



BOARD OF DIRECTORS' MEETING

June 20, 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. Employee Recognitions – Richard Nelson – PE Exam; Meter Technicians-Field Tester Certifications; Gary O’Connell Retirement – 14 Years of Service
9:15 a.m.	3. Approve Minutes of May 16, 2024
9:20 a.m.	4. Matters from the Public
9:25 a.m.	5. Response to Public Comment
9:30 a.m.	6. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. Monthly Maintenance Update
	d. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	e. ACSA Board Policy Issues Agenda 2024
	f. Water and Wastewater Professionals Appreciation Day
9:45 a.m.	7. Public Hearing for Comments on Proposed FY 2025 Budget and Rates
10:05 a.m.	8. Adoption of Proposed FY 2025 Budget, Rates, and CIP
10:10 a.m.	9. Adoption of Proposed Amendments to Personnel Management Plan
10:20 a.m.	10. CIP Authorization Process
10:40 a.m.	11. State of the ACSA – Reflections
11:00 a.m.	12. Items Not on the Agenda
	13. Adjourn



ALBEMARLE COUNTY SERVICE AUTHORITY

STATEMENT OF CHAIR TO OPEN JUNE 20, 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.

R E S O L U T I O N

WHEREAS Gary B. O’Connell joined the Albemarle County Service Authority on April 13, 2010, serving the organization for over

14 Y E A R S; and

WHEREAS he has aligned his service and dedication to the ACSA, its customers and employees, with the key values of the organization through his open-mindedness, integrity, and honest and transparent communication, fostering a better customer and employee experience alike; and

WHEREAS his collaboration and cooperation with the ACSA’s community partners and Board of Directors, as well as his commitment to strategic planning and insistence upon environmental stewardship and fiscal responsibility, have contributed to the reliability of the public water and sewer systems in Albemarle County, helping to ensure our resources are protected, today and forever; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Albemarle County Service Authority expresses its sincere gratitude to Gary B. O’Connell for his service to the Albemarle County Service Authority, its employees, customers, and the community which it serves.

I hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held June 20, 2024, by a vote of __ to __.

***_____
Gary B. O’Connell, Secretary-Treasurer***

Albemarle County Service Authority Board of Directors

1 The Board of Directors of the Albemarle County Service Authority (ACSA)
2 met in a regular session on May 16, 2024, at 9:00 a.m. at the Administration
3 and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

4 **Members Present:** Mr. Richard Armstrong; Ms. Lizbeth Palmer; Mr. John
5 Parcels; Mr. Clarence Roberts; Ms. Kimberly Swanson (virtually); Mr.
6 Charles Tolbert, Vice-Chair.

7 **Members Absent:** None.

8 **Staff Present:** Tim Brown, Mike Derdeyn, Brandy Dowell, Terri Knight,
9 Lincoln Lilley, Quin Lunsford, Jeremy Lynn, Alex Morrison, Gary O'Connell,
10 Emily Roach, Sabrina Seay, Danielle Trent, Janet Vest, April Walker,
11 Elizabeth Wallace.

12 **Staff Absent:** None.

13 **Public Present:** None.

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

16 The Chair called the meeting to order. He then read the opening
17 Board Chair statement (Attached as Page _____), and a quorum was
18 established. He stated that pursuant to State law and the ACSA's policy, Ms.
19 Kimberly Swanson is participating in the meeting remotely due to personal
20 scheduling issues that prevent her from attending the meeting in person. He
21 noted that she was joining the meeting virtually from a location in Albemarle
22 County.

23 ***Ms. Palmer moved to approve Kimberly Swanson's remote***
24 ***participation in the May 16, 2024, Board of Directors meeting;***
25 ***seconded by Mr. Tolbert. All members voted aye.***

26
27 2. **Recognitions – Elizabeth Wallace – 25 Years of Service**

28 Mr. Lunsford stated that Elizabeth Wallace began her employment
29 on April 1st, 1999, and for the last 25 years, she has served the ACSA
30 customers and her fellow employees well. He stated that Ms. Wallace is
31 incredibly reliable and dependable, and attentive to the needs of everyone

Albemarle County Service Authority Board of Directors

1 that she works with. He thanked Ms. Wallace for what she has done and
2 what she will do. Mr. Armstrong read the recognition resolution and Ms.
3 Roach took a photo of Ms. Wallace with her awards.

4 ***Ms. Palmer moved to approve the resolution as presented to the***
5 ***Board; seconded by Mr. Tolbert. All members voted aye.***

6
7 **Executive Session – Personnel Matter**

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

11 ***Mr. Parcels moved to approve the Resolution as presented***
12 ***to the Board; seconded by Ms. Palmer. The Chair asked for a roll-call***
13 ***vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***
14 ***Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye.***

15 The Board of Directors came back into regular session. Ms. Trent
16 read into record a Resolution stating that only matters so previously stated
17 and exempted from open discussion in regular session were discussed in
18 Executive Session (Attached as Page _____).

19 ***Ms. Palmer moved to approve the Resolution as presented***
20 ***to the Board, seconded by Mr. Parcels. The Chair asked for a roll-***
21 ***call vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***
22 ***Roberts, aye; Mr. Armstrong, aye; Ms. Swanson, aye.***

23 ***Mr. Tolbert moved to approve the hiring of Quin Lunsford as the***
24 ***new Executive Director of the Albemarle County Service Authority,***
25 ***effective July 1, 2024; seconded by Mr. Roberts. The Chair asked for a***
26 ***roll-call vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***
27 ***Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye.***

28
29 Mr. Armstrong stated that he wanted to acknowledge Emily Roach,
30 Director of Human Resources & Administration. He stated that Ms. Roach
31 spent a tremendous amount of time and effort putting together a job

Albemarle County Service Authority Board of Directors

1 announcement, prescreen applications, a candidate list, and a day of
 2 interviews. He stated that he does not think anyone thought the interviews
 3 could happen in one day but they did, and it was pretty amazing that she
 4 was able to coordinate that. He mentioned that this speaks to the quality of
 5 the leadership team that Mr. O’Connell has put together, that helps to keep
 6 the ACSA running. He noted that the Board will be counting on that team’s
 7 support of Mr. Lunsford and the Board to keep the organization going in the
 8 direction it is going.

9 Ms. Palmer stated that during her time on the Albemarle County
 10 Board of Supervisors and RWSA Board, she has seen a lot of executive
 11 recruitments run by professionals and she likes the way Ms. Roach did it a
 12 lot better. She stated that she thinks it is great the ACSA was able to save
 13 money and Ms. Roach was able to do what she did within her own salary.
 14 She added, however, that it is not about the money but rather the wonderful
 15 job Ms. Roach did. Ms. Roach replied that it was a team effort. Ms. Palmer
 16 added that it was done nicely and comfortably, but also professionally.

17 3. Approve Minutes of April 18, 2024

18 ***Mr. Tolbert moved to approve the minutes of April 18, 2024,***
 19 ***seconded by Mr. Parcels. All members voted aye.***

20
 21 4. Matters from the Public

22 There were no matters from the public.

23
 24 5. Response to Public Comment

25 There was no response to public comment.

26 6. Consent Agenda

27 ***A. Monthly Financial Reports*** – Mr. Roberts stated that there was a typo
 28 in the first bulleted item under the discussion section on page 41. He
 29 stated that the second “March 2024” should read “March 2023.”

Albemarle County Service Authority Board of Directors

1 **b. Monthly Capital Improvement Program (CIP) Report** – Mr. Parcels
2 stated that in the update on the Lewis Hill-West Leigh project on page
3 82, it states that there is one property owner that is unwilling to grant an
4 easement and the ACSA is re-evaluating if the project is necessary. He
5 stated that he was struck by the phrasing regarding re-evaluating the
6 project.

7 Mr. Lynn stated that the ACSA staff is looking at whether it makes
8 sense to force the project and a condemnation or take a step back and
9 look at some other interconnect options in the area. He stated that they
10 are going to do some modeling and look at fire flow availability,
11 redundancy, and water quality, to see if they want to pursue this specific
12 project or look at some other options. Mr. O’Connell stated that this may
13 also expand the area where the redundancy would be more helpful. Mr.
14 Lynn added that they have identified another area that may work along
15 Old Ballard Road, but it is in the outskirts of the ACSA’s jurisdictional
16 area. He stated that ACSA staff is planning to talk with the County staff
17 about running a line outside of the jurisdictional area, which might apply
18 pressure on the County to add those properties to the jurisdictional area.

19 Ms. Palmer stated that if the ACSA plans to go outside of the
20 jurisdictional area, it has to go before the Albemarle County Board of
21 Supervisors. Mr. Lynn stated that they are talking with David Benish at
22 the County Community Development Office to get his initial thoughts, as
23 he is, in essence, “the keeper” of the ACSA jurisdictional area on the
24 County side.

25 Mr. O’Connell stated that the water main could run along the road
26 and not have any connections. Ms. Palmer stated that, that is the
27 dangerous part and she would hope David Benish would say no to that.
28 Mr. O’Connell stated that the modeling will look at other options as well.
29 He stated that this specific project is the result of an even that occurred
30 a few years ago. Mr. Lynn stated that the water main along Holkham
31 Drive washed out. Mr. O’Connell stated that it is a fairly small service

Albemarle County Service Authority Board of Directors

1 area, with not even 30 homes. Ms. Palmer asked if they are trying to
2 connect that end of Holkham to West Leigh proper. Mr. Lynn replied yes
3 and stated that they are trying to create more redundancy and
4 interconnects between the two neighborhoods, to reinforce that area.
5 Mr. O'Connell noted that when they say redundancy, it means two feeds
6 to one area. He stated that this particular area has one and it got blown
7 out in a storm.

8 Ms. Palmer stated that she hopes David Benish says no and that this
9 does not go to the Board of Supervisors, as she is very much against
10 expanding in that area. She stated that she knows the area well, and
11 there is going to be more pressure to serve more homes even though it
12 is very young. Mr. Lynn stated that most of the area they identified had
13 already been developed, and there are single-family homes along that
14 strip that could benefit from water service.

15 Mr. Parcels moved to page 91, item 5. He stated that he was struck
16 by the new development of 250 apartments along Rio Road. He stated
17 that he assumes they were included in the growth plans that the ACSA
18 is familiar with. Mr. Lynn stated that the ACSA had adequate capacity to
19 serve that development. He noted that they will be on Rio Road, right in
20 front of Charlottesville Health & Rehabilitation. Mr. Parcels stated that
21 he thought they were going to be across the street from the library. Mr.
22 Lynn stated that the development across from the library will be a hotel
23 and a storage facility.

24 **c. CIP Authorizations** – Ms. Swanson stated that her understanding is
25 that RWSA also engages in nutrient trading, and asked if the ACSA has
26 been permitted to acquire credits from RWSA. Mr. Morrison stated that
27 he would need to follow up on that, but he believes the answer is no. He
28 stated that John Anderson, ACSA Senior Civil Engineer, is co-managing
29 the Avon Operations Center project and is very familiar with nutrient
30 credits and credit banks. He mentioned that Mr. Anderson conducted
31 the research and pricing for the nutrient credits that the ACSA is

Albemarle County Service Authority Board of Directors

1 acquiring and from what he saw, RWSA was not an option for acquiring
2 the credits.

3 Mr. O'Connell stated that the nutrient credits for the Avon Operations
4 Center project are for a specific site, and RWSA's are for their
5 wastewater treatment process which are measured. He stated that there
6 is a quarterly report to the State, which will then determine if RWSA is
7 eligible for credits at the end of the year, which range from \$100,000-
8 \$200,000 per year. He noted that there is a statewide nutrient credit
9 program that all the wastewater treatment plants use to determine if they
10 are eligible for credits, which is a totally separate process from what the
11 ACSA is doing. Ms. Palmer added that there have been several
12 discussions at the County level as to how to get their own nutrient bank
13 here, but it is a complex issue.

14 Mr. Parcels asked how it was determined that the ACSA needed this
15 type of offset for the Avon Street development. Mr. Morrison stated that
16 it is a mathematical calculation confirmed by the County, as part of the
17 site plan development with their engineering department. He noted that
18 it is an industry best practice to offset quality requirements with nutrient
19 credit purchases, using an established nutrient bank overseen by the
20 State.

21 Ms. Swanson asked if this is a volunteer program the ACSA is
22 participating in with the County. Mr. Morrison replied that it is not
23 voluntary. He stated that as part of the site plan, the ACSA is required
24 to meet a certain quality requirement, generally achieved through onsite
25 quality measures as well as offsetting through purchasing nutrient
26 credits. Ms. Swanson stated that this was the first time she heard of a
27 development in the County doing something like this, and it was not
28 familiar to her.

29 Mr. Morrison stated that when the ACSA did their parking lot
30 expansion project here at the Spotnap Road site, they purchased
31 nutrient credits to offset quality requirements for that project. Ms. Palmer

Albemarle County Service Authority Board of Directors

1 stated that the County is trying to get as many onsite reductions as they
2 can, but sometimes it is not possible because of the layout of the land.
3 She noted that other times, it is a calculation between how much it will
4 cost the developer to buy the credits versus doing it onsite. She noted
5 that it is a standard process that she has watched many times during
6 her time on the Board of Supervisors, and it is very common.

7 Mr. Parcels stated that the wording in the Ostrya Conservation letter
8 states that the ACSA will receive 6.02 credits per year. He asked how
9 many years this would last, or if it was forever. Mr. Lynn stated that it is
10 a one-time purchase.

11 **d. *Monthly Maintenance Update*** – Mr. Parcels referred to page 108 and
12 expressed that he was glad to see no leaks for the month of April. He
13 asked if that was a surprise. Mr. Morrison replied that it was not a
14 surprise, as the number of leaks each month is low. He noted that there
15 are some months where there are no leaks, and some where there are.

16 Mr. Parcels stated that part of the rehabilitation the ACSA does is
17 because of old PVC pipe, yet there is mention of using PVC pipe in the
18 discussion about crossing the Rivanna and he is curious as to why. Mr.
19 Morrison replied that there are advantages to using PVC pipe in certain
20 situations. He mentioned that the newer versions of PVC pipe, like the
21 C900 and C909, have thicker walls and is not as susceptible to failures
22 like the PVC pipe that was used in the 1980s. He noted that there were
23 also issues with bedding of the pipe in the 80's, which ultimately causes
24 failures.

25 Mr. Lynn stated that a lot of the directional drilling is done with high-
26 density polyethylene (HDPE) pipe as well, which is a thicker pipe. He
27 mentioned that the ends are butt-fused together, so there are no joints.
28 He stated that this is an alternative to fusible PVC pipe. Mr. Parcels
29 asked if it is stronger than a sleeve connection. Mr. Lynn replied yes.

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

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

Albemarle County Service Authority Board of Directors

1 **g. Annual Water Quality Report** – Mr. Parcels stated that the discussion
2 in the report was really good, and he understood most of it. He stated
3 that he appreciates the quality of the water, and the testing that is done
4 for the sake and safety of ACSA customers.

5 Mr. Armstrong asked if there were any other comments on the
6 consent agenda. Mr. Lynn pointed out the completion of the Four-Story
7 Backflow project, and that it would be removed from the CIP list next
8 month. He added that Mr. Morrison completed a lot of the work for this
9 project.

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

12
13 7. **Proposed FY 2025 Budget and Rates Workshop – Power Point**
14 **Presentation**

15 Mr. Lunsford stated that he has a comprehensive presentation
16 planned for the Board today (Attached as Pages_____). He stated that he
17 would do his best to emphasize areas of interest or questions that have been
18 brought up. He noted that this is a workshop, so he appreciates any
19 questions or conversations as they move through the presentation.

20 Mr. Lunsford stated that the agenda for today would begin with a brief
21 overview of the ACSA and some actuals from FY 2024, followed by a
22 discussion of how the Strategic Plan and FY 2025 budget work in conjunction
23 with one another. He stated that he would also briefly speak to the water and
24 sewer rate analysis and highlight some of the more important aspects of the
25 FY 2025 budget. He stated that he would provide the proposed rates that
26 the Board is being asked to consider this year, as well as show some bill
27 comparisons to other utilities in the area and the value of ACSA water. He
28 noted that the ACSA Leadership Team will present information related to
29 their respective departmental budgets, followed by a brief overview of the
30 CIP program and next steps.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford moved to the third slide, noting the ACSA Vision and
2 Mission statements. He stated that it all comes down to clean, safe, reliable
3 water, which is at the heart of everything that we do.

4 Mr. Lunsford stated that the next slide shows a map of the ACSA's
5 jurisdictional area, as well as some highlights about the organization. He
6 stated that the ACSA was founded in 1964 and is celebrating its 60th
7 anniversary this year. He stated that the ACSA serves over 22,500
8 customers across the service area, and the amount of water and sewer lines
9 continue to increase as the area grows. He noted that there are 18 pump
10 stations, 7 water storage tanks, and over 3,000 fire hydrants throughout the
11 jurisdictional area.

12 Mr. Lunsford stated that the FY 2024 update on the next slide has been
13 adjusted to account for seasonal variations and expectations through April.
14 He noted that the water revenues are almost 4% over the expectations for
15 FY 2024, and 3.6% over for sewer revenues. He noted that the overage is
16 related to the dry weather in August-October, and water consumption was at
17 a higher level than expected. He stated that operating expenses for water
18 are slightly under budgeted expectations and sewer expenses are under
19 budget by almost 3%. He stated that it is based on consumption, but it is also
20 based on City consumption and how costs are allocated to the ACSA and
21 the City, from RWSA. He added that departmental expenses are well below
22 budget as well. He noted that this is due, in large part, to some vacancies
23 that have not been filled, or have recently been filled, as well as lower than
24 expected fuel costs and things of that nature.

25 Mr. Lunsford moved to the forecast for the remainder of FY 2024 on the
26 next slide. He stated that with May and June to come, water and sewer
27 revenues are expected to be slightly over budgeted amounts.

28 Mr. Lunsford stated that the next slide is an attempt to tie the FY 2025
29 budget document into the 5-year Strategic Plan. He stated that the FY 2025
30 budget really speaks to the four main themes of the Strategic Plan. He

Albemarle County Service Authority Board of Directors

1 mentioned that the Leadership Team would speak to some of those themes
2 in more detail shortly.

3 Mr. Lunsford moved to the water and sewer analysis section of the
4 presentation. He stated that the ACSA's most significant expense is the
5 charge from RWSA for water and sewer treatment, as well as debt service
6 that they incur on behalf of the ACSA. He noted that nearly 63% of the
7 ACSA's budget is related to operating expenses from RWSA. He mentioned
8 that the ACSA can expect about a 13% increase in charges from RWSA year
9 over year, for the next five years.

10 Mr. Lunsford stated that the ACSA's recommendation is a 7% increase
11 in water and sewer charges to its customers for FY 2025. He stated that this
12 follows an almost 9% increase in FY 2024, a 4.6% increase in FY 2023, and
13 a 5% increase in FY 2022. He noted that the next slide will show a graphical
14 presentation of this information, and why it is important that the ACSA
15 continues to collect as they are charged more for the services they provide.

16 Mr. Roberts asked how the 13% increase from RWSA matches up with
17 the cost of living. Mr. Lunsford stated that it is significantly higher, but costs
18 related to water and sewer treatment are increasing across the nation. He
19 stated that the quality of water the ACSA provides and the wastewater that
20 is treated, far exceeds many of other utilities nationally. He added that he
21 has an interesting graph in his presentation that will show the change in
22 charges from RWSA, from FY 2000 to what is expected in FY 2029.

23 Ms. Palmer stated that the ACSA is keeping up with everything, whereas
24 a lot of communities are not. She stated that there are higher costs because
25 we are doing a good job.

26 Mr. Lunsford stated that the ACSA does not recommend increasing the
27 system development and capacity charges in FY 2025. He noted that they
28 were increased by 7% last year. He stated that the ACSA is also proposing
29 the use of reserves to smooth the increases in costs. He mentioned that the
30 FY 2025 budget includes \$6.5 million in rate stabilization reserves to keep
31 customer bills at a lower increase than what would otherwise be necessary.

Albemarle County Service Authority Board of Directors

1 He added that they are also proposing the use of \$2.8 million in growth
2 reserves for FY 2025 as well.

3 Mr. Armstrong asked what the increase in customer rates would be if the
4 ACSA did not use rate stabilization reserves. Mr. Lunsford replied that it
5 would be very close to the increase that the ACSA is seeing in costs from
6 RWSA.

7 Ms. Swanson asked where the reserve funds come from. Mr. Lunsford
8 replied that it depends on the type of reserve. He stated that growth-related
9 reserves come from system connection charges over the years, that have
10 not yet been applied to growth-related costs or expenses. He stated that he
11 has a few slides that give a very granular explanation of the reserves. He
12 stated that the reserves have been accumulated over the years from either
13 an excess in revenues, savings on the budget expense side, or capital
14 related costs that have been budgeted for but have yet to be incurred. He
15 noted that Mr. Lynn does a great job in the budget document, of illustrating
16 CIP projects by water, sewer, non-utility, or administrative assets. He stated
17 that there are about \$20 million worth of CIP projects that were approved in
18 prior budgets, but the ACSA has not incurred. He noted that some of the
19 reserves are allocated to those purposes, and some are allocated to relieve
20 ACSA customers of higher increases year over year.

21 Ms. Swanson asked if the ACSA ever uses any of its investments to help
22 with rate stabilization. Mr. Lunsford replied yes, absolutely. He stated that
23 monthly, the ACSA allocates investment earnings and losses to the different
24 allocations. He mentioned, for example, if the ACSA has \$10 million in a
25 growth-related reserve and it earns \$100,000 in investment income on \$20
26 million of total assets invested, half of it would go to the growth-related
27 reserve.

28 Ms. Palmer stated that one thing she thinks is helpful to explain, is that
29 the money that goes to the growth-related expansion of the system has a
30 defined way to calculate how to use it. She stated that the state has laws

Albemarle County Service Authority Board of Directors

1 that restricts how the ACSA uses those funds. Mr. Lunsford stated that he
2 has a few slides related to that subject.

3 Mr. Lunsford stated that the next slide is an illustration of the ACSA's
4 approved increases to its customers over the years, in comparison to the
5 increases from RWSA to the ACSA. He stated that historically, the ACSA's
6 increases to its customers have been about half of what RWSA passes on
7 to the ACSA. He mentioned that this has been possible through sound
8 financial management. He noted, however, that if the ACSA continues to see
9 double-digit increases from RWSA, larger increases to customers may be
10 necessary. He added that the FY 2025 budget does include money for an
11 outside review of the ACSA's financial position, and rate increase that may
12 be needed in the future with what is expected on the expense side of the
13 equation.

14 Mr. Parcels asked if the outside consultant was going to consider
15 salary comparisons as a budget factor. Mr. Lunsford stated that a salary
16 and compensation study is included in the FY 2025 budget, and info from
17 that study will be incorporated into the overall financial analysis and rate
18 study.

19 Mr. Parcels stated that in terms of an overall financial analysis, the
20 ACSA has the capability to model and project, asked if the consultant would
21 be doing something above what the ACSA staff already does. Mr. Lunsford
22 stated that they will work in collaboration with ACSA staff, and it is always
23 helpful to have a fresh, unbiased set of eyes to review as well. Mr. Parcels
24 asked how long-term the analysis will be. Mr. Lunsford stated that the focus
25 will probably be on the next 5-10 years. He noted that many of the major
26 projects that are driving increases from RWSA are longer-term projects that
27 the ACSA needs to capture and ensure that they can smooth increases and
28 remain in a good financial position.

29 Mr. Parcels asked if RWSA does the same type of analysis. Mr.
30 Lunsford replied yes. He stated that they work closely with the City and
31 ACSA as they are developing their budget, and there is a conscience effort

Albemarle County Service Authority Board of Directors

1 to smooth their rate increases as best as they can over time. He mentioned
2 that there is only so much that can be done when dealing with projects
3 costing hundreds of millions of dollars. Mr. O'Connell added that one way
4 RWSA smooths the rate increases is that they bond finance all of their
5 projects, so the cost is spread over a 30-year period.

6 Ms. Palmer asked how often the ACSA hires someone to work on this.
7 Mr. Lunsford replied that per the ACSA's Financial Policy, it is a minimum
8 of every five years. He stated that next year, it will have been four years
9 since the last study. Ms. Palmer stated that it seems like it is being done
10 more often. Mr. Lunsford stated that he feels it is money well spent.

11 Mr. Lunsford stated that the pie chart on the next slide shows the
12 budgeted revenues and use of reserves proposed in the FY 2025 budget.
13 He noted that 67% of revenues are related to water and sewer charges to
14 ACSA customers. He stated that there is \$8 million estimated in system
15 connection charges for FY 2025, which mirrors what was budgeted in FY
16 2024 and seems like a reasonable number based on what is being seen
17 this year. He added that they are also proposing the use of about \$9.3
18 million in reserves. He added that other revenues are a small part of the pie
19 but it is a component, and the biggest aspect of that piece of the pie is
20 investment income. He stated that there has been a tremendous increase
21 in what the ACSA has been able to earn due to the interest rate in the
22 market, and that is expected to continue at least through the first half of FY
23 2025.

24 Mr. Lunsford noted that within the other revenues bucket, late charges
25 and penalty fees have historically been included as well. He stated,
26 however, in April 2020 during the early stages of the pandemic, the ACSA
27 ceased charging those penalties. He stated that customers have not been
28 charged those fees since, thus those revenues are not included in this
29 budget. He stated that longer term, he feels it is a conversation that will be
30 needed at the Board and policy level. He stated that the ACSA has not seen
31 negative impacts on the ability to collect without them.

Albemarle County Service Authority Board of Directors

1 Mr. Lunsford stated that he thinks the next slide is a powerful one that
2 he has shown in the past, as it illustrates how much each component of the
3 FY 2025 budget is by area. He noted that the purchase of water and
4 wastewater treatment and debt service for RWSA is the largest part of the
5 budget, followed by the ACSA's CIP program, departmental expenses, and
6 other expenses that are incurred.

7 Mr. Lunsford stated that the next graph takes the previous slide a step
8 further and shows the increase by cost or expense type. He noted that the
9 ACSA is expecting nearly a \$4 million increase in charges from RWSA in
10 FY 2025, compared to what they charged the ACSA in FY 2024. He added
11 that the graph also illustrates the increases at the departmental level as
12 well.

13 Mr. Lunsford moved to the next slide, depicting a graph of water and
14 wastewater costs from the year 2000, to what the ACSA has estimated out
15 to 2029. He noted that there is a rather dramatic increase to those charges
16 over time, with charges really starting to go up around the 2020 timeframe.
17 He stated that they expect that to continue going forward, as redundancy
18 and capacity continue to be added to the system.

19 Ms. Swanson asked when a water supply plan was officially put into
20 place. Ms. Palmer stated that it was around 2011. Mr. O'Connell stated that
21 it was around 2012 when the agreement was signed. He mentioned that it
22 began in 2006, and it took six years to get it approved. Ms. Palmer added
23 that she remembers it was towards the end of the year during the holiday
24 season in 2011, when the agreement was signed.

25 Ms. Swanson stated that it seems logical that having that agreement
26 has had a significant influence on how things are advancing. Ms. Palmer
27 stated that, in her opinion, the most significant piece was the master sewer
28 plan. Mr. O'Connell stated that the visibility has been water projects, but
29 there has been a significant amount of wastewater expenses every year.

30 Ms. Palmer stated that she remembers Judy Mueller, who was the City
31 representative on the RWSA Board of Directors at the time, said that the

Albemarle County Service Authority Board of Directors

1 sewer master plan was going to cost more than the water supply plan. She
2 stated that this shocked everyone, as it was over \$200 billion when they
3 were adding up all the things that needed to be done.

4 Mr. Parcels asked if RWSA prepares a similar graph that they share
5 with the ACSA. Mr. O'Connell stated that RWSA has a 15-year plan that
6 they share when they go through their budget process. He stated that they
7 also have a comprehensive water plan that includes a lot of projects the
8 Board has seen, most of which will be starting within the next year. He
9 added that RWSA is also getting ready for a comprehensive sewer master
10 plan and already have projects lined up that will cost in the hundreds of
11 millions. He stated that the reality is that they will be planning for the next
12 20-25 years.

13 Ms. Palmer stated that she thinks it is amazing to think about where
14 we were in comparison to where we are now, in terms of the sewer. Mr.
15 O'Connell stated that in terms of RWSA's needs, a lot of the projects are
16 big replacement projects. He stated that the water treatment plants were, in
17 reality, replacements. He mentioned that they were old plants that were
18 probably around 20 years too late in being rehabilitated, and that project
19 was about \$50 million. He noted that a dam replacement at Beaver Creek
20 cost \$50 million, so they do add up. He stated that he thinks RWSA's 15-
21 year plan is around \$.5 billion. He stated that the trick is to spread it out to
22 make it affordable, the ACSA using reserves to cushion the retail rate to
23 customers, and still have a high-quality water and wastewater treatment
24 system. He added that in the end, probably in five years, there will not be
25 another place in the country that has a setup like we do.

26 Mr. Parcels stated that some of what he has said in the past few years
27 has been about market to customers and ensuring that they understand that
28 in order to have as reliable a system as possible, it is going to be costly. Mr.
29 O'Connell stated that this locality is very lucky in that there are no PFAS
30 issues and the water is lead-free, which very few utilities can say the same.

Albemarle County Service Authority Board of Directors

1 He noted that all over Virginia, other localities are having to pay for projects
2 just to respond to those two issues.

3 Mr. Lunsford stated that the next slide shows the increases from
4 RWSA in dollar amounts, from FY 2025-FY 2029. He stated that the ACSA
5 will need to collect that much more each year to pay for those charges.

6 Mr. Tolbert asked if that was just the increase for the cost of treatment
7 and what causes that increase. Mr. Lunsford stated that the increase
8 includes debt service related to their capital projects as well. He stated that
9 chemical and energy costs for treatment are increasing as well, but the
10 capital costs are the major driver for the overall increase to the ACSA.

11 Mr. Lunsford moved to the next slide, which showed a table of
12 proposed water and sewer rates for FY 2025 by the different customer and
13 charge types. He stated that there is a proposed 7% increase in the service
14 charge, single-family residential volume charge, the multi-family non-
15 residential charge, and the sewer charge.

16 Ms. Swanson stated that the table shows level 4 of a single-family
17 residential user to be over 9,000 gallons. She noted, however, that on the
18 sample combined monthly bill comparison, an excessive user is defined as
19 7,700 gallons. She asked how that cost is illustrated with an excessive user
20 being in level 4.

21 Mr. Lunsford asked to move forward to the sample combined monthly
22 bill slide for a moment. He stated that the way it is classified on the slide an
23 excessive user is someone who is not necessarily irrigating. He stated that
24 the irrigation customers are the ones that are really getting to level 4. He
25 mentioned that the excessive use example is a customer that is not a heavy
26 irrigator. He noted that there is a chart included in the consent agenda each
27 month, that shows gallons used by tier level, and level 4 usage goes up in
28 the summer months and is almost nothing in the winter months. He stated
29 that the rate structure, which has been in place for 15-20 years, essentially
30 subsidizes lower consumption. He added that customers who choose to use
31 water in a discretionary manner are making up the difference.

Albemarle County Service Authority Board of Directors

1 Mr. Parcels asked if, given the financial analysis that will be done,
2 there is the potential to change those brackets. Mr. Lunsford replied yes.
3 He stated that the rate structure is very conservation-minded and very fair
4 to customers that make a conscience decision to limit their water use. He
5 stated that nationally, they are seeing a major increase in the service
6 charge, which is a baseline charge regardless of consumption and is very
7 penal to those customers that are conservation minded.

8 Ms. Swanson asked, just to clarify, if the excessive user sample bill
9 calculation was done using rate levels 1-3. Mr. Lunsford stated that this is
10 correct.

