

## BOARD OF DIRECTORS' MEETING

August 17, 2023  
9:00 A.M.

### AGENDA

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

9:00 a.m.	<b>1.</b> Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	<b>2.</b> Employee Recognition – Debbie Grady- Retirement – 45 Years of Service
9:15 a.m.	<b>3.</b> Approve Minutes of June 15, 2023
9:20 a.m.	<b>4.</b> Matters from the Public
9:30 a.m.	<b>5.</b> Response to Public Comment
9:40 a.m.	<b>6.</b> Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. Monthly Maintenance Update
	e. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	f. ACSA Board Policy Future Issues Agenda 2023
	g. Advanced Metering Infrastructure (AMI) Project Update
10:00 a.m.	<b>7.</b> Request for Approval – Annual Year-End Appropriations
10:15 a.m.	<b>8.</b> Operational Presentation – Employee Training & Biz Library
10:35 a.m.	<b>9.</b> Advanced Metering Infrastructure (AMI) Project Update
10:55 a.m.	<b>10.</b> Items Not on the Agenda
	<b>11.</b> Adjourn



**ALBEMARLE COUNTY SERVICE AUTHORITY**

**STATEMENT OF CHAIR TO OPEN AUGUST 17, 2023 MEETING**

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

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



## **R E S O L U T I O N**

***WHEREAS Deborah M. Grady began her career on May 15, 1978, and has served the Albemarle County Service Authority for***

***45 Y E A R S; and***

***WHEREAS her efforts and service to the Albemarle County Service Authority in the Customer Service, Engineering and Administration departments have contributed to the growth and reliability of the public water and sewer systems in Albemarle County; and***

***WHEREAS she was instrumental in the development of the Administration Department, particularly through her administrative support in the implementation of the Water Conservation and Safety Programs; as well as her commitment to providing responsive customer service; and***

***WHEREAS the Albemarle County Service Authority and its customers have greatly benefited from her dedicated, reliable service and invaluable historical knowledge; and***

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

***NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Albemarle County Service Authority expresses its sincere gratitude to  
Deborah M. Grady  
for her service to the customers of the  
Albemarle County Service Authority.***

\*\*\*\*\*

*I hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Board of Directors of the Albemarle County Service Authority in a regularly scheduled meeting held May 18, 2023, by a vote of \_\_ to \_\_.*

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**Gary B. O'Connell, Secretary-Treasurer**





**Albemarle County Service Authority Board of Directors**

1           The Board of Directors of the Albemarle County Service Authority  
2 (ACSA) met in a regular session on June 15, 2023, 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; Mr. Nathan Moore; Mr.  
6 John Parcells; Mr. Clarence Roberts; Mr. Charles Tolbert, Vice-Chair.

7       **Members Absent:** Dr. Lizbeth Palmer.

8       **Staff Present:** Tim Brown; Kenny Barrow; Mike Derdeyn; Brendan Ganz;  
9 Terri Knight; Jeremy Lynn; Quin Lunsford; Gary O'Connell; Emily Roach;  
10 Danielle Trent; Jill Zimmerman.

11       **Staff Absent:** Mike Lynn; April Walker.

12       **Public Present:** Neil Williamson, Free Enterprise Forum (joined virtually).

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

15           Mr. Armstrong called the meeting to order, and a quorum was  
16 established through a roll-call vote. He then read the opening Board Chair  
17 statement (Attached as Page \_\_\_\_).

18  
19       2.       Recognitions – Nathan Moore – ACSA Board Member; Jill  
20 Zimmerman - Retirement – 24 Years of Service

21           Mr. Armstrong stated that the first recognition is for Nathan Moore,  
22 ACSA Board member who will be stepping down to join the Albemarle  
23 County Planning Commission. He stated that there was a resolution, which  
24 he then read. He then presented Mr. Moore with his award and framed  
25 resolution and thanked him for his service.

26           Mr. Armstrong stated that the second resolution was for Jill  
27 Zimmerman, who was retiring from the ACSA after 24 years of service. He  
28 then read the resolution and presented Ms. Zimmerman with a framed copy  
29 of the resolution and a plaque to commemorate her service to the ACSA.

30           Jeremy Lynn came forward to share a few words about Jill  
31 Zimmerman and her time at the ACSA. He stated that Jill made a lasting

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1 impact to the ACSA over her 24 years of service and contributed to the  
2 organization's success in a variety of ways. He stated that she laid the  
3 groundwork for deploying field computers and tablets, which was  
4 revolutionary at the time, and which the maintenance staff relies heavily on  
5 today. He mentioned that Jill oversaw the ACSA's sanitary sewer  
6 easement clearing program, ensuring that maintenance personnel could  
7 access and maintain the sewer system. He noted that her efforts were  
8 especially important in coordinating with property owners and contractors.  
9 He stated that Jill developed the ACSA's fire flow testing methodology to  
10 ensure compliance with American Water Works Association (AWWA)  
11 standards. He noted that she also developed the organization's building  
12 permit verification system, ensuring that builders and property owners  
13 respected the ACSA's recorded easements. He added that, as the  
14 resolution mentioned, Jill also built and calibrated an all-pipe model to  
15 determine water age and various hydraulic modeling values.

16 Mr. Lynn stated that he wanted to thank Jill. He stated that she was  
17 an invaluable member of the Engineering department and did everything  
18 she could to benefit ACSA customers. He stated that he wishes her well in  
19 her future.

20  
21 3. Approve Minutes of May 18, 2023

22 Mr. Parcels stated that he had several minor corrections. He stated  
23 that the first one was on page 8, line 25. He noted that the word "for"  
24 should be "forth." He stated that the second correction was on page 12, line  
25 6. He noted that it should read "rate, does." He stated that the third  
26 correction was on page 14, line 9. He stated that the word should be  
27 "brought" instead of "bought." He stated that on page 15, line 18, the first  
28 "combined" can be deleted. He stated that the next correction was on page  
29 16, line 28, he prefers the word "accommodate," instead of "combat." He  
30 stated that finally, the last correction, was on page 24, line 21. He stated  
31 that the figure of \$6.1 million should read \$5.1 million.

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1                    ***Mr. Parcels moved to approve the minutes as amended,***  
2                    ***seconded by Mr. Tolbert. All members voted aye.***

3  
4                    4.        Matters from the Public

5                    There were no matters from the public.

6  
7                    5.        Response to Public Comment

8                    There was no response to public comment.

9  
10                  6.        Consent Agenda

11                  ***a. Monthly Financial Reports*** – Mr. Parcels stated that he noticed on  
12                    page 37, that the CD has a lower market value than its par value, or  
13                    purchase value. He stated that he was curious about this. He  
14                    mentioned, as a corollary, that the amount of the CD has decreased  
15                    while several other components have increased. He stated that he  
16                    assumes this is due to trading CDs for better interest rates. Mr.  
17                    Lunsford replied that this is correct. He mentioned that PFM Asset  
18                    Management is actively trading and making trades daily. He stated that  
19                    the fluctuations in market value are likely based on purchases at  
20                    certain interest rates, changes in those rates, and what PFM would be  
21                    able to reasonably sell for at that point in time.

22                  ***b. Monthly CIP*** – Mr. Parcels stated that there has been no update on  
23                    the Briarwood Water Main Replacement project or the Huntington  
24                    Village Water Connection project since January 2023 and December  
25                    2022, respectively.

26                    Mr. Lynn stated that the Briarwood project has been on the back  
27                    burner, as the staff focuses its efforts on higher priority projects. He  
28                    stated that with construction not set to begin for a couple years, the  
29                    staff wanted to tackle those other projects. He stated that the  
30                    Huntington Village project is currently on hold until the water main  
31                    repair and replacement contract is in place. He mentioned that the

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1 design is finished, and the only thing left is to find a contractor to issue  
2 the work order and get the work completed.

3 Mr. Parcels stated that the most recent update on the Broadway  
4 Street Water Main Replacement project states that Whitman, Requardt  
5 & Associates (WRA) has addressed County comments and are  
6 preparing for resubmission. He asked what type of comments the  
7 County would be giving to WRA. Mr. Lynn replied that VSMP and E&S  
8 are erosion and sediment control documents. He stated that the ACSA  
9 submits those, and the County may say there needs to be more  
10 sediment and erosion control, or a redesign of certain control  
11 measures. He noted that the ASA is putting those responses together  
12 and will resubmit those documents to the County.

13 Mr. Parcels stated that he also had a question about the Madison  
14 Park Pump Station Upgrade project. He stated that the most recent  
15 update states that a load letter will be submitted to Dominion Energy  
16 later this month for the electrical service upgrade. He stated that it  
17 seems late in the process to inform Dominion of this. Mr. Lynn replied  
18 that the design was already coordinated with Dominion Energy during  
19 the design phase of the project. He noted that Dominion was not ready  
20 to perform the work until the ACSA had a contractor on board. He  
21 mentioned that construction would hopefully begin this fall, but there is  
22 still difficulty in getting pump submittals approved from the pump  
23 manufacturer, so the project is significantly behind schedule.

24 **c. CIP Authorizations** – Mr. Parcels stated that the additional design,  
25 bid, and construction phase services seems expensive to him. Mr.  
26 Lynn replied that it is typical with a project such as the Avon  
27 Operations Center, where there is a building being constructed. He  
28 stated that there is a lot that goes into it, and it is difficult to anticipate  
29 everything that will be needed. He mentioned that most of the  
30 authorization is on the bid and construction phase side of the project.  
31 He noted that developing a site and constructing a building is not in the

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1 ACSA's wheelhouse from a construction inspector standpoint. He  
2 stated that the ACSA relies heavily on its consultants' knowledge for  
3 building and site grading, in terms of the construction inspection  
4 services. Mr. Parcels added that he was amazed at all the walls that  
5 will be built with the Avon project. Mr. Lynn replied that it is not a flat  
6 site, and making large spaces flat creates the need for those walls.

7 **d. CIP Close-outs** – Mr. Parcels congratulated the staff on saving  
8 \$440,000.

9 **e. Monthly Maintenance Update** –

10 **f. Rivanna Water and Sewer Authority (RWSA) Update** –

11 **g. ACSA Board Policy Future Issues Agenda 2023** –

12 **h. Advanced Metering Infrastructure (AMI) Project Update** – Mr.  
13 Parcels stated that the map legend labels the red flags as “unable.” He  
14 asked what that meant. Mr. Lunsford replied that the contractor was  
15 either unable to locate the meter due to issues with hardware around  
16 the meter, or there was the potential for pipe to break if they were to  
17 perform any work. He stated that they were flagged and then the Meter  
18 Operations Supervisor was contacted to coordinate with the  
19 Maintenance department. He stated that, if necessary, maintenance  
20 upgraded the service so the meter could be upgraded. Mr. Parcels  
21 noted that one residential area on the map, seemingly south of  
22 Interstate 64, shows a lot of red flags. Mr. Lunsford replied that  
23 interestingly, a lot of the red flags are related to the size of the hole on  
24 top of the meter lid. He stated that some of the holes fit the touch-read  
25 pad, but do not fit the new radio pad. He stated that these are being  
26 labeled as “unable,” until maintenance can enlarge the hole on top of  
27 the lid so the work can be completed. Mr. Parcels stated that it seems  
28 like a lot of extra work, but the progress on the project is great. Mr.  
29 Lunsford replied that it is a lot of extra work, but the staff has been  
30 pleased at the progress that has been made, and the quality of the  
31 work that has been done.

**Albemarle County Service Authority Board of Directors*****i. Drinking Water and Wastewater Professionals Appreciation Day –***

Mr. O'Connell stated that there is an event planned for employees at the end of the month, as well as a resolution in the packet that was previously approved. He stated that the goal is to recognize all employees, and they enjoy the events and getting together, especially since COVID.

***Mr. Parcells moved to approve the minutes as amended, seconded by Mr. Roberts. All members voted aye.***

**7. Public Hearing for Comments on Proposed FY 2024 Budget and Rates**

The Chair opened the public hearing by asking if there were any members of the public present that wanted to comment. Brendan Ganz, Systems Analyst, stated that there was only one member of the public present, Neil Williamson with the Free Enterprise Forum, who was joining the meeting virtually through Zoom. Mr. Williamson declined to make any comments. Barring any comments from the public, the Chair closed the public hearing.

**8. Adoption of Proposed FY 2023 Budget, CIP, and Rates, which rates are reflected in the Proposed Amendments to Appendix B to the ACSA Rules and Regulations**

Mr. Lunsford stated that today's presentation (Attached as Pages \_\_\_\_\_) will be a boiled-down version of last month's workshop. He stated that he would start with a FY 2023 financial update and highlight some of the themes from the Strategic Plan and how they are incorporated in the FY 2023 budget. He mentioned that he would go through the rate study and analysis, followed by some of the proposals related to this year.

Mr. Lunsford stated that in terms of the FY 2023 update, operating revenues are a bit below the budgeted expectations. He mentioned that early last fiscal year, the weather was a bit wetter and there was not as

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1 much irrigation, which led to the variance in budgeted expectations. He  
2 stated that sewer revenues are slightly above expectations. He stated that  
3 water expenses were higher than expected, which was related to a change  
4 in the charge from RWSA after the budgeting process. He mentioned that  
5 sewer expenses correlate with what was seen on the water side, due to  
6 infiltration and inflow. He added that departmental expenses are well below  
7 budget, mostly due to vacancies in multiple departments. He noted that fuel  
8 costs were lower than expected this fiscal year, which was a benefit. He  
9 added that some of the variance in departmental costs is related to the  
10 inability to, or delays in, acquiring materials or supplies.

11 Mr. Lunsford stated that he would not go into much detail on the  
12 next slide, but that he did want to emphasize the four main themes of the  
13 Strategic Plan- Data Optimization, Business Resilience, Customer  
14 Experience, and Employee Experience. He stated that much of the budget  
15 directly relates to the Strategic Plan, and the staff anticipates that the  
16 organization will move the needle on several the plan items in the next few  
17 years.

18 Mr. Lunsford stated that the staff reviewed the water and sewer rate  
19 analysis in detail last year, and the next slide was a summary of that  
20 information. He stated that single-family residential customers are expected  
21 to see an 8.9% increase in their bill, which equates to about \$5.30 increase  
22 per month or 18 cents per day. He mentioned that this follows a 4.6%  
23 increase last year, a 5% increase in FY 2022, and no increase in FY 2021.  
24 He noted that there is a recommendation to the Board to increase system  
25 development charges by 7%, after no increase since 2017. He added that  
26 this budget does include the use of reserves to smooth the rate increases  
27 in FY 2024 and future years, to offset some of the increases being seen  
28 from both ACSA operational costs and charges from RWSA.

29 Mr. Lunsford stated that the next slide was a pie chart representing  
30 where the revenues and reserve use comes from. He stated that about  
31 70% of the ACSA's total revenues comes from water and sewer charges to



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1 customers. He mentioned that the ACSA is anticipating about \$8 million in  
2 system connection charges for FY 2024. He noted that this is tough to  
3 estimate, but the staff believes that number to be reasonable. He stated  
4 that they have also included about \$7.5 million in budgeted use of  
5 reserves. He stated that he went through the exercise last month of  
6 showing how those reserves are built and used. He added that other  
7 revenues account for about 2%, such as investment income, plan review  
8 fees, and ancillary charges.

9 Mr. Lunsford moved to the next slide, which illustrated the ACSA's  
10 budgeted expenses and capital costs. He stated that almost \$28 million of  
11 the ACSA's FY 2024 budget is payment to RWSA for water and sewer  
12 treatment and its share of debt service related to RWSA's CIP. He stated  
13 that the next largest component of the budgeted expenses is the ACSA's  
14 CIP, at \$11.5 million, followed by the various departmental expenses.

15 Mr. Lunsford stated that the proposed FY 2024 water and sewer  
16 rates are being driven largely by the 18% increase in water charges from  
17 RWSA and 8.5% increase in sewer charges. He stated that the ACSA does  
18 anticipate about a 10% increase in departmental operating expenses. He  
19 mentioned that this is related to market rate and merit adjustments, as well  
20 as new positions to serve customers well and support initiatives in the  
21 Strategic Plan. He noted that the staff also expects operating supplies and  
22 costs associated with professional contracting services to increase this  
23 coming year.

24 Mr. Lunsford stated that there was question at last month's  
25 workshop about reviewing the history of the RWSA's CIP, and what it  
26 would look like in the future, which the following slide answers. He stated  
27 that the presentation on the right side is a 21-year history of the RWSA  
28 CIP. He noted that in 2009, the RWSA started making considerable  
29 investment and reinvestment in their system, as can be seen from the  
30 nearly vertical line on the graph. He stated that the expectation is that the  
31 graph will stay at that level for the foreseeable future. He stated that the

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1 chart on the left shows what RWSA expects the next 15 years to look like.  
2 He noted that they expect to spend \$710 million over the next 15 years. He  
3 added that it is extremely difficult to estimate 10 years out, and he would  
4 not be surprised if the numbers are not drastically different in the future.

5 Mr. Lunsford stated that the next slide goes over the expected use  
6 of reserves, which he discussed last month, and the slide that follows it  
7 takes the conversation a step further and shows why it is critical to maintain  
8 healthy reserves. He stated that \$2.8 million from the rate stabilization  
9 reserves has been budgeted to fund non-growth-related ACSA CIP, and  
10 about \$4.6 million in growth reserves to pay for growth-related ACSA CIP  
11 projects and growth-related RWSA debt service. He added that these  
12 reserves help mitigate rate spikes, which the ACSA can do because of  
13 sound financial management.

14 Mr. Lunsford stated that the next slide is in response to a few  
15 questions last month about how the reserves accumulate and how they are  
16 used. He stated that he went a step further and added the green line at the  
17 bottom of the slide. He stated that the ACSA has projected what it thinks  
18 the estimated system development reserves will be at the end of June  
19 2023, which is \$16.9 million. He noted that what was not accounted for in  
20 the presentation last month was budgeted items from FY 2023 and prior  
21 that had yet to be spent, represented by the \$9.1 million in red. He added  
22 that if this is considered, the \$16.9 million is about \$7.8 million.

23 Mr. Lunsford stated that the next slide shows the current FY 2023  
24 rates and the proposed rates for FY 2024. He noted that there is a  
25 proposed 10% increase in the service charge and water charges, and an  
26 8% increase in the sewer charges to keep pace with the increases from  
27 RWSA.

28 Mr. Lunsford stated that the next slide illustrates what customers at  
29 different usage levels are charged monthly, versus what they will be  
30 charged if the proposed FY 2024 budget and rates are adopted. He noted

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1 that an average user of 3,200 gallons per month is highlighted on the chart,  
2 and their bill is expected to increase \$5.30 per month, or 18 cents per day.

3 Mr. Lunsford moved to the next slide, which illustrates the ACSA  
4 monthly bill compared to the City using a bar graph. He noted that the  
5 second green bar on the graph should read "City Proposed-Summer FY  
6 24," as it was updated when their FY 2024 rates were released last week.  
7 He noted that the ACSA's FY 2024 monthly bill compares favorably to the  
8 City, at about 18%-26% less. Mr. Tolbert asked if he knew what the City's  
9 increase in rates was for FY 2024. Mr. O'Connell replied that it was a little  
10 over 9%. He noted that the increase includes the gas rates, as well as a  
11 10% utility tax on top of that. Mr. Lunsford added that the City's increase  
12 from RWSA was slightly less than the ACSA's.

13 Mr. Lunsford stated that the next slide is a great visual of the value  
14 of ACSA water. He noted that one penny purchases almost 1.8 gallons of  
15 ACSA clean, safe, reliable water.

16 Mr. Lunsford stated that in terms of next steps, ACSA customers  
17 have been sent the mailer shown on the next slide. He stated that it  
18 informed them of the public hearing for the budget and rates and provided  
19 some background information. He noted that to his knowledge, there have  
20 not been any questions related to that mailer or the budget. He stated that  
21 he would answer any questions the Board may have and after, he would  
22 request the Board to pass the resolution in the Board packet.

23 Mr. Parcels stated that he does like the slide that shows the  
24 encumbrance of funds in the reserves, and asked if it could be included  
25 going forward. Mr. Lunsford replied sure, he could absolutely include it  
26 going forward.

27 ***Mr. Parcels moved to approve the Resolution adopting the FY***  
28 ***2024 ACSA Operating and Capital Improvement Budget and Rates,***  
29 ***which includes the rate schedule to be effective July 1, 2023;***  
30 ***seconded by Mr. Tolbert. The Chair asked for a roll-call vote: Mr.***

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1       ***Parcells, aye; Mr. Tolbert, aye; Mr. Armstrong, aye; Mr. Roberts, aye;***  
2       ***Mr. Moore, aye.***

3  
4       9.       Adoption of other Proposed Amendments to ACSA Rules and  
5       Regulations

6               Jeremy Lynn stated that before he began his presentation, he  
7       wanted to introduce Justin Weiler, Senior Civil Engineer. He stated that Mr.  
8       Weiler did a lot of the work on the revisions. He stated that Justin has been  
9       with the ACSA a little over a year but has over 15 years of utility experience  
10      in both the public and private sectors. He stated that Mr. Weiler worked at  
11      RWSA for several years, as well as Hanover County Public Utilities. He  
12      added that Justin brings a wealth of knowledge, as well as a fresh set of  
13      eyes and was invaluable in preparing the proposed revisions before the  
14      Board today.

15             Mr. Lynn stated that most of the changes are housekeeping items,  
16      but he did want to highlight four policy revisions that are being proposed for  
17      consideration, which are outlined in the memo as substantive revisions. He  
18      stated that the first is the creation of a two-step acceptance process for  
19      private developers. He noted that the current policy requires all dedication  
20      items to be completed before a meter is released. He stated that this is not  
21      practical and puts the ACSA in a difficult position with developers. He  
22      mentioned that developers do not want to pave roads until all the homes  
23      are built and ACSA wants to ensure punch list items are taken care of  
24      before meters are released. He stated that the two-step process clearly  
25      defines what the developer is required to submit and allows the ACSA to  
26      get them meters in a timely manner without holding up the process.

27             Mr. Lynn stated that the second policy change is the elimination of  
28      the ACSA's off-site extension participation. He stated that the idea behind  
29      this is to ensure consistency with the ACSA's financial management policy,  
30      which indicates that growth pays for growth. He stated that removing this

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1 section and specifically stating in the Rules and Regulations that it is the  
2 developer's responsibility to install the facilities necessary for their  
3 development aligns with that ideology.

4 Mr. Lynn stated that the third change is the simplification of the  
5 ACSA's oversizing policy. He stated that currently, the policy is written to  
6 break down off-site and on-site mains. He mentioned that by eliminating  
7 the off-site credit policy, this process should simplify and reduce the  
8 administrative burden that is placed on the developer. He noted that this  
9 was identified as an area of improvement in the development of the 2023-  
10 2025 Strategic Plan.

11 Mr. Lynn stated that the fourth policy change is a consolidation of  
12 the various fees charged to private developers. He stated that currently, the  
13 ACSA provides the developer with four invoices at various stages of  
14 development- plan review, construction inspection, as-built review, and the  
15 bacteriological testing stage. He mentioned that this means the engineers  
16 or administration department is generating four invoices, the finance  
17 department is processing four invoices, and the developer is receiving and  
18 paying four invoices. He stated that the staff landed on a revenue-neutral  
19 figure that would be charged at the beginning of construction to encompass  
20 all those fees. He added that the developer pays the money up front, and it  
21 makes it easier for both them and the ACSA staff.

22 Mr. Parcels stated that he was concerned about the oversizing  
23 policy. He stated that there have been several times where the ACSA has  
24 had to enlarge water or sewer services due to capacity. Mr. Lynn replied  
25 that this will still be the case. He mentioned that the staff is trying to make it  
26 easier to determine what the cost will be. He stated that currently, the  
27 policy states that the bidder must publicly bid the project to oversize the  
28 utility, which is a lot of administrative work for both parties. He mentioned  
29 that the goal is to streamline this work. He added that the ACSA will still  
30 oversize and compensate the developer but would like to remove some of  
31 the red tape and decrease the administrative burden on the developer.

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1 Mr. Parcels stated that in the document edits, there are a lot of  
2 places where the date of amendment has been removed. He asked if some  
3 revision history would be practical. Mr. Lynn replied that in the front of the  
4 document, there is a summary of revisions and that is where they would be  
5 tracked. Mr. O'Connell added that the administration staff tracks the actual  
6 resolutions, so one could go back to the source document if they wanted  
7 to. Mr. Lynn added that the staff was worried that those amendment dates  
8 had not been consistently maintained, so removing them seemed to make  
9 sense.

10 Mr. Lynn noted that Appendix A of the document is the RWSA User  
11 Regulations, and they have made revisions from time to time, unbeknownst  
12 to the ACSA. He stated that just referencing the most current document in  
13 that section takes a lot of work off the ACSA staff.

14 ***Mr. Tolbert moved to approve the resolution adopting the***  
15 ***updated ACSA Rules and Regulations; seconded by Mr. Parcels. The***  
16 ***Chair asked for a roll-call vote: Mr. Parcels, aye; Mr. Tolbert, aye; Mr.***  
17 ***Armstrong, aye; Mr. Roberts, aye; Mr. Moore, aye.***

18  
19 10. Amendments to Personnel Management Plan (PMP) – redline edits

20 Emily Roach stated that part of the budget that the Board just  
21 adopted does require updates to the Personnel Management Plan,  
22 particularly Appendix B. She stated that the redline edits to Appendix B  
23 reflect the cost-of-living adjustment and salary range changes. She  
24 mentioned that all the changes were reviewed by the ACSA consultant,  
25 and recommendations were provided by them as well. She noted that all  
26 the changes are outlined in the cover memo, but she wanted to highlight a  
27 few that she feels the ACSA staff will greatly benefit from.

28 Ms. Roach stated that the first change is related to field employees  
29 that are on-call. She stated that those employees have a choice of getting  
30 paid at the end of the week or earning additional leave. She noted that

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1 historically if the leave was not used by the end of the year, they would lose  
2 it. She stated that the proposed policy change is that if the employee does  
3 not use the leave by the end of the year, they will be paid out for it at the  
4 end of January.

5 Ms. Roach stated that the second change she wanted to highlight  
6 was the carryover limits for annual leave. She stated that this will allow staff  
7 more flexibility in using their leave, rather than rushing to use it by the end  
8 of the year.

9 Ms. Roach stated that the third change she wanted to point out was  
10 the change in the bereavement policy. She stated that staff will be able to  
11 use any leave they have available for bereavement, after they exhaust the  
12 designated bereavement leave.

13 Ms. Roach state that the last change is to the payout of employee  
14 service bonuses. She stated that currently, employees receive their service  
15 bonuses at the end of the year. She mentioned that the change would  
16 allow service bonuses to be paid out within the employee's anniversary  
17 month, as opposed to the end of the calendar year.

18 Mr. Parcels stated that as he was reading the social media policy,  
19 he noticed that there was a lot of caution in the policy but nothing about  
20 discipline for violating the policy. He mentioned that the PMP has an entire  
21 section about how to administer discipline, and he feels it is necessary to  
22 address discipline within the social media policy.

23 Ms. Roach stated that the social media policy in the PMP is geared  
24 towards social media for the ACSA. She stated that April Walker, Director  
25 of IT, is making some adjustments to the ACSA's Technology Plan, which  
26 she will bring before the Board later this year. Mr. O'Connell added that on  
27 page 13, there is a long list which includes "violation of ACSA policy." He  
28 mentioned that if someone violates the social media policy, the disciplinary  
29 process would be initiated.

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1 Mr. Roberts asked if Mike Derdeyn, ACSA attorney, has reviewed  
2 the changes to the document. Mr. Derdeyn replied that he has reviewed  
3 the redline edits.

4 Mr. Moore asked what the budget implications are for the new  
5 leave payout policy, and if it is included in the budget that the Board just  
6 approved. Mr. Lunsford replied that the accrual balances will increase, and  
7 employees will not lose anything over that limit. He mentioned that  
8 throughout the pandemic, there were a few major projects going on and  
9 employees were unable to use their leave. He stated that this gives them  
10 an opportunity to use some of that leave and decrease their balances.

11 Mr. Lunsford stated that the amount in terms of payout is fluid. He  
12 stated that there are several employees that have large balances, that will  
13 be retiring. He stated that looking at it in totality, the number could go  
14 down. Mr. O'Connell added that the number is calculated in the audit as a  
15 liability.

16 Mr. Parcels asked how the ACSA is doing on vacancies, and if the  
17 organization is now fully staffed. Ms. Roach replied that the ACSA is not  
18 fully staffed, as there are two offers pending background checks and one  
19 more vacancy as well. She noted that there are also the new positions  
20 approved with the FY 2024 budget that will need to be filled as well. Mr.  
21 Parcels asked if the staff was seeking to fill the new positions July 1. Ms.  
22 Roach replied yes. She stated that the Civil Engineer position has already  
23 been posted.

24 ***Mr. Parcels moved to approve the resolution adopting the***  
25 ***recommended changes to the Personnel Management Plan; seconded***  
26 ***by Mr. Roberts. The Chair asked for a roll-call vote: Mr. Parcels, aye;***  
27 ***Mr. Tolbert, aye; Mr. Armstrong, aye; Mr. Roberts, aye; Mr. Moore,***  
28 ***aye.***

29 11. Items Not on the Agenda



12. Adjourn

Gary B. O'Connell, Secretary-Treasurer

## Albemarle County Service Authority Board of Directors

### \*\*\* Golden Transcription Services\*\*\*

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on June 15, 2023, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

**Members Present:** Mr. Richard Armstrong, Chair; Mr. Nathan Moore; Mr. John Parcells; Mr. Clarence Roberts; Mr. Charles Tolbert, Vice-Chair.

**Members Absent:** Dr. Lizbeth Palmer.

**Staff Present:** Tim Brown, Kenny Barrow, Mike Derdeyn, Brendan Ganz, Terri Knight, Jeremy Lynn, Quin Lunsford, Gary O'Connell, Emily Roach, Danielle Trent, Justin Weiler, Jill Zimmerman.

**Staff Absent:** Michael Lynn.

**Public Present:** Neil Williamson, Free Enterprise Forum (joined virtually).

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

Mr. Armstrong called the meeting to order, and a quorum was established. He then read the opening Board Chair statement (Attached as Page \_\_\_\_).

#### 2. Service Recognitions – Nathan Moore (ACSA Board Member); Jill Zimmerman – Retirement

Mr. Armstrong stated that the first recognition was for Nathan Moore who was stepping down to join the Planning Commission. He read a resolution to recognize Mr. Moore's service (Attached as Page \_\_\_\_), and he invited Mr. Moore to accept the resolution.

Mr. Armstrong recognized Jill Zimmerman who was retiring after 24 years. He read a resolution to recognize Ms. Zimmerman (Attached as Page \_\_\_\_).

Mr. Jeremy Lynn thanked the Board for the opportunity to speak. He stated that Ms. Zimmerman had made a lasting impact to the ACSA over the past 24 years and contributed to its success in a variety of ways. He said Ms. Zimmerman laid the groundwork for deploying field computers

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1 and tablets, a revolutionary undertaking. He said that maintenance would  
2 not be able to do anything now without the computers.

3 Mr. Lynn said Ms. Zimmerman oversaw the sanitary sewer  
4 easement clearing program and ensured maintenance workers were able  
5 to access and maintain the sewer system. He said Ms. Zimmerman  
6 developed the fire flow testing methodology to ensure compliance with  
7 AWA standards, and she developed the building permit verification system  
8 to ensure builders and property owners respected the recorded easements.  
9 He said Ms. Zimmerman built and calibrated an all-pipe model to determine  
10 water age and various hydraulic modeling values. He said that Ms. Zimmer  
11 was an invaluable member of the engineering department and worked to  
12 benefit the customers.

13  
14 3. Approve Minutes of May 18, 2023

15 Mr. Parcels stated that he wanted to correct a few errors. He stated  
16 that on page 8, line 25, "for the" should be "for". He stated that on page 12,  
17 line 6, it should read, "rate, does". He stated that on page 14, line 9, it  
18 should read "brought", not "bought". He stated that on page 15, line 18, the  
19 first use of "combined" could be deleted. He stated that on page 16, line  
20 28, "combat" should be changed to "accommodate". He noted that on page  
21 24, line 21, the figure should be "\$5.1 million", not "\$6.1 million".

22 ***Mr. Parcels moved to approve the minutes as amended,***  
23 ***seconded by Mr. Roberts. All members voted aye.***

24  
25 4. Matters from the Public

26 There were no matters from the public.

27  
28 5. Response to Public Comment

29 There was no response to public comment.

30  
31 6. Consent Agenda

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1       **a. Monthly Financial Reports** – Mr. Parcels noted that the assets on  
2       page 37, the CD had a lower market value than the purchase value.  
3       He noted that the amount of the CD had decreased while other  
4       components had increased. He asked whether the change was due to  
5       trading CDs for better interest rates. Mr. Lunsford responded that they  
6       were actively trading and making trades daily. He stated that the  
7       difference in the market value fluctuated, and they were based on  
8       purchases at an interest rate, changes in those rates, and what they  
9       could reasonably sell them for at a specific point in time. He stated that  
10      if held to maturity, the assets would earn the interest rate that it was  
11      purchased. Mr. Parcels noted that the overall value had increased by  
12      about \$1 million. He asked whether the funds were reinfused into the  
13      fund. Mr. Lunsford responded that the funds were reinvested.

