



## BOARD OF DIRECTORS' MEETING

January 16, 2025  
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.	1. Call to Order and Establish a Quorum –Statement of the Board Chair
9:05 a.m.	2. Election of Officers – Board Organizational Meeting
9:10 a.m.	3. Recognitions – 2024 ACSA Employee of the Month Winners
9:20 a.m.	4. Approve Minutes of December 19, 2024
9:25 a.m.	5. Matters from the Public
9:30 a.m.	6. Response to Public Comment
9:35 a.m.	7. Consent Agenda
	a. Monthly Financial Reports
	b. Monthly Capital Improvement Program (CIP) Report
	c. CIP Authorizations
	d. Monthly Maintenance Update
	e. IT Monthly Update
	f. Rivanna Water and Sewer Authority (RWSA) Monthly Update
	g. ACSA Board Policy Issues Agenda 2024
	h. Annual Water Conservation Report
9:55 a.m.	8. 2024 Annual Report – Accomplishments and Challenges
10:15 a.m.	9. Items Not on the Agenda
10:20 a.m.	10. Executive Session
	11. Adjourn







**ALBEMARLE COUNTY SERVICE AUTHORITY**

**STATEMENT OF CHAIR TO OPEN JANUARY 16, 2024 MEETING**

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

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



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

**AGENDA TITLE:** Election of Officers-  
Annual Meeting

**STAFF CONTACT(S)/PREPARER:**  
Quin Lunsford, Executive Director

**AGENDA DATE:** January 16, 2025

**ACTION:** ■■■

**ATTACHMENTS:** Yes

**BACKGROUND:** Each year in January, at the Annual Meeting, the Board elects officers; a Chair, Vice-Chair, and Secretary-Treasurer. The Executive Director has traditionally served as the Secretary-Treasurer. See attached suggested process for the Election of Officers.

**BOARD ACTION REQUESTED:** Election of Officers

**ATTACHMENTS:** - Election of Officers Process  
- By-Laws – Albemarle County Service Authority



### **Election of Officers at ACSA Annual Meeting**

(January each year – 1 year terms)

- Executive Director calls the meeting to order and establishes (notes) a quorum;
- Executive Director opens the floor for nominations for the Office of Chair;
  - Nominations are made;
  - Ask for any other nominations; close the floor for nominations;
  - Ask for a vote for those in favor of \_\_\_\_\_, or roll-call vote, if more than one nomination;
- Executive Director turns over Chair to the newly elected Chair who handles the nomination of Vice-Chair and Secretary-Treasurer, following the same process as above. The Executive Director has traditionally served as the Secretary-Treasurer for the Board.



## **BY-LAWS**

### **ALBEMARLE COUNTY SERVICE AUTHORITY**

#### **ARTICLE I - PREAMBLE**

- 1-1. This authority was created on April 16, 1964, by action of the Board of Supervisors of the County of Albemarle, under provisions of Virginia Water and Waste Authorities Act, Section 15.1-1239 through 15.1-1270, Code of Virginia, 1950, as amended.
- 1-2. The official title of this authority is designated by the aforesaid Board of Supervisors is: "Albemarle County Service Authority".
- 1-3. These bylaws or rules for the transaction of the business of this authority are made pursuant to authority vested in this authority under Section 15.1-1250(b) of the Code of Virginia of 1950 as amended and in accordance with the general provisions of the laws of the Commonwealth of Virginia governing water and waste authorities as set forth in said 1950 Code in Chapter 28, Title 9, Virginia Water and Waste Authorities Act.

#### **ARTICLE II - MEMBERS**

- 2-1. This authority shall consist of six members, said members to be appointed by the Board of Supervisors pursuant to Section 2-702 of the Albemarle County Code.
- 2-2. All members of this authority are appointed by the Albemarle County Board of Supervisors for terms of four (4) years.
- 2-3. The authority may provide for the payment of expenses of this authority and a reasonable compensation for members of the authority who are not county employees.
- 2-4. Any vacancy in membership will be filled by appointment of the County Board of Supervisors and such appointments will be for the unexpired term only.
- 2-5. Any appointed member may be removed by the Albemarle County Board of Supervisors for inefficiency, neglect of duty, or malfeasance or misfeasance in office.

### **ARTICLE III - OFFICERS AND THEIR SELECTION**

- 3-1. The officers of the Service Authority shall consist of a Chair, a Vice-Chair, a Secretary-Treasurer and an Executive Director. The Secretary-Treasurer and the Executive Director need not be members of the authority.
- 3-2. Nomination of officers shall be made from the floor at the annual meeting held in January of each year. The elections shall take place at the same meeting.
- 3-3. A candidate receiving a majority vote of the entire membership of the Service Authority shall be declared elected. The elected member shall take office immediately and serve for one (1) year, or until a successor takes office.
- 3-4. Vacancies shall be filled by regular election procedures at the next regular meeting.

### **ARTICLE IV - DUTIES OF OFFICERS**

- 4-1. The duties of the Chair are:
  - a. To preside at all meetings.
  - b. To appoint all committees, with the exception of the Executive Committee.
  - c. To rule on procedural questions (subject to a reversal by a 2/3 vote of members present).
  - d. To carry out other duties as assigned by the authority.
- 4-2. The duties of the Vice-Chair are:
  - a. To act in the absence of the Chair.
- 4-3. The duties of the secretary-treasurer are:
  - a. To keep a written record of all business transacted by the authority.
  - b. To notify members of the meetings.
  - c. To keep all official records and reports of the authority.
  - d. To certify all records, and reports of the authority.
  - e. To attend to the correspondence of the authority.
  - f. To keep a record of the minutes of meetings.
- 4-4. The duties of the Executive Director are:



- a. To be the Chief Executive Officer of the Authority serving at the pleasure of the Board, as provided in Section 15.2-5113(E) of the Virginia Code.
- b. To administer the affairs of the Authority consistent with the provisions of the Rules and Regulations of the Authority, as adopted by the Board.
- c. To execute and enforce the policies, orders, resolutions, budgets and agreements adopted by the Board.
- d. To sign contracts and other instruments on behalf of the Authority as authorized by the Board.
- e. To perform such other duties as may be delegated by the Board from time to time by resolutions.

## **ARTICLE V - COMMITTEES**

- 5-1. Special Committees: The Chair may appoint such special committees as deemed necessary.

## **ARTICLE VI - MEETINGS**

- 6-1. Regular meetings of the authority shall be held monthly on the third Thursday of the month at 9:00 a.m.
- 6-2. Special meetings shall be called at the request of the Chair or at the request of a majority of the membership. Written notice of meetings shall be given to each member at least two (2) days prior to such meetings.
- 6-3. All regular meetings, records, and accounts shall be open to the public.
- 6-4. A majority (4 of 6) of the membership of the authority shall constitute a quorum. In any meeting where there is otherwise a quorum, and any member declares a potential conflict of interest on any matter of business the remaining eligible members shall constitute a quorum for the transaction of that business matter. Approval of any business matter shall require a majority vote of eligible non-abstaining members. Voting may be by roll call, in which case a record shall be kept as part of the minutes.
- 6-5. If a quorum is physically present to conduct a meeting of the Authority's Board of Directors or one of its committees, other members may attend and participate in such meeting from a remote location by telephone or other audio or video means, provided such attendance complies with the provisions of the Virginia Freedom of Information Act, as amended from time to time.

A member wishing to attend in this manner shall advise the clerk of the board a reasonable time before start of the meeting, so that the necessary equipment can be put in place.

## **ARTICLE VII - ORDER OF BUSINESS**

- 7-1. The order of business of a regular meeting shall be:
- a. Call to order by the Chair.
  - b. Determination of a quorum.
  - c. Approval of minutes of regular meeting and of executive committee meetings.
  - d. Matters from the public.
  - e. Consent Agenda.
  - f. Matters of business and discussion.
  - g. Matters not listed on the agenda.
  - h. Adjournment.
- 7-2. Parliamentary procedure in authority meetings shall be governed by the adopted rules of order, namely Robert's Rules of Order.

## **ARTICLE VIII - AMENDMENTS**

- 8-1. These rules, excepting Articles I and II, may change by a two-thirds vote of the entire authority after ten days notice has been given them of the projected change.

**BY-LAWS ADOPTED:**     **January 17, 1966**  
**AMENDED:**            **March 9, 1967**  
                                  **March 9, 1978**  
                                  **April 17, 1986**  
                                  **December 18, 1997**  
                                  **December 16, 1999**  
                                  **December 17, 2009**  
                                  **July 17, 2014**  
                                  **February 18, 2016**  
                                  **March 17, 2016**  
                                  **November 19, 2020**  
                                  **December 14, 2023**

# Employee of The Month *2024 Winners*





# Background


- As part of the ACSA's Strategic Plan, one of our main objectives is to enhance the employee experience, including finding new ways to recognize and celebrate employees.
- The ACSA's Employee of the Month program was designed to highlight those employees doing great work and exhibiting values reflective of the organization.
- Created as a peer recognition initiative, the ACSA's Employee of the Month program allows employees to recognize each other for those things others may not see on a day-to-day basis.



# How It works

## Step 1

Employees submit nominations for their peers by the 15th of the month. Nomination forms and drop box are located in the employee breakroom. Electronic forms are available on the ACSA intranet as well.



**Albemarle County Service Authority**  
Serving • Conserving

**Employee of the Month Nomination Form**  
Form must be submitted by the 15th for consideration  
(For example: February 6<sup>th</sup> submission will be considered for February's award; February 26<sup>th</sup> submission will be considered for March's award)

(PLEASE PRINT CLEARLY) Today's Date: \_\_\_\_\_

Your Name (optional): \_\_\_\_\_ Name of Nominee: \_\_\_\_\_

Nominee's Job Title & Department: \_\_\_\_\_

Explain how this employee has displayed behavior or characteristics that align with the ACSA's guiding principles- Align, Commit, Strive, and Aspire.

\_\_\_\_\_

What stands out most to you about this employee?

\_\_\_\_\_

Give specific examples that support your statements for nomination.

\_\_\_\_\_

Additional space on back - Place form in drop box in employee breakroom when complete



# How *It* works



## Step 2

Forms are collected after the deadline and presented to the ACSA Lead Team for review and voting during their weekly meeting.



# How *It* works

**AND THE  
WINNER IS...**



## Step 3

The Executive Director announces the winner at the end of the month via an organization-wide email. Winners are also posted to the ACSA website and social media platforms.



# How It works



## Winners receive:

- Free lunch of their choice
- Framed Employee of the Month award
- Personalized tumbler
- Announcement video and posting on ACSA social media and website
- Two hours added to their annual leave



*And now a look at  
last year's winners...*

JANUARY						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# January Winner

## Angel Monterrozo

Engineering Technician - Environmental  
Engineering Department



2022



# February Winner

**Marshall Via**

Facilities Maintenance Technician  
Maintenance Department



008



# March Winner

***Jami Roach***

Customer Service Representative II  
Finance Department



2024



# April Winner

**Montie Madison**

Crew Leader  
Maintenance Department



**Tim Baber**

Utility Worker II  
Maintenance Department





# May Winner

***Justin Ray***

GIS and CMMS Coordinator  
IT Department



2022



# June Winner

***Dylan Shifflett***

Electrical Pump Apprentice  
Maintenance Department



2024



# July Winner

**Doug Herr**

CCTV Technician I  
Maintenance Department





# August Winner

**Sabrina Seay**

Systems Analyst  
IT Department



2024



# September Winner

**Robert Lawson**

Operations Supervisor  
Maintenance Department



2024



# October Winner

**Jeffrey Herr**

Construction Inspector  
Engineering Department



2023



# November Winner

***Tyler McDaniel***

Utility Worker I- Facilities  
Maintenance Department



2023



# December Winner


**Scott Krebelder**

Senior Utility Location Technician  
Engineering Department



2022

# Congratulations *to the winners!*



**We are looking  
forward to even  
more nominations  
in the new year!!**



**Winners will be  
posted at the  
beginning of each  
month on our  
website and social  
media pages!!**

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

The Board of Directors of the Albemarle County Service Authority (ACSA) met in a regular session on December 19, 2024, at 9:00 a.m. at the Administration and Operations Center at 168 Spotnap Road in Charlottesville, Virginia.

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

**Members Absent:** Mr. Richard Armstrong.

**Staff Present:** Jennifer Bryant, Mike Derdeyn, Tonya Foster, Deboarh Herr, Jeffrey Herr, Tanya Johnson, Quin Lunsford, Jeremy Lynn, Alex Morrison, Emily Roach, Sabrina Seay, Danielle Trent, Theresa Whiting.

**Staff Absent:** April Walker.

**Public Present:** Scott Fleming, PFM Asset Management.

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

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

### 2. Recognitions – Jennifer Bryant, 25 Years of Service; Jeffrey Herr Retirement – 33 Years of Service

Mr. Lunsford stated that Jennifer Bryant recently celebrated her 25<sup>th</sup> anniversary with the Albemarle County Service Authority. He stated that for the first 15 years, Ms. Bryant serves as a Customer Service Representative, working closely with the ACSA's external customers. He stated that 10 years ago, Ms. Bryant made a transition to the accounting group of the ACSA's Finance department to work as the Payroll/ Revenue Specialist. He noted that she has done an incredible job in that role and is, unofficially, the ACSA's most popular employee as she ensures everyone receives their pay on time. He stated that Ms. Bryant is dedicated to serving internal and external customers extremely well, always up to the challenge, and always in good spirits.

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1           Mr. Tolbert read the recognition resolution for Ms. Bryant (Attached  
2 as Page\_\_\_\_\_).

3           ***Ms. Palmer moved to approve the recognition resolution;***  
4 ***seconded by Ms. Swanson. All members voted aye.***

5  
6           Jeremy Lynn came forward to present the recognition for Jeffrey  
7 Herr. He stated that Mr. Herr began his career with the ACSA on September  
8 3, 1991. He noted a few highlights from that year including, but not limited  
9 to, the fall of the Soviet Union and end of the Cold War, the debut of Seinfeld  
10 on NBC, MC Hammer began the hammer pants fashion trend, Johnny  
11 Carson retired from The Tonight Show, and postage stamps increased from  
12 .25 to .29 cents.

13           Mr. Lynn stated that over the next 33 years, Mr. Herr would faithfully  
14 serve the ACSA in a variety of capacities. He stated that Mr. Herr was a  
15 utility worker from 1991 to 1994, a meter technician from 1994 to 2006, after  
16 which time he transitioned to the Engineering department. He stated that  
17 Mr. Herr was a utility location technician until 2008 when he became a  
18 construction inspector.

19           Mr. Lynn stated that Mr. Herr was involved with a number of CIP  
20 projects during his time. He stated that Mr. Herr helped bring public sewer  
21 to the Oak Hill subdivision, as he was involved with both phases of that  
22 project. He stated that Mr. Herr also worked on the St. George Avenue and  
23 Buck Road Water Main Replacement project, Orchard Acres Water Main  
24 Replacement project, the Scottsville Phase 3 Water Main Replacement  
25 project and, most recently, the Crozet Phase 4 Water Main Replacement  
26 project.

27           Mr. Lynn stated that Mr. Herr was recently named the ACSA's  
28 Employee of the Month. He stated that one of the comments from the  
29 nomination was that Mr. Herr's "dedication to his work aligns with ACSA  
30 objectives... he is committed to seeing the work through to completion and  
31 strives to learn new technology." He mentioned that one of the questions on



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1 the nomination form asks the nominator what stands out to them about the  
2 nominee. He stated that Mr. Herr's form mentioned loyalty and dedication.  
3 He stated that Mr. Herr delayed his retirement to help the ACSA at a time  
4 when the inspector group was understaffed and overworked.

5 Mr. Lynn stated that Mr. Herr has dutifully worked nights and  
6 weekends and has continually demonstrated a positive attitude throughout  
7 his years of service. He stated that the ACSA wishes Mr. Herr the very best  
8 in his retirement and his coworkers are thankful for the opportunity to have  
9 served alongside him for the past 33 years.

10 Mr. Tolbert read the recognition resolution for Mr. Herr (Attached as  
11 Page\_\_\_\_\_).

12 ***Mr. Parcels moved to approve the recognition resolution;***  
13 ***seconded by Ms. Palmer. All members voted aye.***

14  
15 3. Approve Minutes of November 21, 2024

16 Mr. Parcels stated that he had a small correction. He stated that on  
17 page 10, line 21, the word should be "does."

18 Ms. Palmer stated that she emailed her correction to the clerk  
19 yesterday. She stated that it was one of those situations where she was not  
20 sure if she was not clear or if her comments were misinterpreted in the  
21 minutes. She stated that her correction was in reference to her concerns  
22 about the Mechums River Pump Station on page 12. She stated that, in brief,  
23 there is a lot of concrete structure within the riverbed, creating the slew and  
24 constricting the water down, which has caused a lot of corrosion  
25 downstream. She stated that her concern is the aerial crossing of the Sugar  
26 Hollow pipeline which was blown out at the beginning of October.

27 Ms. Swanson stated that on page 17, line 17, the word "Board"  
28 should be lowercased.

29 ***Mr. Parcels moved to approve the minutes of November 21,***  
30 ***2024; seconded by Ms. Palmer. All members voted aye.***

**Albemarle County Service Authority Board of Directors**4. Matters from the Public

There were no matters from the public.

5. Response to Public Comment

There was no response to public comment.

6. Consent Agenda**a. Monthly Financial Reports –****b. Monthly Capital Improvement Program (CIP) Report –**

**c. CIP Authorizations –** Ms. Swanson stated that she appreciates the effort to perform a facility condition assessment, following the events at RWSA's pump station. She stated that she feels it is well worth taking a look at the ACSA's pump stations and how they are configured.

**d. Monthly Maintenance Update –**

**e. IT Monthly Update –** Ms. Swanson stated that the Utility Network update mentions water data errors, and she is curious about what those are. Mr. Lunsford replied that unfortunately, April Walker is not present at the meeting. He stated that they would follow up with the whole Board, as he is not exactly sure what they are. Mr. Parcels stated that on the one hand, the IT information is amazing and appreciated but he does not expect that it will be a monthly item. Mr. Lunsford replied that the intent is for it to be included every month. Mr. Parcels stated that if it is going to be a monthly update, he would appreciate more elaboration on some of the topics.

Mr. Roberts asked if the amount of information the Board is receiving in the IT update compromised security at all. Mr. Lunsford replied that it does not.

Ms. Swanson asked what the use would be for the electric van that was purchased. Mr. Lunsford replied that the van would be used by the SCADA and IT Technicians for their regular maintenance and facility visits. He stated that they currently work out of a Ford Explorer, so this

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1 new van will give them more space for the different equipment they use.

2 Dr. Palmer stated that it obviously is mobile because it is a van and  
3 asked what kind of places it would go to. Mr. Lunsford replied that it  
4 would go to different pump stations and ACSA facilities.

5 ***f. Rivanna Water and Sewer Authority (RWSA) Monthly Update*** – Ms.

6 Palmer stated that RWSA is performing a study to identify flood  
7 mitigation measures at several pump stations and facilities. She stated  
8 that she is curious as to how much detail will be included in the study.  
9 Mr. Lunsford stated that he will get more information from RWSA. He  
10 noted that the RWSA Board recently approved an authorization for  
11 RWSA staff to use consultants to perform assessments of their physical  
12 and IT structures, similar to what the ACSA is doing. He stated that he  
13 would follow up on Ms. Palmer's specific request.

14 Ms. Swanson asked if this could potentially impact RWSA's CIP  
15 projects with respect to prioritization. Mr. Lunsford replied that he does  
16 not know if prioritization of a project will come out of the study, but the  
17 intent is to mitigate the likelihood of a situation similar to the RWSA pump  
18 station occurring.

19 Mr. Parcels asked if they use a particular format or software to assist  
20 with the study. Mr. Lunsford replied that he did not know. Mr. Parcels  
21 stated that his former employer used a system called Hazard Operability  
22 Study (HAZOP) and they would ask a bunch of "what if" questions. He  
23 asked if the ACSA uses anything like this. Mr. Lynn replied that they do  
24 and would probably be bringing a new evaluation for all ACSA facilities  
25 before the Board next month. He noted that the current facilities  
26 condition assessment could very well lead to some CIP projects.

27 Mr. Parcels stated that in terms of RWSA, there is apparently a  
28 relatively new project to look at long-range planning for water and  
29 wastewater services and asked if the ACSA would be collaborating with  
30 them on that project. Mr. Lunsford replied that as a member of the RWSA  
31 Board, he absolutely would be. He stated that he was certain the ACSA

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would be an integral part of the process as well, as they have demand information that will certainly be used in RWSA's projections. He mentioned that he does not know if there has been a lot of detailed conversation yet. Mr. Lynn added that usually, these long-range planning projects pull in Albemarle County and UVA staff for growth projections, and the ACSA will be heavily involved in that as well.

Mr. Parcels asked if this was connected to the State requirement for water planning. Mr. Lynn replied that he does not know if they are necessarily connected yet. He stated that the ACSA has not started meeting with the regional planning group.

***g. ACSA Board Policy Future Issues Agenda 2024 –***

***h. 2025 ACSA Board of Directors Meeting Schedule –***

***i. 2025 ACSA Holiday Schedule –***

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

***7. ACSA Annual Investments Report***

Mr. Lunsford stated that Scott Fleming with PFM Asset Management would be providing the Board with an overview presentation of the ACSA's investment portfolio performance, as well as a general economic update from the State and national perspective (Attached as Pages\_\_\_\_\_).

Mr. Fleming stated that he would be providing the Board with a quick economic update and using that as a backdrop to discuss the ACSA's investment performance. He stated that PFM began managing the ACSA's funds in 2020, which was a very rough time for the country and globally. He stated that as they look at performance today, the Board will see that the ACSA has attempted to dig itself out of the hole that was a result of starting at that point.

Mr. Fleming moved to the first slide to discuss current market themes. He stated that when he was before the Board 12 months ago, he was talking about a labor market that continued to produce a lot of jobs and

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1 inflation that was getting closer to the Federal Reserve's target of 2%. He  
2 stated that there was strong growth in the country and all of that has,  
3 thankfully, not changed. He mentioned that there was a little weakening in  
4 the labor market but overall, it is moving along in a solid manner. He noted  
5 that what has changed is that 12 months ago, he was talking about when  
6 the Federal Reserve (Fed) was going to start cutting rates and now he is  
7 talking about when they will stop cutting rates. He stated that they cut rates  
8 in September, after the presidential election, and again yesterday. He stated  
9 that the Fed has cut rates one full percentage point, and they have a dual  
10 mandate to ensure there is maximum employment, which is around 4%-5%  
11 unemployment rate, and that inflation remains in check. He added that they  
12 were seeing more labor weakness, thus they began cutting rates now that  
13 inflation is coming down.

14 Mr. Fleming mentioned that there has also been a presidential  
15 election since the last time he spoke to the Board, which has created a lot  
16 of uncertainty. He stated that tariffs, taxes, immigration, and deregulation  
17 are all things that will impact the financial markets and the ACSA's  
18 investment portfolio going forward. He mentioned that last year at this time,  
19 the focus was on what the Fed was doing, but now they must also keep an  
20 eye on what is going on in Washington, D.C.

21 Mr. Fleming stated that the next slide shows the overall inflation trend  
22 on the graph of the Personal Consumption Expenditures (PCE) Index,  
23 which is the Fed's preferred index to look at. He noted that the graph shows  
24 inflation moving back down towards the Fed's 2% target. He mentioned,  
25 however, that the October 2024 numbers show a little bit of a bounce, which  
26 is a bit worrisome. He noted that the Fed is keeping track of this, as a  
27 reacceleration in inflation would be harmful to everyone.

28 Mr. Fleming stated that the biggest driver of inflation overall is the  
29 shelter component, as he moved to the next slide illustrating the FHFA  
30 House Price Index. He stated that housing prices have been the biggest  
31 contributor to the tune of 68% of inflation. He mentioned that he thought it

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1 would be interesting for the Board to see what is happening with housing  
2 prices at the local level. He noted that last year, housing prices in Virginia  
3 increased 6.3%, compared to 5.1% on the national level. He stated that  
4 around 2023 is when Virginia began to outpace the national average in  
5 terms of housing price increases.

6 Mr. Fleming stated that what is hopefully of interest to the Board is  
7 the amount of building permits that are being issued, both in the  
8 Commonwealth and across the country. He stated that the graph on the  
9 next slide shows a three-month average (August, September, October). He  
10 noted that the increase from the prior year's three-month average was a 6%  
11 increase, which is a good amount above the national average of 1%. He  
12 added that mid-year this year is when Virginia began to outpace the national  
13 average in terms of building permits issued.

14 Ms. Swanson asked what the implication is of these numbers. Mr.  
15 Fleming replied that the implication is that Virginia's economy is a little  
16 stronger than the national average. He stated that despite Virginia housing  
17 prices increasing quicker than the national average, there is still pent-up  
18 demand and money to be spent. Ms. Swanson stated that locally, it just  
19 means that housing prices are high and therefore people cannot afford to  
20 live here. Mr. Fleming replied that it is amazing to see that no matter how  
21 high prices are getting, people are still finding a way to pay them. Mr.  
22 Parcels added that the number of permits issued remains high, which  
23 means construction is still occurring. He mentioned that in terms of  
24 investing, however, it is just one component.

25 Mr. Fleming moved to the next slide to look at the labor market. He  
26 stated that on the left-hand side of the slide is the three-month average. He  
27 noted that while the average in November 2024 is lower than that of 2023  
28 and 2022, historically speaking it is still in good shape. He mentioned that  
29 the same is true with the unemployment rate illustrated on the right-hand  
30 side of the slide. He mentioned that the unemployment rate is currently at  
31 4.2%, which is a bit higher than when he last presented to the Board in

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1 December 2023. He noted, however, that it is lower than the historical  
2 average which is closer to 6%.