11 Mr. Lunsford stated that in addition to the water and sewer charges
12 and service charge proposal, the ACSA is also recommending changes to
13 two other charges/fees which are shown on the next slide. He stated that
14 the more impactful of those is the proposed increase in the construction
15 inspection fee from \$1.30 per linear foot to \$1.75 per linear foot. He
16 mentioned that the ACSA was not recouping the cost for the CCTV
17 inspection work that was being done to ensure everything was done
18 properly, so this more closely aligns with the cost the ACSA incurs related
19 to those fees. He noted that the other recommendation is a clean-up of the
20 miscellaneous charges from \$33 to \$35, which was the intent last year.

21 Ms. Palmer asked if there is a reason or some regulation as to why the
22 ACSA cannot make a profit off of those charges. Mr. Lunsford stated that a
23 reasonable level of overhead can be recouped, but it is not a major driver
24 for the budget. He stated that he would not use the word profit, and he does
25 not believe these charges were designed in a way to further accumulate
26 reserves. Ms. Palmer stated that she understands and is not suggesting
27 that the ACSA do more, but rather wondered if there was a barrier to doing
28 so. Mr. O'Connell added that he would say it is a best practice, but there is
29 no legal requirement.

30 Mr. Parcels asked if there was much expansion taking place, in terms
31 of new development installing irrigation systems. Mr. Lynn stated that in

Albemarle County Service Authority Board of Directors

1 certain neighborhoods, there is an expectation for irrigation so there is a fair
2 amount. He stated that there are several communities that, when the
3 infrastructure was put in, there were two meter setters installed for each
4 property. He noted that one of those meters is designated for domestic use
5 and the second one is available for irrigation purposes. He noted that this
6 is done upfront, before the roads are done, and is a benefit to that property.
7 He stated that with the Exclusion Meter Replacement Program, they have
8 seen a small number of abandonments. He mentioned that there were a
9 few customers that had not used their systems for an extended period of
10 time and did not want to continue to pay the monthly service charge or test
11 their backflow assembly annually.

12 Ms. Palmer asked if those properties that are being built with two
13 meters would automatically have a service charge for the irrigation meter.
14 Mr. Lynn stated that if the meter setter remains empty and there is no meter
15 installed, they would only pay the one service charge for the domestic
16 service. He noted that once they secure the second meter for irrigation, that
17 would trigger the second service charge.

18 Mr. Lunsford moved to the next slide, touching on the proposed water
19 and sewer rates for FY 2025. He stated that the ACSA is projecting a 17.5%
20 increase in charges from RWSA, which includes debt service, and almost a
21 10% increase in sewer charges. He stated that the ACSA departmental
22 operating budget will increase almost 11%, or \$1.4 million, which is related
23 to merit/market adjustments, a new construction inspector position, and
24 costs related to employee benefits, operating supplies, software
25 subscriptions, and utilities.

26 Mr. Lunsford stated that there were some questions received about
27 the use of reserves and some of the projections, which are addressed in the
28 next few slides. He stated that the FY 2025 budget includes a proposal to
29 use \$6.5 million for rate stabilization reserves to fund non-growth-related
30 ACSA CIP projects. He stated that \$2.8 million of growth reserves is
31 projected to fund ACSA growth CIP projects, as well as RWSA debt service

Albemarle County Service Authority Board of Directors

1 for growth-related projects. He mentioned that use of these reserves helps
2 to mitigate the increase the ACSA has to pass on to its customers, all of
3 which is made possible by sound financial management and continued
4 growth of the system.

5 Mr. Lunsford stated that there was a question from the Board about
6 how these reserves get established, calculated, and used. He referred to
7 the next slide showing growth reserves calculations for FY 2025. He noted,
8 for context, the ACSA has estimated that it will collect \$8 million worth of
9 system connection charge revenue for FY 2025. He mentioned that there
10 are two components to that system connection charge – the ACSA system
11 development charge and the RWSA capacity charge. He stated that the
12 ACSA development charge revenue is used for ACSA growth-related CIP
13 projects, and the RWSA capacity charge revenue is used to pay for growth-
14 related RWSA debt service.

15 Mr. Lunsford stated that the next slide shows how those numbers are
16 used in the FY 2025 budget, assuming everything happens as expected.
17 He noted that on the left side of the screen are the ACSA's system
18 development charges. He stated that they calculated, in FY 2025, \$3.855
19 million worth of growth-related CIP and \$2.889 million in system
20 development charge revenue. He stated that the difference between the two
21 is what will need to be funded through reserves. Mr. Parcels asked if the
22 \$2.889 is a factor the ACSA uses. Mr. Lunsford stated that it is a
23 mathematical calculation. He stated that, in that example, the ACSA
24 expects to use just under \$1 million worth of growth reserves to fund that
25 fiscal year.

26 Mr. Lunsford stated that in the same vein, the RWSA capacity charge
27 side is much easier as those figures are known. He stated that RWSA
28 spends quite a bit of time with the ACSA to identify specific debt issued for
29 projects and allocating components of that debt issuance that are applicable
30 to the ACSA. He mentioned that through that process, the ACSA has
31 calculated that about \$6.9 million of RWSA's total debt service charge to

Albemarle County Service Authority Board of Directors

1 the ACSA is growth-related. He stated that the ACSA is expecting to collect
2 \$5.11 million of RWSA capacity charge revenue. He stated that the
3 difference between those numbers is what the ACSA will need to fund with
4 growth reserves.

5 Ms. Swanson asked if the special rate district is included in the ACSA
6 system development charge revenue. Mr. Lunsford confirmed that Ms.
7 Swanson was referring to the North Fork Regional Pump Station additional
8 charge. He stated that since the ACSA issued that debt in 2010, they have
9 been paying that debt service through the operating account. He noted that
10 the operating account is reimbursed any time that special rate district
11 revenue is earned. Ms. Swanson asked if when customers in the special
12 rate district connect to service, do they pay the connection fee in addition to
13 another charge on top of that. Mr. Lunsford replied that this was correct.

14 Mr. Lunsford stated that the next slide shows how the growth reserves
15 are accumulated and used, which is a bit more complicated. He stated that
16 in the FY 2024 budget scenario, there were \$18.8 million in capacity charge
17 reserves, and it was estimated that the ACSA would collect almost \$5.4
18 million in revenue. He stated that the ACSA knew \$6.624 million of the debt
19 service charge from RWSA would be allocated as growth-related. He stated
20 that overall, the ACSA expected to use about \$886,000 in growth-related
21 reserves.

22 Mr. Lunsford stated that when the ACSA prepared these projections at
23 the end of April this year, the revenue estimated through June 30, 2024,
24 was slightly less than anticipated in the budget. He stated that if the ACSA
25 collects what is expected through June, they will use about \$1 million of
26 RWSA capacity charge reserves. He noted that this could change
27 depending on if they collect more or less, over the course of May and June.

28 Mr. Lunsford stated that the next slide is a bit tougher, as time is not
29 on their side in showing how the calculations happen. He stated that the
30 ACSA system development charges shown are similar to RWSA in the set
31 up and calculation. He noted that looking at the FY 2024 budget scenario

Albemarle County Service Authority Board of Directors

1 on the left side, there was \$17 million in ACSA system development
2 reserves and they expected to collect about \$2.6 million in system
3 development charge revenue. He stated that there is \$6.3 million budgeted
4 for the FY 2024 CIP. He stated that if the ACSA incurred all of those costs,
5 they expected to use about \$3.7 million worth of reserves.

6 Mr. Lunsford noted that the right side of the slide shows that the ACSA
7 did not, and does not, expect to use \$3.7 million in reserves because there
8 are growth-related CIP costs have not yet been incurred. He noted that even
9 though the chart shows an addition to the growth reserve, the ACSA does
10 have money allocated to those future costs. Mr. Parcels asked where that
11 money is shown and how much it is. Mr. Lunsford stated that it is not shown,
12 but it is about \$20 million overall.

13 Mr. Parcels stated that there is \$17 million in the system development
14 reserve, \$18.8 million in the RWSA capacity charge reserve, and \$51 million
15 of investment funds. He stated that he is curious as to how that plays out.
16 Mr. Lunsford stated that he can do that and looks forward to doing so in
17 June. He stated that it is important to note that the \$20 million that has been
18 previously budgeted for that is not all growth. He stated that a significant
19 portion of that will not be paid for with these reserves.

20 Ms. Palmer stated that one of the best examples of how the ACSA
21 cannot use the growth-related reserves is the water supply plan and the
22 Ragged Mountain pipeline, and deciding how much of that project is
23 redundancy and how much of it is growth. She stated that not all of the
24 project is expansion, so development charges can not be used for that
25 portion of the project. She stated that Bill Mawyer, RWSA Executive Director
26 created a chart that speaks to this, which might be interesting for the Board
27 to see. Mr. Lunsford stated that two reasonable people can have two
28 different opinions on the subject. Ms. Palmer agreed. She stated that she
29 learned that there are state laws that govern these things as well.

30 Mr. Lunsford stated that they have already looked at the next slide
31 outlining the sample monthly combined water and sewer bill. He noted that

Albemarle County Service Authority Board of Directors

1 a normal customer that uses water conservatively at about 3,200 gallons
2 per month will see about a \$4.52 increase in what they are currently paying.
3 He stated that the following slide has been shown every year for the last
4 several years and is an illustration of the value of ACSA water. He stated
5 that one cent buys 1.68 gallons of clean, safe, reliable ACSA water. Ms.
6 Palmer asked if Mr. Lunsford could label the graphic on the slide with how
7 much water is in the jugs. Mr. Lunsford replied that he absolutely could do
8 that for next time.

9 Mr. Lunsford stated that the next slide is a monthly bill comparison to
10 comparable utilities. He stated that the graph shows the ACSA's current and
11 recommended rate, in comparison to the FY 2024 rates for the other utilities.
12 He noted that the ACSA's FY 2025 rate still compares very favorably to
13 other utilities of similar size in our general area. He noted that the next slide
14 looks specifically at the comparison between the ACSA and the City of
15 Charlottesville. Mr. O'Connell noted that the City rates shown are for FY
16 2024. Mr. Lunsford added that he does not have the City's FY 2025 rates
17 yet. He added that what is not captured in these slides is the quality of the
18 water and wastewater treatment. He stated that ACSA's water is incredibly
19 safe, clean, and reliable, which may or may not be the case for some of
20 these other utilities.

21 Mr. Lunsford stated that he wanted to apologize for the typo at the
22 bottom of the slide comparing the ACSA's monthly bill to the City. He noted
23 that the ACSA proposed rates are for FY 2025, not FY 2024. He mentioned
24 that the ACSA compares very favorably to the City, who also purchases
25 their water and wastewater treatment from RWSA. He stated that the City
26 has a composite rate, with one rate in the winter and one rate in the summer.
27 He added that even with the increase in ACSA rates, it still compares very
28 favorably with what the City currently charges.

29 Mr. O'Connell stated that the ACSA has built reserves in anticipation
30 of increases from RWSA. He noted that the City has not done this and are
31 having to almost pay cash, which can be seen in their rate structure. Ms.

Albemarle County Service Authority Board of Directors

1 Palmer stated that it surprises her that the City has a summer rate when
2 there is not that much irrigation.

3 Mr. Lunsford stated that they would now get into the operating budget
4 portion of the presentation. He stated that the Lead Team members would
5 each speak to the budget for their respective departments and speak to the
6 strategic initiatives that the FY 2025 funds will help to accomplish. He noted
7 that the pie chart on the next slide is just another illustration of the financial
8 breakdown of the budget by department. He stated that Ms. Roach would
9 begin with an overview of the administrative budget.

10 Ms. Roach stated that she would highlight a few of the key initiatives
11 that the Administration department would be focusing on for FY 2025. She
12 stated that the first of those is a 3rd party classification and compensation
13 study. She mentioned that per the ACSA's Personnel Management Plan
14 (PMP), they will be done every four years. She stated that this is very
15 important to ensure the ACSA remains competitive within the market and is
16 able to attract and retain qualified and professional employees.

17 Mr. Parcels asked if there is a way to gauge how well the ACSA is
18 doing in terms of handling vacancies and turnovers. Ms. Roach stated that
19 she can get back to him with specific data but, overall, she would say the
20 ACSA is very competitive, there is a low turnover rate, and vacancies are
21 able to be filled. She noted that some positions are more difficult to fill. Ms.
22 Palmer gave the civil engineer position as an example. Ms. Roach
23 concurred but stated that the ACSA does have a senior civil engineer
24 beginning in a couple of weeks.

25 Ms. Roach stated that next, the quarterly leadership development
26 training will continue. She noted that the ACSA began a formal program this
27 year, where supervisors from mid-level up meet with MSB Coaching each
28 quarter to focus on a different area. She mentioned that this year, the group
29 has focused on leading with emotional intelligence, communication,
30 constructive feedback, and conflict, and change in leadership. She stated

Albemarle County Service Authority Board of Directors

1 that the MSB consultant also meets once a month with a group identified in
2 the Maintenance department identified as “key influencers.”

3 Ms. Roach mentioned that the ACSA continues to partner with
4 Letterpress to assist with various communication efforts on behalf of the
5 organization. She mentioned that currently, they are working with the
6 customer service team to create a welcome packet for new ACSA
7 customers. She stated that Letterpress has also helped to gain traction
8 across the organization’s social media platforms, with regular posts and
9 staff highlights. She noted that they will be working on updating the ACSA’s
10 website later this year as well.

11 Ms. Roach stated that the next initiative is continuing to work with
12 community partners to promote water conservation. She stated that the
13 Rivanna RiverFest is coming up this weekend, and the ACSA partnered
14 with multiple agencies to put together this event. She mentioned that the
15 ACSA also works with the City to conduct rain barrel workshops, providing
16 the tools and teaching the community how to build rain barrels. She noted
17 that the ACSA is currently working with the City and a company called Water
18 Now to revamp the toilet rebate program.

19 Ms. Roach stated that the staff continues to focus on safety training
20 and initiatives for employees, with training at least once a month. She stated
21 that the ACSA also participates in regional roundtable groups through
22 VRSA, to ensure that the organization is following best practices for its
23 employees.

24 Ms. Roach stated that finally, enhancing the customer experience (CX)
25 is a major focus for FY 2025. She stated that last fall, a group of employees
26 met with E-Source to create a customer intent statement. She mentioned
27 that the staff filmed a music video to reinforce that message, which will
28 debut next month.

29 Mr. Lynn came forward to discuss the key initiatives in the budget for
30 the Engineering department, most of which is based on supporting the
31 ACSA’s CIP program. He stated that the first of these is the scheduled

Albemarle County Service Authority Board of Directors

1 replacement and repair of aging and undersized infrastructure, focusing on
2 the Crozet Phase 4 Water Main Replacement project that is currently
3 underway. He stated that there are three more projects the ACSA is looking
4 to construct in FY 2025 which include the Barracks West, Broadway Street,
5 and Briarwood water main replacement projects.

6 Mr. Lynn stated that the second item is the Avon Operations Center
7 project. He stated that they are looking to readvertise for construction in
8 early June, with hopes to open bids in late July and present a new bid price
9 to the Board in August. He noted that this will be a key initiative for business
10 continuity from a strategic planning standpoint.

11 Mr. Lynn moved to the next initiative, which was the development of a
12 Customer Information System (CIS), which speaks to the customer
13 experience as well as data optimization. He stated that the ACSA has
14 recently received RFPs for the new phone system, which staff is currently
15 going through. He stated that they would also be issuing the RFP for the
16 new billing software in the near future.

17 Mr. Parcels stated that his daughter, who lives in the City, was
18 encouraged by the power company to install power panels. He stated that
19 he knows there will be some power panels at the Avon Street location, but
20 he wondered if that could be expanded and utilized at other locations such
21 as pump stations and if there was any incentive to do so. Mr. Lynn stated
22 that there are solar panels included in the design for the Avon property. He
23 mentioned that there may be some funding the ACSA can explore to install
24 solar panels at the Spotnap location as well. He stated that initially, the
25 payback period was excessive, but there are more federal programs that
26 can provide direct payment funding sources and might be something the
27 ACSA looks into in the future.

28 Mr. Lynn stated that another key initiative is the administration and
29 oversight of the CIP program. He stated that it takes a lot of time and effort
30 to implement a \$12.1 million program and is a key focus for the Engineering
31 department.

Albemarle County Service Authority Board of Directors

1 Mr. Lynn stated that the last two items are related to one additional
2 position the Engineering department is requesting in FY 2025. He stated
3 that they are asking for an additional construction inspector position. He
4 mentioned that there is a lot of experience in that group, and the concern is
5 that some of them will retire in the next few years. He stated that, from a
6 succession standpoint, the goal is to begin to train the next wave of
7 inspectors for the ACSA. He stated that with this position is the potential for
8 a second electric vehicle (EV). He noted that the vehicle pictured on the
9 slide is the ACSA's first EV and is in service now with one of the current
10 construction inspectors.

11 Ms. Palmer stated that she knows the ACSA has a policy against
12 idling, and asked if it would also extend to electric vehicles and if there was
13 any reason why it should. Mr. Lynn stated that he would think the electric
14 vehicle would cut off once the driver gets to their destination, so there would
15 not be any idling. Ms. Palmer stated that many people will leave the car
16 running for the air conditioning if they need to get out of the car to do
17 something quickly. Mr. Lynn stated that it will be something they will look at
18 more closely as the EV fleet expands.

19 Ms. Walker stated that she would go through a few of the IT initiatives,
20 which also support the ACSA's Strategic Plan. She stated that the IT staff
21 will continue to strengthen their data security and monitoring and would be
22 purchasing some monitoring and alerting software. She stated that they
23 would also be conducting another security assessment to ensure that they
24 are following best practices and the system is secure.

25 Ms. Walker stated, as Mr. Lynn mentioned, there is another EV in the
26 budget as a replacement vehicle for the IT Technician. She stated that the
27 IT Technician will be performing a lot of the networking and security system
28 work at the Avon Street property. She mentioned that the CIS development
29 will also be a key focus, which includes a redundant fiber line to the Spotnap
30 building to run two different systems and maintain uptime as much as
31 possible.

Albemarle County Service Authority Board of Directors

1 Ms. Walker stated that there will also be the scheduled replacement of
2 ACSA servers, PCs, tablets, and phones, in accordance with the ACSA's
3 policy of three years for most mobile devices and five years for larger items
4 such as servers and desktops. She noted that a document management
5 system is still in the CIP, and IT will be supporting that project this year as
6 well. She mentioned that this will include the purchase of several scanners
7 for staff. She added that they are also conducting a comprehensive
8 assessment of the ACSA's SCADA system to ensure that it is in full
9 compliance, and training will be increased for well. Mr. Parcels stated that
10 integral to all of that, is a backup system. Ms. Walker replied yes and stated
11 that there would be a redundant server room located at the Avon property.

12 Mr. Parcels asked if the IT staff has seen a lot of challenges or
13 attempts from hackers to breach the ACSA's system. Ms. Walker stated that
14 there have always been attempts, but they have really tightened security
15 after seeing attacks on different community partners. She mentioned that
16 they are currently going through the EPA's required vulnerability checklist,
17 which will bring the organization into compliance with the new CSIA
18 standards.

19 Ms. Swanson asked if the Vulnerability Assessment was a Homeland
20 Security requirement. Ms. Walker replied yes. Ms. Swanson asked why,
21 then, does the ACSA need to implement the EPA requirements. Ms. Walker
22 stated that the EPA, along with VDH, require additional cybersecurity
23 standards that are being implemented, along with the Vulnerability
24 Assessment. Ms. Swanson asked if the ACSA still receives assistance from
25 Homeland Security. Ms. Walker replied yes and stated that they are
26 currently helping with the CSIA compliance and EPA requirements.

27 Mr. Morrison stated that he would go over 6 out of the 13 maintenance
28 initiatives listed in the budget document. He stated that the first one centers
29 around the Avon Operations Center. He stated that they are looking to put
30 that project out to bid in June and start construction in the FY 2025 year. He
31 noted that the Maintenance staff will be developing a resource use plan to

Albemarle County Service Authority Board of Directors

1 promote optimization of resources. He stated that they will be looking at how
2 equipment and materials will be used, as well as working with all
3 departments to promote business continuity.

4 Mr. Morrison stated that the next item is an increased emphasis on
5 training and education programs. He stated that they have looked at many
6 different conferences, state and national, that could be beneficial to all
7 Maintenance staff. He noted that they are also utilizing a lot of leadership
8 training as well. He added that they will also continue skills and safety
9 training as well.

10 Mr. Morrison stated that the next initiative is the use of Operational
11 Insights within the Cityworks program for preventative maintenance
12 planning. He stated that it is a computer-based analytical approach that is
13 based on work order and inspection history of various water and wastewater
14 assets. He stated that this will help to identify trends with assets that
15 otherwise might not be noticed and keep things in a preventative
16 maintenance status as opposed to reactive maintenance.

17 Mr. Morrison stated that the Maintenance staff will continue to focus
18 on saddle replacements throughout the service area as well. He stated that
19 one aspect of this is saddle replacements on PVC lines that have already
20 been identified. He stated that the other is identifying assets that need to be
21 addressed ahead of VDOT's repaving schedule.

22 Mr. Morrison stated that the ACSA is coming up on its 5-year
23 Vulnerability Assessment update. He stated that it is federally required by
24 the American Water Infrastructure Act, and must be completed by
25 December 31, 2025, and will be completed in conjunction with all
26 departments at the ACSA. He noted that the staff is wrapping up the last of
27 the risk improvements that were identified with the original assessment. He
28 stated that once that is complete, staff will begin working on the Emergency
29 Response Plan update, which is due June 30, 2026.

30 Mr. Morrison stated that the last item is the promotion of customer
31 engagement opportunities through the use of social media. He stated that

Albemarle County Service Authority Board of Directors

1 for the Maintenance department, this includes items such as activities and
2 updates. He noted that utilities are out of sight, out of mind, thus the staff is
3 trying to promote behind the scenes, everyday activities. He added that they
4 have begun using more pictures, and the Board will see more in the monthly
5 updates as well.

6 Mr. Parcels asked if there were any updates on the Glenmore, and
7 now Farmington, sediment issue. He noted that he remembers the chemical
8 study was to be completed by June or July. Mr. Lynn replied that Tim Brown,
9 Environmental Compliance Specialist, prepared a community release that
10 was sent to the Glenmore HOA contact, and they would be happy to share
11 it with the Board. He mentioned that the release summarized the activities
12 to date and gave an indication of when they would see the results from the
13 bench testing.

14 Mr. Lunsford stated that he would not spend a lot of time going over
15 the Finance department's initiatives, as many of them are shared across the
16 various departments throughout the organization. He stated that succession
17 planning is a focus with this budget, and the training associated with that.
18 He stated that the photo on the slide shows the Meter Operations team
19 being certified on field testing large meters. He stated that CIS development
20 was another initiative and will be a major undertaking for the Finance
21 department as well as other departments.

22 Mr. Lunsford moved to the next slide outlining capital equipment
23 purchases and noted that each department has already discussed their
24 planned purchases. He noted that the following slide briefly outlines the
25 Proposed FY 2025 CIP, which Mr. Lynn did a great job of presenting last
26 month. He stated that in terms of next steps for the budget, an insert would
27 be sent out with customer bills in May. He noted that, to his knowledge, they
28 have not received any questions or comments from customers who have
29 already gotten them. He stated that the second budget workshop would be
30 held on June 20th, to ensure all questions from today's meeting are
31 addressed. He stated that he wanted to thank everyone involved in the

Albemarle County Service Authority Board of Directors

1 budget process, from the budget cover design to the actual budget
2 information.

3

4 8. Advanced Metering Infrastructure (AMI) Completion Report

5 Terri Knight, Customer Service Supervisor, came forward to give the
6 Board an overview of the AMI project (Attached as Pages_____), which
7 was a project well done. She mentioned that she would share some of the
8 project milestones, as well as give an update and next steps.

9 Ms. Knight stated that the ACSA began its AMI Feasibility Study in
10 May 2018, and received authorization for the selection and contract
11 execution for the AMI project in October 2019. She stated that shortly after
12 that, the Covid-19 pandemic began. She stated that in April 2021, they were
13 able to begin phase 1 of the project, followed by phase 2 in February 2022.
14 She stated that this was followed by a lull in activity, as there were issues
15 with receiving inventory. She stated that things picked back up with the final
16 deployment beginning in April 2023, and the final MXU installation occurred
17 on April 17, 2024.

18 Ms. Knight stated that in terms of project updates, there have been
19 over 23,000 AMI installations and that number is constantly growing, as
20 each meter that is installed going forward has an MXU device. She stated
21 that the Urban area, Crozet, Scottsville, and Red Hill systems have all been
22 fully upgraded to AMI. She noted that the customer service staff performs
23 daily analyses of high-flow and continuous flow alerts and notifying
24 customers at that time. She mentioned that this is a big difference from
25 having to wait 30 or more days to identify high consumption. She added that
26 there is also daily monitoring of the hydrant meter flushing devices, so the
27 engineering team knows when they need to either decrease or increase the
28 flushing.

29 Ms. Knight stated that the next slide showed a map of the AMI
30 infrastructure. She noted that the equipment is working phenomenally, even
31 in those areas where they thought there would be issues. She stated that

Albemarle County Service Authority Board of Directors

1 they have been able to help many customers through AMI, especially some
2 of the larger ones. She mentioned that they were able to help identify what
3 turned out to be an internal issue at Sentara Martha Jefferson Hospital, and
4 they were able to resolve it within a few days. She noted that they were also
5 able to help the Thomas Jefferson Memorial Foundation after recognizing
6 continual flow at Monticello. She stated that the staff found that someone
7 had trespassed and turned on a faucet unbeknownst to them. She
8 mentioned that these customers, along with many other single-family
9 residential customers, are examples of saving lots of water.

10 Ms. Palmer asked if something like a toilet in a high school would
11 show up on the report. Ms. Knight stated that it would show up. She noted
12 that the staff pays special attention to continuous flow happening during the
13 late night/early morning hours when no one should be in the building. She
14 stated that the staff will make the customer aware that there is continuous
15 flow.

16 Ms. Knight stated that there were several next steps post
17 deployment, with the first being the optimization of the field communication
18 system, followed by the development and configuration of customer portal.
19 She stated that the customer portal will be where customers can monitor
20 their consumption, troubleshoot leaks, and customize personalized alerts.
21 She stated that the staff is also considering different tools to aid in the
22 system oversight and maintenance, and reallocating staff resources from
23 meter reading to the large meter field testing program.

24 Ms. Knight stated that in terms of the strategic collaboration and
25 organizational efforts, every department and employee has contributed to
26 the AMI project. She stated that from upgrading services, meter lids, and
27 setters, to assisting customers with notifications by phone and email and
28 meter storage logistics, it was true team effort and a project well done.

29 Ms. Palmer asked what is being monitored with the auto-flusher
30 monitoring. Mr. Lynn stated that they receive a report every morning on the
31 flushing duration and consumption of the auto-flushers. He stated that it

Albemarle County Service Authority Board of Directors

1 allows the staff to ensure that they are working as programmed and it is not
2 stuck open, which has happened in the past. He noted that they do not have
3 a way to monitor chlorine residuals with the system yet, but it is one of the
4 things they are looking at as they continue to develop the AMI system. Ms.
5 Palmer stated that she always wondered how they know they are flushing
6 too much or too little. Mr. Lynn replied that the staff performs weekly checks
7 and, most of the time, those are chlorine residual checks. He noted that they
8 have begun decreasing the flushing at Glenmore this week, given that
9 irrigation season is starting.

10 Ms. Swanson asked if customers have missed or noticed the
11 decrease in visibility of the staff in the field, given that they do not have to
12 go out and read all of the meters anymore. She stated that she lives in the
13 Urban area, thus she sees the ACSA staff out in the field all the time. She
14 asked, however, if they feel the dynamic has changed for those that don't
15 see the staff anymore, like Scottsville costumers. Ms. Knight stated that thus
16 far, her answer would be no. She stated that the staff is still in the field,
17 visiting each meter and ensuring that they are not covered up or problem
18 solving. She stated that they still have to deploy meter technicians for work
19 orders as well.

20 Mr. Lunsford added that it is rather early in terms of the whole system
21 being built out. He stated that each meter is checked at least annually, and
22 the staff will still be visible but in a different way.

23 Ms. Swanson asked if the field testing of the larger meters will include
24 testing of RWSA's wholesale meters at the City and County boundaries. Mr.
25 Lunsford replied that he does not know if that meter testing equipment the
26 ACSA has is capable of testing those meters. He stated that they would just
27 be focusing on ACSA infrastructure. Mr. O'Connell stated that RWSA has a
28 contract to have the meters tested annually.

29

30 9. Items Not on the Agenda

Albemarle County Service Authority Board of Directors

1 Mr. Armstrong noted the ACSA employee picnic that would be held
2 on May 24th. Mr. O'Connell stated that he would encourage the Board to
3 attend, enjoy the best barbecue around in his opinion, and play cornhole.

4 Mr. O'Connell stated that he wanted to add that, even with all of the
5 ups and down, the AMI project went over smoothly and seamlessly with
6 ACSA customers. He stated that it is unbelievable customer service to be
7 able to notify customers right away about leaks and work with them to get it
8 resolved.

9
10 10. Executive Session – Personnel Matter

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

14 ***Mr. Tolbert moved to approve the Resolution as presented***
15 ***to the Board; seconded by Mr. Parcels. The Chair asked for a roll-call***
16 ***vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***
17 ***Armstrong, aye; Mr. Roberts, aye; Ms. Swanson, aye.***

18 The Board of Directors came back into regular session. Ms. Trent
19 read into record a Resolution stating that only matters so previously stated
20 and exempted from open discussion in regular session were discussed in
21 Executive Session (Attached as Page _____).

22 ***Ms. Palmer moved to approve the Resolution as presented***
23 ***to the Board, seconded by Mr. Parcels. The Chair asked for a roll-***
24 ***call vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***
25 ***Roberts, aye; Mr. Armstrong, aye; Ms. Swanson, aye.***

26
27 11. Adjourn

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

Albemarle County Service Authority Board of Directors

1

2

Gary B. O'Connell, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial Reports	AGENDA DATE: June 20, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	ACTION: Informational
	ATTACHMENTS: Yes

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

DISCUSSION:

- Water consumption for the month of April decreased 1.2% compared to March. Water consumption for the month of April 2024 compared to April 2023 decreased 2.9%.
- RWSA's invoice of \$2,265,591 for the month of April was paid on May 6, 2024.
- Unearned water and sewer connection charges totaled \$2,796,299 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$1,496,058 recognized in May.
- Water and Wastewater revenues for FY 2024 are above budgeted expectations by 3.1%. 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.

