energy for the upgraded electrical service.

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.

1/9/2024: ACSA staff is preparing comments on the 50% Design Documents and anticipates returning those to Baker by the end of January.

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:	2024
Completion:	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.

1/9/2024: CEI has provided the executed contract, along with the Payment and Performance Bonds, and Certificate of Insurance. CEI is currently working to prepare a tentative construction schedule.

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.

11/7/2023: Prism and ACSA staff are coordinating a site visit to the location of Work Order No. 4 to determine contractor access and if any easement clearing is required.

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:	75%
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.

1/9/2024: Timmons Group has delivered current and future state recommendations, which are under review by ACSA staff. Timmons Group is working on creating a schedule and budget estimate for Utility Network implementation.

20. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	30%
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.

1/9/2024: ACSA staff met with Dominion Energy to review the proposed electrical service installation for the EV Charging Station. The electrical permit has been submitted to the County of Albemarle and responses to our Request for Quotes for electrical materials are due January 16, 2024.

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.

1/9/2024: Easement acquisition efforts with the two adjacent property owners continue. ACSA and Dewberry are targeting advertisement for construction on January 28, 2024. Due to the size of this project, a 60-day bid period is anticipated.

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

Consultant:	Undetermined
Project Status:	Design/Build
Percent Complete:	0%
Construction Start:	2024
Completion:	2024
Total Budget:	\$750,000
Appropriated Funds:	\$0

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.

1/9/2024: On December 13, 2023, the ACSA accepted proposals from prequalified contractors for Design/Build Services for this project. One proposal was received from Fire-X Corporation, a contractor that has previously performed work on our fire suppression system. A Board authorization is proposed for this project.

23. Records Management Project (Account Code 1632):

Consultant:	Right Fit Consulting
Project Status:	Study
Percent Complete:	35%
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.

1/9/2024: All departments have participated in the Data Inventory portion of the project. Engineering and IT are complete, and Administration, Finance and Maintenance are nearing completion. Results will be compiled into a master document. Data Schemes have been established and approved. Data Security Controls for each data classification are being established by the ISO/Systems Engineer. A meeting will be scheduled in February to develop the Retention and Disposal policy.

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.

1/9/2024: ACSA staff continues efforts to schedule installation of the final two backflow assemblies.

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:	March 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.

1/9/2024: M.C. Dean is in the process of scheduling Site Acceptance Testing at several of the PRV locations where all work is complete.



Fontana PRV



Camelot PRV

JML/jl
060806CIPMonthly01182024

Albemarle County Service Authority (ACSA)
Active Private Development Projects
January 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. **Regents School of Charlottesville (Samuel Miller):** Water and sewer main extensions to serve a private school, grades K-12. The site is located west of Trinity Presbyterian Church, along Reservoir Road.

11. 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.
12. 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.
13. **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.**
14. 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.
15. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220-unit apartment building at the intersection of Inglewood Drive and Bond Street.
16. 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: January 18, 2024</p> <p>ACTION: <input type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>CONSENT AGENDA:</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
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BACKGROUND: Authorization for one CIP Project, which is included in the CIP Rate Model Budget. This authorization is for the award of Design/Build Services for the ACSA – Fire Suppression System Replacement Project.

DISCUSSION:

- ❖ Allows ACSA staff to utilize a professional firm to provide design and construction services for the replacement of our aging fire suppression system.

BUDGET IMPACT: The proposal for the ACSA – Fire Suppression System Replacement Project is approximately \$100,000 more than anticipated in the Rate Model. These additional costs should be offset by cost savings on other CIP projects.

RECOMMENDATIONS: Authorize award of the 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.
- ❖ Letter dated December 29, 2023, from Fire-X Corporation outlining their fee proposal for the ACSA – Fire Suppression System Replacement Project.



MEMORANDUM

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

The following project requires Board authorization:

- A. ACSA – Fire Suppression System Replacement Project:** On December 13, 2023, the ACSA accepted proposals from prequalified contractors for Design Build Services for the ACSA Fire Suppression System Replacement Project. One (1) contractor submitted a proposal on the project with a total cost of \$870,815. Based on our technical review of the submitted proposal and our previous experience with Fire-X Corporation, ACSA staff is recommending award of the contract to Fire-X Corporation for their total cost of \$870,815.

Board Action

We request the Board of Directors appropriate \$870,815 from the FY 2024 3R Fund for Design Build Services for the construction of the ACSA Fire Suppression System Replacement Project.

JML/jml

Attachments

010101CIPAuthorizations01182024

December 29, 2023

Alexander J. Morrison, P.E.
 Albemarle County Service Authority
 168 Spotnap Road
 Charlottesville, Virginia 22911

Dear Mr. Morrison,

Fire-X will furnish all engineering, layout, labor, materials, services, scaffolding, equipment, temporary protection and supervision necessary for: the required installation of two (2) fully operational, fully functional, dry-pipe fire-protection sprinkler systems, which will serve as the replacement for the existing systems, which are currently located within the ACSA Administration Building and Main Maintenance Building at 168 Spotnap Road, as previously outlined in 2023006-1-ENG-RFQ. The replacement will begin where the existing fire riser enters the building. Both systems shall be equipped with Nitrogen Generators.

Fire-X will furnish all engineering, layout, labor, materials, services, scaffolding, equipment, temporary protection and supervision necessary for the required installation of replacement addressable fire-alarm (FA) and clean agent (CA) panels throughout both existing facilities. All required electrical fire alarm components installation and wiring; and controls wiring and conduit systems and connections to the building HVAC fire detection system (administration building system only) are to be included. The fire alarm system shall have the capability of being remotely monitored through third party services. The scope of work will occur within occupied buildings.

Itemized costs associated with project are as follows:

- Administrative building permit cost - \$9,063.00
- Maintenance building permit cost - \$3,550.00
- Administration building sprinkler - \$595,137.00
- Maintenance building sprinkler - \$232,980.00
- Fire alarm and clean agent panel replacements (both buildings) - \$18,384.00
- Payment and performance bonding cost - \$11,701.00
- **Total project cost - \$870,815.00**

Fire-X plans to take small sections of the building at a time and remove ceilings, demo existing pipe, install the new piping, and replace ceilings. We are thinking it should take two to three (2-3) days at the

most in all areas with ACT ceilings in place. Rooms that will need sheetrock replaced, finished, and/or painted will take longer, but the majority of the offices have ACT ceilings and should only take two (2) days to complete. We plan to cover all areas with poly sheets to protect furniture and assist in the cleanup. We will remove the poly sheets, wipe down all surfaces, and vacuum once the work is complete.

Fire-X is proposing this work be done Monday through Friday from 7:00AM – 5:30PM. We are anticipating at least two weeks for submittals, two weeks for permits, and will have pipe onsite one week after the permit has been issued. We are planning for the Administrative building to take around eight (8) weeks to complete, and the Maintenance building should be completed in four (4) weeks.

Thank you for your consideration.

