

# **BOARD OF DIRECTORS' MEETING**

March 21, 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 <u>www.serviceauthority.org</u>; call in and leave a message prior to the meeting at (434) 977-4511, or email the Board prior to the meeting at <u>board@serviceauthority.org</u>.

9:00 a.m.	1. Call to Order and Establish a Quorum –Statement of the Board Chair				
9:05 a.m.	2. Approve Minutes of February 15, 2024				
9:10 a.m.	3. Matters from the Public				
9:20 a.m.	4. Response to Public Comment				
9:30 a.m.	5. Consent Agenda				
	a. Monthly Financial Reports				
	b. Monthly Capital Improvement Program (CIP) Report				
	c. CIP Authorizations				
	d. Monthly Maintenance Update				
	e. Rivanna Water and Sewer Authority (RWSA) Monthly Update				
	f. ACSA Board Policy Issues Agenda 2024				
	g. Fix-a-Leak Conservation Event				
9:45 a.m.	6. Customer Communications Power Point – Letterpress				
10:05 a.m.	7. Proposed FY 2025 Capital Improvement Program (CIP)				
10:30 a.m.	8. Items Not on the Agenda				
10:35 a.m.	9. Executive Session – Personnel Matter				
	10. Adjourn				



# STATEMENT OF CHAIR TO OPEN MARCH 21, 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.

1 The Board of Directors of the Albemarle County Service Authority 2 (ACSA) met in a regular session on February 15, 2024, at 9:00 a.m. at the 3 Administration and Operations Center at 168 Spotnap Road in 4 Charlottesville, Virginia.

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

8 Members Absent: None.

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

12 Staff Absent: None

Public Present: Shannon Glen, Validos; Andre van Honschooten, Validos.

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- 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 noted that ACSA Board member John Parcells would be 19 joining the meeting electronically. He mentioned that Mr. Parcells notified 20 him in advance of the meeting that he would be joining the meeting 21 electronically due to a family vacation. He added that Mr. Parcells was joining 22 the meeting from his hotel room in Sturbridge, Massachusetts.

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- Dr. Palmer moved to approve Mr. Parcell's remote participation in the meeting, seconded by Ms. Swanson. All members voted aye.
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### Approve Minutes of January 18, 2024

Mr. Parcells stated that there were a couple of small, typographical errors to be corrected. He stated that on page 18, line 28, the word should be "as" instead of "are." He stated that on page 30, lines 8 and 9, the word "spend" should be "spent," and "continue" should be "continues."

1		Ms. Swanson stated that on page 12, "Green" should be changed to
2	"Gree	ene."
3		Dr. Palmer moved to approve the minutes of January 18, 2024,
4	as ai	mended, seconded by Mr. Tolbert. All members voted aye.
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6	3.	Matters from the Public
7		There were no matters from the public.
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9	4.	Response to Public Comment
10		There was no response to public comment.
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12	5.	Consent Agenda
13	a. N	Monthly Financial Reports – Mr. Roberts stated that he had a question
14	a	about RWSA's invoice shown of \$2.2 million on page 35. He asked how
15	tl	he metered water relates to the invoice, and if the ACSA has to pay for
16	v	vater lost in the system. Mr. Lunsford replied that the ACSA and the City
17	a	are billed for what RWSA produces and treats. He stated that the RWSA
18	С	calculates what the ACSA is charged based on ACSA reported billed
19	С	consumption and the City's reported billed consumption. Mr. Lunsford
20	s	stated that there was a great chart on page 52 to illustrate this. He stated
21	tl	hat the red line is what RWSA bills the ACSA for that month, and the
22	b	olue line is what was billed to ACSA customers for that month. He noted
23	tl	hat when RWSA charges are more than what the ACSA is selling, most
24	С	of the time it is due to water loss in the system or meter calibration
25	is	ssues. He stated that one must also consider that when RWSA bills for
26	C	Q1 of the calendar year (January, February, March), they are using the
27	A	ACSA's billed consumption from the previous quarter (October,
28	٩	November, and December) to calculate the amount for the current
29	С	juarter.
30		Mr Parcells stated that in his mind the closer the two lines on the

30 Mr. Parcells stated that in his mind, the closer the two lines on the 31 graph are, the more accurate the correlation between what RWSA says February 15, 2024

1 they are sending the ACSA and what it is really being charged for. Mr. 2 Lunsford replied that, generally speaking, that is accurate, but 3 percentage allocations can be misleading when looking at the previous 4 guarter to determine the current guarter. He stated that the other variable 5 is the accuracy of billed consumption reported from the City. Mr. Parcells 6 stated that he would have to think more about it, but he feels that the two 7 lines should be closer. Mr. Lunsford stated that water loss in the system 8 is something the ACSA will be looking at closely over the next two years 9 as part of the water audit, in an attempt to reduce the gap between the 10 two lines.

11 Ms. Swanson asked if there was a way to determine where the water 12 loss is coming from, and if either the City or the ACSA has any strategic 13 plans to reduce that loss. Mr. Lynn replied that the ACSA is currently 14 beginning that process with an Urban water audit, in collaboration with 15 the City and RWSA. He noted that this will be the first time they have tried 16 to tackle this. He stated that because the Urban water system is so 17 interconnected with the City and RWSA, it is difficult to pinpoint where 18 the leaks are occurring. He stated that there will be a collective approach 19 to tackle this issue, to determine where leak detection needs to occur and 20 try to reduce non-revenue water.

Ms. Swanson asked if most of the water loss is coming from the private service line side, such as a toilet leak. Mr. Lynn replied that they would not consider that to be water loss because it is still metered, and the customer is being charged for it.

Dr. Palmer stated that a lot of money was spent installing meters to determine what each entity was using in terms of water consumption. She stated that prior to that, she does not know if there is a good way to coordinate with all three entities. Mr. Lynn stated that the wholesale meters that Dr. Palmer is referring to will be very important. He stated that once AMI is fully deployed, the ACSA can look at RWSA's wholesale meters and aggregate all ACSA customers beyond that meter. He added 1

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that the system can then be broken down into areas, to better detect leaks in certain parts of the system. Dr. Palmer asked if the City was using AMI. Mr. Lunsford replied that they are still using the drive-by system for meter reading.

5 Dr. Palmer asked if the ACSA has coordinated with RWSA or has 6 knowledge of what RWSA is doing in terms of PRV maintenance. Mr. 7 Morrison replied that they have not coordinated with RWSA on 8 preventative maintenance activities. He stated that he will be meeting 9 with their director of operations and one of their engineers in the coming 10 months. He mentioned that one of the items that will be discussed is 11 communication and collaboration between the two agencies.

Dr. Palmer stated that she had one request. She asked if when staff is answering questions from Board members, if they could reiterate the question and give the page number. She stated that she is using the electronic version of the Board packet, which does not coincide with the hard copy.

- 17 b. Monthly Capital Improvement Program (CIP) Report – Mr. Parcells 18 stated that under item 2 on page 69, there is a remark about easement 19 language changing. He asked how the language is changing and if it will 20 affect the timing or cause issues with the project. Mr. Lynn replied that a 21 portion of the project will replace an existing RWSA water main. He 22 stated that the new easement will be granted to both RWSA and the 23 ACSA, so they have had to work with RWSA's legal counsel on a 24 revised, standard deed of easement. He noted that this will allow them 25 to acquire one easement that will serve both entities.
- Mr. Parcells asked if this meant that the cost of the easement would be shared as well. Mr. Lynn replied that in this case, all of the costs related to the Scottsville water system are paid by the ACSA. He stated that the ACSA would be covering the cost of the easement acquisition as well as the design work.

1 Mr. Parcells stated that on page 80, item 25, there is a change order 2 because of insufficiently sized conduit between the Ashcroft pump 3 station and the pressure reducing valve (PRV). He asked if the retrofit is 4 because the original conduit was put in not considering the idea of the 5 new wire for the SCADA system. Mr. Lynn replied yes. He stated that 6 the existing conduit is 1" in diameter and is not capable of handling the 7 additional wire. He stated that the contractor looked at two options -8 either install new conduit to handle the increase in wiring or pursue a 9 wireless alternative, which is cheaper. He stated that the pump station 10 and PRV are fairly close in proximity, so it is more cost effective to use 11 a wireless option.

- 12 c. CIP Authorizations - Mr. Parcells stated that with the Townwood 13 Project, there is mention of issues with doing test holes and running into 14 gravity-fed sewer pipe. He stated that he wanted to ensure this is not 15 expected to occur. Mr. Lynn replied that the test holes they are looking 16 at are other utilities. He noted that there is a 6" gas main that runs 17 through the Townwood neighborhood and there are multiple crossings 18 of that utility they want to check out and confirm the depth. He noted that 19 there are no conflicts with the sanitary sewer.
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d. CIP Close-Outs -

e. Monthly Maintenance Update - Mr. Parcells asked how many 21 22 hydrants, valves, and manholes have to be inspected, how often, and 23 how the numbers in the monthly memo compare to the averages. Mr. 24 Morrison stated that he would have to get back to Mr. Parcells to provide 25 that information. He stated that with regard to fire hydrants, they move 26 through the system strategically. He noted that generally, every hydrant 27 is being inspected every 10-11 months. He stated that they take a 28 different approach with manholes and valves. He stated that the staff will 29 usually determine which ones need more routine inspection and which 30 ones do not.

1 Mr. Parcells asked if the valves being inspected were just PRVs or 2 larger, gate valves as well, and if they are being moved when inspected 3 to ensure operation when needed. Mr. Morrison replied that the valve 4 inspections that are shown in the monthly maintenance report are 5 related to the ACSA's gate valves and a handful of butterfly valves in the 6 system. He stated that in most cases, the staff is accessing the valve 7 and ensuring that the valve box is at the proper level, centered above 8 the operating nut, and clean. He noted that they are also physically 9 operating that valve, taking it from fully open to fully closed. He 10 mentioned that the GIS does indicate valves that should not be fully 11 closed, such as feed valves on pump stations or fire line valves, thus 12 these valves are not fully closed. He stated that the inspections do not 13 include any PRVs. He added that the Maintenance staff is currently 14 working with the Facilities group and CMMS Coordinator to get those 15 inspection activities fully documented in the Cityworks system and 16 included in the monthly update.

17 Mr. Parcells stated that in his previous profession, a lot of the PRVs 18 that protected equipment had bi-annual inspections depending on the 19 rating of the vessel. He asked if the PRVs would be inspected on an 20 annual basis or some other frequency. Mr. Morrison replied that with the 21 PRVs, the staff is looking at annual inspections which would include 22 isolating the valve, cleaning the internal components, and determining if 23 any other maintenance is required. He stated that with Phase 3 of 24 SCADA, the staff is also looking to analyze that data to identify any 25 trends with the PRVs. He noted that this would include the domestic 2" 26 valves, as well as the 6"-8" fire flow valves.

Mr. Parcells shifted to the reported history of leak repairs over the last six months, noting that there were none in August 2023. He asked how the leaks have been progressing over time, as he hopes they are going down in number. Mr. Morrison replied that the number has held fairly steady, trended over a six-month period, for water mains and water

services. He stated that there are obviously additional repairs during 1 2 winter months, as freezing conditions begin. He noted that the repairs in 3 January 2024 were all water service lines and in areas that are on the 4 CIP list for replacement, like Scottsville and Townwood. He mentioned 5 that in Townwood, the staff noticed that there was some corrosion on 6 the copper pipe, causing the failure. He stated that in coordination with 7 the Engineering department, they will be looking at corrosivity in that area through soil borings as part of the CIP project, which should 8 9 address any future issues.

10 Mr. Parcells stated that his final questions was about installations. 11 He asked if the installations listed in the summary memo referred to 12 irrigation or new service and irrigation. Mr. Morrison stated that the 13 installations refer to both domestic and irrigation services. He stated that 14 these are installations that the Maintenance department completes. He 15 stated that in most new developments, the developer has their 16 contractor install the new services, thus it would not show up on this 17 report. He noted that these installations refer to situations were there 18 was a new lot created or an infill where the ACSA needs to install 19 domestic service on behalf of the customer. He added that the majority 20 of installations done by ACSA staff are irrigation. He stated that those 21 installations will pick up in April/May, hold steady through the summer, 22 and then begin to drop as we enter the fall season.

23 Ms. Swanson stated that she had a question about the valve covers 24 in the roadway. She stated that she does seem them flipped up 25 sometimes, and she recalls there being some issues with the covers not 26 staying place. She asked if there is a strategy to keep tabs on those 27 covers. She added that she has found broken ones walking through her 28 neighborhood, which seems like a road hazard. Mr. Morrison replied that 29 the ACSA has a valve technician that is fairly aware of areas that have 30 this issue. He stated that the staff attempts to strategically schedule 31 replacements or adjustments to the valve boxes to prevent the issue. He mentioned that most of these issues occur after snowstorms, due to impact from the snowplows. He noted that the goal is to have the valve box at grade or slightly lower, so there is less chance that the snowplow blade will hit it.

f. Rivanna Water and Sewer Authority (RWSA) Monthly Update -

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g. ACSA Board Policy Future Issues Agenda 2024 –
 Mr. Tolbert moved to approve the consent agenda, seconded by
 Ms. Swanson. All members voted aye.

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### 6. <u>Customer Information Systems (CIS) Project Update</u>

11 Mr. Lunsford stated that joining him today were Shannon Glen and 12 Andre van Honschooten from Validos to provide an overview of the CIS 13 project scope, goals, and roadmap. He stated that this project is unique in 14 that it will impact every single customer in a positive way when it is done. He 15 mentioned that one of the huge goals is to provide service that is tailored to 16 the individual customer's preferred manner. He stated that the new 17 interfaces will be intuitive and modern, and will assist with account review, 18 bill payment, and consumption information. He added that the ACSA is also 19 looking to improve some other business operations as well, to ensure the 20 organization's other stakeholders are able to interact with the ACSA quickly 21 and efficiently.

Mr. Lunsford stated that there is a huge focus on ensuring that the customer experience work done through customer surveys and different projects is incorporated into this process. He stated that they are absolutely looking through the customer lens in all aspects. He stated that the project is organizational-wide, as there have been representatives from every department involved from procuring the consultant to the onsite meetings this week.

Shannon Glen and Andre van Honschooten came forward to address
the Board. Ms. Glen stated that since this was the first time meeting the
Board, they would give a quick overview of Validos before diving into the

1 project. She stated that Validos is a woman-owned business that focuses 2 solely on the utility industry, which both her and her colleague have spent 3 their careers working in. She stated that, more specifically, they specialize 4 in the meter-to-cash business processes that directly or indirectly impact the 5 customer. She noted that they work with both providers, as well as utilities 6 across the United States, with the goal to create a positive impact on the end 7 customer/ratepayer. She noted that the best way to make that positive 8 impact is to leverage technology to improve processes.

9 Ms. Glen stated that Validos began working the ACSA last month, with 10 the objective to improve the customer experience and customer service. She 11 stated that she knows the experience can be improved by creating 12 efficiencies in business processes, and automation or "less clicks" in the 13 system through technology. She stated that the scope of the project will 14 include CIS, which is the Customer Information System that determines 15 things like how bills are disseminated and how customer information is 16 managed. She mentioned that it will also include the ACSA website and 17 phone system. She stated that they will not only be looking at the technology, 18 but also the various business processes that are completed throughout the 19 day. She noted that there was a survey done this month, and Validos worked 20 with ACSA staff this week, to identify those processes and all the technology 21 that is involved.

Mr. van Honschooten stated that in terms of what success looks like, it is important to create a seamless transition for customers. He stated that currently, ACSA customers receive an accurate bill on time. He stated that there will be some fundamental changes to the ACSA's technology and in doing so, the team must ensure that the change is seamless to the customer and that they still receive those accurate bills on time.

28 Mr. van Honschooten stated that secondly, the project is more than just 29 a change in technology. He stated that if the technology is replaced and 30 nothing else is changed, then the project will not be successful. He stated 31 that technology is a tool that will be used to transform the business. He mentioned that they do not want to recreate what is already being done today
 on new technology, but rather use technology to transform what is being
 done.

4 Mr. van Honschooten stated that thirdly, it is important to make a 5 targeted investment in the technology. He stated that it is a journey, and the 6 ACSA cannot just buy technology that meets customer needs today. He 7 stated that they need to invest in technology that can meet customer 8 expectations as they evolve. Finally, he stated, there must be organizational 9 alignment for the project to be successful. He stated that every ACSA 10 employee and stakeholder has an impact on the customer, and everyone 11 must be involved and aligned in this technological transformation.

12 Mr. van Honschooten reiterated that this will be a journey and not a 13 destination. He stated that the ACSA has technology that was designed 14 when the relationship was between the meter and the premise, and the 15 customer just happened to be an attribute. He noted that now, however, the 16 utility needs to determine a relationship with the customer as well to 17 determine how and when they want to interact. He mentioned that the ACSA 18 must have the proper technology to enable that relationship with the 19 customer.

20 Dr. Palmer asked Validos if the Board an example of how the customer 21 experience is currently lacking, and how that will change after this project. 22 Ms. Glen stated that she would use the ACSA website as an example. She 23 stated that the website can be looked at from two perspectives - a non-24 logged in view and a logged in view. She stated that currently, when 25 customers visit the ACSA website, they can get a lot of information without 26 a username or password. She mentioned that this user experience could be 27 improved with a more modern look and feel, as well as better navigation, but 28 the area that needs the most improvement is the logged in experience. She 29 stated that this is when customers need a username and password to log in 30 and perform tasks like viewing or paying a bill or submitting a service 31 request. She stated that the goal is to create a single sign-on, or one

username and password, for customers to access their accounts and
 manage things like payments, bill history, and consumption usage. She
 added that this provides a streamlined manner for customers to interact with
 the ACSA online in a self-service manner.

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5 Dr. Palmer asked what the current process was. Ms. Glen replied that 6 currently, there are at least three different usernames and passwords that 7 customers need to access different logged-in components of the website. 8 She noted that the goal is to reduce those three usernames and passwords 9 to one. Mr. van Honschooten added that the goal is not only to reduce the 10 username and password to one, but also to create more ways in which to 11 engage with the ACSA and make it easier for the customer to pay the way 12 they prefer to pay. He mentioned that some utilities Validos works with send 13 customers a text message when their bill is ready, and they can pay the bill 14 through that text message. He noted that many customers prefer using text 15 messaging to pay their bill, while some prefer to log-in and look at their 16 account balance or enroll in autopay. He stated that the goal is to meet the 17 customer where they want to be met and make it an easy interaction.

18 Dr. Palmer asked if the ACSA used Paymentus or some sort of third 19 party for credit card payments and are customers going to be allowed to 20 make a credit card payment without a surcharge. Ms. Glen stated that there 21 are many options for payment provider services in the industry, but 22 Paymentus is one of the leaders. She stated that they have many different 23 ways that a customer can pay. She mentioned that for credit card payments, 24 there will always be a surcharge regardless of the payment provider. She 25 noted that there is always the option of either charging that to the customer 26 or absorbing the fee.

Dr. Palmer asked if the ACSA had to use a payment provider. Ms. Glen replied yes. Mr. Lunsford added that the ACSA has to use a payment provider if they want to accept credit card payments. Dr. Palmer asked if customers will be able to have payments debited directly from their checking account without a surcharge. Mr. Lunsford replied that the ACSA currently

1 uses Paymentus and there is a small charge for customers that choose to 2 have their payments debited from their bank account, but this charge is 3 absorbed by the ACSA. He stated that this is different from the surcharge for 4 credit card payments. Dr. Palmer stated that some businesses do not require 5 the customer to pay a service charge if the payment is deducted directly from 6 their bank account. Mr. Lunsford noted that currently, the ACSA is absorbing 7 all of those fees. Mr. O'Connell added that the ACSA is billed for the charges but does not pass that on to the customer. Dr. Palmer asked if the ACSA is 8 9 planning to change that in the future. Mr. Lunsford replied no. He stated that 10 the decision to absorb the charges was a decision that was made, in part, 11 based on feedback from customers. He noted that as a result, the 12 organization has seen incredible growth in the number of customers paying 13 electronically, which is a benefit to the customer and the organization.

Dr. Palmer stated that her other question is about setting up bill pay through a checking account. She asked if the ACSA is going to have that option, because it seems to create problems with some utilities. Mr. Lunsford replied that the ACSA does currently have that option, and customers can set it up through Paymentus or their individual banks.

19 Ms. Swanson asked, with all the changes, if the ACSA would still be 20 mailing paper invoices. Mr. Lunsford replied yes, for those customers that prefer one. He stated that organizationally, the goal is to serve the customer 21 22 the way they prefer to be served. He stated that if the customer prefers a 23 paper bill, the ACSA will absolutely provide it to them. He stated that there 24 are cost savings with electronic billing, but if someone wants a paper 25 statement, they will receive it. Mr. O'Connell added that there are customers 26 that still want to pay in person, and they will be able to do that as well. He 27 stated that the ACSA is dealing with 40-year-old technology in a modern 28 world that is changing every day. He stated that the goal is to get the ACSA 29 in a position to offer customers various options and be able to change as the 30 world changes.

1 Ms. Swanson stated that the idea of three logins is madness and 2 precisely the reason why she does not use online bill payment. She stated 3 that writing a paper check is much easier than having to manage multiple 4 log-ins. She stated that if the ACSA can somehow find a way to get those 5 multiple logins down to just one, that would at least help her move past 6 writing a paper check. Dr. Palmer added that some people have one 7 checking account and pay all of their bills from that account, which works 8 well with some companies. She stated that she tried this method with 9 Dominion Energy, but they enrolled her in autopay, and she was getting 10 double billed until she figured out what was going on.

11 Dr. Palmer stated that her other question was about the ACSA's 12 collection of customer data. She asked if customers would have to manage 13 cookies when they go online. Ms. Glen replied that there are security 14 protocols that the ACSA will want to put in place to ensure the website and 15 customer account information is secure. Dr. Palmer asked how much 16 information the ACSA will be collecting on customers that try to log in to their 17 account, aside from their names, addresses, and account information. Ms. 18 Glen stated that just contact information will be collected, and there will be a 19 secure way to capture payment information as there is now. Dr. Palmer 20 asked if there would be a pop-up message to manage cookies or that 21 requires a customer to accept cookies in order to access the site. Mr. van 22 Honschooten replied that Validos will work with leaders in the field that meet 23 the customers' needs but also comply with regulatory requirements. He 24 noted that the cookies messaging, although annoying, is a federal 25 requirement as that information must be disclosed to the customer. Dr. 26 Palmer asked if a customer would have to go through that process every 27 time they log in. Ms. Glen replied that it depends on how they are logging in, 28 but the goal is to create a better customer experience with less clicks.