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
May 31, 2024

ASSETS

Cash and cash equivalents	\$	10,361,169
Accounts receivable		5,186,106
Investments		51,883,173
Capital assets: (net of accumulated depreciation)		183,129,973
Inventory		843,552
Prepays		288,092
Cash and cash equivalents, restricted		614,968
		<hr/>
Total assets		252,307,033
		<hr/>

DEFERRED OUTFLOWS OF RESOURCES

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

LIABILITIES

Accounts payable		3,693,236
Accrued liabilities		550,086
Compensated absences		746,495
Net pension liability		2,454,029
Other post-employment benefits		1,244,519
Unearned connection fees		2,796,299
Long-term debt		4,175,883
		<hr/>
Total liabilities		15,660,547
		<hr/>

DEFERRED INFLOWS OF RESOURCES

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

NET POSITION

		<hr/>
		236,717,385
		<hr/>

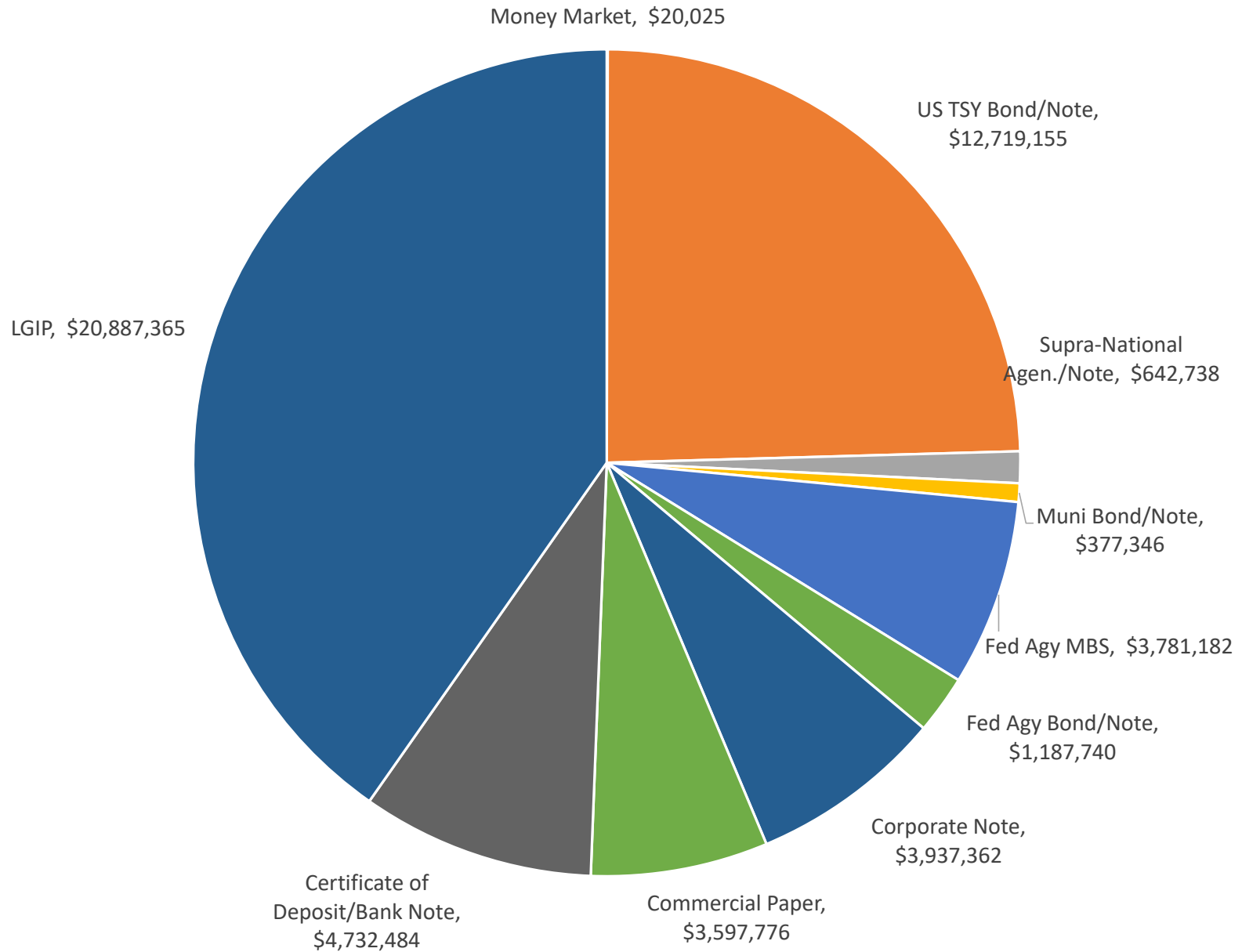
ALBEMARLE COUNTY SERVICE AUTHORITY
For the One Month Ending May 31, 2024

	Budget FY 2024	Budget Year-to-Date 2024	May Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues					
Water Sales	20,580,000.	18,865,000.	19,492,829.	627,829.	3.33%
Sewer Service	16,679,000.	15,289,083.	15,732,420.	443,337.	2.90%
Total operating revenues	37,259,000.	34,154,083.	35,225,249.	1,071,166.	3.14% A
Operating Expenses					
Purchase of bulk water	(16,256,000.)	(14,901,333.)	(14,856,300.)	45,033.	(0.30%) B
Purchase of sewer treatment	(11,689,000.)	(10,714,917.)	(10,443,268.)	271,649.	(2.54%) B
Administration	(1,475,500.)	(1,352,542.)	(1,136,113.)	216,429.	(16.00%) C
Finance	(2,890,000.)	(2,649,167.)	(2,360,737.)	288,430.	(10.89%) C
Information Technology	(1,787,600.)	(1,638,633.)	(1,474,085.)	164,548.	(10.04%) C
Engineering	(2,400,300.)	(2,200,275.)	(1,905,246.)	295,029.	(13.41%) C
Maintenance	(4,749,900.)	(4,354,075.)	(3,759,114.)	594,961.	(13.66%) C
Total operating expenses	(41,248,300.)	(37,810,942.)	(35,934,863.)	1,876,079.	(4.96%)
Operating gain(loss)	(3,989,300.)	(3,656,858.)	(709,614.)	2,947,244.	(80.59%)
Nonoperating Revenues					
System connection charges	8,000,000.	7,333,333.	8,549,188.	1,215,855.	16.58% D
Investment/Interest Income	600,000.	550,000.	2,538,875.	1,988,875.	361.61% E
Rental income	16,000.	14,667.	17,203.	2,536.	17.29%
Miscellaneous revenues	761,000.	697,583.	529,833.	(167,750.)	(24.05%) F
Total nonoperating revenues (expenses)	9,377,000.	8,595,583.	11,635,099.	3,039,516.	35.36%
Nonoperating Expenses					
Miscellaneous expenses	(327,300.)	(300,025.)	(629,588.)	(329,563.)	109.85% G
Bond interest charges	(183,859.)	(168,537.)	(183,859.)	(15,322.)	9.09% H
Depreciation	0.	0.	(3,921,032.)	(3,921,032.)	0.00% I
Total nonoperating revenues (expenses)	(511,159.)	(468,562.)	(4,734,479.)	(4,265,917.)	910.43%
Capital contributions	0.	0.	1,004,709.	1,004,709.	0.00%
Change in Net Position	4,876,541.	4,470,163.	7,195,715.	2,725,552.	60.97%

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

- A.** Water and sewer revenues were more than budgeted amounts by 3.1%. Consumption through May (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are less than budgeted amounts by 1.2%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- D.** System connection charges are higher than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- H.** Bond interest charges are recorded as incurred.
- I.** Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.

Allocation of Investments by Type



Portfolio Summary and Statistics

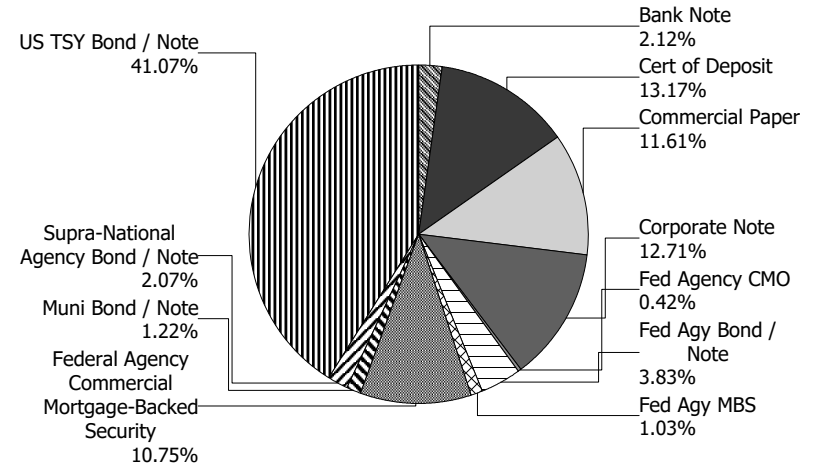
For the Month Ending **May 31, 2024**

ACSA OPERATING FUNDS - 03100100

Account Summary

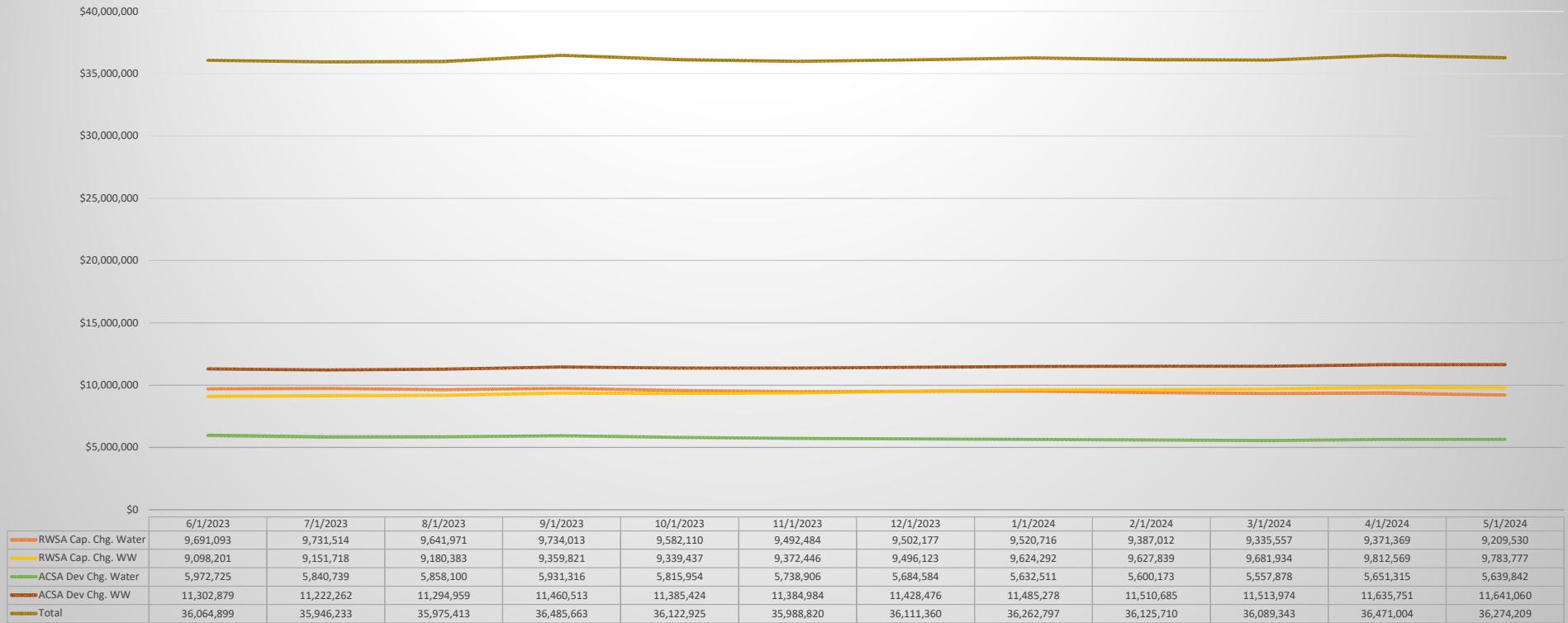
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	12,895,000.00	12,719,154.75	41.07
Supra-National Agency Bond / Note	650,000.00	642,738.49	2.07
Municipal Bond / Note	380,000.00	377,346.40	1.22
Federal Agency Mortgage-Backed Security	341,585.74	320,312.97	1.03
Federal Agency Commercial Mortgage-Backed Security	3,450,205.60	3,330,739.65	10.75
Federal Agency Collateralized Mortgage Obligation	131,041.42	130,129.19	0.42
Federal Agency Bond / Note	1,200,000.00	1,187,739.60	3.83
Corporate Note	4,015,000.00	3,937,362.11	12.71
Commercial Paper	3,675,000.00	3,597,775.58	11.61
Certificate of Deposit	4,075,000.00	4,075,632.10	13.17
Bank Note	655,000.00	656,852.23	2.12
Managed Account Sub-Total	31,467,832.76	30,975,783.07	100.00%
Accrued Interest		315,827.62	
Total Portfolio	31,467,832.76	31,291,610.69	

Sector Allocation



Unsettled Trades 0.00

Capacity/System Development Reserves



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

**Albemarle County Service Authority
Connection Fee Analysis
April 2024**

Area	April 2024 Monthly Connection Fees	April 2023 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 81,780	\$ 161,640	\$ (79,860)	-49%
Urban	397,555	3,042,045	(2,644,490)	-87%
Scottsville	-	-	-	
Total Connection fees	\$ 479,335	\$ 3,203,685	\$ (2,724,350)	-85%
Through April				
Area	YTD FY 2024 Connection Fees	YTD FY 2023 Connection Fees	\$ Change	% Change
Crozet	\$ 2,279,335	\$ 1,259,445	\$ 1,019,890	81%
Urban	4,773,495	8,891,701	(4,118,206)	-46%
Scottsville	300	-	300	-
Total Connection fees	\$ 7,053,130	\$ 10,151,146	\$ (3,098,016)	-31%
Area	April 2024 ERC's	April 2023 ERC's	Change	% Change
Crozet	6	12	(6)	-50%
Urban	28	226	(198)	-88%
Scottsville	-	-	-	-
Total ERC's	34	238	(204)	-86%
Through April				
Area	YTD FY 2024 ERC's	YTD FY 2023 ERC's	Change	% Change
Crozet	158	94	64	68%
Urban	330	660	(330)	-50%
Scottsville	-	-	-	-
Total ERC's - YTD	488	754	(266)	-35%

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
April 2024**

Area	April 2024 ERC's	April 2023 ERC's	April 2022 ERC's
Crozet	6	12	5
Urban	28	226	50
Scottsville	-	-	-
Total ERC's	34	238	55

Through April			
Area	YTD 2024 ERC's	YTD 2023 ERC's	YTD 2022 ERC's
Crozet	158	94	99
Urban	330	660	416
Scottsville	-	-	-
Total ERC's - YTD	488	754	515

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

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

	FY 2024	FY 2023	Increase	
	RWSA Charges	RWSA Charges	(Decrease)	
July	\$ 2,352,971	\$ 2,041,957	\$ 311,014	15.23%
August	2,352,440	2,042,399	310,041	15.18%
September	2,286,484	2,083,284	203,200	9.75%
October	2,277,041	2,021,265	255,776	12.65%
November	2,204,989	1,987,793	217,196	10.93%
December	2,249,566	2,025,214	224,352	11.08%
January	2,356,246	1,990,411	365,835	18.38%
February	2,269,378	1,956,978	312,400	15.96%
March	2,342,273	2,006,071	336,202	16.76%
April	2,265,591	2,013,296	252,295	12.53%
May	2,313,334	2,021,900	291,434	14.41%
June		1,979,565		
	\$ 25,270,312	\$ 24,170,133		
YTD	\$ 25,270,312	\$ 22,190,569	\$ 3,079,743	13.88%

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

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

	FY 2024 Consumption	FY 2023 Consumption		Monthly Precipitation (In.)	
				FY 2024	FY 2023
July	154,300,020	155,932,214	-1.05%	5.44	6.42
August	170,746,002	159,969,362	6.74%	2.51	4.10
September	176,070,325	155,676,979	13.10%	2.98	2.79
October	165,947,566	152,513,014	8.81%	0.59	2.24
November	154,337,781	148,761,821	3.75%	3.67	4.52
December	145,323,150	134,997,083	7.65%	4.80	4.60
January	137,727,440	138,803,649	-0.78%	6.58	2.32
February	135,574,438	126,909,570	6.83%	2.31	2.87
March	137,885,342	134,395,216	2.60%	3.70	1.36
April	136,213,084	140,263,055	-2.89%	1.85	4.67
May		140,578,641	-100.00%		2.31
June		163,336,945	-100.00%		4.81
	1,514,125,148	1,752,137,549		34.43	43.01
YTD	1,514,125,148	1,448,221,963	4.55%	34.43	35.89

Note: Consumption through April 2024 is 4.6% 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

April 2024

Billed (in gallons) by Area:	Water	Sewer
Crozet	15,739,769	14,955,776
Scottsville	963,929	838,385
Urban	119,464,507	106,726,953
Red Hill	44,879	0
Total	136,213,084	122,521,114

Billing by Sewer Plant:	
Total Urban and Crozet	121,682,729
less Glenmore WRRF	(3,302,635)
Moore's Creek AWRRF	118,380,094
Scottsville WRRF	838,385
Total	119,218,479

Number of Installed Meters:	
Urban	31
Crozet	4
Scottsville	0
Total	35

Hydrant Meter Consumption (billed by invoice):	
Urban	543,400
Crozet	0
Scottsville	0
Total	543,400

Estimated Water Loss:
N/A

Total 0

Billed Consumption for Selected Customers

	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	280,160	280,160	Boar's Head Inn	331,576	299,732
Southwood Mobile Homes	1,476,450	1,920,000	Farmington, Inc.	550,119	373,016
Turtle Creek Apts.	1,389,251	1,382,006	Westgate Apts.	1,286,202	1,284,902
Barracks West Apartments	1,389,088	1,389,088	PR Charger C'ville Holdings	1,891,792	1,891,792
Monroe Health & Rehab.	568,005	568,005	Four Seasons Apts	1,430,293	1,430,293
Sunrise Senior "Colonnades"	751,458	663,058	Ch'ville/Alb Airport	141,439	141,241
ACRJ	849,770	801,770	State Farm	2,051,950	2,019,321
Westminster Canterbury	1,124,890	1,124,890	Hyatt @ Stonefield	423,576	423,576
SEMF Charleston	1,367,614	1,367,614	Doubletree	731,221	731,221
Martha Jefferson Hospital	1,697,948	2,102,018	Arden Place Apts.	536,056	536,056
Crozet Mobile Home Village	281,763	281,763	Hilton Garden Inn	219,393	219,393
The Home Depot	131,669	131,669	The Blake & Charlottesville	254,676	254,676
County of Albemarle	1,282,487	1,129,650	The Lodge @ Old Trail	286,339	286,339
University of Virginia	1,614,281	1,603,476	Gov't-Defense Complex	790,792	790,792
Wegmans	322,481	322,481	Harris Teeter Stores	138,017	138,017



April 2024

WATER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,216	3,964	195	20,375
Multi-Family Residential	576	45	3	624
Commercial (Offices)	201	12	5	218
Commercial (Other)	935	77	53	1,065
Industrial	36	11	4	51
Institutional	171	32	12	215
Total Water Connections	18,135	4,141	272	22,548
Plus Multiple Units	13,431	781	89	14,301
Total Water Units	31,566	4,922	361	36,849

SEWER

Class Type	Number of Connections by Area			Total
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	13,903	3,689	157	17,749
Multi-Family Residential	545	43	4	592
Commercial (Offices)	186	12	5	203
Commercial (Other)	727	53	45	825
Industrial	15	5	1	21
Institutional	133	25	10	168
Total Sewer Connections	15,509	3,827	222	19,558
Plus Multiple Units	13,015	778	56	13,849
Total Sewer Units	28,524	4,605	278	33,407

POPULATION SERVED

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	74,118	11,863	710	86,690
Total Sewer Customers	67,295	11,168	533	78,996

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

	April 2024		March 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	2,051,950	2,019,321	1,655,510	1,655,510	23.95%	21.98%
PR Charger C'ville Holdings	1,891,792	1,891,792	1,760,432	1,760,432	7.46%	7.46%
Westgate Apts.	1,286,202	1,284,902	1,234,033	1,233,633	4.23%	4.16%
Martha Jefferson Hospital	1,697,948	2,102,018	1,642,705	1,307,398	3.36%	60.78%
University of Virginia	1,614,281	1,603,476	1,564,183	1,559,974	3.20%	2.79%
County of Albemarle	1,282,487	1,129,650	1,315,752	1,213,353	-2.53%	-6.90%
SEMF Charleston	1,367,614	1,367,614	1,417,163	1,417,163	-3.50%	-3.50%
Southwood Mobile Homes	1,476,450	1,920,000	1,539,500	1,920,000	-4.10%	0.00%
ACRJ	849,770	801,770	896,860	883,860	-5.25%	-9.29%
Four Seasons Apts.	1,430,293	1,430,293	1,525,751	1,525,751	-6.26%	-6.26%
Westmisnster Canterbury	1,124,890	1,124,890	1,291,420	1,291,420	-12.90%	-12.90%
Barracks West Apartments	1,389,088	1,389,088	1,709,084	1,709,084	-18.72%	-18.72%
Turtle Creek Apts.	1,389,251	1,382,006	1,767,094	1,759,847	-21.38%	-21.47%

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
April 2024 and April 2023**

	April 2024		April 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	2,051,950	2,019,321	1,213,490	1,213,490	69.09%	66.41%
University of Virginia	1,614,281	1,603,476	1,285,398	1,282,629	25.59%	25.01%
PR Charger C'ville Holdings	1,891,792	1,891,792	1,652,353	1,652,353	14.49%	14.49%
Westgate Apts.	1,286,202	1,284,902	1,141,078	1,140,378	12.72%	12.67%
Barracks West Apartments	1,389,088	1,389,088	1,432,600	1,432,600	-3.04%	-3.04%
Martha Jefferson Hospital	1,697,948	2,102,018	1,789,941	1,429,041	-5.14%	47.09%
ACRJ	849,770	801,770	908,380	867,380	-6.45%	-7.56%
Four Seasons Apts.	1,430,293	1,430,293	1,544,952	1,544,952	-7.42%	-7.42%
Westmisnster Canterbury	1,124,890	1,124,890	1,228,970	1,228,970	-8.47%	-8.47%
Turtle Creek Apts.	1,389,251	1,382,006	1,582,831	1,582,031	-12.23%	-12.64%
SEMF Charleston	1,367,614	1,367,614	1,564,629	1,564,629	-12.59%	-12.59%
Southwood Mobile Homes	1,476,450	1,920,000	1,710,330	2,090,000	-13.67%	-8.13%
County of Albemarle	1,282,487	1,129,650	1,832,461	1,388,463	-30.01%	-18.64%

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

* -- Consumption/usage in gallons.

Albemarle County Service Authority
Major Customer Analysis
Year-to-date Comparison: Current Year/Prior Year -- April

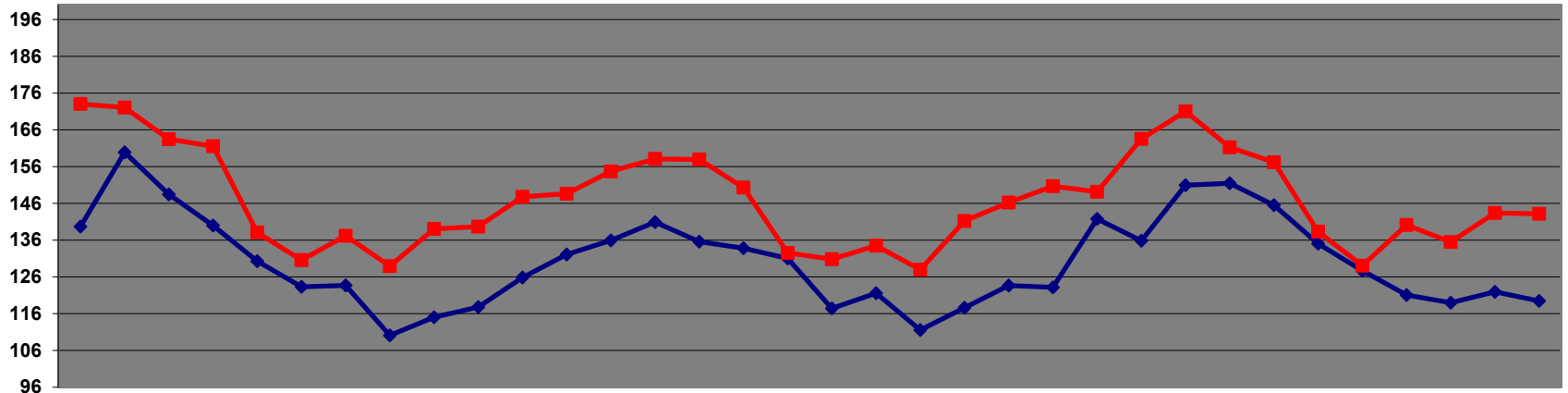
	YTD FY 2024		YTD FY 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	17,915,180	17,160,443	5,762,290	5,248,290	210.90%	226.97%
Barracks West Apartments	17,213,443	17,213,443	14,590,900	14,590,900	17.97%	17.97%
County of Albemarle	15,835,646	11,167,610	14,086,494	11,555,733	12.42%	-3.36%
PR Charger C'ville Holdings	20,201,585	20,201,585	18,402,447	18,402,447	9.78%	9.78%
Turtle Creek Apts.	14,265,673	14,211,555	13,033,749	13,005,049	9.45%	9.28%
University of Virginia	18,894,209	18,849,804	17,315,868	17,276,975	9.11%	9.10%
Westmisnster Canterbury	14,656,250	14,077,250	13,607,080	13,023,080	7.71%	8.09%
Martha Jefferson Hospital	20,388,857	13,996,175	19,383,515	12,042,635	5.19%	16.22%
SEMF Charleston	15,462,064	15,462,064	14,909,630	14,909,630	3.71%	3.71%
Southwood Mobile Homes	17,183,760	20,910,000	17,381,075	21,350,000	-1.14%	-2.06%
Westgate Apts.	12,034,805	12,026,805	12,246,463	12,239,463	-1.73%	-1.74%
ACRJ	9,610,770	8,611,770	10,342,650	9,230,650	-7.08%	-6.70%
Four Seasons Apts.	15,467,619	15,467,619	16,789,832	16,789,832	-7.88%	-7.88%

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

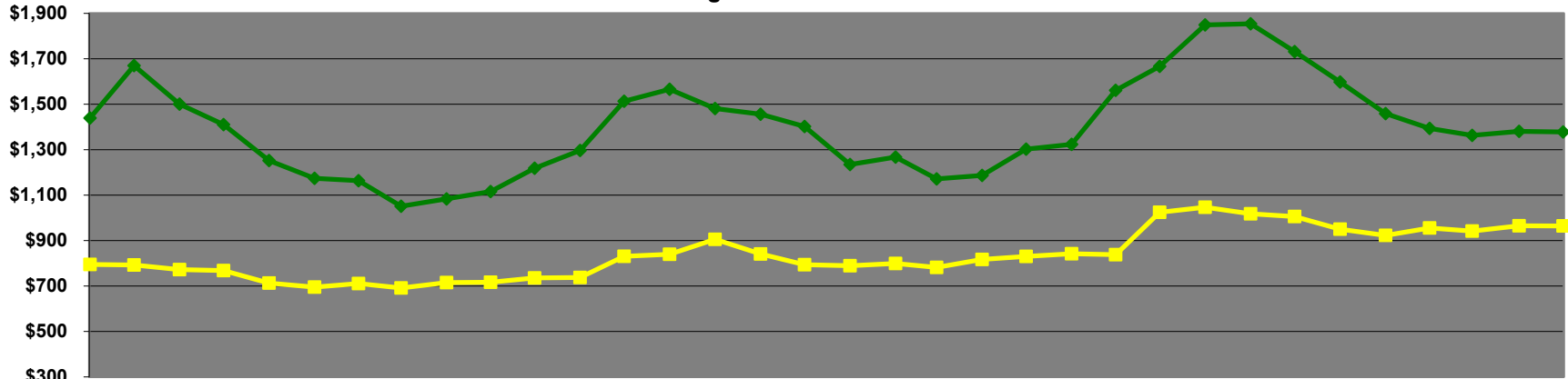
Flows & Usage (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
ACSA Usage	140	160	148	140	130	123	124	110	115	118	126	132	136	141	136	134	131	117	122	112	118	124	123	142	136	151	151	146	135	128	121	119	122	119
RWSA Flows	173	172	163	162	138	131	137	129	139	140	148	149	155	158	158	150	133	131	134	128	141	146	151	149	164	171	161	157	138	129	140	135	143	143
Variance	24%	8%	10%	15%	6%	6%	11%	17%	21%	19%	17%	13%	14%	12%	16%	12%	1%	11%	11%	15%	20%	18%	22%	5%	20%	13%	6%	8%	2%	1%	16%	14%	18%	20%

Charges and Revenues (in Thousands of Dollars)

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

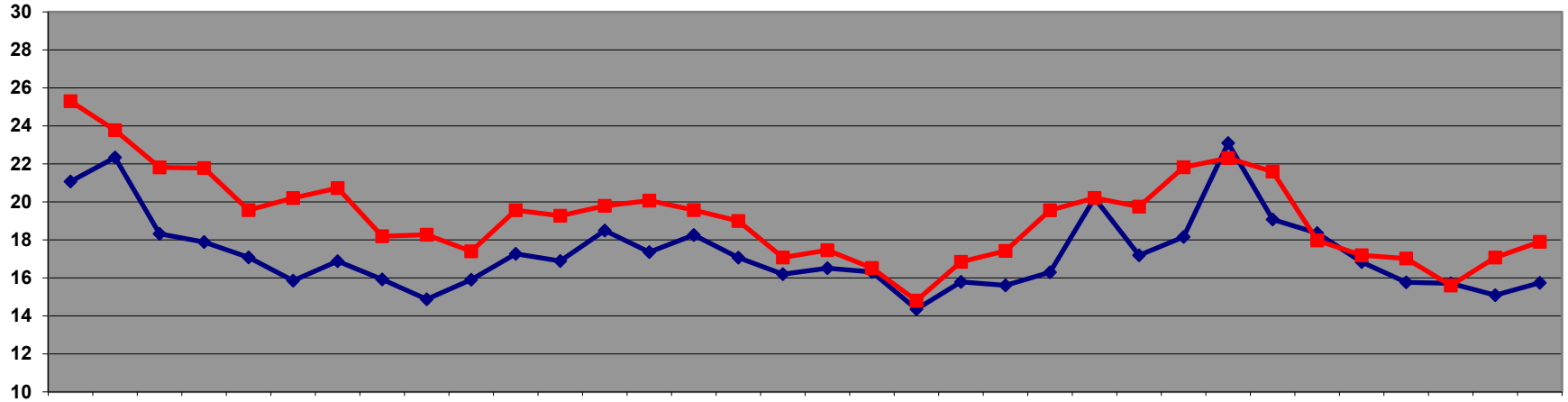


	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
ACSA Revenue	\$1,43	\$1,67	\$1,50	\$1,41	\$1,25	\$1,17	\$1,16	\$1,05	\$1,08	\$1,11	\$1,21	\$1,29	\$1,51	\$1,56	\$1,48	\$1,45	\$1,40	\$1,23	\$1,26	\$1,17	\$1,18	\$1,30	\$1,32	\$1,56	\$1,66	\$1,84	\$1,85	\$1,73	\$1,59	\$1,45	\$1,39	\$1,36	\$1,38	\$1,37
RWSA Charges	\$795	\$793	\$772	\$768	\$713	\$695	\$711	\$691	\$715	\$717	\$736	\$738	\$831	\$840	\$905	\$841	\$794	\$789	\$799	\$782	\$817	\$830	\$842	\$838	\$1,02	\$1,04	\$1,01	\$1,00	\$950	\$923	\$956	\$942	\$965	\$964
Difference	\$645	\$877	\$728	\$642	\$539	\$479	\$453	\$360	\$368	\$399	\$483	\$559	\$683	\$726	\$576	\$615	\$608	\$445	\$468	\$390	\$370	\$472	\$482	\$723	\$642	\$803	\$836	\$726	\$648	\$536	\$438	\$421	\$416	\$413
Fiscal YTD Difference	\$0.64	\$1.52	\$2.25	\$2.89	\$3.43	\$3.91	\$4.36	\$4.72	\$5.09	\$5.49	\$5.97	\$6.53	\$6.68	\$1.41	\$1.98	\$2.60	\$3.21	\$3.65	\$4.12	\$4.51	\$4.88	\$5.35	\$5.83	\$6.56	\$0.64	\$1.44	\$2.28	\$3.01	\$3.65	\$4.19	\$4.63	\$5.05	\$5.47	\$5.88