3 Mr. Fleming stated that the next slide shows the average  
4 unemployment rate for Virginia, which has continually been on the correct  
5 side. He mentioned that it is now at 3%, while the national average is just  
6 over 4%. He noted that Virginia has the sixth lowest unemployment rate in  
7 the country. He added that South Dakota has the lowest rate at 1.9%, which  
8 means that Virginia is only 1% higher than the lowest rate in the country.  
9 Mr. Parcels added that, on the other hand, this makes for a tight job market  
10 which results in higher wages. Mr. Fleming concurred and stated that every  
11 action has an opposite reaction.

12 Mr. Fleming stated that looking at how that all plays into rates overall,  
13 he would point the Board to the two top graphs on the next slide illustrating  
14 U.S. Treasury yields. He stated that the three-month rate is important  
15 because part of the ACSA's investment portfolio, which is the part PFM  
16 does not manage, is in the Local Government Investment Pool (LGIP) which  
17 is run by the Virginia Treasury in Richmond. He noted that the three-month  
18 average is closer to the LGIP term or duration. He noted that the two-year  
19 average is closer to the term of the funds that PFM manages. He mentioned  
20 that the overall trend is that rates peaked and then started to come down.  
21 He added that the five and ten-year average rates at the bottom of the slide  
22 look more long-range in terms of inflation and growth across the country.

23 Mr. Fleming stated that the next slide is a heat map of factors to  
24 consider over the next 6-12 months, in terms of how PFM manages assets  
25 on the ACSA's behalf. He stated that he likes to look at the slide in columns,  
26 pairing up global monetary policy with U.S. financial conditions and so on.  
27 He mentioned that the Fed has lowered rates which means the monetary  
28 policy is easier, which should eventually lower mortgage and car loan rates,  
29 and make financial conditions easier. He noted that they do not see a  
30 change in that over the next 6-12 months.

**Albemarle County Service Authority Board of Directors**

1           Mr. Fleming stated that the outlook on global economic growth  
2 reflected on the slide is as of the end of September. He stated that a lot has  
3 happened between then and now, thus the dot would probably be more in  
4 the neutral category currently. He stated that there are some systemic  
5 issues in other countries like Europe and Asia that are going to impact the  
6 overall economic growth. He stated that that consumer spending in the U.S.  
7 continues to be strong, but the graph shows it in the neutral category for the  
8 next 6-12 months because there needs to be some moderation in the pace  
9 of overall spending.

10           Mr. Fleming stated that inflation in the U.S. is moving downward. He  
11 stated that it is not quite 2%, but it is headed in the right direction. He added  
12 that labor markets are moderating as well.

13           Mr. Parcels stated that the Briggs Group and other nations are  
14 attempting to come up with a different world currency. He asked if PFM  
15 could dial into any of that as a factor when investing. Mr. Fleming replied  
16 that it has been in the works for a long time and has been in the back of  
17 their minds, but it is such a globally systemic change that the implications  
18 would be enormous across the curve. He stated that as far as near-term  
19 changes, they do not see that happening, so it is not figured into their  
20 investment strategies.

21           Ms. Palmer asked why the mortgage rates for homes have not  
22 responded as much to lower interest rates as one would expect. Mr.  
23 Fleming replied that there are a lot of things that come into play when  
24 looking ahead 10 years such as long-term growth and inflation. He stated  
25 that what might be coming with regard to policy in Washington, D.C. such  
26 as tariffs, could cause additional inflation. He stated that there are also  
27 additional risks when holding a U.S. Treasury for 10 years, thus investors  
28 want compensation for that additional risk.

29           Ms. Palmer stated that she suspects they will see commercial rentals  
30 factoring in higher inflation. Mr. Fleming concurred. He stated that the chief  
31 worry for all managing assets is that inflation goes back up. He stated that



**Albemarle County Service Authority Board of Directors**

1 it erodes purchasing power, yields, etc. He mentioned that looking forward,  
2 an additional amount of inflation will have to be built into rates.

3 Mr. Fleming stated that the next slide moves into the ACSA's  
4 investment program update. He stated that on the right-hand side of the  
5 slide is a simple pie chart that shows the mix of funds PFM manages and  
6 the funds that are managed through the Virginia LGIP, totaling about \$53.7  
7 million. He mentioned that PFM began managing funds for the ACSA in  
8 2020, using a relative value management style. He stated that the ACSA  
9 has 14 investment types under the investment policy. He noted that PFM  
10 looks at all of them together and determines the best relative value within  
11 that product type, and then invests according to the ACSA's objectives of  
12 safety, liquidity, and yield. He added that there is a performance benchmark  
13 with an average duration of under 16 months.

14 Mr. Fleming moved to the next slide showing a 3<sup>rd</sup> quarter managed  
15 portfolio snapshot. He stated that the upper lefthand corner lists the portfolio  
16 statistics, which shows the portfolio and benchmark duration at just over a  
17 year. He mentioned that with all the potential changes coming, it does not  
18 make a lot of sense to extend or shorten that duration. He noted that the  
19 yield on the portfolio is 4.4%, and the credit quality rating is AA. He stated  
20 that the portfolio is well- diversified both in terms of credit quality and the  
21 types of investments.

22 Mr. Parcels shared a graph that he created with the Board. He noted  
23 that the orange line was the ICE benchmark, which is from a graph that they  
24 provide on annual performance. He stated that there was a dip in 2020, as  
25 Mr. Fleming mentioned earlier. He noted to PFM's credit, however, the  
26 ACSA performed way better. He noted in the subsequent year, the ACSA  
27 did not do as well as the ICE which rebounded rather smartly, and even into  
28 2023. Mr. Fleming replied that Mr. Parcels is looking at yield versus total  
29 return, which is a bit different.

30 Mr. Tolbert asked if the benchmark is a national benchmark. Mr.  
31 Fleming replied that the benchmark is one that PFM has chosen, which is

**Albemarle County Service Authority Board of Directors**

1 a standard U.S. Treasury benchmark. Mr. Tolbert stated that the ACSA's  
2 portfolio that PFM manages has a 4.4% yield, but it would be interesting to  
3 know what the LGIP yield is. Mr. Fleming stated that the LGIP yield is higher  
4 at 5.25% as of September but there is a reason for that. He stated that there  
5 is something called an inverted yield curve. He stated that overnight, one  
6 week, and one-month securities have been yielding much higher than one,  
7 two, and three-year securities over the last couple of years. He noted that  
8 this is a phenomenon that usually only takes place when going into or  
9 coming out of a recession. He stated that the old saying "cash is king," has  
10 been true over the past few years in that the funds invested in the LGIP  
11 have been earning higher. He noted, however, that they are about to enter  
12 a different scenario. He stated that as the Fed lowers rates, the LGIP yield  
13 will go down very quickly because the average term of that fund is only 1-2  
14 months. He added that the longer-term investments will hold up better  
15 during this scenario.

16 Ms. Swanson stated that she has come to understand that the LGIP  
17 is a "set and forget" situation. She stated that there is not a lot of looking for  
18 better returns, which is what PFM provides in figuring out how to best  
19 navigate markets or investments that might have more volatility. She asked  
20 if, in a year's time, it would still be a good choice to have some of the ACSA's  
21 investments in the LGIP. Mr. Fleming replied that diversification is key, so  
22 they always want to have some investments in the LGIP. He stated that  
23 there is risk with the LGIP, but it is AAA rated. He stated that if Ms. Swanson  
24 is asking if the ACSA should change that mix, he would say no. He noted  
25 that with the 60/40 split, the ACSA gets the liquidity and extra yield from the  
26 LGIP but also has the long-term portfolio for those funds that will not be  
27 touched for a long period of time.

28 Ms. Swanson stated that she is worried about the implications of  
29 cryptocurrencies making their way into certain portfolios as a strategy. She  
30 asked where cryptocurrencies fit into all of this. Mr. Fleming replied that,  
31 except for Florida, it is not currently permissible to invest in

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1 cryptocurrencies. Ms. Palmer added that they can also invest in the general  
2 stock market in Florida. Mr. Fleming concurred and noted that it is  
3 permissible in Virginia as well, but only with certain funds such as pension.  
4 He noted that the Virginia Code is very specific when it comes to  
5 investments. He stated that when the ACSA set its investment policy, they  
6 first looked at the Virginia Code, then the ACSA had the authority to restrict  
7 investment types even further.

8 Mr. Parcells stated that being able to include the supranationals in  
9 the portfolio was a good thing. Mr. Fleming concurred. He stated that  
10 supranationals are higher rated than U.S. Treasuries and there is also an  
11 increase in yield above U.S. Treasuries.

12 Mr. Fleming moved to the next slide to look at the portfolio value. He  
13 stated that the graph starts from inception and provides a transparent view  
14 of the ACSA's portfolio value up until now. He noted that in 2020 rates were  
15 near zero and there is a bit of a flat line. He stated that this make sense as  
16 there was not a lot in the way of yield. He mentioned the dip in 2022 and  
17 noted that when rates go up as they did in 2022-2023, the value of securities  
18 typically go in the opposite direction. He stated that, however, they stayed  
19 the course and now the value of the portfolio is increasing. He added that  
20 as of the end of November, the portfolio has a value of \$32 million.

21 Mr. Fleming moved on to the PFMAM portfolio performance review  
22 on the last slide. He stated that the top graph on the slide shows the portfolio  
23 yield, which was 4.47% as of September. He stated that this is different than  
24 total return, which is shown on the lower graph. He stated that total return  
25 takes into account the amount of income the ACSA is earning, but it also  
26 takes into account the market value changes of the portfolio. He noted that  
27 in the 3rd quarter, the value of securities went up and there was income  
28 being earned on those securities. He noted that the value went up 6.6% in  
29 those three months. He stated that, to Mr. Tolbert's point earlier, PFM takes  
30 a benchmark and compare it to see if they are adding value to the portfolio.

**Albemarle County Service Authority Board of Directors**

1 He stated that the average has been to beat the benchmark by about 35  
2 basis points per quarter.

3 Ms. Palmer asked if the net total return includes PFM's fees. Mr.  
4 Fleming replied yes. He stated that it is a sliding scale, but they are charging  
5 about 11 basis points, which is stripped out of the total return.

6 Mr. Parcels stated that he had one more small point. He stated that  
7 the presentation shows a portfolio value of \$32,275,000 but the investment  
8 number in the Board's month-end report was \$32,180,000. He stated that  
9 he was curious as to what the difference is. Mr. Fleming replied that the only  
10 thing he can think of is he has included accrued interest and cash in the  
11 total market value, thus there may be a subset of numbers that the Board  
12 is not seeing.

13 Mr. Parcels stated that a corollary then would be the accrued interest  
14 which fluctuates as opposed to increasing month by month. Mr. Fleming  
15 replied that it is a matter of different securities paying off within a month. He  
16 stated that at any given point, there is accrued interest building in some  
17 securities and others paying off, so the accrued interest goes away.

18 Ms. Palmer noted the slide in the presentation titled "Learn With Us,"  
19 and asked if there were any free webinars that the Board can watch. Mr.  
20 Fleming replied yes. He noted that PFM has monthly market updates and  
21 other educational webinars. He stated that they can add the Board to the  
22 distribution list.

23 Mr. Parcels asked if the ACSA had sufficient additional reserves that  
24 they can add to the portfolio. Mr. Lunsford replied that the ACSA recently  
25 transferred \$3 million from the LGIP to its operating cash account. He stated  
26 that CIP projects are coming to fruition, with the Crozet Phase 4 Water Main  
27 Replacement project being a great example, and RWSA costs are  
28 substantially higher this year. He stated that they are beginning to use some  
29 of the reserves as planned. He added that the ACSA is not in the stage of  
30 funding those investments, as they are currently using some of those

**Albemarle County Service Authority Board of Directors**

1 investments. Mr. Fleming added that when it comes to the managed funds,  
2 those are funds that typically will not be touched for 1-2 years.

3 Ms. Swanson asked if RWSA has a portfolio manager. Mr. Lunsford  
4 replied that he knows they are in the LGIP, he thinks they are in the Virginia  
5 Investment Pool (VIP), and he believes they also hold some U.S.  
6 Treasuries, but he is not sure who manages that aspect for them.

7 Mr. Parcels asked if the ACSA was unique as a utility in terms of  
8 using PFM to manage money. Mr. Fleming replied no. He stated that they  
9 deal with a lot of authorities across the Commonwealth. He stated that in  
10 terms of the split, some are more skewed towards funds with PFM, and  
11 some are more skewed towards the LGIP. Ms. Swanson added that she  
12 recalls during the interview process before the ACSA hired PFM, there were  
13 stories about utilities attempting to internally manage funds and getting way  
14 in over their heads, so she thinks having PFM manage their funds is a good  
15 thing.

16

17 8. **FY 2026 Budget Guidelines and Schedule**

18 Mr. Parcels asked if Mr. Lunsford could mention the compensation  
19 study. Mr. Lunsford replied that the staff is in the process of reviewing initial  
20 reports. He stated that he believes there is more work to be done, but they  
21 expect to have recommendations for the Board by late winter or early spring,  
22 to incorporate into the budget.

23 Mr. Lunsford stated that the largest driver of the budget will be  
24 charges from RWSA. He stated that there was an initial meeting to review  
25 their 5-year CIP program and estimates on operating costs, and they are  
26 substantial.

27 ***Ms. Palmer moved to approve the Fiscal Year 2026 ACSA Budget and***  
28 ***Rate schedule, seconded by Mr. Parcels. The Chair asked for a roll-***  
29 ***call vote: Mr. Parcels, aye; Ms. Palmer, aye; Mr. Tolbert, aye; Mr.***  
30 ***Roberts, aye; Ms. Swanson, aye.***

31

Mr. Lunsford stated that the ACSA had a wonderful employee luncheon last Friday, and he thanked Ms. Swanson and Mr. Parcels for joining. He noted that the ACSA offices are closed through Monday-Wednesday of next week and will re-open on the 26<sup>th</sup>, and then closed again January 1<sup>st</sup>. Ms. Palmer stated that she was sorry she was not able to make the luncheon but heard it was a very nice affair.

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

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

<b>AGENDA TITLE:</b> Monthly Financial Reports	<b>AGENDA DATE:</b> January 16, 2025
<b>STAFF CONTACT/PREPARER:</b> Tanya Johnson, Director of Finance	<b>ACTION:</b> Informational
	<b>ATTACHMENTS:</b> Yes

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

**DISCUSSION:**

- Water consumption for the month of November increase 2.02% compared to October. Water consumption for the month of November 2024 compared to November 2023 increased 2.13%.
- RWSA's invoice of \$2,540,444 for the month of November was paid on December 10, 2024.
- Unearned water and sewer connection charges totaled \$1,488,799 at month end.
- System connection charges are ahead of budgeted expectations with \$222,000 recognized in December.
- Water and Wastewater revenues for FY 2025 are above budgeted expectations by 7.7%. Please see the water/wastewater trend analysis included illustrating that when adjustment for expected variations in seasonal consumption are considered, revenues are 2.3% higher than budgeted expectations.

**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



**ALBEMARLE COUNTY SERVICE AUTHORITY**

**STATEMENT OF NET POSITION**  
**December 31, 2024**

**ASSETS**

Cash and cash equivalents	\$ 10,011,495
Accounts receivable	5,555,548
Investments	50,555,465
Capital assets: (net of accumulated depreciation)	187,786,522
Inventory	708,452
Prepays	66,661
Cash and cash equivalents, restricted	<u>453,443</u>
 Total assets	 <u>255,137,586</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Combined deferred outflows of resources	<u>1,156,042</u>
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**LIABILITIES**

Accounts payable	3,597,406
Accrued liabilities	453,204
Compensated absences	836,470
Net pension liability	3,030,688
Other post-employment benefits	1,088,723
Unearned connection fees	1,488,799
Long-term debt	<u>3,662,648</u>
 Total liabilities	 <u>14,157,938</u>

**DEFERRED INFLOWS OF RESOURCES**

Combined deferred inflows of resources	<u>799,130</u>
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**NET POSITION**

241,336,560

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

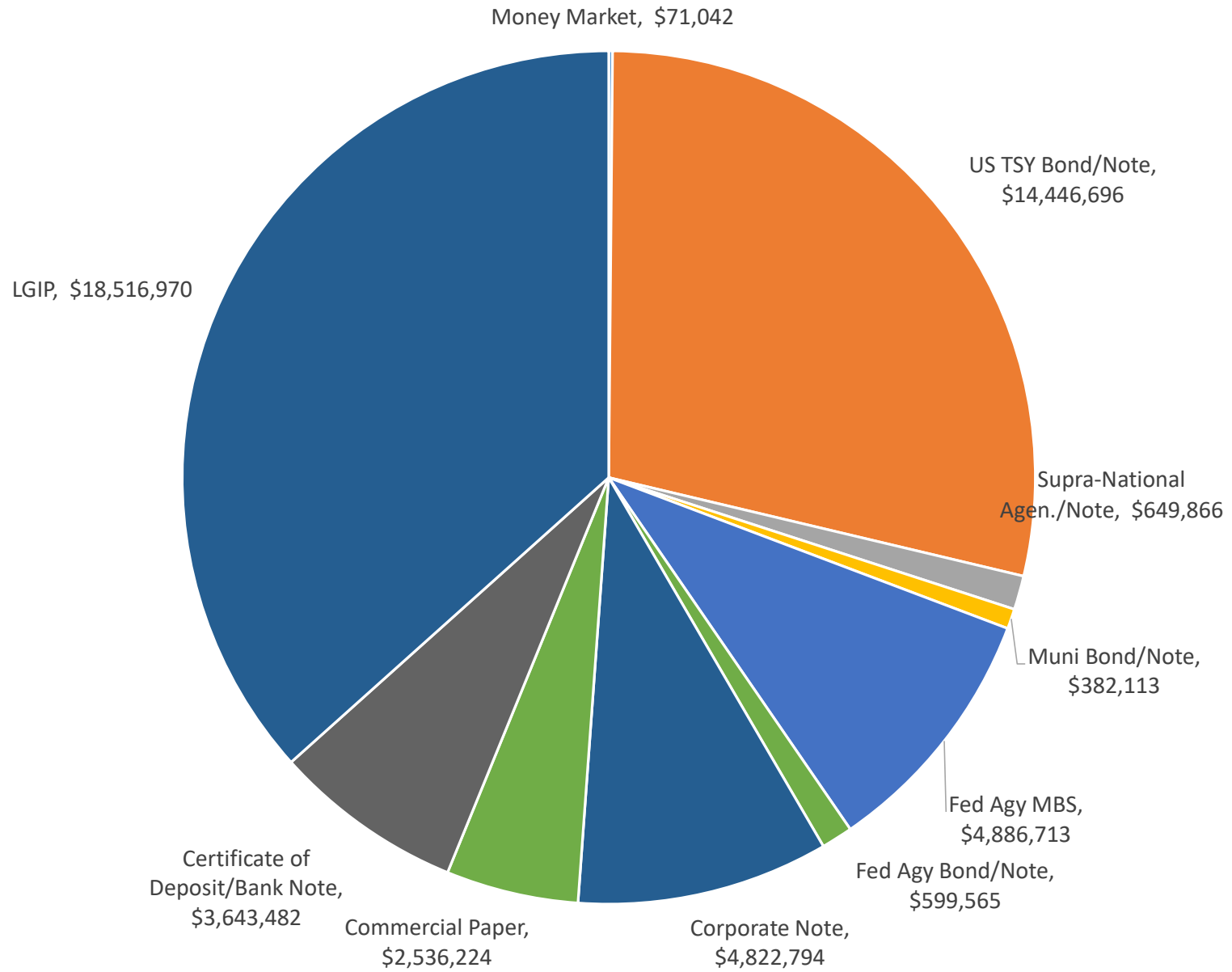
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	Budget FY 2025	Budget Year-to-Date 2025	November Actual Year-to-Date	Actual vs. Budget	Variance Percentage
<b>Revenues</b>					
Water Sales	22,650,000.	11,325,000.	12,409,891.	1,084,891.	9.58%
Sewer Service	17,850,000.	8,925,000.	9,403,639.	478,639.	5.36%
<b>Total operating revenues</b>	<b>40,500,000.</b>	<b>20,250,000.</b>	<b>21,813,530.</b>	<b>1,563,530.</b>	<b>7.72% A</b>
<b>Operating Expenses</b>					
Purchase of bulk water	(18,148,000.)	(9,074,000.)	(9,594,919.)	(520,919.)	5.74% B
Purchase of sewer treatment	(13,782,000.)	(6,891,000.)	(6,178,238.)	712,762.	(10.34%) B
Administration	(1,585,600.)	(792,800.)	(619,604.)	173,196.	(21.85%) C
Finance	(3,283,100.)	(1,641,550.)	(1,451,876.)	189,674.	(11.55%) C
Information Technology	(2,143,000.)	(1,071,500.)	(995,521.)	75,979.	(7.09%) C
Engineering	(2,631,400.)	(1,315,700.)	(1,265,381.)	50,319.	(3.82%) C
Maintenance	(5,092,000.)	(2,546,000.)	(2,635,159.)	(89,159.)	3.50% C
<b>Total operating expenses</b>	<b>(46,665,100.)</b>	<b>(23,332,550.)</b>	<b>(22,740,698.)</b>	<b>591,852.</b>	<b>(2.54%)</b>
<b>Operating gain(loss)</b>	<b>(6,165,100.)</b>	<b>(3,082,550.)</b>	<b>(927,168.)</b>	<b>2,155,382.</b>	<b>(69.92%)</b>
<b>Nonoperating Revenues</b>					
System connection charges	8,000,000.	4,000,000.	4,169,030.	169,030.	4.23% D
Investment/Interest Income	2,000,000.	1,000,000.	1,514,223.	514,223.	51.42% E
Rental income	16,000.	8,000.	7,373.	(627.)	(7.84%)
Miscellaneous revenues	761,000.	380,500.	382,657.	2,157.	0.57% F
<b>Total nonoperating revenues (expenses)</b>	<b>10,777,000.</b>	<b>5,388,500.</b>	<b>6,073,283.</b>	<b>684,783.</b>	<b>12.71%</b>
<b>Nonoperating Expenses</b>					
Miscellaneous expenses	(890,300.)	(445,150.)	(319.)	444,831.	(99.93%) G
Bond interest charges	(183,859.)	(91,930.)	(86,869.00)	5,061.	(5.50%) H
Depreciation	0.	0.	(2,284,655.)	(2,284,655.)	0.00% I
<b>Total nonoperating revenues (expenses)</b>	<b>(1,074,159.)</b>	<b>(537,080.)</b>	<b>(2,371,843.)</b>	<b>(1,834,763.)</b>	<b>341.62%</b>
<b>Capital contributions</b>	<b>0.</b>	<b>0.</b>	<b>751,542.</b>	<b>751,542.</b>	
<b>Change in Net Position</b>	<b>3,537,741.</b>	<b>1,768,871.</b>	<b>3,525,814.</b>	<b>1,756,943.</b>	<b>99.33%</b>

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

- A.** Water and sewer revenues were more than budgeted amounts by 7.7%. Consumption through December (gallons) appears reasonable considering the ACSA's normal seasonal consumption pattern. Additional 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 0.26%. Monthly billings prepared by the RWSA allocate total water/wastewater flows to the ACSA/City based on the consumption of each for the quarter immediately preceding.
- C.** Departmental operating budgets through the current month remain below budgeted expectations for the fiscal year. Departmental expenses will continue to be monitored throughout the fiscal year and are expected to align with the budget.
- D.** System connection charges are higher than the budgeted amount. Connection charges are often difficult to project and can fluctuate from year to year. These charges are dependent upon new customers connecting to the system.
- E.** Investment income, which includes both interest income and adjustments to fair market value are recorded in these accounts. Investment earnings are ahead of budgeted expectations through the current month.
- F.** Miscellaneous revenues consist of multiple lines and include inspection fees, plan review, reconnections/initial bill fees, invoiced water usage, and gains associated with sales of capital assets retired from service.
- G.** The budgeted amount includes expected outlays for capital equipment and other miscellaneous items. 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 **December 31, 2024**