29 Mr. Parcells asked for clarification on the cookies messaging being 30 federally mandated. Ms. Glen replied that there are requirements about 31 adding cookies, however it is just a standard not a federal mandate. Mr.

1 Parcells stated that what he is hearing from Dr. Palmer is the desire to 2 minimize any cookie requirement as much as possible, allowing the ACSA 3 to control the amount of data being required from customers. Mr. Lunsford 4 added that the ACSA has not given Validos any direction on this topic yet, 5 but the intent is not to collect any customer information that is not requested 6 through the website. He stated that the ACSA has no intent of using any 7 information such as browser history to advertise, like a lot of cookies are 8 used for.

9 Ms. Swanson asked how many other communities and what size systems 10 Validos has worked with in the past, and if they had success making this 11 transition with those organizations. Ms. Glen replied that Validos has worked 12 with organizations that have had anywhere from 20,000 to 1,000,000 13 customers. She stated that they have worked specifically with various CIS 14 solutions that have catered to both small and large utilities. Mr. van 15 Honschooten added that Kim Shannon, one of the partners at Validos, has 16 over 25 years of experience working with meter-to-cash processes with 17 different utilities. He stated that he has over 20 years' experience and Ms. 18 Glen has 13 years of experience. He mentioned that they have worked as 19 system integrators, providing customer related solutions for utilities. He 20 stated that they took this experience and formed Validos, to really address 21 and help utilities make decisions that ultimately help the ratepayer.

Ms. Swanson asked, in terms of the website experience, if the customer would still have access to some of the resources that are currently available such as the CIP map, without it being buried behind a login. Ms. Walker replied that it would only be the payment portion of the website that would require a login. Mr. Lunsford added that the intent is to continue to improve the non-logged-in portion of the site even further.

Mr. O'Connell asked Ms. Glen and Mr. van Honschooten if they had a slide in their presentation that shows the project schedule, to give the Board a feel of when things will be happening. Ms. Glen referred to the slide titled "Project Progress-Timeline." She stated that the slide outlines a high-level

project plan that Validos established coming into this week. She stated that
the plan is to deliver a roadmap in March, for the next few years to replace
the technology and improve customer experience. She stated that they
would then begin a competitive procurement process to evaluate different
technologies, using a phased approach.

Mr. Lunsford added that the ACSA has leveraged its current billing system to serve many different needs, both operationally and departmentally. He stated that this project is a huge shift because it is much broader than just a new billing system. He stated that it will impact people in different ways and ensure that customers have the highest level of service.

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#### 7. Advanced Metering Infrastructure (AMI) Project Update

Mr. Lunsford stated that he would move rather quickly through the presentation, but there were a few aspects of the project that he would like to cover in a bit of depth with his presentation (Attached as Pages\_\_\_\_\_). He stated that he would first look at the AMI project milestones, followed by a brief update of the current status of the project and next steps.

Mr. Lunsford moved the first slide showing a timeline of the major project milestones and noted that the project began with the feasibility study in 2018. He stated that Phase I consisted of a small-scale deployment in 2021, followed by Phase II in 2022. He stated that Phase II was larger and addressed all of the ACSA's large meters and a group of residential <sup>3</sup>/<sub>4</sub>" meters. He stated that the final deployment began in April 2023, as they were able to accumulate inventory for the bulk of the system.

Mr. Lunsford moved to the next slide outlining the current AMI updates. He stated that currently, the ACSA has completed 19,465 meters, all of which are communicating with the ACSA every six hours. He noted that there are about 3,000 meters left to retrofit, which means the meters are in the ground and just need the radio component to be fully operational. He mentioned that one of the things the staff is doing every day, is analyzing the high-flow and continuous flow alerts to determine whether it is a normal range of consumption for that customer or a possible leak. He added that
 the hydrant meter flushing devices are being monitored daily as well, to
 check for any anomalies.

Mr. Lunsford stated that the map on the next slide was put together by Justin Ray in the IT department and is a beautiful representation of the AMI deployment and remaining meters. He noted that the red dots signify areas where there is still work to be done, which will be completed over the next few months.

9 Mr. Lunsford stated that he wanted to take a moment to talk about 10 the continuous flow review that the staff performs every day. He stated that 11 the illustration on the next slide is an example of information that the team 12 receives daily through an alert process. He stated that the data shown on 13 the graph is from an actual customer and he wanted to share the feedback 14 from the customer after the ACSA contacted her. He then read the email 15 from the customer, which praised the customer service they received. He 16 noted that this email shows how AMI has created a paradigm shift in the way 17 the ACSA communicates with its customers. He stated that in the past, the 18 staff would not have seen the high consumption until a month later and the 19 customer would have had a huge bill. He stated that instead, the ACSA was 20 alerted of the continuous flow, and able to contact the customer before it had 21 a dramatic impact on her bill.

22 Mr. Lunsford moved to the last slide to discuss next steps. He stated 23 the hope is to have the installation contracts, PMI, back on site by the end of 24 March to complete the remaining 3,000 meters by the end of May. He stated 25 that after those meters are done, they will work to optimize communications 26 and ensure there is the collection infrastructure to pick up those areas that 27 were possibly problematic during the propagation study in 2018. He noted 28 that system performance is currently great. He mentioned that the ACSA will 29 be developing and configuring a customer portal for customers to review 30 their consumption information, which is somewhat related to the CIS work 31 being done. He stated that some CIS solutions have consumption portals built in, and some partner with other organizations. He added that there are
 additional tools and technology that can be leveraged to help obtain data in
 different ways.

4 Mr. Lunsford stated that, lastly, he has a meter and a radio with him 5 today, if any of the Board wanted to see what a retrofit looks like. Ms. 6 Swanson replied sure. Kenny Barrow, Meter Operations Supervisor, came 7 forward to show the unit to the Board. He stated that it was a typical <sup>3</sup>/<sub>4</sub>" iPerl meter. He stated that previously, the meter was attached to a touch pad and 8 9 the meter technicians would have to physically touch the pad to get the 10 reading. He stated that now, the radio is mounted to the meter lid through 11 the same hole the touch pad was attached through. He stated that the retrofit 12 process involved attaching the radio to the lid and reprogramming the 13 existing meter to go from reading hundreds of gallons to a single gallon. He 14 noted that they then plug it in, and it is ready to go.

15 Mr. Barrow stated that on a few occasions, the staff has seen the 16 tops of the units shaved off from lawnmowers. He stated that the meter lid 17 specs were changed so the meter has a recessed lid, allowing the radio unit 18 to sit flush with lid to avoid that.

19 Ms. Swanson stated that her question is about the battery life of the 20 radio unit. She stated that the radios are transmitting every six hours, all day 21 long. She asked Mr. Barrow what the life expectancy is for the batter. He 22 stated that it is 20 years. Ms. Swanson asked, reading every six hours, will 23 the battery last for the full 20 years. Mr. Barrow replied yes, for typical use, 24 meaning reading every six hours, it will last the full 20 years. He mentioned 25 that once AMI is fully deployed and everything is fine tuned, the staff will be able to send out a signal and retrieve a meter reading in real time, as 26 27 opposed to waiting for the six-hour cycle. He stated that every time the meter 28 is interrogated for data, it uses a little of the battery life. He added that 29 depending on how often that has to be done, it could decrease the battery 30 life, but he does not know how much. He added that the radios have a 10-31 year full replacement warranty, and a pro-rated replacement cost after that.

1 Ms. Swanson asked if the ACSA would be able to do the 2 replacements going forward without hiring an outside contractor. Mr. 3 Lunsford replied absolutely, barring thousands of them failing at one time. 4 He stated that Mr. Barrow's team has been installing all of the components 5 on anything that is new or has failed in the last three years, so they are fully 6 capable of making the replacements. Mr. Barrow added that each meter has 7 an expiration date. He stated that the meter he has with him today was 8 manufactured in July 2016, and has a replacement date of July 2036. He 9 stated that the idea is not to have thousands of meters die in the span of a 10 couple months, so they need to come up with a strategic plan for 11 replacement. He added that they will get a better idea of the life span once 12 they have been in the ground for a while. Mr. Lunsford pointed out that when 13 the meters communicate during the day it is for a fraction of a second, so the 14 energy use is very minimal.

15 Mr. Tolbert asked how the homeowner knows that the new meter has 16 been installed. Mr. Lunsford replied that the ACSA was sending mailers and 17 postcards to customers early on in the project but had a difficult time making 18 sure customers received them and the installers were having to move cycles 19 as well. He stated that when there is a retrofit, it is a seamless process and 20 no interruption to the customer. Mr. Tolbert asked if one could look at the top 21 of the meter and tell if it was a new AMI meter or not. Mr. Barrow replied that 22 a person could tell the difference if they knew what they were looking for. He 23 stated that the old touch pad was flat, but the new meters have a slight 24 mushroom shape on the top of it.

Mr. Tolbert asked when customers are notified of how to take advantage of the new AMI meter. Mr. Lunsford replied that currently, the benefit to the customer is when ACSA staff is able to contact them about abnormal consumption. He stated that the customer portal, which is a major component of the AMI project, will probably be 12-16 months down the road. He mentioned that it has been recommended that every customer have at least 12 months of readings in the system before the data is available to

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them. He noted that it is better for customers to have that pattern rather than
 using a small sample set of data to make assumptions.

3 Mr. Tolbert asked if neighborhoods are done all at once, or how it is 4 determined when and where the installations are done. Mr. Barrow replied 5 that the work is being done by billing cycle thus essentially yes, they are 6 done by neighborhoods. He stated that the only areas left, which are shown 7 on the map Mr. Lunsford shared, are clusters of subdivisions that have a lot 8 of townhomes. He noted, for example, one of these areas is Briarwood. He 9 stated that it would take 700 radios to impact a small area. Mr. Tolbert asked 10 about the red dots sprinkled around the map. Mr. Barrow replied that some 11 of those are in the same billing cycle as those clusters he mentioned. Mr. 12 Lunsford added that some of the one-offs could have been a return to utility, 13 meaning that the ACSA needs to go out and do some work first.

14 Ms. Swanson stated that this project is an amazing and seamless 15 transition to a whole host of new technologies being used at one time. She 16 stated that there no moving parts anymore at the meter, which is remarkable. 17 She asked about software updates, and if there was one scheduled for the 18 meters and how that works. Mr. Barrow replied that the firmware updates for 19 the radio units will happen over the air, but he is not sure when. He noted 20 that they do not have to do anything physically with the meter. Ms. Swanson 21 asked if the staff would be notified when those updates take place. Mr. 22 Lunsford replied yes. He stated that they will be notified when there are 23 changes with the system which, frankly, are guite technical. He added that 24 the ACSA has contracted with PMI to ensure the system is working well and 25 does not expect that to be an issue.

Mr. Parcells asked if making the customer portal available to customers after 12 months of history meant that is how the ACSA is planning to work through all of the logistics that would be presented to the customer. He stated that based on what has been described, it seems to him that a customer should know within six months what their history looks like so they can report concern to the ACSA sooner. Mr. Lunsford replied that in full February 15, 2024

1 transparency, the customer portal cannot be ready in six months. He stated 2 that Sensus Analytics had a customer portal in 2018, but since made the 3 decision to get out of the customer portal business. He noted that it was 4 disappointing to hear, but fortunate that the organization did not expend time 5 and money setting up that customer portal. He stated that the ACSA started 6 to research different customer portals that directly interface with Sensus 7 Analytics. He stated that they are working through this process, and the CIS project is an incredible opportunity to ensure a good decision is made for 8 9 AMI, the billing system, and the payment system. He added that regardless 10 of the portal being available to customers, the ACSA staff will continue to 11 review those daily reports, and not rely on customers to identify leaks on 12 their end.

Mr. Parcells stated that as it stands, most customers are aware of the daily monitoring, they just cannot see the data themselves and the ACSA is picking up on issues and alerting customers. Mr. Lunsford replied yes. He stated that he is not entirely sure if most customers are aware, but they have been provided that information.

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### 8. <u>Rivanna Pump Station Update</u>

20 Mr. O'Connell stated that he wanted to follow-up from last month and 21 give an update on the flooding event at the Rivanna Pump Station. He stated 22 that Jeremy Lynn and one of his engineers had an opportunity to take a tour 23 and take some pictures, which he felt would help the Board to understand 24 the magnitude of the situation. He added that he would also talk about what 25 RWSA will be facing from here forward. He noted that most of the slides in 26 the presentation were recently taken photos that RWSA has shared with the 27 ACSA.

28 Mr. Lynn stated that the goal of this presentation is to give the Boad 29 a glimpse of the magnitude and scope of the efforts that have been underway 30 at the Rivanna Pump Station since the flooding event on January 9<sup>th</sup>. He 31 stated that RWSA did provide a majority of the slides and David Tungate and February 15, 2024 Page 20

1 Jennfier Whitaker gave a site tour at the end of January. He moved to the 2 first slide to give the Board some perspective on the sewer system as a 3 whole. He stated that RWSA has two pump stations at the Moore's Creek 4 Wastewater Treatment Plan. He stated that one is the Moore's Creek Pump 5 Station, which collects flow from the Crozet area and the southside of the 6 Charlottesville, depicted by blue on the map. He stated that the Rivanna 7 Pump Station is on the Woolen Mills side of the plant property, and it collects 8 all wastewater flow from the northern side of the City, 29 North, all the way 9 to the North Fork Regional Pump Station area. He noted that the Rivanna 10 Pump Station is the largest and serves approximately 60% of the system.

Mr. Lynn moved to the next slide, giving a deeper look at the plant. He stated that the two pump stations he mentioned, Moore's Creek and Rivanna, are visible in the aerial photo. He stated that the Rivanna Pump Station was constructed in 2017 and has a pumping capacity of 53 million gallons pe day (mgd). He mentioned that the purpose of the pump station is to lift the wastewater flows 100 feet to the headworks of the plant for treatment.

18 Mr. Lynn stated that the next slide shows an aerial view of the 19 Rivanna Pump Station, taken on January 10<sup>th</sup> immediately after the flooding 20 event. He stated that the station was constructed with a wet well in the 21 middle, which is where the flow comes in. He noted that the arrow to the right 22 indicates where the tunnel comes in underneath the station from East Market 23 Street and Riverview Park and into the wet well. He mentioned that the 24 station was built with two dry pumping rooms, and the next slide will show 25 the pumps themselves.

Mr. Lynn moved to the next slide, showing a picture of one of the dry pump rooms. He mentioned that each pump room has three pumps for a total of six at the station, with four 13 mgd pumps and two 7 mgd pumps. He noted that this is the area that was flooded. He stated that these pumps are not designed to be in a wet environment, but rather to remain dry. Dr. Palmer asked if they were underwater. Mr. Lynn replied yes and said that there was February 15, 2024

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about 60ft of water above the pumps. He stated the pumps did work
 intermittently for a number of days, until the bypass pumps were installed
 and operational.

4 Mr. Lynn stated that the next slide was another aerial view of the 5 pump station, which really shows the magnitude of the operation to get the 6 bypass pumps set up. He stated that the goal was to get a 50 mgd bypass 7 pumping system set up, which does not happen overnight. He stated that this photo was taken January 23rd, at which point they were at a pumping 8 9 capacity of about 8 mgd. He stated that this could handle the normal dry 10 flow, but not a rain event. He stated that he feels this slide sums up the 11 remarkable effort by RWSA, their contractors, and consultants, to quickly set 12 up a 24/7 bypass pump operation. He noted that since January 18<sup>th</sup>, there have been no overflows in the system. He stated that the January 18th 13 14 overflow was an intentional bypassing of the pump station, and a direct 15 discharge into Moore's Creek to get ahead of things. He mentioned that the 16 discharge was coordinated with the Department of Environmental Quality 17 (DEQ), and RWSA has been working in conjunction with them the entire 18 time.

Mr. Lynn moved to the next slide, which was a collage of photos showing a 36" valve replacement on the upper portion of the force main. He stated that this slide also shows the tremendous effort involved and the various tasks necessary to get the bypass pump set up. He mentioned that most of this work is happening at night when the flows in the system are at their lowest.

Mr. Lynn stated that pictures of the inside of the wet well are shown on the next slides. He stated that the Board can see in the first photo on the left, how the well has been pumped down but is not clean by any means. He stated that the grey pipes running vertically are the discharge pipes. He stated that the photo to the right in the next slide shows the four steel support beams that had to be installed to support the future bypass pump piping, which he will show in the next slide.

Mr. Lynn stated that the next slide shows the Phase II bypass, as 2 RWSA refers to it, which will get the pump station up to the 50 mgd pumping 3 capacity. He stated that seven pumps will be put in the wet well to bypass 4 the pump station and get the flow to the headworks.

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Dr. Palmer asked where the old pumps would be in this picture. Mr. Lynn stated that looking at the photo on the left, there is the wet well of standing wastewater. He stated that on the left and right sides of those walls, about three stories down, are the dry pump rooms where the pumps are located. He noted that the pumps are not at surface level, but rather several stories below grade.

11 Dr. Palmer asked if she was correct in hearing Mr. Lynn say that the 12 dry pumps were still working intermittently, even after having been 13 submersed. Mr. Lynn replied that she was correct. He stated that the pumps 14 would run for about 15-30 minutes and then short out, and that is how 15 RWSSA pumped the wet well until the bypass pumping was set up.

16 Dr. Palmer stated that, looking back at the picture of the pumps, it 17 looks like there is an air intake or fan on them. She asked what was 18 happening with the sewage if those were being covered. Mr. Lynn replied 19 that it was remarkable that the station kept limping along the way it did. Dr. 20 Palmer asked if air was coming in or out of the pumps. Mr. Lynn replied that 21 air would be coming into the pumps and when they were submerged, there 22 was sewage all over the pumps and its electrical components.

23 Mr. Lynn continued with the next slide. He stated that once the sewer 24 is pumped out of the wet well, it has to go to the force main to be conveyed 25 to the headworks. He noted that this slide shows the force main being dug 26 up and the installation of bypass pump connections to allow the wastewater 27 to go from the suction side of the pump station to the headworks of the plant. 28 He noted again that this is happening at night when flows are the lowest.

29 Mr. Lynn stated that the next slide shows a daytime picture. Ms. 30 Swanson asked who was doing this work. Mr. Lynn stated that Faulconer 31 was the contractor that RWSA initially called in. Ms. Swanson asked if they

1 had enough personnel to handle the work. Mr. Lynn stated that they have 2 been remarkable in their response to helping with this challenge. He stated 3 that RWSA has also called in MEB, which is another contractor. He 4 mentioned that Faulconer is doing more of the piping work, while MEB is 5 doing a lot of the station work. He noted that Xylem has provided pumps, 6 and there is probably a slew of other contractors and consultants.

7 Dr. Palmer asked once this is all completed, will the bypass pumping 8 be left in place for future emergencies, or will it need to come out. Mr. Lynn 9 replied that he is not sure if RWSA has made that decision yet. He stated 10 that he does not know if all of the bypass pumping can remain given the 11 scale of it, but that has yet to be determined at this point.

12 Mr. Lynn moved to the next slide, which shows the clean wet wells 13 and the multiple bypass pumps. He stated that the following slide shows an 14 aerial view of the entire work site, labeled by letters. He stated that the letter 15 A on the map marks the emergency pump connection, and letter B is one of 16 the two 36" bypass pump headers which can be seen wrapping around the 17 right side of the building. He mentioned that keeping those in place could be 18 a challenge. He stated that letter C on the map is a bank of generators and 19 fuel that runs all of the pumps. He noted that RWSA is currently going 20 through about 1,000 gallons of diesel fuel per day. He added that one of the 21 next steps is figuring out how to get those bypass pumps on the electrical 22 grid as opposed to relying on generators. He stated that letter D is the other 23 36" header, and letter E is the Phase I bypass pump lines, which is in the 24 way of the parking lot and will need to be removed. He stated that E was the 25 initial attempt to get the flow around the station, but B is the more long-term 26 solution. He added that letter F marks the pump connections and G is the 27 backup pump connections.

28 Mr. Lynn stated that the next slide is his last photo of the wet well. 29 He stated that pumps 1,2, and 3 in the photo are connected. He noted that 30 pumps 4,5, and 6 will go on the other side and pump 7 will go where the grey 31 valve is seen. He stated that in terms of next steps, the flooding damage is February 15, 2024

1 now being assessed and RWSA is conducting investigations. He mentioned 2 that the costs are beginning to accumulate, which will be handled through 3 the operating budget for now. He noted that RWSA's insurance provider has 4 been in the mix and performed several site visits. He stated that early 5 indications suggest that insurance may cover some or all of the costs. He 6 stated that due to the backup and flooding that occurred at the pump station, 7 the ACSA did have a sewer overflow in its system at the end of East Market 8 Street. He stated that maintenance has been working very closely with the 9 four impacted property owners, and the area has been fenced off to keep 10 people and pets out of the area.

11 Dr. Palmer stated that RWSA is about to build a huge pump station 12 for raw water and asked if any thought had been given to installing an 13 alternative pumping situation for extreme failures like the one at the Rivanna 14 Pump Station. Mr. Lynn replied that he cannot speak to what RWSA does, 15 but the ACSA does have pumps, bypass pump connections, generators, and 16 transfer switches and connections for portable generators. He stated that 17 ACSA's pump stations are much smaller, and he does not know if it is 18 standard to have a bypass system for one the size of RWSA's.

19 Mr. O'Connell stated that the layout of the pumps at Rivanna was 20 meant to be redundant, so they were not all going at the same time. He 21 stated that there were a number of built-in redundancies, so that is why it is 22 so unclear as to why this happened. Mr. Lynn stated that some pump 23 stations, like North Fork for example, have pumps that are designed to be 24 submerged. He stated that it is a challenge to maintain those pumps, as they 25 have to be pulled out as opposed to being worked on in the pump room. He 26 mentioned that there are different designs, and the Rivanna Pump Station 27 was well thought out.

Mr. O'Connell stated that there are a couple of things going on, from his perspective, the first being an investigation into what happened. He stated that they were just able to get into the pump rooms this week, so sorting through everything may take some time. He stated that the other

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1 thing is thinking long-term about what to put back. He stated that RWSA has 2 the original design engineer for the pump station, as well as a second 3 engineering firm that had nothing to do with the design, to evaluate 4 everything. He added that one of the bigger issues is the lead time on the 5 pumps, which can be 6-12 months if available. He added that he wanted to 6 reiterate the unbelievable effort on the part of RWSA to set up the bypass 7 pumping, which is fully operational now. Dr. Palmer asked how old the 8 Moore's Creek Pump Station was. Mr. O'Connell replied that he was no sure, 9 but maybe about 30 years old.