14      **b. Monthly CIP Report** – Mr. Parcels stated that in section B, there were  
15      two items, 9 and 11, that he was surprised to see. He mentioned that  
16      there had been no updates on item 9 since January, and item 21 had  
17      not received updates since December. Mr. Lynn responded that the  
18      Briarwood project had been pushed to the backburner because there  
19      were higher priority projects they were focusing on instead. He  
20      explained that Huntington Village was on hold until they had finalized  
21      the watermain repair replacement contract. He noted that the design  
22      was finished, and they were waiting on a contractor to issue the  
23      workorder. Mr. Parcels asked what types of comments the County  
24      provided in terms of item 11. Mr. Lynn responded that VSMP and E&S  
25      were erosion and sediment control documents. He explained that they  
26      submitted those documents, and they may receive a response  
27      requiring them to submit more erosion and sediment control or  
28      redesign certain control measures. He said they were drafting the  
29      responses, and they would be submitting them to the County. Mr.  
30      Parcels noted that in terms of item 18, it seemed to be late in the cycle  
31      to alert Dominion of the Madison Park pump station. Mr. Lynn

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1           responded that they had already coordinated the design with Dominion  
2           during the design of the pump station, but they were not ready to do  
3           the work until they had a contractor. He said that construction would  
4           hopefully begin in the fall, but they still struggled to get pump  
5           submittals approved from the pump manufacturer. Mr. Parcels noted  
6           that that the communitors in item 19 would exert an additional load on  
7           the system. Mr. Lynn responded that they would have considered it  
8           during the design of the communitors.

9           **c. CIP Authorizations** – Mr. Parcels stated that there was a submittal the  
10          Authority would have to vote on. He noted that the changes in scope  
11          were extensive and required extra work. Mr. Lynn responded that it  
12          was typical of projects like buildings, and it was difficult to anticipate all  
13          the potential needs of the project. He noted that they identified areas of  
14          focus to receive additional funds in the strategic plan. He said that  
15          much of the authorization was focused on the bid and construction  
16          side. He said that building construction and site development was not  
17          within the scope of the Authority, so they relied on consultants for  
18          construction inspection services.

19          **d. CIP Close-Outs**

20          **e. Monthly Maintenance Update**

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

22          **g. ACSA Board Policy Future Issues Agenda 2023**

23          **h. Advanced Metering Infrastructure (AMI) Project Update**

24          Mr. Parcels asked what the red flags labeled "unable" meant in the  
25          legend of the AMI graph. Mr. Lunsford responded that "unable" meant  
26          the contractor was either unable to locate the meter, there was an  
27          issue with the hardware of the meter, or there was potential for the  
28          pipe to break if they were to perform any work. He explained that the  
29          meters were flagged, and the contractor contacted the Meter  
30          Operations Supervisor who coordinated with maintenance the  
31          necessary work to upgrade the meter. Mr. Parcels noted there were

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1 several red flags south of I-64. Mr. Lunsford responded that many of  
2 those red flags were related to the size of the hole in the lid which fit  
3 the touch-read pad but not the new radio pad. He noted that  
4 maintenance was enlarging the holes in the lid to mark them as  
5 completed. Mr. Parcels stated that it seemed like a lot of work, but the  
6 progress being made was great. Mr. Lunsford responded that they  
7 were pleased with the progress that had been made and the quality of  
8 work.

9 ***i. Drinking Water and Wastewater Professionals Appreciation Day –***

10 Mr. O'Connell noted that an event would be held for the employees at  
11 the end of the month.

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

14  
15 7. Public Hearing for Comments on Proposed FY 2024 Budget and  
16 Rates

17 There were no comments from the public.

18  
19 8. Adoption of Proposed FY 2023 Budget, CIP, and Rates, which  
20 rates are reflected in the Proposed Amendments to Appendix B to the

21 Mr. Lunsford stated the presentation would be a boiled-down  
22 version of the workshop provided the previous month. He noted he was  
23 able to speak to anything and any level of detail.

24 Mr. Lunsford began the PowerPoint presentation (Attached as  
25 Pages \_\_\_\_). He stated, as shown on the first slide, that the workshop  
26 agenda would begin with a FY 2023 financial update followed by a highlight  
27 of themes in the strategic plan and how they were incorporated throughout  
28 the FY 2024 budget. He continued that the workshop would review the rate  
29 study analysis and some of the proposed changes.

30 Mr. Lunsford stated that the operating revenues were below the  
31 budgeted expectations. He noted that early in the prior fiscal year, it was

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1 wetter, so they did not see the typical irrigation usage, which led to the  
2 variance in expectations. He stated that sewer revenues were slightly  
3 above expectations. He noted water expenses were higher than expected,  
4 which was related to a change in the rates from Rivanna after the  
5 budgeting process had allocated funds. He said sewer expenses correlated  
6 with water infiltration and inflow, so the expenses charged by Rivanna were  
7 considerably lower than expected. He stated departmental expenses were  
8 below budget due to vacancies in multiple departments. He noted there  
9 were lower-than-expected fuel costs. He mentioned some of the variance  
10 was related to the inability to or delays in acquiring materials or supplies.

11 Mr. Lunsford emphasized the four main themes of the strategic  
12 plan: data optimization, business resilience, customer experience, and  
13 employee experience. He stated that much of the budget directly related to  
14 the strategic plan, and they anticipated to be able to move the needle on  
15 several of the themes over the next three years.

16 Mr. Lunsford stated that they reviewed the water and sewer rate  
17 analysis in detail last year, and the provided slide contained a summary of  
18 the information from the analysis. He stated said they expected single  
19 family residential customers to see an 8.9% increase in their bill, about a  
20 \$5.30 increase per month, or \$0.18 per day. He noted that there was a  
21 4.6% increase the prior year, a 5% increase in FY 22, and there was no  
22 increase in FY 21. He stated staff recommended to the Board an increase  
23 in the system development/capacity charges of 7%, and he mentioned the  
24 last increase to the charges was in FY 17. He stated that the budget  
25 included the use of reserve funds to smooth the rate increases in FY 24  
26 through future years. He noted the funds would be strategically used to  
27 offset some of the operational cost increases.

28 Mr. Lunsford noted the slide illustrated where the revenues and  
29 reserve uses were sourced. He stated 70% of the total revenues came  
30 from water and sewer charges to customers. He noted they anticipated  
31 about \$8 million in system connection charges in FY 24. He stated they

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1 included almost \$7.5 million in budgeted use of reserves, and they went  
2 through an exercise last month to illustrate how the reserves were built and  
3 how they were used. He stated that other revenues accounted for about  
4 2%, including investment income, plan review fees, and other ancillary  
5 charges.

6 Mr. Lunsford stated the slide illustrated the budgeted expenses and  
7 capital costs. He noted that almost \$20 million of the FY 24 budget was  
8 payment to Rivanna for water and sewer treatment and the ACSA's share  
9 of debt service related to Rivanna's capital programs. He stated that the  
10 next largest component of the budget was the CIP, totaling \$11.5 million.

11 Mr. Lunsford stated that the factors attributed to the proposed  
12 increase in customer water and sewer rates was attributable to the RWSA  
13 treatment and capital cost increases, which were 18% for water and 8.5%  
14 for sewer compared to the prior fiscal year. He said that they anticipated a  
15 total departmental operating budget increase of 9.9%, which was due to  
16 market rate and merit adjustment based on the pay plan study, three new  
17 proposed positions, and increases in operating supplies, R&M, and  
18 professional and contractual services.

19 Mr. Lunsford said that there was a request at the last month's  
20 Board meeting to briefly review the history of the RWSA CIP and what it  
21 would look like in the future. He stated that the presentation on the right  
22 side of the slide was a 21-year history of the CIP. He said that the history of  
23 the RWSA had started making considerable investment and reinvestment  
24 in their system and service to ACSA and City of Charlottesville with a  
25 nearly vertical increase. He said that they expected it to stay there for the  
26 foreseeable future. He said that the chart on the left of the slide showed  
27 what Rivanna expected the next 15 years to look like, with about \$710M  
28 anticipated to reduce debt service costs. He said that the years nearer to  
29 ten years out were difficult to estimate, and it would not be surprising if  
30 those were drastically different as they came closer.



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1           Mr. Lunsford said that he would discuss why it was critical the  
2           ACSA maintain funds that had been budgeted for but had not yet been  
3           spent. He said that they proposed \$2.8M from rate stabilization reserves, to  
4           fund “non-growth” ACSA CIP, \$4.6M from “growth reserves” to fund ACSA  
5           “growth” CIP projects and RWSA debt service for growth-related projects.  
6           He said that these reserves helped mitigate rate spikes, and they were able  
7           to do that because of sound financial management and responsibility with  
8           the dollars.

9           Mr. Lunsford said that the current slide related to the questions last  
10          month related to how the reserves accumulated and how they used these  
11          reserves. He said that they had projected what they believed the estimated  
12          system reserves would be at the end of June this year, which were  
13          calculated to be \$16.9M, but what they did not account for in the  
14          presentation last month were budgeted items from FY23 and prior that had  
15          yet to be spent. He indicated the \$9.1M, as indicated on the slide in red,  
16          that were funds allocated for projects that had not yet been used. He  
17          explained that taking that into account meant that the unallocated reserves  
18          were approximately \$7.8M.

19          Mr. Lunsford said the next slide showed the proposed water and  
20          sewer rates for FY 2024. He stated that there was a 10% increase in the  
21          service charges and the water charges, an 8% increase in the sewer  
22          charges to keep pace with the increases seen on the water and sewer  
23          treatment side. He said that next, as indicated on the slide, was a sample  
24          comparison of a monthly combined water and sewer bill for the different  
25          types of customers served by ACSA. He said that highlighted was an  
26          average user, which used 3,200 gallons, and whose bill would increase by  
27          \$5.30 per month, or \$0.18 per day.

28          Mr. Lunsford said that the next graph had been updated to correct  
29          the typo on the second green bar graph from “City Proposed Summer  
30          FY23” to “City Proposed Summer FY24.” He noted that the ACSA’s  
31          proposed FY24 rates came through very favorably, and the ACSA

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1 customer who used the same amount in the water as someone in the City  
2 would be paying 18% to 26% less.

3 Mr. Tolbert asked if it was known what the percentage increase  
4 was for the City.

5 Mr. Lunsford answered that it was about 8% or 9%.

6 Mr. O'Connell stated that it was a little over 9%. He said that the  
7 City combined the rate with the gas rate, plus there was a 10% utility tax on  
8 top of that.

9 Mr. Lunsford said that the City's increase from Rivanna was slightly  
10 less than the ACSA's, and they had seen substantial increases in Crozet  
11 that the City was responsible.

12 Mr. O'Connell said that the City did not have the level of reserves  
13 that the ACSA did, to keep the rate increases from going up as high as the  
14 charges from RWSA.

15 Mr. Lunsford said that one penny paid by a customer was equal to  
16 two gallons of water provided by the ACSA. He continued that the budget  
17 next steps included that all customers had been provided with a mailer to  
18 inform them of the public hearing of the rate proposals and background  
19 information on the topic. He said that to his knowledge, they had not  
20 received a single question related to the mailer or budget this year. He said  
21 that if there were no questions, it was requested of the Board to consider  
22 adoption of the resolution in the Board packet (Attached as pages  
23 \_\_\_\_\_).

24 Mr. Armstrong asked if there were any questions for Mr. Lunsford.  
25 Mr. Parcels stated that he does like the slide that shows the encumbrance  
26 of funds in the reserves, and asked if it could be included going forward.  
27 Mr. Lunsford replied sure, he could absolutely include it going forward.

28 ***Mr. Parcels moved to approve the resolution as presented to***  
29 ***the Board (Attached as Page 169-182), seconded by Mr. Tolbert. The***  
30 ***Chair asked for a roll-call vote: Mr. Parcels, aye; Mr. Tolbert, aye; Mr.***

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1 ***Armstrong, aye; Mr. Roberts, aye; Mr. Moore, aye. (Dr. Palmer was***  
2 ***absent.)***

3  
4 9. Adoption of other Proposed Amendments to ACSA Rules and  
5 Regulations

6 Mr. O'Connell said that Jeremy Lynn would give a brief overview of  
7 this item. He stated that there is a lot to this, but most of it falls into the  
8 category of administrative changes. He stated that Mr. Lynn would discuss  
9 the substantive changes that have an impact on policy.

10 Mr. Lynn introduced Mr. Justin Weiler, who did a lot of the work on  
11 this. He said that Mr. Weiler had been with their organization for a little over  
12 a year and had over 15 years of utility experience in both the public and  
13 private sector, having worked at Rivanna for several years and at Hanover  
14 County Public Utilities. He said that Mr. Weiler provided a wealth of  
15 experience, knowledge, and fresh set of eyes on the way they had been  
16 doing things and was invaluable in preparing the proposed revisions before  
17 the Board today.

18 Mr. Lynn said that much of this information was related to  
19 administrative changes, but he would highlight four policy revisions  
20 proposed for the Board's consideration, which were outlined in the memo  
21 under "substantive revisions." He said that the first was a creation of a two-  
22 step acceptance process for private developers. He explained that the  
23 current policy required all dedication items to be completed before they  
24 released a meter, which was not practical and put them in a difficult  
25 situation with developers; they did not want to bring in roads until all homes  
26 were built and the Authority wanted to make sure that punch-line items  
27 were taken care of before they began releasing meters. He said that the  
28 two-step dedication process clearly defined what the developers were  
29 required to submit and allowed the ACSA to work with them faster and get  
30 the meters in a timely manner without delay. He said that the second item  
31 was elimination of the off-site extension participation. He said the idea

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1 behind this was that the financial management policy indicates that growth  
2 pays for growth, so removing this section and specifically stating in the  
3 rules and regulations that it was the developer's responsibility to install the  
4 facilities necessary for their development aligns with that policy. He said  
5 that the third was a simplification of the oversizing policy, which was  
6 currently written to break down off-site and on-site mains. He said that with  
7 the elimination of the off-site credit policy, this process should simplify and  
8 reduce the administrative, procurement, bonding burden that was placed  
9 on the developer. He said that this was identified as an area of  
10 improvement in the development of the 2023-2025 strategic plan. He said  
11 that the fourth policy change was a consolidation of the various fees  
12 charged to private developers. He said that they currently provided the  
13 developer with four invoices at various stages of development, which were  
14 plan review, construction inspection, as-built review, and bacteriological  
15 testing samples. He said that this resulted in four invoices being generated  
16 by the engineers, generated by the administration department, processed  
17 by the finance department, received by the developer, and paid for by the  
18 developer. He said that they had done some analysis and landed on a  
19 revenue-neutral figure that they would charge at the beginning of  
20 construction that would encompass all those fees, which would make it  
21 easier for the developer to pay the money up front and move on.

22 Mr. Parcels said that he wondered about the oversizing policy,  
23 because it seemed in the past there had been several times when they had  
24 to go back because it was an older system, and ACSA had enlarged the  
25 service of sewer or water beyond what the developers had initially  
26 anticipated.

27 Mr. Lynn said that that would remain, and what they were trying to  
28 do was make it easier for them to come to an agreement with the  
29 developer on what that cost would be. He said that a project may need an  
30 8-inch pipe to meet the specific needs of the developer, and the ACSA may  
31 be thinking for the future and request a 12-inch pipe. He said that the

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1 current policy required, depending on the portion of it, that the developer  
2 publicly bid that project, which was a burden for the developer and created  
3 a lot of administrative work on the ACSA's part as well. He said that they  
4 were trying to streamline that approach, would still oversize and  
5 compensate the developer for that, but take out some of the red tape and  
6 decrease the burden on the developer to get that accomplished. He said  
7 that they were doing the ACSA a favor by oversizing the pipe, so they  
8 wanted to make it easier for them.

9 Mr. Parcels said that made sense to him, but he was unclear about  
10 how involved the ACSA would exactly be in that process.

11 Mr. Lynn said that once the ACSA notified the developer that they  
12 wanted an oversizing, they would work closely with the developer to land  
13 on a financial amount, which would be through pricing from the developer's  
14 contractor as well as other bids that had been done to make sure that it  
15 was consistent with other projects.

16 Mr. Parcels said that in the editing of this document, there are a lot  
17 of places where the date of amendment has been removed.

18 Mr. Lynn said that in the front of the notebook, before the title page,  
19 there was a summary of revisions and that was where they indicated they  
20 revised these sections.

21 Mr. O'Connell said that administration tracked the revisions, so if  
22 the source document needed to be accessed it was available.

23 Mr. Lynn said that they had been worried that the dates had not  
24 been consistently maintained, so removing those dates seemed to make a  
25 lot of sense.

26 Mr. Parcels said that it certainly streamlined what was had here,  
27 but as long as a traceable revision history was happening, that was what  
28 was important.

29 Mr. O'Connell said that it would be able to be searched in the  
30 minutes, but administration could do the same thing.

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1 Mr. Lynn noted that Appendix A was the Rivanna Water Sewer  
2 Authority user regulations, and they had found that they had made  
3 regulations and adopted revisions without the ACSA knowing, so in  
4 allowing them to just reference that document, their most current version  
5 took a lot of work off the ACSA staff.

6 ***Mr. Tolbert moved to approve the resolution as presented to***  
7 ***the Board (Attached as Page \_\_\_\_\_), seconded by Mr. Parcells. The***  
8 ***Chair asked for a roll-call vote: Mr. Parcells, aye; Mr. Tolbert, aye; Mr.***  
9 ***Armstrong, aye; Mr. Roberts, aye; Mr. Moore, aye.***

10  
11 10. Amendments to Personnel Management Plan (PMP) – Redline  
12 Edits

13 Ms. Roach said that part of the budget that was just approved did  
14 require updates to the personnel management plan, in particular appendix  
15 B, which reflected the cost-of-living adjustment and salary rate changes  
16 that were outlined in the budget. She said that those had all been reviewed  
17 by their consultant and recommendations were provided by the consultant.  
18 She said that all the changes were outlined in the memo, but she would  
19 highlight some that staff would greatly benefit from. She said that many of  
20 them were around leave changes. She said that the first change was  
21 related to field employees who were on call for ACSA, so they got a choice  
22 of either getting paid at the end of the week or getting to earn leave. She  
23 said that historically, if they did not use the leave by the end of the year,  
24 they would lose it, so they were proposing that if they did not use it, they  
25 were able to get paid out for that leave at the end of January. She said that  
26 the next change was the carryover limits of the annual leave, which would  
27 allow staff the flexibility of taking leave when it benefited them and not  
28 having to use it by the end of the year. She said that the next change was  
29 allowing staff to use any leave they had available after they had used  
30 bereavement leave to give them flexibility. She said that the last one that

**Albemarle County Service Authority Board of Directors****\*\*\* Golden Transcription Services\*\*\***

1 staff would enjoy would be that there would be a years-of-service bonus  
2 within their anniversary month instead of the calendar year.

3 Mr. Parcels said that he was interested to read in the back section  
4 of the social media policies, where one thing mentioned was that there was  
5 a lot of caution but nothing about discipline for misbehavior or violation of  
6 policies. He said that there was a whole section about how to administer  
7 discipline, and he was wondering if in that social media section if it were  
8 necessary for the use of some of the policies and there might be  
9 disciplinary action, and he thought that linking it should be done.

10 Ms. Roach said that she would return with more information related  
11 to the technology policies when the IT Director was back in office. She said  
12 that this was geared towards social media for the ACSA, but she  
13 understood that The Director of Information Technology was planning on  
14 adjusting the technology policy that she would bring forward later this year.

15 Mr. O'Connell said that on Page 13, under "discipline," there was a  
16 long list. He said that there was one at the end that said violation of ACSA  
17 policies, so if people violated the social media policy, which was signed by  
18 employees when hired, that the disciplinary process would take effect. He  
19 said that they had not had that issue, but it was an issue that had affected  
20 other employers, so it was an extensive policy.

21 Mr. Parcels said that when he looked through there, he did not see  
22 that, and he just thought it would be helpful to have in the social media  
23 section policy, a reference back to the discipline policy.

24 Mr. Roberts asked if Mr. Derdeyn had had a chance to review.

25 Mr. Derdeyn said that he looked at the redline edits.

26 Mr. Moore said that he had a question about the unused leave  
27 payout and what the budget implications of that are, and if that is included  
28 in the budget they just approved.

29 Mr. Lunsford said that the accrual balances would increase, so  
30 employees won't lose anything over that. He said that what they ran into  
31 was during the pandemic, they had a few major projects going on, so



**Albemarle County Service Authority Board of Directors****\*\*\* Golden Transcription Services\*\*\***

1 employees had to be at work and were not able to use time. This gives  
2 folks flexibility to work some of those balances down. He said that yes, they  
3 had incorporated these changes into the FY '24 budget.

4 Mr. O'Connell said the management implication of that was that  
5 more senior employees who have a lot of time, if they did not increase the  
6 balances, were going to take off a ton of time at the end of the year and  
7 scheduling that is a mess. He stated that they had a three-year build up  
8 that Mr. Lunsford talked about, where people could literally not take time  
9 off. He said that he thinks it will be appreciated by employees, but from a  
10 management standpoint, it gives them the ability to spread out the leave  
11 over time.

12 Mr. Moore said that he applauded carryover for at least a year, and  
13 some kind of payout, and employees like it. He said that he did not know  
14 what kind of estimate Mr. Lunsford had, as an organization, for how much  
15 the payout would cost.

16 Mr. Lunsford said that it was so fluid, they had several folks with  
17 large balances who were retiring. He said that looking at it in totality, the  
18 number could go down even with these increases, so they could do that  
19 analysis, which was useful. He said that there were so many.

20 Mr. O'Connell asked if it was calculated in the audit as a liability.

21 Mr. Lunsford said it was.

22 Mr. Parcels asked if they were fully staffed now.

23 Ms. Roach said that they were not fully staffed. She said that  
24 they had two offers in the maintenance department that were pending  
25 background checks, and there was one vacancy. She said that after that,  
26 given the budget change approved, those new positions were vacant, but  
27 other than that they were in good shape.

28 Mr. Parcels asked if they would be seeking to fill the new  
29 positions on July 1.

30 Ms. Roach said yes. She said that some of them, such as the civil  
31 engineer position, had been posted, due to the amount of time it took to get



**Albemarle County Service Authority Board of Directors****\*\*\* Golden Transcription Services\*\*\***

1 forms filled out and given notice. She said that the others would be posted  
2 on July 1.

3  
4 ***Mr. Parcels moved to approve the proposed amendments to***  
5 ***ACSA Personnel Management Plan, as presented to the Board***  
6 ***(Attached as Page\_\_\_\_\_), seconded by Mr. Roberts. The Chair***  
7 ***asked for a roll-call vote: Mr. Parcels, aye; Mr. Tolbert, aye; Mr.***  
8 ***Armstrong, aye; Mr. Roberts, aye; Mr. Moore, aye.***

9  
10 11. Items Not on the Agenda

11 Mr. O'Connell said that they would be interviewing next week for  
12 the Director of Operations. He said that Mike Lynn was unable to be here  
13 today. He stated that there are some final candidates that will be meeting  
14 with them in-person next week, and they would see where that went. He  
15 stated that, ideally, they would pick one and make an offer. He mentioned  
16 that they purposefully looked to fill the position sooner than Mike Lynn's  
17 retirement to have some overlap time and have as smooth a transition as  
18 possible.

19 Mr. Roberts asked when Mike was leaving.

20 Mr. O'Connell said October 31, but he had some leave built in  
21 there.

22 Mr. Armstrong asked, without revealing anything, if there were  
23 internal and external candidates.

24 Mr. O'Connell said yes. He said that it was an extensive and  
25 national search, with one candidate from California. He mentioned that it is  
26 a difficult job market.

27  
28 12. Adjourn

29 ***There being no further business, Mr. Parcels moved that the***  
30 ***meeting be adjourned, seconded by Mr. Tolbert. All members voted***  
31 ***aye. Dr. Palmer was absent.***

**Albemarle County Service Authority Board of Directors****\*\*\* Golden Transcription Services\*\*\***

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Gary B. O'Connell, Secretary-Treasurer

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

<b>AGENDA TITLE:</b> Monthly Financial Reports	<b>AGENDA DATE:</b> August 17, 2023
<b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	<b>ACTION:</b> Informational
	<b>ATTACHMENTS:</b> Yes

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

**DISCUSSION:**

- Water consumption for the month of June increased 16.2% compared to May. Water consumption for the month of June 2023 compared to June 2022 increased 8.5%.
- RWSA's invoice of \$1,979,565 for the month of June was paid on July 7, 2023.
- Unearned water and sewer connection charges totaled \$2,276,774 at month end.
- System connection charges were above budgeted expectations with \$724,865 recognized in June. Total system connection charges for FY 2023 are more than those in FY 2022 by 35%.
- Water and Wastewater revenues for FY 2023 are above budgeted expectations by 5.7%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 1.9% lower than budgeted expectations.
- In addition to the regular monthly information provided, we have also included schedules and information that would have been included in the July Board meeting had it not been cancelled. This information can be found at the end of this report.
- Staff is working on closing Fiscal Year 2023 in conjunction with the year end financial statement and compliance audit. Our auditors will be onsite the week of August 21<sup>st</sup> and presentation of the audit will be scheduled for later this fall.

**BUDGET IMPACT:** Informational only.

**RECOMMENDATIONS:** None

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

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

1. Statement of Net Position
2. Year-to-Date Budget to Actual Comparison/Commentary
3. Investment Summary
4. Capacity/System Development Reserves
5. Connection Charges/ERC Analysis
6. Monthly Water and Sewer Charges from the RWSA
7. Monthly Water Consumption
8. Water and Sewer Report; Customer Class Report
9. Major Customer Analysis
10. Water/Wastewater Revenue Trend Analysis
11. Aged Receivables Analysis
12. Check Register
13. Financial and Operational Consent Agenda Information from July 2023

## ALBEMARLE COUNTY SERVICE AUTHORITY

## STATEMENT OF NET POSITION

July 31, 2023

## ASSETS

Cash and cash equivalents	\$ 15,051,801
Accounts receivable	5,061,614
Investments	43,897,502
Capital assets: (net of accumulated depreciation)	180,559,106
Inventory	544,366
Prepays	248,819
Cash and cash equivalents, restricted	688,526
	<hr/>
Total assets	246,051,734
	<hr/>

## DEFERRED OUTFLOWS OF RESOURCES

Combined deferred outflows of resources	1,174,141
	<hr/>

## LIABILITIES

Accounts payable	3,712,962
Accrued liabilities	346,696
Compensated absences	763,469
Net pension liability	695,494
Other post-employment benefits	1,144,368
Unearned connection fees	2,276,774
Long-term debt	4,669,118
	<hr/>
Total liabilities	13,608,881
	<hr/>

## DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	2,880,258
	<hr/>

## NET POSITION

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230,736,736

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ALBEMARLE COUNTY SERVICE AUTHORITY  
For the One Month Ending July 31, 2023

42

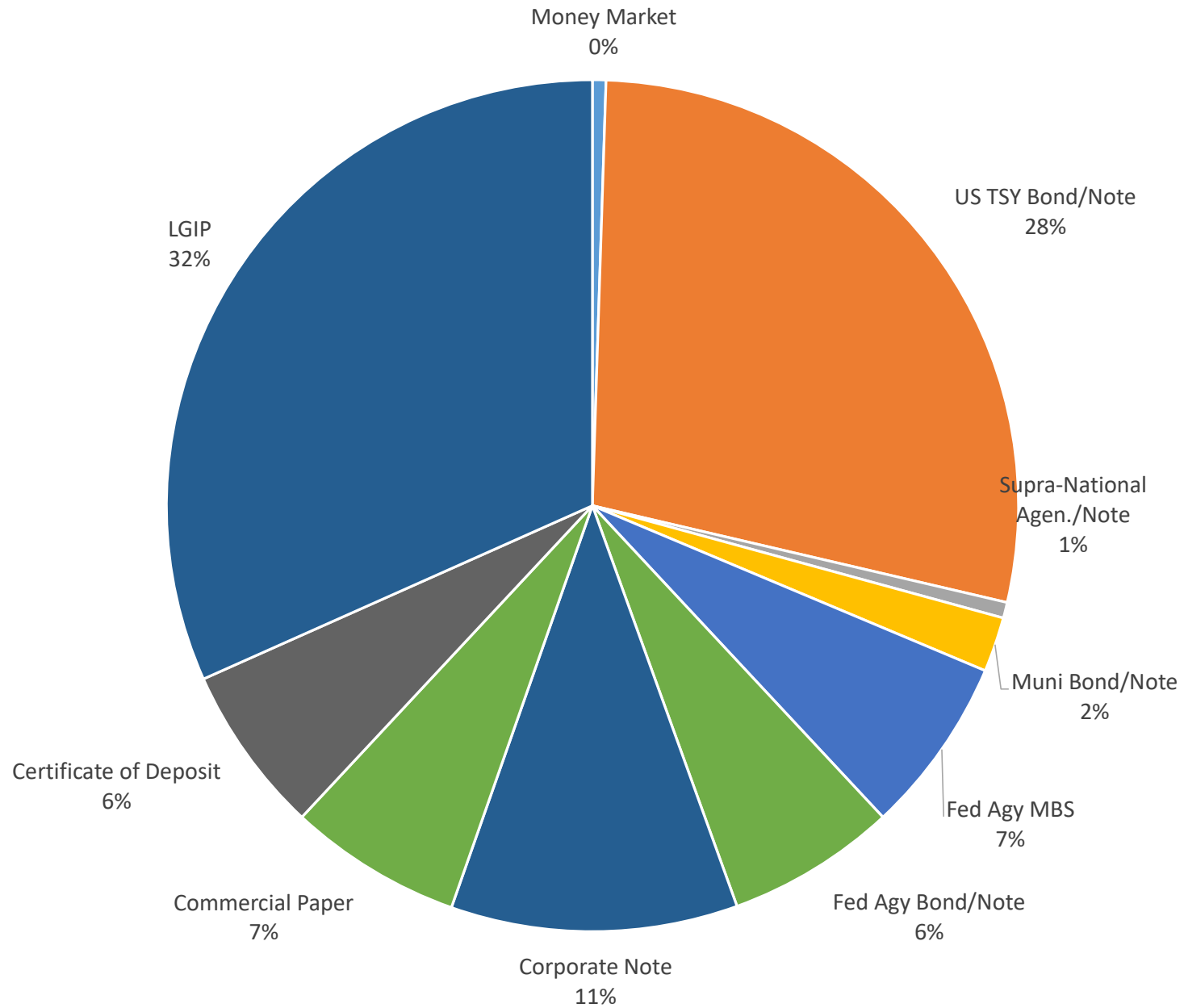
	Budget FY 2023	Budget Year-to-Date 2023	July Actual Year-to-Date	Actual vs. Budget	Variance Percentage
<b>Revenues</b>					
Water Sales	20,580,000.	1,715,000.	1,873,425.	158,425.	9.24%
Sewer Service	16,679,000.	1,389,917.	1,407,119.	17,202.	1.24%
<b>Total operating revenues</b>	<b>37,259,000.</b>	<b>3,104,917.</b>	<b>3,280,544.</b>	<b>175,627.</b>	<b>5.66% A</b>
<b>Operating Expenses</b>					
Purchase of bulk water	(16,256,000.)	(1,354,667.)	(1,394,168.)	(39,501.)	2.92% B
Purchase of sewer treatment	(11,689,000.)	(974,083.)	(958,803.)	15,280.	(1.57%) B
Administration	(1,475,500.)	(122,958.)	(71,530.)	51,428.	(41.83%) C
Finance	(2,890,000.)	(240,833.)	(197,051.)	43,782.	(18.18%) C
Information Technology	(1,787,600.)	(148,967.)	(66,940.)	82,027.	(55.06%) C
Engineering	(2,400,300.)	(200,025.)	(205,734.)	(5,709.)	2.85% C
Maintenance	(4,749,900.)	(395,825.)	(263,300.)	132,525.	(33.48%) C
<b>Total operating expenses</b>	<b>(41,248,300.)</b>	<b>(3,437,358.)</b>	<b>(3,157,526.)</b>	<b>279,832.</b>	<b>(8.14%)</b>
<b>Operating gain(loss)</b>	<b>(3,989,300.)</b>	<b>(332,442.)</b>	<b>123,018.</b>	<b>455,460.</b>	<b>(137.00%)</b>
<b>Nonoperating Revenues</b>					
System connection charges	8,000,000.	666,667.	572,480.	(94,187.)	(14.13%) D
Investment/Interest Income	600,000.	50,000.	215,146.	165,146.	330.29% E
Rental income	16,000.	1,333.	1,215.	(118.)	(8.88%)
Miscellaneous revenues	761,000.	63,417.	58,601.	(4,816.)	(7.59%) F
<b>Total nonoperating revenues (expenses)</b>	<b>9,377,000.</b>	<b>781,417.</b>	<b>847,442.</b>	<b>66,025.</b>	<b>8.45%</b>
<b>Nonoperating Expenses</b>					
Miscellaneous expenses	(327,300.)	(27,275.)	(2,987.)	24,288.	(89.05%) G
Bond interest charges	(183,859.)	(15,322.)		15,322.	(100.00%) H
Depreciation	0.	0.	(360,490.)	(360,490.)	0.00% I
<b>Total nonoperating revenues (expenses)</b>	<b>(511,159.)</b>	<b>(42,597.)</b>	<b>(363,477.)</b>	<b>(320,880.)</b>	<b>753.30%</b>
<b>Capital contributions</b>	<b>0.</b>	<b>0.</b>	<b>847,057.</b>	<b>847,057.</b>	<b>0.00%</b>
<b>Change in Net Position</b>	<b>4,876,541.</b>	<b>406,378.</b>	<b>1,454,040.</b>	<b>1,047,662.</b>	<b>257.80%</b>

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

- A.** Water and sewer revenues were more than budgeted amounts by 5.66%. Consumption through July (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Further information related to seasonal revenue expectations can be found later in the Board packet.
- B.** Expenses related to purchases of bulk water and sewer treatment from the RWSA are more than budgeted amounts by 1.04%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year with the exception of Engineering which is slightly more than budgeted expectations. Variations early in the fiscal year are expected as the timing of expenses can more greatly impact variances. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with budgeted expectations.
- D.** System connection charges are lower than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and losses on disposal of capital assets. Equipment is capitalized when placed in service.
- H.** Bond interest charges are recorded as incurred.
- I.** Depreciation is not a budgeted line-item accounting for the variance. Depreciation expense is considered during the annual budgeting process as this expense is utilized to calculate the required contribution to the 3r reserve.



