

**Albemarle County Service Authority Board of Directors**

1 The Board of Directors of the Albemarle County Service Authority (ACSA)  
2 met in a regular session on October 17, 2024, at 9:00 a.m. at the  
3 Administration and Operations Center at 168 Spotnap Road in  
4 Charlottesville, Virginia.

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

7 **Members Absent:** Mr. Richard Armstrong, Chair.

8 **Staff Present:** John Anderson, Kenny Barrow, Josh Chidester, Jayden  
9 Damron, Tanya Johnson, Terri Knight, Quin Lunsford, Jeremy Lynn, Alex  
10 Morrison, Jami Roach, Sabrina Seay, Danielle Trent, April Walker (remote),  
11 Elizabeth Wallace.

12 **Staff Absent:** Mike Derdeyn, Emily Roach.

13 **Public Present:** None.

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

16 Mr. Tolbert, Vice-Chair, called the meeting to order. He then read the  
17 opening Board Chair statement (Attached as Page \_\_\_\_\_), and a quorum  
18 was established. He stated that John Parcels was participating in the  
19 meeting electronically. Mr. Parcels stated that he was participating remotely  
20 from Kitty Hawk, North Carolina due to a family vacation.

21 ***Mr. Tolbert moved to approve Mr. Parcels remote participation.***

22 ***All members voted aye.***

23  
24 2. Recognitions – Public Utilities Management Institute – Advanced  
25 Management & Supervisory Leadership Training

26 Mr. Lunsford stated that earlier this month, eight ACSA employees  
27 completed an advanced management supervisory leadership training  
28 program in Louisa, VA. He stated that the training was coordinated by a  
29 group called Public Utilities and Waterworks Management Institute. He  
30 mentioned that it was a three-day program designed to help people  
31 understand management’s changing role in today’s utility environment. He

**Albemarle County Service Authority Board of Directors**

1 noted that the participants reviewed leadership principles, challenges, critical  
2 thinking, coaching, mentoring skills, and decision-making processes. He  
3 added that they would like to recognize the group of employees that  
4 participated in the program, many of which are present at the meeting today,  
5 and express gratitude for their willingness to further improve as leaders for  
6 the ACSA. He stated that the maintenance employees that participated were  
7 Marshall Via, Raymond Mason, Jonathan Caylor, Jayden Damron, and Tyler  
8 Snoddy. He added that John Anderson from the engineering department,  
9 and Jami Roach and Josh Chidester from the finance department  
10 participated as well.

11  
12 3. Approve Minutes of September 19, 2024

13 Ms. Swanson stated that she had one correction on page 6, line 14.  
14 She stated that the word “dead” should be “deed.”

15 Mr. Parcels stated that he did not have a correction, but rather a  
16 question about the nutrient report from RWSA. He stated that he believes  
17 Mr. Lunsford stated that the update on the report would be released in  
18 October and he was wondering if it had been released yet.

19 Mr. Lunsford stated that they have not seen the update yet, but there  
20 is a RWSA Board of Directors meeting next Tuesday, and he would be sure  
21 to follow up with the ACSA Board after that meeting.

22 Mr. Parcels asked what the effect of the nutrient report would be. Mr.  
23 Lunsford replied that he was not sure. Mr. Parcels stated that they never  
24 discussed the rationale or consequence of the report and asked if Mr.  
25 Lunsford would bring it up at the RWSA meeting next week.

26 Ms. Palmer asked if Mr. Parcels is talking about checking the  
27 nutrients of the water before it is transferred from South Rivanna to Ragged  
28 Mountain. Mr. Parcels replied yes. Ms. Palmer stated that RWSA performed  
29 studies to see if the water needed to be pre-treated, as the water at Ragged  
30 Mountain is clean water. Mr. Parcels added that South Rivanna gets rather  
31 muddy during some of the big rainstorms, which would not be good to

**Albemarle County Service Authority Board of Directors**

1 transfer to Ragged Mountain. Ms. Palmer stated that there has been a lot of  
2 discussion about how to transfer the water such as the placement of the  
3 intake. She stated that RWSA wants to transfer the water when the flows are  
4 high, but not when the water is incredibly muddy. She noted that it is amazing  
5 to her that the GAC system cleans the water as well as it does.

6 Mr. Parcels asked if this was all an RWSA decision, in that the ACSA  
7 would have no control over the transfer. Ms. Palmer replied yes. She stated  
8 that the assumption is that everyone wants the best possible water in the  
9 most economical way. She noted that RWSA is making those decisions, but  
10 Mr. Lunsford sits on their board and will have a say in how the transfer is  
11 done and the cost, etc.

12 Ms. Swanson asked if the South Fork reservoir was still being treated  
13 for algae. Ms. Palmer replied that it is at times during the summer. She stated  
14 that she does not remember how much they treated it this summer. Mr.  
15 Lunsford replied that it was not much.

16 ***Mr. Roberts moved to approve the minutes of September 19,***  
17 ***2024, as amended; seconded by Ms. Palmer. All members voted aye.***

18  
19 4. Matters from the Public

20 There were no matters from the public.

21  
22 5. Response to Public Comment

23 There was no response to public comment.

24  
25 6. Consent Agenda

26 ***a. Monthly Financial Reports –***

27 ***b. Monthly Capital Improvement Program (CIP) Report –*** Mr. Parcels  
28 stated that the summary for the Ragged Mountain Phase 1 Water Main  
29 Replacement project mentions RWSA is reevaluating their pump station  
30 project due to high bids. He asked how this will affect the ACSA’s project  
31 timeline and design.

**Albemarle County Service Authority Board of Directors**

1 Mr. Lynn stated that, at this point, the ACSA does not know what  
2 RWSA is going to do. He stated that there were two bids received, both  
3 over RWSA's CIP budget. He mentioned that he expects to hear more  
4 from them in the next couple of weeks, especially with their Board  
5 meeting next week. He stated that the ACSA staff will see if RWSA  
6 proceeds with the lowest bidder of the existing two, or if they will try to  
7 rebid. He added that the ACSA staff will then be able to determine what  
8 impact it may have on their CIP schedule.

9 Mr. Parcels asked Mr. Lynn to remind him of the timeline that they  
10 project. Mr. Lynn replied that RWSA was looking to have the pipeline  
11 and pump station constructed in the next two to three years. He stated  
12 that it is unclear at this point, where the ACSA will fall in the grand  
13 scheme of this \$50 million project.

14 Mr. Lynn stated that the ACSA was putting in a new pipeline parallel  
15 to RWSA's raw water pipeline, near the Fontaine Avenue/250 Bypass  
16 area. He stated that the ACSA was going to have RWSA's contractor  
17 build the new pipeline. Mr. Parcels stated that it was a matter of  
18 coincidental timing that the ACSA could take advantage of RWSA's  
19 excavation, etc. Mr. Lynn replied this is correct.

20 Mr. Parcels stated that he had a second question about the  
21 Broadway Street Water Main Replacement project. He noted that on  
22 page 62, it mentions the bid from Digs, Inc. being mathematically  
23 incorrect. He stated that the table shows their bid to be over \$1.6 billion,  
24 which must be a typo. Mr. Lynn replied that the number in the table is  
25 part of the error in Dig's bid submission. He stated that the bid  
26 documents require that the unit prices be written in words, which is what  
27 the ACSA follows. He stated that Digs mistakenly wrote the extended  
28 price in words which, when multiplied by the quantities, results in an  
29 outrageously large bid. He added that this was part of why Digs was  
30 ruled out of the bidding.

**Albemarle County Service Authority Board of Directors**

1 Mr. Parcels stated that he wonders what the corrected bid would  
2 have been. Mr. Lynn noted, in defense of Digs, Inc., that the ACSA has  
3 worked with them before, and they have been a quality contractor. He  
4 stated that they were originally the apparent low bidder but, after  
5 speaking with ACSA legal counsel, they agreed that the ACSA would  
6 not be able to award the bid to Digs, Inc.

7 Mr. Roberts asked for an update on the public meeting that was held  
8 as part of the Briarwood Water Main Replacement project on page 60.  
9 Mr. Lynn stated that the meeting was very successful, with about six or  
10 seven people, including the HOA president. He mentioned that there  
11 was a lot of good conversation with the residents and the ACSA staff  
12 heard some of their concerns, which they will need to be mindful of  
13 during construction. He noted that a lot of the concern was about traffic  
14 control. He stated that there is a fair amount of youth activity and playing  
15 that takes place in the street, which is something they will have to pay  
16 close attention to during construction. He added that pavement  
17 restoration was another area of concern but when residents realized the  
18 ACSA would be repaving the full width of the roadway after construction,  
19 they were very pleased. He noted that he wanted to thank Ms. Swanson  
20 for attending the meeting as well.

21 ***c. Monthly Maintenance Update –***

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

23 Palmer stated that as she was reading through the CIP update related  
24 to the Flood Protection Resiliency Study, she noticed that the Mechums  
25 River Raw Water Pump Station was one of the facilities listed. She  
26 stated that this pump station is located where the Sugar Hollow pipeline  
27 crosses the Mechums River. She mentioned that 25 years ago, when  
28 she first moved here, people could go into the pump station, and it was  
29 a safety hazard. She noted that they eventually cut off the entrance to it.  
30 She stated that there is no real reason for the pump station to still exist,  
31 as it has not been used in probably over 50 years. She stated that many

**Albemarle County Service Authority Board of Directors**

1 people have suggested over the years that the pump station be taken  
2 down. She stated that she feels this should be added into RWSA's CIP  
3 at some point. She added that she just wanted Mr. Lunsford to be aware  
4 of this and perhaps discuss with the RWSA Board.

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

6 **f. Imagine a Day Without Water –** Mr. Tolbert stated that he felt a  
7 separate vote was needed to pass the Imagine a Day Without Water  
8 resolution.

9 **Ms. Palmer moved to approve the resolution, seconded by Mr.**  
10 **Roberts. All members voted aye.**

11 **Ms. Palmer moved to approve the consent agenda, seconded by**  
12 **Ms. Swanson. All members voted aye.**

13  
14 7. **Lead and Copper Regulations and Inventory Update**

15 Mr. Lynn stated that the Board has seen much of the information in  
16 this presentation (Attached as Pages\_\_\_\_), as a similar presentation was  
17 given in January 2023. He stated that he wanted to give the Board an  
18 update on where things are, as well as give praise to the ACSA staff and  
19 the hard work they have done to get the organization to where it is today.

20 Mr. Lynn stated that he would first talk about the Lead and Copper  
21 Rule history, followed by where the ACSA is currently and future efforts. He  
22 stated that the Lead and Copper Rule was established in 1991 by the  
23 Environmental Protection Agency. He stated that there were some small  
24 revisions made in 2000 and 2007, but the bulk of what he was going to  
25 discuss was the Revised Lead and Copper Rule (LCRR) that was passed  
26 in 2021. He added that he would also discuss the Proposed Lead and  
27 Copper Rule Improvements (LCRI).

28 Mr. Lynn stated that it was important to note two unique aspects of  
29 the Lead and Copper Rule, the first being that the ACSA is typically  
30 responsible up to the meter, but this is not the case with lead and copper.  
31 He noted that the ACSA's responsibility goes all the way to the tap. He

**Albemarle County Service Authority Board of Directors**

1 stated that the second unique aspect is that while most of the testing is  
2 handled by ACSA or RWSA staff, that is not the case here as the customer  
3 collects the samples.

4 Mr. Roberts asked if it was unusual to find a different level of lead  
5 and/or copper from the meter to the house, compared to from the street to  
6 the meter. Mr. Lynn replied that lead and copper samples are not taken at  
7 the road, so the only samples come from the tap inside the home. He noted,  
8 however, that this does introduce a lot of private plumbing fixtures which  
9 contribute to the quality of the water.

10 Mr. Lynn stated that there are five highlights of the LCRR that the  
11 EPA passed. He stated that service line identification and inventory was a  
12 big requirement and was for both the customer side and ACSA side. He  
13 stated that, secondly, for any lead service lines identified, utilities are  
14 required to develop a lead service line replacement plan. He mentioned that  
15 there was also an increased focus on corrosion-control treatment, as well  
16 as a concerted effort to conduct testing for schools and childcare facilities.  
17 He added that overall, there was also an enhanced transparency and public  
18 education requirement.

19 Ms. Swanson asked, in terms of the school-related testing, if the  
20 ACSA or RWSA was coordinating with the school division. Mr. Lynn replied  
21 that he had some information on the school testing that he would touch on  
22 in just a moment, which he hoped would answer her question.

23 Mr. Lynn stated that before he continued, he wanted to recognize the  
24 17 ACSA staff members listed on the next slide. He stated that they had to  
25 go through over 25,000 service lines, identifying both the public side and  
26 the private side. He mentioned that this team was instrumental in getting all  
27 the data collected, entered into the GIS system, and eventually uploading it  
28 to the VDH portal, which was due yesterday.

29 Mr. Lunsford asked what it means when Mr. Lynn refers to identifying  
30 service lines on the public and private side. Mr. Lynn replied that it means  
31 to determine the material of the pipe and, more importantly, if there is the

**Albemarle County Service Authority Board of Directors**

1 existence of any lead service lines on the public or private side. Mr. Tolbert  
2 asked if the identification is done at the meter. Mr. Lynn replied that he  
3 would get into more detail about the identification process when he gets to  
4 that slide in the presentation.

5 Mr. Lynn stated that the next slide outlined service line identification  
6 highlights and included a diagram showing the public water main in the  
7 road. He stated that there is typically a short piece of pipe that runs from the  
8 main to the meter, and then the private service line runs from the meter to  
9 the house. He stated that the inventory the ACSA was required to collect  
10 and maintain is a living document, thus it will have to be continuously  
11 updated as new customers come online and new data becomes available.  
12 He noted that the ACSA also had to identify materials for all irrigation and  
13 fire line systems, not just domestic service lines. He added that the LCRR  
14 also required that all utilities serving more than 50,000 customers must  
15 make this information publicly available online.

16 Mr. Lynn stated that when identifying the service lines, they had to  
17 be classified into one of four categories – lead, galvanized requiring  
18 replacement, non-lead, or lead status unknown. He noted that the ACSA,  
19 during its efforts, was able to determine that all service lines on both the  
20 public and private sides were not lead. He stated that it would have been  
21 easy to say unknown, but the requirements say that unknown service lines  
22 must be treated as lead service lines until they could be identified.

23 Mr. Roberts asked if Mr. Lynn could explain the galvanized requiring  
24 replacement category. Mr. Lynn stated that galvanized requiring  
25 replacement would include any service line that is galvanized material that  
26 was downstream of a lead service line at one point in time. He stated that  
27 the thought is that if there was any lead material, it was flowing through the  
28 water upstream pipe picking up lead particles, allowing them to adhere to  
29 the galvanized pipe downstream. He stated that these service lines were  
30 treated as being contaminated with lead material.



**Albemarle County Service Authority Board of Directors**

1           Mr. Roberts asked if customers have galvanized service lines, which  
2 a lot of the older homes do, do they need to be replaced. Mr. Lynn replied  
3 that it they only need to be replaced if they were, at one point, downstream  
4 of a lead service line. He stated that there are over 700 galvanized service  
5 lines in the ACSA system, but there is no record or indication of those lines  
6 ever being downstream of a lead service line. He added that while they  
7 probably should be replaced, there is no requirement at this point to do so.

8           Ms. Palmer asked what year lead was banned from service lines. Mr.  
9 Lynn stated that in 1986, there was a national lead ban. He noted, however,  
10 that the building code in 1978 eliminated the use of lead service lines on the  
11 private side. He stated that those two dates were used to gather a lot of  
12 information about ACSA infrastructure, as the vast majority of the system  
13 was installed after one of those two dates.

14           Ms. Palmer stated that in New England, there were tons of lead  
15 service lines. She asked if builders were doing that in this area with homes  
16 built in the 1970s. Mr. Lynn replied that the ACSA has not found any  
17 indication of that. He stated that the City has performed their service line  
18 inventory and have not found any lead service lines in their system either.  
19 Ms. Palmer asked if lead solder was removed in 1986. Mr. Lynn replied yes  
20 and stated that there was a later revision in 2015. He added that any lead  
21 solder used today is completely safe.

22           Mr. Lynn stated that age of construction was probably the primary  
23 methodology used to identify where there was non-lead in the system. He  
24 stated that they also had to use other methods such as water system  
25 records and looking through plans. He stated that they used new water main  
26 installation and replacement as well. He mentioned that when customers  
27 are connected from an old water line to a new one, they have to tap into  
28 their actual service line. He noted that they are excavating, looking at the  
29 service line and tracking that data in the system. He stated that they also  
30 used the AMI process to identify service lines. He noted that the AMI

**Albemarle County Service Authority Board of Directors**

1 contractors collected data on every service line they were able to see when  
2 doing meter switchovers.

3 Ms. Swanson stated that when the Berkeley project was done, she  
4 had a very old cast-iron service line, which she replaced. She stated,  
5 however, that Albemarle County came out to perform the inspection when  
6 she replaced the line. She asked if the County gathers that material  
7 information when performing those inspections, and if the ACSA was able  
8 to partner with them to gather that data.

9 Mr. Lynn replied that they did not receive any data from the County.  
10 He stated that he does not know how long they keep those records. He  
11 mentioned that Ms. Swanson would have received a plumbing permit from  
12 the County, and he believes they only keep those records for a couple of  
13 years before being discarded.

14 Mr. Lynn stated that the ACSA still has inspectors that worked on  
15 projects like Berkeley. He stated that through interviewing those inspectors  
16 and looking at their field notes, they were able to identify non-lead service  
17 line areas in certain neighborhoods. He added that the staff even called a  
18 few retired ACSA inspectors to gather information as well.

19 Mr. Lynn stated that there was also a fair amount of excavation  
20 involved in the service line identification process. He stated in a lot of  
21 places, ACSA maintenance staff had to dig on both sides of the meter to  
22 identify what was on the public side and what was on the private side. He  
23 noted that this was during crunch time, when it was “all hands on deck” to  
24 get the identifications completed before the deadline, which was yesterday.

25 Mr. Lynn stated that there were also a few in-home inspections to  
26 identify service lines. He stated that there is a message on the ACSA  
27 website that asks customers to share any updated information or  
28 discrepancies that they may find.

29 Mr. Lynn stated that the graphic on the next slide shows the ACSA’s  
30 internal dashboard that is used to track the service line inventory progress.  
31 He noted that in January 2023, the progress was at 85%. He stated that it

## **Albemarle County Service Authority Board of Directors**

1 has taken the ACSA over 18 months to complete the last 15% of  
2 identifications. He stated that they have identified 710 galvanized service  
3 lines that customers need to be cognizant of, but none of them were  
4 galvanized requiring replacement because they were not downstream of a  
5 lead service line. He mentioned that the important thing to note on the  
6 dashboard is that there are zero lead connections, which is a huge  
7 accomplishment for the ACSA system and its customers.

8 Mr. Lynn noted the interactive map on the next slide, which he stated  
9 is available on the ACSA website. He stated that the map can be searched  
10 by address or by zooming in on different areas. He stated that it shows  
11 where the galvanized service lines are, as well as the majority of the system  
12 being non-lead on both the public and private side.

13 Mr. Lynn stated that after the ACSA reached the point where it could  
14 confidently say that there are no lead service lines in the system, they began  
15 to spread the word. He noted the upper left of the next slide, which showed  
16 the submission acceptance of one of the systems that was entered into the  
17 Virginia Department of Health (VDH) portal. He stated that the bottom-left  
18 of the slide shows one of the acceptance letters the ACSA received from  
19 VDH. He noted that they had to send acceptance submissions for four  
20 different systems – Red Hill, Crozet, Scottsville, and the Urban system. He  
21 stated that they began with Red Hill, which is the smallest system, and the  
22 process became progressively more complicated as they worked their way  
23 to the Urban system. He stated that the upper middle picture is from the  
24 ACSA's press release sharing the good news about service lines being  
25 lead-free. He added that there is a screenshot of the CBS 19 news story in  
26 the bottom middle of the slide, as well as two pictures of social media posts  
27 on the right.

28 Mr. Lynn stated that as part of the Lead and Copper Rule, the ACSA  
29 must perform lead and copper sampling every three years. He stated that  
30 the next slide shows the most recent sampling results from Crozet and Red  
31 Hill this past summer. He mentioned that given the size of the Crozet

**Albemarle County Service Authority Board of Directors**

1 system, they had to collect 30 samples. He noted that there were two  
2 samples with a very small amount of lead detected, but one must consider  
3 how the sample is collected. He stated that the sample is a first draw from  
4 the faucet, which is water that is probably right under the kitchen sink and  
5 not out in the public system. He stated that the Red Hill sample results are  
6 being sent out today, one of which is at the Red Hill Elementary School.

7 Ms. Palmer asked if the very small amounts of lead detected in the  
8 Crozet samples was from the faucet. Mr. Lynn replied yes. He stated that it  
9 is a six-hour holding period, meaning the customer takes the sample first  
10 thing in the morning after a minimum six-hour hold. He added that they fill  
11 the bottle, and the ACSA collects the bottle and sends it off for processing.

12 Mr. Lynn stated that one of the other items in the LCRR relates to  
13 corrosion control, thus the next slide outlines the corrosion control treatment  
14 handled by RWSA. He stated that RWSA has been very proactive, with  
15 corrosion inhibitor used in the drinking water system for more than 40 years.  
16 He stated that around the 2015-2016 timeframe, there was a proactive  
17 decision to transition from polyphosphate to orthophosphate which was  
18 approved by VDH in 2019. He mentioned that the Crozet, Scottsville, and  
19 Urban systems were transitioned over two years, with a period of a blended  
20 treatment. He noted that in 2024, about a month ago, there was a reduction  
21 in the ortho dosage in the Urban system, in response to the sediment  
22 challenge. He added that with the change, quarterly lead and copper  
23 sampling must be done in the Urban system to fulfill VDH requirements,  
24 which will begin in the next couple of weeks.

25 Mr. Lynn stated that the LCRR requires, over a five-year period, that  
26 all elementary schools and childcare facilities be tested for lead. He stated  
27 that there was a good news article last week, indicating that Albemarle  
28 County schools had just went through a retesting and received a clean bill  
29 of health at all their public schools. He mentioned that he does not know if  
30 their sampling completely adhered to the sampling requirements of the  
31 LCRR, so the ACSA staff will be talking with them to see if that testing fulfills

**Albemarle County Service Authority Board of Directors**

1 the requirement for the public school system. He noted that they still need  
2 to begin discussions with the childcare facilities to begin the sampling  
3 process. He stated that most of the sampling will be performed by the  
4 facility, but the ACSA will collect the sample from them, take it to the lab,  
5 and then share the results.

6 Mr. Lynn stated that just this month, the LCRI was published into the  
7 federal registrar. He stated that in terms of what that means for the ACSA,  
8 there are a few focus areas beginning with the EPA requiring all lead service  
9 lines replaced within 10 years. He noted that this does not apply to the  
10 ACSA, as there are no lead service lines in the system. He stated that  
11 another focus area is locating lead legacy pipes, which is another issue that  
12 the ACSA will not have to contend with. He noted that the one big focus  
13 area that the ACSA will need to pay attention to is lowering the lead action  
14 level to 10 PPB. He stated that currently it is at 15 PPB and, as mentioned  
15 earlier, the lead level in the few samples the ACSA collected were at 2 PPB.  
16 He stated that another area of focus is a change in some of the  
17 requirements for the childcare facilities and school testing. He added that  
18 the ACSA will need to determine if that will have an impact on their testing.

19 Mr. Tolbert stated that it is referred to as the Lead and Copper Rule,  
20 but nothing Mr. Lynn mentioned has referred to copper. Mr. Lynn replied  
21 that so much of the attention is on lead, as the threshold for copper is much  
22 higher and the ACSA has never come close to that action level as far as he  
23 knows. He mentioned that even with a vast majority of the ACSA having  
24 copper service lines from the main to the meter, they still have not had a  
25 copper level that was concerning.

26 Ms. Palmer asked if that was mostly because of the corrosion control.  
27 Mr. Lynn replied that he thinks that plays a huge factor. Ms. Palmer stated  
28 that she assumes that people who have a private well and use water  
29 treatment in their tanks are probably not having an issue. Mr. Lynn  
30 concurred. Mr. Roberts asked if the ACSA did lead and copper testing for  
31 private schools. Mr. Lynn replied that the ACSA is not required to conduct

**Albemarle County Service Authority Board of Directors**

1 testing at private schools under the LCRI. He stated that he does not know  
2 if there is a requirement with social services.

3 Ms. Palmer asked if the old water lines that have lead solder do not  
4 cause a problem because they have been tuberculated or the lead is  
5 removed during the treatment process. Mr. Lynn replied yes. He stated that  
6 lead packing was used on fire hydrants at one time, but the ACSA replaced  
7 all of them either through CIP projects or the ACSA maintenance staff.

8 Ms. Swanson asked about the lead service inventory map that the  
9 ACSA made available to the public. She stated that her understanding was  
10 that the inventory only had to be made public if the system had over 50,000  
11 customers but the ACSA does not have that many customers. Mr. Lynn  
12 replied that the ACSA serves more than 50,000 people but does not have  
13 50,000 customers. Ms. Swanson asked if the ACSA made the information  
14 public just to be proactive. Mr. Lynn replied that they feel it makes a lot of  
15 sense. He stated that they had to collect all that data, so why not make it  
16 available to customers.

17 Ms. Swanson asked if there is any expectation or hope that the  
18 amount of treatment will eventually be lowered because there is no lead in  
19 the system, and if there is any other benefit to having a corrosion inhibitor.  
20 Mr. Lynn replied that the change that was made last month did lower it, and  
21 that is as low as VDH will allow. He stated that he does not know if they  
22 would be open to lowering it further in the future, if things change. He noted  
23 that he feels there still needs to be an adequate level of corrosion control to  
24 provide protection on the customer side.

25 Mr. Parcels asked, with respect to the reduction in the Urban system,  
26 if there was any potential to make the same change in Crozet and Red Hill.  
27 Mr. Lynn replied that they have not had those conversations with RWSA at  
28 this point. He stated that he thinks RWSA's desire would be to have all  
29 systems treated equally, but it made more sense to focus on the Urban  
30 system because that is where the sediment challenge was evident.

**Albemarle County Service Authority Board of Directors**

1           Mr. Parcels stated that he would think there were several homes in  
2 the Crozet system that have the same sediment issue. Mr. Lynn stated that  
3 they have not had those conversations yet. He stated that he feels it will be  
4 worthy of discussion after the quarterly sampling in the Urban system and  
5 ensure there are no unintended consequences of the change.

6           Mr. Lynn stated that in terms of future efforts, the ACSA will begin  
7 working with the public and private schools and childcare facilities to begin  
8 the sampling process. He stated that the ACSA will continue the lead  
9 service line inventory and updating the data they have, to ensure it is  
10 accurate.

11  
12       8.       Avon Operations Center

13           Alex Morrison, Director of Operations, stated that he and John  
14 Anderson would be providing the Board with some background information,  
15 as well as an update on the Avon Operations Center project. He stated that  
16 there were a few objectives for this presentation (Attached as  
17 Pages\_\_\_\_\_), beginning with introducing John Anderson, the co-  
18 manager for the project. He stated that they would then give an overview of  
19 the project and a timeline recap, followed by some design team highlights,  
20 the status of the project, and next steps.

21           Mr. Morrison stated that John Anderson, Senior Civil Engineer,  
22 celebrated his one- year anniversary with the ACSA yesterday. He stated  
23 that Mr. Anderson brings a lot of technical abilities, knowledge, and skills to  
24 the team and will be instrumental in co-managing this project. He stated that  
25 Mr. Anderson has been a PE since 1997 and is a DEQ Combined  
26 Administrator with ESC and Stormwater Management state programs. He  
27 stated that Mr. Anderson holds degrees from NC State University and the  
28 University of Virginia and has a lot of previous experience with the Albemarle  
29 County Engineering Division, East Coast Utility Contractors, Nelson County  
30 Service Authority, VDOT, NC Department of Environmental and Natural  
31 Resources, and Perrin Quarles Associates.

**Albemarle County Service Authority Board of Directors**

1           Mr. Anderson stated that he appreciates being a part of the ACSA  
2 team and considers it a privilege. He stated that in terms of the project  
3 overview, one of the key features of the project is a 2-story, 15,600 square  
4 foot fleet maintenance building. He stated that there will be 12 vehicle garage  
5 bays, as well as some flex office space, a conference room, a server room,  
6 and a back-up diesel generator and solar arrays. He noted that a back-up,  
7 insulated server room that is protected against malicious attack is a very  
8 important feature of the project. He noted that there will also be parking  
9 areas, equipment and material storage, a fueling station, EV charging, and  
10 a vehicle wash area. He noted that two other important features of the new  
11 operations center are the operator training and confined space training  
12 areas. He stated that there will be areas where backhoe operators can  
13 excavate trenches, just the way they might need to in the field. He noted that  
14 confined space training is life-saving training, and the training area allows a  
15 more programmed approach. He added that he wanted to express his  
16 appreciation to the Board for their support of this project.

17           Mr. Morrison stated that the next few slides show a couple of views  
18 from the construction plans. He stated that the first slide shows the overall  
19 site plan which shows how everything is laid out. He noted that Avon Street  
20 Ext. is to the left, and there is a gravel driveway from Avon Street to access  
21 the Avon Water Storage Tank which is owned and operated by RWSA and  
22 a small cellphone tower. He stated that on the far-right side is Founders  
23 Place, which serves Albemarle Health and Rehabilitation, and the Monticello  
24 Fire Station is just to the upper right-hand side. He stated that the confined  
25 space rescue team for Albemarle County is housed at that station, which  
26 provides an opportunity for ACSA staff to train with their team. He stated that  
27 the fleet maintenance building in the middle of the site plan is a 15,600  
28 square foot building, with a lot of storage in and around the building. He  
29 stated that there is a travel way that will cut through the property from Avon  
30 Street Ext., all the way over to Founders Place.



**Albemarle County Service Authority Board of Directors**

1           Mr. Morrison stated that the next slide shows the floor plan for the  
2 upper level of the maintenance building. He stated that there are some  
3 storage and workshop areas, a locker room, conference room, break room,  
4 restrooms, and showers. He mentioned that there is a mezzanine area that  
5 sits above those rooms, which will have a hydraulic lift to store heavier  
6 materials and easy access to retrieve those items. He added that there are  
7 also six vehicle bays on the upper floor as well.

8           Mr. Morrison moved to the next slide, stating that there are six  
9 additional vehicle bays on the lower floor, two of which can accommodate  
10 larger vehicles. He stated that the ACSA will need to replace its flush truck  
11 with a much larger one soon, thus this building allows for conditioned storage  
12 for that vehicle. He stated that there is a server room, additional office space,  
13 mechanical and electrical rooms, vehicle maintenance workshops, caged  
14 storage, and additional bathrooms.

15           Mr. Morrison stated that in terms of timeline for the project, the vision  
16 for this project began in 1987 when the ACSA acquired the Avon Street  
17 property. He stated that the documents note a future maintenance yard. He  
18 stated that jumping forward to May 2016, the ACSA began a Facilities Master  
19 Plan with the help of Dewberry Engineering. He mentioned that this is what  
20 began the conceptual development and footprint for the Avon Operations  
21 Center. He stated that once the plan was complete, the ACSA went under  
22 contract for phase 1 design in October 2019. He noted that at this point, they  
23 were looking at developing the property, but the fleet maintenance building  
24 did not come up until a future phase.

25           Mr. Morrison stated that by February 2020, they determined that it  
26 made more sense to develop the property as a whole and added an  
27 amendment to design the two-story fleet maintenance building. He stated  
28 that the first bids were received March 27, 2024, and were above the ACSA's  
29 budget. He noted that bidders expressed some uncertainty around the rock  
30 on the property. He mentioned that, historically, the ACSA does not classify  
31 rock in its bids so there is no unit price for rock removal. He stated that the

**Albemarle County Service Authority Board of Directors**

1 bidder would have to assume how much rock they think they will encounter  
2 and include it in the base bid. He stated that this resulted in the bidder having  
3 to increase their price in the event they encounter a large volume of rock.

4 Mr. Morrison stated that before rebidding the project, the ACSA did  
5 some additional Geotech evaluation using seismic refraction. He stated that  
6 this allowed them to quantify the amount of rock that needed to be removed  
7 from the property, which was a risk mitigation strategy. He mentioned that  
8 they then classified the rock and requested a unit price for the rock. He stated  
9 that they asked the bidders to assume they would be removing 4,000 cubic  
10 yards of rock and include that as part of the base bid, and then provide a unit  
11 price for additional rock per cubic yard. He stated that with this strategy, the  
12 ACSA went out to bid again and received bids in August 2024 and saw a  
13 reduction in the apparent low bidder of \$1.5 million. He noted that it was the  
14 same low bidder as the first time. He added that as of October 11, 2024, the  
15 ACSA has a fully executed contract with Daniel & Company, Inc.

16 Mr. Lunsford asked if Mr. Morrison recalled the cost of the Geotech  
17 evaluation. Mr. Morrison replied that it was about \$21,000. He added that it  
18 was well worth the time and effort to follow the risk mitigation strategy and  
19 quantify that rock.

20 Mr. Morrison stated that before he handed the presentation back  
21 over to Mr. Anderson to review next steps, he wanted to highlight some of  
22 the members that have been integral to this project. He stated that, as he  
23 mentioned before, this project began in 2019, so some of the names are of  
24 people that have since moved on or retired from the ACSA. He mentioned  
25 that he went through old emails and Board meeting minutes in an attempt to  
26 acquire the names of all people that, at some point, were involved with the  
27 design of this project. He stated that, in a sense, he could add the names of  
28 all ACSA staff. He stated that when they had to determine what the name  
29 would be for the road that runs through the site, all staff were asked to make  
30 recommendations and vote on them. He stated that in the end it was

**Albemarle County Service Authority Board of Directors**

1 determined that the name of the road would be Authority Way. He added  
2 that it is the road that passes from Avon Street Ext., down to Founders Place.

3 Mr. Anderson stated that in terms of the status of the project, the  
4 construction contracted was executed last Friday. He mentioned that Mr.  
5 Morrison did a great deal of work with Mike Derdeyn and Daniel & Company,  
6 Inc. to get the contract signed. He stated that Mr. Morrison, Mr. Lunsford, Mr.  
7 Lynn, and himself visited Daniel & Company in their offices and met with the  
8 President, L.J. Swain, and he feels good about the company. He noted that  
9 for 20 years, Daniel & Company has worked with a conservation group in  
10 Jamestown, VA., so they are careful and establish long-lasting relationships.

11 Mr. Anderson stated that one of the ACSA's team members,  
12 Dewberry design firm, typed up a simple agenda and some of those items  
13 are listed on the slide. He stated that the ACSA presented that agenda to  
14 Daniel & Company, Inc., which they are currently considering. He stated that  
15 they are looking at their schedule, specifically with respect to the holidays,  
16 as they will have 18 months to complete the work. He stated that they will  
17 also be furnishing a list of sub-contractors. He mentioned that the schedule  
18 of values is important to mark their progress, and Daniels & Company, Inc.  
19 will be dividing their lump sum bid into pieces so the ACSA can fairly  
20 compensate them as they move through the work. He stated that in terms of  
21 equipment and material, Daniel & Company, Inc. are looking at making early  
22 arrangements for those items that may take a long time to deliver.

23 Mr. Anderson stated that the ACSA and Daniel & Company, Inc. will  
24 hold a kick-off meeting in close proximity to issuing the Notice to Proceed.  
25 He stated that Daniel & Company, Inc. will post the Virginia Stormwater  
26 Management Program bond with the County and will begin their submittal  
27 process with the ACSA's partner firm Dewberry. He stated that the Board  
28 will continue to hear more about the project as the months go by.

29 Ms. Palmer asked, with E&S, if there would be any ACSA inspectors  
30 or just County inspectors. Mr. Anderson replied that the way the program  
31 works, once the ACSA lists Daniel & Company Inc. as the construction

**Albemarle County Service Authority Board of Directors**

1 activity operator, the County E&S inspector will visit the site about once every  
2 two weeks. He stated that the inspector, John Yerby, will verify that Daniels  
3 & Company, Inc. has the certified specialist onsite that is required to always  
4 be there. He added that he also plans to visit the site about once per week.

5 Mr. Tolbert asked if ACSA staff would be permanently located at the  
6 new Avon site. Mr. Morrison stated that they are still evaluating how the site  
7 will be used for staff. He stated that currently, it is designed as a satellite  
8 maintenance yard and a redundant facility for continuity of operations. He  
9 stated, however, that they are beginning to have those internal  
10 conversations about how the site will be utilized during normal, day-to-day  
11 operations.

12 Mr. Tolbert stated that there was mention of a server room. He asked  
13 how that site will be isolated and how data will be transferred to the site. April  
14 Walker, Director of IT, stated that they would use a VPN appliance which will  
15 create a secure way to transfer data. Mr. Tolbert stated that everyone is  
16 using VPNs, so it would not surprise him if someone figured out a way to get  
17 into the system. Ms. Walker stated that there will be monitoring with the fire  
18 wall as well.

19 Mr. Tolbert noted that Mr. Anderson mentioned visiting the Daniel &  
20 Company, Inc. office. He asked if their headquarters was local. Mr. Morrison  
21 stated that their office is in Richmond, VA. Mr. Anderson stated that they are  
22 located near the baseball diamond in Richmond. Mr. Morrison added that  
23 Daniel & Company, Inc. has conducted a lot of construction in this area,  
24 including west towards Waynesboro and Staunton, VA.

25  
26 9. Hurricane and Extreme Weather Preparedness Planning

27 Mr. Morrison stated that he had several objectives for today's  
28 presentation (Attached as Pages\_\_\_\_). He stated that he wanted to cover  
29 some background on the ACSA's Emergency Response Plan, as well as  
30 forecasting and event monitoring. He stated that he would also go over how  
31 the ACSA handles internal coordination and communication, including some

**Albemarle County Service Authority Board of Directors**

1 specific preparedness actions the organization took for Hurricane Debby. He  
2 added that he would also discuss how the ACSA coordinates with its external  
3 partners and response and recovery.

4 Mr. Morrison moved to the next slide, outlining the ACSA's  
5 Emergency Response Plan (ERP). He stated that it was required by the  
6 America's Water Infrastructure Act (AWIA) of 2018. He mentioned that the  
7 act called for an ERP and a risk and resiliency assessment for any system  
8 that served over 3,300 people. He stated that the ERP has response  
9 strategies and procedures that are specific to natural hazards, human-  
10 caused threats like acts of terrorism, or other emergencies.

11 Mr. Morrison stated that there are a couple of different components  
12 in the plan, but it focuses on risk mitigation, response protocol,  
13 communication plans during different events, and resource allocation in the  
14 ACSA and with external partners. He stated that there is a 5-year  
15 recertification required, and the next recertification deadline is June 2026.  
16 He mentioned that the goal of the plan is to provide resiliency within the  
17 system. He stated that the ACSA provides its customers with a vital resource  
18 and wants to continue to be able to do so during an emergency event.

19 Mr. Morrison stated that in terms of forecasting and event monitoring,  
20 there are a few different resources the ACSA uses. He stated that they rely  
21 a lot on resources from the National Oceanic and Atmospheric  
22 Administration (NOAA), which includes the National Weather Service (NWS)  
23 and the National Hurricane Center (NHC). He stated that Dominion Energy  
24 is another resource and through their external affairs departments, they  
25 forecast impacts to their service areas and send out updates to utilities about  
26 how that will impact the energy grid. He mentioned that the Virginia  
27 Department of Health (VDH) sends out information as well, if they see  
28 something that could impact the water systems.

29 Mr. Morrison stated that if, and when, the ACSA is impacted by an  
30 event, there is a ton of resources, but he wanted to touch on two important  
31 ones. He stated that the Virginia 511 system through VDOT is a great tool to

**Albemarle County Service Authority Board of Directors**

1 see what is going on in the system. He noted that they have traffic cameras,  
2 with some that cover the ACSA's service area. He mentioned that this would  
3 help when deploying different forces, as it indicates areas that may need to  
4 be avoided due to flooding or down trees. He stated that the ACSA also uses  
5 an app called VEOCI (Virtual Emergency Operations Center), which is also  
6 used by the ECC, County of Albemarle, and RWSA. He mentioned that it is  
7 essentially a chat room that allows for communication between different  
8 utilities, giving a high-level view of all the impacts of an event.

9 Ms. Swanson asked how the ACSA determines who plays what role  
10 during an emergency event. Mr. Morrison replied that this topic has  
11 warranted a lot of discussion. He stated that a new regional emergency  
12 manager has been hired and the Local Emergency Planning Committee  
13 (LEPC) was just restarted. He stated that there was a meeting two weeks  
14 ago and one key topic of discussion was how to approach these events and  
15 who takes command. He stated that there could be an incident that only  
16 impacts the utility system in which case, the ACSA would be coordinating  
17 with RWSA and the City of Charlottesville. He stated, however, something  
18 like an earthquake would require a regional operations center. He added that  
19 they are working through the specifics now, to see what that command  
20 structure will look like.

21 Mr. Morrison stated that the next two slides continue the discussion  
22 on forecasting and monitoring. He stated that the graphics were of the initial  
23 advisories that came out for Hurricane Debby on Monday, August 5<sup>th</sup>, 2024.  
24 He noted that it shows a potential impact to our area on Saturday, August  
25 10<sup>th</sup>, 2024. He mentioned that the ACSA began preparing for what that  
26 impact might look like. He stated that by 2 am on Saturday, the map showed  
27 a lot of uncertainty as to which way the storm would track. He stated,  
28 however, that it was on their radar as something that could potentially have  
29 an impact on the area, so they continued to monitor it.

30 Mr. Morrison moved to the next slide and stated that the next steps  
31 were internal coordination and communication. He stated that the first thing

**Albemarle County Service Authority Board of Directors**

1 they do is gather the ACSA's Lead Team and any other staff members that  
2 need to be in those meetings. He stated that they review the forecasts,  
3 possible impacts, and timing. He stated that they go over the ERP and review  
4 specific checklists based on the identified impact. He noted that for  
5 Hurricane Debby, flooding was the impact on this area. He mentioned that  
6 they would then determine what the preparedness actions and approach  
7 would be and determine re-evaluation criteria if necessary. He stated that  
8 once the action list is finalized, it is sent out to all staff, including any potential  
9 impacts and safety reminders.

10 Mr. Morrison stated that for Hurricane Debby, one of the  
11 preparedness actions the ACSA took was to change the level settings to the  
12 water storage tanks to ensure as much storage as possible in the event of a  
13 water main break or power outage at a pump station. He stated that the  
14 ACSA also has portable pumps and generators that are deployed to strategic  
15 locations, and all permanent generators are inspected and fueled. He  
16 mentioned that maintenance personnel check all aerial utility crossings to  
17 ensure there is no built-up debris and ensure that there are adequate levels  
18 of diesel and unleaded fuel at the fueling station. He stated that they fuel all  
19 equipment and vehicles and inspect and sharpen chainsaws. He noted that  
20 a lot of times, the real challenge is getting to the asset or facility due to things  
21 like down trees. He added that additional on-call personnel are selected as  
22 well based on geographic location, so that they can quickly respond to a  
23 specific area.

24 Mr. Morrison stated that in terms of coordinating with the ACSA's  
25 external partners, the staff initiates early communication through phone calls  
26 and emails to loop everyone in on anticipated impacts and preparation for  
27 those impacts. He stated that they also determine if there are any items that  
28 require joint action between partners ahead of the event, as well as any  
29 areas that the ACSA or its partners might need support in. He added that  
30 they maintain ongoing communication and monitoring during the event as  
31 well.

**Albemarle County Service Authority Board of Directors**

1           Mr. Morrison moved to the last slide to discuss response and  
2 recovery. He stated that the ACSA will continue to evaluate the impact of an  
3 event as it is ongoing, addressing any items that require an immediate  
4 response. He mentioned that there is also a post-event review and  
5 assessment, which gives the staff an opportunity to identify what went well  
6 and lessons learned for next time. He added that lastly, they will determine  
7 if there are any remediation and recovery efforts.

8           Mr. Tolbert asked if anyone knows what the situation was in  
9 Asheville, NC, in terms of preparedness and recovery plans, as their water  
10 system was badly damaged by the flooding. Mr. Morrison stated that they do  
11 have emergency response plans but the sheer volume of rainfall and  
12 flooding that they experienced was too much, even with a plan in place.

13           Mr. Roberts stated that there was also soil mixed in with the water  
14 that caused a lot of damage, similar to Nelson County, VA in 1969. Mr.  
15 Morrison stated that they saw a similar situation with the mudslides from  
16 Hurricane Camille, which can be extremely destructive.

17  
18       10.    Items Not on the Agenda

19           Mr. Lunsford stated that he had two short comments. He stated that  
20 yesterday, Emily Roach, Director of Human Resources and Administration,  
21 did a radio spot to advertise Imagine a Day Without Water. He stated that he  
22 thinks participation in the art contest will be strong this year.

23           Mr. Lunsford stated that he also wanted to officially introduce Tanya  
24 Johnson, the ACSA's new Director of Finance. He stated that she joined the  
25 organization earlier this week, and the staff is excited to have her and look  
26 forward to her contributions.

27           Mr. Parcels asked if there was any further word about the state water  
28 planning. Mr. Lunsford stated that the ACSA, along with RWSA and the City  
29 of Charlottesville submitted comments last week. He noted that,  
30 interestingly, their submission was the only one across the state. He stated  
31 that by December, the ACSA will need to notify the Water Control Board of



**Albemarle County Service Authority Board of Directors**

1 who their representatives will be, and each of their community partners will  
2 need to do the same. He stated that he will be able to provide more detailed  
3 information by the May 2025 Board meeting.

4 Ms. Palmer stated that she suspects there was a lot of input in the  
5 development of the plan to begin with, on the federal side and the state side.  
6 Mr. Tolbert stated that, if he understood it correctly, the ACSA's regional  
7 group includes Fluvanna, Louisa, Greene, and Buckingham County. He  
8 stated that Fluvanna and Buckingham are getting water from the James  
9 River, and asked what Buckingham was doing. Mr. Lunsford replied that they  
10 are getting water from the James River as well. He asked, from a distance,  
11 if it seems as if Fluvanna, Louisa, and Buckingham are content with their  
12 situation and Greene County is the issue. Mr. Lunsford replied that he does  
13 not think Greene County is necessarily an issue. He stated that, depending  
14 on the new amendments, it could be a case of collaboration and information  
15 sharing, which could be a positive experience. He stated that if it starts to  
16 look like a reallocation of resources, then it could be an issue.

17 Ms. Palmer stated that Greene County will have other options. Mr.  
18 Tolbert stated that the ACSA has spent a lot of time and money to get into a  
19 good position, and it would be a shame to have to give up some of that.

20  
21 11. Adjourn

22 ***There being no further business, Ms. Palmer moved that the***  
23 ***meeting be adjourned, seconded by Ms. Swanson. All members voted***  
24 ***aye.***

25  
26 \_\_\_\_\_  
Quin Lunsford, Secretary-Treasurer