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# 9. <u>Items Not on the Agenda</u>

Mr. O'Connell stated that ACSA staff will be presenting the proposed CIP program, followed by budget discussions in April, May, and June. He stated that they will look at the wholesale rate increase from RWSA, which is 13%, as well as ACSA rate options. He added that he also sent the Board an email about all of the water supply reservoirs being 100% full, with more rain coming.

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### 10. <u>Executive Session – Personnel Matter</u>

Ms. Trent read a Resolution to enter Executive Session pursuant to Virginia Code §2.2-3711 A (1) to discuss a personnel matter (Attached as Page\_\_\_\_\_).

Mr. Tolbert moved to approve the Resolution as presented
 to the Board; seconded by Dr. Palmer. The Chair asked for a roll-call
 vote: Mr. Parcells, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. Armstrong,
 aye; Mr. Roberts, aye.

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

Dr. Palmer moved to approve the Resolution as presented 1 2 to the Board, seconded by Mr. Tolbert. The Chair asked for a roll-3 call vote: Mr. Parcells, aye; Dr. Palmer, aye; Mr. Tolbert, aye; Mr. 4 Roberts, aye; Mr. Armstrong, aye; Mr. Moore, aye. 5 6 11. Adjourn 7 There being no further business, Dr. Palmer moved that the 8 meeting be adjourned, seconded by Ms. Swanson. All members voted 9 aye. 10 11 12 13 14 Gary B. O'Connell, Secretary-Treasurer

# AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Monthly Financial Reports	AGENDA DATE: March 21, 2024		
	ACTION: Informational		
<b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	ATTACHMENTS: Yes		

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

### DISCUSSION:

- Water consumption for the month of January decreased 5.2% compared to December. Water consumption for the month of January 2024 compared to January 2023 decreased 0.8%.
- RWSA's invoice of \$2,356,246 for the month of January was paid on February 6, 2024.
- Unearned water and sewer connection charges totaled \$2,836,433 at month end.
- System connection charges are slightly ahead of budgeted expectations with \$748,890 recognized in February.
- Water and Wastewater revenues for FY 2024 are above budgeted expectations by 5.4%. 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.
- Departments are actively working on the FY 2025 operating budget and rate model. Staff will present an overview of the proposed budget in April, in-depth budget workshop in May, and in June for a public hearing and adoption.
- The AMI installation contractor is scheduled to return the week of March 18<sup>th</sup> to complete installation of the remaining 3,400 radio units. We anticipate that installations will be completed by May 2024 and tasks related to system optimization will begin.

# AGENDA ITEM EXECUTIVE SUMMARY

# **BUDGET IMPACT:** Informational only.

## **RECOMMENDATIONS:** None

**BOARD ACTION REQUESTED:** None; informational item only.

## ATTACHMENTS:

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

## STATEMENT OF NET POSITION February 29, 2024

#### ASSETS

Cash and cash equivalents	\$	10,941,924
Accounts receivable		4,715,398
Investments		51,395,576
Capital assets: (net of accumulated depreciation)		181,387,029
Inventory		745,002
Prepaids		70,187
Cash and cash equivalents, restricted		547,273
Total assets		249,802,389
DEFERRED OUTFLOWS OF RESOURCES		
Combined deferred outflows of resources		1,175,852
LIABILITIES		
Accounts payable		2,966,359
Accrued liabilities		544,770
Compensated absences		746,495
Net pension liability		2,454,029
Other post-employment benefits		1,244,519
Unearned connection fees		2,836,433
Long-term debt		4,175,883

#### **DEFERRED INFLOWS OF RESOURCES**

Total liabilities

Combined deferred inflows of resources	1,104,953
NET POSITION	234,904,800

14,968,488

#### ALBEMARLE COUNTY SERVICE AUTHORITY For the One Month Ending February 29, 2024

	Budget FY 2024	Budget Year-to-Date 2024	February Actual Year-to-Date	Actual vs. Budget	Variance Percentage
Revenues				Duugoi	<u> </u>
Water Sales	20,580,000.	13,720,000.	14,607,282.	887,282.	6.47%
Sewer Service	16,679,000.	11,119,333.	11,560,947.	441,614.	3.97%
Total operating					
revenues	37,259,000.	24,839,333.	26,168,229.	1,328,896.	<u> </u>
Operating Expenses					
Purchase of bulk water Purchase of sewer	(16,256,000.)	(10,837,333.)	(10,822,313.)	15,020.	(0.14%) <b>B</b>
treatment	(11,689,000.)	(7,792,667.)	(7,536,384.)	256,283.	(3.29%) <b>B</b>
Administration	(1,475,500.)	(983,667.)	(836,209.)	147,458.	(14.99%) <b>C</b>
Finance	(2,890,000.)	(1,926,667.)	(1,6/3,9/4.)	252,693.	(13.12%) C
Engineering	(1,767,000.)	(1,191,733.)	(1,003,031.)	120,702.	(10.80%) C
Maintenance	(4 749 900)	(3,166,600)	(2,647,798)	518 802	(16.38%) <b>C</b>
Total operating	(1,710,000.)	(0,100,000.)	(2,017,700.)	010,002.	(10.007.0)
expenses	(41,248,300.)	(27,498,867.)	(26,029,234.)	1,469,633.	(5.34%)
Operating gain(loss)	(3,989,300.)	(2,659,533.)	138,995.	2,798,528.	(105.23%)
Nonoperating Revenues					
System connection					
charges	8,000,000.	5,333,333.	5,641,420.	308,087.	5.78% <b>D</b>
Investment/Interest					
Income	600,000.	400,000.	1,905,442.	1,505,442.	376.36% E
Miscellaneous revenues	761,000.	507,333.	9,724. 377,820.	(943.) (129,513.)	(8.84%) (25.53%) <b>F</b>
l otal nonoperating revenues (expenses)	9,377,000.	6,251,333.	7,934,406.	1,683,073.	26.92%
Nonoperating Expenses					
Miscellaneous expenses	(327.300.)	(218.200.)	(620.611.)	(402.411.)	184.42% <b>G</b>
Bond interest charges	(183,859.)	(122,573.)	(96,991.)	25,582.	(20.87%) <b>H</b>
Depreciation	0.	0.	(2,853,062.)	(2,853,062.)	0.00%
Total nonoperating					
revenues (expenses)	(511,159.)	(340,773.)	(3,570,664.)	(3,229,892.)	947.81%
Capital contributions	0.	0.	880,393.	880,393.	0.00%
Change in Net Position	A 976 EA1	2 251 027	5 202 120	2 122 102	6E E00/
Change in Net FOSILION	4,070,041.	3,231,027.	0,000,100.	2,132,102.	00.00%
#### Albemarle County Service Authority Actual-to-Budget Year to Date Commentary

- **A.** Water and sewer revenues were more than budgeted amounts by 5.4%. Consumption through February (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 1.5%. 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.



# pfm **)** asset management

#### **Portfolio Summary and Statistics**

#### For the Month Ending February 29, 2024

#### ACSA OPERATING FUNDS - 03100100

Account Summary					
Description	Par Value	Market Value	Percent		
U.S. Treasury Bond / Note	12,445,000.00	12,265,453.91	39.64		
Supra-National Agency Bond / Note	650,000.00	646,102.49	2.09		
Municipal Bond / Note	380,000.00	379,861.00	1.23		
Federal Agency Mortgage-Backed Security	358,705.01	338,349.02	1.09		
Federal Agency Commercial	3,559,036.30	3,435,481.51	11.10		
Mortgage-Backed Security					
Federal Agency Collateralized Mortgage	150,000.00	148,241.45	0.48		
Obligation					
Federal Agency Bond / Note	1,445,000.00	1,427,962.00	4.61		
Corporate Note	4,465,000.00	4,378,488.05	14.15		
Commercial Paper	4,225,000.00	4,140,426.10	13.38		
Certificate of Deposit	3,425,000.00	3,430,154.16	11.08		
Bank Note	355,000.00	356,701.52	1.15		
Managed Account Sub-Total	31,457,741.31	30,947,221.21	100.00%		
Accrued Interest		227,377.77			
Total Portfolio	31,457,741.31	31,174,598.98			

### Unsettled Trades 300,000.00 299,949.90

#### Sector Allocation





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

#### Albemarle County Service Authority Connection Fee Analysis January 2024

Jan N Conn	uary 2024 Ionthly ection Fees	January 2023 Monthly Connection Fees		\$ Change		% Change	
\$	253,020	\$	53,880	\$	199,140	370%	
	225,460		792,555		(567,095)	-72%	
	-		-		-		
\$	478,480	\$	846,435	\$	(367,955)	-43%	
	Jan M Conn \$ \$	January 2024 Monthly Connection Fees \$ 253,020 225,460 - \$ 478,480	January 2024  Jan    Monthly  M    Connection Fees  Conn    \$  253,020  \$    225,460	January 2024  January 2023    Monthly  Monthly    Connection Fees  Connection Fees    \$  253,020  \$  53,880    225,460  792,555  -    -  -  -    \$  478,480  \$  846,435	January 2024    January 2024  January 2023    Monthly  Monthly    Connection Fees  Connection Fees    \$  253,020  \$  53,880  \$    \$  225,460  792,555  -    \$  478,480  \$  846,435  \$	January 2024  January 2023    Monthly  Monthly  \$    Connection Fees  Change    \$  253,020  \$  53,880  \$  199,140    225,460  792,555  (567,095)    -  -  -    \$  478,480  \$  846,435  \$  (367,955)	

Through January							
YTD FY 2024 YTD FY 2023 \$ %							%
Area	Connection Fees Connection Fees		es Change		Change		
Crozet	\$	1,793,515	\$	990,045	\$	803,470	81%
Urban		3,098,715		4,565,570		(1,466,855)	-32%
Scottsville		300		-		300	-
Total Connection fees	\$	4,892,530	\$	5,555,615	\$	(663,085)	-12%

Area	January 2024 ERC's	January 2023 ERC's	Change	% Change	
Crozet	18	4	14	350%	
Urban	16	59	(43)	-73%	
Scottsville	-	-	-	-	
Total ERC's	34	63	(29)	-46%	

Through January							
	YTD FY 2024	YTD FY 2023		%			
Area	ERC's	ERC's	Change	Change			
Crozet	124	74	50	68%			
Urban	214	339	(125)	-37%			
Scottsville	-	-	-	-			
Total ERC's - YTD	338	413	(75)	-18%			

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 January 2024

Area	January 2024 ERC's	January 2023 ERC's	January 2022 ERC's	
Crozet	18	4	5	
Urban	16	59	17	
Scottsville	-	-	-	
Total ERC's	34	63	22	
	Through .	January		
	YTD 2024	YTD 2023	YTD 2022	
Area	ERC's	ERC's	ERC's	
Crozet	124	74	59	
Urban	214	339	305	
Scottsville	-	-	-	

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.

413

338

Total ERC's - YTD

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

	FY 2024			FY 2023		Increase	
	RV	VSA Charges	RV	VSA 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				2,006,071			
April				2,013,296			
Мау				2,021,900			
June				1,979,565			
	\$	18,349,114	\$	24,170,133			
VTD	~	10 240 114	ć	10 140 201	~	2 100 812	12 (20/
טוז	Ş	18,349,114	Ş	16,149,301	Ş	2,199,813	13.02%

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

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

				Monthly Precipitation (In.)		
	FY 2024 Consumption	FY 2023 Consumption		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		126,909,570	-100.00%		2.87	
March		134,395,216	-100.00%		1.36	
April		140,263,055	-100.00%		4.67	
May		140,578,641	-100.00%		2.31	
June		163,336,945	-100.00%		4.81	
	1,104,452,284	1,752,137,549		26.57	43.01	
VTD	1 104 452 284	1 046 654 122	E E 29/	26 57	26.00	
YTD	1,104,452,284	1,046,654,122	5.52%	26.57	26	

Note: Consumption through January 2024 is 5.52% more than the same period in fiscal year 2023. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

Note: Precipitation data obtained from National Oceanic and Atmospheric Administration (NOAA): https://www.ncdc.noaa.gov/cdo-web/search.

# Water and Sewer Report

(Volumes in Gallons)

0

0

700

2,900

444,300

### January 2024

Billed by Area:	Water	Sewer	Billing by Sewer Plant:	
Crozet	15,767,022	14,955,197	Total Urban and Crozet	123,661,859
Scottsville	840,219	719,791	less Glenmore WRRF	(3,970,003)
Urban	121,086,002	108,706,662	Moores Creek AWRRF	119,691,856
Red Hill	34,197	0	Scottsville WRRF	719,791
Total	137,727,440	124,381,650	Total	120,411,647
			Hydrant Meter Consumption (bille	d by invoice):
			Urban	444.300

Number of Installed Met	ers:	
Urban		19
Crozet		20
Scottsville		0
	Total	39

Estimated Water Loss:		
3 Boars Head Ln-1/02/24	Urban	2,000
1319 Orchard Dr-1/08/24	Crozet	200

965 Belvedere Blvd-1/20/24

Crozet

Scottsville

Urban

Total

Total

Billed Consumption for Selected Customers								
	Water	Sewer		Water	<u>Sewer</u>			
Virginia Land Holding	197,237	197,237	Boar's Head Inn	479,588	400,313			
Southwood Mobile Homes	1,750,480	1,940,000	Farmington Inc.	809,493	429,464			
Turtle Creek Apts.	1,412,279	1,405,831	Westgate Apts.	1,218,890	1,218,890			
Barracks West Apartments	1,877,963	1,877,963	PR Charger C'ville Holdings	1,885,186	1,885,186			
Monroe Health & Rehab.	733,317	733,317	Four Seasons Apts	1,678,219	1,678,219			
Sunrise Senior "Colonnades"	859,896	768,596	Ch'ville/Alb Airport	79,136	79,199			
ACRJ	872,150	804,150	State Farm	1,395,490	1,394,553			
Westminster Canterbury	1,117,320	1,117,320	Hyatt @ Stonefield	372,878	372,878			
SEMF Charleston	1,472,255	1,472,255	Doubletree	595,141	595,141			
Martha Jefferson Hospital	1,512,884	1,312,884	Arden Place Apts	434,360	434,360			
Crozet Mobile Home Village	261,284	261,284	Hilton Garden Inn	179,937	179,937			
The Home Depot	163,553	163,553	The Blake & Charlottesville	318,798	318,798			
County of Albemarle	854,714	803,192	The Lodge @ Old Trail	251,416	251,416			
University of Virginia	1,899,182	1,895,921	Gov't-Defense Complex	350,040	350,040			
Wegmans	321,690	321,690	Harris Teeter Stores	103,936	103,936			



44 Customer Class Report



January 2024

# WATER

Class Type	Number of Connections by Area							
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>				
Single-Family Residential	16,147	3,935	195	20,277				
Multi-Family Residential	572	44	3	619				
Commercial (Offices)	201	12	5	218				
Commercial (Other)	934	76	53	1,063				
Industrial	36	11	4	51				
Institutional	170	32	12	214				
Total Water Connections	18,060	4,110	272	22,442				
Plus Multiple Units	13,215	781	89	14,085				
Total Water Units	31,275	4,891	361	36,527				

# SEWER

Class Type	Number of Connections by Area							
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>				
Single-Family Residential	13,834	3,660	157	17,651				
Multi-Family Residential	541	42	4	587				
Commercial (Offices)	186	12	5	203				
Commercial (Other)	726	52	44	822				
Industrial	15	5	1	21				
Institutional	132	25	10	167				
Total Sewer Connections	15,434	3,796	221	19,451				
Plus Multiple Units	12,799	778	56	13,633				
Total Sewer Units	28,233	4,574	277	33,084				

# **POPULATION SERVED**

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
Total Water Customers	73,405	11,790	710	85,905
Total Sewer Customers	66,583	11,095	533	78,210

#### Albemarle County Service Authority Major Customer Analysis January 2024 and December 2023

	Januar	y 2024	Decemb	er 2023	Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Westgate Apts.	1,218,890	1,218,890	1,078,181	1,077,781	13.05%	13.09%
University of Virginia	1,899,182	1,895,921	1,797,782	1,792,659	5.64%	5.76%
Four Seasons Apts.	1,678,219	1,678,219	1,616,586	1,616,586	3.81%	3.81%
Southwood Mobile Homes	1,750,480	1,940,000	1,772,650	2,370,000	-1.25%	-18.14%
Barracks West Apartments	1,877,963	1,877,963	1,958,280	1,958,280	-4.10%	-4.10%
Martha Jefferson Hospital	1,512,884	1,312,884	1,578,667	1,028,019	-4.17%	27.71%
Turtle Creek Apts.	1,412,279	1,405,831	1,490,694	1,483,545	-5.26%	-5.24%
SEMF Charleston	1,472,255	1,472,255	1,664,821	1,664,821	-11.57%	-11.57%
ACRJ	872,150	804,150	1,017,810	936,810	-14.31%	-14.16%
Abbington Crossing	1,885,186	1,885,186	2,240,478	2,240,478	-15.86%	-15.86%
Westmisnster Canterbury	1,117,320	1,117,320	1,341,650	1,279,650	-16.72%	-12.69%
State Farm	1,395,490	1,394,553	1,692,600	1,700,982	-17.55%	-18.01%
County of Albemarle	854,714	803,192	1,122,082	1,019,666	-23.83%	-21.23%

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 January 2024 and January 2023

	Janua	ary 202	24	Janua	ry 20	)23	Increase(Decrease)	Inc	rease(Decrease)
	Water*	9	Sewer*	 Water*		Sewer*	Water Consumption		Sewer Usage
University of Virginia	1,899,182	1	,895,921	1,081,805		1,075,477	75.56%		76.29%
Barracks West Apartments	1,877,963	1	,877,963	1,549,500		1,549,500	21.20%		21.20%
State Farm	1,395,490	1	,394,553	1,158,860		1,158,860	20.42%		20.34%
Martha Jefferson Hospital	1,512,884	1	,312,884	1,361,249		1,214,549	11.14%		8.10%
Westgate Apts.	1,218,890	1	,218,890	1,126,854		1,126,854	8.17%		8.17%
Turtle Creek Apts.	1,412,279	1	,405,831	1,396,654		1,395,854	1.12%		0.71%
Abbington Crossing	1,885,186	1	,885,186	1,871,612		1,871,612	0.73%		0.73%
SEMF Charleston	1,472,255	1	,472,255	1,468,633		1,468,633	0.25%		0.25%
Southwood Mobile Homes	1,750,480	1	,940,000	1,774,290		2,130,000	-1.34%		-8.92%
Four Seasons Apts.	1,678,219	1	,678,219	1,714,618		1,714,618	-2.12%		-2.12%
Westmisnster Canterbury	1,117,320	1	,117,320	1,197,100		1,197,100	-6.66%		-6.66%
ACRJ	872,150		804,150	1,047,840		1,042,840	-16.77%		-22.89%
County of Albemarle	854,714		803,192	1,232,730		1,181,824	-30.66%		-32.04%

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 -- January

	YTD F	( 2024	YTD FY	2023	Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
State Farm	13,078,500	12,357,418	2,418,520	1,907,520	440.76%	547.83%
County of Albemarle	12,058,184	7,727,572	9,426,172	7,661,867	27.92%	0.86%
Barracks West Apartments	12,354,123	12,354,123	10,426,600	10,426,600	18.49%	18.49%
University of Virginia	14,300,786	14,274,353	12,807,919	12,776,595	11.66%	11.72%
Abbington Crossing	14,550,067	14,550,067	13,076,021	13,076,021	11.27%	11.27%
Turtle Creek Apts.	9,657,047	9,624,321	8,818,709	8,791,809	9.51%	9.47%
SEMF Charleston	11,022,327	11,022,327	10,135,420	10,135,420	8.75%	8.75%
Westmisnster Canterbury	11,110,690	10,531,690	10,310,650	9,726,650	7.76%	8.28%
Martha Jefferson Hospital	15,428,443	9,054,998	14,566,331	8,003,127	5.92%	13.14%
Southwood Mobile Homes	12,513,290	14,960,000	12,434,025	15,010,000	0.64%	-0.33%
Westgate Apts.	8,320,606	8,314,306	8,771,430	8,765,130	-5.14%	-5.14%
ACRJ	7,098,880	6,182,880	7,709,210	6,693,210	-7.92%	-7.62%
Four Seasons Apts.	10,981,232	10,981,232	11,945,002	11,945,002	-8.07%	-8.07%

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 Crozet Water Comparison **RWSA Billed Water Charges & ACSA Billed Water Revenues** 



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



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



Charges and Revenues (in Thousands of Dollars)

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



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)

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



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



Albemarle County Service Authority

# 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	Мау	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	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	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	4,021,793 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	Мау	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					
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					
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					
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					
Total	72,036,394	75,677,317	81,172,497	73,502,370	72,872,506	66,853,241	66,952,745	-	-	-	-	-

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					
Level 2 (3,001 - 6,000 gallons)	657,224	542,994	149,091	685,181	93,892	2,523	994					
Level 3 (6,001 - 9,000 gallons)	717,195	648,971	222,722	787,674	113,745	6,614	1,802					
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					
Total	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	-	-		-	-