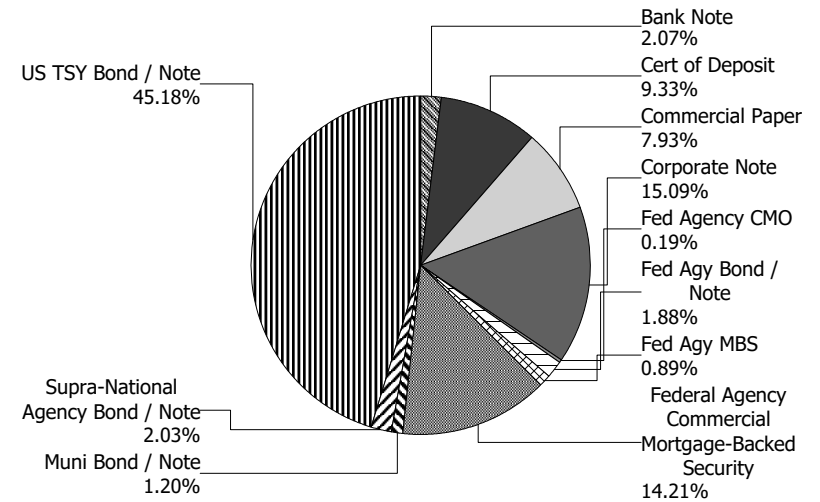
ACSA OPERATING FUNDS - 03100100

### Account Summary

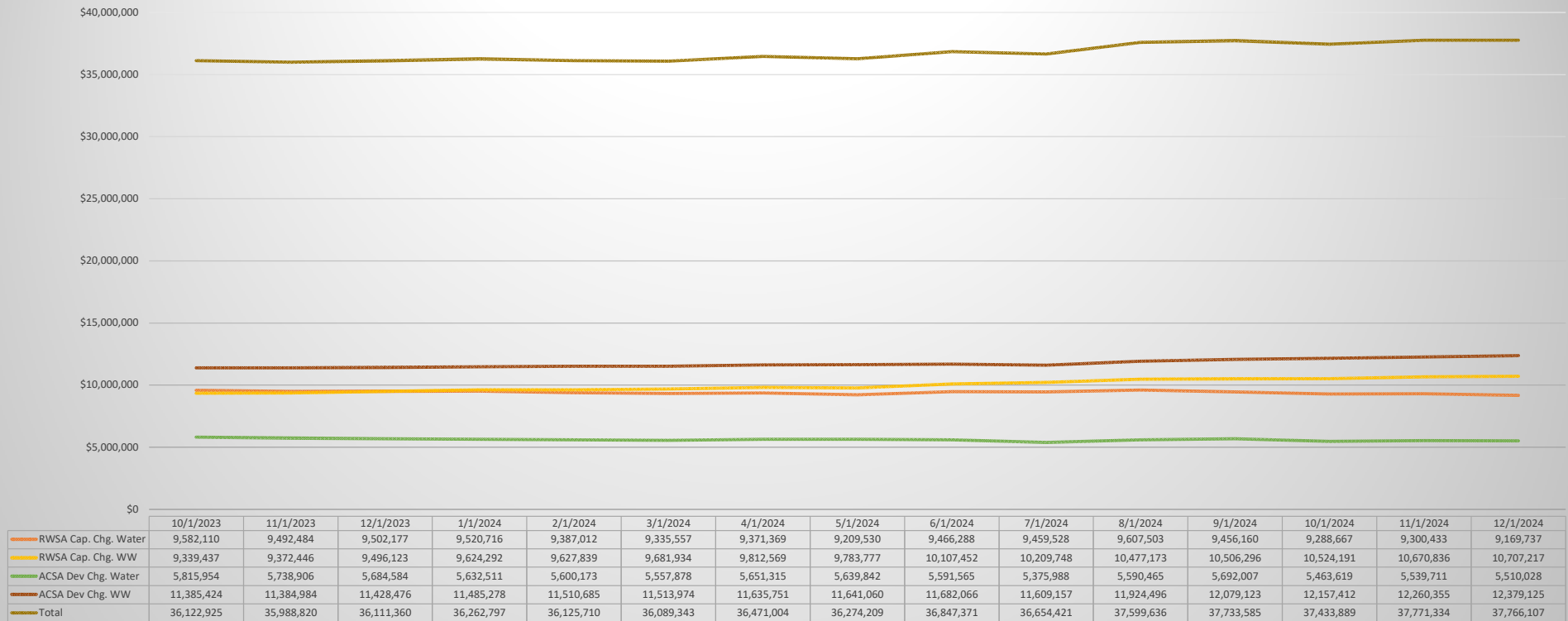
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	14,485,000.00	14,446,696.07	45.18
Supra-National Agency Bond / Note	650,000.00	649,865.88	2.03
Municipal Bond / Note	380,000.00	382,112.78	1.20
Federal Agency Mortgage-Backed Security	299,868.98	284,899.82	0.89
Federal Agency Commercial Mortgage-Backed Security	4,674,612.29	4,541,048.75	14.21
Federal Agency Collateralized Mortgage Obligation	67,062.57	60,764.66	0.19
Federal Agency Bond / Note	600,000.00	599,565.30	1.88
Corporate Note	4,840,000.00	4,822,793.59	15.09
Commercial Paper	2,575,000.00	2,536,223.68	7.93
Certificate of Deposit	2,975,000.00	2,982,712.63	9.33
Bank Note	655,000.00	660,769.10	2.07
<b>Managed Account Sub-Total</b>	<b>32,201,543.85</b>	<b>31,967,452.26</b>	<b>100.00%</b>
Accrued Interest		330,551.16	
<b>Total Portfolio</b>	<b>32,201,543.85</b>	<b>32,298,003.42</b>	

**Unsettled Trades** **0.00** **0.00**

### 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**  
**November 2024**

Area	November 2024 Monthly Connection Fees	November 2023 Monthly Connection Fees	\$ Change	% Change
Crozet	\$ 57,720	\$ 191,050	\$ (133,330)	-70%
Urban	554,940	617,505	(62,565)	-10%
Scottsville	-	-	-	
<b>Total Connection fees</b>	<b>\$ 612,660</b>	<b>\$ 808,555</b>	<b>\$ (195,895)</b>	<b>-24%</b>
Through November				
Area	YTD FY 2025 Connection Fees	YTD FY 2024 Connection Fees	\$ Change	% Change
Crozet	\$ 916,390	\$ 1,353,265	\$ (436,875)	-32%
Urban	3,030,640	2,243,135	787,505	35%
Scottsville	-	300	(300)	-
<b>Total Connection fees</b>	<b>\$ 3,947,030</b>	<b>\$ 3,596,700</b>	<b>\$ 350,330</b>	<b>10%</b>

Area	November 2024 ERC's	November 2023 ERC's	Change	% Change
Crozet	4	14	(10)	-71%
Urban	38	43	(5)	-12%
Scottsville	-	-	-	-
<b>Total ERC's</b>	<b>42</b>	<b>57</b>	<b>(15)</b>	<b>-26%</b>
Through November				
Area	YTD FY 2025 ERC's	YTD FY 2024 ERC's	Change	% Change
Crozet	64	94	(30)	-32%
Urban	209	155	54	35%
Scottsville	-	-	-	-
<b>Total ERC's - YTD</b>	<b>273</b>	<b>249</b>	<b>24</b>	<b>10%</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  
November 2024**

<b>Area</b>	<b>November 2024 ERC's</b>	<b>November 2023 ERC's</b>	<b>November 2022 ERC's</b>
<b>Crozet</b>	4	14	5
<b>Urban</b>	38	43	62
<b>Scottsville</b>	-	-	-
<b>Total ERC's</b>	42	57	67

<b>Through November</b>			
<b>Area</b>	<b>YTD 2025 ERC's</b>	<b>YTD 2024 ERC's</b>	<b>YTD 2023 ERC's</b>
<b>Crozet</b>	64	94	59
<b>Urban</b>	209	155	249
<b>Scottsville</b>	-	-	-
<b>Total ERC's - YTD</b>	273	249	308

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



**Albemarle County Service Authority  
Consumption Analysis  
Fiscal Year 2025**

	FY 2025 Consumption	FY 2024 Consumption		Monthly Precipitation (In.)	
				FY 2025	FY 2024
July	178,898,841	154,300,020	15.94%	2.97	5.44
August	167,569,158	170,746,002	-1.86%	4.56	2.51
September	168,622,791	176,070,325	-4.23%	11.90	2.98
October	154,505,280	165,947,566	-6.90%	1.89	0.59
November	157,629,026	154,337,781	2.13%	1.41	3.67
December		145,323,150	-100.00%		4.80
January		137,727,440	-100.00%		6.58
February		135,574,438	-100.00%		2.31
March		137,885,342	-100.00%		3.70
April		136,213,084	-100.00%		4.67
May		153,343,279	-100.00%		2.31
June		162,940,773	-100.00%		4.81
	827,225,096	1,830,409,200		22.73	44.37
<b>YTD</b>	827,225,096	821,401,694	0.71%	22.73	15.19

**Note:** Consumption through November 2024 is 0.71% more than the same period in fiscal year 2024. 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>.

**Albemarle County Service Authority  
Water and Sewer Charges from the RWSA  
Fiscal Year 2025**

	<b>FY 2025</b>	<b>FY 2024</b>	<b>Increase</b>	
	<b>RWSA Charges</b>	<b>RWSA Charges</b>	<b>(Decrease)</b>	
<b>July</b>	\$ 2,622,835	\$ 2,352,971	\$ 269,864	11.47%
<b>August</b>	2,648,222	2,352,440	295,782	12.57%
<b>September</b>	2,718,386	2,286,484	431,902	18.89%
<b>October</b>	2,733,598	2,277,041	456,557	20.05%
<b>November</b>	2,540,444	2,204,989	335,455	15.21%
<b>December</b>	2,510,685	2,249,566	261,119	11.61%
<b>January</b>		2,356,246		
<b>February</b>		2,269,378		
<b>March</b>		2,342,273		
<b>April</b>		2,265,591		
<b>May</b>		2,313,334		
<b>June</b>		2,283,431		
	<hr/>	<hr/>		
	\$ 15,774,170	\$ 27,553,743		
<hr/>				
<b>YTD</b>	\$ 15,774,170	\$ 13,723,490	\$ 2,050,679	14.94%

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



# Water and Sewer Report

(Volumes in Gallons)

November 2024

<b>Metered by Area:</b>	<b>Water</b>	<b>Sewer</b>
Crozet	19,345,366	17,020,987
Scottsville	1,081,914	768,527
Urban	137,153,562	114,868,787
Red Hill	48,184	0
<b>Total</b>	<b>157,629,026</b>	<b>132,658,301</b>

<b>Wastewater Flows by Sewer Plant:</b>	
Total Urban and Crozet	131,889,774
less Glenmore WRRF	(4,036,764)
Moore's Creek AWRRF	127,853,010
Scottsville WRRF	768,527
<b>Total</b>	<b>128,621,537</b>

<b>Number of Installed Meters:</b>	
Urban	41
Crozet	9
Scottsville	0
<b>Total</b>	<b>50</b>

<b>Hydrant Meter Consumption (billed by invoice):</b>	
Urban	509,900
Crozet	0
Scottsville	0
<b>Total</b>	<b>509,900</b>

<b>Unmetered Leak Consumption:</b>	
N/A	
<b>Total</b>	<b>0</b>

<b>Billed Consumption for Selected Customers</b>					
	<u>Water</u>	<u>Sewer</u>		<u>Water</u>	<u>Sewer</u>
Virginia Land Holding	265,600	265,600	Boar's Head Inn	534,808	460,541
Southwood Mobile Homes	1,527,500	1,740,000	Farmington, Inc.	1,092,479	468,088
Turtle Creek Apts.	1,682,754	1,678,416	Westgate Apts.	1,160,400	1,157,900
Barracks West Apartments	1,615,541	1,615,541	PR Charger C'ville Holdings	2,187,295	2,187,295
Monroe Health & Rehab.	766,556	766,556	Four Seasons Apts	1,745,251	1,745,251
Sunrise Senior "Colonnades"	777,519	649,298	Ch'ville/Alb Airport	150,486	151,537
ACRJ	936,610	850,610	State Farm	156,380	58,545
Westminster Canterbury	1,489,530	1,356,530	Hyatt @ Stonefield	599,502	585,219
SEMF Charleston	1,483,726	1,483,726	Doubletree	742,021	742,021
Martha Jefferson Hospital	1,947,106	1,312,173	Arden Place Apts	477,456	477,456
Crozet Mobile Home Village	214,117	214,117	Hilton Garden Inn	248,611	248,611
The Home Depot	348,078	348,078	The Blake @ Charlottesville	292,776	292,776
County of Albemarle	1,668,838	1,272,414	The Lodge @ Old Trail	267,097	267,097
University of Virginia	2,091,339	2,081,566	Gov't-Defense Complex	641,909	613,715
Wegmans	372,555	372,555	Harris Teeter Stores	148,304	148,304



November 2024

**WATER**

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	16,425	4,057	195	20,677
Multi-Family Residential	585	56	3	644
Commercial (Offices)	201	12	5	218
Commercial (Other)	938	77	54	1,069
Industrial	39	12	3	54
Institutional	174	32	12	218
<b>Total Water Connections</b>	<b>18,362</b>	<b>4,246</b>	<b>272</b>	<b>22,880</b>
<b>Plus Multiple Units</b>	<b>14,123</b>	<b>854</b>	<b>89</b>	<b>15,066</b>
<b>Total Water Units</b>	<b>32,485</b>	<b>5,100</b>	<b>361</b>	<b>37,946</b>

**SEWER**

Class Type	Number of Connections by Area			<u>Total</u>
	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	
Single-Family Residential	14,115	3,783	157	18,055
Multi-Family Residential	554	54	4	612
Commercial (Offices)	186	12	5	203
Commercial (Other)	730	52	42	824
Industrial	15	5	1	21
Institutional	136	25	11	172
<b>Total Sewer Connections</b>	<b>15,736</b>	<b>3,931</b>	<b>220</b>	<b>19,887</b>
<b>Plus Multiple Units</b>	<b>13,698</b>	<b>850</b>	<b>56</b>	<b>14,604</b>
<b>Total Sewer Units</b>	<b>29,434</b>	<b>4,781</b>	<b>276</b>	<b>34,491</b>

**POPULATION SERVED**

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

	<u>Urban</u>	<u>Crozet</u>	<u>Scottsville</u>	<u>Total</u>
<b>Total Water Customers</b>	76,370	12,278	710	89,358
<b>Total Sewer Customers</b>	69,533	11,583	533	81,648

**Albemarle County Service Authority  
Major Customer Analysis  
November 2024 and October 2024**

	November 2024		October 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
<b>Turtle Creek Apts.</b>	1,682,754	1,678,416	1,459,550	1,419,285	15.29%	18.26%
<b>Barracks West Apartments</b>	1,615,541	1,515,541	1,541,948	1,364,529	4.77%	11.07%
<b>Four Seasons Apts.</b>	1,745,251	1,745,251	1,714,907	1,688,989	1.77%	3.33%
<b>Westgate Apts.</b>	1,160,400	1,157,900	1,184,869	1,213,334	-2.07%	-4.57%
<b>SEMF Charleston</b>	1,483,726	1,483,726	1,553,689	1,396,995	-4.50%	6.21%
<b>PR Charger C'ville Holdings</b>	2,187,295	2,187,295	2,358,459	2,093,775	-7.26%	4.47%
<b>Southwood Mobile Homes</b>	1,527,500	1,740,000	1,808,700	2,180,000	-15.55%	-20.18%
<b>ACRJ</b>	936,610	850,610	1,169,960	776,800	-19.95%	9.50%
<b>Westmisnster Canterbury University</b>	1,489,530	1,356,530	1,971,300	1,486,570	-24.44%	-8.75%
<b>of Virginia</b>	2,091,339	2,081,566	2,865,166	2,299,065	-27.01%	-9.46%
<b>Martha Jefferson Hospital</b>	1,947,106	1,312,173	2,874,768	1,439,889	-32.27%	-8.87%
<b>County of Albemarle</b>	1,668,838	1,272,414	2,504,921	1,193,430	-33.38%	6.62%
<b>State Farm</b>	156,380	58,545	256,950	48,460	-39.14%	20.81%

**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**  
**November 2024 and November 2023**

	November 2024		November 2023		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
Turtle Creek Apts.	1,682,754	1,678,416	1,320,058	1,314,573	27.48%	27.68%
PR Charger C'ville Holdings	2,187,295	2,187,295	1,867,775	1,867,775	17.11%	17.11%
University of Virginia	2,091,339	2,081,566	1,806,319	1,802,029	15.78%	15.51%
Four Seasons Apts.	1,745,251	1,745,251	1,689,654	1,689,654	3.29%	3.29%
Westgate Apts.	1,160,400	1,157,900	1,146,477	1,146,477	1.21%	1.00%
County of Albemarle	1,668,838	1,272,414	1,675,338	1,207,671	-0.39%	5.36%
SEMF Charleston	1,483,726	1,483,726	1,504,049	1,504,049	-1.35%	-1.35%
Martha Jefferson Hospital	1,947,106	1,312,173	2,012,582	1,624,641	-3.25%	-19.23%
Westmisnster Canterbury Barracks	1,489,530	1,356,530	1,559,750	1,409,750	-4.50%	-3.78%
West Apartments	1,615,541	1,515,541	1,735,162	1,735,162	-6.89%	-12.66%
ACRJ	936,610	850,610	1,026,360	916,360	-8.74%	-7.18%
Southwood Mobile Homes	1,527,500	1,740,000	1,816,260	2,170,000	-15.90%	-19.82%
State Farm	156,380	58,545	1,559,290	1,393,160	-89.97%	-95.80%

**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 -- November**

	YTD FY 2025		YTD FY 2024		Increase(Decrease)	Increase(Decrease)
	Water*	Sewer*	Water*	Sewer*	Water Consumption	Sewer Usage
University of Virginia	13,040,040	13,005,030	10,603,822	10,585,773	22.97%	22.85%
County of Albemarle	11,551,038	5,796,339	10,081,388	5,904,714	14.58%	-1.84%
Turtle Creek Apts.	7,409,458	7,385,933	6,754,074	6,734,945	9.70%	9.67%
Martha Jefferson Hospital	13,044,647	6,898,066	12,336,892	6,714,095	5.74%	2.74%
ACRJ	5,321,020	4,463,020	5,208,920	4,441,920	2.15%	0.48%
PR Charger C'ville Holdings	10,541,666	10,541,666	10,424,403	10,424,403	1.12%	1.12%
Four Seasons Apts.	7,741,557	7,741,557	7,686,427	7,686,427	0.72%	0.72%
Westgate Apts.	6,017,175	6,009,675	6,023,535	6,017,635	-0.11%	-0.13%
Westmisnster Canterbury	8,590,710	8,001,710	8,651,720	8,134,720	-0.71%	-1.64%
Southwood Mobile Homes	8,777,090	9,620,000	8,990,160	10,650,000	-2.37%	-9.67%
SEMF Charleston	7,292,470	7,292,470	7,885,251	7,885,251	-7.52%	-7.52%
Barracks West Apartments	7,386,041	7,286,041	8,517,880	8,517,880	-13.29%	-14.46%
State Farm	2,919,000	2,086,791	9,990,410	9,261,883	-70.78%	-77.47%

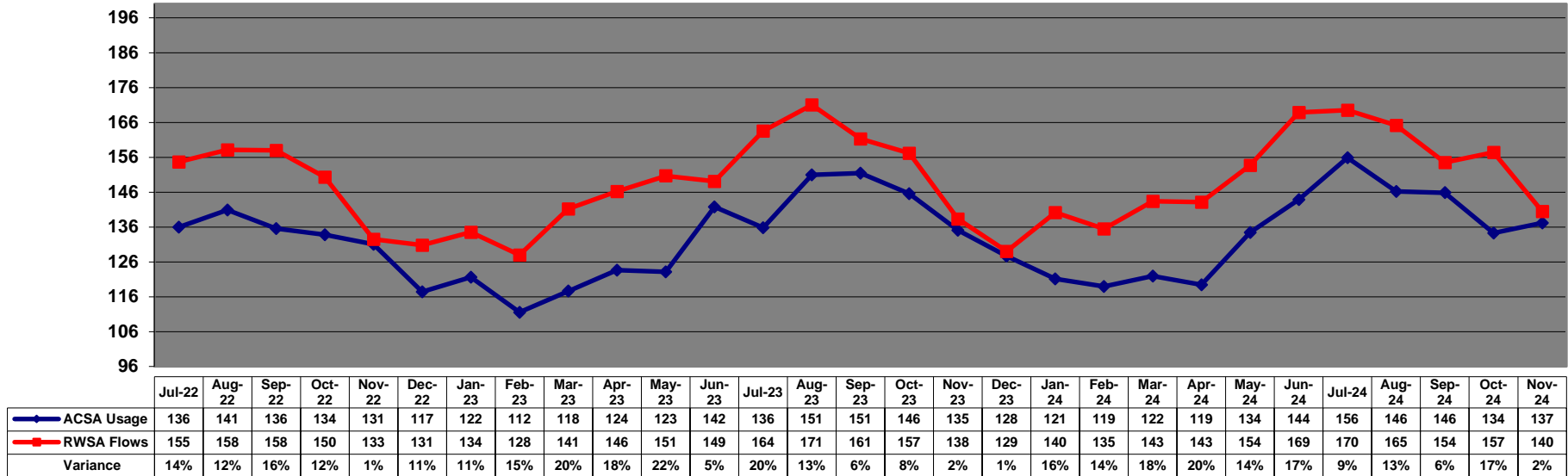
**Note: Only major customers of the ACSA have been analyzed above. For purposes of this analysis, major customers are those who, on average, consume over one million gallons per month. Variations can occur for a variety of reasons including but not limited to: conscious conservation efforts, expansion,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

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

# FY 2023, 2024, and 2025 Urban Water Comparison RWSA Flows & ACSA Customer Usage

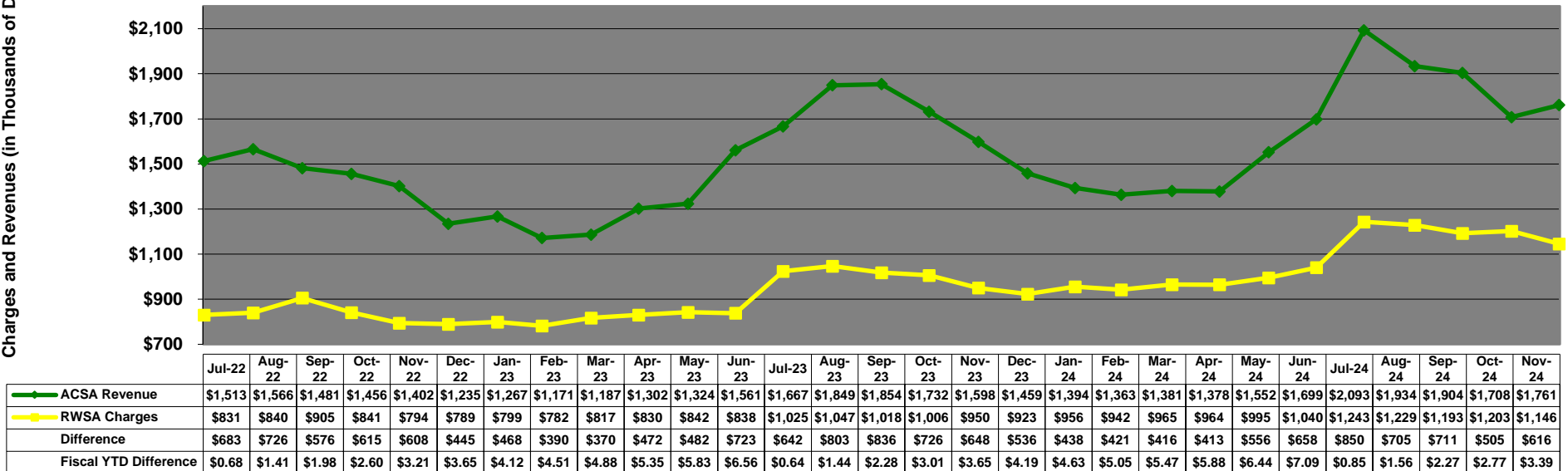
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Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

## FY 2023, 2024, and 2025 Urban Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

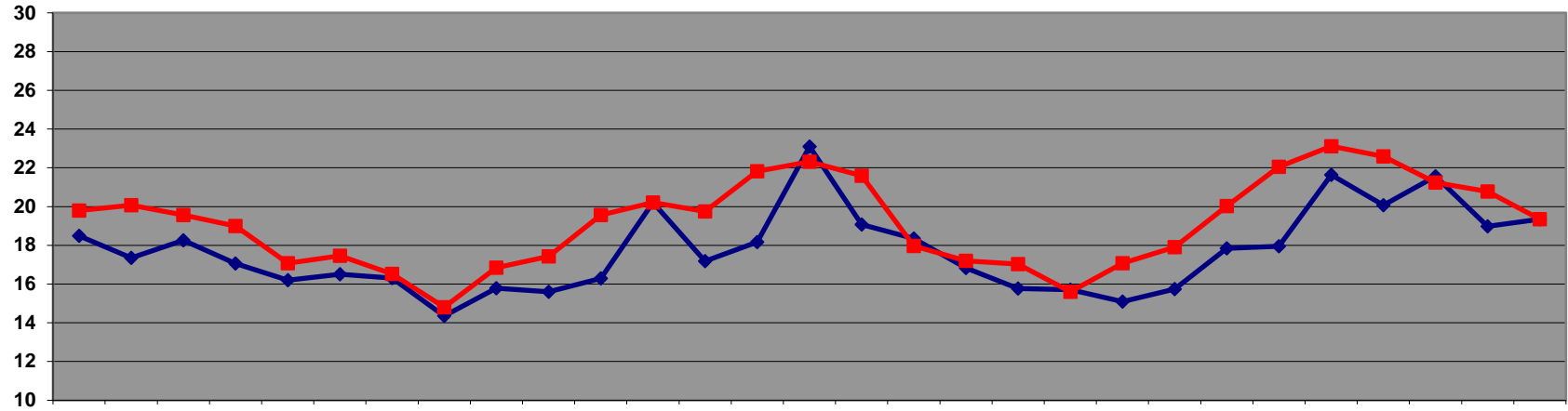


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

# FY 2023, 2024, and 2025 Crozet Water Comparison RWSA Flows & ACSA Customer Usage

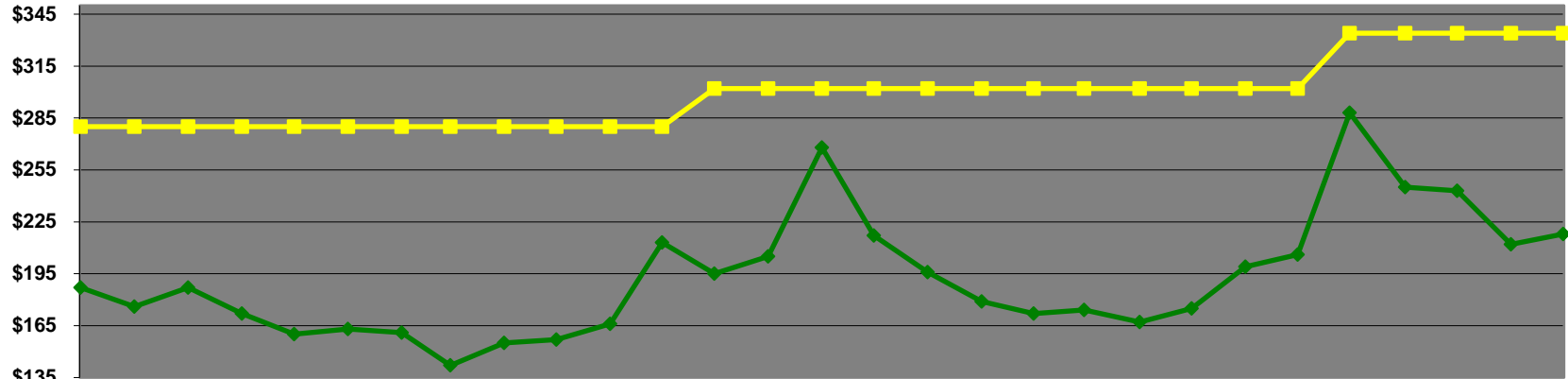
65

Flows & Usage (in Millions of Gallons)



