

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 September 19, 2024, at 9:00 a.m. at the
3 Administration and Operations Center at 168 Spotnap Road in
4 Charlottesville, Virginia.

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

8 **Members Absent:** None.

9 **Staff Present:** Mike Derdeyn, Scott Kriebelder, Quin Lunsford, Jeremy Lynn,
10 Montie Madison, Alex Morrison, Sabrina Seay, Danielle Trent, April Walker.

11 **Staff Absent:** Emily Roach.

12 **Public Present:** None.

13
14 1. Call to Order and Establish a Quorum – Statement of Board Chair

15 Ms. Lizbeth Palmer called the meeting to order. She then read the
16 opening Board Chair statement (Attached as Page _____), and a quorum
17 was established. She stated that Richard Armstrong, Board Chair, would be
18 late due to traffic, and that she would preside over the meeting until his
19 arrival. She noted that Charles Tolbert was participating in the meeting
20 electronically. Mr. Tolbert stated that he was participating remotely from
21 Sandbridge, VA due to a family vacation.

22 ***Ms. Swanson moved to approve Mr. Tolbert's remote***
23 ***participation; seconded by Mr. Parcels. All members voted aye.***

24
25 2. Recognitions

26 Ms. Palmer stated that the first recognition was for Montie Madison
27 and his 25 years of service at the ACSA. Alex Morrison, Director of
28 Operations, stated that he wanted to share some heartfelt reflections from
29 Mr. Madison's co-workers, in honor of his 25 years of service. He stated over
30 the past 25 years, Montie has grown from a utility worker to a respected crew
31 leader. He mentioned that his dedication, mentorship, and commitment have

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1 made him an invaluable asset to the ACSA Maintenance department and his
2 team. He stated that Montie consistently guides younger employees,
3 ensuring a strong future for the department as it prepares for a seamless
4 transition when he eventually retires. He noted that beyond mentorship, Mr.
5 Madison is a “go-to” person for leaks and repairs day and night. He stated
6 that Montie’s work on the lead service line inventory identification for the
7 Virginia Department of Health (VDH) highlights his commitment to
8 excellence.

9 Mr. Morrison stated that Montie is known for his cheerful demeanor
10 and respectful interactions with all. He noted that one memorable incident
11 that perfectly illustrates his character took place while working in Greenbrier
12 Heights during a snowstorm. He stated that Montie found himself face-first
13 in the snow while attempting to push the hand rodder. He stated that instead
14 of getting frustrated, Montie laughed it off as he emerged with snow-covered
15 facial hair resembling Santa Claus. He noted that this brought laughter to his
16 colleagues, and encapsulates Montie’s ability to find humor in adversity while
17 reminding us all to stay calm and focus on the task at hand. He added that
18 Mr. Madison’s work ethic and the lives he has touched speaks volumes and
19 congratulated him on 25 years of service.

20 Mr. Madison stated that he wanted to thank the ACSA, the Board of
21 Directors, and the customers. He stated that what he does outside of work
22 is possible because of this job. Mr. Armstrong then read the recognition
23 resolution (Attached as Page_____).

24 ***Ms. Palmer motioned to approve the resolution as presented to***
25 ***the Board; seconded by Mr. Roberts. All members voted aye.***

26 ***Richard Armstrong, Chair, arrived at the meeting and took over***
27 ***presiding over the meeting.***

28
29 Mr. Armstrong stated that the next recognition was for Scott
30 Krebelder. Mr. Lunsford stated that Scott is celebrating 30 years of service

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1 with the ACSA, and Mr. Lynn had a few words that he wanted to share in
2 honor of Mr. Krebelder.

3 Mr. Lynn stated that for more than 25 of his 30 years with the ACSA,
4 Scott has been dedicated to the organization’s Miss Utility program. He
5 stated that his commitment keeps the ACSA infrastructure safe with the
6 never-ending construction activity in the area. He stated that he recently
7 asked several of Scott’s colleagues to share one word that best describes
8 him. He noted that a few of those words were expert, detailed, and
9 dependable. He noted, however, that the one word that kept coming up over
10 and over was dedicated which means to be devoted to a task or purpose,
11 having single-minded loyalty and integrity. He stated that Scott is most
12 certainly dedicated – to keeping the ACSA’s infrastructure safe from
13 damage, to serving the contractor community by being conscientious and
14 responsive, and to meeting the needs of his team and fellow locators.

15 Mr. Krebelder stated that he wanted to thank the Board for their
16 continued support. Mr. Armstrong then read the recognition resolution
17 (Attached as Page_____).

18 ***Mr. Parcels moved to approve the resolution as presented to***
19 ***the Board; seconded by Ms. Palmer. All members voted aye.***

20
21 3. Approve Minutes of August 15, 2024

22 Ms. Swanson stated that she had one correction on page 19, line 29.
23 She stated that the word “om” should be “on.”

24 ***Mr. Parcels moved to approve the minutes of August 15, 2024,***
25 ***as amended; seconded by Mr. Roberts. All members voted aye.***

26
27 4. Matters from the Public

28 There were no matters from the public.

29
30 5. Response to Public Comment

31 There was no response to public comment.

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1 6. Consent Agenda

2 **a. Monthly Financial Reports** – Mr. Roberts asked if the payment to
3 Albemarle County was a reimbursement for health insurance. Mr.
4 Lunsford replied yes.

5 **b. Monthly Capital Improvement Program (CIP) Report** – Mr. Parcels
6 stated that the Scottsville Phase Water Main Replacement project
7 summary on page 70 notes that the project requires extensive
8 coordination with RWSA. He stated that there is an alignment with their
9 pipe and ACSA’s pipe, and asked who is paying for the easement.

10 Mr. Lynn stated that a portion of the project includes replacing a
11 section of RWSA’s water main. He stated that it will also eliminate the
12 last sections of asbestos-cement (AC) pipe in the Scottsville system. He
13 mentioned that the ACSA is coordinating the easement acquisition
14 process, and RWSA has signed off on the deed of easement language.
15 He noted that the ACSA is managing the project and paying for the
16 easement, but RWSA will be a partner in the construction phase. He
17 added that they have also been contributing during design phase and
18 providing comments to the section that they will own and operate.

19 Mr. Parcels asked if RWSA will be contributing any money. Mr. Lynn
20 replied that since all costs in Scottsville are borne by the ACSA, RWSA
21 is not being required to contribute financially.

22 Mr. Parcels stated that he had a question about the Airport Trunk
23 Sewer Upgrade project. He stated that, as he recalls, the map showing
24 the sewer main going along a lot of sections of property near the lake.
25 He stated that he can imagine some of those property owners being
26 upset and distraught with the work and not granting easements.

27 Mr. Lynn replied that he believes that is why the ACSA has only been
28 granted 9 out of 24 easements thus far. He stated that they have run
29 into some roadblocks. He mentioned that ACSA staff has refocused its
30 efforts and started sending out updated offer letters this week. He noted

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1 that three of the properties have changed ownership, so they have not
2 heard about the project except through neighbors.

3 Mr. Parcells asked if the ACSA has spoken to the property owners
4 as a group to discuss the nature of the project. Mr. Lynn replied that
5 when the project was reintroduced a couple of weeks ago, the ACSA
6 sent out an updated fact sheet that lays out who, what, when, where,
7 why, and how. He stated that one of the challenges with the project is
8 that the property owners are not necessarily benefiting from the project,
9 which may cause the ACSA to compensate them more than the typical
10 amount. He added that it may also mean that the staff will have to bring
11 a few condemnations before the Board for consideration.

12 Mr. Roberts stated that the ACSA had to replace a lot of trees at the
13 beginning of the project. Mr. Lynn stated that there are a lot of landscape
14 challenges that the ACSA will have to contend with. He stated that
15 during the initial project efforts, there were some property owners that
16 were staunchly opposed to the project and a fair amount that were
17 simply unresponsive. Mr. Roberts stated that if the project extends to the
18 north side of that lake, it will go right through some of the property
19 owner's yards. Mr. Lynn stated that there are properties that extend
20 down the lake. He noted that the lake is a community amenity, as there
21 is a walking path that the Forest Lakes community maintains. He added
22 that during construction, there will be portions of that path that will not
23 be accessible.

24 Ms. Swanson stated that she had a question about the Energy Audit
25 project on page 78. She asked what the transformer being installed is
26 for and how it relates to the energy audit. Mr. Morrison stated that during
27 the audit, there was an electrical vehicle study, and the transformer is
28 part of the charging infrastructure that is being installed for the vehicles.
29 He stated that Dominion Energy will be providing a dedicated, three
30 phase 1200-amp service that requires a stand-alone, pad-mounted
31 transformer.

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1 Mr. Parcels stated that he had one more comment about the Crozet
2 Phase 4 Water Main Replacement project. He asked if the center line of
3 asphalt along the road that ties Crozet to Route 250 will be repaved at
4 some point. Mr. Lynn replied that a lot of the money in the ACSA's CIP
5 projects goes towards pavement restoration. He mentioned that looking
6 at it from a budgeting standpoint, there is still a lot of money in the budget
7 even though they are close to the finish in terms of water main
8 installation. He noted that they will be repaving Hillsboro Lane and any
9 portions along Route 250 and Crozet Avenue. He added that it is
10 beneficial to keep the patch there as long as possible, to catch any
11 issues that might arise before final paving.

12 Mr. Parcels asked if the section of main along Crozet Avenue was
13 complete. Mr. Lynn stated that the area from Route 250 to Lickinghole
14 Creek is complete, but they have not made it under the creek yet.

15 **c. *Monthly Maintenance Update*** – Ms. Swanson stated that she had a
16 question about the Wet Well Wizard technology that is being tested to
17 help with FOG (fats, oils, grease) at the Old Forge wastewater pump
18 station. She stated that she was wondering if the ACSA might do a
19 campaign to educate people in that area about the problems with putting
20 grease down the drain. She asked if the ACSA still conducts those types
21 of campaigns.

22 Mr. Lynn stated that the ACSA does have an active FOG program.
23 He stated that it is difficult to deal with individual property owners, but
24 the program does a great job in dealing with restaurants and other
25 commercial facilities. He mentioned that the ACSA is working with
26 Letterpress to begin advertising some FOG-related educational
27 materials ahead of the Thanksgiving holiday.

28 Ms. Swanson asked where the Old Forge wastewater pump station
29 is located. Mr. Morrison replied that is on Old Forge Road, which is off
30 Georgetown Road. Mr. Lynn added that it is in a neighborhood to the
31 west of Georgetown Green.

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1 Ms. Palmer stated that several years ago, there was an article about
2 a community in North Carolina that essentially outlawed garbage
3 disposals. She asked if they have heard of other communities around
4 the country doing the same. Mr. Morrison stated that he has not head of
5 any, but it would be an interesting topic to research.

6 **d. Rivanna Water and Sewer Authority (RWSA) Monthly Update** – Ms.
7 Palmer stated that the Red Hill treatment plant upgrade summary states
8 that the project received partial grant funding from Albemarle County.
9 She asked what the grant was that RWSA received. Mr. Lunsford replied
10 that he did not know but he would get specifics as to where the money
11 came from and how much.

12 Ms. Palmer stated that she also had a question about the South
13 Rivanna Reservoir to Ragged Mountain Reservoir Pipeline, Intake, and
14 Facilities project. She noted that the status summary states that the
15 nutrient analyzer installed at the South Fork Rivanna Reservoir was the
16 last step of the water quality study and a final report was anticipated in
17 September. She asked if that report had been released yet and if the
18 Board could get a link to the report.

19 Ms. Palmer also asked about the Schenks Branch sewer line
20 replacement and if RWSA has figured out how they will manage traffic
21 for that project. Mr. Lunsford replied that he thinks RWSA is still working
22 on getting the easement approved, thus he is not sure that they have
23 gotten that far yet.

24 Ms. Palmer stated that she had two other items. She stated that she
25 listened in on RWSA's last Board meeting and, with respect to the Crozet
26 water supply for the next 50 years, Jennifer Whitaker said that DEQ may
27 be increasing the release from Beaver Creek Dam. She stated that she
28 realizes she is very fuzzy on the demands for Crozet for the next 50
29 years. She requested that at some point, perhaps next month, she would
30 like to get a clear understanding of this issue. Mr. Lunsford stated that
31 ACSA staff would provide the Board with that information next month.

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1 Ms. Palmer stated that the last item she wanted to mention was the
2 sediment control issue. She stated RWSA’s monthly update mentions
3 that the issue will be corrected by making a minor adjustment to the
4 corrosion control material used. She asked why this minor adjustment
5 was not made in the beginning because, as she remembers, this was
6 the first thing everyone was looking at as a possible cause of the
7 sediment.

8 Mr. Lunsford stated that there is a long history of different hypotheses
9 and tests that occurred. He stated that the original change to the
10 corrosion control inhibitor was a different compound, and the original
11 thought was that this change in the compound led to the creation of
12 sediment. He mentioned that through testing, this did not appear to be
13 the cause. He stated that different dosage levels of that inhibitor were
14 then evaluated. He stated that the Virginia Department of Health (VDH)
15 approved the dosage level of 1.2mg per liter that RWSA currently uses.
16 He noted that it was important to perform the laboratory testing of
17 different dosage levels in advance of requesting that VDH approve a
18 reduction in the corrosion control inhibitor. He added that RWSA will be
19 going from using a 1.2 mg per liter dosage, to .8 mg per liter dosage. He
20 stated that laboratory testing at the lower dosage did not result in
21 sediment, and they are optimistic about this change, which was been
22 approved by VDH.

23 Ms. Palmer asked how long it takes to get that type of approval. Mr.
24 Lunsford replied that the testing took considerably longer than the
25 approval process which was quick. He stated that any change in water
26 chemistry must be extremely deliberate and done very carefully to
27 prevent unintended consequences. He noted that he believes the
28 general slowness of the process was purposeful to ensure nothing was
29 done to degrade the quality of the water and other parts of the system.

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

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1 ***Ms. Palmer moved to approve the consent agenda, seconded by***
2 ***Mr. Parcels. All members voted aye.***
3

4 7. ACSA Unmanned Aircraft Systems (UAS) Program

5 April Walker, Director of Information Technology, stated that the
6 ACSA has had its UAS program since 2019, when the first drone was
7 purchased primarily to obtain images of new development for the GIS. She
8 stated that since then, the program has expanded. She stated that Elise
9 Kiewra, GIS Technician and the ACSA's primary UAS pilot, has prepared a
10 presentation for the Board (Attached as _____) and has a show and tell
11 item as well.

12 Ms. Kiewra stated that the ACSA currently has two drones, the DJI
13 Phantom 4 RTK and the DJI Air 3. She stated that the 4 RTK is the drone
14 used for new construction, as Ms. Walker mentioned, and getting more
15 accurate and current GIS photos. She stated that the pole in the photo of the
16 RTK is the base station which has a known GPS point on the ground, which
17 allows them to more accurately tie in the drone photos with the actual assets
18 on the ground.

19 Ms. Kiewra stated that the second drone, which is the one she
20 brought with her today because it is more portable, is the DJI 3. She stated
21 that this drone is used for tank inspections, as it is more agile and has zoom
22 which allows for taking photos of areas that they would not normally be able
23 to see. Ms. Palmer asked Ms. Kiewra to hold the drone up so she could get
24 a better look at it and noted that it looked a little different than the photo. Ms.
25 Kiewra noted that she has the propeller guards on which may be why it looks
26 a little different.

27 Ms. Kiewra stated that there are a lot of regulations for flying drones.
28 She stated that one must be licensed through the Federal Aviation
29 Administration (FAA) Part 107 Certification. She stated that she took a
30 course and an exam to become certified. She mentioned that the course is
31 not just for flying drones, but one must be certified to fly a drone in work

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1 situations. She stated that the exam consists of a lot of piloting information,
2 including the sectional chart shown on the right-hand side of the slide. She
3 noted that the chart shows the different air spaces flying a drone is allowed,
4 obstructions such as towers and mountains, airports, and other items. She
5 stated that she had to learn that chart, as well as airport runway patterns and
6 weather information. She stated that the license must be renewed every two
7 years.

8 Ms. Kiewra stated that another regulation is that the drone must be
9 licensed and broadcasting the Remote ID. She stated that the software
10 broadcasts that ID number so the FAA and other organizations know what
11 drone is flying where. She noted that also, generally, drones are not
12 permitted to be flown more than a maximum altitude of 400 feet. She noted
13 that there are some exceptions to this regulation, such as tall tower
14 inspections. She stated that drones cannot be flown over people or cars,
15 however, there are some gray areas there as well. She added that the drone
16 must be kept within sight while flying as well.

17 Mr. Parcels asked if there was a video display on the controller. Ms.
18 Kiewra replied yes, but one must be physically able to see the drone without
19 any assistive equipment like binoculars. She mentioned that visual observes
20 are allowed to help maintain eye contact on it, but the pilot must be able to
21 always see it in the air while flying. Mr. Parcels asked if they would be using
22 the drones to do inspections on the AMI towers. Ms. Kiewra replied that she
23 was not sure, but currently it is only used for the water towers. Mr. Lunsford
24 replied that inspections on the AMI towers would be done through a third-
25 party.

26 Ms. Kiewra stated that there are a lot of safety features with the
27 drone. She stated that it has collision avoidance which includes lots of
28 sensors. She mentioned that the drone can be flown manually or in a grid
29 pattern on a flight plan, and the collision avoidance is on with both methods.
30 She stated that the drone also has propeller guards. She noted that even
31 though the drone is light, the propellers can hurt someone if they are going

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1 fast enough. She stated that the drone also has a return to home
2 functionality. She stated that if the drone flies far enough to lose contact with
3 the controller, it will automatically return to the location from where it took off.

4 Ms. Kiewra stated that there is also a big checklist that must be
5 completed before going out to fly the drone. She stated that there are several
6 different websites to check for information such as the Notice to Airmen
7 (shown on the upper-right side of the slide) which gives information on the
8 weather, wind, and precipitation. She stated that the information is given in
9 3-hour increments, and the green boxes will turn red if the conditions are
10 unfavorable for flying. She noted that the bottom-right picture shows the
11 Charlottesville airport. She stated that there is also an online authorization
12 process that must be completed before flying.

13 Ms. Kiewra stated that the next couple of slides showed photos taken
14 with the Phantom 4 drone. She stated that the first set of photos show an
15 area at Rivanna Village. She noted that the photo with the black and white
16 squares shows what is referred to as a ground control point. She stated that
17 they physically lay the squares on the ground, and she puts those points into
18 the GPS and set up the drone base station as well. She mentioned that they
19 then fly the drone and take all the photos. She noted that after, the photos
20 are loaded into the software and the GPS points are matched with the black
21 and white squares in the photo, which ties the photo to a known location on
22 the ground.

23 Ms. Kiewra stated that she uses the DJI 3, the drone she brought
24 with her, for tank inspections. She stated that she goes out and takes various
25 photos of all the tanks every three months. She mentioned that the idea is to
26 keep people on the ground, which is safer than climbing the tanks to perform
27 inspections. She stated that when taking the photos, she is looking for
28 vandalism and things of that nature. She stated that she then uploads the
29 photos to Cityworks, which then go the Facilities group. She noted that the
30 Facilities group then checks for things like rust or issues they need to follow

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1 up on. She added that the next slide is a screenshot of Cityworks where she
2 uploads the photos that get sent to the Facilities group.

3 Ms. Kiewra stated that Justin Ray, GIS and CMMS Coordinator, and
4 herself are the two staff members that are currently licensed to fly the drones.
5 She mentioned that there are other staff members in the process of
6 becoming licensed. She mentioned that they also can do some fun things
7 with the drones such as take team photos at company picnics, as shown on
8 the last slide.

9 Mr. Armstrong asked at what speed the drones travel. Ms. Kiewra
10 replied that she is not sure and would have to look into it. Mr. Parcels asked
11 how expensive the drones are and if there is insurance on them. Ms. Kiewra
12 stated that she was unsure of how much they cost. Ms. Walker stated that
13 the ACSA does have insurance on them. Mr. Parcels asked what the life
14 expectancy for one of these drones would be, or if it is just the issue of
15 changing out the battery. Ms. Kiewra replied that she is not sure about the
16 drone itself, but the battery will last about 20-30 minutes depending on the
17 weather. She stated that the batteries take about 8 hours to charge, and
18 each drone has 4 batteries. She noted that they do eventually wear out, but
19 she is not sure how many charge cycles they will last.

20 Ms. Swanson asked if there were other companies that do this for
21 commercial usage and how the ACSA picked these particular drones as
22 opposed to another brand. Ms. Kiewra replied that there are many different
23 companies that make drones, and they are used for everything from real
24 estate to weddings. She noted that the DJI is a mainstream drone that a lot
25 of people use. She stated that she participated in a workshop at Virginia
26 Tech, and they use the DJI.

27 Mr. Lynn asked Ms. Kiewra to talk about how they are planning to
28 use the drone during the Avon Operations Center site development. Ms.
29 Kiewra stated that they will be taking progressive photos of the site. She
30 mentioned that this is a situation where they would develop a flight plan so
31 that the drone takes the same photos each time. She stated that this will

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1 allow them to see the progression of the site over time. Mr. Parcels asked
2 when the clearing will start at that site. Mr. Lynn stated that the notice of
3 award was issued this week, and there is a site visit to the contractor’s office
4 scheduled for October. He added that there is no schedule yet, as they are
5 still waiting on the signed contracts.

6
7 8. Customer Telephony Report and Update

8 Mr. Lunsford stated that the telephony project that is currently
9 ongoing is part of the broader ACSA CIS/Website redesign that they have
10 been working on for the past six to eight months. He stated that this project
11 is aligned with the ACSA’s Strategic Plan and is focused on improving the
12 Customer Experience (CX) and further modernizing services the
13 organization provides. He stated that today’s update focuses solely on the
14 telephony aspect of the project, but the staff expects to give some
15 presentations soon related to the website and the CIS replacement.

16 Mr. Lunsford stated that this spring, in collaboration with the
17 consultant, the staff prepared and advertised a request for proposal (RFP)
18 and received nine responses. He mentioned that the top five proposers were
19 interviewed, and the ACSA also requested a scripted demonstration based
20 on interactions with the telephony system specific to the organization. He
21 stated that from those interviews and demonstrations, the highest graded
22 proposer was selected, and they anticipate beginning the project in October.
23 He noted that deployment is expected to last about three months, including
24 the design and testing phase, training employees, and then going live. He
25 stated that he wanted to emphasize that the focus is on ensuring that
26 customers can efficiently get to the right staff at the organization. He added
27 that it will also be intuitively designed to offer human interaction quickly for
28 those that want it, and automated features for those that do not.

29 Mr. Lunsford stated that there was a broad committee that evaluated
30 the proposals, made up of representatives from each department and
31 various user groups. He stated that, as a group, he feels they landed on a

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1 solution that will work well for everyone. He mentioned that one of the other
2 components they have been mindful of is ensuring that the telephony
3 solution selected is able to integrate with the modern CIS. He noted that this
4 will allow the staff to capture information and update customer accounts
5 through an automated process, allowing them to better assist customers in
6 the future.

7
8 9. Strategic Plan Update

9 Mr. Lunsford stated that he had a short presentation (Attached as
10 Pages_____) related to the Strategic Plan. He stated that twice a year, the
11 staff provides the Board with an update on the plan and some of the
12 accomplishments that have happened since the prior update. He noted that
13 the current plan was adopted in 2023 and runs through the end of 2027. He
14 mentioned that the plan focuses on four main themes- data optimization,
15 business resilience, customer experience, and employee experience. He
16 stated that the staff has made a lot of progress since the last update, some
17 of which he would highlight today.

18 Mr. Lunsford moved to the next slide, starting with a few updates
19 related to data optimization. He stated that a Cityworks Respond program
20 has been deployed, which includes upgrades to the work order management
21 system that has been designed and developed over the course of the last
22 five years. He stated that the SCADA Phase 3 deployment is complete, and
23 a redundant fiber line is currently being installed at the ACSA administrative
24 complex. He noted that the fiber line will help to serve the new telephony
25 system, but it will also allow provide redundancy should one of the fiber lines
26 be lost. He stated that in terms of IT asset management, help desk software
27 is currently being configured and we have implemented an incident
28 management software system to help identify and document different
29 security-related events.

30 Mr. Lunsford stated that in terms of business resilience, the Board
31 has been well-informed on the Avon Operations Center project. He noted

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1 that bids have come in and construction meetings are starting. He stated that
2 the ACSA will be performing an in-depth review of the Emergency Response
3 Plan and the Risk and Resilience Assessment over the next 6-12 months.
4 He noted that the EV charging infrastructure is being installed and the LED
5 lighting is being updated at several of the ACSA's facilities.

6 Mr. Lunsford stated that on the Customer Experience side, there has
7 been a major undertaking by multiple groups within the ACSA related to the
8 General Construction Specifications. He stated that the idea was to
9 streamline the processes and ensure that the specifications outline what the
10 ACSA needs from developers and meet the needs of all interested parties.
11 He stated that the staff is nearly finished with the development of an RFP for
12 the Customer Information System (CIS) replacement. He added that there
13 have also been rain barrel workshops, the RiverFest and Fix-A-Leak events,
14 and the Imagine a Day Without Water art contest is scheduled for later in the
15 fall. He stated that the staff has also been working with the ACSA's
16 communication consultant on a new customer packet and mailer, which will
17 be presented to the Board in the next few months. He noted that it is a great
18 piece of information for new customers that outlines who the ACSA is, what
19 we do, and who some of our community partners are.

20 Mr. Lunsford stated that in terms of the Employee Experience, the
21 ACSA is nearing contract execution for a comprehensive classification and
22 compensation study to ensure that the organization is competitive in the
23 marketplace. He stated that perspective employee recruitment software to
24 ensure that job advertisements are reaching the highest quality candidates.
25 He mentioned that quarterly supervisory training has continued, along with
26 safety trainings such as CPR/First-AID, fire extinguisher, asbestos safety,
27 confined space, and chainsaw safety training. He stated that the ACSA's
28 Travel Policy is currently being reviewed, which is documented in the
29 Personnel Management Plan. He noted that ACSA staff does not regularly
30 travel for work purposes, thus the process is often difficult and/or confusing.
31 He stated that the staff is looking at that policy to make sure that it is clear,

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1 and employees are travelling appropriately per the policy. He added that this
2 will be presented to the Board for consideration of approval in the next six
3 months.

4 Mr. Lunsford stated that overall, the team has been very busy since
5 the last Strategic Plan update. He stated that there are some rather large
6 projects in process, as well as some exciting upgrades for ACSA customers.

7
8 10. Items Not on the Agenda

9 Mr. Lunsford stated that he wanted to provide more information
10 related to local and regional water supply planning updates that the State
11 has made. He noted that he provided a packet of information to the Board
12 (not included in the Board packet) for their consumption over the course of
13 the next few months. He stated that the amendments have been made to
14 further emphasize the focus on cross-jurisdictional collaboration related to
15 water supply planning. He stated that there were a few excerpts from the
16 regulations that he wanted to read, to provide some context of what they will
17 be facing over the next 5-15 years. He then read the defined purpose of the
18 regulations.

19 Mr. Lunsford stated that regional planning areas in this document are
20 defined, and the ACSA, Albemarle County, and Charlottesville are in the
21 Middle James River 1 planning area. He stated that this planning area also
22 includes Buckingham, Fluvanna, Greene, and Louisa Counties. He stated
23 that the requirements of the updated regulations state that each planning
24 area shall assist in the development and submission of a single, jointly
25 produced regional water supply plan to the State Water Control Board within
26 five years from October 9, 2024.

27 Ms. Palmer stated that she read in the regulations that if there are
28 over 35,000 people, the supply plan must be done by 2028, but there is a
29 different schedule for those areas with less than 35,000. She noted that
30 Greene County has less than 35,000 people but Albemarle County has more
31 than 35,000 people. She asked how this would work given the difference.

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1 Mr. Lunsford replied that he does not know. He stated that he thinks there
2 will be similar questions from all the regions. He emphasized that the ACSA
3 will work very closely with the City and RWSA to ensure they understand
4 their role. He stated that he feels over the course of the next few months, he
5 should be able to provide more answers to some of the Board's questions.

6 Ms. Swanson asked if there is a way to get a map of how this looks
7 across the state, as that would be helpful to her. Mr. Lunsford replied that
8 there is a map available that he will email to the Board. Ms. Swanson stated
9 that it would also be helpful to see how many other authorities exist within
10 those jurisdictions.

11 Ms. Palmer stated that something that bothered her was that the
12 state website shows the comment period closes October 9, 2024. She stated
13 that this is a long document to attempt to comment on as a lay person. She
14 noted that even though Greene County has a tiny portion of North Fork, they
15 are really in the Rapidan. She stated that she questions whether Greene
16 County was put with Albemarle County because of development.

17 Ms. Swanson stated that if this is about regional information sharing,
18 she feels that is a reasonable thing to expect. She stated, however, if it is
19 about actual planning and building infrastructure, that is a different issue.

20 Ms. Palmer asked if the ACSA staff has any notes or concerns from
21 meetings they have had on this topic, that can be shared with the Board. Mr.
22 Lunsford replied that there is no formal document of that nature that exists
23 yet, but it will. He stated that he and Mr. Lynn have had an opportunity to
24 discuss the document at a high level. Ms. Palmer stated that she is not
25 asking for them to do a lot of work, but perhaps just some bullet point items.
26 She stated that given the comment period deadline of October 9th, there does
27 not seem to be a lot of time for the Board to wrap their heads around the
28 document and make reasonable comments.

29 Mr. Lunsford stated that the ACSA staff will follow up with comments
30 and ensure that the Board has the planning unit map, at least for the ACSA's
31 area. Mr. Roberts asked if there was need for the Water Control Board to get

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1 this before the General Assembly, hence the October 9th deadline. Mr.
2 Lunsford replied that he did not know.

3 Ms. Palmer stated that it can cost a lot of money to do this type of
4 regional planning. She stated that the financial expectation will be different
5 for different communities, and it can be difficult for some with a lack of staff.
6 Mr. Lunsford stated that there is an interesting section that states, according
7 to how he read it, that if a locality does not have a water supply plan, then
8 they do not have to create one.

9 Mr. Lunsford stated that the other item he wanted to mention is that
10 the area is still under a drought watch. He stated that he spoke with Bill
11 Mawyer, RWSA Executive Director, and he does not anticipate moving out
12 of the watch at next week's RWSA Board meeting.

13 Mr. Parcels asked how Ragged Mountain is filled, other than
14 sections of water coming from Sugar Hollow. He noted that there is such a
15 small drainage area. Mr. Lynn replied that the small drainage area and the
16 pipeline from Sugar Hollow to Ragged Mountain is about it in terms of filling
17 Ragged Mountain. He mentioned that RWSA may decide to push most of
18 their production to the South Rivanna WTP and limiting the production at
19 Observatory, to keep as much of the water transfer at the reservoir as they
20 can, as opposed to pulling it into the treatment process. Mr. Parcels asked
21 if this would accelerate the pipeline between the two reservoirs. Mr. Lynn
22 replied that he thinks it has been accelerated as much as it can. He noted
23 that the Sugar Hollow to Ragged Mountain pipeline moves about 3-4 mgd.
24 He stated that the South Rivanna to Ragged Mountain pipeline will move
25 about 25 mgd.

26 Mr. Parcels asked if any other surrounding counties besides Greene
27 County have discussed connecting to our water system. Mr. Lunsford replied
28 no. He mentioned that there are a handful of ACSA customers in Scottsville
29 that are in Fluvanna County. Mr. Lynn added that those customers are in the
30 Town of Scottsville limits, even though they are in Fluvanna County, which
31 makes them part of the ACSA jurisdictional area. Mr. Parcels asked if we

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1 have a pipeline that goes all the way down there. Mr. Lynn stated that it is
2 not that far. Mr. Morrison stated that the ACSA system extends about a
3 quarter mile into Fluvanna County.

4
5 11. Adjourn

6 *There being no further business, Ms. Palmer moved that the*
7 *meeting be adjourned, seconded by Mr. Parcels. All members voted*
8 *aye.*

9
10 _____
Quin Lunsford, Secretary-Treasurer