Albemarle County Service Authority February 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	02/06/2024	Rivanna Water & Sewer Authority	2,356,245.65	Water & Sewer Treatment
ACH	02/29/2024	Payroll	174,785.03	Net Pay
ACH	02/15/2024	Payroll	169,072.98	Net Pay
493570231	02/29/2024	IRS - Federal Tax Deposit	64,423.06	Payroll
492702334	02/15/2024	IRS - Federal Tax Deposit	63,401.62	Payroll
Wire	02/15/2024	The Bank of New York Mellon	48,604.17	Debt Service
493570230	02/29/2024	County of Albemarle	39,692.87	Payroll
492702333	02/29/2024	County of Albemarle	36,752.66	Payroll
493570227	02/29/2024	Virginia Retirement System	32,229.86	Payroll
492702330	02/29/2024	Virginia Retirement System	31,845.28	Payroll
68822	02/21/2024	AGILIS LLC	30,022.00	Exclusion Meter Conversion
68783	02/01/2024	Whitman, Requardt & Assoc LLP	29,735.82	SCADA Phase 3 Const
68742	02/01/2024	Environmental Systems Research Insti	29,300.00	ESRI ArcGIS Software Renewal
68763	02/01/2024	Paymentus Corporation	23,954.27	Transaction Fees
68861	02/15/2024	Southwood Charlottesville LLC	21,420.50	Oversizing Reimbursement
68799	02/15/2024	Bank of America	18,150.52	Supplies & Memberships
68871	02/15/2024	U S Postmaster	18,000.00	Bulk Mail
68816	02/15/2024	Ferguson US Holdings Inc	17,119.39	Inventory
68780	02/01/2024	Virginia Department of Health	16,611.00	Waterworks Operation
68750	02/01/2024	Fortiline Incorporated	15,692.46	Inventory
68833	02/15/2024	Lawrence Equipment Inc	15,582.23	Backhoe Repair
68858	02/15/2024	S L Williamson Company Inc	14,319.43	Route 240 Patch
68739	02/01/2024	Drive Team Akron LLC	11,802.26	CDL Training
493570232	02/29/2024	Virginia Dept of Taxation	11,030.69	Payroll
492702335	02/15/2024	Virginia Dept of Taxation	10,816.25	Payroll
68876	02/15/2024	Cellco Partnership	8,866.37	Cellular Service
68734	02/01/2024	Core & Main LP	7,890.78	Inventory
68813	02/15/2024	Dominion Energy Virginia	7,202.74	Energy
68880	02/16/2024	Robert Duncan	6,948.00	Lead Team Retreat
68806	02/15/2024	HTM/MTE Associates Inc	6,423.61	Unit #18 Repairs
68749	02/01/2024	AGILIS LLC	6,200.00	Exclusion Meter Conversion
68832	02/15/2024	Kaseya US LLC	5,923.90	Unitrends UniView Portal
68837	02/15/2024	Letterpress Communications LLC	5 <i>,</i> 835.90	Communications Consultant
68842	02/15/2024	Mansfield Oil Company of Gainesville	4,843.80	
492702332	02/15/2024	VALIC	4,817.50	
493570229	02/29/2024	VALIC	4,817.50	
68864	02/15/2024	SwiftComply US Opco Inc	4,686.00	
68738	02/01/2024	Dominion Energy Virginia	4,659.16	
492702329	02/15/2024	Nationwide	4,515.65	
493570226	02/29/2024	Nationwide	4,515.65	
68744	02/01/2024	Evoqua Water Technologies LLC	4,167.54	
68776	02/01/2024	Timmons Group Incorporated	4,132.40	
68740	02/01/2024	Ed's Floor Care Services LLC	3,703.33	
493570224	02/29/2024	ICMA Membership Renewals	3,435.53	

492702327	02/15/2024	ICMA Membership Renewals	3,370.57
68765	02/01/2024	PFM Asset Management LLC	3,054.31
68860	02/15/2024	Siemens Industry Inc.	2,957.80
68741	02/01/2024	The Browning Group International Inc	2,900.00
68834	02/15/2024	Dixie Trailer & Truck Equipment	2,866.20
68855	02/15/2024	Stephen M Lestyan	2,550.00
68814	02/15/2024	E Source Companies LLC	2,400.00
68851	02/15/2024	The Pitney Bowes Bank Incorporated	2,400.00
68821	02/15/2024	Flora Pettit PC	2,310.00
68736	02/01/2024	Cues Incorporated	2,288.45
68720	02/01/2024	Allison Partners	2,250.00
68838	02/15/2024	Lowe's	2,160.73
68778	02/01/2024	UniFirst Corporation	1,945.77
68756	02/01/2024	Mailing Services of Virginia	1,929.42
68962	02/29/2024	Minnesota Life Insurance Co	1,911.14
68751	02/01/2024	Gage Environmental Products & Servio	1,893.00
68872	02/15/2024	UniFirst Corporation	1,876.43
68960	02/29/2024	Guardian	1,871.18
68766	02/01/2024	Rappahannock Electric Cooperative	1,708.88
68818	02/15/2024	Finley Asphalt & Concrete	1,705.40
68733	02/01/2024	Comcast	1,670.65
68868	02/15/2024	Traffic Safety Supplies LLC	1,670.62
68803	02/15/2024	Culpeper Auto Parts Incorporated	1,578.00
492702337	02/15/2024	ACSA Flexible Spending	1,573.15
493570234	02/29/2024	ACSA Flexible Spending	1,573.15
68877	02/15/2024	VA Utility Protection Service Inc	1,554.80
68779	02/01/2024	University Tire & Auto	1,545.32
68846	02/15/2024	ODP Business Solutions LLC	1,476.65
68865	02/15/2024	Tencarva Machinery Co LLC	1,435.00
492702336	02/15/2024	Flexible Benefit	1,397.50
493570233	02/29/2024	Flexible Benefit	1,397.50
68807	02/15/2024	Core & Main LP	1,395.15
68769	02/01/2024	S L Williamson Company Inc	1,386.77
68809	02/15/2024	Lee Enterprises Incorporated	1,353.64
68836	02/15/2024	L/B Water Service Incorporated	1,200.00
68857	02/15/2024	Rivanna Water & Sewer Authority	1,172.58
68828	02/15/2024	James M Cox Company Inc	1,076.32
68725	02/01/2024	Campbell Equipment Inc	1,059.96
68827	02/15/2024	Hydraflo Incorporated	1,056.00
68830	02/15/2024	James River Equipment	1,024.71
68745	02/01/2024	Anelia Farhi	1,000.00
68754	02/01/2024	Hawkins-Graves Incorporated	1,000.00
68874	02/15/2024	UVA-WorkMed	970.00
68719	02/01/2024	Albemarle Lock & Safe Company	912.00
493570235	02/29/2024	VACORP	786.58
68859	02/15/2024	Safeware Incorporated	785.52
493570228	02/29/2024	AFLAC	778.32

492702331	02/29/2024	AFLAC	778.32
68732	02/01/2024	Comcast	753.74
68718	02/01/2024	Advance Stores Company Inc	731.40
68817	02/15/2024	Ferguson US Holdings Inc	728.78
68747	02/01/2024	First Systems & Resources Incorporate	720.00
68791	02/02/2024	Ferguson US Holdings Inc	714.00
68835	02/15/2024	LB Technology Incorporated	700.00
68863	02/15/2024	Macro Retailing LLC	687.98
68730	02/01/2024	BRC Enterprises Incorporated	652.50
493570225	02/29/2024	ACAC	602.50
492702328	02/29/2024	ACAC	602.50
68772	02/01/2024	David & Margreta Swanson	600.00
68852	02/15/2024	Red Wing Business Advantage Accoun	565.77
68812	02/15/2024	Dodson Glass & Mirror Inc	484.85
68774	02/01/2024	TSRC Incorporated	465.36
68746	02/01/2024	Ferguson US Holdings Inc	453.72
68856	02/15/2024	Rivanna Solid Waste Authority	423.00
68878	02/15/2024	Protocol SSD Corporation	401.65
68777	02/01/2024	Traffic Safety Supplies LLC	400.99
68841	02/15/2024	Michael Malone	366.35
68727	02/01/2024	Carter Machinery Company Incorpora	358.65
68755	02/01/2024	Wisconsin Quick Lube Inc	347.93
68805	02/15/2024	City of Charlottesville	339.30
68723	02/01/2024	Brink's Incorporated	336.01
68781	02/01/2024	Protocol SSD Corporation	321.45
68748	02/01/2024	Fisher Auto Parts Incorporated	310.64
68839	02/15/2024	Mailing Services of Virginia	310.32
68870	02/15/2024	U. S. Bank	291.67
68963	02/29/2024	Piedmont Family YMCA	281.70
68768	02/01/2024	Ricoh USA Incorporated	275.00
68775	02/01/2024	Greenbrier Incorporated	272.61
68759	02/01/2024	McCarthy Tire Service	265.17
68804	02/15/2024	C.E.S (City Electric Accounts - Chi)	249.12
68792	02/15/2024	Advance Stores Company Inc	248.43
68800	02/15/2024	Bob's Wheel Alignment Inc	246.35
68728	02/01/2024	Culpeper Auto Parts Incorporated	233.91
68758	02/01/2024	Martin Marietta Materials Incorporate	223.48
68853	02/15/2024	Republic Services	204.73
68794	02/15/2024	David A Payne	203.10
68825	02/15/2024	W W Grainger Incorporated	202.96
68761	02/01/2024	Grace Prestiy	200.00
68848	02/15/2024	Josephine Sours	200.00
492702326	02/15/2024	Treasurer of Virginia	189.94
493570223	02/29/2024	Treasurer of Virginia	189.94
68810	02/15/2024	Harris Systems USA Incorporated	180.00
68784	02/01/2024	William A Wells	175.00
68831	02/15/2024	Wisconsin Quick Lube Inc	160.68

68820	02/15/2024	Flexible Benefit Administrators Inc	160.35
68735	02/01/2024	Corporate Apartment Specialists	159.42
68767	02/01/2024	Rexel USA Incorporated	150.81
68797	02/15/2024	Aqua Air Laboratories Inc	150.00
68764	02/01/2024	Performance Signs LLC	144.00
68879	02/15/2024	William A Wells	140.00
68961	02/29/2024	Herbert Beskin Trustee	135.00
68815	02/15/2024	FedEx	134.46
68866	02/15/2024	TSRC Incorporated	133.50
68782	02/01/2024	Water Works Metrology LLC	131.50
68721	02/01/2024	API Service Center	123.75
68726	02/01/2024	MWP Supply Incorporated	120.35
68964	02/29/2024	Snap Fitness	119.88
68796	02/15/2024	American Pest Incorporated	118.00
68845	02/15/2024	O'Reilly Automotive Stores Inc	109.26
68875	02/15/2024	VAMAC Incorporated	108.78
68862	02/15/2024	Stars of Charlottesville	104.37
68762	02/01/2024	James Bunn	100.00
68847	02/15/2024	Brian Cohen	100.00
68854	02/15/2024	Rexel USA Incorporated	99.61
68737	02/01/2024	Danielle Daniels	99.55
68724	02/01/2024	Ann M Brown	99.33
68757	02/01/2024	Malloy Ford	90.32
68850	02/15/2024	Piedmont Power	87.53
68840	02/15/2024	Malloy Chevrolet Charlottesville LLC	85.80
68843	02/15/2024	Martin Hardware Company Inc	82.03
68793	02/15/2024	Albemarle Lock & Safe Company	81.00
68959	02/29/2024	Anytime Fitness-Pantops	80.00
68826	02/15/2024	Greenwood Homes	79.87
68760	02/01/2024	ODP Business Solutions LLC	77.63
68798	02/15/2024	Augusta Cooperative Farm Bureau	74.12
68801	02/15/2024	MWP Supply Incorporated	72.25
68849	02/15/2024	Emily Paul	71.02
68829	02/15/2024	James River Communications Inc	70.00
68811	02/15/2024	Document Destruction of	69.95
68771	02/01/2024	Stanley Martin	44.51
68753	02/01/2024	Kathleen Hajek	42.26
68722	02/01/2024	Appalachian Power	41.27
68752	02/01/2024	Gingerich Outdoor Power Spec	39.93
68824	02/15/2024	Gingerich Outdoor Power Spec	39.90
68823	02/15/2024	Fortiline Incorporated	39.87
68802	02/15/2024	Central Virginia Electric Cooperative	37.62
68844	02/15/2024	McCarthy Tire Service	35.00
68731	02/01/2024	City of Charlottesville	29.60
68819	02/15/2024	Fisher Auto Parts Incorporated	26.76
68770	02/01/2024	CM Turf	25.00
68869	02/15/2024	Troy's Auto & Diesel LLC	20.00

68873	02/15/2024	University Tire & Auto	20.00
68773	02/01/2024	The Book Room	17.77
68729	02/01/2024	Charlottesville Sanitary	14.98
68795	02/15/2024	BPB Holding Corporation	12.07
68808	02/15/2024	Crozet Hardware Co., Inc.	10.38
68743	02/01/2024	Sharon Evans	7.71
68867	02/15/2024	Thryv Incorporated	6.50
			3,507,300.60

# ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: FY 2024 Capital Improvement Program (CIP) Report	AGENDA DATE: March 21, 2024
<b>STAFF CONTACT(S)/PREPARER:</b> Jeremy M. Lynn, P.E., Director of Engineering	CONSENT AGENDA: ACTION: INFORMATION: ACTION: KINFORMATION: ACTION: KINFORMATION: KINFO

**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 March 2024

#### Water System CIP Projects

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

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

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

3/12/2024: Payment has been made for the VDOT Land Use Permits and the Preconstruction Conference with VDOT is scheduled for March 12, 2024. Construction activities are likely to begin before the end of March 2024. Property owner notifications have been mailed out ahead of construction activities. The Crozet Gazette recently published an article (see link below) introducing the community to the project.

https://www.crozetgazette.com/2024/03/08/yearlong-water-mainreplacement-project-on-tap/

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

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

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

3/12/2024: WRA is working to finalize the first batch of plats so easement acquisition efforts can begin.

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

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

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

3/12/2024: The preferred alternative alignment identified in Dewberry's Final Technical Memorandum is a water connection to the Fontaine Research Park (Alternative 4 - purple). This alignment parallels the RWSA's proposed Ragged Mountain to Observatory WTP 36" Raw Waterline, which is currently under design and advertisement is anticipated this spring. RWSA's design consultant is preparing a fee proposal for design phase services to incorporate the ACSA's water main into their current design.



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

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

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

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

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

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

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

3/12/2024: On February 27, 2024, two bids were received for the On-Call Water System and Water Meter Replacement Contract and the apparent low bidder is Rocktown Excavating. ACSA staff anticipates the construction of this project will be the first work order issued to Rocktown Excavating. A Board authorization is proposed for this project.

#### 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:	\$255,338

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

3/12/2024: The 90% Design Documents have been received and they are currently under review. ACSA staff is also in the process of submitting the VDOT Land Use Permit to cover the test pits and geotechnical borings. A Board authorization is proposed for this project.

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

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

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

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

#### 8. <u>Townwood Water Main Replacement (Account Code 1773)</u>:

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.

3/12/2024: Schnabel Engineering has completed the geotechnical soil borings, and the test pits are scheduled for the week of March 18, 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:	\$128,000

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

3/12/2024: ACSA staff continues efforts to acquire the necessary easement 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.

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

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

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

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

3/12/2024: ACSA staff continues to work with the HOA on obtaining the necessary easement. On February 27, 2024, two bids were received for the On-Call Water System and Water Meter Replacement Contract and the apparent low bidder is Rocktown Excavating. ACSA staff anticipates the construction of this project will be the second work order issued to Rocktown Excavating. A Board authorization is proposed for this project.

#### 12. Exclusion Meters Replacement (Account Code 1759):

ACSA Engineering Department
Construction
52%
ACSA and Irrigation Contractors
September 2019
2025
\$742,500
\$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.

3/12/2024: 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 238 private irrigation exclusion meters remaining in our system.

### Sewer System CIP Projects

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

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

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

#### 3/12/2024: ACI has mobilized to the site and begun preliminary site work.



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

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

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

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

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

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

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

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

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

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

)24

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

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

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

DBG, A Ramboll Company (Ramboll)
Construction
Inderway
Prism Contractors & Engineers, Inc. (Prism)
une 2023
une 2024
500,000
500,000

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

3/12/2024: Lining material for Work Order No.'s 1 and 2 are scheduled to arrive the week of March 11, 2024, and installation is anticipated the week of March 18, 2024.

#### Non-Utility and Facility CIP Projects

#### 18. Risk Assessment Improvements (Account Code 1621):

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

**Project Description:** This project focuses on implementation of recommendations from our Vulnerability Assessment that was completed in conjunction with our community partners, which identified mitigation measures to lower risks and increase resiliency for the ACSA. Priority 1 improvements focus on fencing and door hardening at existing tank and pump station sites. Priority 2

focuses on the creation of sterile zones around various sites. Priorities 3 and 4 focus on installation of new fencing and lightening protection. Some mitigation measures have already been completed with others phased over upcoming fiscal years based upon priority.

3/12/2024: The asphalt berm at the Ashcroft Pump Station No. 1 has been installed, leaving the door hardening at the Old Forge Sewer Pump Station the only item remaining to be completed by HCC.

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

Consultant:	Timmons Group
Project Status:	Study
Percent Complete:	100%
Project Start:	September 2023
Completion:	March 2024
Total Budget:	\$225,000
Appropriated Funds:	\$45,228

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

3/12/2024: Timmons Group has delivered current and future state recommendations as well as the budget and schedule for implementation. The study phase of this project has successfully concluded. ACSA staff will use much of the next 12 months for data clean-up as recommended by Timmons in advance of Utility Network implementation. This project will be removed from the Monthly CIP Report until the implementation phase begins.

#### 20. Energy Audit (Account Code 1625):

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

**Project Description:** This project consists of a comprehensive energy audit of the Operations Center and all pump stations. The Energy Audit evaluated current

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

3/12/2024: The Ford F-150 Lightning has arrived and is being equipped with safety lights and a toolbox before being placed into service. The submittals for the main distribution panel, service disconnect, and several other items have been approved and the order has been placed. ACSA staff will be installing the necessary conduits and transformer pad later this month.



#### 21. Avon Operations Center (Account Code 1622):

Consultant: Project Status: Percent Complete: Contractor: Construction Start: Completion: Total Budget: Appropriated Funds: Dewberry Engineers, Inc. (Dewberry) Design 100% Undetermined 2024 2025 \$11,990,000 \$933,857 **Project Description:** As part of the Operations Center Expansion Study our consultant reviewed all properties owned by the ACSA that could be utilized as we continue to grow. The Avon Street property has long been held as a future location to build additional facilities in a central location, as needed. The current Maintenance Yard at our Operations Center is becoming overcrowded with equipment and materials, causing us to locate some equipment and larger materials in the former ACSA Maintenance Yard at the Crozet Water Treatment Plant, which we lease from RWSA. The future expansion of granular activated carbon (GAC) at the Crozet Water Treatment Plant site will result in the loss of much of the ACSA's storage space at that site. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators.

3/12/2024: The Pre-Bid Meeting was held on February 20, 2024, and Addendum #1 has been issued. The Bid Opening date is scheduled for March 27, 2024. ACSA staff have successfully acquired one of the necessary off-site easements and is working to finalize easement language with the other property owner. The Stormwater Maintenance Agreement prepared by the County has been executed by the ACSA.

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

Fire-X Corporation (Fire-X)
Construction
10%
March 2024
July 2024
\$750,000
\$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.

3/12/2024: Fire-X has received all their necessary permits from the County and has mobilized to the site. The old fire suppression system in the attic has been removed and installation of the new system is underway.



#### 23. Records Management Project (Account Code 1632):

Consultant:	Right Fit Consulting
Project Status:	Study
Percent Complete:	50%
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.

3/12/2024: Four one-hour meetings have taken place to review the Library of Virginia's general schedule for document retention and disposal and the applicability to the ACSA. Several additional meetings are scheduled to complete that process and to begin working on draft Document Retention and Disposal Policies and formalization of our retention schedule.

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

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	99%
Contractor:	Foothill Irrigation
Construction Start:	February 2023
Completion:	April 2024
Total Budget:	\$348,000
Appropriated Funds:	\$360,295

**Project Description:** In late 2018 ACSA staff became aware of four-story residential structures being constructed without proper backflow prevention assemblies. Section 8 of the ACSA Rules and Regulations details the ACSA Backflow Prevention Program. This program is in accordance with 12VAC5-590-570 through 12VAC5-590-630 of the Virginia Waterworks Regulations. The Containment Policy in 12VAC5-590-610 outlines the requirement for a backflow prevention (BFP) assembly on the domestic water service line to high rise structures, defined as four (4) or more stories.

3/12/2024: Foothill Irrigation recently completed the installation of one of the remaining two backflow assemblies. The final customer has indicated a desire to have their backflow assembly installed by their plumber of choice. ACSA staff have approved pricing from their plumber, and we are waiting on an installation schedule. The contract with Foothill Irrigation has been closed out.

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

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

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

3/12/2024: Site Acceptance Testing is scheduled for March 12-13, 2024, for the following PRV sites: Woodlands, Fontana, Glenmore, and Camelot.

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

- 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.
- <u>Brookhill Blocks 16 & 17 (Rivanna)</u>: Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and east of the Montgomery Ridge Subdivision.
- **3.** <u>Dunlora Park Phase 2 (Rio)</u>: Water and sewer main extensions to serve 6 single family homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
- 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.
- 5. <u>Mountain View Elementary Building Addition (Scottsville)</u>: Water main extension to facilitate building addition.
- 6. <u>North Pointe Section 2 (Rivanna)</u>: Water and sewer main extensions to serve 162 single family homes. The project is located at the northern end of Cliffstone Boulevard.
- 7. <u>Old Trail Village Block 26 (White Hall)</u>: Water and sewer main extensions to serve 46 single family homes. The project is located at the intersection of Golf Drive and Addle Hill Road.
- 8. <u>Rivanna Village Phase 2 (Scottsville)</u>: 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.
- **9.** <u>Southwood Village Blocks 11 & 12 (Scottsville)</u>: 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.
- **10.** <u>Southwood Redevelopment Village 2 (Scottsville)</u>: Water and sewer main extensions to serve 44 single family units and 4 condominium units. This project is located near the southern terminus of Horizon Road, on the south side of Hickory Street.

- 11. <u>Southwood Redevelopment Village 3 (Scottsville)</u>: 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.
- Stonefield Block D1 (Jack Jouett): Water main extension to serve a 220unit apartment building at the intersection of Inglewood Drive and Bond Street.
- 13. <u>UVA Fontaine Research Park Manning Institute of Biotechnology</u> (Samuel Miller): Water main relocation to serve the approx. 350,000 square foot Manning Institute of Biotechnology. The site is in the existing parking lot, northeast of 450 Ray C Hunt Drive.
- **14.** <u>Victorian Heights (Rio)</u>: 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

AGENDA TITLE: FY 2024 CIP Authorizations STAFF CONTACT(S)/PREPARER:	AGENDA DATE: March 21, 2024 ACTION: INFORMATION:					
Jeremy M. Lynn, P.E., Director of Engineering	CONSENT AGENDA:					
	ATTACHMENTS: YES					

**BACKGROUND:** Authorization for two CIP Projects, both of which are included in the CIP Rate Model Budget. The first authorization is for bid and construction phase services for the Briarwood Water Main Replacement Project. The second authorization is award and funding for the On-Call Water System and Water Meter Replacement Contract.

#### DISCUSSION:

- Provides ACSA staff with professional expertise of our term contract consultant during the bid and construction phase for the Briarwood Water Main Replacement Project.
- Allows ACSA staff to utilize an on-call contractor to address smaller CIP projects that aren't conducive to the design-bid-build process.

**BUDGET IMPACT:** The cost for bid and construction phase services for the Briarwood Water Main Replacement Project are within the amount budgeted in the CIP Rate Model. The amount requested for the On-Call Water System and Water Meter Replacement Contract matches the cost budgeted in the CIP Rate Model.

**RECOMMENDATIONS:** Authorize funding for these projects to keep our CIP Project Schedule moving forward and improving our utility system.