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

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

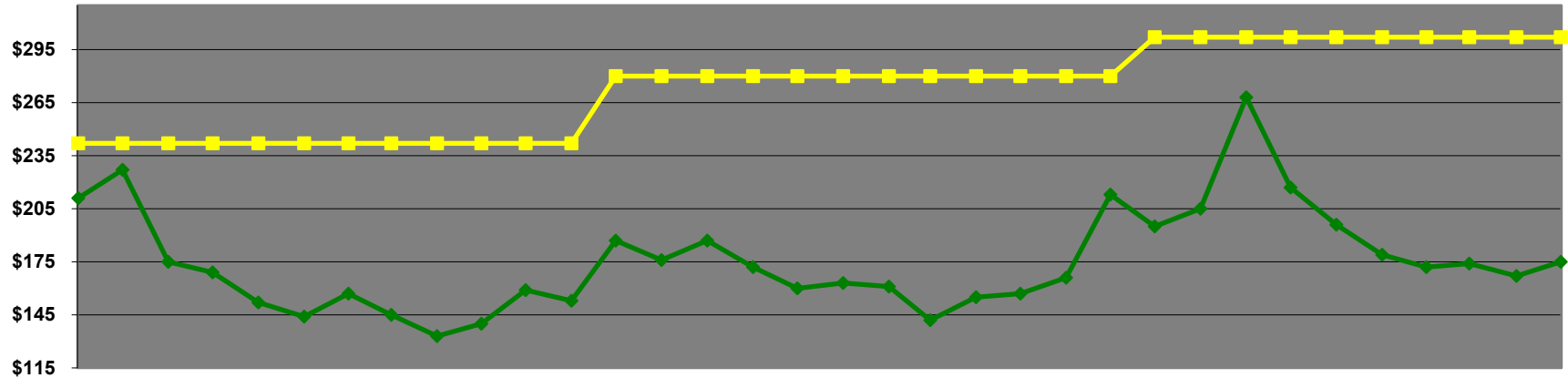
Flows & Usage (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
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	22	22	19	18	17	16	15	16	
RWSA Flows	25	24	22	22	20	20	21	18	18	17	20	19	20	20	20	19	17	17	17	15	17	17	17	20	20	22	22	22	18	17	17	16	16	17	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%	2%	8%	-1%	13%	14%	

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

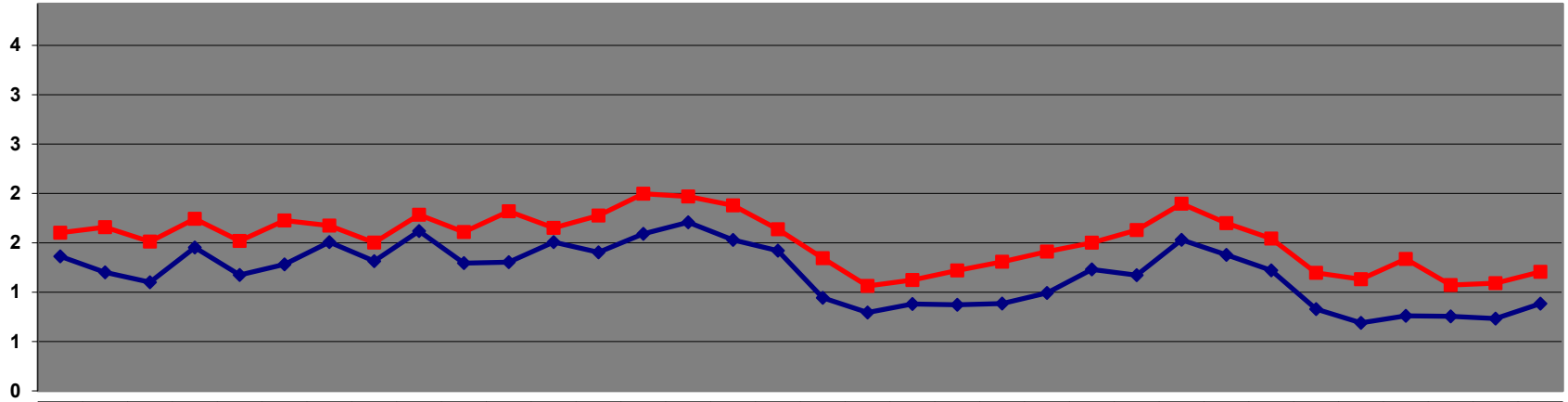
Charges and Revenues (in Thousands of Dollars)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Revenue	\$211	\$227	\$175	\$169	\$152	\$144	\$157	\$145	\$133	\$140	\$159	\$153	\$187	\$176	\$187	\$172	\$160	\$163	\$161	\$142	\$155	\$157	\$166	\$213	\$195	\$205	\$268	\$217	\$196	\$179	\$172	\$174	\$167	\$175	
RWSA Charges	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302	\$302
Difference	(\$31)	(\$15)	(\$67)	(\$73)	(\$90)	(\$98)	(\$85)	(\$97)	(\$109)	(\$102)	(\$83)	(\$89)	(\$93)	(\$104)	(\$93)	(\$108)	(\$120)	(\$117)	(\$119)	(\$138)	(\$125)	(\$123)	(\$114)	(\$67)	(\$107)	(\$97)	(\$34)	(\$85)	(\$106)	(\$123)	(\$130)	(\$128)	(\$135)	(\$127)	
Fiscal YTD Difference	-\$0.0	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)	(\$0.9)	(\$0.0)	(\$0.2)	(\$0.2)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)	(\$1.0)	(\$1.1)	(\$1.2)	(\$1.3)	(\$0.1)	(\$0.2)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.8)	(\$0.9)	(\$1.0)	

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

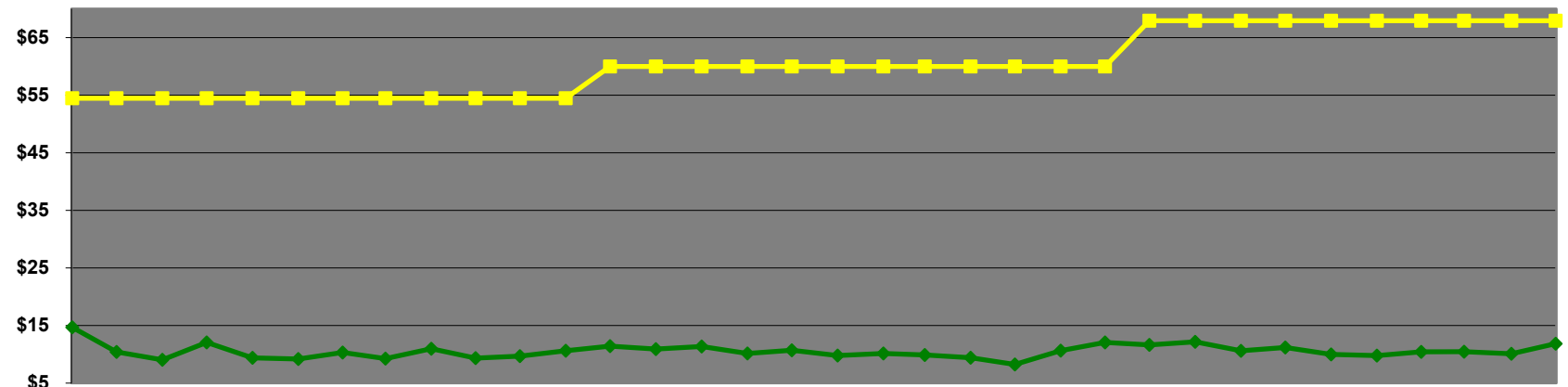
Flows & Usage (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Usage	1	1	1	2	1	1	2	1	2	1	1	2	1	2	2	2	2	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1
RWSA Flows	1.7	1.7	1.6	1.8	1.6	1.8	1.8	1.6	1.9	1.7	1.9	1.7	1.9	2.1	2.0	2.0	1.7	1.4	1.1	1.2	1.3	1.4	1.5	1.6	1.7	2.0	1.8	1.6	1.3	1.2	1.4	1.2	1.2	1.3	
Variance	17%	36%	35%	19%	28%	33%	10%	13%	10%	23%	37%	9%	25%	24%	15%	22%	14%	39%	31%	25%	36%	44%	39%	21%	36%	23%	22%	25%	40%	57%	69%	38%	44%	33%	

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

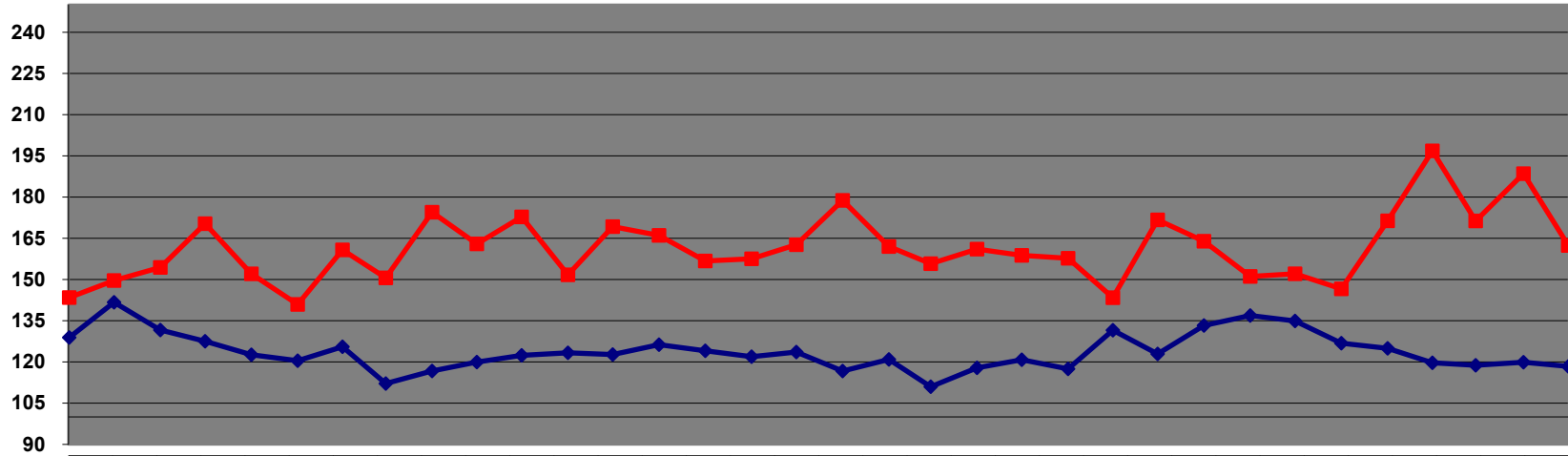
Charges and Revenues (in Thousands of Dollars)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Revenue	\$15	\$10	\$9	\$12	\$9	\$9	\$10	\$9	\$11	\$9	\$10	\$11	\$11	\$11	\$11	\$10	\$11	\$10	\$10	\$10	\$9	\$8	\$11	\$12	\$12	\$12	\$11	\$11	\$10	\$10	\$10	\$10	\$10	\$10	\$12
RWSA Charges	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$68	\$68	\$68	\$68	\$68	\$68	\$68	\$68	\$68	\$68	\$68
Difference	-\$40	-\$44	-\$45	-\$42	-\$45	-\$45	-\$44	-\$45	-\$44	-\$45	-\$45	-\$44	-\$49	-\$49	-\$49	-\$50	-\$49	-\$50	-\$50	-\$50	-\$51	-\$52	-\$49	-\$48	-\$56	-\$56	-\$57	-\$57	-\$58	-\$58	-\$58	-\$57	-\$58	-\$56	
Fiscal YTD Difference	\$0.0	\$0.0	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.2)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.4)	(\$0.4)	(\$0.5)	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.2)	(\$0.3)	(\$0.3)	(\$0.4)	(\$0.4)	(\$0.5)	(\$0.5)	(\$0.6)	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.4)	(\$0.5)	(\$0.5)	

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

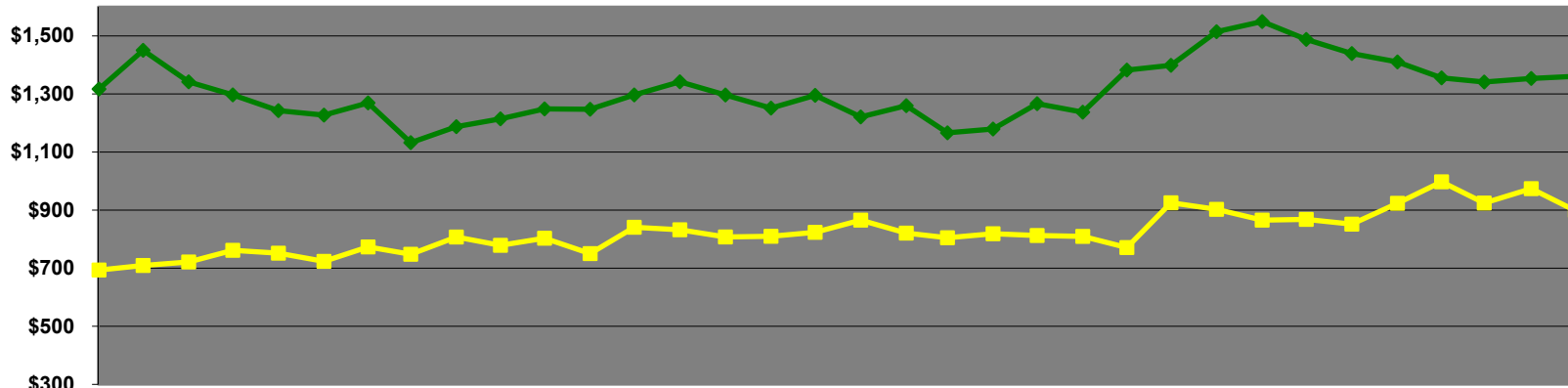
Usage & Flows (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
ACSA Usage	129	142	132	128	123	120	126	112	117	120	122	123	123	126	124	122	124	117	121	111	118	121	117	132	123	133	137	135	127	125	120	119	120	118
RWSA Flows	143	150	154	170	152	141	161	151	174	163	173	152	169	166	157	158	163	179	162	156	161	159	158	143	172	164	151	152	147	171	197	171	189	162
Variance	11%	6%	17%	34%	24%	17%	28%	34%	50%	36%	41%	23%	38%	32%	26%	29%	32%	53%	34%	40%	37%	31%	34%	9%	40%	23%	10%	13%	16%	37%	64%	44%	57%	37%

**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)

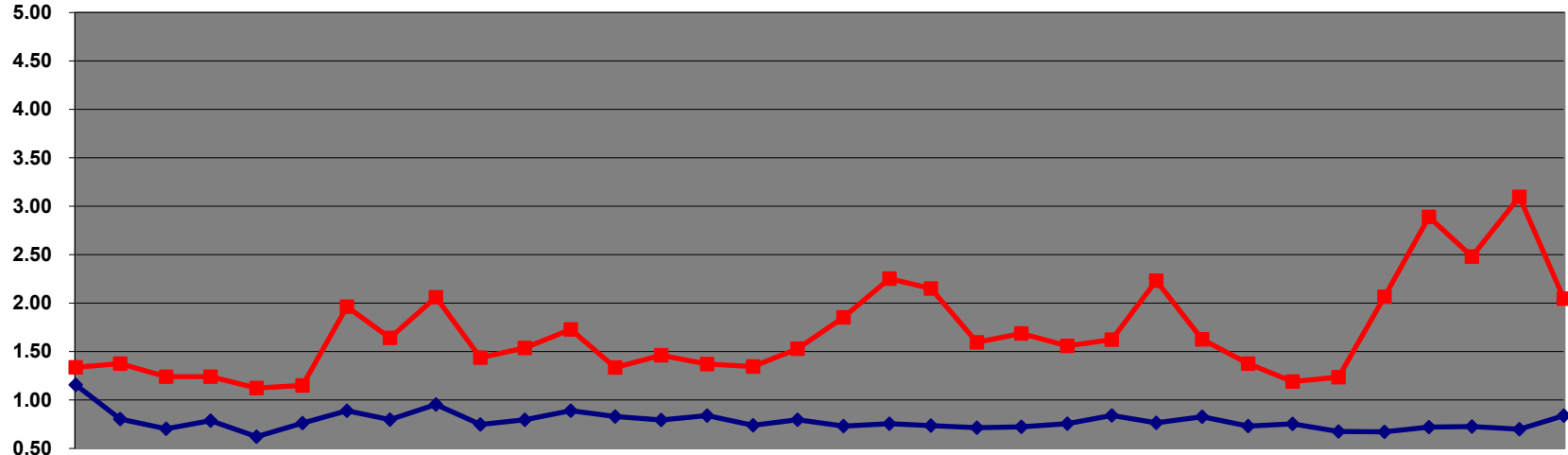


	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Revenue	\$1,3	\$1,4	\$1,3	\$1,2	\$1,2	\$1,2	\$1,1	\$1,1	\$1,1	\$1,2	\$1,2	\$1,2	\$1,2	\$1,3	\$1,2	\$1,2	\$1,2	\$1,2	\$1,2	\$1,2	\$1,1	\$1,1	\$1,2	\$1,2	\$1,3	\$1,3	\$1,5	\$1,5	\$1,4	\$1,4	\$1,4	\$1,3	\$1,3	\$1,3	\$1,3
RWSA Charges	\$694	\$709	\$721	\$762	\$752	\$724	\$773	\$748	\$807	\$779	\$803	\$750	\$841	\$832	\$807	\$810	\$823	\$865	\$821	\$805	\$819	\$813	\$809	\$771	\$925	\$903	\$865	\$868	\$852	\$923	\$998	\$924	\$974	\$898	
Difference	\$623	\$741	\$620	\$535	\$491	\$504	\$496	\$384	\$380	\$435	\$445	\$497	\$456	\$510	\$489	\$441	\$472	\$356	\$439	\$361	\$360	\$454	\$428	\$611	\$473	\$612	\$684	\$620	\$588	\$487	\$358	\$417	\$380	\$463	
Fiscal YTD Difference	\$0.6	\$1.3	\$1.9	\$2.5	\$3.0	\$3.5	\$4.0	\$4.3	\$4.7	\$5.2	\$5.6	\$6.1	\$0.4	\$0.9	\$1.4	\$1.9	\$2.3	\$2.7	\$3.1	\$3.5	\$3.8	\$4.3	\$4.7	\$5.3	\$0.4	\$1.0	\$1.7	\$2.3	\$2.9	\$3.4	\$3.8	\$4.2	\$4.6	\$5.0	

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

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

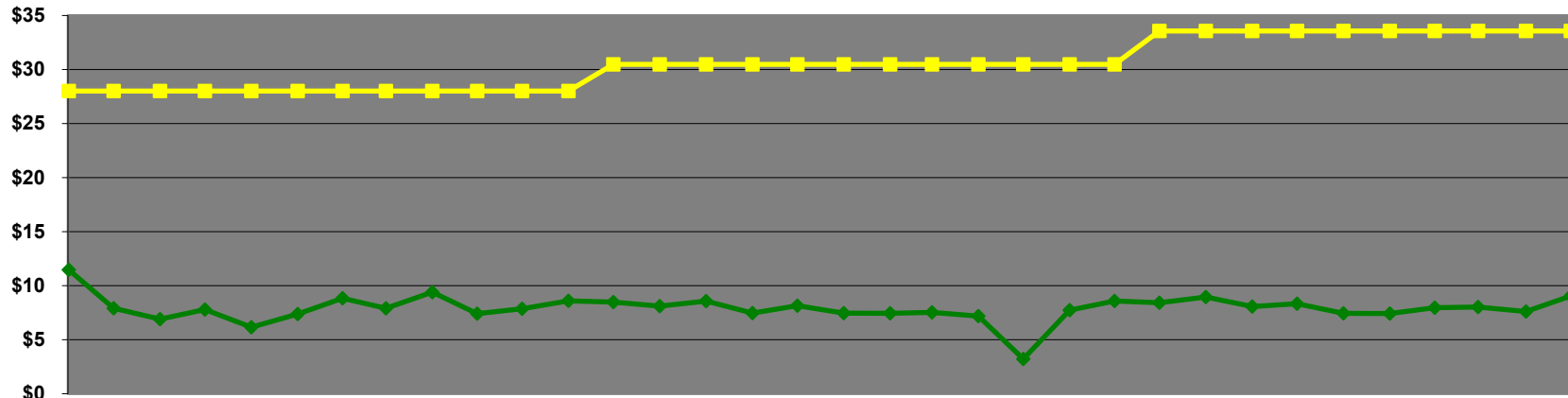
Usage & Flows (in Millions of Gallons)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Usage	1.16	0.80	0.70	0.79	0.62	0.76	0.89	0.80	0.95	0.75	0.80	0.89	0.83	0.79	0.84	1.37	1.35	1.53	1.85	2.25	2.15	1.60	1.69	1.56	1.62	2.23	1.63	1.38	1.19	1.24	2.07	2.89	2.48	3.10	2.05
RWSA Flows	1.34	1.38	1.24	1.24	1.12	1.15	1.96	1.64	2.06	1.44	1.54	1.73	1.34	1.46	1.37	1.35	1.53	1.85	2.25	2.15	1.60	1.69	1.56	1.62	2.23	1.63	1.38	1.19	1.24	2.07	2.89	2.48	3.10	2.05	
Variance	16%	71%	77%	58%	81%	51%	121%	106%	116%	92%	93%	94%	61%	84%	63%	82%	92%	154%	198%	192%	124%	133%	106%	93%	192%	97%	88%	58%	83%	208%	301%	242%	344%	144%	

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

Charges & Revenues (in Thousands of Dollars)



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	
ACSA Revenue	\$11.4	\$7.91	\$6.91	\$7.79	\$6.16	\$7.38	\$8.83	\$7.91	\$9.40	\$7.41	\$7.87	\$8.60	\$8.48	\$8.11	\$8.57	\$7.47	\$8.15	\$7.46	\$7.44	\$7.53	\$7.19	\$3.22	\$7.74	\$8.58	\$8.42	\$8.95	\$8.07	\$8.33	\$7.44	\$7.42	\$7.96	\$8.02	\$7.61	\$9.05	
RWSA Charges	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
Difference	-\$17	-\$20	-\$21	-\$20	-\$22	-\$21	-\$19	-\$20	-\$19	-\$21	-\$20	-\$19	-\$22	-\$22	-\$22	-\$23	-\$22	-\$23	-\$23	-\$23	-\$23	-\$27	-\$23	-\$22	-\$25	-\$25	-\$25	-\$25	-\$26	-\$26	-\$26	-\$26	-\$26	-\$26	-\$25
Fiscal YTD Difference	\$-0.0	\$-0.0	\$-0.0	\$-0.0	\$-0.1	\$-0.1	\$-0.1	\$-0.1	\$-0.1	\$-0.2	\$-0.2	\$-0.2	\$-0.0	\$-0.0	\$-0.0	\$-0.0	\$-0.1	\$-0.1	\$-0.1	\$-0.1	\$-0.1	\$-0.2	\$-0.2	\$-0.2	\$-0.0	\$-0.0	\$-0.0	\$-0.1	\$-0.1	\$-0.1	\$-0.1	\$-0.2	\$-0.2	\$-0.2	

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

Single-Family Residential Water Usage

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

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

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

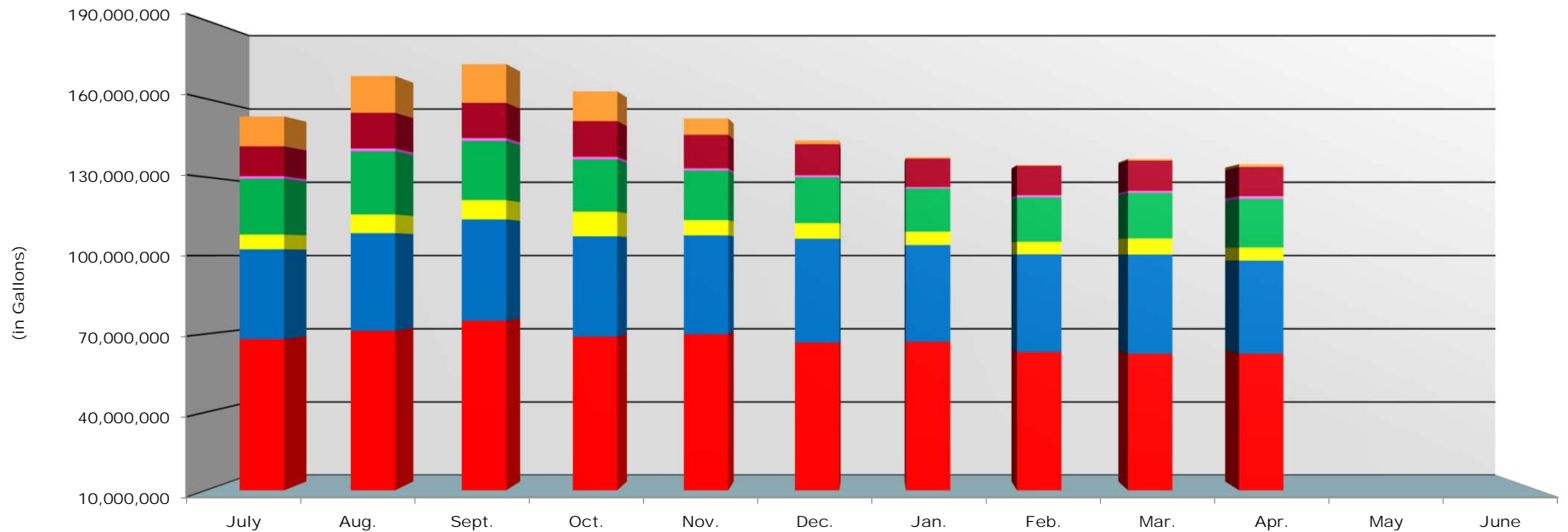
FY 2024													
	July	August	September	October	November	December	January	February	March	April	May	June	
Level 1 (0 - 3,000 gallons)	46,186,939	46,955,054	47,747,914	46,680,010	47,232,775	46,900,575	46,887,506	45,996,822	45,827,255	46,036,892			
Level 2 (3,001 - 6,000 gallons)	15,834,490	16,832,305	18,509,951	15,902,249	16,363,806	14,914,361	15,260,215	13,399,431	13,147,547	13,022,922			
Level 3 (6,001 - 9,000 gallons)	4,271,446	4,916,430	6,033,699	4,583,776	4,409,091	2,899,484	2,944,132	2,249,613	2,237,129	2,308,042			
Level 4 (over 9,000 gallons)	5,743,519	6,973,528	8,880,933	6,336,335	4,866,834	2,138,821	1,860,892	1,447,502	1,143,464	1,180,879			
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	66,853,241	66,952,745	63,093,368	62,355,395	62,548,735	-	-	

System-Wide Irrigation Water Usage

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

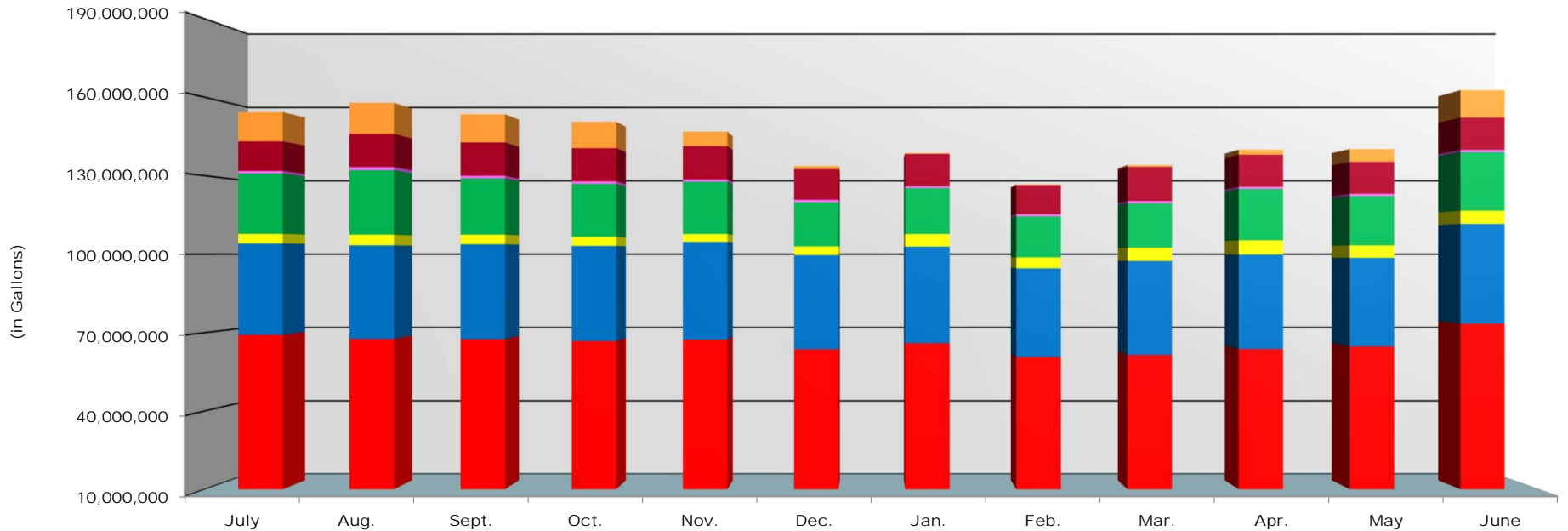
FY 2024	July	August	September	October	November	December	January	February	March	April	May	June	
Level 1 (0 - 3,000 gallons)	145,819	127,806	38,463	168,299	23,781	1,101	616	3	326	1,560			
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892	2,523	994	2	2,184	1,794			
Level 3 (6,001 - 9,000 gallons)	717,195	648,971	222,722	787,674	113,745	6,614	1,802	1,600	250	1,958			
Level 4 (over 9,000 gallons)	9,936,298	12,779,016	14,436,869	9,782,999	6,025,018	1,459,471	495,474	332,886	635,405	1,070,530			
Total	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	638,165	1,075,842	-	-	