Sincerely,

Reed Hines and John Simmons

ALBEMARLE COUNTY SERVICE AUTHORITY

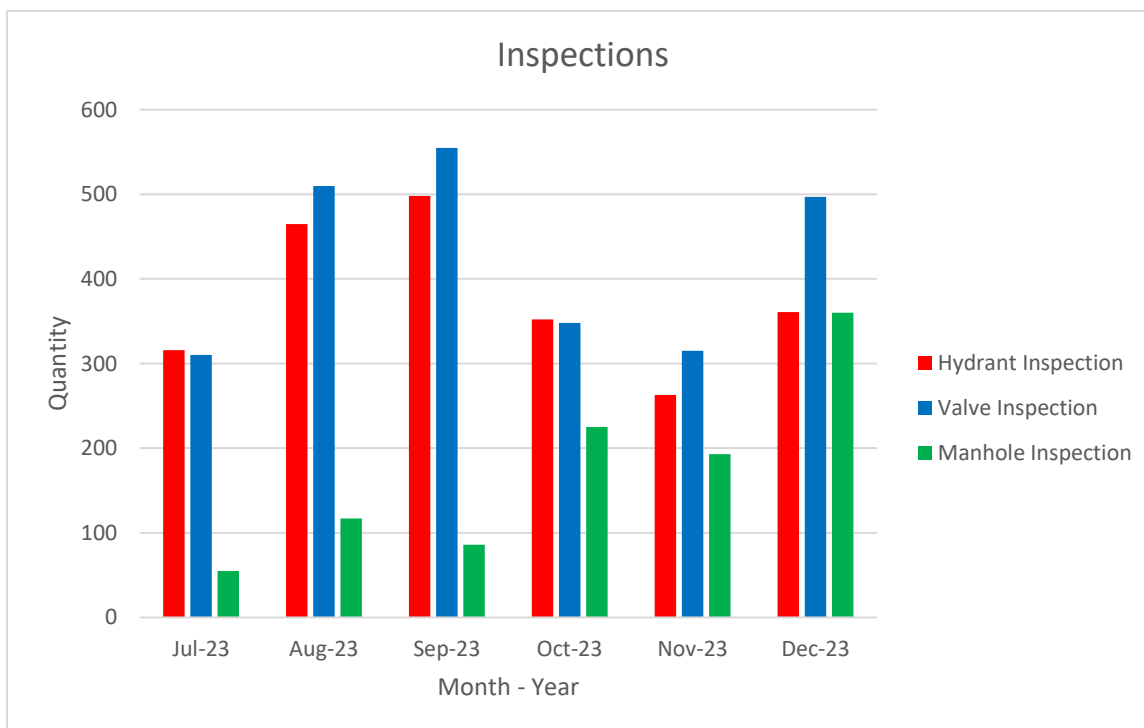
AGENDA ITEM EXECUTIVE SUMMARY

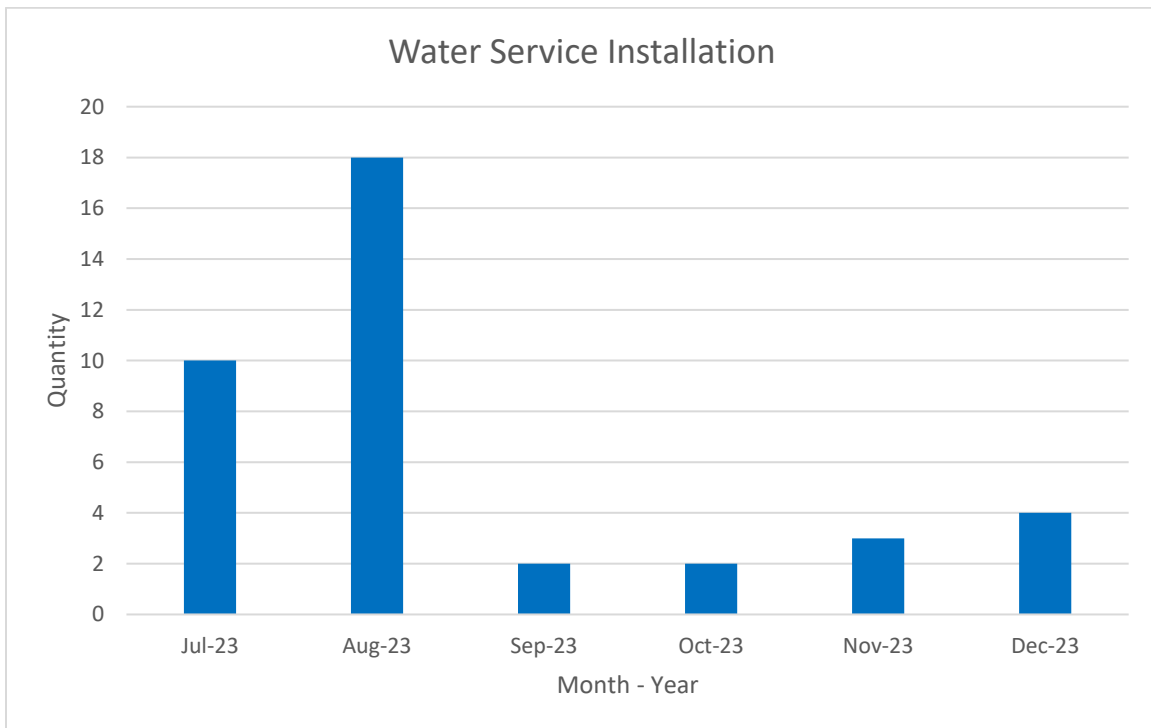
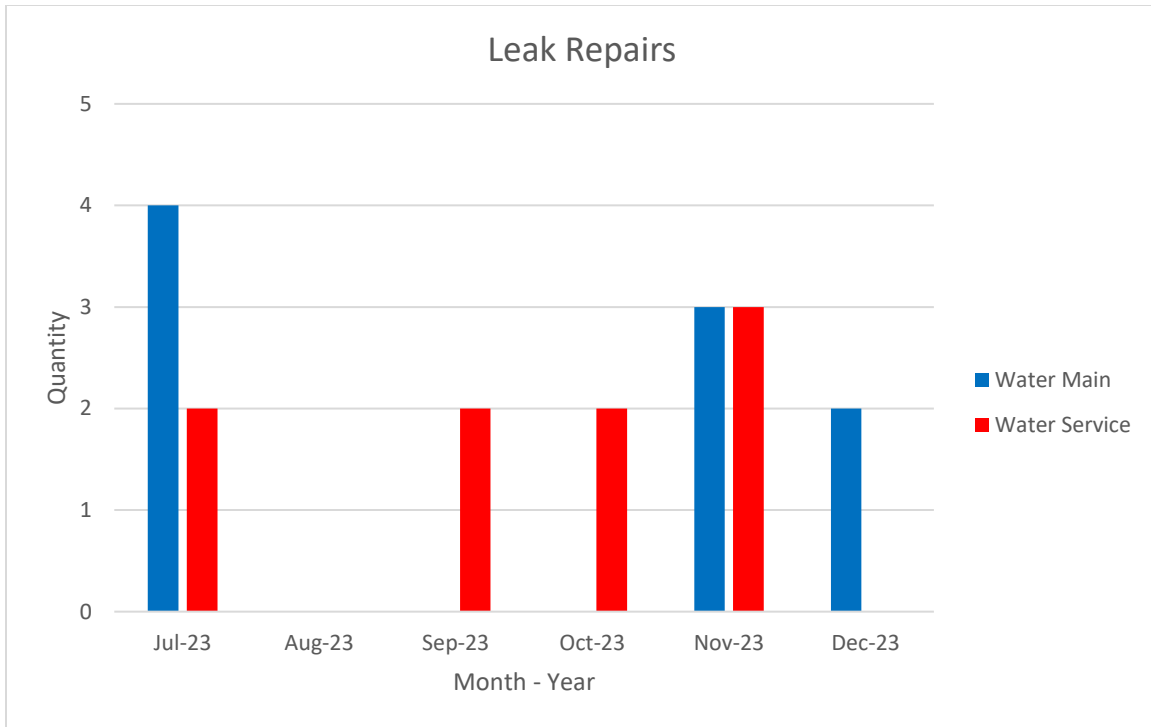
AGENDA TITLE: FY 2024 Monthly Maintenance Update Report STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations	AGENDA DATE: January 18, 2024 CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: YES
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BACKGROUND:

Current total years of service in the Maintenance Department: 307.4 years
 Current average years of service in the Maintenance Department: 9.9 years
 Current number of employees in the Maintenance Department: 31