**BOARD ACTION REQUESTED:** Approve the Consent Agenda.

#### ATTACHMENTS:

- Detailed memo of the proposed CIP authorization.
- Proposal dated February 23, 2024, prepared by Ramboll for Bid and Construction Phase Services for the Briarwood Water Main Replacement Project.
- Recommendation of Award and Bid Tabulation prepared by Whitman, Requardt & Associates, LLP for the On-Call Water System and Water Meter Replacement Contract.



# Memorandum

- **To:** Board of Directors
- From: Jeremy M. Lynn, P.E., Director of Engineering
- Date: March 21, 2024
- **Re:** FY 2024 CIP Authorizations
- **CC:** Michael E. Derdeyn

The following projects require Board authorization:

A. <u>Briarwood Water Main Replacement Project:</u> Our consultant, Ramboll, is nearing completion of the design of the Briarwood Water Main Replacement Project. ACSA has developed a Scope of Services for Bid & Construction Phase Services for the Briarwood Water Main Replacement Project. Attached is a letter dated February 23, 2024, from Ramboll with their fee proposal for providing these services. The ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost for Bid & Construction Phase Services is \$22,388.00.

#### **Board Action**

We request the Board of Directors appropriate \$22,388.00 from the FY 2024 3R Fund for Bid & Construction Phase Services for the Briarwood Water Main Replacement Project.

B. <u>Annual Water Repair and Replacement:</u> On February 27, 2024, the ACSA accepted bids for the On-Call Water System and Water Meter Replacement Contract. Two (2) contractors submitted bids on the project and the apparent low bidder was Rocktown Excavating with a bid of \$4,334,539. Attached is a letter, dated March 8, 2024, along with the bid tabulation from Whitman, Requardt and Associates (WRA) recommending award of the contract to Rocktown Excavating for their bid of \$4,334,539. ACSA staff concurs with WRA's recommendation. This contract amount is not what is anticipated to be spent on an annual basis, but instead includes all potential bid items identified for this type of contract. ACSA staff will target expenditures of approximately \$200,000 annually.

#### **Board Action**

We request the Board of Directors authorized the award of the On-Call Water System and Water Meter Replacement Contract and appropriate \$200,000 from the FY 2024 3R Fund for construction. The \$200,000 authorization will appropriate \$60,000 to the Huntington Village Water Connection Project (Account Code 1770) and the remaining \$140,000 to the Lewis Hill – West Leigh Water Connection Project (Account Code 1754).

JML/jml Attachments 010101CIPAuthorizations03212024



WATER

#### Mr. John Anderson, PE

Senior Civil Engineer Albemarle County Service Authority 168 Spotnap Road Charlottesville, VA 22911

Dear John,

As requested, please find attached Ramboll's proposed fee estimate for the subject project. These documents were developed based upon previous services provided to the ACSA. The following clarifications and assumptions were made in the development of this fee:

#### SCOPE CLARIFICATIONS AND ASSUMPTIONS

#### **BID PHASE SERVICES:**

- Attend the project's Pre-Bid Meeting.
- Prepare and issue up to two (2) separate addenda to clarify items in the bidding documents.
- Provide up to five (5) sets of reproducible Contract Documents (Plans and Specification Book) will be provided to ACSA for distribution to interested parties. Additional documents will be provided to the ACSA at cost (estimated \$100/ea.), if required.
- Evaluate the bids and make recommendation of award to the ACSA.

#### **CONSTRUCTION PHASE SERVICES:**

- Attend up to two (2) project meetings. Attendance by the Engineer at Substantial Completion and/or Final Completion site walks is not anticipated.
- Development of record drawings will be based on the availability and detail of Contractor's and ACSA inspector's field markups and red-line drawings.
- A reasonable amount of effort has been included to provide for general consultation, requests for information, and resolution of change orders initiated either by ACSA or the Contractor. Should more time be required, Ramboll will request such additional time in advance of project closeout.

Ramboll 4435 Waterfront Drive Suite 205 Glen Allen, VA 23060 USA

Date February 23, 2024

T 804-822-4200 F 804-270-5808 https://ramboll.com

Ref Bid and Construction Phase Services for Briarwood Water Main Replacement Project



#### FEE

We propose to perform this work under the terms and conditions of our Annual Services Contract. The fee for services as set forth and described herein shall be calculated on the basis of Engineers hourly billing rates for employees by job category, as set forth in the attached fee estimate; plus reimbursable expenses at cost. The estimated not to exceed fee is \$22,388.00. Project costs will be tracked and invoiced monthly on a time-and-materials basis.

Upon your review, please don't hesitate to reach out should you have any questions or require additional information. We look forward to continuing our successful working relationship with you on this project.

Yours sincerely

opho 10 0

Maggie L. Hopkins, PE Project Officer Water Infrastructure and Climate Adaptation (1943882)

D 804-822-4223 maggie.hopkins@ramboll.com

#### Briarwood Water Main Replacement Project Albemarle County Service Authority

LABOR CLASSIFICATIONS											
	Officer 2 Project Manager 1 Engineer 2 Engineer 1 Admin. Assist. 2 TOTAL DIREC						DIRECT EXPENSES	TASK			
	\$245	\$200	\$145	\$125	\$90						
TASK	(HRS)	(HRS)	(HRS)	(HRS)	(HRS)	(HRS)	(\$)	(\$)			
BID PHASE SERVICES											
Attend Pre-Bid Meeting	4	6	0	4	0	14	\$98.00	\$2,778.00			
Prepare Addenda (assumed 2)	2	4	12	0	2	20	\$60.00	\$3,270.00			
Provide 5 Sets of Final Documents	0	0	2	4	2	8	\$610.00	\$1,580.00			
Evaluate Bids and Make Recommendation	2	2	6	0	2	12	\$0.00	\$1,940.00			
SUB-TOTAL	8	12	20	8	6	54	\$768.00	\$9,568.00			
CONSTRUCTION PHASE SERVICES											
Provide Interpretation and attend on site meeting (assumed 2)	2	16	24	4	0	46	\$220.00	\$7,890.00			
Prepare Record Drawings	2	4	4	20	0	30	\$560.00	\$4,930.00			
SUB-TOTAL	4	20	28	24	0	76	\$780.00	\$12,820.00			

TOTALS

130

\$22,388.00



March 8, 2024

Mr. Justin Weiler, P.E. Albemarle County Service Authority 168 Spotnap Road Charlottesville, Virginia 22911

Re: On-Call Water System and Water Meter Replacement Contract - Recommendation of Project Award

Dear Mr. Weiler:

The intent of this letter is to summarize the recent bid for the above-referenced annual contract and to provide a recommendation of award for the contract to the Albemarle County Service Authority (ACSA).

On February 27, 2024, bids were received and opened for the above-referenced annual contract at the ACSA's main office located at 168 Spotnap Road in Charlottesville, Virginia. A total of two (2) bids were received and opened for the annual contract. The bids received ranged from the apparent low bid of \$4,342,564 to \$4,999,930. The apparent low bidder was Rocktown Excavating.

#### **Bid Analysis**

The received bids were tabulated by WRA and checked for mathematical errors. The bid received from Rocktown Excavating had two discrepancies between the amounts stated in writing and the amounts calculated through WRA's check of the totals. The total price for contract item 22e and the total bid amount were both calculated incorrectly. The corrected total bid amount of \$4,334,539 still recognizes Rocktown Excavating as the low bidder. The other submitted bid was correctly calculated without any mathematical errors and contained all items required for a complete bid package. Attachment A contains the bid tabulations.

The bid submitted by Rocktown Excavating did acknowledge the receipt of Addendum 1 issued during the bid phase of the project. The bid package was accompanied by a bid bond. The bid package contained the required Commonwealth of Virginia, Class A license number on the bid form. Discounting the minor mathematical errors, the bid form and accompanying documents appeared completed and executed.

#### Rocktown Excavating Review

WRA understands that Rocktown Excavating has not worked as a contractor on an ACSA CIP project, however they have successfully completed multiple private development projects that include water and sewer infrastructure. WRA contacted customer, supplier, and subcontractor references provided by Rocktown Excavating for further review of the submitted bid.

WRA contacted Mr. Alan Harrison, Director of Greene County's Department of Water and Sewer to discuss Greene County's experiences with Rocktown Excavating. Mr. Harrison indicated that Rocktown Excavating successfully coordinates with VDOT for all required Land Use Permit applications and all required maintenance of traffic needs for all projects assigned to them. In addition, Mr. Harrison noted that Rocktown Excavating's costs for emergency repair work is very reasonable overall, and they have the ability to handle maintenance and repair work for water mains up to 12 inches in diameter. Mr. Harrison also indicated that Rocktown Excavating has been very responsive to Greene County's water main and water service emergency repair needs during his tenure at the County. Mr. Harrison anticipates giving Rocktown Excavating additional repair work as needed.

9030 Stony Point Parkway, Suite 220

Richmond, Virginia 23235

An additional customer reference contacted was Mr. Charlie Armstrong, Vice President of Southern Development. Mr. Armstrong claimed that Rocktown Excavating did a fantastic job on their waterline extension project. He emphasized their attention to detail and indicated that they prioritized the satisfaction of the neighbors and the County. Mr. Armstrong expressed his enjoyment in working with Rocktown Excavating and looks forward to continuing their working relationship.

WRA contacted Mr. Rob Moore, a general manager at Fortiline Waterworks. Fortiline Waterworks has been an underground utility supplier for Rocktown Excavating for the past couple of years. Mr. Moore indicated that Rocktown Excavating is in good financial standing with Fortiline. Mr. Moore mentioned that Fortiline looks forward to being a part of Rocktown Excavating's continued success in the future.

Additionally, Ethan Hensley of S.L. Williamson Co. was contacted as a subcontractor reference. S.L. Williamson Co. is a prominent paving contractor and has worked with Rocktown Excavating on a number of projects over the past three to four years. Mr. Hensley indicated that Rocktown Excavating does a good job with communication, scheduling, and managing operations. No significant payment issues have arisen between Rocktown Excavating and S.L. Williamson Co., and Mr. Hensley expressed that he has not had a negative experience with Rocktown Excavating.

Finally, WRA performed a review of disciplinary actions against Rocktown Excavating with the Virginia Department of Professional and Occupational Regulation (DPOR). A review of Rocktown Excavating's Class A license (license # 2705172496) revealed that no open complaints or claims currently exist against the company. In addition, the review indicated that no previous or closed complaints were evident. The research also showed that the Class A license received initial certification on June 6, 2019 and is currently scheduled to expire on June 30, 2025.

#### Recommendation of Project Award

WRA understands that Rocktown Excavating is a well-established and financially stable contractor. Based on the limited bid review, ACSA's previous project history, and WRA's investigation, Rocktown Excavating is the lowest, responsive, responsible bidder with a corrected low bid of \$4,334,539. WRA recommends that the On-Call Water System and Water Meter Replacement Contract be awarded to Rocktown Excavating for the corrected bid amount.

If you require any additional information or have any questions or concerns, please contact us at your earliest convenience.

Very truly yours, Whitman, Requardt & Associates, LLP

alles Luck

Charles Luck Vice President

Enclosures cc: File 46521-001



Attachment A

**Bid Tabulations** 

Contract		Estimated			Linco, Inc.		Rocktown Excavating			
Item No.	Description	Quantity	Unit	Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total	
10	Ductile Iron Water Main Installation									
10a.	Normal Installation: 12-inch Dia., Push-On (Depth < 5 FT.)	1000	L.F.	271	271,000	271,000	182	182,000	182,000	
10b.	Normal Installation: 10-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	241	120,500	120,500	162	81,000	81,000	
10c.	Normal Installation: 8-inch Dia., Push-On (Depth < 5 FT.)	1000	L.F.	238	238,000	238,000	144	144,000	144,000	
10d.	Normal Installation: 6-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	220	110,000	110,000	129	64,500	64,500	
10e.	Normal Installation: 4-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	239	119,500	119,500	148	74,000	74,000	
11a.	Normal Installation: 12-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	333	166,500	166,500	254	127,000	127,000	
11b.	Normal Installation: 10-inch Dia., Restrained Joint (Depth < 5 FT.)	250	L.F.	289	72,250	72,250	218	54,500	54,500	
11c.	Normal Installation: 8-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	271	135,500	135,500	187	93,500	93,500	
11d.	Normal Installation: 6-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	246	123,000	123,000	160	80,000	80,000	
11e.	Normal Installation: 4-inch Dia., Restrained Joint (Depth < 5 FT.)	250	L.F.	256	64,000	64,000	169	42,250	42,250	
12a.	Normal Installation: 12-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	358	35,800	35,800	267	26,700	26,700	
12b.	Normal Installation: 10-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	322	32,200	32,200	247	24,700	24,700	
12c.	Normal Installation: 8-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	311	31,100	31,100	229	22,900	22,900	
12d.	Normal Installation: 6-inch Dia., Push-On (Depth < 5 FT.)	100	L.F.	293	29,300	29,300	214	21,400	21,400	
12e.	Normal Installation: 4-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	318	31,800	31,800	234	23,400	23,400	
13a.	Normal Installation: 12-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	434	43,400	43,400	330	33,000	33,000	
13b.	Normal Installation: 10-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	383	38,300	38,300	296	29,600	29,600	
13c.	Normal Installation: 8-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	357	35,700	35,700	266	26,600	26,600	
13d.	Normal Installation: 6-inch Dia., Restrained Joint (Depth < 5 FT.)	100	L.F.	326	32,600	32,600	241	24,100	24,100	
13e.	Normal Installation: 4-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	339	33,900	33,900	251	25,100	25,100	
14a.	Installation under Pavement/Sidewalk: 12-inch Dia., Push-On (Depth < 5 FT.)	1000	L.F.	353	353,000	353,000	282	282,000	282,000	
14b.	Installation under Pavement/Sidewalk: 10-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	333	166,500	166,500	261	130,500	130,500	
14c.	Installation under Pavement/Sidewalk: 8-inch Dia., Push-On (Depth < 5 FT.)	1000	L.F.	312	312,000	312,000	244	244,000	244,000	
14d.	Installation under Pavement/Sidewalk: 6-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	301	150,500	150,500	228	114,000	114,000	
14e.	Installation under Pavement/Sidewalk: 4-inch Dia., Push-On (Depth < 5 FT.)	500	L.F.	320	160,000	160,000	247	123,500	123,500	
15a.	Installation under Pavement/Sidewalk: 12-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	415	207,500	207,500	343	171,500	171,500	
15b.	Installation under Pavement/Sidewalk: 10-inch Dia., Restrained Joint (Depth < 5 FT.)	250	L.F.	381	95,250	95,250	312	78,000	78,000	
15c.	Installation under Pavement/Sidewalk: 8-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	353	176,500	176,500	280	140,000	140,000	
15d.	Installation under Pavement/Sidewalk: 6-inch Dia., Restrained Joint (Depth < 5 FT.)	500	L.F.	328	164,000	164,000	255	127,500	127,500	
15e.	Installation under Pavement/Sidewalk: 4-inch Dia., Restrained Joint (Depth < 5 FT.)	250	L.F.	338	84,500	84,500	267	66,750	66,750	

Contract	Description	Fatimated			Linco, Inc.		Rocktown Excavating		
Item No.		Quantity	Unit	Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total
16a.	Installation under Pavement/Sidewalk: 12-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	484	48,400	48,400	301	30,100	30,100
16b.	Installation under Pavement/Sidewalk: 10-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	454	45,400	45,400	281	28,100	28,100
16c.	Installation under Pavement/Sidewalk: 8-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	438	43,800	43,800	263	26,300	26,300
16d.	Installation under Pavement/Sidewalk: 6-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	419	41,900	41,900	248	24,800	24,800
16e.	Installation under Pavement/Sidewalk: 4-inch Dia., Push-On (Depth > 5 FT.)	100	L.F.	443	44,300	44,300	268	26,800	26,800
17a.	Installation under Pavement/Sidewalk: 12-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	561	56,100	56,100	364	36,400	36,400
17b.	Installation under Pavement/Sidewalk: 10-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	514	51,400	51,400	331	33,100	33,100
17c.	Installation under Pavement/Sidewalk: 8-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	484	48,400	48,400	300	30,000	30,000
17d.	Installation under Pavement/Sidewalk: 6-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	452	45,200	45,200	275	27,500	27,500
17e.	Installation under Pavement/Sidewalk: 4-inch Dia., Restrained Joint (Depth > 5 FT.)	100	L.F.	465	46,500	46,500	286	28,600	28,600
18a.	V-Bio Enhanced Polyethylene Encasement: 12-inch Dia.	500	L.F.	5	2,500	2,500	24	12,000	12,000
18b.	V-Bio Enhanced Polyethylene Encasement: 10-inch Dia.	500	L.F.	4	2,000	2,000	24	12,000	12,000
18c.	V-Bio Enhanced Polyethylene Encasement: 8-inch Dia.	500	L.F.	4	2,000	2,000	23	11,500	11,500
18d.	V-Bio Enhanced Polyethylene Encasement: 6-inch Dia.	500	L.F.	4	2,000	2,000	23	11,500	11,500
18e.	V-Bio Enhanced Polyethylene Encasement: 4-inch Dia.	500	L.F.	4	2,000	2,000	23	11,500	11,500
20	Ductile Iron Fittings / Appurtenances								
20a.	90° Bend: 12-inch Dia.	5	EA.	987	4,935	4,935	2,143	10,715	10,715
20b.	90° Bend: 10-inch Dia.	5	EA.	739	3,695	3,695	1,900	9,500	9,500
20c.	90° Bend: 8-inch Dia.	5	EA.	495	2,475	2,475	1,661	8,305	8,305
20d.	90° Bend: 6-inch Dia.	5	EA.	352	1,760	1,760	1,522	7,610	7,610
20e.	90° Bend: 4-inch Dia.	5	EA.	251	1,255	1,255	1,423	7,115	7,115
21a.	45° Bend: 12-inch Dia.	5	EA.	886	4,430	4,430	2,044	10,220	10,220
21b.	45° Bend: 10-inch Dia.	5	EA.	628	3,140	3,140	1,792	8,960	8,960
21c.	45° Bend: 8-inch Dia.	5	EA.	442	2,210	2,210	1,609	8,045	8,045
21d.	45° Bend: 6-inch Dia.	5	EA.	317	1,585	1,585	1,488	7,440	7,440
21e.	45° Bend: 4-inch Dia.	5	EA.	325	1,625	1,625	1,495	7,475	7,475
22a.	22.5° Bend: 12-inch Dia.	5	EA.	826	4,130	4,130	1,986	9,930	9,930
22b.	22.5° Bend: 10-inch Dia.	5	EA.	626	3,130	3,130	1,790	8,950	8,950
22c.	22.5° Bend: 8-inch Dia.	5	EA.	437	2,185	2,185	1,605	8,025	8,025
22d.	22.5° Bend: 6-inch Dia.	5	EA.	304	1,520	1,520	1,475	7,375	7,375
22e.	22.5° Bend: 4-inch Dia.	5	EA.	226	1,130	1,130	1,398	6,975	6,990
23a.	11.25° Bend: 12-inch Dia.	5	EA.	796	3,980	3,980	1,956	9,780	9,780
23b.	11.25° Bend: 10-inch Dia.	5	EA.	614	3,070	3,070	1,778	8,890	8,890
23c.	11.25° Bend: 8-inch Dia.	5	EA.	416	2,080	2,080	1,584	7,920	7,920
23d.	11.25° Bend: 6-inch Dia.	5	EA.	309	1,545	1,545	1,480	7,400	7,400
23e.	11.25° Bend: 4-inch Dia.	5	EA.	221	1,105	1,105	1,394	6,970	6,970

Contract		Ectimated			Linco, Inc.		Rocktown Excavating			
Item No.	Description	Quantity	Unit	Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total	
24a.	Cap: 12-inch Dia.	1	EA.	568	568	568	1,790	1,790	1,790	
24b.	Cap: 10-inch Dia.	1	EA.	496	496	496	1,720	1,720	1,720	
24c.	Cap: 8-inch Dia.	1	EA.	366	366	366	1,593	1,593	1,593	
24d.	Cap: 6-inch Dia.	1	EA.	295	295	295	1,523	1,523	1,523	
24e.	Cap: 4-inch Dia.	1	EA.	245	245	245	1,475	1,475	1,475	
24f.	Cap: <4-inch Dia.	1	EA.	240	240	240	1,470	1,470	1,470	
25a.	Tee: 12-inch x 12-inch	1	EA.	1,443	1,443	1,443	3,425	3,425	3,425	
25b.	Tee: 12-inch x 10-inch	1	EA.	1,366	1,366	1,366	3,350	3,350	3,350	
25c.	Tee: 12-inch x 8-inch	1	EA.	1,171	1,171	1,171	3,160	3,160	3,160	
25d.	Tee: 12-inch x 6-inch	1	EA.	943	943	943	2,936	2,936	2,936	
25e.	Tee: 12-inch x 4-inch	1	EA.	1,214	1,214	1,214	3,017	3,017	3,017	
25f.	Tee: 10-inch x 10-inch	1	EA.	1,214	1,214	1,214	3,053	3,053	3,053	
25g.	Tee: 10-inch x 8-inch	1	EA.	1,082	1,082	1,082	2,940	2,940	2,940	
25h.	Tee: 10-inch x 6-inch	1	EA.	967	967	967	2,840	2,840	2,840	
25i.	Tee: 10-inch x 4-inch	1	EA.	950	950	950	2,825	2,825	2,825	
25j.	Tee: 8-inch x 8-inch	1	EA.	873	873	873	2,760	2,760	2,760	
25k.	Tee: 8-inch x 6-inch	1	EA.	761	761	761	2,663	2,663	2,663	
251.	Tee: 8-inch x 4-inch	1	EA.	690	690	690	2,602	2,602	2,602	
25m.	Tee: 6-inch x 6-inch	1	EA.	625	625	625	2,546	2,546	2,546	
25n.	Tee: 6-inch x 4-inch	1	EA.	584	584	584	2,511	2,511	2,511	
250.	Tee: 4-inch x 4-inch	1	EA.	441	441	441	2,388	2,388	2,388	
26a.	Reducer: 12-inch x 10-inch	1	EA.	787	787	787	1,999	1,999	1,999	
26b.	Reducer: 12-inch x 8-inch	1	EA.	712	712	712	1,934	1,934	1,934	
26c.	Reducer: 12-inch x 6-inch	1	EA.	673	673	673	1,900	1,900	1,900	
26d.	Reducer: 12-inch x 4-inch	1	EA.	688	688	688	1,913	1,913	1,913	
26e.	Reducer: 10-inch x 8-inch	1	EA.	594	594	594	1,833	1,833	1,833	
26f.	Reducer: 10-inch x 6-inch	1	EA.	541	541	541	1,787	1,787	1,787	
26g.	Reducer: 10-inch x 4-inch	1	EA.	558	558	558	1,802	1,802	1,802	
26h.	Reducer: 8-inch x 6-inch	1	EA.	441	441	441	1,701	1,701	1,701	
26i.	Reducer: 8-inch x 4-inch	1	EA.	413	413	413	1,677	1,677	1,677	
26j.	Reducer: 6-inch x 4-inch	1	EA.	336	336	336	1,611	1,611	1,611	
27a.	Cross: 12-inch x 12-inch	1	EA.	2,381	2,381	2,381	4,279	4,279	4,279	
27b.	Cross: 12-inch x 10-inch	1	EA.	2,268	2,268	2,268	4,182	4,182	4,182	
27c.	Cross: 12-inch x 8-inch	1	EA.	1,681	1,681	1,681	3,677	3,677	3,677	
27d.	Cross: 12-inch x 6-inch	1	EA.	1,509	1,509	1,509	3,529	3,529	3,529	
27e.	Cross: 8-inch x 8-inch	1	EA.	1,111	1,111	1,111	3,186	3,186	3,186	
27f.	Cross: 8-inch x 6-inch	1	EA.	1,019	1,019	1,019	3,107	3,107	3,107	
27g.	Cross: 6-inch x 6-inch	1	EA.	957	957	957	3,054	3,054	3,054	