## Allocation of Investments by Type



## Portfolio Summary and Statistics

For the Month Ending **July 31, 2023**

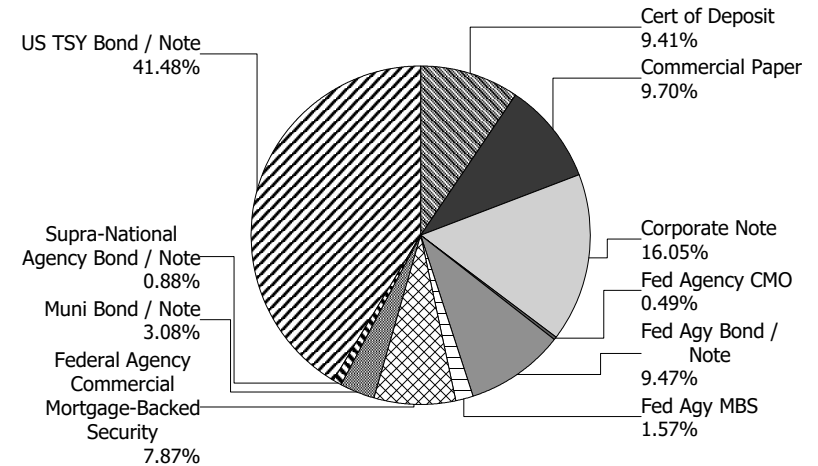
ACSA OPERATING FUNDS - 03100100

### Account Summary

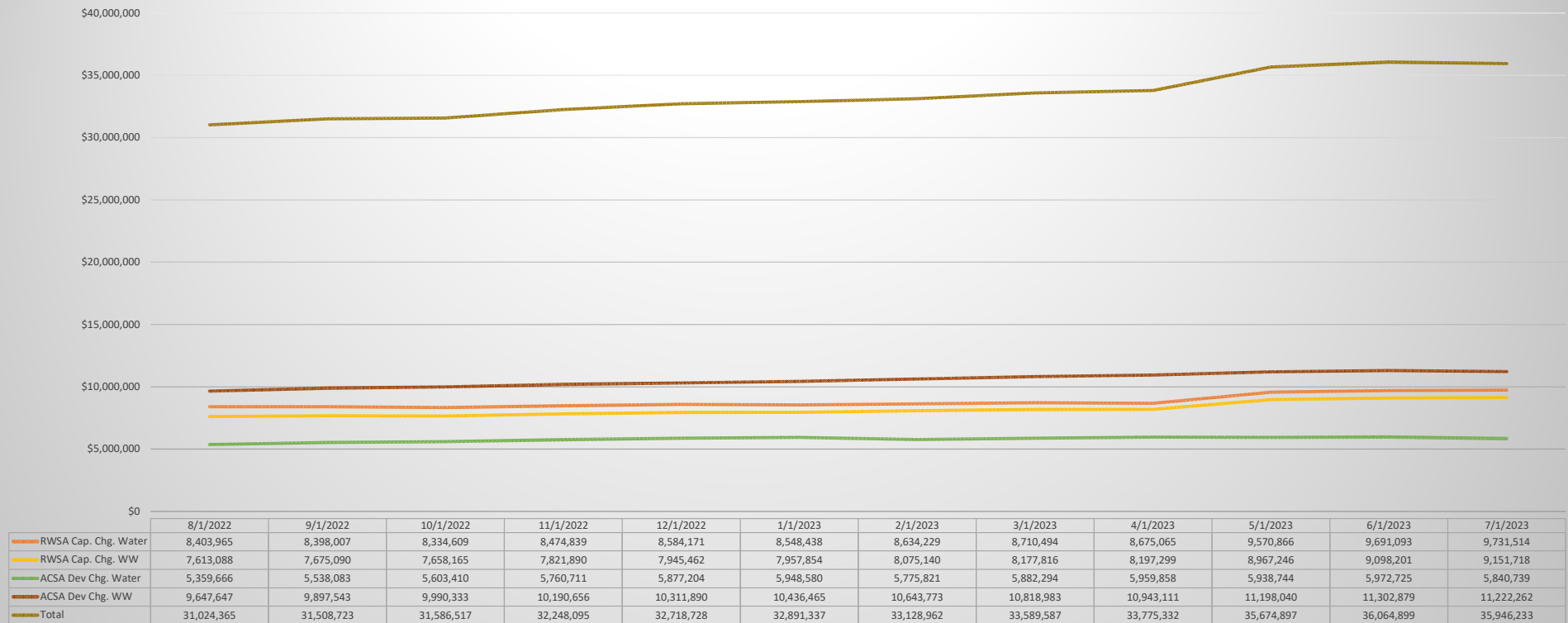
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	12,905,000.00	12,433,316.35	41.48
Supra-National Agency Bond / Note	265,000.00	262,333.84	0.88
Municipal Bond / Note	930,000.00	921,824.20	3.08
Federal Agency Mortgage-Backed Security	505,666.65	471,439.30	1.57
Federal Agency Commercial Mortgage-Backed Security	2,461,735.80	2,357,027.86	7.87
Federal Agency Collateralized Mortgage Obligation	150,000.00	145,898.18	0.49
Federal Agency Bond / Note	2,885,000.00	2,838,965.99	9.47
Corporate Note	4,960,000.00	4,809,056.29	16.05
Commercial Paper	3,000,000.00	2,905,585.20	9.70
Certificate of Deposit	2,825,000.00	2,820,189.98	9.41
<b>Managed Account Sub-Total</b>	<b>30,887,402.45</b>	<b>29,965,637.19</b>	<b>100.00%</b>
Accrued Interest		145,250.87	
<b>Total Portfolio</b>	<b>30,887,402.45</b>	<b>30,110,888.06</b>	

<b>Unsettled Trades</b>	<b>300,000.00</b>	<b>301,197.00</b>
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### Sector Allocation



### Capacity/System Development Reserves



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

**Albemarle County Service Authority**  
**Connection Fee Analysis**  
**June 2023**

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Area	June 2023 Monthly Connection Fees	June 2022 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 296,340	\$ 121,230	\$ 175,110	144%
Urban	408,320	541,100	(132,780)	-25%
Scottsville	20,205	-	20,205	
<b>Total Connection fees</b>	<b>\$ 724,865</b>	<b>\$ 662,330</b>	<b>\$ 62,535</b>	<b>9%</b>
<b>Through June</b>				
Area	YTD FY 2023 Connection Fees	YTD FY 2022 Connection Fees	\$ Change	% Change
Crozet	\$ 1,885,800	\$ 1,571,100	\$ 314,700	20%
Urban	9,951,681	7,229,542	2,722,139	38%
Scottsville	20,205	-	20,205	-
<b>Total Connection fees</b>	<b>\$ 11,857,686</b>	<b>\$ 8,800,642</b>	<b>\$ 3,057,044</b>	<b>35%</b>

Area	June 2023 ERC's	June 2022 ERC's	Change	% Change
Crozet	22	9	13	144%
Urban	30	40	(10)	-25%
Scottsville	3	-	3	-
<b>Total ERC's</b>	<b>55</b>	<b>49</b>	<b>6</b>	<b>12%</b>
<b>Through June</b>				
Area	YTD FY 2023 ERC's	YTD FY 2022 ERC's	Change	% Change
Crozet	140	117	23	20%
Urban	739	537	202	38%
Scottsville	3	-	3	-
<b>Total ERC's - YTD</b>	<b>882</b>	<b>654</b>	<b>228</b>	<b>35%</b>

Note: This analysis shows, both in dollars and ERC's, connections by month and YTD for the period under review. As noted above, connection fees are comparable to the prior year. See the "Three Year Connection Fee Comparison" for further discussion related to this change.

**Albemarle County Service Authority  
Three Year Connection Fee Comparison  
June 2023**

<b>Area</b>	<b>June 2023 ERC's</b>	<b>June 2022 ERC's</b>	<b>June 2021 ERC's</b>
<b>Crozet</b>	22	9	17
<b>Urban</b>	30	40	20
<b>Scottsville</b>	3	-	-
<b>Total ERC's</b>	55	49	37

<b>Through June</b>			
<b>Area</b>	<b>YTD 2023 ERC's</b>	<b>YTD 2022 ERC's</b>	<b>YTD 2021 ERC's</b>
<b>Crozet</b>	140	117	227
<b>Urban</b>	739	537	513
<b>Scottsville</b>	3	-	-
<b>Total ERC's - YTD</b>	882	654	740

Note: The information above present ERCs by month and YTD for the current and past two fiscal years. As noted in the YTD portion of the analysis, YTD ERCs in Fiscal Year 2023 appear reasonable considering continued development within the ACSA's service area.

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

	<b>FY 2024</b>	<b>FY 2023</b>	<b>Increase</b>	
	<b>RWSA Charges</b>	<b>RWSA Charges</b>	<b>(Decrease)</b>	
<b>July</b>	\$ 2,352,971	\$ 2,041,957	\$ 311,014	15.23%
<b>August</b>		2,042,399		
<b>September</b>		2,083,284		
<b>October</b>		2,021,265		
<b>November</b>		1,987,793		
<b>December</b>		2,025,214		
<b>January</b>		1,990,411		
<b>February</b>		1,956,978		
<b>March</b>		2,006,071		
<b>April</b>		2,013,296		
<b>May</b>		2,021,900		
<b>June</b>		1,979,565		
	<hr/>	<hr/>		
	\$ 2,352,971	\$ 24,170,133		
<hr/>				
<b>YTD</b>	\$ 2,352,971	\$ 2,041,957	\$ 311,014	15.23%

**Note: The charges noted above from the RWSA include operating and debt service charges for water and sewer treatment by month.**

**Albemarle County Service Authority  
Consumption Analysis  
Fiscal Year 2023**

	FY 2023 Consumption	FY 2022 Consumption		Monthly Precipitation (In.)	
				FY 2023	FY 2022
July	155,932,214	162,247,194	-3.89%	6.42	2.30
August	159,969,362	183,549,927	-12.85%	4.10	4.60
September	155,676,979	167,986,757	-7.33%	2.79	5.46
October	152,513,014	159,438,005	-4.34%	2.24	5.26
November	148,761,821	148,641,595	0.08%	4.52	1.01
December	134,997,083	140,551,064	-3.95%	4.60	0.26
January	138,803,649	142,192,560	-2.38%	2.32	4.04
February	126,909,570	127,434,073	-0.41%	2.87	1.81
March	134,395,216	131,636,356	2.10%	1.36	3.50
April	140,263,055	135,122,656	3.80%	4.67	3.23
May	140,578,641	144,519,955	-2.73%	2.31	6.04
June	163,336,945	150,608,842	8.45%	4.81	4.11
	1,752,137,549	1,793,928,984		43.01	41.62
<b>YTD</b>	1,752,137,549	1,793,928,984	-2.33%	43.01	41.62

**Note:** Consumption through June 2023 is 2.33% less than the same period in fiscal year 2022. Monthly precipitation figures have been included for comparison purposes. Trends in rainfall can sometimes correlate with trends in consumption however, depending on the intensity, days between rain events, or other factors, this may not always be the case.

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

## Water and Sewer Report

(Volumes in Gallons)

June 2023

<b>Billed by Area:</b>	<b>Water</b>	<b>Sewer</b>
Crozet	20,200,969	18,149,945
Scottsville	1,310,656	840,283
Urban	141,779,004	117,560,381
Red Hill	46,316	0
<b>Total</b>	<b>163,336,945</b>	<b>136,550,609</b>

<b>Billing by Sewer Plant:</b>	
AWT	135,710,326
less Glenmore	(4,160,791)
Urban Total	131,549,535
Scottsville	840,283
<b>Total</b>	<b>132,389,818</b>

<b>Number of Installed Meters:</b>	
Urban	31
Crozet	22
Scottsville	0
<b>Total</b>	<b>53</b>

<b>Metered Consumption :</b>	
Urban	1,780,000
Crozet	6,900
Scottsville	0
<b>Total</b>	<b>1,786,900</b>

<b>Unmetered Consumption:</b>	
ACSA Fire Flow Consump.	Urban 26,062
<b>Total</b>	<b>26,062</b>

<b>Unmetered Leak Consumption:</b>	
3420 Moubry Lane	Urban 100
2445 Abington Drive	Urban 50
329 Dover Road	Urban 2000
<b>Total</b>	<b>2,150</b>

### Billed Consumption for Selected Customers

	<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	349,383	349,383
Southwood Mobile Homes	1,985,070	1,930,000
Turtle Creek Apts.	1,332,485	1,331,685
Barracks West Apartments	1,496,296	1,496,296
Monroe Health and Rehab	1,105,644	1,105,644
Sunrise Senior "Colonnades"	928,215	836,715
ACRJ	886,200	784,200
Westminster Canterbury	1,527,400	1,446,400
SEMF Charleston	1,992,721	1,992,721
Martha Jefferson Hospital	2,096,485	1,226,101
Crozet Mobile Home Village	279,500	279,500
The Home Depot	108,387	108,387
County of Albemarle	2,447,135	1,283,129
University of Virginia	1,485,252	1,482,876
Wegmans	338,688	338,688

	<u>Water</u>	<u>Sewer</u>
Boar's Head Inn	551,709	506,209
Farmington, Inc.	1,078,504	586,200
Westgate Apts.	1,288,861	1,288,861
Abbington Crossing	2,135,337	2,135,337
Four Seasons Apts	1,663,832	1,663,832
Ch'ville/Alb Airport	165,064	165,508
State Farm	1,140,310	1,072,827
Hyatt @ Stonefield	378,500	378,500
Doubletree	752,181	752,181
Arden Place Apts.	445,818	445,818
Hilton Garden Inn	297,452	273,283
The Blake & Charlottesville	349,476	349,476
The Lodge @ Old Trail	279,003	279,003
Gov't-Defense Complex	777,768	712,825
Harris Teeter Stores	170,320	170,320

\* indicates Industrial Discharge Permit Holders



June 2023

## WATER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	15,963	3,823	196	19,982
Multi-Family Residential	565	43	3	611
Commercial (Offices)	202	12	5	219
Commercial (Other)	932	76	52	1,060
Industrial	36	11	4	51
Institutional	171	32	12	215
<b>Total Water Accounts</b>	<b>17,869</b>	<b>3,997</b>	<b>272</b>	<b>22,138</b>
<b>Plus Multiple Units</b>	<b>13,130</b>	<b>748</b>	<b>89</b>	<b>13,967</b>
<b>Total Water Units</b>	<b>30,999</b>	<b>4,745</b>	<b>361</b>	<b>36,105</b>

## SEWER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	13,649	3,547	158	17,354
Multi-Family Residential	534	41	4	579
Commercial (Offices)	186	12	5	203
Commercial (Other)	725	52	44	821
Industrial	15	5	1	21
Institutional	133	25	10	168
<b>Total Sewer Accounts</b>	<b>15,242</b>	<b>3,682</b>	<b>222</b>	<b>19,146</b>
<b>Plus Multiple Units</b>	<b>12,714</b>	<b>745</b>	<b>56</b>	<b>13,515</b>
<b>Total Sewer Units</b>	<b>27,956</b>	<b>4,427</b>	<b>278</b>	<b>32,661</b>

## POPULATION SERVED

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

	Urban	Crozet	Scottsville	Total
<b>Total Water Customers</b>	72,733	11,428	713	84,873
<b>Total Sewer Customers</b>	65,908	10,730	535	77,173

**Albemarle County Service Authority  
Major Customer Analysis  
June 2023 and May 2023**

	June 2023		May 2023		Increase(Decrease) Water Consumption	Increase(Decrease) Sewer Usage
	Water*	Sewer*	Water*	Sewer*		
County of Albemarle	2,447,135	1,283,129	1,606,753	1,321,432	52.30%	-2.90%
Abbingtion Crossing	2,135,337	2,135,337	1,513,783	1,513,783	41.06%	41.06%
Southwood Mobile Homes	1,985,070	1,930,000	1,499,820	2,160,000	32.35%	-10.65%
SEMF Charleston	1,992,721	1,992,721	1,524,916	1,524,916	30.68%	30.68%
Martha Jefferson Hospital	2,096,485	1,226,101	1,834,946	1,290,846	14.25%	-5.02%
Four Seasons Apts.	1,663,832	1,663,832	1,476,601	1,476,601	12.68%	12.68%
Barracks West Apartments	1,496,296	1,496,296	1,350,600	1,350,600	10.79%	10.79%
Turtle Creek Apts.	1,332,485	1,331,685	1,254,094	1,253,394	6.25%	6.25%
Westgate Apts.	1,288,861	1,288,861	1,218,633	1,217,733	5.76%	5.84%
University of Virginia	1,485,252	1,482,876	1,408,379	1,405,470	5.46%	5.51%
Westmisnster Canterbury	1,527,400	1,446,400	1,455,010	1,372,010	4.98%	5.42%
ACRJ	886,200	784,200	888,730	793,730	-0.28%	-1.20%

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

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

**Albemarle County Service Authority  
Major Customer Analysis  
June 2023 and June 2022**

	June 2023		June 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	2,447,135	1,283,129	1,581,996	1,247,408	54.69%	2.86%
SEMF Charleston	1,992,721	1,992,721	1,449,054	1,449,054	37.52%	37.52%
Abbingtion Crossing	2,135,337	2,135,337	1,571,998	1,571,998	35.84%	35.84%
Southwood Mobile Homes	1,985,070	1,930,000	1,655,000	2,050,000	19.94%	-5.85%
Four Seasons Apts.	1,663,832	1,663,832	1,479,526	1,479,526	12.46%	12.46%
Turtle Creek Apts.	1,332,485	1,331,685	1,223,764	1,217,464	8.88%	9.38%
Barracks West Apartments	1,496,296	1,496,296	1,473,800	1,473,800	1.53%	1.53%
Westmisnster Canterbury	1,527,400	1,446,400	1,536,450	1,394,450	-0.59%	3.73%
Martha Jefferson Hospital	2,096,485	1,226,101	2,138,315	1,173,315	-1.96%	4.50%
Westgate Apts.	1,288,861	1,288,861	1,355,491	1,355,491	-4.92%	-4.92%
ACRJ	886,200	784,200	1,073,840	941,840	-17.47%	-16.74%
University of Virginia	1,485,252	1,482,876	2,299,273	2,291,756	-35.40%	-35.30%

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

\* -- Consumption/usage in gallons.

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

	YTD FY 2023		YTD FY 2022		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
County of Albemarle	18,140,382	14,160,294	16,665,097	13,487,323	8.85%	4.99%
Martha Jefferson Hospital	23,314,946	14,559,582	21,519,595	12,781,495	8.34%	13.91%
Four Seasons Apts.	19,930,265	19,930,265	18,582,556	18,582,556	7.25%	7.25%
Abbingtion Crossing	22,051,567	22,051,567	20,913,323	20,913,323	5.44%	5.44%
Turtle Creek Apts.	15,620,328	15,590,128	15,491,435	15,459,435	0.83%	0.85%
Westgate Apts.	14,753,957	14,746,057	14,744,275	14,731,875	0.07%	0.10%
Southwood Mobile Homes	20,865,965	25,440,000	21,831,000	47,324,231	-4.42%	-46.24%
Barracks West Apartments	17,437,796	17,437,796	18,313,700	18,313,700	-4.78%	-4.78%
Westmisnster Canterbury	16,589,490	15,841,490	17,623,050	15,875,050	-5.86%	-0.21%
SEMF Charleston	18,427,267	18,427,267	22,579,303	22,579,303	-18.39%	-18.39%
ACRJ	12,117,580	10,808,580	16,113,290	14,773,290	-24.80%	-26.84%
University of Virginia	20,209,499	20,165,321	27,168,485	26,199,487	-25.61%	-23.03%

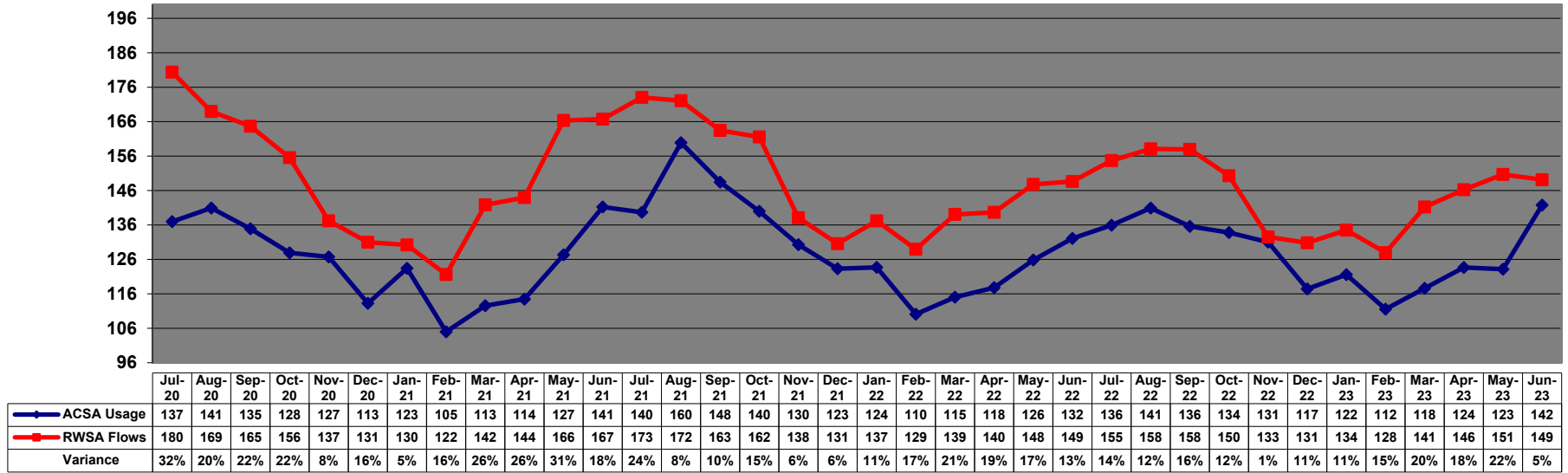
**Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

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

# FY 2021, 2022, and 2023 Urban Water Comparison RWSA Flows & ACSA Customer Usage

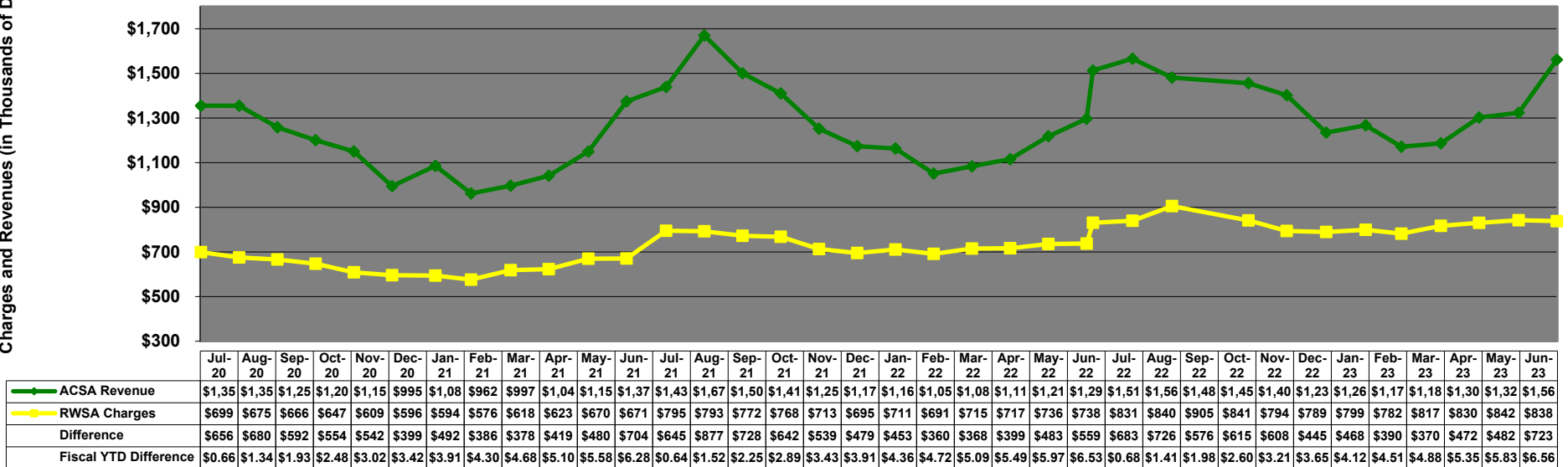
56

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

## FY 2021, 2012, and 2023 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

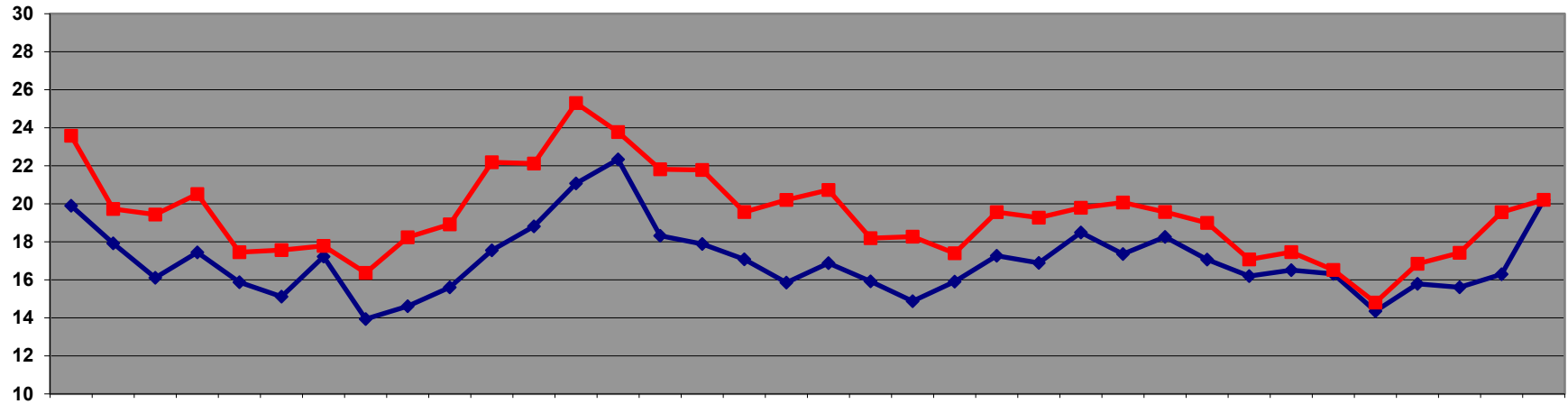




Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

# FY 2021, 2022, and 2023 Crozet Water Comparison RWSA Flows & ACSA Customer Usage

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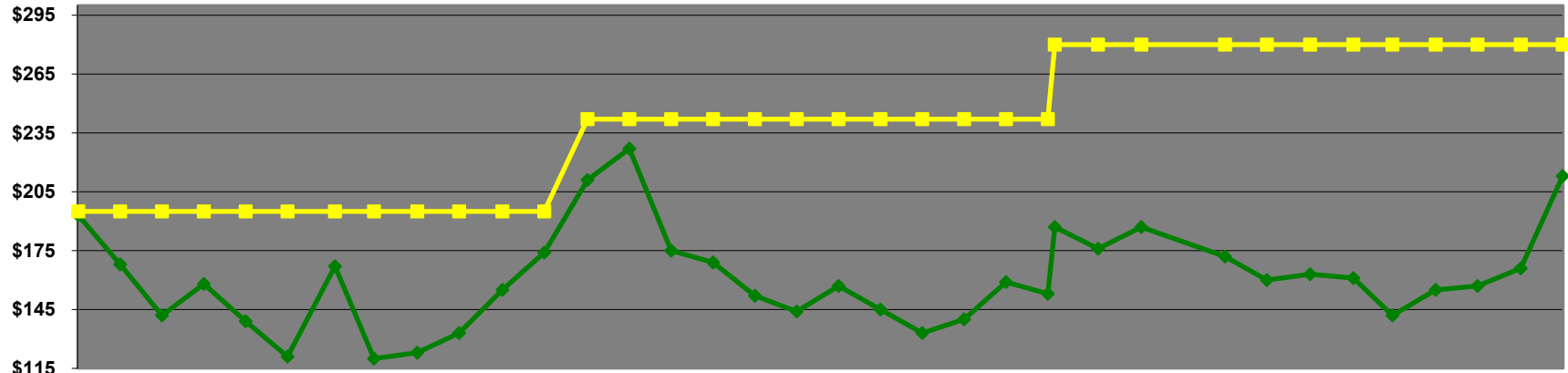
Flows & Usage (in Millions of Gallons)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
 ACSA Usage	20	18	16	17	16	15	17	14	15	16	18	19	21	22	18	18	17	16	17	16	15	16	17	17	18	17	18	17	16	17	17	16	14	16	16	16	20
 RWSA Flows	24	20	19	21	17	18	18	16	18	19	22	22	25	24	22	22	20	20	21	18	18	17	20	19	20	20	20	19	17	17	17	15	17	17	17	20	20
Variance	18%	10%	21%	18%	10%	16%	3%	17%	25%	21%	26%	18%	20%	6%	19%	22%	15%	27%	23%	14%	23%	9%	13%	14%	7%	16%	7%	11%	5%	6%	1%	3%	7%	12%	20%	0%	

# FY 2021, 2022, and 2023 Crozet Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

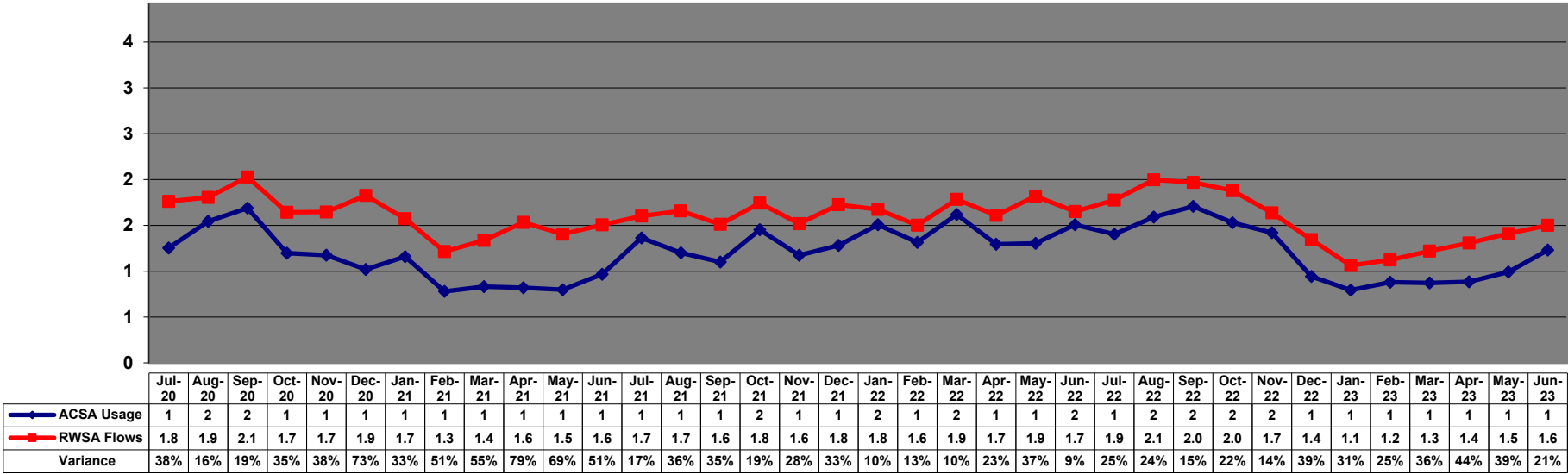
Charges and Revenues (in Thousands of Dollars)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ACSA Revenue	\$193	\$168	\$142	\$158	\$139	\$121	\$167	\$120	\$123	\$133	\$155	\$174	\$211	\$227	\$175	\$169	\$152	\$144	\$157	\$145	\$133	\$140	\$159	\$153	\$187	\$176	\$187	\$172	\$160	\$163	\$161	\$142	\$155	\$157	\$166	\$213
RWSA Charges	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$242	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280
Difference	(\$2)	(\$27)	(\$53)	(\$37)	(\$56)	(\$74)	(\$28)	(\$75)	(\$72)	(\$62)	(\$40)	(\$21)	(\$31)	(\$15)	(\$67)	(\$73)	(\$90)	(\$98)	(\$85)	(\$97)	(\$109)	(\$102)	(\$83)	(\$89)	(\$93)	(\$104)	(\$93)	(\$108)	(\$120)	(\$117)	(\$119)	(\$138)	(\$125)	(\$123)	(\$114)	(\$67)
Fiscal YTD Difference	\$0.00	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	-\$0.0	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.2)	(\$0.3)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)	(\$0.9)	(\$0.0)	(\$0.2)	(\$0.2)	(\$0.4)	(\$0.5)	(\$0.6)	(\$0.7)	(\$0.8)	(\$1.0)	(\$1.1)	(\$1.2)	(\$1.3)