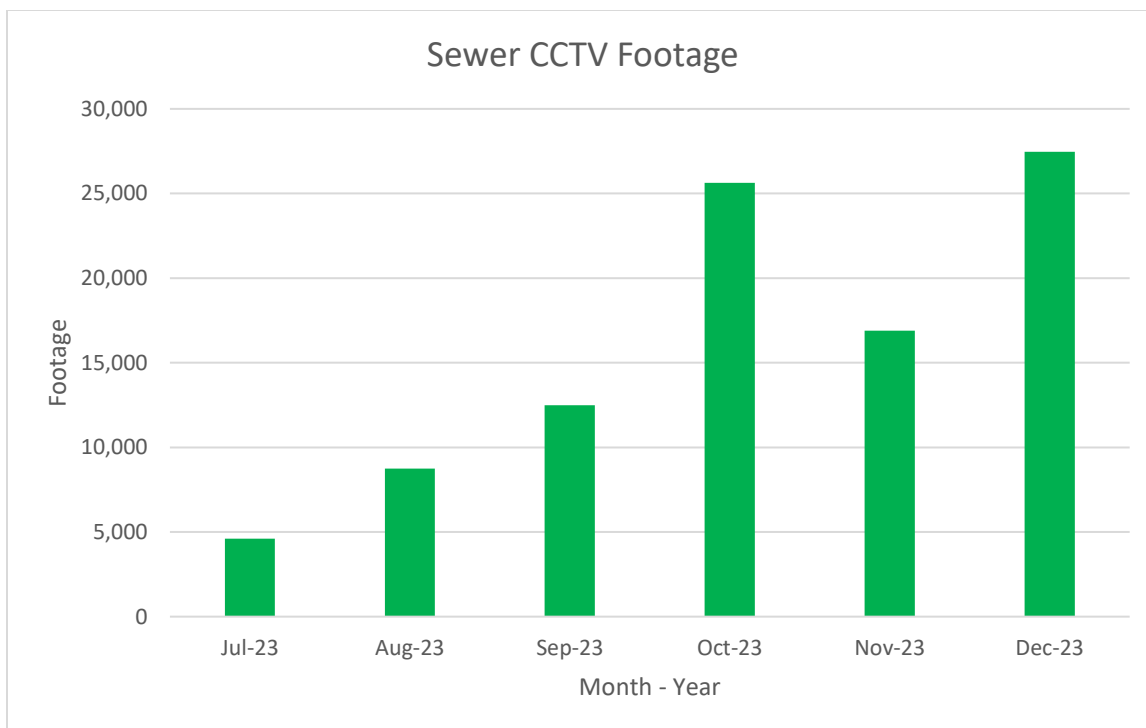
Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 6-month period, based on completed Cityworks work orders and inspections.



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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Monthly inspections increased in December. This was due to increased field availability for staff due to favorable weather, as well as increased CCTV equipment availability after a repair was made to malfunctioning equipment. CCTV technician's complete manhole inspections as part of the sewer CCTV inspection process.
 - Leak Repairs: The rate of leak repairs decreased in December. The water main leaks that occurred were on infrastructure forecasted for replacement in the ACSA CIP Program.
 - 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.
 - Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection increased in December due to a

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

decrease in equipment downtime. A repair was made to the malfunctioning CCTV equipment which 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 December, 246 verifications were completed by the Maintenance Department.
 - 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. In the month of December, 6 saddle replacements were completed by the Maintenance Department.
 - Large Diameter Water Main Materials: There was a coordinated effort in 2023 between the ACSA Engineering and Maintenance Departments, as well as the Rivanna Water and Sewer Authority (RWSA), to develop a list of materials that should be stocked in relation to ACSA water main connections to RWSA infrastructure. RWSA infrastructure consists of large diameter water mains which generally exceed the water main fitting sizes stocked by the ACSA. Due to the larger size of these fittings, there is also a longer lead time to acquire them when needed. The list that was developed covered a universal grouping of materials that could be adapted for various large diameter water main connections in the event of an emergency, to reduce outage durations to ACSA customers. The attached pictures depict these materials that were acquired by the ACSA, as well as the 20' Connex storage container that was acquired to hold this material.

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

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- ACSA Large Diameter Water Main Material (3 pictures) – 1/10/2024

ALBEMARLE COUNTY SERVICE AUTHORITY


AGENDA ITEM EXECUTIVE SUMMARY



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

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

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director 	AGENDA DATE: January 18, 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 December 12th RWSA Board Meeting and other communications.

RWSA Board meeting discussion and Capital Project Updates at the December 12th Board Meeting:

- **Ragged Mountain Reservoir 12' Raise Agreement** – The RWSA approved the three party agreement (ACSA, RWSA and City). Now with the three Board approvals and a signed agreement, this project is authorized for RWSA to move forward with raising the reservoir 12' at Ragged Mountain. This increases the available water supply by 700 million gallons, nearly a 50% increase at the reservoir. The project will be in design in 2024, and construction during 2025. Funding for the project is in the approved RWSA Budget.
- **FY 2025 Budget, CIP and Wholesale Rates** – The budget review process has begun with an all staff review in late December. Given the size of the capital projects that drive the budget and rates, we are projecting a double-digit wholesale rate increase.
- **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:	93%
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 work. Improvements continue at the Observatory Plant including completion of the new chemical building and general site improvements.

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	75%
Completion Date:	September 2024
Budget:	\$10,000,000

Current Status:

Waterline installation is 95% 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.

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 84%
Construction Start:	September 2024
Completion:	December 2028
Current Project Estimate:	\$44,000,000

Current Status:

Design of the pump station is 75% complete. Waterline design has reached 90% completion between Ragged Mountain Reservoir and Fontaine Avenue, and 50% complete between Fontaine Avenue and the Observatory Water Plant.

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

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

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

Design Engineer:	Kimley Horn
Project Start:	July 2023
Design Status:	8%
Construction Start:	June 2026
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 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 winter.

History:

The approved 50-year Community Water Supply Plan includes the construction of a new raw water pipeline from the South Rivanna River to the Ragged Mountain Reservoir. This new pipeline will replace the Upper Sugar Hollow Pipeline along an alternative alignment to increase raw water transfer capacity in the Urban Water System. The project includes a detailed routing study and water line design to account for recent and proposed development and road projects in Albemarle County and the University of Virginia. Preliminary design, preparation of easement documents, and

AGENDA ITEM EXECUTIVE SUMMARY

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.

History:

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

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	90% Design
Construction Start:	May 2024
Completion:	September 2024
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

AGENDA ITEM EXECUTIVE SUMMARY

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:	65% 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 will be completed soon.

History:

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

ACSA Board Future Policy Issues Agendas 2024										
Regular 3rd Thursday Monthly Meetings	Feb. '24	Mar. '24	April '24	May '24	June '24	July '24	Aug. '24	Sept. '24	Oct. '24	Pending Issues
	February 15th Recognitions	March 15th Recognitions	April 18th Recognitions	May 16th Recognitions	June 20th Recognitions	July 18th Recognitions	August 15th Recognitions	September 19th Recognitions	October 17th Recognitions	Water Supply Plan Project Status Reports Water Treatment Plants RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System
	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	
	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
	AMI Project Status Report	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 Regulations Report and Update	Water Audit and Energy Audit
										CIS - Customer Information Systems - Billing, Website, Phone
										Rate Model Update Spring 2025
	CIS - Customer Information System Update	"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	Advanced Metering Infrastructure (AMI) Project Update	Operational Report		Strategic Plan Updates-2023-2027 January and July
										Fats, Oils, and Grease (FOG) Program
										Climate Change and Sustainability
			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 (12/25); PFAS; Emerging Contaminants
										Emergency Preparedness
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Data Management and Management Dashboards
										Purchasing Policy Revisions
		Executive Session - Executive Director Annual Performance Review								Customer Experience (CX)
										1/18/2024