# FY 2023, 2024, and 2025 Crozet Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues

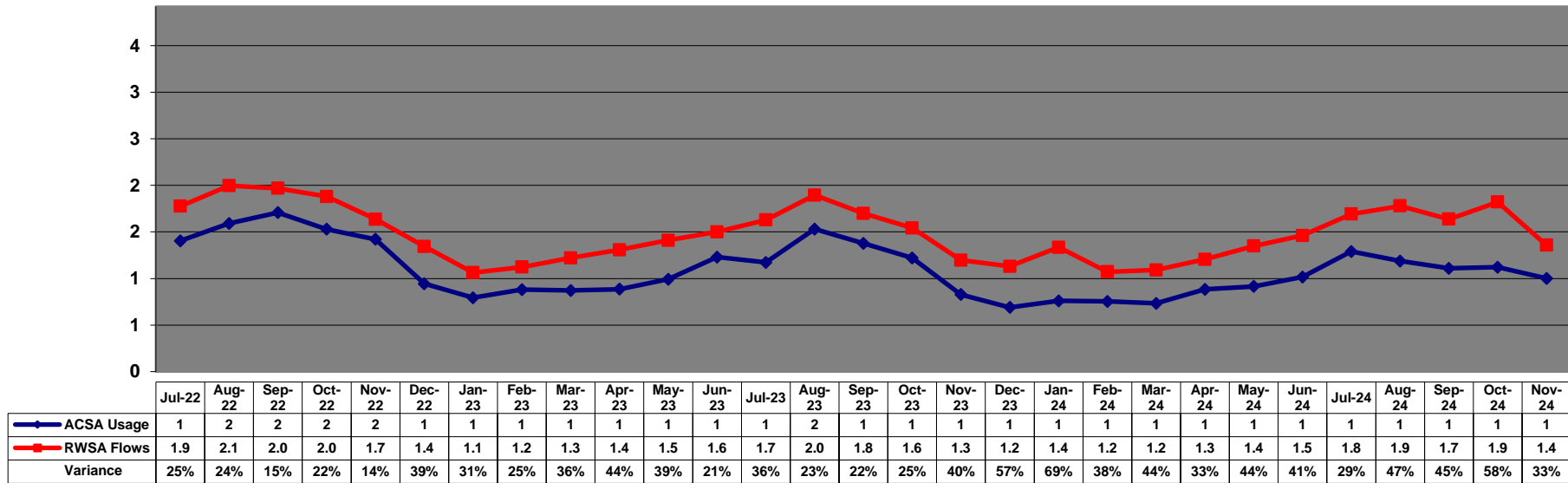
Charges and Revenues (in Thousands of Dollars)



# FY 2023, 2024, and 2025 Scottsville Water Comparison RWSA Flows & ACSA Customer Usage

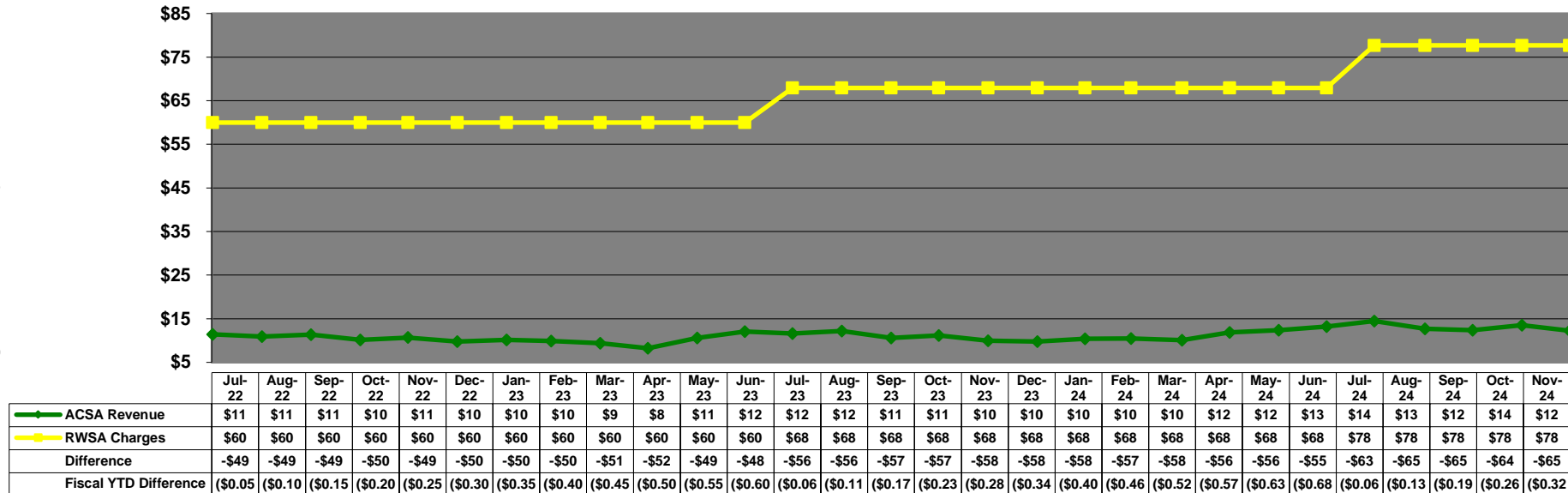
66

Flows & Usage (in Millions of Gallons)



Charges and Revenues (in Thousands of Dollars)

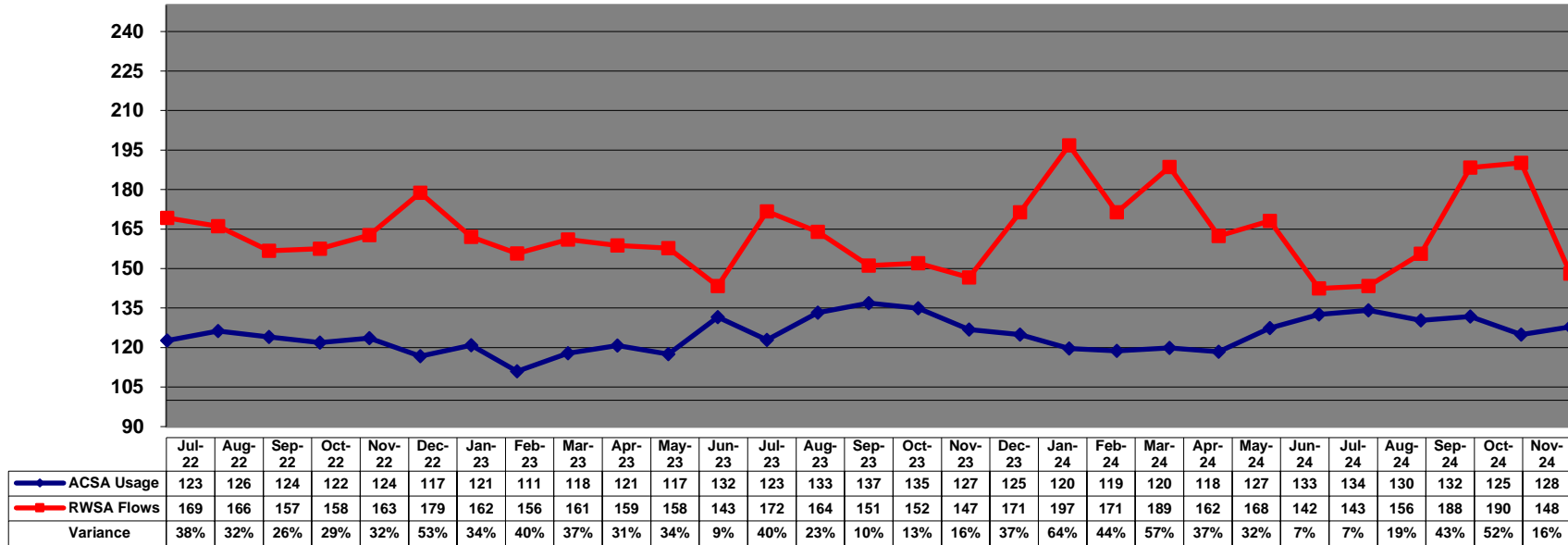
## FY 2023, 2024, and 2025 Scottsville Water Comparison RWSA Billed Water Charges & ACSA Billed Water Revenues



**FY 2023, 2024, and 2025 Urban (including Glenmore) & Crozet Sewer Comparison  
ACSA Customer Usage & RWSA Flows**

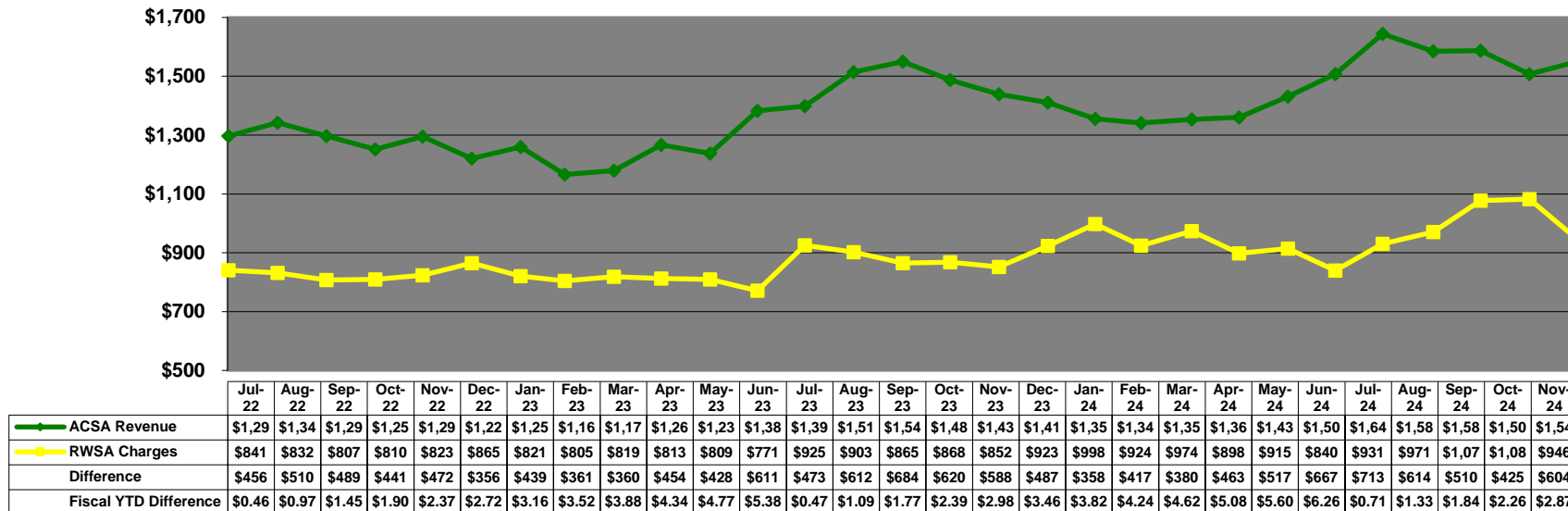
67

Usage & Flows (in Millions of Gallons)



**FY 2023, 2024, and 2025 Urban (including Glenmore) & Crozet Sewer Comparison  
ACSA Billed Sewer Usage & RWSA Billed Sewer Charges**

Charges & Revenues (in Thousands of Dollars)

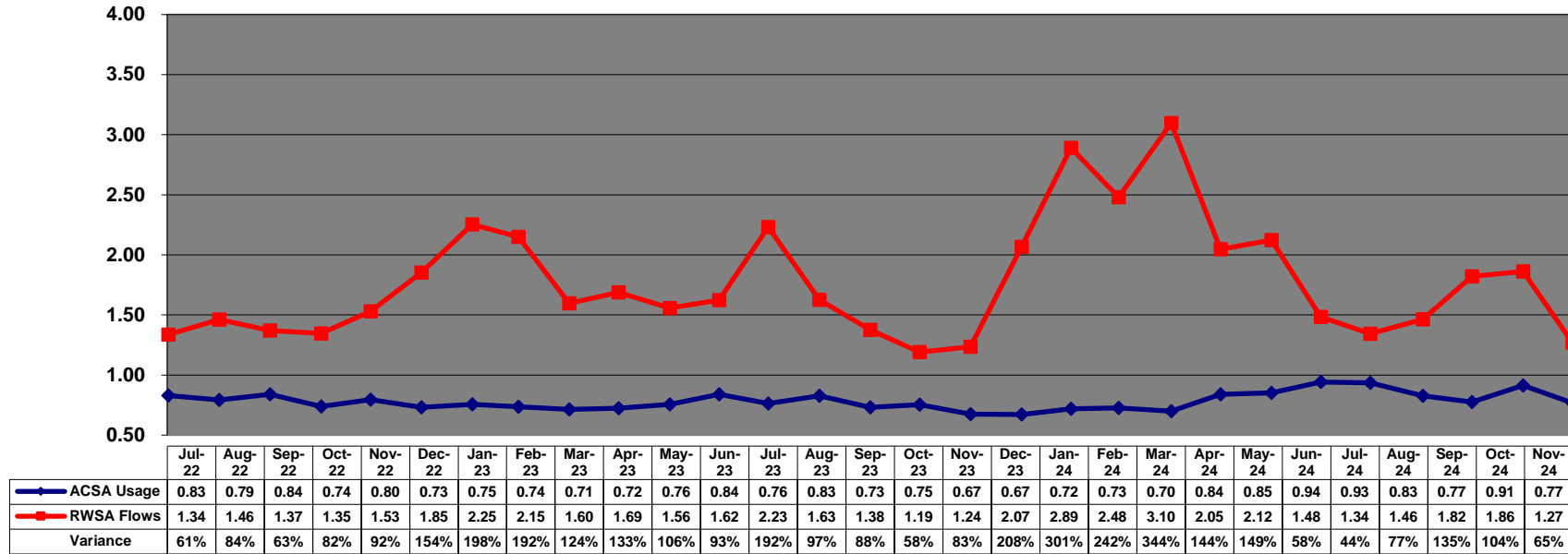


Note: Fiscal YTD Difference (ONLY) in Millions of Dollars

# FY 2023, 2024, and 2025 Scottsville Sewer Comparison ACSA Customer Usage & RWSA Flows

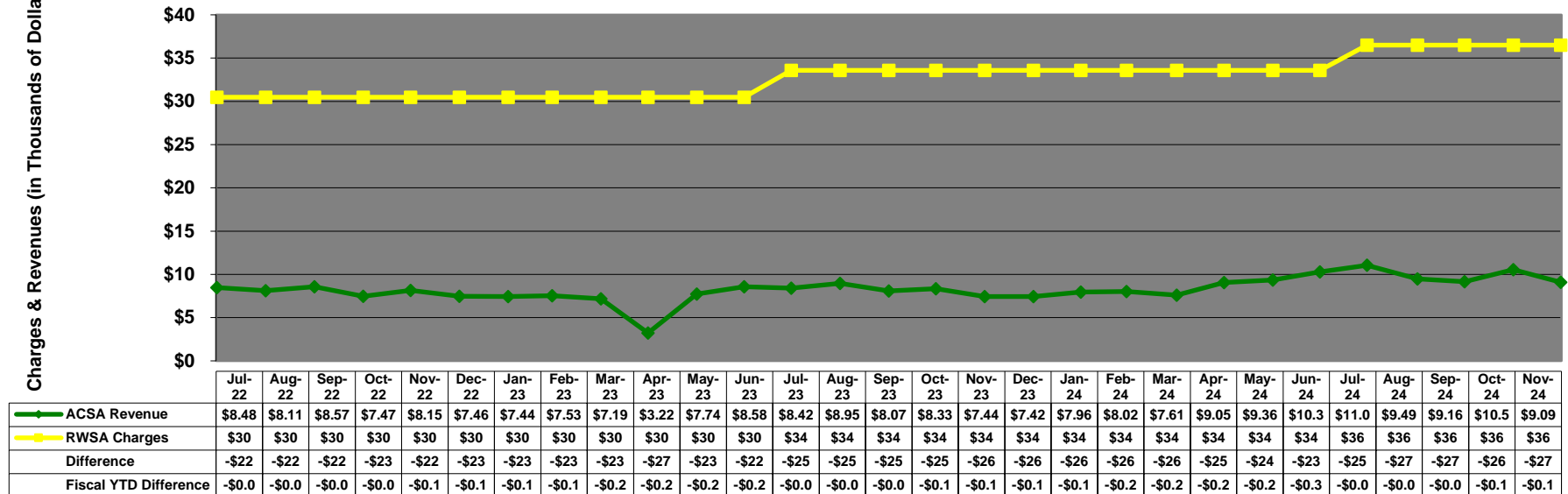
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Usage & Flows (in Millions of Gallons)



# FY 2023, 2024, and 2025 Scottsville Sewer Comparison ACSA Billed Sewer Usage & RWSA Billed Sewer Charges

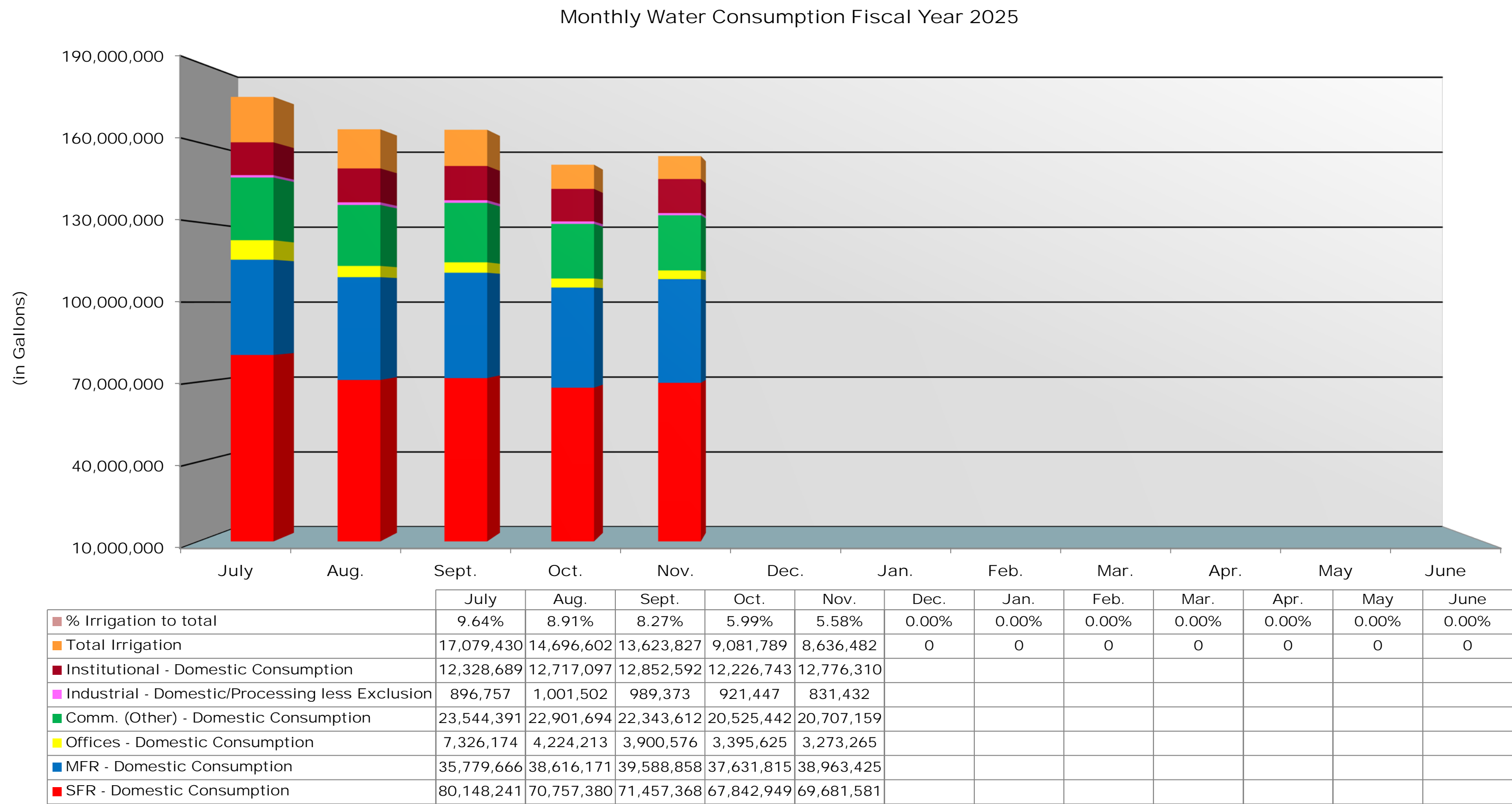
Charges & Revenues (in Thousands of Dollars)



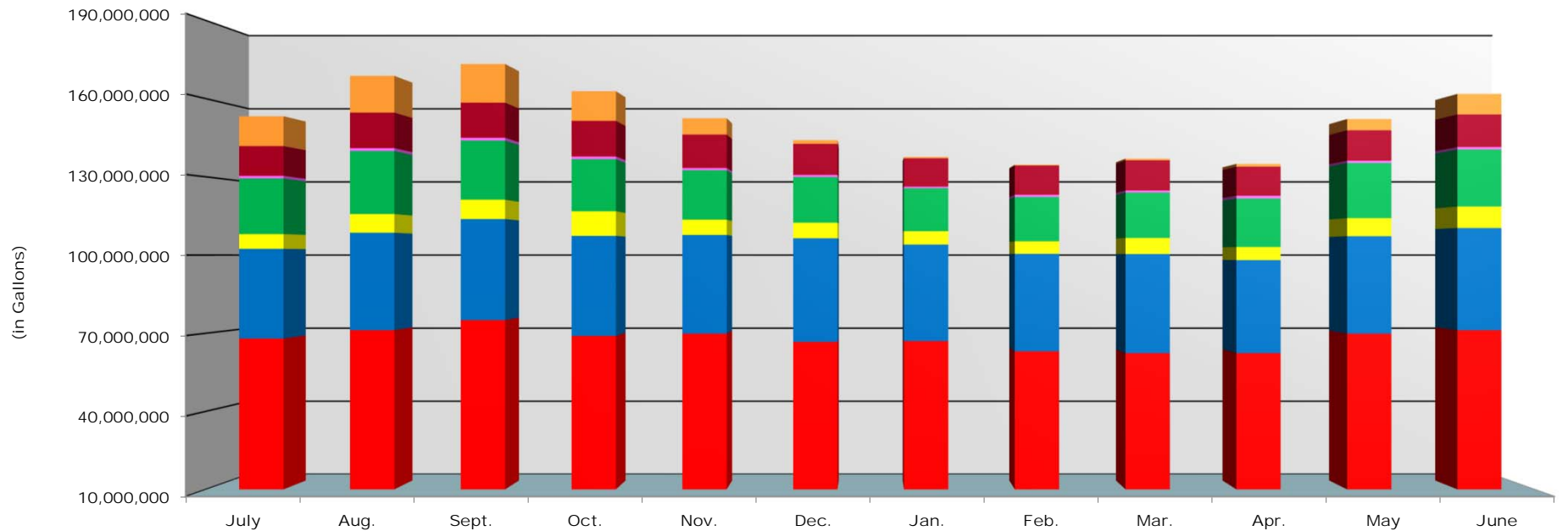
Note: Fiscal YTD Difference (ONLY) in Millions of Dollars