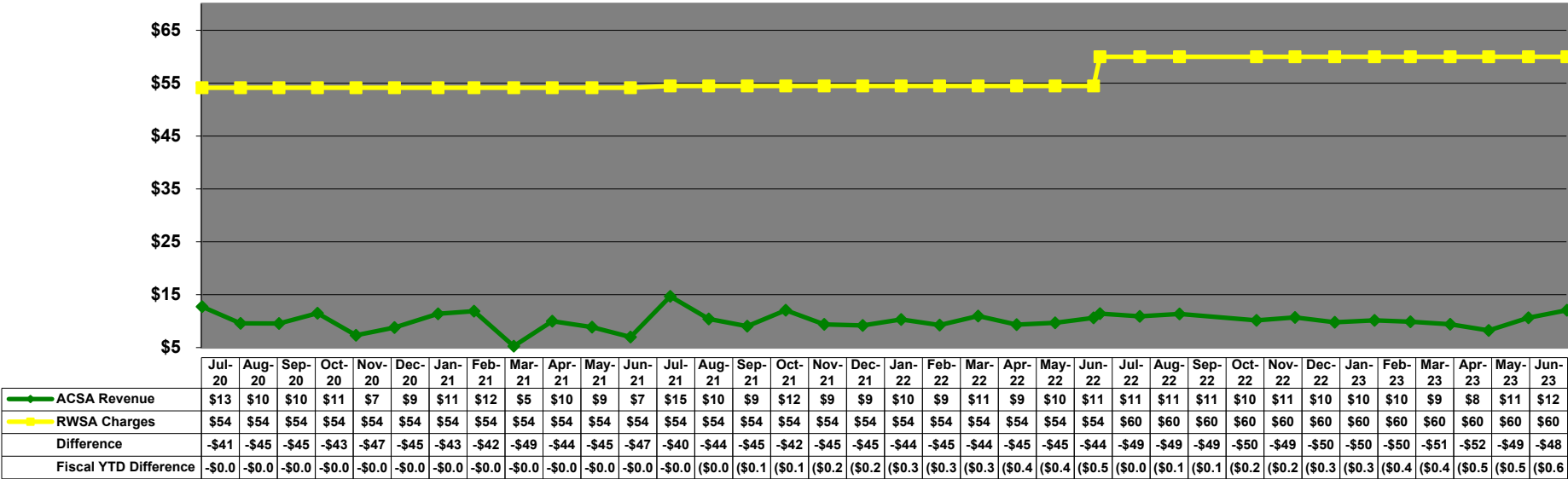
FY 2021, 2022, and 2023 Scottsville Water Comparison  
RWSA Flows & ACSA Customer Usage

Flows & Usage (in Millions of Gallons)



FY 2021, 2022, and 2023 Scottsville Water Comparison  
RWSA Billed Water Charges & ACSA Billed Water Revenues

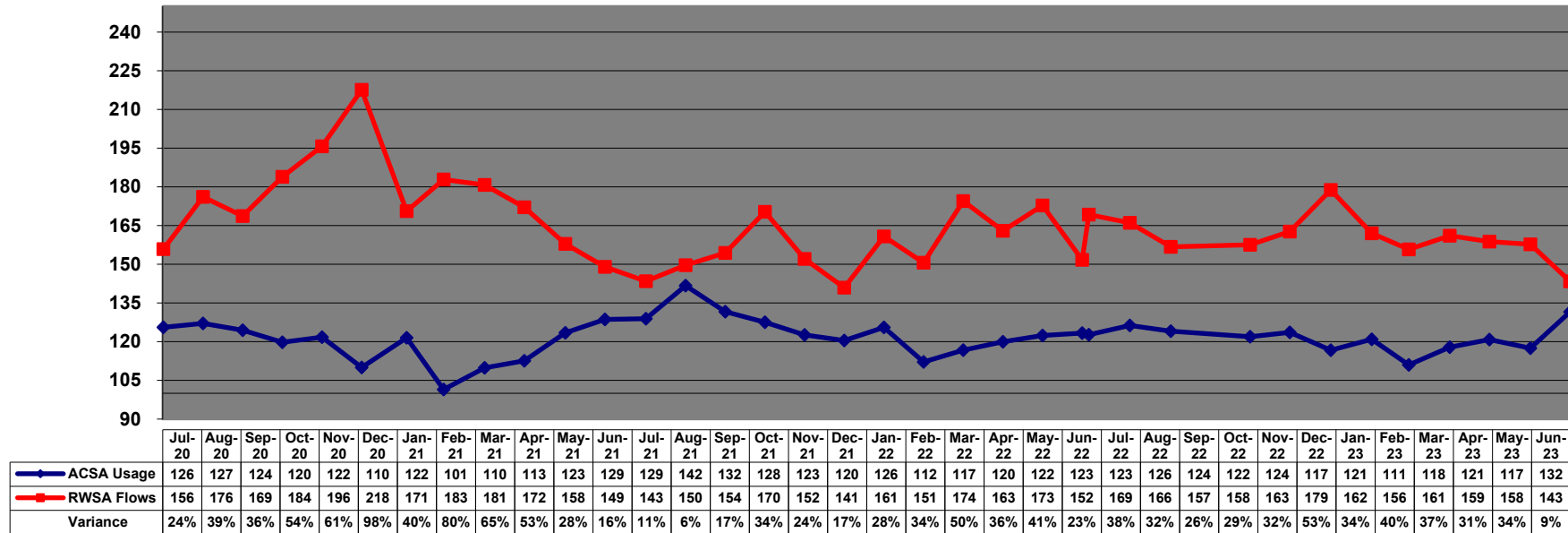
Charges and Revenues (in Thousands of Dollars)



**FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison  
ACSA Customer Usage & RWSA Flows**

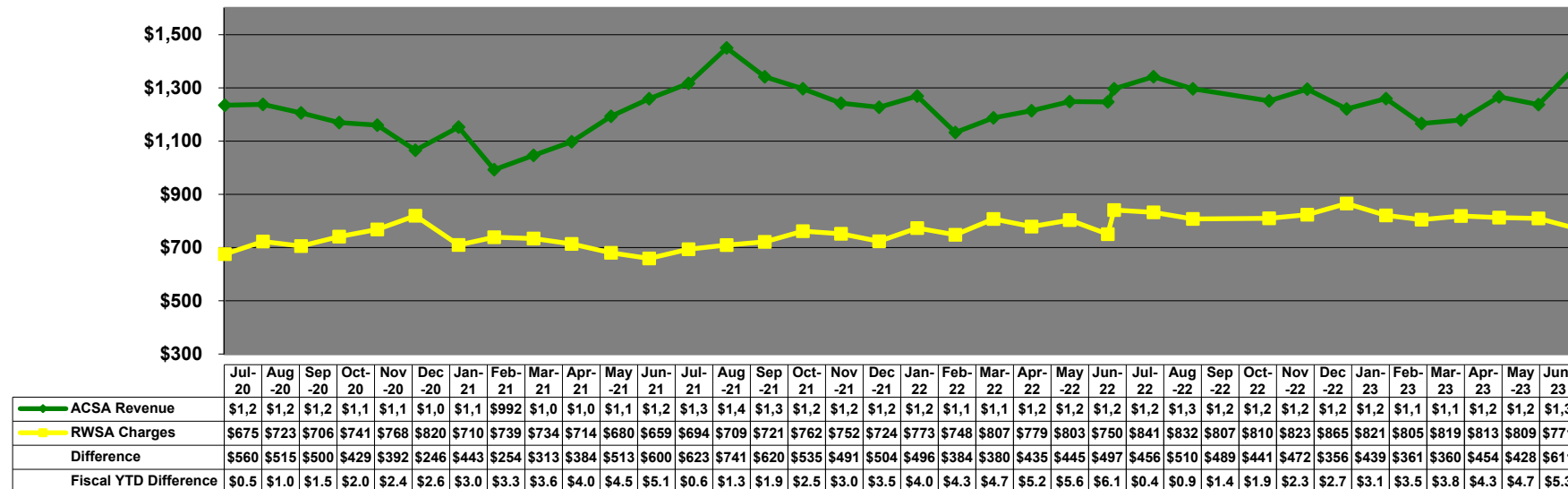
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Usage & Flows (in Millions of Gallons)



**FY 2021, 2022, and 2023 Urban (including Glenmore) & Crozet Sewer Comparison  
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)



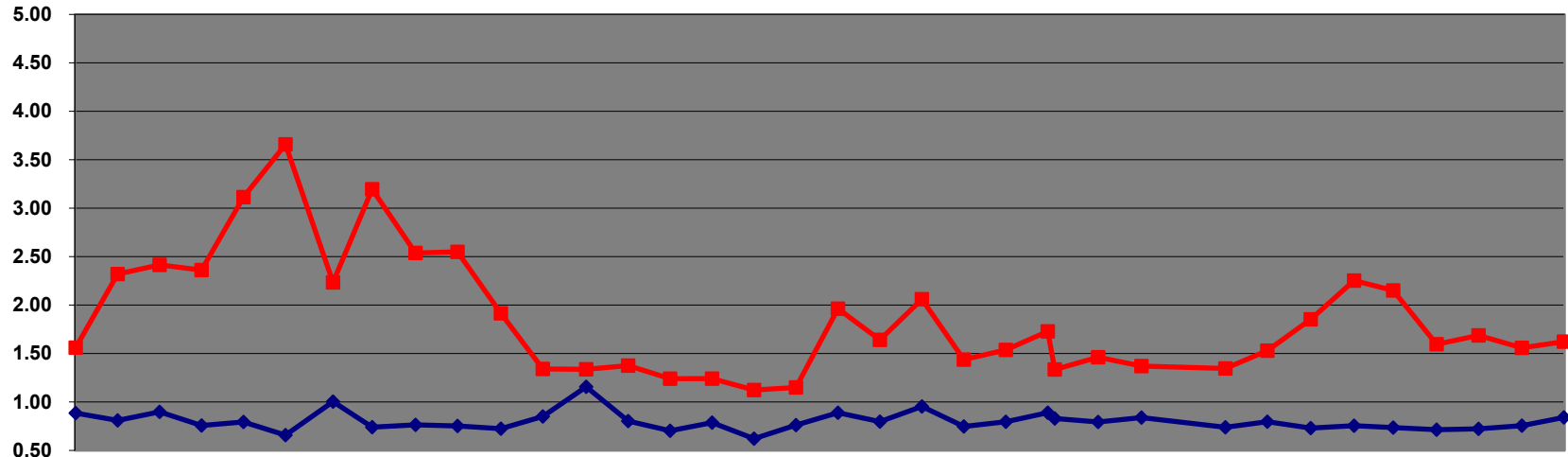
Note: Fiscal YTD Difference (ONLY) in Millions of Dollars



**FY 2021, 2022, and 2023 Scottsville Sewer Comparison  
ACSA Customer Usage & RWSA Flows**

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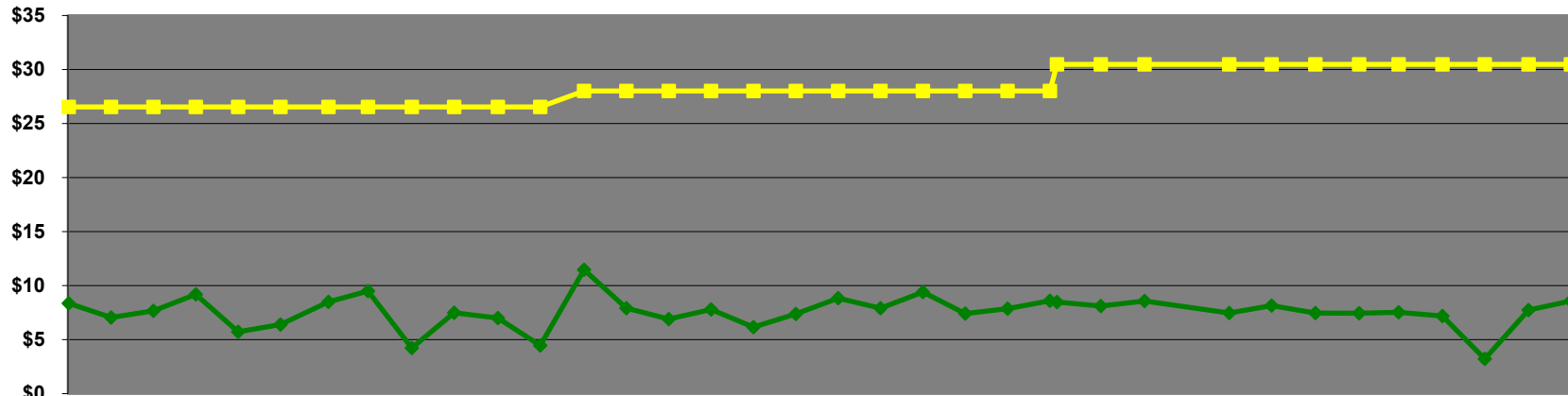
Usage & Flows (in Millions of Gallons)



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ACSA Usage	0.89	0.81	0.90	0.76	0.79	0.66	1.00	0.74	0.76	0.75	0.72	0.85	1.16	0.80	0.70	0.79	0.62	0.76	0.89	0.80	0.95	0.75	0.80	0.89	0.83	0.79	0.84	0.74	0.80	0.73	0.75	0.74	0.71	0.72	0.76	0.84
RWSA Flows	1.56	2.32	2.41	2.36	3.11	3.66	2.23	3.20	2.54	2.55	1.91	1.34	1.34	1.38	1.24	1.24	1.12	1.15	1.96	1.64	2.06	1.44	1.54	1.73	1.34	1.46	1.37	1.35	1.53	1.85	2.25	2.15	1.60	1.69	1.56	1.62
Variance	76%	187%	169%	212%	293%	457%	123%	332%	232%	239%	164%	58%	16%	71%	77%	58%	81%	51%	121%	106%	116%	92%	93%	94%	61%	84%	63%	82%	92%	154%	198%	192%	124%	133%	106%	93%

**FY 2021, 2022, and 2023 Scottsville Sewer Comparison  
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)



Ch	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
 ACSA Revenue	\$8.3	\$7.0	\$7.6	\$9.1	\$5.7	\$6.4	\$8.4	\$9.5	\$4.2	\$7.4	\$7.0	\$4.4	\$11.1	\$7.9	\$6.9	\$7.7	\$6.1	\$7.3	\$8.8	\$7.9	\$9.4	\$7.4	\$7.8	\$8.6	\$8.4	\$8.1	\$8.5	\$7.4	\$8.1	\$7.4	\$7.5	\$7.1	\$3.2	\$7.7	\$8.5	
 RWSA Charges	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$27	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Difference	-\$18	-\$19	-\$19	-\$17	-\$21	-\$20	-\$18	-\$17	-\$22	-\$19	-\$20	-\$22	-\$17	-\$20	-\$21	-\$20	-\$22	-\$21	-\$19	-\$20	-\$19	-\$21	-\$20	-\$19	-\$22	-\$22	-\$22	-\$23	-\$22	-\$23	-\$23	-\$23	-\$23	-\$27	-\$23	-\$22
Fiscal YTD Difference	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.	-\$0.

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

## Single-Family Residential Water Usage

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

	FY 2021											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,910,300	45,665,700	45,167,300	44,787,100	45,134,400	44,331,500	45,900,400	43,314,333	43,786,600	44,618,100	45,900,923	46,255,313
Level 2 (3,001 - 6,000 gallons)	21,030,200	19,112,200	17,329,000	16,285,100	16,315,200	14,519,300	18,251,700	12,572,600	13,283,000	14,314,500	17,440,134	19,373,374
Level 3 (6,001 - 9,000 gallons)	7,266,400	5,921,900	4,575,900	4,441,300	3,890,700	2,817,300	4,255,500	2,201,100	2,371,500	2,609,300	4,280,004	6,283,886
Level 4 (over 9,000 gallons)	9,237,400	7,302,100	4,762,100	4,978,000	3,886,400	1,744,700	2,307,000	1,477,100	1,583,000	1,631,400	3,370,714	7,573,293
Total	83,444,300	78,001,900	71,834,300	70,491,500	69,226,700	63,412,800	70,714,600	59,565,133	61,024,100	63,173,300	70,991,775	79,485,866

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

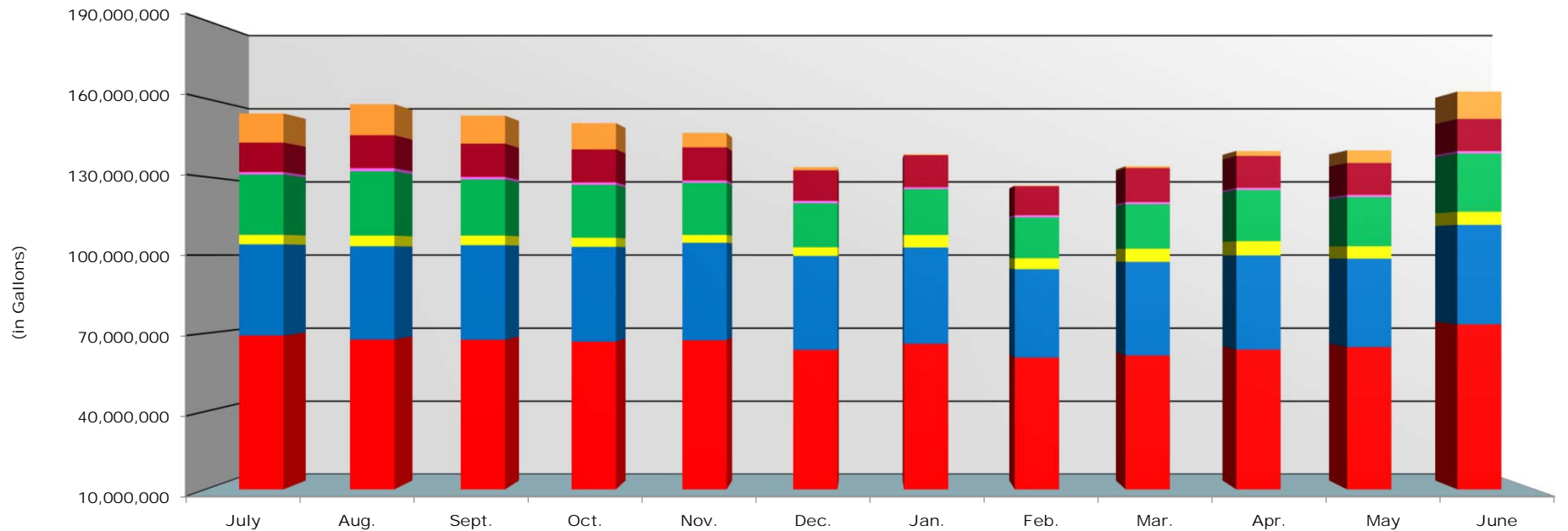
	FY 2023											
	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	45,599,911	45,505,082	45,632,349	45,357,143	45,992,076	45,339,022	45,820,263	44,448,040	45,016,715	45,670,222	45,561,576	49,568,558
Level 2 (3,001 - 6,000 gallons)	16,363,636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

## System-Wide Irrigation Water Usage

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

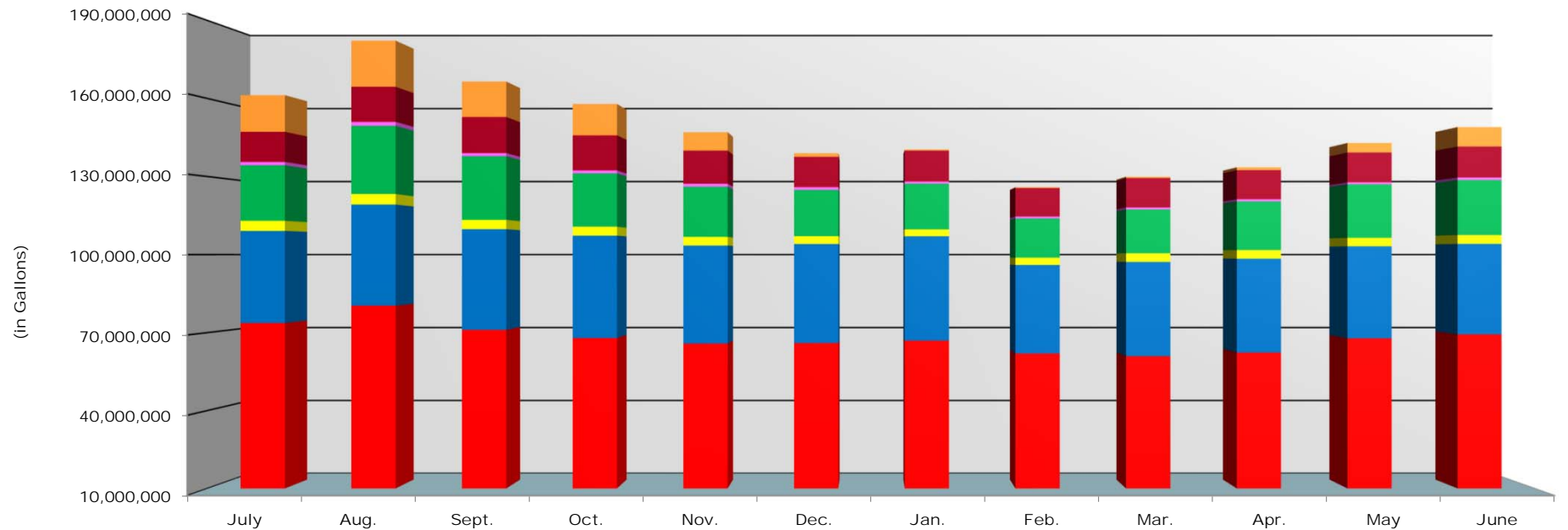
FY 2022	July	August	September	October	November	December	January	February	March	April	May	June
Level 1 (0 - 3,000 gallons)	186,665	182,392	180,649	172,364	89,160	3,845	918	1,399	2,668	22,614	84,200	148,380
Level 2 (3,001 - 6,000 gallons)	827,558	825,362	768,256	786,824	459,256	27,723	7,571	6,929	6,300	82,703	352,245	607,630
Level 3 (6,001 - 9,000 gallons)	990,172	970,507	887,729	916,873	528,981	25,500	6,572	1,593	3,566	46,914	365,504	706,372
Level 4 (over 9,000 gallons)	9,170,743	9,922,557	8,931,018	8,221,764	4,435,683	1,143,312	355,092	215,698	676,882	1,756,509	4,067,915	9,027,743
Total	11,175,137	11,900,819	10,767,652	10,097,825	5,513,080	1,200,380	370,153	225,619	689,416	1,908,740	4,869,864	10,490,124

Monthly Water Consumption Fiscal Year 2023

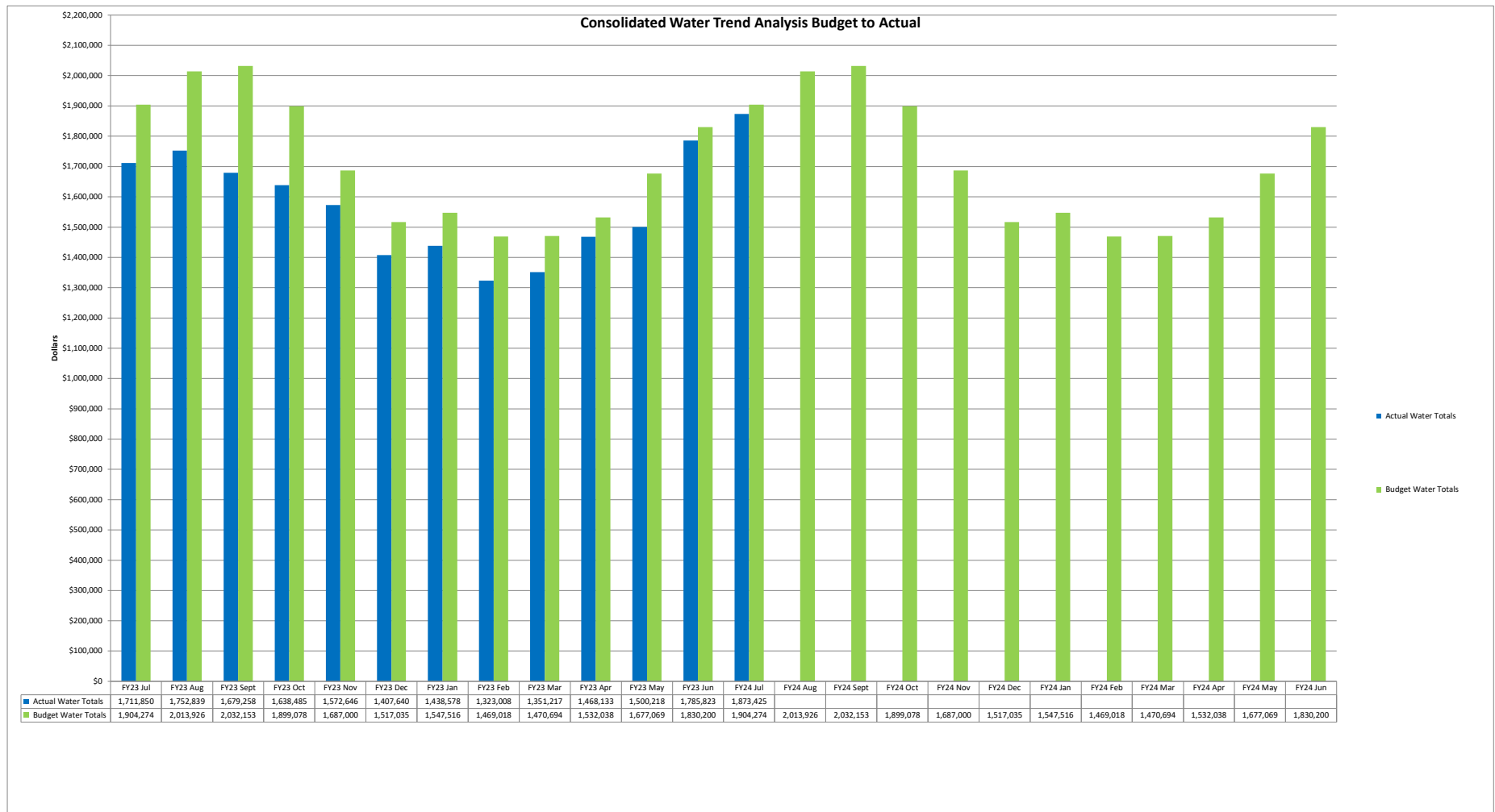


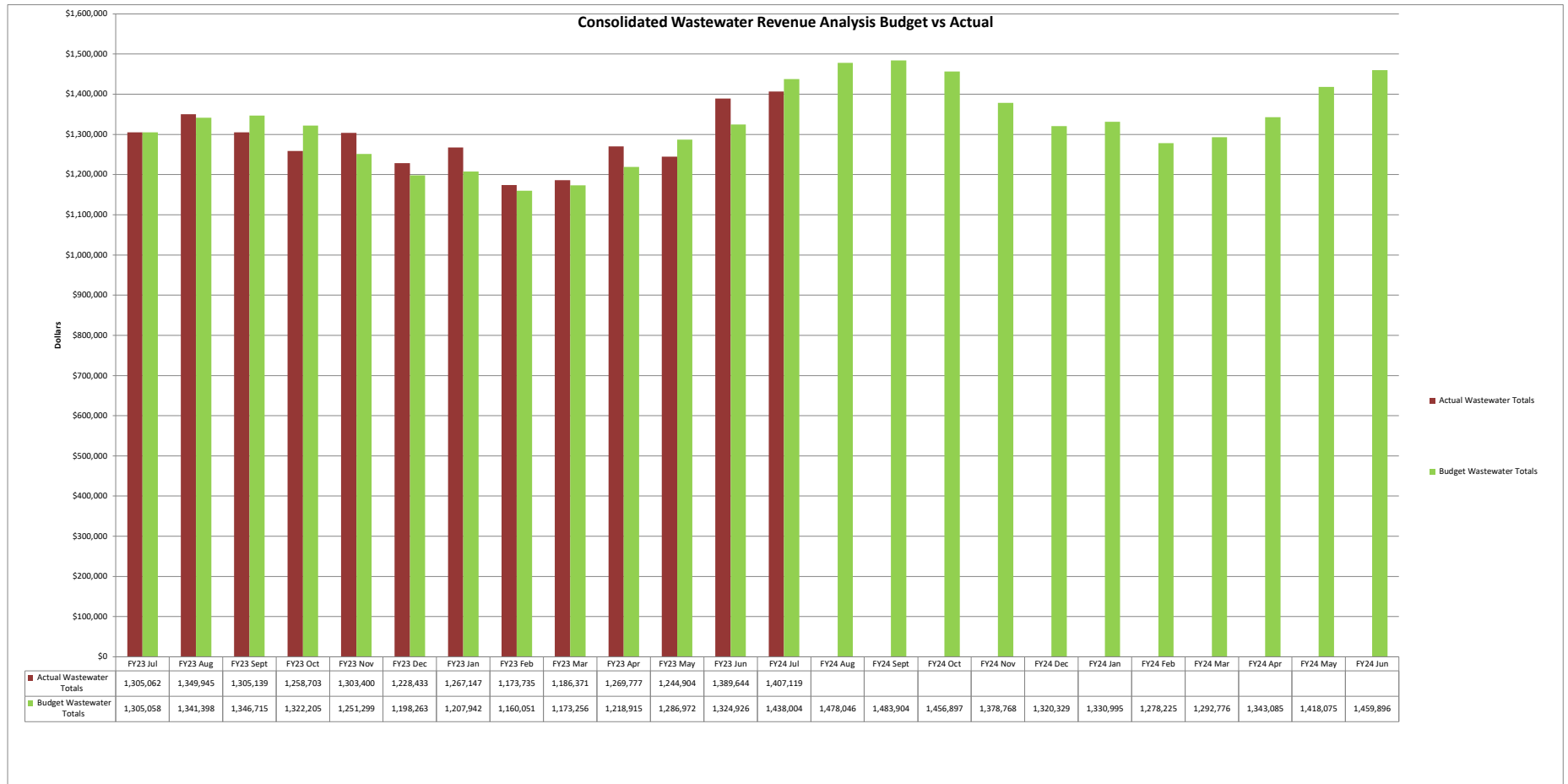
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.24%	7.54%	7.02%	6.70%	3.75%	0.90%	0.27%	0.18%	0.51%	1.36%	3.47%	6.45%
Total Irrigation	11,175,137	11,900,819	10,767,652	10,097,825	5,513,080	1,200,380	370,153	225,619	689,416	1,908,740	4,869,864	10,490,124
Institutional - Domestic Consumption	11,319,291	12,674,993	12,747,929	12,683,947	12,771,652	11,778,793	12,305,045	11,134,031	13,057,616	12,263,090	12,218,396	12,337,143
Industrial	939,061	1,164,077	948,893	933,427	833,612	906,243	709,399	816,705	829,201	805,519	830,656	936,327
Comm. (Other) - Domestic Consumption	23,118,746	24,680,610	21,554,311	20,295,040	20,004,641	16,893,115	17,593,408	15,700,570	17,024,057	19,665,123	18,854,669	22,334,104
Offices - Domestic Consumption	3,674,283	4,083,421	3,700,076	3,470,304	3,043,916	3,329,037	4,809,082	4,181,660	5,081,625	5,429,341	4,775,154	5,049,815
MFR - Domestic Consumption	34,974,805	35,804,051	36,296,110	36,410,800	37,401,009	36,056,416	36,927,115	33,914,329	35,931,334	36,171,544	33,952,020	38,160,782
SFR - Domestic Consumption	69,126,793	67,577,187	67,479,481	66,746,613	67,286,795	63,599,125	65,965,821	60,663,343	61,452,363	63,693,336	64,662,691	73,419,384

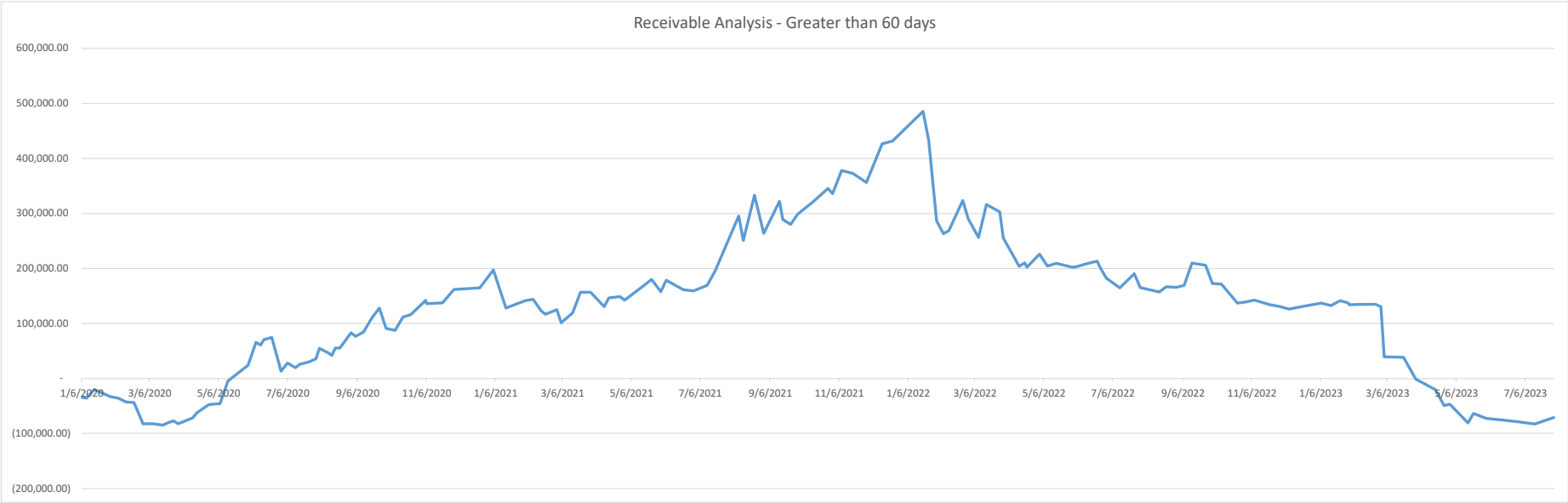
Monthly Water Consumption Fiscal Year 2022