Monthly Water Consumption Fiscal Year 2024

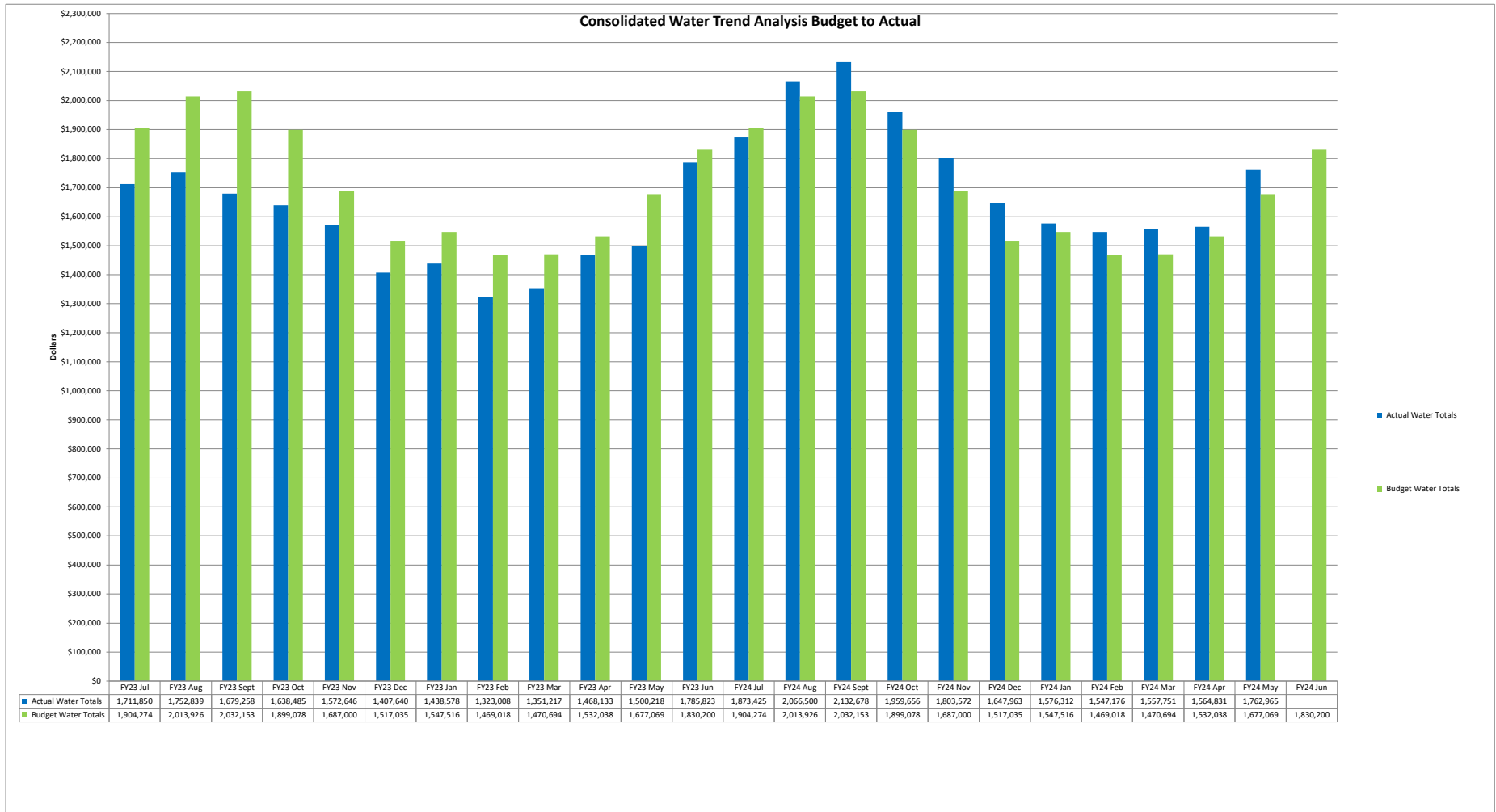


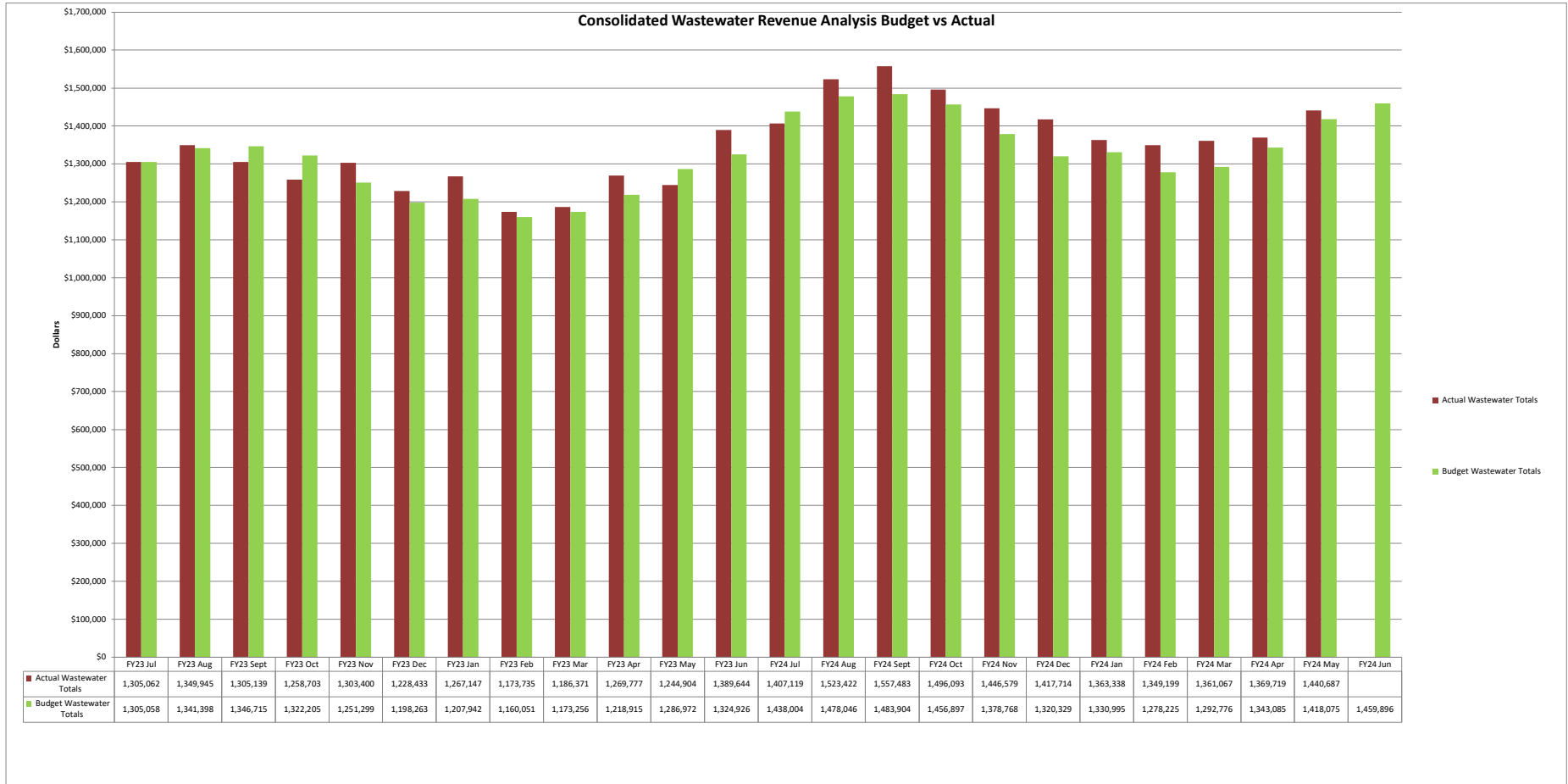
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	1.02%	0.36%	0.25%	0.47%	0.80%	0.00%	0.00%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	638,165	1,075,842	0	0
Institutional - Domestic Consumption	11,422,399	13,645,824	13,463,936	13,656,468	12,824,386	11,907,305	10,858,597	11,228,113	11,589,322	11,148,142		
Industrial - Domestic/Processing less Exclusion	966,653	1,077,656	1,057,633	1,026,110	861,358	803,364	609,853	850,907	820,801	1,073,059		
Comm. (Other) - Domestic Consumption	21,360,672	24,192,909	22,706,395	19,990,643	18,980,282	17,518,883	16,504,729	16,999,535	17,370,595	18,578,119		
Offices - Domestic Consumption	5,673,746	7,197,381	7,399,598	9,429,273	5,856,409	5,992,764	5,129,796	4,792,091	6,193,567	5,037,281		
MFR - Domestic Consumption	34,431,191	37,357,730	38,794,918	38,384,145	37,854,340	39,754,868	37,028,178	37,421,461	37,990,377	35,663,074		
SFR - Domestic Consumption	67,945,359	71,189,646	75,030,729	68,975,926	69,843,962	66,666,670	66,994,095	63,050,754	62,387,420	62,393,044		

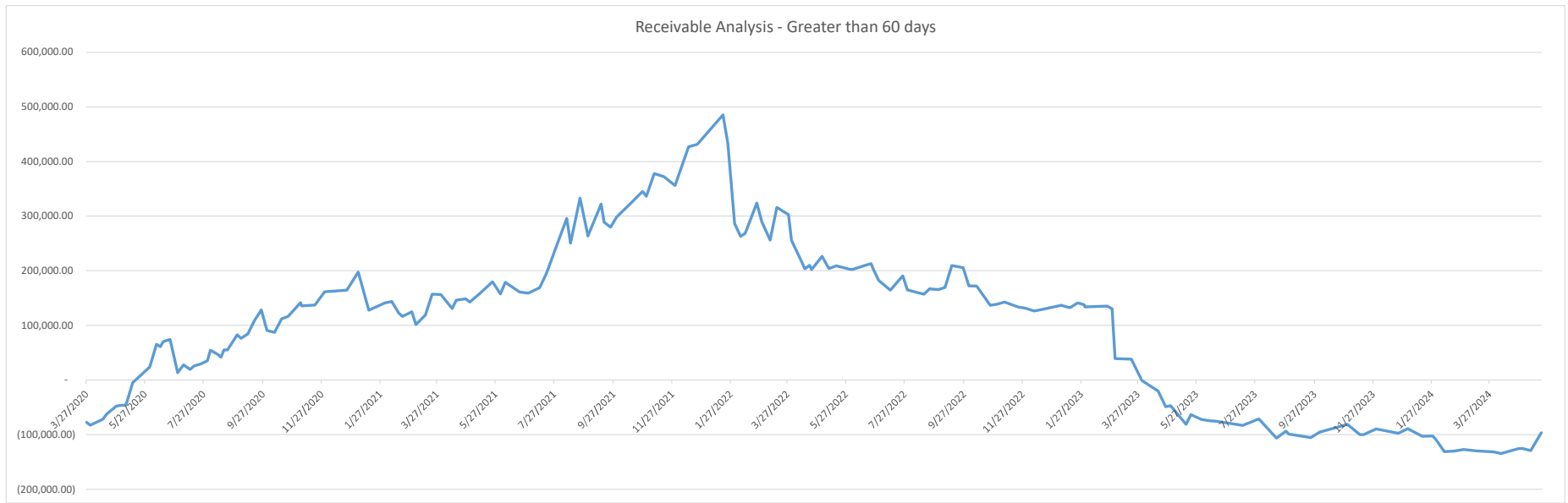
Monthly Water Consumption Fiscal Year 2023



	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
May 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	05/06/2024	Rivanna Water & Sewer Authority	2,265,590.71	Water & Sewer Treatment
69258	05/01/2024	Fire-X Corporation	291,164.41	Fire Suppression System
69245	05/01/2024	Core & Main LP	275,451.99	AMI
69333	05/15/2024	Core & Main LP	258,262.86	AMI
ACH	05/31/2024	Payroll	174,483.93	Net Pay
ACH	05/15/2024	Payroll	172,906.44	Net Pay
69359	05/15/2024	M C Dean Incorporated	101,222.65	SCADA Phase 3
69268	05/01/2024	M C Dean Incorporated	71,984.49	SCADA Phase 3
497278260	05/15/2024	IRS - Federal Tax Deposit	63,843.87	Payroll
498009599	05/31/2024	IRS - Federal Tax Deposit	63,055.06	Payroll
Wire	05/22/2024	The Bank of New York Mellon	47,929.90	Debt Service
69233	05/01/2024	Anderson Construction Incorporated	42,066.68	Madison Park Pump Station
498009598	05/31/2024	County of Albemarle	41,117.78	Payroll
497278259	05/31/2024	County of Albemarle	37,225.34	Payroll
69307	05/08/2024	Ferguson US Holdings Inc	36,040.07	Inventory
69256	05/01/2024	Ferguson US Holdings Inc	35,614.99	Inventory
497278256	05/31/2024	Virginia Retirement System	32,638.75	Payroll
498009595	05/31/2024	Virginia Retirement System	32,638.70	Payroll
69281	05/01/2024	Paymentus Corporation	31,223.73	Transaction Fees
69321	05/15/2024	Bank of America	18,427.60	Supplies & Memberships
69376	05/15/2024	Rivanna Water & Sewer Authority	17,732.25	Stone Robinson Reimburse
69300	05/01/2024	Virginia Department of Health	16,611.00	Waterworks Operation Fee
69286	05/01/2024	Provantage LLC	15,050.00	Computer upgrades
497278261	05/15/2024	Virginia Dept of Taxation	10,899.62	Payroll
498009600	05/31/2024	Virginia Dept of Taxation	10,833.62	Payroll
69392	05/15/2024	Cellco Partnership	10,169.25	Cellular Service
69371	05/15/2024	Prism Contractors	10,133.65	Sewer Rehabilitation
69257	05/01/2024	Fifth Asset Inc	10,000.00	Software
69351	05/15/2024	Infrastructure Solutions Group	8,282.70	Unit 32 Repair
69384	05/15/2024	Todd Thorpe	7,945.00	Dead Tree removal
69261	05/01/2024	Fortiline Incorporated	7,365.46	Inventory
69380	05/15/2024	Tencarva Machinery Co LLC	7,124.65	Pump repair parts
69271	05/01/2024	Mansfield Oil Company of Gainesville	6,835.33	Fuel
69356	05/15/2024	Letterpress Communications LLC	6,808.75	Communications Consultant
69252	05/01/2024	BSC Acquisition Sub LLC	6,769.70	Blue Envelope Order
69335	05/15/2024	Cues Incorporated	6,150.00	GraniteNet Software
69397	05/15/2024	Whitman, Requardt & Assoc LLP	6,023.10	SCADA Phase 3
69339	05/15/2024	Dominion Energy Virginia	5,332.24	Energy
497278258	05/15/2024	VALIC	5,087.50	Payroll
498009597	05/31/2024	VALIC	5,087.50	Payroll
69250	05/01/2024	Dewberry Engineers Incorporated	4,897.50	
69390	05/15/2024	Validos LLC	4,760.00	
497278255	05/15/2024	Nationwide	4,515.65	
498009594	05/31/2024	Nationwide	4,515.65	

69292	05/01/2024	RSG Landscaping LLC	4,400.57
69340	05/15/2024	Evoqua Water Technologies LLC	4,385.37
69254	05/01/2024	EWT Holdings III Corporation	4,340.16
69278	05/01/2024	Roger L Voisinet	4,018.94
69372	05/15/2024	Provantage LLC	3,816.00
69251	05/01/2024	Dominion Energy Virginia	3,727.08
69253	05/01/2024	Ed's Floor Care Services LLC	3,703.33
69363	05/15/2024	Mansfield Oil Company of Gainesville	3,608.02
497278253	05/15/2024	ICMA Membership Renewals	3,507.98
498009592	05/31/2024	ICMA Membership Renewals	3,507.98
69284	05/01/2024	Piedmont Power	3,450.00
69357	05/15/2024	Lowe's	3,352.30
69283	05/01/2024	PFM Asset Management LLC	3,074.43
69322	05/15/2024	Jim Beck Incorporated	2,645.86
69358	05/15/2024	Cheryl Lynn	2,608.70
69313	05/15/2024	Allison Partners	2,365.00
69237	05/01/2024	Capital Electric	2,156.76
69389	05/15/2024	UniFirst Corporation	2,044.59
69297	05/01/2024	UniFirst Corporation	2,039.13
69393	05/15/2024	VA Utility Protection Service Inc	2,035.50
69269	05/01/2024	Mailing Services of Virginia	2,034.84
69336	05/15/2024	Daly Computers Incorporated	1,984.00
69378	05/15/2024	Siemens Industry Inc.	1,971.86
69487	05/31/2024	Minnesota Life Insurance Co	1,911.14
69485	05/31/2024	Guardian	1,871.18
69296	05/01/2024	Traffic Safety Supplies LLC	1,800.00
69244	05/01/2024	Comcast	1,725.76
69287	05/01/2024	Rappahannock Electric Cooperative	1,624.64
497278263	05/15/2024	ACSA Flexible Spending	1,573.15
498009602	05/31/2024	ACSA Flexible Spending	1,573.15
69301	05/01/2024	Steve Walters	1,550.00
69354	05/15/2024	Kelvic Construction Company Incorpo	1,519.55
69323	05/15/2024	Business Information Systems Incorp	1,455.60
69361	05/15/2024	Malloy Chevrolet Charlottesville LLC	1,444.39
497278262	05/15/2024	Flexible Benefit	1,397.50
498009601	05/31/2024	Flexible Benefit	1,397.50
69249	05/01/2024	Cues Incorporated	1,351.18
69373	05/15/2024	Ramboll Americas Engineering	1,292.00
69365	05/15/2024	Thomas McGowan	1,200.00
69345	05/15/2024	Fortiline Incorporated	991.78
69231	05/01/2024	Advance Stores Company Inc	990.42
69342	05/15/2024	Ferguson US Holdings Inc	935.42
69274	05/01/2024	John Kaufman	932.18
69377	05/15/2024	Rocktown Excavating	904.39
69317	05/15/2024	AquaTech Irrigation Services LLC	875.00
498009590	05/31/2024	VACORP	840.31
69310	05/15/2024	Advance Stores Company Inc	821.14

69337	05/15/2024	Harris Systems USA Incorporated	810.00
497278257	05/31/2024	AFLAC	778.32
498009596	05/31/2024	AFLAC	778.32
69366	05/15/2024	MSB Coach	769.00
69288	05/01/2024	Red Wing Business Advantage Accour	757.57
69243	05/01/2024	Comcast	752.35
69290	05/01/2024	River City Construction	716.48
69355	05/15/2024	LB Technology Incorporated	700.00
497278254	05/31/2024	ACAC	683.00
69293	05/01/2024	S L Williamson Company Inc	662.07
69398	05/22/2024	Michael Gray	637.98
69324	05/15/2024	Sarah Burnett	632.68
69327	05/15/2024	James D Catlett Jr	600.00
69360	05/15/2024	Mailing Services of Virginia	557.04
69247	05/01/2024	Crown Communication LLC	546.36
69277	05/01/2024	Kenneth Griffin	545.29
69331	05/15/2024	Latoya Cooper	543.08
498009593	05/31/2024	ACAC	510.00
69375	05/15/2024	Rivanna Solid Waste Authority	470.00
69263	05/01/2024	Hathaway Solutions LLC	394.62
69319	05/15/2024	Badger Meter Incorporated	370.07
69308	05/15/2024	A1 Towing & Truck Repair	350.00
69316	05/15/2024	Aqua Air Laboratories Inc	350.00
69236	05/01/2024	Brink's Incorporated	345.24
69388	05/15/2024	U. S. Bank	311.07
69266	05/01/2024	Terri M Knight	300.00
69289	05/01/2024	Ricoh USA Incorporated	275.00
69246	05/01/2024	County of Albemarle	271.71
69272	05/01/2024	ODP Business Solutions LLC	266.12
69238	05/01/2024	MWP Supply Incorporated	264.10
69314	05/15/2024	American Pest Incorporated	262.25
69267	05/01/2024	Luck Stone Corporation	259.11
69265	05/01/2024	New Virginia Tractor LLC	246.38
69394	05/15/2024	Protocol SSD Corporation	238.25
69379	05/15/2024	Specialty Fasteners of	221.39
69298	05/01/2024	University Tire & Auto	219.95
69295	05/01/2024	TSRC Incorporated	205.72
69374	05/15/2024	Republic Services	201.44
69276	05/01/2024	Katie Sullivan	200.00
69353	05/15/2024	Wisconsin Quick Lube Inc	193.14
497278252	05/15/2024	Treasurer of Virginia	189.94
498009591	05/31/2024	Treasurer of Virginia	189.94
69382	05/15/2024	TSRC Incorporated	188.37
69294	05/01/2024	Southern Photo Print of VA	186.44
69320	05/15/2024	Bailey Printing Incorporated	175.00
69396	05/15/2024	Water Environment Federation	175.00
69285	05/01/2024	Priority Elevator	153.47

69395	05/15/2024	Laura Washington	145.87
69486	05/31/2024	Herbert Beskin Trustee	135.00
69343	05/15/2024	Flexible Benefit Administrators Inc	131.35
69381	05/15/2024	The Dollar Store LLC	112.21
69241	05/01/2024	Charlottesville Sanitary	110.22
69341	05/15/2024	FedEx	102.13
69275	05/01/2024	Joseph Milbank	100.00
69368	05/15/2024	Przemyslaw Porebski	100.00
69383	05/15/2024	Thomas Jefferson Soil &	100.00
69315	05/15/2024	API Service Center	95.97
69362	05/15/2024	Malloy Ford	90.88
69348	05/15/2024	Cynthia Hicks	90.24
69347	05/15/2024	Greenwood Homes	90.15
69264	05/01/2024	Wisconsin Quick Lube Inc	88.53
69484	05/31/2024	Anytime Fitness-Pantops	80.00
69488	05/31/2024	Snap Fitness	79.92
69309	05/15/2024	John R V Mayo	78.85
69259	05/01/2024	Fisher Auto Parts Incorporated	74.68
69279	05/01/2024	Francis Ong	71.98
69312	05/15/2024	Albemarle Lock & Safe Company	70.00
69352	05/15/2024	James River Communications Inc	70.00
69370	05/15/2024	Performance Signs LLC	70.00
69338	05/15/2024	Document Destruction of	69.95
69346	05/15/2024	W W Grainger Incorporated	66.78
69235	05/01/2024	Rodney Austin	57.98
69299	05/01/2024	VAMAC Incorporated	55.34
69239	05/01/2024	Indpndnt Bttry Retailers of America	54.12
69344	05/15/2024	Skip Forbes	54.01
69255	05/01/2024	FedEx	52.26
69329	05/15/2024	Culpeper Auto Parts Incorporated	52.21
69240	05/01/2024	Culpeper Auto Parts Incorporated	51.27
69350	05/15/2024	Hydraflo Incorporated	50.00
69326	05/15/2024	MWP Supply Incorporated	47.42
69262	05/01/2024	Gingerich Outdoor Power Spec	44.95
69332	05/15/2024	Toya Corbett	44.54
69325	05/15/2024	Susan Burt	44.38
69318	05/15/2024	AutoZone Stores LLC	43.98
69260	05/01/2024	Flexible Benefit Administrators Inc	42.35
69270	05/01/2024	Malloy Chevrolet Charlottesville LLC	40.00
69330	05/15/2024	City of Charlottesville	39.24
69234	05/01/2024	Appalachian Power	38.64
69328	05/15/2024	Central Virginia Electric Cooperative	37.13
69282	05/01/2024	Performance Signs LLC	35.00
69391	05/15/2024	Benjamin VanDenburg	30.76
69369	05/15/2024	Timothy Darrah	30.00
69242	05/01/2024	City of Charlottesville	26.78
69386	05/15/2024	Commonwealth of Virginia DPOR	25.00

69273	05/01/2024 Eric Gates	24.00
69291	05/01/2024 Romero Properties LLC	21.98
69232	05/01/2024 BPB Holding Corporation	21.75
69387	05/15/2024 Troy's Auto & Diesel LLC	20.00
69349	05/15/2024 Marian L Hillard	19.47
69248	05/01/2024 Crozet Hardware Co., Inc.	16.77
69334	05/15/2024 Elizabeth Cranmer	16.22
69280	05/01/2024 Carole Osvalds	11.48
69311	05/15/2024 Advantage Home Contracting	10.42
69364	05/15/2024 Martin Hardware Company Inc	7.61
69367	05/15/2024 Eric Gates	7.00
69385	05/15/2024 Thryv Incorporated	6.50
		4,417,434.38

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2024 Capital Improvement Program (CIP) Report</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: June 20, 2024</p> <p>CONSENT AGENDA:</p> <p>ACTION: ■ INFORMATION: ■</p> <p>ATTACHMENTS: YES</p>
---	--

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
June 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:	15%
Contractor:	Valley Contracting, LLC (Valley)
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$6,534,400
Appropriated Funds:	\$7,064,424

Project Description: This project continues our systematic program to replace the aging and undersized asbestos-cement and PVC water mains in the Crozet Water System. Roads impacted by water replacement work include Crozet Avenue (Route 240), Rockfish Gap Turnpike (Route 250), Hillsboro Lane, Brownsville Road, and the neighborhood streets in Park View. This is the fourth of five phases that have been defined to carry out these improvements. Project Length = 19,400 LF.

6/11/2024: Valley is continuing to lay new water main along Rockfish Gap Turnpike, now east of Old Trail Drive. A second crew is installing water main in the Park View subdivision along Locust Lane and Maple Street.



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:	\$608,690

Project Description: This project continues our systematic program to replace undersized and deteriorating asbestos-cement and cast-iron water mains throughout our water distribution system. Roads impacted by water replacement work include James River Road, Warren Street, Hardware Street, Moores Hill, and the downtown streets of Page, Bird, and West Main. This project requires extensive coordination with the Rivanna Water and Sewer Authority (RWSA) as it includes the replacement of their asbestos-cement water main along James River Road. Project Length = 13,700 LF.

6/11/2024: ACSA staff will introduce the project to the community at the Scottsville Town Council meeting scheduled for June 17, 2024, at 7:00 pm. ACSA staff continues easement acquisition efforts with the first group of property owners. To date, two easements have been obtained.

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

Consultants:	Dewberry Engineers, Inc. (Dewberry) and Kimley-Horn and Associates (KHA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	Undetermined
Completion:	Undetermined
Total Budget:	\$1,218,400
Appropriated Funds:	\$268,913

Project Description: This project will replace the oldest active water main remaining in our system serving residents along Fontaine Avenue Extended and Reservoir Road. This cast iron pipe is over 90 years old and is severely tuberculated, which significantly reduces the flow capacity in this section. Project Length = 1,800 LF.

6/11/2024: RWSA and ACSA staff are finalizing a Memorandum of Understanding to cover the costs associated with design and construction.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%

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

Project Description: This project continues our systematic program to replace the aging and undersized asbestos-cement water mains in our system. The existing water mains are approximately 55 years old and have reached the end of their useful life. As a former well system that was connected to public water, most of the mains are also undersized. During design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to nearly 20 existing neighborhood properties currently served by private septic fields. Project Length = 22,000 LF.

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

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

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

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

6/11/2024: Rocktown has provided signed contract, but we are still waiting on submission of the bonds.

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$2,220,000
Appropriated Funds:	\$277,726

Project Description: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. Project Length = 5,700 LF.

6/11/2024: The test pits and geotechnical borings were performed on May 29, 2024, and that information has been provided to Ramboll for incorporation into the Design Documents. ACSA staff have approved the four easement plats and are in the process of preparing offer letters to these property owners.

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. Project Length = 4,300 LF.

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

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

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

Project Description: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. Project Length = 3,000 LF.

6/11/2024: Dewberry anticipates submitting the 90% Design Documents on June 14, 2024.

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:	\$140,840

Project Description: This project will replace the ductile iron water main that was installed in the early 1970's and has been found to be in deteriorating condition based on recent excavations. With the redevelopment of the Woolen Mills Factory and Albemarle County's increased attention on economic revitalization of this corridor, replacement of this water main is crucial in transforming this area. Project Length = 1,500 LF.

6/11/2024: ACSA staff is reviewing a counteroffer received from a property owner where an easement is needed to construct this water main replacement project.

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

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

Project Description: This project continues our systematic program to replace the PVC water mains in the Raintree and Fieldbrook subdivisions that have been in service since the early 1980's. In addition to replacing these PVC mains, this project will also eliminate pipe saddles at the water service connections that have been failing due to corrosion. Project Length = 12,000 LF.

6/11/2024: Comments on the 50% Design Documents have been returned to 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:	\$147,125

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

6/11/2024: After further evaluation and internal discussion, ACSA staff is recommending that we no longer pursue the Lewis Hill – West Leigh Connection due to the proximity with the nearby Holkham Drive interconnect and difficulty acquiring the easements.

12. Exclusion Meters Replacement (Account Code 1759):

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	55%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2025
Total Budget:	\$742,500
Appropriated Funds:	\$247,500

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

6/11/2024: ACSA staff are working closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. There are currently 223 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:	50%
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.

6/11/2024: ACI has completed rehabilitation of the wet well. The pump skid has been received and will be delivered to the site upon completion of the pump station slab.



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. Project Length = 6,900 LF.

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

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.

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

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	April 2024
Completion:	October 2024
Total Budget:	\$479,600
Appropriated Funds:	\$756,419

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

6/11/2024: CEI mobilized to the site the week of June 10, 2024, and are working on construction of the access road.



17. FY 2025 Miscellaneous Sewer Rehabilitation:

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

6/11/2024: The ACSA's contract with Prism has been renewed for another year. ACSA staff is currently developing Work Order No. 1, which will include more than 4,000 linear feet of sewer relining in Woodbrook and along Westfield Road.

Non-Utility and Facility CIP Projects

18. Energy Audit (Account Code 1625):

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	40%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	March 2025
Total Budget:	\$390,000
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.

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



19. Avon Operations Center (Account Code 1622):

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$11,990,000
Appropriated Funds:	\$1,031,387

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.

6/11/2024: Schnabel Engineering performed the seismic refraction work at the site in mid-May and that information has been provided to Dewberry for incorporation into the revised bid documents. Dewberry is working to finalize the bid documents and we are targeting to readvertise the project before the end of June 2024. The purchase of the required Nonpoint Nutrient Offset Credits required to receive final approval from the County is complete.

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

Contractor:	Fire-X Corporation (Fire-X)
Project Status:	Construction
Percent Complete:	95%
Construction Start:	March 2024
Completion:	July 2024
Total Budget:	\$750,000
Appropriated Funds:	\$870,815

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

6/11/2024: All work within the Administration Building is complete and Fire-X is scheduled for final County inspections in the Warehouse during the week of June 10, 2024.



21. Records Management Project (Account Code 1632):

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

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

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

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	100%
Contractor:	M.C. Dean
Construction Start:	November 2022

Completion:	June 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.

6/11/2024: M.C. Dean has completed the remaining work at the Northfield Water Pump Station and is now working on closeout documents. This project will be removed from the CIP Monthly Report.

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

1. **664 West Rio Road (Rio):** Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from the Daily Progress.
2. **1745 Avon Street Extended Sanitary Sewer Extension (Scottsville):** Sewer main extension to serve Dominion Crane & Rigging, Inc., located along Avon Street Extended, south of Mill Creek Drive and adjacent to the Avon Operations Center site.
3. **Belvedere Phase 3 Block 10 (Rio):** Water and sewer main extensions to serve 74 single family homes at the end of Farrow Drive in the back of Belvedere.
4. **Berkmar Self-Storage/Hotel (Rio):** Water main extension and sewer laterals to serve 92-room hotel and commercial self-storage, located along Berkmar Drive across from Berkmar Overlook and next to Better Living.
5. **Brookhill Blocks 16 & 17 (Rivanna):** Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and east of the Montgomery Ridge Subdivision.
6. **C'Ville Rio Road Apartments (Rio):** Water and sewer main extensions to serve 250 apartment units. The site is located along Rio Road West, north of Charlottesville Health and Rehab.
7. **Dunlora Park Phase 2 (Rio):** Water and sewer main extensions to serve 9 single family attached homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
8. **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.
9. **Mountain View Elementary Building Addition (Scottsville):** Water main extension to facilitate building addition.
10. **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.