ALBEMARLE COUNTY SERVICE AUTHORITY

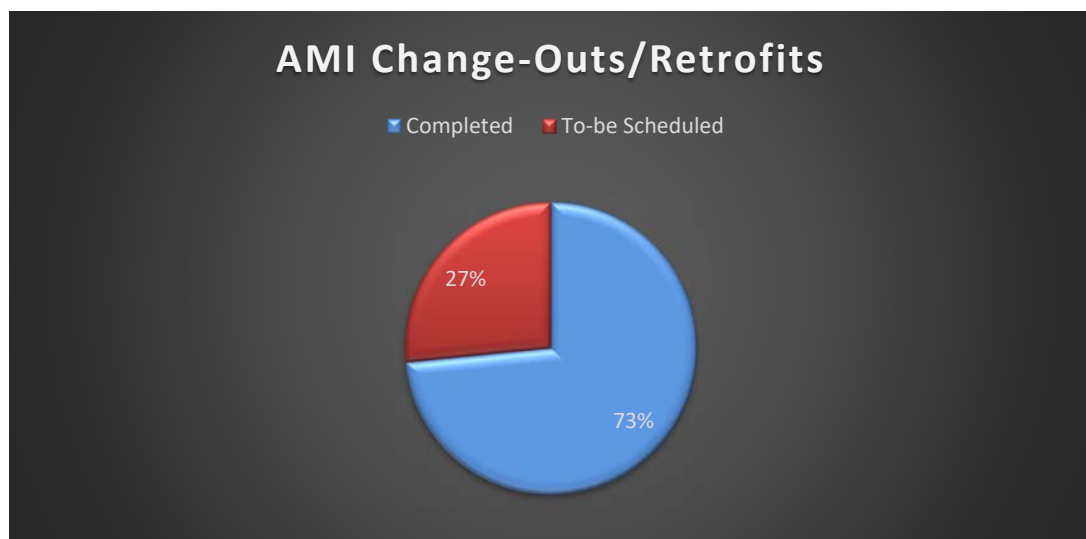
AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Advanced Metering Infrastructure (AMI) Monthly Update STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	AGENDA DATE: January 18, 2024 ACTION: Informational ATTACHMENTS: No
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BACKGROUND: The ACSA Board authorized staff at its October 2019 meeting to execute agreements related to the AMI project. Monthly status updates are provided below:

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

- The final phase of the AMI began April 3rd and our installers have successfully upgraded 16,400+ meters. Approximately 73% of the ACSA's system is fully operational under the AMI program. All meters scheduled for **full replacement** have been upgraded. The remaining 5,900 meters will be "retro-fit" with a radio component over the next six-months.
- Due to supply chain issues, we are waiting on delivery of all the required radio components. We are cautiously optimistic that these will be available and ready for install in the spring of 2024.
- The second graphic below illustrates daily and weekly progress.



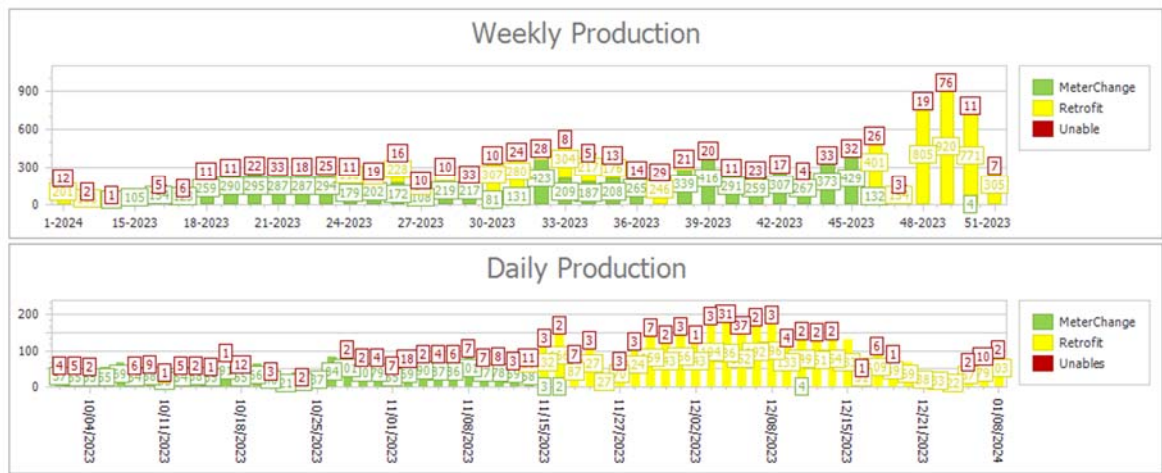
ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Albemarle County VA

Reading Rate						
Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
13278	13240	1	4	33	0	99.71

Type	Size	Install	INC	Sked	Unable	Remove	RTU
MeterChange	3/4-inch	7325	0	0	0	140	2
MeterChange	1 1/2-inch	0	0	0	0	1	0
MeterChange	1-inch	259	1	0	0	10	0
Retrofit	3/4-inch	5648	6280	0	11	82	8
Retrofit	1-inch	129	194	0	0	4	1
Retrofit	3/4-inch Ally	1	0	0	0	0	0



BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.

ATTACHMENTS: N/A

ACSA Water Conservation Program & Activity Report 2023

*Board of Directors Meeting
January 18, 2024*



TOILET REBATE PROGRAM



ACSA customers are eligible for rebates up to \$100 per toilet (maximum of three for residential customers) when they replace older, water guzzling toilets with new low-flow (1.6 gallons per flush or less).

In 2023:

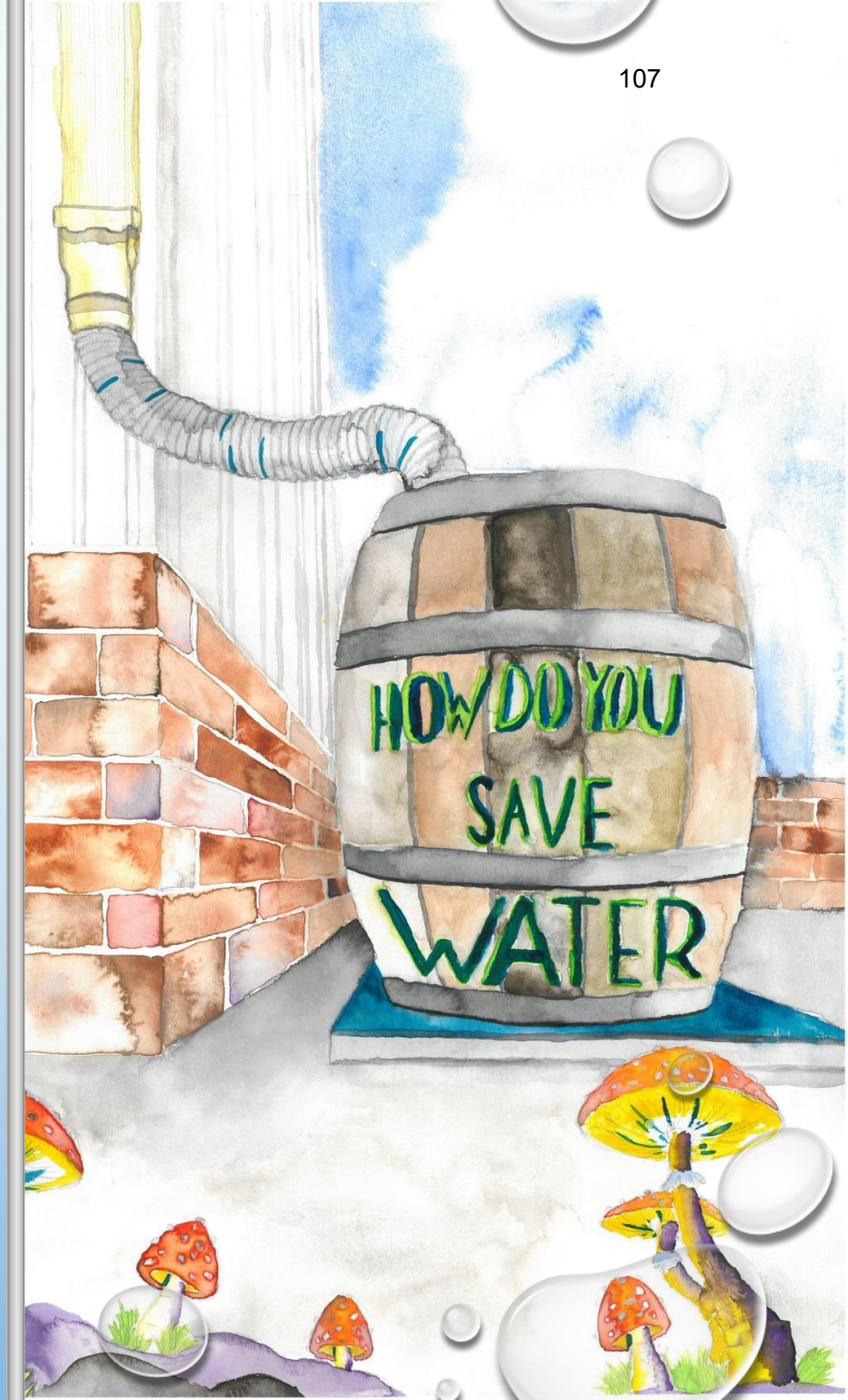
- 87 toilets were replaced replaced
- \$8, 700 rebated back to ACSA customers

RAIN BARREL REBATE PROGRAM

ACSA residential customers are eligible for rebates up to \$30 per rain barrel (maximum of two) when they purchase a rain barrel.

In 2023:

- 20 rain barrels were installed
- \$600 rebated back to ACSA customers





CARWASH CERTIFICATION PROGRAM

- Voluntary program
- Water use of various levels of a carwash are measured to obtain certification
- Guarantees that facilities may remain open during drought warning stage
- 7 out of 9 carwashes currently participating in the program
- ACSA staff will be pursuing certification with the 4 newly constructed carwashes in 2024.



IMAGINE A DAY WITHOUT WATER

NATIONAL CAMPAIGN TO EDUCATE COMMUNITIES ABOUT THE VALUE OF WATER AND THE NEED FOR INVESTMENT IN ITS SUSTAINABILITY. ANNUALLY THE ACSA, IN PARTNERSHIP WITH THE CITY OF CHARLOTTESVILLE AND RWSA, PARTICIPATES IN VARIOUS EVENTS SUCH AS THE KICK-OFF CELEBRATION AND AN ART CONTEST OPEN TO ALL CITY AND COUNTY STUDENTS GRADE K-12. IN FY 2020, THERE WERE 120 ARTWORK ENTRIES. DUE TO THE COVID-19 PANDEMIC, THERE WAS NO KICK-OFF EVENT OR AWARDS CEREMONY AS IN PAST YEARS.

FIX-A-LEAK 5K FAMILY RUN

THE FIX A LEAK FAMILY 5K IS A FAMILY-FRIENDLY ANNUAL RACE FOR THE CITY OF CHARLOTTESVILLE AND ALBEMARLE COUNTY RESIDENTS THAT BRINGS AWARENESS AND ATTENTION TO OUR RIVERS AS A MEANS OF RECREATION AND CONSERVATION. FREE AND VIRTUAL LAST YEAR, THE RACE WAS HELD FROM MARCH 1 – MARCH 31ST. INFORMATION ON TACKLING WATER LEAKS IN THE HOME, AS WELL AS GENERAL WATER CONSERVATION TIPS, RESOURCES, AND REBATES, WERE INCLUDED IN THE RACE PACKET AS PART OF THE WATER CONSERVATION EFFORTS FOR THE FIX A LEAK CAMPAIGN.

CONSERVATION TABLE IN ACSA LOBBY

AS PART OF AN ONGOING EFFORT TO PROMOTE CONSERVATION TO OUR CUSTOMERS DAILY, THE ACSA HAS A CONSERVATION TABLE ON DISPLAY IN THE LOBBY OF THE OPERATIONS CENTER. THE TABLE IS MAINTAINED AND REPLENISHED BY THE ADMINISTRATION TEAM AND INCLUDES ITEMS SUCH AS SHOWER TIMERS, TOILET TANK BAGS, AERATORS, AND LOW-FLOW SHOWER HEADS. THERE ARE ALSO CONSERVATION-THEMED FUN ITEMS FOR CHILDREN SUCH AS COLORING BOOKS AND STICKERS.



109



2023
-through-
2027

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN

111



Data Optimization

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

COMPREHENSIVE REVIEW OF SYSTEMS

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

DOCUMENT MANAGEMENT SYSTEM

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

SYSTEM MONITORING AND REPORTING

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



Business Resilience

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

BUSINESS CONTINUITY PLANNING

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

ENVIRONMENTAL SUSTAINABILITY

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

OPTIMIZATION OF RESOURCES

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



Customer Experience

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

CUSTOMER EXPERIENCE VISION

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

CUSTOMER INFORMATION SYSTEMS (CIS)

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

CUSTOMER ENGAGEMENT OPPORTUNITIES

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



Employee Experience

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

RECRUITMENT AND RETENTION

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

EMPLOYEE ENGAGEMENT OPPORTUNITIES

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

TRAINING AND EDUCATION PROGRAM

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

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN



Data Optimization

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



1

COMPREHENSIVE REVIEW OF SYSTEMS

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

STATUS

- Data Inventory is near completion for all departments.
- Cityworks Respond deployment underway.
- SCADA Phase 3 nearing is 85% complete. Site acceptance testing and commissioning of all devices remain.
- ESRI Utility Network Feasibility Study recommendations are under review. Contractor is developing budget and schedule for implementation.

SUCCESS RESULT

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

5%

2

DOCUMENT MANAGEMENT SYSTEM

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

STATUS

- Records Management Policy is under review (Library of Virginia).
- Data Schemes and Classifications have been developed.
- Security controls are being established.

SUCCESS RESULT

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

5%

3

SYSTEM MONITORING AND REPORTING

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

STATUS

- New firewall replacement completed.
- SCADA and Phone Systems firewalls both replaced.
- In the midst of scheduling two separate security assessments; one data focused and one physical focused.
- IT Technician was hired to monitor physical security more thoroughly.
- Currently replacing all data network switches with more enhanced switches.
- Currently reviewing and budgeting for a new Security Event and Incident Management software solution.
- Establishing practices to ensure our cybersecurity protection efforts meet or exceeds the CISA framework.

SUCCESS RESULT

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

10%

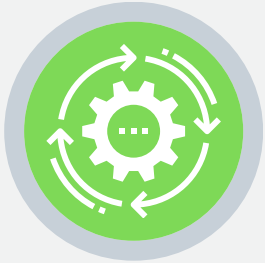
THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN



Business Resilience

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



1

BUSINESS CONTINUITY PLANNING

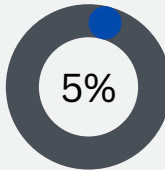
Develop a Business Continuity plan to ensure the continual operations during unexpected events.

STATUS

- IT has revised and tested their Disaster Recovery.
- Reviewing checklist in ERP.
- Regional exercise held.
- First-Come-First-Served policy approved.

SUCCESS RESULT

- Completion of a Business Continuity Plan document.



2

ENVIRONMENTAL SUSTAINABILITY

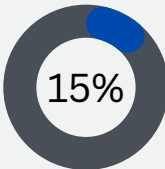
Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.

STATUS

- The Engineering electric vehicle has been manufactured with delivery anticipated in January 2024.
- The EV charging infrastructure work is underway.
- Performing FY 2023 Urban Water Audit with City and RWSA.
- IT is implementing environmental-friendly devices.
- Facilities updating LED lighting at facilities
- LED lighting updates are nearing completion. The hot water heater replacement has been completed as part of the Energy Audit recommendation.

SUCCESS RESULT

- Progress toward maximizing positive environmental practices.



3

OPTIMIZATION OF RESOURCES

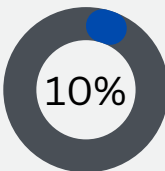
Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.

STATUS

- Minutes transcription service implemented.
- Role restructuring in Administration, Engineering and IT, with IT doubling up on offices.
- Utilization of Applicant Pro.

SUCCESS RESULT

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



THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN



Customer Experience

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

1

CUSTOMER EXPERIENCE (CX) VISION

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

STATUS

- Consolidation of various private development fees (plan review, construction inspection, as-built review).
- Customer Experience Vision Workshop held September 13th.