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	8.73%	9.74%	8.19%	7.63%	4.82%	1.01%	0.34%	0.28%	0.38%	0.79%	2.57%	5.03%
Total Irrigation	14,081,507	17,746,655	13,631,436	12,050,529	7,093,317	1,406,778	470,655	357,324	497,487	1,058,531	3,669,728	7,491,053
Institutional - Domestic Consumption	11,582,738	13,489,815	13,865,774	13,494,096	12,724,964	11,630,981	11,883,862	10,962,679	11,319,135	11,212,974	11,454,262	11,915,469
Industrial	1,262,587	1,519,053	1,193,165	1,128,786	1,121,916	1,050,113	810,668	718,305	787,267	845,945	751,304	951,318
Comm. (Other) - Domestic Consumption	21,372,075	26,208,337	24,479,570	20,510,511	19,291,182	17,778,992	17,574,070	15,092,224	16,832,508	18,691,391	20,575,249	21,115,992
Offices - Domestic Consumption	3,879,956	4,069,097	3,591,164	3,441,196	3,335,735	3,025,301	2,634,609	2,778,047	3,334,693	3,305,569	3,261,990	3,439,334
MFR - Domestic Consumption	35,402,612	38,868,005	38,709,217	39,341,545	37,682,580	38,067,253	40,137,903	34,042,165	36,211,107	36,066,312	35,359,564	34,760,663
SFR - Domestic Consumption	73,692,893	80,350,479	71,047,224	67,925,415	65,790,587	65,994,951	66,908,674	61,974,946	60,946,308	62,355,766	67,822,510	69,331,219







**Albemarle County Service Authority  
July 2023 Payments**

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	07/07/2023	Rivanna Water & Sewer Authority	1,979,564.73	Monthly Invoices Bulk Water & Sewer Treatment
66365	07/01/2023	Core & Main LP	346,318.65	AMI - Hardware/Hosting/Software/Installation
ACH	07/14/2023	Payroll	173,936.19	Net Pay
ACH	07/31/2023	Payroll	167,878.57	Net Pay
66349	07/01/2023	Atlantic Builders Ltd	95,690.00	Refund connection fees paid twice - Southwood
66457	07/15/2023	Dewberry Engineers Incorporated	83,908.00	Barracks West Water Main Replacement thru 5/26/23
478925044	07/14/2023	IRS - Federal Tax Deposit	74,672.25	Payroll
479624989	07/31/2023	IRS - Federal Tax Deposit	65,096.27	Payroll
66368	07/01/2023	Daly Computers Incorporated	52,674.00	Access Control Items, Cabling and Installation
Wire	07/24/2023	The Bank of New York Mellon	43,288.40	Debt Service
479624988	07/31/2023	County of Albemarle	37,451.94	Payroll
478925043	07/31/2023	County of Albemarle	32,863.50	Payroll
478925042	07/14/2023	Valic	32,318.43	Payroll
66423	07/01/2023	Virginia Risk Sharing Association	32,168.00	FY-24 Insurance Renewal
478925040	07/31/2023	Virginia Retirement System	31,297.10	Payroll
479624985	07/31/2023	Virginia Retirement System	31,255.71	Payroll
66459	07/15/2023	E Source Companies LLC	28,917.84	AMI Project - Phase 3 - June 2023
66425	07/01/2023	Whitman, Requardt & Assoc LLP	25,701.20	Scottsville Phase 4 WM Replacement 4/9-5/6/23
66400	07/01/2023	Paymentus Corporation	22,356.57	Transaction Fees for May 23
66447	07/15/2023	Bank of America	20,899.54	Supplies, Memberships, Tools, Travel, Software
66375	07/01/2023	Ferguson US Holdings Inc	20,652.49	Inventory - Meter Order 1.5 inch
66522	07/15/2023	BSC Acquisition Sub LLC	19,434.07	Billing supplies
66386	07/01/2023	M C Dean Incorporated	18,995.89	SCADA Phase 3 SPO 5/1/23 - 6/1/23
66415	07/01/2023	U S Postmaster	18,000.00	Bulk Mail Permit 205 - FY 23
66524	07/15/2023	Raftelis Financial Consultants Inc	13,472.00	Executive Recruitment Services
478925045	07/14/2023	Virginia Dept of Taxation	11,721.77	Payroll
66489	07/15/2023	Provantage LLC	11,400.00	Scheduled Replacement Computers
479624990	07/31/2023	Virginia Dept of Taxation	10,958.69	Payroll
66513	07/15/2023	Whitman, Requardt & Assoc LLP	9,434.71	Madison Office Park Pump Station 2/12-3/11/23
66490	07/15/2023	Raftelis Financial Consultants Inc	9,042.00	Executive Recruitment Services - June 2023
66523	07/15/2023	Flora Pettit PC	8,663.50	General Representation - June 2023
66389	07/01/2023	Mansfield Oil Company of Gainesville Inc	8,236.12	Monthly Fuel Charge
66507	07/15/2023	Cellco Partnership	7,654.91	Monthly Cellular Service
66520	07/15/2023	Cornwell Engineering Group	7,598.10	Glenmore Water Quality Issue thru 2/28/23
66448	07/15/2023	Brown, Edwards & Company LLP	7,500.00	FY 2023 Financial Statement and Compliance Audit
66443	07/15/2023	Allison Partners	6,750.00	Professional Coaching
66454	07/15/2023	Core & Main LP	5,940.00	Inventory - Meter Omni T2
66480	07/15/2023	Ramboll Americas Engineering	5,347.00	Northfields Water Main Replacement May 2023
66498	07/15/2023	RSG Landscaping LLC	5,142.19	Landscaping - June 2023
479624987	07/31/2023	Valic	5,035.00	Payroll
66510	07/15/2023	Virginia Municipal Drinking	4,382.87	
479624984	07/31/2023	Nationwide	4,354.65	
66395	07/01/2023	ODP Business Solutions LLC	4,244.91	
66455	07/15/2023	County of Albemarle	4,022.08	
66401	07/01/2023	The Pitney Bowes Bank Incorporated	4,000.00	
66374	07/01/2023	EWT Holdings III Corporation	3,910.00	
478925039	07/14/2023	Nationwide	3,842.15	
66372	07/01/2023	Ed's Floor Care Services LLC	3,703.33	
66512	07/15/2023	Michael Sean McGill	3,500.00	
479624983	07/31/2023	ICMA Membership Renewals	3,329.04	
478925038	07/14/2023	ICMA Membership Renewals	3,246.40	
66370	07/01/2023	Dominion Energy Virginia	3,175.57	
66458	07/15/2023	Dominion Energy Virginia	3,145.72	
66519	07/15/2023	Atlantic Machinery Incorporated	3,027.30	
66486	07/15/2023	PFM Asset Management LLC	3,012.89	
66462	07/15/2023	Fortiline Incorporated	2,947.93	
66496	07/15/2023	Rivanna Water & Sewer Authority	2,747.58	
66470	07/15/2023	Lowe's	2,377.11	
66469	07/15/2023	LB Technology Incorporated	2,100.00	
66388	07/01/2023	Malloy Ford	2,095.00	
66356	07/01/2023	Campbell Equipment Inc	2,079.66	
66497	07/15/2023	Walter Rogers	2,000.00	
66623	07/31/2023	Minnesota Life Insurance Co	1,979.52	
66472	07/15/2023	Mailing Services of Virginia	1,921.29	
66394	07/01/2023	Ramboll Americas Engineering	1,864.00	
66403	07/01/2023	Rappahannock Electric Cooperative	1,795.46	
66508	07/15/2023	Jennifer Via	1,782.42	
66424	07/01/2023	Wall 2 Wall Construction	1,667.84	



66363	07/01/2023	Comcast	1,659.08
66501	07/15/2023	Syn-Tech Systems	1,631.25
66416	07/01/2023	UniFirst Corporation	1,618.88
66620	07/31/2023	Guardian	1,589.18
478925047	07/14/2023	ACSA Flexible Spending	1,588.65
479624992	07/31/2023	ACSA Flexible Spending	1,588.65
66453	07/15/2023	Commonwealth Underground LLC	1,583.74
66412	07/01/2023	The El Group Incorporated	1,500.00
66359	07/01/2023	City of Charlottesville	1,493.55
66511	07/15/2023	VA Utility Protection Service Inc	1,446.90
478925046	07/14/2023	Flexible Benefit	1,427.00
479624991	07/31/2023	Flexible Benefit	1,427.00
66346	07/01/2023	John W Anderson Jr	1,300.00
66468	07/15/2023	Lawrence Equipment Inc	1,281.10
66500	07/15/2023	Macro Retailing LLC	1,257.93
66617	07/31/2023	ACAC	1,205.00
66446	07/15/2023	Ascensus	1,150.00
66464	07/15/2023	Malcolm Hutchinson	1,130.38
66503	07/15/2023	Traffic Safety Supplies LLC	1,109.90
66397	07/01/2023	David Weisser	1,017.15
66407	07/01/2023	Rivanna Conservation Alliance	1,000.00
66418	07/01/2023	University Tire & Auto	986.76
66385	07/01/2023	L/B Water Service Incorporated	908.31
66505	07/15/2023	UniFirst Corporation	855.56
66482	07/15/2023	ODP Business Solutions LLC	791.54
66476	07/15/2023	Michael Baker International Incorporated	774.75
478925041	07/31/2023	AFLAC	758.47
479624986	07/31/2023	AFLAC	758.47
66379	07/01/2023	Hawkins-Graves Incorporated	753.79
66347	07/01/2023	Automotive Parts Incorporated	714.35
66392	07/01/2023	MSB Coach	699.00
66461	07/15/2023	Ferguson US Holdings Inc	680.94
66420	07/01/2023	VACORP	661.44
66362	07/01/2023	Comcast	639.50
66344	07/01/2023	Advance Stores Company Inc	603.99
66367	07/01/2023	Crown Castle	530.45
66481	07/15/2023	Gary B O'Connell	530.00
66404	07/01/2023	Red Wing Business Advantage Account	528.87
66387	07/01/2023	Mailing Services of Virginia	462.84
66474	07/15/2023	McCarthy Tire Service	456.08
66449	07/15/2023	C-ville Holdings LLC	450.00
66378	07/01/2023	Hathaway Solutions LLC	446.28
66361	07/01/2023	Clear Communication &	445.40
66487	07/15/2023	Pitney Bowes Global	441.60
66518	07/14/2023	Treasurer of Virginia	398.40
66626	07/31/2023	Treasurer of Virginia	398.40
66495	07/15/2023	Rivanna Solid Waste Authority	370.00
66358	07/01/2023	C.E.S (City Electric Accounts - Chi)	351.84
66399	07/01/2023	Kimberly A Pagan	349.05
66624	07/31/2023	Piedmont Family YMCA	346.50
66456	07/15/2023	The Crozet Gazette LLC	320.00
66357	07/01/2023	BRC Enterprises Incorporated	315.00
66348	07/01/2023	Appalachian Power	293.29
66504	07/15/2023	U. S. Bank	291.67
66408	07/01/2023	Christina Rost	291.20
66422	07/01/2023	Protocol SSD Corporation	287.68
66352	07/01/2023	Better Living Incorporated	282.53
66494	07/15/2023	Ricoh USA Incorporated	275.00
66410	07/01/2023	Specialty Fasteners of	254.80
66619	07/31/2023	Buckingham Combined Court	250.37
66419	07/01/2023	UVA-WorkMed	245.00
66353	07/01/2023	Blue Ridge Trailer Sales &	227.00
66426	07/01/2023	William A Wells	210.00
66492	07/15/2023	Republic Services	209.24
66471	07/15/2023	Luck Stone Corporation	207.20
66366	07/01/2023	County of Albemarle	203.60
66442	07/15/2023	Shannon Jenkins	195.00
66402	07/01/2023	Kristen Rabourdin	194.20
66376	07/01/2023	Gingerich Outdoor Power Spec	186.66
66475	07/15/2023	Frank Messina	184.00
66445	07/15/2023	Amerigas	173.56

66491	07/15/2023	Red Wing Business Advantage Account	172.19
66413	07/01/2023	TSRC Incorporated	170.76
66499	07/15/2023	Sonia Stojanovic	169.55
66364	07/01/2023	Consolidated Pipe & Supply	165.00
66466	07/15/2023	Wisconsin Quick Lube Inc	156.91
66488	07/15/2023	W & H Resources Incorporated	149.00
66477	07/15/2023	Joni Mikkelsen	140.98
66514	07/15/2023	William A Wells	140.00
66622	07/31/2023	Herbert Beskin Trustee	135.00
66478	07/15/2023	Miller's Supplies at Work	131.10
66351	07/01/2023	Baudville Incorporated	122.54
66421	07/01/2023	Virginia Dept of Transportation	120.00
66625	07/31/2023	Snap Fitness	119.88
66409	07/01/2023	CM Turf	119.00
66444	07/15/2023	American Pest Incorporated	118.00
66460	07/15/2023	FedEx	110.91
66381	07/01/2023	Taylor Hong	106.60
66414	07/01/2023	Troy's Auto & Diesel LLC	106.04
66396	07/01/2023	Brian Jones	100.00
66398	07/01/2023	Whitney Early	100.00
66406	07/01/2023	Rivanna Associates Incorporated	94.00
66405	07/01/2023	Rexel USA Incorporated	87.62
66411	07/01/2023	Macro Retailing LLC	87.51
66517	07/15/2023	Augusta Cooperative Farm Bureau	76.90
66427	07/01/2023	Meredith Young	76.38
66506	07/15/2023	VEPGA	76.00
66493	07/15/2023	Rexel USA Incorporated	74.42
66465	07/15/2023	James River Communications Inc	70.00
66369	07/01/2023	Document Destruction of	69.95
66355	07/01/2023	Rita Burrill	68.90
66621	07/31/2023	The Gym	65.00
66391	07/01/2023	Tai Melcher	61.43
66384	07/01/2023	Jonathan Lancaster	55.31
66377	07/01/2023	W W Grainger Incorporated	49.16
66371	07/01/2023	Alison Dunscomb	46.90
66618	07/31/2023	Anytime Fitness-Pantops	40.00
66485	07/15/2023	Madelenne Parker	37.89
66393	07/01/2023	William Naylor	37.02
66479	07/15/2023	Patrick & Lauren Mullins	35.56
66450	07/15/2023	Central Virginia Electric Cooperative	35.06
66354	07/01/2023	Jan Breeden	34.09
66483	07/15/2023	Brianne Kirkpatrick	30.00
66484	07/15/2023	David K. Taylor	30.00
66390	07/01/2023	Martin Hardware Company Inc	29.26
66360	07/01/2023	City of Charlottesville	27.80
66441	07/15/2023	Advance Stores Company Inc	27.59
66373	07/01/2023	EGGC LLC	25.63
66383	07/01/2023	Lisa Jones	25.29
66345	07/01/2023	Albemarle Lock & Safe Company	24.00
66473	07/15/2023	Martin Hardware Company Inc	23.19
66467	07/15/2023	Sasa Kalkan	23.18
66428	07/01/2023	EGGC LLC	22.63
66380	07/01/2023	Noel Hicks	21.94
66382	07/01/2023	Price Chevrolet Company	20.00
66452	07/15/2023	Clear Communication &	16.77
66509	07/15/2023	VML/VACo AEP Steering	16.00
66451	07/15/2023	City of Charlottesville	12.63
66350	07/01/2023	Augusta Cooperative Farm Bureau	8.99
66515	07/15/2023	Alycia Worthington	8.83
66417	07/01/2023	United Rentals (North	8.00
66521	07/15/2023	Dominion Energy Virginia	7.36
66502	07/15/2023	Thryv Incorporated	6.50
66463	07/15/2023	L W Fredrick	5.85
66516	07/15/2023	Hui Wu	4.18
			<hr/>
			3,727,043.15



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Monthly Financial Reports  <b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	<b>AGENDA DATE:</b> July 20, 2023  <b>ACTION:</b> Informational  <b>ATTACHMENTS:</b> Yes
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**BACKGROUND:** Water and sewer financial reports and check registers for the month of June are attached for your review.

**DISCUSSION:**

- Water consumption for the month of May increased 0.2% compared to April. Water consumption for the month of May 2023 compared to May 2022 decreased 2.7%.
- RWSA's invoice of \$2,021,900 for the month of May was paid on June 6, 2023.
- Unearned water and sewer connection charges totaled \$1,793,013 at month end.
- System connection charges were above budgeted expectations with \$981,675 recognized in May. Total system connection charges for FY 2023 are more than those in FY 2022 by 37%.
- Water and Wastewater revenues for FY 2023 are below budgeted expectations by 1.5%.

**BUDGET IMPACT:** Informational only.

**RECOMMENDATIONS:** None

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

**ATTACHMENTS:**

1. Statement of Net Position
2. Year-to-Date Budget to Actual Comparison/Commentary
3. Monthly Water and Sewer Charges from the RWSA
4. Monthly Water Consumption
5. Check Register



## ALBEMARLE COUNTY SERVICE AUTHORITY

## STATEMENT OF NET POSITION

June 30, 2023

## ASSETS

Cash and cash equivalents	\$ 13,980,839
Accounts receivable	4,755,996
Investments	43,711,528
Capital assets: (net of accumulated depreciation)	179,709,696
Inventory	568,695
Prepays	277,101
Cash and cash equivalents, restricted	647,612
	<hr/>
Total assets	243,651,467
	<hr/>

## DEFERRED OUTFLOWS OF RESOURCES

Combined deferred outflows of resources	1,174,141
	<hr/>

## LIABILITIES

Accounts payable	3,253,012
Accrued liabilities	342,576
Compensated absences	763,469
Net pension liability	695,494
Other post-employment benefits	1,144,368
Unearned connection fees	1,793,013
Long-term debt	4,669,118
	<hr/>
Total liabilities	12,661,050
	<hr/>

## DEFERRED INFLOWS OF RESOURCES

Combined deferred inflows of resources	2,880,258
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## NET POSITION

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229,284,300

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ALBEMARLE COUNTY SERVICE AUTHORITY  
For the One Month Ending June 30, 2023

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	Budget FY 2023	Budget Year-to-Date 2023	June Actual Year-to-Date	Actual vs. Budget	Variance Percentage
<b>Revenues</b>					
Water Sales	19,285,000.	19,285,000.	18,629,695.	(655,305.)	(3.40%)
Sewer Service	15,137,000.	15,137,000.	15,282,260.	145,260.	0.96%
<b>Total operating revenues</b>	<b>34,422,000.</b>	<b>34,422,000.</b>	<b>33,911,955.</b>	<b>(510,045.)</b>	<b>(1.48%) A</b>
<b>Operating Expenses</b>					
Purchase of bulk water	(13,774,000.)	(13,774,000.)	(13,987,522.)	(213,522.)	1.55% B
Purchase of sewer treatment	(10,776,000.)	(10,776,000.)	(10,202,217.)	573,783.	(5.32%) B
Administration	(1,306,475.)	(1,306,475.)	(1,268,274.)	38,201.	(2.92%) C
Finance	(2,516,082.)	(2,516,082.)	(2,349,770.)	166,312.	(6.61%) C
Information Technology	(1,521,900.)	(1,521,900.)	(1,331,701.)	190,199.	(12.50%) C
Engineering	(2,289,721.)	(2,289,721.)	(2,165,671.)	124,050.	(5.42%) C
Maintenance	(4,726,083.)	(4,726,083.)	(3,712,530.)	1,013,553.	(21.45%) C
<b>Total operating expenses</b>	<b>(36,910,261.)</b>	<b>(36,910,261.)</b>	<b>(35,017,685.)</b>	<b>1,892,576.</b>	<b>(5.13%)</b>
<b>Operating gain(loss)</b>	<b>(2,488,261.)</b>	<b>(2,488,261.)</b>	<b>(1,105,730.)</b>	<b>1,382,531.</b>	<b>(55.56%)</b>
<b>Nonoperating Revenues</b>					
System connection charges	5,926,800.	5,926,800.	11,857,686.	5,930,886.	100.07% D
Investment/Interest Income	100,000.	100,000.	1,081,367.	981,367.	981.37% E
Rental income	16,000.	16,000.	18,418.	2,418.	15.11%
Miscellaneous revenues	455,000.	455,000.	668,285.	213,285.	46.88% F
<b>Total nonoperating revenues (expenses)</b>	<b>6,497,800.</b>	<b>6,497,800.</b>	<b>13,625,756.</b>	<b>7,127,956.</b>	<b>109.70%</b>
<b>Nonoperating Expenses</b>					
Miscellaneous expenses	(434,200.)	(434,200.)	(225,016.)	209,184.	(48.18%) G
Bond interest charges	(162,272.)	(162,272.)	(203,591.)	(41,319.)	25.46% H
Depreciation	0.	0.	(4,224,431.)	(4,224,431.)	0.00% I
<b>Total nonoperating revenues (expenses)</b>	<b>(596,472.)</b>	<b>(596,472.)</b>	<b>(4,653,038.)</b>	<b>(4,056,566.)</b>	<b>680.09%</b>
<b>Capital contributions</b>	<b>0.</b>	<b>0.</b>	<b>1,328,093.</b>	<b>1,328,093.</b>	<b>0.00%</b>
<b>Change in Net Position</b>	<b>3,413,067.</b>	<b>3,413,067.</b>	<b>9,195,081.</b>	<b>5,782,014.</b>	<b>169.41%</b>

**Albemarle County Service Authority  
Water and Sewer Charges from the RWSA  
Fiscal Year 2023**

	<b>FY 2023</b>	<b>FY 2022</b>	<b>Increase</b>	
	<b>RWSA Charges</b>	<b>RWSA Charges</b>	<b>(Decrease)</b>	
<b>July</b>	\$ 2,041,957	\$ 1,813,287	\$ 228,670	12.61%
<b>August</b>	\$ 2,042,399	\$ 1,826,679	\$ 215,720	11.81%
<b>September</b>	\$ 2,083,284	\$ 1,818,536	\$ 264,748	14.56%
<b>October</b>	\$ 2,021,265	\$ 1,854,295	\$ 166,970	9.00%
<b>November</b>	\$ 1,987,793	\$ 1,789,319	\$ 198,474	11.09%
<b>December</b>	\$ 2,025,214	\$ 1,743,520	\$ 281,694	16.16%
<b>January</b>	\$ 1,990,411	\$ 1,808,835	\$ 181,576	10.04%
<b>February</b>	\$ 1,956,978	\$ 1,764,098	\$ 192,880	10.93%
<b>March</b>	\$ 2,006,071	\$ 1,847,231	\$ 158,840	8.60%
<b>April</b>	\$ 2,013,296	\$ 1,820,145	\$ 193,151	10.61%
<b>May</b>	\$ 2,021,900	\$ 1,863,638	\$ 158,262	8.49%
<b>June</b>	\$ 1,979,565	\$ 1,812,590	\$ 166,975	9.21%
	<b>\$ 24,170,133</b>	<b>\$ 21,762,173</b>		
<b>YTD</b>	<b>\$ 24,170,133</b>	<b>\$ 21,762,173</b>	<b>\$ 2,407,960</b>	<b>11.06%</b>

**Note: The charges noted above from the RWSA include operating and debt service charges for water and sewer treatment by month.**





# Water and Sewer Report

(Volumes in Gallons)

May 2023

<b>Billed by Area:</b>	<b>Water</b>	<b>Sewer</b>
Crozet	16,296,031	15,142,036
Scottsville	1,072,147	755,566
Urban	123,163,482	106,149,693
Red Hill	46,981	0
<b>Total</b>	<b>140,578,641</b>	<b>122,047,295</b>

<b>Billing by Sewer Plant:</b>	
AWT	121,291,729
less Glenmore	(3,820,691)
Urban Total	117,471,038
Scottsville	755,566
<b>Total</b>	<b>118,226,604</b>

<b>Number of Installed Meters:</b>	
Urban	38
Crozet	24
Scottsville	0
<b>Total</b>	<b>62</b>

<b>Metered Consumption (billed by invoice) :</b>	
Urban	1,534,800
Crozet	0
Scottsville	0
<b>Total</b>	<b>1,534,800</b>

<b>Unmetered Consumption:</b>	<b>Gallons</b>
ACSA Fire Flow Consump.	Urban 11,716
<b>Total</b>	<b>11,716</b>

<b>Unmetered Leak Consumption:</b>	
261 Lakeview Drive	Urban 10
2384 Austin Drive	Urban 700
2382/2384 Austin Drive	Urban 20
<b>Total</b>	<b>730</b>

## Billed Consumption for Selected Customers

	<b>Water</b>	<b>Sewer</b>
Virginia Land Holding	321,763	321,763
Southwood Mobile Homes	1,499,820	2,160,000
Turtle Creek Apts.	1,254,094	1,253,394
Barracks West Apartments	1,350,600	1,350,600
Monroe Health and Rehab	908,987	908,987
Sunrise Senior "Colonnades"	937,121	996,321
ACRJ	888,730	793,730
Westminster Canterbury	1,455,010	1,372,010
SEMF Charleston	1,524,916	1,524,916
Martha Jefferson Hospital	1,834,946	1,290,846
Crozet Mobile Home Village	253,300	253,300
The Home Depot	135,490	135,490
County of Albemarle	1,606,753	1,321,432
University of Virginia	1,408,379	1,405,470
Wegmans	330,452	330,452

	<b>Water</b>	<b>Sewer</b>
Boar's Head Inn	352,254	323,554
Farmington, Inc.	727,475	287,536
Westgate Apts.	1,218,633	1,217,733
Abbingdon Crossing	1,513,783	1,513,783
Four Seasons Apts	1,476,601	1,476,601
Ch'ville/Alb Airport	130,995	131,689
State Farm	1,120,950	1,070,299
Hyatt @ Stonefield	383,749	383,549
Doubletree	597,177	597,177
Arden Place Apts.	425,426	425,426
Hilton Garden Inn	215,755	215,755
The Blake & Charlottesville	281,791	281,791
The Lodge @ Old Trail	237,124	237,124
Gov't-Defense Complex	595,476	588,704
Harris Teeter Stores	142,200	142,200

\* indicates Industrial Discharge Permit Holders

May 2023

## WATER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	15,943	3,803	196	19,942
Multi-Family Residential	565	43	3	611
Commercial (Offices)	202	12	5	219
Commercial (Other)	931	76	52	1,059
Industrial	36	11	4	51
Institutional	171	32	12	215
<b>Total Water Accounts</b>	<b>17,848</b>	<b>3,977</b>	<b>272</b>	<b>22,097</b>
<b>Plus Multiple Units</b>	<b>13,130</b>	<b>748</b>	<b>89</b>	<b>13,967</b>
<b>Total Water Units</b>	<b>30,978</b>	<b>4,725</b>	<b>361</b>	<b>36,064</b>

## SEWER

Class Type	Number of Connections by Area			Total
	Urban	Crozet	Scottsville	
Single-Family Residential	13,630	3,527	158	17,315
Multi-Family Residential	534	41	4	579
Commercial (Offices)	186	12	5	203
Commercial (Other)	724	52	44	820
Industrial	15	5	1	21
Institutional	133	25	10	168
<b>Total Sewer Accounts</b>	<b>15,222</b>	<b>3,662</b>	<b>222</b>	<b>19,106</b>
<b>Plus Multiple Units</b>	<b>12,714</b>	<b>745</b>	<b>56</b>	<b>13,515</b>
<b>Total Sewer Units</b>	<b>27,936</b>	<b>4,407</b>	<b>278</b>	<b>32,621</b>

## POPULATION SERVED

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

	Urban	Crozet	Scottsville	Total
<b>Total Water Customers</b>	72,683	11,378	713	84,773
<b>Total Sewer Customers</b>	65,860	10,680	535	77,075

**Albemarle County Service Authority**  
**June 2023 Payments**

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
Wire	06/06/2023	Rivanna Water & Sewer Authority	2,021,900.11	Monthly Invoices Bulk Water & Sewer Treatment
ACH	06/15/2023	Payroll	158,438.46	Net Pay
ACH	06/30/2023	Payroll	154,335.60	Net Pay
66180	06/01/2023	Core & Main LP	123,322.87	AMI - Hardware/Hosting/Software/Installation
66260	06/08/2023	East Coast Utility Contractors	104,500.00	Sewer Pump Station Commintutors 4/1/23-5/5/23
66299	06/15/2023	Hawkins-Graves Incorporated	76,738.69	Yanmar ViO50-6A Cabin Rubber Compact Excavator
475723358	06/15/2023	IRS - Federal Tax Deposit	60,383.21	Payroll
478647208	06/30/2023	IRS - Federal Tax Deposit	57,984.26	Payroll
Wire	06/22/2023	The Bank of New York Mellon	43,288.40	Debt Service
66283	06/15/2023	Dewberry Engineers Incorporated	39,522.00	Townwood Water Main Replacement thru 4/28/23
478647207	06/30/2023	County of Albemarle	37,116.94	Payroll
66439	06/30/2023	Michael Baker International Inc	36,473.94	Raintree and Fieldbrook PVC WMRP 1/30-1/26/23
475723357	06/30/2023	County of Albemarle	34,992.50	Payroll
475723354	06/30/2023	Virginia Retirement System	30,152.08	Payroll
478647204	06/30/2023	Virginia Retirement System	29,313.42	Payroll
66322	06/15/2023	Stemmle Plumbing Repair Inc	24,343.00	Wet Well Cleaning contract
66339	06/15/2023	Harrisonburg Construction	24,310.50	Security Improvements Priority One May 23
66270	06/15/2023	Bank of America	22,083.00	Supplies, Memberships, Tools, Travel, Software
66218	06/01/2023	Paymentus Corporation	20,578.82	Transaction Fees for April 23
66297	06/15/2023	Harrisonburg Construction	18,263.75	Security Improvements Priority One May 23
66285	06/15/2023	Dominion Energy Incorporated	16,568.15	Dom. Pole Relocation for Avon Operations Center
66286	06/15/2023	E Source Companies LLC	11,314.35	AMI Project - Phase 3
475723359	06/15/2023	Virginia Dept of Taxation	10,150.61	Payroll
66186	06/01/2023	Dewberry Engineers Incorporated	10,046.50	Avon Maint. Yard Design thru 3/31/23
478647209	06/30/2023	Virginia Dept of Taxation	9,648.02	Payroll
66313	06/15/2023	ODP Business Solutions LLC	9,416.06	Monitors and Office Supplies
66184	06/01/2023	Cues Incorporated	9,262.92	GraniteNet Software & Support Renew6/22/23-6/21/24
66334	06/15/2023	Cellco Partnership	9,242.08	Monthly Cellular Service
66291	06/15/2023	Flora Pettit PC	9,138.20	General Representation - May 2023
66310	06/15/2023	Moore's Electrical & Mechanical	8,318.62	HVAC Unit Woodbrook Pump Station
66208	06/01/2023	Moore's Electrical & Mechanical	7,561.77	HVAC Unit Ednam Pump Station
66284	06/15/2023	Dominion Energy Virginia	6,702.17	Monthly Energy Service
66202	06/01/2023	L/B Water Service Incorporated	6,380.94	Inventory - Pipe Water DI in Bell End
66220	06/01/2023	Provantage LLC	6,012.00	Scheduled Replacement Computers
66440	06/30/2023	Whitman, Requardt & Assoc LLP	5,641.88	Madison Office Park Pump Station 2/12-3/11/23
66191	06/01/2023	EWT Holdings III Corporation	5,540.47	Bioxide Delivery 05/16/23
66225	06/01/2023	RSG Landscaping LLC	5,142.19	Landscaping - May 2023
475723356	06/15/2023	Valic	5,125.00	Payroll
478647206	06/30/2023	Valic	5,105.00	Payroll
66311	06/15/2023	MSB Coach	4,148.86	
66306	06/15/2023	Mansfield Oil Company	4,029.96	
475723353	06/15/2023	Nationwide	3,842.15	
478647203	06/30/2023	Nationwide	3,842.15	
66246	06/01/2023	Whitman, Requardt & Assoc LLP	3,789.94	
66189	06/01/2023	Ed's Floor Care Services LLC	3,703.33	
66343	06/27/2023	Karen J Carr	3,600.00	
66337	06/15/2023	Michael Sean McGill	3,500.00	
66188	06/01/2023	Dominion Energy Virginia	3,460.31	
66280	06/15/2023	Lee Enterprises Incorporated	3,151.00	
475723352	06/15/2023	ICMA Membership Renewals	3,137.40	
478647202	06/30/2023	ICMA Membership Renewals	3,066.56	
66219	06/01/2023	PFM Asset Management LLC	2,909.06	
66332	06/15/2023	University Tire & Auto	2,727.69	
66240	06/01/2023	UniFirst Corporation	2,499.39	
66312	06/15/2023	Ramboll Americas Engineering	2,340.00	
66241	06/01/2023	University Tire & Auto	2,250.52	
66304	06/15/2023	Lowe's	2,166.72	
66289	06/15/2023	Ferguson US Holdings Inc	2,140.90	
66229	06/01/2023	See-Mor Truck Tops & Customs Incorporated	2,061.17	
66196	06/01/2023	Fortiline Incorporated	1,970.42	
66278	06/15/2023	Core & Main LP	1,793.90	
66432	06/30/2023	Guardian	1,790.78	
66331	06/15/2023	UniFirst Corporation	1,752.08	
66264	06/15/2023	Albemarle Lock & Safe Company	1,678.34	
66435	06/30/2023	Minnesota Life Insurance Co	1,675.16	
66335	06/15/2023	VA Utility Protection Service Inc	1,662.15	
66277	06/15/2023	Comcast	1,659.08	
475723361	06/15/2023	ACSA Flexible Spending	1,601.15	
478647211	06/30/2023	ACSA Flexible Spending	1,601.15	

66282	06/15/2023	Harris Systems USA Incorporated	1,575.00
475723360	06/15/2023	Flexible Benefit	1,547.00
478647210	06/30/2023	Flexible Benefit	1,547.00
66321	06/15/2023	Rivanna Water & Sewer Authority	1,532.58
66221	06/01/2023	Rappahannock Electric Cooperative	1,507.91
66205	06/01/2023	Mailing Services of Virginia	1,443.72
66209	06/01/2023	Alexander Morrison	1,405.12
66305	06/15/2023	Mailing Services of Virginia	1,364.53
66182	06/01/2023	County of Albemarle	1,362.70
66236	06/01/2023	Tencarva Machinery Co LLC	1,292.50
66292	06/15/2023	Fortiline Incorporated	1,038.77
66429	06/30/2023	ACAC	959.00
66266	06/15/2023	Automotive Parts Incorporated	894.49
66244	06/01/2023	Valley Amusements	893.22
66309	06/15/2023	McCarthy Tire Service	832.32
66185	06/01/2023	Culver Company LLC	814.89
475723355	06/30/2023	AFLAC	813.33
478647205	06/30/2023	AFLAC	813.33
66279	06/15/2023	Culver Company LLC	787.40
66320	06/15/2023	Rivanna Solid Waste Authority	714.00
66243	06/01/2023	VACORP	697.01
66171	06/01/2023	Bailey Printing Incorporated	680.41
66323	06/15/2023	S L Williamson Company Inc	663.23
66226	06/01/2023	S L Williamson Company Inc	571.43
66239	06/01/2023	Todd Thorpe	550.00
66183	06/01/2023	Crown Castle	530.45
66242	06/01/2023	HD Supply Facilities Maint LTD	508.75
66261	06/15/2023	Ace Hydroseeding Inc	493.30
66303	06/15/2023	L/B Water Service Incorporated	491.94
66179	06/01/2023	Consolidated Pipe & Supply	460.00
66262	06/15/2023	John R V Mayo	459.60
66178	06/01/2023	Comcast	450.20
66324	06/15/2023	SnowKnows Incorporated	441.91
66340	06/15/2023	Treasurer of Virginia	398.40
66438	06/30/2023	Treasurer of Virginia	398.40
66193	06/01/2023	Ferguson US Holdings Inc	398.29
66436	06/30/2023	Piedmont Family YMCA	346.50
66222	06/01/2023	Red Wing Business Advantage Account	344.38
66203	06/01/2023	Luck Stone Corporation	328.82
66223	06/01/2023	Rexel USA Incorporated	312.37
66227	06/01/2023	Safeware Incorporated	311.25
66165	06/01/2023	Advance Stores Company Inc	309.19
66168	06/01/2023	Appalachian Power	303.50
66271	06/15/2023	Brink's Incorporated	298.69
66330	06/15/2023	U. S. Bank	291.67
66213	06/01/2023	ODP Business Solutions LLC	289.99
66167	06/01/2023	Carsons LLC	288.00
66224	06/01/2023	Ricoh USA Incorporated	275.00
66319	06/15/2023	Ricoh USA Incorporated	275.00
66336	06/15/2023	Protocol SSD Corporation	272.92
66342	06/15/2023	Performance Signs LLC	266.00
66235	06/01/2023	TEAMSTraining Center	265.98
66267	06/15/2023	Aqua Air Laboratories Inc	200.00
66317	06/15/2023	Treasa Maxwell	200.00
66437	06/30/2023	Snap Fitness	199.80
66276	06/15/2023	Comcast	189.85
66300	06/15/2023	Bob Hyde	184.00
66211	06/01/2023	Eric Nutter	181.01
66257	06/02/2023	William Duff	180.50
66259	06/02/2023	Jeffrey N Sprouse	180.50
66170	06/01/2023	AutoZone Stores LLC	176.71
66333	06/15/2023	UVA-WorkMed	175.00
66263	06/15/2023	Advance Stores Company Inc	173.84
66200	06/01/2023	Price Chevrolet Company	171.00
66233	06/01/2023	Macro Retailing LLC	170.98
66293	06/15/2023	Mary Frith	164.53
66298	06/15/2023	Hathaway Solutions LLC	160.24
66237	06/01/2023	TSRC Incorporated	156.99
66296	06/15/2023	Matthew Hancock	153.57
66290	06/15/2023	Flexible Benefit Administrators Inc	153.25
66172	06/01/2023	Mark Brinson	151.96
66338	06/15/2023	William A Wells	140.00

66325	06/15/2023	Kendra Spicer	135.56
66434	06/30/2023	Herbert Beskin Trustee	135.00
66318	06/15/2023	William Chadwick Peters	133.64
66433	06/30/2023	The Gym	130.00
66302	06/15/2023	Wisconsin Quick Lube Inc	127.16
66308	06/15/2023	Martin Hardware Company Inc	118.68
66265	06/15/2023	American Pest Incorporated	118.00
66215	06/01/2023	Charles Tolbert	100.00
66217	06/01/2023	Zachary Beamer	100.00
66314	06/15/2023	James Rowe, Jr.	100.00
66316	06/15/2023	Ronald Spencer	100.00
66198	06/01/2023	Gingerich Outdoor Power Spec	99.49
66192	06/01/2023	FedEx	92.60
66232	06/01/2023	Stanley Martin	86.00
66269	06/15/2023	Bailey Printing Incorporated	85.00
66295	06/15/2023	W W Grainger Incorporated	80.00
66174	06/01/2023	MWP Supply Incorporated	78.10
66204	06/01/2023	Jennifer Lyon	76.09
66274	06/15/2023	Culpeper Auto Parts Incorporated	74.93
66327	06/15/2023	Rebecca Templeman	73.59
66341	06/15/2023	Gingerich Outdoor Power Spec	71.97
66301	06/15/2023	James River Communications Inc	70.00
66187	06/01/2023	Document Destruction of	69.95
66234	06/01/2023	Camela Sykes	65.62
66169	06/01/2023	Augusta Cooperative Farm Bureau	63.96
66175	06/01/2023	Hannah Cattarin	62.21
66245	06/01/2023	Sandra White	52.87
66210	06/01/2023	Christina Nielsen	51.97
66258	06/02/2023	Michael Sokolowski	46.43
66230	06/01/2023	The Sherwin Williams Company	43.45
66195	06/01/2023	Flexible Benefit Administrators Inc	41.25
66430	06/30/2023	Anytime Fitness-Pantops	40.00
66431	06/30/2023	Anytime Fitness - Zion VA	40.00
66228	06/01/2023	Robert Sayler	38.51
66173	06/01/2023	Patricia Buchanan	35.59
66272	06/15/2023	Central Virginia Electric Cooperative	35.42
66307	06/15/2023	Soraya Mariel	30.02
66214	06/01/2023	Anne Dawson	30.00
66216	06/01/2023	David Taylor	30.00
66315	06/15/2023	Liem Nguyen	30.00
66176	06/01/2023	City of Charlottesville	27.44
66231	06/01/2023	Judith M Srigley	26.82
66294	06/15/2023	Gingerich Outdoor Power Spec	22.99
66273	06/15/2023	Susan Chaplinsky	22.08
66177	06/01/2023	Erin Clabough	21.36
66201	06/01/2023	Bruce Johnson	20.33
66212	06/01/2023	Kathleen O'Donnell	19.70
66326	06/15/2023	Stanley Martin	18.39
66275	06/15/2023	City of Charlottesville	18.32
66181	06/01/2023	County of Albemarle	17.52
66328	06/15/2023	The New House Company	15.39
66288	06/15/2023	Robin Edenfield	14.04
66207	06/01/2023	Donnie McDaniel	10.97
66268	06/15/2023	Augusta Cooperative Farm Bureau	9.99
66238	06/01/2023	Belinda Thomas	9.60
66281	06/15/2023	Darian Cochran	9.45
66206	06/01/2023	Martin Hardware Company Inc	7.99
66287	06/15/2023	East Path LLC	7.64
66329	06/15/2023	Thryv Incorporated	6.50
66199	06/01/2023	Hawkins-Graves Incorporated	6.00
66197	06/01/2023	The Estate of Genevieve Fraiman	4.09
66194	06/01/2023	Fisher Auto Parts Incorporated	3.81
66166	06/01/2023	Advance Auto Parts	3.76
			3,396,802.16

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> FY 2024 Capital Improvement Program (CIP) Report  <b>STAFF CONTACT(S)/PREPARER:</b> Jeremy M. Lynn, P.E., Director of Engineering	<b>AGENDA DATE:</b> August 17, 2023  <b>CONSENT AGENDA:</b> <b>ACTION:</b> ■ <b>INFORMATION:</b> ■  <b>ATTACHMENTS:</b> YES
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**BACKGROUND:** Monthly CIP Memo including a status report on active CIP Projects and a list of Active Private Development Projects.

**DISCUSSION:**

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

**BUDGET IMPACT:** None.

**RECOMMENDATIONS:** None.

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

**ATTACHMENTS:**

- Monthly CIP Report
- List of Active Private Development Projects



**Albemarle County Service Authority (ACSA)**  
**Capital Improvement Project Report**  
**August 2023**

**Water System CIP Projects**

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	October 2023
Completion:	2025
Total Budget:	\$6,534,400
Appropriated Funds:	\$588,156

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

**8/9/2023:** The ACSA successfully acquired the final easement and submitted the revised WPO plans to the County for approval. Advertisement for construction was published on July 30, 2023, and the Pre-Bid Meeting is scheduled for August 10, 2023. Bid Opening is currently scheduled for September 6, 2023.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2026
Total Budget:	\$6,804,900
Appropriated Funds:	\$499,410

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



**8/9/2023:** ACSA staff is finalizing comments on the 90% Design Documents and have provided comments on the first batch of easement plats.

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

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

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

**8/9/2023:** The VDOT Land Use Permit for the geotechnical investigation efforts was received and the two geotechnical bores were performed by Schnabel Engineering during the week of July 24, 2023. These borings, one on each side of Morey Creek, will assist in evaluating alternative ways to cross the creek if VDOT's Morey Creek Bridge Replacement Project remains stalled.



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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2026

Completion:	2027
Total Budget:	\$8,530,000
Appropriated Funds:	\$655,997

**Project Description:** This project continues our systematic program to replace the aging and undersized asbestos-cement water mains in our system. The existing water mains are approximately 55 years old and have reached the end of their useful life. As a former well system that was connected to public water, most of the mains are also undersized.

**8/9/2023: Test pits have been completed and plat preparation efforts are underway.**

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

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

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

**8/9/2023: The 100% Design Documents have been completed by ACSA staff. Construction for this project will take place following award of the upcoming Annual Water Services Contract that is nearing design completion.**

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$2,220,000
Appropriated Funds:	\$255,338

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

**8/9/2023: ACSA staff has provided comments on the revised geotechnical boring plan prepared by Ramboll. Ramboll is transitioning to a new project manager, and they are working on the 90% Design Documents.**

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$3,402,000
Appropriated Funds:	\$218,191

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

**8/9/2023: 90% Design Documents and draft easement plat are under review by ACSA staff and comments should be returned before the end of August 2023.**

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	50%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2028
Total Budget:	\$1,300,000
Appropriated Funds:	\$169,180

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

**8/9/2023: Dewberry has submitted the 50% Design Documents and they are currently under review by ACSA staff. A meeting has been scheduled with the HOA representative on August 9, 2023, to introduce the project and discuss the easement acquisition process since these roads are privately owned.**

#### 9. **Broadway Street Water Main Replacement (Account Code 1768):**

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$1,417,800
Appropriated Funds:	\$128,000

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

**8/9/2023: WRA is preparing the final DEQ form needed to obtain County approval. ACSA staff has requested a meeting with County staff to ensure our construction schedule will not conflict with the County's Broadway Blueprint initiative.**

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

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

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

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

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

Consultant:	ACSA Engineering Department
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2024

Completion:	2024
Total Budget:	\$80,900
Appropriated Funds:	\$7,125

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

**8/9/2023:** The Lewis Hill HOA has an open comment period for their residents, seeking their input through August 18, 2023. Their guidance will determine whether we follow the existing alignment or pursue the alternative route that requires the granting of an easement.

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

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	38%
Contractor:	ACSA Maintenance Department
Construction Start:	September 2019
Completion:	2024
Total Budget:	\$742,500
Appropriated Funds:	\$247,500

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

**8/9/2023:** ACSA Maintenance crews continue their efforts to wrap up remaining exclusion meters in the Darby Road (west) section of Glenmore. Specific to this area, 10 exclusion meters remain. There are currently 306 private irrigation exclusion meters remaining in our system.



## **Sewer System CIP Projects**

### **13. Sewer Pump Station Comminutors (Account Code 1827):**

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	95%
Contractor:	East Coast Utility Contractors, Ltd. (ECUC)
Construction Start:	July 2022
Completion:	September 2023
Total Budget:	\$731,300
Appropriated Funds:	\$616,193

**Project Description:** Three sewer pump stations: Glenmore, Georgetown Green, and Crozet have all experienced higher than normal amounts of solid debris that have caused undue wear and tear on our pumps, reducing their effective life. They have also been subjected to clogging from the fibrous cloth wipes that are marketed as flushable but do not break down in the sanitary sewer collection system. Maintenance identified the need to install comminutors (aka grinders) in the wet wells or just upstream of them, to eliminate these solids that are adversely impacting our pumps.

**8/9/2023: ECUC has completed the repaving of the Glenmore Sewer Pump Station driveway. WRA is currently in the process of reviewing O&M manuals provided by ECUC.**



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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	November 2023
Total Budget:	\$1,940,000
Appropriated Funds:	\$2,003,831

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

**8/9/2023:** ACI continues to have difficulty obtaining approval for the pump skid, which is a critical item in setting the construction schedule. A start date for field activities cannot be set until this submittal is approved and a delivery date is set. Most of the other submittals for this project have already been approved. Change Order #2 for the increased flow meter diameter has been issued. Completion in 2023 will not happen.

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

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

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

**8/9/2023:** The private development team has shared the ACSA's current design drawings with multiple contractors to obtain feedback on any construction challenges and to better understand the financial impacts. To date, 8 of 24 easements have been obtained.

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

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

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

**8/9/2023: ACSA staff is working with Baker to revise the design to minimize the areas within the neighborhood that will be served by E/One systems. ACSA staff is discussing how to best deploy E/One systems on an ACSA project.**

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2024
Total Budget:	\$479,600
Appropriated Funds:	\$756,419

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

**8/9/2023: Linco has informed the ACSA they were not interested in performing this work under the previous Miscellaneous Sewer Repair/Replacement Contract. Since this contract has expired, ACSA staff is exploring alternative procurement methods to get this project to construction.**



**18. FY 2024 Miscellaneous Sewer Rehabilitation (Account Code 1908):**

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	June 2023
Completion:	June 2024
Total Budget:	\$500,000
Appropriated Funds:	\$500,000

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

**8/9/2023:** ACSA staff is finalizing Work Order 1 to be issued to Prism.

**Non-Utility and Facility CIP Projects****19. Risk Assessment Improvements (Account Code 1621):**

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	95%
Contractor:	Harrisonburg Construction Co., Inc. (HCC)
Construction Start:	November 2022
Completion:	September 2023
Total Budget:	\$1,221,950
Appropriated Funds:	\$1,222,048

**Project Description:** This project focuses on implementation of recommendations from our Vulnerability Assessment that was completed in conjunction with our community partners, which identified mitigation measures to lower risks and increase resiliency for the ACSA. Priority 1 improvements focus on fencing and door hardening at existing tank and pump station sites. Priority 2 focuses on the creation of sterile zones around various sites. Priorities 3 and 4 focus on installation of new fencing and lightening protection. Some mitigation measures have already been completed with others phased over upcoming fiscal years based upon priority.

**8/9/2023:** HCC anticipates receiving the final security door the week of August 14, 2023. Upon receipt, installations will be scheduled.

**20. ESRI ArcGIS Utility Network Implementation Study (Account Code 1628):**

Consultant:	Undetermined
Project Status:	Study
Percent Complete:	0%
Project Start:	August 2023
Completion:	February 2024
Total Budget:	\$225,000

Appropriated Funds: \$0

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

**8/9/2023:** The Request for Proposal (RFP) has been issued and five responsive proposals were received. ACSA staff interviewed three firms and has selected Timmons Group. A Board Authorization is proposed for this project.

## **21. Energy Audit (Account Code 1625):**

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	0%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	October 2023
Total Budget:	\$390,000
Appropriated Funds:	\$296,000

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

**8/9/2023:** ACSA staff have received pricing for the replacement of the domestic water heater at the Spotnap Facility and an order has been placed. ACSA staff is also working with Dewberry Engineers to develop an electrical plan for the EV infrastructure installation. An order for an EV for the Engineering Department has been placed and we are awaiting a delivery schedule.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2024
Completion:	2025
Total Budget:	\$11,990,000
Appropriated Funds:	\$933,857

**Project Description:** As part of the Operations Center Expansion Study our consultant reviewed all properties owned by the ACSA that could be utilized as we continue to grow. The Avon Street property has long been held as a future location to build additional facilities in a central location, as needed. The current Maintenance Yard at our Operations Center is becoming overcrowded with equipment and materials, causing us to locate some equipment and larger materials in the former ACSA Maintenance Yard at the Crozet Water Treatment Plant, which we lease from RWSA. The future expansion of granular activated carbon (GAC) at the Crozet Water Treatment Plant site will result in the loss of much of the ACSA's storage space at that site. This project will begin to develop the Avon Street property into a much larger vehicle and materials storage facility, including a training area for our equipment operators.

**8/9/2023:** Dominion Energy has installed the new power pole and transferred over their infrastructure. Dewberry is performing their final QA/QC of the updated Site Plan and E&S. Dewberry is also making final revisions to the easement plats to address County comments. All revised documents should be resubmitted to the County before the end of August 2023.



### **23. ACSA – Fire Suppression System Replacement (Account Code TBD):**

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

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

**8/9/2023: The Request for Qualifications (RFQ) for pre-qualification is being finalized and advertisement is anticipated to begin on August 20, 2023.**

### **24. Records Management Project (Account Code TBD):**

Consultant:	Right Fit Consulting
Project Status:	Study
Percent Complete:	0%
Study Start:	September 2023
Completion:	December 2023
Total Budget:	\$325,000
Appropriated Funds:	\$0

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

**8/9/2023: Right Fit Consulting has developed a Scope of Work for Data Classification Services which has been reviewed and approved by ACSA staff. A Board Authorization is proposed for this project.**

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

Consultant:	ACSA/Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	84%
Contractor:	Foothill Irrigation
Construction Start:	February 2023
Completion:	October 2023
Total Budget:	\$348,000
Appropriated Funds:	\$360,295

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

**8/9/2023: Foothill Irrigation continues to make progress with installations of backflow prevention assemblies. There are currently 13 assemblies remaining to be installed.**



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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%
Contractor:	M.C. Dean
Construction Start:	November 2022
Completion:	December 2023
Total Budget:	\$943,115
Appropriated Funds:	\$1,224,918

**Project Description:** The ACSA Utility System has over 40 critical assets that include water and wastewater pump stations, water storage tanks and master PRV stations. They are considered critical because malfunctions or failures at any of

the assets could have a drastic effect on our utility system and our customers. These assets are currently monitored by site visits of assigned Maintenance personnel. Phase 3 will expand the existing Supervisory Control and Data Acquisition (SCADA) System to serve the final seven master PRV stations and one water booster station that will allow ACSA employees to remotely monitor the operations of these critical assets from the main office building. Using alarms, we will be able to evaluate problems and prevent some failures before they happen more quickly.

**8/9/2023: ACSA staff is finalizing the documentation to authorize Dominion Energy to begin electrical service installations at each of the PRV sites. M.C. Dean and ACSA staff will be meeting the week of August 21, 2023, to conduct pre-construction meetings at each site. M.C. Dean plans to mobilize and begin construction activities the week of September 4, 2023.**





**Albemarle County Service Authority (ACSA)**  
**Active Private Development Projects**  
**August 2023**

- a. Albemarle Business Campus – Block 1 (Scottsville): Water and sewer main extensions to serve 128 multi-family units. The site is located to the northeast of the Old Lynchburg Road and Country Green Road intersection.
- b. Belvedere Phase 5B (Rio): Water and sewer main extensions to serve 20 single family homes at the end of Fowler Street in the back of Belvedere.
- c. Brookhill Blocks 9-11 (Rivanna): Water and sewer main extensions to serve 85 single family homes in the Brookhill subdivision, located east of Stella Lane between Ashwood Boulevard and Archer Avenue.
- d. Brookhill Blocks 16 & 17 (Rivanna): Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and east of the Montgomery Ridge Subdivision.
- e. Dunlora Park Phase 2 (Rio): Water and sewer main extensions to serve 6 single family homes in Dunlora Park, located at the intersection of Rio Road East and Dunlora Drive.
- f. Galaxie Farm Subdivision (Scottsville): Water and sewer main extensions to serve 65 residential units. This project is located along Scottsville Road, south of Mountain View Elementary.
- g. **HTC Area C Townhomes Block III (Rio)**: **Sewer extension and water services to serve 10 attached single family units. The site is located near the intersection of Timberwood Boulevard and Lockwood Drive.**
- h. Lochlyn Hill – Phase 4 (Rio): Water and sewer main extensions, and demolition of 14 existing homes for 14 single family detached units and 8 single family attached units. This project is located along Pen Park Lane, north of the City limits.
- i. Mountain View Elementary Building Addition (Scottsville): Water main extension to facilitate building addition.
- j. **North Pointe Apartments (Rivanna)**: **Water main extension and a sewer connection to serve 279 multifamily units and a clubhouse. The project is located at the intersection of Northside Drive and Cliffstone Boulevard.**



- k. North Pointe - Section 2 (Rivanna): Water and sewer main extensions to serve 162 single family homes. The project is located at the northern end of Cliffstone Boulevard.**
- l. Pleasant Green – Phase 2A (White Hall):** Water and sewer main extensions to serve 24 residential units. This project is located to the southeast of the Orchard Acres subdivision.
- m. Pleasant Green – Phase 2B and 3 (White Hall):** Water and sewer main extensions to serve 173 residential units. This project is located to the southeast of the Orchard Acres subdivision.
- n. Proffit Road Townhomes South (Rivanna):** Water and sewer main extensions to serve 31 single family attached units. This project is located along Proffit Road, south of Martha Jefferson Outpatient Care Center.
- o. Regents School of Charlottesville (Samuel Miller):** Water and sewer main extensions to serve a private school, grades K-12. The site is located west of Trinity Presbyterian Church, along Reservoir Road.
- p. Rivanna Village Phase 2 (Scottsville):** Water and sewer main extensions to serve 178 residential units. This project is located east of the Glenmore Ground Storage Tank and Rivanna Village Phase 1.
- q. Scottsville Tiger Fuel (Scottsville):** Water service and sewer main extension to serve a gas station. This project is located to the south of the Scottsville Road and James River Road intersection.
- r. Southwood Phase 1 – Blocks 9-11 (Scottsville):** Water and sewer main extensions to serve 70 single family units and 16 condominium units. This project is located west of Horizon Road and south of Hickory Street.
- s. Southwood Redevelopment Village 2 (Scottsville):** Water and sewer main extensions to serve 44 single family units and 4 condominium units. This project is located near the southern terminus of Horizon Road, on the south side of Hickory Street.
- t. Stonefield Block D1 (Jack Jouett):** Water main extension to serve a 220 unit apartment building at the intersection of Inglewood Drive and Bond Street.
- u. Victorian Heights (Rio):** Water and sewer main extensions to serve 34 attached single family and 54 multi-family units. The site is located to the south of RWSA's Woodburn Road Water Tank, between Woodburn Road and Berkmar Drive.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> FY 2024 CIP Authorizations</p> <p><b>STAFF CONTACT(S)/PREPARER:</b> Jeremy M. Lynn, P.E., Director of Engineering</p>	<p><b>AGENDA DATE:</b> August 17, 2023</p> <p><b>ACTION:</b> <input type="checkbox"/> <b>INFORMATION:</b> <input type="checkbox"/></p> <p><b>CONSENT AGENDA:</b></p> <p><b>ACTION:</b> <input checked="" type="checkbox"/> <b>INFORMATION:</b> <input type="checkbox"/></p> <p><b>ATTACHMENTS:</b> YES</p>
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**BACKGROUND:** Authorization for two CIP Projects, both of which are included in the CIP Rate Model Budget. The first authorization is for funding to conduct a feasibility and preparedness study ahead of possible implementation of the ESRI ArcGIS Utility Network. The second authorization is funding for data classification services ahead of the Records Management Project.

### DISCUSSION:

- ❖ Allows ACSA staff to utilize a consultant to explore the feasibility of migrating to the Utility Network.
- ❖ Allows ACSA staff to utilize a consultant to assist in the classification of data.

**BUDGET IMPACT:** Both the ESRI ArcGIS Utility Network and the Records Management Project were included in the Rate Model and fall within the amounts anticipated.

**RECOMMENDATIONS:** Authorize funding for the ESRI ArcGIS Utility Network Implementation Study and the Records Management Project, both of which are consistent with the Data Optimization theme of the adopted 2023-2027 Strategic Plan.

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

### ATTACHMENTS:

- ❖ Detailed memo of the proposed CIP authorization.
- ❖ Cost proposal from Timmons Group for the ArcGIS Utility Network Feasibility/Preparedness Study.
- ❖ Statement of Work from Right Fit Consulting for the Records Management Project.





# MEMORANDUM

**To:** Board of Directors  
**From:** Jeremy M. Lynn, P.E., Director of Engineering  
**Date:** August 17, 2023  
**Re:** FY 2024 CIP Authorizations  
**cc:** Michael E. Derdeyn

---

The following projects require Board authorization:

- A. ESRI ArcGIS Utility Network Implementation Study:** The ACSA issued a Request for Proposals on June 20, 2023, to solicit proposals for an ESRI ArcGIS Utility Network Feasibility/Preparedness Study. The feasibility study will review all current Geographic Information System (GIS)-related workflows, components, and integrations, and determine the practicality and viability of migrating current water and wastewater systems to the Utility Network. The ACSA received proposals from five (5) responsive firms and interviews were held with three (3) of these firms. Following the interviews, ACSA staff have selected Timmons Group to perform the ArcGIS Utility Network Feasibility/Preparedness Study. Attached is the cost summary included in the RFP# 2023008-IT-P proposal from Timmons Group, which covers the feasibility and preparedness study. ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost to complete these services is \$45,228.

## **Board Action**

We request the Board of Directors authorize \$45,228 from the FY 2024 3R Fund for feasibility and preparedness services for the ESRI ArcGIS Utility Network Implementation Study.

- B. Records Management Project:** The goal of this project is to improve record compliance and retention while digitizing paper files currently in storage. The initial phase of the Records Management Project will consist of the classification of each document, so they are properly and securely stored and maintained. ACSA staff requested a proposal from Right Fit Consulting for Data Classification Services. Attached is the Statement of Work and Fee Proposal, Document Version 1.0, from

Right Fit Consulting. ACSA staff has reviewed this proposed fee and finds it satisfactory. The estimated cost to complete these services is \$10,800.

**Board Action**

We request the Board of Directors authorize \$10,800 from the FY 2024 3R Fund for Data Classification Services for the Records Management Project.

JML/jml

Attachments

010101CIPAuthorizations08172023

## SECTION 6: COST

Task	Cost
Task 0: Project Initiation and Ongoing Project Management	\$8,520
Task 1: Assessment of Existing GIS	\$4,032
Task 2: Compatibility Assessment of Existing Software Systems	\$4,432
Task 3: Evaluation of ArcGIS Enterprise Deployment and Related Architecture	\$2,432
Task 4: Unique Identification Process	\$2,816
Task 5: Versioning Evaluation	\$2,816
Task 6: Feature Investigation and Consideration	\$10,432
Task 7: GIS Data Preparedness Evaluation	\$9,748
	<b>\$45,228</b>



## STATEMENT OF WORK

<b>Project Name / Description</b>	Data Classification Project
<b>Client Name</b>	Albemarle County Service Authority
<b>Client Contact</b>	April Walker
<b>Document Prepared By</b>	Steve Lestyan
<b>Document Version</b>	1.0

### Scope of Work

April Walker has asked Right Fit Consulting to assist Albemarle County Service Authority with a Data Classification Project. Right Fit Consulting expects to conduct the following activities as part of this engagement:

1. Perform onsite requirements gathering meeting for collecting Data Classification Information.
2. Develop a Data Classification Scheme with the Management Staff of Albemarle County Service Authority.
3. Develop corresponding Security Controls matrix for the new scheme.
4. Conduct a data inventory exercise to identify data types in use at Albemarle County Service Authority.
5. Present the Data Classification Scheme, Security Controls, and Data Inventory in support of a proposed document management project.

### Assumptions

- Albemarle County Service Authority will provide access to any available personnel and documentation required for completing project activities.
- Any change in resources, timing, scope and/or assumptions, which may impact fees and expenses, will be discussed and approved through a written Change Order by Albemarle County Service Authority prior to proceeding.







## Estimated Hours and Cost

Role/Task	Estimated Hours	Rate/Hour	Extended Cost
Develop Data Classification Scheme	16	150.00	2400.00
Develop Security Controls for New Data Classification Scheme	16	150.00	2400.00
Collect Data Inventory for company	40	150.00	6000.00
<b>Total</b>			<b>10800.00</b>

**Scheduled Work Hours:** Monday through Friday 8:30 AM to 5:00 PM, excluding holidays

**Travel:** Right Fit Consulting expects that work efforts will occur at Albemarle County Service Authority and via remote access.

**Time & Material Investment:** The estimated cost of the services defined in this Statement of Work is provided above and will be billed as the work is performed at the rates shown. Any work performed outside of this scope of work will be billed separately at the agreed upon rates and must be pre-approved by the customer.

**Payment Terms:** Payment is due Net 30 from the date of invoice.

### Agreed to and accepted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Albemarle County Service Authority**

**Right Fit Consulting**



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### CONSENT AGENDA

<b>AGENDA TITLE:</b> Testing Chlorine Residuals  <b>STAFF CONTACT(S)/PREPARER:</b> Mike Lynn & William Roach	<b>AGENDA DATE:</b> August 17, 2023  <b>ACTION:</b> None  <b>ATTACHMENTS:</b> Yes
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**BACKGROUND:** Chlorine residual tests are a regular and essential component of providing our customers with safe drinking water.

**DISCUSSION:** We check chlorine residuals in the water distribution system to determine disinfection strength. Low chlorine residuals are an indication that there is the potential for bacteria being present in the water. A Cityworks report is received each week for any chlorine residuals collected from the previous week that fall below the 0.4 ppm threshold. Typically, these reports do not include any reported values below the 0.4 ppm threshold. Attached is a recent report with two records from Auto-Flusher Inspections (Attachment 1). Weekly checks and adjustments to the flushers are made to address any low chlorine residuals.

Residual tests are performed on the water lines whenever a tap is made, service upgrades are carried out, new service is begun or there is a leak repair. After a water main leak, chlorine residuals and flushing occur until residuals are within range to be effective. Dirty water complaints follow the same routine as water main leaks. Routinely, ACSA water crews are in the field every working day at a variety of locations. If a residual test is performed daily by each crew, a sampling across the entire ACSA operations can be accumulated in a constant matter. Hydrant inspections are a daily source of chlorine residual tests. Sewer flushes are another time when residual tests are performed.

Warm/hot weather tends to reduce chlorine residual levels. The algae and bacteria in our reservoirs can fluctuate with temperatures and the amount of sunlight. Rivanna Water and Sewer Authority treats the water in their water treatment plants to eliminate the bacteria. ACSA chlorine residual testing is a way to verify in the field (Attachment 2) that RWSA treatment is at the correct level and customers are receiving safe water.

**BOARD ACTION REQUESTED:** None

## ATTACHMENTS:



### Low Chlorine Residuals

#### Inspections

INSPECTIONID	Inspection Date	Residual	Inspection Type	AssetID	Location
47277	7/26/2023 1:30:00PM	0.2	Auto Flushing Assembly Inspect	Meriwether Lewis	
47265	7/28/2023 9:34:27AM	0.19	Auto Flushing Assembly Inspect	Michie Tavern	

#### Work Orders


WORKORDERID	Finish Date	Custom Field	Residual	AssetID
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(Attachment 1) Low Chlorine Residuals 7-31-2023 Report



(Attachment 2) Field Testing

## AGENDA ITEM EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> Rivanna Water &amp; Sewer Authority (RWSA) Monthly Update</p> <p><b>STAFF CONTACT(S)/PREPARER:</b> Gary O'Connell, Executive Director </p>	<p><b>AGENDA DATE:</b> August 17, 2023</p> <p><b>CONSENT AGENDA:</b> Informational</p> <p><b>ATTACHMENTS:</b> No</p>
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**BACKGROUND:** This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are some updates on RWSA major projects and issues, including updates from the July 25<sup>th</sup> RWSA Board Meeting and other communications.