Combract		Fatim at a d			Linco, Inc.		Rocktown Excavating			
Item No.	Description	Quantity	Unit	Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total	
28a.	Solid Sleeve Coupling with Restraint: 12-inch Dia.	5	EA.	867	4,335	4,335	1,995	9,975	9,975	
28b.	Solid Sleeve Coupling with Restraint: 10-inch Dia.	5	EA.	667	3,335	3,335	1,798	8,990	8,990	
28c.	Solid Sleeve Coupling with Restraint: 8-inch Dia.	5	EA.	529	2,645	2,645	1,664	8,320	8,320	
28d.	Solid Sleeve Coupling with Restraint: 6-inch Dia.	5	EA.	373	1,865	1,865	1,511	7,555	7,555	
28e.	Solid Sleeve Coupling with Restraint: 4-inch Dia.	5	EA.	267	1,335	1,335	1,408	7,040	7,040	
29a.	Transition Couplings with Restraint: 12-inch Dia.	5	EA.	1394	6,970	6,970	1,938	9,690	9,690	
29b.	Transition Couplings with Restraint: 10-inch Dia.	5	EA.	1192	5,960	5,960	1,740	8,700	8,700	
29c.	Transition Couplings with Restraint: 8-inch Dia.	5	EA.	994	4,970	4,970	1,547	7,735	7,735	
29d.	Transition Couplings with Restraint: 6-inch Dia.	5	EA.	869	4,345	4,345	1,424	7,120	7,120	
29e.	Transition Couplings with Restraint: 4-inch Dia.	5	EA.	642	3,210	3,210	1,202	6,010	6,010	
30a.	Repair Clamps: 12-inch Dia.	1	EA.	968	968	968	1,582	1,582	1,582	
30b.	Repair Clamps: 10-inch Dia.	1	EA.	843	843	843	1,475	1,475	1,475	
30c.	Repair Clamps: 8-inch Dia.	1	EA.	660	660	660	1,318	1,318	1,318	
30d.	Repair Clamps: 6-inch Dia.	1	EA.	569	569	569	1,240	1,240	1,240	
30e.	Repair Clamps: 4-inch Dia.	1	EA.	483	483	483	1,165	1,165	1,165	
31	Fire Hydrant Assembly	10	EA.	7,188	71,880	71,880	6,340	63,400	63,400	
40	Water Main Valves									
40a.	Gate Valve with Valve Box: 12-inch Dia.	10	EA.	4,597	45,970	45,970	6,385	63,850	63,850	
40b.	Gate Valve with Valve Box: 10-inch Dia.	10	EA.	3,677	36,770	36,770	5,485	54,850	54,850	
40c.	Gate Valve with Valve Box: 8-inch Dia.	10	EA.	2,482	24,820	24,820	4,316	43,160	43,160	
40d.	Gate Valve with Valve Box: 6-inch Dia.	10	EA.	1,690	16,900	16,900	3,542	35,420	35,420	
40e.	Gate Valve with Valve Box: 4-inch Dia.	10	EA.	1,392	13,920	13,920	3,251	32,510	32,510	
41a.	Tapping Sleeve and Valve with Valve Box 12-inch x 12-inch	1	EA.	9,124	9,124	9,124	15,148	15,148	15,148	
41b.	Tapping Sleeve and Valve with Valve Box 12-inch x 10-inch	1	EA.	6,660	6,660	6,660	12,737	12,737	12,737	
41c.	Tapping Sleeve and Valve with Valve Box 12-inch x 8-inch	1	EA.	4,792	4,792	4,792	10,910	10,910	10,910	
41d.	Tapping Sleeve and Valve with Valve Box 12-inch x 6-inch	1	EA.	3,541	3,541	3,541	9,687	9,687	9,687	
41e.	Tapping Sleeve and Valve with Valve Box 12-inch x 4-inch	1	EA.	2,865	2,865	2,865	9,025	9,025	9,025	
41f.	Tapping Sleeve and Valve with Valve Box 10-inch x 10-inch	1	EA.	6,704	6,704	6,704	12,780	12,780	12,780	
41g.	Tapping Sleeve and Valve with Valve Box 10-inch x 8-inch	1	EA.	4,532	4,532	4,532	10,655	10,655	10,655	
41h.	Tapping Sleeve and Valve with Valve Box 10-inch x 6-inch	1	EA.	3,371	3,371	3,371	9,520	9,520	9,520	
41i.	Tapping Sleeve and Valve with Valve Box 10-inch x 4-inch	1	EA.	5,594	5,594	5,594	11,695	11,695	11,695	
41j.	Tapping Sleeve and Valve with Valve Box 8-inch x 8-inch	1	EA.	4,402	4,402	4,402	10,529	10,529	10,529	
41k.	Tapping Sleeve and Valve with Valve Box 8-inch x 6-inch	1	EA.	3,209	3,209	3,209	9,362	9,362	9,362	
411.	Tapping Sleeve and Valve with Valve Box 8-inch x 4-inch	1	EA.	2,587	2,587	2,587	8,753	8,753	8,753	
41m.	Tapping Sleeve and Valve with Valve Box 6-inch x 6-inch	1	EA.	3,289	3,289	3,289	9,321	9,321	9,321	
41n.	Tapping Sleeve and Valve with Valve Box 6-inch x 4-inch	1	EA.	2,559	2,559	2,559	8,726	8,726	8,726	
410.	Tapping Sleeve and Valve with Valve Box 4-inch x 4-inch	1	EA.	2,528	2,528	2,528	8,696	8,696	8,696	

Construct		Estimated			Linco, Inc.		Rocktown Excavating			
Item No.	Description	Quantity	Unit	Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total	
42a.	Air Release Valve Assembly: 1-inch Dia.	1	EA.	4,508	4,508	4,508	6,088	6,088	6,088	
42b.	Air Release Valve Assembly: 2-inch Dia.	1	EA.	5,247	5,247	5,247	7,839	7,839	7,839	
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43a	Dead-end Blow-off Assembly	1	EA.	6,726	6,726	6,726	4,804	4,804	4,804	
43b	On-Line Blow-off Assembly	1	EA.	6,726	6,726	6,726	4,804	4,804	4,804	
50	Water Services and Meters	·'		┨────┤		'	┟────┦		+	
50a.	Water Service Connections - 1-inch Dia.	<u>+</u> ′	EA.	3.204	3.204	3.204	3.618	3.618	3.618	
50b.	Water Service Connections - 2-inch Dia.		EA.	3,904	3,904	3,904	4,262	4,262	4,262	
				-,	-,	_,	- ,	, -	, -	
51a.	Copper Water Service (Open Cut Method): 1-inch	50	L.F.	141	7,050	7,050	184	9,200	9,200	
51b.	Brass Water Service (Open Cut Method): 2-inch	50	L.F.	165	8,250	8,250	196	9,800	9,800	
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52a.	Copper Water Service (Trenchless Method): 1-inch	50	L.F.	169	8,450	8,450	184	9,200	9,200	
L		'	$\vdash$		~~~~~		2.002	20.620		
53a.	Meter Box and Setter: 3/4-inch Dia. Meter	10	EA.	2,302	23,020	23,020	3,963	39,630	39,630	
530.	Meter Box and Setter: 1-inch Dia. Meter		EA.	2,620	2,620	2,620	4,258	4,258	4,258	
53C.	Meter Vault and Setter: 1-1/2-inch Dia. Meter		EA.	7,302	7,302	7,302	8,288	8,288	8,288	
53d.	Meter Vault and Setter: 2-inch Dia. Meter	1	EA.	7,302	7,302	/,302	7,920	7,920	/,920	
53e.	Meter Vault and Setter: 3-inch Dia. Meter	1	EA.	51,448	51,448	51,448	43,087	43,087	43,087	
53f.	Meter Vault and Setter: 4-inch Dia. Meter	1	EA.	57,804	57,804	57,804	44,787	44,787	44,787	
54	Connection to Evisting Water Service and New Meter Box	10	FΔ	1 232	12 320	12 320	3 875	38 750	38 750	
				1,232	12,325	12,323	5,073		30,730	
55a.	Meter Setter Replacement only - 3/4-inch	1	EA.	1,983	1,983	1,983	3,775	3,775	3,775	
55b.	Meter Setter Replacement only - 1-inch	1	EA.	7,084	7,084	7,084	2,267	2,267	2,267	
55c.	Meter Setter Replacement only - 1-1/2-inch	1	EA.	7,509	7,509	7,509	4,240	4,240	4,240	
55d.	Meter Setter Replacement only - 2-inch	1	EA.	6,826	6,826	6,826	3,872	3,872	3,872	
56a.	Temporary Above Ground Water Services: 1-inch	100	L.F.	50	5,000	5,000	76	7,600	7,600	
56b.	Temporary Above Ground Water Services: 2-inch	100	L.F.	75	7,500	7,500	85	8,500	8,500	
56c.	Temporary Above Ground Water Main: 4-inch	100	L.F.	125	12,500	12,500	78	7,800	7,800	
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57	Service Saddle Replacement	1	EA.	1,000	1,000	1,000	3,656	3,656	3,656	
60	Abandonment		├	┨────┤		<u> </u> /	<b> </b>			
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60	Cut and Cap Existing Water Main (all pipe materials)	1	EA	2.950	2.950	2.950	8.142	8.142	8.142	
		+'		_,			-,		-,-	
61	Removal and Disposal of Existing AC WM	20	L.F.	500	10,000	10,000	108	2,160	2,160	
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62	Fire Hydrant Abandonment	1	EA	2,950	2,950	2,950	3,585	3,585	3,585	
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Contract Item No.	Description	Estimated	Unit	Linco, Inc.			Rocktown Excavating		
		Quantity		Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total
63	Abandon Existing Water Service Connection	1	EA.	1,950	1,950	1,950	3,432	3,432	3,432
70	Sitework								
70a.	Erosion and Sediment Control Measures: Silt Fence	100	L.F.	9	900	900	9	900	900
70b.	Erosion and Sediment Control Measures: Straw Bale	100	L.F.	8	800	800	19	1,900	1,900
70c.	Erosion and Sediment Control Measures: Tree Protection	100	L.F.	5	500	500	7	700	700
70d.	Erosion and Sediment Control Measures: Inlet Protection	1	EA.	616	616	616	480	480	480
70e.	Erosion and Sediment Control Measures: Culvert Inlet Protection	1	EA.	308	308	308	681	681	681
70f.	Erosion and Sediment Control Measures: Stream Crossing	1	EA.	2,000	2,000	2,000	13,558	13,558	13,558
71	Seed	100	S.Y.	24	2,400	2,400	27	2,700	2,700
72	Mulch	100	S.Y.	24	2,400	2,400	33	3,300	3,300
73	Rock Removal	100	C.Y.	80	8,000	8,000	270	27,000	27,000
80	Street Work								
80	Asphalt Concrete Base Pavement (BM-25.0)	100	TONS	454	45,400	45,400	324	32,400	32,400
81	Asphalt Concrete Surface Course (VDOT SM-9.5A)	100	TONS	676	67,600	67,600	454	45,400	45,400
82	Asphalt Concrete Intermediate Course (IM-19)	100	TONS	460	46,000	46,000	378	37,800	37,800
83	Gravel Drive Restoration	1	C.Y.	120	120	120	162	162	162
84	Asphalt Drive Restoration	2	TONS	676	1,352	1,352	540	1,080	1,080
85	Guardrail Removal and reinstallation	50	L.F.	60	3,000	3,000	443	22,150	22,150

Contract Item No.	Description	Estimated Quantity	Unit	Linco, Inc.			Rocktown Excavating		
				Unit Price	Total Price	Check of Total	Unit Price	Total Price	Check of Total
90	Concrete Work								
90	Concrete Curb and Gutter	50	L.F.	90	4,500	4,500	38	1,900	1,900
91	Concrete Sidewalk	50	S.F.	20	1,000	1,000	18	900	900
92	Concrete Sidewalk/Aprons	50	S.F.	26	1,300	1,300	22	1,100	1,100
		_	<b>.</b>				270	1.000	
93	Flowable Fill	5	C.Y.	235	1,175	1,175	378	1,890	1,890
100	Unit Prices								
100	Manpower Laborer	8	HR.	166	1,328	1,328	78	624	624
101	Dump Truck/Driver	8	HR.	225	1,800	1,800	107	856	856
102				100	2 202	2,200		700	70.0
102	Trackhoe/Operator	8	нк.	400	3,200	3,200	92	/36	/36
102	Mini Excavator Operator	0	ЦВ	200	2 400	2 400	02	726	726
105		8		300	2,400	2,400	52	/30	/30
L	1	1	<u>I</u>	Total Bid Amount	\$ 4,999,930	\$ 4,999,930	Total Bid Amount	\$	\$ 4,334,539
	Footnotes				Linco	o, Inc.		Rocktown E	xcavating

1 Calculated prices denoted in bold and underlined text indicate mathematical errors from Bidder's total price for Bid Item

2 This total differs from amount submitted on Bid Form of \$4,342,564.

### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> FY 2024 Monthly Maintenance Update Report	AGENDA DATE: March 21, 2024					
<b>STAFF CONTACT(S)/PREPARER</b> : Alexander J. Morrison, P.E., Director of Operations	CONSENT AGENDA: ACTION: INFORMATION: INFORMA					

#### **BACKGROUND:**

Current total years of service in the Maintenance Department: <u>313.1 years</u> Current average years of service in the Maintenance Department: <u>9.2 years</u> Current number of employees in the Maintenance Department: <u>34</u>

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



### AGENDA ITEM EXECUTIVE SUMMARY








#### **DISCUSSION:**

- Routine Monthly Maintenance Activities
  - Inspections: Monthly inspections stayed constant into February. This was due to increased field availability for staff due to favorable weather conditions.
  - Leak Repairs: The rate of leak repairs remained constant into February. A water main leak repair occurred on aging infrastructure currently under design for replacement (Scottsville Phase 4 Water Main Replacement Project), while the other repair was classified as corrective maintenance before a leak could occur.
  - Water Service Installation: We are starting to see a slight increase in water service installations as we near the beginning of the irrigation season and new irrigation systems are starting to be installed.
  - Sewer CCTV Footage: The monthly footage of sanitary sewer undergoing CCTV inspection stayed constant into February due to a decrease in equipment downtime due to a major repair that was made, as well as favorable weather conditions.
  - Lead Service Line Inventory Verifications: In coordination with the Engineering Department, the Maintenance Department began conducting service line material verifications in November 2023. These verifications are part of the Lead Service Line Inventory (LSLI) requirements in the Lead and Copper Rule Revisions (LCRR) developed by the Environmental Protection Agency (EPA), with a mandated deadline of October 16, 2024. Since this activity began in November 2023, 770 verifications have been completed.
- Miscellaneous Maintenance Activities
  - Saddle Replacements: In coordination with the Engineering Department, the Maintenance Department has begun water service saddle replacements in November 2023. As this activity continues and additional monthly data is accumulated, this trending will be depicted in the Routine Monthly Maintenance Activities section. The next round of six (6) saddle replacements were completed in February 2024 in Willow Oaks.

#### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

Northfields Water Pump Station Pump/Motor Replacement: In late 2023, it was determined that the two (2) pumps and two (2) motors in the Northfields Water Pump Station had exceeded their useful life. One failing pump and motor combination was removed, as seen in the attachments, to attempt a repair. Due to the age of the equipment, a repair could not be completed. A contract was put in place with Buchanan Pumps to replace the pumps and motors, which was completed in February 2024 and can be seen in the attachments. The new pumps and motors, in combination with the ongoing SCADA implementation at this pump station, will increase the reliability and resiliency of this asset.

#### BUDGET IMPACT: None.

#### **RECOMMENDATIONS:** None.

**BOARD ACTION REQUESTED:** Approval of the Consent Agenda.

#### ATTACHMENTS:

- Northfields Water Pump Station Old Pumps/Motors with One (1) Removed for Maintenance: 11/8/2023
- Northfields Water Pump Station New Pumps/Motors: 2/21/2024



Northfields Water Pump Station – Old Pump/Motor (1 Removed): 11/8/2023



Northfields Water Pump Station – New Pumps/Motors: 2/21/2024

#### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Rivanna Water & Sewer Authority (RWSA) Monthly Update	AGENDA DATE: March 21, 2024 CONSENT AGENDA: Informational
STAFF CONTACT(S)/PREPARER: Gary O'Connell, Executive Director	ATTACHMENTS: Yes

**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 February 27<sup>th</sup> RWSA Board Meeting and other communications:

- <u>FY 2025 Budget</u> The RWSA Budget committee met on February 20<sup>th</sup>. RWSA's budget has a wholesale rate being proposed for FY 2025 that is a 13.3% increase. The RWSA Board will consider the Budget and Rates on March 26<sup>th</sup>. We remain concerned about the multi-year double digit rate increases. We will be proposing in the FY 2025 Budget for a long-term (10-15 year) financial analysis that looks at multi-year ACSA and RWSA expenses, and the needed retail rates to support the future proposed budget. This will be done by a third party financial consultant. In addition, an update to our rates will be proposed to look at customer bills over the future years, and affordability. A detailed analysis of options will be requested.
- Five-Year Capital Improvement Program The RWSA Board reviewed the proposed CIP. A complete copy of the plan was emailed to the Board on February 28<sup>th</sup>. Background attachments are enclosed. To summarize the CIP proposal:
  - ➢ 64 projects in the Five-Year (FY '25-29) period;
  - > Total \$371 million; an increase of \$45 million over last year's CIP proposal.
  - ➢ Of the total \$371 million:
    - urban water \$223 million;
    - urban wastewater \$76 million;
    - non-urban (primarily Crozet water) \$61.9 million;
    - Other shared or wastewater \$9 million.
- <u>Rivanna Pump Station Flooding</u> An update on the January flooding event. A full set of the PowerPoint presentation was emailed to the Board on February 28<sup>th</sup>. Most of the slides of the event we shared and discussed with the ACSA at the February Board meeting. Some current updates and next steps:
  - Bypass pumps and piping were fully operational on February 14<sup>th</sup> to the 53 mgd capacity at the Moores Creek Wastewater Treatment Plant. This may be in place for many months (or longer) until the full restoration can be completed.
  - > Estimated full cost at this point is \$20-25 million.
  - > RWSA continues to believe most costs will be covered by insurance.

- \$741,000 has been paid to date out of the FY 2024 Budget to cover the bills for the temporary bypass.
- RWSA has \$11 million in available wastewater reserves.
- > No change to current charges to ACSA.
- Projected that by June, the RWSA staff will have more cost and insurance coverage information.
- A funding plan with options (as requested by ACSA) was presented to the Board, if insurance partially or fully doesn't cover costs; debt service funding which increases ACSA by 0.6% or delay a series of wastewater projects – identified \$25 million in funding reductions.
- Dewater test and inspect equipment February to March.
- "Causation Investigation" being conducted by three engineering firms to answer how and why this flooding occurred. One firm original pump station design firm, one firm hired by RWSA as a second set of review, and one firm hired by the insurance company.
- Sanitize spaces and restore pumping system April to December. In late February a cleaning contractor was on site to steam clean the pump station.

#### South Rivanna and Observatory Water Treatment Plant Renovations

Design Engineer: Construction Contractor: Construction Start: Percent Completion: Completion Date: Base Construction Contract: Approved Capital Budget: Short Elliot Hendrickson, Inc. (SEH) English Construction Company May 2020 96% July 2024 \$38,078,262 \$43,000,000

#### Current Status:

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

#### History:

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

#### <u>Airport Road Water Pump Station and Piping</u>

Design Engineer: Contractor: Construction Start: Short Elliot Hendrickson (SEH) Anderson Construction December 2021

#### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

Percent Complete: Completion Date: Budget: 85% September 2024 \$10,000,000 115

#### Current Status:

Waterline installation is substantially complete between the town center and Timberwood Boulevard traffic circles. Waterline testing and disinfection is ongoing in segments. Roof is complete. Pump station startup and testing will begin in early March.

#### 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.

#### <u>Ragged Mountain Reservoir to Observatory Water Treatment Plant Raw</u> <u>Water Line and Raw Water Pump Station</u>

Design Engineer:	Michael Baker International (Baker)
Project Start:	August 2018
Project Status:	87% design
Construction Start:	September 2024
Completion:	December 2028
Current Project Estimate:	\$46,000,000

#### Current Status:

Design of the pump station is nearing 75% complete. Waterline design has reached 90% completion throughout the project alignment. The Water Protection Ordinance permit application to Albemarle County have been submitted, and comments received are being included in the plan. A final easement with UVA is needed.

#### 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.

#### • <u>South Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Intake and</u> <u>Facilities</u>

Design Engineer:	Kimley Horn
Project Start:	July 2023
Design Status:	11%
Construction Start:	June 2025
Completion:	December 2030
Current Project Estimate:	\$80,000,000

#### Current Status:

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

#### 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: Design Engineer: Project Start: Project Status: Construction Start: Schnabel Engineering (Dam) Hazen and Sawyer (Pump Station) February 2018 10% Design April 2026

4

Completion: Budget: January 2029 \$47,000,000 117

#### Current Status:

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

#### History:

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

#### South Fork Rivanna River Crossing

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

#### Current Status:

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

#### History:

RWSA has previously identified through master planning that a 24-inch water main will be needed from the South Rivanna Water Treatment Plant (SRWTP) to Hollymead Town Center to meet future water demands. Two segments of this water main were constructed as part of the VDOT Rt. 29 Solutions projects, including approximately

#### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

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.