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 Village – Blocks 11 & 12 (Scottsville): Water main extension and sewer laterals to serve 194 multi-family units. This project is located at the intersection of Old Lynchburg Road and Hickory Street.
13. Southwood Redevelopment Village 3 (Scottsville): Water and sewer main extensions to serve 127 single family units and 10 condominium units. This project is located along the eastern side of Horizon Road, south of Hickory Street.
14. Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220-unit apartment building at the intersection of Inglewood Drive and Bond Street.
15. UVA Fontaine Research Park – Manning Institute of Biotechnology (Samuel Miller): Water main relocation to serve the approx. 350,000 square foot Manning Institute of Biotechnology. The site is in the existing parking lot, northeast of 450 Ray C Hunt Drive.
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

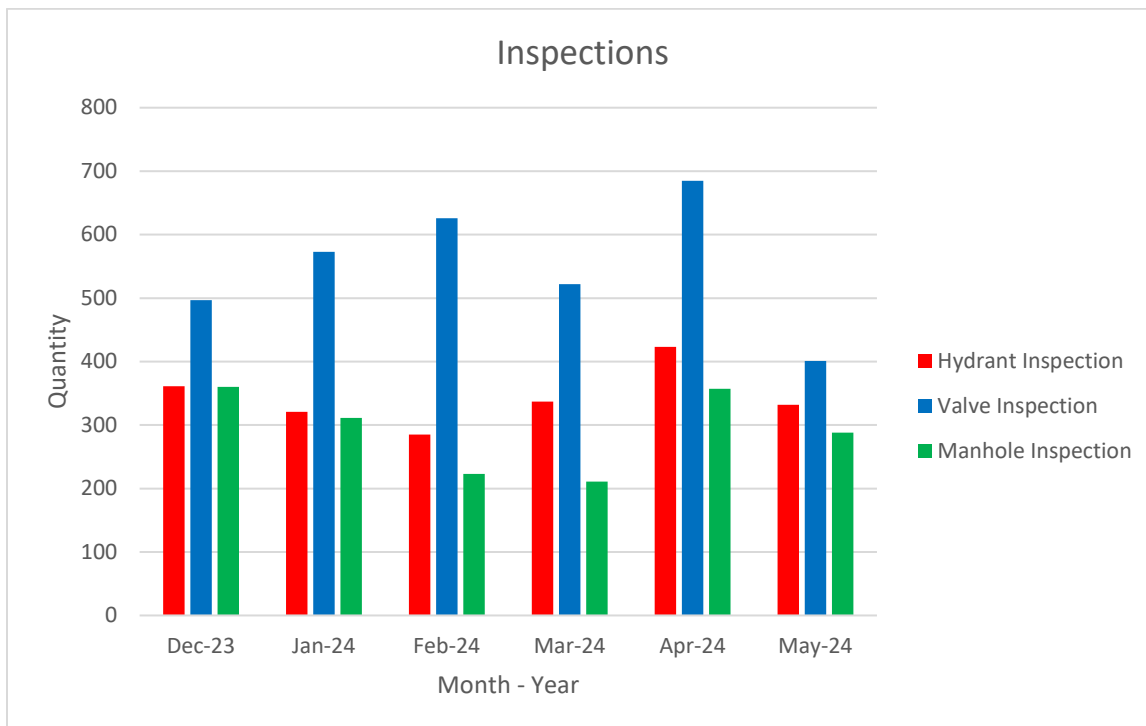
AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: FY 2024 Monthly Maintenance Update Report</p>	<p>AGENDA DATE: June 20, 2024</p>
<p>STAFF CONTACT(S)/PREPARER: Alexander J. Morrison, P.E., Director of Operations</p>	<p>CONSENT AGENDA: ACTION: ■ INFORMATION: ■ ATTACHMENTS: NO</p>

BACKGROUND:

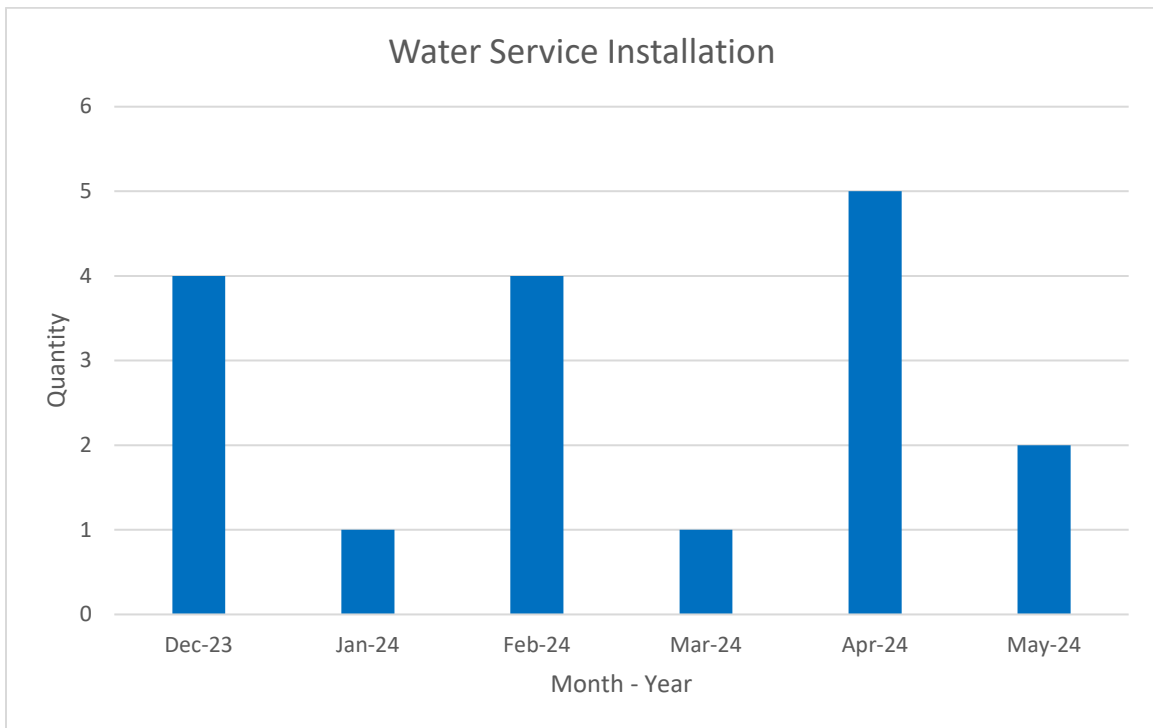
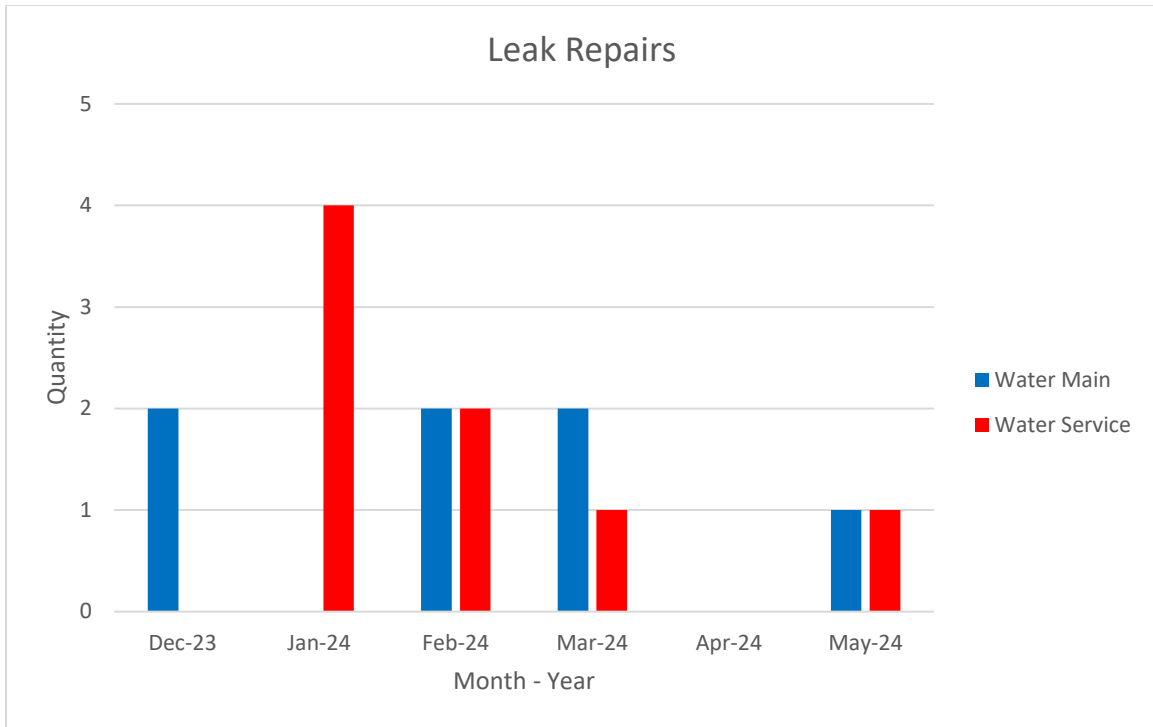
Current total years of service in the Maintenance Department: 320.7 years
 Current average years of service in the Maintenance Department: 10.0 years
 Current number of employees in the Maintenance Department: 32

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



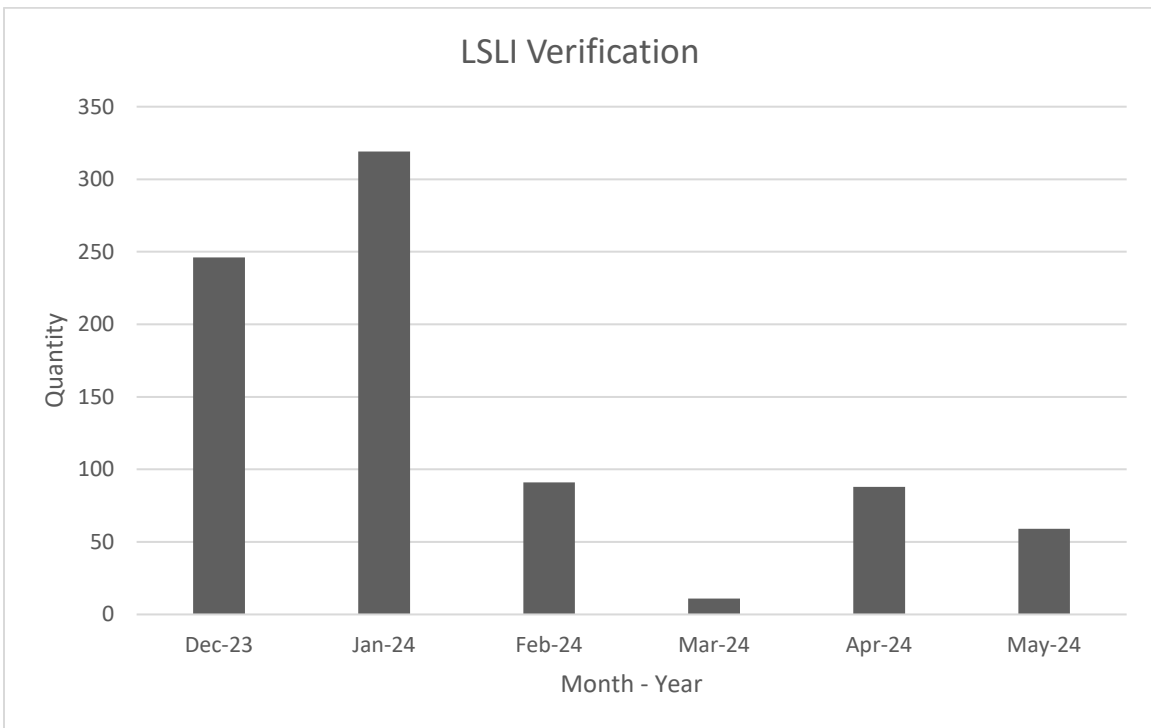
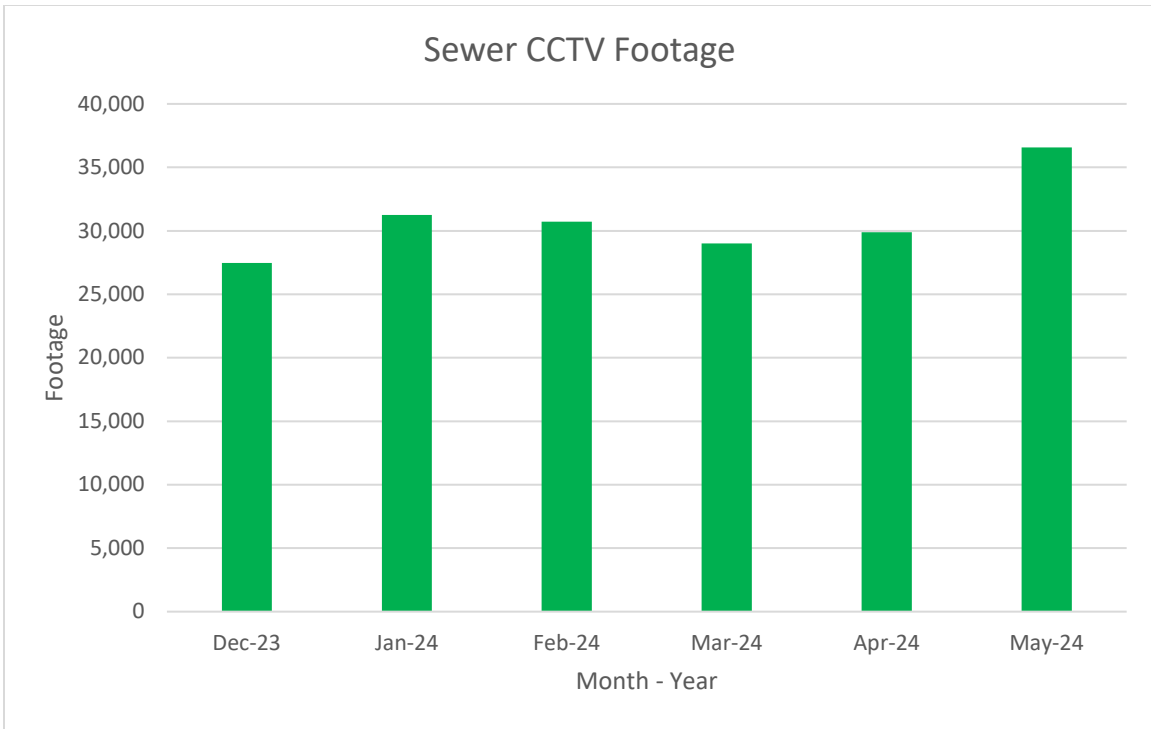
ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



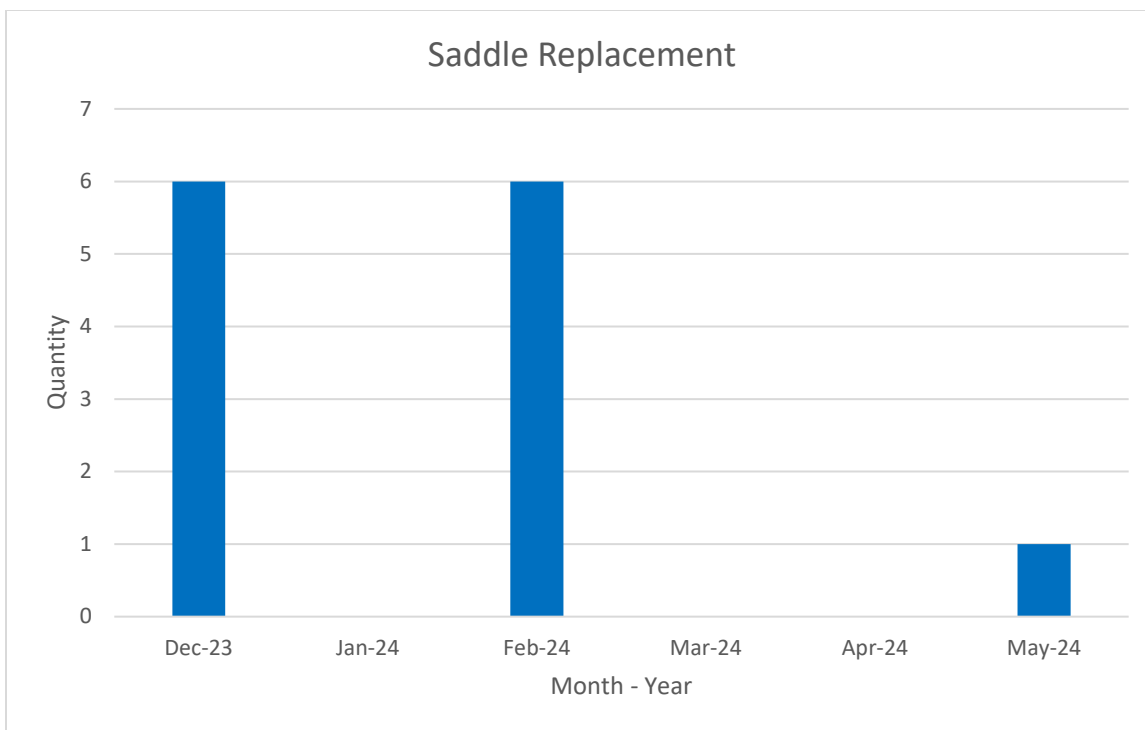
ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



DISCUSSION:

- Routine Monthly Maintenance Activities
 - Inspections: Monthly inspections have decreased slightly in May due to staff availability and weather conditions.
 - Leak Repairs: The ACSA had one (1) water main repair in Crozet and one (1) water service repair in the Townwood Subdivision, as shown in Attachments 1 and 2. The Townwood Subdivision water main replacement is currently under design for replacement as an ACSA CIP Project.
 - Water Service Installation: New water service installations decreased slightly in May following the April increase as irrigation season began.
 - Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection increased in May as crews worked in easily accessible areas and had high field availability for crews and equipment.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Lead Service Line Inventory (LSLI) Verifications: During the month of May, 59 LSLI verifications were completed. We are approaching the completion of data collection in the Lead and Copper Rule Revisions (LCRR) developed by the Environmental Protection Agency (EPA), with a mandated deadline of October 16, 2024. Attachment 2 shows ACSA crews conducting an LSLI verification.
- Saddle Replacements: During the month of May, the saddle replacement crew conducted two (2) test digs as preparatory work for future saddle replacements. The saddle replacement crew also completed one (1) saddle replacement. The ACSA team is currently assessing the next locations to be scheduled for saddle replacement activities.
- Miscellaneous Maintenance Activities
 - Chainsaw Safety Training: The ACSA conducted its annual chainsaw safety training, facilitated by a training representative from Stihl. This comprehensive training session covered essential safety protocols, proper handling techniques, and maintenance procedures to ensure the safe and efficient use of chainsaws. As shown in Attachment 3, an ACSA employee actively participated in the training activities. The training aimed to enhance the employees' operational skills and reinforce safety measures to prevent accidents and injuries during chainsaw operations. This proactive approach underscores the ACSA's commitment to maintaining a safe working environment and equipping its staff with the necessary knowledge and skills for their tasks.
 - Annual Respirator Fit Testing: Annual respirator fit testing was conducted for all Maintenance employees, as documented in Attachment 4. Each employee is assigned a respirator, which is stored on the leak trailer for use in the event of a leak on an asbestos water main.
 - Confined Space Entry Training: The first of two (2) sessions for Confined Space Entry training has been completed. Fifteen (15) Maintenance employees, two (2) Meter Reading employees, and one (1) Engineering employee participated in this 8-hour training session conducted by Emergency Training Systems, Inc. (ETS). The training covered the roles of Entrant, Attendant, and Entry Supervisor for confined space entry activities. The second training session is scheduled for the last week of June 2024.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- Confined Space Rescue Training and Certification: The first of two (2) sessions for Confined Space Rescue training and certification has been completed. Eleven (11) Maintenance employees and one (1) Engineering employee participated in this two-day training conducted by ETS. Each employee was assigned a Scott AV3000 full-face supplied air respirator and underwent fit testing, as detailed in Attachment 5. Following the fit testing, the training and certification were conducted using a training apparatus, which enabled simulated vertical and horizontal rescues in a controlled environment, as depicted in Attachments 6 and 7. The second training and certification session is scheduled for the last week of June 2024.
- Safety Helmets: As evidenced in the various Attachments, the ACSA Maintenance Department has transitioned from traditional hardhats to safety helmets. Although OSHA does not mandate the use of safety helmets, they are highly recommended in the construction industry for their enhanced protection, longer lifespan, and secure safety straps. With the current hardhats approaching their expiration dates, all Maintenance employees were given the opportunity to review and assess safety helmets to decide whether the Department should implement this change. After careful consideration, the Department unanimously decided to adopt safety helmets, recognizing the significant safety benefits they offer.

BUDGET IMPACT: None.

RECOMMENDATIONS: None.

BOARD ACTION REQUESTED: Approval of the Consent Agenda.

ATTACHMENTS:

- Attachment 1: Townwood Water Leak – Saddle Failure
- Attachment 2: Townwood Water Leak – Saddle Replacement
- Attachment 3: Chainsaw Safety Training with Stihl
- Attachment 4: Annual Respirator Fit Testing
- Attachment 5: Confined Space Rescue Team – Fit Testing
- Attachment 6: Confined Space Rescue Team Training Apparatus
- Attachment 7: Confined Space Rescue Team Training

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 1: Townwood Water Leak – Saddle Failure

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 2: Townwood Water Leak – Saddle Replacement

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 3: Chainsaw Safety Training with Stihl

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 4: Annual Respirator Fit Testing

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 5: Confined Space Rescue Team – Fit Testing

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY



Attachment 6: Confined Space Rescue Team Training Apparatus

ALBEMARLE COUNTY SERVICE AUTHORITY


AGENDA ITEM EXECUTIVE SUMMARY



Attachment 7: Confined Space Rescue Team Training

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update</p> <p>STAFF CONTACT(S)/PREPARER: Gary O’Connell, Executive Director</p> 	<p>AGENDA DATE: June 20, 2024</p> <p>CONSENT AGENDA: Informational</p> <p>ATTACHMENTS: No</p>
---	--

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 May 28th RWSA Board Meeting and other communications:

- **FY’25 Budget and Rates** – The RWSA Board approved the FY 2025 budget and rates at their May Board meeting following a public hearing. The overall budget totals \$55,136,000; a \$7.437 million increase or a 15.6%. In addition, the RWSA Board approved the FY 2025-2029 CIP totaling \$371.00 million.
- **2024 Revenue Bond** – The RWSA Board approved a resolution authorizing the issuance, sale and award by The Rivanna Water and Sewer Authority of its taxable regional water and sewer system revenue bond in a principal amount not to exceed \$99,100,000 and providing for the form, details and payment thereof
- **Rivanna Pump Station Flooding Update** – RWSA is expected to forward SEH’s completed investigative report to VRSA in the next week or two. They plan on rebuilding the existing pumps and new electrical pump motors will be purchased.
- **Primary Clarifiers at Moore Creek** – On May 8th, the contractor completing RWSA’s major 5Kv electrical system replacement project at Moores Creek incorrectly modified the electrical system for two of RWSA’s primary clarifiers resulting in structural damage to the rake and scum arm connections in those basins. Through the efforts of RWSA staff and the consultant (Hazen) and contractor (MEB), repairs to one clarifier have been completed and will be followed shortly thereafter by restoration of the second clarifier. RWSA has notified VDEQ about this issue. So far, there have been no odor complaints from neighbors even though RWSA has stored excess wastewater in the open storage ponds. The contractor has acknowledged their mistake and involved their insurance company.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

- **Urgent and Emergency Repairs** - RWSA staff are currently working on several urgent repairs within the water and wastewater systems as listed below:

Project No.	Project Description	Approx. Cost
2023-01	Finished Water System ARV Repairs	\$150,000
2024-01	Rivanna Wastewater Pumping Station Flood	TBD
2024-03	MCAWRRF Secondary Clarifier #4 Equipment Failure	\$150,000

- *RWSA Finished Water ARV Repairs*: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include six (6) sites, all along the South Rivanna Waterline, and will be completed starting in late Spring.
- *Rivanna WWPS Flood*: As discussed in the January and February Board of Directors Meeting and in this month's board packet, the Rivanna Wastewater Pump Station experienced a significant flooding event on the evening of January 9th, 2024, that has rendered the facility inoperable. Installation of a 53 MGD bypass system has been completed, and the bypass has been setup to run automatically, with the capability to notify staff of potential issues as well. In addition, staff continues investigation into the root cause of the event on the dry well side of the facility and has also begun analyzing procurement needs for long-lead equipment items and general pump station rebuild efforts. A wastewater station pump analysis and workshop committee for selection was held on May 16th. The wet well sluice gate replacement has been ordered with an expected delivery in November of this year.
- *MCAWRRF Secondary Clarifier #4 Equipment Failure*: On Sunday Evening, March 3rd, RWSA Wastewater Department staff identified that Secondary Clarifier #4 at MCAWRRF appeared to have a significant mechanical malfunction. Upon further review by staff, the rotating arm of the clarifier mechanism caught the stationary arm, wrapping it around the center of the clarifier. Staff mobilized MEB General Contractors under its On-Call Maintenance Construction Services Contract with Faulconer, and the clarifier was back up and operational with just one stationary arm on Friday, March 8th. Staff are waiting on the necessary parts to complete repairs to the clarifier arms, but in the meantime, the clarifier is operational should it be needed for wet weather events. The remaining repairs will be completed by the RWSA Maintenance Department.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

RWSA Major Project Schedule	Construction Start Date	Construction Completion Date
-Airport Road Water Pump Station and Piping	December 2021	September 2024
-MC 5kV Electrical System Upgrades	May 2022	December 2024
-Red Hill Water Treatment Plant Upgrades	September 2024	March 2026
-South Fork Rivanna River Crossing	April 2025	January 2027
-Central Water Line	May 2025	March 2029
-MC Administration Building Renovation & Addition	April 2025	December 2027
-RMR to OBWTP Raw Water Line & Pump Station	January 2025	June 2029
-MC Building Upfits and Gravity Thickener Improvements	February 2025	December 2026
-MC Structure and Concrete Rehabilitation	February 2025	May 2027
-Crozet Pump Stations Rehabilitation	April 2025	December 2026
-Crozet WTP GAC Expansion – Phase I	August 2025	March 2027
-Beaver Creek Dam, Pumping Station, and Piping	May 2026	January 2030
-SFRR to RMR Pipeline, Intake, and Facilities	March 2026	December 2030
-RMR Pool Raise	October 2025	September 2026
-Upper Schenks Branch Interceptor, Phase II	TBD	TBD

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	95%
Completion Date:	September 2024
Budget:	\$10,000,000

Current Status:

The project is substantially complete. Pump station startup and testing is underway.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

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.

- **Red Hill Water Treatment Plant Upgrades**

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

Current Status:

Construction contract was approved at the April BOD meeting. Contractual paperwork is ongoing with construction anticipated by September. This project received partial grant funding from Albemarle County.

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

Design Engineer:	Kimley-Horn
Project Start:	August 2018
Project Status:	95% design
Construction Start:	January 2025
Completion:	June 2029
Current Project Estimate:	\$46,000,000

Current Status:

100% bid documents were received on April 30, and are under staff review. RWSA staff continue to work with UVA on the final remaining easement, and the Design Engineer has been working on completing final permit submissions, with only VDH remaining. An advertisement for construction bids will be issued in August.

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

History:

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

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

- **Ragged Mountain Reservoir Pool Raise**

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

Current Status:

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

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

Design Engineer:	Kimley Horn/SEH/Schnabel
Project Start:	July 2023
Design Status:	25%
Construction Start:	March 2026
Completion:	December 2030
Current Project Estimate:	\$79,000,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status:

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

History:

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

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

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	25% Design
Construction Start:	May 2026
Completion:	January 2030
Budget:	\$47,000,000

Current Status:

Design work is underway by Hazen for the new raw water pump station, intake, raw water main, and hypolimnetic oxygenation system, and by Schnabel Engineering for final design of the dam spillway upgrades, temporary detour, and spillway bridge. Geological, survey, and other field investigative work for the dam design are underway.

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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

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:	April 2025
Completion:	January 2027
Budget:	\$7,300,000

Current Status:

All easements have been acquired. An advertisement for construction bids will be issued by September.

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:	90% Design
Construction Start:	May 2025
Completion:	March 2029
Budget:	\$47,000,000

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

Current Status:

The acquisition process for two private easements has been initiated with our real estate consultant and RWSA will negotiate the third easement with UVA along Hereford Drive. Railroad permits were submitted in February 2024. Additional design work associated with a partial 4 reroute of the water line in the East High Street area is underway. There was not enough subsurface space to install this large 36" water pipe in the intended E. High St. location.

History:

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

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

010101RWSAUpdateExecSumm062024

ACSA Board Future Policy Issues Agendas 2024-2025

113

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

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Drinking Water and Wastewater Professionals Appreciation Day-June 30th, 2024</p> <p>STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resources & Administration</p>	<p>AGENDA DATE: June 20, 2024</p> <p>ACTION: Informational</p> <p>ATTACHMENTS: (YES)</p>
--	---

BACKGROUND: Declared by the state General Assembly in 2016, June 30th each year is recognized as Drinking Water and Wastewater Professionals Appreciation Day. This day brings recognition to the thousands of industry professionals who dedicate their careers to providing access to safe drinking water and treating wastewater for safe reuse or return to the environment. Here in Albemarle County, we are fortunate to live in a community that has high quality standards for drinking water and wastewater that we provide to over 22,000 ACSA customers. Our employees have been committed to upholding those standards and adhering to the ACSA's core value of public service – "serve and conserve." We look forward to celebrating our employees at the end of the month with food trucks, raffle prizes, and gifts of appreciation.

BOARD ACTION REQUESTED: None.

ATTACHMENTS: Resolution

RESOLUTION

Designating June 30, in 2016 and in each succeeding year, as Drinking Water and Wastewater Professionals Appreciation Day by the Albemarle County Service Authority (ACSA).

WHEREAS, before the implementation of reliable drinking water and wastewater treatment, thousands of people in the United States died of waterborne diseases like cholera, dysentery, typhoid, polio, and hepatitis each year; and

WHEREAS, the World Health Organization estimates that unsafe water supplies in developing nations still cause approximately 1.8 million deaths annually; and

WHEREAS, technological advances by water and wastewater professionals have improved the treatment of both drinking water and wastewater in Albemarle County, Virginia; and

WHEREAS, access to clean drinking water is crucial to the health and safety of more than 8.3 million Virginians, and to more than 100,000 area residents; and

WHEREAS, treatment of more than 10 million gallons a day of wastewater plays a critical role in reducing toxic chemicals and nutrient buildup in Albemarle's surface waters, such as the Rivanna River, James River, and the Chesapeake Bay; and

WHEREAS, much of the drinking water and wastewater infrastructure in Albemarle County is located underground in hundreds of miles of pipes, unseen by the public; and

WHEREAS, nearly 78 water and wastewater industry professionals at the Albemarle County Service Authority dedicate their careers to keeping drinking water and treated wastewater clean and free of disease-carrying organisms that can harm both humans and the environment; and

WHEREAS, the Virginia Section of the American Water Works Association and the Virginia Water Environment Association, and the Virginia General Assembly support the creation of Drinking Water and Wastewater Professionals Appreciation Day;

NOW, THEREFORE, BE IT RESOLVED, that the Albemarle County Service Authority hereby designates June 30, in 2016 and in each succeeding year, as Drinking Water and Wastewater Professionals Appreciation Day for the Albemarle County Service Authority; and

BE IT RESOLVED FINALLY, that the ACSA post the designation of this day on the ACSA website.

Chair, Albemarle County Service Authority
Board of Directors

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

AGENDA TITLE: Public Hearing on Proposed Fiscal Year 2025 Budget and Rates	AGENDA DATE: June 20, 2024
STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance	ACTION: Public Hearing
	ATTACHMENTS: Yes

BACKGROUND: The Proposed Fiscal Year 2025 Budget and Rates are scheduled for a public hearing today, which has been duly advertised. A budgetary and rate summary was provided to all customers through an insert with monthly bills. This insert explained the budget and rates and also noted that a public hearing was scheduled for the June Board meeting. This public hearing follows three months of budget and rate workshops.

BOARD ACTION REQUESTED: Consider adoption following public hearing.

ATTACHMENTS: Budget and Rate Brochure (sent with monthly bills in May)

Investing in our Water Future

Dear Customer,

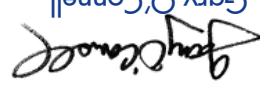
The ACSA's mission is to provide safe and reliable water for a good value. To succeed in that mission, the ACSA must support the Rivanna Water and Sewer Authority (RWSA), our wholesale treatment provider, as they heavily invest in the long-term sustainability of their water and wastewater systems. The projected cost for all needed improvements is \$371 million over the next five years.

Once again, the ACSA will use our available financial tools to help reduce the burden on our customers' budget. However, RWSA's work requires increased funding beyond the help that ACSA's reserves can provide; we estimate their charge to the ACSA will be a 14.3% increase for the next budget year in order to fund these upgrades.

The ACSA is responsible for 60% of the RWSA's annual budget, and those charges make up about 63% of our operating budget. As a result, we must raise our rates in Fiscal Year 2025 (starting July 1) and beyond to ensure proper funding for this important work.

We at the ACSA are mindful of the inflationary times we are in and how these circumstances can impact us all. That's why we are once again applying cash reserves to lower this year's proposed rate increase to you. The RWSA's cost increase to the ACSA is 14.3%, while our proposed average rate increase to our customers is 7%. For the average residential customer, that equates to an increase of \$4.52 per month or 15 cents per day.

We continue to work hard each day to reliably provide you with high-quality water. The investments we're making will ensure our success continues.


Gary O'Connell
Executive Director, ACSA

Proposed ACSA FY '25 Water & Sewer Monthly User Rates

Rates and Charges		FY '24	FY '25
Service Charge		\$10.40	\$11.13
Volume Charge: Single-Family Residential (per 1,000 gallons)			
Level 1: Up to 3,000 gallons		\$5.56	\$5.95
Level 2: 3,001 to 6,000 gallons		\$11.15	\$11.93
Level 3: 6,001 to 9,000 gallons		\$16.71	\$17.88
Level 4: More than 9,000 gallons		\$22.30	\$23.86
Multi-Family/Non-Residential (per 1,000 gallons)		\$11.15	\$11.93
Sewer: All Users (per 1,000 gallons)		\$11.06	\$11.83

Combined Monthly Bill Comparison:
Single-Family Residential, 3,000 Gallons

Greene County \$90.90

City of Charlottesville \$79.08

Augusta County \$76.25

ACSA Proposed Rate \$64.47

ACSA System Obligations

The ACSA is obligated to provide our wholesale service provider, Rivanna Water and Sewer Authority (RWSA), with funding for essential infrastructure upgrades totaling \$371 million over the next five years.

Below are costs for RWSA's upgrades, which must be paid for by rate increases charged by the ACSA and other regional partners.



Crozet Water Supply Projects (Modifications to the Beaver Creek Reservoir Dam and Construction of a New Pump Station and Raw Water Piping):
\$58.8 million



Observatory Water Treatment Plant, Piping, Water Storage and Central Water Line:
\$82.6 million



Moore's Creek Advanced Water Resource Recovery Facility (Wastewater):
\$53.8 million



Community Water Supply Plan (South Fork Rivanna Reservoir to Ragged Mountain Reservoir to Observatory WTP Pipeline and Improvements):
\$127.8 million

FY '25 RWSA cost increase charged to ACSA **14.3%**

ACSA's Use of Fund Reserves



FY '25 ACSA Residential Rate Increase **7%**

Average residential customer increase:
 \$4.52 per month. 15¢ per day.

ACSA Obligations

60%
 % of ACSA's operating budget allocated to RWSA's charges

63%
 % of RWSA debt service paid for by the ACSA

ACSA Proposed Budget & Rates Public Hearing:

Thursday, June 20th at 9:00 AM in the ACSA Board Room
 168 Spotnap Road, Charlottesville, VA
Virtual: www.serviceauthority.org

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Adoption of Fiscal Year 2025 Operating and Capital Improvement Budget and Rates</p>	<p>AGENDA DATE: June 20, 2024</p>
<p>STAFF CONTACT/PREPARER: Quin Lunsford, Director of Finance</p>	<p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: Yes</p>

BACKGROUND: The Proposed Fiscal Year (FY) 2025 Budget and Rates have been presented to the Board, following public comment. The proposed budget is \$60,607,400. The proposed rate schedule changes are attached.

DISCUSSION: The overall proposed operating budget is increasing 13.6%, primarily driven by increases in charges for water, wastewater treatment, debt service charges from the RWSA, and personnel costs. The rates charged to customers are proposed to increase to cover these increases in expenses. At today's meeting, the Board is asked to adopt the FY 2025 Operating and Capital Improvement Budget and Rates, to be effective July 1, 2024.

Highlights from the FY 2025 Proposed Budget include:

- A projected increase of \$2.84M or 17.5% for the purchase of water.
- A projected increase of \$1.15M or 9.8% for wastewater treatment.
- Increases in personnel costs based which includes a market rate adjustment and performance pay plan adjustment totaling \$460,000.
- The capital improvement program continues replacement of aging and undersized pipelines, construction of the Avon Operations Center, creating redundancy in the water system, and identifying I/I in our sanitary sewer system. Total estimated project costs for FY 2025 are \$12,100,000.

RECOMMENDATION: Approve as recommended.

BOARD ACTION REQUESTED: Adopt the Resolution for the FY 2025 Operating and Capital Improvement Budget and Rates, which includes the rate schedule to be effective July 1, 2024.

ATTACHMENTS: Resolution adopting FY 2025 Operating and Capital Improvement Budget and Rates, Rate Schedule, and Budget PowerPoint presentation.

RESOLUTION

FISCAL YEAR 2025 BUDGET AND RATES

WHEREAS, the Albemarle County Service Authority (ACSA) has the authority pursuant to Virginia Code Section 15.2-5114(10) to fix, charge and collect rates, fees, and charges for the provision of water and sewer service, including water and sewer connection fees; and

WHEREAS Virginia Code Section 15.2-5136 sets forth the process by which the ACSA establishes its rates, fees, and charges; and

WHEREAS, the ACSA has complied with the requirements of 15.2-5136 by (i) adopting a resolution on April 18, 2024, setting forth a preliminary schedule fixing and classifying the rates, fees, and charges, (ii) providing notice of a public hearing for June 20, 2024, which notice set forth the proposed schedule of rates, fees and charges and was published on June 8, 2024 and on June 15, 2024 in the Daily Progress, a newspaper having a general circulation in the area served by the ACSA, and (iii) mailing a copy of the notice to the governing bodies of the following localities: Albemarle County, Town of Scottsville, Fluvanna County, Rivanna Water and Sewer Authority, and City of Charlottesville; and

WHEREAS the public hearing occurred as scheduled on June 20, 2024, and the Board of the ACSA adopted the proposed schedule of rates, fees, and charges;

Now therefore, BE IT RESOLVED that the Albemarle County Service Authority Board of Directors hereby adopt the Fiscal Year 2025 Operating and Capital Improvement Budget and adopt the Water and Sewer Rate Schedule of the ACSA Rules and Regulations (Appendix B), effective July 1, 2024.

I certify that the forgoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regular session on June 20, 2024, by a vote of __ to __.

Gary B. O'Connell, Secretary-Treasurer

**THE ALBEMARLE COUNTY SERVICE AUTHORITY
PUBLIC HEARING ON PROPOSED BUDGET AND
WATER/WASTEWATER RATE CHANGES FOR FY 2025**

The Albemarle County Service Authority will hold a public hearing on Thursday, June 20, 2024, at 9:00 a.m. at the ACSA Office at 168 Spotnap Road, Charlottesville, Virginia 22911 and via Zoom, please visit www.serviceauthority.org for additional information. The public hearing will address the Proposed FY 2025 Budget and the following changes to the water and wastewater rates and other charges/fees:

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

All other charges remain unchanged.

Further information may be obtained from the ACSA website at www.serviceauthority.org or the office of the Executive Director, or by calling the ACSA office at (434) 977-4511 ext.3.

Gary B. O'Connell
Executive Director

**ALBEMARLE COUNTY SERVICE AUTHORITY
WATER AND SEWER RATE SCHEDULE**

Effective July 1, 2023~~4~~

Section 2-01. General

~~3. Additional sets of the General Water and Sewer Construction Specifications may be supplied by the Authority to any recipient of the one free set at a cost of \$10.00 per set.~~

Section 7-07. Temporary Water Service

A. Temporary Water Service

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

B. Meter Size Deposit

¾" & 1"	\$330.00
1 1/2"	\$440.00
2"	\$550.00

Section 7-08. Temporary Use of Fire Hydrants

- B. 1" hydrant meter - \$600 (\$100 non-refundable)
 1 ½ hydrant meter - \$950 (\$150 non-refundable)
 3" hydrant meter - \$2,000 (\$200 non-refundable)
- D. A usage fee of \$30.00 per month will be charged for hydrant use through the hydrant meter. Failure to submit a meter reading will result in a \$55.00 non-refundable fee.

Section 8 Cross-Connection and Backflow Prevention; Section 8-21. Violation Charges

Item #	Charge	Violation
1	\$1,000	Failure to correct an identified cross-connection – high hazard
2	\$500	Failure to correct an identified cross-connection – low hazard
3	\$1,000	Failure to install an approved backflow prevention assembly – high hazard
4	\$500	Failure to install an approved backflow prevention assembly – low hazard
5	\$1,000	Removal or by-pass of a required backflow prevention assembly – high hazard
6	\$500	Removal or by-pass of a required backflow prevention assembly – low hazard
7	\$250	Failure to provide a passing test report for a backflow prevention assembly – high hazard
8	\$100	Failure to provide a passing test report for a backflow prevention assembly – low hazard

Section 10-03. Meter Testing Charge

3/4" - 1"	\$220.00
1½" - 2"	\$275.00
3" - larger	\$ Actual Cost+25%

Section 11-05 Deposits For Temporary Meters

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

Section 11-06. Deposits For Fire Hydrant Meters

<u>Meter Size</u>	<u>Deposit</u>
1"	\$600(\$100 non-refundable)
1 ½"	\$950 (\$150 non-refundable)
3"	\$2,000 (\$200 non-refundable)

Section 12-02. Water and Sewer Rates**VOLUME CHARGES**

In addition to the fixed monthly service charge (Section 12-03), a volume charge based upon monthly metered water use will be assessed as follows:

Water

Metered Consumption

Residential and All Irrigation Water Rates:

Level 1 (0-3,000 gallons per month)	\$ 5.56 <u>5.95</u> per thousand gallons
Level 2 (3,001-6,000 gallons per month)	\$ 11.15 <u>11.93</u> per thousand gallons
Level 3 (6,001-9,000 gallons per month)	\$ 16.71 <u>17.88</u> per thousand gallons
Level 4 (over 9,000 gallons per month)	\$ 22.30 <u>23.86</u> per thousand gallons

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

\$~~11.15~~ 11.93 per thousand gallons

For customers having both a primary and auxiliary meter, the four rate levels will be applied to the sum of the consumption on both meters, not to each individual meter.

Wastewater

Metered Consumption \$~~11.06~~ 11.83 per thousand gallons

Section 12-03. Monthly Service Charge

The fixed monthly service charge will be assessed based on meter size as follows:

<u>Meter Size</u>	<u>Service Charge</u>
3/4"	\$40.40 <u>11.13</u>
1"	\$25.99 <u>27.81</u>
1 1/2"	\$51.98 <u>55.62</u>
2"	\$83.16 <u>88.98</u>
3"	\$166.32 <u>177.96</u>
4"	\$259.88 <u>278.07</u>
6"	\$519.75 <u>556.13</u>

Section 12-04. Connection Charges

ERC Determination

Connection Charges for metered services larger than 3/4" shall be equated to equivalent residential connections (ERC) according to the following ratios:

3/4" meter	=	1 ERC	3" meter	=	16 ERCs
1" meter	=	2.5 ERCs	4" meter	=	25 ERCs
1 1/2" meter	=	5 ERCs	6" meter	=	50 ERCs
2" meter	=	8 ERCs			

Connection Charges for multi-family, hotels, hospitals, assisted living facilities, nursing care facilities, master-metered single-family units, and master-metered mobile home parks shall be determined based upon the higher fee of either the meter size or the calculated number of ERCs based on the following factors:

Multi-family	1 unit	=	0.50	ERC
Hotels	1 room	=	0.50	ERC
Mobile Home Park	1 mobile home	=	1.00	ERC
Hospitals	1 bed	=	1.00	ERC
Assisted Living Facility	1 bed	=	0.40	ERC
Nursing Care Facility	1 bed	=	0.75	ERC
Master-Metered Single-Family	1 unit	=	1.00	ERC

For large or unusual new connections, where either high demand may be anticipated or new connections serve both residential and non-residential customers, the Authority reserves the right to calculate Connection Charges based on engineering data specific to that customer rather than using the ERC factors above.

12-04. A. Installation Charges

Water

Primary Meters

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

Auxiliary Meters

Actual Cost

(a) Wastewater

All Taps	Actual Cost
----------	-------------

12-04. B. System Development Charges

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

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

12-04. C. RWSA Capacity Charges

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

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

12-04. D. NFRPS Special Rate District Charges

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

Section 12-05. Installation Charges for Irrigation Meters

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

Section 12-06. Line Tapping Fee

Where the ACSA provides water main taps to accommodate line extensions, fire sprinkler systems and similar uses, a tapping fee will be assessed to the customer in accordance with the following schedule:

TAPPING

<u>MACHINE</u>	<u>TAP SIZE</u>	<u>LINE SIZE</u>	<u>PRICE</u>
E-4	3/4" – 1"	1 1/4" – 3"	\$190.00
B-100	3/4" – 1"	4" – 24"	\$190.00
A-2	1 1/2" – 2"	6" – 24"	\$275.00
CL-12	4" – 12"	4" – 24"	\$110/inch

Section 13. Miscellaneous Charges

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

13-04. Reconnection Fee	\$90.00 after work hours & weekends
3/4" - 1 1/2" meter	\$40.00
2" - 4" meter	\$55.00
Larger than 4" meter	Actual Cost
13-05. Special Service Fee	\$40.00/trip during normal work hours
	\$90.00 after work hours & weekends
13-06. Meter Size Change Fee	
All Meters	Actual Cost
13-07. Exceptional Payment Processing Fee	\$35.00 (Payable by Cash only)
13-08. Delinquent Payment Penalty	10% On Outstanding balance
Late Payment Charge	1 1/2% per month
13-09. Meter Re-read Fee	\$40.00
13-10. Plan Review & Construction Inspection Fees:	
Water and/or Sewer lines (Minimum \$500/project charge)	\$4.30 <u>1.75</u> /linear foot
Re-inspection Fee of New Water/Sewer Lines	\$45.00/hour
Inspection of New Pumping Stations	Actual Cost
13-11. Failure to Report Hydrant Meter Reading	\$55.00
13-12. Irrigation System Application Processing Fees:	
a. Plan Review and Meter Sizing	\$ 33.00 <u>35.00</u>
b. Cost Estimate preparation	\$140.00
13-13. Meter Tampering Fee	\$300.00

Section 16. Emergency Water Restrictions

VOLUME CHARGES DURING EMERGENCY WATER RESTRICTIONS

Water

Beginning with the first billing cycle following adoption of Emergency Water Restrictions, in addition to the fixed monthly service charge, a volume charge based upon monthly metered water use will be assessed as follows:

Single-Family Residential	Per 1,000 gallons
Level 1 (0-3,000 gallons per month)	Normal Rate x 1.25
Level 2 (3,001-6,000 gallons per month)	Normal Rate x 1.50
Level 3 (6,001-9,000 gallons per month)	Normal Rate x 2.00
Level 4 (over 9,000 gallons per month)	Normal Rate x 2.00
Non-Single Family Residential	Per 1,000 gallons
All usage	Normal Rate x 1.50

16-06. PENALTIES.

First offense \$ 500.00

Second offense \$1,000.00

In addition to the penalty charge, the ACSA may terminate of water service for the duration of the emergency.

Section 18. Carwash Certification Program

18-04. FEES.

CCP Application Fee \$100.00

CCP Annual Renewal Fee \$100.00

18-05. INSPECTION.

CCP Re-application Fee \$100.00

Section 19. Fats, Oils, and Grease (FOG)

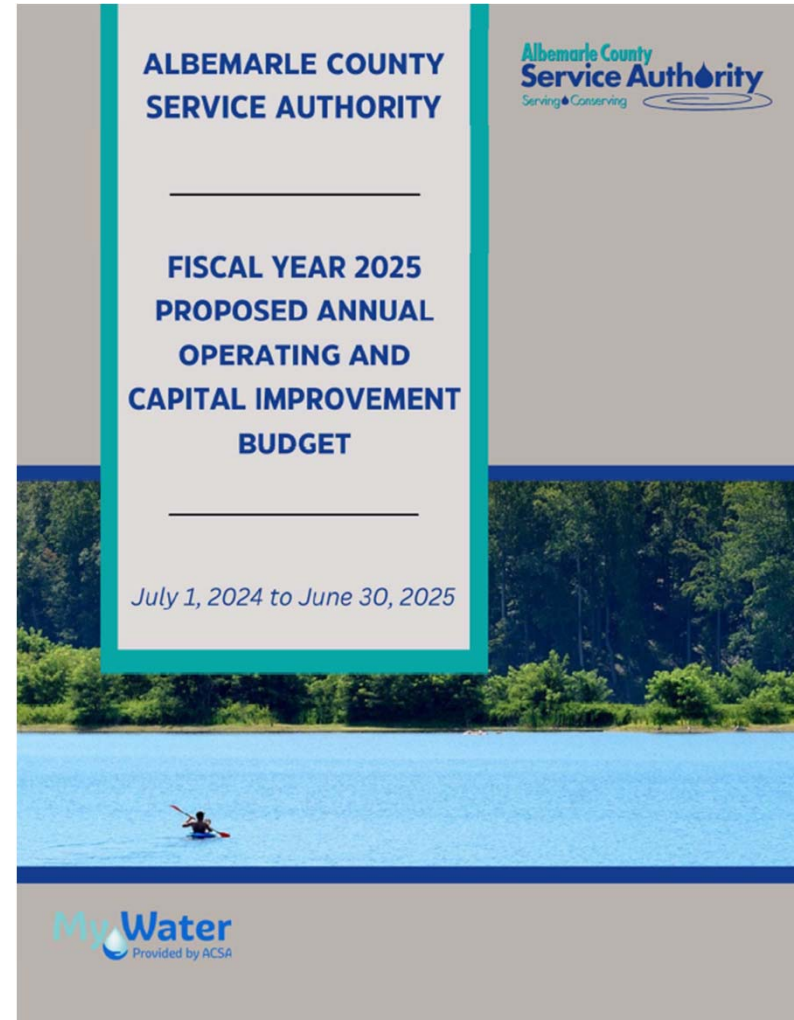
19-22. COSTS AND CHARGES.

Item #	Cost/Charge	Description/Infraction
1	\$300/3 years	FOG Waste Discharge Permit
2	\$1,000/month *	NOV- failure of an FSE to install or repair grease control device
3	\$1,000/month *	NOV- repeated failure of an FSE to properly maintain grease control device, and repeated excessive FOG discharge from an FSE
4	\$500	NOV - failure of an FSE to keep grease control maintenance records on site and available to the ACSA
5	\$500	NOV- falsification by an FSE of grease control device maintenance records
6	\$500/month *	NOV- failure of an FSE to submit a FOG Waste Discharge Permit application or pay a permit fee
7	Assessed amount	An FSE whose operations allow grease accumulation - all costs to clean and repair the ACSA facilities
8	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow - all costs to clean and repair the ACSA facilities
9	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow- all fines levied by the state or federal government
10	Up to \$10,000/occurrence	Commercial waste hauler or individual – illegal discharge of grease wastes to the ACSA system

*Until the violation is corrected to the satisfaction of the ACSA.

Fiscal Year 2025 Budget & Rate Workshop

June 20, 2024



Budget Workshop Agenda

- ◆ FY 2024 Update and Forecasts
- ◆ Strategic Plan and FY 2025 Budget
- ◆ Water and Sewer Rate Analysis
- ◆ FY 2025 Budget Highlights/Summary
- ◆ Proposed Rate Review/Reserves
- ◆ Customer Bill Comparisons
- ◆ Capital Improvement Program Overview
- ◆ Next Steps

Fiscal Year 2024 Update

- ◆ **Operating Revenues (adjusted for seasonal variations through May 2024)**
 - ◆ Water Revenues exceed budgeted expectations by 4.0% or \$743,000
 - ◆ Sewer Revenues exceed budgeted expectations by 3.4% or \$513,000
- ◆ **Operating Expenses (through May 2024)**
 - ◆ Water Expenses are below budgeted expectations by 0.3% or \$45,000
 - ◆ Sewer Expenses are below budgeted expectations by 2.5% or \$271,000
 - ◆ Departmental Expenses below budgeted expectations by 12.8% or \$1,559,000

The ACSA 2023 – 2027 Strategic Plan and Budget Process

- ◆ Four Strategic Themes:
 - ◆ Data Optimization
 - ◆ Business Resilience
 - ◆ Customer Experience
 - ◆ Employee Experience

- ◆ Key initiatives that support these themes are outlined in the FY 25 budget

2023
-through-
2027

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.



Business Resilience

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



Customer Experience

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



Employee Experience

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

<p>COMPREHENSIVE REVIEW OF SYSTEMS</p> <p>Conduct a thorough data mapping and analysis of all existing software and integrations to determine opportunities for improved efficiency.</p>	<p>BUSINESS CONTINUITY PLANNING</p> <p>Develop a Business Continuity plan to ensure the continual operations during unplanned events.</p>	<p>CUSTOMER EXPERIENCE VISION</p> <p>Perform a comprehensive analysis of services and interactions as experienced through the eyes of our customers.</p>	<p>RECRUITMENT AND RETENTION</p> <p>Explore strategies to ensure that we are attracting highly qualified candidates and ensure our workforce remains motivated and satisfied.</p>
<p>DOCUMENT MANAGEMENT SYSTEM</p> <p>Perform classification of data to ensure proper management, and the procurement and implementation of a new Document Management System.</p>	<p>ENVIRONMENTAL SUSTAINABILITY</p> <p>Enhance environmentally friendly practices and policies to reduce our carbon footprint and support global efforts to combat climate change.</p>	<p>CUSTOMER INFORMATION SYSTEMS (CIS)</p> <p>Develop a modern and integrated CIS platform that provides clear, concise information to customers.</p>	<p>EMPLOYEE ENGAGEMENT OPPORTUNITIES</p> <p>Perform a comprehensive analysis of current practices and create new opportunities to ensure the ACSA is a great place to work.</p>
<p>SYSTEM MONITORING AND REPORTING</p> <p>Review, maintain, and secure the data that we collect and share with users through dashboards or other reporting methods.</p>	<p>OPTIMIZATION OF RESOURCES</p> <p>Perform an audit of current space, assess staffing levels, and explore opportunities to leverage consulting services in support of staff.</p>	<p>CUSTOMER ENGAGEMENT OPPORTUNITIES</p> <p>Enhance customer outreach to include community events, new customer orientations, and other important information through a variety of communication tools.</p>	<p>TRAINING AND EDUCATION PROGRAM</p> <p>Review current learning opportunities to ensure quality, cost-effective training that increases employee and organizational productivity and enrichment.</p>

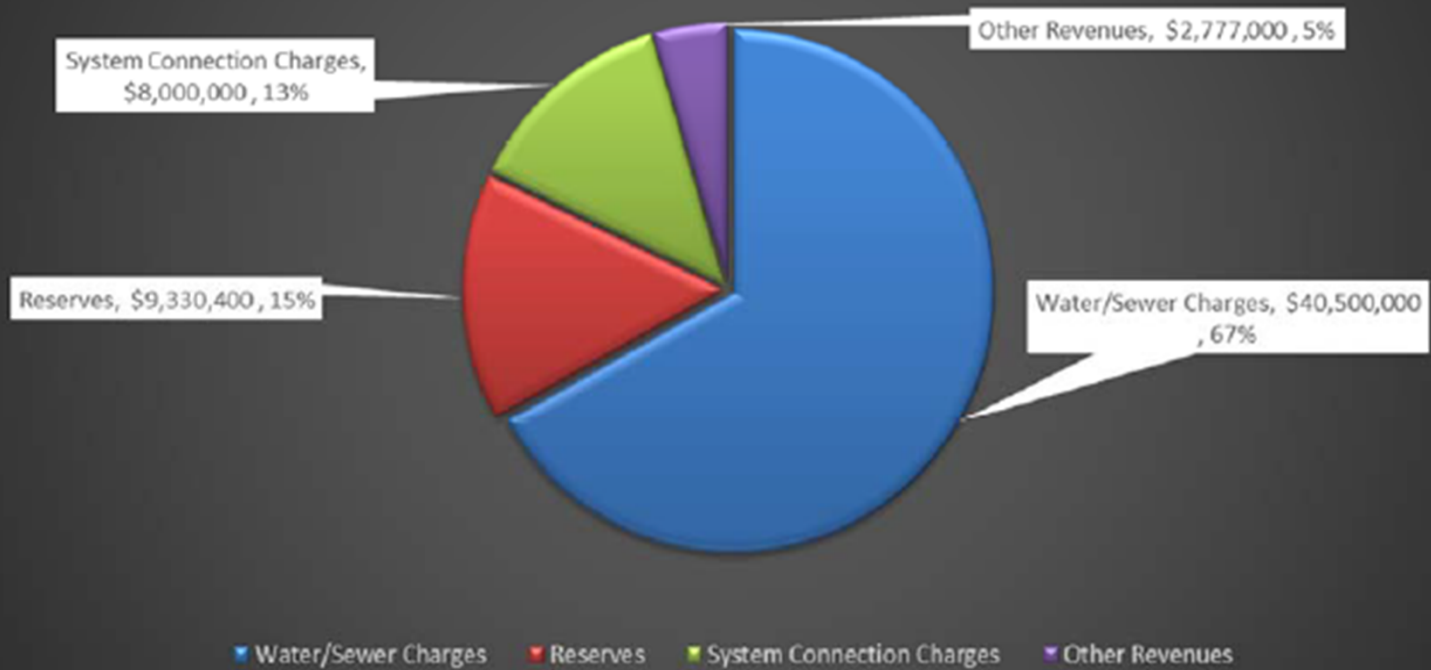
Water and Sewer Rate Analysis



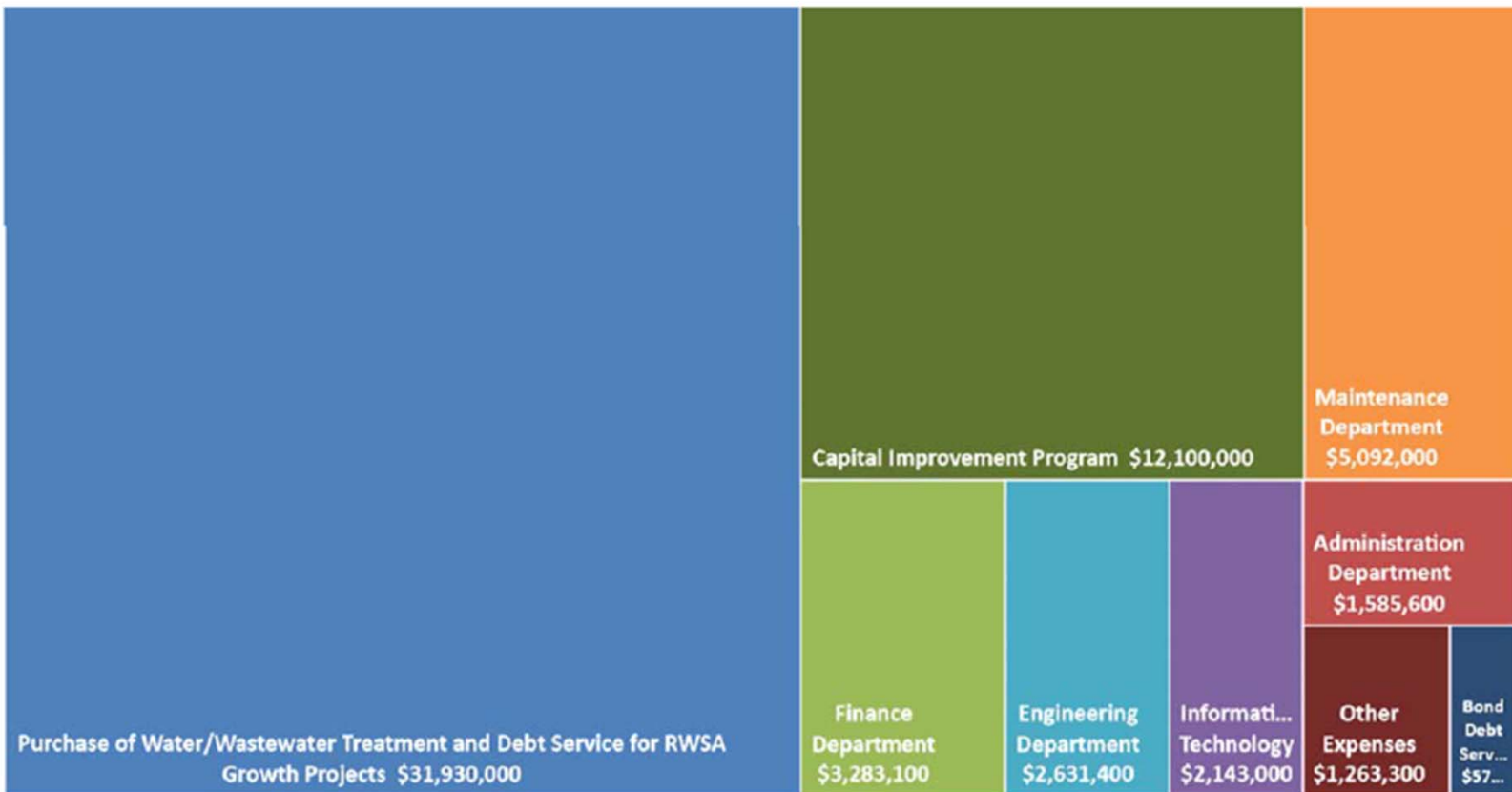
Rate Update and Analysis Recommendations

- ◆ Recommendation to increase water/sewer charges 7% for customers in FY 2025
 - ◆ Follows a 8.9% increase in FY 2024, a 4.6% increase in FY 2023 and a 5% in customer rates in FY 2022
- ◆ Recommendation to maintain current system development/capacity charges FY 2025
 - ◆ Last increase was approved in FY 2024.
- ◆ Use of reserves to smooth customer rate increases over time
 - ◆ Budget includes \$6.5M in rate stabilization reserves and \$2.8M in growth reserves in FY 2025

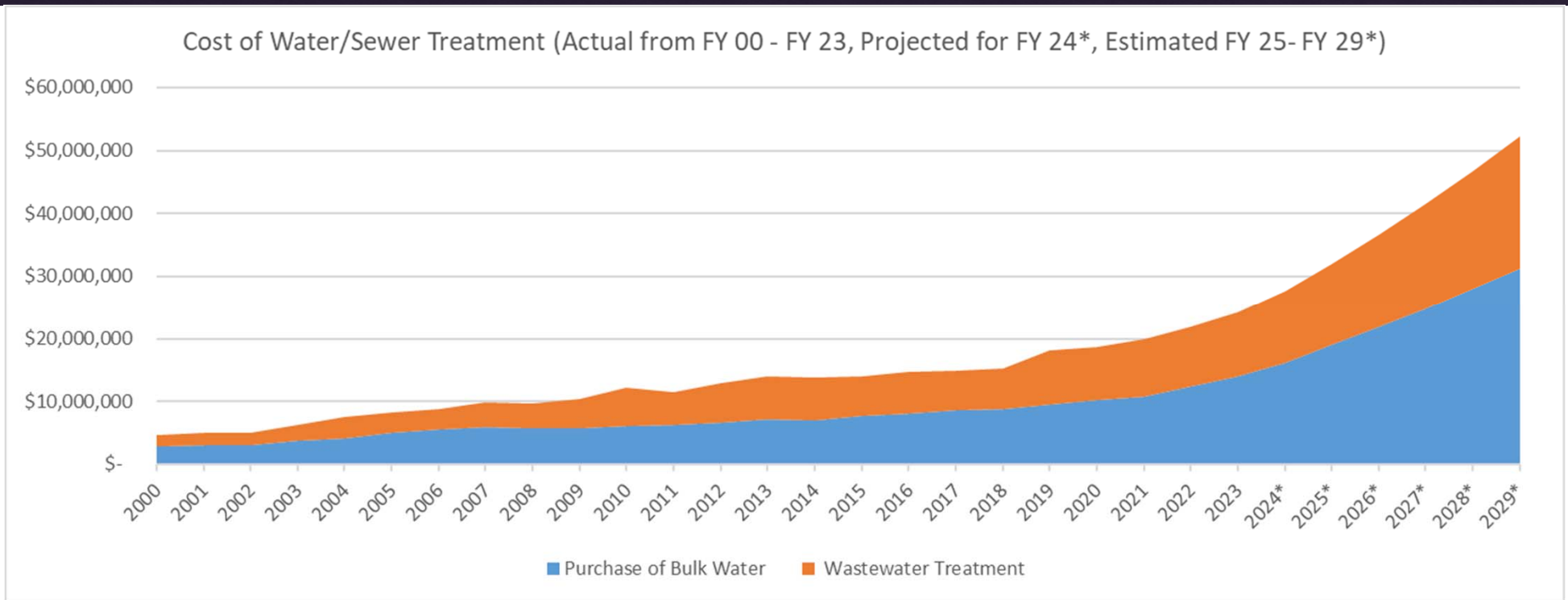
Budgeted Revenues and Use of Reserves



Budgeted Expenses and Capital Costs



Actual and Projected Costs of Water/Wastewater Treatment



Proposed Water and Sewer Rates FY 2025

The proposed increase in customer water and sewer rates is attributable to:

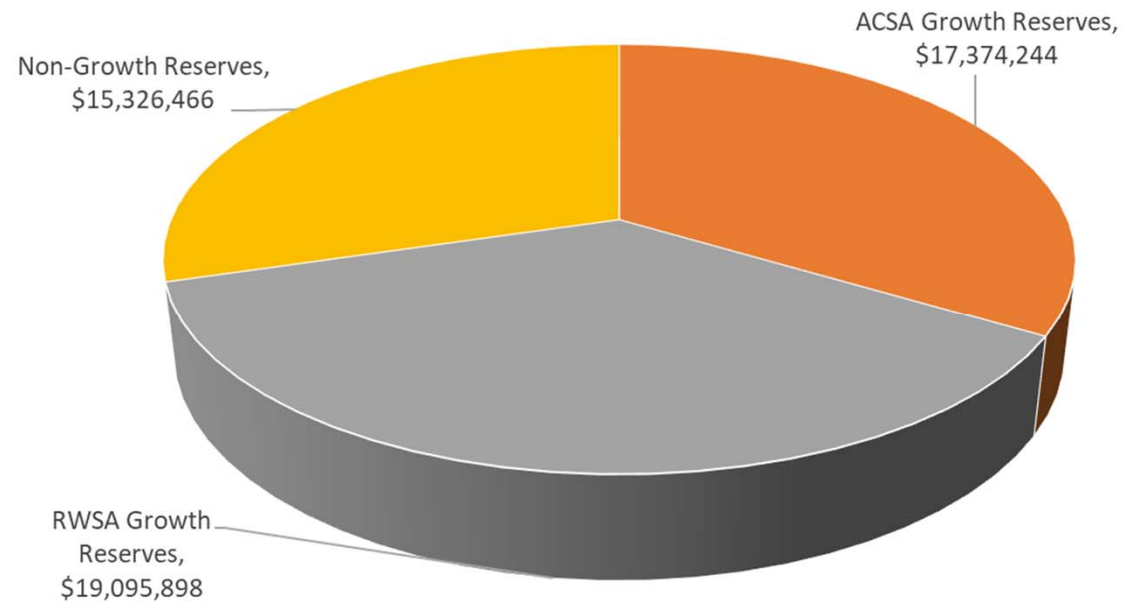
- **RWSA treatment and capital cost increases**
 - **Water: +17.5% increase compared to prior FY or \$2.84M**
 - **Sewer: +9.8% increase compared to prior FY or \$1.15M**
- **Total departmental operating budget increase of 10.8% or \$1.43M**
 - **Merit/market adjustments to remain competitive in the market-place: \$460,000**
 - **One new proposed position (Construction Inspector): \$85,000**
 - **Employee benefits, operating supplies, R&M, software subscriptions, utilities, etc. : \$885,000**

Use of Reserves and Projections

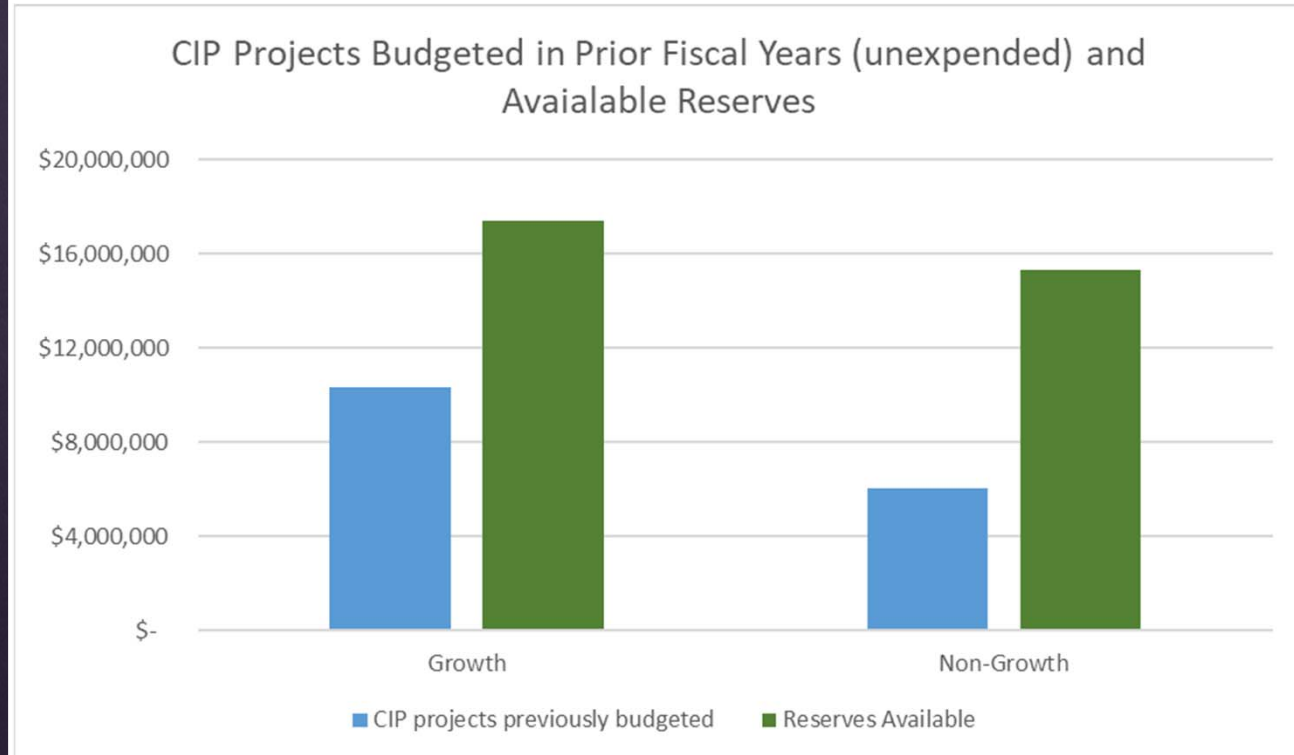
- **The proposed budget includes:**

- **\$6.5M from rate stabilization reserves, to fund “non-growth” ACSA CIP**
- **\$2.8M from “growth reserves” to fund ACSA “growth” CIP and RWSA debt service for growth related projects**
- **Use of reserves proposed to mitigate the rate increase required by customers in the upcoming year**
- **Sound financial management and growing system provides the opportunity to more smoothly increase customer rates over time**

Allocation of Reserves



Allocation of Reserves

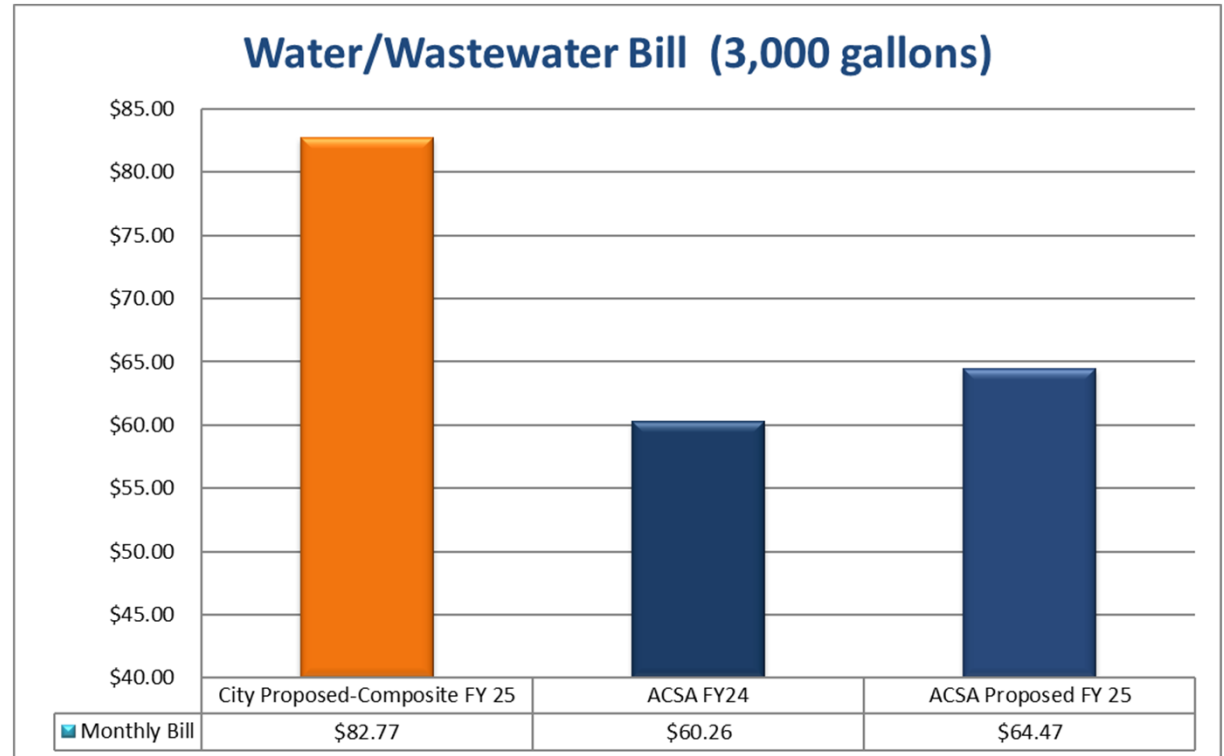


Sample Monthly Combined Water and Sewer Bill

Sample Monthly Combined
(Water and Sewer) Bills

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

ACSA Monthly Bill Comparison



Assuming the details noted above, an ACSA customer's bill at the FY 25 proposed rates, would be 22% less than a comparable bill from the City (using the composite Summer/Winter rates). The City charges a 10% utility tax in addition to the monthly bill on consumption (not reflected in the City's bill above).

Capital Improvement Program (CIP) Proposed FY 2025

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

Budget Next Steps

June 20, 2024

- ◆ Public Hearing
- ◆ 2nd Budget Workshop
- ◆ Budget Adoption
- ◆ Rate Adoption

Investing in our Water Future

Dear Customer,

The ACSA's mission is to provide safe and reliable water for a good value. To succeed in that mission, the ACSA must support the Rivanna Water and Sewer Authority (RWSA), our wholesale treatment provider, as they heavily invest in the long-term sustainability of their water and wastewater systems. The projected cost for all needed improvements is \$371 million over the next five years.

Once again, the ACSA will use our available financial tools to help reduce the burden on our customers' budget. However, RWSA's work requires increased funding beyond the help that ACSA's reserves can provide; we estimate their charge to the ACSA will be a 14.3% increase for the next budget year in order to fund these upgrades.

The ACSA is responsible for 60% of the RWSA's annual budget, and those charges make up about 63% of our operating budget. As a result, we must raise our rates in Fiscal Year 2025 (starting July 1) and beyond to ensure proper funding for this important work.

We at the ACSA are mindful of the inflationary times we are in and how these circumstances can impact us all. That's why we are once again applying cash reserves to lower this year's proposed rate increase to you. The RWSA's cost increase to the ACSA is 14.3%, while our proposed average rate increase to our customers is 7%. For the average residential customer, that equates to an increase of \$4.52 per month or 15 cents per day.

We continue to work hard each day to reliably provide you with high-quality water. The investments we're making will ensure our success continues.


Gary O'Connell
Executive Director, ACSA

Proposed ACSA FY '25 Water & Sewer Monthly User Rates

Rates and Charges	FY '24	FY '25
Service Charge	\$10.40	\$11.13
Volume Charge: Single-Family Residential (per 1,000 gallons)		
Level 1: Up to 3,000 gallons	\$5.56	\$5.95
Level 2: 3,001 to 6,000 gallons	\$11.15	\$11.93
Level 3: 6,001 to 9,000 gallons	\$16.71	\$17.88
Level 4: More than 9,000 gallons	\$22.30	\$23.86
Multi-Family/Non-Residential (per 1,000 gallons)	\$11.15	\$11.93
Sewers: All Users (per 1,000 gallons)	\$11.06	\$11.83

Combined Monthly Bill Comparison: Single-Family Residential, 3,000 Gallons

Greene County	\$90.90
City of Charlottesville	\$79.08
Augusta County	\$76.25
ACSA Proposed Rate	\$64.47

Additional
Questions?



ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: Amendments to Personnel Management Plan</p> <p>STAFF CONTACT(S)/PREPARER: Emily Roach, Director of Human Resource & Administration</p>	<p>AGENDA DATE: June 20, 2024</p> <p>ACTION: Yes</p> <p>ATTACHMENTS: Yes</p>
---	---

BACKGROUND: In 1983, the Albemarle County Service Authority adopted a Personnel Management Plan (PMP). From time to time, it is necessary to amend that plan to ensure that conditions of employment remain equitable, uniform, and up to date with current best practices, and that the contents of that plan are clear and concise.

This year there were several changes to the PMP, not only related to salary, but to several other areas as well. They are as follows:

- **Standby Duty Policy-** This proposed change will allow employees who earn standby leave to roll over 80 hours of leave each year. In previous years, only leave earned the Wednesday before Thanksgiving could be carried over and any remaining leave was paid on the employees' January 31st pay. This proposal will allow staff to have more flexibility in utilizing this leave throughout the year. This change is supported by our Strategic Plan initiative to improve the overall employee experience at the ACSA.
- **Floating Holiday Leave-** This proposed change better reflects the current practice of employees being required to receive pre-approval from their supervisor if they wish to be off on a floating holiday. This is necessary to ensure the ACSA is properly staffed during those days, as the office remains open.
- **Drug Testing-** This proposed change provides better guidance for when post-accident testing should occur.
- **Salary Grade-** This proposed change reflects a 5% market pay adjustment across the pay grades. The proposed change also includes a slight title change for the Environmental Compliance Specialist (proposing Supervisor) as well as removing the Communications Manager position.

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

BOARD ACTION REQUESTED: Approve the recommended changes to the Personnel Management Plan.

ATTACHMENTS: -Personnel Management Plan Redline Edits
-Resolution

a. Standby Duty Policy (Amended 6/24)

- One Maintenance Department employee will be assigned emergency “Standby Duty” on a weekly basis during ACSA non-operating hours. Each Maintenance Department employee below the position of Operations Supervisor is required to perform “Standby Duty” on a rotating basis, for which the employee will be compensated with three (3) days’ pay per week or three (3) “Standby Duty” days, whichever the employee chooses.
- “Standby Duty” assignments will begin at the end of the normal workday on Friday and end at the beginning of the normal workday of the following Friday.
- The employee assigned “Standby Duty” may drive the maintenance vehicle, to which he is assigned, home during the designated standby period. This vehicle can be used for official duty only and not for personal use. The employee will be subject to disciplinary action if unauthorized use occurs.
- The employees assigned for each month must exercise their choice of either “Standby Duty” time or “Standby Duty” pay by the first of that month.
- If “Standby Duty” time is selected, employees are advised not to save these three (3) days must be taken by the end of the calendar year, unless otherwise authorized by the Executive Director. Employees are advised not to save these days until the end of December so they can have an extended vacation during the holidays. The Executive Director of Operations can refuse leave approval when the number of leave requests impacts normal operations. Employees who earn standby duty time from the Wednesday before the Thanksgiving holiday in November through December 31st can carry over that time into the next calendar year. Any remaining unused “Standby Duty” leave not used by December 31st, will be paid to the employee on their January 31st pay, may be rolled-over to the next calendar year at a maximum of 80 hours.
- If a holiday (or inclement weather day, where the office is closed), falls within the assigned “Standby Duty” period, the employee will be given another day in lieu of the holiday. If the employee selects “Standby Duty” time in lieu of “Standby Duty” pay, the additional day must be taken by the end of the may be rolled-over to the next calendar year.
- The “Standby Duty” employee will be given a mobile phone and laptop which must be kept with them at all times during the “Standby Duty” assignment.
- The “Standby Duty” employee must, at all times, stay in such a location that he can receive a call from the after-hours answering service, or may return a call from the service within a 10-minute period.
- The Maintenance employee will be paid for a minimum of two (2) hours when called out while on “Standby Duty”.

- The Director of Operations will establish the procedure to determine rotation of standby assignments and may amend, clarify or expand standby procedures periodically by memorandum.
- If the office is closed for a holiday on a Friday, and the “Standby Duty” changes from one employee to another, each employee will be given two hours of “Standby Time” for compensation in lieu of two hours overtime.
- On the following designated holidays two (2) Maintenance employees will be assigned as additional personnel to respond to after-hours emergencies to assist the standby (on call) employee. The two (2) additional employees would earn one (1) standby day for each holiday they are scheduled to be available to respond. Maintenance employees will have the opportunity to volunteer for the holiday standby with an expectation that every employee would be available for one of the designated holidays during the year. Employees are expected to be available from 7:30 a.m. on their assigned holiday to 7:30 a.m. the next day. The Director of Operations will develop a system for tracking participation on an annual basis. If this is not effective, employees will be assigned a holiday “Standby Duty” day. The holidays covered for “Standby Duty” include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. Additional special event designated days, as determined by the Executive Director, may be assigned when warranted.

b. Standby Duty Policy for Pump Station Personnel

The complexities of the pump stations and the implementation of the SCADA system often times require standard on-call personnel to call pump station personnel to respond to, and trouble shoot, issues with the pump stations after hours. Thus, it has been determined that while pump station personnel will not be on the regular standby roster, they will be rotating coverage for pump stations after normal business hours and will be compensated in the following manner:

- Every two months, pump station personnel will submit a Standby Duty Form for 8 hours of standby time or standby pay, for a total of six days per year. This will serve as compensation for being on-call and available for after-hours response to pump station issues. If standby time is selected, ~~employees are advised not to save~~ these days ~~must be taken by the end of the calendar year, unless otherwise authorized by the Executive Director. Employees are advised not to save these days~~ until the end of December so they can have an extended vacation during the holidays. The ~~Executive Director~~ of Operations can refuse leave approval when the number of leave requests impacts normal operations. ~~Employees who earn standby duty time from the Wednesday before the Thanksgiving holiday in November through~~

~~December 31st can carry over that time into the next calendar year. Any remaining unused "Standby Duty" leave not used by December 31st, will be paid to the employee on their January 31st pay., may be rolled-over to the next calendar year at a maximum of 80 hours.~~

- One additional day, or 8 hours, of standby time will be added to the aforementioned compensation, at the end of December, for holiday coverage that may be rolled-over to the next calendar year.
- In the event that the office is closed due to inclement weather, pump station personnel will not receive standby duty pay or an additional day of standby duty time.
- The Pump station personnel who respond to the call will not be compensated for travel time in the event of an after-hours call. They will only be compensated for the call itself. If the pump station personnel who responded to the call needs assistance, the employee called in to help is eligible for travel time.

PART V

HOLIDAY AND LEAVE POLICIES

A. HOLIDAYS (amended 07/16, 10/17, 6/18, 6/21, 06/24)

The ACSA will observe the following holidays and other such holidays as may be prescribed by the ACSA Board.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January*
President's Day	Third Monday in February*
Memorial Day	Last Monday in May
Juneteenth Day	June 19*
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11*
Thanksgiving (2 ½ Days)	Closed at noon on the day before Thanksgiving, closed on Thanksgiving, and closed on the day following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

*Floating Holidays. ACSA offices will remain open on these four holidays. Holiday leave may be taken on the day formally observed with pre-approval from your supervisor, or anytime thereafter during the same calendar year; the four leave days will not accrue if not taken within that time, with the exception of Veterans Day which has to be used by November 10th of the following year.

When a holiday falls on a Saturday, the preceding Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed. All full-time employees of the ACSA will be entitled to holiday benefits.

i. Post-Accident Testing

All employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested for alcohol and controlled substances. ~~The decision not to have an employee tested will be based on the ACSA's determination that the employee's performance could not have contributed to the accident.~~

a. **Vehicle Accidents:** If an employee is in a vehicle accident, they must undergo drug testing if 1) there is a fatality, 2) anyone requires immediate medical treatment by a trained emergency first responder at the scene or away from the scene, 3) they are cited by law enforcement, or 4) there is reasonable suspicion that they are under the influence of drugs or alcohol.

b. **Construction Accidents:** If an employee is operating equipment and injures another employee, then the employee operating the equipment must undergo drug testing if 1) the injured employee requires treatment by a trained emergency first responder at the scene or away from the scene, or 2) there is reasonable suspicion that they are under the influence of drugs or alcohol. If a supervisor determines that the injured employee also contributed to the accident, then the injured employee must also undergo drug testing.

Type of Accident	Test Must be Performed
Human Fatality.	Always
Motor vehicle accident involving bodily Injury requiring immediate medical treatment by a trained emergency first responder at the scene or away from the scene.	Always
Motor vehicle accident requiring a damaged vehicle to be towed.	Only if the ACSA Driver is Cited
Motor vehicle accident where employee causes damage to another vehicle on public or private property.	Only if the ACSA Driver is Cited
Employee is in an accident and receives a citation.	Always
If an employee operating equipment injures another employee in a construction accident and the injured employee requires treatment by a trained emergency first responder at the scene or away from the scene.	The employee who was operating the equipment needs to be tested. If a supervisor determines that both employees contributed to the accident, both employees need to be tested.
Any accidents or injuries where there is reasonable suspicion of employee being under the influence of drugs or alcohol.	Always

Formatted: Left: 0.5", Right: 0.5", Top: 0.5", Bottom: 0.5"

Formatted: List Paragraph, Justified, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Font: (Default) Arial, 12 pt

Formatted: Justified, Indent: Left: 1.5", First line: 0"

Formatted: Font: (Default) Arial, 12 pt

Formatted Table

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Centered

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Indent: Left: 0", First line: 0"

APPENDIX B
ACSA SALARY PLAN PAY GRADES

Department	Grade	Title	Minimum	Minimum	Mid-Point	Mid-Point	Maximum	Maximum
Finance	1	Meter Technician I	\$37,485	\$39,359	\$48,730	\$51,166	\$59,975	\$62,974
Maintenance	1	Utility Worker I	\$37,485	\$39,359	\$48,730	\$51,166	\$59,975	\$62,974
Finance	2	Accounting Clerk	\$42,170	\$44,279	\$54,821	\$57,562	\$67,472	\$70,846
Finance	2	Meter Technician II	\$42,170	\$44,279	\$54,821	\$57,562	\$67,472	\$70,846
Administration	2	Administrative Office Associate	\$42,170	\$44,279	\$54,821	\$57,562	\$67,472	\$70,846
Maintenance	2	Utility Worker II	\$42,170	\$44,279	\$54,821	\$57,562	\$67,472	\$70,846
Finance	3	Customer Service Representative I	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Engineering	3	Utility Location Technician	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Facilities Maintenance Technician	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Electrical Pump Apprentice	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Hydrant Technician	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Valve Technician	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Finance	3	Senior Meter Technician	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Utility Worker III	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Maintenance	3	Maintenance Administrative Assistant	\$47,480	\$49,854	\$61,725	\$64,811	\$75,969	\$79,767
Engineering	4	Sr. Util. Location Technician	\$53,415	\$56,086	\$69,440	\$72,912	\$85,465	\$89,738
Engineering	4	Engineering Technician	\$53,415	\$56,086	\$69,440	\$72,912	\$85,465	\$89,738
Administration	4	Executive Assistant	\$53,415	\$56,086	\$69,440	\$72,912	\$85,465	\$89,738
Finance	4	Customer Service Representative II	\$53,415	\$56,086	\$69,440	\$72,912	\$85,465	\$89,738
IT	4	GIS Technician	\$53,415	\$56,086	\$69,440	\$72,912	\$85,465	\$89,738
IT	5	Systems Analyst	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
IT	5	Information Technology Technician	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
IT	5	Utility Data Analyst	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Finance	5	Procurement/Financial Specialist	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Finance	5	Payroll/Revenue Specialist	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Maintenance	5	Crew Leader	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Maintenance	5	CCTV Technician I	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Maintenance	5	Electrician/Pump Technician	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Administration	5	Human Resources Technician	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Finance	5	Sr. Customer Service Representative	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Engineering	5	Reg. Compliance Spec.	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
Engineering	5	Construction Inspector	\$60,079	\$63,083	\$78,103	\$82,008	\$96,127	\$100,933
IT	6	SCADA Technician	\$67,576	\$70,955	\$87,849	\$92,242	\$108,122	\$113,528
Maintenance	6	CCTV Technician II	\$67,576	\$70,955	\$87,849	\$92,242	\$108,122	\$113,528
Maintenance	6	Crew Leader II	\$67,576	\$70,955	\$87,849	\$92,242	\$108,122	\$113,528
IT	7	GIS and CMMS Coordinator	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Administration	7	Communications Manager	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Finance	7	Meter Operations Supervisor	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Engineering	7	Civil Engineer	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Finance	7	Accounting Supervisor	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Finance	7	Customer Service Supervisor	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
IT	7	Systems Engineer	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
IT	7	ISO Systems Engineer	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Engineering	7	Environmental Compliance Specialist Supervisor	\$76,010	\$79,811	\$98,813	\$103,754	\$121,617	\$127,697
Maintenance	8	Operations Supervisor	\$85,486	\$89,760	\$111,131	\$116,688	\$136,777	\$143,616
Maintenance	8	Facilities Supervisor	\$85,486	\$89,760	\$111,131	\$116,688	\$136,777	\$143,616
Engineering	9	Sr. Civil Engineer	\$96,210	\$101,021	\$125,073	\$131,327	\$153,937	\$161,633
IT	10	Director of Information Technology*	\$108,185	\$113,594	\$140,640	\$147,672	\$173,095	\$181,750
Administration	10	Director of Human Resources and Administration*	\$108,185	\$113,594	\$140,640	\$147,672	\$173,095	\$181,750
Maintenance	10	Director of Operations*	\$108,185	\$113,594	\$140,640	\$147,672	\$173,095	\$181,750
Finance	11	Director of Finance*	\$121,708	\$127,793	\$158,220	\$166,131	\$194,732	\$204,469
Engineering	11	Director of Engineering*	\$121,708	\$127,793	\$158,220	\$166,131	\$194,732	\$204,469

RESOLUTION

WHEREAS the Albemarle County Service Authority in 1983 adopted a Personnel Management Plan for the Authority; and

WHEREAS the Personnel Management Plan has been amended from time to time by the Board of Directors, having last been amended and re-enacted in June 2023;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Albemarle County Service Authority that the Personnel Management Plan of the Albemarle County Service Authority is hereby amended and re-enacted incorporating changes attached hereto.

I, Gary B. O’Connell, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held on June 20, 2024, by a vote of __ to __.

Gary B. O’Connell, Secretary-Treasurer

ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

<p>AGENDA TITLE: CIP Authorization Process</p> <p>STAFF CONTACT(S)/PREPARER: Jeremy M. Lynn, P.E., Director of Engineering</p>	<p>AGENDA DATE: June 20, 2024</p> <p>ACTION: <input checked="" type="checkbox"/> INFORMATION: <input type="checkbox"/></p> <p>ATTACHMENTS: YES</p>
--	--

BACKGROUND: The Engineering Department has historically presented and requested funding for each Capital Improvement Program (CIP) authorization under the CIP Authorizations section of the Consent Agenda. At the December 14, 2023 ACSA Board of Directors Meeting, a resolution was passed which included the following language: *the Board of Directors does hereby authorize the Executive Director as Secretary-Treasurer (or a designee) to sign on behalf of the Authority the following categories of contracts and other instruments that are in accordance with the general policies and directives of the Authority: Contracts for goods or services authorized in the Annual Operating and CIP Budgets adopted by the Board.* With the adoption of this resolution, ACSA staff would like to move away from regular CIP Authorizations and incorporate that information into the Monthly CIP Report for any projects that have been adopted in the CIP Budget. CIP Authorizations would still be presented if a project was added to our program that wasn't incorporated into the adopted budget.

DISCUSSION:

- ❖ In lieu of providing a separate CIP Authorization and the corresponding attachments, summarized information on CIP authorizations would be incorporated into the CIP Monthly Report for each project. A sample from the May 2024 Board Meeting is included as Exhibit A for the Avon Operations Center Project.
- ❖ Create consistency with Annual Operating Budget and other department authorizations.
- ❖ Reduction in staff time and effort to prepare the Board packet. It generally takes staff a couple of hours to pull together the various items associated with the CIP Authorizations agenda item.
- ❖ Reduction in the number of pages in the packet for the Board to read and consolidates the authorization information into one location. The CIP Authorization agenda item for the May 2024 Meeting was 11 pages.
- ❖ Avoid delays in authorizations as it would be no longer necessary to wait until a Board Meeting is scheduled to receive approval.
- ❖ Common approach for other local governments in our area, including the County of Albemarle and Rivanna Water and Sewer Authority.

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

BUDGET IMPACT: None.

RECOMMENDATIONS: Authorize staff to incorporate typical CIP authorizations into the Monthly Capital Improvement Program Report and discontinue regular preparation of a separate CIP Authorizations Consent Agenda item.

BOARD ACTION REQUESTED: Informational.

ATTACHMENTS:

- ❖ CIP Authorization Exhibit A

CIP Authorization Exhibit A

May 2024 CIP Monthly Report Excerpt (actual)

19. Avon Operations Center (Account Code 1622):

5/7/2024: Dewberry is coordinating with Schnabel Engineering on their schedule to perform the seismic refraction work on the site which will provide additional rock information to potential bidders. ACSA and Dewberry staff met on April 29, 2024, to discuss the rebidding process. We are tentatively scheduled to readvertise the project on June 2, 2024, with bid opening anticipated by the end of July 2024. ACSA staff are also in the process of purchasing the required Nonpoint Nutrient Offset Credits required to receive final approval from the County. A Board authorization is proposed for this project.

May 2024 CIP Monthly Report Incorporating CIP Authorization Information

19. Avon Operations Center (Account Code 1622):

5/7/2024: Dewberry is coordinating with Schnabel Engineering on their schedule to perform the seismic refraction work on the site which will provide additional rock information to potential bidders. ACSA and Dewberry staff met on April 29, 2024, to discuss the rebidding process. We are tentatively scheduled to readvertise the project on June 2, 2024, with bid opening anticipated by the end of July 2024. A Letter of Agreement with Dewberry has been issued in the amount of \$36,530 for additional re-bid services and seismic refraction work to be performed by Schnabel Engineering to better quantify the existence of rock on the site. ACSA has also purchased 6.08 lbs. of phosphorous credits from the Slate River Nutrient Bank in Buckingham County (within the James River watershed) for \$60,739.20. These credits are required to receive final approval from the County.



MEMO

TO: ACSA Board of Directors

FROM: Gary O'Connell, Executive Director

DATE: June 20, 2024

RE: State of the ACSA reflections, leadership, service and beyond

I have a short PowerPoint on the agenda to reflect on my 14 years at the ACSA, where we are today, and the transition to hand off to Quin to reflect on the future he sees. We are still working on the presentation, which is more a set of talking points.

I do very much appreciate you, and the 15 board members, who have supported me on my journey at the ACSA. Quin and the leadership team and our managers are ready, and I know they will get the same level of support in the future for our shared success.

So, thank you very much, I am onto new journeys in my future...and wish the ACSA the very best...to the Board, to our Employees, to our Water Partners, to our customers!