RWSA Board Meeting and other Updates and Approvals at the July 25<sup>th</sup> Board Meeting:

- **Cybersecurity:** Presented in closed session on recent FBI assessment of RWSA facilities and security recommendations.
- **PFAS at the North Rivanna Water Treatment Plant:** Levels of per-and-polyfluorinated alkyl substances, or PFAS, which exceeded standards proposed by the federal Environmental Protection Agency were detected in the drinking water produced by the North Rivanna Water Treatment Plant (NRWTP) in a sample taken on May 24, 2023.

Out of abundance of caution, production of drinking water from the NRWTP was discontinued on July 6 when the test results were received. The NRWTP remained out of service until additional testing indicated production could be resumed. Additional drinking water samples from the NRWTP had been collected and sent to specialized labs for testing.

The plant was reopened on July 30<sup>th</sup> after a “non-detect” laboratory test was received, a second lab result confirmed the non-detect. Rivanna is also using 100% GAC treatment as an additional PFAS barrier.

**RWSA Major Capital Project Updates:**

RWSA continues to work with UVA to acquire the final easements on the following major water piping projects:

1. South Fork Rivanna to Ragged Mountain Reservoir Water Pipe - 8 miles of 36” pipe:

**AGENDA ITEM EXECUTIVE SUMMARY**

Status: Negotiations with UVAF have been completed. The documents are being finalized for signatures.

2. Ragged Mountain Reservoir to Observatory WTP Water Pipe and Pump Station - 5 miles of 36" pipe:

Status: Rivanna's coordinating with UVA on an alternate pipeline alignment north of Fontaine Avenue to avoid a potential conflict with a cemetery.

3. Central Water Line - 5 miles of 24" and 36" water pipe primarily along Cherry Avenue:

Status: Engineering plans and specifications are 60% complete and under review. Construction is expected to begin in June 2024. An extensive communication effort will be completed with the communities adjacent to the project before construction begins. Efforts to obtain easements are underway.

- **South Rivanna and Observatory Water Treatment Plant Renovations**

Design Engineer:	Short Elliot Hendrickson, Inc. (SEH)
Construction Contractor:	English Construction Company
Construction Start:	May 2020
Percent Completion:	90%
Completion Date:	October 2023
Base Construction Contract:	\$37,889,941
Approved Capital Budget:	\$43,000,000

Current Status:

Shutdown of the OBWTP completed, operating at 60% in normal operation with some improvement work for completion. South Rivanna work essentially completed.

History:

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

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

Design Engineer:	Short Elliot Hendrickson (SEH)
Contractor:	Anderson Construction
Construction Start:	December 2021
Percent Complete:	50%

## AGENDA ITEM EXECUTIVE SUMMARY

Completion Date: September 2024  
Budget: \$10,000,000

Current Status:

The block walls are being erected at the pump station. Installation of two parallel water lines along Berkmar Drive. The pump station roof has been installed and work has begun on the interior process piping.

History:

The Route 29 Pipeline and Pump Station Master Plan was developed in 2007 and originally envisioned as a multi-faceted project that reliably connected the North and South Rivanna pressure bands; reduced excessive operating pressures and developed a new Airport pressure zone to serve the highest elevations near the Airport and Hollymead Town Center. The master plan update was completed in June of 2018 to reflect the changes in the system and demands since 2007.

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

Design Engineer: Michael Baker International (Baker)  
Project Start: August 2018  
Project Status: Easement Acquisition & Design (75%)  
Construction Start: September 2024  
Completion: December 2028  
Current Project Estimate: \$44,000,000

Current Status:

Preparation of engineering plans and specifications continues. RWSA staff is reviewing plans for the water line, which includes the vast majority of the piping to be installed under the project. Easement negotiations with UVA, and the UVA Foundation continue.

History:

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



## AGENDA ITEM EXECUTIVE SUMMARY

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

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

Design Engineer:	Kimley Horn
Project Start:	July 2023
Design Status:	2%
Construction Start:	June 2026
Completion:	December 2030
Current Project Estimate:	\$79,700,000

**Current Status:**

This project will include construction of a raw water pipeline from the South Fork Rivanna Reservoir (SFRR) to the northern terminus of the previously constructed Birdwood Raw Water Line. This project, combined with the Ragged Mountain Reservoir (RMR) to Observatory Water Treatment Plant Raw Water Line, will complete the SFRR-RMR transfer line. The project will also include the construction of a new 25 mgd raw water intake and pump station at SFRR. The section of waterline previously to be constructed under the Birdwood to Old Garth Project will now be included in this larger effort. The draft CSX railroad permit was received for this portion of the project and staff is working through comments with the railroad. One remaining easement is under negotiation with the UVA Foundation for this portion of the project. A topographic survey for the pipeline is underway. Design work has begun. Staff is working on the final phase of the nutrient analysis.

**History:**

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

**AGENDA ITEM EXECUTIVE SUMMARY**

approved route is also being completed as part of this project that will lead to final design of the raw water line, reservoir intake and pump station.

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

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	Work Authorization Development
Construction Start:	November 2025
Completion:	January 2029
Budget:	\$43,000,000

**Current Status:**

A Joint Permit Application and supporting documents were submitted to VDEQ. Remaining NRCS requirements, including review and approval of the planning study, have been completed. The revised Plan Environmental Assessment was approved by the NRCS. NRCS funding for the final design and dam spillway upgrades will be requested at a future date. A report is under review by NRCS.

The final design work has been approved for the new raw water pump station, intake and hypolimnetic oxygenation system.

**History:**

RWSA operates the Beaver Creek dam and reservoir as the sole raw water supply for the Crozet area. In 2011, an analysis of the Dam Breach inundation areas and changes to Virginia Department of Conservation and Recreation (DCR) *Impounding Structures Regulations* prompted a change in hazard classification of the dam from significant to high hazard. This change in hazard classification requires that the capacity of the spillway be increased, and the dam be replaced. This CIP project includes investigation, preliminary design, public outreach, permitting, easement acquisition, final design, and construction of the anticipated modifications. Work for this project includes a new relocated raw water pump station and intake. RWSA staff will continue to pursue federal funding for later phases of the project to cover a portion (70%) of final design and construction costs.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Project Start:	November 2020
Project Status:	90% Design
Construction Start:	Fall 2023

## AGENDA ITEM EXECUTIVE SUMMARY

Completion: September 2024  
Budget: \$7,000,000

Current Status:

Easement acquisition has begun and includes County of Albemarle property in Brook Hill River Park along Rio Mills Road. A required easement on the south side of the river is on a remnant property from the VDOT Berkmar Bridge project and cannot finalize that easement until the property transfer back to the original owner is complete. Additional permitting being sought for the project.

History:

RWSA has previously identified through master planning that a 24-inch water main will be needed from the South Rivanna Water Treatment Plant (SRWTP) to Hollymead Town Center to meet future water demands. Two segments of this water main were constructed as part of the VDOT Rt. 29 Solutions projects, including approximately 10,000 LF of 24-inch water main along Rt. 29 and 600 LF of 24-inch water main along the new Berkmar Drive Extension, behind the Kohl's department store. To complete the connection between the SRWTP and the new 24-inch water main in Rt. 29, there is a need to construct a new river crossing at the South Fork Rivanna River. Acquisition of right-of-way will be required at the river crossing.

- **Upper Schenks Branch Interceptor, Phase II**

Design Engineer: Frazier Engineering, P.A.  
Project Start: July 2021  
Project Status: Design  
Construction Start: TBD  
Completion: TBD  
Current Project Estimate: \$4,725,000

Current Status

After a recent meeting with City and County staff, RWSA has submitted project summary information and an easement on County property with a valuation estimate for the County's review. Initial meetings with County staff are occurring.

- **Central Water Line Project**

Design Engineer: Michael Baker International (Baker)  
Project Start: July 2021  
Project Status: 45% Design  
Construction Start: June 2024

**AGENDA ITEM EXECUTIVE SUMMARY**

Completion:	December 2028
Budget:	\$41,000,000

**Current Status:**

Detailed field investigation and design are underway, as well as adjacent utility coordination. Next steps include conducting soil borings along the alignment and beginning easement acquisition.

**History:**

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



## ACSA Board Future Policy Issues Agendas 2023-2024

Regular 3rd Thursday Monthly Meetings	Sept. '23	Oct. '23	Nov. '23	Dec. '23	Jan. '24	Feb. '24	Mar. '24	April '24	May '24	Pending Issues
	September 21st	October 19th	November 16th	December 21st	January 18th	February 15th	March 15th	April 18th	May 16th	Water Supply Plan Project Status Reports Water Treatment Plants RWSA CIP Central Water Line-Reservoirs Pipeline North Rivanna System
	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	
	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	Monthly Financial and CIP Reports	
	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Capital Project Authorizations	Annual Water Quality Reports (May)
	Operational Presentation	Operational Presentation - Construction Inspection	Operational Presentation - Climate Action and Sustainability	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Operational Presentation	Board Organizational Meeting each January
										Annual Report - January
	Imagine a Day Without Water	Policy Discussion on Corporate Roles and Responsibilities	Annual Financial Report and Audit Report	Annual Investment Report	Board Organizational Meeting - Election of Officers	AMI Project Status Report	Proposed CIP Presentation	Proposed FY '25 Capital Improvements Program (CIP) Presentation	Proposed FY '25 Budget and Rates Workshop	Water Audit and Energy Audit
	Offsite Credits		Recommendations on Policy Level Documents (Rules and Regulations, PMP, etc.) on ACSA Roles and Responsibilities	Budget Guidelines and Schedule for FY '25 Budget/Rates	Strategic Plan Update 2023-2027		"Fix a Leak" Water Conservation Event	Proposed FY '25 Capital Improvements Program (CIP) Public Hearing	Annual Water Quality Reports	Strategic Plan Updates-2023-2027 January and July
	New Billing System Proposal			Holiday Schedule 2024	Annual Report 2023			Proposed FY '25 Budget and Rates Overview		Annual Water Conservation Report - January
										Operational Presentation-Sewer Rehab Relining
	Strategic Plan Update 2023-2027			Board Meeting Schedule 2024	Annual Water Conservation Report			Resolution Scheduling Budget and Rates Public Hearing for June 20, 2024		National Drinking Water Week-April Imagine a Day Without Water - September
								National Drinking Water Week Resolution		Federal/State Water Quality Regulations Lead and Copper; PFAS; Emerging Contaminants
										Emergency Preparedness - Regional Exercise
										Annual Investments Report December
										Operational Presentations
										ACSA Customer Communications
										Avon Satellite Operations Center
										Federal Infrastructure Grant Funds
										Data Management and Management Dashboards
		Executive Session - Executive Director Mid-Year Review						Executive Session - Executive Director Annual Performance Review	Purchasing Policy Revisions	

# ALBEMARLE COUNTY SERVICE AUTHORITY

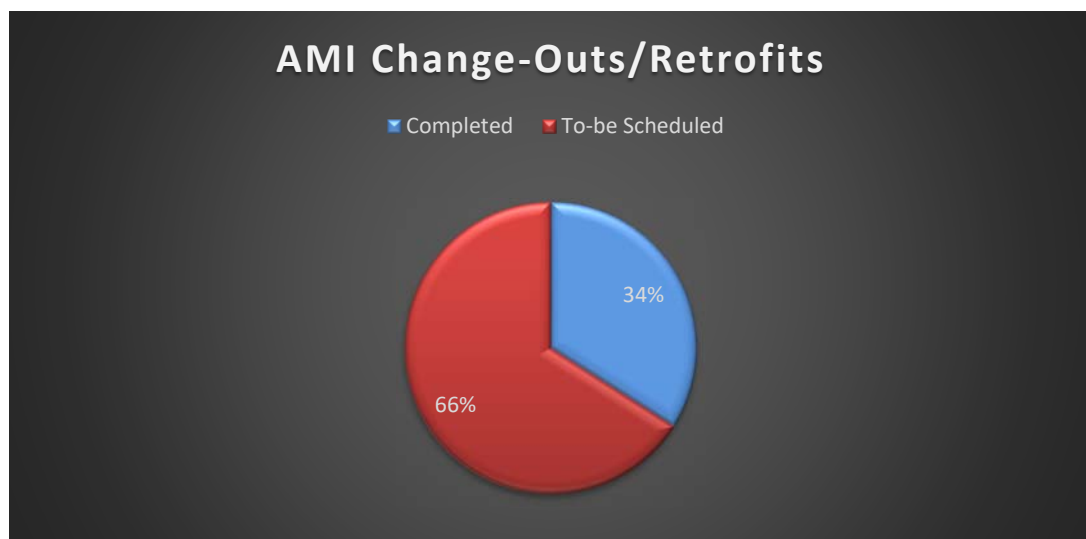
## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Advanced Metering Infrastructure (AMI) Monthly Update  <b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	<b>AGENDA DATE:</b> August 17, 2023  <b>ACTION:</b> Informational  <b>ATTACHMENTS:</b> No
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**BACKGROUND:** The ACSA Board authorized staff at its October 2019 meeting to execute agreements related to the AMI project. Monthly status updates are provided below:

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

- The final phase of the AMI began April 3<sup>rd</sup> and our installers have successfully upgraded 4,700+ meters. Approximately 34% of the ACSA's system is fully operational under the AMI program. Going forward, we anticipate between 65 and 100 meter upgrades each day.
- The second graphic below illustrates daily and weekly progress. Staff will present an overview of the project and share additional information in today's meeting.



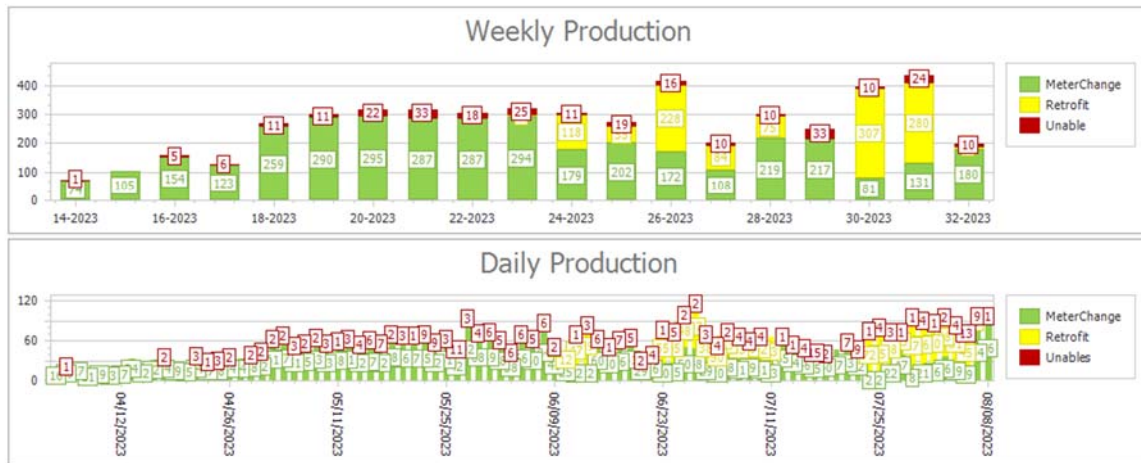
# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### Albemarle County VA

Reading Rate						
Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
4747	4717	5	13	12	0	99.36

Type	Size	Install	INC	Sked	Unable	Remove	RTU
MeterChange	3/4-inch	3479	3923	0	17	47	4
MeterChange	1 1/2-inch	0	0	0	0	1	0
MeterChange	1-inch	177	78	0	3	9	0
Retrofit	3/4-inch	1154	10872	0	1	3	0
Retrofit	1-inch	7	320	0	0	0	1



**BUDGET IMPACT:** Informational only.

**RECOMMENDATIONS:** None

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

**ATTACHMENTS:** N/A



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Request for Re-appropriation  <b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	<b>AGENDA DATE:</b> August 17, 2023  <b>ACTION:</b> <input checked="" type="checkbox"/> <b>INFORMATION:</b> <input type="checkbox"/>  <b>ATTACHMENTS:</b> Yes
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**BACKGROUND:** Please consider the following requests for re-appropriation and transfer of funds from fiscal year 2023 to fiscal year 2024.

**DISCUSSION:**

- There are five (5) requests for re-appropriation of funds from fiscal year 2023 to fiscal year 2024 totaling \$237,211.00. These requests relate to purchases that were budgeted for and are actively being procured. Documentation related to these requests is attached.

**BUDGET IMPACT:** \$237,211.00

**BOARD ACTION REQUESTED:** We respectfully request approval of the re-appropriation of \$237,211.00 from fiscal year 2023 to the following accounts in fiscal year 2024:

1. Education/Training (5407-510)	\$ 4,701.00
2. Machinery & Equipment (5604-520)	16,601.00
3. Small tools (5208-550)	2,485.00
4. Equipment Replacement (5803-550)	197,849.00
5. Machinery & Equipment (5604-550)	15,575.00
<b>Total</b>	<b>\$ 237,211.00</b>

**ATTACHMENTS:**

1. Summary of requested re-appropriation for fiscal year 2024.





# MEMORANDUM

**To:** Quin G Lunsford, Finance Director  
Gary B. O'Connell, Executive Director  
**From:** Tonya T. Foster, Procurement/Financial Specialist  
**Date:** August 1, 2023  
**Re:** Items for Re-appropriation  
**cc:**

---

There are several outstanding purchase orders for FY-23. Requests have been submitted for items that were still in progress at the close of the fiscal year. I would like to request re-appropriation of funds from last fiscal year's budget to cover these expenses. The requests are as follows:

**Education (5407-510) \$4701**

Leadership training.

**Machinery & Equipment (5604-520) \$16,601**

To purchase portable meter tester.

**Small Tools (5208-550) \$2485**

To purchase ratchet. **(\$511)** To Honda Trash Pump. **(\$1,974)**

**Equipment Replacement (5803-550) \$197,849**

To purchase F550 Truck with crane. **(\$110,000)** To purchase Manitou forklift. **(\$87,849)**

**Machinery & Equipment (5604-550) \$15,575**

To purchase JetScan 2.0 Camera with accessories.

TTF

Attachments



# Employee Training Programs

*Presenters:*

*Emily Roach, Director of Human Resources & Administration  
April Walker, Director of Information Technology*



August 17, 2023



Growing is the result of learning.

— *Malcolm X* —

AZ QUOTES

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# Required Trainings



Human Resources Trainings



Cybersecurity



OSHA Requirements



Tailgate Safety Talks



Health/Safety/Environmental  
Trainings



CPR/First Aid/AED

# 4 Personal Resource Trainings



Aging Parent



Medicare



Virginia 529 Plan



Tax Preparation



Personal Budgeting



Retirement Planning





# 5 Outside Training Programs

## Darden's Leadership Development Training Program



## PVCC's Shippers Choice CDL Program



## Emergenetics

**EMERGENETICS®**



Discover  
Your Natural  
Strengths



Work Better  
in Teams



Understand  
How You Think  
and Behave



Make Better  
Decisions

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# Course, Certificate & Degree Program

**ACSA Career Plan Bonus Chart**

	CATEGORIES	BONUS	SPECIFICATIONS
HOURS	60+ hours total	1%	Skill Builder Trade Courses w/o certification i.e. <i>ed2GO</i> , <i>CSU</i>
	48-59 hours total	.50%	Skill Builder Trade Courses w/o certification i.e. <i>ed2GO</i> , <i>CSU</i>
	24 - 47 hours total	.25%	Skill Builder Trade Courses w/o certification i.e. <i>ed2GO</i> , <i>CSU</i>
CREDITS	3 credits	2%	College courses
OTHER	GED	2%	5 subjects, 7 test hours, 6 exams
	Career Studies Certificate/ Job License Exam	2%	Bonus per yr. 2 yr. Program (PVCC) Applicable only if not required for position
	16+ hours	1%	Specialized Certification (@ training site)
	8-15 hours	.5%	Specialized Certification (@ training site)

**ACSA Sponsored Degree Program:**

**Upon Completion of:**

(4 YR) Job-Related Bachelor's Degree while employed at ACSA	10%
(4 YR) Job-Related Technical Certification while employed at ACSA w/License	10%
(2 YR) Job-Related Master's Degree while employed at ACSA	7%
(4 YR) Job-Related Technical Certification while employed at ACSA w/o License	5%
(2 YR) Job-Related Associates Degree while employed at ACSA	5%
(N/A) Job-Related Professional License while employed at ACSA	5%
(N/A) Job-Related Professional certification while employed at ACSA	2.5%

**Eligible for Base Salary Increase of:**

**TYPES OF CREDITS AWARDED:**

- **CEU:** 1.0 = 10 hours instruction
- **CPE:** 1 = 1 hour instruction
- **PDH:** 1 = 1 hour instruction
- **Contact Hour:** 1.0 = 1 hour of learning activity
- **Credit Hour:** 1.0 = typically 15 class time hours

# BIZ LIBRARY

Online Learning Management System





## 8

# The Acquisition

The ACSA acquired and implemented BizLibrary, an online learning management system (LMS), in 2021 to offer online training to staff.

An LMS is a software platform designed to manage and deliver educational content. It provides a centralized location for educators to create, organize, and deliver courses, as well as track student progress and performance. They offer a range of features, such as multimedia content, assessments, and communication tools, to enhance the learning experience.

LMSs have become increasingly popular in recent years as more and more learning has moved online.



# Benefits of a LMS

## Ease



It allows for easy access to training materials from anywhere and at any time, which is especially useful for remote workers. Overall, an LMS can increase staff engagement and productivity by providing convenient and effective training opportunities.

## Pace



LMS provides a structured approach to learning, allowing staff to progress at their own pace and track their progress.

## Personalization



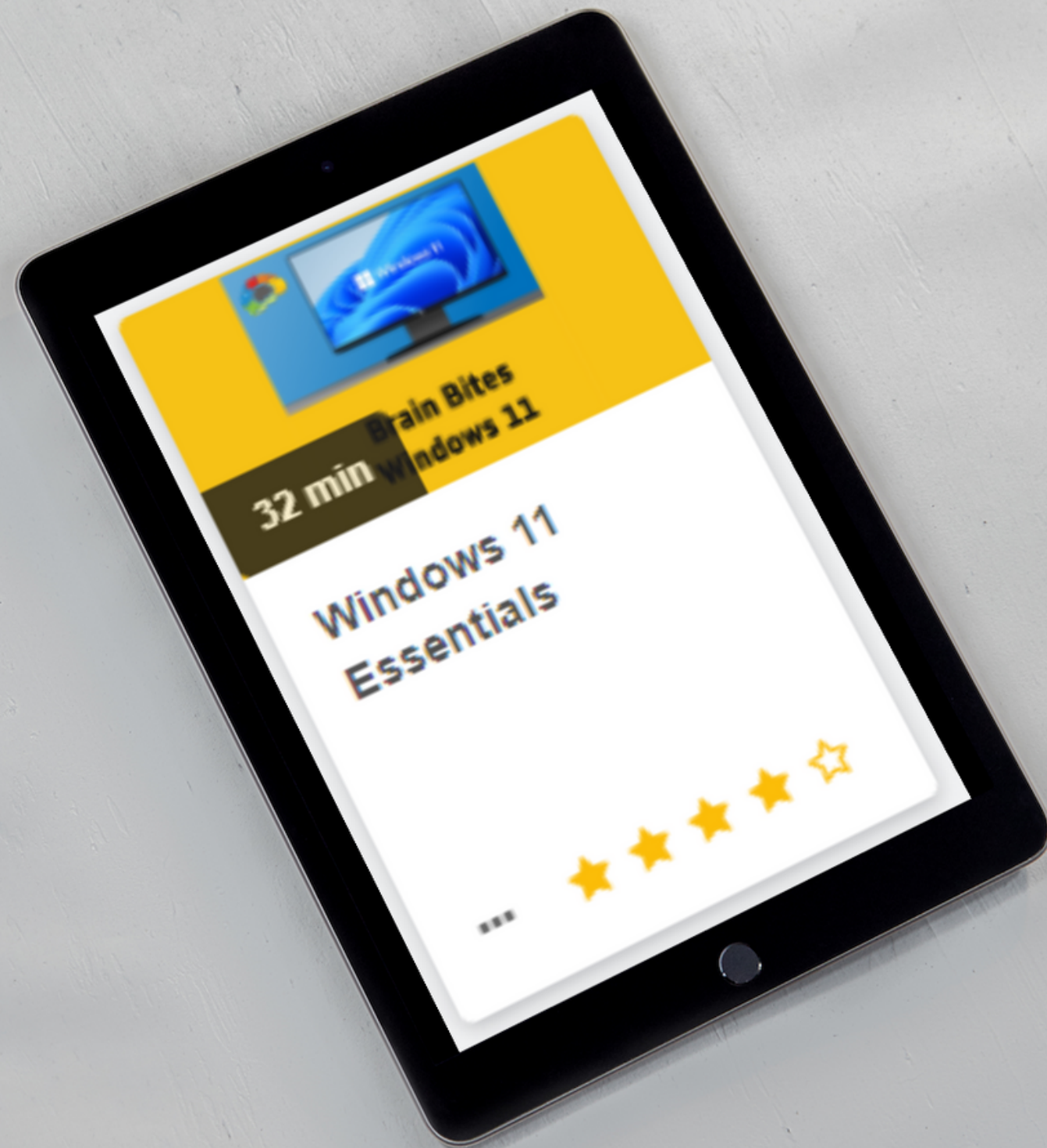
LMS can offer personalized learning paths, making the training more relevant to staff needs and interests.

## Reporting



The system can also generate reports on staff progress and completion rates, making it easier for managers to assess the effectiveness of the training.






Software	3037
Business Skills	2845
Information Technology	2800
HR Compliance	1139
Leadership and Management	972
Workplace Safety	966
Sales and Service	493
Marketing Templates	158
Strategic Toolkit	66
Technology Refreshers	18
Program Playbooks	12
Industry Specific	6
Client Webinars	1

11

# Examples of Offerings



**Employee Performance Reviews**

23 min Video Course

Employee Performance Reviews

... ★ ★ ★ ★ ☆

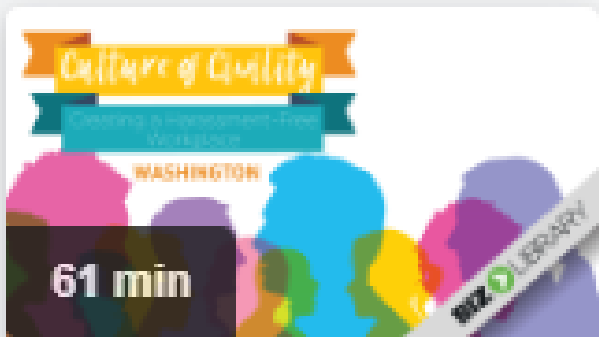


**How to Survive an Active Shooter Incident**

9 min

How To Survive an Active Shooter Incident

... ★ ★ ★ ★ ☆




**Culture of Civility: Creating a Harassment-Free Workplace (Washington)**

61 min

Culture of Civility: Creating a Harassment-Free Workplace (Washington)

... ★ ★ ★ ★ ☆



**Impairment Recognition and Response Training for Supervisors**

10 min

Impairment Recognition and Response Training for Supervisors

...

12

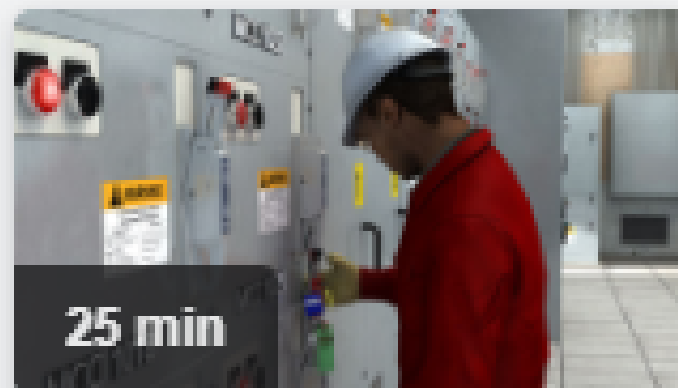
# Examples of Offerings continued...



30 min

Trenching and  
Excavation Safety

...



25 min

Lockout Tagout for  
Authorized  
Employees

...

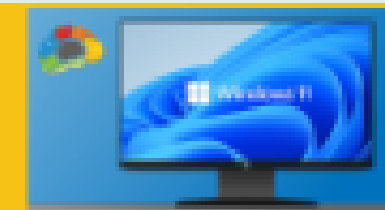


26 min

Trends You Must Be Aware!

Cyber Risks and  
Trends You Must  
Be Aware Of!

...



Brain Bites  
32 min Windows 11

Windows 11  
Essentials




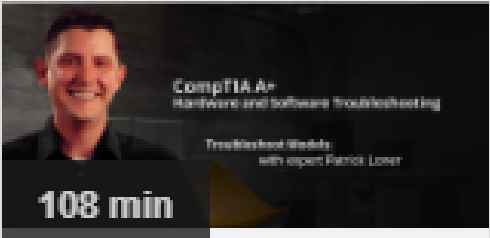
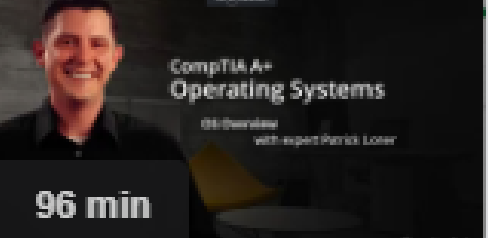
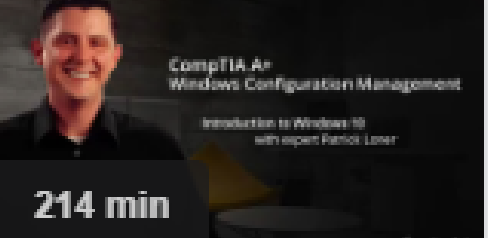
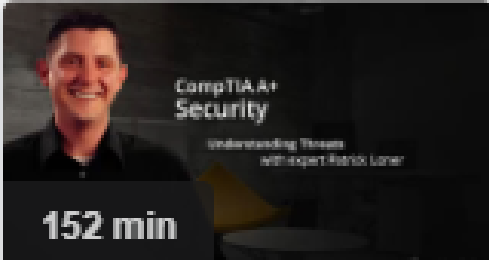
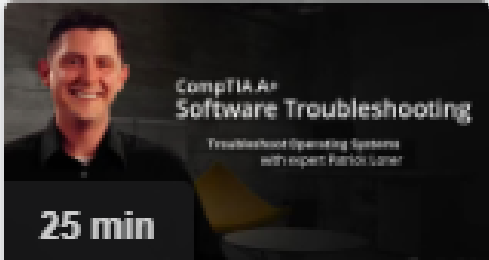
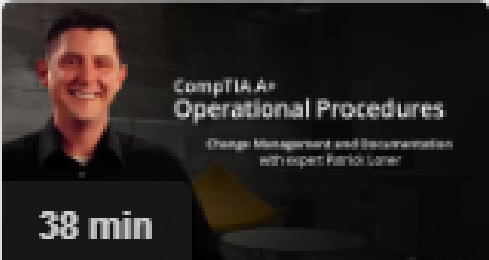



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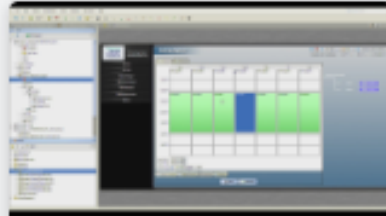

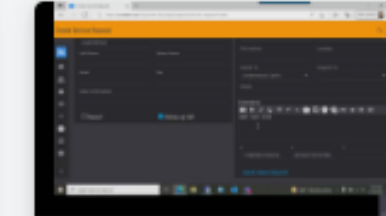

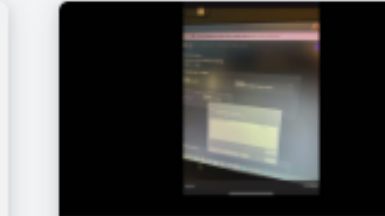
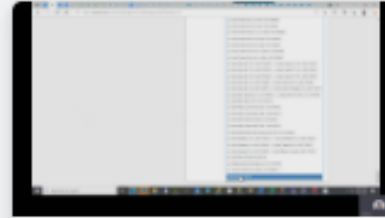

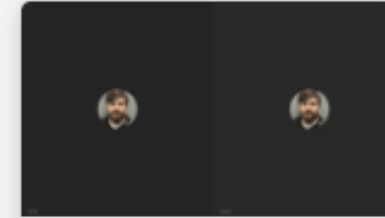
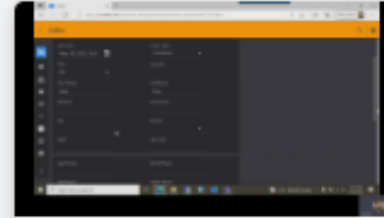


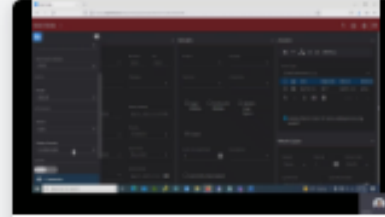





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# Self-Paced Certification Trainings

 <p><b>CompTIA A+ Certification: Part 1 of 9: Fundamentals</b></p> <p>243 min</p> <p>*** ★ ★ ★ ★ ★</p>	 <p><b>CompTIA A+ Certification: Part 2 of 9: Printers and Mobile Devices</b></p> <p>128 min</p> <p>***</p>	 <p><b>CompTIA A+ Certification: Part 3 of 9: Network Fundamentals</b></p> <p>223 min</p> <p>***</p>	 <p><b>CompTIA A+ Certification: Part 4 of 9: Troubleshooting and Virtualization</b></p> <p>108 min</p> <p>***</p>	 <p><b>CompTIA A+ Certification: Part 5 of 9: Operating Systems and Installation</b></p> <p>96 min</p> <p>***</p>	 <p><b>CompTIA A+ Certification: Part 6 of 9: Operating System Types</b></p> <p>214 min</p> <p>***</p>
 <p><b>CompTIA A+ Certification: Part 7 of 9: Security Threats</b></p> <p>152 min</p>	 <p><b>CompTIA A+ Certification: Part 8 of 9: More TroubleShooting</b></p> <p>25 min</p>	 <p><b>CompTIA A+ Certification: Part 9 of 9: Change Management and Disaster Recovery</b></p> <p>38 min</p>	 <p><b>Expert Insights: Cybersecurity Essentials with Robert Siciliano</b></p> <p>65 min</p>	 <p><b>DP-900 Microsoft Azure Data Fundamentals (Part 4 of 4): Modern Data Warehouse Analytics</b></p> <p>58 min</p>	 <p><b>Expert Insights: Identity Theft Prevention with Robert Siciliano</b></p> <p>50 min</p>

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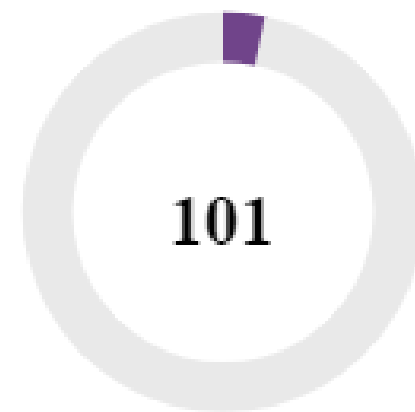
# ACSA-Created Trainings

 <p>ACSA Cityworks Training- Update GIS Work Order</p> <p>...</p>	 <p>ACSA HVAC BAS Training</p> <p>...</p>	 <p>ACSA VDOT Flagger Certification Training with Exam</p> <p>...</p>	 <p>ACSA Cityworks Training- Respond Create Service Request</p> <p>...</p>	 <p>ACSA Cityworks Training- Switch Apps</p> <p>...</p>	 <p>ACSA Cityworks Training- Respond Attachments</p> <p>...</p>
 <p>ACSA Cityworks Training- How to Create New Material</p> <p>...</p>	 <p>ACSA Meter Changeout Protocol</p> <p>...</p>	 <p>ACSA Cityworks Fleet Planned Maintenance</p> <p>...</p>	 <p>ACSA Cityworks Training- Respond Create Service Request via Map</p> <p>...</p>	 <p>ACSA Cityworks Training- Respond Call Takers</p> <p>...</p>	 <p>ACSA Cityworks Intro App Training</p> <p>...</p>
 <p>ACSA Cityworks Training- Respond User Interface</p> <p>...</p>	 <p>ACSA AMS Admin Training</p> <p>...</p>	 <p>ACSA Cityworks Standby Training</p> <p>...</p>	 <p>ACSA Forklift Operator Safety Training</p> <p>...</p>	 <p>ACSA Respirator Fit Testing</p> <p>...</p>	 <p>ACSA Cityworks Intro to Office Training</p> <p>...</p>

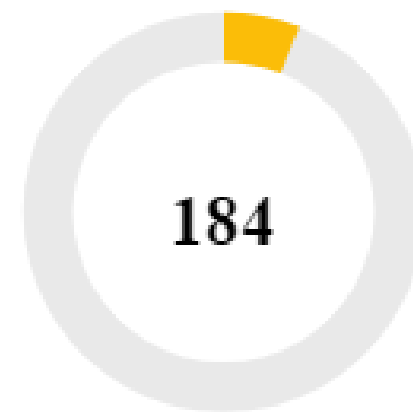
15

# Customized Reporting

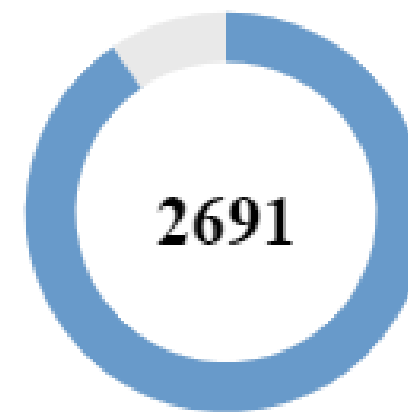
## For the Year of 2023



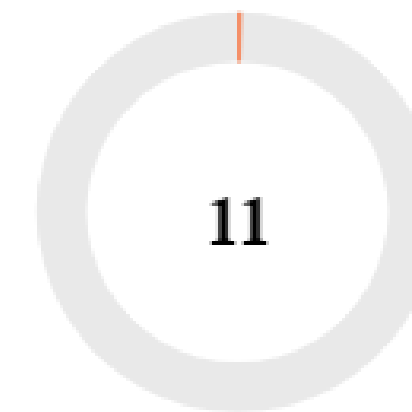
Not Started



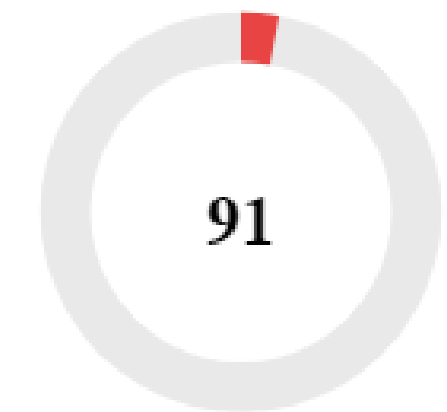
In Progress



Completed



Due Soon

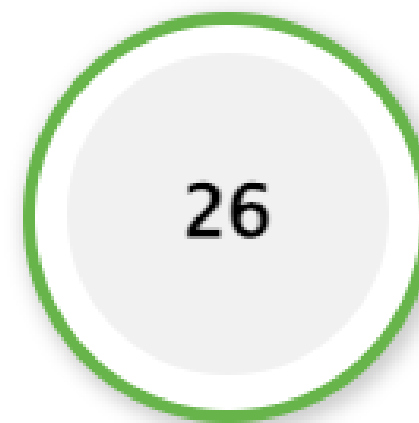


Overdue

## For the Month of July 2023



Launches



Titles Launched

### 📌 Most Popular Titles

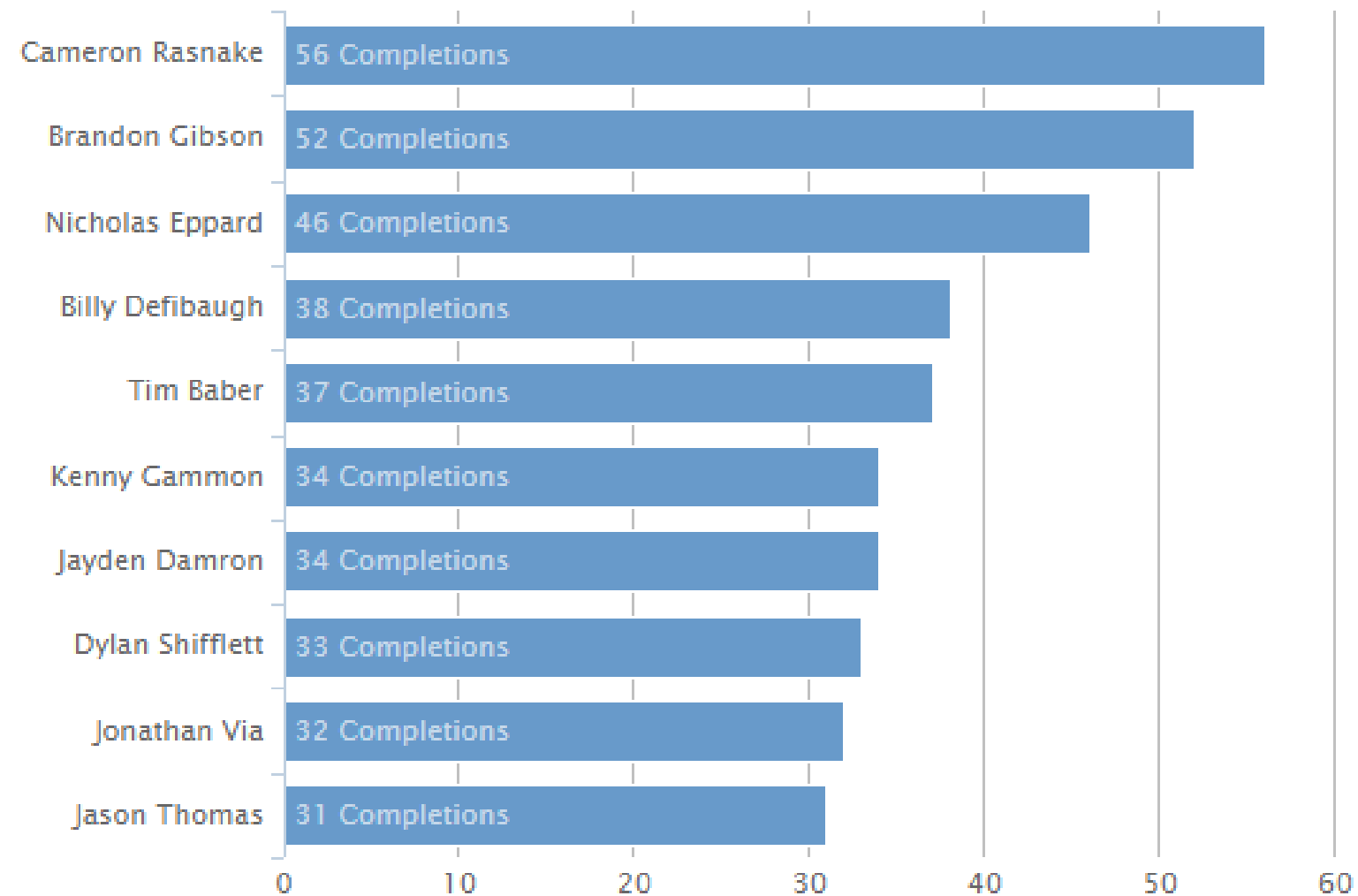
1. First Aid - Tick Bites
2. First Aid - Stroke
3. First Aid - Spider Bites
4. Fighting Fatigue: Causes and Effects of Fatigue
5. Heat Stress Symptoms and Prevention

# Customized Reporting continued...

## Top Learners

View: This Year ▼

DOWNLOAD



## Learnings Completed for July 2023

First Name	Last Name	Username	Login Date	Launches
Eddie			7/17/2023	4
Charlie			7/18/2023	3
Jeremy			7/25/2023	2
Dylan			7/6/2023	2
Jimmy			7/31/2023	2
Tyler			7/13/2023	2
Jason			7/11/2023	2
Dylan			7/10/2023	2
Quin			7/21/2023	2
Jonathan			7/10/2023	2
Jake			7/7/2023	2
Tron			7/10/2023	2
Jimmy			7/26/2023	2
Montie			7/28/2023	2
Tim			7/21/2023	2
Montie			7/31/2023	2

Content hidden to protect our  
employees privacy

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# Customized Reporting continued...

Content Title	Course Code	Content Type	First Name	Last Name	Username	Score	Time Spent	Completion Date
Trenching and Excavation Soil Properties	SVL_302950	Web-based				100	25	07/27/2023
Heat Stress Symptoms and Prevention	SVL_302844	Web-based				90	21	07/20/2023
To the Point About: Preventing Electric Shock	SVL_089202	Video Lesson				89	11	07/21/2023
Heavy Equipment Visibility	SVL_302846	Web-based				84	19	07/31/2023
Preventing Fires in Hot Work Operations	SVL_089083	Video Lesson				80	15	07/21/2023
First Aid - Stroke	SVL_302822	Web-based				80	14	07/24/2023
First Aid - Tick Bites	SVL_302823	Web-based				92	16	07/13/2023
Fighting Fatigue	SVL_1020645	Video Course				100	22	07/07/2023
First Aid - Tick Bites	SVL_302823	Web-based				100	17	07/19/2023
Fighting Fatigue: Causes and	SVL_1020648	Video Lesson				90	9	07/10/2023

*Content hidden to protect our  
employees privacy*

# Training Logs



## Henson



Before the Flood: How to Be Prepared

Cell Phone Use: Be Savvy and Safe

Cell Phone Use: Conduct on the Clock

Common Sense and Transportation Safety

Earthquake Prep ... Don't Quake in Your Boots!

Emergency Preparedness: Chemical Spills and Exposures

Emergency Preparedness: Fire Response Plan

Emergency Preparedness: Medical Emergencies

Emergency Preparedness: Preparation Is Key

Emergency Preparedness: Responding to an Active Shooter

Emergency Preparedness: Workplace Violence

Fighting Fatigue

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# Question Session

If you have any questions,  
you are welcome to ask!

## THANK YOU







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

<b>AGENDA TITLE:</b> Advanced Metering Infrastructure (AMI) Project Update	<b>AGENDA DATE:</b> August 17, 2023
<b>STAFF CONTACT/PREPARER:</b> Quin Lunsford, Director of Finance	<b>ACTION:</b> Informational
	<b>ATTACHMENTS:</b> Yes

**BACKGROUND:** The ACSA provides a short AMI project update within the consent agenda each month. With over 34% of the ACSA's system deployed and operational, we wanted to share a brief presentation on overall project status, expected completion, and the enhanced level of service that this technology is allowing our team to provide to our customers.

**DISCUSSION:** The presentation today provides an overview on the overall project, current status, and expectations through the winter and early spring. Our team is excited to share processes and daily tasks that have been implemented over the course of the last two years to enhance the level of service we're able to provide to our customers and continue to make progress in water conservation.

We continue to work with our AMI consultants to ensure we're leveraging all pertinent available information to provide information to different users like our customers, engineering/water model, demand trends, rate setting, etc.

**BUDGET IMPACT:** Informational only.

**RECOMMENDATIONS:** None

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

**ATTACHMENTS:** PowerPoint presentation



# Advanced Metering Infrastructure Project Update

**August 17, 2023**



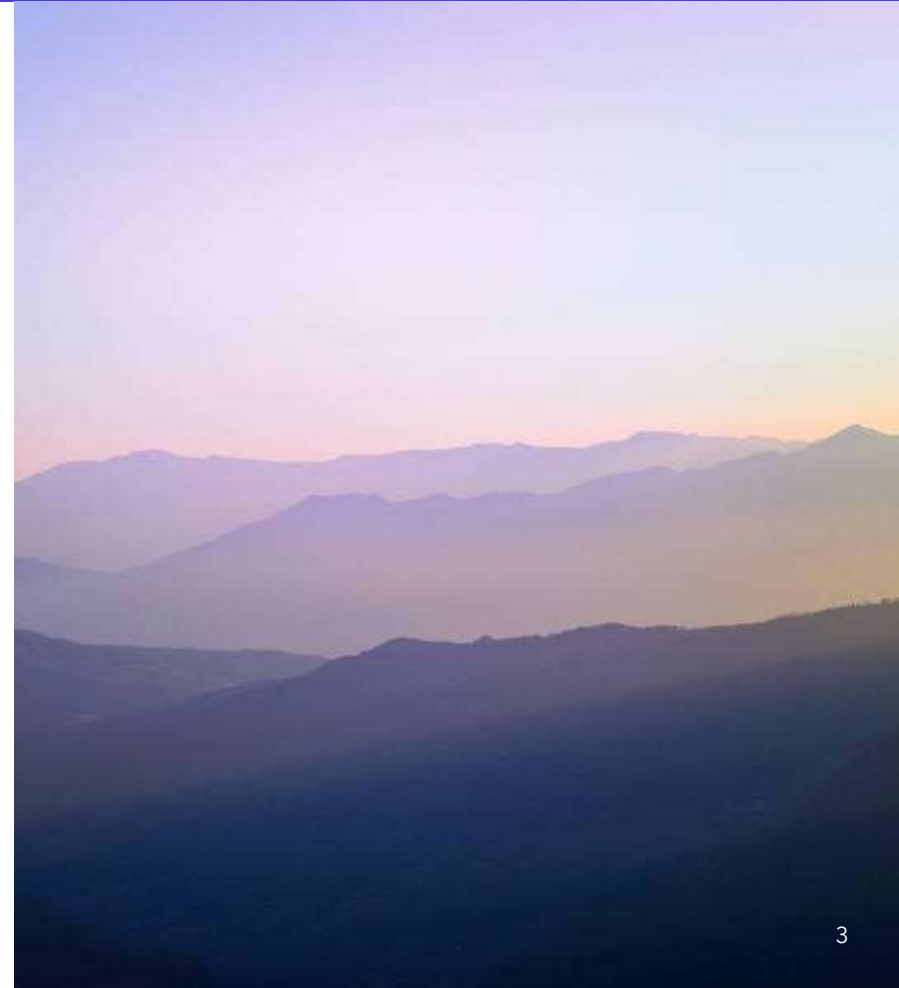
# Agenda

- Project Status
- Services Provided to ACSA Customers through AMI
- Early Customer Successes



## Introduction

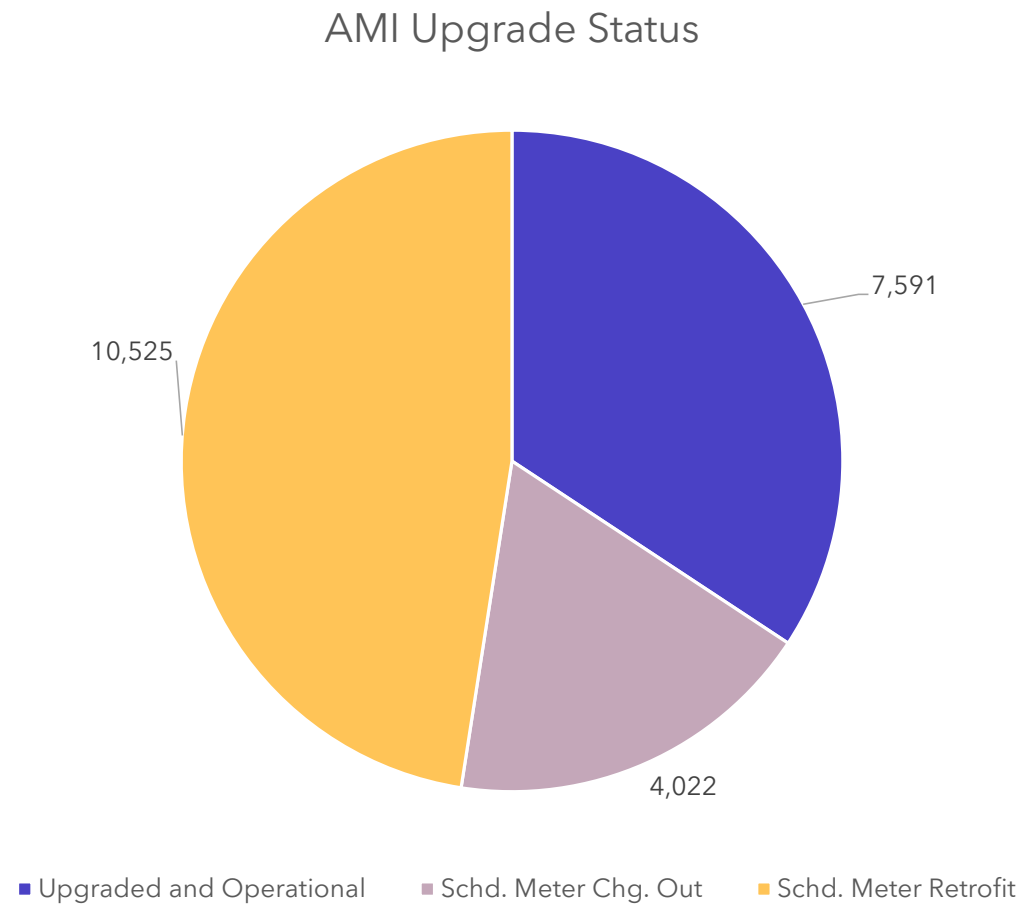
- Through years of careful planning, the AMI project is well underway with over 34% of the ACSA's system deployed and fully operational.
- Our presentation today will provide an overview of information our team reviews daily to serve our customers well and ensure water resources are conserved.





# AMI Project Status

# Project Status





# Project Status

## Albemarle County VA

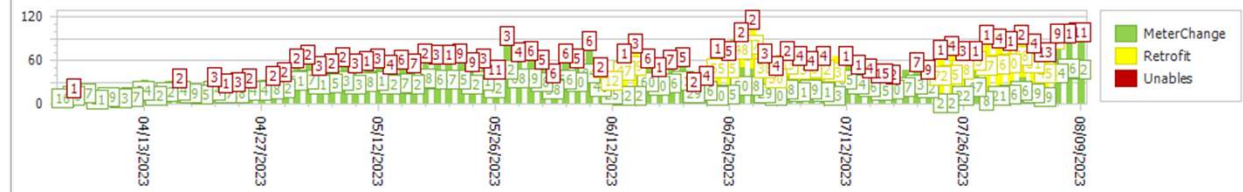
Reading Rate						
Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
4747	4717	5	13	12	0	99.36

Type	Size	Install	INC	Sked	Unable	Remove	RTU
MeterChange	3/4-inch	3571	3824	0	22	48	5
MeterChange	1 1/2-inch	0	0	0	0	1	0
MeterChange	1-inch	177	78	0	3	9	0
Retrofit	3/4-inch	1154	10872	0	1	3	0
Retrofit	1-inch	7	320	0	0	0	1

## Weekly Production



## Daily Production







# **Services Provided to ACSA Customers Through AMI**

**Meter Operations and Customer Service**

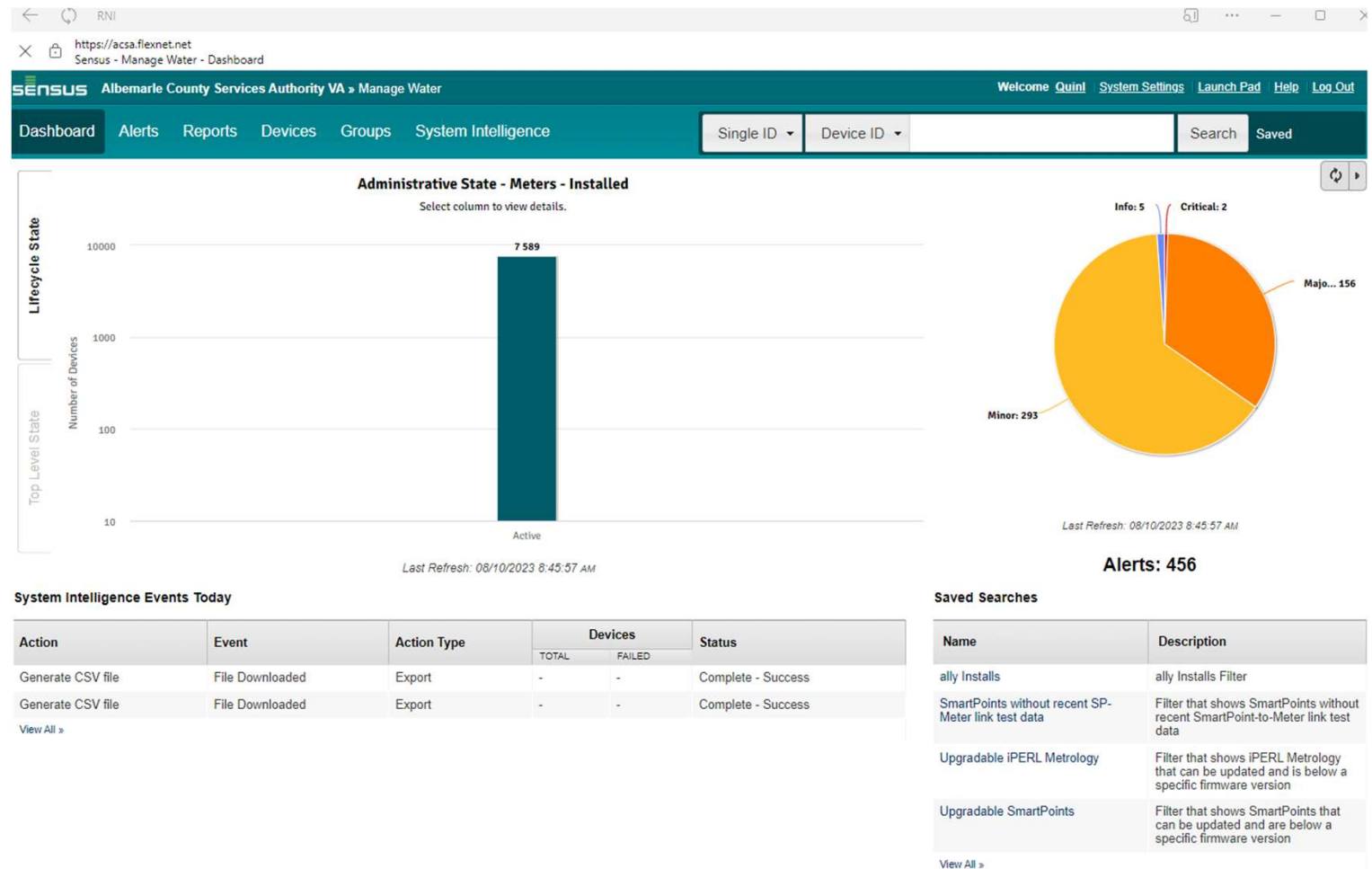
# Overview of Daily AMI Review

ACSA Meter Operations and Customer Service teams collaborate daily to review and identify potential water related issues.

These teams work closely and leverage the AMI system to identify and notify customers of potential leaks and/or unintended water consumption

The next few slides illustrate the processes and interfaces used to assist our customers promptly address water consumption issues

# Daily AMI Review - RNI



← ↻ RNI

https://acsa.flexnet.net  
Sensus - Manage Water - Alerts

**SENSUS** Albemarle County Services Authority VA » Manage Water

Welcome [Quin!](#) | [System Settings](#) | [Launch Pad](#) | [Help](#) | [Log Out](#)

Dashboard **Alerts** Reports Devices Groups System Intelligence

Single ID ▾ Device ID ▾  Search Saved

**Filter Alerts**

Actions ▾ 0 Alerts Selected

Export CSV Customize Alerts List Map

Select: [All](#), [Page](#) or [None](#) 3 Matches

☒ ALERT SEVERITY Major ☒ LIFECYCLE STATE Installed ☒ ALERT STATUS Active ☒ START 08/09/2023 ☒ END 08/10/2023 [Reset Filters](#) [Save Search](#)

<input type="checkbox"/>	Alert	Device ID	FlexNet ID	Device Type	Lifecycle State	Administrative State	Alert Status	Alert Source	Map	Start Time	Actions
<input type="checkbox"/>	High Flow	B92147896	59586550	47 North American 2-Way Water	Installed	Active	Active	SmartPoint		08/09/2023 10:00: 40 AM	<a href="#">Reset</a>
<input type="checkbox"/>	High Flow	B92147892	59591856	47 North American 2-Way Water	Installed	Active	Active	SmartPoint		08/09/2023 9:59: 50 AM	<a href="#">Reset</a>
<input type="checkbox"/>	High Flow	B91538575	59019976	47 North American 2-Way Water	Installed	Active	Active	SmartPoint		08/09/2023 9:35: 36 AM	<a href="#">Reset</a>

Showing 1 - 3 of 3 | 100 ▾ Per page

Last Refresh: 08/10/2023 8:48:55 AM

**Filter Alerts**

Device ID ▾

SEARCH

START TIME ▾

Start  
08/09/2023

End  
08/10/2023 [GO](#)

ALERT STATUS ▾

# Daily AMI Review - RNI

SENSUSANALYTICS

acsa WATER

qlunford@serviceauthority.org | [Logout](#) | **Meter Insight**

Billing Cycle: All Cycles ▾

YESTERDAY TODAY

08/09/2023

Apply

Device Group: All Groups ▾

Meter Insight was last updated at 8:00 AM on August 10, 2023 EDT

**7290**

Active Meters ⓘ

**288**

Orphaned Meters ⓘ

**0**

Inactive Device Usage ⓘ

**14**

Stale ⓘ

**9**

Almost Stale ⓘ

**15**

No Read Available ⓘ

## Daily AMI Review – Sensus Analytics (SA)



# Customer Contacts and Successes

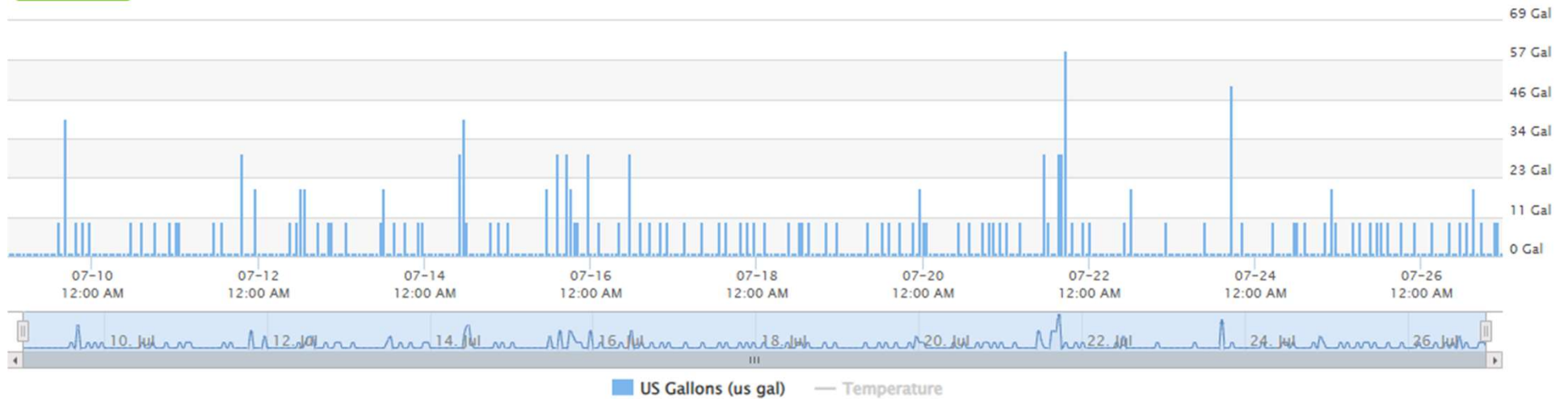
Since 2022 (initial deployment), our team has contacted 370+ customers about leaks or potential leaks on the customer's side of the meter.

This outreach has helped our customers address issues quickly, keeping charges for unintended water use down and in some cases mitigating water damage to the customer's property.

The following slide illustrates an instance where prompt review by ACSA staff and direct contact with our customer saved thousands of gallons of water and considerable additional damage to the customer's property.

Volume (Gal)

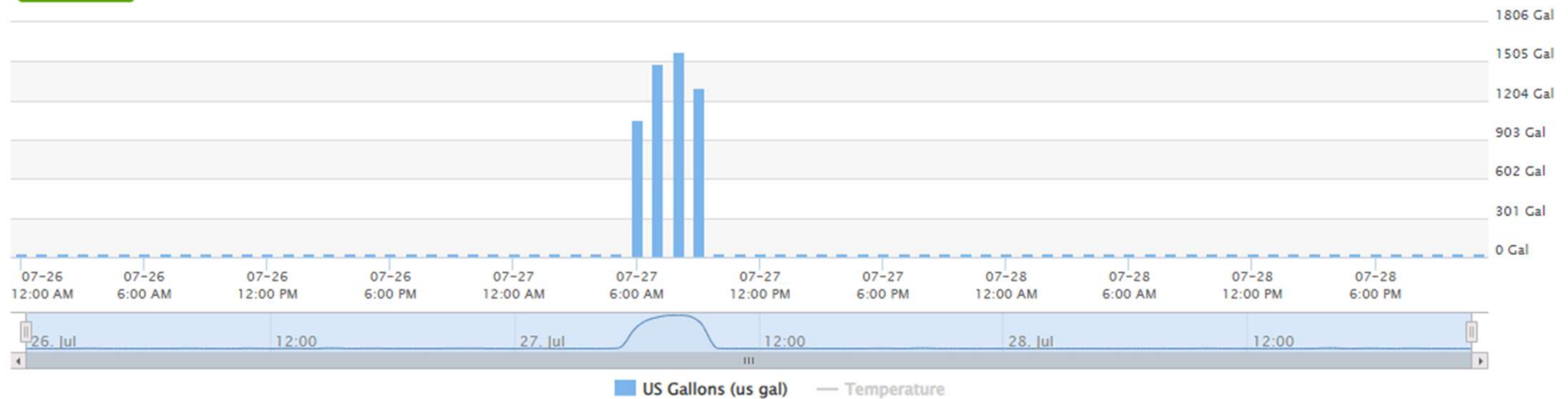
Download



**Example of Recent Customer Contact – Normal Consumption**

Volume (Gal)

Download



**Example of Recent Customer Contact – High Flow Alert Received**



# Summary

- The AMI project continues to progress, and we anticipate significant completion by the spring of 2024.
- ACSA staff has embraced the additional information available and continues to refine and improve internal processes
- Early communication of potential water related issues to customers has been very well received and contributes to improving the "Customer Experience (CX)"