#### • <u>Central Water Line Project</u>

Design Engineer: Project Start: Project Status: Construction Start: Completion: Budget: Michael Baker International (Baker) July 2021 75% Design December 2024 December 2028 \$47,000,000

118

#### Current Status:

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

#### 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.

#### Summary RWSA FY 25-29 Capital Improvement Plan - Proposed

#### 64 Projects, \$371.0 M

Urban Water	Urban Wa	astewater	Non-Urban Proje	cts & Shared	Total	
\$223.4 M	\$76.	6 M	\$71 N	Л	\$371 <b>M</b>	VI
	EV 25	EV 26	FY 27	FY 28	FY 29	
City Utilities	13.9	11.4	10.2	10.6	10.6	
ACSA	13.3	14.4	13.0	12.5	11.8	
RWSA Overall	13.5	13.2	11.9	11.8	11.3	( )
						2 27 24

#### Table 5 – ACSA

		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FT 2030	FT 2031	PT 2032	FT 2033	FT 2034
ACSA Charges													
Urban Water						1000	1 170	1024	5 240	5 522	5 964	6 216	6 590
Operating Rate	Per 1000 gal.	2.653	2.949	3.363	3.699	4.069	4.476	4.924	5.219	5.532	5.804	6.0%	6.0%
	% Change	0.0%	11.2%	14.0%	10.0%	10.0%	10.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Debt Service Charge	Por month	\$ 442,355	\$ 542,282	673,264	810,644	935,905	1.068.138	1,201,275					
Debt Service Charge	Per month	8.1%	22.6%	24.2%	20.4%	15.5%	14.1%	12.5%					
		•••••											
Revenue Requirements:				11.82%	10.00%	10.00%	10.00%	10.00%					
Operating Rate Revenue	Annual	\$ 4,597,600	\$ 5,211,100	\$ 5,826,900	\$ 6,409,590	\$ 7,050,549	\$ 7,755,604	\$ 8,531,164	\$ 9,043,034	\$ 9,585,616	\$ 10,160,753 \$	10,770,398 \$	11,416,622
Debt Service Revenues	Annual	5,308,200	6,507,400	8,079,200	9,727,722	11,230,860	12,817,652	14,415,304	-	-	-	-	-
Total		\$ 9,905,800	\$ 11,718,500	\$ 13,906,100	\$ 16,137,312	\$ 18,281,409	\$ 20,573,256	\$ 22,946,468	\$ 9,043,034	\$ 9,585,616	\$ 10,160,753 \$	10,770,398 \$	11,416,622
	\$ Change		\$ 1,812,700	\$ 2,187,600	\$ 2,231,212	\$ 2,144,097	\$ 2,291,847	\$ 2,373,212	\$ 511,870	\$ 542,582	\$ 515,731 \$	609,645 \$	646,224
	% Change		\$ 0	18.7%	16.0%	13.3%	12.5%	11.5%					
Urban Wastewater	D (000 )	2 664	2 022	3 247	3 572	3 929	4 322	4.754	5,039	5.341	5.662	6.002	6.362
Operating Rate	Per 1000 gal.	2.004	9.522	11 1%	10.0%	10.0%	10.0%	10.0%	6.0%	6.0%	6.0%	6.0%	6.0%
	% Change	5.6%	5.170	11.170	10.070	10.070							
Debt Service Charge	Per month	\$ 355,205	\$ 383,403	412,149	458,802	497,712	536,622	575,532					
Debt dervice onlarge		5.1%	0.0%	7.5%	11.3%	8.5%	7.8%	7.3%					
Revenue Requirements:				9.04%	10.00%	10.00%	10.00%	10.00%					
Operating Rate Revenue	Annual	\$ 4,787,800	\$ 5,350,500	\$ 5,834,000	\$ 6,417,400	\$ 7,059,140	\$ 7,765,054	\$ 8,541,559	\$ 9,054,053	\$ 9,597,296	\$ 10,173,134 \$	10,783,522 \$	11,430,533
Debt Service Revenues	Annual	4,262,460	4,600,800	4,945,800	5,505,625	5,972,545	6,439,465	6,906,385	-	-	- - 10 172 124 €	- 10 792 522 6	-
Total		\$ 9,050.260	\$ 9,951,300	\$ 10,779,800	\$ 11,923,025	\$ 13,031,685	\$ 14,204,519	\$ 15.447,944	5 9,054,055	5 9,597,290	575 939 C	610 388 5	647 011
	\$ Change		\$ 901,040	\$ 828,500	\$ 1,143,225	\$ 1,108,000	\$ 1,172,034	\$ 1,243,425	\$ 512,494	\$ 545,245	\$ 515,050 \$	010,500 \$	047,011
	% Change		10.0%	0.376	10.0%	5.5 /0	5.078	0.078					
Non-Urban Rate Centers				10.86%	10.00%	10.00%	10.00%	10.00%	Solid Strategies				
Operating Rate Revenue	Annual	\$ 2,565,900	\$ 2,797,300	3,101,200	3,411,320	3,752,452	4,127,697	4,540,467	4,812,895	5,101,669	5,407,769	5,732,235	6,076,169
Debt Service Revenues	Annual	2.342.600	2,585,800	2,862,100	3.245,900	3,629,700	4,013,500	4,397,300					
Total		\$ 4,908,500	\$ 5,383,100	\$ 5,963,300	\$ 6,657,220	\$ 7,382,152	\$ 8,141,197	\$ 8,937,767	\$ 4,812,895	\$ 5,101,669	\$ 5,407,769 \$	5,732,235 \$	6,076,169
			\$ 474,600	\$ 580,200	\$ 693,920	\$ 724,932	\$ 759,045	\$ 796,570	\$ 272,428	\$ 288,774	\$ 306,100 \$	324,466 \$	343,934
			9.7%	10.8%	11.6%	10.9%	10.3%	9.8%					
Total all Rate Centers							* 40 640 255	* 24 642 404	e 22 000 022 1	0 24 204 504	C 25 744 656 C	27 286 155 6	28 023 324
Operating Rate Revenue		\$11,951,300	\$ 13,358,900	\$ 14,762,100	\$ 16,238,310	\$ 17,802,141	> 19,046,300	\$ 21,013,191	25 718 989	25 718 989	25 718 989	25 718 989	25 718 989
Debt Service Revenues		11,913,260	13,094,000	15,007,100	\$ 34 747 557	\$ 38 695 246	\$ 42 918 972	\$ 47 332 180	\$ 48 628 971	\$ 50,003,570	\$ 51,460,645 \$	53.005.144 S	54,642,313
i otal ACSA All Revenues		<b>⊅23,004,360</b>	\$ 21,052,900	\$ 3596 300	\$ 4.068.357	\$ 3 977 689	\$ 4 223 726	\$ 4,413,208	\$ 1,296,791	\$ 1.374.599	\$ 1.457.075 \$	1.544.499 \$	1.637.169
	\$ Change		\$ 3,100,340	\$ 3,350,300	4,000,007	11.5%	10.9%	10.3%	• 1,200,101	• 1,014,000	• .,	.,	.,,
	% Change		13.4 /0	13.576	13.576	11.576	10.070	10.070					de la
10-Year CIP Debt Service	AN CONTRACT	A CONTRACTOR OF THE OWNER	and the second second second		347,458	929,234	1,649,343	2,490,682	2,857,773	2,660,491	2,345,940	2,562,393	3,003,685
Total Estimated Charge		032 064 560	\$ 27.052.900	\$ 30,649,200	\$ 35,065,015	\$ 39,624,480	\$ 44,568,315	\$ 49,822,862	\$ 51,486,744	\$ 52,664,061	\$ 53,806,585 \$	55,567,537 \$	57,645,999
e Channa		\$23,004,000					10 501	44 99/	2 20/	2 29/	0.00/	2 20/	2 70
76 Grange		\$23,004,000	\$ 0	13.3%	14.4%	13.0%	12.5%	11.0%	3.370	2.3%	2.2%	3.3%	3.17
76 Grange		\$23,804,300	\$ 0	13.3%	14.4%	13.0%	12.5%	11.0%	3.3%	2.3%	2.2%	3.3%	3.17
76 UKINGC		Additional A	\$ 0 nnual Revenues	13.3% \$ 3,596,300	14.4% \$ 4,415,815	13.0% \$ 4,559,465	\$ 4,943,835	\$ 5,254,547	\$ 1,663,882	\$ 1,177,317	\$ 1,142,524 \$	1,760,952 \$	2,078,461
76 Gikinge	100	Additional A	\$ 0 nnual Revenues	13.3% \$ 3,596,300 13.3%	14.4% \$ 4,415,815 14.4%	13.0% \$ 4,559,465 13.0%	\$ 4,943,835 12.5%	\$ 5,254,547 11.8%	\$ 1,663,882 3.3%	\$ 1,177,317 2.3%	\$ 1,142,524 \$ 2.2%	3.3% 1,760,952 \$ 3.3%	2,078,461

RivannaPumpStation Flooding Event Update • 2/27/24

#### Summary

- 7 temporary pumps and pipes installed by Feb 14 to provide 53 MGD capacity
- Pump rooms have been dewatered. Initial testing of submerged equipment completed
- Hazen Engineers investigating, planning and estimating replacement requirements
- SEH Engineers completing an independent inspection and testing assessment
- Cleaning company (Belfor) sanitizing spaces Feb 20 29. Completed pump rooms and stairs. CCTV inspection and disinfection of HVAC ductwork this week
- Coordinating with insurance company (VRSA) and its engineer (Lynnhaven Engineering, Va Beach)
- No wastewater discharge or overflow since Jan 19
- Restoration cost may be \$20 25 M. Create CIP project in June

#### Questions ?

			ACS	SA Board	Future P	olicy Iss	ues Agen	das 2024		123
	April '24	May '24	June '24	July '24	Aug. '24	Sept. '24	Oct. '24	Nov. '24	Dec. '24	Pending Issues
	April 18th Recognitions Elizabeth Wallace 25 years	May 16th Recognitions	June 20th Recognitions	July 18th Recognitions Montie Madison 25 years	August 15th Recognitions Terri Knight 35 years	September 19th Recognitions Scott Krebelder 30 years	October 17th Recognitions	November 21st Recognitions Jennifer Bryant 25 years Roland Bega 25 years	December 19th Recognitions	Water Supply Plan Project Status Reports RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Rivanna Pump Station Update
	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Annual Water Quality Reports (May)
						Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Board Organizational Meeting each January
										Annual Report - January
	Proposed FY '25 Capital Improvements Program (CIP) Presentation	Proposed FY '25 Budget and Rates Workshop	FY '25 Budget and Rates Public Hearing	Strategic Plan Update	Request for Approval - Annual Year-End Appropriations	Imagine a Day Without Water Resolution	Lead / Copper Inventory & Regulations Report and Update	Long Term Financial Plan and Rate Study Analysis	Annual Investments Report	Water Audit
S										Grants
eering										Billing, Website, Phone
	Proposed FY '25 Capital Improvements Program (CIP) Public	RWSA Budget, Rates and CIP	FY '25 Budget, Rates and CIP Approval	AMI Portal - Customer Information; AMI Meter Status Report	CIS Report and Update			Annual Financial Report	FY2026 Budget Guidelines and Schedule	Strategic Plan Updates-2023-2027 January and July
ont	Hearing								Concours	Pats, Olis, and Grease (FOG) Program
ž >	December 1 EV/105									
sra Inursaa	Budget and Rates Overview	Reports	Amendments to Rules and Regulations, and Personnel Management Plan (Budget Implementation)	Rate Study Scope of Work						Operational Presentation-Sewer Rehab Relining;
ar	Resolution Scheduling		Water & Wastewater							National Drinking Water Week-April
кеgu	Budget and Rates Public Hearing for June 20, 2024		Professionals Appreciation Day Recognition							Imagine a Day Without Water - September
										New Development - Warranty
	National Drinking Water Week Resolution									Federal/State Water Quality Regulations Lead and Copper (12/24); PFAS; Emerging Contaminants
	ACSA 60th Anniversary (1964 - 2024)									Emergency Preparedness
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Data Management and Management Dashboards
										Purchasing Policy Revisions
										Customer Experience (CX)
										Pay Plan Market Rate Study for FY 25

#### ALBEMARLE COUNTY SERVICE AUTHORITY

#### AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Fix a Leak Week- March 15 <sup>th</sup> – 21 <sup>st</sup>	AGENDA DATE: March 21, 2024
<b>STAFF CONTACT(S)/PREPARER</b> : Emily Roach, Director of Human Resources & Administration	ATTACHMENTS: Yes

**BACKGROUND:** Household leaks such as dripping faucets and running toilets can collectively add up to nearly 1 trillion gallons of wasted water per year nationwide. The Environmental Protection Agency (EPA) sponsors a national campaign annually, Fix a Leak Week, to help educate the public on how to identify and fix those leaks. Family fun runs, leak detection contests, and other events are held across the country to promote the campaign and bring awareness to this issue.

**DISCUSSION:** This year's Fix a Leak Week campaign will be held March 18<sup>th</sup> – 24th. Historically, the ACSA, in partnership with the City of Charlottesville, and the Rivanna Water & Sewer Authority (RWSA), have held several events locally to promote this campaign. Although the COVID-19 pandemic has changed the way in which communities across the nation have celebrated over the last few years, it has also given the ACSA and its community partners the opportunity to think outside of the box and come up with fun, socially distanced events that all families can participate in. This year's event is a Home Scavenger Hunt. All participants will be entered to win a \$50 gift card from a local gardening business.

**BOARD ACTION REQUESTED:** None; Informational.

**ATTACHMENTS:** Fix a Leak Home Scavenger Hunt Sheet

FIX A LEAK HOME SCAVENGER HUNT

Did you know that easy-to-fix water leaks account for nearly **1 trillion gallons** of water wasted each year in U.S. homes? Put on your detective hat and help us find and fix leaks in your home by going on your own home scavenger hunt. Complete this worksheet (**FRONT AND BACK**) and submit your answers by **April 12th** to be entered to win special **PRIZES**!

NAME:		
EMAIL:	PHONE NUI	MBER:
WHERE DO YOU LIVE:	CITY OF CHARLOTTESVILLE	ALBEMARLE COUNTY
DID YOU <u>FIND AND FIX</u> A WA HELP OF THE CHECKLIST FO	ATER LEAK WITH THE R CHASING DOWN LEAKS?	YES / NO
<ul> <li>Submit your responses by <u>A</u></li> <li>By Drop Box: Include with</li> </ul>	<b>April 12th:</b> n your utility bill to the City or A	CSA
<ul> <li>Online: Charlottesville.go</li> <li>By Mail: Water Conservat 605 E Main St., Ch</li> </ul>	v/FixALeak tion harlottesville, VA 22902	te County rice Authority

#### **Fix a Leak Prizes**

Participants that have submitted a FULLY COMPLETED WORKSHEET will be entered to win one of several **\$50 gift card** from a local gardening business.

#### **Check your Utility Bill**

Get to know your utility bill to help identify a potential water leak. Check out your water usage from January or February as a good gauge of a "typical" month of water usage for your home. Also look for a huge increase in water usage compared to your previous month's usage. (An average customer in Charlottesville uses about 400 cubic feet or 3,000 gallons of water per month).

If you do not receive a water bill or do not have access to this information, you can still get an estimation on your water usage by using the **Home Water Works Calculator (home-water-works.org)**.

#### **Got a Water Leak?**

Some leaks are a simple fix- a worn toilet flapper, loose pipe connection, or showerhead with stray spray. But you may want to consult a licensed plumber to stop your running toilet, broken sprinkler, water heater drips, or malfunctioning water supply lines. Don't wait to fix your leak- <u>Charlottesville.gov/FixALeak</u>.

#### Charlottesville.gov/FixALeak

**Charlottesville.gov/WaterConservation** 

Put on your detective hat and FIND and FIX water leaks! Complete the entire worksheet and return by April 12th to be entered to win a special prize!

#### In the Bathroom

- Is your bathroom faucet dripping?
- Is your showerhead dripping?
- Take the Toilet Test! Is your toilet running?
  - Add a few drops of food coloring or a dye tablet to the **TOP TANK** of your toilet.
  - Wait 10 to 15 minutes.

**Water Saving Reminders** 

• If you see the food coloring or dye show up in the **BOWL** of the toilet, you have a leak!

#### In the Kitchen

• Is your kitchen faucet dripping? YES / NO Is your dishwasher not full when you run it (full dishwasher is the most water efficient!) YES / NO • Do your appliances (dishwasher and refrigerators with ice makers) have pooling water? YES / NO In the Laundry Room and Basement • Is your washing machine not full when you run it (full loads are the most water efficient!) **YES / NO** • Do your appliances (clothes washer and water heater) have pooling water? YES / NO Outside • Is your hose bib and spigot dripping? YES / NO • Is your sprinkler system (if you have one) leaking or broken? YES / NO

#### Who is the water wholesaler that CLEANS and TREATS the drinking water for the City of Charlottesville and Albemarle County Service Authority (ACSA)?

• If your fixtures need replacing, remember to look for the WaterSense label when

and showerheads in the FREE water conservation kits from your water utility.

If your toilet is running, consider replacing it with a new WaterSense labeled toilet

and check out the City of Charlottesville and ACSA **\$100 toilet rebate**!

• Skip watering when it rains and catch that rain with a rain barrel to use later.

Check out the City of Charlottesville and ACSA \$30 rain barrel rebate!

purchasing plumbing products. You can pick up WaterSense labeled faucet aerators

(hint: rivanna.org)

If you want more help walking through your home looking for leaks, check out the Arizona Municipal Water Users Association Smart Home Water Guide: **smarthomewaterguide.org**. Also, City of Charlottesville residents can request a Practical Plumbing Handbook!









ServiceAuthority.org



## COMMUNITY POWERED MARKETING ALBEMARLE COUNTY SERVICE AUTHORITY

# **Overview & Experience**

## Letterpress Communications

Community-Powered Marketing













### THE LETTERPRESS METHOD



#### TEAM

We have found that the most sustainable way to build long-term growth is to engage an entire team.



#### **STORIES**

We help clients highlight their own authentic stories to invigorate community connections and grow new ones.

**GROWTH** We are focused on impact, dedicated to tracking results and adaptive to customer and market needs so that we can focus on what works.





#### GOOD

We are a missiondriven company. We only work with organizations that we believe have a positive impact in their communities.

## THE LETTERPRESS TEAM







## Farmville Staunton Marion

## Support Approach





## Where we've been...

#### November – December 2023

- In-person kickoff with each department
- Comprehensive Communications Audit

#### December 2023 - Now

- Begin ongoing communications support
  - Monthly social media content calendar
  - Website edits
  - Water Quality Report planning
  - Spring Newsletter planning
- Completed PFAS Communications Plan

### Where we are now...

#### Albemarle County Service Authority Serving Conserving

#### **Branding &** Messaging Guide





#### **Messaging Overview**

ublic	Service A	Authority
Water		
Water	Compan	y
Americ	on Wate	r Company

KEYWORDS

Water and Sewer

**Municipal Utilities** 

Albemarle County

Service Authority

Water Bill

Utilities

City Utilities

Authority

#### MISSION/BELIEF STATEMENT

With pride and dedication we serve our customers by providing clean safe water, exemplary wastewater services, and fire protection infrastructure. Together with our community partners we maintain and improve our utility system in a timely, cooperative, and financially responsible manner.

#### KEY DIFFERENTIATORS

Accessible, helpful customer service team Commitment to sustainability Responsiveness of field employees when customers experience wate and sewer issues

#### Use #AlbemarleCountyServiceAuthority and #AlbemarleVA in every social pos

HASHTAGS

Use #StaffSpotlight, #TipTuesday and #FunFactFriday as applicable. Do not use more than 5 hashtags per post.

#### PRESS RELEASE BOILERPLATE

The Albemarle County Service Authority (ACSA) serves customers by providing clean, safe water distribution and wastewater collection services to more than 21,400 customers within 364 miles of waterline and 316 miles of sewer line in its service area, including the urban areas of Albemarle County and nearby communities of Scottsville, Red Hill and Crozet. Stabilished in 1964, ACSA is committed to professional excellence and responsive custome service as well as conservation and environmental stewardship. For more information, visit https://serviceauthority.org/. Follow us on Facebook (@acsaconnect), Instagram (Polbemarlecoserviceauthority) and LinkedIn (Polbemarle-county-service-auth

#### Target Persona | Customer

#### SARAH COUNTY/RURAL CUSTOMER

Where they live: Rural Albemarle County

What they do: Small farm owner What they drive: Ford F-150

Main communications channels: Focebook, ACSA website

Interests: Gordening, sewing, networking with other farmers in the region

45-year-old Sarah is passionate about sustainable pariculture and rural community development. Sarah lives in an area with limited access to modern conveniences, and her home is somewhat far from urban amenities, including ACSA's office.

ACSA can support Sarah by ensuring a reliable and consistent water supply for her farming needs. Moreover, ACSA can address the unique challenges faced by rural customers by providing resources about water sustainability in agriculture in paper bill inserts. To further support Sarah's needs, ACSA can offer educational workshops on water conservation and agriculture.

ACSA can communicate with Sarah through traditional mail, sending informative brochures and updates through postal mail. Additionally, active participation in community meetings and local newspapers would allow ACSA to engage directly with residents in the rural area, ensuring that important information reaches a wider audience The messages conveyed should emphasize the reliability of water supply for farming, showcase ACSA's commitment to supporting sustainable agriculture, and highlight educational opportunities and resources tailored to the specific needs of rural customers like Sarah.