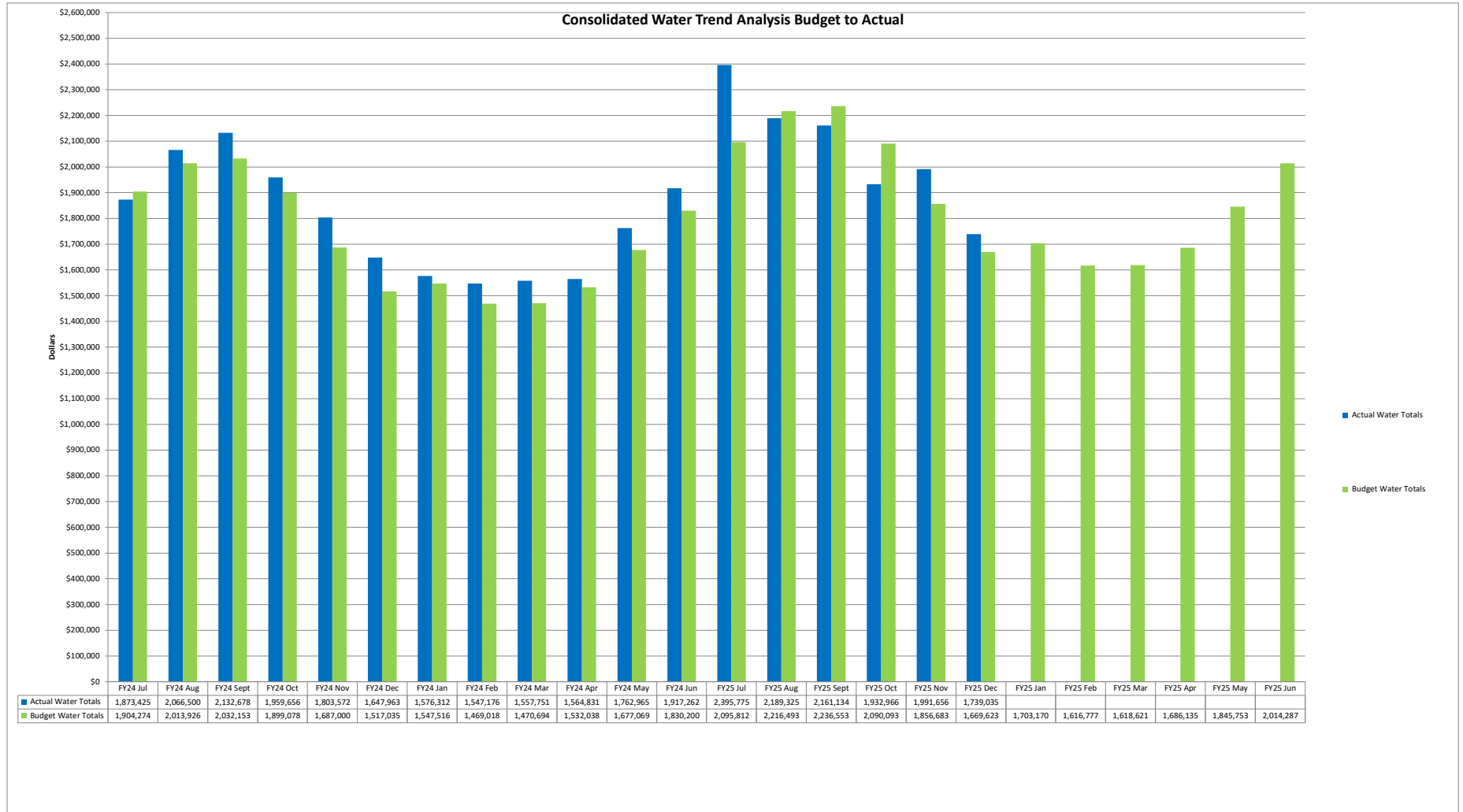


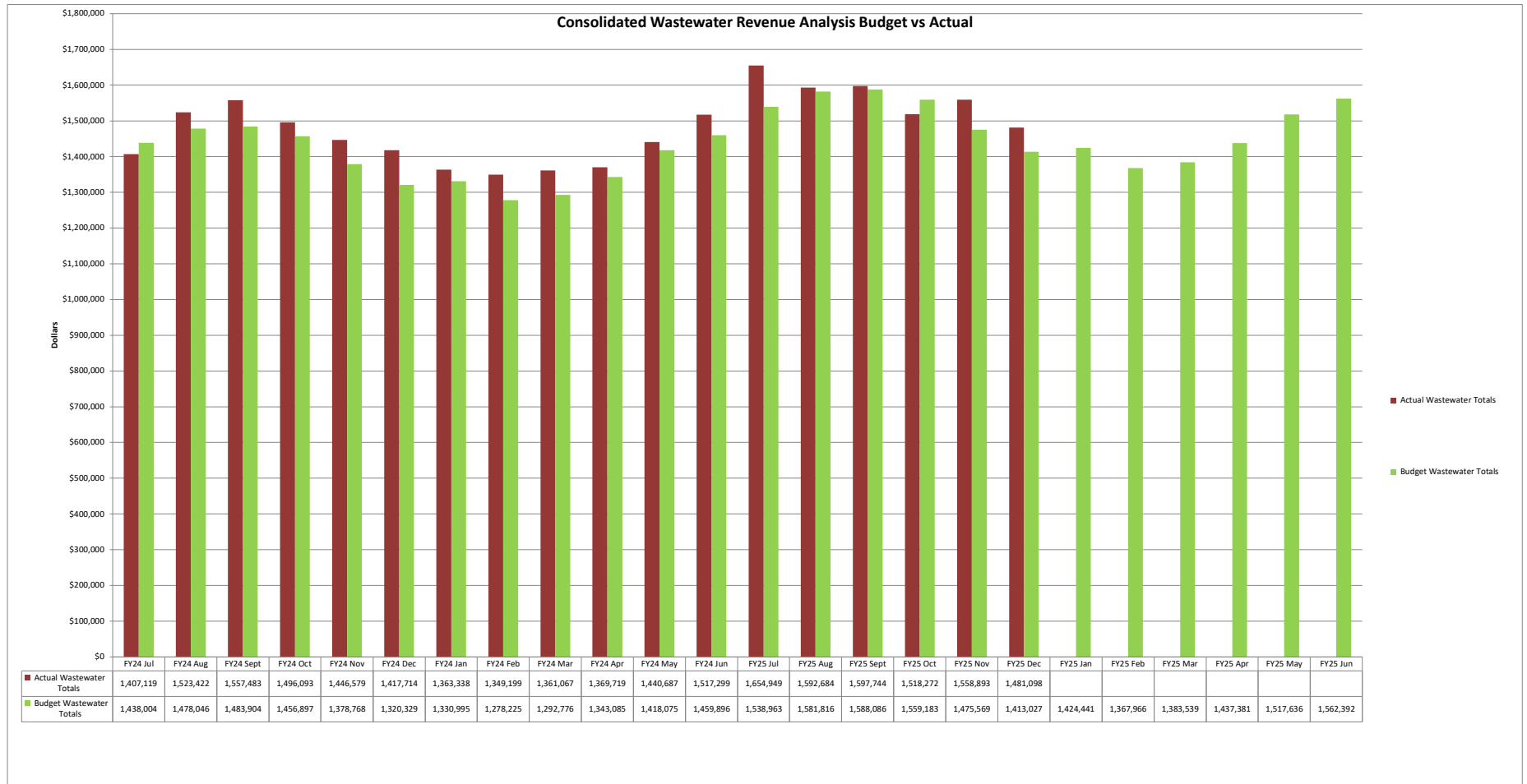


Monthly Water Consumption Fiscal Year 2024



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
% Irrigation to total	7.48%	8.35%	8.57%	7.01%	4.10%	1.02%	0.36%	0.25%	0.47%	0.80%	2.85%	4.88%
Total Irrigation	11,456,536	14,098,787	14,847,145	11,424,153	6,256,436	1,469,709	498,886	334,491	638,165	1,075,842	4,335,899	7,891,307
Institutional - Domestic Consumption	11,422,399	13,645,824	13,463,936	13,656,468	12,824,386	11,907,305	10,858,597	11,228,113	11,589,322	11,148,142	11,655,610	12,507,954
Industrial - Domestic/Processing less Exclusion	966,653	1,077,656	1,057,633	1,026,110	861,358	803,364	609,853	850,907	820,801	1,073,059	877,108	942,031
Comm. (Other) - Domestic Consumption	21,360,672	24,192,909	22,706,395	19,990,643	18,980,282	17,518,883	16,504,729	16,999,535	17,370,595	18,578,119	21,141,516	21,882,439
Offices - Domestic Consumption	5,673,746	7,197,381	7,399,598	9,429,273	5,856,409	5,992,764	5,129,796	4,792,091	6,193,567	5,037,281	6,951,469	8,226,787
MFR - Domestic Consumption	34,431,191	37,357,730	38,794,918	38,384,145	37,854,340	39,754,868	37,028,178	37,421,461	37,990,377	35,663,074	37,363,418	39,186,516
SFR - Domestic Consumption	67,945,359	71,189,646	75,030,729	68,975,926	69,843,962	66,666,670	66,994,095	63,050,754	62,387,420	62,393,044	69,866,621	71,194,441









## Albemarle County Service Authority

## December 2024 Payments

CHECK NUMBER	CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION OVER \$5,000
510154481	12/10/2024	Rivanna Water & Sewer Authority	2,540,444.05	Water & Sewer Treatment
ACH	12/31/2025	Payroll	193,337.19	Net Pay
ACH	12/13/2025	Payroll	189,889.05	Net Pay
511642669	12/31/2024	IRS - Federal Tax Deposit	68,379.82	Payroll
511642668	12/31/2024	County of Albemarle	53,895.14	Payroll
510154488	12/31/2024	County of Albemarle	49,902.91	Payroll
511642660	12/20/2024	The Bank of New York Mellon	48,955.73	Debt Service
510154485	12/31/2024	Virginia Retirement System	43,614.38	Payroll
511642665	12/31/2024	Virginia Retirement System	43,613.99	Payroll
70512	12/15/2024	Virginia Risk Sharing Association	31,762.00	Insurance/Worker's Comp
70497	12/15/2024	Stemmle Plumbing Repair Inc	24,343.00	Wet Well Cleaning Contract
70501	12/15/2024	Sydnor Hydro Inc	21,315.00	Glenmore Water Spare Pump
70460	12/15/2024	Cranium Holding Incorporated	16,461.50	BizLibrary Renewal
511642670	12/31/2024	Virginia Dept of Taxation	12,210.84	Payroll
70509	12/15/2024	Cellco Partnership	9,021.96	Cellular Service
70459	12/15/2024	Bank of America	8,284.49	Supplies & Memberships
70467	12/15/2024	Dominion Energy Virginia	7,119.32	Energy
70479	12/15/2024	Letterpress Communications LLC	6,948.13	Communications Services
70469	12/15/2024	EWT Holdings III Corporation	6,480.00	Bioxide
70492	12/15/2024	PFM Asset Management LLC	6,126.83	Investment Advisory Services
511642667	12/31/2024	VALIC	5,812.50	Payroll
70473	12/15/2024	AGILIS LLC	5,486.00	Customer Irrigation
70521	12/17/2024	Ting Fiber	4,529.03	
70480	12/15/2024	Lowe's	4,329.11	
70485	12/15/2024	Mansfield Oil Company of Gainesville Inc	4,252.71	
511642664	12/31/2024	Nationwide	4,181.00	
70517	12/15/2024	Michael Baker International Incorporated	4,133.33	
511642662	12/31/2024	ICMA Membership Renewals	4,049.16	
70450	12/15/2024	A & N Diesel Repair LP	3,876.56	
70465	12/15/2024	Cues Incorporated	3,333.44	
70472	12/15/2024	Flora Pettit PC	3,000.00	
70470	12/15/2024	Ferguson US Holdings Inc	2,625.48	
70483	12/15/2024	Malloy Chevrolet Charlottesville LLC	2,462.59	
70523	12/31/2024	Guardian	1,895.10	
70519	12/15/2024	RSG Landscaping LLC	1,824.94	
70502	12/15/2024	The Archer Company	1,737.50	
70510	12/15/2024	VA Utility Protection Service Inc	1,668.65	
511642672	12/31/2024	ACSA Flexible Spending	1,573.15	
70482	12/15/2024	Mailing Services of Virginia	1,534.80	
511642671	12/31/2024	Flexible Benefit	1,524.00	
70525	12/31/2024	Minnesota Life Insurance Co	1,400.44	
70488	12/15/2024	ODP Business Solutions LLC	1,263.65	
70507	12/15/2024	University Tire & Auto	1,125.71	
511642673	12/31/2024	VACORP	1,027.30	

70520	12/15/2024	J.W. Townsend Incorporated	1,012.00
70496	12/15/2024	Rivanna Water & Sewer Authority	1,011.83
70481	12/15/2024	Luck Stone Corporation	854.29
511642666	12/31/2024	AFLAC	794.57
510154486	12/31/2024	AFLAC	794.55
70478	12/15/2024	LB Technology Incorporated	700.00
70518	12/15/2024	A James Parmiter	600.00
510154483	12/31/2024	ACAC	528.00
511642663	12/31/2024	ACAC	528.00
70487	12/15/2024	Moore's Electrical & Mechanical	525.06
70457	12/15/2024	Aqua Air Laboratories Inc	495.00
70475	12/15/2024	Hathaway Solutions LLC	481.60
70516	12/15/2024	Fortiline Incorporated	450.00
70505	12/15/2024	Greenbrier Incorporated	420.73
70491	12/15/2024	Petrotest Incorporated	420.00
70511	12/15/2024	Protocol SSD Corporation	365.49
70451	12/15/2024	Advance Stores Company Inc	358.00
70515	12/15/2024	Ferguson US Holdings Inc	350.31
70495	12/15/2024	Rivanna Solid Waste Authority	306.00
70461	12/15/2024	Blue Ridge Farmers Co-op	304.93
511642674	12/19/2024	Energy Earth LLC	300.00
70506	12/15/2024	U. S. Bank	291.67
70458	12/15/2024	Bailey Printing Incorporated	280.00
511642675	12/31/2024	Energy Earth LLC	275.00
70474	12/15/2024	Gingerich Outdoor Power Spec	251.96
70500	12/15/2024	Shade Equipment Company Inc	250.00
70452	12/15/2024	Chaney Materials LLC	247.55
70468	12/15/2024	Electronic Systems Incorporated	210.00
70494	12/15/2024	Republic Services #410	205.34
70489	12/15/2024	Lorenza Dickerson	200.00
70477	12/15/2024	Kaseya US LLC	170.00
70499	12/15/2024	Emilie Schneider	163.20
70503	12/15/2024	TSRC Incorporated	161.68
70484	12/15/2024	Malloy Ford	140.01
70498	12/15/2024	S L Williamson Company Inc	138.77
70524	12/31/2024	Herbert Beskin Trustee	135.00
70455	12/15/2024	American Pest Incorporated	123.78
70490	12/15/2024	Michael Elswick	100.00
70493	12/15/2024	Samantha Rank	86.91
70464	12/15/2024	City of Charlottesville	81.44
70522	12/31/2024	Anytime Fitness-Pantops	80.00
70526	12/31/2024	Snap Fitness	79.92
70476	12/15/2024	Wisconsin Quick Lube Inc	71.06
70508	12/15/2024	UVA-WorkMed	70.00
70514	12/15/2024	William A Wells	70.00
70466	12/15/2024	Document Destruction of	69.95
70456	12/15/2024	API Service Center	62.15

70462	12/15/2024	MWP Supply Incorporated	50.04
511642661	12/12/2024	Energy Earth LLC	50.00
70454	12/15/2024	Amazon.com Sales Incorporated	47.99
70471	12/15/2024	Flexible Benefit Administrators Inc	42.35
62013	12/02/2024	Central Virginia	38.57
70513	12/15/2024	Michael Weeks	33.44
70463	12/15/2024	Indpndnt Bttry Retailers of America	30.00
70486	12/15/2024	Christina McKenna	22.81
70453	12/15/2024	BPB Holding Corporation	11.80
70504	12/15/2024	Thryv Incorporated	6.50
			3,466,700.73





# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> FY 2025 Capital Improvement Program (CIP) Report  <b>STAFF CONTACT(S)/PREPARER:</b> Jeremy M. Lynn, P.E., Director of Engineering	<b>AGENDA DATE:</b> January 16, 2025  <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 Program Report** **January 2025**

### **Water System CIP Projects**

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Construction
Percent Complete:	85%
Contractor:	Valley Contracting, LLC (Valley)
Construction Start:	January 2024
Completion:	September 2025
Total Budget:	\$7,322,350
Spent to Date:	\$5,729,031.74

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

**1/7/2025:** Pavement restoration along Route 250, Brownsville Road and Crozet Avenue to the bridge at Lickinghole Creek is complete. Valley is working along Crozet Avenue north of Dunvegan Lane installing the new water main towards Tabor Street.





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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2027
Total Budget:	\$7,554,900
Spent to Date:	\$537,775.03

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

10/8/2024: ACSA and WRA are considering design options that may exist to minimize potential impact to a retaining wall at the intersection of Valley Street and Warren Street. Easement acquisition efforts continue, with two additional easements having been acquired, bringing our total to four.

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

Consultants:	Dewberry Engineers, Inc. (Dewberry) and Kimley-Horn and Associates (KHA)
Project Status:	Design/Construction
Percent Complete:	90%
Contractor:	RWSA Project – Thalle Construction
Construction Start:	Undetermined
Completion:	Undetermined
Total Budget:	\$2,436,400
Spent to Date:	\$190,017.14

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

**1/7/2025: Comments on the three draft easement plats were returned to KHA on January 3, 2025.**

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2027
Total Budget:	\$7,530,000 Water and \$820,000 Sewer
Spent to Date:	\$463,553.12

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

12/10/2024: Ramboll has submitted the remaining plats, and they are under review by ACSA staff.

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

Consultant:	ACSA Engineering Department
Project Status:	Construction
Percent Complete:	0%



Contractor:	Rocktown Excavating (Rocktown)
Construction Start:	January 2025
Completion:	February 2025
Total Budget:	\$60,700
Spent to Date:	\$2,012

**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.

**1/7/2025: Rocktown is scheduled to mobilize to the site the week of January 13, 2025, to begin construction activities.**

**6. Myrtle Street Water Main Replacement (Account Code 1772)**

Consultant:	ACSA Engineering
Project Status:	Design
Percent Complete:	100%
Contractor:	ACSA Maintenance
Construction Start:	January 2025
Completion:	March 2025
Total Budget:	\$255,000
Spent to Date:	\$0

**Project Description:** This project continues our systematic program to replace PVC water mains that have been in service since the early 1980's. With VDOT's schedule to repave Myrtle Street (Crozet) in 2025, ACSA is proactively planning to replace this PVC water main. Project Length = 800 LF.

**1/7/2025: ACSA staff have developed a construction cost estimate and is planning to meet with VDOT later this month to discuss project schedule and trench paving requirements. A Board authorization is included for consideration.**

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

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Design
Percent Complete:	100%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2026
Total Budget:	\$2,730,000
Spent to Date:	\$228,675.39

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

**1/7/2025:** Project was advertised for construction on January 7, 2025. The Pre-Bid Meeting is scheduled for January 21, 2025, and the Bid Opening is anticipated February 11, 2025.

**8. Barracks West Water Main Replacement (Account Code 1769):**

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	95%
Contractor:	Undetermined
Construction Start:	2025
Completion:	2025
Total Budget:	\$3,402,500
Spent to Date:	\$219,131.50

**Project Description:** This project will replace the undersized and aging cast iron and galvanized water mains that were installed in the late 1960's. These water mains are original to the Old Salem Apartments development, now called Barracks West. This project follows our Strategic Plan goal to replace aging and undersized water mains throughout our system and will provide for an opportunity to improve fire protection to these multi-family apartments. Project Length = 4,300 LF.

11/12/2024: The property is under contract and closing is expected this winter. ACSA staff has been in communication with the contract purchaser on the easement required for this project.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	90%
Contractor:	Undetermined
Construction Start:	2026
Completion:	2026
Total Budget:	\$2,800,000
Spent to Date:	\$160,017

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

**1/7/2025:** Dewberry is working on the 100% Design Documents and draft easement plats.

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	0%

Contractor:	Commonwealth Excavating, Inc. (CEI)
Construction Start:	January 2025
Completion:	October 2025
Total Budget:	\$1,667,800
Spent to Date:	\$150,689.41

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

12/10/2024: The contract has signed by CEI, and they have provided the bonds for review. Submittals have been received from CEI and are under review by ACSA staff.

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

Consultant:	Michael Baker International, Inc. (Baker)
Project Status:	Design
Percent Complete:	60%
Contractor:	Undetermined
Construction Start:	2027
Completion:	2028
Total Budget:	\$6,432,300
Spent to Date:	\$213,726.72

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

12/10/2024: Comments on the updated 50% Design Drawings have been returned to Baker and they are working on the 90% Design Drawings.

#### **12. Galaxie Farm Water Connection (Account Code TBD)**

Consultant:	Timmons Group
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	Undetermined
Completion:	Undetermined
Total Budget:	\$79,000
Spent to Date:	\$0

**Project Description:** This project includes a water interconnect between the County's Southern Feeder Pattern Elementary School and the neighboring

Galaxie Farm subdivision for redundancy and water quality purposes. Project Length = 290 LF.

**1/7/2025: County staff have agreed to the preliminary alignment, allowing design and plat preparation efforts to begin.**

**13. Exclusion Meters Replacement (Account Code 1759):**

Consultant:	ACSA Engineering
Project Status:	Construction
Percent Complete:	67%
Contractor:	ACSA and Irrigation Contractors
Construction Start:	September 2019
Completion:	2025
Total Budget:	\$527,500
Spent to Date:	\$350,442.34

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

**1/7/2025: ACSA staff continues to work closely with several irrigation contractors to upgrade private exclusion meters to be compatible with our AMI system with the ACSA covering these costs. ACSA Maintenance has recently completed several switchovers as well. There are currently 162 private irrigation exclusion meters remaining in our system.**

**Sewer System CIP Projects**

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

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Construction
Percent Complete:	80%
Contractor:	Anderson Construction, Inc. (ACI)
Construction Start:	October 2022
Completion:	March 2025
Total Budget:	\$1,940,000
Spent to Date:	\$1,677,169.52

**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.

12/10/2024: Construction activity has been on hold as ACI waits for Dominion Energy to reestablish permanent power service.

#### **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:	\$6,683,800
Spent to Date:	\$361,123.35

**Project Description:** With the continued growth in the Hollymead Town Center area, the existing sewer collector serving the airport and the area west of Route 29 has insufficient capacity to handle full build-out. The existing sewer was originally sized to serve the light industrial zoning designated for that area at the time of construction. The increased density specified in the County Comprehensive Plan for the same drainage basin will exceed the capacity of the existing sewer. A study of the drainage basin was completed in 2016 with the recommendation the sewer main be increased in size by replacing it in place. Project Length = 6,900 LF.

12/10/2024: Easement acquisition efforts continue with all property owners having been contacted where easements are needed. One property owner executed an easement in November 2024. To date, 10 of 24 easements having been obtained.

#### **16. Buckingham Circle Sewer (Account Code 1802):**

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Design
Percent Complete:	0%
Contractor:	Undetermined
Construction Start:	2028
Completion:	2029
Total Budget:	\$2,175,000
Spent to Date:	\$4,257.00

**Project Description:** Over the past few years, numerous residents of the Buckingham Circle Subdivision have contacted the ACSA expressing interest in connecting to public sanitary sewer service. 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, more than 70% of the property owners have expressed interest in connecting to public sewer if it was made available.

**1/7/2025:** Dewberry has provided updated construction cost estimates. ACSA staff is scheduled to conduct an informational meeting with the community on February 10, 2025, at Trinity Presbyterian Church to share the conceptual layout, which includes sections of shared low-pressure force mains.

**17. 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:	\$6,893,715
Spent to Date:	\$292,772.40

**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.

12/10/2024: A well-attended community meeting was held the evening of December 9, 2024, to share the overall sewer design with the residents.

**18. Crozet Phase 3 SSES (Account Code TBD):**

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Study
Percent Complete:	0%
Construction Start:	2025
Completion:	2026
Total Budget:	\$342,640
Spent to Date:	\$0

**Project Description:** As part of the ACSA's continuing efforts to identify and reduce groundwater (infiltration) and stormwater (inflow) entering the sanitary sewer system, the Crozet Phase 3 Sanitary Sewer Evaluation Survey (SSES) will evaluate a portion of the Crozet collection system primarily north of the railroad tracks. Evaluation efforts include but are not limited to flow metering, manhole inspections, smoke testing, and CCTV inspections.

**1/7/2025:** A Letter of Agreement was issued to Ramboll on December 19, 2024.



**19. FY 2025 Miscellaneous Sewer Rehabilitation (Account Code 1909):**

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	Underway
Contractor:	Prism Contractors & Engineers, Inc. (Prism)
Construction Start:	June 2024
Completion:	June 2025
Total Budget:	\$500,000
Spent to Date:	\$20,361.53

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

12/10/2024: Prism has installed the segmental liner in Forest Lakes South that was issued under Work Order No. 2.

**Non-Utility and Facility CIP Projects****20. Energy Audit (Account Code 1625):**

Consultant:	OBG, A Ramboll Company (Ramboll)
Project Status:	Construction
Percent Complete:	40%
Contractor:	ACSA Facilities Group
Construction Start:	July 2023
Completion:	March 2025
Total Budget:	\$390,000
Spent to Date:	\$286,100.87

**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.

11/12/2024: The Service Disconnect Switchboard is currently showing an estimated ship date of February 24, 2025. ACSA staff will begin the process of obtaining pricing for the charging stations over the next month.

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

Consultant:	Dewberry Engineers, Inc. (Dewberry)
Project Status:	Construction
Percent Complete:	0%
Contractor:	Daniel & Company, Inc. (DCI)
Construction Start:	January 2025
Completion:	July 2026
Total Budget:	\$18,000,000
Spent to Date:	\$783,547.18

**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.

**1/7/2025: DCI has mobilized to the site and installed perimeter silt fencing. They have also begun tree-cutting on the site.**



**22. Facility Condition Assessment (Account Code TBD):**

Consultant:	Whitman, Requardt & Associates, Inc. (WRA)
Project Status:	Study
Percent Complete:	0%
Construction Start:	January 2025
Completion:	May 2025
Total Budget:	\$73,691
Spent to Date:	\$0

**Project Description:** This project includes an existing conditions assessment of various ACSA water and wastewater facilities in response to damages sustained at RWSA's Rivanna Pump Station in January 2024.

**1/7/2025: A Letter of Agreement was issued to WRA on December 19, 2024.**

**Albemarle County Service Authority (ACSA)**  
**Active Private Development Projects**  
**January 2025**

1. 664 West Rio Road (Rio): Water main extension to serve an 88-unit apartment building, as well as a self-storage facility. This site is located east of the intersection of West Rio Road and Berkmar Drive, across from the Daily Progress.
2. Archer North – Phase 1 (Rivanna): Water and sewer main extensions to serve 78 residential units. This development will replace the Ridgewood Mobile Home Park, located at the corner of Seminole Trail and Ashwood Blvd.
3. Belvedere Phase 3 Block 10 (Rio): Water and sewer main extensions to serve 74 single family homes at the end of Farrow Drive in the back of Belvedere.
4. Berkmar Self-Storage/Hotel (Rio): Water main extension and sewer laterals to serve 92-room hotel and commercial self-storage, located along Berkmar Drive across from Berkmar Overlook and next to Better Living.
5. Brookhill Blocks 16 & 17 (Rivanna): Water and sewer main extensions to serve 135 single family homes in the Brookhill subdivision, located north of Polo Grounds Road and west of the Montgomery Ridge Subdivision.
6. Brookhill Block 18 (Rivanna): Water and sewer main extensions to serve 194 single family homes in the Brookhill subdivision, located along the eastern side of Halsey Avenue and north of the Montgomery Ridge Subdivision.
7. Covey Hill Road Utility Extension (Jack Jouett): Water extension to serve four existing single-family homes along Covey Hill Road in Farmington.
8. C'Ville Rio Road Apartments (Rio): Water and sewer main extensions to serve 250 apartment units. The site is located along Rio Road West, north of Charlottesville Health and Rehab.
9. Discount Tire (Rio): Water main extension for new hydrant and large meter service for a new commercial building. The site is located at the former Wendy's on the ON ramp to Route 29 South from Rio Road West.

10. Dunlora Village Phase 1 (Rio): Water and sewer main extensions to serve 64 single family homes. This site is located off the southern ends of Fowler Street and Miranda Crossing behind Belvedere.
11. **Glenbrook at Foothills Phase 4 (White Hall)**: Water and sewer main extensions to serve 16 townhome units. This site is located along the western end of Park Ridge Drive just south of the railroad tracks.
12. **Home Depot (Rio)**: Water and sewer main extensions to serve the redevelopment of the former Sears building site at the Fashion Square Mall.
13. Mountain View Elementary Building Addition (Scottsville): Water main extension to facilitate school expansion.
14. Old Ivy Residences (Jack Jouett): Water and sewer main extensions to serve 525 residential units. This site is located along Ivy Road just east of the Route 29/250 Bypass.
15. Rio Point (Rio): Water and sewer main extensions to serve 328 multi-family units. This project is located at the intersection of Rio Road East and John Warner Parkway.
16. 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.
17. Rothwell Lane Utility Extension (White Hall): Water and sewer main extensions to serve 4 new subdivided lots. This project is located at the end of Rothwell Lane off Jarman's Gap Road.
18. Sentara Martha Jefferson Hospital Early Learning Center (Scottsville): Water main extension to serve a nearly 13,000 square foot childcare facility at the intersection of Martha Jefferson Drive and Worrell Drive.
19. Southwood Redevelopment Village 3 (Scottsville): Water and sewer main extensions to serve 127 single family units and 10 condominium units. This project is located along the eastern side of Horizon Road, south of Hickory Street.
20. UVA Fontaine Research Park – Manning Institute of Biotechnology (Samuel Miller): Water main relocation to serve the approx. 350,000 square foot Manning Institute of Biotechnology. The site is in the existing parking lot, northeast of 450 Ray C Hunt Drive.

- 21.** Woolen Mills Light Industrial (Scottsville): Water and sewer main extensions to serve multiple industrial buildings, totaling 117,000 square feet. The site is located at the corner of Moores Creek Lane and Franklin Street.





# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> FY 2025 CIP Authorizations</p> <p><b>STAFF CONTACT(S)/PREPARER:</b> Jeremy M. Lynn, P.E., Director of Engineering</p>	<p><b>AGENDA DATE:</b> January 16, 2025</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, neither of which were included in the CIP Rate Model Budget. The first authorization is for construction for the Myrtle Street Water Main Replacement Project. The second authorization is to complete the Risk and Resiliency Assessment Update.

### DISCUSSION:

- ❖ Provides for the replacement of PVC water main in Crozet ahead of VDOT's 2025 repaving schedule.
- ❖ Provides ACSA staff with professional expertise of our consultant to update the ACSA's Risk and Resilience Assessment, ensuring continued compliance and system resilience.

**BUDGET IMPACT:** The costs associated with these two authorizations were not fully anticipated within the CIP Rate Model and total approximately \$410,000. The FY 2025 CIP Budget included \$200,000 in funds for the Annual Water Repair and Replacement, which will help offset much of the costs associated with the Myrtle Street Water Main Replacement Project. The remaining \$210,000 will be offset by delayed bidding of the Barracks West Water Main Replacement Project due to difficulty acquiring the necessary easements.

**RECOMMENDATIONS:** Authorize funding for these projects.

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

### ATTACHMENTS:

- ❖ Detailed memo of the proposed CIP authorizations.
- ❖ Myrtle Street Water Main Replacement Cost Summary.
- ❖ Proposal dated November 18, 2024, prepared by Launch! Consulting for the Risk and Resilience Assessment Update.





# MEMORANDUM

**To:** Board of Directors  
**From:** Jeremy M. Lynn, P.E., Director of Engineering  
**Date:** January 16, 2025  
**Re:** FY 2025 CIP Authorizations  
**cc:** Michael E. Derdeyn

---

The following project requires Board authorization:

- A. Myrtle Street Water Main Replacement:** During the review of VDOT's proposed paving schedule for 2025, ACSA staff identified a cost saving opportunity to replace an aging PVC water main along Myrtle Street in Crozet that was installed in the early 1980's. Staff from both the Engineering and Maintenance departments have been working closely on the design of this replacement water main and have developed a construction cost estimate summary totaling \$255,000. This work will be performed in-house by ACSA Maintenance staff ahead of VDOT's repaving efforts.

## **Board Action**

We request the Board of Directors appropriate \$255,000 from the FY 2025 3R Fund for Construction for the Myrtle Street Water Main Replacement Project.

- B. Risk and Resiliency Assessment Update:** To comply with the America's Water Infrastructure Act (AWIA) of 2018, which requires community water systems serving more than 3,300 individuals to update Risk and Resilience Assessments (RRA) every five years, ACSA must complete its revised RRA by December 31, 2025. While AWIA stipulates a five-years update cycle, the initial deadline for completing and certifying RRA updates was set uniformly for all utilities, regardless of when the original assessments were conducted. This resulted in a slightly extended timeline for many utilities, including ACSA. Launch! Consulting, which facilitated the original RRA in 2017, has submitted the attached proposal, dated November 18, 2024, to conduct the re-assessment at a cost of \$154,160. ACSA staff have reviewed the proposal and finds it satisfactory for ensuring continued compliance and system resilience.

**Board Action**

We request the Board of Directors appropriate \$154,160 from the FY 2025 3R Fund for the Risk and Resiliency Assessment Update.

JML/jml

Attachments

010101CIPAuthorizations01162025



## Cost Summary

Date: 12/13/2024

Reason (i.e., Damage Repair):

New water line

Service Address:	Mailing Address (if different):
Myrtle Street	

Labor:		
Hours	at\$/hr	=
280.00	41.15	\$11,522.00
280.00	24.14	\$6,759.20
280.00	24.14	\$6,759.20
280.00	24.14	\$6,759.20
280.00	24.14	\$6,759.20
Total Labor Cost:		\$38,558.80

Equipment:			
Equipment Title	# of Hours	Cost per Hour	Total Cost
Trailer 40 Ton Lowboy	1.00	\$100.00	\$3,500.00
Excavator	1.00	\$150.00	\$5,250.00
Trench Compactor	1.00	\$75.00	\$2,625.00
Truck 1 Ton	280.00	\$31.81	\$8,906.80
Truck 3/4 Ton	280.00	\$27.78	\$7,778.40
Truck Large Dump	280.00	\$74.83	\$20,952.40
Truck Large Dump	280.00	\$74.83	\$20,952.40
Skid Steer	1.00	\$75.00	\$2,625.00
Total Equipment Cost:			\$72,590.00

Materials:			
Items	Quantity (# Only)	Unit Price	Total Cost
Box Meter Brooks 2200 Round 18 In--A90-130400	21.00	\$43.36	\$910.64
Valve Gate MJ 4 In--A90-110980	1.00	\$565.79	\$565.79
Valve Gate MJ 6 In--A90-110990	3.00	\$822.02	\$2,466.05
Reducer DI MJ 6x4 In--A80-120450	1.00	\$36.18	\$36.18
Setter Meter 5/8x3/4 In--A60-100820	21.00	\$164.39	\$3,452.27
Pipe Water DI 4 In Bell End--A50-130180	13.00	\$358.81	\$4,664.53
Pipe Water DI 6 In Bell End--A50-130190	30.00	\$577.99	\$17,339.82
Pipe Copper Service 1 In--A50-130090	1,470.00	\$6.74	\$9,905.28
Coupling Eighth Bend 1 In SwNut CCTxMGrip Nut--A	18.00	\$47.06	\$846.99
Corp Stop 1 In CCTxFlare Nut Standard--A10-100461	18.00	\$70.85	\$1,275.23
316 SY	1.00	\$35,000.00	\$35,000.00
810 tons of stone	1.00	\$15,000.00	\$15,000.00
Lid Meter Plastic Round--A90-130422	21.00	\$22.86	\$480.14
Hydrant Complete Ken K81D 5-1/4 --C10-100560	2.00	\$1,277.98	\$2,555.96
Extension Brooks 2200 6 In--A90-130410	21.00	\$29.50	\$619.55
Total Material Cost:			\$95,118.42

Sub-Total: \$ 206,267.22

VDOT Highway Permit: \$ 200.00

Lost Water Cost: \$ 0.00

Total Direct Costs: \$ 206,467.22

Plus 25% Indirect Costs (Labor and Materials Only): \$ 33,419.31

Total: \$ 239,886.53

Base Pavement: \$ 15,000

Total Authorization: \$ 255,000







**DRAFT SCOPE OF WORK**  
**Albemarle County Service Authority**  
**Facilitation of the Risk and Resilience Assessment Update**  
**November 18, 2024**

**Project Background**

The Albemarle County Service Authority (ACSA) has requested that Launch! Consulting, Inc. (Launch) assist in meeting the water system requirements of America's Water Infrastructure Act of 2018 (AWIA). The law requires community water systems serving a population of greater than 3,300 persons to develop and update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The United States Environmental Protection Agency (EPA) oversees compliance with AWIA, which requires that utilities update and recertify these assessments on a 5-year cycle.

According to EPA's AWIA information web page, the RRA shall be finalized and then certified to the Administrator of EPA. For water systems serving a population between 50,000 and 99,999, the revised RRA must be completed before December 31, 2025. The RRA report is considered for "official use only" and is not to be provided to EPA, but must be kept in ACSA files until the next updated version is developed in 5 years.

ACSA recognizes the importance of assessing risk for both the water and wastewater systems, and proactively developed the RRA for both systems previously (before 2020), with assistance from Launch. To build upon the previous assessment, and to efficiently consider risks to ACSA assets, this scope of work is based on the combined assessment of water and wastewater systems. By developing the RRA concurrently for both, ACSA can determine the most effective mitigation measures for risk reduction across all areas of the utility.

A detailed project scope and fee is provided below.

**SCOPE OF SERVICES**

Launch will facilitate a series of workshops to review elements of the existing RRA for the water and wastewater systems and collect new and updated information from ACSA. Launch staff will use the information gathered to develop a revised RRA document.

The RRA revision will remain in compliance with expectations established by the American Water Works Association's J100 standard for risk and resilience management of water and wastewater systems.

The RRA revision will follow the American Water Works Association's J100 standard for risk and resilience management of water and wastewater systems. The RRA covers the following elements, as required of water systems by AWIA:

- The risk to the system from malevolent acts and natural hazards
- Resilience of water infrastructure system components
- SCADA/cyber security (of automated systems)
- Monitoring practices of the system
- Financial infrastructure of the system

- Use, storage, or handling of various chemicals by the system
- Operation and maintenance of the system
- Capital and operational needs for risk and resilience management (optional)

As noted in AWIA, ACSA will revise the RRA in coordination with local emergency planning committee members (such as fire and law enforcement) to the extent possible.

Launch will facilitate a series of workshops with ACSA to review elements of the previous RRA and identify changes to incorporate into the revised RRA. Several staff may be new since the pre-2020 assessment, and the workshops will assist them to understand the project purpose and ACSA utility-wide resilience.

### **Task 1: Information Collection and Project Management**

Launch will prepare for the kickoff meeting by reviewing ACSA's existing RRA document. We will conduct a 1-hour virtual or in-person kickoff meeting with ACSA staff to confirm project scope and schedule. Launch will facilitate a discussion on changes that have occurred since the existing RRA was developed and discuss the RRA Workshop 1 agenda and attendee list.

Workshop 1 will be up to a 3-hour virtual meeting to provide project background and review the assets, threats, and the consequence table used for the pre-2020 assessment. Workshop participants will identify changes to these elements of the RRA.

Through additional meetings with ACSA staff, Launch will discuss which mitigation measures have been implemented, which measures are no longer required, and which are still needed. Launch will also discuss other information with ACSA staff, such as updates to policies and procedures, operations and maintenance needs, financial data back-up, monitoring practices, chemical storage/use, source water protection information/practices, and other important aspects of the water and wastewater systems.

### **Task 2: Field Site Assessments**

Launch will prepare for and conduct field assessments of up to 20 critical water and wastewater assets (including the utility as a whole). The on-site visits include verification of asset conditions, risks, and additional areas for improved resilience for the threats identified by ACSA as prominent for the area. Launch will assess ACSA's critical assets based on their prioritization through the J100 process. For the physical assessments, ACSA staff will accompany the Launch field team to visit up to 20 assets and discuss resilience mitigations. Launch will update critical asset sheets (in the RRA appendix) and discuss current information with ACSA staff.

### **Task 3: Revise J100 Analysis**

The seven-step process outlined in the J100 standard is the accepted risk and resilience process for the water and wastewater industry. The steps are as follows:

1. Asset characterization
2. Threat characterization
3. Consequence analysis
4. Vulnerability analysis

5. Threat analysis
6. Risk/resilience analysis
7. Risk/resilience management

Launch will use workshop and field assessment information collected to recalculate J100 data outputs, including ACSA's assets, threats, vulnerabilities and consequences. Launch will utilize an updated spreadsheet to do the calculations and will host a 3-hour virtual Workshop 2 with ACSA staff to review changes in the information since pre-2020. This will include an update to the Utility Resilience Index (URI), as part of J100.

Workshop 3 for 3 hours will be virtual or in-person and will include a review of the high-risk threat-asset pairs to determine mitigation measures and order-of-magnitude costs for them. This information will be used for the benefit-cost analysis in the J100 spreadsheet to determine which mitigation measures provide the best value in decreasing risk.

During Workshop 4, Launch will discuss the updated implementation plan for asset mitigation measures identified during the field assessment and workshops. ACSA staff will have the opportunity to review and revise the implementation plan for inclusion in the RRA report.

#### **Task 4: Develop Updated RRA Report**

Launch will use information collected in Tasks 1-3 to develop the 2025 RRA report to reflect current risks and mitigation measures. Field assessment asset sheets included in an appendix of the RRA report will be developed or revised.

The 2025 RRA also requires a cybersecurity update. To accomplish this update for the RRA report, cybersecurity experts from Launch will interview ACSA cyber staff regarding an updated AWWA Cybersecurity Risk Management Tool Assessment.

Launch will revise the 2020 RRA document and appendices including the implementation plan. Launch will provide the draft 2025 report in MS Word for ACSA review.

Once review comments are received from ACSA, Launch will facilitate a 2-hour virtual RRA Workshop 5 to finalize the RRA. Launch will then revise the document and deliver the final version to ACSA electronically.

Launch will also facilitate a final 1-hour project closeout meeting to include assisting ACSA to certify RRA completion to EPA if needed.

#### **Project Assumptions**

1. Launch will provide:
  - a. Workshop facilitation
  - b. Field assessments
  - c. All deliverables electronically
  - d. A secure folder in Box for ACSA staff to upload reports, notes, and documentation for use in the RRA update
2. Launch will not charge travel expenses.
3. No formal summaries will be prepared after project meetings.

4. All deliverables will be provided electronically.
5. Launch will develop an updated cybersecurity summary based on ACSA explanation; Launch will not conduct a cybersecurity analysis.
6. Launch will provide the draft RRA document in MSWord and the final RRA document and appendices in PDF as well as in source file format.
7. ACSA will provide:
  - a. Essential staff, and coordinate with external agencies (such as fire and law enforcement) for participation in workshops and field assessments.
  - b. Background documents that provide information for the RRA.
  - c. Most recent copy of the RRA implementation plan, and
  - d. Review of documents within 2 weeks of delivery by Launch.
8. ACSA will provide verification to EPA of the RRA update by December 31, 2025.

## Project Schedule

Expected project duration is February 2025 – October 2025.

Proposed date	Project Milestones	Description
February	Kickoff Meeting	1-hour meeting with ACSA team to establish project schedule, discuss project scope, schedule, and success factors. Develop agenda and attendee list for Workshop 1
March	Workshop 1: Review revisions to 2020 RRA	3-hour workshop with ACSA staff to discuss: <ul style="list-style-type: none"> <li>• Project background</li> <li>• Changes in assets, threats, vulnerabilities and consequence table</li> <li>• Implementation of mitigation measures</li> <li>• RRA revisions to be implemented</li> </ul>
April	Launch Field Visits	<ul style="list-style-type: none"> <li>• Launch staff will conduct site visits at up to 20 critical assets to assess resilience. Assessments will be scheduled during a single week.</li> </ul>
May	Workshop 2: Revised J100 Information	3-hour workshop with staff to discuss changes within the J100 spreadsheet.
May-June	Revise J100 calculations	Launch will recalculate J100 using updated information
June	Workshop 3: high-risk threat-asset pairs	3-hour virtual workshop with ACSA staff to review the high-risk threat-asset pairs to determine mitigation measures and order-of-magnitude costs for them.
July	Workshop 4	Mitigation measure development discussion



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Phone: 434.422.2670  
www.launch-consulting.com  
Linda@launch-consulting.com

August	Revise the RRA Report	Provide draft report to ACSA for review electronically.
September	Workshop 5: Review RRA Draft Deliverable	Discuss review comments on draft RRA.
October	Final RRA Deliverable	Complete and deliver electronic final updated RRA Report
October	Project Close-out Meeting	Meet with ACSA to close out the project and assist in EPA certification through the web portal.

## Project Budget

Compensation to Launch! Consulting Inc. will be a fixed fee per the table below. Project fee will be billed according to percent completion of the tasks listed. If additional tasks are requested by ACSA, they will be performed and charged at the hourly rates in the table. Costs include all labor and expenses. If wastewater assets are not included in this RRA, the total cost will decrease by \$21,000.

	Risk & Resilience SME	Resilience Specialist and PM	Resilience Specialist	Senior Clerical	Total Hours	Total Launch Labor Cost
Rate	\$240.00	\$240.00	\$216.00	\$158.00		
Task 1: Information Collection and Project Management	30	30	60	10	130	\$28,940
Task 2: Field Site Assessments	40	50	80	10	180	\$40,460
Task 3: Revise J100 Analysis	44	44	80	10	178	\$39,980
Task 4: Develop RRA Report	32	40	120	10	202	\$44,780
<b>TOTALS</b>	<b>146</b>	<b>164</b>	<b>340</b>	<b>40</b>	<b>690</b>	<b>\$154,160</b>

Authorized by:

Linda P. Warren, P.E.  
CEO, Launch! Consulting, Inc.  
Date: November 18, 2024





# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> FY 2025 Monthly Maintenance Update Report  <b>STAFF CONTACT(S)/PREPARER:</b> Alexander J. Morrison, P.E., Director of Operations	<b>AGENDA DATE:</b> January 16, 2025  <b>CONSENT AGENDA:</b> <b>ACTION:</b> ■ <b>INFORMATION:</b> ■  <b>ATTACHMENTS:</b> NO
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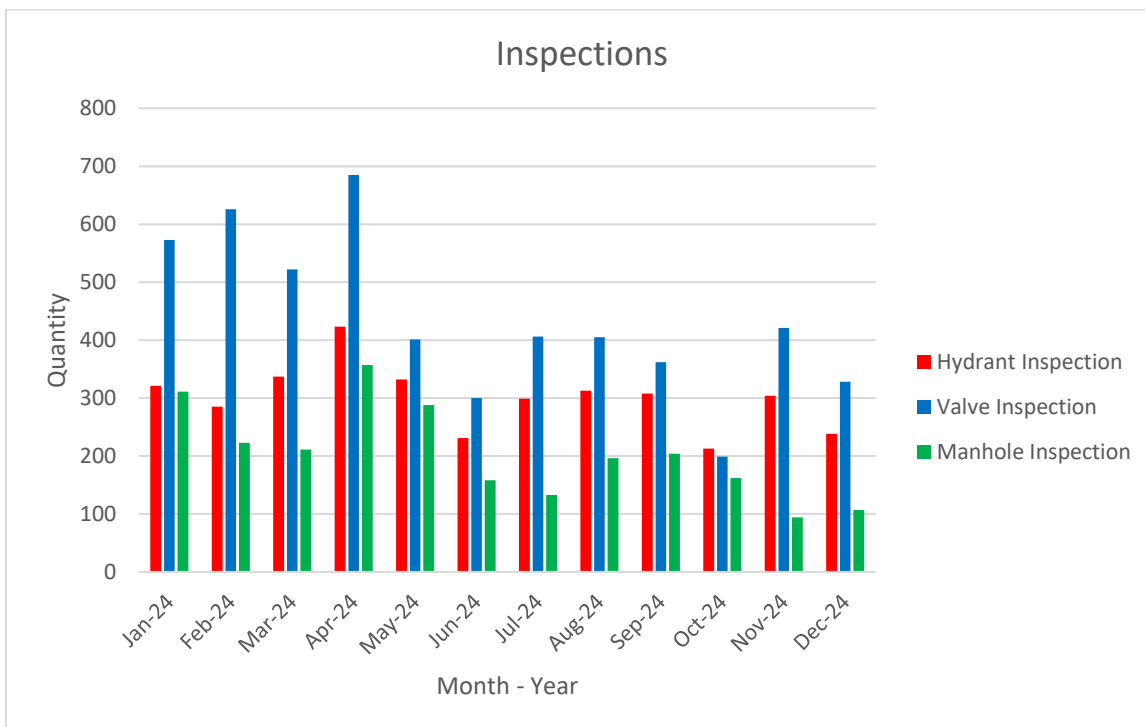
### BACKGROUND:

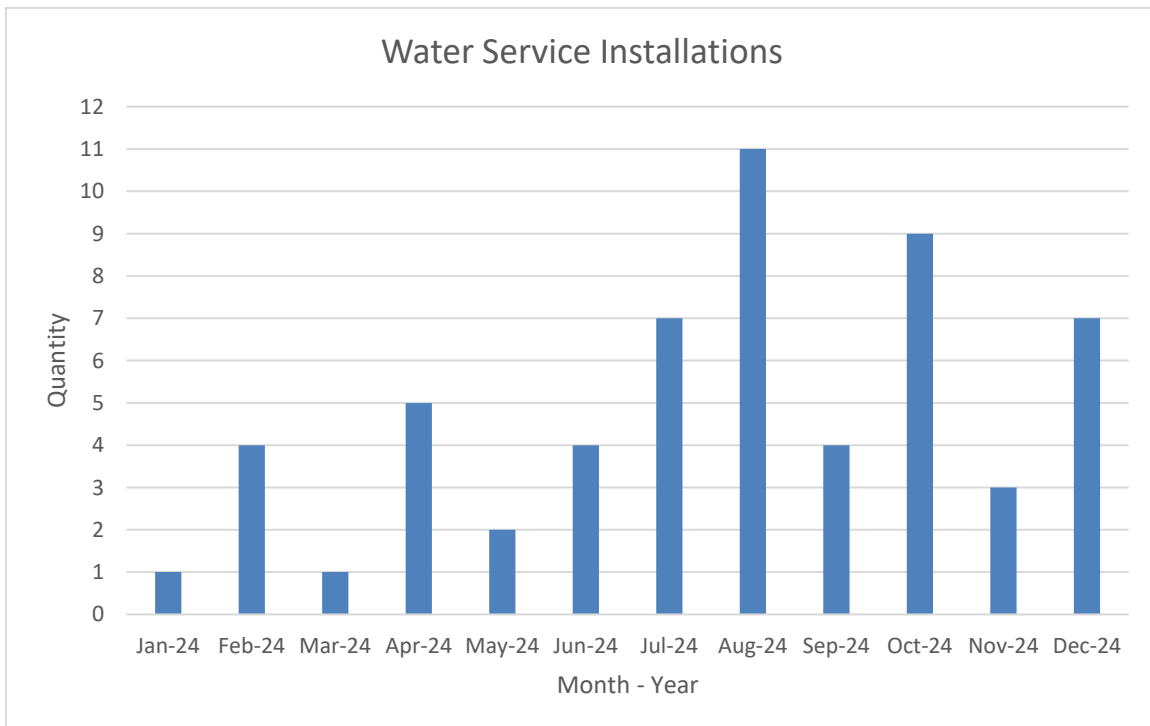
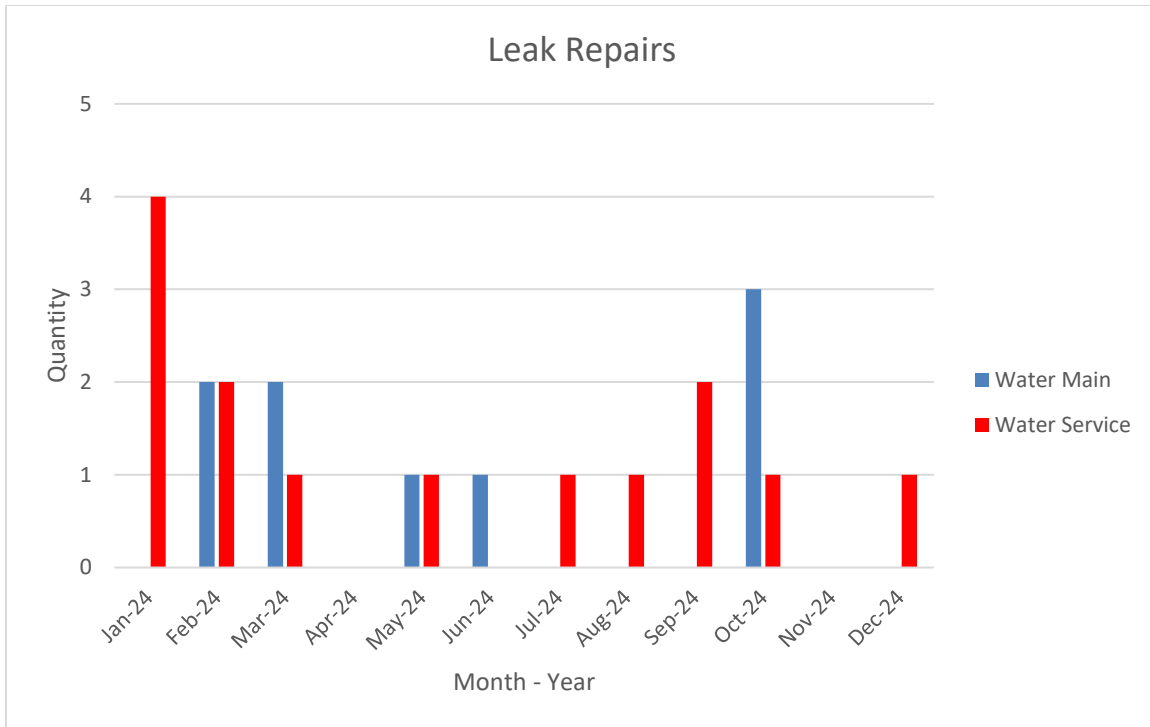
Current total years of service in the Maintenance Department: 337.8 years

Current average years of service in the Maintenance Department: 9.9 years

Current number of employees in the Maintenance Department: 34

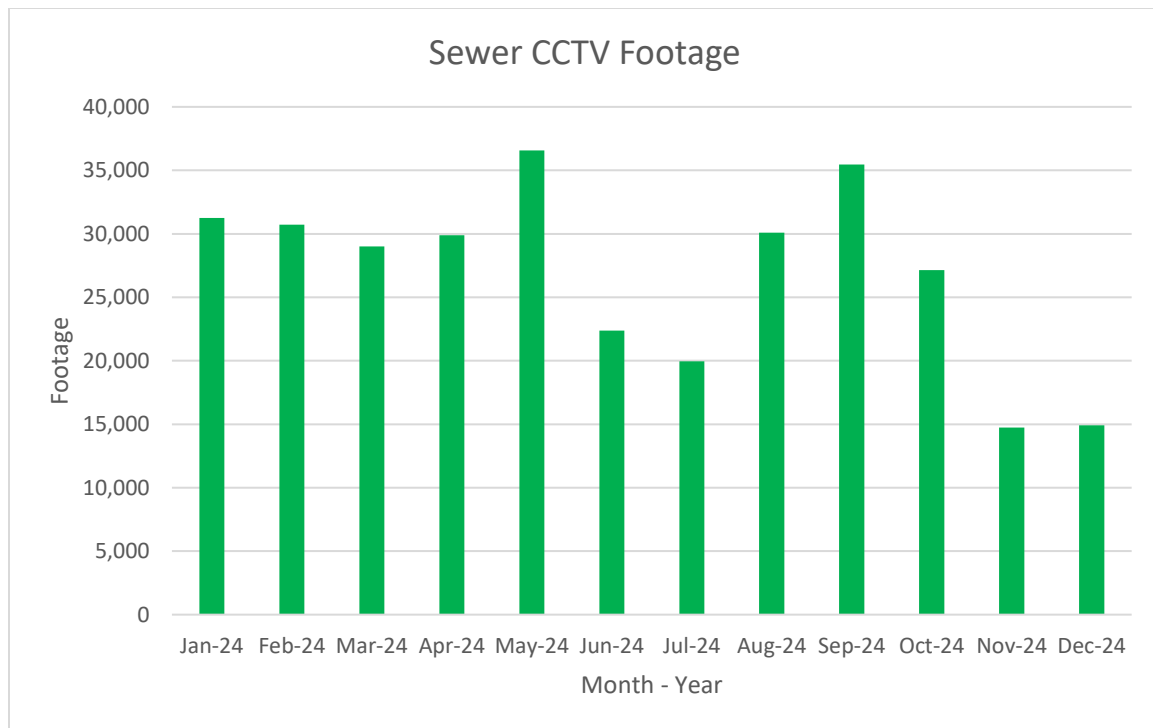
Below are 4 graphs depicting various routine monthly Maintenance Department activities for the previous 12-month period, based on completed Cityworks work orders and inspections. These updated graphs provide a year-end snapshot of activities for Calendar Year 2024, offering a comprehensive view of trends and performance over the entire year.



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

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY



### DISCUSSION:

- Routine Monthly Maintenance Activities
  - Inspections: Hydrant and valve inspections remained at normal levels in December, while manhole inspections held steady at the lower level observed in November. This trend reflects the continued influence of holiday schedules, staff time off, weather impacts, and ongoing equipment issues with one of our CCTV vans. The replacement CCTV van is anticipated to go into service this month, which should help address these impacts moving forward.
  - Leak Repairs: There was one water service repair in December in the Wickham Pond subdivision in Crozet. The leak was caused by a fitting failure on a 1" copper service line.
  - Water Service Installation: Water service installations increased in December, primarily driven by the conversion of multiple exclusion meters completed by ACSA crews as part of the Exclusion Meter Replacement Project in the Dunlora Subdivision.

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

- Sewer CCTV Footage: Sanitary sewer CCTV inspections remained below typical levels in December, reflecting the same challenges experienced in November, including holiday schedules, staff time off, and continued issues with the out-of-service CCTV van. The replacement van is expected to go into service this month. A future board report will provide details on the repurposing plan for the box truck component of the retired van to support other groups and activities within the utility.

**BUDGET IMPACT:** None.

**RECOMMENDATIONS:** None.

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

**ATTACHMENTS:** None

# ALBEMARLE COUNTY SERVICE AUTHORITY

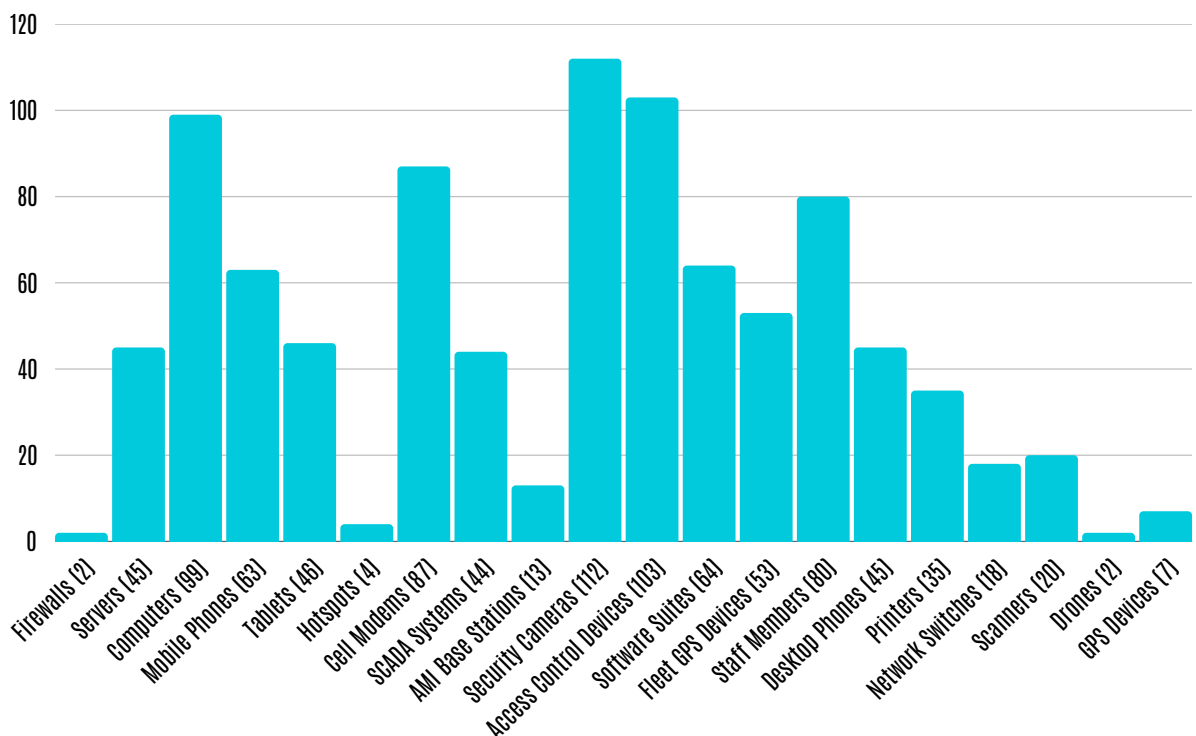
## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Monthly Information Technology Department Update  <b>STAFF CONTACT(S)/PREPARER:</b> April Walker, Director of Information Technology	<b>AGENDA DATE:</b> January 16, 2025  <b>ACTION:</b> <input type="checkbox"/> <b>INFORMATION:</b> <input checked="" type="checkbox"/>  <b>ATTACHMENTS:</b> No
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### BACKGROUND:

The ACSA's Information Technology Department includes eight full-time positions: the Director of Information Technology, GIS & CMMS Coordinator, GIS Technician, ISO Systems Engineer, Systems Engineer, Systems Analyst, SCADA Technician and I.T. Technician.

Below are just some of the items we are responsible for:



## I.T. DEPARTMENT'S MONTHLY ROUTINES

### Information Technology

Last month, we:

- Resolved **24** Help Desk Tickets
- Deployed **1** new cell phone
- Investigated **4** server backup failures

### GIS

Last month, we:

- Digitized **67** sewer lateral lines (Total 20,308).
- Digitized **2,469 ft** sewer gravity mains (Total 1,717,012 ft).
- Digitized **2,741.8 ft** water mains (Total 2,012,633.1 ft).
- Digitized **40** water service lines (Total 25,823).
- Fulfilled **6** external map requests.
- Completed **4** Update GIS Work Orders
- GPS located **56** assets.
- Completed **2** Locate Asset Work Orders
- Conducted **7** UAS Flights

### Digital & Physical Security

Last month, we:

- Secured **1,430.06 GB** of application data
- Secured **995.71 GB** of web data
- Secured **53.82 GB** of user data
- Investigated **281** physical security alerts at the Operations Center
- Investigated **2,421** physical security alerts at water storage tanks and pump stations
- Implemented **420** firewall pattern updates

### SCADA & AMI

Last month, we:

- Completed **1** SCADA Work Order
- Investigated **1,168** SCADA alarms
- Investigated **149** Cell Modem alarms
- Investigated **26** AMI Base Station Alarms



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### I.T. DEPARTMENT'S LARGE PROJECT PARTICIPATION



#### PHONE SYSTEM REPLACEMENT PROJECT

The I.T. Department has begun testing a demo from the new phone system provider on our network to ensure network reliability and functionality. We will report back to the provider with our findings and questions in a meeting later this month.



#### UTILITY NETWORK

934 high-priority water data errors remain to be corrected and 147 high-priority sewer data errors remain. Improvements to the contractor's quality check files are being made as the quality control is being performed. This leads to changes in counts from month to month. It is anticipated that changes will slow to a stop soon once all checks have an initial run-through. Additionally, new data creation will inherently cause new errors to show up. For instance, when an inspector GPS locates a sewer manhole, it will remain a floating point (causing at least one high priority error) until the line has been digitized, but that cannot occur until the adjoining manhole has also been GPS located. Data cleanup in the last month was focused on sewer, which in conjunction with the prior explanation is why water errors went up.



#### WEBSITE REPLACEMENT PROJECT

We are currently working on mobile optimization of the new website. We have also shared the new website with all employees to gather their input and for them to gain familiarity. We are anticipating launching the new website later this month.



#### MADISON PARK PHYSICAL SECURITY

**NO UPDATE:** We have purchased and programmed the security equipment. Once the building is completed, we will install the new equipment.



#### ELECTRIC VAN PURCHASE

The vendor has shipped our charging pedestal and charger. Once that arrives, we will schedule the install with the Facilities Group. We are still awaiting the delivery of our electric van. The van will be utilized by our Information Technology Technician to transport tools and supplies for network wiring, physical security, SCADA components and more.

# ALBEMARLE COUNTY SERVICE AUTHORITY

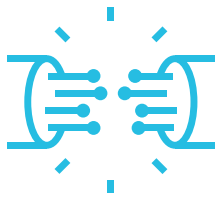
## AGENDA ITEM EXECUTIVE SUMMARY

### SCADA SYSTEM ASSESSMENT



We have received the complete inventory of our entire SCADA System and an assessment of suggested remediations with prioritizations. Utilizing this prioritization, numerous cellular modems have been upgraded and more are on order to ensure the latest compliance with security upgrades and patches.

### REDUNDANT FIBER CONNECTION



**COMPLETE:** Construction of a new fiber line is complete. We have configured the redundant connection within our firewall and have contacted several organizations we work with to ensure they whitelist both IP addresses to ensure seamless switchovers.

### CYBERSECURITY UPGRADES



We are committed to ensuring that all our users and devices comply with or exceed the CISA standards. Using the latest CISA checklist, we have fully implemented 25 of the 37 outlined items, with nine currently in progress. Our most recent update restricted access to ACSA data, allowing it only on ACSA-owned devices that meet strict compliance standards. The remaining three items, which are related to the management of vendors and suppliers, will require collaboration with all ACSA departments and the development of several new policies.

### CITYWORKS



As a part of continuous improvement, we recently revisited our equipment list to modify most pieces of equipment to a fixed rate as opposed to hourly rate. Various work activity changes occurred to increase efficiency and reduce redundancy. In addition, we continue to expand the use of Cityworks in the Facilities group.

### OPERATIONAL INSIGHTS/ASSET MANAGEMENT



Probability of Failure calculations of assets have been adjusted due to the calendar year change, which impacts the Year Installed and/or Model Year values. Discussions with the Facilities group are ongoing.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY



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### NEW HELP DESK & I.T. INVENTORY SOFTWARE

We are in the process of configuring our new Help Desk ticketing and IT inventory software for implementation. To ensure a seamless transition, we will first deploy the system with a pilot group. We hope to get our pilot group up and running on the new system by next week. This approach allows us to identify and address any issues before rolling it out to the entire organization, ensuring the system meets our needs effectively and efficiently.



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### SHAREPOINT RE-DESIGN

We have met with each Department Head to gather their requests and needs for their departmental SharePoint pages. We have begun to configure their pages with a goal of implementation by February.

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**ACKNOWLEDGEMENTS:** We thank you for your continued support in our efforts.

**BOARD ACTION REQUESTED:** Informational

**ATTACHMENTS:** None



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Rivanna Water & Sewer Authority (RWSA) Monthly Update <b>STAFF CONTACT(S)/PREPARER:</b> Quin Lunsford, Executive Director	<b>AGENDA DATE:</b> January 16, 2025 <b>CONSENT AGENDA:</b> Informational <b>ATTACHMENTS:</b> No
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**BACKGROUND:** This report continues the monthly updates on the Rivanna Water & Sewer Authority (RWSA) projects and Board meetings. Below are updates on RWSA major projects and issues, including updates from the December 17<sup>th</sup> RWSA Board Meeting and other communications:

- FY 2026 Budget, CIP and Wholesale Rates:** The budget review process has begun with a Capital Improvement Plan Subcommittee Meeting held on December 5<sup>th</sup> with the RWSA and the City. The meeting reviewed priorities and projects included in the RWSA preliminary FY 26-30 CIP. The scope of work and schedules for many of the 76 projects totaling \$523 M included in the 5-year CIP were discussed. The costs of these RWSA projects are a significant driver of the ACSA budget and rate development for the upcoming fiscal year.
- Approval of Construction Contract Award – Crozet Wastewater Pump Station Repairs:** The RWSA Board approved a request to authorize a construction contract for \$9,853,350 to replace pumps in four Crozet wastewater pump stations. These pump stations were built in the 1980's and many of the essential pumps and parts have exceeded their useful lifespan. This project includes the replacement of the existing pumps, valves and piping headers, electrical motor control center replacement, automatic transfer switch replacement, the addition of manual transfer switches, and emergency generator and fuel tank replacements. Also included are architectural improvements such as roof replacements and interior coatings and SCADA panel and instrumentation replacement. The authorization of this award also required an amendment to increase the RWSA FY 25-29 CIP for the Crozet Wastewater Pump Station Improvement Project by \$1,450,000, bringing the total budget for this project to \$12,350,000.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### Summary:

<b>RWSA Major Project Schedule</b>	<b>Construction Start Date</b>	<b>Construction Completion Date</b>
<b>MC 5kV Electrical System Upgrades</b>	October 2022	June 2025
<b>Rivanna Pump Station Restoration</b>	July 2024	May 2025
<b>Red Hill Water Treatment Plant Upgrades</b>	January 2025	June 2026
<b>South Fork Rivanna River Crossing</b>	December 2024	January 2027
<b>RMR to OBWTP Raw Water Line and Pump Station</b>	January 2025	June 2029
<b>MC Building Upfits and Gravity Thickener Improvements</b>	April 2025	May 2027
<b>MC Structural and Concrete Rehabilitation</b>	April 2025	May 2027
<b>Crozet Pump Stations Rehabilitation</b>	April 2025	September 2027
<b>MC Administration Building Renovation and Addition</b>	June 2025	December 2027
<b>Central Water Line</b>	April 2025	March 2029
<b>Crozet WTP GAC Expansion – Phase I</b>	August 2025	March 2027
<b>SRWTP – PAC Upgrades</b>	October 2025	February 2027
<b>RMR Pool Raise</b>	September 2025	September 2026
<b>SRR to RMR Pipeline, Intake, and Facilities</b>	February 2026	December 2030
<b>Beaver Creek Dam, Pump Station, and Piping</b>	May 2026	January 2030
<b>Upper Schenks Branch Interceptor, Phase II</b>	2026	2027
<b>MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades</b>	June 2025	September 2026

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

- **MCAWRRF 5kV Electrical System Upgrades**

Design Engineer:	Hazen and Sawyer (Hazen)
Construction Contractor:	Pyramid Electrical Contractors
Construction Start:	May 2022
Percent Complete:	80%
Completion Date:	June 2025
Budget:	\$6,200,000

**Current Status:**

The Contractor completed replacement of the low-voltage switchboard in the Grit Building, as well as 5kV cable replacement to the Moores Creek Pump Station, and is currently working on 5kV cable and transformer replacement at the Grit Building.

**History:**

Through review of the Moores Creek Facilities Master Plan, several areas of the MCAWRRF, including the Blower Building, Sludge Pumping Building, Grit Removal Building, Moores Creek Pumping Station, and the Administration Building are currently connected to the original 5kV switchgear, transformers, and motor control centers (MCCs) which have a useful life expectancy of 20-30 years. The equipment has exceeded the expected useful life and replacement of the original 1980s-vintage 5kV cables, switchgear, transformers, and MCCs will be completed.

- **Rivanna Pump Station Restoration**

Design Engineer:	Hazen/SEH
Construction Contractor:	MEB
Project Start:	July 2024
Project Status:	Design & Material Acquisition & Construction
Completion:	May 2025
Budget:	\$22,000,000

**Current Status:**

Contractor continues to order equipment/materials and complete interior piping modifications in advance of rebuilt pump deliveries. Rebuilt pumps will be installed and bypass pumping system removed by March 2025 with full restoration completed by May 2025.



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### History:

The Rivanna Pump Station, which is located at the Moores Creek Advanced Water Resource Recovery Facility, was damaged on January 9, 2024 due to high rain and flooding of equipment at the facility. This facility pumps between 5 and 50 million gallons of wastewater daily and is the largest pump station in the wastewater system. Restoration is needed to restore the facility to normal operations and remove the bypassing system that was installed in February 2024.

- **Red Hill Water Treatment Plant Upgrades**

Design Engineer:	Short Elliot Hendrickson (SEH)
Construction Contractor:	Anderson Construction (Lynchburg)
Construction Start:	January 2025
Percent Complete:	0%
Completion:	June 2026
Budget:	\$2,050,000

### Current Status:

Work on-site is expected to begin in January after finalizing site plan details with the County. Submittals are being reviewed so materials can be ordered. This project received partial grant funding from Albemarle County.

### History:

The Red Hill Water Treatment Plant was constructed in a joint effort of the ACSA and RWSA in 2009 and consists of a well, pneumatic tank and pump house that provides treated water to the Red Hill Elementary School and adjoining neighborhood. The current building is beyond its physical capacity and this project serves to expand the building and improve the configuration of the process and laboratory needs of the WTP.

- **South Fork Rivanna River Crossing**

Design Engineer:	Michael Baker International (Baker)
Construction Contractor:	Faulconer (Charlottesville)
Construction Start:	December 2024
Percent Complete:	0%
Completion:	January 2027
Budget:	\$7,300,000

### Current Status:

The Contractor is submitting shop drawings for approval.

## ALBEMARLE COUNTY SERVICE AUTHORITY

### AGENDA ITEM EXECUTIVE SUMMARY

#### 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.

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

Design Engineer:	Kimley-Horn
Design Contractor:	Thalle Construction Co., Inc. (NC)
Construction Start:	January 2025
Percent Complete:	0%
Completion:	June 2029
Current Project Estimate:	\$61,490,000

#### Current Status:

The Notice of Award was provided to Thalle Construction Company, Inc. on October 23rd. Construction contracts have been signed by both parties, and an introductory meeting was held with the Contractor on December 4th. A Preconstruction Conference and NTP are anticipated in the coming weeks.

#### History:

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

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

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

- **Crozet Pump Stations Rehabilitation**

Design Engineer:	Wiley   Wilson
Construction Contractor:	Waco, Inc.
Project Start:	April 2025
Percent Complete:	0%
Completion:	September 2027
Budget:	\$12,350,000

Current Status:

One bid was received for this project on October 31st which exceeded RWSA's budget by about 10% (\$1.5 M). The bid was reviewed with the contractor (Waco) for cost reductions. A recommendation for award was presented to the RWSA Board in December after successfully completing negotiations.

History:

The Crozet pump stations were originally constructed in the 1980's with many of the original components still being utilized. This project includes replacement of pumps, valves, roof replacements, siding replacements, installation of new wells, new electrical motor control centers, generators, and power transfer switches.

- **MCAWRRF Building Upfits and Gravity Thickener Improvements**

Design Engineer:	Short Elliott Hendrickson (SEH)
Project Start:	March 2023
Project Status:	Bidding
Construction Start:	April 2025
Completion:	May 2027
Current Project Estimate:	\$7,500,000

Current Status:

Bids are due on December 19, 2024.

History:

This project addresses the renovation needs of the current maintenance and operations building space requirements, improvements to the existing gravity thickener system, and installation of actuators on the secondary clarifier influent gate valves.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

- **MCAWRRF Structural and Concrete Rehabilitation**

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	April 2023
Project Status:	Bidding
Construction Start:	April 2025
Completion:	May 2027
Current Project Estimate:	\$11,300,000

Current Status:

Bids are due on December 18, 2024.

History:

This project comprises rehabilitation, repair and installation of multiple structural components throughout the MCAWRRF facility, to include concrete repairs in both the equalization basin and holding ponds, and rehabilitation to other components of the system.

- **Moore's Creek Administration Building Renovation and Addition**

Design Engineer:	SEH
Project Start:	October 2022
Project Status:	95% Design
Construction Start:	June 2025
Completion:	December 2027
Budget:	\$25,000,000

Current Status:

Contract documents are being finalized. Revised exterior and interior renderings have been submitted to the County ARB for approval and the exhibit design process continues.

History:

Through the MCAWRRF Master Plan, a need to house additional staff, increase office and meeting space; plan for replacement of the engineering trailers; bring the IT server workrooms to modern standards; and provide classroom space for education outreach. The expansion of the building will take place in the lower parking lot adjacent to the existing building.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

- **Central Water Line Project**

Design Engineer:	Michael Baker International (Baker)
Project Start:	July 2021
Project Status:	Bidding (Phase I)
Construction Start:	April 2025
Completion:	March 2029
Budget:	\$47,000,000

**Current Status:**

**Phase 1 Contract (west end):** All private easements have been acquired and the easement with UVA along Hereford Drive is ready for execution. Bids will be received in January 2025. **Phase 2 Contract (east end):** Redesign efforts in the E. High Street area are in process and survey work is complete. An additional private easement will be required with the redesign as well as new easements on two City parcels. Phase 2 design will be completed in summer 2025.

**History:**

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

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

- **Crozet GAC Expansion – Phase I**

Design Engineer:	SEH
Project Start:	July 2023
Project Status:	100% Design
Construction Start:	August 2025
Completion:	March 2027
Budget:	\$6,550,000

**Current Status:**

100% design documents have been completed and are under review. \$6.24 million in grant funds from VDH have been awarded for this project.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### History:

In order to enhance the RWSA's resiliency and commitment to long term finished water quality, the Authority has committed to expanding the GAC capacity at the Crozet WTP to match the current plant capacity. This project includes expansion of the existing GAC building, additional GAC vessels, pumps, piping, and electrical components.

- **South Rivanna Water Treatment Plant – PAC Upgrades**

Design Engineer:	SEH
Project Start:	November 2023
Project Status:	100% design
Construction Start:	October 2025
Completion:	February 2027
Current Project Estimate:	\$1,100,000

### Current Status:

Design documents have been completed and are ready for bidding. RWSA applied for a Congressionally Directed Spending grant from Senators Kaine and Warner for this project in the amount of \$880,000 and have received approval of the grant by the Senate committee. Final grant approval will occur upon approval of the federal budget by Congress and the President. Bidding and construction will begin after this grant is finalized.

- **Ragged Mountain Reservoir Pool Raise**

Design Engineer:	Schnabel
Project Start:	April 2024
Project Status:	40% design
Construction Start:	September 2025
Completion:	September 2026
Current Project Estimate:	\$5,000,000

### Current Status:

Design Engineer has developed clearing plans around the reservoir and initiated permitting efforts with ACOE, VDCR and Albemarle County.

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

Design Engineer:	Kimley Horn/SEH
Project Start:	July 2023

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

Design Status:	57%
Construction Start:	February 2026
Completion:	December 2030
Current Project Estimate:	\$79,000,000

### Current Status:

Design Engineer continues to work on both the new reservoir intake and the pipe between SRR and RMR. A workshop on the new intake and pump station at SRR was held, and RWSA staff has provided comments on the draft PER. The nutrient report has also been submitted for review.

### History:

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

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

Design Engineer:	Schnabel Engineering (Dam)
Design Engineer:	Hazen and Sawyer (Pump Station)
Project Start:	February 2018
Project Status:	65% Design
Construction Start:	May 2026
Completion:	January 2030
Budget:	\$47,100,000

### Current Status:

Hazen has submitted the PER for the new raw water pump station, intake, raw water main, and hypolimnetic oxygenation system for review. Design work by Schnabel Engineering for the dam spillway upgrades, temporary detour, and spillway bridge is ongoing. Preliminary design submittals for the dam are currently under review by internal staff and NRCS. Discussions with the County have been initiated for acquisition or lease of property for the Pump Station. A significant construction grant from the NRCS is anticipated.



# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### 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.

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

Design Engineer:	CHA Consulting
Project Start:	July 2021
Project Status:	Design
Construction Start:	2026
Completion:	2027
Budget:	\$4,725,000

### Current Status:

Meetings with the County and City are ongoing to finalize the piping location and design.

### History:

The Schenks Branch Interceptor is located in the easter part of the City of Charlottesville and was constructed in the mid-1950s. The existing interceptor is undersized to serve present and future wet weather flows and is to be upgraded to from a 21-inch to 30-inch pipe.

- **MC Pump Station Slide Gates, Valves, Bypass, and Septage Receiving Upgrades**

Design Engineer:	Hazen and Sawyer (Hazen)
Project Start:	June 2023
Project Status:	70% Design
Construction Start:	June 2025
Completion:	September 2026
Budget:	\$3,600,000

## ALBEMARLE COUNTY SERVICE AUTHORITY

### AGENDA ITEM EXECUTIVE SUMMARY

#### Current Status:

Staff has been interviewing software vendors for additional improvements to the current septage receiving equipment and billing software, and Hazen is completing a flood resiliency evaluation.

#### History:

Inspections of the large aluminum slide gates at the influent side of the Moores Creek Pump Station have been conducted and the need for repair/addition of new gates for RWSA staff to have the flexibility to stop or divert flow to perform maintenance activities is needed. This project will also enclose the leachate discharge pit to reduce odors and address maintenance concerns.

### **Planning and Studies**

- **MCAWRRF Biogas Upgrades**

Design Engineer:	SEH
Project Start:	October 2021
Project Status:	Preliminary Engineering/Study (99%)
Completion:	December 2024
Budget:	\$2,145,000

#### Current Status:

RWSA and City staff continue to discuss all available options to reuse biogas.

- **Flood Protection Resiliency Study**

Design Engineer:	TBD
Project Start:	August 2024
Project Status:	Preliminary Engineering/Study
Completion:	July 2025
Budget:	\$278,500

#### Current Status:

This project will identify individualized flood mitigation measures of six facilities to increase their resiliency from a 1% to a 0.2% flooding event. Facilities include: Mechums River Raw Water PS, Glenmore WW PS, Moores Creek AWRRF, Scottsville WWRRF, Crozet FET, and Crozet WW PS #2. A consultant is being selected to perform this study and the specific scope of the evaluation is being confirmed. This project received \$198,930 in grant funding from FEMA and VDEM.

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

### Other Significant Projects

- **Urgent and Emergency Repairs**

RWSA staff are currently working on several urgent repairs within the water and wastewater systems as listed below:

<u>Project No.</u>	<u>Project Description</u>	<u>Approx. Cost</u>
2023-01	Finished Water System ARV Repairs	\$150,000
2024-08	Sugar Hollow Raw Waterline Break at Mechums River	\$350,000

- RWSA Finished Water ARV Repairs: RWSA Engineering staff recently met with Maintenance staff to identify a list of Air Release Valves (ARVs) that need to be repaired, replaced, or abandoned. Several of these locations will require assistance from RWSA On-Call Maintenance Contractors, due to the complexity of the sites (proximity to roadways, depth, etc.). The initial round will include seven (7) sites, all along the South Rivanna Waterline. Three replacements have been completed at this time, with a fourth site in progress. This in progress site included abandonment of an existing manual ARV located in the middle of the Route 29-Hydraulic intersection, which has been completed, and was a major coordination effort with VDOT, as they intend to pave this area in the coming weeks. The Contractor is working with VDOT on permits for the final sites. The remaining replacements will likely be scheduled starting in Spring 2025.
- Sugar Hollow Raw Waterline Break at Mechums River: On October 8th, it was discovered that the Sugar Hollow Raw Waterline had failed at its aerial crossing of the Mechums River, due to the impacts associated with Hurricane Helene. RWSA will be utilizing its On-Call Maintenance Contractor, Faulconer Construction, along with its Design Engineer, SEH, to help design and construct the repairs to the aerial crossing. Mobilization occurred on November 5th to address concerns with the existing access road to the site initially. Repairs are now underway, with installation of concrete piers and preparation for pipe installation complete. The goal remains to have the pipeline back in service prior to the end of the year, pending availability of materials and weather/site conditions. Funding opportunities are being pursued through FEMA/VDEM.

- **Security Enhancements**

Design Engineer:	Hazen & Sawyer
Construction Contractor:	Security 101 (Richmond, VA)
Construction Start:	March 2020
Percent Complete:	90% (WA9)

# ALBEMARLE COUNTY SERVICE AUTHORITY

## AGENDA ITEM EXECUTIVE SUMMARY

Based Construction Contract +	
Change Orders to Date = Current Value:	\$718,428 (WA1) + \$834,742 (WA2-10)
Completion:	June 2024 (WA9), August 2024 (WA10)
Budget:	\$2,810,000

### Current Status:

WA9 will include installation of card access on all exterior doors at the South Rivanna WTP and has been amended to include interior doors at the new IT data center. Design of MCAWRRF entrance modifications with Hazen & Sawyer continues, with discussions with Dominion Energy also ongoing, as relocation of existing electrical infrastructure will be required. This relocation process will need to be finalized prior to the project proceeding to the bidding phase. Relocation of existing electrical infrastructure will require coordination with the adjacent landowner, as the infrastructure must be completely relocated from the entrance area. As these discussions are ongoing, staff have submitted appropriate permitting documents to Albemarle County.

ACSA Board Future Policy Issues Agendas 2025										
Regular 3rd Thursday Monthly Meetings	Feb. '25	Mar. '25	April '25	May '25	June '25	July '25	Aug '25	Sep '25	Oct. '25	Pending Issues
	February 20th	March 20th	April 17th	May 15th	June 19th	July 17th	August 21st	September 18th	October 16th	ACSA Customer Communications
	Tonya Foster, 35 Years	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognitions	Recognition	Recognitions	CIS - Customer Information Systems - Billing, Website, Phone
	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Updates	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Monthly Financial, CIP, Maintenance and IT Reports and RWSA Monthly Update	Climate Change and Sustainability
	Operational Presentation - Administration	Operational Presentation - Engineering	Operational Presentation - Maintenance	Operational Presentation - IT	Operational Presentation - Finance	Operational Presentation		Operational Presentation	Operational Presentation	Customer Experience (CX)
	Personnel Management Plan Amendments - Travel Policy	Proposed CIP Presentation ( <i>Annual Item</i> )	Proposed FY '26 Capital Improvements Proposed CIP Presentation ( <i>Annual Item</i> )	Proposed FY '26 Budget and Rates Workshop ( <i>Annual Item</i> )	FY '26 Budget and Rates Public Hearing ( <i>Annual Item</i> )			Imagine a Day Without Water Resolution ( <i>Annual Item</i> )		Data Management and Management Dashboards
	Financial Plan and Rate Study Scope of Work Discussion	Fix a Leak Week Water Conservation Event ( <i>Annual Item</i> )	Proposed FY '26 Capital Improvements Program (CIP) Public Hearing ( <i>Annual Item</i> )	Annual Water Quality Reports ( <i>Annual Item</i> )	FY '26 Budget, Rates and CIP Approval ( <i>Annual Item</i> )					Emergency Preparedness
	ACSA Toilet Rebate Program Update	Strategic Plan Update ( <i>Semi-Annual Item</i> )	Proposed FY '26 Budgets and Rates Overview ( <i>Annual Item</i> )		Amendments to Rules and Regulations, and Personnel Management - Budget Implementation ( <i>Annual Item</i> )					Federal/State Water Quality Regulations PFAS; Emerging Contaminants
			Resolution Scheduling Budget and Rates Public Hearing for June 19, 2025 ( <i>Annual Item</i> )		Water & Wastewater Professionals Appreciation Day Recognition ( <i>Annual Item</i> )					New Development
			National Drinking Water Week ( <i>Annual Item</i> )							Operational Presentation - Sewer Rehabilitation Relining
										Pay Plan Market Rate Study for FY '25 - Compensation (Fall)
										Purchasing Policy Manual
										RWSA CIP Central Water Line - Reservoirs Pipeline North Rivanna System Wastewater Projects
										Strategic Plan Update - Biannual
										Water Audit
										Water Supply Plan Project Status Reports
		Executive Session - Executive Director Annual Performance Review								1/16/2025



# ACSA Water Conservation Program & Activity Report 2024

*Board of Directors Meeting  
January 16, 2025*





# Toilet Rebate Program



ACSA customers were eligible for rebates up to \$100 per toilet (maximum of three for residential customers) when they replaced older, water guzzling toilets with new low-flow (1.6 gallons per flush or less).

In 2024:

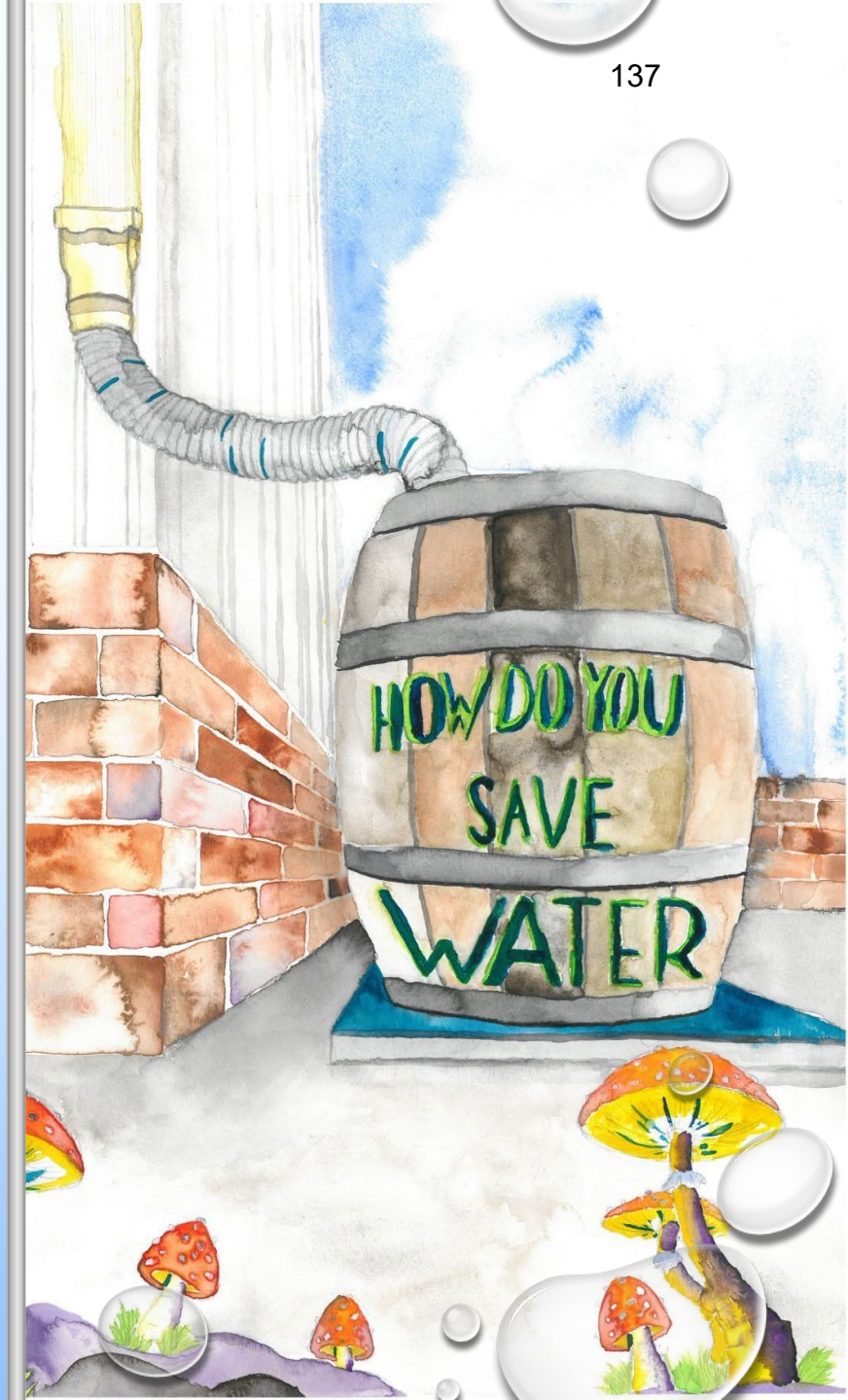
- 83 toilets were replaced
- \$8,300 rebated back to ACSA customers

# Rain Barrel Rebate Program

ACSA residential customers are eligible for rebates up to \$30 per rain barrel (maximum of two) when they purchase a rain barrel.

In 2024:

- 12 rain barrels were installed
- \$360 rebated back to ACSA customers







# Carwash Certification Program

- VOLUNTARY PROGRAM
- WATER USE OF VARIOUS LEVELS OF A CARWASH ARE MEASURED TO OBTAIN CERTIFICATION
- GUARANTEES THAT FACILITIES MAY REMAIN OPEN DURING DROUGHT WARNING STAGE
- 7 OUT OF 14 CARWASHES CURRENTLY PARTICIPATE IN THE PROGRAM
- ACSA STAFF WILL BE PURSUING CERTIFICATION WITH THE REMAINING CARWASHES IN THE SPRING OF 2025.

## Imagine a Day Without Water

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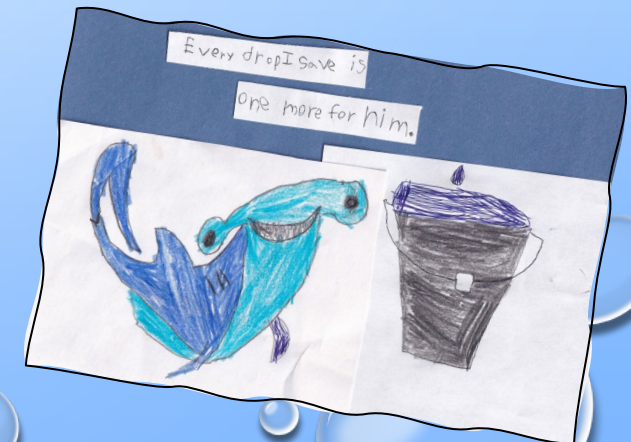
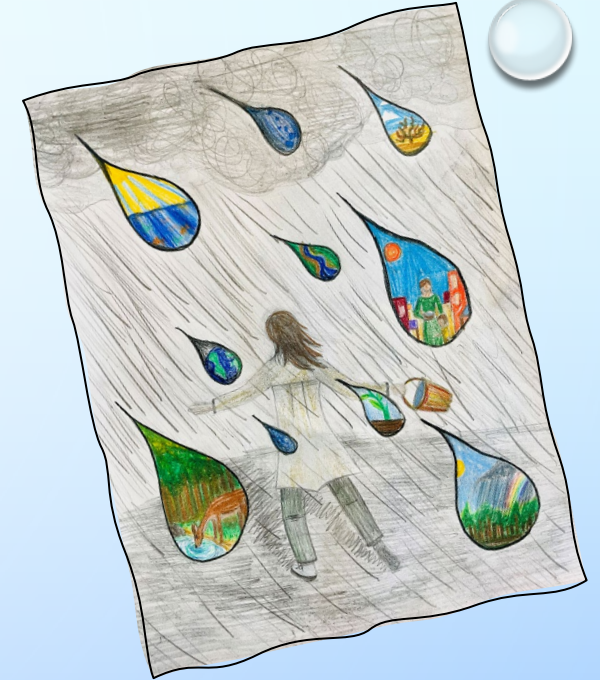
NATIONAL CAMPAIGN TO EDUCATE COMMUNITIES ABOUT THE VALUE OF WATER AND THE NEED FOR INVESTMENT IN ITS SUSTAINABILITY. ANNUALLY THE ACSA, IN PARTNERSHIP WITH THE CITY OF CHARLOTTESVILLE AND RWSA, PARTICIPATES IN VARIOUS EVENTS SUCH AS THE KICK-OFF CELEBRATION AND AN ART CONTEST OPEN TO ALL CITY AND COUNTY STUDENTS GRADE K-12. IN 2024, THERE WERE 229 ARTWORK ENTRIES. THIS YEAR'S CONTEST INCLUDED A NEW CATEGORY FOR BEST PHOTOGRAPHY AND EACH WINNER FROM ALL SEVEN CATEGORIES RECEIVED A \$200 GIFT CARD AND CONSERVATION GOODIE BAG.

## Fix-A-Leak

FIX-A-LEAK WEEK IS A NATIONAL CAMPAIGN SPONSORED BY THE EPA TO INFORM THE PUBLIC ON HOW TO IDENTIFY AND FIX LEAKS. THIS PAST MARCH, THE ACSA, IN CONJUNCTION WITH THE CITY OF CHARLOTTESVILLE AND RWSA, HOSTED FREE AND VIRTUAL EVENTS TO HELP ENCOURAGE OUR COMMUNITY TO SAVE WATER AND FIX LEAKS, INCLUDING A HOME SCAVENGER HUNT! PARTICIPANTS WERE ENTERED INTO A RAFFLE TO WIN A \$50 GIFT CARD FROM A LOCAL GARDENING BUSINESS.

## Conservation Table

AS PART OF AN ONGOING EFFORT TO PROMOTE CONSERVATION TO OUR CUSTOMERS DAILY, THE ACSA HAS A CONSERVATION TABLE ON DISPLAY IN THE LOBBY OF THE OPERATIONS CENTER. THE TABLE IS MAINTAINED AND REPLENISHED BY THE ADMINISTRATION TEAM AND INCLUDES ITEMS SUCH AS SHOWER TIMERS, TOILET TANK BAGS, AERATORS, AND LOW-FLOW SHOWER HEADS. THERE ARE ALSO CONSERVATION-THEMED FUN ITEMS FOR CHILDREN SUCH AS COLORING BOOKS AND STICKERS.









# **2024 Annual Report Successes, Accomplishments and Year In Review**

**January 16, 2025 - Board of Directors' Meeting**



## Strategic Thinking and Planning

- Safe, Clean, Reliable
- Blueprint for our Future
- New Five-Year Plan 2023-27
- Theme areas:
  - Data Optimization
  - Business Resilience
  - Customer Experience
  - Employee Experience



# Board Policy Issues “The Year That Was” - 2024

Strategic Plan 2023-2027

Sediment in Drinking Water

ACSA's 60<sup>th</sup> Anniversary

June Adoption – FY 2025- Five Months

- Budget
- Rates
- Capital Improvement Program (CIP)
- Market Rate Recommendations
- Rules and Regulations and Personnel Management Plan Updates



Comprehensive Update  
to ACSA General Water  
and Sewer Specifications



Rivanna Pump Station  
Flooding and Response



Annual Financial Reports  
and Year-End  
Appropriations



Drought Monitoring  
/Declaration of Drought  
Watch



Enhanced Customer  
Communications



Amendments to  
Personnel Management  
Plan

Board Policy Issues – “The Year That Was” – 2024  
(continued)

## Board Background/Operational Presentations 2024

Imagine a Day Without Water Student Art Contest

Bi-annual Strategic Plan Updates

ACSA EOM Program Winners

Annual Water Conservation Report

Customer Information System (CIS) Project

Rivanna Pump Station Update

Customer Communications/Letterpress

Sediment in Drinking Water

Annual Water Quality Report

CIP Authorization Process Update

Lead and Copper Regulations and Inventory Update

# Board Background/Operational Presentations 2024 (continued)

Drought Monitoring/Declaration of Drought Water	Freedom of Information Act Update	Unmanned Aircraft Systems (UAS) Program	Customer Telephony Report and Update	Lead and Copper Regulations and Inventory Update
Avon Operations Center Update	Hurricane and Extreme Weather Preparedness Planning	ACSA General Water and Sewer Construction Specifications Update	Introduction of Monthly IT Consent Agenda Item	New ACSA Customer Packet
Annual Investment Report		Budget Guidelines and Schedule		

# 2024 Successes, Accomplishments and Review

## Succession Training and Career Development

# Key Accomplishments

- Succession Planning for Executive Director.
- Recruitment for Director of Finance.
- UVA Darden School Executive Education.
- Emergenetics (leadership assessment tool) training for new employees and manager refresher.
- Ongoing professional development and skill-building training such as the Class A Commercial Driver's Licensing Program, including safety training.
- Supervisor Training for both new supervisors and current ones (focus on communications and feedback).
- BizLibrary online resource; such as Cybersecurity Training.
- Active Shooter Training.

## Continued Key Accomplishments

- AMI (Advanced Metering Infrastructure) – Successfully installed all AMI components.
- Operational Insights – Asset Management.
- Cybersecurity.
- Procurement of new telephony system – deployment in early 2025.
- Customer Information System (CIS) RFP development.
- Development of new ACSA Website.
- Installation and configuration of a redundant fiber network.
- Replacement of all network switches and firewalls.
- Upgraded ArcGIS Enterprise.
- Completion of a full SCADA System Assessment.
- Completion of a Utility Network Feasibility Study.
- Upgrade of the Board Room A/V.
- Upgrade/Replacement of a large format plotter.
- Implemented additional backup practices to provide better redundancy and efficiency.



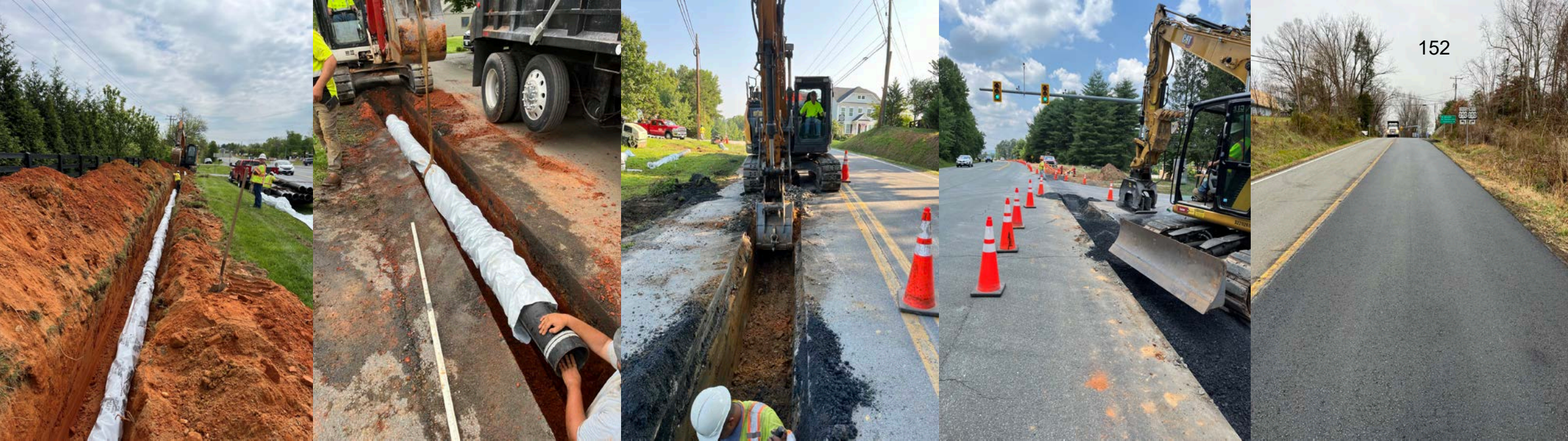
# Other ACSA Accomplishments

- Capital Projects – Upgrades.
- Imagine a Day Without Water – Artwork.
- Employee Recognition.
- Employee of the Month.
- National Awards – GFOA.



# Our Employees!





## Crozet Phase 4 Water Main Replacement Project

- Replacement of AC and PVC water mains along Crozet Avenue, Rockfish Gap Turnpike, Hillsboro Lane, Brownsville Road, and neighborhood streets in Park View.
- Total Project Footage = 19,400 LF of 4-inch through 12-inch DIP (wrapped with polyethylene encasement for additional corrosion protection).
- Extensive traffic control measures along Route 250 and Crozet Avenue, and coordination with Albemarle County Public Schools.
- Contractor - Valley Contracting, LLC.





# ACSA Fire Suppression System Replacement

- Replacement of existing fire suppression system in ACSA Administration and Maintenance buildings at the Spotnap Road location.
- Required extensive coordination with ACSA staff to facilitate replacement work while still maintaining normal business operations.
- Project completed under a Design/Build Contract and included a nitrogen generator to extend useful life of the system.
- Contractor – Fire-X Corporation.



# Risk Assessment Improvements

- Focused on implementation of recommendations from our Vulnerability Assessment, which identified mitigation measures to lower risks and increase resiliency for the ACSA.
- Priority 1 – Improvements to fencing and door hardening at existing tank and pump station sites.
- Priority 2 – Creation of sterile zones around various sites.
- Priorities 3 and 4 – Installation of new fencing and lightening protection.
- Contractor – Harrisonburg Construction Company, Inc.



# 2025

## Future Year at ACSA<sup>155</sup>

- Clean, Safe, Reliable
- Continued Customer Experience Improvements
- Budget/Rates for FY '26
- Strategic Plan for 2023-2027 – Implementation; Updates
- Employee Compensation and Classification Plan Recommendations for FY '26 Budget
- Rate Study (multi-year review; fall '25)
- Customer Communications – Letterpress
- CIS (Customer Information Systems)

# QUESTIONS





**MOTION:**

**MEETING DATE:** January 16, 2025

**SECOND:**

## **RESOLUTION**

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

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

**VOTE:**

**AYES:**

**NAYS:**

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

**ABSENT DURING VOTE:**

**ABSENT DURING EXECUTIVE MEETING:**

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Quin Lunsford, Secretary-Treasurer

**MOTION:**

**MEETING DATE:** January 16, 2025

**SECOND:**

### **CERTIFICATION OF EXECUTIVE MEETING**

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

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

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

**VOTE:**

**AYES:**

**NAYS:**

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

**ABSENT DURING VOTE:**

**ABSENT DURING EXECUTIVE MEETING:**

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Quin Lunsford, Secretary-Treasurer