SUCCESS RESULT

- The customer experience vision is defined and enhancements are prioritized; follow-up on the CX Project recommendations.

20%

2

CUSTOMER INFORMATION SYSTEMS (CIS)

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

STATUS

- ACSA has begun the feasibility study on the new CIS, website, and phone system.
- Hydrant meter usage- readings streamlined to be submitted through the website.
- Planned outage map on website

SUCCESS RESULT

- Implementation of a CIS solution that meets the needs of customers through a stable, streamlined, and integrated platform.
- AMI Portal complete for customer on-line usage information.

20%

3

CUSTOMER ENGAGEMENT OPPORTUNITIES

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

STATUS

- Communications firm hired.
- Two customer newsletters sent out.
- Rain Barrel Workshop, and Riverfest Event held.
- Imagine a Day Without Water Art contest completed.
- Fix-A-Leak Event Scheduling for Spring 2024.

SUCCESS RESULT

- Pertinent information is provided to customers in their preferred manner.

20%

THE ALBEMARLE COUNTY SERVICE AUTHORITY

STRATEGIC FIVE-YEAR PLAN



Employee Experience



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

1

RECRUITMENT AND RETENTION

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

STATUS

- Market Rate Increase approved.
- Vacation Carryover Policy approved.
- HireRight services being utilized to conduct faster background checks.

SUCCESS RESULT

- Implement recruitment and retention strategies.

10%

2

EMPLOYEE ENGAGEMENT OPPORTUNITIES

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

STATUS

- Reward Builder Program.
- New evaluation form in place.
- Post-Accident Testing Draft Review.
- Employee of the Month Recognitions continuing.

SUCCESS RESULT

- Implement employee engagement strategies.

10%

3

TRAINING AND EDUCATION PROGRAM

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

STATUS

- Supervisory Training(s).
- CDL Training.
- Emergencies Training - multiple sessions held, including all supervisors.
- Fall Leadership Development Workshop.
- Annual Cybersecurity Awareness Training.
- Quarterly Supervisory Training being explored.

SUCCESS RESULT

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

10%



**2023 Annual Report
Successes, Accomplishments and
Year In Review**

**BOARD OF
DIRECTORS'
MEETING**

January 18, 2024

Strategic Thinking and Planning

- Safe, Clean, Reliable
- Blueprint for our Future
- New Five-Year Plan 2023-27
- Theme areas:
 - Data Optimization
 - Business Resilience
 - Customer Experience
 - Employee Experience

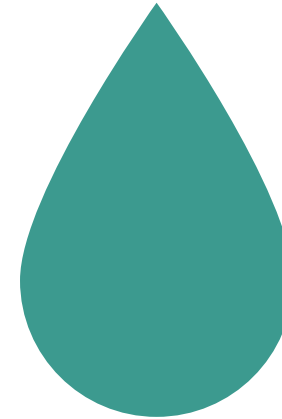


Board Policy Issues – “The Year That Was” - 2023

- In-person Board Meetings with Public virtual options
- Strategic Plan completion 2022
- New Strategic Plan 2023-2027
- Customer Late Payment Policy Changes Post Covid
- June Adoption – FY 2024- Five Months
 - Budget
 - Rates
 - Capital Improvement Program (CIP)
 - Market Rate Recommendations
 - Rules and Regulations and Personnel Management Plan Updates

Board Policy Issues – “The Year That Was” – 2023 (continued)

- Capital Project Report and Authorizations
- Scottsville Water Infrastructure Transfer
- Annual Financial Reports and Year-End Appropriations
- PFAS Proposed Class Action Settlement
- By-Laws Amendments
- Ragged Mountain Reservoir Project Agreement



Board Background/Operational Presentations 2023

Lead and Copper
Regulations and
Inventory

Imagine a Day
Without Water
Student Art
Contest

Strategic Plan
Updates 2020-
2022

Customer
Experience Project

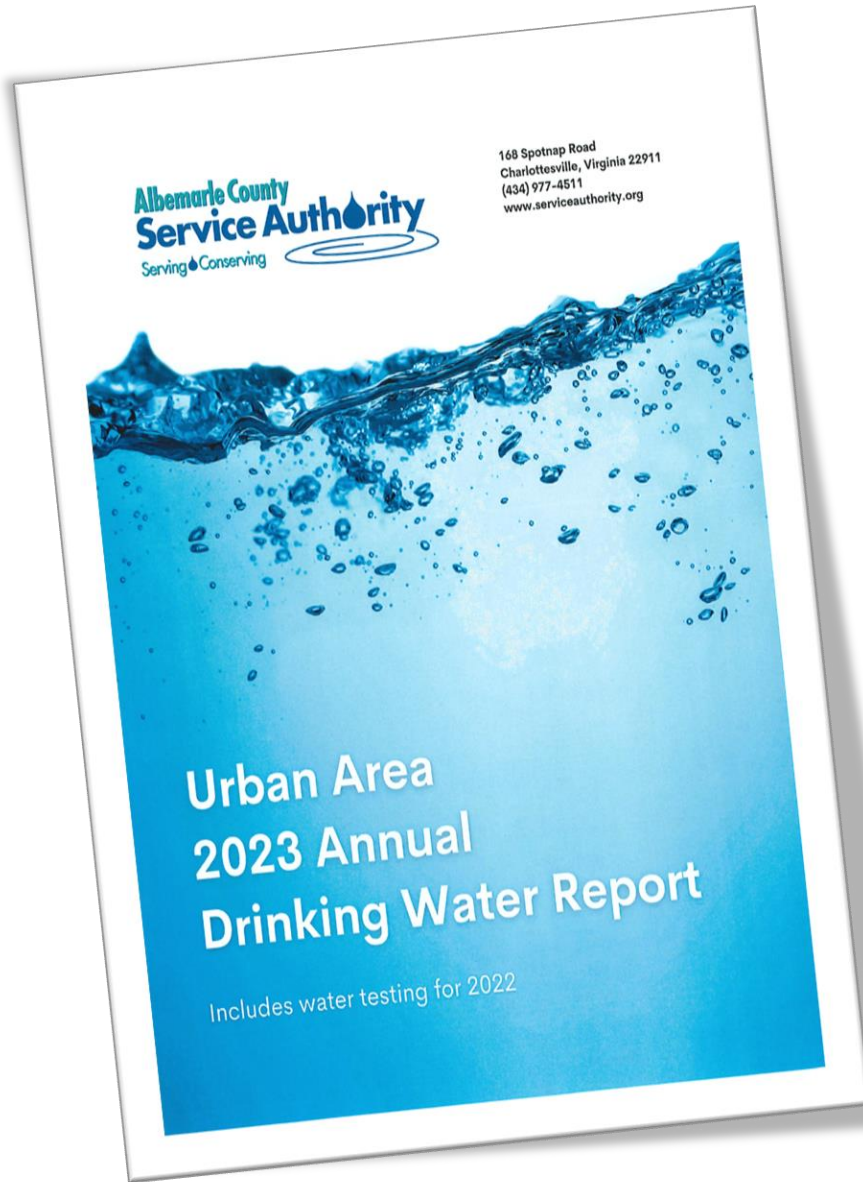
Best Practices
Review Panel
Summary and
Recommendations

Security
Assessment
Updates – IT
Report

Advanced
Metering (AMI)
Project Updates

Customer Water
Assistance
Programs

Popular Annual
Financial Report
(PAFR)



Board Background/Operational Presentations 2023 (continued)

Annual Water
Quality Reports

Employee Training
and Biz Library

Jet Scan Sewer
Camera

Engineering – Role
of the Construction
Inspector

New Strategic Plan
2023-27 Updates

Monthly
Maintenance
Reports

Regular Monthly
Update – Financial,
Capital, RWSA and
Policy Issues

Budget Guidelines
and Schedule

Annual Investment
Report

2023 Successes, Accomplishments and Review

Key Accomplishments

Succession Plan

- Alex Morrison, Director of Operations

Succession Training and Career Development

- UVA Darden School Executive Education
- Emergenetics (leadership assessment tool) training for new employees and manager refresher
- Ongoing professional development and skill-building training such as the Class A Commercial Driver's Licensing Program
- Supervisor Training for both new supervisors and current ones (focus on communications and feedback)
- BizLibrary online resource; such as Cybersecurity Training

Key Accomplishments (continued)

- AMI (Advanced Metering) – All meter replacements completed; halfway complete on the radio installs
- Operational Insights – Asset Management
- New Strategic Plan adopted 2023-27
- Cybersecurity
- Data Classification Project Kick-off
- CIS (Customer Information System) Feasibility Study Initiated for new billing system – phone and website
- New performance evaluations



Other ACSA Accomplishments

- Capital Projects – Upgrades
- E-Pay, Paymentus - 72% Electronic Payments
- Customer Experience Project – Intent Statement and Workshop
- Exclusion Meter Project in-house completed – pilot for contracting for future completion
- Imagine a Day Without Water – Artwork
- Employee Recognition
- Employee of the Month
- National Awards - GFOA



Our Employees!

Woodbrook Force Main Replacement

- Force Main Condition Assessment performed by Pure Technologies identified approx. 300 feet of 6-inch force main in need of replacement due to thinning pipe walls from corrosion.
- Work performed by Linco, Inc. under FY 2022 Miscellaneous Sewer Repair/Replacement Contract.
- Construction coordinated with VDOT's CY 2023 repaving schedule to reduce costs associated with pavement restoration.



Pump Station Comminutors

- Glenmore, Georgetown Green and Crozet Sewer Pump Stations.
- All 3 stations experiencing higher than normal amounts of solid debris causing undue wear and tear on sewer pumps, reducing their effective life.
- Pumps subject to clogging from fibrous cloth wipes marketed as “flushable”, but don’t break down in sanitary sewer collection system.
- Comminutors (aka Grinders) installed in wet wells or just upstream to eliminate these solids from adversely impacting sewer pumps.
- Work performed by East Coast Utility Contractors.



Four-Story Backflow Retrofit

- 82 Four-Story Residential structures constructed without proper backflow prevention assemblies.
- Containment Policy in 12VAC5-590-610 outlines requirement for a backflow prevention assembly on domestic water services to high rise structures, defined as four (4) or more stories.
- ACSA project included the installation and initial testing of each backflow assembly. Annual testing of backflow assembly required, which will be the responsibility of the customer.
- Foothill Irrigation has completed 80 of 82 installations. ACSA staff still trying to coordinate installation of the remaining two assemblies.



Future 2024 Year at ACSA



- Clean, Safe, Reliable
- Customer Experience Improvements
- AMI completion
- Budget/Rates for FY '25
- New Strategic Plan for 2023-2027 – Implementation; Updates
- Data Classification Project – Document Management, Reporting
- Salary Market Survey and Study Recommendations for FY '25 Budget (fall '24)
- Rate Study (multi-year review, fall '24)
- Customer Communications – Letterpress
- CIS (Customer Information Systems) – billing, phone and website



QUESTIONS?

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Imagine a Day Without Water Student Art Contest Winners</p> <p>STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resources and Administration</p>	<p>AGENDA DATE: January 18, 2024</p> <p>ACTION: Informational</p> <p>ATTACHMENTS: Yes</p>
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BACKGROUND: The ACSA, RWSA, and the City of Charlottesville partnered in their ninth annual Imagine a Day Without Water campaign this year, to educate and inspire the community about the value of water. The goal of this campaign is to encourage water conservation in our everyday lives.

In addition to public awareness, the campaign consists of an art contest inviting youth from the City and Albemarle County to illustrate a particular theme related to water conservation. This year, participants were asked to consider the theme “Tell us Your Action to Save Water.” This year’s art contest allowed for flexibility to ensure our entire community could participate in the contest accepting traditional as well as digital submittals. Judges from the City, ACSA, and RWSA evaluated the artwork for creativity, originality, and incorporation of the contest’s theme.

There were 271 art entries received, with one winner chosen from each of the five grade divisions between kindergarten and 12th grade. The public was also invited to view the top 75 entries online and vote for a “Fan Favorite.” All six winners received a \$200 gift card and a water conservation goodie bag.

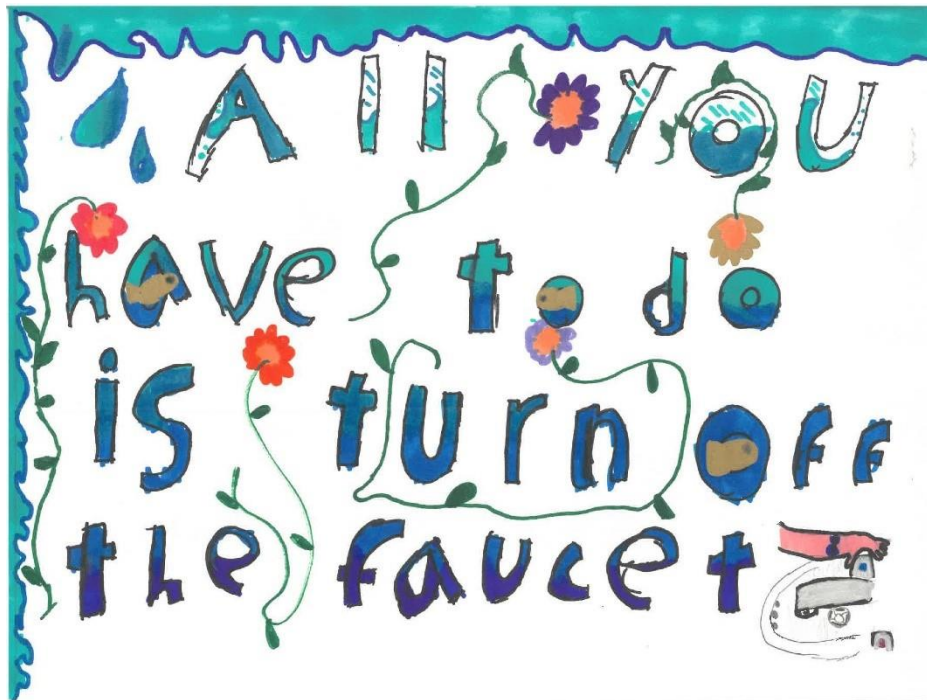
BOARD ACTION REQUESTED: Informational; video presentation.

ATTACHMENTS:

-2023 Imagine a Day Without Water Art Contest Winners

ALBEMARLE COUNTY SERVICE AUTHORITY**AGENDA ITEM EXECUTIVE SUMMARY****2023 Imagine a Day without Water Art Contest Winners**

K – 2nd Grade Winner: Willa Chow, 1st Grade, Greenbrier Elementary School



3rd – 4th Grade Winner: Saya Cantor, 4th Grade, Mountaintop Montessori School

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



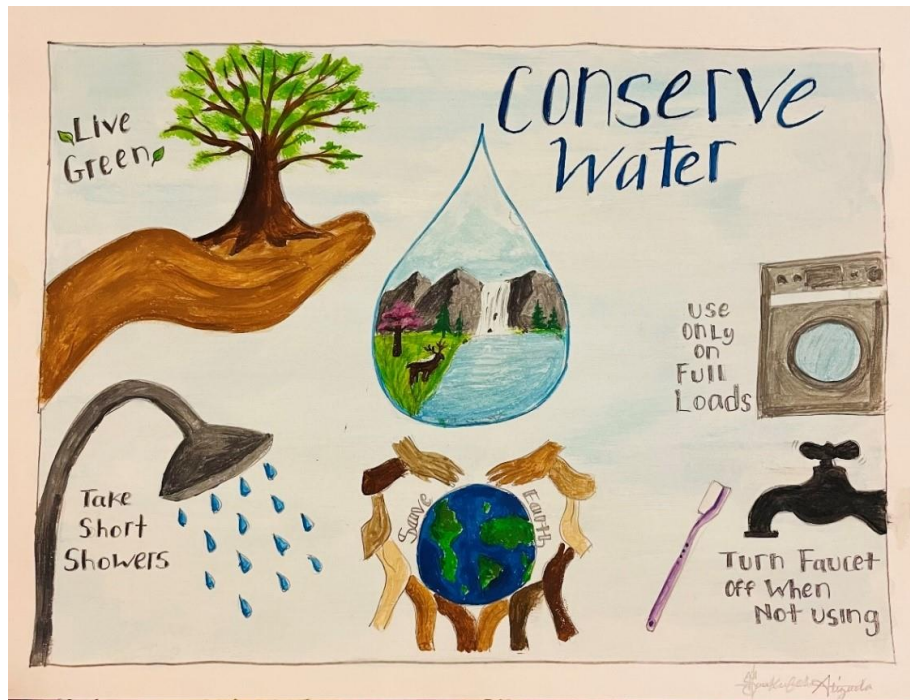
5th – 6th Grade Winner: Ava Canine, 6th Grade, Henley Middle School



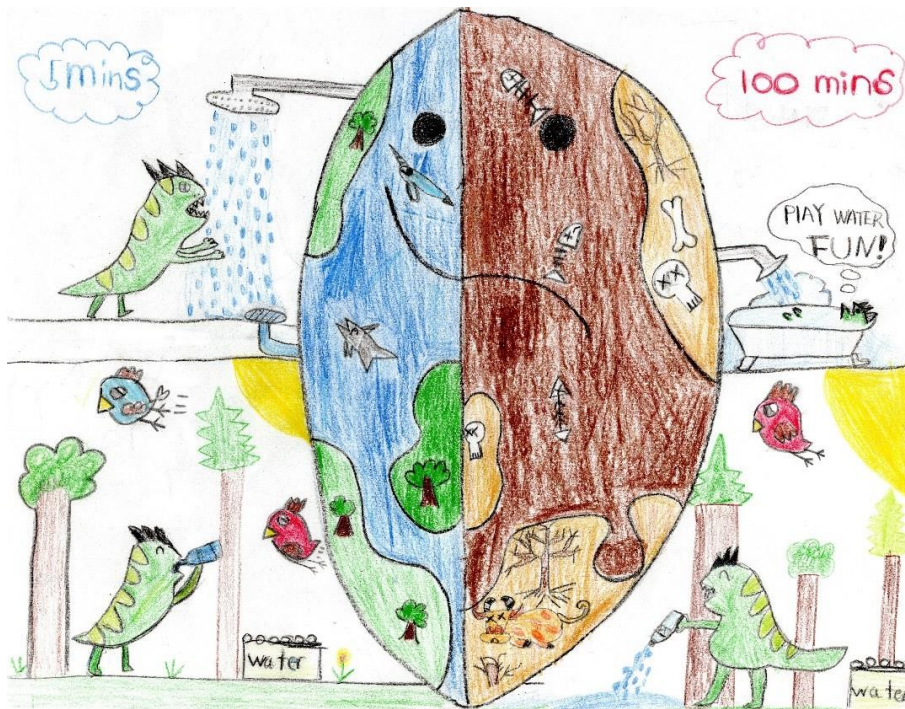
7th – 8th Grade Winner: Helen Hernandez, 7th Grade, Village School

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



9th – 12th Grade Winner: Shoukufeh Alizada, 10th Grade, Charlottesville High School



Fan Favorite Winner: Aaron Hu, 3rd Grade, Hollymead Elementary School

Employee of The Month 2023 Winners



Albemarle County
Service Authority
Serving  Conserving 

Background




- The ACSA is committed to discovering new ways to recognize employees and thank them for the work they do
- Launched on February 1, 2023, the ACSA's Employee of the Month program was designed to celebrate employees and recognize those doing great work and exhibiting values reflective of the organization
- Designed as a peer recognition initiative, the ACSA's Employee of the Month program allows employees to recognize those they work with everyday



How It works

Step 1

Employees submit nominations for their peers by the 15th of the month. Nomination forms and drop box are located in the employee breakroom. Electronic forms are available on the ACSA intranet as well.



Albemarle County Service Authority
Serving • Conserving

Employee of the Month Nomination Form
Form must be submitted by the 15th for consideration
(For example: February 6th submission will be considered for February's award; February 26th submission will be considered for March's award)

(PLEASE PRINT CLEARLY) Today's Date: _____

Your Name (optional): _____ Name of Nominee: _____

Nominee's Job Title & Department: _____

Explain how this employee has displayed behavior or characteristics that align with the ACSA's guiding principles- Align, Commit, Strive, and Aspire.

What stands out most to you about this employee?

Give specific examples that support your statements for nomination.

Additional space on back - Place form in drop box in employee breakroom when complete

How *It works*



Step 2

Forms are collected after the deadline and presented to the ACSA Lead Team for review and voting during their weekly meeting.



How *It works*

Step 3

The Executive Director announces the winner at the end of the month via an organization-wide email. Winners are also posted to the ACSA website and social media platforms.

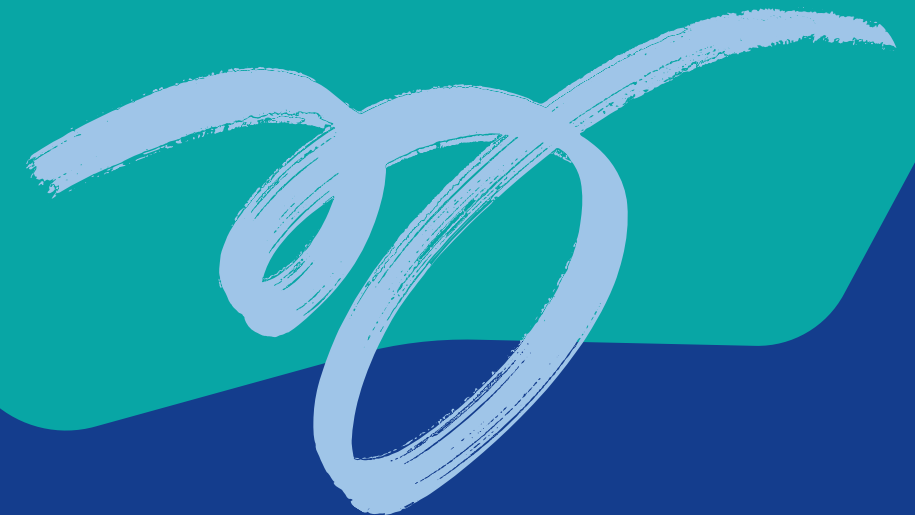


How *It works*



Winners receive:

- Dedicated parking spot
- Free lunch of their choice
- Framed Employee of the Month award
- Personalized tumbler
- Announcement video and posting on ACSA social media and website
- Entered into vote for Employee of the Year!



*And now a look at
last year's winners...*

JANUARY						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February Winner

Solomon Wondimu

ISO Systems Engineer
IT Department



2022

March Winner

Janet Vest

Customer Service Representative II
Finance Department



2024

April Winner

Jeffrey Sprouse

Hydrant Technician
Maintenance Department



2024

May Winner

Tron Henson

IT Technician
IT Department



2022

2023 Winners

June

Tim Brown

Environmental Compliance Specialist
Engineering Department



2023 Winners

July
Josh Chidester

Senior Meter Technician
Finance Department



2023 Winners

August
Elise Kiewra

GIS Technician
IT Department



2023 Winners

September *Jason & Charlie* *Thomas*

Crew Leaders
Maintenance Department



JASON



CHARLIE

2023

2023 Winners

October
Danielle Trent

Human Resources Technician/ Board Clerk
HR & Administration Department



2023

2023 Winners

November

Henry Carter

Meter Technician II
Finance Department



2023


2023 Winners

December *Deborah Herr*

Executive Assistant
HR & Administration Department



Congratulations *to the winners!*



**We are looking
forward to even
more nominations
in the new year!!**



**Winners will be
posted at the
beginning of each
month on our
website and social
media pages!!**