#### **Annual Content Roadmap**

Promotional: Water Testing Program Promotional: CIP (Construction projects) Educational: Spring watering tips (including irrigation) Educational: FOG Program Entertaining: World Plumbing Day (3/11) Entertaining: Fix-a-leak Week (3rd week of March) Entertaining: World Water Day (3/22)

March

Employee Recruitment/Retention: New year, new job Educational: Guarterly newsletter (winter) Educational: Leak prevention

#### February

January

Promotional: GFOA Award Promotional: Emergency alert signup Entertaining: Engineers Week (Week of 2/22) Employee Recruitment/Retention: What do people love about working at ACSAR

#### April

Educational: Quarterly newsletter (spring) Educational: 811 (Call Before You Dig) Educational: Look reduction Educational: Flushing Program Educational: Budget/rates PSA -"Keep an eye out for May bills" Entertaining: Earth Day (4/22) Employee Recruitment/Retention: Recruiting college grads Employee Recruitment/Retention: Administrative Professionals Day



May Promotional: Annual Consumer Confidence

Report [Water Quality Report] Educational: Budget/rates - "Contact our billing department with questions" Educational: CIP budget Entertaining: National Public Works Week Entertaining: National Drinking Water Week

#### Annual Content Roadmap

#### June

#### Promotional: CCRs rollout Promotional: Emergency alert signup Educational: Proper outdoor water usage Educational: Water quality Educational: Load and Copper Program Entertaining: National Rivers Month Promotional: June 30 - Drinking Water and Wastewater Professionals Appreciation Day (Virginia) July Educational: Quarterly newsletter (summer) Entertaining: Smart Irrigation Month August Entertaining: National Toilet Paper Day ducate about wipes vs. toilet paper) Promotional: August 11 - 811 Day

October Entertaining: National First Responders Day Educational: Quarterly newsletter (fall) Educational: Lead and Copper Program Educational: Winterizing Irrigation

Employee Recruitment/Retention: Cybersecurity Month Employee Recruitment/Retention: Customer Service Week



#### Promotional



#### Educational



#### Entertainment



Employee Recruitment/ Retention

#### September



Promotional: Value of Water (MyWater) Educational: FOG Program Educational: Leak prevention Entertaining: Imagine A Day Without Water

Promotional: Christmas/New Year's hours Educational: General winter weather tips Entertaining: Imagine A Day Without Water



Promotional: Thanksgiving hours Educational: Cease the Grease Employee Recruitment/Retention: "Thankful for ACSA" campaign featuring each department



## Where we are going...

- Continue ongoing communications support
- Continue building templates in Canva
- New customer/educational packet
- Update site map for website
- Anniversary celebration
- Rate change messaging
- Lead report messaging

# Questions?





## ALEXANDRA VEATCH alexandra@letterpresscommunications.com

# Letterpress Communications
### ALBEMARLE COUNTY SERVICE AUTHORITY

### AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Proposed FY 2025 Capital Improvement Program (CIP)	AGENDA DATE: March 21, 2024
<b>STAFF CONTACT(S)/PREPARER</b> : Jeremy M. Lynn, P.E., Director of Engineering	ATTACHMENTS: YES

**BACKGROUND:** ACSA staff have prepared the proposed FY 2025 Capital Improvement Program (CIP) Budget consisting of 25 projects, seven of which are non-utility projects. The water projects primarily address infrastructure replacement and upgrades. The wastewater projects address infrastructure rehabilitation and replacement, and extension of public sewer to existing subdivisions. The seven non-utility projects address operational improvements, such as: IT and Finance system improvements; development of the Avon Operations Center; a records management system; and necessary improvements at the ACSA Operations Center.

#### DISCUSSION:

- Projects with funding that are anticipated to span multiple fiscal years show previous fiscal year budget amounts in parentheses to reflect the project budget to date, not just the contribution to the FY 2025 Rate Model.
- Construction funds for the following water main replacement projects are included in the FY 2025 Rate Model: Crozet Phase 4, Briarwood, Barracks West, Broadway Street, and Annual Water Repair and Rehabilitation.
- Additional funds for easement acquisition efforts for the Scottsville Phase 4 Water Main Replacement Project are included in the FY 2025 Rate Model. Construction is not anticipated to begin until FY 2026.
- The Ragged Mountain Phase 1 Water Main Replacement Project does not contribute to the FY 2025 Rate Model because the design budget amount has already been incorporated and construction is not anticipated until FY 2026.
- The Northfields Water Main Replacement Project does not contribute to the FY 2025 Rate Model because the design budget amount has already been incorporated and construction is not anticipated to begin until FY 2027.
- The Townwood Water Main Replacement Project does not contribute to the FY 2025 Rate Model because the design budget amount has already been incorporated and construction is not anticipated to begin until FY 2026.
- The Raintree and Fieldbrook PVC Water Main Replacement Project does not contribute to the FY 2025 Rate Model because the design budget amount was already incorporated, and construction is not anticipated to begin until FY 2027.

### AGENDA ITEM EXECUTIVE SUMMARY

- The Exclusion Meters Replacement and Pipe Saddles Replacement Projects do not contribute to the FY 2025 Rate Model because construction funding was previously incorporated into the Rate Model in previous fiscal years. Construction is anticipated to continue in FY 2025.
- The Airport Trunk Sewer Upgrade Project does not contribute to the FY 2025 Rate Model because the design budget amount has been previously incorporated into the Rate Model and construction is not anticipated to begin until FY 2027.
- The Northfields Phase 5 Sewer Project does not contribute to the FY 2025 Rate Model because the design budget amount has been previously incorporated into the Rate Model and construction is not anticipated to begin until FY 2027.
- Buckingham Circle Sewer Project funding is included in the FY 2025 Rate Model to re-evaluate the previous sanitary sewer design and begin easement acquisition efforts.
- The Bellair Liberty Hills Sewer Project does not contribute to the FY 2025 Rate Model because the design budget amount has been previously incorporated into the Rate Model and construction is not anticipated to begin until FY 2026.
- Construction and sewer evaluation funds for wastewater projects in the FY 2025 Rate Model are included for Woodbrook Drainage Basin SSES, Miscellaneous Sewer Rehabilitation, and Pump Stations Rehabilitation.
- Customer Information System (CIS) Replacement funding is incorporated in the FY 2025 Rate Model to include consulting services to assist with a review of current business processes and development of a roadmap towards replacement of the ACSA's current billing and phone systems, and the updating of the ACSA's website.
- Two projects from the IT Department have funds budgeted in the FY 2025 Rate Model, including ESRI Utility Network Implementation and the Records Management System.
- Avon Operations Center includes \$2,110,000 in the FY 2025 Rate Model, split equally between water and wastewater. Construction of the building and facilities are anticipated to commence in FY 2025.
- ACSA Operations Center Improvements includes \$50,000 in the FY 2025 Rate Model, split equally between water and wastewater. These improvements will address settling at the front of the Administration Building and climate control efforts at the Maintenance Building.
- Water expenditures (77%); Sewer expenditures (23%).
- Existing projects (95%); New projects (5%).
- Questions about proposed CIP Projects.

**BUDGET IMPACT:** The FY 2025 CIP Budget will be used to establish user rates and connection fees.

### AGENDA ITEM EXECUTIVE SUMMARY

**RECOMMENDATIONS:** Authorize ACSA staff to proceed with a public hearing on the FY 2025 CIP Budget.

**BOARD ACTION REQUESTED:** Authorize the advertisement for a public hearing to address the FY 2025 CIP at the April Board meeting on April 18, 2024.

### ATTACHMENTS:

- Detailed memo summarizing the proposed FY 2025 CIP Projects and their anticipated funding.
- Powerpoint Presentation Capital Improvement Program FY 2025 Introduction



### Memorandum

To:	Board of Directors
From:	Jeremy M. Lynn, P.E., Director of Engineering
Date:	March 21, 2024
Re:	FY 2025 Capital Improvement Program (CIP)
CC:	Michael E. Derdeyn

Projects included in the Albemarle County Service Authority's (ACSA) 10year Capital Improvement Program (CIP) from FY 2025 to FY 2034 will appear in the Proposed FY 2025 Budget document. The estimates developed for these projects have been entered into *Schedule 6: Capital Improvement Projects* of the Rate Model. The following is a summary of the estimated project costs to be undertaken in FY 2025:

Total: \$12,100	
Wastewater Projects:	<u>\$ 2,785,000</u>
Water Projects:	\$ 9,315,000

Overall, nearly 60% of the funds budgeted for FY 2025 will be directed towards three water main replacement projects (Crozet Phase 4, Briarwood, and Barracks West). Construction of the Avon Operations Center will commence and includes \$2,110,000 in funding for FY 2025. Of the total \$12,100,000 budgeted, existing projects account for \$11,475,000, while new projects are estimated at \$625,000.

The new projects identified in the upcoming FY 2025 CIP include design efforts for the Buckingham Circle Sewer Project, a sanitary sewer evaluation of the Woodbrook Drainage Basin sewer collection system, and improvements to the ACSA Operations Center at the Spotnap location. A summary of the proposed CIP projects with their anticipated funding in FY 2025 follows:

#### WATER SYSTEM IMPROVEMENTS

 <u>Crozet Phase 4 Water Main Replacement</u>: This project continues our systematic program to replace undersized and aging asbestos-cement and PVC water mains in the Crozet Water System. This is the fourth of five phases in Crozet that have been defined to carry out these water distribution system improvements. Construction activities are underway and will continue through much of FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project. FY 2025 Budget - \$3,200,000 (Previous Budgets - \$4,122,350)

- <u>Scottsville Phase 4 Water Main Replacement</u>: This project continues our systematic program to replace undersized and deteriorating asbestoscement and cast-iron water mains throughout our water systems. The water mains along James River Road, Warren Street, and several streets in Downtown Scottsville will be upgraded. Design efforts are nearing completion and the amount budgeted will assist ACSA staff with easement acquisition. Construction activities are not anticipated to occur until FY 2026 and beyond with additional funds required. FY 2025 Budget -\$50,000 (Previous Budgets - \$504,900)
- 3. <u>Ragged Mountain Phase 1 Water Main Replacement</u>: This project will replace the oldest active water main remaining in our system. This cast iron pipe is over 90 years old and is severely tuberculated, which greatly reduces the flow capacity in this section. With multiple unsuccessful bids on VDOT's Morey Creek Bridge Replacement Project, additional design efforts are required for a revised water connection to Fontaine Research Park. Construction activities are not anticipated to occur until FY 2026 in conjunction with RWSA's Ragged Mountain Reservoir to Observatory WTP 36" Raw WL Project. Additional funds will be required in FY 2026. FY 2025 Budget \$0 (Previous Budgets \$876,400)
- 4. <u>Northfields Water Main Replacement</u>: This project continues our systematic program to replace undersized and deteriorating asbestos-cement water mains. These existing water mains were installed in the 1960's as a private well system and have reached the end of their useful life. The project is currently under design with funds previously budgeted. It is anticipated that construction will occur in the FY 2027 FY 2028 timeframe. Additional funding will be required based on ultimate construction schedule. FY 2025 Budget \$0 (Previous Budgets \$530,000)
- 5. <u>Briarwood Water Main Replacement</u>: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is nearing completion with funds previously appropriated. Construction activities are anticipated to begin in FY 2025 and will carry over into FY 2026 with additional funding budgeted. FY 2025 Budget \$1,510,000 (Previous Budgets \$220,000)
- 6. <u>Barracks West Water Main Replacement</u>: This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project also provides for an opportunity to improve fire protection to these multi-

family apartments. The design phase is nearing completion with funds previously appropriated, and construction is anticipated to occur in FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project. FY 2025 Budget - \$2,500,000 (Previous Budgets - \$902,500)

- 7. <u>Townwood Water Main Replacement</u>: This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's and have recently experienced several breaks causing water service disruptions. The design phase is currently underway and will carry over into FY 2025 with funds previously appropriated. Construction is expected to take place in the FY 2026 FY 2027 timeframe with additional funds required. FY 2025 Budget \$0 (Previous Budgets \$200,000)
- 8. <u>Broadway Street Water Main Replacement</u>: This project will replace the cast iron water main that was installed in the early 1970's and has been found to be in deteriorating condition based on recent excavations. With the redevelopment of the Woolen Mills Factory and Albemarle County's increased attention on economic revitalization of this corridor, replacement of this water main is crucial in transforming this area. Construction is expected to take place in FY 2025. The amount budgeted combined with funds previously appropriated should cover construction costs anticipated for this project. FY 2025 Budget \$250,000 (Previous Budgets \$1,417,800)
- 9. <u>Raintree and Fieldbrook PVC Water Main Replacement</u>: This project continues our systematic program to replace the PVC water mains that have been in service since the 1980's. The design phase is currently underway and will carry over into FY 2025 with funds previously appropriated. Construction is expected to take place in the FY 2027 FY 2028 timeframe with additional funds required. FY 2025 Budget \$0 (Previous Budgets \$432,300)
- 10. Exclusion Meters Replacement: In the mid 1990's with the development of Glenmore, many new customers installed irrigation systems for their properties and wanted to have their sewer bills reduced by the amount of water that was diverted for irrigation purposes. Private meters were installed behind their ACSA domestic meter to record this volume and it was "excluded" from the calculation of their sewer charges and these became known as exclusion meters. In 2006 the ACSA Rules and Regulations were modified to disallow private exclusion meters and required all future irrigation meters be tapped separately off our water mains, to be owned and controlled by the ACSA. ACSA staff recently began coordinating with various irrigation contractors to upgrade existing private exclusions meters to ACSA-owned exclusion meters. FY 2025 Budget \$0 (Previous Budgets \$527,500)

- 11. <u>Pipe Saddles Replacement</u>: The ACSA Maintenance Department has discovered in recent years that pipe saddles used to make water service line connections to PVC water mains have started to fail. These failures have occurred due to either the galvanized steel straps or the cast iron saddle bodies deteriorating. This project is a multi-year replacement program to be undertaken with our in-house CIP Crew. Work will be performed with funds previously budgeted. Additional funding is anticipated in future years to continue this project. FY 2025 Budget \$0 (Previous Budgets \$100,000)
- 12. <u>Annual Water Repair and Replacement</u>: This project will utilize publicly bid water repair and replacement contracts that are renewable on an annual basis to make improvements to our water distribution system. Bidding for this contract is complete and a contract will be awarded this spring. FY 2025 Budget - \$200,000

### SEWER SYSTEM IMPROVEMENTS

- 13. <u>Airport Trunk Sewer Upgrade</u>: With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 needs upgrading to handle full buildout. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. Design is ongoing and easement acquisition is underway with funds previously budgeted. It is anticipated that construction will begin in FY 2027, with additional funding required. FY 2025 Budget \$0 (Previous Budgets \$483,800)
- 14. Northfields Phase 5 Sewer: During the design of the Northfields Water Main Replacement Project, ACSA staff identified several sections of sanitary sewer that could be installed along the roadway in coordination with the water main replacement work. These efforts will provide sanitary sewer service to existing neighborhood properties currently served by private septic fields. The project is currently under design with funds previously budgeted. It is anticipated that construction could occur in the FY 2027 – FY 2028 timeframe with additional funding required. FY 2025 Budget - \$0 (Previous Budget - \$70,000)
- **15.** <u>Buckingham Circle Sewer (New)</u>: In 2012, the ACSA completed the Buckingham Circle Water Main Replacement Project. At that time, we also explored the feasibility of installing a sanitary sewer system but there was insufficient interest from the neighborhood. Recent communications with multiple residents have indicated an increase in interest to construct a sanitary sewer system. ACSA staff is working on an updated survey to provide to the community to better understand how much support there is for this project. The amount budgeted will allow ACSA staff to re-evaluate

the previous sanitary sewer design and begin easement acquisition efforts if adequate support exists. **FY 2025 Budget - \$175,000** 

- 16. <u>Bellair Liberty Hills Sewer</u>: Over the past several years, there has been an uptick in residents of the Bellair Subdivision seeking to connect to public sanitary sewer service since most residents are currently served by private septic fields. Based on results from a community survey, a majority of the property owners are interested in connecting to public sewer if it was made available. Design is underway with funds previously appropriated. It is anticipated that construction will take place in FY 2026 and FY 2027, with additional funding required in those years. FY 2025 Budget \$0 (Previous Budgets \$393,715)
- 17. <u>Woodbrook Drainage Basin SSES (New)</u>: This project includes a Sanitary Sewer Evaluation Survey (SSES) of the Woodbrook Drainage Basin utilizing manhole inspections, flow metering, smoke testing, closed circuit television (CCTV) inspections, night flow isolation and flooded dye testing to identify sources of infiltration and inflow (I/I). This drainage basin includes approximately 450 manholes and 75,000 linear feet of sanitary sewer main. FY 2025 Budget \$400,000
- 18. <u>Miscellaneous Sewer Rehabilitation</u>: This project continues our "find and fix" program of sanitary sewer rehabilitation to reduce I&I in our system during the fiscal year. These efforts will utilize publicly bid miscellaneous sewer rehabilitation contracts that are renewable on an annual basis up to two times after the initial contract. It will be used to make repairs and rehabilitate defects in our system found with systematic CCTV inspection by ACSA crews and the subcontractor. FY 2025 Budget - \$500,000

#### NON-UTILITY AND FACILITY IMPROVEMENTS

- 19. Pump Stations Rehabilitation: ACSA staff have identified numerous rehabilitation projects directly related to our pump station facilities, including pump and motor upgrades, replacement of generators and transfer switches, control panels, grinders, and associated climate control. The amount budgeted will cover multiple pump replacements and rebuilds on both the water and wastewater side. Additional funding in future years is expected to meet other rehabilitation needs mentioned above. These funds are proportionally split between water and wastewater projects. FY 2025 Budget \$205,000
- 20. <u>Customer Information System (CIS) Replacement</u>: This project consists of consulting services to assist with a review of the Customer Experience, current business processes and technology, as well as development of a roadmap moving forward. These services will also include Request for Proposals (RFP) development, review of proposals, and contract negotiations. The consultant will assist in the procurement process and subsequently during development to ensure a stable

transition for our customers and ACSA staff. The work will also include integration with other systems, specifically the Advanced Metering Infrastructure, Enterprise Resource Planning System, website design and phone replacement. The amount budgeted is for funding to replace the existing telephony system and begin implementation for a replacement Customer Information System. These funds are divided equally between water and wastewater projects. Additional funding is anticipated in FY 2026 for full development. **FY 2025 Budget - \$800,000 (Previous Budgets - \$200,000)** 

- 21. <u>ESRI Utility Network Implementation</u>: This project consists of consulting services to develop a plan and fully implement the Utility Network in the ACSA's ArcGIS Enterprise environment. The consultant has assessed the state of the ACSA's GIS and recommended changes needed for successful implementation of the Utility Network. ACSA staff will take much of FY 2025 to perform data clean-up before full implementation occurs. Additional funds may be necessary in FY 2026 to cover full implementation and training. These funds are divided equally between water and wastewater projects. FY 2025 Budget \$0 (Previous Budgets \$200,000)
- 22. <u>Avon Operations Center</u>: The Avon Street Extended property has long been held as a future location to build additional facilities as the ACSA continues to grow. The current Maintenance Yard at our Spotnap Road location is becoming overcrowded, and our leased space at the Crozet Water Treatment Facility will be reduced with the upcoming Granular Activated Carbon (GAC) Expansion. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators. This project is currently being advertised and we anticipate construction activities beginning in FY 2025. These funds are divided equally between water and wastewater projects. Additional funding will be required in FY 2026 to finish construction. FY 2025 Budget \$2,110,000 (Previous Budgets \$8,790,000)
- **23.** <u>Records Management Project</u>: This project has been combined with the Data Management and Dashboarding Project from FY 2024. The goal of this project is to improve record compliance and retention while digitizing paper files currently in storage. This project will consist of the classification of each paper document, so it is stored and maintained properly and securely. Another large portion of this project will include the scanning of paper documents into a new software solution that creates a searchable digital file. Files will be organized across the ACSA so that the right people have access to the appropriate content whether they are in the office or working remotely. Following the data collection and classification phase, dashboards will be created to display relevant data in a graphical format. The amount budgeted will cover the purchase of scanners, the development of an RFP for a Documentation Management Solution, as well as the effort associated with document scanning. These

funds are divided equally between water and wastewater projects. **FY 2025 Budget - \$50,000 (Previous Budgets - \$340,000)** 

- 24. <u>ACSA Operations Center Improvements (New)</u>: ACSA staff have identified two projects that need to be undertaken at the ACSA Operations Center. The first project addresses some settlement issues near the Administration Building main entrance. A structural engineering firm, specializing in foundation repair and remediation, conducted an assessment and has recommended the installation of foundation helical piers in the impacted area. The second project includes the installation of a hard deck on the underside of the truss system, along with an insulation layer to provide a thermal envelop in the existing Maintenance Building for the use of climate control equipment. The amount budgeted will allow both improvements to be implemented in FY 2025. These funds are divided equally between water and wastewater projects. FY 2025 Budget \$50,000
- 25. <u>Developer Participation</u>: Each year funds are set aside to participate in oversizing utilities constructed to serve new development. The Rate Model includes \$100,000 divided equally between water and wastewater projects as a contingency to ensure new pipes are sized to meet the ACSA's long-range needs. FY 2025 Budget \$100,000

We propose to schedule a Public Hearing to present the FY 2025 CIP at the April meeting of the ACSA Board of Directors.

#### **Board Action**

We request that the Board of Directors authorize the advertisement for a Public Hearing to address the FY 2025 CIP at 9:00 a.m. on Thursday, April 18, 2024.

### CAPITAL IMPROVEMENT PROGRAM PROPOSED FY 2025 BUDGET INTRODUCTION

### ACSA Board Meeting – March 21, 2024





## **Presentation Outline**



HIGHLIGHTS -PROPOSED FY 2025 CIP BUDGET NEW PROJECTS TO FY 2025 CIP BUDGET CONSTRUCTION IN FY 2025 QUESTIONS AND NEXT STEPS

### Highlights – Proposed FY 2025 CIP Budget

Total FY 2025 CIP Budget- \$12,100,000

- Water \$9,315,000
- Sewer \$2,785,000

New Projects - \$625,000 (Approx. 5%)

- Buckingham Circle Sewer
- Woodbrook Drainage Basin SSES
- ACSA Operations Center Improvements



### Water vs. Sewer Percentages







# Buckingham Circle Sewer

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





## Woodbrook Drainage Basin SSES

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

## ACSA Operations Center Improvements





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



### Crozet Phase 4 Water Main Replacement

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

### Barracks West Water Main Replacement

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



### Briarwood Water Main Replacement

- Replaces older PVC water mains
- Easement acquisition underway
- Construction moved up to FY 2025 due to recent breaks
- FY 2025 \$1,510,000
- Total Budget \$2,730,000









## Avon Operations Center

- Strategic Plan Business Resilience
- Additional Maintenance and Storage Facilities to accommodate continued growth
- Training area for equipment operators
- Construction in FY 2025-2026
- FY 2025 \$2,110,000 (split between water and sewer)
- Total Budget \$12,900,000

## Questions and Next Steps

- Board Action Today Authorize Advertisement for a Public Hearing to address the FY 2025 CIP
- April 18, 2024 Public Hearing on Proposed FY 2025 CIP, which will include a presentation on all CIP Projects
- May 16, 2024 Proposed FY 2025 Budget and Rates Workshop
- June 20, 2024 Public Hearing and Adoption of FY 2025 Budget, Rates and CIP



MEETING DATE: March 21, 2024

SECOND:

### RESOLUTION

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

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

VOTE:

### AYES:

### NAYS:

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

### ABSENT DURING VOTE:

### ABSENT DURING EXECUTIVE MEETING:

SECOND:

### **CERTIFICATION OF EXECUTIVE MEETING**

**MEETING DATE:** March 21, 2024

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

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

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

#### VOTE:

AYES:

### NAYS:

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

#### ABSENT DURING VOTE:

#### ABSENT DURING EXECUTIVE MEETING: